

# 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

Selections

Options

Sort by 

Last Name

Labels to Skip

Label Copies

**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.

## 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 12 Through MM/DD/YYYY 12 ▼

✓ 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

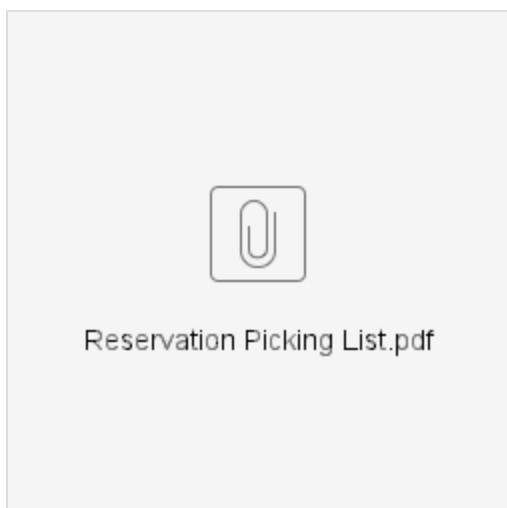
Options


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 SiteAMS – Adams Middle School

Patrons with a Status ofActive

Reservation Start DateFrom MM/DD/YYYY13Through MM/DD/YYYY13

Patrons with a Policy ofAny Policy

Patrons fromLocationFromThrough


Patrons in GradeFromThrough

Patrons with Last Name

Patrons in Barcode RangeFromThrough

Patrons with Barcodes

✓ Show Additional SelectionsCreate Saved ReportRun

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

## Options

**Selections** Options

Sort byLast 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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