Copies Special Status Reports

Operations

Reports

How helpful was this page?



📜 Unknown macro: 'rate'

Tell us what we can improve.

Related Blog Posts

Blog Posts

- Blog: How to add reports in the new betayou beta be trying it! created by Bethany Brown Jan 16, 2024 Alexandria
- Blog: Remind me with reports... for notes! created by Bethany Brown Oct 04, 2023 Alexandria
- Blog: Loaned Items
 Notice for teachers
 created by
 Bethany Brown
 Sep 21, 2023
 Alexandria
- Blog: Summer tip: how to print library cards created by Bethany Brown Jul 12, 2023

 Alexandria
- Alexandria

 Blog: End-of-year reports created by Bethany Brown May 10, 2023
 Alexandria
- Blog: Curate your collection—Stats with Super Summary created by Bethany Brown Feb 01, 2023 Alexandria
- Blog: How to share your district report standards created by Bethany Brown Jan 18, 2023 Alexandria
- Blog: Share your top titles created by Bethany Brown Jan 10, 2023 Alexandria
- Blog: Cash drawer report to the rescue! created by Bethany Brown Oct 04, 2022 Alexandria
- Blog: ¿Hablas español?
 Filter search results by language created by Bethany Brown Aug 16, 2022

Alexandria

Save as PDF



Tools > Reports > Copies > Special Status

- Discarded CopiesIn 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	Options
Selections Options	Selections Options
See copies that are discarded (checked out to system patron #2). Include copies:	Sort by Copy Call Number
Copy Site WHS – Washington High School Checked Out to Discarded From MM/DD/YYYY To Through MM/DD/YYYY	Include copies discarded From Patron From Inventory Both
Discard Reason	Show Replacement Cost Purchase Cost
Copies from Copy Location From Through	- Fulchase Cost
Create Saved Report Run	(
Checked Out to Discarded: Enter a date range or relative date to get a list of copies discarded during that time.	Include copies discarded: Choose whether to include cop during inventory, or both.
Discard Reason: Enter a reason for discarding.	Show: Choose whether to display the replacement or purch
Copies from: Choose to sort discarded copies by location.	

Example Report



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

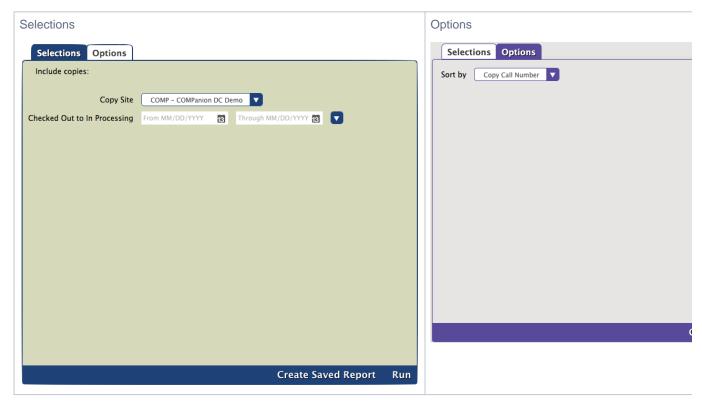
Back to Top

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.



Example Report



Back to Top

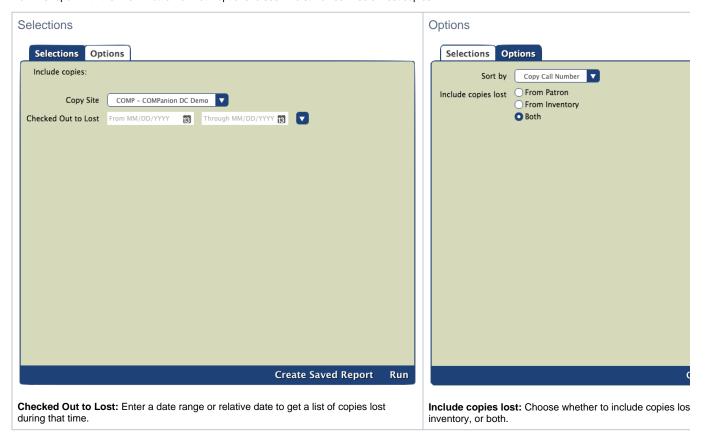
Lost Copies Lost Copies

Textbook Tracker: Textbook Lost Copies

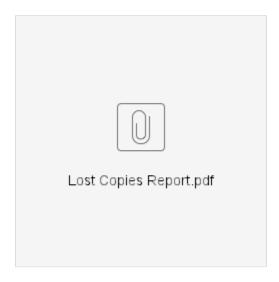
The Lost Copies report generates a list of copies currently assigned to the Lost Copies System Patron (barcode 1)

Use(s)

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



Example Report



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

Back to Top

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.



Report Example



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