

## Donated Items

### Purpose:

Create a list of items donated to your library. You can select all donations or just a specific group such as PTO or a grant. (*Item records MUST BE MARKED with the donated info*).

### Location:

INFOhio tab > CAT: Shelflist

### Setup options:

- a. Basic tab – change report name and title to reflect purpose of report
- b. Item Selection tab
  - Enter your library
  - Funding Source – select a specific type or all the donation funding sources you use. If you leave it blank, you will get all items, not just donated ones.
  - Creation Date – you can select a specific time period if desired.
- c. Output Options
  - Spreadsheet
  - Plain Text
  - Title
  - Item Group
  - Price
  - Public Note
  - Any other options you wish (Creation date will display approximate date of donation)

### Result:

Title	Item Group	Price	
McDuff comes home / Rosemary Wells ; pictures by	EASY	\$5.00	Donated by Rogers Family, 2001
McDuff moves in / Rosemary Wells ; pictures by Sus	EASY	\$5.00	Donated by Rogers Family, 2001
Portrait of a farm family / by Raymond Bial	NONFICTION	\$16.00	Donated by Mrs. Carr and Mrs. Corns
Portrait of a farm family / by Raymond Bial	NONFICTION	\$16.00	Donated by Mrs. Carr and Mrs. Corns
Farm / written by Ned Halley ; photographed by Ge	NONFICTION	\$16.00	Donated by Mrs. Carr and Mrs. Corns
Farm / written by Ned Halley ; photographed by Ge	NONFICTION	\$16.00	Donated by Mrs. Carr & Mrs. Corns
Century farm : one hundred years on a family farm ,	NONFICTION	\$17.00	Donated by Mrs. Carr & Mrs. Corns
Century farm : one hundred years on a family farm ,	NONFICTION	\$17.00	Donated by Mrs. Carr & Mrs. Corns
Harvest year / by Cris Peterson ; photographs by Al	NONFICTION	\$16.00	Donated by Mrs. Carr & Mrs. Corns
Extra cheese, please! : mozzarella's journey from cc	NONFICTION	\$16.00	Donated by Mrs. Carr & Mrs. Corns
Extra cheese, please! : mozzarella's journey from cc	NONFICTION	\$16.00	Donated by Mrs. Carr & Mrs. Corns
The best baby-sitter ever	EASY	\$3.00	Donated by Kei Niedra
Junie B. Jones has a monster under her bed / by Bar	EASY	\$4.00	Donated by Jessica Wilson
The prince and the pooch / by Caroline Leavitt ; bas	FICTION	\$4.00	Donated by Jessica Wilson

**NOTE:** You need the spreadsheet format to be able to sort information in the Public note (the specific donor). However, if you are doing PTO, a grant, etc. and just want a list of titles, you may prefer the Brief or Long formats.