Copies Information Reports

Operations

Reports

- Copy Information
- Copy Status
- Copy Notes
- Duplicate Barcodes
- Reordering Details
- Weeding List by Copy

Copy Information

Copy Information

Textbook Tracker: *Textbook Copy Information*

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

Use(s)

- Run this report to get a list of your library's newest items by using the **Copies added** selection to add a date range.

- Run this report if you need a list of copies purchased with a particular funding source for a council or committee. Choose Funding Source under the **Copies from** selection's dropdown menu and type the funding source's name in that selection's text box.

Selections

| Selections | Options |

See basic copy information for:

Copies at Site	WHS – Washington High School
Copies with a Status of	Any
Copies with a Policy of	Any Policy
Copies from	Copy Location / From / Through
Copies with a Medium of	Any Medium
Copies in Call Number Range	From / Through
Copies added	From MM/DD/YYYY / Through MM/DD/YYYY
Copies inventoried	From MM/DD/YYYY / Through MM/DD/YYYY
Copies from Title	
Copies in Barcode Range	From / Through
Copies in Serial Number Range	From / Through
Copies with a Cost of	Replacement Cost / From / Through
Copies with Barcodes	

✔ **Show Additional Selections**   **Create Saved Report**   **Run**

Options

| Selections | Options |

Sort by	Copy Call Number
Format	Brief

Example Reports

Copy Information Report (Brief).pdf

Brief format

Copy Information R...ort (Detailed).pdf

Detailed format

Copy Information ...ef Landscape).pdf

Brief Landscape format

Copy Information ...ort (Summary).pdf

Summary

Copy Status

Copy Status

Generates a list of copies; their current status (Available, Checked Out, Lost, Discarded, In Processing, Library Use, On Order, On Repair, Archived, or Unknown); and patron names, barcodes, and due dates for checked out copies

Use(s)

Run this report to review the status of copies under a certain title in preparation for a class that needs them.

Selections

Selections | Options

See copy statuses; copy information; and patron information and due dates for checked out copies. Include records for:

Copies at Site — WHS – Washington High School ▾
Copies with a Status of — Any ▾
Copies with a Policy of — Any Policy ▾
Copies from: — Copy Location ▾ | From | Through
Copies with a Medium of — Any Medium ▾
Copies in Call Number Range — From | Through
Copies added — From MM/DD/YYYY 📅 | Through MM/DD/YYYY 📅 ▾
Copies from Title —
Copies in Barcode Range — From | Through
Copies with Barcodes —

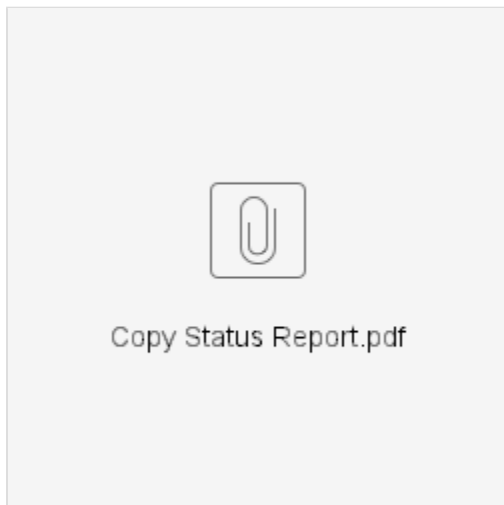✔ Show Additional Selections   Create Saved Report   Run

Options

Selections | Options

Sort by — Copy Call Number ▾

Example Report

Copy Status Report.pdf

Copy Notes Report

Copy Notes

Generates a list of all copies containing copy notes.

Use(s)

Copy Notes are a great way to keep not just information about the copy, but reminders for yourself 'to do' something with that copy. The Copy Notes report generates a list of all the notes you've made for yourself.

Selections

Options

Show copy notes for:

Copies at Site	WHS – Washington High School ▼
Copies with a Status of	Any ▼
Copies with a Policy of	Any Policy ▼
Copies from	Copy Location ▼ From Through
Copies with a Medium of	Any Medium ▼
Copies in Call Number Range	From Through
Copies added	From MM/DD/YYYY 📅 Through MM/DD/YYYY 📅 ▼
Copies from Title	
Copes in Barcode Range	From Through
Copies with Barcodes	

✔ **Show Additional Selections**   **Create Saved Report**   **Run**

Options

Sort by	Copy Call Number ▼
Show me	⦿ All Notes
	◯ Alert Notes
	◯ Copy Notes

Example Report

Copy Notes Report.pdf
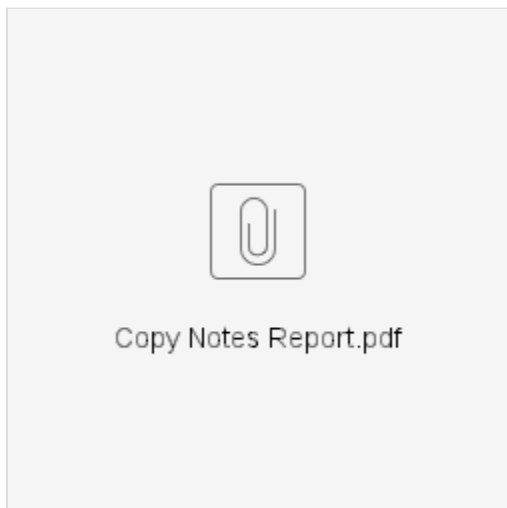
Duplicate Barcodes

Duplicate Barcodes

⚠ This report is only available with an add-on.

Get information on duplicate barcodes. We recommend eliminating duplicates as soon as possible.

Use(s)

This report selects all copy records, sorted by barcode, and shows any duplicate barcodes (within the selected barcode range).

Selections

Selections

Get information on duplicate barcodes. We recommend eliminating duplicates as soon as possible.

Copies in Barcode Range   From   Through

Create Saved Report   Run

Duplicate Barcodes Report.pdf

Reordering Details
Reordering Details

Generates ordering information for copies that may need to be replaced or supplemented

> ⚠ If you use specific discard reasons to keep track of what will need to be replaced, use the *Discarded Copies* report instead.

Use(s)

Run this report at the end of the school year to get all of the necessary information for ordering replacements or additional copies. Select for copies with a Discarded or Lost status. You can also select by a particular book condition.

Selections

Options

Selections	**Options**

Get ordering information for copies that may need to be replaced or supplemented. Include records for:

Copies at Site: [WHS – Washington High School ▼]

Copies with a Status of: [Discarded ▼]

Copies with a Policy of: [Any Policy ▼]

Copies from: [Copy Location ▼] [From] [Through]

Copies with a Medium of: [Any Medium ▼]

Copies in Call Number Range: [From] [Through]

Copies added: [From MM/DD/YYYY 📅] [Through MM/DD/YYYY 📅] [▼]

Copies from Title: [ ]

Copies in Barcode Range: [From] [Through]

Copies with Barcodes: [ ]

Copies with Life to Date Usage of: [From] [Through]

Copies published between: [From] [Through]
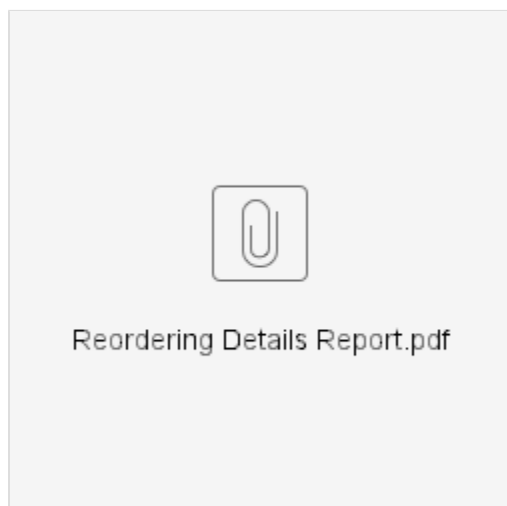
Copies with a Condition of: [Any Condition ▼]

✔ **Show Additional Selections**   **Create Saved Report   Run**

Options

Selections	**Options**

Sort by [Copy Call Number ▼]

Example Report

Reordering Details Report.pdf

Weeding List

Weeding List by Copy

Generates a list of potential copies to weed based on condition, life to date usage, last use, or publication date

Use(s)

This report is used at the end of the year to identify what potentially needs to be removed from your library. Weeding gives you more shelf space for new materials and raises the average publication year of your collection when you discard outdated items. There are several weeding methods:

- **No usage.** Enter 0 through 0 in the **Copies with Life to Date Usage of** selection.
- **Little usage.** To see items checked out fewer than 10 times, enter 0 through 10 in the **Copies with Life to Date Usage of** selection. In the Options tab, choose to sort by LTD Usage.
- **Copies in poor condition.** Choose Used in Poor Condition in the **Copies with a Condition of** selection dropdown menu.

- **Copies obtained a long time ago.** Enter a date range or relative date in the **Copies added** selection. Note that you are selecting the date you *want* to see, not the date you *don't want* to see. For example, to get a Weeding List of books your library has had more than 5 years, you would use the date range of March 1990 (or some earlier date) to March 2016.

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 removed those items from your library. Finally, run a *Remove Discarded Copies* utility to remove those items.

Selections	Options
Selections	**Options**
Selections **Options**	**Selections** **Options**
View a list of potential copies to weed based on condition, life to date usage, last use, or publication date.	Sort by Copy Call Number ▼
Copies at Site MIA – Mia Middle School ▼	
Copies with a Status of Any ▼	
Copies with a Policy of Any Policy ▼	
Copies from: Copy Location ▼ From Through	
Copies with a Medium of Any Medium ▼	
Copies in Call Number Range From Through	
Copies added From MM/DD/YYYY 🗓 Through MM/DD/YYYY 🗓 ▼	
Copies with Life to Date Usage of From Through	
Copies last used between From MM/DD/YYYY 🗓 Through MM/DD/YYYY 🗓 ▼	
Copies published between From Through	
Copies with a Condition of Any Condition ▼	
✔ **Show Additional Selections** **Create Saved Report** **Run**	

Example Report

Weeding List by Copy Report.pdf