Titles Information Reports

Operations

Reports

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- Title Available Copies
- Title Information
- Title Information by Series
- Title Information by Subject/GenreTitle Information by Term
- Titles Not Shown in Researcher
- Titles with No Copies Titles Missing Information Weeding List by Title

Textbook Tracker: Textbook Available Copies

Tools > Reports > Titles > Information

Title Available Copies **Title Available Copies**

Generates a list showing the number of available copies at each site for selected titles

Use(s)

Run this report after performing an inventory at the end of the year to see how many copies of particular titles are at each site. Then you can move copies between sites or order more copies to ensure an even distribution.

The Detailed format includes columns for Checked Out and Lost copies, for tracking and budgeting purposes.

Selections					0	Options	
Selections Options For each title, see copy count and available copy count by site.					۲	Selections Options	
For each title, see copy count and a	valiable copy count by site	e.					Sort by Title Call Number
Titles at Site	MIA – Mia Middle School						Format Detailed V
Titles with a Policy of	Any Policy V						Include Cover Art
Titles from	Copy Location From Through						
Titles with a Medium of	Any Medium						
Titles in Call Number Range	From	Through					
Titles added	01/01/2022	05/12/2023	13				
Title							
Titles by Author							
Titles with	From	Through		Copies			
Titles with Copies in Barcode Range	From	Through					
Titles with Copy Barcodes							
					y	L	
✓ Show Additional Selections		Create Saved Report			Run		



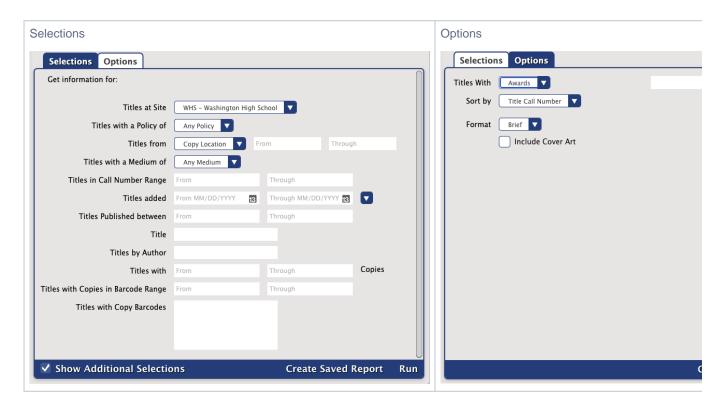
Textbook Tracker: Textbook Information

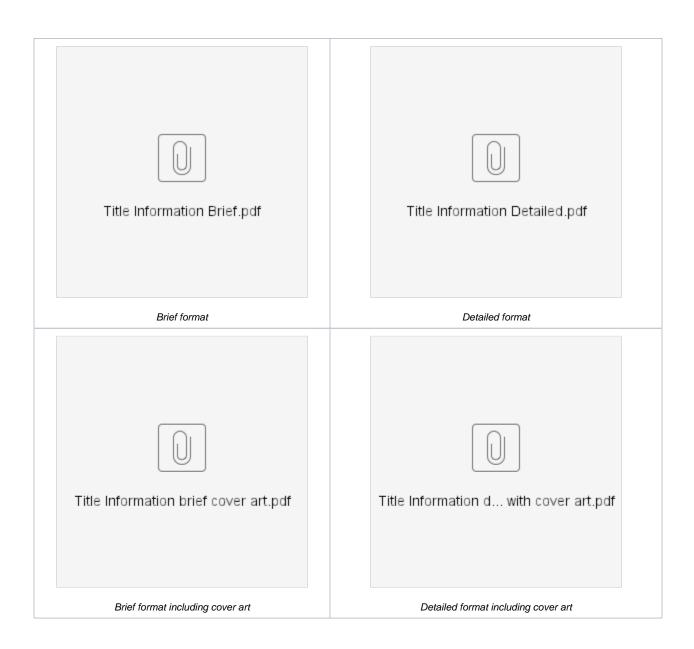
Title Information Title Information

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

Use(s)

Run this report to see what titles fall into certain categories, or a full list of the titles you have, and how many of each are available. Specifications allow you to sort your titles by certain format, for example, viewing all titles you have in a specific language.





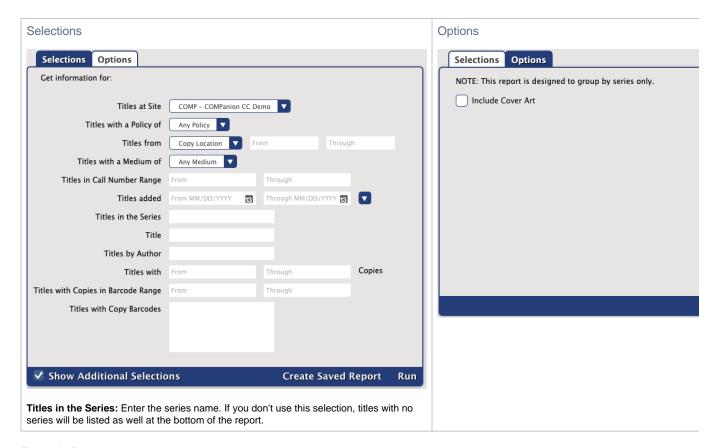
Title Information by Series Title Information by Series

Generates a list of titles in every series or in one particular series

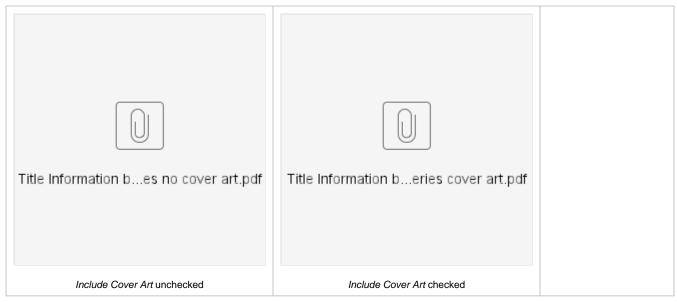
Series information is kept in the 800-830 MARC fields.

Use(s)

- Librarians or teachers can run this report to get a list of titles in the same series for reading assignments or activities. Note that this information can also be found through Researcher by using the Series filter in the Search interface.
- Run this report to see if you're missing any titles in a series. Enter a series name in the *Titles in the Series* selection to narrow down the report to only one series. If you want to see a list of all series that fall under your other selections, you don't need to use the *Titles in the Series* selection. When you identify what's missing, you can order new copies.



Example Reports



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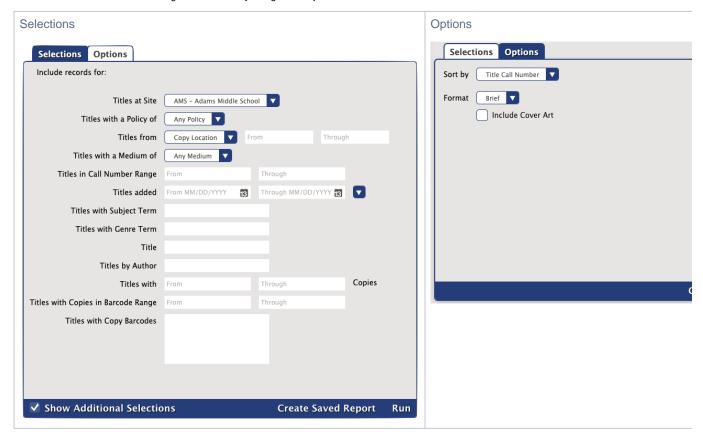
Title Information by Subject Title Information by Subject/Genre

Generates a list of titles with a particular subject or genre

Subject information is saved in the 600-651 MARC tags, and genre information is saved in the 655_a MARC tag.

Use(s)

Librarians or teachers can run this report to get a list of titles with a particular subject or genre for reading assignments or activities. Note that this information can also be found through Researcher by using the Subjects or Genre filters in the Search interface.







Title Information by Term Title Information by Term

Generates a list of titles with a particular category term or General Note



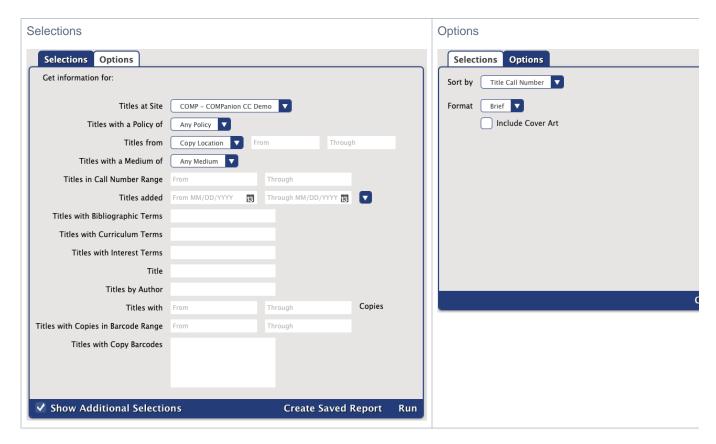
Renamed on the 21.7 release from Title Information by Category.



Manage all of your MARC category terms in **Tools > Authority Control > Titles**. Also, you can add categories to individual titles in the **Terms** tab of **Items Management**.

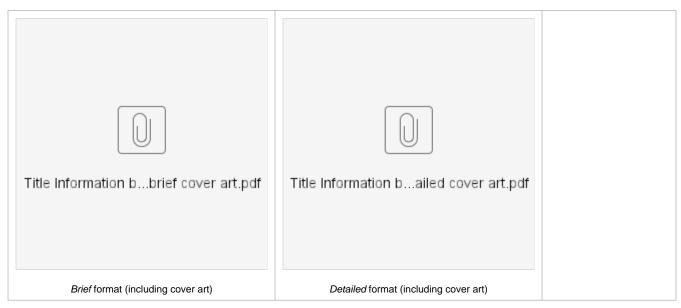
Use(s)

- Select by Titles with Notes to get a list of titles with a particular General Note, which is saved under MARC field 500_a. Librarians or teachers can run this report to get a list of particular titles (e.g. "Translated from Greek" or "Includes Index") for reading assignments or activities.
- Select by *Titles in Bibliographic Categories* to get a list of titles with a particular *Bibliographic term*, which is saved under MARC field 653_a. Librarians or teachers can run this report to get a list of titles with particular bibliographic information for reading assignments or activities.
- Select by Titles in Curriculum Categories to get a list of titles with a particular Curriculum term, which is saved under MARC field 658_a.
 Librarians or teachers can run this report to get a list of titles marked for a particular class (e.g. "Geography 212" or "Mrs. Andres") for reading assignments or activities. Note that students can also find this information through Researcher by using the Curriculum filter in the Se arch interface.
- Select by *Titles in Interest Categories* to get a list of titles with a particular Interest term, which is saved under MARC field 521_a. Librarians or teachers can run this report to get a list of titles with a particular reading level or interest group for reading assignments or activities.
- Run this report and select by a particular category or note to see which titles are included and determine what needs to be added or removed.



Report Examples





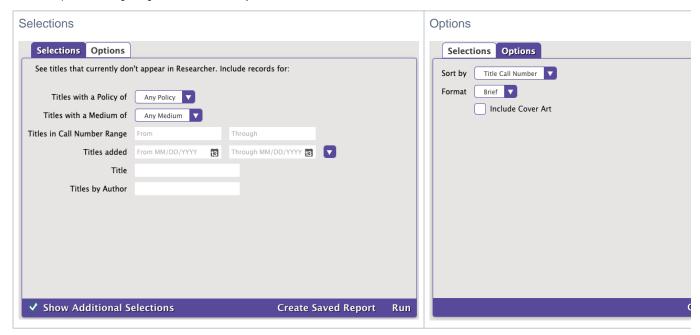
Titles Not Shown in Researcher Titles Not Shown in Researcher

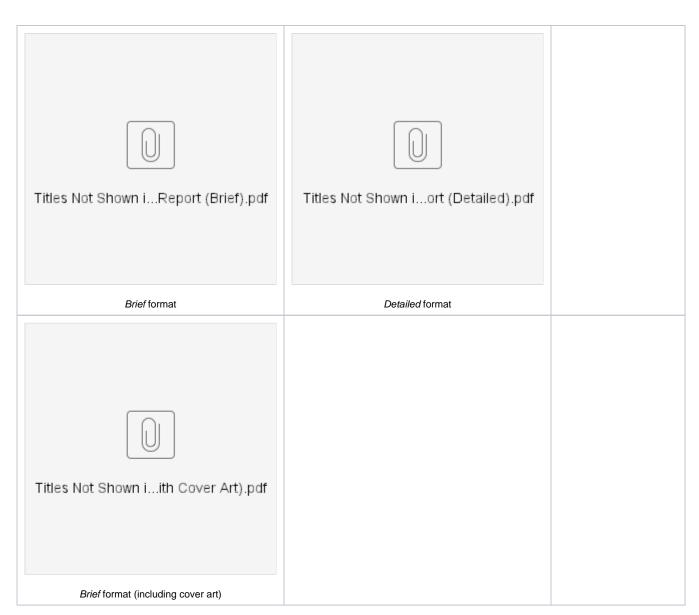
Generates a list of titles that don't show up when looking for items in Researcher

Items won't show up in Researcher when when the Don't Show in Researcher checkbox is checked in the title record.

Use(s)

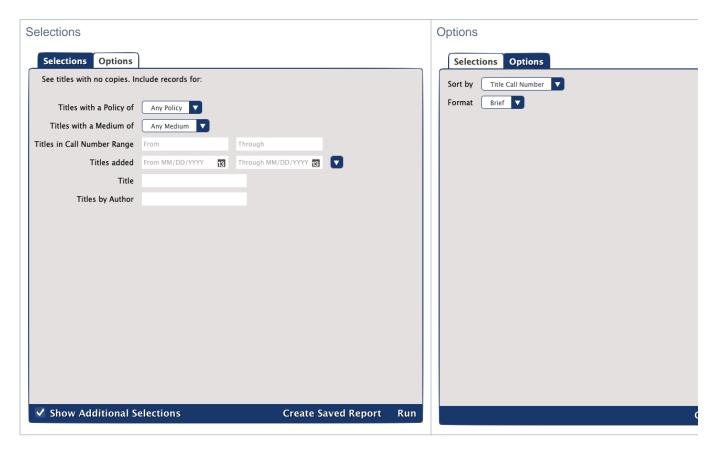
Run this report at the beginning or end of the school year to make sure that no titles are hidden in Researcher that shouldn't be.



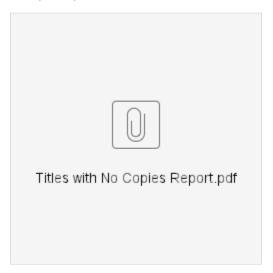


Titles with No Copies Titles with No Copies

Generates a list of titles that don't have any copies



Example Report



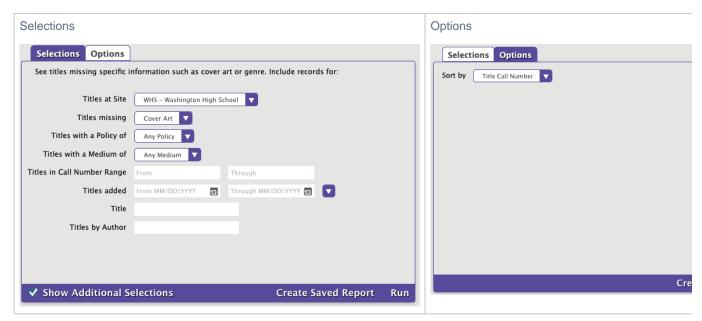
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Titles Missing Information Titles Missing Information

See titles missing specific information such as cover are or genre.

Use(s)

Quickly find titles in your Alexandria that are missing cover art or genre.





Weeding List by Title

View a list of potential items to weed based on usage, publication, and more.

Use(s)

Use this report at the end of the year to identify what potentially needs to be removed from your library.

- No usage. Enter 0 through 0 in the Titles with Life to Date Usage of selection.
- Little usage. To see items checked out fewer than 10 times, enter 0 through 10 in the *Titles with Life to Date Usage of* selection. In the Options tab, choose to sort by LTD Usage.
- No recent usage. To see items last used more than 3 years ago, use the *Titles Last Used Between* selection to input a date from (some date in the past like 05/26/1900) to (date 3 years ago like 05/26/2018), and that should pull items with a last use date before 05/26/2018 (3 years ago)
- Really old stuff. Fill in the *Titles Published Between* with some old dates like 1900–1990.

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

