• Introduction
• Using the report
Introduction

• Many libraries today are making an effort to increase space in the library for various purposes. These include:
  • Student studying areas
  • Additional meetings spaces
  • Other activities which make the library a focal point of student activity

• One of the methods to do this is to "weed" from the library physical inventory which either
  • Is used infrequently or not at all
  • Already exists in electronic format.
Introduction

• This presentation will focus on identifying physical inventory which is used infrequently or not at all.
Introduction

• As of Feb. 2019 the folder "Physical Item Usage for Weeding" has been renamed to "to be deprecated" and in a coming release will be removed.
Introduction

- In place of the reports and dashboard in this deprecated folder a new report has been created which encompasses all functionality of the deprecated reports.
- The new report
  A. Is called "Physical Item Usage for Weeding"
  B. Is in the folder "/shared/Alma/Inventory/Reports"
  C. Has been added to the "Physical Items" dashboard at "/shared/Alma/Inventory/Dashboards"
Introduction

- Here is the report in the folder
Introduction

• Here is the report in the dashboard
Using the report
Using the report

- The report defaults to retrieve items created more than five years ago and never loaned in the last five years.
- It can be filtered by several additional parameters.
Using the report

• On the next slide:

• We have changed the default to retrieve all items created more than 10 years ago and not loaned in the last ten years.
• We then filter by all items in Central Library which have LC Classification code HQ.
• This way we can begin to weed an entire specific section of the shelves.
Using the report

- Item Creation Date <= 03/13/2009
- Last Loan Date <= 03/13/2009
- Library Name: Central Library
- Location Name: (All Column Values)
- Material Type: --Select Value--
- Title:
- Subject:
- LC Classification Code: HQ
- Dewey Number: --Select Value--
Using the report

• On the next slide we will see a list of items
  • Created over 10 years ago
  • Never loaned at least in the last 10 years.

• Perhaps these can be either
  • Weeded out of the library
  • Moved to remote storage

• This will allow for valuable space to be available for other purposes.
Using the report

<table>
<thead>
<tr>
<th>Library Name</th>
<th>Location Name</th>
<th>Permanent Call Number</th>
<th>Barcode</th>
<th>NMS Id</th>
<th>Title</th>
<th>Material Type</th>
<th>Num of Loans (In House + Not In House)</th>
<th>Last Loan Date</th>
<th>Dewey Number</th>
<th>LC Classification Code</th>
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<tbody>
<tr>
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<td>Books</td>
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<td>96117712501891</td>
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<td>30020099774012</td>
<td>96276601891</td>
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</table>
Thank you!

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