

# Weeding Report:

## Items with 0 Circulations, Excluding New Items

Use these settings with the “Title & Copy List” report to create a list of all items in your library with zero circulations, not including your newly added items.

1. Go to **Reports > Library Reports > Title & Copy List**
2. Choose **Select By** “Date Title Added” “Before the Date” and enter a date one year in the past
3. Choose **Show Titles** “With all copies”
4. Check the box to Include “Circulation statistics”
5. Check the box to “Only show copies that circulated”
6. Change the dropdowns to show copies that circulated 0 times total

Only show copies that circulated

Equal to  Total

7. Choose whether to generate the report in PDF or Excel format
8. Click **Run Report**

The screenshot shows the Follett Destiny interface for West Valley Elementary. The user is logged in as jdwhiting. The navigation bar includes links for Home, Dashboard, Catalog, Circulation, Reports, and New Message(s). The current page is 'Library Reports > Library Title & Copy List'. On the left sidebar, 'Library Reports' is selected. The main content area is titled 'List library titles & copies....' and contains the following configuration options:

- Select By:** Date Title Added (dropdown), Before the Date (dropdown), 1/1/2017 (text input), 31 (text input)
- Show Titles:** With all copies (dropdown)
- Include:**
  - Categories
  - Circulation statistics
  - Only show copies that circulated
- Equal to:** 0 (text input), **Total:** (dropdown)
- Output as:** PDF (dropdown)

At the bottom of the form are two buttons: 'Save Setup' and 'Run Report'.