Complete Reports List

Operations

Reports

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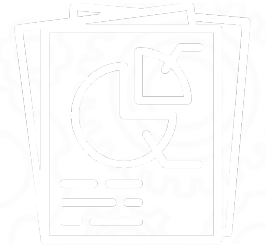
Search by Category

ⓘ This page has been moved over to https://support.goalexandria.com/operations/reports/#CompleteReportsList

⚠ We are cleaning up and simplifying Reports to make your life easier! Take a look at the 20.12 Release Notes, 21.1 Release Notes, 21.2 Release Notes, 21.3 Release Notes, and 21.7 Release Notes for details. You can expect more helpful changes in the next few releases.

⚠ Coming soon: Reports will be split up into 3 types—informational Reports, email Notices, and Labels!

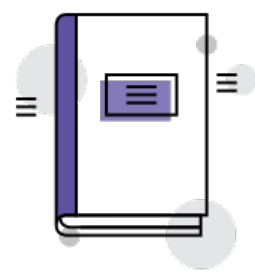Are you not sure how to use a particular report? Or perhaps you're wondering which report would best serve your needs... Either way, we've got you covered! Here you can see what each report does, what you can use it for, and what the PDF outputs look like. Find a report by simply clicking on its category or by using the search bar below.
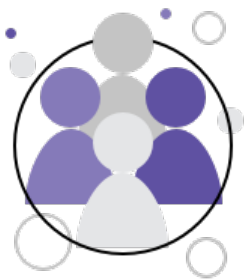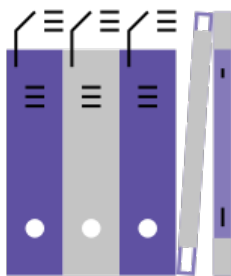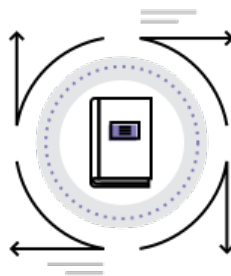
Popular

Patrons

Titles

Copies

Circulation

Statistics / Usage

Complete Reports List

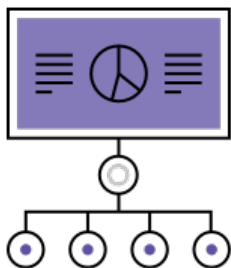Last Updated: $action.dateformatter.formatDateTime($content.getLastModification...

Charges / Payments

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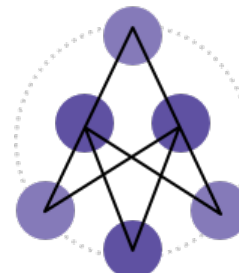
Interlibrary Loans

Special

Legacy

Popular Reports

Report Name	What does the report generate?
Copies Not Inventoried	List of copies that have not been inventoried on or after the specified date
Copy Information	List of copies with varying amounts of information (depends on chosen format)
Loaned Items Information	List of loaned and temporary items along with their due dates
On-Shelf Holds	List of requested copies that are still on shelves somewhere in the library
Overdue Items Information	List of items that are overdue
Patron Information	List of simple or detailed patron information
Title Information	List of titles with varying amounts of information depending on the format
Weeding List by Copy	List of potential copies to weed based on condition, life to date usage, last use, or publication date
Weeding List by Title	View a list of potential items to weed based on usage, publication, and more

Patrons Reports

Report Name	What does the report generate?
Information	
Patron Counts	Statistics showing how many patrons belong to the groups you select for
Patron Information	List of simple or detailed patron information
Patron Items Out Count	See which patrons do or don't have the item specified in the Options tab
Patron Notes	List of Contact, General, Alert, and/or Category Notes for selected patrons
Account	
Patron Details Summary	Patron Details for each selected patron (a full breakdown of accounts)
Patrons Missing Information	List of patrons without an email or picture on their record
Suspended Patrons	List of patrons with a Suspended status and/or suspension notice letters for both patrons and parents
Forms	
Patron Desk Reference	Reference sheet with patron photos, barcodes, and optional contact information
Reviews	
Review Analysis	Statistics on items that have been reviewed
Usage	
Activity Summary	List of Activity sign-ins from a specified time period and/or activity
Email	
Send Email	Sends out a customizable email to a selection of patrons
Send Patron Details Email	Sends out an individualized Details report to selected patrons

Titles Reports

Report Name	What does the report generate?
Information	
Title Available Copies	List showing the number of copies available at each site for each title in the selection
Title Information	List of titles with varying amounts of information depending on the format
Title Information by Term	List of titles belonging to particular categories or titles with a particular General Note
Title Information by Series	List of titles in each series or titles in one particular series
Title Information by Subject	List of titles belonging to a particular subject or genre
Titles Not Shown in Researcher	List of titles that don't show up when looking for items in Researcher
Titles with No Copies	List of titles that don't have any copies
Titles with No Cover Art	List of titles that don't have cover art
Weeding List by Title	View a list of potential items to weed based on usage, publication, and more.
Usage	
Title Lifetime Usage	Statistics on total usage for each title
Titles Missing Information	See titles missing specific information such as cover art or genre.
Title Year to Date Usage	Statistics on total year to date usage for each title
Top Circulated Titles	List of titles with the most checkouts

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
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

Circulation Reports

Report Name	What does the report generate?
Information	
Loaned Items Information	List of loaned and temporary items along with their due dates
Overdue Items or Unpaid Charges Information	List of both overdue items and unpaid charges along with due dates and charge amounts
Overdue Items Information	List of items that are overdue
Temporary Items Information	List of temporary items currently checked out to patrons
Charges and Payments	
Forgiven Charges	List of charges that have been forgiven within a certain date range
Patron Payment History	List of past patron payments and credits from a specified time period
Refunded Payments	List of refunds, including methods, amounts, and reasons
Reservations	
Reservation Labels	Labels for items and equipment with reservations
Reservation Packing List	List of upcoming reservations so you can prepare them to go to their proper patron/location
Reservation Picking List	List of upcoming reservations for pulling and delivering items
Reservations List	List of future reservations, including the patron name, title, date range, and more
Reserved Items List	List of items that have been placed on reserve

Statistics / Usage Reports (previously Statistics)

Report Name	What does the report generate?
Monthly Checkout per Patron	Statistics on how many items were checked out each month by each patron
Patron Library Usage Summary	Statistics showing how many items were checked out each month within the specified date range
Patron Monthly Checkout Count	Statistics on how many items were checked out each month
Researcher Monthly Usage	Statistics on Researcher accessions and queries over time
Return Statistics	Statistics on how many books have been returned each month and how close to the due date they were returned on average
Top Borrowing Patrons	List of patrons who have checked out the most items
Usage by Item Policy	Statistics showing how much items with a specific policy are used during different time periods
Usage by Item-Patron Policy	Usage statistics on various item and patron policy combinations with item policies listed first
Usage by Patron Policy	Statistics showing how much different types of patrons are using the library
Usage by Patron-Item Policy	Usage statistics on various patron and item policy combinations with patron policies listed first
Usage by Period	Item usage statistics over different time periods

Charges / Payments Reports

Report Name	What does the report generate?
Charges and Overdue Fines	List of unpaid charges and/or overdue fines
Patron Financials Brief	List of patrons and their balances

Holds Reports

Report Name	What does the report generate?
Expired In-Stock Holds	List of copies in the holds area with expired or cancelled requests
In-Stock Holds	List of copies in the holds area of the library that have been assigned to fill a request
On-Shelf Holds	List of requested copies that are still on shelves somewhere in the library
Pending Holds	List of holds placed on copies currently checked out to other patrons

Inventory Reports

Report Name	What does the report generate?
Copies Inventoried	List of copies that have been inventoried on or after the specified date
Copies Not Inventoried	List of copies that have not been inventoried on or after the specified date
Inventory Statistics Summary	Statistics showing the total items inventoried, items not inventoried, and lost items inventoried on or after the specified date

Collection Analysis Reports

Report Name	What does the report generate?
Brief Analysis	Statistics on item counts, purchase costs, and replacement costs

Houston Super Summary	Detailed collection analysis with classifications used by the HISD
Missouri Super Summary	Detailed collection analysis using the Missouri standard call number classifications
Publication Date Summary	Title and copy statistics by publication year
Super Summary	Statistics that show the number of items in your collection and their value, the age of your items and average publication year, and usage information

Study Programs Reports

Report Name	What does the report generate?
Accelerated Reader Information	List of titles with their Accelerated Reader points, reading levels, and test numbers
Fountas and Pinnell Information	List of titles with their Fountas and Pinnell reading levels
Guided Reading Information	List of titles with their Guided Reading levels
Patron Lexile	List of patrons and their current Lexile scores
Patron Lexile Graph **(Lexile registration only)**	Line graphs that show each patron's Lexile scores over the years as well as the default scores
Reading Counts Information	List of titles with their Reading Counts points, reading level, and test numbers
Titles with Lexile Score	List of titles and their Lexile scores
Titles with No Lexile Score	List of titles that don't have an entered Lexile score

Interlibrary Loans Reports

> ⚠ These reports are only available to those with a Centralized Catalog.

Report Name	What does the report generate?
Interlibrary Loans - Overdue at Current Site	List of patrons at the current site with overdue items belonging to other sites
In-Transit from Current Site	List of items that are in-transit from the current site
In-Transit Holds for Current Site	List of items that are on in-transit hold for the current site
In-Transit to Current Site	List of items that are in-transit to the current site
Interlibrary Loans - Overdue at Other Sites	List of patrons at other sites with overdue items belonging to the current site

Special Reports (previously System)

Report Name	What does the report generate?
Item Policies	List of all item policies in your system
Manual Checkout Sheet	Printable checkout sheet to record patron and item information
Operator Summary	List of all patrons who are considered operators
Patron Policies	List of all patron policies in your system
Patron SIF Updates **(SIF registration only)**	List of patron names, barcodes, RefIds, and the last time they were updated via SIF
Policy Exceptions	List of all policy exceptions in your system

Subscriptions Information	List of library subscriptions and varying amounts of information, depending on the chosen format
System Analysis	Basic overview of a system's registration, configuration, and records
Union Site Copies **(Centralized Catalog only)**	List of copies that are currently assigned to the Union Site
Union Site Patrons **(Centralized Catalog only)**	List of all patrons currently assigned to the Union Site

Legacy Reports

Report Name	What does the report generate?
Archived Copies	List of copies currently assigned to the Archived Items System Patron (barcode 6)
Charges and Overdue Fines - Charges Only	List of unpaid charges
Charges and Overdue Fines - Complete	List of unpaid charges and overdue fines
Charges and Overdue Fines - Fines Only	List of unpaid overdue fines
Expired Patrons	List of patrons with an expired account
Inactive Patrons	List of patrons with the status of Inactive
In-Transit from Current Site, Late in Arriving	List of items that are in-transit from the current site and late in arriving
In-Transit to Current Site, Late in Arriving	List of items that are in-transit to the current site and late in arriving
Library Use Copies	List of copies currently assigned to the Library Use System Patron (barcode 3)
Lost Items Charge Notice	Notices for patrons with unpaid lost items charges
On Order Copies	List of copies currently assigned to the On Order System Patron (barcode 5)
On Repair Copies	List of copies currently assigned to the On Repair System Patron (barcode 4)
Overdue Items Information (Old Format)	List of items that are overdue along with their due dates and charge amounts
Overdue Items Posting List	List of patrons with overdue items and charge amounts that you can post for patrons to see
Patron Credit Details	List of patron credit
Patron Overdue List	List of patrons with overdue items, including information on the items and fine amounts
Patrons with No Email	List of patrons without a listed primary email address
Patrons with No Picture	List of patrons without a picture
Routes Information	List of route names, responsible patrons, and route periods
Routes Patron List	List of all patrons included in each route
Routing Slips	Slips for each route listing the route name, responsible patron, route start and end dates, instructions, and patrons included in the route list
Severely Overdue Items Notice	Notices for patrons with items that are severely overdue
Unknown Copies	List of copies currently assigned to the Unknown Patron System Patron (barcode 8)