

# Titles Information Reports

## Operations

### Reports

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## Title Available Copies

### Title Available Copies

 Textbook Tracker: *Textbook Available Copies*

Generates a list showing the number of available copies at each site for selected titles

Use(s)

Run this report after performing an inventory at the end of the year to see how many copies of particular titles are at each site. Then you can move copies between sites or order more copies to ensure an even distribution.

The Detailed format includes columns for Checked Out and Lost copies, for tracking and budgeting purposes.

#### Selections

**Selections** **Options**

For each title, see copy count and available copy count by site.

Titles at Site:

Titles with a Policy of:

Titles from:  From  Through

Titles with a Medium of:

Titles in Call Number Range: From  Through

Titles added:

Title:

Titles by Author:

Titles with: From  Through  Copies

Titles with Copies in Barcode Range: From  Through

Titles with Copy Barcodes:

Show Additional Selections

#### Options

**Selections** **Options**

Sort by:

Format:

Include Cover Art

Example Reports

 <p>Title Available Copies Report.pdf</p> <p><i>Summary Include Cover Art unchecked</i></p>	 <p>Title Available Cop...ort (Cover Art).pdf</p> <p><i>Summary Include Cover Art checked</i></p>	 <p>Title Available Cop...]</p> <p><i>Detail</i></p>
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## Title Information

### Title Information



Generates a list of titles with varying amounts of information, depending on the chosen format

Use(s)

Run this report to see what titles fall into certain categories, or a full list of the titles you have, and how many of each are available. Specifications allow you to sort your titles by certain format, for example, viewing all titles you have in a specific language.

#### Selections

Selections
Options

Get information for:

Titles at Site:

Titles with a Policy of:

Titles from:  From  Through

Titles with a Medium of:

Titles in Call Number Range: From  Through

Titles added: From MM/DD/YYYY  Through MM/DD/YYYY

Titles Published between: From  Through

Title:

Titles by Author:

Titles with: From  Through  Copies

Titles with Copies in Barcode Range: From  Through

Titles with Copy Barcodes:

✓ Show Additional Selections
Create Saved Report
Run

#### Options

Selections
Options

Titles With:

Sort by:

Format:

Include Cover Art

Example Reports

 <p>Title Information Brief.pdf</p>	 <p>Title Information Detailed.pdf</p>
<i>Brief format</i>	<i>Detailed format</i>
 <p>Title Information brief cover art.pdf</p>	 <p>Title Information d... with cover art.pdf</p>
<i>Brief format including cover art</i>	<i>Detailed format including cover art</i>

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## Title Information by Series

### Title Information by Series

Generates a list of titles in every series or in one particular series

Series information is kept in the 800-830 MARC fields.

#### Use(s)

- Librarians or teachers can run this report to get a list of titles in the same series for reading assignments or activities. Note that this information can also be found through Researcher by using the Series filter in the [Search](#) interface.
- Run this report to see if you're missing any titles in a series. Enter a series name in the *Titles in the Series* selection to narrow down the report to only one series. If you want to see a list of all series that fall under your other selections, you don't need to use the *Titles in the Series* selection. When you identify what's missing, you can order new copies.

## Selections

**Selections** **Options**

Get information for:

Titles at Site

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Titles in the Series

Title

Titles by Author

Titles with From  Through  Copies

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

Show Additional Selections

**Titles in the Series:** Enter the series name. If you don't use this selection, titles with no series will be listed as well at the bottom of the report.

## Options

**Selections** **Options**

NOTE: This report is designed to group by series only.

Include Cover Art

## Example Reports

 <p>Title Information b...es no cover art.pdf</p>	 <p>Title Information b...eries cover art.pdf</p>	
<p><i>Include Cover Art unchecked</i></p>	<p><i>Include Cover Art checked</i></p>	

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## Title Information by Subject

### Title Information by Subject/Genre

Generates a list of titles with a particular subject or genre

Subject information is saved in the 600-651 MARC tags, and genre information is saved in the 655\_a MARC tag.

Use(s)

Librarians or teachers can run this report to get a list of titles with a particular subject or genre for reading assignments or activities. Note that this information can also be found through Researcher by using the Subjects or Genre filters in the [Search](#) interface.

### Selections

Selections
Options

Include records for:

Titles at Site AMS - Adams Middle School ▼

Titles with a Policy of Any Policy ▼

Titles from Copy Location ▼ From  Through

Titles with a Medium of Any Medium ▼

Titles in Call Number Range From  Through

Titles added From  MM/DD/YYYY 13 Through  MM/DD/YYYY 13 ▼

Titles with Subject Term

Titles with Genre Term

Title

Titles by Author

Titles with From  Through  Copies

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

✓ Show Additional Selections
Create Saved Report
Run

### Options

Selections
Options

Sort by Title Call Number ▼

Format Brief ▼

Include Cover Art

### Example Reports

 <p style="margin: 10px 0;">Title Information ...ct_Genre brief.pdf</p> <p style="margin: 0;"><i>Brief format</i></p>	 <p style="margin: 10px 0;">Title Information ...Genre detailed.pdf</p> <p style="margin: 0;"><i>Detailed format</i></p>
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 <p>Title Information b...brief cover art.pdf</p>	 <p>Title Information b...ailed cover art.pdf</p>	
<p><i>Brief format (including cover art)</i></p>	<p><i>Detailed format (including cover art)</i></p>	

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## Title Information by Term

### Title Information by Term

Generates a list of titles with a particular category term or General Note



Renamed on the [21.7 release](#) from Title Information by Category.



Manage all of your MARC category terms in **Tools > Authority Control > Titles**. Also, you can add categories to individual titles in the **Terms** tab of **Items Management**.

#### Use(s)

- Select by *Titles with Notes* to get a list of titles with a particular [General Note](#), which is saved under MARC field 500\_a. Librarians or teachers can run this report to get a list of particular titles (e.g. "Translated from Greek" or "Includes Index") for reading assignments or activities.
- Select by *Titles in Bibliographic Categories* to get a list of titles with a particular [Bibliographic term](#), which is saved under MARC field 653\_a. Librarians or teachers can run this report to get a list of titles with particular bibliographic information for reading assignments or activities.
- Select by *Titles in Curriculum Categories* to get a list of titles with a particular [Curriculum term](#), which is saved under MARC field 658\_a. Librarians or teachers can run this report to get a list of titles marked for a particular class (e.g. "Geography 212" or "Mrs. Andres") for reading assignments or activities. Note that students can also find this information through Researcher by using the Curriculum filter in the [Search](#) interface.
- Select by *Titles in Interest Categories* to get a list of titles with a particular [Interest term](#), which is saved under MARC field 521\_a. Librarians or teachers can run this report to get a list of titles with a particular reading level or interest group for reading assignments or activities.
- Run this report and select by a particular category or note to see which titles are included and determine what needs to be added or removed.

## Selections

**Selections** **Options**

Get information for:

Titles at Site

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Titles with Bibliographic Terms

Titles with Curriculum Terms

Titles with Interest Terms

Title

Titles by Author

Titles with From  Through  Copies

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

Show Additional Selections

## Options

**Selections** **Options**

Sort by

Format

Include Cover Art

## Report Examples

 <p>Title Information b...ef no cover art.pdf</p>	 <p>Title Information b...ed no cover art.pdf</p>	
<i>Brief format</i>	<i>Detailed format</i>	

 Title Information b...brief cover art.pdf	 Title Information b...ailed cover art.pdf	
<i>Brief format (including cover art)</i>	<i>Detailed format (including cover art)</i>	

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## Titles Not Shown in Researcher

### Titles Not Shown in Researcher

Generates a list of titles that don't show up when looking for items in Researcher

Items won't show up in Researcher when when the *Don't Show in Researcher* checkbox is checked in the [title record](#).

Use(s)

Run this report at the beginning or end of the school year to make sure that no titles are hidden in Researcher that shouldn't be.

Selections	Options
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Selections</span> <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Options</span> </div> <p>See titles that currently don't appear in Researcher. Include records for:</p> <p>Titles with a Policy of <span style="border: 1px solid #ccc; padding: 2px 5px;">Any Policy</span> ▼</p> <p>Titles with a Medium of <span style="border: 1px solid #ccc; padding: 2px 5px;">Any Medium</span> ▼</p> <p>Titles in Call Number Range From <input type="text"/> Through <input type="text"/></p> <p>Titles added From MM/DD/YYYY <input type="text"/> <input type="text"/> Through MM/DD/YYYY <input type="text"/> <input type="text"/> ▼</p> <p>Title <input type="text"/></p> <p>Titles by Author <input type="text"/></p> <div style="display: flex; justify-content: space-between; border-top: 1px solid #ccc; margin-top: 5px; padding-top: 5px;"> <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">✓ Show Additional Selections</span> <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Create Saved Report</span> <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Run</span> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Selections</span> <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Options</span> </div> <p>Sort by <span style="border: 1px solid #ccc; padding: 2px 5px;">Title Call Number</span> ▼</p> <p>Format <span style="border: 1px solid #ccc; padding: 2px 5px;">Brief</span> ▼</p> <p><input type="checkbox"/> Include Cover Art</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid #ccc; margin-top: 5px; padding-top: 5px;"> <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Run</span> </div> </div>

Example Reports

 <p data-bbox="180 457 651 485">Titles Not Shown i...Report (Brief).pdf</p>	 <p data-bbox="716 457 1179 485">Titles Not Shown i...ort (Detailed).pdf</p>	
<i>Brief format</i>	<i>Detailed format</i>	
 <p data-bbox="180 1031 651 1058">Titles Not Shown i...ith Cover Art).pdf</p>		
<i>Brief format (including cover art)</i>		

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## Titles with No Copies

### Titles with No Copies

Generates a list of titles that don't have any copies

## Selections

**Selections** Options

See titles with no copies. Include records for:

Titles with a Policy of

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Title

Titles by Author

Show Additional Selections

Create Saved Report Run

## Options

**Selections** Options

Sort by

Format

## Example Report



Titles with No Copies Report.pdf

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## Titles Missing Information

### Titles Missing Information

See titles missing specific information such as cover art or genre.

Use(s)

Quickly find titles in your Alexandria that are missing cover art or genre.

### Selections

Selections
Options

See titles missing specific information such as cover art or genre. Include records for:

Titles at Site WHS - Washington High School

Titles missing Cover Art

Titles with a Policy of Any Policy

Titles with a Medium of Any Medium

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Title

Titles by Author

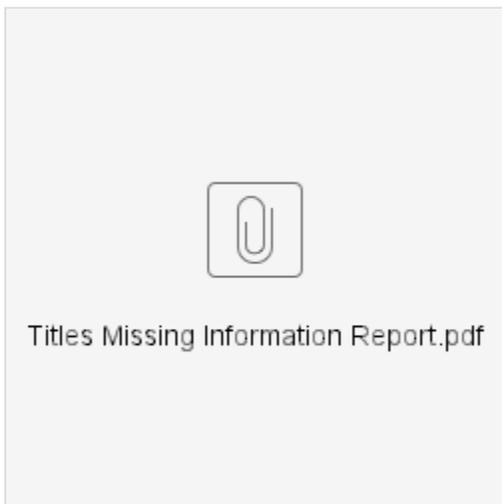
✔ Show Additional Selections
Create Saved Report
Run

### Options

Selections
Options

Sort by Title Call Number

Cre



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## Weeding List by Title

View a list of potential items to weed based on usage, publication, and more.

### Use(s)

Use this report at the end of the year to identify what potentially needs to be removed from your library.

- **No usage.** Enter 0 through 0 in the *Titles with Life to Date Usage of* selection.
- **Little usage.** To see items checked out fewer than 10 times, enter 0 through 10 in the *Titles with Life to Date Usage of* selection. In the Options tab, choose to sort by LTD Usage.
- **No recent usage.** To see items last used more than 3 years ago, use the *Titles Last Used Between* selection to input a date from (some date in the past like 05/26/1900) to (date 3 years ago like 05/26/2018), and that should pull items with a last use date before 05/26/2018 (3 years ago).
- **Really old stuff.** Fill in the *Titles Published Between* with some old dates like 1900–1990.

Once you decide which items need to be removed, run them through [Discard Mode](#). Then run a *Discarded Copies* report to make sure you want to permanently remove those items from your library. Finally, run a *Remove Discarded Copies* utility to remove those items.

## Selections

**Selections** **Options**

View a list of potential items to weed based on usage, publication, and more.

Titles at Site

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Titles with Life to Date Usage of From  Through

Titles by Author

Titles with From  Through  Copies

Titles with Genre

Copies last used between From MM/DD/YYYY  Through MM/DD/YYYY

Titles Published between From  Through

Show Additional Selections

## Options

**Selections** **Options**

Sort by

Include Cover Art

Exclude items with awards



Weeding List by Title.pdf

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