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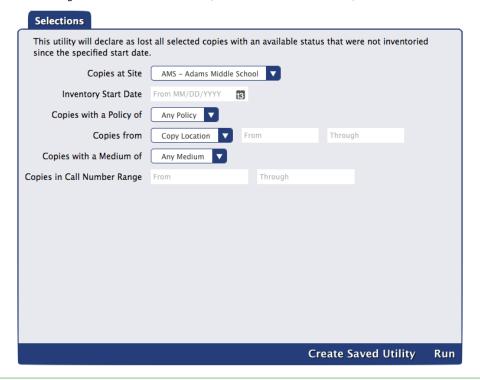
So, you're mostly done with inventory! You've finished all sessions and taken full stock of your library's collection. Whew! There are just a few last steps before you can start celebrating: check what wasn't inventoried, declare items lost or discarded, and remove those items.

> ✅ **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 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!
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