

Copies Reports

Report Name	What does the report generate?
Information	
Copy Information	List of copies with varying amounts of information (depends on chosen format)
Copy Notes	List of copies with copy notes
Copy Status	List of copies and their current status
Copy Status Details	List of copies; their current status; and patron names, barcodes, and due dates for checked out copies
Duplicate Barcodes	Get information on duplicate barcodes. We recommend eliminating duplicates as soon as possible.
Reordering Details	List of ordering information for copies that may need to be replaced or supplemented
Weeding List by Copy	List of potential copies to weed based on condition, life to date usage, last use, or publication date
Labels	
Copy Labels (3x10)	Labels for item barcodes or envelope labels
Copy Labels (4x20)	Labels for study program identification or envelope labels
Copy Labels (5x10)	Spine labels
Copy Labels (5x10), Variable	Spine labels (change the number of rows and font size)
Copy Labels (8x6, Tall)	Labels for study program identification or spine labels
Copy Labels (8x6, Tall), Variable	Labels for study program identification or spine labels (change the number of rows and font size)
Copy Labels (8x6, Wide)	Wide and short spine labels
Copy Labels (8x6, Wide), Variable	Wide and short spine labels (change the number of rows and font size)
Special Status	
Discarded Copies	List of copies currently assigned to the Discarded Copies system patron (barcode 2)
In Processing Copies	List of copies currently assigned to the In Processing System Patron (barcode 7); Union Site copies
Lost Copies	List of copies currently assigned to the Lost Copies System Patron (barcode 1)
Special Status Copies	List of copies currently assigned to the selected System Patron (Lost, Discarded, For Library Use, On Repair, On Order, Archived, In Processing, Unknown Patron, or In Transit)
Usage	
Copy Monthly Usage	Statistics showing total copy usage for each month within the last year
Copy Monthly Usage Detailed	Statistics showing total usage for each individual copy for each month in the last year
Copy Usage Details	Statistics on total usage for each copy, including total checkouts, total days used, and the last use date