**Is there a way to delete WorldCat records that have been harvested through Digital Collection Gateway?**


**Applies to**

Digital Collection Gateway

**Answer**

1. Inside Digital Collection Gateway navigate to the manage accounts tab

2. Inactivate the collections that contain the WorldCat holdings you would like to delete. Select each collection and click Inactivate Selected.

   - If you have many collections to Inactivate, you can use the shift and ctrl keys to select multiple collections at once.
   - If the collections are not assigned to the username you are logged in as you will need to re-assign them to your username by clicking "Assign Selected" first.

3. Now switch to the Home tab. (see warning below for additional information)

4. Scroll to the bottom of the screen and select Inactive Collections.

5. Click Delete WorldCat Records for each of the inactive collections. You will need to confirm deletion each time.

**Additional information**

**Warning**

If you switch back to the manage account tab before completing the deletions in the home tab Digital Collection Gateway will reactivate collections when the manage account tab is repopulated.

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