

# Copies Special Status Reports

## Operations

### Reports

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Tools > Reports > Copies > Special Status

- Discarded Copies
- In Processing Copies
- Lost Copies
- Special Status Copies

# Discarded Copies

## Discarded Copies

Textbook Tracker: Textbook Discarded Copies

Generates a list of copies currently assigned to the Discarded Copies System Patron (barcode 2)

Use(s)

Run this report before running the Remove Discarded Copies utility to make sure you want to permanently remove the listed copies from your library.

Selections

SelectionsOptions

See copies that are discarded (checked out to system patron #2). Include copies:

Copy Site

WHS – Washington High School

Checked Out to Discarded

From MM/DD/YYYY

Through MM/DD/YYYY

Discard Reason

Copies from

Copy Location

From

Through

Create Saved ReportRun

Options

SelectionsOptions

Sort by

Copy Call Number

Include copies discarded

From Patron

From Inventory

Both

Show

Replacement Cost

Purchase Cost

Checked Out to Discarded:

Enter a date range or relative date to get a list of copies discarded during that time.

Discard Reason:

Enter a reason for discarding.

Copies from:

Choose to sort discarded copies by location.

Include copies discarded:

Choose whether to include cop during inventory, or both.

Show:

Choose whether to display the replacement or purch

Example Report



If a copy has been discarded from a patron, their name and barcode will appear above the copy barcode.

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# In Processing Copies

## In Processing Copies

 **Textbook Tracker: Textbook In Processing Copies**

Generates a list of copies currently assigned to the In Processing [System Patron](#) (barcode 7)

You might mark copies as In Processing if you have received the MARC records for new copies but don't have the physical copies yet. Patrons will be able to see these copies in Researcher, but they will be marked as unavailable. Copies will also show up as In Processing when they are assigned to the [Union Site](#).

Selections

SelectionsOptions

Include copies:

Copy SiteCOMP - COMPanion DC Demo

Checked Out to In ProcessingFrom MM/DD/YYYYThrough MM/DD/YYYY

Create Saved ReportRun

Options

SelectionsOptions

Sort byCopy Call Number

Example Report



In Processing Copies Report.pdf

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## Lost Copies

### Lost Copies

 Textbook Tracker: *Textbook Lost Copies*

The *Lost Copies* report generates a list of copies currently assigned to the Lost Copies [System Patron](#) (barcode 1)

Use(s)

Run this report with the **From Patron** or **Both** options to see who still owes fines on lost copies.

#### Selections

**Selections** Options

Include copies:

Copy Site **COMP - COMPanion DC Demo**

Checked Out to Lost From MM/DD/YYYY 13 Through MM/DD/YYYY 13

Create Saved Report Run

**Checked Out to Lost:** Enter a date range or relative date to get a list of copies lost during that time.

#### Options

**Selections** Options

Sort by **Copy Call Number**

Include copies lost ☐ From Patron  
☐ From Inventory  
☒ Both

**Include copies lost:** Choose whether to include copies lost inventory, or both.

[Example Report](#)



Lost Copies Report.pdf

If a copy has been lost from a patron, their name and barcode will appear above the copy barcode.

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## Special Status Copies

### Special Status Copies

Generates a list of copies currently assigned to the Lost (1), Discarded (2), For Library Use (3), On Repair (4), On Order (5), Archived (6), In Processing (7), Unknown Patron (8), or In Transit (9) [system patrons](#).

#### Use(s)

Use these lists to check if items need to be assigned to or removed from certain system patrons:

- **Lost.** Keeps track of items that have been lost. Check this list before permanently removing lost items.
- **Discarded.** These are items that have been discarded or weeded throughout the year. Check this list before permanently removing discarded items.
- **For Library Use.** These copies could be holiday books reserved for library reading events or books used in displays.
- **On Repair.** Librarians or aides can run this report to see which copies need to be repaired. Reference the list again when bookdropping repaired copies to make them available again.
- **On Order.** These are items that have been ordered but not yet received.
- **Archived.** These items are unavailable to patrons. You may want to archive copies that are kept in a special room and not generally available for circulation.
- **In Processing.** These are copies for which you have MARC records but not physical copies yet. Patrons will be able to see these copies in Researcher, but they will be marked as unavailable.
- **Unknown Patron.** Keeps track of copies that have been temporarily misplaced.
- **In Transit.** Keeps track of items moving from one location to another.

## Selections

**Selections** Options

See copies with a special statuses (checked out to system patrons). Include:

Copy at Site AMS - Adams Middle School ▼

Copies with Special Status of Lost (1) ▼

Copies Checked Out From MM/DD/YYYY 18 Through MM/DD/YYYY 18 ▼

Create Saved Report Run

## Options

**Selections** Options

Sort by Copy Call Number ▼

## Report Example



Special Status Copies Report.pdf



The report output for each special status contains the same information.