

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).