

Location of report templates that can be useful when generating data for collection analysis

At minimum you need to know how many items you have and how much they are checking out. To make life easy you can start with the data provided to you for your annual report. But if you want to generate additional data try one of these sources of templates.

1. Holdings Reports:

Shared Folders -- Templates -- EI_Templates (EG-IN) -- Annual Report Templates (EG-IN) -- Q58a-f Holdings selected includes library shortname

Shared Folders -- Templates -- jcpl-jasonb--shared templates -- items --Holdings by Circulation Modifier for Libraries

2. Circulation Reports by Shelving Location.

Shared Folders -- Templates -- EI_Templates (EG-IN) -- Circulation

Shared Folders -- Templates -- EI_Templates (EG-IN) -- Annual Report Templates (EG-IN) -- Q 57 a-b - Circ count by shelving location and library shortname

*You may find you want more detailed circulation information for the different areas of Non Fiction.

3. Weeding Reports. If you want to tackle those items with 0 circulations you can use the following template. You can also clone this template and modify it to give you a list of items with less than or equal to 3 circulations.

Shared Folders -- Templates -- jcpl-jasonb--shared templates -- items --List Items with 0 circs

There are also several templates that can be used for weeding purposes located in the shared inventory folder.

Shared Folders -- Templates -- EI_Templates (EG-IN) -- Inventory