

MobileStaff Inventory and Weeding (Deselecting) Guide

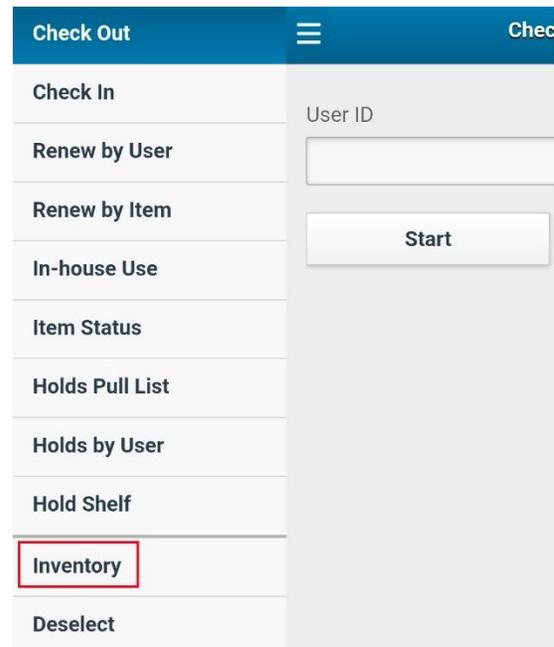
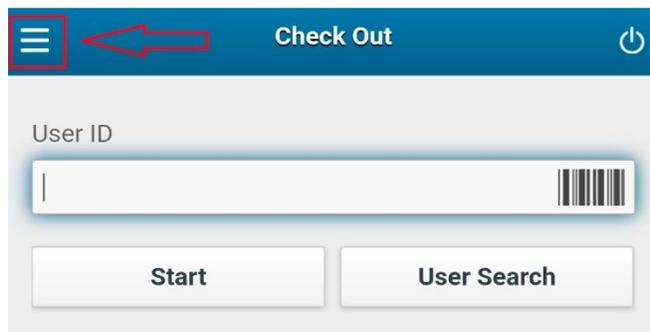
Last updated: June 20, 2025

Connect the mobile device to the internet. Connect a bluetooth barcode scanner to the mobile device running MobileStaff.

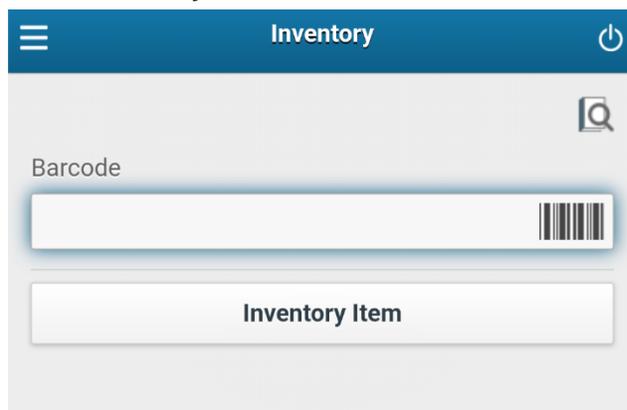
Inventory

Scanning an item for inventory does NOT change its current status.

Login to MobileStaff with the regular CIRC login. From the 3-line hamburger menu select Inventory.

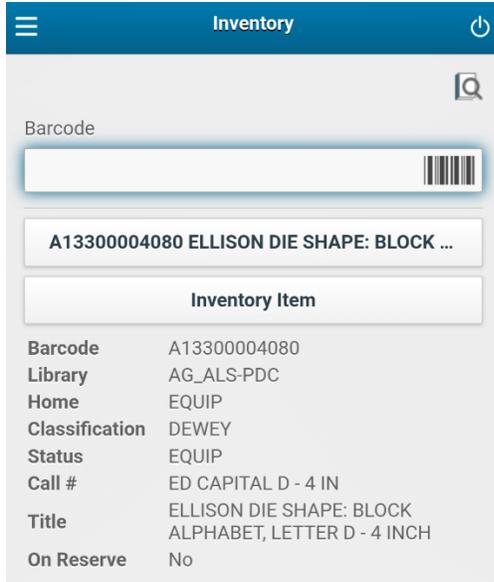


Items are ready to be scanned in the barcode field.

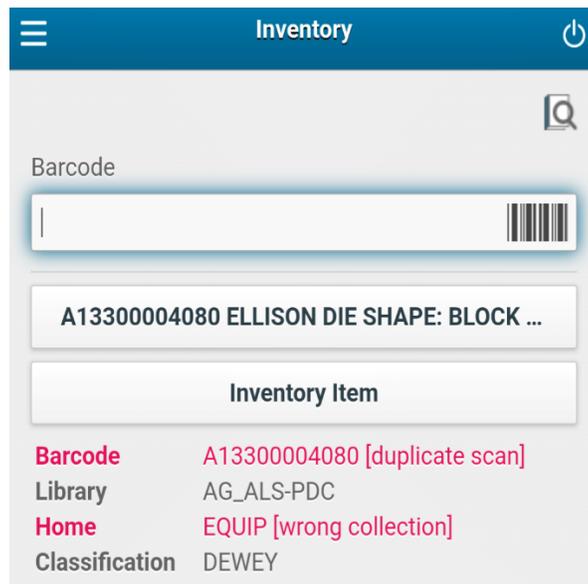
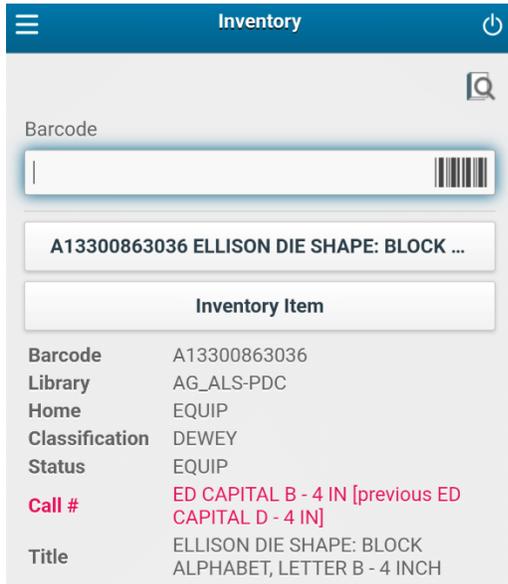


Start scanning item barcodes with the bluetooth barcode scanner.

Each scan returns information about the item.



Alerts are shown in red. Some alerts are benign, like an item out of shelving order based on call number, a wrong home location, or duplicate scan. A duplicate scan does not affect inventory. Use internal library procedures to address cataloging alerts.



Items with holds will show an alert:
Requested, not trapped

Barcode

A13300007119 ELLISON DIE SHAPE: BLOCK ...

Inventory Item

Barcode	A13300007119
Library	AG_ALS-PDC
Home	EQUIP [wrong collection]
Classification	DEWEY
Status	EQUIP
Requested By	KWERAM, patty
Call #	ED CAPITAL A - 4 IN [previous LS 027.6WRIG/1989]
Title	ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER A - 4 INCH
On Reserve	No

Requested and available

Barcode

A13300007119 ELLISON DIE SHAPE: BLOCK ...

Inventory Item

Barcode	A13300007119 [duplicate scan]
Library	AG_ALS-PDC
Home	EQUIP [wrong collection]
Classification	DEWEY
Status	HOLDS-AG [not on shelf]
Requested By	KWERAM, patty
Call #	ED CAPITAL A - 4 IN
Title	ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER A - 4 INCH
On Reserve	No

Other alerts require action. **These items should be set aside and discharged.** They have been inventoried.

Item Missing

Barcode

A13300004080 ELLISON DIE SHAPE: BLOCK ...

Inventory Item

Barcode	A13300004080
Library	AG_ALS-PDC
Home	EQUIP [wrong collection]
Classification	DEWEY
Status	MISSING [not on shelf]
Call #	ED CAPITAL D - 4 IN
Title	ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER D - 4 INCH
On Reserve	No

Item Lost

Barcode

A13300007119 ELLISON DIE SHAPE: BLOCK ...

Inventory Item

Barcode	A13300007119
Library	AG_ALS-PDC
Home	EQUIP [wrong collection]
Classification	DEWEY
Status	LOST-CLAIM [not on shelf]
Call #	ED CAPITAL A - 4 IN [previous ED CAPITAL B - 4 IN]
Title	ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER A - 4 INCH
On Reserve	No

Wrong Library

Barcode

A13300004080 ELLISON DIE SHAPE: BLOCK ...

Inventory Item

Barcode A13300004080
Library AG_ALS-PDC [wrong library]
Home EQUIP
Classification DEWEY
Status EQUIP
Call # ED CAPITAL D - 4 IN
Title ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER D - 4 INCH
On Reserve No

Intransit

Barcode

A13300004080 ELLISON DIE SHAPE: BLOCK ...

Inventory Item

Barcode A13300004080 [duplicate scan]
Library AG_ALS-PDC
Home EQUIP [wrong collection]
Classification DEWEY
Status INTRANSIT [not on shelf]
Call # ED CAPITAL D - 4 IN
Title ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER D - 4 INCH
On Reserve No

Checked Out

Barcode

A13300004080 ELLISON DIE SHAPE: BLOCK ...

Inventory Item

Barcode A13300004080 [duplicate scan]
Library AG_ALS-PDC
Home EQUIP [wrong collection]
Classification DEWEY
Status CHECKEDOUT [not on shelf]
Call # ED CAPITAL D - 4 IN
Title ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER D - 4 INCH
On Reserve No

Lost in Transit

Barcode

A13300004496 Library and information servi...

Inventory Item

Barcode A13300004496
Library AG_ALS-PDC
Home PRO-SHELF [wrong collection]
Classification DEWEY
Status LOST-TRANS [not on shelf]
Call # LS 027.6WRIG/1989
Title Library and information services for handicapped individuals
On Reserve No

Not in collection

Barcode

A13300004496 Library and information servi...

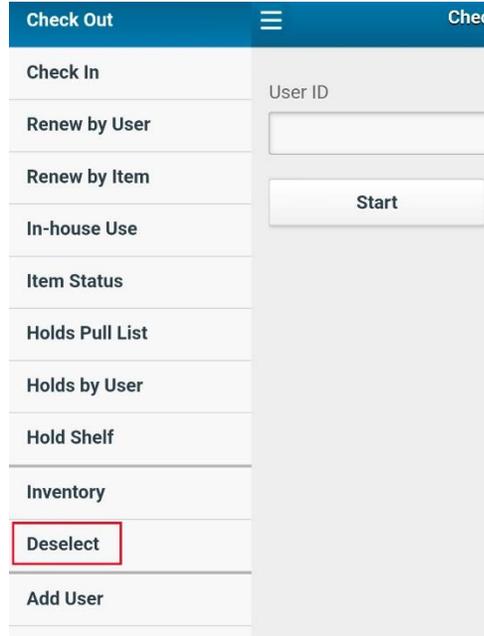
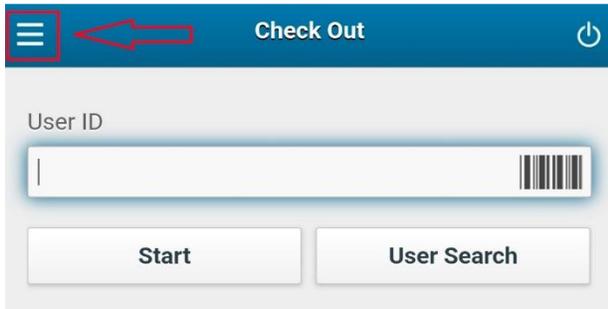
Inventory Item

Barcode A13300000000
Status Could not find a(n) /catalog/item record with the key A13300000000.

Deselecting (weeding)

Deselecting is the term used in MobileStaff for weeding. Using the Deselect feature gives a list of potential items to weed based on criteria you select. Certain fields are mandatory when setting criteria. Items that are selected for weeding use the DISCARD process. Verify that you have entered the library's discard account in setup. See [Mobile Staff Setup Installation Guide] [link]. You will also be able to mark items MISSING during the Deselect function.

From the 3-line hamburger menu choose Deselect.



The Deselect menu lists criteria for selecting items for weeding.

Deselect

Library
MP_MORTON ▼

Collection
LARGEPRINT ▼

Item Types
BOOK ▼

Dusty Date *
01/01/2021

Maximum Circulations *
20

Starting Call #
[Empty field]

Classification
All Classifications ▼

Library: Required. Verify that your library is selected.

Collection (Home Location): Required. Only home locations used in your library will be listed. Only one home location can be selected at a time.

Item Types: Not required. Only the item types used in your library will be listed. You can select all item types, one item type, or several item types.

Dusty Date: Required. The dusty date uses the most recent of the following dates:

- date last charged (checked out)
- date last discharged (checked in)
- date created

Maximum Circulations: Required. The number of circs since item created date or since item history was reset. Enter a high number like 25000 to not consider circs. Choose zero for items that have never circulated.

Starting Call #: not required. Use this to weed a section of a home location. Partial call number entry is supported.

Classification: Not required. Dewey, LC, etc. Can stay at All Classifications.

After selecting the criteria, choose Update List.

Sample results using a dusty date of 12/31/2020 with no circs:

After selecting criteria for the weeding list, choose Update List.

Choose the trash can



to check the item out to DISCARD.

Choose the question mark



to mark the item missing

The Idle column shows the number of years and months that have elapsed since the last checkout, or the number of years and months elapsed since the item was created.

Once the items are marked as desired, choose **Apply Changes**.

If you have any questions, contact the RSA Help Desk at help@rsanfp.org or 866-940-4083.