Weed Smarter Not Harder with Destiny

Weeding Reports

Collection Statistics Historical

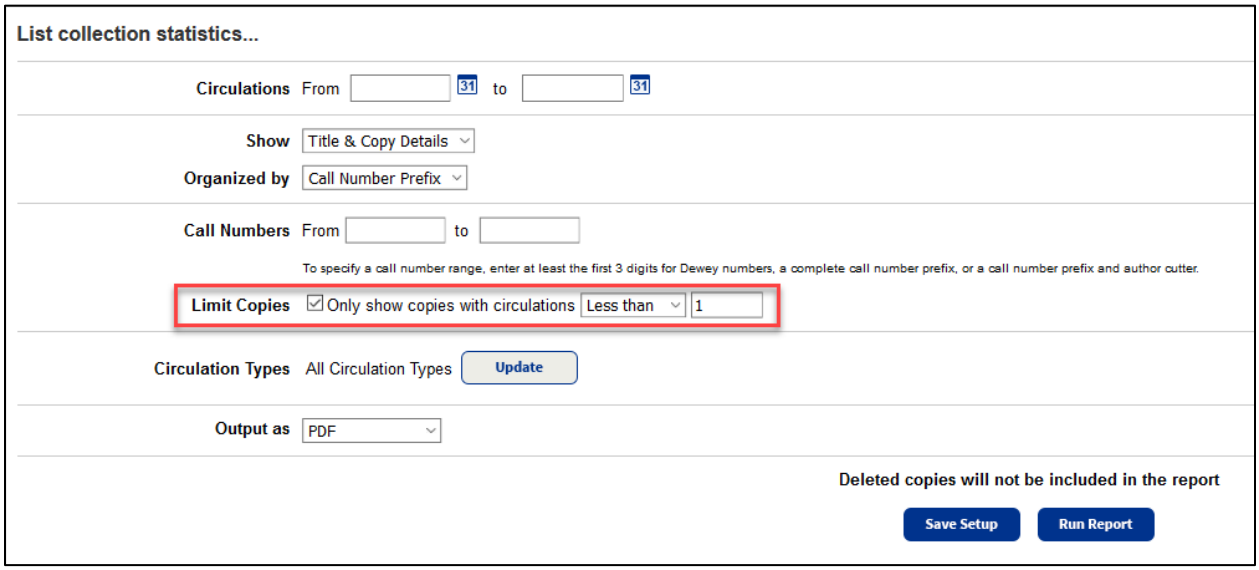
This report can be used to give you a list of titles that have only circulated a certain number of times within a date range that you select.

Go to Reports, Library Reports, Statistics, Collection Statistics – Historical.

Select the dates that you want. Next to "Show" select Title & Copy Details. For "Organized by" you can choose to have your results grouped by Call Number Prefix, Dewey number, or Copy Category.

Next to "Limit Copies" you will want to check the box and then make your selection for more than/less than based on what parameters you want to see for weeding purposes.

If you are organizing by Copy Category, then you can limit the report to show only certain Copy Categories by clicking the Update button and choosing the Copy Categories. If you are organizing by Call Number Prefix or Dewey, you can limit the report by Circulation Types. (Your library may not use the Copy Category feature, so you may want to organize by Call Number Prefix or Dewey and then limit by Circulation Type)



After choosing your settings, click Run Report. The report will show the Title, Call Number, Barcode, and Circulations of items that meet the criteria you selected in Limit Copies:

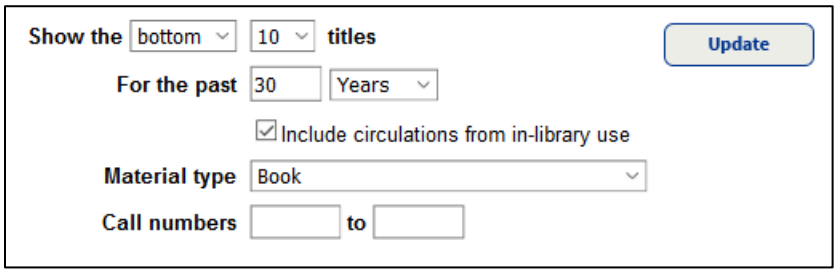
Adult Fiction (Copies: 3,621 - Circulations: 0)

Title / Call #	Barcode	Author / Circulations
4th of July		Patterson,James,1947-
CD F PATTERSO	T 87862	0
The 5th Horseman;		Patterson, James, 1947-
F PATTER	T 49007	0
6 Rainier Drive		Macomber, Debbie.
LP F MACOMBER v.6	T 49597	0
7th Heaven;		Patterson, James, 1947-
CD F PATTER	T 28851	0

Quick Weeding

The Top/Bottom Titles report can give you a quick list of your bottom 10 titles that you can go grab, evaluate, and weed when you have a spare few minutes.

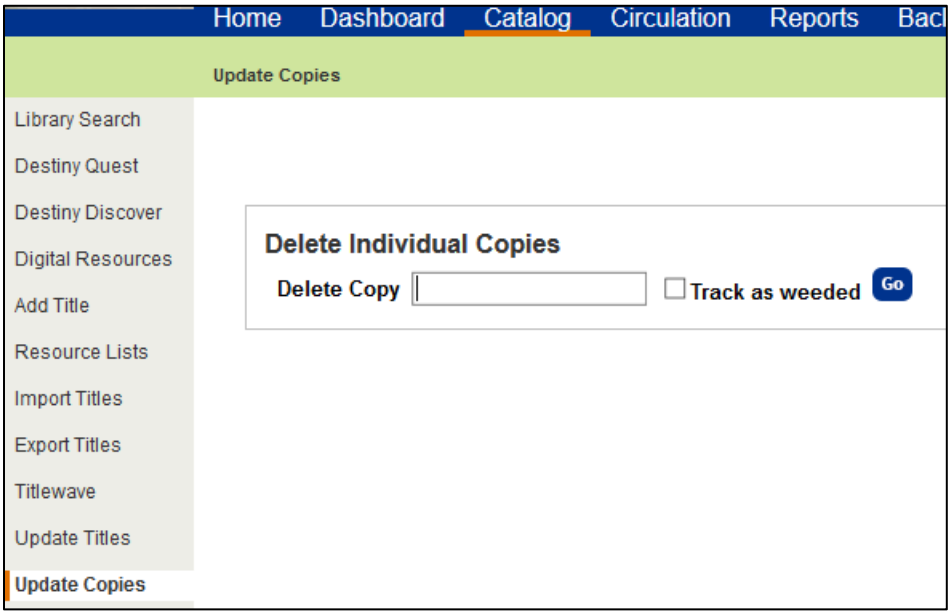
This report is under Reports, Library Reports, Statistics Section, Top/Bottom Titles:



Change it to show the bottom 10 (or less) titles for the past 30 years, then click Update. You don't even need to run and print a report, the titles just appear in a list- and they are clickable links to the title record for quick deleting. Use the breadcrumbs to easily get back to your bottom titles

Individual Delete

Go to Catalog, Update Copies, Individual Delete. Scan the barcode into the box next to Delete Copy, then click Go. If you check the little box next to Track as Weeded, information about the deleted copies will be added to the Weeding Log Report.



Note that the following apply to deleted copies:

- Any fines are retained on the records of the patrons who incurred them.
- Any holds for a library copy are deleted. (If there are other copies, any title holds remain in effect.)
- The total numbers in the Collection Statistics - Summary are not affected by the deletion. When drilling down to view the copies, however, the deleted copies, and their individual statistics, do not appear on the list.

Batch Delete

Batch Delete will allow you to upload a file of barcodes for weeding. The file must be a text file, and there can only be one barcode per line. You can create this text file using Notepad or any other text editor. This may be useful if you want to allow a student or volunteer to scan the barcodes of books to be weeded into a file for you without having them log into Destiny. When you have the file ready, go to the Catalog tab, then Update Copies, then Batch Delete. Click browse to find the file wherever you have saved it on your computer. Check the box to track as weeded if you want to be able to get weeding stats on the copies later. Then click Update.

Weeding Log

The Weeding Log gives you a list of weeded copies, grouped by the date they were weeded.

To generate the report

1. Open *Library Reports* in *Reports* and select **Weeding Log**.
2. Select the range of dates that the copies were removed. Click the calendar icon for a calendar.
    - You can leave both boxes blank to include all copies removed.
    - If you leave the *From* box blank and select a date in the *to* box, the report includes all those removed on or before the date in the *to* box.
    - If you enter a date in the *From* box and leave the *to* box blank, the report includes copies removed from that date until today.
    - If you enter the same date in both boxes, the report is limited to copies removed on that one date.
3. If you are a district materials manager or reports creator, select the district, a group of sites, or an individual site from the *For* list.
4. To generate the report, click **Run Report**.
5. When the *Report Manager* opens, click **View** to open the report.

SCKLS Weeding Consultation

SCKLS can provide basic training in the weeding process. To request a weeding consultation, go to https://www.sckls.info/weeding

If you have questions about the weeding process in Destiny, please contact me at lisa@sckls.info or 800-234-0529 x 164