

(Older) Items That Have Not Circulated (in time-range selected)

Purpose:

Create a list of older (three years old) items in the database that have not circulated in a specific time frame (for weeding purposes)

Location:

INFOhio tab > CAT: Shelflist

Setup options:

- a. Basic tab – change report name and title to reflect purpose of report
 - “Fiction Items (over 3 years old) no circ last 2 yrs”
- b. Item Selection tab:
 - Library
 - Item Group (*FICTION*)
 - Date created – Three years before report is run (:ME-36)
 - Date last checked out – data from “beginning” to 24 months before date report is run (:ME-24)
- c. Output options – Use defaults as set

Result:

Item	Created	Call Number	Barcode	Status	Title
08/30/2004	FIC AND	32612010046260	32612010046260	AVAILABLE	Steadfast tin soldier
08/30/2004	FIC ARD	32612010064744	32612010064744	AVAILABLE	Paul, The Hero of the f
08/30/2004	FIC ARD	32612010046336	32612010046336	AVAILABLE	Tim to the rescue
08/30/2004	FIC ASI	32612010054751	32612010054751	LOST-ASSUM	Norby and Yobo's great
08/30/2004	FIC BAG	32612015001369	32612015001369	AVAILABLE	Guinea pig in the garage
08/30/2004	FIC BAU	32612010058372	32612010058372	AVAILABLE	On My Honor
08/30/2004	FIC BLU	32612010054884	32612010054884	AVAILABLE	Iggie's house
08/30/2004	FIC BOL	32612010046674	32612010046674	AVAILABLE	Challenge for a Rookie
08/30/2004	FIC BOS	32612010060089	32612010060089	AVAILABLE	Bully on the bus
08/30/2004	FIC BOS	32612010060246	32612010060246	AVAILABLE	Making the grade
08/30/2004	FIC BRI	32612010046831	32612010046831	AVAILABLE	Georgie to the rescue
08/30/2004	FIC BUL	32612010057747	32612010057747	AVAILABLE	Dexter
08/30/2004	FIC BUS	32612010055030	32612010055030	AVAILABLE	Fall of Freddie, the le
08/30/2004	FIC CAL	32612010047128	32612010047128	AVAILABLE	Witch of Hissing Hill
08/30/2004	FIC CAR	32612010047193	32612010047193	AVAILABLE	Mystery of the Magic Ci
08/30/2004	FIC CAR	32612010047268	32612010047268	AVAILABLE	Lost Christmas Star
08/30/2004	FIC CAT	32612010047276	32612010047276	AVAILABLE	Beyond the Stars
08/30/2004	FIC CAT	32612010055188	32612010055188	AVAILABLE	Old Wattles
08/30/2004	FIC CHE	32612010047367	32612010047367	AVAILABLE	Witch's broom
08/30/2004	FIC CHR	32612010047383	32612010047383	AVAILABLE	Sebastian (Super Sleuth) and the Bone to pick mystery
08/30/2004	FIC CHR	32612010045858	32612010045858	AVAILABLE	Sebastian (Super Sleuth) and the mystery patient
08/30/2004	FIC CHR	32612010047417	32612010047417	AVAILABLE	Sebastian (super sleuth) and the purloined sirlain
08/30/2004	FIC CHR	32612010047441	32612010047441	AVAILABLE	Baseball pals. Illustrated by Robert Henneberger
08/30/2004	FIC CHR	32612010047466	32612010047466	AVAILABLE	Devil ponu
08/30/2004	FIC CHR	32612010047474	32612010047474	AVAILABLE	Dog th
08/30/2004	FIC CHR	32612010059008	32612010059008	AVAILABLE	Glue d
08/30/2004	FIC CHR	32612010047482	32612010047482	AVAILABLE	The gr
08/30/2004	FIC CHR	32612010047508	32612010047508	AVAILABLE	Myster

Check Item Status : Glossary

Title: Steadfast tin soldier

Author: Andersen, Hans Christian

Call number: FIC AND

Copy: 1

Item ID: 32612010046260

Price: \$8.95

Shelf location: AVAILABLE...

Material type: BOOK...

Date created: 8/30/2004

Date last checked out: 12/14/2004

Last checked in: 12/21/2004,14:09

Date inventoried: NEVER

Times inventoried: 0

Summary/Totals:

Item Status (LOST-ASSUM)	8
Item Status (CHECKEDOUT)	1
Item Status (LOST-CLAIM)	1
Item Status (AVAILABLE)	176
Item Group (FICTION)	186
Total Items Reported	186
Total Checkouts	211
Total In-House Checkouts	0

(Older) Items That Have Never Circulated

Purpose:

Create a list of older (three years old) items in the database that have **never** circulated (for weeding purposes)

Location:

INFOhio tab > CAT: Shelflist

Setup options:

- a. Basic tab – change report name and title to reflect purpose of report
 - “Fiction Items (over 3 years old) NEVER circulated”
- b. Item Selection tab:
 - Library
 - Item Group (*FICTION*)
 - Date created – Three years before report is run (:ME-36)
 - Number of total checkouts = 0
- c. Output options – Use defaults as set

Result:

Item Created	Call Number	Barcode	Status	Title
08/30/2004	FIC AIN	32612010054686	AVAILABLE	Bear who liked hugging people and other stories
08/30/2004	FIC AIN	32612010046112	AVAILABLE	Roly the Railroad Mouse
08/30/2004	FIC ARA	32612010046328	AVAILABLE	Arabian Nights
08/30/2004	FIC ARM	32612010046344	AVAILABLE	Fairy Thorn
08/30/2004	FIC ARU	32612010046351	AVAILABLE	Mighty Mo the story of an African
08/30/2004	FIC ASE	32612010062390	AVAILABLE	Bear Seeds
08/30/2004	FIC AVE	32612010054769	AVAILABLE	Captains of the city streets
08/30/2004	FIC AVE	32612010046377	AVAILABLE	Hotel Cat
08/30/2004	FIC AYE	32612010046393	AVAILABLE	Wish for Little Sister
08/30/2004	FIC BAC	32612010046401	AVAILABLE	Smartest bear and his brother
08/30/2004	FIC BAC	32612010051427	AVAILABLE	Getting rid of Roger / Ellen Ma
08/30/2004	FIC BAL	32612010046435	AVAILABLE	Joanjo
08/30/2004	FIC BAL	32612010046443	AVAILABLE	P. J
08/30/2004	FIC BAL	32612010046450	AVAILABLE	P. J
08/30/2004	FIC BAN	32612010054785	AVAILABLE	Lee Wong, boy detective
08/30/2004	FIC BAN	32612010059040	AVAILABLE	Make room for Rags
08/30/2004	FIC BAN	32612010043010	AVAILABLE	Manuela's birthday
08/30/2004	FIC BAN	32612010062416	AVAILABLE	Memo meets the emperor
08/30/2004	FIC BAN	32612010064651	AVAILABLE	Diving for the moon
08/30/2004	FIC BAR	32612010062424	AVAILABLE	Little Brown Gazelle
08/30/2004	FIC BAR	32612010054793	AVAILABLE	Young people's Guide to Manners
08/30/2004	FIC BAR	32612010046468	AVAILABLE	What happened to Mr. Forster?
08/30/2004	FIC BAR	32612010046476	AVAILABLE	Bears in bears out
08/30/2004	FIC BAS	32612010054801	AVAILABLE	Top of the Pizzas
08/30/2004	FIC BAS	32612010045577	AVAILABLE	Little dog for Vera
08/30/2004	FIC BEA	32612010054819	AVAILABLE	Rebel the Reluctant B

Check Item Status : Glossary

Title: Bear who liked hugging people and o

Author: Ainsworth, Ruth

Call number: FIC AIN

Copy: 1

Item ID: 32612010054686

Price: \$6.95

Shelf location: AVAILABLE...

Material type: BOOK...

Date created: 8/30/2004

Date last checked out: NEVER

Last checked in: NEVER

Date inventoried: NEVER

Times inventoried: 0

Summary/Totals:

Item Status (AVAILABLE)	907
Item Group (FICTION)	907
Total Items Reported	907
Total Checkouts	0
Total In-House Checkouts	0