Report Guide
Count circulations lent to non-library-patrons

Purpose of the Report

This report was created to allow libraries to see how many items have been borrowed by patrons with a specific home library within a given time frame. The most common use for this report would be to run the template with all your library locations selected in the "Owning Library" filter to see how many items you've lent to ME libraries.

Running the Template

1. Enter a unique title in the "Report Name" field.

Template Name:	Count Circulations Lent to non-library-patrons
Template Creator:	ME-Reports
Template Description:	Displays check out date (by month), Circ library, Patron Library, count
Report Name:	
Report Description:	

2. Select the folder where you wish to save the report.

Choose a folder to store this report definition:

Selected Folder:
- Report Folders
  - Kyle
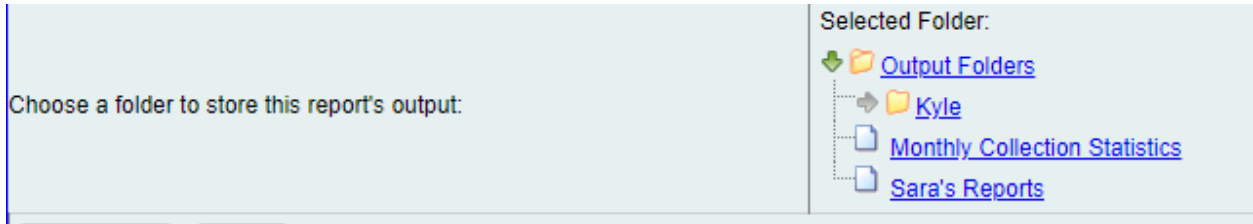   - Monthly Collection Statistics
    - Sara's Reports

3. Select the time frame you want the report to include

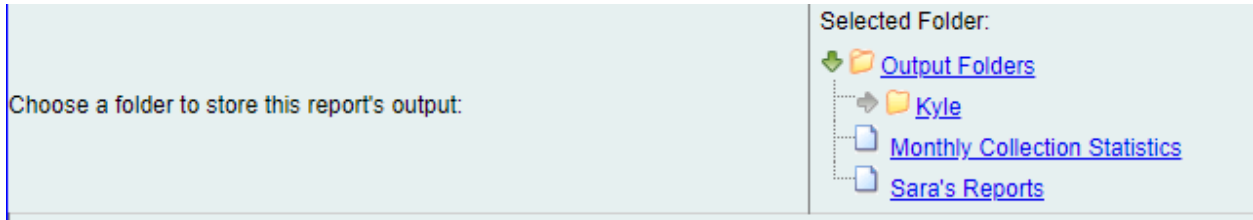| Circulation -> Checkout Date/Time	Date	Between	Real Date ▾ 🔲
			- And -
			Real Date ▾ 🔲

4. Select the checkout libraries you would like the report to include.

| Circulation -> Checkout / Renewal Library -> Organizational Unit ID	Raw Data	In list	TRLS-KN, TRLS-LEE, TRLS-LEX, TRLS-OD, TRLS-TECH Add Del

5. Select the type of file you want to receive in the end.

	Selected Folder:
Choose a folder to store this report's output:	⬇🗁 Output Folders ➡🗀 Kyle ◻ Monthly Collection Statistics ◻ Sara's Reports

6. Select the folder where you wish the output file to be saved.

	Selected Folder:
Choose a folder to store this report's output:	⬇🗁 Output Folders ➡🗀 Kyle ◻ Monthly Collection Statistics ◻ Sara's Reports

7. Click Save Report button.

Viewing the Output

1. Navigate to the folder where you saved the output.
2. Check the box next to your report.

Select All None	report
☐	**Tag Test 2**
☑	**Tag Test**
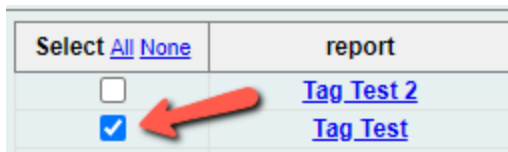
3. Select "View Report" from the drop-down menu above and click Submit.

View report output ⌄ Submit

4. View the report results as a bar chart or table in the pop-up window or click on the link for "Excel output."
    a. If you choose "Excel output," you'll then have to open the output file once it has finished downloading.

Link for Table → Tabular Output -- Excel Output -- ← Link for Excel
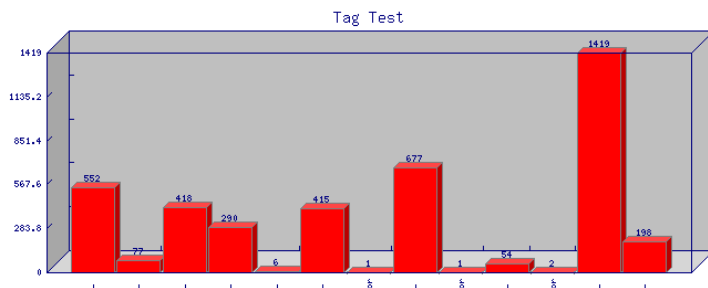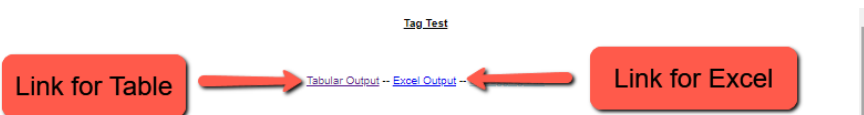
Understanding and Using the Report Output

The report should include a column for Checkout Date, Circulating Library, Patron Home Library and Count. Each row should show a count of patrons with the listed home library that circulated materials from the circulating library during the listed time frame.

As with any count report output, it's important to remember that each row of the output table counts only items that match one another in each of the other columns. With this in mind, it's often necessary to do some manipulation of the data after the report is run to combine the counts of multiple rows in order to achieve a total that is useful and accurate.

Other Resources

Feel free to contact any of the following Missouri Evergreen member libraries for examples of how their library uses the report and answers to common questions.

Reports Listserv (mereports@lists.more.net)