# Sample Patron List Reports

|  |  |  |  |
| --- | --- | --- | --- |
| Report Description | Columns Selected for Output | Columns Selected for Sort | Filters |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of Expired Patrons | Patron full namePatron barcodePatron codePatron expiration date | Patron expiration date | Patron General FiltersPatron branchPatron Date FiltersExpiration date | Select branchPick a range of dates |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of Patrons Expired for 3 Years Owing Less Than $5 | Patron barcodePatron full namePatron codePatron branch namePatron acct chargesPatron expiration datePatron last activity date | Patron expiration datePatron last activity date | Patron General FiltersPatron branchPatron Relative Date FiltersExpiration date more thanPatron Miscellaneous FiltersCharges | Select branch3 YearsLess than or equal to $4.99 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Patrons with email notification but no email address | Patron barcode Patron full namePatron email addressPatron alt email address | Patron full name | Patron General FiltersPatron branchPatron Miscellaneous FiltersNotification optionEmail addressAlternate email address | Select branchEmail addressNot presentNot present |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of Patrons Added in the Last X Days | Patron barcodePatron full namePatron codePatron branch abbreviationPatron entry date | Patron entry datePatron full name | Patron General FiltersPatron branchPatron Relative Date FiltersRegistration date between | Select branchEnter number |

# Sample Patron Count Reports

|  |  |  |  |
| --- | --- | --- | --- |
| Report Description | Columns Selected for Output | Columns Selected for Sort | Filters |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of Patrons by Patron Code | Patron code | Patron code | Patron General FiltersPatron branch | Select branch |

# Sample Patron Account List Reports

|  |  |  |  |
| --- | --- | --- | --- |
| Report Description | Columns Selected for Output | Columns Selected for Sort | Filters |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of Patrons that Owe More Than a Certain $$ Amount | Patron full namePatron barcodeMARC TitleItem call numberItem barcodeAcct. trans. balance-outstanding  chgs. onlyAcct. reason (or fee reason)Patron acct charges | Patron full name | Patron Account Miscellaneous  FiltersCheck Charges (amount)Patron FiltersPatron branch | Ender $$ amountSelect branch |

# Sample Hold List Reports

|  |  |  |  |
| --- | --- | --- | --- |
| Report Description | Columns Selected for Output | Columns Selected for Sort | Filters |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Items with x number of holds that your library patrons have requested | Marc browse titleMARC bibliographic record I | MARC browse title | OptionalNumber of requestsHold General FiltersHold statusPatron General FiltersPatron branch | Greater than XSelect Active & PendingSelect branch |

# Sample Hold Count Reports

|  |  |  |  |
| --- | --- | --- | --- |
| Report Description | Columns Selected for Output | Columns Selected for Sort | Filters |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Top requested titles by your patrons | MARC browse authorMARC browse titleMARC bibliographic record IDMARC primary type of material |  | OptionalSelect ‘top’ (number)Patron General FiltersPatron branch | Enter a numberSelect branch |

# Sample Item List Reports

|  |  |  |  |
| --- | --- | --- | --- |
| Report Description | Columns Selected for Output | Columns Selected for Sort | Filters |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of Items with Local Holds Only | MARC TitleItem BarcodeItem Call NumberItem Creation DateItem assigned collection name | Item creation date | Item General FiltersBranchItem Relative Date FiltersCreation date betweenItem Checkbox FiltersPatrons from this branch only checkedOrPatrons from this library and branches checked | Select branchEnter a numberCheck only one of these boxes. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of Newly Added Items | MARC AuthorMARC TitleItem Call NumberItem Assigned Collection NameItem First Available Date | Item Call Number | Item General FiltersBranchItem Relative Date Filters  (between two dates)First available date between | Select branchEnter a number |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Items With No Price | Item assigned collection nameItem barcodeItem call numberMARC titleMARC authorItem circ statusItem creation date | Item assigned collection nameMARC titleItem creation date | Item General FiltersBranchRecord statusItem Checkbox FiltersPrice not present | Select branchFinal |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deleted Items (must run before the final delete that happens at 5am on the last day of each month) | Item assigned collection nameItem barcodeItem call numberMARC titleMARC author | Item assigned collection nameItem call number | Item General FiltersBranchRecord status | Select branchDeleted |

# Sample Serials List Reports

|  |  |  |  |
| --- | --- | --- | --- |
| Report Description | Columns Selected for Output | Columns Selected for Sort | Filters |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Weeding Report for Serials | Marc browse titleIssue/part designationItem barcodeItem lifetime circ countItem statusItem YTD circ count | MARC browse title | Holdings Record General FiltersDestination organization branchIssue/Part General FiltersStatus | Select branchReceived |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Union List of Serials | Marc browse titleMARC ISSNHoldings record subscription  statusHoldings record retention note | MARC browse title | Holdings Record General FiltersDestination organization branch | Select branch |