

Return Statistics and Other Useful Usage Information

Tip for: 02.02.15

We often focus on how many items we check out and how many times a particular item was checked out, but have you ever wondered how well things are returned on time to your library? Since many of you don't charge fines for overdues, it might be of value to see what the average deviation is between due dates and return dates.



Unknown macro: 'multiexcerpt-include-macro'

| [Download the v6 video](#) (14 MB)

To run a Return Statistics report in Alexandria version 7:

1. Go to **Tools** and select **Reports**.
2. Expand the **Statistics** category and click on the **Other Usage** subcategory.
3. Select the **Return Statistics** report.
4. Fill in the **Date Range** fields.
5. Click on **Run** in the bottom-right corner of the window.
6. Check **Operation Management** to view the report.

To run a Return Statistics report in Alexandria version 6:

1. Go to **Tools** on the menu bar and select **Reports**.
2. Expand the **Statistics** category and click on the **Other** subcategory.
3. Select the **Return Statistics** report.
4. Use the **Select By** option to select **Date Range** and fill in the **Starting Date** and **Ending Date** fields.
5. Click on **Print** in the bottom-right corner of the window.
6. If you wish to print a hard copy of the report, select **Print** from the File drop-down window.