

Deselecting (WEED/DISCARD or mark items MISSING)

The 'Deselect' function allows you to create and view a list of unused materials for deletion from the catalog. The Deselect function will move items to the DISCARD location. You may also mark items MISSING using the 'Deselect' function.

NOTE: Items in the DISCARD location are not permanently removed until you generate the appropriate Discard/Delete reports.

Useful terms:

Deselect – another word for weeding

Dusty Date – looks for items with a date created, discharged or charged earlier than the date selected (It is not the last activity date).

Maximum Circulations – the maximum number of times a title has circulated since it was created

Create DESELECTION list

1. **Choose** Deselect from the menu options.
2. **Select** and populate the appropriate fields using the drop down menus.
3. **Click Update List** to view records selected for deselection.

Deselect	
Library	DLHS
Current Location	AVAILABLE
Item Types	NONFICTION
Dusty Date *	01/01/2010
Maximum Circulations *	0
Starting Call #	700
Classification	All Classifications
Update List	

Update List										
Idle	Call #	Title	Item ID	Item Type	Created	Last Activity	Circulations			
	12.5	700 CRE	Creative fire	32612100022635	NONFICTION	09/26/2003	09/26/2003	0		
	12.5	702.8 MAY	The artist's handbook of materials and techniques	32612100021736	NONFICTION	09/26/2003	09/26/2003	0		
	12.5	709 DUA	Celtic art	32612100083207	NONFICTION	09/26/2003	09/26/2003	0		
	12.5	709 JAN	History of art for young people	32612100049489	NONFICTION	09/26/2003	09/26/2003	0		
	12.5	709 MAD	Made in America : Ten centuries of American art	32612100051055	NONFICTION	09/26/2003	09/26/2003	0		
	12.5	709 MER	The history of art : from ancient to modern times	32612100090178	NONFICTION	09/26/2003	09/26/2003	0		
	11.9	709 STR	The annotated Mona Lisa	32612100085129	NONFICTION	09/26/2003	04/22/2004	0		

4. MobileCirc generates a **list of items** for deselection. From this list, you can tap on the title of the item to see what items are around it, tap the trash can icon to mark the item for deselect, or ? to mark an item as missing. As you mark items for deselection, a box will appear at the bottom of the list allowing you to **Apply Changes** or continue on to the next 100 items. ***Taping the deselect icon once marks the item for deselection.***

- The list includes an **idle** column that shows the **number of years** elapsed since last charged or, if the item has never been charged, the number of years since creation.



When determining which items to include in the list based on maximum circulations, Symphony libraries return items that have fewer than or the same number of circulations you specified. This means that if you specify the maximum circulations as 1, then Symphony libraries return items that have been circulated either once or never.

The dusty date is determined using the date created, the last charged date, the last discharged date, and the most recent in-house use. The last activity date is displayed but is not used in the calculation.

Marking items MISSING

- Review** and locate the desired item(s) from the list.
- Tap** the question mark  to the right of the item(s).
- Tap** *Apply Changes* to mark the item **MISSING**.

Marking items DISCARD

- Locate** the desired item(s)
- Tap** the trash can  to the right of the item.
- Tap** *Apply Changes* to mark the item **DISCARD**.