



AASL Survey - Library Collection Section: *How many items in each of the following formats are included in the library collection?*

The best report to use for these three questions will be the INFOhio standard *Shelflist* report, which gives totals at the end of the report. The library staff can use those totals to respond to the questions.

Setting up the report (Detailed instructions in Section 15.8.3a of the SirsiDynix manual)




1. In Workflows
2. Go to **Report and Notices** module
3. **Click Schedule New Reports** wizard.
4. **Select the INFOhio** tab.
5. **Select CAT: Shelflist**
6. **Item Selection** - click on the gadget  to select the proper building/library name
 - a. Click on the arrow  so your highlighted choice appears in the **List Selected** box and then click the **OK** button
7. All other defaults will suffice.
8. **Click on the Run Now** button
9. In the new window, **click** on Display Finished Reports button, **highlight/click** on your finished report.
10. In the new window, **check View Result** only, **click OK**.
11. The report will pop up, and your answers can be gathered from the totals at the bottom of the report (within ITEM GROUP listings, as shown).

Item Status (LONGOVERDUE)	7
Item Status (INPROCESS)	1
Item Status (DISCARD)	7
Item Status (DISPLAY)	6
Item Status (AVAILABLE)	10637
Item Status (WEDED)	3
Item Status (ILL)	7
Item Status (LOST-ASSUM)	49
Item Status (CHECKEDOUT)	266
Item Status (LOST-CLAIM)	29
Item Group (GRAPHICNOV)	1
Item Group (SPECCLCIRCY)	7
Item Group (PROFESSNAL)	8
Item Group (EBOOK)	1
Item Group (FICTION)	1904
Item Group (COLBIOG)	75
Item Group (AUDIOBOOK)	15
Item Group (PAPERBACK)	414
Item Group (NONFICTION)	2714
Item Group (BOOK)	1
Item Group (EASY)	2489
Item Group (EQUIPMENT)	6
Item Group (DVD)	1
Item Group (CLASSROOM)	70
Item Group (OVERSIZED)	1
Item Group (STORYCOLL)	6
Item Group (VIDEO)	197
Item Group (REFERENCE)	11
Item Group (PERIODICAL)	22
Item Group (CASSETTE)	2
Item Group (READPROGRM)	2589
Item Group (BIOGRAPHY)	478
Total Items Reported	11012
Total Checkouts	32626
Total In-House Checkouts	151

12. Add appropriate Item Group totals for your collection as they pertain to each of the three questions.

AASL Survey - Library Collection Section: *In your collection, what is the average copyright year for Dewey range 610-619, health and medicine?*

The best report to use for this question will be the SirsiDynix *Average Pub Year by Call Number* report. If you do not have access to this report, you may need to ask the District Librarian or ITC staff to run it for you.

1. In Workflows
2. Go to **Report and Notices** module
3. **Click Schedule New Reports** wizard.
4. **Select the All Titles** tab.
5. **Select Average Pub Year by Call Number** report
6. Click on the **Set Up & Schedule** button
7. Click on **Call Number Selection** tab
8. For **Library** click on the gadget  to select the proper building/library name
 - a. Click on the arrow  so your highlighted choice appears in the **List Selected** box and then click the **OK** button
9. For the **Call Number Range:** field, click on the gadget  and then click on the **X – Y** button
10. In the 1st field box, enter **609 ZZ**. In the 2nd field box, enter **620 AA**. Then click **OK** to select call numbers in the range 610-619.
11. **Click** on the **Run Now** button
12. In the new window, **click** on Display Finished Reports button, **highlight/click** on your finished report.
13. In the new window, **check View Result** only, **click OK**.
14. In the new window, **uncheck View Log**. Then click **OK**.
15. The report will pop up and your answer will be listed under the **Average Pub Year** column