

Circulation Reservations Reports

Operations

Reports

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Reservation Labels

Reservation Labels

Generates labels for items with reservations

This report is formatted for 3x10 (1" X 2 5/8") label sheets, such as COMPanion's [V0055 Blank Barcode Labels](#).

Use(s)

Place these labels on library items and equipment with upcoming reservations. This will make it easier to keep track of where they need to go and when they're due.

Circulation Reservations Reports

Selections

Options

Print labels to place on items with reservations. This report is formatted for 3x10 label sheets, COMPanion Part Number V0055. Include records for:

Patrons at Site

AMS – Adams Middle School

Patrons with a Status of

Active

Patrons in Security Group

Any Group

Patrons with a Policy of

Any Policy

Patrons from

Location

From

Through

Patrons in Level

From

Through

Patrons added

From MM/DD/YYYY

Through MM/DD/YYYY

Reservation Start Date

From MM/DD/YYYY

Through MM/DD/YYYY

Patrons with Last Name

Patrons in Barcode Range

From

Through

Patrons with Barcodes

✓ Show Additional Selections

Create Saved Report

Run

Reservation Start Date: Enter a date range or relative date to generate labels only for reservations taking place within that time period.



This report now includes a **Title** selection.

Options

Selections

Options

Sort by

Last Name

Labels to Skip

Label Copies

Example Report



Reservation Labels.pdf

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Reservation Packing List

Print a list of upcoming reservations so you can prepare them to go to their proper patron/location.

Selections

Selections Options

Print a list of upcoming reservations so you can prepare them to go to their proper patron/location.
Include records for:

Patrons at Site WHS - Washington High School ▼

Reservation Start Date From MM/DD/YYYY 18 Through MM/DD/YYYY 18 ▼

✓ Show Additional Selections

Create Saved Report

Run

Options

Selections Options

Sort by Last Name ▼

Create S

Example Report



Reservation Packing List.pdf



This report can also be run when processing reservations in [Advanced Bookings](#).

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Reservation Picking List

Get a list of upcoming reservations for pulling and delivering items.

Selections

SelectionsOptions

Get a list of upcoming reservations for pulling and delivering items. Include records for:

Patrons at SiteWHS – Washington High School

Reservation Start DateFrom MM/DD/YYYYThrough MM/DD/YYYY

Show Additional SelectionsCreate Saved ReportRun

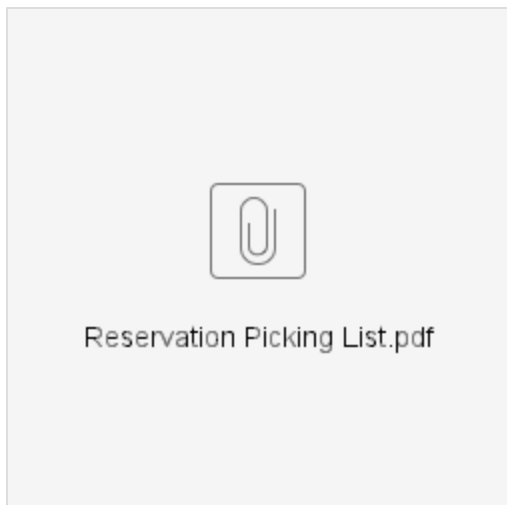
Options

SelectionsOptions

Sort byLast Name

Create S

Example Report



This report can also be run when processing reservations in [Advanced Bookings](#).

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Reservations List

Reservations List

Generates a list of future reservations, including the patron name, title, date range, and more

A [reservation](#) is made when a patron wants to check out an item for a specific date range; no other patron will be able to check out that item during that time.

Use(s)

Run this report periodically to ensure copies with upcoming reservations are ready for the requesting patrons.

Selections

Selections **Options**

Include records for:

Patrons at Site

AMS – Adams Middle School

Patrons with a Status of

Active

Reservation Start Date

From MM/DD/YYYY

Through MM/DD/YYYY

Patrons with a Policy of

Any Policy

Patrons from

Location

From

Through

Patrons in Grade

From

Through

Patrons with Last Name

Patrons in Barcode Range

From

Through

Patrons with Barcodes

✓ Show Additional Selections

Create Saved Report

Run



This report now includes a **Title** selection.

Options

Selections **Options**

Sort by

Last Name

Example Report



Reservations List.pdf

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Reserved Items List

Reserved Items List

Generates a list of patrons with items that have been placed on reserve

Items on reserve can't be checked out by other patrons. Usually books are placed on reserve by teachers and left in the library for students to use.

Use(s)

Run this report periodically to ensure reserved copies are ready for the requesting patrons.

Selections

Selections Options

Include records for:

Patrons at Site

Patrons with a Status of

Patrons with a Policy of

Patrons from From Through

Patrons in Grade

Patrons with Last Name

Patrons in Barcode Range

Patrons with Barcodes

✓ Show Additional Selections

Create Saved Report

Run



This report now includes a **Title** selection.

Options

Selections Options

Sort by

Example Report



Reserved Items List Report.pdf

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