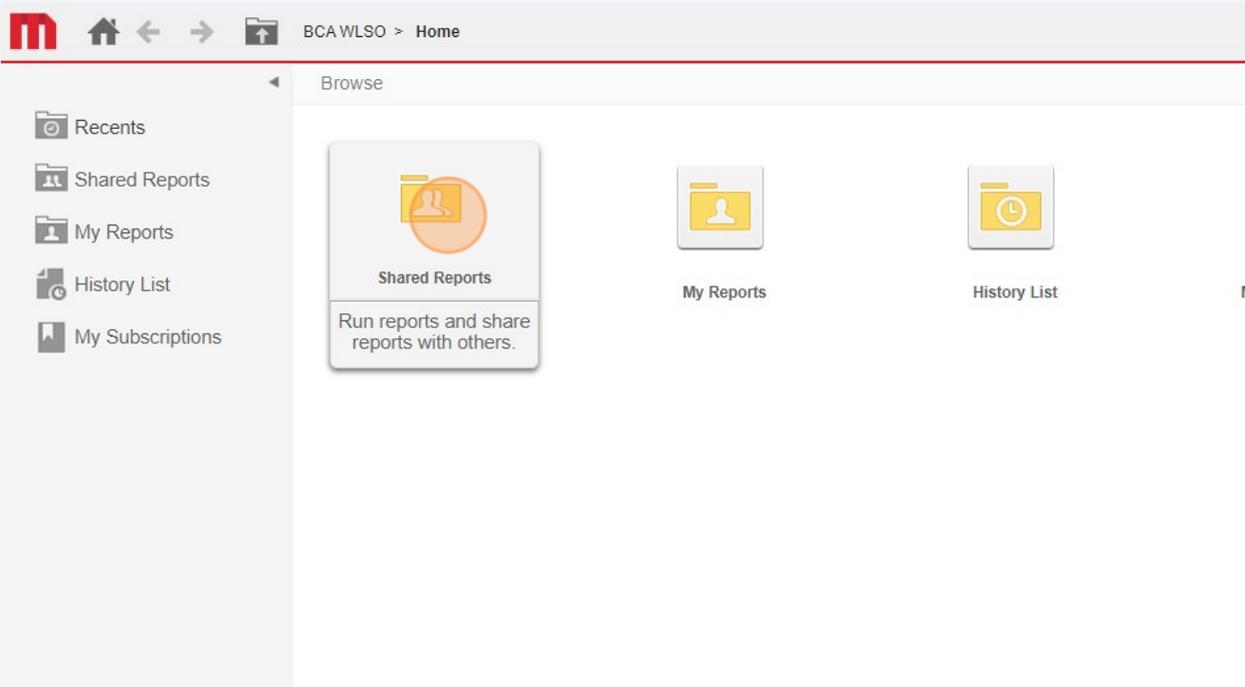


How to Run A Basic Weeding List

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

purchase decisions)

issues with patrons

HomeLoc

te of title, total lifetime circ of title

x Months

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

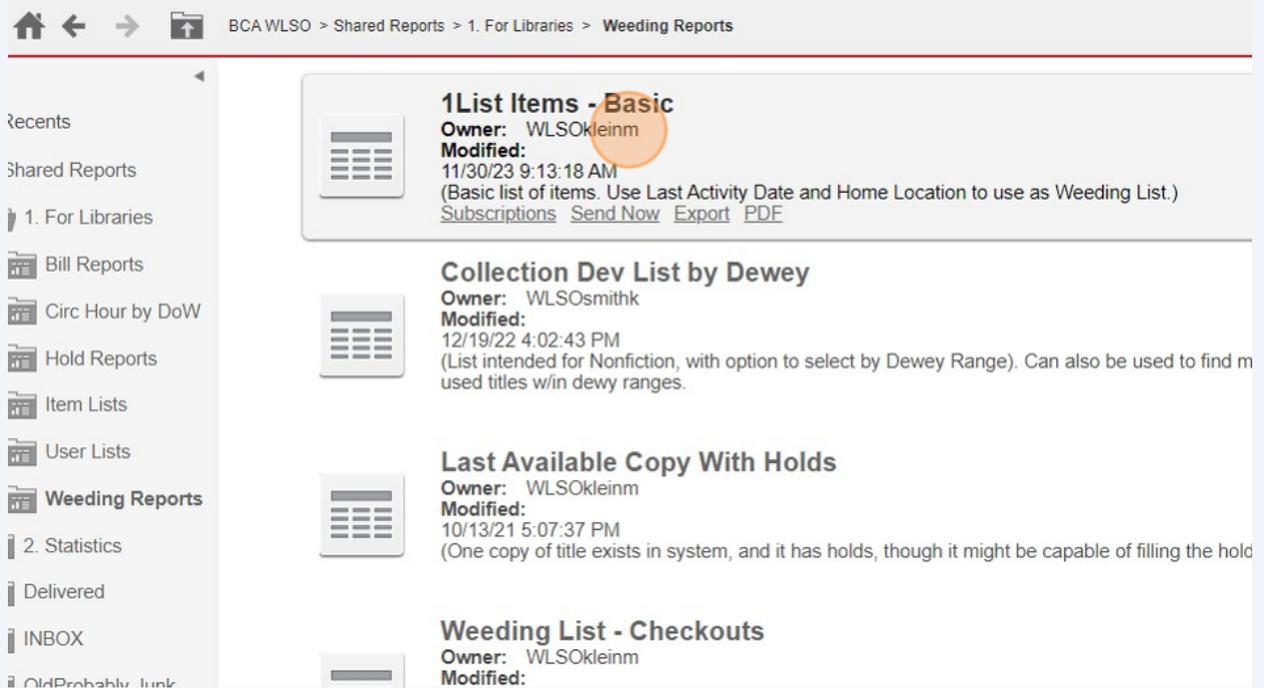
Item Lists
Owner: WLSOkleinm
Modified: 10/31/23 3:58:35 PM
Reports to run to find ordinary issues with items to be fixed.

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

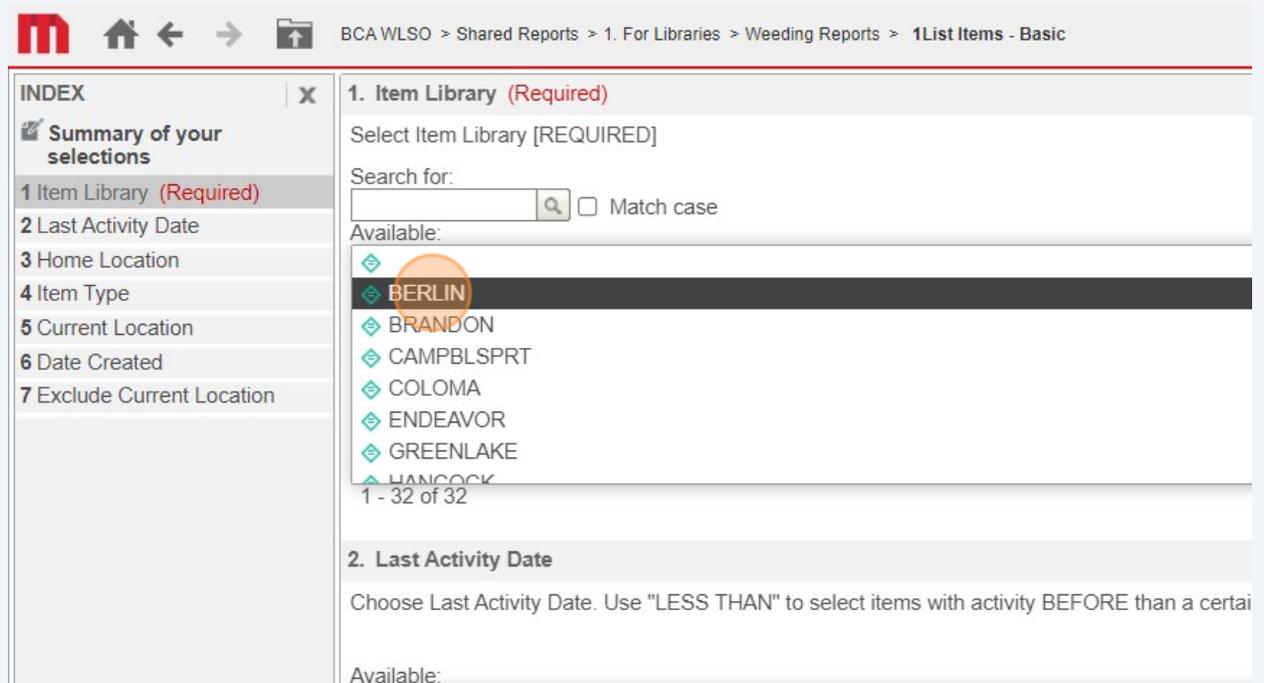
1List Items - Basic
Owner: WLSOkleinm
Modified: 11/30/23 9:13:18 AM
(Basic list of items. Use Last Activity Date and Home Location to use as Weeding List.)
[Subscriptions](#) [Send Now](#) [Export](#) [PDF](#)

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.



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

INDEX X

- 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
- CAMPBLSVRT
- 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].

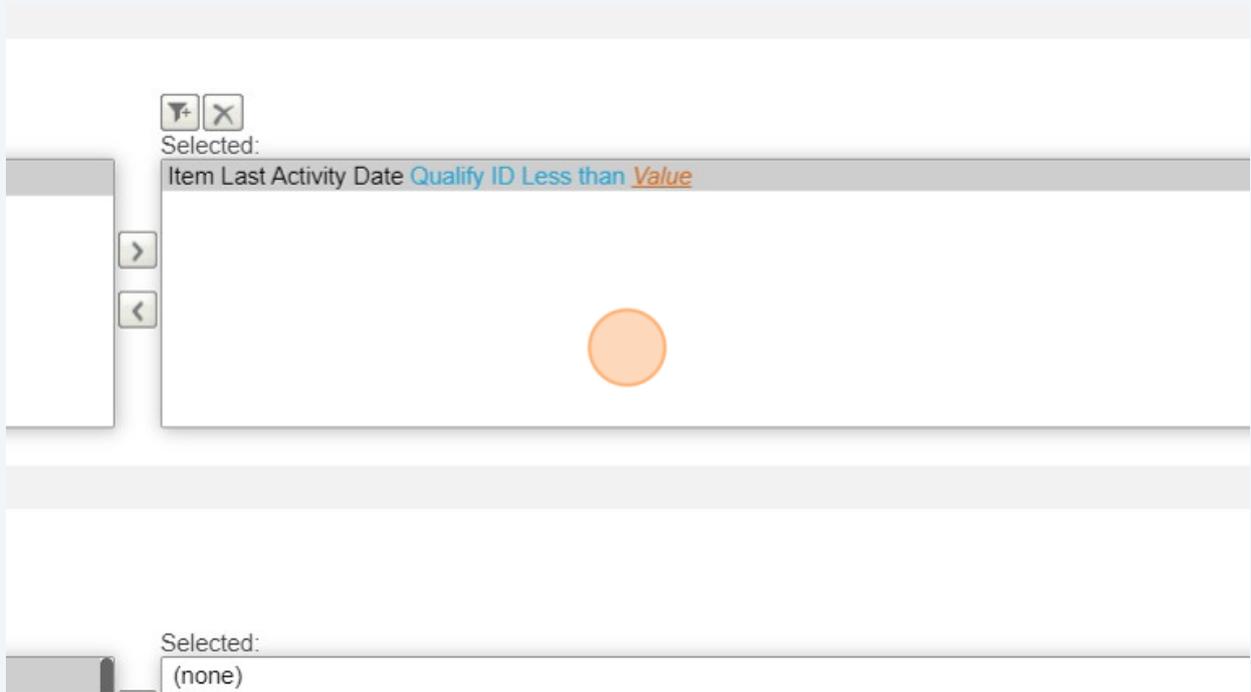
8 Click "Equals"

Selected:

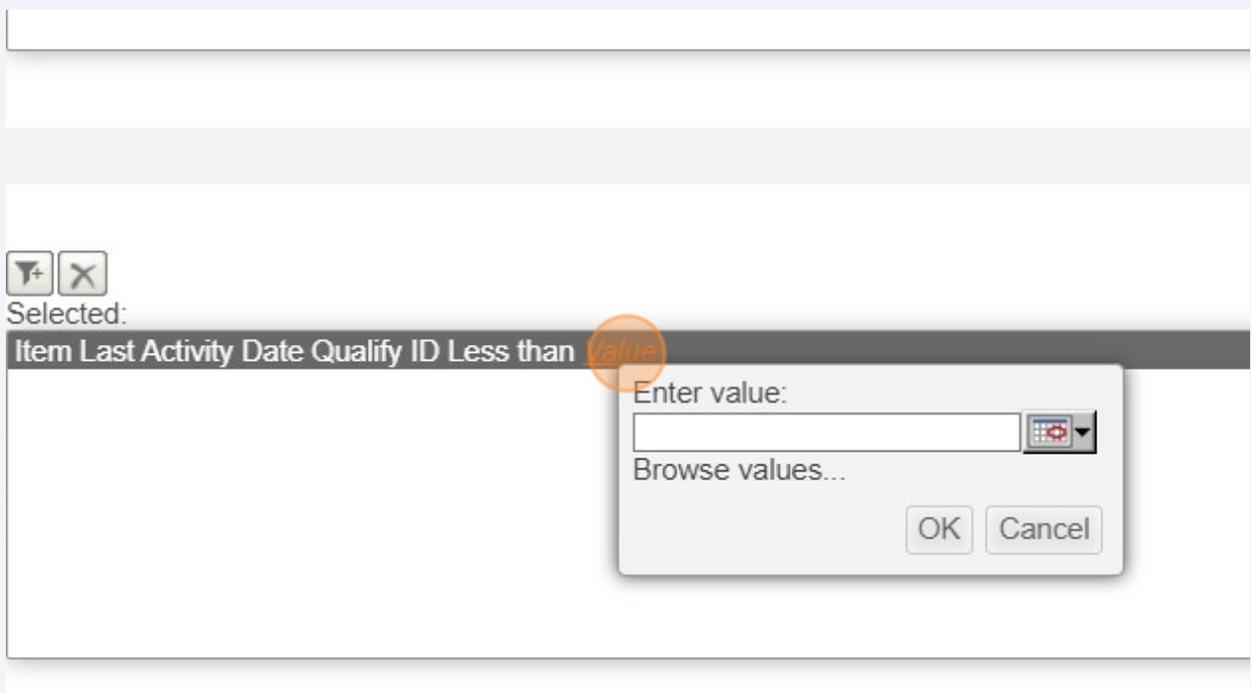
Item Last Activity Date Qualify ID **Equals** Value

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

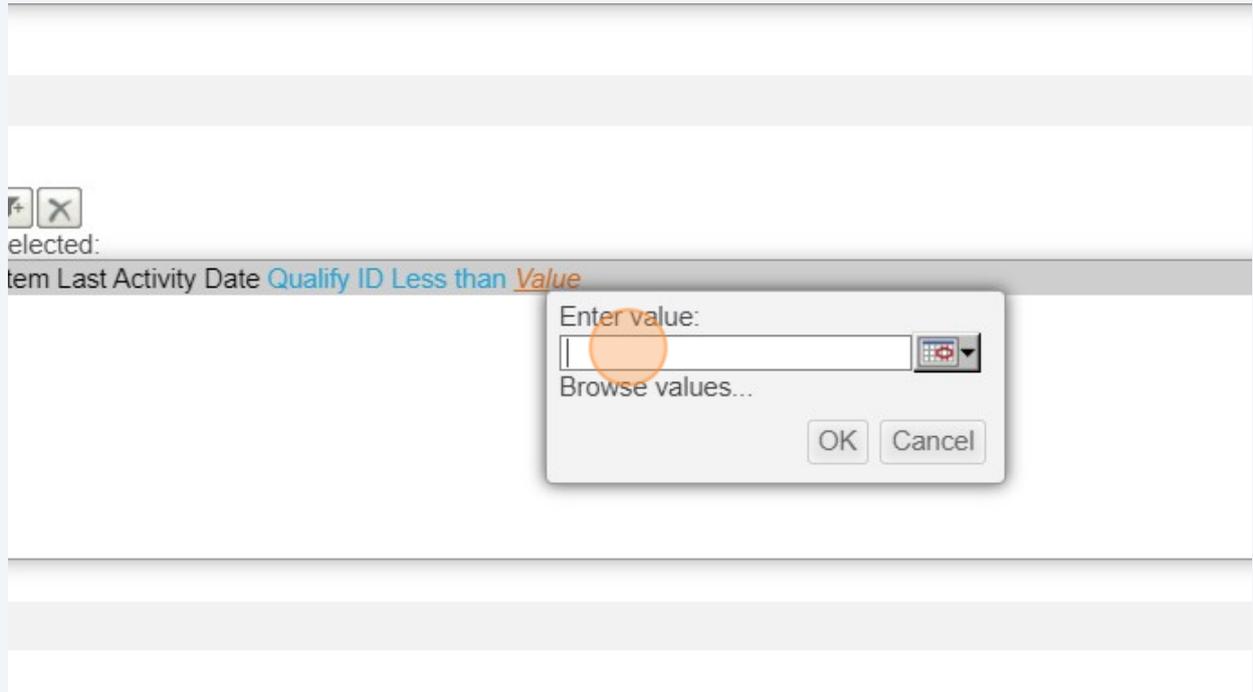
9 Select "Less Than"



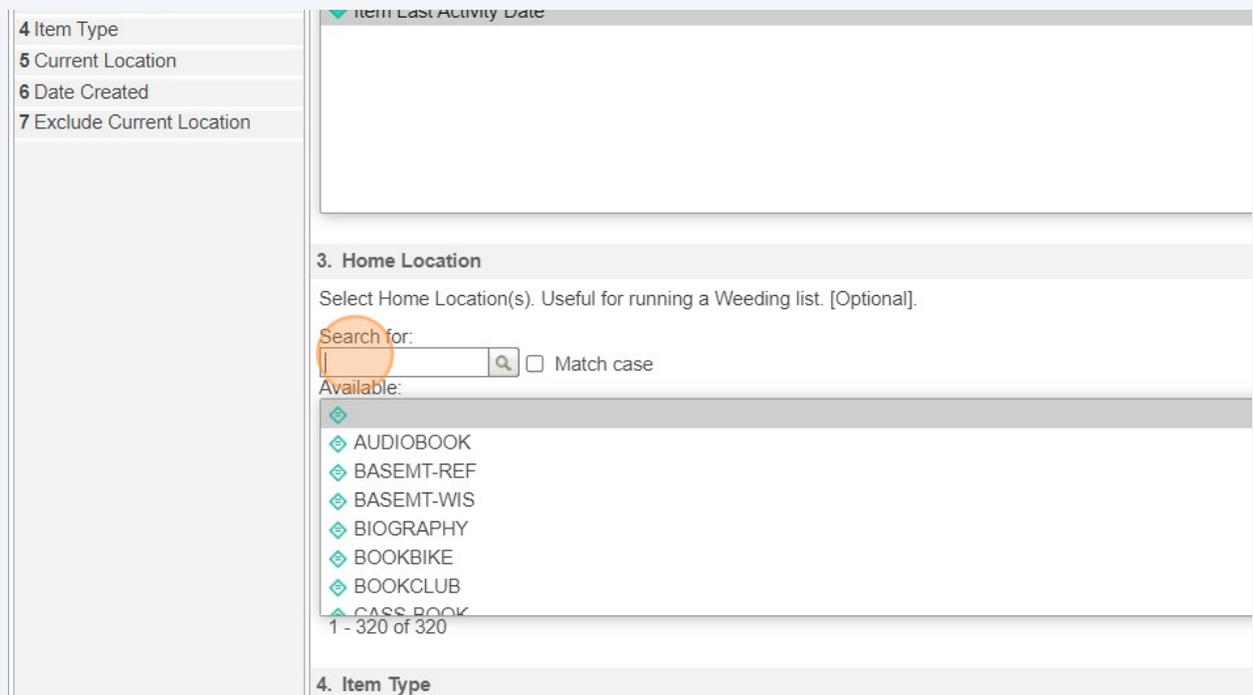
10 Click "Value"



11 Enter last activity date into field and click OK.

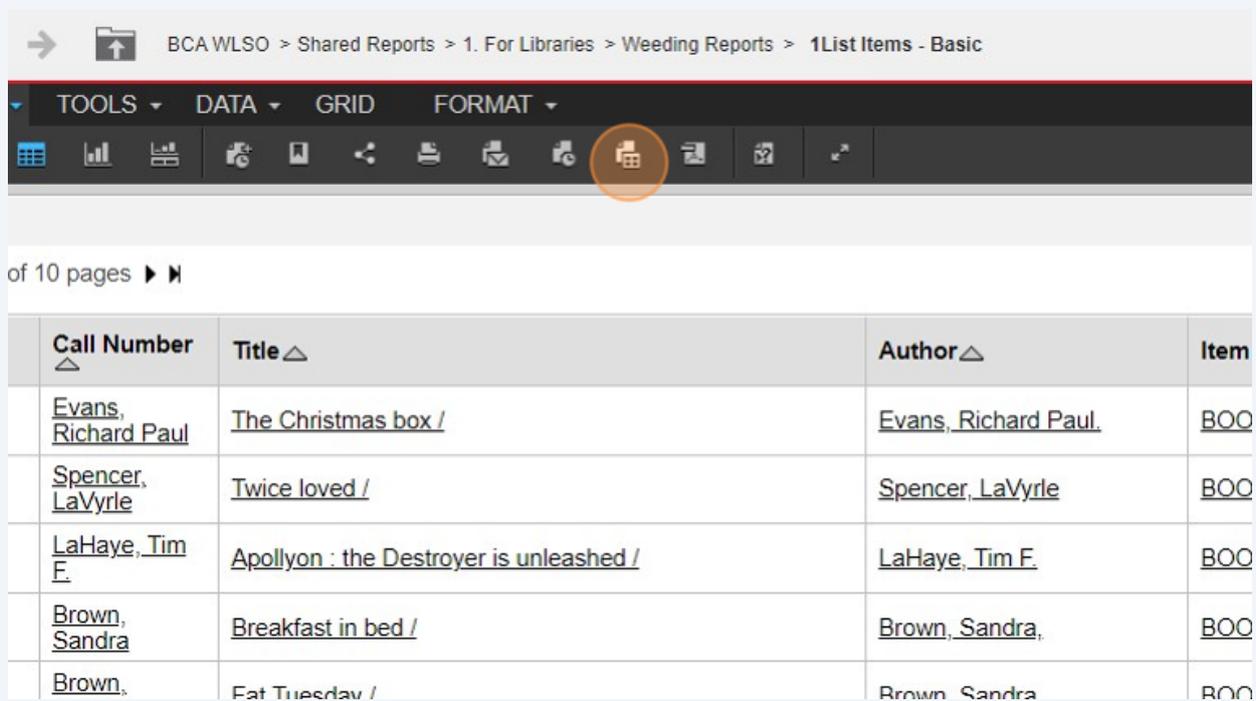


12 Select Home Location



13 Click Run Report.

When report finishes, Export using the Excel button



The screenshot shows a web-based report interface. 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 several icons. The icon for exporting to Excel (a grid) is circled in orange. Below the toolbar, the text "of 10 pages" is visible with navigation arrows. The main content is a table with the following data:

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,	Fat Tuesday /	Brown, Sandra	BOO