Helpful reports—Have you given them a try?

January 19th, 2021

Alexandria offers a wide variety of cool reports. But... while it's awesome there are so many, we know it can feel overwhelming at times. This is why we've put together a list of specific reports you may want to check out!

Notice from your Library for Brooke Bell.

BG StephenKunzler ▓▓▓▓▓▓▓▓▓▓▓▓▓
6/5/2020 4:33 PM
To: ▓▓▓▓▓▓▓▓▓▓▓

Brooke Bell,

The following items require your attention. Please contact the library as soon as possible.

Title: Black duck
Barcode: 21493
Date Due: Jun 10, 2020
Date Returned: Not Returned
Fine: $0.00

Title: The mysterious Benedict Society
Barcode: 21990
Date Due: Jun 10, 2020
Date Returned: Not Returned
Fine: $0.00

Adams Middle School
1831 Fort Union Blvd
Salt Lake City, UT 84121

Administrator: Stephen Kunzler

Daily/Weekly Reports

Here are some reports you may want to schedule to run once a day or once a week:

- **Loaned Items Information.** See what's due today (**Patrons with Items Due** selection) and what was checked out today (**Patrons with Items Borrowed** selection) by using relative dates selections.

- **Overdue Items Information** and/or **Overdue Items and Unpaid Charges Information**. See which patrons have overdues and charges that still need to be paid.

- **Holds**

  - **Expired In-Stock Holds.** See which holds haven't been picked up in time and need to be returned to the shelves.
  - **On-Shelf Holds.** Get a list of holds that need to be gathered from the shelves. Then mark them as in-stock by bookdropping, printing slips, and placing them in the holds pickup area.

- **Notices**

  - **Overdue Items Notice** and/or **Overdue Items and Unpaid Charges Notice**. Let patrons know they have overdue items and charges that need to be paid.
  - **Coming Due Items Notice.** Let patrons know that they have items due soon.

> ✓ Some reports may have improved since the last time you set them up, so be sure to go through your current saved reports.

Helpful Reports

Here are some other helpful reports to consider using:

- **Weeding List.** Get an overall view of your collection to decide what needs to be weeded. Note that this report includes *all* copies. Use selections to narrow the report to one status, one call number range, or one policy at a time.

- **Brief Analysis.** See the number of titles/copies, total purchase/replacement cost, and average purchase/replacement cost for selected items.

- **Super Summary.** View a quick valuation of your collection. In particular, give the Regular - Ignore Super Summary Call Numbers format a try.

> ⚠️ The Super Summary report has been removed as a result of Alexandria switching to a newer and more powerful report engine. We know that this useful report collated a wealth of information into a single source, and we are working to provide a newer version in the near future. See **Collection Statistics** for alternative reports to use in the meantime.

- **Unused Barcodes.** If you're ordering from a vendor, run this report to ensure certain barcode ranges are free to use and/or to print labels for that unused range.

- **Titles with No Cover Art.** See which ones need cover art added.

- **Titles with No Copies.** See which titles need copies added.

- **Usage by Period.** See checkouts, check-ins, renewals, and hold requests for a particular date range. This is a great report to run at the end of the year! Try out the By Month of the Year format sorted by Entire Range, in particular.

- **Patrons with No Email.** Make sure all of your patrons will receive notices by ensuring no one is missing an email address.

Do you have any go-to reports? Share with others in the comments!

> ⓘ These specific reports are only available on v7. Still on version 6? Learn about switching to Alexandria 7!
>
> Switch to Alexandria 7 ARCHIVED