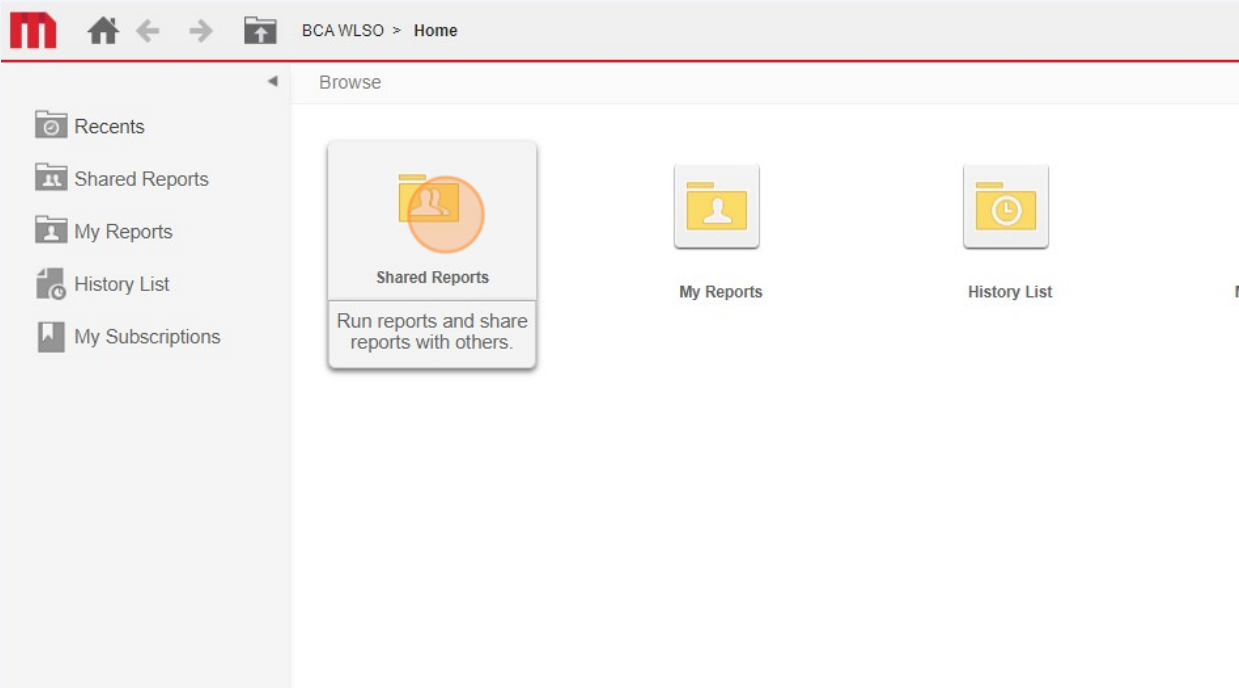


How to Run A Basic Weeding List

- 1 Navigate to <https://noam-bca-1.bc.sirsidynix.net/bcanalytics/asp/Main.aspx>

- 2 Select Shared Reports



3 Select 1. For Libraries

BCA WLSO > Shared Reports

- Recents
- Shared Reports
- My Reports
- My Objects
- History List
- My Subscriptions

1. For Libraries
Owner: WLSOkleinm
Modified: 11/1/23 2:17:29 PM
Reports for libraries to run

Delivered
Owner: WLSOsmithk
Modified: 10/13/21 5:07:40 PM
From SirsiDynix. DO NOT EDIT THESE!!

OldProbably Junk
Owner: WLSOkleinm
Modified: 10/13/21 5:07:40 PM

SirsiDynix_Support
Owner: Administrator
Modified: 10/13/21 5:07:40 PM

4 Select Weeding Reports folder

BCA WLSO > Shared Reports > Weeding Reports

- Recents
- Shared Reports
- My Reports
- My Objects
- History List
- My Subscriptions

Circ Hour by Day
Owner: WLSOkleinm
Modified: 10/13/21 5:07:37 PM
(Reports listing out circ by Hour and Day of Week, for individual lib

Item Lists
Owner: WLSOkleinm
Modified: 10/31/23 3:58:35 PM
Reports to run to find ordinary issues with items to be fixed.

Weeding Reports
Owner: WLSOkleinm
Modified: 12/19/22 4:02:43 PM
Reports useful to run for weeding

Circ per Cost of Item
Owner: WLSOkleinm
Modified: 10/13/21 5:07:36 PM
(Circ per cost of item for items created in the last 12 months, show home locations: how much was spent in a Home Location, vs how out.)

Daily Circ - ICat1
Owner: WLSOkleinm

5 Select "List Items - Basic"

BCA WLSO > Shared Reports > 1. For Libraries > Weeding Reports

Recents

Shared Reports

1. For Libraries

Bill Reports

Circ Hour by DoW

Hold Reports

Item Lists

User Lists

Weeding Reports

2. Statistics

Delivered

INBOX

OldProbably Junk

1List Items - Basic
Owner: WLSOkleinm
Modified: 11/30/23 9:13:18 AM
(Basic list of items. Use Last Activity Date and Home Location to use as Weeding List.)
[Subscriptions](#) [Send Now](#) [Export](#) [PDF](#)

Collection Dev List by Dewey
Owner: WLSOsmithk
Modified: 12/19/22 4:02:43 PM
(List intended for Nonfiction, with option to select by Dewey Range). Can also be used to find m used titles w/in dewey ranges.

Last Available Copy With Holds
Owner: WLSOkleinm
Modified: 10/13/21 5:07:37 PM
(One copy of title exists in system, and it has holds, though it might be capable of filling the hold

Weeding List - Checkouts
Owner: WLSOkleinm
Modified:

6 Select your library.

BCA WLSO > Shared Reports > 1. For Libraries > Weeding Reports > 1List Items - Basic

INDEX

☒ Summary of your selections

1 Item Library (Required)

2 Last Activity Date

3 Home Location

4 Item Type

5 Current Location

6 Date Created

7 Exclude Current Location

1. Item Library (Required)

Select Item Library [REQUIRED]

Search for:

☐ Match case

Available:

☒ BERLIN

☐ BRANDON

☐ CAMPBLSPT

☐ COLOMA

☐ ENDEAVOR

☐ GREENLAKE

☐ HANCOCK

1 - 32 of 32

2. Last Activity Date

Choose Last Activity Date. Use "LESS THAN" to select items with activity BEFORE than a certain

Available:

7 Double-click "Item Last Activity Date"

7 Exclude Current Location

ENDEAVOR
GREENLAKE
HANCOCK
KINGSTON
1 - 32 of 32

2. Last Activity Date

Choose Last Activity Date. Use "LESS THAN" to select items with activity BEFORE than a certain

Available:

Item Last Activity Date

3. Home Location

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

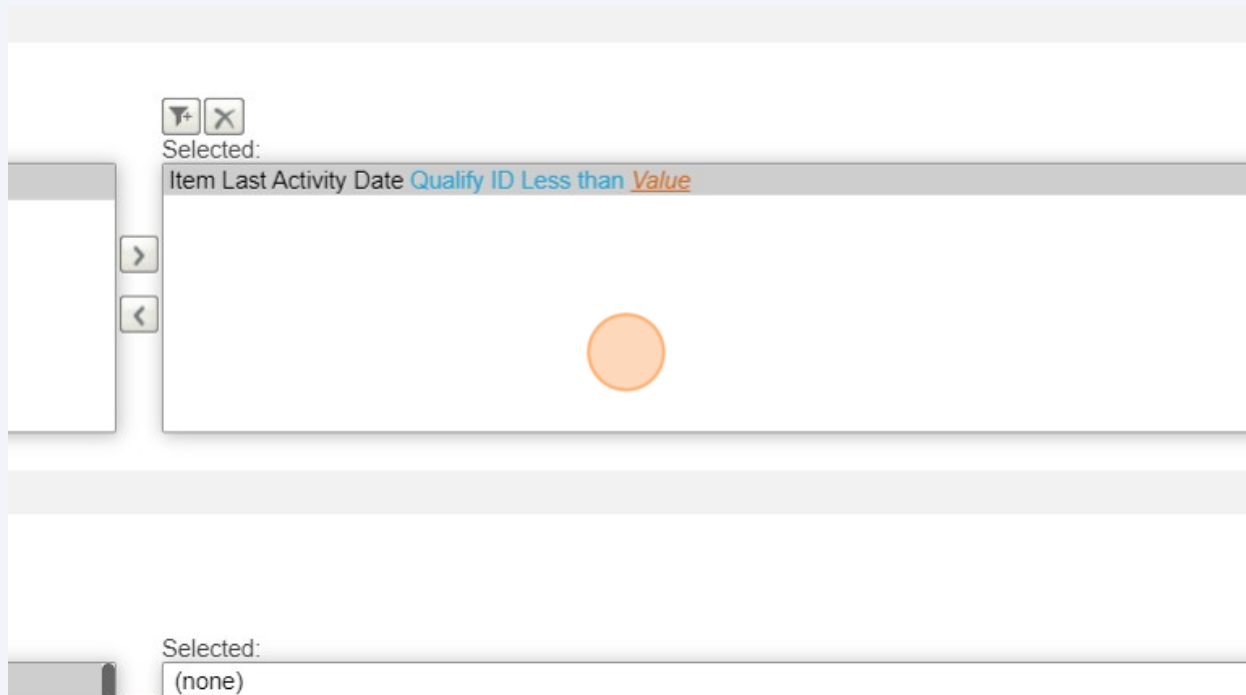
8 Click "Equals"

Selected:

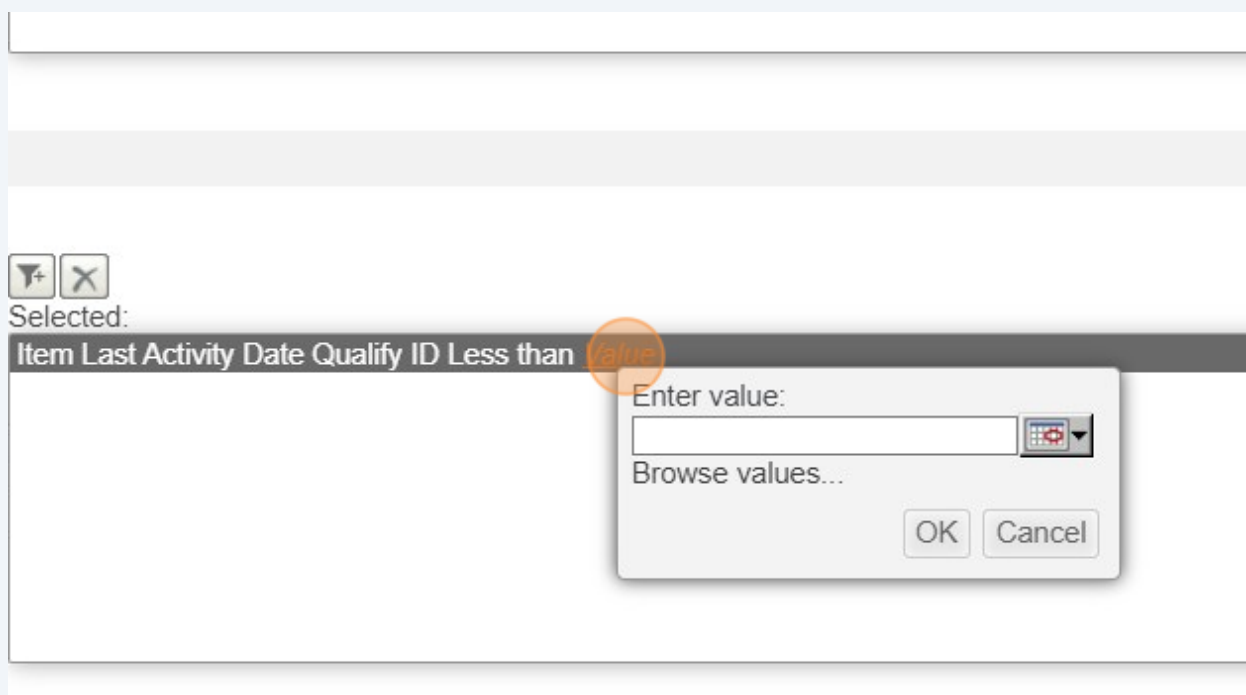
Item Last Activity Date Qualify ID Equals Value

Equals
Does not equal
Greater than
Greater than or equal to
Less than
Less than or equal to
Between
Not between
Is Null

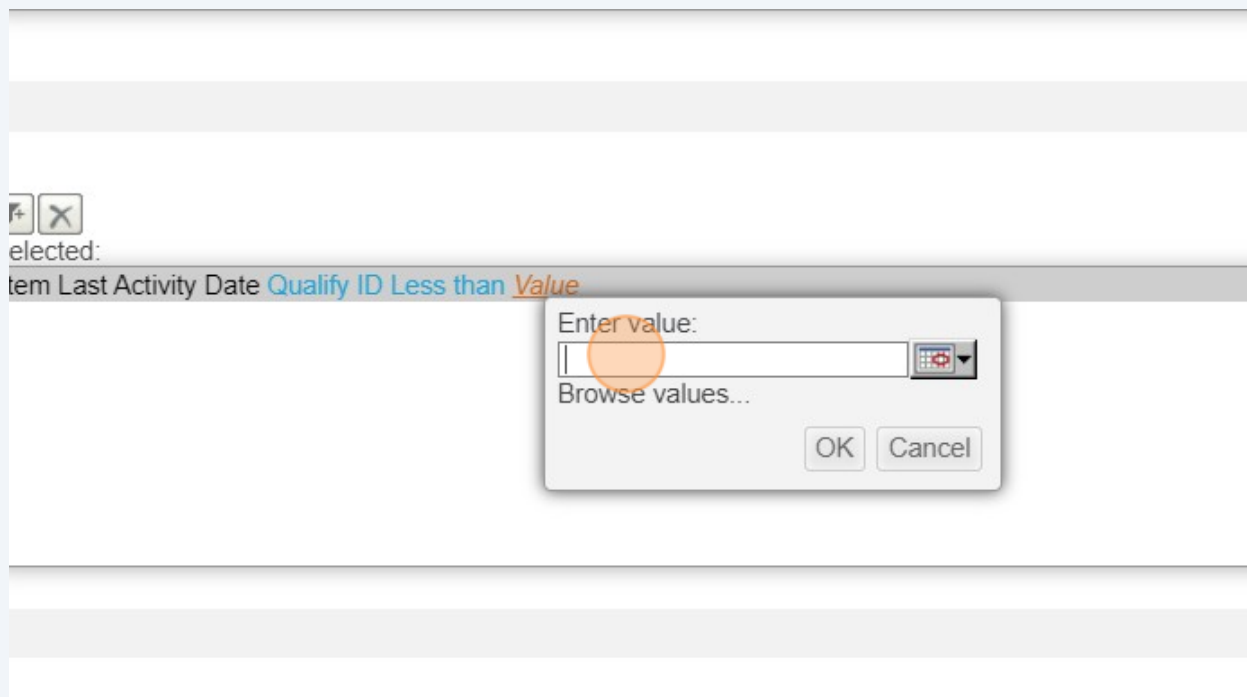
9 Select "Less Than"



10 Click "Value"

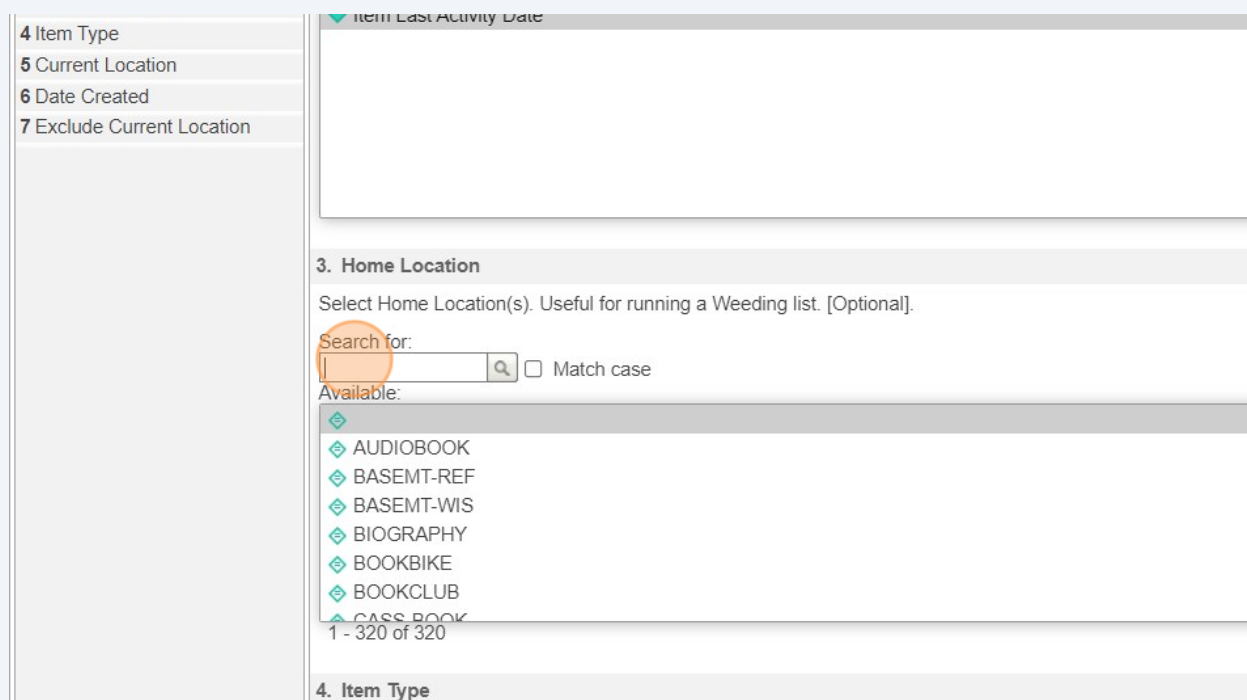


11 Enter last activity date into field and click OK.



The screenshot shows a software interface with a modal dialog box open. The dialog has a title bar with a close button (X) and a maximize button. Below the title bar, there is a text input field labeled "Enter value:" and a "Browse values..." button. The input field is highlighted with an orange circle. At the bottom of the dialog are "OK" and "Cancel" buttons. In the background, a table is visible with a header row containing "Item Last Activity Date" and "Qualify ID Less than Value". The table has several empty rows below the header.

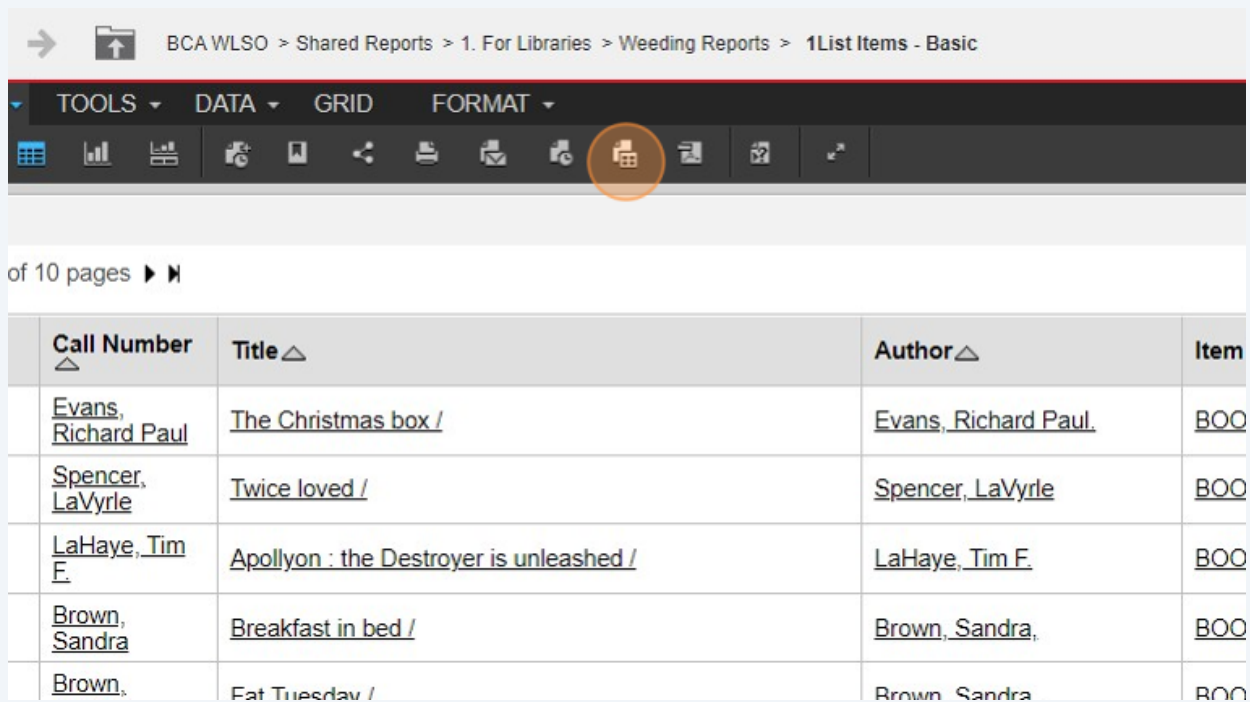
12 Select Home Location



The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of items: "4 Item Type", "5 Current Location", "6 Date Created", and "7 Exclude Current Location". The main content area has a header section titled "Item Last Activity Date" and a section titled "3. Home Location". Below the "3. Home Location" section, there is a text input field labeled "Search for:" and a "Match case" checkbox. The input field is highlighted with an orange circle. Below the input field is a list of available locations: "AUDIOBOOK", "BASEMT-REF", "BASEMT-WIS", "BIOGRAPHY", "BOOKBIKE", "BOOKCLUB", and "CASS BOOK". The list is titled "Available:" and has a "1 - 320 of 320" indicator at the bottom. Below the list is a section titled "4. Item Type".

13 Click Run Report.

When report finishes, Export using the Excel button



The screenshot shows a web application interface for a library report. At the top, a breadcrumb trail reads: BCA WLSO > Shared Reports > 1. For Libraries > Weeding Reports > 1List Items - Basic. Below this is a dark toolbar with tabs for TOOLS, DATA, GRID, and FORMAT. The TOOLS tab is active, and within it, the Excel icon (a green grid) is highlighted with an orange circle. Below the toolbar, the text "of 10 pages" is followed by navigation arrows. A table with four columns is displayed: Call Number, Title, Author, and Item. The table contains five rows of data, each with a call number, title, author, and item ID.

Call Number	Title	Author	Item
Evans, Richard Paul	The Christmas box /	Evans, Richard Paul.	BOO
Spencer, LaVyrle	Twice loved /	Spencer, LaVyrle	BOO
LaHaye, Tim F.	Apollyon : the Destroyer is unleashed /	LaHaye, Tim F.	BOO
Brown, Sandra	Breakfast in bed /	Brown, Sandra,	BOO
Brown,	Eat Tuesday /	Brown, Sandra	BOO