

## Basic Weeding List: No Circ Since

From Shared Reports > 1. For Libraries > Weeding Lists choose the "1List Items – Basic" report.

### Select your LIBRARY:

**1. Item Library (Required)**  
Select Item Library [REQUIRED]

Search for:   Match case

Available:

- BRANDON
- CAMPBLSPT
- COLOMA
- ENDEAVOR
- GREENLAKE
- HANCOCK
- KINGSTON

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Selected: BERLIN

### Select the HOME LOCATION(s) you want:

**2. Home Location**  
Select Home Location(s). Useful for running a Weeding list. [Optional].

Search for:   Match case

Available:

- CD-BOOKFIC
- CHRISTNFIC
- DISPLAYFIC
- FICTION-BK
- JFIC-ILLUS
- JNEW-FIC
- JNONFIC
- ISPAN-FIC

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Selected: JFICTION

### Select LAST ACTIVITY DATE field

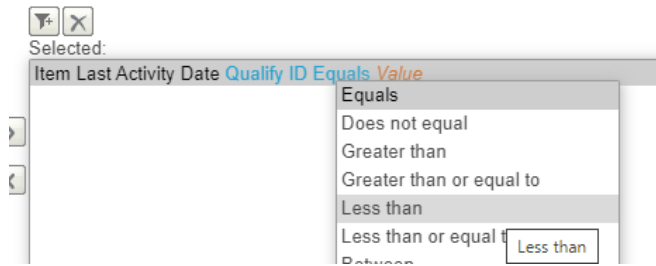
**3. Last Activity Date**  
Choose Last Activity Date. Use "Less than" to select items with activity before than a certain date. [Optional] (Useful for weeding lists).

Available:

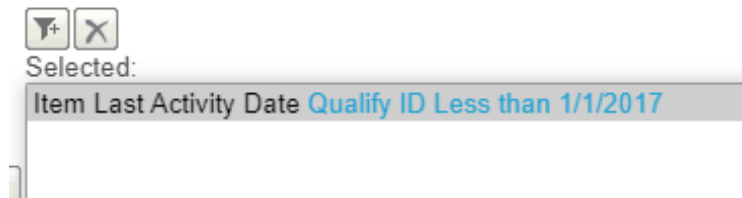
- Item Last Activity Date

Selected: Item Last Activity Date [Qualify ID Equals Value](#)

Click on the blue "EQUALS" and change to "LESS THAN":



Click on "VALUE" and set to Last Activity Date needed:



Click "RUN REPORT"

From there, you can export the report to Excel, and sort or remove fields to create a printable list.