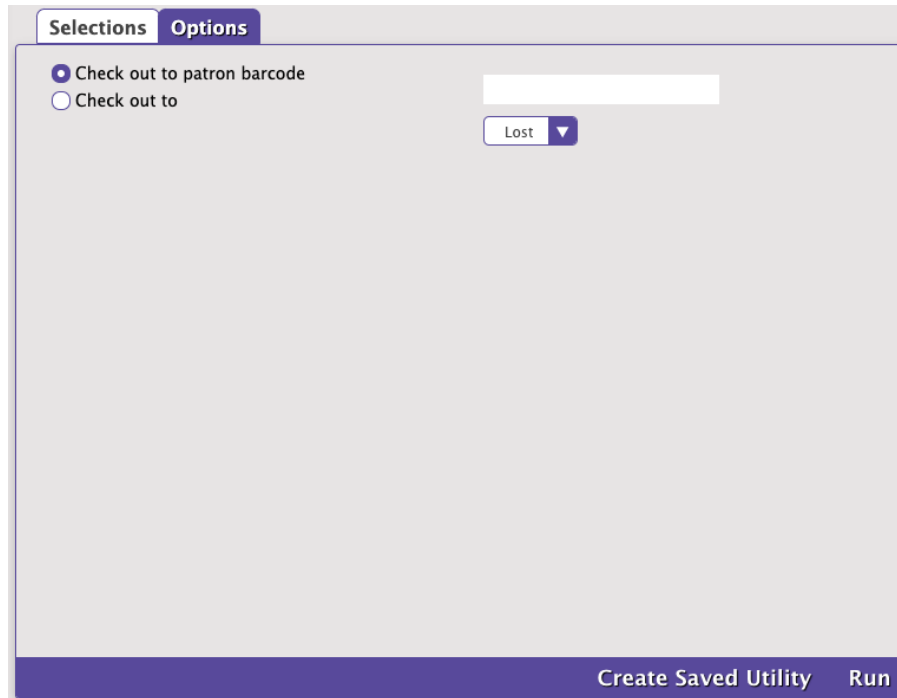


Let's weed—Pulling discards during Inventory

Tip for April 15, 2019

Do you perform inventory? (Silly question.) Do you weed items? (Another silly question.) Do you do those things at the same time? You can.



We talked recently about [Spring cleaning—Weeding old items](#) which gave you some methods to identify items to weed. You could pull those items separately, but since you'll be working in your stacks to do inventory anyway, you could also use the *Check Out* utility to select a group of items and check them out to Discarded.

1. Navigate to **Tools > Utilities** and locate the utility.
 - **v6** – [Check Out](#)
 - **v7** – [Check Out](#)
2. Make your selections. Enter a "Copy last used date" range to select items that haven't been used in a long time – try a date in the far past, like 100 years ago, to something more recent, like 5 years ago. Or you could enter barcodes from your weeding list.
 - **v6** – Select By *Barcode List*.
 - **v7** – Enter a *Copies last used between* date range to narrow the utility to copies that haven't been used in a while. Or if you want to select by barcode, check *Show Additional Selections* and fill out the *Copies with Barcodes* selection.
3. Set your options.
 - **v6** – In the Selection tab, set *To Patron* to **2-Discarded Copies**.
 - **v7** – In the Options tab, choose **Discarded** from the *Check out to* dropdown menu.

As you're scanning items during inventory, listen for the *alert* sound that tells you when something unexpected happened – like if you scanned a discarded item – so you can set those books aside.



What's that sound?

You can change it! In **Preferences > Sounds**, change the Inventory Alert sound to something else, like Buzzer. Now you'll hear it!