

# Weeding Based on Circulation

This report will list the titles and copies in your library that have not circulated in the past 4 or 5 years (you determine the time frame).

1. Go to the **Reports** tab, and choose **Library** from the left menu.
2. Choose the **Collection Statistics – Historical** report under the **Statistics** heading.
3. Set up the report as follows:

**List collection statistics...**

**Circulations** From  to

**Show**

**Organized by**

**Call Numbers** From  to   
To specify a call number range, enter at least the first 3 digits of

**Limit Copies**  Only show copies that circulated  
  time(s)

**Resource List**

**Circulation Types** All Circulation Types

**Output as**

**Deleted copies will not be included in the report**

Enter date range during which you wish to view circulations.

Select **Title & Copy Details**.

Limit to section you want to weed. (E.G. for all Dewey #s go from 000 to 999.999.)

(Set to '0' to see only never circulated items.)

4. Click on the **Circulation Types** button and check/uncheck the circulation types you would like included in your report.
5. You can choose to **Output** the report as a PDF file or an Excel spreadsheet.
6. Click **Run Report**. Click **Refresh View** on the Report Manager page until the status of your report is listed as "Completed." Click **View** to open or download your report (PDF file).