

Worn and Torn Items

This workflow, and the accompanying reports, is a two part process where in-demand, but poor condition, items in the library's collection are identified and replaced, either with an existing copy from somewhere else in the library system or by purchasing a new copy. Each branch should examine their worn items monthly and mark copies at other branches that they'd like as a replacement. Likewise, each branch will pull the items that have been requested, and send them to Technical Services for processing before being transferred to their new home.

Part One:

Worn and Torn Items


This report is used to find items that have circulated many times, and which consequently may be in bad condition. Once identified, you may determine whether to weed the item, find or purchase a replacement, or keep the item in circulation if the condition is acceptable.

Enter parameters for report Worn and Torn Items:

Branch:

Worn Threshold:















More options 

In addition to the item's home branch and how many circulations are required for the item to be flagged as worn, additional options may be accessed by clicking on the options menu: 

1. Once you have set your options, click **Run Report**.

You'll be presented with a list of items matching your specifications. Click on the title of an entry if you'd like to examine the bib record further. You will see a magnifying glass and the number of eligible replacement copies – items at another branch that have not circulated for at least one year and that have not been used as much – in final column.

Note that if there are no eligible replacement copies you only see a zero.

	Title	Collection Code	Barcode	Circs	Location	Status	Transfer Options
	Sorry, wrong number		05000000239942	68	ADULT	Available	1 
ope.	Carnival at candlelight /	SERIES	05000000357926	57	CHILDREN	Available	1 
	Flightplan		05000000116090	50	ADULT	Available	1 
	The chronicles of Narnia.		05000000197470	52	CHILDREN	Available	1 
	Goosebumps.		05000002907777	78	CHILDREN	Available	1 
	Goosebumps.		05000002907710	56	CHILDREN	Available	1 
	Ratatouille /		05000002918527	74	CHILDREN	Holdshelf - VOORHEES	2 
	Mr. Louie is screwyl /	SERIES	05000002702202	58	CHILDREN	Available	1 
	The brave one /		05000002929953	50	ADULT	Available	1 
	The Incredible Hulk		05000003426157	119	ADULT	Available	1 
Satin,	Biscuit takes a walk /	FICTION	05000002992605	56	CHILDREN	Available	1 
	Two lovers		05000003485112	58	ADULT	Available	1 
	Where the wild things are		05000003518771	68	CHILDREN	Available	1 
	Shutter Island		05000003537474	68	ADULT	Available	1 

Koha Collection Development Reports and Procedures

- Click on the icon/ number to be taken to a listing of the items. This next page will list the eligible replacement copies along with a little information about each item listed.

	Item Number	Barcode	Title	Author	Most Recent Activity	Date	Issues	Ren
Worn Copy	331476	05000006841360	The third wheel /	Kinney, Jeff.	Borrowed	11/02/19	36	14
Select	331482	05000007036788			Last Seen	07/05/16	15	8
Select	331500	05000005907451			Borrowed	11/26/13	15	5
Select	663816	05000009495099			Borrowed	02/03/18	2	

- If you would like to choose an item to have sent as a replacement for your worn copy, click on the **Select** button to the right of its barcode.
- You'll be taken to the item for editing. Select your branch from **i - Mark as Replacement For**.

- Click **Save**.

- Close this window or tab and proceed to the next item for which you'd like to select a replacement.

Part Two:

Replacement Pulls

- Select your branch and click **Run report**. This is the list of items at your branch that have been requested by another branch to replace a worn copy at their location.
- Pull these items from your shelves, group and tag them by the branch requesting them, and then send the items through the delivery to Technical Services.

Technical Services Instructions:

- To process the replacement items for the new location, go to the **Batch Items Modification** tool.
- Take all of the items for a branch, scan their barcodes into the field, and then click on **Continue**.

Worn and Torn Items

3. Change **a - Permanent location** to the branch that has requested these items.
4. Check the box next to **i - Mark as Replacement For** (this will ensure that this field is cleared when the batch is updated).

5. Click **Save**. You should be given a confirmation that the items were updated.

6. Scan the items to route them to their new home and put in the delivery.

The screenshot shows a form with the following fields and controls:

- a - Permanent location**: A dropdown menu with a small 'x' icon and a checkbox.
- b - Current location**: A dropdown menu showing 'Bellmawr' with a small 'x' icon and a checkbox.
- c - Shelving location**: A dropdown menu with a checkbox.
- d - Date acquired**: A text input field with a checkbox.
- e - Source of acquisition**: A text input field with a checkbox.
- f - Coded location qualifier**: A text input field with a checkbox.
- g - Cost, normal purchase price**: A text input field with a checkbox.
- h - Serial Enumeration / chronology**: A text input field with a checkbox.
- i - Mark as Replacement for**: A dropdown menu with a checked checkbox.
- o - Full call number**: A text input field with a checkbox.
- t - Copy number**: A text input field with a checkbox.
- u - Uniform Resource Identifier**: A text input field with a checkbox.
- v - Cost, replacement price**: A text input field with a checkbox.
- w - Price effective from**: A text input field with a checkbox.
- x - Non-public note**: A text input field with a checkbox.
- y - Koha item type**: A dropdown menu with a checkbox.
- z - Public note**: A text input field with a checkbox.

At the bottom of the form are two buttons: **Save** and **Cancel**.