End-of-year tips: Item clean up

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.

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.

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.