Report Guide
Number of Items Circulated based on circulating library and patron library

Purpose of the Report

This report shows circulation numbers for items with a specific combination of checkout library and patron home library between specified dates. This report can be used to show the number of items being checked out at libraries other than the patron's home library. In other words, it shows how often patrons use other libraries to circulate materials.

Running the Template

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

Report Name:	

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 would like the report to include.

Column	Transform	Action	User Params
Circulation -> Checkout Date/Time	Date	Between	Real Date ⌄ 📅 - And - Real Date ⌄ 📅

4. Select the Patron Home Library you'd like the report to include.

			TRLS-LEX TRLS-OD TRLS-TECH
Circulation -> Patron -> Home Library -> Organizational Unit ID	Raw Data	In list	Add Del

5. Select the Checkout/Renewal Library you would like the report to include.

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

6. Select the type of output you want to receive in the end.

Output Options
- ☑ Excel Output
- ☐ CSV Output
- ☑ HTML Output
  - ☑ Bar Charts
  - ☐ Line Charts

7. 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
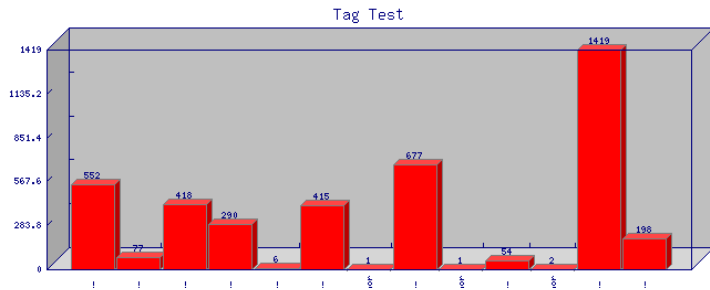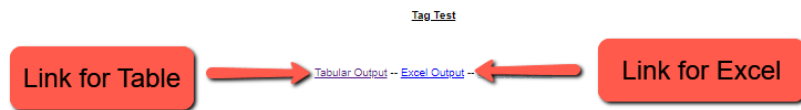   - 📄 Sara's Reports

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
☐	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.

Understanding and Using the Report Output

The resulting output for this report has columns for Check Out Date, Circulating Library, Patron Home Library and a Count of circulations. As mentioned above, this is very broad circulation data that can be used for reporting or general statistics, but does not provide granular insights into your collection.

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)