



Sitka

Weeding Out the Lost and the Missing

Item Statuses

<http://docs.sitka.bclibraries.ca/Sitka/current/html/serveradmin-copy-statuses.html>

Sitka Snippet Video - Batch Update Using Item Status:

<https://www.youtube.com/watch?v=Ahy7DaRWyl&list=PLdwlGwBNnH4q-mGqPy7rx9wtO6JING6JF&index=20>

Item Report

Status : Copies with Selected Copy Status Set within Time Frame

(Sitka_templates -> Collection -> Copy List by Item Attributes)

Use this report template to run reports for both *Lost* and *Lost and Paid* items

Lost Setting in the Library Settings Editor

Admin -> Local Administration -> Library Settings Editor search for *Lost*

Inventory

<http://docs.sitka.bclibraries.ca/Sitka/current/html/inventory.html>

Reports

Title & Copy Count by Shelving Location and Circulation Modifier - overview of your collection

(Sitka_templates -> Collection -> Copy and Title Count)

Call Number : Copies with Call Numbers within a Range - shelf list by call number

Shelving Location : Copies with Selected Shelving Locations - shelf list by shelving location

(Sitka_templates -> Collection -> Copy List by Item Attributes)

Inventory - Un-scanned Items - items not scanned during inventory

(Sitka_templates -> Inventory)

Weeding

Weeding - Copies Circulated Fewer Times since a Selected Date

(Sitka_Templates -> Collection -> Others)

Weeding - Copies Never Circulated after a Selected Date

(Sitka_Templates -> Collection -> Others)

Deleting Items

Sitka Snippet Video - Delete Copies via Item Status:

<https://www.youtube.com/watch?v=7fFNsdy1Ktg&list=PLdwlGwBNnH4q-mGqPy7rx9wtO6JING6JF&index=5>

Sitka Snippet Video - Delete Copies via Copy Buckets:

<https://www.youtube.com/watch?v=1GMSj74nCqU&list=PLdwlGwBNnH4q-mGqPy7rx9wtO6JING6JF&index=4>