How do I delete records from my EBSCO Discovery Service (EDS) Custom Catalog?

EBSCO currently supports deletion of the full record if the record status in the leader of the record is marked as defined in the MARC21 Standard, currently when the leader position 5 contains "d."

A record marked as such in a FULL update (in the FULL directory on the FTP site) will not be loaded into your catalog. If a record marked as deleted is sent in an Incremental update (in the UPDATE folder on the FTP site), then any existing record in your catalog with the same unique ID will be removed.

**Note:** EBSCO maintains records in EDS for all *EBSCO eBooks* accessible to your users, including subscription collections, purchased titles, and eBooks available via PDA and Short-Term loan. In the event a title is no longer available, as happens with the *EBSCO eBooks* subscription collections, the records will automatically be removed from EDS, except in cases where you have loaded the record into your custom catalog.

If you have made the decision to include *EBSCO eBooks* in your custom catalog, and you are an *EBSCO eBooks* subscription customer, you are responsible for updating and maintaining the records set, just as you would need to for your local OPAC. Follow the instructions below for deleting these records from your custom catalog.

**Procedures for FTP of Deleted Records**

Customers are assigned a user id and password to log into an FTP server and a home directory is created for the account on the server. The user id is the same as the product code allocated to your catalog data.

Please note that EDS Custom Catalog files are now archived for processing upon logout from the FTP account after the upload has completed. If this does not occur automatically by your system after the upload completes, EBSCO will close the connection to the EDS Custom Catalog’s FTP site after 30 minutes of inactivity.

Please also note that all files uploaded to the FTP site for an EDS Custom Catalog need to be in either a supported compressed format (.001, .zip, .gz or tar.gz) or an uncompressed format, rather than a mix of compressed and uncompressed files. Regardless of whether a file is compressed or uncompressed, file names must contain only alphanumeric characters (i.e. Latin alphabet and numeric, but no accented characters).

Adherence to these procedures will ensure that your catalog data is found by the automated system and applied correctly to your catalog database.

1. Log into the FTP server with your credentials. You will now be in your home directory on the FTP server.
2. You should see two folders FULL and UPDATE.
3. FTP the MARC files which contain the records where the leader position 5 contains ‘d’ into the folder labeled FULL or UPDATE, depending on whether you want the records to do a full replace or amend your existing set.
4. Log out of the FTP server.

See also:
- Procedures for Creating and Maintaining Records in your EDS Custom Catalog Database