

Report Guide

Number of items circulated based on circulation modifier and date

Purpose of the Report

This report shows circulation numbers for items with a specific combination of checkout library and circulation modifier between specified dates. This report can be used to show the number of items being circulated within specific circulation modifier designations. This could be used to compare parts of your collection with each other or compare statistical trends over time for different circulation modifiers.

Running the Template

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

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

3. Select the time frame you would like the report to include.

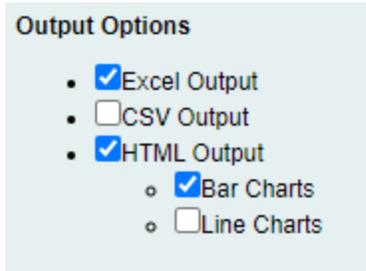
Column	Transform	Action	User Params
Circulation -> Checkout Date/Time	Date	Between	Real Date [calendar icon] [red box] - And - [red box] [calendar icon]

4. Select the Checkout/Renewal Library you would like the report to include. To select more than one, you can hold the Control key while clicking on the names or simply add them one at a time.

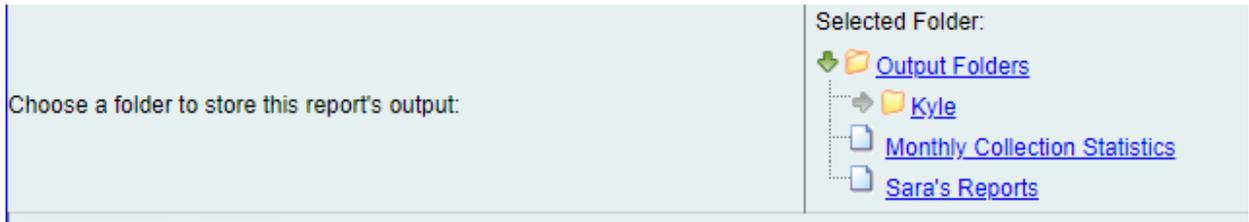
5. Select the Circulation Modifiers you would like the report to include. To select more than one, you can hold the Control key while clicking on the names or simply add them one at a time.



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



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



Viewing the Output

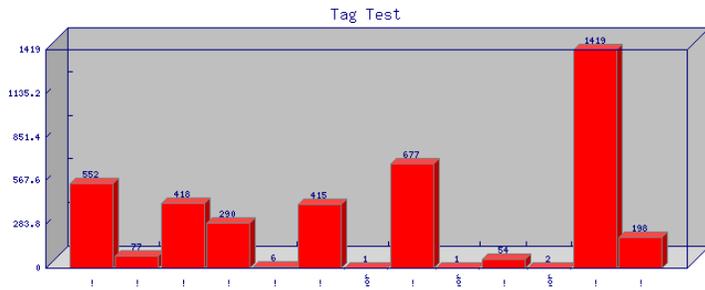
1. Navigate to the folder where you saved the output.
2. Check the box next to your report.



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

The resulting output for this report has columns for Check Out Date, Circulating Library, Circ Modifier 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)