

Titles Information Reports

Operations

Reports

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

Title Available Copies

Title Available Copies

Textbook Tracker: Textbook 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

SelectionsOptions

For each title, see copy count and available copy count by site.

Titles at Site

MIA – Mia Middle School

Titles with a Policy of

Any Policy

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

Title

Titles by Author

Titles with

From

Through

Copies

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

✓ Show Additional Selections

Create Saved Report

Run

Options

SelectionsOptions

Sort by

Title Call Number

Format

Detailed

☐ Include Cover Art

Example Reports

 Title Available Copies Report.pdf Summary Include Cover Art unchecked	 Title Available Cop...ort (Cover Art).pdf Summary Include Cover Art checked	 Title Available Cop... Detail
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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.

Selections

SelectionsOptions

Get information for:

Titles at Site

WHS - Washington High School

Titles with a Policy of

Any Policy

Titles from

Copy Location

From

Through

Titles with a Medium of

Any Medium

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

Through MM/DD/YYYY

Titles Published between

From

Through

Title

Titles by Author

Titles with

From

Through

Copies

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

Show Additional Selections

Create Saved Report

Run

Options

SelectionsOptions

Titles With

Awards

Sort by

Title Call Number

Format

Brief

☐

Include Cover Art

Example Reports

 Title Information Brief.pdf <i>Brief format</i>	 Title Information Detailed.pdf <i>Detailed format</i>
 Title Information brief cover art.pdf <i>Brief format including cover art</i>	 Title Information d... with cover art.pdf <i>Detailed format including cover art</i>

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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.

Selections

Selections

Options

Get information for:

Titles at Site

COMP – COMPanion CC Demo

Titles with a Policy of

Any Policy

Titles from

Copy Location

From

Through

Titles with a Medium of

Any Medium

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

Through MM/DD/YYYY

Titles in the Series

Title

Titles by Author

Titles with

From

Through

Copies

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

✓ Show Additional Selections

Create Saved Report

Run

Titles in the Series: Enter the series name. If you don't use this selection, titles with no series will be listed as well at the bottom of the report.

Options

Selections

Options

NOTE: This report is designed to group by series only.

☐ Include Cover Art

Example Reports

 Title Information b...es no cover art.pdf Include Cover Art unchecked	 Title Information b...eries cover art.pdf Include Cover Art checked	
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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.

Selections

Selections

Options

Include records for:

Titles at Site AMS – Adams Middle School

Titles with a Policy of Any Policy

Titles from Copy Location From Through

Titles with a Medium of Any Medium

Titles in Call Number Range From Through

Titles added From MM/DD/YYYY Through MM/DD/YYYY

Titles with Subject Term

Titles with Genre Term

Title

Titles by Author

Titles with From Through Copies

Titles with Copies in Barcode Range From Through

Titles with Copy Barcodes

☒ Show Additional Selections

Create Saved Report

Run

Options

Selections

Options

Sort by Title Call Number

Format Brief

☐ Include Cover Art

Example Reports

 Title Information ...ct_Genre brief.pdf Brief format	 Title Information ...Genre detailed.pdf Detailed format	
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Title Information b...brief cover art.pdf Brief format (including cover art)	Title Information b...ailed cover art.pdf Detailed format (including cover art)	
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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 [Search](#) 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.

Selections

Selections

Options

Get information for:

Titles at Site COMP - COMPanion CC Demo

Titles with a Policy of Any Policy

Titles from Copy Location From Through

Titles with a Medium of Any Medium

Titles in Call Number Range From Through

Titles added From MM/DD/YYYY Through MM/DD/YYYY

Titles with Bibliographic Terms

Titles with Curriculum Terms

Titles with Interest Terms

Title

Titles by Author

Titles with From Through Copies

Titles with Copies in Barcode Range From Through

Titles with Copy Barcodes

✓ Show Additional Selections

Create Saved Report

Run

Options

Selections

Options

Sort by Title Call Number

Format Brief

☐ Include Cover Art

Report Examples



Title Information b...ef no cover art.pdf

Breif format



Title Information b...ed no cover art.pdf

Detailed format

Title Information b...brief cover art.pdf Brief format (including cover art)	Title Information b...ailed cover art.pdf Detailed format (including cover art)	
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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.

Selections	Options
SelectionsOptions See titles that currently don't appear in Researcher. Include records for: Titles with a Policy of Any Policy Titles with a Medium of Any Medium Titles in Call Number Range From Through Titles added From MM/DD/YYYY Through MM/DD/YYYY Title Titles by Author ✓ Show Additional Selections Create Saved Report Run	SelectionsOptions Sort by Title Call Number Format Brief ☐ Include Cover Art

Example Reports

 Titles Not Shown i...Report (Brief).pdf	 Titles Not Shown i...ort (Detailed).pdf	
<i>Brief format</i>	<i>Detailed format</i>	
 Titles Not Shown i...ith Cover Art).pdf		
<i>Brief format (including cover art)</i>		

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Titles with No Copies

Titles with No Copies

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

Selections

Selections Options

See titles with no copies. Include records for:

Titles with a Policy of

Titles with a Medium of

Titles in Call Number Range From Through

Titles added From MM/DD/YYYY Through MM/DD/YYYY

Title

Titles by Author

✓ Show Additional Selections

Create Saved Report

Run

Options

Selections Options

Sort by

Format

Example Report



Titles with No Copies Report.pdf

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Titles Missing Information

Titles Missing Information

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

Use(s)

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

Selections

Options

See titles missing specific information such as cover art or genre. Include records for:

Titles at Site

WHS – Washington High School

Titles missing

Cover Art

Titles with a Policy of

Any Policy

Titles with a Medium of

Any Medium

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

Through MM/DD/YYYY

Title

Titles by Author

✓ Show Additional Selections

Create Saved Report

Run

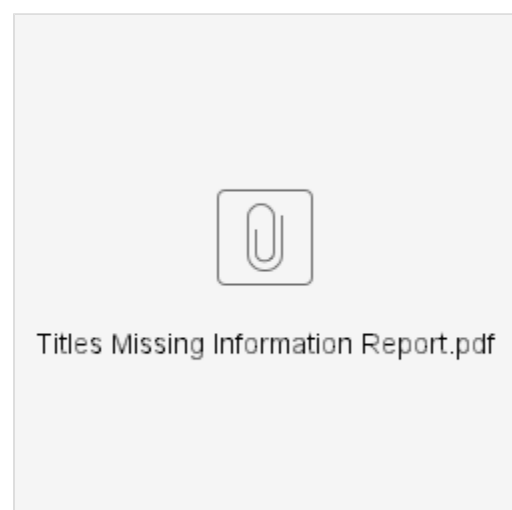
Selections

Options

Sort by

Title Call Number

Cre



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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.

Selections

Selections **Options**

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

Titles at Site

Titles with a Policy of

Titles from From Through

Titles with a Medium of

Titles in Call Number Range From Through

Titles added From MM/DD/YYYY Through MM/DD/YYYY

Titles with Life to Date Usage of From Through

Titles by Author

Titles with From Through Copies

Titles with Genre

Copies last used between From MM/DD/YYYY Through MM/DD/YYYY

Titles Published between From Through

☒ Show Additional Selections

Options

Selections **Options**

Sort by

☐ Include Cover Art

☐ Exclude items with awards



Weeding List by Title.pdf

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