

# The Unread—Finding unused books

Tip for: 05.15.17

It's time to do some weeding—or some really good book-talks—and the best place to start is to find books that aren't being used. For this example, let's look for fiction books that haven't been checked out in the last 5 years.

So let's open **Reports**.

In **v6**:

- Go to the Copies category, and the General subcategory.
- Locate the **Weeding List** (or Copy List - 1-Line) report.
- Add a **Select By** for **Copy Last Used Date**.
- Put the starting date as, for example, 02/24/1900, and the ending date to this date 5 years ago, e.g. 02/24/2012.

In **v7**:

- Go to the Copies category, and the Information subcategory.
- Locate the **Weeding List** report.
- Fill in the **Copies last used between** range as something in the far past, for example 05/12/1900, through this date 5 years ago, e.g. 05/15/2012.

This will give you a 1-line report with the Call Number so you can track those items down.