

Report Guide


Number of items circulated at a specified library based on shelving location and checkout date

Purpose of the Report





This report shows circulation numbers for items with a specific combination of checkout library and checkout dates. This report can be used to show circulation stats across shelving locations to assist with collection maintenance tasks like shifting, weeding, selection, etc.

Running the Template

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

Template Name:	Count Items provided TO other Missouri Evergreen Libraries (ME Lends)
Template Creator:	ME-Reports
Template Description:	Displays owning library and count of items sent. Filtered by send date range and owning library.
Report Name:	

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

Choose a folder to store this report definition:	Selected Folder: <ul style="list-style-type: none"> Report Folders Kyle Monthly Collection Statistics Sara's Reports
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3. Select the Shelving Locations you would like the report to include (you can select multiple by holding the ctrl button while clicking). Shelving Locations available in the report module are based on where your workstation is registered. If you have different shelving locations in different libraries within your district, you'll have to register your workstation at the library for which you are running the report.

Circulation -> Shelving Location -> Location ID	Raw Data	In list	<div data-bbox="1291 1417 1485 1638"><ul style="list-style-type: none">Adult FictionAdult Non-Fiction<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Del"/></div>
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4. Select the checkout/renewal library or libraries you would like the report to include.

Circulation -> Checkout / Renewal Library -> Organizational Unit ID	Raw Data	In list	<ul style="list-style-type: none"> TRLS-LLL TRLS-LEX TRLS-OD TRLS-TECH <input type="text" value="Add Del"/>
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5. Select the type of output you want to receive in the end.

Output Options

- Excel Output
- CSV Output
- HTML Output
 - Bar Charts
 - Line Charts

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

Choose a folder to store this report's output:

Selected Folder:

- [Output Folders](#)
- [Kyle](#)
- [Monthly Collection Statistics](#)
- [Sara's Reports](#)

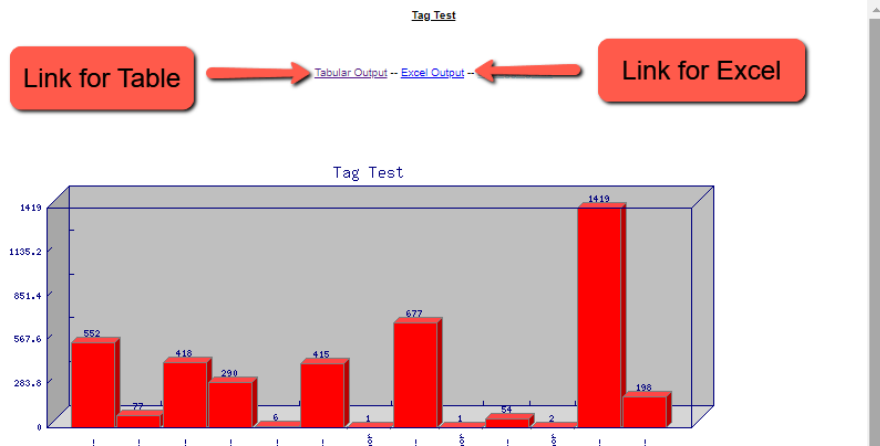
Viewing the Output

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

Select All None	report
<input type="checkbox"/>	Tag_Test 2
<input checked="" type="checkbox"/>	Tag_Test

3. Select "View Report" from the drop-down menu above and click 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.



Understanding and Using the Report Output

This report should show columns for Circulating Library, Owning Library, Shelving Location and Count. Each row will show the number of items circulated during the specified time frame that were owned by the listed library, circulated by the listed library and shelved in the listed location.

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)