

Detailed Title List – Customize Output

Purpose:

Create a detailed list of titles on a specific subject. You can select the marc tags you want to display in the finished report. This is the only report that will let you display the summary or reading program information. This report can also be used to create a more detailed list of new titles.

Location:

Bibliographic Tab > List Bibliography

Setup options:

- a. Basic tab – change report name and title to reflect purpose of report. Once you get a format you like, you can copy the template and just change the search string or Date Created.
- b. Search String tab – enter your subject. This is not needed if you are only doing newer titles.
- c. Item Selection tab
 - Enter your library.
 - Select an item group (s) if desired (ex. Nonfiction, Video)
 - Specify a Date Created if you're interested in newer titles.
- d. Print Item tab – customize the output.
 - Printed arrangement – bullet Record by Record.
 - Under Title Information, bullet Entry List Only. Use the gadget to select the tags you want displayed. You'll need to bullet "list" when you open the gadget.
 - 100 – Author (usually not needed since it's often in the 245)
 - 245 – Title
 - 260 – Publication info (optional – nice if you want the publication date)
 - 300 – Physical Description
 - 520 – Summary
 - 521 - Lexile
 - 526 – Reading Program info
 - Call Number Information – bullet "Call Number only" if desired.
 - Item Information – bullet "No Copy Information".

Result:

Bibliography

Produced Wednesday, July 22, 2009 at 1:37 PM

Title: Dinosaurs : a nonfiction companion to Dinosaurs before dark / by Will Osborne and Mary Pope Osborne; illustrated by Sal Murdocca.
 Publication info: New York : Random House, c2000.
 Physical descrip: 119 p. : ill. ; 21 cm.
 Summary: Jack and Annie explain about all the different types of dinosaurs.
 Study program info: Accelerated Reader AR LG Level=5.0 Points=1.0 Quiz=57569 Quiz at=DLFN

Title: How dinosaurs took flight : the fossils, the science, what we think we know, and the mysteries yet unsolved / Christopher Sloan ; foreword by Xu Xing.
 Publication info: Washington, D.C. : National Geographic, c2005.
 Physical descrip: 64 p. : col. ill., col. map ; 29 cm.
 Summary: Presents full-color illustrated drawings that describes a number of prehistoric dinosaurs that scientists believe had feathers, and attempts to determine exactly when and how these creatures took

NOTE: This is not an INFOhio report. Remember to check Format report before viewing or printing.

Finished Reports : V

Report to view:

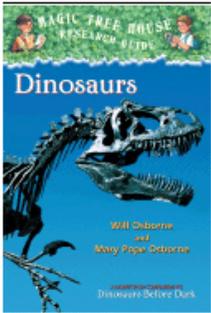
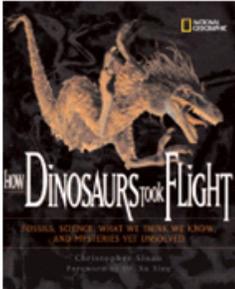
View log

View result

Format report

HINT: The results are in Word. With a little tweaking, you can make it more appealing! You can even copy/paste the book jackets from the online catalog.

Dinosaur Bibliography

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 Physical descrip: 64 p. : col. ill., col. map ; 29 cm.
 Summary: Presents full-color illustrated drawings that describes a number of prehistoric dinosaurs that scientists believe had feathers, and attempts to determine exactly when and how these creatures took flight.
 Study program info: Accelerated Reader AR MG Level=7.8 Points=2.0 Quiz=107661 Quiz at=DLFN