OverDrive®
Setting Up an Automatic Weeding Plan

Setting up a plan:

1. In Marketplace, click on the admin tab— weeding– create plan

2. Enter your weeding parameters- the recommended plan criteria is below. This plan
    will run daily and weed all expired metered access content, but not items with holds

ADMIN ▾
Marketplace settings
Marketplace users
Library site admin
Weeding
Content access levels
Local content
MARC preferences
MARC Express deliveries
Monitoring
Diagnostics

Automatic weeding plan

Titles must meet all of your specified criteria to be automatically weeded. For example, if you set your plan to weed expired titles and titles without active holds, titles must be both expired and have no active holds to be weeded.

Notes:

- Your plan will run daily and hide eligible titles within 24 hours.
- To restore a weeded title to your collection, go to Search collection to find and unweed it. Please note your plan will automatically weed titles again if they meet the plan's criteria.

Holdings

* Do you want to weed all expired Metered Access titles?

- ◉ Yes; weed all expired Metered Access titles
- ○ No; weed only these kinds of expired Metered Access titles:

Collection development policies

- ☐ Only weed titles that are no longer available for purchase in Marketplace.

User demand

- ☑ Only weed titles with 0 active holds.

Expired Titles with holds:

- we recommend excluding items with holds from an automatic weeding plan for two reasons:

1- if an item is expired and still has holds, repurchasing should be considered instead of weeding

2- if you're weeding a title that has holds, the holds should be cancelled after weeding or the holds will remain, driving up your average wait time and leaving patrons on hold indefinitely

If you have further questions, contact your Account Manager.