**Simply Reports weeding parameters**

**In the Items tab - Item list reports**

From the ‘**Report output columns**’:

* MARC title
* MARC author
* Item barcode
* Item call number
* Item last check in date
* Item last circ activity date
* Item lifetime circ count

Double-click or highlight and click the arrow beside the field to add all of these to the middle ‘**Columns selected for output**’ field. The order they are listed will determine the order of the columns. You can move items up or down the list using the arrows located on the right side of the field.

Add ‘Item call number’ to the ‘**Columns selected for sort**’ field.

**Filters:**

**Item general filters:**

* Check the box for ‘Assigned branch’ and click on our library
* Check the box for ‘Collection’ and click on the collection(s) you want
* Check the box for Record status and click ‘Final’

**Item relative date filters (prior to a specified date):**

* Check the boxes for ‘Last activity date more than’ and ‘Last circ status change date more than’ and enter the amount of time before the current date you want it to find for the report. You can specify days, months, or years. For example, if you want to find items that have not had any activity or circ status changes in the past 3 years.
  + Something to try - Check the box for ‘Last check in date more than’ and then check the ‘Not present’ box at the end of the line.

**Item call number filters:**

* Check the box for Classification number and enter the call number range you want

Submit the report. The generated report should open in a new tab. You can download the report for printing.

You can also choose to save the report - you can find it using the My Reports tab under ‘Item list reports’. Your parameters will be saved exactly as you input them - you can edit the report as needed. Save your changes and run the report. You can download the results from the link provided.