

End-of-year tips: Item clean up

May 5, 2022

As you get close to wrapping up the year's inventory, it is time to begin identifying lost and discarded copies and removing them from your system.



Identify Lost and Discarded Copies

- Run the [Loaned Items Information](#) report to see which items and materials are still in circulation.
- If items are still checked out after they should have been returned, run the [Declare Missing Copies Lost](#) utility. If an item is returned after this utility is run, its status will be changed to Available and any patron charges can be removed and/or their accounts credited.

Reports

Filter

Item Policies

Library Cards (2x5)

Library Use Copies (Legacy)

Loaned Items Information

Loaned Items Notice

Lost Copies

Lost Items Charge Notice (Legacy)

Selections

Options

See loaned items (including temporary items) for:

Patrons at Site

WHS - Washington High School

Patrons with a Status of

Active

Patrons with Items Borrowed

From MM/DD/YYYY

Through MM/DD/YYYY

Patrons with Items Due

From MM/DD/YYYY

Through MM/DD/YYYY

Patrons with a Policy of

Any Policy

Copies with a Policy of

Any Policy

Patrons from

Homerom

From

Through

Patrons in Grade

From

Through

Circulation Group Code

Patrons with Last Name

Patrons in Barcode Range

From

Through

Patrons with Barcodes

Title

✓ Show Additional Selections

Create Saved Report

Run

Utilities

Filter

Unlink In Lost Copies

Check In Processing Copies

Check Out

Create Genre MARC Tag

Database Archive

Declare Checked Out Copies Lost

Declare Missing Copies Discarded

Selections

Declare as discarded all selected copies with an available status that have not been inventoried since the specified Inventory Start Date.

Copies at Site

WHS - Washington High School

Inventory Start Date

From MM/DD/YYYY

Copies with a Policy of

Any Policy

Copies from

Copy Location

From

Through

Copies with a Medium of

Any Medium

Copies in Call Number Range

From

Through

Create Saved Utility

Run

Remove Lost and Discarded Copies

Before you make any changes in Alexandria, run the [Discarded Copies](#) and [Lost Copies](#) reports so you know which items will be removed.


Then run the [Remove Lost Copies](#) utility:

1. Go to **Tools > Utilities**.
2. Select the Copies category and select **Remove Lost Copies**.
3. In the **Selections** tab, enter your selection criteria, or leave the default settings. The utility defaults are set to remove all lost copies, but you can narrow your focus.
 - a. You can select a period before your last inventory date, so that any items that were recently declared lost or discarded will remain in the system, giving them an opportunity to be returned.
 - b. If you need to be more specific, check the Show Additional Selections box to choose copies by individual barcodes.
4. **Run** the utility.

The screenshot shows the 'Utilities' interface with a search bar and a list of utilities. 'Remove Lost Copies' is selected. Below the list are two tabs: 'Selections' and 'Options'. The 'Selections' tab is active, showing a form to configure the removal of lost copies. The form includes fields for 'Copies at Site' (set to 'WHS - Washington High School'), 'Copies with a Policy of' (set to 'Any Policy'), 'Copies from' (set to 'Copy Location'), 'Copies in Call Number Range' (with 'From' and 'Through' fields), 'Copies Lost' (with 'From MM/DD/YYYY' and 'Through MM/DD/YYYY' fields, both with calendar icons), 'Copies in Barcode Range' (with 'From' and 'Through' fields), and 'Copies with Barcodes' (with a large empty text area). At the bottom of the form are three buttons: 'Show Additional Selections' (with a checkmark icon), 'Create Saved Utility', and 'Run'.

If you need help with lost or discarded items, or anything else in Alexandria, don't hesitate to reach out to our support staff at support@goalexandria.com.



The [Makeover](#) betas are here! Look in Circulation, Items, and Patrons for a purple alert button  at the top of your screen. That will take you to the Makeover beta in our [demo](#) where you can play around recklessly.