Generate a weeding log

Whenever you cull obsolete or worn-out books and materials from your collection, or transfer surplus materials to another school, Destiny® collects and stores information about those copies.

The Weeding Log gives you a list of those copies, grouped by the date they were weeded, deleted, or transferred.

To generate the report

1. Open *Library Reports* in *Reports* and select **Weeding Log**.
2. Select the range of dates that the copies were removed. Click the calendar icon for a calendar.
   - You can leave both boxes blank to include all copies removed.
   - If you leave the *From* box blank and select a date in the *to* box, the report includes all those removed on or before the date in the *to* box.
   - If you enter a date in the *From* box and leave the *to* box blank, the report includes copies removed from that date until today.
   - If you enter the same date in both boxes, the report is limited to copies removed on that one date.
3. If you are a district materials manager or reports creator, select the district, a group of sites, or an individual site from the *For* list.
4. To generate the report, click **Run Report**.
5. When the *Report Manager* opens, click **View** to open the report.

Report content

The report groups the information by date and includes the number of copies weeded each day.
For each included copy, the report includes the following information.
For the title:

- Title
- Number of copies removed
- Author
- Standard number
- Publication date

For the copy:

- Call Number (for library or district media copies),
  Location (for textbooks), or
  Site name (if the report was generated by a district cataloger, reporter, or textbooks manager)
- Copy barcode number
- Purchase price
- Condition (textbooks only)
- Acquisition date
- Username of the person who removed it
- Copy status at the time of removal

The totals at the bottom include the following information:

- Total number of copies removed
- Number of copies deleted
- Number of copies weeded
- Number of copies transferred (if the report is generated at a site).

Sort order

The report is sorted and grouped by the date weeded, most recent date first. It is secondarily sorted by title, then author.

If multiple copies of a particular title were removed, they are sorted by Call Number (library and district media copies) or Location (textbook copies), and then by Copy Status.

The difference between Weeded, Deleted, and Transferred

The report differentiates between the methods used to remove the copies:

Weeded: These are copies that you deleted on any of the pages in the *Catalog*, listed below, and selected the **Track as weeded** check box in the confirmation message. Destiny assumes that you had the book in hand or had scanned the barcode, having pulled it from the shelves.

- *Title Details* or *Textbook Details* when deleting the copy by clicking **Delete**
- *Title Details* when deleting the title (and thus, all its copies) by clicking **Delete Title**
- *Individual Delete* in *Update Copies*
- *Batch Delete* in *Update Copies*.

Deleted: These are copies that you deleted on any of the pages listed below. They include transferred copies that never arrived, copies exported in bulk, and lost copies deleted in *Inventory*. It does not include copies lost by patrons.

- *Title Details* when deleting the title (and thus, all its copies) by clicking **Delete Title** and *not* selecting the **Track as weeded** check box in the confirmation message.
- *Receive* in *Update Copies* (library materials only) when clicking **Delete Copy** and not **Receive**

- *Export Titles* or *Export Textbooks* when selecting to delete the titles and copies after export
- *Transfer Textbooks* (textbooks only) when another school uploaded a transfer to you and then stopped it
- The Lost Copies list in *Inventory* when clicking *Delete*.

Transferred: These are copies you sent to another school within the district. Transfers appear on the report for the school that sent the copies to the other school. On a district-wide report, however, these copies do not appear because they remain in the district.

Uses for this report

View this log when ordering replacement materials, creating budgets and year-end reports, or when accounting for materials or funds spent.

If you need to weed your collection, a *Title & Copy List* can help. You can limit the report to just the copies that have not circulated in a while: Choose one of the Show Titles options that include copies; select the Circulation statistics and Only show copies that circulated check boxes; and limit the statistics to Less than 1 time(s) This year.

To view the checkout history for any particular copy, retrieve it in *Copy Status* in *Circulation*.

Destiny v15.5 Help includes the most recent product updates. For details, see What's New in Destiny Version 15.5.