INF**O**hio
OHIO'S PreK-12 DIGITAL LIBRARY

Circulation Statistics QUARTERLY

Purpose:
Create Quarterly circulation statistics.

Location:
MY STATISTICS tab: Custom Circ Count by Item Grp

Setup options:
a. Basic tab – change report name and title to reflect purpose of report
- *FNJC Circ Count by Item Grp – 3rd QUARTER*

b. Transaction selection tab:
- Library (*XXXX*)
- Transaction date range (Date range will need to be set, according to the district's specific "Quarter" being reported)

dget : Date Range

Use data for this period 01/01/2014 ◈ thru 03/21/2014 ◈

c. Transaction statistics (use default):
- Column: *TOTAL*
- Row: *ITEM GROUP*

Results (view by unchecking VIEW LOG):

```
              FNJC Circ Count by Item Grp 3rd QUARTER

             Produced Tuesday, July 29, 2014 at 2:03 PM


  Item group

                      TOTAL   PIECES CIRC

  BIOGRAPHY              208            208

  EASY                 1906           1906

  FICTION              1346           1346

  NONFICTION           1675           1675

  TOTAL                5135           5135
```

Circulation Statistics QUARTERLY by grade level

      c. Transaction statistics:
- Column: *GRADE LEVEL*
- Row: *ITEM GROUP*

Results (view by unchecking VIEW LOG):

```
|                    FNJC Circ Count by GRADE 3rd QUARTER

               Produced Tuesday, July 29, 2014 at 2:06 PM


Grade
                     TOTAL   PIECES CIRC

01                    1075         1075

02                    1256         1256

03                    1610         1610

FACULTY                525          525

KG                     669          669

TOTAL                 5135         5135
```

Tip: *Save this report as a template, to be run when desired, or set it as a "Scheduled" report, to run on specific date.*