

Report Template Descriptions

Patron Listings

Individual Patron's Per Library

Comprehensive list showing all active patrons per individual libraries.

Choose: User Library; User Profile; User Status

Shows: Barcode/Name (L, F)/Address/Attribute (within service population or not)/Email/Phone/User Expiration Date/Last Activity/Lifetime Checkouts

Patrons per Library for State Report

List of patrons per library showing User Attributes, those living within the chartered service area and those outside the chartered service area, for the state report. The report doesn't give actual counts.

Choose: User Library and User Profile

Shows: Barcode/Name (L, F)/Address/ /Email/Phone/User Expiration Date/Last Activity/Lifetime Checkouts

Number of Patron's with all Libraries Listed

List of total number of patrons for all libraries.

Choose: User Statues

Shows: Library

Resident/Non-Resident Report

Report showing total active library users per residency, list all localities of individual library users.

Choose: User Library

Collection Listings

Title list for cleaning up collection

Report shows entire library collection, use to find miscataloged Item Category 1.

Choose: Item Category 2, Item Library

Shows: Call Number/Barcode/Title/Author/Item Category 1

Weeding List for All

Report for weeding. User is able to choose the type of item and age focus.

Catalog is across the system, item is for individual library.

Choose: Item Library, Item Category 1, Item Category 2

Shows: Item Call Number/Item Barcode/Catalog Title/ Catalog Author/ Catalog Publishing Date/ Item Created Date/Item Last Activity Date/Item Status/ Item Legacy Total Charges

Item Collection 2

More precise weeding list for Children's Collections.

Choose: Item Library, Item Category 1, Item Category 2, Item Collection, Item Status

Shows: Item Call Number/Item Barcode/Catalog Title/ Catalog Author/ Catalog Publishing Date/ Item Created Date/Item Last Activity Date/ Item Legacy Total Charges

Library Collection Filtering by Item Category 2 and Library

Designed for individual libraries NY State collection report.

Choose: Item Category 2 and Library

Shows: Item Category 1/ Number of Items per Cat 1