

Set up a Template Report for checking on DESELECT progress:

SCHEDULE NEW REPORTS / INFOhio tab / CAT:Shelflist report:

Set up as follows:

BASIC tab – fill in the information / specific date

Basic Search String Title Selection Call Number Selection Item Selection Sorting Output Options

Report name: Items DESELECTED since (fill in date)

Description: A shelflist form printout of every item in the catalog.

Title: Items DESELECTED since 3/10/16

Footer:

ITEM SELECTION tab:

Basic Search String Title Selection Call Number Selection Item Selection Sorting Output Options

Library:

Shelf location:

Current status: DISCARD

Item group:

Material type:

Funding source:

Curricular area:

Grade level:

Genre:

Circulate: Yes No Both

Extended info:

blank field matches with Not Equal qualifier

In the shadow catalog: Yes No Both

Number of pieces:

Date created:

Date modified: >03/10/2016

Last activity date:

Date last checked out:

Date last checked in:

Date inventoried:

Number of times inventoried:

Number of total checkouts:

Number of inhouse checkouts:

Budget: Date Range

On Before After

Range No date Any

Use data for the dates after 03/10/2016

OK Cancel

MobileCirc – Deselect Tip sheet

OUTPUT OPTION (this output selection will produce a list of the items modified to DISCARD since the date indicated – if you want more information about each item, you can expand the output selections):

Basic Search String Title Selection Call Number Selection Item Selection Sorting Output Option

Report Type
 Brief Long Spreadsheet

Report Format
 Plain Text RTF
 Portrait Landscape
 Normal Condensed

Brief Options
 No Date
 Bib date created
 Bib date modified
 Item date created
 Activity date
 Checkout Date
 Inventoried
 Publication Year

Long/Spreadsheet Options
 Bibliographic Field Selections:

SAVE AS A TEMPLATE to work with/tweak as needed!! Then run the template (with adjusted dates, etc, as desired)

FINISHED REPORT:

Check the totals at the bottom to be sure this is what you are expecting.

INFOhio :: Items DESELECTED since 3-11-16 (Catitemlist - brief) 03/11/2016

Item Created	Call Number	Barcode	Status	Title
09/26/2003	FIC WAL	32612100032212	DISCARD	Sacajawea / Anna Lee Waldo
09/26/2003	FIC WAL	32612100032352	DISCARD	Buffalo gal / Bill Wallace
09/26/2003	FIC WAN	32612100053150	DISCARD	The crying for a vision / [by] Walter Wangerin, Jr
09/26/2003	FIC WEL	32612100092919	DISCARD	Meely LaBauve : a novel / Ken Wells
09/26/2003	FIC WEL	32612100089212	DISCARD	Meely LaBauve : a novel / Ken Wells
09/26/2003	FIC WEL	32612100035470	DISCARD	Through the hidden door / With drawings by the author
09/26/2003	FIC WER	32612100092604	DISCARD	Locked inside / Nancy Werlin
05/05/2005	FIC WHI	32612100070832	DISCARD	Deathwatch / Robb White
09/26/2003	FIC WHI	32612100058886	DISCARD	Belle Prater's boy / Ruth White
09/26/2003	FIC WHI	32612100049232	DISCARD	Star flight / by Phyllis A. Whitney
12/10/2004	FIC WHI	32612100067655	DISCARD	Amethyst dreams / Phyllis A. Whitney
09/26/2003	FIC WHI	32612100037583	DISCARD	The golden unicorn / Phyllis A. Whitney
09/26/2003	FIC WHI	32612100036379	DISCARD	Rainbow in the mist / Phyllis A. Whitney
09/26/2003	FIC WHI	32612100077365	DISCARD	Rainson / Phyllis A. Whitney
10/27/2006	FIC WOO	32612101005605	DISCARD	Poison / Chris Wooding
09/26/2003	FIC WRE	32612100099079	DISCARD	Dealing with dragons / Patricia C. Wrede
09/26/2003	FIC WYS	32612100036429	DISCARD	The Swiss family Robinson / Edited by William H. G. K
12/01/2003	FIC WYS	32612100096985	DISCARD	A stranger here / Thelma Hatch Wyss

Summary/Totals:

Item Status (DISCARD)	18
Item Group (FICTION)	18
Total Items Reported	18
Total Checkouts	9
Total In-House Checkouts	0