

Weeding Procedure for CEFLS Automated Libraries (Revision 05/11/09)

Weeding On-Shelf Items:

When you have books or other items to withdraw from your collection, please follow this procedure:

Open the Item Group Editor.

Click Append List in the search window.

Scan the barcodes of the weeded items.

Use File-Print to print a list of the items and keep it on file in case of error.

Highlight the group (ctrl-a)

Click Edit.

Click OK to the Batch Change Message.

Change Item Status to “w” for withdrawn. Item Status is on the second screen, so you need to page down to find it.

CEF will delete the items (and bibs if it’s the last item) in a batch process on a regular basis. Technical Services deletes records for withdrawn items every week (except CEF items which are deleted on a monthly basis to allow time for discards to be accessioned by another library).

Weeding Items that are Missing (m) or Trace (trace):

You can create a list of items that have a status of Missing and have not changed over a certain period of time.

Here’s the step by step procedure:

Open the Item Group Editor.

Choose and highlight Location in the top section.

Type your library’s 3-letter code in the “Search for” box.

Click on the “And”

Scroll down in the top section and choose and highlight Status.

Type m (for missing) in the “Search for” box

Click on the “And”

Scroll down a little more in the top section and choose Status Updated

This time, instead of typing anything in the “Search for” box, click on the Date Range button at the bottom right of the dialog box.

Click on Prior to, and type in a date in the format m/d/yy

Click OK

Now click search, and wait for the list to appear. If you get an error message about memory, just keep clicking on OK until the list appears.

Use File-Print to print a list of the items and keep it on file in case of error.

After you print the list you can look for the items, or you can simply delete them by doing the following:

Highlight the group (ctrl-a)

Click Edit.

Click OK to the Batch Change Message.

Change Item Status to “w” for withdrawn. Item Status is on the second screen, so you need to page down to find it.

You can also do another similar search for the status of trace.

Weeding Items that are Lost (l) or Claimed Returned (c):

These items are more difficult to deal with. They cannot be deleted until the patron information is disconnected from the item record. When they are either checked in or when they “age” to Missing, they are able to be deleted. It is better for them to age to Missing, because the patron record will still show the amount owed for the items and what items were lost or claimed returned. By checking them in, you would absolve the patron.

Many libraries have a 10 year period set for Lost and Claimed Returned to age to missing. This should be changed to something like two years. By doing this, you can set up a regular schedule to weed the items that have aged to Missing. You can follow the above procedure once a month or several times a year. This is recommended to keep our catalog clean.