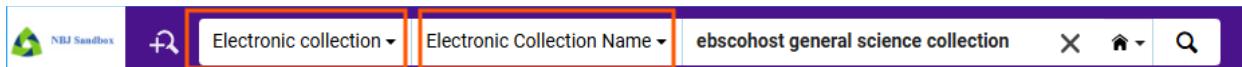


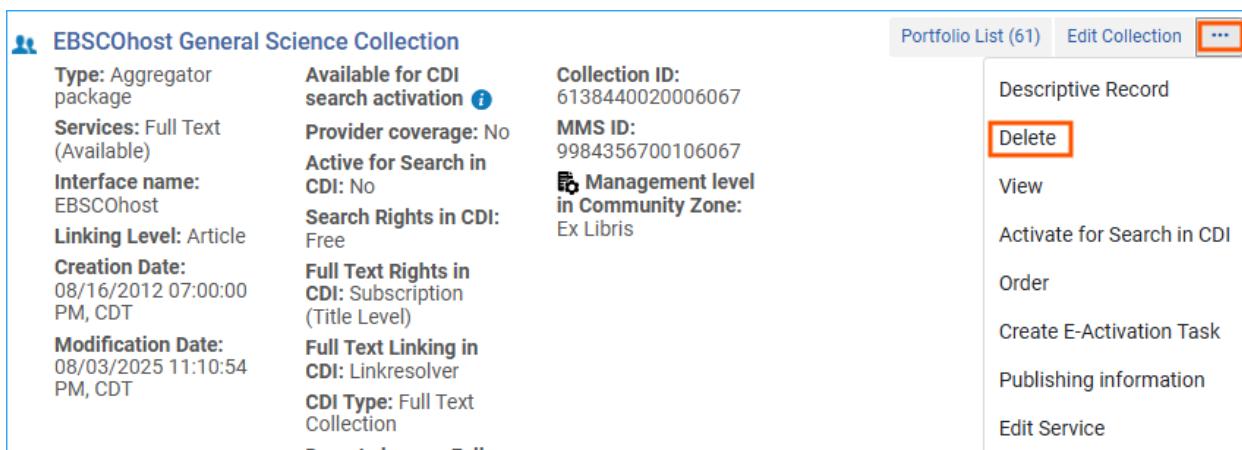
How to Delete or Deactivate an Electronic Collection in Alma

Deleting an Electronic Collection

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



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



EBSCOhost General Science Collection

Type: Aggregator package
Services: Full Text (Available)
Interface name: EBSCOhost
Linking Level: Article
Creation Date: 08/16/2012 07:00:00 PM, CDT
Modification Date: 08/03/2025 11:10:54 PM, CDT

Available for CDI search activation ⓘ
Provider coverage: No
Active for Search in CDI: No
Search Rights in CDI: Free
Full Text Rights in CDI: Subscription (Title Level)
Full Text Linking in CDI: Linkresolver
CDI Type: Full Text Collection

Collection ID: 6138440020006067
MMS ID: 9984356700106067
Management level in Community Zone: Ex Libris

Portfolio List (61) **Edit Collection** **...**

Descriptive Record
Delete (highlighted with a red box)
View
Activate for Search in CDI
Order
Create E-Activation Task
Publishing information
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**.



Delete confirmation

Handling bibliographic records without inventory

Look-up or select

Delete bibliographic record(s) (selected)

Do nothing

Suppress bibliographic record(s)

Confirm

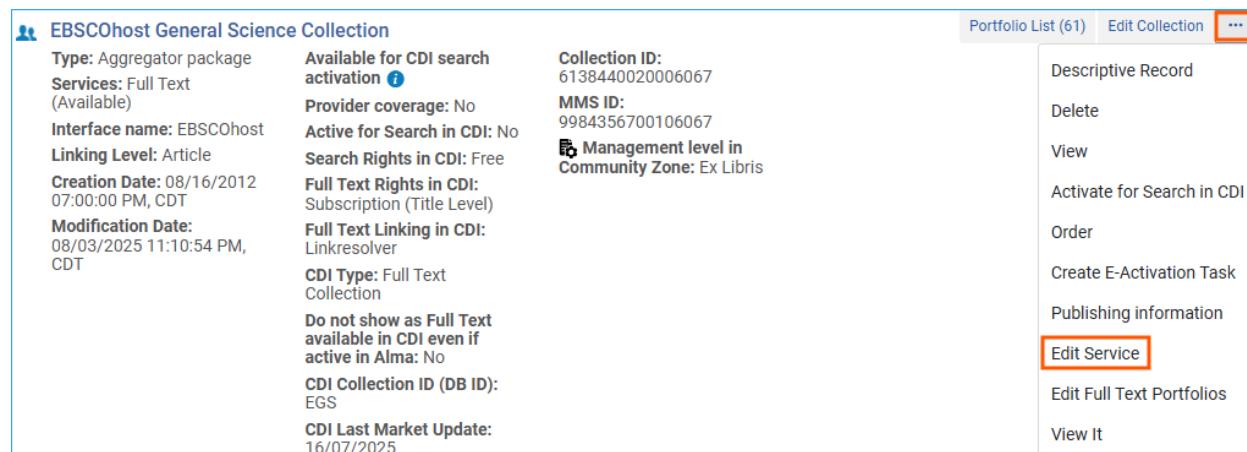
Deleting an electronic collection deletes the electronic collection and its associated portfolios.

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**.



EBSCOhost General Science Collection

Type: Aggregator package
Services: Full Text (Available)
Interface name: EBSCOhost
Linking Level: Article
Creation Date: 08/16/2012 07:00:00 PM, CDT
Modification Date: 08/03/2025 11:10:54 PM, CDT

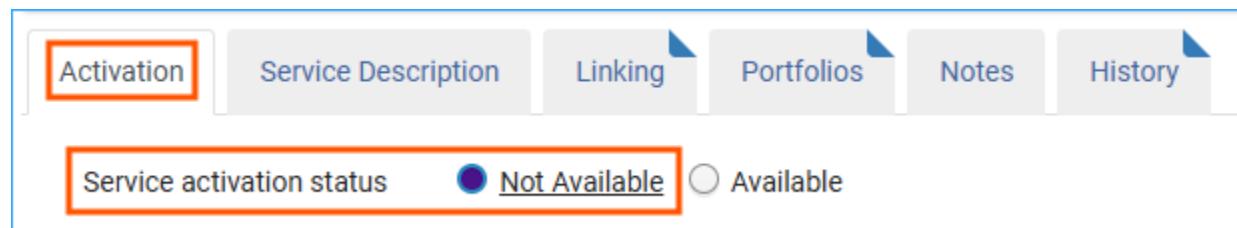
Available for CDI search activation [?](#)
Provider coverage: No
Active for Search in CDI: No
Search Rights in CDI: Free
Full Text Rights in CDI: Subscription (Title Level)
Full Text Linking in CDI: Linkresolver
CDI Type: Full Text Collection
Do not show as Full Text available in CDI even if active in Alma: No
CDI Collection ID (DB ID): EGS
CDI Last Market Update: 16/07/2025

Collection ID: 6138440020006067
MMS ID: 9984356700106067
Management level in Community Zone: Ex Libris

Portfolio List (61) Edit Collection [...](#)

Descriptive Record
Delete
View
Activate for Search in CDI
Order
Create E-Activation Task
Publishing information
Edit Service Edit Service
Edit Full Text Portfolios
View It

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



Activation Service Description Linking Portfolios Notes History

Service activation status **Not Available** 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 **Portfolios** Notes History

1 - 20 of 61 ISBN Move Set of Portfolios Activate/Deactivate Load Portfolios

Status : All CZ Linking : All COUNTER Platform

	Availability	Identifier	Title	Coverage
1	<input type="checkbox"/>	0035-7529	Rocks and minerals.	Available
2	<input type="checkbox"/>	0027-1535	Mother earth news.	Available

Activate All
Activate Selected
Deactivate All
Deactivate Selected