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.

   - 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.