

New Titles

Purpose:

Create a list of new items in your library for a specified time period.

Location:

INFOhio tab > CAT: Shelflist

Setup options:

- a. Basic tab – change report name and title to reflect purpose of report
- b. Item Selection tab
 - Select your library
 - Select item group(s) – optional
 - Use the Date Created gadget to limit your results to the time period you want to report. (See [Date Created gadget tip sheet](#) if you need help.)
- c. Output Options tab
 - Spreadsheet
 - Plain Text
 - Barcode
 - Call Number
 - Title
 - Item Group
 - Any other options you wish

Result:

Title	Item Group	Material Type	Price	Pub Year
World War I : encyclopedia / Spencer C. Tucker, edit	NONFICTION	BOOK	\$97.00	2005
World War I : encyclopedia / Spencer C. Tucker, edit	NONFICTION	BOOK	\$97.00	2005
Your death would be mine : Paul and Marie Pireaud	NONFICTION	BOOK	\$27.00	2006
Current biography yearbook, 2004 / editor, Clifford T	SPECLCIRCY	BOOK	\$100.00	2004
Julius Caesar [videorecording] / BBC-TV and Time-Li	VIDEO	VIDEO	\$20.00	1988
Of mice and men [videorecording] / Metro-Goldwyr	VIDEO	VIDEO	\$15.00	2003
Speak [digital videodisc] / Showtime Independent F	VIDEO	VIDEO	\$15.00	2005
Suze Orman for the young, fabulous & broke [video	VIDEO	VIDEO	\$20.00	2005
The Great Gatsby [videorecording] / Newdon Comp	VIDEO	VIDEO	\$20.00	1988
The Great Gatsby [videorecording] / Newdon Comp	VIDEO	VIDEO	\$20.00	1988

NOTE: You could also select the Long Format under Output Options tab. It will give you a different look. Be sure to use the sorting tab to select your sort order.

Call Number	Title				
031.02 GUI	Guinness world records 2009 / [editor-in-chief, Craig Glenday]				
	Grp: NONFICTION	Type: BOOK	Auth: Glenday, Craig	Val: \$	29.00
070.92 STO	Give me a break : how I exposed hucksters, cheats, and scam artis				
	Grp: NONFICTION	Type: BOOK	Auth: Stossel, John	Val: \$	25.00
109 LAW	The great philosophers : the lives and ideas of history's greates				
	Grp: NONFICTION	Type: BOOK	Auth: Law, Stephen	Val: \$	20.00
155.937 DOK	Living with grief after sudden loss : suicide, homicide, accident				
	Grp: NONFICTION	Type: BOOK	Auth: Doka, Kenneth J	Val: \$	17.00
241 HAR PB	Boy meets girl / Joshua Harris				
	Grp: NONFICTION	Type: BOOK	Auth: Harris, Joshua	Val: \$	13.00
306.73 HAR	I kissed dating goodbye / Joshua Harris				
	Grp: NONFICTION	Type: BOOK	Auth: Harris, Joshua	Val: \$	13.00