

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.

	Check Out	<u>ආ</u>	Check Out		Chec
			Check In	User ID	
User ID			Renew by User		
			Renew by Item	Ctout	
Start	U	ser Search	In-house Use	Start	
			Item Status		
			Holds Pull List		
			Holds by User		
			Hold Shelf		
			Inventory		
			Deselect		

Items are ready to be scanned in the barcode field.

≡	Inventory	
		Q
Barcode		
	Inventory Item	

Start scanning item barcodes with the bluetooth barcode scanner.

Each scan returns information about the item.

=	Inventory 🕚
	Q
Barcode	
A133000040	980 ELLISON DIE SHAPE: BLOCK
	Inventory Item
Barcode	A13300004080
Library	AG_ALS-PDC
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

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.

≡	Inventory	Q	≡	Inventory	ሳ
Barcode		Q			Q
A13300863	036 ELLISON DIE SHAPE:	BLOCK	Barcode		
	Inventory Item		A133000040	080 ELLISON DIE SHAPE: BL	оск
Barcode Library Home	A13300863036 AG_ALS-PDC EQUIP			Inventory Item	
Classification Status Call #	DEWEY EQUIP ED CAPITAL B - 4 IN [pre CAPITAL D - 4 IN]	evious ED	Barcode Library	A13300004080 [duplicate s AG_ALS-PDC EQUID [wrong collection]	scan]
Title	ELLISON DIE SHAPE: BL ALPHABET, LETTER B -	.OCK 4 INCH	Classification	DEWEY	

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

- q			
	Inventory	ტ ≡	Inventory
		Q	
arcode		Barcode	
A133000071	19 ELLISON DIE SHAPE: BLOCK	A13300007	119 ELLISON DIE SHAPE: BLOC
	Inventory Item		Inventory Item
arcode	A13300007119	Barcode	A13300007119 [duplicate sca
ibrary	AG_ALS-PDC	Library	AG_ALS-PDC
ome	EQUIP [wrong collection]	Home	EQUIP [wrong collection]
assification	DEWEY	Classification	DEWEY
atus	EQUIP	Status	HOLDS-AG [not on shelf]
equested /	KWERAM, patty	Requested By	KWERAM, patty
all #	ED CAPITAL A - 4 IN [previous LS	Call #	ED CAPITAL A - 4 IN
itle	ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER A - 4 INCH	Title	ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER A - 4 INC
n Reserve	No	On Reserve	INO

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

Item Missing

	Inventory	Ċ
		Q
Barcode		
A133000040	080 ELLISON DIE SHAPE: BLOCK	
	Inventory Item	
Barcode	A13300004080	
Library	AG_ALS-PDC	
Home	EQUIP [wrong collection]	
Classification	DEWEY	
Status	MISSING [not on shelf]	
<mark>Status</mark> Call #	MISSING [not on shelf] ED CAPITAL D - 4 IN	
<mark>Status</mark> Call # Title	MISSING [not on shelf] ED CAPITAL D - 4 IN ELLISON DIE SHAPE: BLOCK ALPHABET, LETTER D - 4 INCH	

Item Lost Inventory Ξ ம Q 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] ED CAPITAL A - 4 IN [previous ED Call # CAPITAL B - 4 IN] ELLISON DIE SHAPE: BLOCK Title ALPHABET, LETTER A - 4 INCH On Reserve No

Requested and available

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Q

Resource Sharing Alliance

Wrong Library

≡	Inventory 🕛
	Q
Barcode	
A133000040	980 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

Checked Out

≡	Inventory 🖒	
	Q	
Barcode		
A133000040	080 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	

Not in collection

Intransit

Lost in Transit

A133000044	196 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

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.

	Check Out	டு	Check Out		Chee
			Check In	User ID	
User ID			Renew by User		
1			Renew by Item	Otert	1
01-1			In-house Use	Start	
Start		User Search	Item Status		
			Holds Pull List		
			Holds by User		
			Hold Shelf		
			Inventory		
			Deselect		
			Add User		

The Deselect menu lists criteria for selecting items for weeding.

Deselect	b <u>Library:</u> Required. Verify that your library is selected.
Library MP_MORTON	 ▼ Collection (Home Location): Required. Only home locations used in your library will be listed. Only one home location can be selected at a time.
Collection LARGEPRINT	 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.
Item Types	
ВООК	Dusty Date: Required. The dusty date uses the most recent of the following dates:
Dusty Date *	date last charged (checked out)
01/01/2021	 date tast discharged (checked in) date created
Maximum Circulations *	Maximum Circulations: Required. The number of circs since item
20	was reset. Enter a high number like
Starting Call #	zero for items that have never circulated.
Classification	<u>Starting Call #</u> : not required. Use this to weed a section of a home location. Partial call number entry is
All Classifications	v supported.

<u>Classification</u>: 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:

1:30 PM Tue Jun 17	•••• 🗢 🗢 🕫 93% 🗖	D)
Check Out	Deselect	
Check In	Library	1
Renew by User	MP_MORTON V	
Renew by Item	Collection SCI-FIC V	
In-house Use	Item Types All Item Types	
Item Status	Dusty Date * 12/31/2020	
Holds Pull List		
Holds by User	Circulations *	After selecting
Hold Shelf	Starting Call #	criteria for the
Inventory	Classification All Classifications	choose
Deselect		Update List.
Add User	Opuale List	Choose the
Copy User	Idle Call # Title Item ID Item Type Created Last Activity Circulations	trash can
Modify User	5.4 SCIENCE FICTION MAR #1 The Thorn of	Ō
Setup	A13002011894 BOOK-PBK 01/15/2020 Never 0	to check the
Offline	8.5 SCIENCE FICTION MAR #23 High stakes : a wild	DISCARD.
Help	cards mosaic novel A13002106445 BOOK 08/30/2016 12/23/2016	
About	8.0 SCIENCE FICTION NOV #5 Victory of eagles	Choose the question mark
	A13001658033 BOOK-PBK 01/20/2010 06/20/2017 9	
	5.7 SCIENCE FICTION ADA The salmon of doubt : hitchhiking the galaxy one last time A13001169733 I BOOK I 11/21/2007 I 09/20/2019 I	mark the item
	Apply Changes	U U

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 <u>help@rsanfp.org</u> or 866-940-4083.