

**Circulation Statistics WEEKLY**

**Purpose:**

Create WEEKLY circulation statistics.

**Location:**

MY STATISTICS tab: Custom Circ Count by Item Grp

**Setup options:**

- a. Basic tab – change report name and title to reflect purpose of report
  - *XXXX Weekly CIRC Stats - by Item group*
- b. Transaction selection tab:
  - Library (*XXXX*)
  - Transaction date range (Start date – 7 days before report is run - *D-7:D0*)
- c. Transaction statistics (use default):
  - Column: *TOTAL*
  - Row: *ITEM GROUP*

**Result (view with LOG and FORMAT checked):**

XXXX Weekly Circ Stats	
Produced Monday, July 20, 2009 at 9:57 AM	
Report for:	
Call numbers 000000 to ZZZ	
All Item types	
Item group	TOTAL
EASY	147
FICTION	89
NONFICTION	81
PROFESSIONAL	1
TOTAL	318

**Circulation Statistics WEEKLY by grade level**

- c. Transaction statistics:
- Column: *GRADE LEVEL*
- Row: *ITEM GROUP*

Result (2 pages):

XXXX Weekly Circ Stats

Produced Monday, July 20, 2009 at 10:01 AM

Report for:  
Call numbers 000000 to ZZZ  
All Item types  
All User catl's

Item group	Grade 01	Grade 02	Grade 03	Grade 04	FACULTY	KG	TOTAL
EASY	69	4	21	2	7	44	147
FICTION	0	0	29	60	0	0	89
NONFICTION	3	0	21	39	16	2	81
PROFESSNAL	0	0	0	1	0	0	1
TOTAL	72	4	71	102	23	46	318

Tip: Save this report as a template, to be run when desired, or set it as a "Scheduled" report, to run weekly.