

## Sample Report Set Up

### Schedule New Reports/Bibliographic/List Bibliography Report

The List Bibliography report is designed to create customized bibliographies by catalog, call number, or item characteristics or by structuring catalog searches using standard Boolean operators and qualifiers. In the Selection Criteria phase, use the Search String gadget to enter one or more searches. Each search line entered permits the use of Boolean operators to construct a search. The selected records for all searches combined are printed.

Only call numbers with copies are selected, by default. Results may be sorted by title/author, call number, or author/title. In Output Options, use the Print Item option to design your bibliographies. Unlike most reports, which print all call numbers for selected titles, even if specific call number selections are made, the List Bibliography report prints only selected call numbers. When the Printed Arrangement for Record by Record is selected, copy level information is read for printing. When Catalog Shelflist is selected, only catalog level information is read for printing. When Call Number shelflist is selected, both catalog and call number level information is read for printing.

### Basic Information Tab

1. **Change** the Title to reflect the search phrase.

Screenshot of the 'Schedule New Reports : Schedule List Bibliography' window, Basic tab. The 'Title' field is highlighted with a yellow circle containing the number 1. The title text is 'Weather Bibliography for Mrs. Jones'.

### Search String Tab

1. **Click** on the search string gadget.

*Gadget: String List* screen displays.

Screenshot of the 'Schedule New Reports : Schedule List Bibliography' window, Search String tab. The 'Search string' field is highlighted with a yellow circle containing the number 1.

2. **Enter** the text for your search terms.
3. **Click** the Add button. Continue adding your search terms as needed.
4. **Click** Save.

Screenshot of the 'Gadget : String List' window. The 'Enter String' field contains 'weather' and is highlighted with a yellow circle containing the number 2. Below it are 'Add (a)', 'Save', 'Remove', and 'Cancel' buttons. The 'Add' and 'Save' buttons are highlighted with yellow circles containing the numbers 3 and 4 respectively.

### Shadow Tab

1. **Select** the radio button to search only shadow items, no shadowed items or both shadow and non-shadowed items.

Basic | Search String | Shadow **1**

Shadow:  Yes  No  Both

### Title Selection Tab

1. **Select** the options you need to refine your search. Use the gadgets where provided. Leaving the boxes blank selects all options.

**HINT:** *Don't add any qualifiers unless they are really needed! Less is best when creating reports.*

Basic | Search String | Shadow | Title Selection **1** | Call Number Selection

Format:

Accountable:  Yes  No  Both

Review:  Yes  No  Both

Date created:

Created by:

Date cataloged:

Date modified:

Modified by:

Publication year:

Number of libraries:

Number of call numbers:

Number of copies on order:

Number of title holds:

Number of total holds:

Shadowed:  Yes  No  Both

### Call Number Selection Tab

1. **Select** your library code using the gadget.
2. **Select** the options you wish or leave blank to select all options.

Basic | Search String | Shadow | Title Selection | Call Number Selection **1** | Item

Library: ALMS

Call number range:

Class scheme:

Number of copies: >0

Number of call holds:

Number of copies on reserve:

Bound-with:

Shadowed:  Yes  No  Both

### Item Selection Criteria Tab

1. **Click** the gadget and select your library code.
2. **Select** any of the options to refine your search or leave blank to select all options. The more options selected the less likely you will retrieve large amounts of hits.

**HINT:** *you may want to specify an item group, such as nonfiction.*

Basic | Search String | Shadow | Title Selection | Call Number Selection | **Item Selection** | S

Library: ALMS **1**

Shelf location: [ ]

Current status: [ ]

Item group: [ ]

Material type: [ ]

Funding source: [ ]

Permanent:  Yes  No  Both

Circulate:  Yes  No  Both

Extended info: [ ]

blank field matches with Not Equal qualifier

In the shadow catalog:  Yes  No  Both

Accountable:  Yes  No  Both

Number of pieces: [ ]

Date created: [ ]

Last activity date: [ ]

Distribution key: [ ]

Date last checked out: [ ]

Date last checked in: [ ]

Date inventoried: [ ]

Number of times inventoried: [ ]

Number of checkouts: [ ]

Number of total checkouts: [ ]

Number of inhouse checkouts: [ ]

### Sorting Option Tab

1. **Click** the drop down menu and select the sorting option desired.

Basic | Search String | Shadow | Title Selection | Call Number Selection | Item Selection | **Sorting** | Print Item

Sorted by: title/author **1**

author/title

call number

title/author

## Print Item Tab

### Printed arrangement

1. **Select** Call Number shelf list.

### Shadow Filtering

2. **Select** Public and shadowed items.

### Title Information

3. **Select** Entry list only.
4. **Use the gadget** to select the fields you want to display:

- 100: author
- 245: title
- 260: publishing info
- 300: physical description
- 520: summary

### Call Number Information

5. **Select** Call number only.

### Copy Information

6. **Select** Brief copy information.

The screenshot shows the 'Print Item' tab interface with the following settings highlighted by numbered callouts:

- 1**: 'Call number shelflist' selected under 'Printed arrangement'.
- 2**: 'Public and shadowed items' selected under 'Shadow filtering'.
- 3**: 'Entry list only' selected under 'Title Information'.
- 4**: The 'Entry list' gadget showing '100,245,260,300,520'.
- 5**: 'Call number only' selected under 'Call Number Information'.
- 6**: 'Brief copy information' selected under 'Item Information'.

7. **Click** Run Now, choose to save the report as a template, or cancel.

The screenshot shows the bottom control bar with four buttons: 'Schedule', 'Run Now', 'Save As Template', and 'Cancel'. A callout '7' points to the 'Run Now' button.

**HINT:** *If you save as a template, you can just modify the template's title and search string for future bibliographies.*

SAMPLE REPORT

Weather Bibliography for Mrs. Jones

Produced Friday, April 24, 2009 at 9:21 AM

Personal Author: Mogil, H. Michael.  
 Title: The amateur meteorologist : explorations and investigations / by H. Michael Mogil and Barbara G. Levine.

Publication info: New York : Franklin Watts, [1993]  
 Physical descrip: 128 p. : ill., maps ; 24 cm.  
 Summary: Presents activities and projects with which the amateur meteorologist can explore the weather.

551.5 MOG  
 copy:1 id:30410002040413 library:ALMS  
 location:AVAILABLE

Title: Discovering the weather.  
 Publication info: London : Stonehenge in association with the American Museum of Natural History, c1982.  
 Physical descrip: 96 p. : ill. ; 27 cm.  
 Summary: Discusses the complex interactions between the sun, the earth, and the atmosphere which produce the series of atmospheric events we call weather.

551.5 DIS  
 copy:1 id:30410002009160 library:ALMS  
 location:AVAILABLE

With a little editing in Word, you can make the report easier to read (decrease margins, bold title, change font.)

Weather Bibliography for Mrs. Jones

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