

JUST WEED IT

NEW AND IMPROVED

**A collaboration between SD Library Network
and
SD State Library**



SOUTH DAKOTA LIBRARY NETWORK



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Would you want to check these out?



Would your patrons?



Let's go from this:



To this:



Why weed?

-shelf space – weeding makes shelves easier to browse, easier to shelve books, and it just makes the collection look better

-get rid of outdated materials – your library is not a museum...you can't be a warehouse of unused books

-collection development – a great way to get a handle on what is in your collection and what else needs to be there

Source: <http://www.booklistonline.com/ProductInfo.aspx?pid=5346510&AspxAutoDetectCookieSupport=1>

Other reasons?

Think about it...

If you weed a little at a time, you won't be withdrawing huge amounts of books at once.

Patrons won't see the dumpster full, and mayhem will be averted.



The CREW Method

<https://www.tsl.state.tx.us/ld/pubs/crew/index.html>

*a weeding manual for modern libraries

Continuous
Review
Evaluation
Weeding

The MUSTIE Guidelines

M = Misleading

U = Ugly

S = Superseded

T = Trivial

I = Irrelevant

E = may be obtained Elsewhere (ILL)

ALSO...

Use reports from the library cataloging system if you have one - Nina will have more!

Weed on looks alone - rips, smells, stains...who wants to check that out...ick!

Still not sure? Ask yourself some questions

What else?

Some good online resources:

- <http://berkeleypubliclibrary.org/system/WHYWEED.pdf> - FAQ page about why libraries weed – good PR piece to put on website
- http://www.npl.lib.va.us/press/releases/sep29_2004.html - sample press release to get community excited about a book sale extravaganza
- <http://olcsmalibraries.wordpress.com/2009/05/04/weeding-library-collections/> - specific ideas for specific collections (children's, YA, magazines, etc)
- <http://www.azlibrary.gov/cdt/weeding.aspx> - contains additional weeding considerations for each area of DDC

What to do with those weeded books?

***Sell * Donate * Trade * Recycle * Destroy * Get Creative**

<http://www.betterworldbooks.com/go/libraries>

<http://www.cash4books.net/>

<http://www.blogistics.com/>

<http://bookmooch.com/>

<http://pinterest.com/librarysd/book-art/>

Or just do a search on Pinterest for “weeded books” or “book art”

What other suggestions do you have?

Finally...a couple of quotes:

**“Weeding, culling, de-selection.
Don’t care what you call it,
Just do it!”** – Mary Bushing @ 2012 SD Library Institute

“If your library contains shelves of useless books that are of no interest or use to your patrons, why not just put up wallpaper with a book pattern on it? Chances are it would look better and it would be no less useful than what you already have. The best way to avoid this problem is to weed continually.”

From <http://olcsmalibraries.wordpress.com/2009/05/04/weeding-library-collections/>

Weeding in ALEPH

Library Staff Training



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Modified for SDLN
Version 20.01



How to weed in ALEPH

- **Reports** - how to retrieve items to consider for weeding
- **Deleting records** - the process for deleting those items and associated BIB and HOL records



Reports

- **Circulation Module** - SDLN Custom Reports
- **Advanced Report Tool** - Create your own custom reports



Circulation Module

- **Weeding Report by Collection (custom-30)** - Report displays list of items that have not circulated since specified date of last use, uses collection and date specified by staff user, includes barcode, call number, author, title, total circulation, total in house use, total not on loan return, date of last use, date added, date updated, item process status
- **Loan Usage by Collection (custom-31)** - Report displays number of circulations for items in a collection for a collection and date range specified by the staff user, includes barcode, item open date, number of circulations



SOUTH DAKOTA LIBRARY NETWORK

SDLN Circulation - Version 20.01 Library: TST50 (TST50) Server: 204.52.252.224:6992 (20.01) User: NINA

ALEPH View Patrons Items Circulation Requests Reports *Services Help ?

History

Notices to Patrons

Maintenance

Renew / Recall Loans

Requests

Reports

Advance Booking

Remote Storage

Patron Records

Cash Transactions

Statistics

General

Manage Database Tables

Items

Staff

Course Reading

SDLN Custom Reports

Patrons Added During Specific Dates (custom-02)

Total Patrons (custom-15)

Expired Patrons (custom-16)

Renewed Patrons (custom-54)

Active Patron Counts (custom-56)

Patrons on a Specific Date (custom-17)

Active Patrons Authentication Credentials (barcode/password) (custom-18)

Browse Statistics (custom-19)

Circulation Statistics (custom-20)

Current Loan Statistics (custom-21)

Patrons Owing Money (custom-22)

Patrons Owing Money Over \$50 (custom-63)

Current Overdues (custom-23)

Previous Loan Statistics (custom-24)

In-House Statistics (custom-25)

In-House Use by Collection and Call No. (custom-44)

Patrons Owing Money During a Time Period (custom-26)

Circulation Statistics by Date and Hour (custom-27)

Circulation Statistics by Hour (custom-28)

Circulation Statistics with Patron Status (custom-29)

Circulation Statistics by Patron Name (custom-36)

Circulation Statistics by Material Type (custom-40)

Circulation Statistics by Call # (custom-46)

Circulation Statistics by Title (custom-48)

Item Report by Collection (custom-33)

Items with Empty Arrival Date (custom-62)

Weeding Report by Collection (custom-30)

Loan Usage by Collection (custom-31)

1. Loan Details | 2. Renew All Log

Patron Activity

- [L] Loans
- [C] Cash
- [H] Hold Requests
- [P] Photocopy Requests
- [I] ILL Requests
- [X] Proxies/Sponsor
- [R] Reading Room
- [U] Routing Lists
- [S] Circulation Summary
- [Z] Circulation Log
- [K] Booking List
- [A] Title Req

Patron Registration

- [G] Global Patron Information
- [O] Local Patron Information
- [D] Address Information
- [T] Additional IDs



Weeding Report by Collection (custom-30)

Weeding Report By Collection - TST50

* Output File:

Sublibrary: All
 TST - Test Sublibrary
 TST1 - Test Sublibrary 1

From Date:

To Date:

Collection:

Runtime:

At: O'clock:

Library:

Print ID:

Report Language:

Submit
View History
Cancel
Help
 Add to History
 Online



Weeding Report by Collection (custom-30)

Report displays items in the collection you specify. Items with circulation display date of last use, on or before the date you specify

```
*****
Weeding Report by Collection:
  Items that have not circulated
  since specified Date of Last Use
*****
ADM Unit: TST50
Sub-Library: TST
Collection: SDLN
Date of Last Use: 20120101
*****
```

Barcode	Call No.	Author	Title	Total Circulation	Total In-House Use	Total Not Loan Return	Last Use	Date Added	Date Updated	PS
6857694-10		Furst, Alan.	Dark star / Alan Furst.	0	0	0		2008-10-22	20121108	
6857696-10		Furst, Alan.	Night soldiers / Alan Furst.	0	0	0		2008-10-22	20121108	
6854697-20			Mysterious halls of Hogwarts.	0	0	0		2009-07-30	20121108	MI
6854697-20				0	0	0		2009-07-30	20121108	MI
6859461-10		Wayne, Joanna.	Loaded / Joanna Wayne.	0	0	0		2008-10-23	20121108	
31610000000330			Microsoft Office for Windows 95 resource kit : the tech	0	0	0		1997-11-26	20121108	
31610000000371			HTML 4 unleashed / Rick Darnell ... [et al.].	0	0	0		1999-01-12	20121108	RM
31610000000389		Deitel, Harvey M., 1945-	C++ how to program / H.M. Deitel, P.J. Deitel.	0	0	0		1999-03-12	20121108	
31610000000017			Microsoft Windows 95 resource kit : the technical guide	0	0	0		1997-09-24	20121108	
31610000000033		Wall, Larry.	Programming Perl / Larry Wall, Tom Christiansen, and Ra	0	0	0		1997-10-08	20121108	RM
31610000000042			Testing Book	0	0	0		2008-06-25	20121108	
31610000000058		Schwartz, Randal L.	Learning Perl on Win32 systems / Randal L. Schwartz, Er	0	0	0		1999-03-16	20121108	
31610000000041			What the OCLC Interlibrary Loan Service Means to me	6	0	2	2009-12-01	1999-07-01	20121108	
31610000000074		Vromans, Johan.	Perl 5 desktop reference / Johan Vromans.	0	0	0		1997-10-07	20121108	
6995992-30			Reserve item	1	0	0	2009-10-16	2009-07-15	20121108	
6995992-40			Reserve item	1	0	0	2010-04-20	2009-07-15	20121108	
6792309-10			The librarian	1	0	0	2008-08-20	2008-06-13	20121108	
316100000000066		Beinhart, Larry	Perl Modules / Eric Foster-Johnson.	0	0	0		1999-07-15	20121108	
316100000000132		Foster-Johnson, Eric.	Porting UNIX software : from download to debug / Greg L	1	0	0	2010-07-14	1997-10-07	20121108	
316100000000116		Lehey, Greg.	XML in action / William J. Pardi.	0	0	0		1999-07-21	20121108	
103-30		Pardi, William J.	Dell Laptop	0	0	0	2009-07-17	2009-07-15	20121108	
316100000000397		Herrmann, Eric C.	Mastering Perl 5 / Eric C. Herrmann.	0	0	0		1999-07-15	20121108	
316100000000447		Flanagan, David.	JavaScript : the definitive guide / David Flanagan.	0	0	0		1999-03-12	20121108	
316100000000454		Killelea, Patrick.	Web performance tuning / Patrick Killelea.	1	0	0	2010-07-10	1999-03-13	20121108	
316100000000496		Oualline, Steve.	Practical C++ programming / Steve Oualline.	1	0	0	2008-12-19	1999-01-12	20121108	RM
6859603-10		Allison, Liz.	Risking her heart / Liz Allison and Wendy Etherington.	0	0	0		2008-10-24	20121108	
31610000001155		Burk, Robin.	UNIX unleashed / Robin Burk, et al.	0	0	0		2000-06-02	20121108	
31610000001171		Preston, W. Curtis.	Unix backup and recovery / W. Curtis	0	0	0				

Loan Usage by Collection (custom-31)

Loan Usage By Collection - TST50

* Output File:

Sublibrary:
 All
 TST - Test Sublibrary
 TST1 - Test Sublibrary 1

From Date:

To Date:

Collection:

Runtime:

At: O'clock:

Library:

Print ID:

Report Language:

Submit
View History
Cancel
Help
 Add to History
 Online



Loan Usage by Collection (custom-31)

Report displays items in the collection you specify. Circulation is displayed for the date range.

```
*****
Loan Usage
-----
Sub-Library: TST
Collection: SDLN
Date Range: 20120101 - 20130101
*****
```

BARCODE	OPEN DATE	CIRCS	RUSH
-----	-----	-----	-----
31610000000017	1997-09-24	0	
31610000000074	1997-10-07	0	
31610000000132	1997-10-07	0	
31610000000025	1997-10-08	0	
31610000000033	1997-10-08	0	
31610000000082	1997-10-08	0	
31610000000090	1997-10-08	0	
31610000000140	1997-10-08	0	
31610000000157	1997-10-08	0	
31610000000199	1997-10-08	0	
31610000000207	1997-10-08	0	
31610000000215	1997-10-08	0	
31610000000256	1997-10-08	0	
31610000000264	1997-10-15	0	
31610000000272	1997-10-15	0	



Advanced Report Tool

- Can create reports of items utilizing publication date, specific collections or all items
- Can sort by call number, last return date of zero for no circulation after exporting to MS Excel



Advanced Report Tool

Go to <https://reports.sdln.net/Account/Login.aspx>

Login using
your ALEPH client
download username
and password

The screenshot shows the login interface for the SDLN Advanced Report Tool. At the top, there is a dark blue header with the text 'SDLN ADVANCED REPORT TOOL' in white. Below the header is a navigation bar with two buttons: 'Home' and 'About'. The main content area is titled 'LOG IN' and contains the instruction 'Please enter your username and password.' Below this is a section titled 'Account Information' which contains two input fields: 'Username:' and 'Password:'. There is also a checkbox labeled 'Keep me logged in'. At the bottom right of the form area is a 'Log In' button.

SDLN ADVANCED REPORT TOOL

Home About

LOG IN

Please enter your username and password.

Account Information

Username:

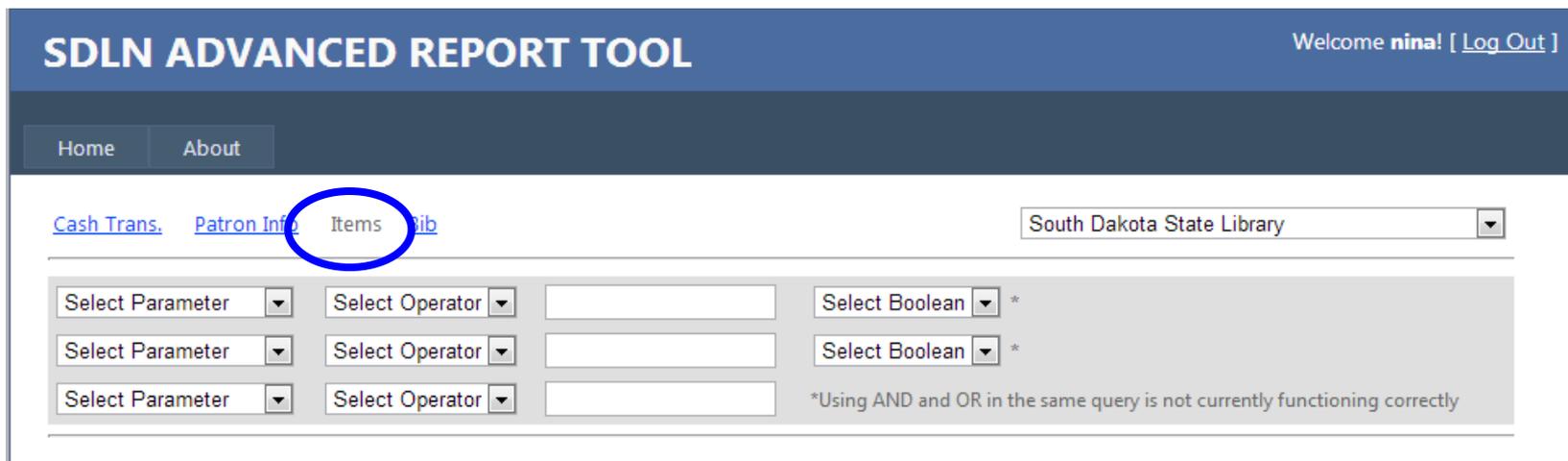
Password:

Keep me logged in

Log In

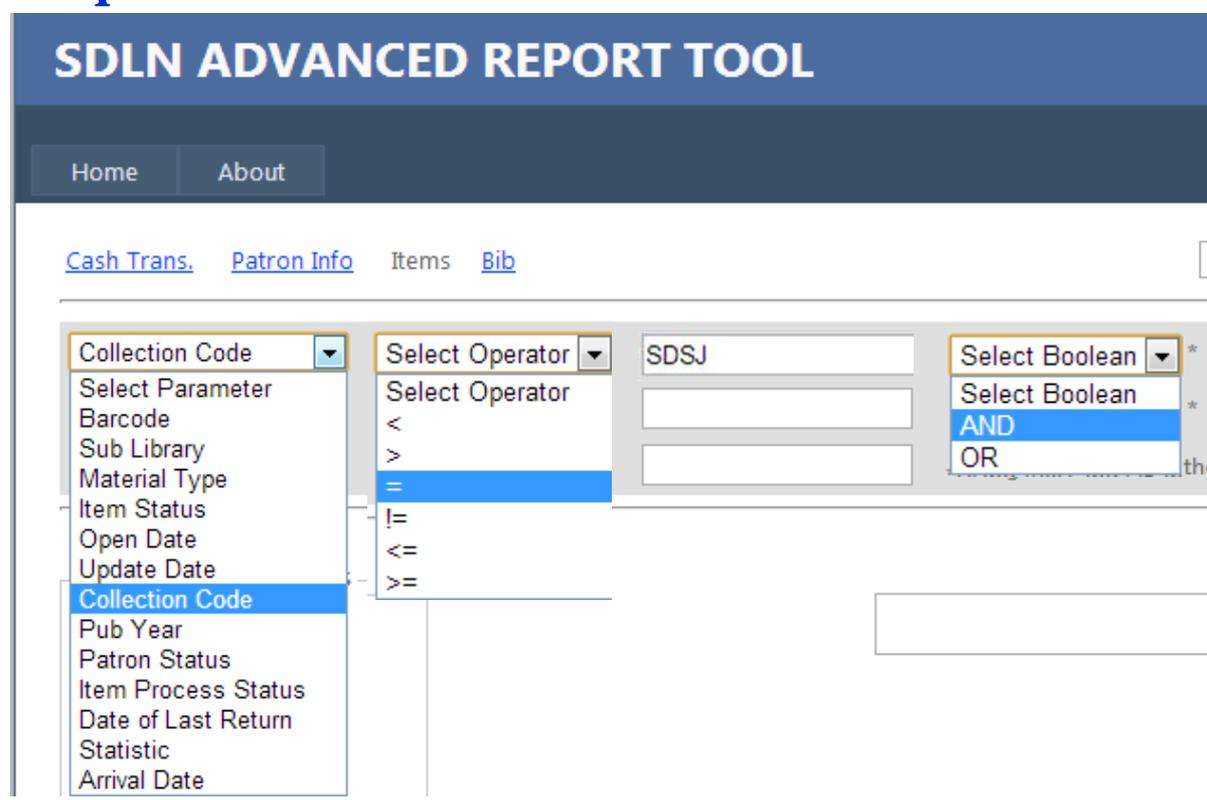
Advanced Report Tool

Click on Items to display search parameters for items

The screenshot shows the 'SDLN ADVANCED REPORT TOOL' interface. At the top, there is a dark blue header with the title 'SDLN ADVANCED REPORT TOOL' on the left and 'Welcome nina! [Log Out]' on the right. Below the header is a navigation bar with buttons for 'Home' and 'About'. The main content area has a light blue background and contains several elements: a row of links for 'Cash Trans.', 'Patron Info', 'Items', and 'Bib', where 'Items' is circled in blue; a dropdown menu for 'South Dakota State Library'; and a search form with three rows of 'Select Parameter', 'Select Operator', and 'Select Boolean' dropdowns, each followed by an asterisk. A note at the bottom right of the form states: '*Using AND and OR in the same query is not currently functioning correctly'.

Advanced Report Tool

Use dropdown menus to select parameters, operators and Boolean operators for search

The screenshot shows the 'SDLN ADVANCED REPORT TOOL' interface. At the top, there are navigation buttons for 'Home' and 'About'. Below these are links for 'Cash Trans.', 'Patron Info', 'Items', and 'Bib'. The main search area contains three dropdown menus: 'Collection Code' (with a list of parameters including Barcode, Sub Library, Material Type, Item Status, Open Date, Update Date, Collection Code, Pub Year, Patron Status, Item Process Status, Date of Last Return, Statistic, and Arrival Date), 'Select Operator' (with options like <, >, =, !=, <=, >=), and 'Select Boolean' (with options AND and OR). A text input field contains 'SDSJ'. There are also two empty input fields and a search button.

Advanced Report Tool

Use dropdown menus to select parameters, operators and Boolean operators for search

SDLN ADVANCED REPORT TOOL

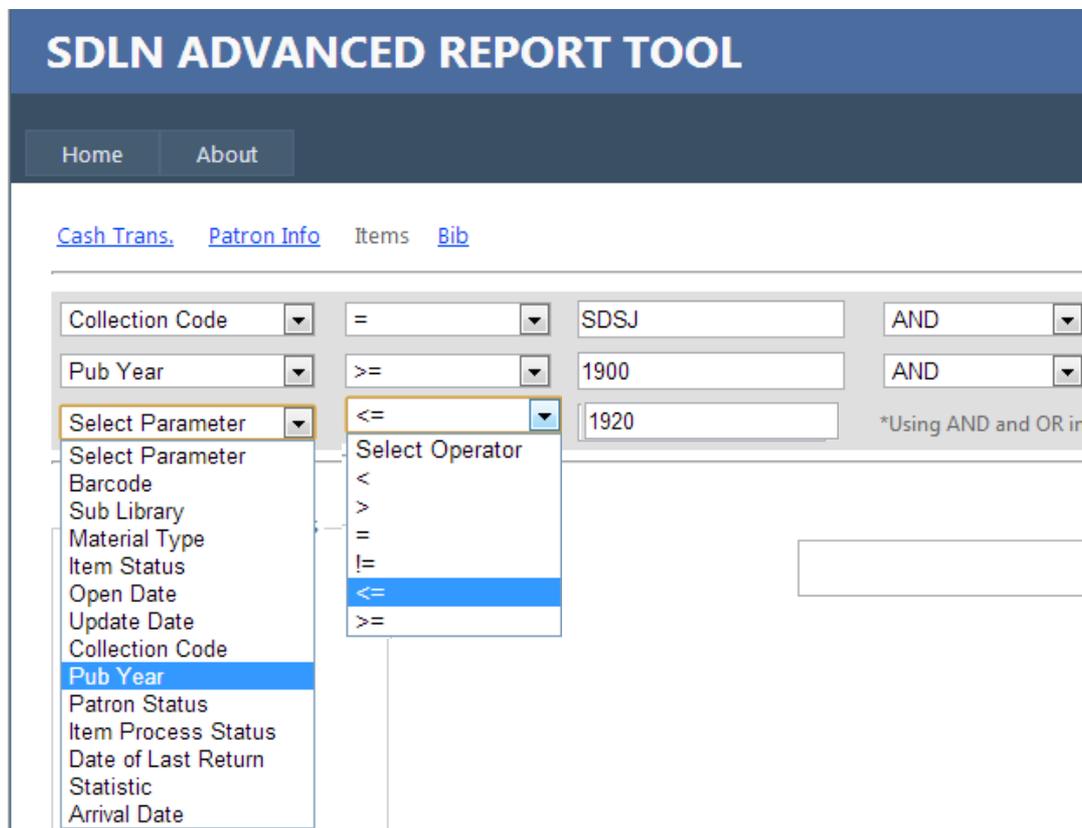
Home About

[Cash Trans.](#) [Patron Info](#) [Items](#) [Bib](#)

Collection Code	=	SDSJ	AND
Pub Year	Select Operator	1900	Select Boolean
Select Parameter	Select Operator		Select Boolean
Barcode	<		AND
Sub Library	>		OR
Material Type	=		
Item Status	!=		
Open Date	<=		
Update Date	>=		
Collection Code			
Pub Year			
Patron Status			
Item Process Status			
Date of Last Return			
Statistic			
Arrival Date			

Advanced Report Tool

Use dropdown menus to select parameters, operators and Boolean operators for search



The screenshot shows the 'SDLN ADVANCED REPORT TOOL' interface. At the top, there are navigation links for 'Home' and 'About'. Below that, there are links for 'Cash Trans.', 'Patron Info', 'Items', and 'Bib'. The main search area contains three rows of criteria:

- Row 1: 'Collection Code' dropdown, '=' operator dropdown, 'SDSJ' text input, and 'AND' Boolean operator dropdown.
- Row 2: 'Pub Year' dropdown, '>=' operator dropdown, '1900' text input, and 'AND' Boolean operator dropdown.
- Row 3: 'Select Parameter' dropdown (with a list of parameters including 'Pub Year' selected), '<=' operator dropdown (with a list of operators including '<=' selected), '1920' text input, and '*Using AND and OR in' text.

There is also an empty text input field on the right side of the interface.



Advanced Report Tool

Once you have selected all your parameters, you may select output fields to display on the report

then

click Submit Query

SDLN ADVANCED REPORT TOOL

[Home](#) [About](#)

[Cash Trans.](#) [Patron Info](#) [Items](#) [Bib](#)

Collection Code	=	SDSJ	AND
Pub Year	>=	1900	AND
Pub Year	<=	1920	*Using AND and OR in

SELECT OUTPUT FIELDS

- Arrival Date
- Author
- Barcode
- Collection Code
- Date of Last Return
- Description
- Item Call No
- Item Process Status
- Item Status
- Material Type
- Open Date
- Own Code
- Pub Year
- Statistic
- Sub Library
- Title
- Update Date



Advanced Report Tool

You will see this message while your report is being created

SDLN ADVANCED REPORT TOOL

[Home](#)[About](#)[Cash Trans.](#)[Patron Info](#)[Items](#)[Bib](#)

South Dakota State Lib

Collection Code ▾

= ▾

SDSJ

AND ▾

*

Pub Year ▾

>= ▾

1900

AND ▾

*

Pub Year ▾

<= ▾

1920

*Using AND and OR in the same query is not current

SELECT OUTPUT FIELDS

 Your report is being created, it will be displayed here when finished...



Advanced Report Tool

Once the report is created, you may view it on the web page and/or export it to MS Excel.

Exporting to MS Excel will allow you to sort the data in multiple ways.

Author	Barcode	Last Return	Item Call No.	Title
Garland, Hamlin, 1860-1940.	31583007345778	0	PS1733.A4	A son of the middle border, by Hamlin Garland; with illustrations by Alice Barber Stephens.
Eastman, Charles Alexander, 1858-	31583005116536	20060821	E90.E14E14	From the deep woods to civilization: chapters in the autobiography of an Indian.
Eastman, Charles Alexander, 1858-	31583001109790	20040323	E90.E14E14	From the deep woods to civilization: chapters in the autobiography of an Indian.
Eastman, Charles Alexander, 1858-	31583001109816	19970811	E90.E14E14	From the deep woods to civilization: chapters in the autobiography of an Indian.
Barton, Winifred (Williamson) Mrs.	31583007005091	20060926	E99.D1W69	John P. Williamson; a brother to the Sioux, by Winifred W. Barton, drawings by John Redowl.
Barton, Winifred (Williamson) Mrs.	31583001709458	20101025	E99.D1W69	John P. Williamson; a brother to the Sioux, by Winifred W. Barton, drawings by John Redowl.
Barton, Winifred (Williamson) Mrs.	31583001117751	19951003	E99.D1W69	John P. Williamson; a brother to the Sioux, by Winifred W. Barton, drawings by John Redowl.
Laveille, E	31583000091015	20000316	F591.S635	The life of Father de Smet, S. J. (1801-1873)
	31583000308484	20030220	TX715.H46	Help one another cook book. Edited by Mary Bennett and Jean Laustsen.
Durand, George Harrison.	31583007348582	20100325	LD6371.V317 1883	Joseph Ward of Dakota, by George Harrison Durand.
McMurtry, William John.	31583006005316	0	LD6371.Y32	Yankton college; a historical sketch, by William John McMurtry ...
Hare, William Hobart, bp., 1838-1909.	31583000675254	20050802	BX5995.H3A3	The life and labors of Bishop Hare, apostle to the Sioux, by M. A. De Wolfe Howe.
Hare, William Hobart, bp., 1838-1909.	31583000675247	20060329	BX5995.H3A3	The life and labors of Bishop Hare, apostle to the Sioux, by M. A. De Wolfe Howe.
De Land, Charles Edmund, 1854-	31583001281300	0	H35.D3	Thoughts afield, comprising papers, addresses, contributions, communications, etc. upon historical,
De Land, Charles Edmund, 1854-	31583001281292	0	H35.D3	Thoughts afield, comprising papers, addresses, contributions, communications, etc. upon historical,

1 2 3 4 5 6 7 8 9 10 ...

Export Report

Records Retrieved: 168



Advanced Report Tool

Viewing in MS Excel

	A	B	C	D	E
1	Author	Barcode	Last_Return	Item_Call_No.	Title
2	Garland, Hamlin, 1860-1940.	3.1583E+13		0 PS1733.A4	A son of the middle border, by Hamlin Garland; with illustrations by Alice Barber Stephens.
3	Eastman, Charles Alexander, 1858-	3.1583E+13	20060821	E90.E14E14	From the deep woods to civilization: chapters in the autobiography of an Indian.
4	Eastman, Charles Alexander, 1858-	3.1583E+13	20040323	E90.E14E14	From the deep woods to civilization: chapters in the autobiography of an Indian.
5	Eastman, Charles Alexander, 1858-	3.1583E+13	19970811	E90.E14E14	From the deep woods to civilization: chapters in the autobiography of an Indian.
6	Barton, Winifred (Williamson) Mrs.	3.1583E+13	20060926	E99.D1W69	John P. Williamson; a brother to the Sioux, by Winifred W. Barton, drawings by John Redowl.
7	Barton, Winifred (Williamson) Mrs.	3.1583E+13	20101025	E99.D1W69	John P. Williamson; a brother to the Sioux, by Winifred W. Barton, drawings by John Redowl.
8	Barton, Winifred (Williamson) Mrs.	3.1583E+13	19951003	E99.D1W69	John P. Williamson; a brother to the Sioux, by Winifred W. Barton, drawings by John Redowl.
9	Laveille, E	3.1583E+13	20000316	F591.S635	The life of Father de Smet, S. J. (1801-1873)
10		3.1583E+13	20030220	TX715.H46	Help one another cook book. Edited by Mary Bennett and Jean Laustsen.
11	Durand, George Harrison.	3.1583E+13	20100325	LD6371.V317 1883	Joseph Ward of Dakota, by George Harrison Durand.
12	McMurtry, William John.	3.1583E+13		0 LD6371.Y32	Yankton college; a historical sketch, by William John McMurtry ...
13	Hare, William Hobart, bp., 1838-1909.	3.1583E+13	20050802	BX5995.H3A3	The life and labors of Bishop Hare, apostle to the Sioux, by M. A. De Wolfe Howe.
14	Hare, William Hobart, bp., 1838-1909.	3.1583E+13	20060329	BX5995.H3A3	The life and labors of Bishop Hare, apostle to the Sioux, by M. A. De Wolfe Howe.
15	De Land, Charles Edmund, 1854-	3.1583E+13		0 H35.D3	Thoughts afield, comprising papers, addresses, contributions, communications, etc. upon historical,
16	De Land, Charles Edmund, 1854-	3.1583E+13		0 H35.D3	Thoughts afield, comprising papers, addresses, contributions, communications, etc. upon historical,
17	South Dakota historical collections (1902)	3.1583E+13	20110301	F646.S7	South Dakota historical collections / compiled by the State Historical Society.
18	South Dakota historical collections (1902)	3.1583E+13	20010711	F646.S7	South Dakota historical collections / compiled by the State Historical Society.



Advanced Report Tool

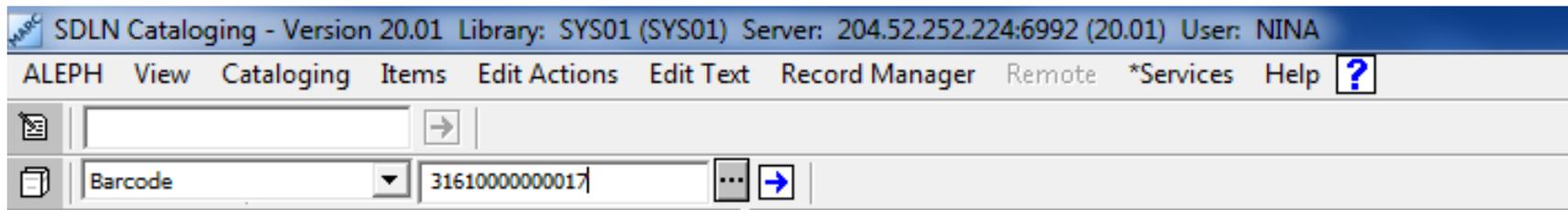
Viewing in MS Excel after sorting data

	A	B	C	D	E
1	Author	Barcode	Last_Return	Item_Call_No.	Title
2		31583007367293	0	D570.85.S71D39	An Honor roll containing a pictorial record of the gallant and courageous men from Day County, So. D
3	Armstrong, Nelson.	31583001390507	0	E601.A73	Nuggets of experience ; narratives of the sixties and other days, with graphic descriptions of thrill
4	Coursey, Oscar William, 1873-	31583001391547	0	E664.K62C8	Biography of Senator Alfred Beard Kittredge; his complete life and work, by O. W. Coursey.
5	South Dakota historical collections (1902)	31583002894192	0	F646.S7	South Dakota historical collections / compiled by the State Historical Society.
6	South Dakota historical collections (1902)	31583006392755	0	F646.S7	South Dakota historical collections / compiled by the State Historical Society.
7	South Dakota historical collections (1902)	31583006392805	0	F646.S7	South Dakota historical collections / compiled by the State Historical Society.
8	South Dakota historical collections (1902)	31583006392508	0	F646.S7	South Dakota historical collections / compiled by the State Historical Society.
9	Coursey, Oscar William, 1873-	31583000321156	0	F650.C86	Who's who in South Dakota.
10	Coursey, Oscar William, 1873-	31583000321149	0	F650.C86	Who's who in South Dakota.
11	Johnson, Willis E. (Willis Ernest), 1869-	31583000321719	0	F651.J725	South Dakota : a republic of friends / by Willis E. Johnson.
12	Munn, Ray E.	31583001677861	0	F656.M86M86	The Dakota story / Ray E. Munn.
13	Robinson, Doane, 1856-1946.	31583000323772	0	F656.R65	A brief history of South Dakota, by Doane Robinson.
14	Robinson, Doane, 1856-1946.	31583000323780	0	F656.R65	A brief history of South Dakota, by Doane Robinson.
15	Cooley, J. F.	31583002699831	0	F659.C96C77 1982	Progress and resources of Crooks, South Dakota / compiled by J. F. Cooley.
16	Cooley, J. F.	31583002699856	0	F659.C96C77 1982	Progress and resources of Crooks, South Dakota / compiled by J. F. Cooley.
17	Cooley, J. F.	31583002699849	0	F659.C96C77 1982	Progress and resources of Crooks, South Dakota / compiled by J. F. Cooley.
18	De Land, Charles Edmund, 1854-	31583001281300	0	H35.D3	Thoughts afield, comprising papers, addresses, contributions, communications, etc. upon historical,
19	De Land, Charles Edmund, 1854-	31583001281292	0	H35.D3	Thoughts afield, comprising papers, addresses, contributions, communications, etc. upon historical,

Deleting Items

In the Cataloging module

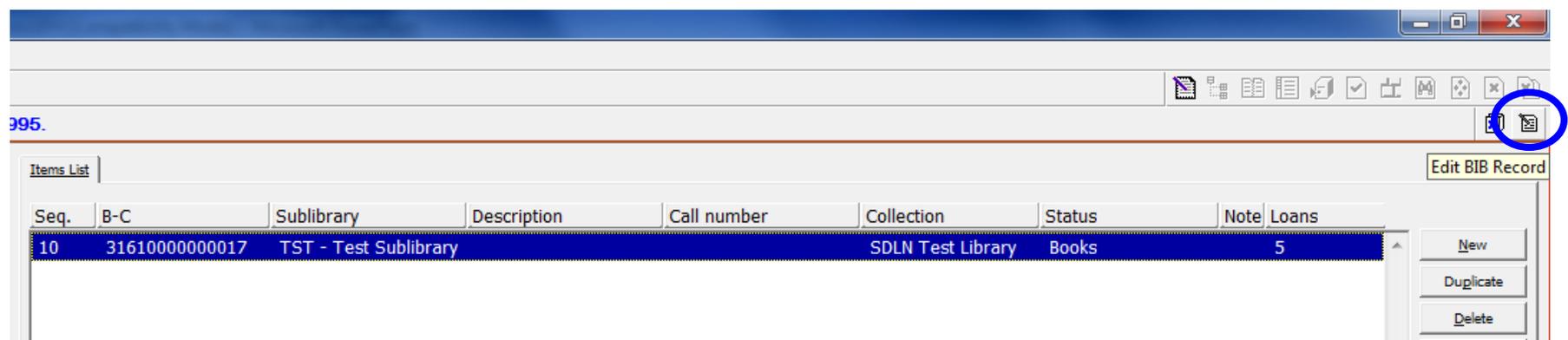
Search for an item by typing or scanning the barcode



The screenshot shows the SDLN Cataloging software interface. The title bar reads "SDLN Cataloging - Version 20.01 Library: SYS01 (SYS01) Server: 204.52.252.224:6992 (20.01) User: NINA". The menu bar includes "ALEPH", "View", "Cataloging", "Items", "Edit Actions", "Edit Text", "Record Manager", "Remote", "*Services", and "Help". Below the menu bar, there is a search bar with a magnifying glass icon and a right arrow button. Below the search bar, there is a dropdown menu labeled "Barcode" and a text input field containing the barcode "31610000000017". To the right of the input field are three dots and a right arrow button.

Deleting Items

Display title, click icon to edit BIB record



995.

Items List

Seq.	B-C	Sublibrary	Description	Call number	Collection	Status	Note	Loans
10	31610000000017	TST - Test Sublibrary			SDLN Test Library	Books		5

Edit BIB Record

New
Duplicate
Delete



Deleting Items

View MARC record, go to Record Manager, choose Total Delete

SDLN Cataloging - Version 20.01 Library: SYS01 (SYS01) Server: 204.52.252.224:6992 (20.01) User: NINA

ALEPH View Cataloging Items Edit Actions Edit Text **Record Manager** Remote *Services Help ?

BK System No. 3572357 Load/Create Record Source kit : the () Year: 1995

Barcode Total Delete

[R] Edit Records
 SYS01-3572357 (NEW640.MRC)
 [I] Import Records
 [T] Triggers

SYS01 - 3572357
 OBJECTS (No record available)
 TST50 - 22

LDR --- ^^^^^nam^^2200241^a^45^0
 005 --- 00000518135319.0
 008 --- 960731s1995^^^^waua^^^^^b^^^^00100^eng^^
 010 --- a 96175225
 020 --- a 1556156782
 035 --- a (OCoLC)35270195
 040 --- a DLC
 --- c DLC
 --- d USD
 --- d SDLN(gj)
 049 --- a SDLN
 050 04 a QA76.76.063
 --- b M117 1995
 082 00 a 005.4/3
 --- z 20
 245 00 a Microsoft Windows 95 resource kit



Deleting Items

Click Yes

Server: 204.52.252.224:6992 (20.01) User: NINA

xt Record Manager Remote *Services Help ?

572357 Microsoft Windows 95 resource kit : the () Year: 1995

.. |>

LDR	—	—	^^^^^nam^^2200241^a^45^0
005	—	—	00000518135319.0
008	—	—	960731s1995^^^^waua^^^^^b^^^^00100^eng^^
010	—	a	96175225
020	—	a	1556156782
035	—	a	(OCoLC)35270195
040	—	a	DLC
		c	DLC
		d	USD
		d	SDLN(gj)
049	—	a	SDLN
050	04	a	QA76.76
		b	M117 19
082	00	a	005.4/3
		2	20
245	00	a	Microsof
		b	the tech
			Windows
260	—	a	Redmon
		b	Microsof
		c	c1995.
300	—	a	xviii, 1348 p. :
		b	ill. ;

ALEPH Catalog

Are you sure you want to delete the record 3572357?

Yes **No**

and supporting
ion to Windows 95.



Deleting Items

You may see:
Error messages
related to attached
items, holding
and/or ADM records,
if they are in green
just override

Server: 204.52.252.224:6992 (20.01) User: NINA

Record Manager Remote *Services Help ?

72357 Microsoft Windows 95 resource kit : the () Year: 1995

```

LDR  ---  -  ^^^^^^nam^^2200241^a^45^0
005  ---  -  00000518135319.0
008  ---  -  960731s1995^^^^waua^^^^^b^^^^00100^eng^^
010  ---  a  96175225
020  ---  a  1556156782
035  ---  a  (OCoLC)35270195
040  ---  a  DLC
      ---  d  DLC
      ---  d  USD
      ---  d  SDLN(gj)
049  ---  a  SDLN
050  04  a  QA76.76.063
      ---  b  M117 1995
082  00  a  005.4/3
      ---  z  20
245  00  a  Microsoft Windows
      ---  b  the technical guide
      ---  c  Windows 95 in your
260  ---  a  Redmond, WA :
      ---  b  Microsoft Press,
      ---  c  c1995.
300  ---  a  xviii, 1348 p. :
      ---  b  ill. ;
      ---  c  23 cm. +
      ---  e  3 computer disks (3
440  ---  0  a  Microsoft professio
504  ---  a  Includes bibliograph
630  00  a  Microsoft Windows
  
```

Record Check Delete Warnings/Errors

Doc Validation Error

- Holdings record 003636880 in library SYS60 points to current document with link type HOL.
- Administrative record 000000022 in library TST50 points to current document with link type ADM.
- Document has 1 item(s) attached to ADM record 000000022 in library TST50

Override

Cancel

Help

Starting Windows 95.



Questions?

Now let's get out there and dig in!

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Nmentzel@sdln.net

Thank you!