



SWAN DISCARD Procedures Update

We recently adjusted our DISCARD procedures to ensure circulation statistics are correct. You can read about the adjustment here. <https://support.swanlibraries.net/news/2017-01-13/monthly-statistics-and-changes-removal-discarded-items>

You must now checkout items you would like to delete to your local DISCARDXXX user. The new circulation statistics reports in BLUEcloud Analytics (BCA) do not include checkouts or renewals to generic users so you will not have to subtract DISCARD checkouts. Do not change the home location or remove them with the Delete Title, Call Numbers or Items wizard. Effective tomorrow you will no longer see DISCARD as a location to choose from your drop-down menu for item locations.

There are two reports in WorkFlows that process the DISCARD items. The first report “checks in” the item from the DISCARDXXX user but leaves the Current Location DISCARD so it can be deleted later. Once this report runs, the item is no longer checked out but still has a Current Location of DISCARD and is shadowed from Enterprise even though the Shadow Item field in WF is set to N. The second report deletes the item; this is the report that was changed to delete 6 weeks past the last charge/check-out date.

The best practice for keeping track of your discarded items is to count the items checked out to your DISCARDXXX user on a weekly basis. This eliminates the problem of the same item showing up on your report multiple times and gives you the most accurate count of discarded items.

We recommend you subscribe to the BCA Reports Count Discard Items or List Discard Items to keep track of your discarded items. BLUEcloud Analytics is an online tool that does not have a constant connection with Symphony but instead uses a harvest that runs each morning. The harvest processing is currently finishing around 1:30 pm. We are working with SirsiDynix on moving this up. This means all information in BCA is one day behind but allows for faster report run times and no slowdowns on Workflows. To ensure accurate counts of items discarded, please refrain from checking items out to your Discard user on Saturdays as they will not be included in the reports.

For detailed instructions on running these reports please see the SWAN BCA Reports for Discard Items document on the SWAN Support Website.