

# End-of-year prep—Item clean up

April 12th, 2021

So, you're mostly done with inventory! You've finished all sessions and taken full stock of your library's collection. Whew! There are just a few last steps before you can start celebrating: check what wasn't inventoried, declare items lost or discarded, and remove those items.

**Selections**

This utility will declare as lost all selected copies with an available status that were not inventoried since the specified start date.

Copies at Site

Inventory Start Date

Copies with a Policy of

Copies from  From  Through

Copies with a Medium of

Copies in Call Number Range From  Through

Create Saved Utility Run



## V7 and V6

Read through [Let's weed—Pulling discards during Inventory](#) for instructions on simultaneously performing inventory and weeding items.

## Version 7

See the [Remove Copies](#) section of our End-of-Year Procedures. There you'll find information on running a *Loaned Items Information* report, declaring missing copies lost, and removing lost and discarded copies.

## Version 6

Check out the [Loaned Item Reports](#), [Declare Missing Items Lost](#), and [Remove Lost and Discarded Items](#) sections of the End-of-Year Procedures.

Before you go...

Feel free to contact our 24/7 Support team at 1-800-347-4942 or [support@goalexandria.com](mailto:support@goalexandria.com) if you need additional help or have questions. We wish you the best and hope you stay safe!



Still on version 6? [Learn about switching to Alexandria 7!](#)

The image's data is missing.