Items That Have Not Circulated in 3 Years

Create Lists Report:

This report excludes items that are not intended to circulate and also items that are new to the collection and may not have had a chance to circulate yet. In order to be sure to eliminate items that have not circulated in some time but that are currently checked out, it adds a Due Date condition.

Change Store Record Type to Item and search Range.

Type: Item

Field: Location

Condition: Starts with

Value A: Your library's location

AND

(**Type:** Item

Field: Status

Condition: Not equal to

Value A: In library use

OR

Type: Item

Field: iType

Condition: Not equal to

Value A: Non-circulating)

AND

Type: Item

Field: Last Out Date

Condition: Less than

Value A: Date 3 years ago (in this example, we are running the report on Jan. 1, 2021)

AND

Type: Item

Field: Created

Condition: Less than

Value A: Date within last 3 years (in this example, we are excluding material added to the collection in the past year)

Type: Item

Field: Due Date

Condition: Equals

Value A: leave this blank

You can also limit to a certain part of your collection with the Annual Report field or iType:

Decision Center Report:

Low Circulation Weeding Report

This report will allow you to generate of list of items that have not circulated for from 1 to 38 months. You can then further refine to eliminate newer items, last copies, or expensive items. This report will not exclude items that do not circulate.

Go to MAINTENANCE, then under Weeding, select the Low Circulation Weeding

Settings:

> **Location:** Select your library/town
>
> **Collection:** Leave as ALL if you want entire collection, or narrow to a specific part of collection
>
> **Shelf Location:** Leave as ALL, or narrow to adult, children, or youth areas of your collection
>
> **Call Number Range:** Leave as ALL, unless you want to weed a specific part of collection
>
> **Physical Format:** Leave as ALL, unless you wish to weed certain kinds of materials
>
> **Limits:** If you wish to find all items that have not circulated within a specific period, choose 1 and the number months an item has not circulated. If interested in more drastic weeding of things that have circulated, though not often, provide your lowest number of acceptable circulations.
>
> **Record Creation Date:** If you would like exclude items of a certain age, enter a Record Created After date. If you want to exclude new items that may not yet have had a chance to circulate, enter a Record Created Before date. In this example, run January 1, 2021, we are excluding items added to the collection in the past year.

LOCATION

Hillsdale, Copake, Ancram edit

COLLECTION

All Collections edit

SHELF LOCATION

All Shelf Locations edit

CALL NUMBER RANGE

All Call Number Ranges edit

PHYSICAL FORMAT

All Physical Formats edit

LIMITS

Circs Fewer Than

[1]

Within (months)

[36 ▾]

RECORD CREATION DATE

Record Created After

[01/01/1970]

Record Created Before

[01/01/2020]

You can find the total number of items meeting your criteria in the gray bar on the top of the list. The boxes on the left allow you to further narrow the list by excluding your last copy, the system's last copy, items costing more than a specified amount, or that have a last check-in date before a specified date. You can also ask for a list of a certain number of items recommended for weeding or that will free up a certain amount of shelf space, if your primary goal is to discard items to create more space.

LOCATION Hillsdale, Copake, Ancram • SHELF LOCATION All Shelf Locations • PHYSICAL FORMAT All Physical Formats • RECORD CREATED AFTER 1/1/70 1/1/70 • RECORD CREATED BEFORE 1/1/20 1/1/20 • COLLECTION All Collections • CALL NUMBER RANGE All Call Number Ranges • CIRCS FEWER THAN 1 • WITHIN (MONTHS) 36

Showing 1 to 500 of 13343 entries

EMAIL / SCHEDULE   EXPORT

Filters:

☐ Last Checkin Date Before
03/14/2021

☐ List Price Less Than
100

☐ Don't Weed Last Copy In Branch

☐ Don't Weed Last Copy In System

☐ Number
1000

☐ Shelf Space
24

#		Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 36 Months	Copies in Branch	Cop in Sys
1	☐	Hillsdale, Copake, Ancram	Hillsdale, Copake, Ancram Adult	GREAT COURSES 940.1 DAI	38034000226402	The high Middle Ages [sound recording]	Daileader, Philip.	31	0	2	7
2	☐	Hillsdale, Copake, Ancram	Hillsdale, Copake, Ancram Children	J 600 MEI	38034000409537	Totally amazing facts about outrageous inventions	Meister, Cari.	6	0	1	3
3	☐	Hillsdale, Copake, Ancram	Hillsdale, Copake, Ancram Adult	FIC BEN	38034000258728	The uncommon reader	Bennett, Alan, 1934-	11	0	1	16
4	☐	Hillsdale, Copake, Ancram	Hillsdale, Copake, Ancram Adult	FIC LOW	38034000368733	Chinese cooking for diamond thieves	Lowry, Dave.	8	0	1	3
5	☐	Hillsdale, Copake, Ancram	Hillsdale, Copake, Ancram Adult	FIC DON (trade paper)	38034000280029	The winter rose : a novel	Donnelly, Jennifer.	6	0	1	18
6	☐	Hillsdale, Copake, Ancram	Hillsdale, Copake, Ancram Children	E FIC London	38034000200472	Hip Cat	London, Jonathan, 1947-	3	0	1	3
7	☐	Hillsdale, Copake, Ancram	Hillsdale, Copake, Ancram Children	J 745.5 SUP	3 8034 00005 4036	Valentine's Day : things to make and do	Supraner, Robyn.	20	0	1	1
8	☐	Hillsdale, Copake, Ancram	Hillsdale, Copake, Ancram Young Adult	YA 823 SIB	38034000383393	The land of Narnia	Sibley, Brian.	1	0	1	4
9		Hillsdale,	Hillsdale,	YA NIXON	3 8034 00034 8792	The kidnapping of Christina Lattimore	Nixon, Joan Lowery.	6	0	1	3

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