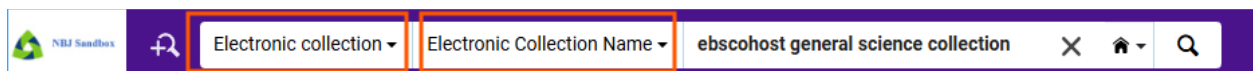


How to Delete or Deactivate an Electronic Collection in Alma

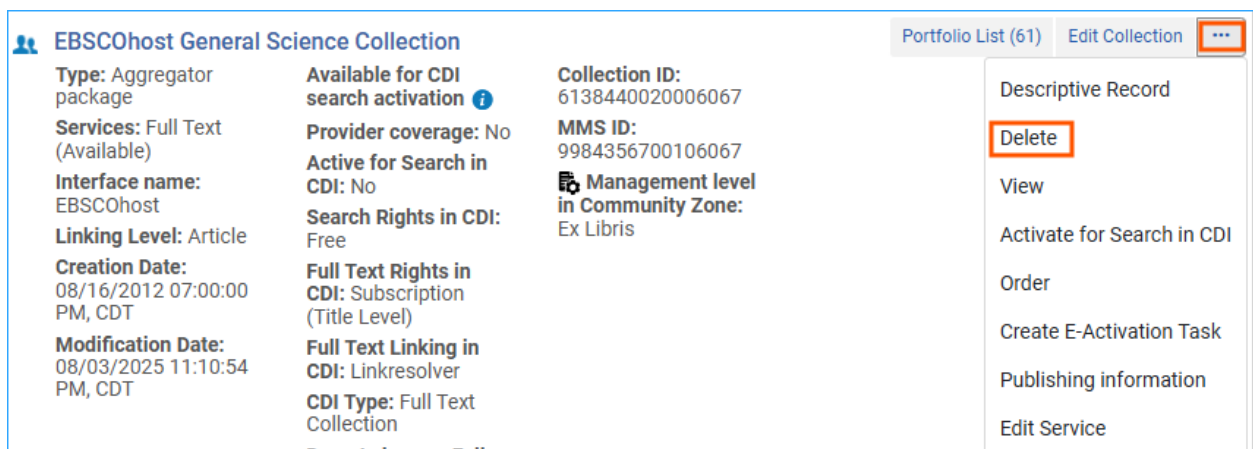
Deleting an Electronic Collection

Find the electronic collection in Alma by searching the Institution Zone for Electronic Collection by Electronic Collection Name.



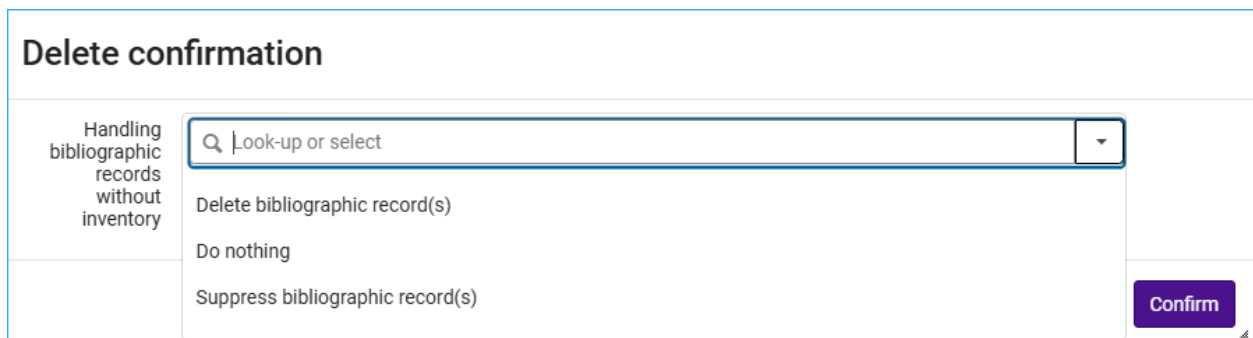
The search bar in Alma shows a filter for 'Electronic collection' and a search term 'Electronic Collection Name'. The search results show 'ebscohost general science collection'.

Select the **action** menu next to the collection and select **Delete**.



The collection details page for 'EBSCOhost General Science Collection' shows various metadata fields. The 'Action' menu is open, showing options like 'Delete', 'View', 'Activate for Search in CDI', 'Order', 'Create E-Activation Task', 'Publishing information', and 'Edit Service'.

A delete confirmation message appears. In the message select how you want to handle bibliographic records without inventory. (ODIN Office recommends **Delete bibliographic record(s)**.) Click **Confirm**.



The 'Delete confirmation' dialog box asks how to handle bibliographic records without inventory. The options are 'Delete bibliographic record(s)', 'Do nothing', and 'Suppress bibliographic record(s)'. The 'Confirm' button is highlighted.

Deleting an electronic collection deletes the electronic collection and its associated portfolios.

Deactivating Electronic Collections and Portfolios

Below are instructions for deactivating the electronic collection and its portfolios. If the bibliographic records for portfolios are **not suppressed**, the portfolios in the Electronic Collection will **continue to appear in Primo VE even after deactivation**. However, the **service information (service area)** for those portfolios will no longer be displayed in Primo VE.

Deactivating the Electronic Collection

Select the **action** menu next to the collection and select **Edit Service**.

The screenshot shows the 'EBSCOhost General Science Collection' page. On the right side, there are two tabs: 'Portfolio List (61)' and 'Edit Collection'. Next to 'Edit Collection' is a three-dot menu icon. A dropdown menu is open, showing several options: 'Descriptive Record', 'Delete', 'View', 'Activate for Search in CDI', 'Order', 'Create E-Activation Task', 'Publishing information', 'Edit Service' (highlighted with a red box), 'Edit Full Text Portfolios', and 'View It'.

On the **Activation** tab select **Not Available**. Click **Save**.

The screenshot shows the 'Activation' tab selected. Below the tabs, there is a section labeled 'Service activation status'. It contains a radio button that is selected and labeled 'Not Available', and another radio button labeled 'Available'.

Deactivating Portfolios in the Electronic Collection

Select the action menu next to the collection and select **Edit Service**.

On the **Portfolios** tab, click on **Activate/Deactivate** menu option and select **Deactivate all**. Click **Save**.

Activation

Service Description

Linking

Portfolios

Notes

History

1 - 20 of 61

ISBN

Q

Move Set of Portfolios

Activate/Deactivate

Load Portfolios

▼

Status : All

▼

CZ Linking : All

COUNTER Platform

Availability

Identifier

↕ Title

Coverage

1

0035-7529

Rocks and minerals.

Available

2

0027-1535

Mother earth news.

Available

Activate All

Activate Selected

Deactivate All

Deactivate Selected