Move media to the Recycle bin in Content Hubs

Last Modified on 08/17/2026 1:47 pm IDT

This article is designated for all users.

About

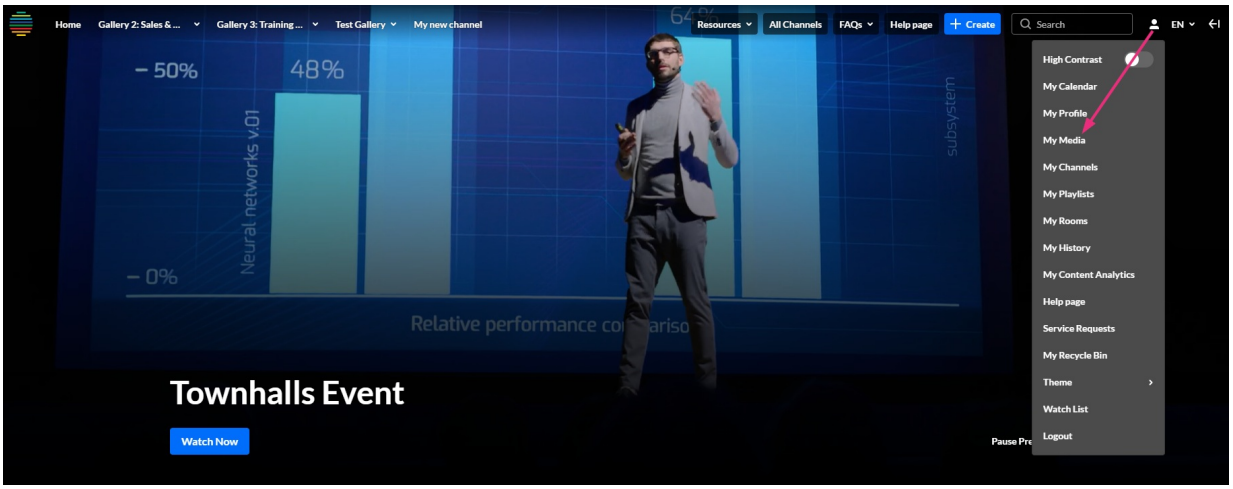
The Recycle bin lets you delete media entries with the option to restore them later. When restored, the item returns to its original place with the same name, tags, metadata, and settings.

- This feature requires the following to be enabled:
  - Recyclebin module
  - Theming module with the 'recyclebin' feature set to 'Yes'
- The **Recycle bin retention period** (how long items stay before permanent deletion) is set by your account admin or Kaltura's Customer Care team.

Move items to the Recycle bin

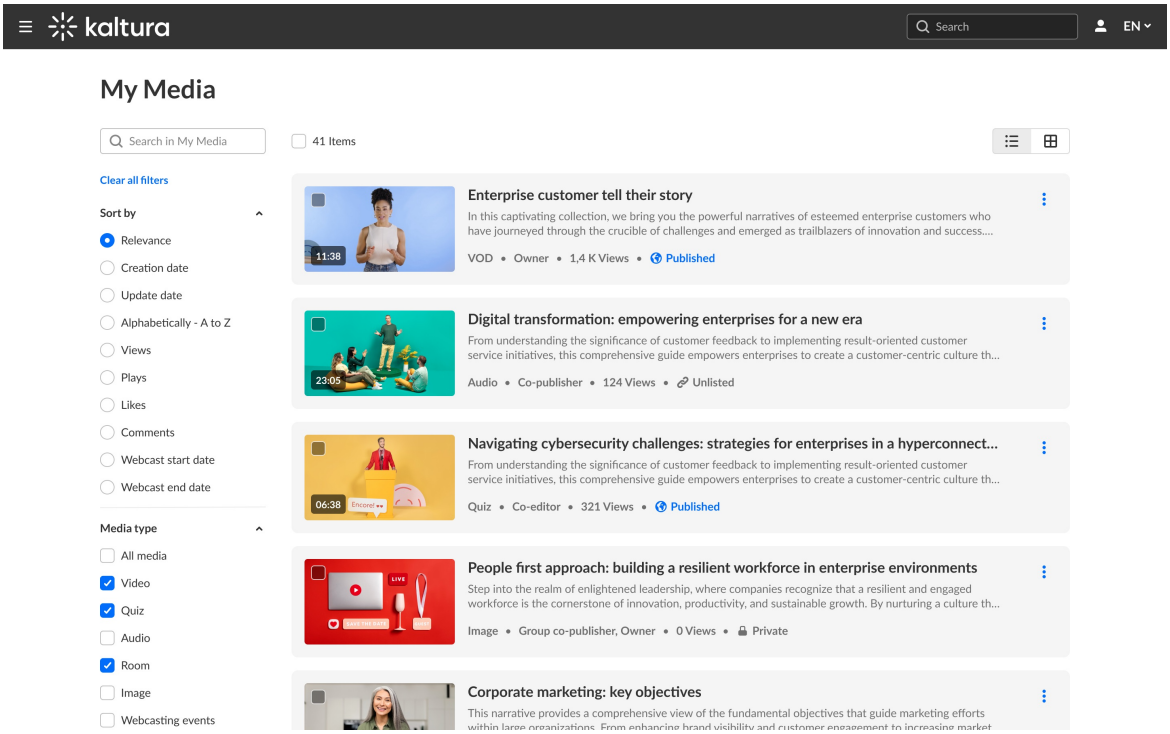
From My Media

1. From the user menu, select **My Media**.



The **My Media** page displays.

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2. Click on the **three dots** to the right of the desired entry and select **Delete**.



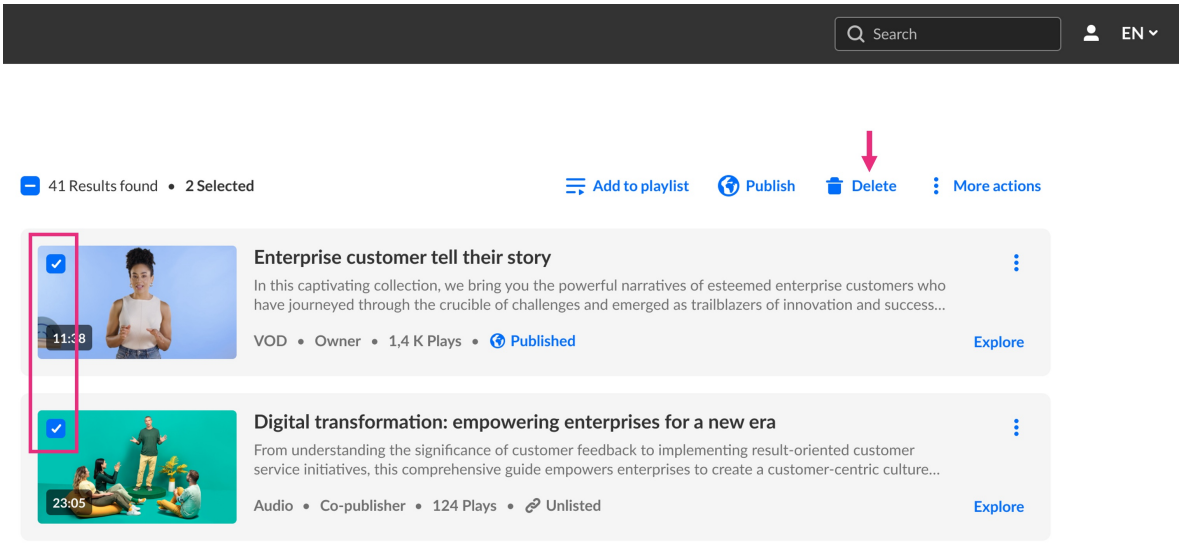
A confirmation message displays.

3. Click **Delete**.

Bulk action

1. To delete more than one item, check the boxes on the upper left of the desired media.
2. Scroll to the top of the page, and click **Delete** (the **Delete** option only displays after you have selected at least one item).

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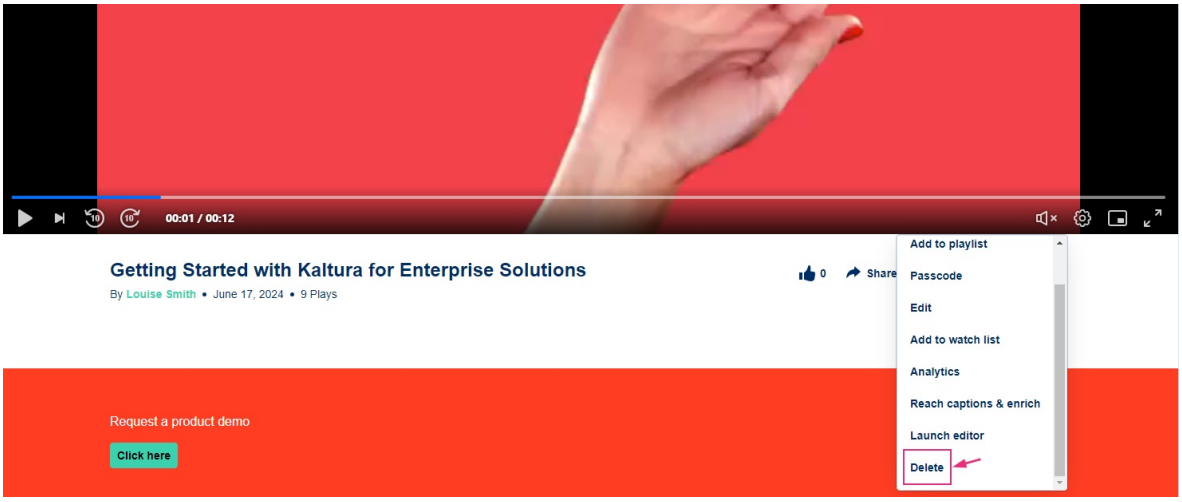


A confirmation message displays.

3. Click **Delete**.

From the media page

1. Access the media page. (You can do this by clicking on the thumbnail of the desired media.)
2. Click the **three dots** under the player and select **Delete**.



A confirmation message displays.

3. Click **Delete.**

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