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

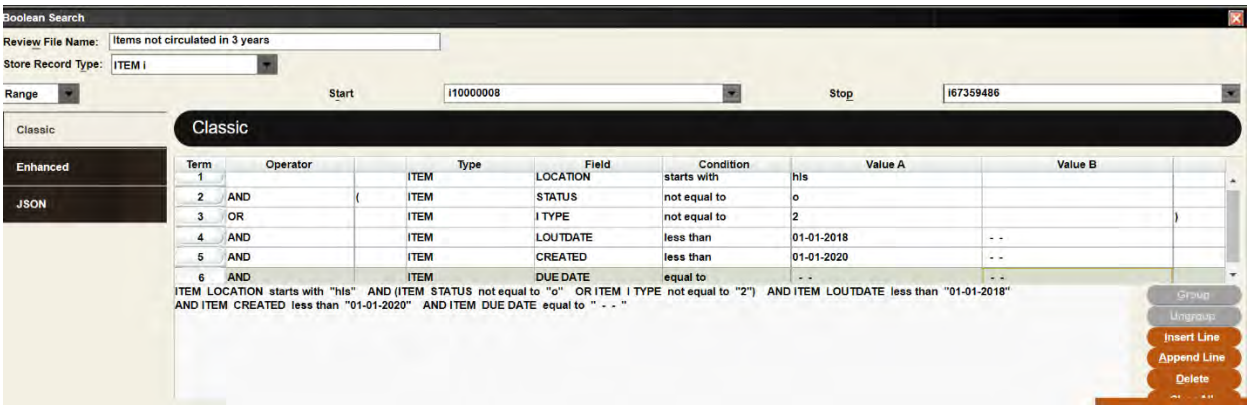
Value A: Date within last 3 years (in this example, we are excluding material added to the collection in the past year)

Type: Item

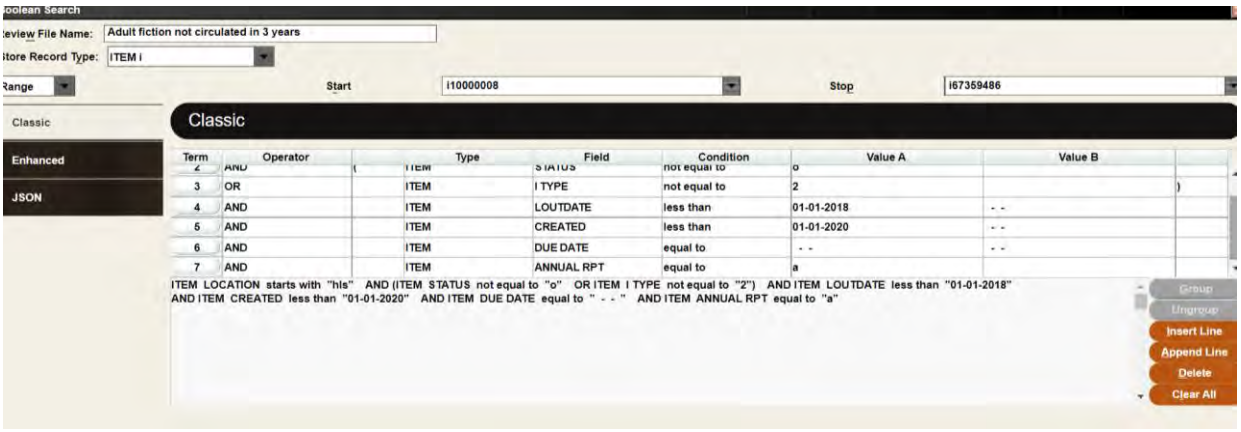
Field: Due Date

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:

Decision Center (iii.com)

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

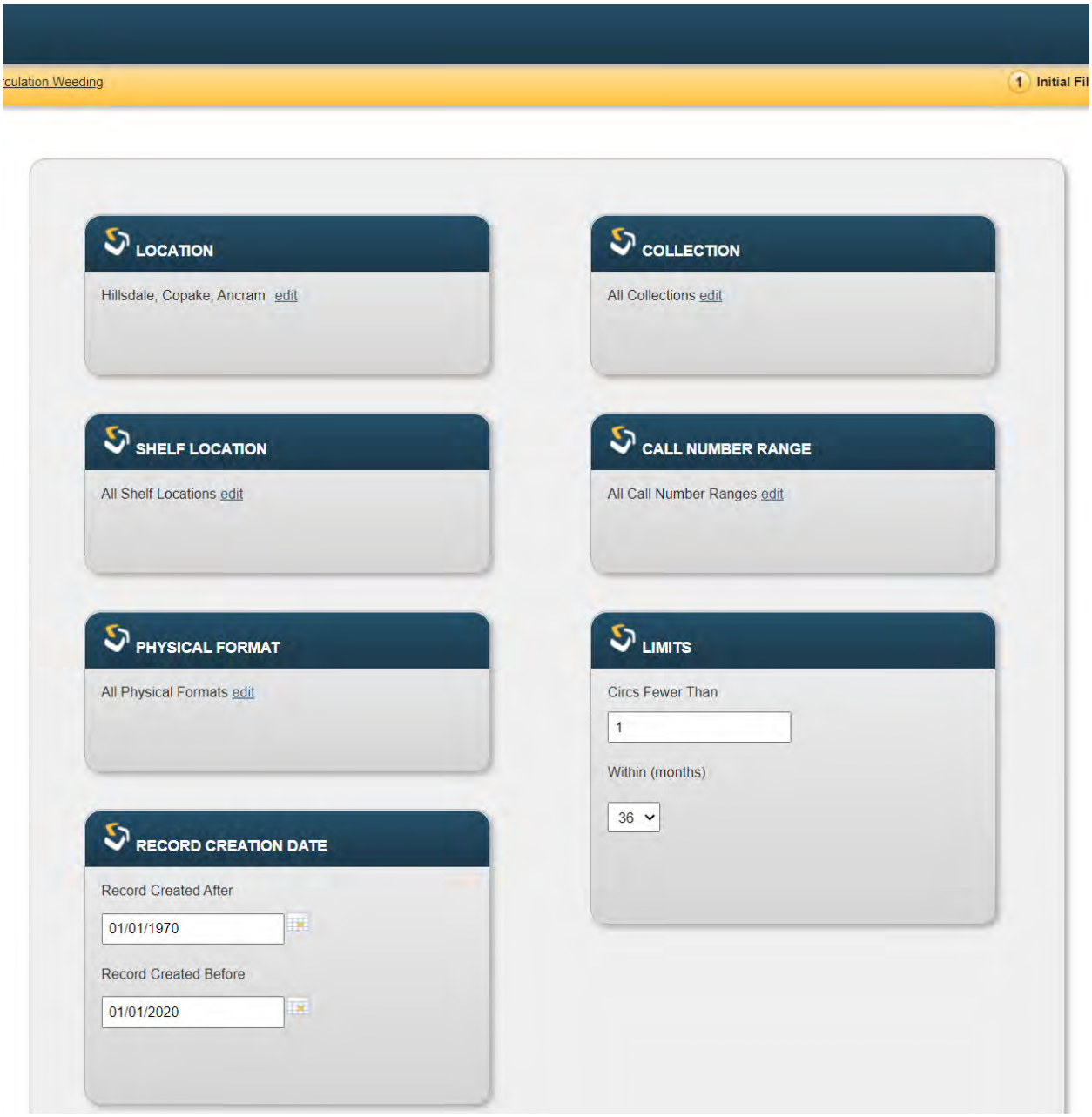
Shelf Location: Leave as ALL, or narrow to adult, children, or youth areas of your collection

Call Number Range: Leave as ALL, unless you want to weed a specific part of collection

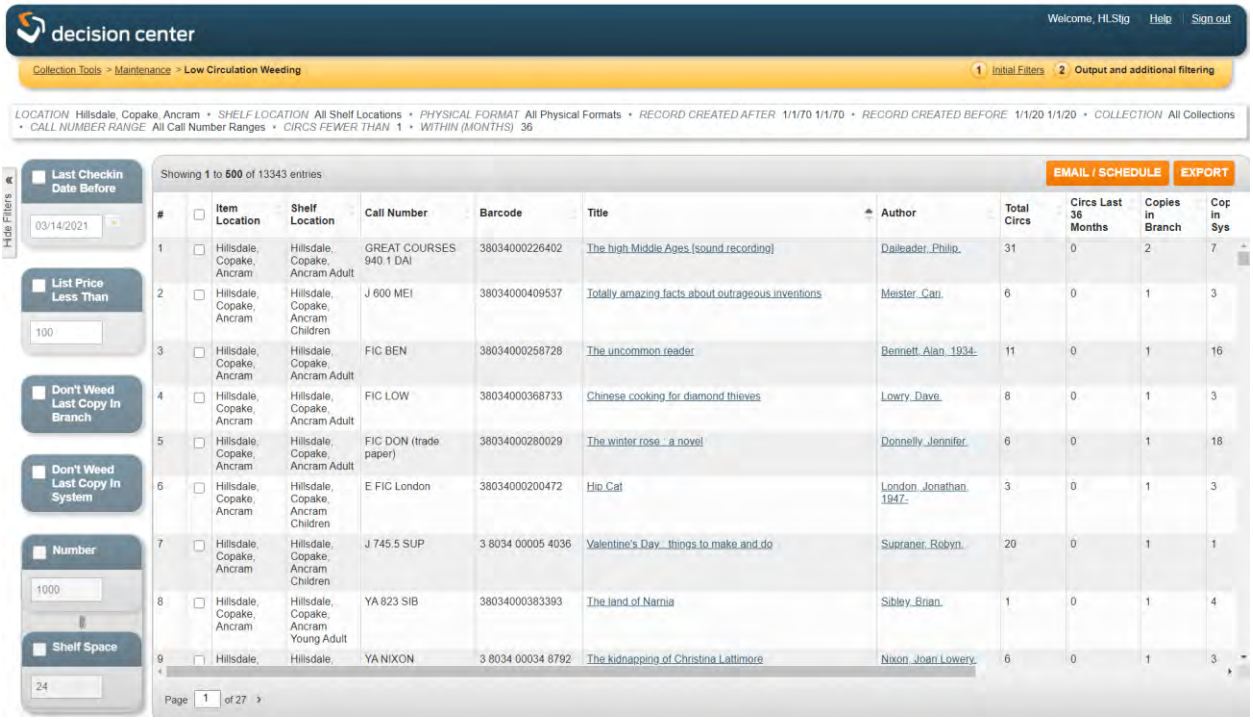
Physical Format: Leave as ALL, unless you wish to weed certain kinds of materials

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.



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.


decision center
Welcome, HLStig Help Sign out
Collection Tools > Maintenance > Low Circulation Weeding
1 Initial Filters 2 Output and additional filtering
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
Hide 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
Showing 1 to 500 of 13343 entries
EMAIL / SCHEDULE
EXPORT
| 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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