

Items MARKED USED in Library

Purpose:

- Create a list of items that were “marked used” with the MARK ITEM USED wizard.
 - Useful to count those items used in library but not circulated
(Class research – items used several times throughout day)
 - Add **Totals** to Yearly Circulation Statistics

Location:

INFOhio tab > CAT: Shelflist

Setup options:

- a. Basic tab – change report name and title to reflect purpose of report
 - “Items USED in library SY 08-09”
- b. Item Selection –
 - Library
 - Last activity date (*Use data for dates within a period starting from 9 months before the report run date with no ending date. M-9:*)
 - Number of in-house checkouts (Greater than 0 >0)
- c. Output –
 - Field selections here:

- Use all other defaults

Other Field Selections:		
<input checked="" type="checkbox"/> Barcode	<input checked="" type="checkbox"/> Call Number	<input checked="" type="checkbox"/> Status
<input checked="" type="checkbox"/> Title	<input type="checkbox"/> Item Group	<input type="checkbox"/> Material Type
<input type="checkbox"/> Funding Source	<input type="checkbox"/> Creation Date	<input type="checkbox"/> Inventory date
<input type="checkbox"/> Circ Notes	<input type="checkbox"/> Public Notes	<input type="checkbox"/> Staff Notes
<input type="checkbox"/> Last Activity Date	<input type="checkbox"/> Last Checkout Date	<input type="checkbox"/> Total Number of Checkouts
<input type="checkbox"/> Author	<input type="checkbox"/> Price	<input checked="" type="checkbox"/> Library
<input type="checkbox"/> User	<input checked="" type="checkbox"/> Inhouse Checkouts	<input type="checkbox"/> Pub. Year

IMPORTANT:

You can work with the activity date to get different ranges reported (1 month, or 3 months, etc. or specific date / date range). This will limit results to the titles that were used during that time frame. The count that displays is still the total for that item since you’ve been using Sirsi.

Result:

07/23/2009				
Call Number	Title			
443 CDROM	Nez rouge Bar: 32612100096167	Stat: CHECKEDOUT	Iout: 1	Lib: DLHS
796 CRA	All American : the rise and fall of Jim Thorpe / Bill Crawford Bar: 32612101006207	Stat: AVAILABLE	Iout: 3	Lib: DLHS
796 CRO	Greatest teams : the most dominant powerhouses in sports / by Tim Bar: 32612100079924	Stat: AVAILABLE	Iout: 8	Lib: DLHS
796.33 BAR	NFL's greatest : pro football's best players, teams, and games / Bar: 32612100083991	Stat: AVAILABLE	Iout: 8	Lib: DLHS
796.33 BRA	Football all stars : the NFL's best / Michael Bradley Bar: 32612100093552	Stat: AVAILABLE	Iout: 4	Lib: DLHS
796.33 BUT	Across many fields : a season of Ohio High School football / Chri Bar: 32612100093420	Stat: AVAILABLE	Iout: 1	Lib: DLHS
796.33 FAV	Favre / Brett Favre and Bonita Favre with Chris Havel Bar: 32612100073679	Stat: AVAILABLE	Iout: 4	Lib: DLHS
796.33 KRA	Notre Dame's greatest coaches / by Moose Krause Bar: 32612100055866	Stat: AVAILABLE	Iout: 3	Lib: DLHS
796.33 SPO	The football book / [introduction by Rick Reilly] Bar: 32612100073893	Stat: AVAILABLE	Iout: 8	Lib: DLHS

Page 1 of 4

Reports title/item list.
Check last page for
TOTALS.

Summary/Totals:	
Item Status (LOST-ASSUM)	2
Item Status (HOLDS)	1
Item Status (CHECKEDOUT)	10
Item Status (AVAILABLE)	18
Item Group (STORYCOLL)	1
Item Group (FICTION)	2
Item Group (NONFICTION)	15
Item Group (FORLANG)	13
Total Items Reported	31
Total Checkouts	79
Total In-House Checkouts	120

Page 4 of 4