

## Items Used in the Library

**Purpose:**

Create a list of items that have been used in the library, but not checked out. A total of Inhouse checkouts for each item will display.

**Location:**

INFOhio tab > Shelflist

**Setup options:**

- a. Basic tab – change report name and title to reflect purpose of report.
- b. Item Selection tab – enter your library and any other criteria you may wish to limit your results (Item group, etc.)
- c. Output Options
  - Spreadsheet
  - Plain Text
  - Call Number
  - Title
  - Item Group
  - Inhouse checkouts
  - Any other options you wish to display

**Result: HINT:** Sort by Inhouse checkouts – largest to smallest

Call Number	Title	Item Group	Inhouse Checkouts
946 GRA	Spain / by John F. Grabowski	NONFICTION	51
949.4 NET	Switzerland / by Patricia D. Netzley	NONFICTION	51
953.8 GOO	Saudi Arabia / by William Goodwin	NONFICTION	51
941.5 LAC	Ireland / by William W. Lace	NONFICTION	50
943.71 PRE	Czech Republic / by Petra Press	NONFICTION	50
944 COR	France / by Laurel Corona	NONFICTION	50
949.2 FRA	The Netherlands / Dennis B. Fradin	NONFICTION	50
968.81 LAU	Namibia / by Jason Laur e	NONFICTION	50
982 ARG	Argentina in pictures / prepared by Geogra	NONFICTION	50
986.106 MOR	Colombia / by Marion Morrison ; consultant	NONFICTION	50
989.2 HAV	Paraguay-- in pictures / prepared by Nathar	NONFICTION	50
989.5 HAV	Uruguay-- in pictures / prepared by Nathan	NONFICTION	50
REF 910.22 CUL V. 1	Culturegrams : the nations around us / proc	REFERENCE	50
REF 910.22 CUL V. 2	Culturegrams : the nations around us / proc	REFERENCE	50