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:

![Screenshot of a software interface showing a search query with criteria for Type, Item, Due Date, and conditions equal to specific dates.](image-url)
**Decision Center Report:**

*Decision Center (iii.com)*

Low Circulation Weeding Report

This report will allow you to generate a 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.
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.
<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Shelf Location</th>
<th>Call Number</th>
<th>Barcode</th>
<th>Title</th>
<th>Author</th>
<th>Total Circs</th>
<th>Last Circ</th>
<th>Copies in Branch</th>
<th>Copies in Sys</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hillside, Copake, Ancram</td>
<td>Adults</td>
<td>GREAT COURSES MG 1LD</td>
<td>03004890229402</td>
<td>The high Middle Ages [sound recording]</td>
<td>Ederer, Philip</td>
<td>31</td>
<td>0</td>
<td>2</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hillside, Copake, Ancram</td>
<td>Adults</td>
<td>J 890 ME1</td>
<td>03004890400637</td>
<td>Totally amazing facts about outgoing inventions</td>
<td>Weiner, Curt</td>
<td>6</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hillside, Copake, Ancram</td>
<td>Children</td>
<td>FIC BEN</td>
<td>03004890238728</td>
<td>The uncrowned queen</td>
<td>Bennett, Anne 1936</td>
<td>11</td>
<td>0</td>
<td>1</td>
<td>16</td>
<td></td>
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<tr>
<td>4</td>
<td>Hillside, Copake, Ancram</td>
<td>Children</td>
<td>FIC LOW</td>
<td>03004890388733</td>
<td>Chinese recipes for diamond knifers</td>
<td>Levy, Zev</td>
<td>5</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Hillside, Copake, Ancram</td>
<td>Children</td>
<td>FIC DON (picture book)</td>
<td>03004890260029</td>
<td>The winter rose: a novel</td>
<td>Crewe, Jennifer</td>
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<td>0</td>
<td>1</td>
<td>10</td>
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<tr>
<td>6</td>
<td>Hillside, Copake, Ancram</td>
<td>Children</td>
<td>E FIC London</td>
<td>03004890230472</td>
<td>The Cat</td>
<td>London, Jonathan Swift</td>
<td>5</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td></td>
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<tr>
<td>7</td>
<td>Hillside, Copake, Ancram</td>
<td>Children</td>
<td>J 145.5 SUP</td>
<td>3 8234 30003 4020</td>
<td>Valentine's day, things to make and do</td>
<td>Simon, Robin</td>
<td>20</td>
<td>0</td>
<td>1</td>
<td>1</td>
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<tr>
<td>8</td>
<td>Hillside, Copake, Ancram</td>
<td>Young Adult</td>
<td>YA 63 SB</td>
<td>03004890383993</td>
<td>The land of Nod</td>
<td>Silvey, Ryan</td>
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<td>0</td>
<td>1</td>
<td>4</td>
<td></td>
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<tr>
<td>9</td>
<td>Hillside, Copake, Ancram</td>
<td>Children</td>
<td>YANOKON</td>
<td>3 8234 30034 0702</td>
<td>The kidnapped of Christine Lattimore</td>
<td>Nunn, Joan Lowery</td>
<td>5</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>