

Monthly Circulation Report (totals by Call Number)

The screenshot shows the library management system interface for Elmwood Park Middle/High School. The top navigation bar includes the BLS School Library Consortium logo, the school name, and links for Home, Dashboard, Catalog, Circulation, Reports, and Back Office. The 'Reports' link is circled in red. On the right side of the navigation bar, there are links for PatImport, Log Out, Help, and Community, and a Messages icon. A left sidebar contains 'My Favorites' and 'Library Reports', with 'Library Reports' circled in red. The main content area is titled 'Library Reports' and is divided into three sections: 'Catalog -- Titles & Copies', 'Circulation', and 'Follett Digital and eContent'. Under 'Catalog -- Titles & Copies', there are links for Barcode Lists, Bibliography, Call Number Reports, Reported Abuses, Shelf List, Title & Copy List, and Weeding Log, each with a 'Show More' button. Under 'Circulation', there is a link for Current Checkouts/Fines with a 'Show More' button. Under 'Follett Digital and eContent', there is a link for Equipment Status with a 'Show More' button. The 'Statistics' section is highlighted with a red box, and it contains several links with 'Show More' buttons: 'Collection Statistics - Historical' (circled in red), 'Collection Statistics - Summary', 'Copy Transaction Data', 'Hold Statistics', 'Library Statistics', 'One Search Database Usage', 'Search Statistics', and 'Title/Copy Data'.

Step 1: In the Reports tab under Library Reports scroll down to Statistics and click Collection Statistics - Historical.

List collection statistics...

Circulations From  

Show

Organized by

Call Numbers From to

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Increment by Dewey

Resource List

Circulation Types All Circulation Types

Output as

Step 2: Click the **Calendar** icon to set **From** date.

BLS School Library Consortium
List All Sites

Elmwood Park Middle/High School

PatImport Log Out Help Community

Home Dashboard Catalog Circulation **Reports** Back Office

Messages

Library Reports > Collection Statistics - Historical > Select Date

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

<< December 2016 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		5	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31


Selected Date: 12/5/2016

Save Cancel

©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 12/28/2016 11:57 AM EST

Step 3: Click the desired **start date and then click **Save** button.**

BLS School Library Consortium
Elmwood Park Middle/High School

Home Dashboard Catalog Circulation **Reports** Back Office 

PatImport Log Out Help Community

List All Sites Messages



Library Reports > Collection Statistics - Historical

My Favorites
Library Reports
Patron Reports
Report Builder
Report Manager

How do I... ?

Create New Report Saved Reports

List collection statistics...

Circulations From  to 

Show

Organized by

Call Numbers From to

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Increment by Dewey

Resource List

Circulation Types All Circulation Types

Output as

©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 12/28/2016 11:57 AM EST

Step 4: Click the **Calendar icon to set **To** date.**

BLS School Library Consortium
Elmwood Park Middle/High School

PatImport Log Out Help Community

List All Sites Home Dashboard Catalog Circulation **Reports** Back Office

Messages

Library Reports > Collection Statistics - Historical > Select Date

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

<< December 2016 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Selected Date: 12/5/2016

Save Cancel

©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 12/28/2016 11:57 AM EST

Step 5: Click the desired end date and then click Save button.

List collection statistics...

Circulations From 12/5/2016 to 12/28/2016

Show Summary Only

Organized by Call Number Prefix

Call Numbers From to

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Increment by Dewey 100s

Resource List View List

Circulation Types All Circulation Types Update

Output as PDF

Save Setup

Run Report

Step 6: Click **Run Report** button.

BELS School Library Consortium
Elmwood Park Middle/High School

Home Dashboard Catalog Circulation **Reports** Back Office

PatImport Log Out Help Community

Messages

Library Reports > Collection Statistics - Historical > Report Manager

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

Jobs: 1 - 4 of 4 [Refresh List](#)

<input type="checkbox"/>	Job	Status	
<input type="checkbox"/>	Collection Stats	Completed (12/28/2016 12:01 PM)	View
<input type="checkbox"/>	Library Title & Copy List	Completed (3/31/2015 10:03 AM)	View
<input type="checkbox"/>	Overdue Materials, Unpaid Fines.	Completed (3/26/2015 10:44 AM)	View
<input type="checkbox"/>	Completed Library Inventory Report	Completed (9/23/2014 10:25 AM)	View

Jobs: 1 - 4 of 4 [Refresh List](#)

Delete Jobs... [Delete](#)

All Selected (on this page)

Based on

Started on or before

= Select All = Clear All

©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 12/28/2016 12:01 PM EST

Step 7: Click **Refresh List** and then **View**.