Discover how to delete an individual record, multiple records, or all records from an export list in WorldShare Record Manager.

**Delete an individual bibliographic record from the export list**

1. Navigate to **Export Lists**. Bibliographic record export lists are displayed by default.
2. Click the **name** of an export list to view the records it contains.
3. Select the **check box** for the record you want to delete.
4. Select **Delete** from the Delete drop-down menu.

**Delete multiple bibliographic records from the export list**

1. Navigate to **Export Lists**. Bibliographic record export lists are displayed by default.
2. Click the **name** of an export list to view the records it contains.
3. Select the **check boxes** for the records you want to delete.
4. Select **Delete** from the Delete drop-down menu.

**Delete all bibliographic records from the export list**

1. Navigate to **Export Lists**. Bibliographic record export lists are displayed by default.
2. Click the **name** of an export list to view the records it contains.
3. Select **Delete All** from the Delete drop-down menu.

**Delete a bibliographic record export list**

1. Navigate to **Export Lists**. Bibliographic record export lists are displayed by default.
2. Select the **check box** for the export list you want to delete.
3. Click **Delete**.
4. From the Delete Bibliographic Record Export List(s) dialog, click **Delete**.
   Note: You must select at least one list to activate the Delete button.