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### ***LibNet Reports Module***

**May 31, 2006**

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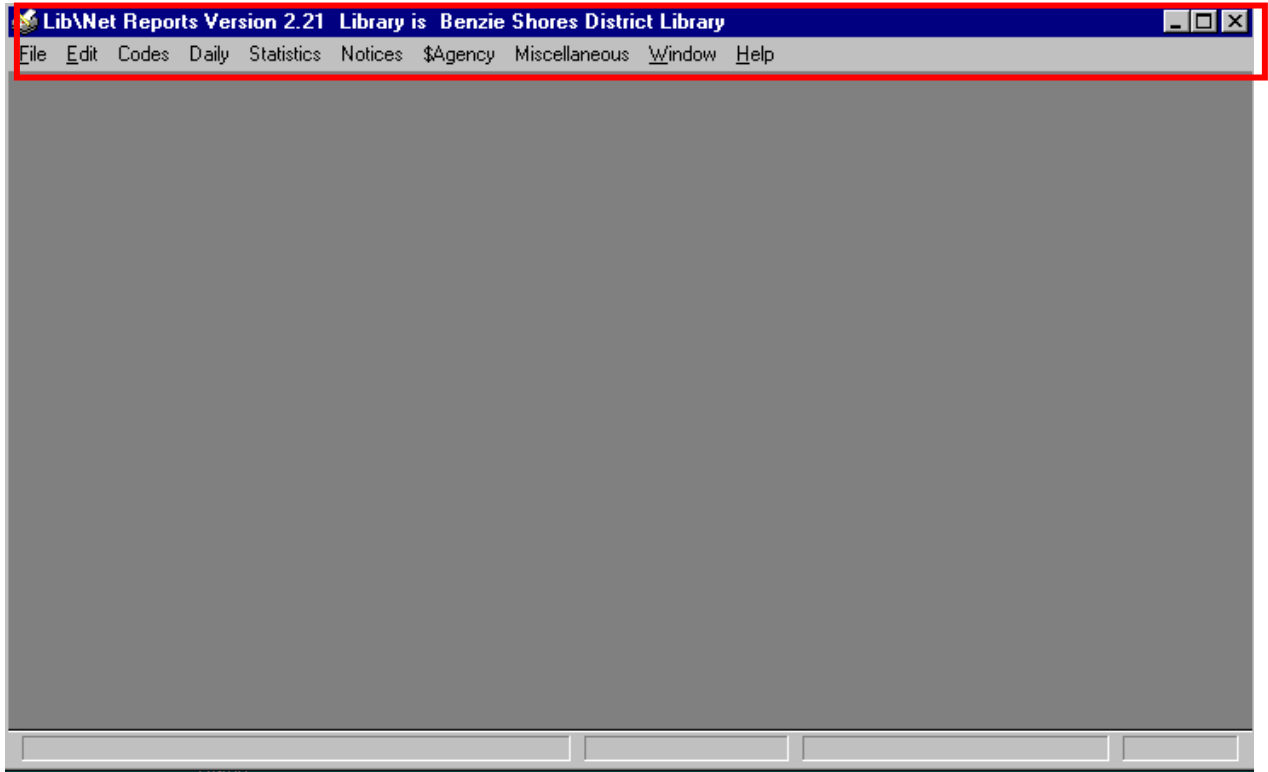
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# Lesson 1: Introduction

## LibNet Reports Version 2.21 Opening Screen



Rpts1-1

The opening screen for **LibNet Reports** (see Rpts1-1, above) has the following pulldown menus from which to choose reports functions:

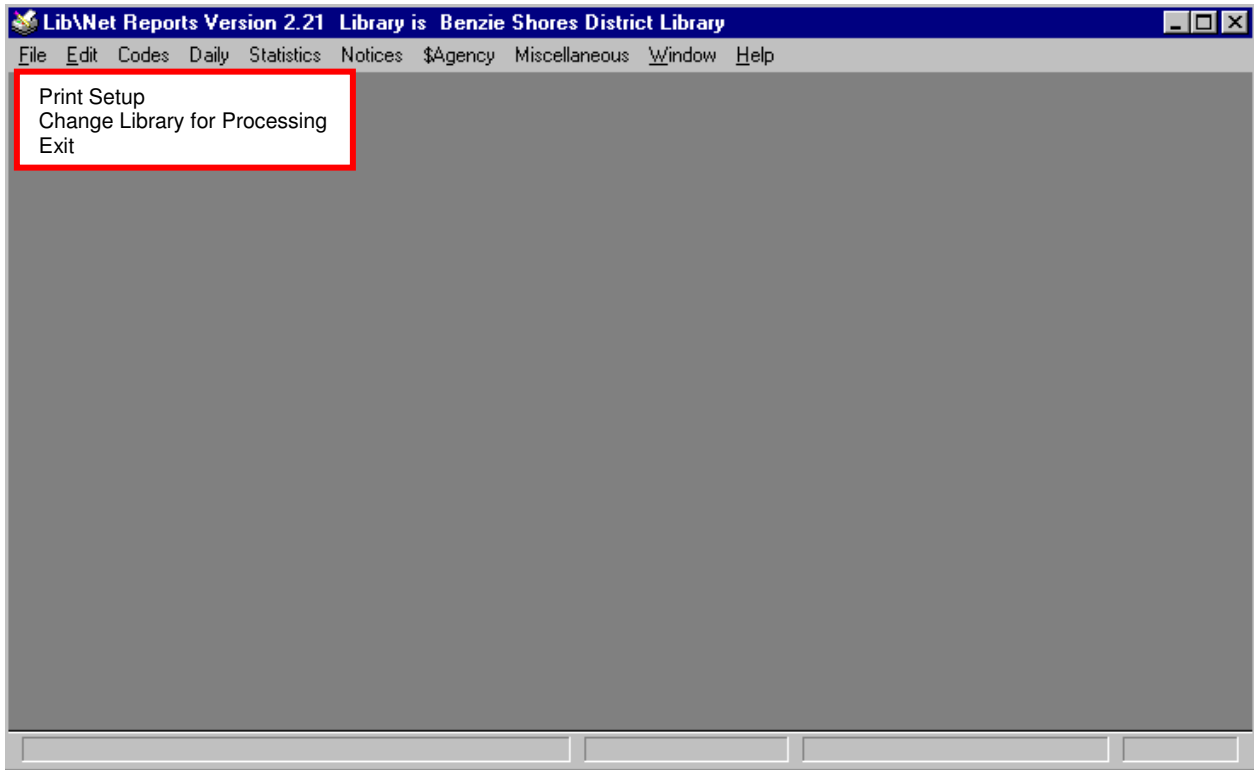
File  
Edit  
Codes  
Daily  
Statistics  
Notices  
Agency  
Miscellaneous  
Window  
Help

This manual addresses each function, in order, in depth.

## **File Menu**

The **File** pulldown menu selections are (see Rpts1-1a below):

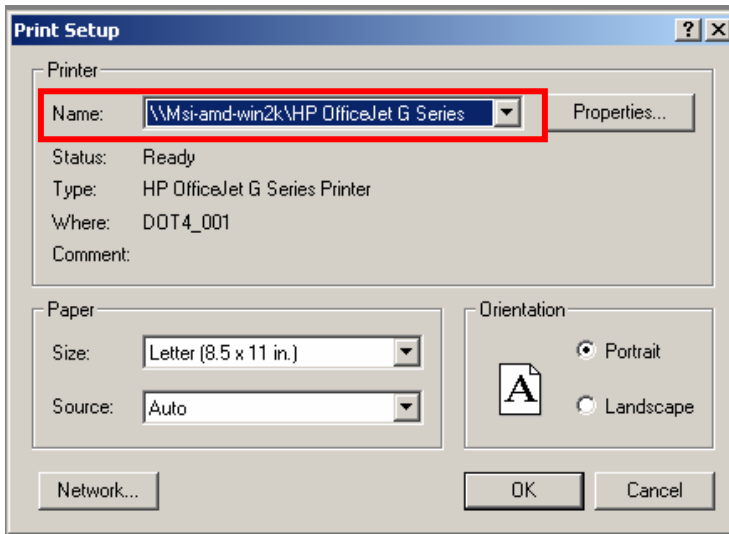
Print Setup  
Change Library for Processing  
Exit



Rpts1-1a

## Print Setup Screen

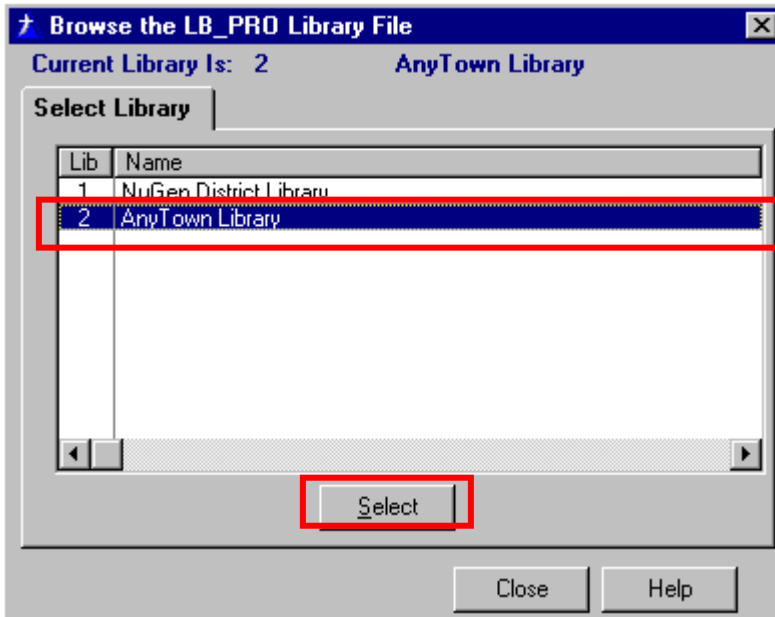
Select **Print Setup** from the **File** menu (shown on the previous page in Rpts1-1a) and the **Print Setup** screen appears (refer to Rpts1-2, below).



### Rpts1-2

At the **Print Setup** screen (refer back to Rpts1-2, above), to select the correct printer, click on the arrow to the right of the **Name** box. **NOTE:** The system allows users to select any installed any printer.

## Change Library for Processing Screen



### Rpts1-3

The system makes it possible for an unlimited number of individual libraries to share a single **LibNet** program installation. When the **LibNet Reports** program is opened in such a multi-user environment, a user automatically is assigned to his or her own library. A different (member) library also can be selected using the **Browse the LB\_PRO Library File** screen above (Rpts1-3).

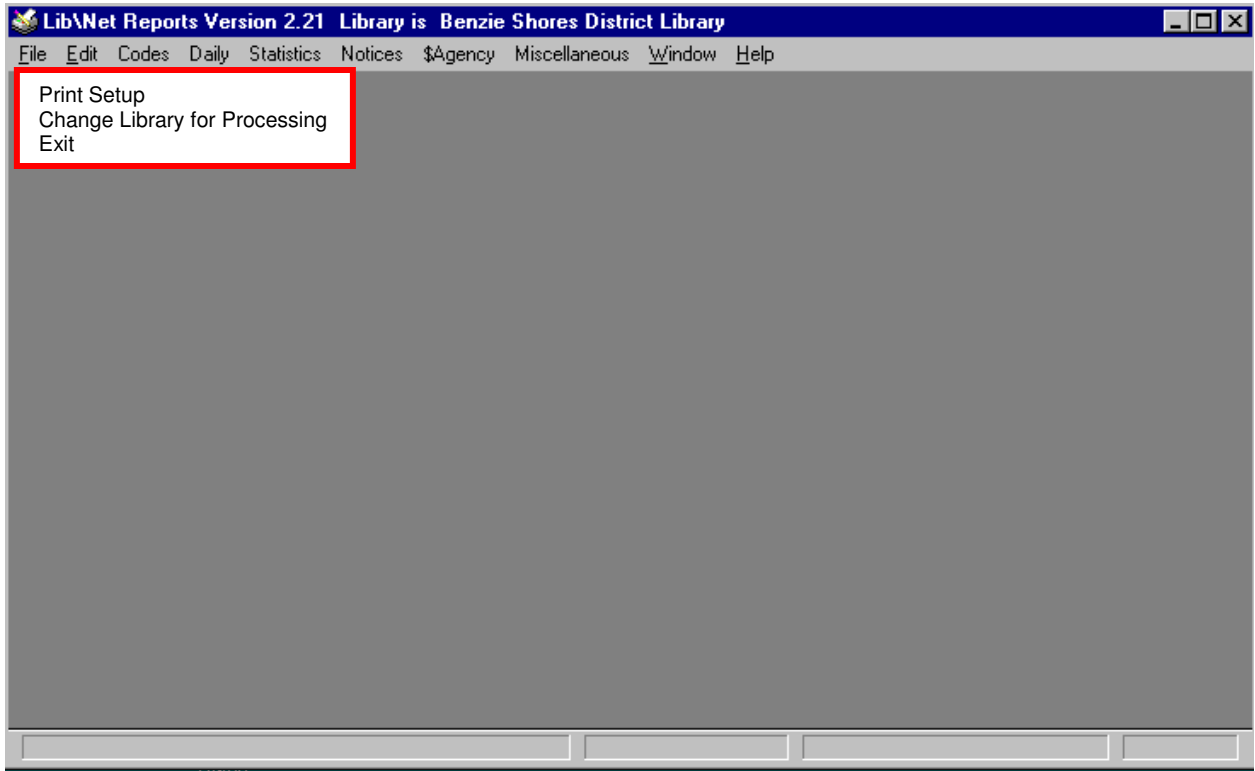
To get to this screen, select **Change Library for Processing** from the **File** pulldown menu (shown in Rpts1-1a on page 2).

This screen also makes it possible for a user to select one from a list of libraries, then process reports for that library. In the example shown above (**Rpts1-3**), there are two choices – NuGen District Library and AnyTown Library. Just highlight the library for which reports will be processed, then choose the **Select** key (Rpts1-3) to switch over the system to function for that library. Above, in the **Rpts3** image, the Anytown Library has been selected. Once the **Select** key is chosen, the system returns to the opening **LibNet Reports** screen and, as shown below in Rpts1-4, the library now is AnyTown Library.



### Rpts1-4

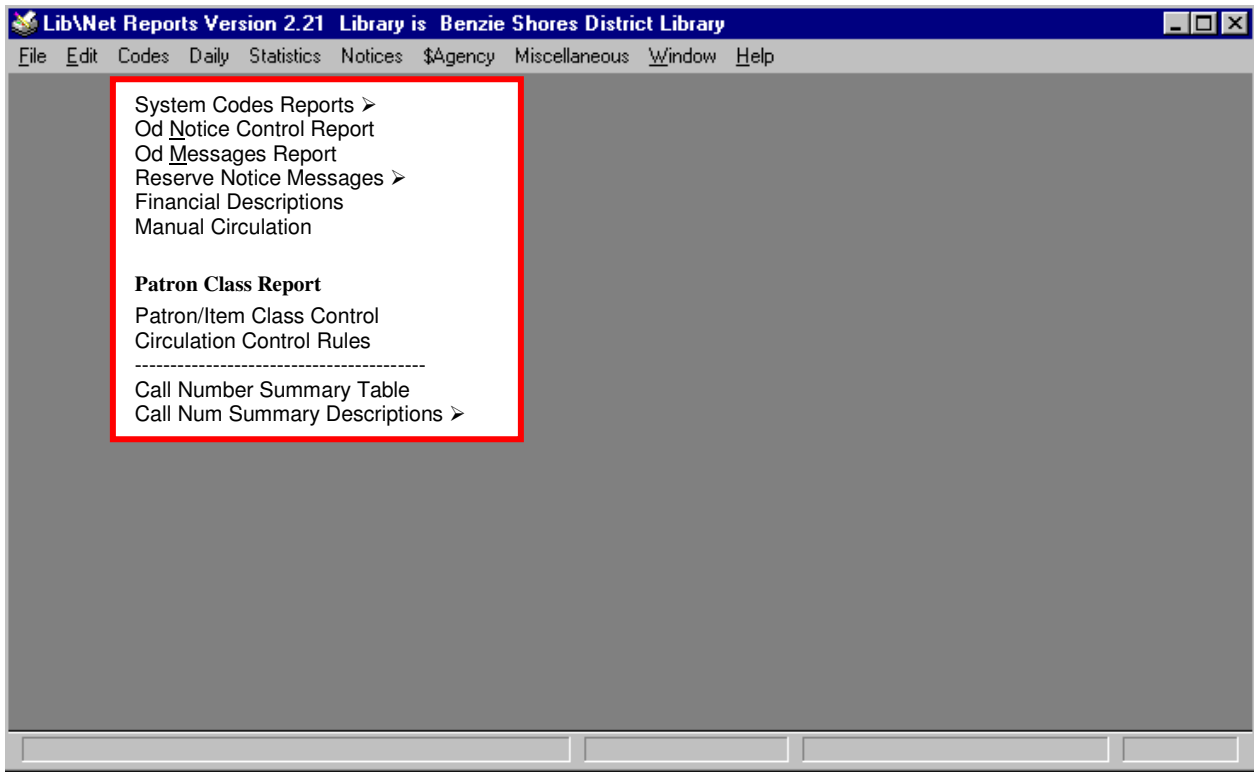
The **Exit** function in the **File** pulldown menu (Rpts1-1a, below) is used to exit the **LibNet Reports** program.



Rpts1-1a

## Lesson 2: Codes

LibNet Reports Opening Screen



## Rpts2-1

Distinguishing codes are necessary when creating and compiling circulation reports in the LibNet system, which features a specific **Codes** pulldown menu (see Rpts2-1, above). This menu offers the following selections:

- System Codes Reports >
- Old Notice Control Report
- Old Messages Report
- Reserve Notice Messages >
- Financial Descriptions
- Manual Circulation

### **Patron Class Report**

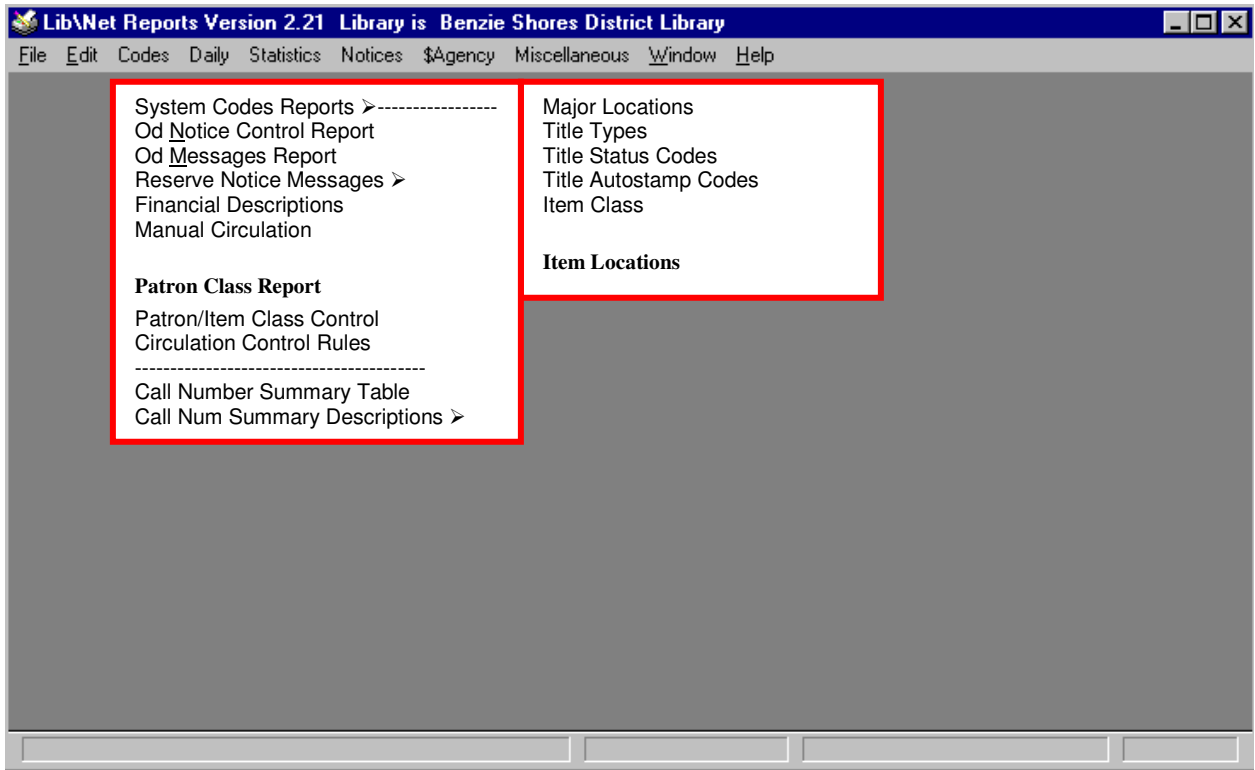
- Patron/Item Class Control
- Circulation Control Rules
- Call Number Summary Table
- Call Num Summary Descriptions >

The selections with arrows (>) beside them have secondary pulldown menus, as explained later in this lesson.

**NOTE:** The **LibNet** system's reports function allows each individual library or library group to develop processing codes to meet its own, specific needs.

## System Codes Reports >

The first item on the **Codes** pulldown menu is **System Codes Reports**, which has a “submenu” or secondary pulldown menu, shown in Rpts2-1a, below.



Rpts2-1a

The secondary pulldown menu for **System Codes Reports** features the following screen selections that are described in the ensuing pages (see Rpts2-1a, above):

- Major Locations
- Title Types
- Title Status Codes
- Title Autostamp Codes
- Item Class

### **Item Locations**

- Items How Acquired

## System Codes Reports -- Major Locations

Date: 7/30/04  
Time: 5:36PM  
User:

NuGen District Library  
**Major Locations**

Page 1  
Proc: System\_Codes\_R

| Codes | Descriptions          | S | Last Changed |        |          |
|-------|-----------------------|---|--------------|--------|----------|
|       |                       |   | Date         | Time   | Who      |
| 1     | Benzie County         |   | 8/19/1995    | 1:31PM | HANSON R |
| 2     | Manistee County       |   | 8/19/1995    | 1:23PM | HANSON R |
| 3     | Grand Traverse County |   | 8/19/1995    | 1:23PM | HANSON R |
| 4     | Leelanau County       |   | 8/19/1995    | 1:23PM | HANSON R |
| 5     | Other                 |   | 8/19/1995    | 1:23PM | HANSON R |

### Rpts2-2

The first selection on the secondary pulldown menu for **System Codes Reports** is **Major Locations**, which brings up the screen shown on **Rpts2-2**, above.

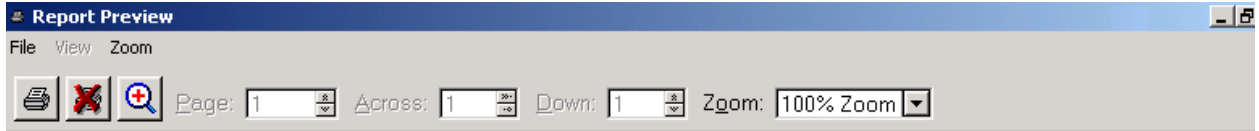
However, before describing the function of this screen, it is important to note that there are two tiers of geographical location statistics reporting:

1. major location (county)
2. local designator (such as city, township, etc.)

The **Major Locations** screen is the tier of statistics reporting devoted to major locations, designated in this system by county.

## System Codes Reports – Title Status Codes

When **Title Status Codes** has been selected from the **System Codes Reports** sub-menu, the following screen appears (see Rpts2-3, below). At this screen, each patron has been assigned to a location, based on where his or her home is located.



Date: 8/09/04  
Time: 8:20PM  
User:

Benzie Shores District Library  
**Title Status**

Page: 1  
Proc: System\_Codes\_R

| Codes | Descriptions                   | S | Last Changed |         |     |
|-------|--------------------------------|---|--------------|---------|-----|
|       |                                |   | Date         | Time    | Who |
| A     | Additional Copy On Order       | 0 | 5/09/1996    | 2:53PM  | LT  |
| ITEMP | Temporary I.L.L. Record        | 0 | 7/18/2001    | 11:42AM | KW  |
| M     | Mid Michigan Library League    | 0 | 7/20/2000    | 3:30PM  | RH  |
| N     | New And On Order               | 0 | 5/09/1996    | 2:52PM  | LT  |
| OP    | Out Of Print And Not Available | 0 | 5/09/1996    | 2:53PM  | LT  |
| S     | Copy In Storage                | 0 | 12/04/1996   | 12:18PM | LT  |

### Rpts2-3

Using the **Title Status Codes** screen (see Rpts2-3, above), users can assign a code that indicates the status of the record to each catalog record, such as “new and on order,” “copy in storage,” etc.

Following are some examples of **Title Status** codes and their descriptions:

**A** = Additional Copy On Order

**ITEMP** = Temporary I.L.L. Record

**M** = Mid Michigan Library League

**N** = New And On Order

**OP** = Out Of Print And Not Available

**S** = Copy In Storage

## System Codes Reports -- Title Autostamp Codes

| Codes | Descriptions        | S | Last Changed |         |     |
|-------|---------------------|---|--------------|---------|-----|
|       |                     |   | Date         | Time    | Who |
| CB    | Cassette Book       | 0 | 10/22/1997   | 1:05PM  |     |
| CD    | Compact Disc        | 0 | 10/22/1997   | 1:05PM  |     |
| CDR   | CD-Rom              | 0 | 10/22/1997   | 1:09PM  |     |
| DVD   | Digital Video Disc  | 0 | 5/04/1999    | 11:21AM |     |
| DVS   | Described Video     | 0 | 5/22/1998    | 1:53PM  |     |
| GEN   | Genealogy           | 0 | 5/20/1999    | 12:12PM |     |
| HOT   | Rental              | 0 | 10/22/1999   | 12:54PM |     |
| KIT   | Cassette And Book   | 0 | 4/30/1999    | 12:26PM |     |
| LP    | Large Print         | 0 | 10/22/1997   | 1:05PM  |     |
| LVD   | Laser Video Disc    | 0 | 10/22/1997   | 1:05PM  |     |
| PAM   | Pamphlet (Woodmere) | 0 | 9/01/1999    | 11:40AM |     |
| PBK   | Paper Back          | 0 | 2/08/1995    | 11:02PM |     |

Rpts2-4

The **Title Autostamp Codes** screen (see Rpts2-4, above) is used to assign **Autostamp** codes to any catalog record to help identify a particular material type.

Following are some examples of **Title Autostamp** codes and their descriptions:

**CB** = Cassette Book

**CD** = Compact Disc

**CDR** = CD-Rom

**DVD** = Digital Video Disc

**DVS** = Described Video

**GEN** = Genealogy

**HOT** = Rental

**KIT** = Cassette And Book

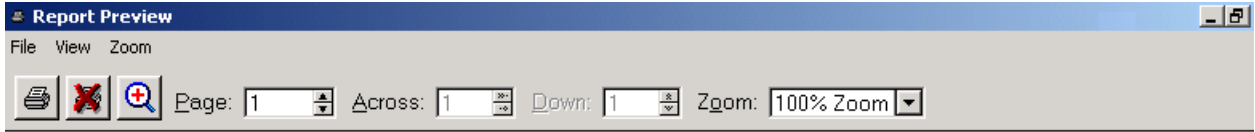
**LP** = Large Print

**LVD** = Laser Video Disc

**PAM** = Pamphlet

**PBK** (Paper Back)

## System Codes Reports -- *Item Class (Codes)*



Date: 8/09/04  
 Time: 9:15PM  
 User:

Benzie Shores District Library

**Item Codes**

Page 1  
 Proc: System\_Codes\_R

| Codes | Descriptions             | S | Last Changed |         |     |
|-------|--------------------------|---|--------------|---------|-----|
|       |                          |   | Date         | Time    | Who |
| ADULT | Adult                    | 1 | 2/03/1995    | 4:53AM  |     |
| ART   | Art Print                | 9 | 2/13/1996    | 2:08PM  |     |
| B&T   | Baker & Taylor           | 1 | 2/13/1996    | 2:08PM  |     |
| CAS   | Audio Cassettes          | 7 | 2/09/1995    | 2:31AM  |     |
| CB    | Cassette Books           | 7 | 2/09/1995    | 2:32AM  |     |
| CD    | Compact Audio Disc       | 2 | 6/16/1996    | 12:33PM |     |
| CDROM | Computer CD-ROM          | 4 | 6/04/1996    | 9:46AM  |     |
| DVD   | Digital Video Disc       | 3 | 5/04/1999    | 11:46AM |     |
| DVS   | Described Video Cassette | 3 | 8/02/1996    | 9:38AM  |     |
| EQUIP | Equipment                | 9 | 1/31/1998    | 1:37PM  |     |
| FL    | Foreign Language         | 1 | 2/29/1996    | 11:26AM |     |
| GEN   | Genealogy                | 1 | 5/20/1999    | 12:13PM |     |

Rpts2-5

The **Item Codes** screen (see the **Rpts2-5** screen, above) is used to assign item codes to each holding record (individual copy) and designate the type of material. These codes are used throughout the system for usage statistics, etc.

Following are some examples of **Item** codes and their descriptions:

- ADULT** = Adult
- ART** = Art Print
- B&T** = Baker & Taylor
- CAS** = Audio Cassettes
- CB** = Cassette Books
- CD** = Compact Audio Disc
- CDROM** = Computer CD-ROM
- DVD** = Digital Video Disc
- DVS** = Described Video Cassette

**EQUIP** = Equipment  
**FL** = Foreign Language  
**GEN** = Genealogy

## System Codes Reports -- *Item Locations Screen*



Date: 8/09/04  
Time: 9:07PM  
User:

Benzie Shores District Library  
**Item Locations**

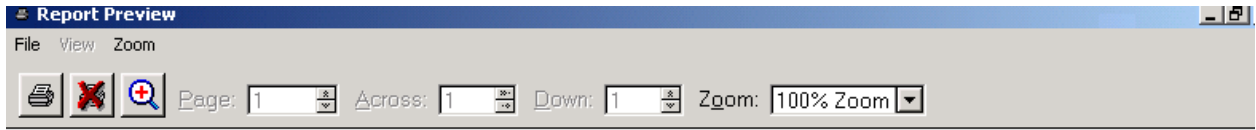
Page 1  
Proc: System\_Codes\_R

| Codes | Descriptions                | S | Last Changed |        |     |
|-------|-----------------------------|---|--------------|--------|-----|
|       |                             |   | Date         | Time   | Who |
| PCL   | Peninsula Community Library | 0 | 2/03/2004    | 1:31PM |     |

### Rpts2-6

Item location codes, such as those found on the **Item Locations** screen (refer to Rpts2-6, above), are used to identify further the location of materials within a library or a library group. Such codes typically are detailed location descriptions, such as "Second Floor Michigan Room" or "Peninsula Community Library" ("PCL"), as shown in **Rpts2-6**, above.

## System Codes Reports -- *Item How Acquired*



Date: 8/09/04  
Time: 8:54PM  
User:

Benzie Shores District Library  
**Items How Acquired**

Page 1  
Proc: System\_Codes\_R

| Codes      | Descriptions                | S | Last Changed |        |     |
|------------|-----------------------------|---|--------------|--------|-----|
|            |                             |   | Date         | Time   | Who |
| BT         | Baker And Taylor            | 0 | 2/09/1995    | 3:14AM | --- |
| <b>DON</b> | Donation                    | 0 | 2/09/1995    | 3:14AM | --- |
| HB         | Horizon Books               | 0 | 2/09/1995    | 3:14AM | --- |
| MML        | Mid-Michigan Library League | 0 | 2/09/1995    | 3:15AM | --- |

### Rpts2-7

At the **Item How Acquired** screen (see Rpts2-7, above), codes are assigned to each holding record (each individual copy). Each item further is designated as being donated, purchased through a grant, etc. A user can report items using the **Item How Acquired** codes.

Some examples of the **How Acquired** codes used above in Rpts2-7 are:

BT = Baker and Taylor  
DON = Donation  
HB = Horizon Books  
MML = Mid-Michigan Library League

**NOTE:** Be sure to set up and use the "DON" or "Donation" code (see example above in Rpts2-7), because it is used to designate that an item has been donated. It also is used on audit reports to separate donated items from purchased items.

## OD (Overdue) Notice Control (Overdue Aging) Report Screen

The **second** item on the **Codes** main pulldown menu, **OD Notice Control Report**, provides access to the **Overdue Aging Table** screen, shown in Rpts2-7, below).

Date: 8/09/04  
Time: 9:35PM  
User:

Benzie Shores District Library

Page 1  
Proc: OD\_Control\_R

| Item Class | From-To Days | Charge REPLA | Charge Per Item | Fee Per Notice | Fee Per Item | Print Message Code | Last Chaged |         |         |
|------------|--------------|--------------|-----------------|----------------|--------------|--------------------|-------------|---------|---------|
|            |              |              |                 |                |              |                    | Date        | Time    | User ID |
| ADULT      | 8 - 9999     | N            | N               | \$0.00         | \$0.00       | 01                 | 7/27/95     | 12:52PM |         |
| ADULT      | 8 - 14       | N            | N               | \$0.00         | \$0.00       | 01                 | 8/23/95     | 12:39PM |         |
| ADULT      | 22 - 28      | N            | N               | \$1.00         | \$0.00       | 01                 | 9/06/95     | 10:19AM |         |
| ADULT      | 36 - 42      | Y            | N               | \$0.00         | \$0.00       | 01                 | 9/06/95     | 11:11AM |         |
| CAS        | 8 - 14       | N            | N               | \$0.00         | \$0.00       | 01                 | 8/23/95     | 12:39PM |         |
| CAS        | 22 - 28      | N            | N               | \$1.00         | \$0.00       | 01                 | 9/06/95     | 10:19AM |         |
| CAS        | 36 - 42      | Y            | N               | \$0.00         | \$0.00       | 01                 | 9/06/95     | 11:11AM |         |
| CB         | 8 - 14       | N            | N               | \$0.00         | \$0.00       | 01                 | 8/23/95     | 12:39PM |         |
| CB         | 22 - 28      | N            | N               | \$1.00         | \$0.00       | 01                 | 9/06/95     | 10:19AM |         |
| CB         | 36 - 42      | Y            | N               | \$0.00         | \$0.00       | 01                 | 9/06/95     | 11:11AM |         |
| ILL        | 8 - 14       | N            | N               | \$0.00         | \$0.00       | 01                 | 8/23/95     | 12:39PM |         |
| ILL        | 22 - 28      | N            | N               | \$1.00         | \$0.00       | 01                 | 9/06/95     | 10:19AM |         |

### Rpts2-7

**At the Overdue Aging Table screen (see Rpts2-7, above), a user can print out a list of all of the library's overdue notices. The list of overdue notices features item classification codes and print message codes. The table itself drives the production of patrons' overdue notices.**

## OD (Overdue) Messages Report Screen

The third item on the main **Codes** pulldown menu, **OD Messages Report**, provides access to the **Overdue Messages Report** table screen, shown in Rpts2-8, below.

Date: 8/09/04  
 Time: 10:37PM  
 User:

Benzie Shores District Library  
**Overdue Messages Report**

| Code  | Descriptions             | Last Changed |         |     |   |
|-------|--------------------------|--------------|---------|-----|---|
|       |                          | Date         | Time    | Who |   |
| 01    | Generic Overdue Message  | 2/29/00      | 4:52PM  |     | This notice is to serve as a reminder that the items listed below which were checked out on your card are now pastdue and should be returned promptly to the Benzie Shores District Library. Also shown are charges due your account. |
| DMD   | Demand Notice            | 10/15/99     | 4:00PM  |     | It has come to our attention that you have not returned the following items. If they are not returned immediately, you are required to pay for them. If you have questions, contact the library at 352-4671                           |
| PRECS | Account Collection Items | 7/27/95      | 12:55PM |     | Statement Of Account! Listed below are items That have been billed to your account.   |

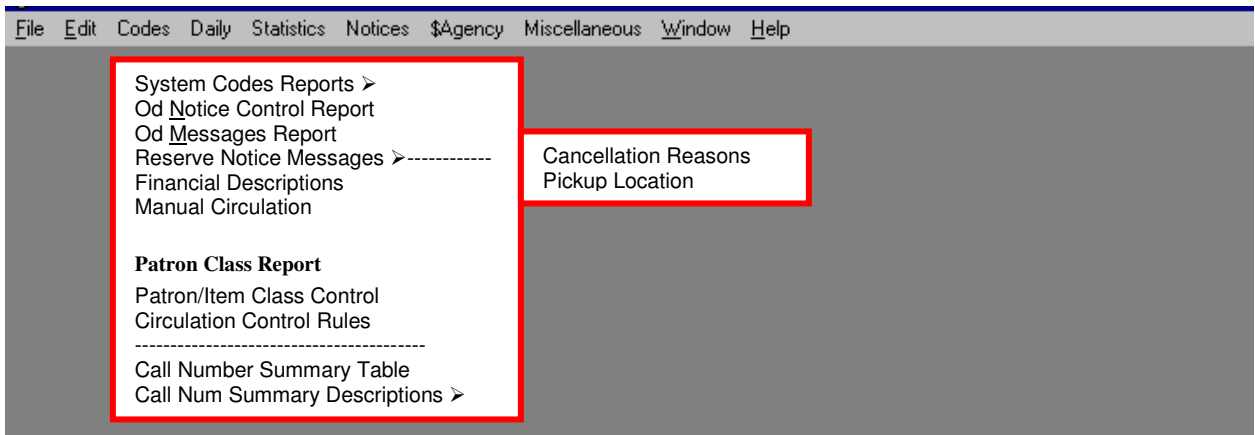
### Rpts2-8

The **Overdue Messages Report Screen** (see Rpts2-8, above) is used to print out a list of the library's overdue notice message table. The information on this table is generated in conjunction with the **OD (Overdue) Notice Control Report** screen's information. Each message shown on the screen (refer back to Rpts2-8, above) actually is printed on each overdue notice.

## Reserve Notice Messages ➤

The fourth item on the main **Codes** pulldown menu, **Reserve Notice Messages**, has a submenu (shown in Rpts2-2, below) that provides access to two screens devoted to **Reserve Notice Messages**:

- ◆ **Cancellation Reasons** screen
- ◆ **Pickup Location** screen



**Rpts2-2**

At the **Cancellation Reasons** and **Pickup Location** screens, a user can print out reserve notice message tables. Each message is printed on a patron's reserve pick-up notice.

## Reserve Notice Messages ➤ -- Cancellation Reasons

After selecting the **Reserve Notice Messages** entry from the main **Codes** menu, select **Cancellation Reasons** from the submenu to access the **Reasons for Cancellation** screen (see Rpts2-9, below).

| Codes | Descriptions                             | S | Last Changed |         |     |
|-------|--|---|--------------|---------|-----|
|       |  |   | Date         | Time    | Who |
| MSG   | Sorry, It Is Missing From Our Collection | 0 | 6/15/2000    | 2:32PM  | JB  |
| NEW   | !Retry-2 months-No Chg-Return This Slip! | 0 | 5/04/1997    | 1:01PM  | KW  |
| NMO   | Need More Info/Pls Call 922-4821 / Marly | 0 | 4/30/1997    | 9:58AM  | KW  |
| NSP   | No Supplier Found..Chg Is Not Refundable | 0 | 4/30/1997    | 10:16AM | KW  |
| OTH   | Other Reason (Custom)                    | 0 | 4/30/1997    | 9:58AM  | KW  |
| REF   | Must Be Used In The Library..Reference   | 0 | 4/30/1997    | 9:58AM  | KW  |

**Rpts2-9**

## Reserve Notice Messages ► -- Pick Up Locations Screen

After selecting the **Reserve Notice Messages** entry from the Codes menu, select **Pickup Location** from the submenu to reach the **Pick Up Locations** screen (see Rpts2-10, above). At the **Pick Up Locations** screen, a user can print out the library's reserve pick-up location table. Each pick-up location shown on this screen is printed on a reserved item pick-up notice.

Date: 4/18/06  
Time: 5:20PM  
User:

Benzie Shores District Library  
**Pick Up Locations**

Page 1  
Proc: System\_Codes\_R

| Codes | Descriptions               | S | Last Changed |        |     |
|-------|----------------------------|---|--------------|--------|-----|
|       |                            |   | Date         | Time   | Who |
| MD    | Main Circulation Desk      | 0 | 2/09/1995    | 2:20AM | ob  |
| SSC   | Sight And Sound Department | 0 | 5/09/1997    | 1:56PM | SP  |

### Rpts2-10

Some examples of location codes are:

**MD** = Main Circulation Desk

**SSC** = Sight And Sound Department

Financial Codes Information Screen

## Financial Codes Information

The fifth item on the main **Codes** pulldown menu, **Financial Codes Information**, provides access to the **Financial Codes Information** table, shown below.

| Codes  | Description                | Default Amount | Last Changed |          |         |
|--------|----------------------------|----------------|--------------|----------|---------|
|        |                            |                | User         | Date     | Time    |
| CDRW   | Borrowers Card Renewal Fee | 1.00           | Bob          | 2/09/95  | 1:57AM  |
| COPY   | Copy Machine Fee           | 0.15           | Bob          | 2/09/95  | 1:55AM  |
| CREDIT | Credit On Account          | 0.00           |              | 11/27/01 | 3:48PM  |
| DAMAG  | Damages Fee                | 5.00           | CARTER C     | 7/27/95  | 4:26PM  |
| DONAT  | Patron Donations           | 0.00           | Bob          | 2/09/95  | 1:58AM  |
| FAX    | Fax Usage Fee              | 1.00           | Bob          | 2/09/95  | 1:59AM  |
| NONDS  | Non District Usage Fee     | 200.00         | COLLIER      | 11/28/98 | 11:57AM |
| NPFEE  | Notice Processing Fee      | 0.00           | Bob          | 2/09/95  | 2:00AM  |
| ODFIN  | Overdue Fine (Returned)    | 0.00           | HANSON R     | 8/08/95  | 5:32PM  |
| ODFRW  | Overdue Fine (Renewed)     | 0.00           | HANSON R     | 8/08/95  | 5:32PM  |
| REFND  | Cash Refund to Patron      | 0.00           |              | 11/27/01 | 3:48PM  |
| REPCD  | Replacement Card Fee       | 1.00           | HANSON R     | 8/08/95  | 5:33PM  |

### Rpts2-11

At the **Financial Codes Information** screen (shown above Rpts2-11), a user can print out all of the library's financial transaction codes, which are used to designate all financial transaction types. Some examples of financial codes are:

**CDRW** = Borrowers Card Renewal Fee

**COPY** = Copy Machine Fee

**CREDIT** = Credit On Account

**DAMAG** = Damages Fee

**DONAT** = Patron Donations

**FAX** = Fax Usage Fee

**NONDS** = Non District Usage Fee

**NPFEE** = Notice Processing Fee

**ODFIN** = Overdue Fine (Returned)

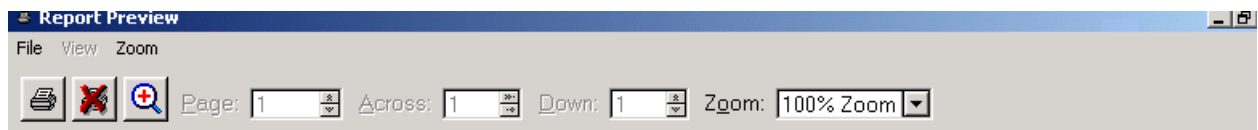
**ODFRW** = Overdue Fine (Renewed)

**REFND** = Cash Refund to Patron

**REPCD** = Replacement Card Fee

## Manual Circulation Screen

The sixth item on the **Codes** pulldown menu, **Manual Circulation**, provides access to the **Manual Circulation** table, shown below.



Date: 8/09/04

Benzie Shores District Library

Page 1

Time: 10:43PM

Manual Circulation

Proc: Manual\_Circ\_R

User:

| Codes | Descriptions                  | Summary Category |       |       |
|-------|-------------------------------|------------------|-------|-------|
|       |                               | Major            | Inter | Minor |
| ILL   | Interlibrary loan photocopies | MC               | MIPC  | 999   |
| MAG   | MAGAZINES                     | MC               | MB    | 999   |
| NET   | INTERNET QUESTIONS, SEARCHES  | MC               | NET   | 999   |
| PAM   | Pamphlets                     | MC               | MC    | 999   |
| PBK   | PAPERBACK EXCHANGE            | 01               | 36    | 999   |
| PER   | PERIODICALS                   | MC               | MB    | 999   |
| SL    | Special Loan                  | MC               | SL    | 999   |
| UNB   | Unbarcoded Items              | MC               | MF    | 999   |

### Rpts2-12

At the **Manual Circulation** screen (see Rpts2-12, above), a user can generate manual circulation code reports. The codes are used to enable a library to count the number of "non-barcoded" items that are manually circulated among patrons. Such counts are important because they are used in various statistical reports.

Some examples of manual circulation codes are:

ILL = Interlibrary loan photocopies

MAG = Magazines

NET = Internet Questions, Searches

PAM = Pamphlets

PBK = Paperback Exchange

PER = Periodicals

SL = Special Loan

UNB = Unbarcoded Items

## Patron Class Report Screen

The seventh item on the **Codes** pulldown menu, **Patron Classes**, provides access to the **Patron Classes** table, shown below.

Date: 8/09/04  
Time: 10:43PM  
User:

Benzji - Chares District Library  
**Patron Classes**

Page 1  
Proc: Patron\_Class\_R

| Class | Descriptions                | Maximum Balance | Minimum For Notice | Renew Fee | Amount | Renew Months | Allow CheckOut | Sound Alarm |
|-------|-----------------------------|-----------------|--------------------|-----------|--------|--------------|----------------|-------------|
| CHILD | Child Patron                | 0.00            | 0.00               |           | 0.00   | 0            |                |             |
| DEL   | Patron to be Deleted        | 0.00            | 0.00               | N         | 0.00   | 0            | N              | Y           |
| ILL   | Inter Library Loan Account  | 999.00          | 0.00               | N         | 0.00   | 12           | Y              | N           |
| REG   | Regular Patron              | 25.00           | 2.00               | N         | 0.00   | 12           | Y              | N           |
| STAFF | Library Staff               | 999.00          | 0.00               | N         | 0.00   | 12           | Y              | N           |
| XACCT | Special Handling Account    | 999.00          | 0.00               | N         | 0.00   | 12           | Y              | N           |
| DEL   | Deleted Patron              | 0.00            | 0.00               | N         | 0.00   | 0            | N              | Y           |
| ILL   | Used For Inter Library Loan | 0.00            | 0.00               |           | 0.00   | 0            |                |             |
| REG   | Regular Patron Lib2         | 25.00           | 0.00               | N         | 0.00   | 0            | Y              | N           |

### Rpts2-13

At the **Patron Classes** screen (refer to Rpts2-13, above), a user can print out a list of the library's patron classification codes. Patron classification codes are used to assign a category to each patron. The classifications allow for the application of specific rules, such as loan periods, fee amounts, privileges, etc., to specific patrons.

Some examples of patron classifications are:

- CHILD = Child Patron
- DEL = Patron to be Deleted
- ILL = Inter Library Loan Account
- REG = Regular Patron
- STAFF = Library Staff
- XACCT = Special Handling Account
- DEL = Deleted Patron
- ILL = Used For Inter Library Loan
- REG = Regular Patron Lib2

## Patron/Item Class Control Screen

The eighth item on the **Codes** pulldown menu, **Patron/Item Class Control**, provides access to the **Patron/Item Class Control** table, shown below.

Date: 8/09/04  
Time: 10:45PM  
User:

Benzie Shores District Library

**Patron/Item Class Control**

Page 1  
Proc: Patron\_Item\_R

| Patron Class | Item Class | Rules |
|--------------|------------|-------|
| CHILD        | ADULT      | ADULT |
| CHILD        | CAS        | CAS   |
| CHILD        | CB         | CB    |
| CHILD        | CD         | CD    |
| CHILD        | ILL        | ILL   |
| CHILD        | ILLV       | ILLV  |
| CHILD        | J          | J     |
| CHILD        | JE         | JE    |
| CHILD        | JPB        | JPB   |
| CHILD        | JR         | JR    |
| CHILD        | KIT        | KIT   |
| CHILD        | LP         | LP    |

### Rpts2-14

At the **Patron/Item Class Control** screen (see Rpts2-14, above), a user can print out a list of the library's patron/item control classifications. The table featuring this information works in conjunction with the **Patron Class Code Report** and the **Item Class Report** tables. A combination of patron and item classifications point to rules records in the system's rules file.

Some examples of patron/item classifications and the related rules, as shown on Rpts2-14 above, are:

| Patron Classification | Item Classification | Rules |
|-----------------------|---------------------|-------|
| CHILD                 | ADULT               | ADULT |
| CHILD                 | ILL                 | ILL   |
| CHILD                 | KIT                 | KIT   |

## Circulation Control Rules Screen

The ninth item on the **Codes** pulldown menu, **Circulation Control Rules**, provides access to the **Circulation Control Rules** table, shown below.

Date: 8/09/04  
Time: 10:45PM  
User:

**Circulation Control Rules**

Page 1  
Proc: Control\_Rules\_R

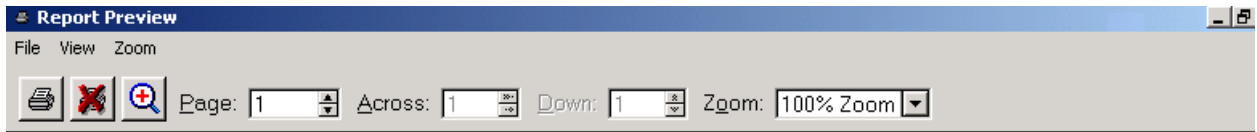
| Rules ID | Circ Days | Daily Fine | Chg Days Closed | Max Fine | Grace Days | Default Replace. | Max Renew | Fine OD Renew | Service Fee | RSV Wait | Max Circ |
|----------|-----------|------------|-----------------|----------|------------|------------------|-----------|---------------|-------------|----------|----------|
| 14DAYS-A | 14        | 0.10       | Y               | 1.00     | 0          | 15.00            | 4         | Y             | 0.00        | 7        | 20       |
| 14DAYS-B | 14        | 0.10       | Y               | 1.00     | 0          | 20.00            | 4         | Y             | 0.00        | 7        | 20       |
| 14DAYS-C | 14        | 0.10       | Y               | 1.00     | 0          | 8.00             | 4         | Y             | 0.00        | 7        | 4        |
| 14DAYS-D | 14        | 0.25       | Y               | 2.00     | 0          | 20.00            | 0         | Y             | 0.00        | 7        | 5        |
| 14DAYS-E | 14        | 0.10       | Y               | 1.00     | 0          | 5.00             | 4         | Y             | 0.00        | 7        | 20       |
| 28DAYS-A | 28        | 0.00       | N               | 0.00     | 0          | 25.00            | 1         | N             | 0.00        | 7        | 40       |
| 28DAYS-B | 28        | 0.00       | N               | 0.00     | 0          | 20.00            | 1         | N             | 0.00        | 7        | 99       |
| 28DAYS-C | 28        | 0.00       | N               | 0.00     | 0          | 0.00             | 2         | Y             | 0.00        | 7        | 99       |
| 3DAYS-A  | 3         | 0.10       | Y               | 1.00     | 0          | 20.00            | 1         | Y             | 0.00        | 7        | 6        |
| 3DAYS-B  | 3         | 1.00       | Y               | 3.00     | 0          | 20.00            | 0         | Y             | 0.00        | 7        | 3        |
| 3DAYS-C  | 3         | 1.00       | Y               | 3.00     | 0          | 30.00            | 0         | Y             | 0.00        | 7        | 3        |
| 999DAYS  | 999       | 0.00       | N               | 0.00     | 0          | 0.00             | 0         | Y             | 0.00        | 0        | 20       |

### Rpts2-15

At the **Circulation Control Rules** screen (refer to Rpts2-15, above), a user can print a copy of the library's circulation control rules table, which specifies all circulation rules for each item that has been checked out.

## Call Number Summary Table

The tenth item on the **Codes** pulldown menu, **Call Number Summary Table**, provides access to the table of the same name, shown below.



Date: 8/09/04  
Time: 10:46PM  
User:

Benzie Shores District Library  
**Call Number Summary Table**

Page 1  
Proc: Call\_Num\_Sum\_R

| Call Number Range |           | Summary Category |       |       | Last Updated |        |         |
|-------------------|-----------|------------------|-------|-------|--------------|--------|---------|
| From              | To        | Major            | Inter | Minor | Date         | Time   | User ID |
| 000               | 099999999 | 01               | 10    | 001   | 2/16/96      | 4:12PM | -----   |
| 100               | 199999999 | 01               | 10    | 010   | 8/17/95      | 9:41AM |         |
| 200               | 299999999 | 01               | 10    | 020   | 7/06/95      | 5:44PM |         |
| 300               | 399999999 | 01               | 10    | 030   | 7/06/95      | 5:44PM |         |
| 400               | 499999999 | 01               | 10    | 040   | 7/06/95      | 5:44PM |         |
| 500               | 599999999 | 01               | 10    | 050   | 7/06/95      | 5:44PM |         |
| 600               | 699999999 | 01               | 10    | 060   | 7/06/95      | 5:44PM |         |
| 700               | 799999999 | 01               | 10    | 070   | 7/06/95      | 5:45PM |         |
| 800               | 899999999 | 01               | 10    | 080   | 7/06/95      | 5:45PM |         |
| 900               | 919999999 | 01               | 10    | 090   | 7/06/95      | 5:45PM |         |
| 920               | 929999999 | 01               | 10    | 092   | 7/06/95      | 5:45PM |         |
| 930               | 999999999 | 01               | 10    | 090   | 7/06/95      | 5:45PM |         |

### Rpts2-16

At the **Call Number Summary Table** screen (Rpts2-16 above), a user can print out a list of the holdings that have been summarized into call number categories for statistics reporting. Some typical categories are:

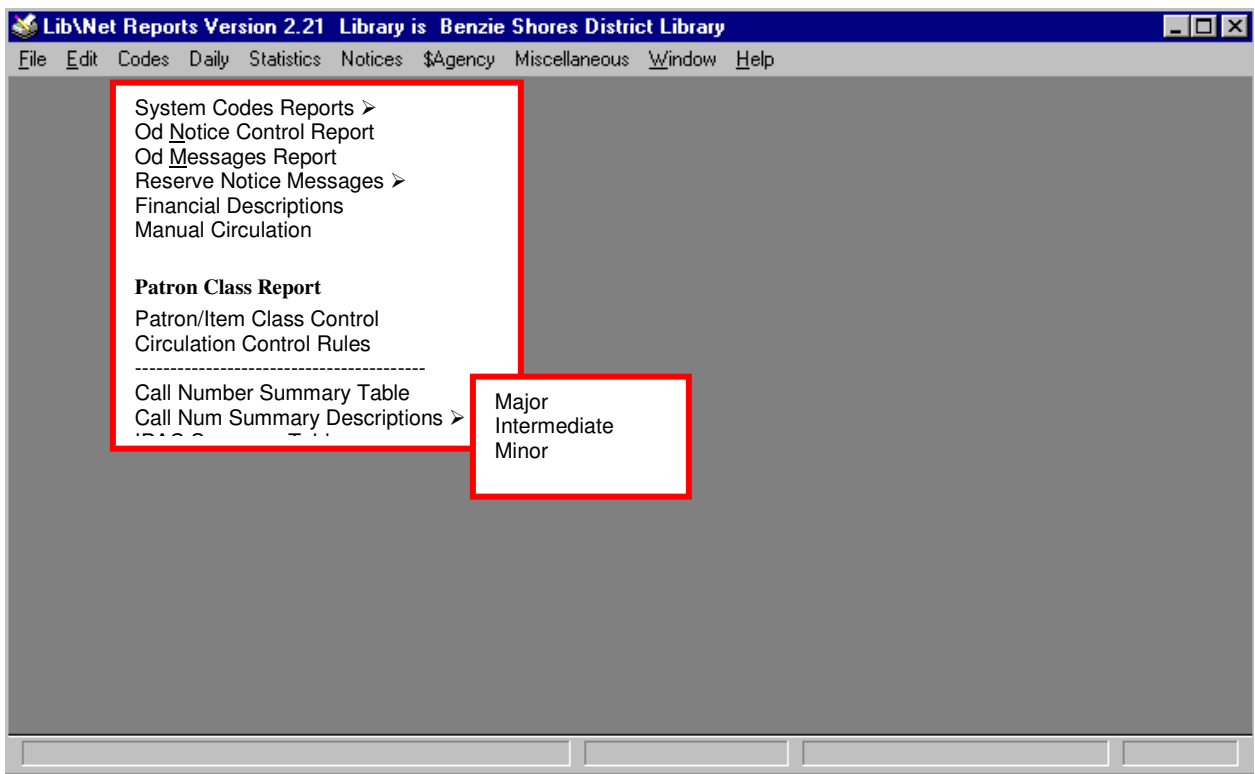
- adult
- children's
- movies
- nonfiction

## Call Num Summary Descriptions >

The eleventh item on the **Codes** pulldown menu, **Call Num Summary Descriptions**, has a submenu or secondary menu of items that actually are the call number summary descriptions or classifications:

Major  
Intermediate  
Minor

These descriptions are used in conjunction with the call number summary tables. When reporting using this function, items are grouped by call number and reported by category. Category descriptions are found in these codes.



Rpts2-17

**Call Num Summary Descriptions ➤ -- Major Call Number Summary Table**

The **Major Call Number Category Table** (shown below in Rpts2-18) provides a summary of the library's major call number category codes and works in conjunction with the **Call Number Summary Table**, the **Intermediate Category Table**, and the **Minor Category Table**.

Date: 1/30/06  
 Time: 1:27PM  
 User:

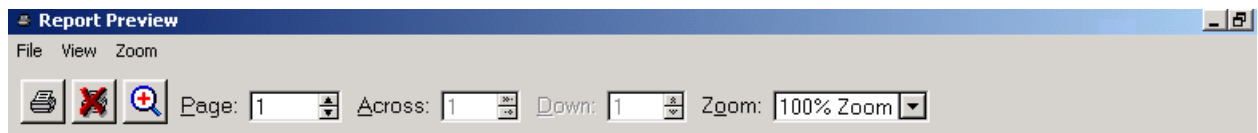
Benzie Shores District Library  
 Major Call# Category

Page 1  
 Proc: System\_Coc

| Codes | Descriptions                        | S | Last Changed |         |
|-------|-------------------------------------|---|--------------|---------|
|       |                                     |   | Date         | Time    |
| 01    | Adult                               | 0 | 2/09/1995    | 2:24AM  |
| 04    | Juvenile                            | 0 | 2/09/1995    | 2:24AM  |
| 05    | Young Adult                         | 0 | 5/28/1998    | 10:02AM |
| 07    | Audio-Visual                        | 0 | 2/08/1995    | 11:18PM |
| 08    | Equipment                           | 0 | 1/31/1998    | 1:19PM  |
| 09    | Member Library Rotating Collections | 0 | 2/24/1996    | 3:06PM  |
| MC    | Manual Circulation (Non Barcoded)   | 0 | 2/08/1995    | 11:18PM |

**Rpts2-18**

## Call Num Summary Descriptions > -- *Intermediate Call Number Summary Table*



Date: 8/09/04  
 Time: 10:49PM  
 User:

Benzie Shores District Library

Page 1  
 Proc: System\_Codes\_R

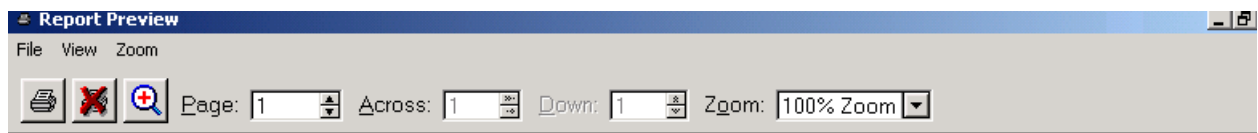
Intermediate Call # Category

| Codes | Descriptions             | S | Last Changed |         |     |
|-------|--------------------------|---|--------------|---------|-----|
|       |                          |   | Date         | Time    | Who |
| #A    | Audio-Visual Department  | 0 | 2/24/1996    | 3:07PM  |     |
| #B    | Adult Reference Desk     | 0 | 2/24/1996    | 3:07PM  |     |
| #C    | Main Circulation Desk    | 0 | 2/24/1996    | 3:08PM  |     |
| 10    | Adult Regular Collection | 0 | 2/08/1995    | 11:19PM |     |
| 15    | Oversize                 | 0 | 2/08/1995    | 11:20PM |     |
| 17    | Reference                | 0 | 2/08/1995    | 11:20PM |     |
| 18    | Reference Desk           | 0 | 4/15/1999    | 1:09PM  |     |
| 19    | Public Computing Center  | 0 | 8/05/1999    | 1:18PM  |     |
| 20    | Large Print              | 0 | 2/08/1995    | 11:21PM |     |
| 22    | Used For Testing         | 0 | 2/24/1996    | 3:11PM  |     |
| 23    | Nelson Room              | 0 | 7/18/2000    | 7:14PM  |     |
| 24    | Cassette Books           | 0 | 2/08/1995    | 11:21PM |     |

### Rpts2-19

At the **Intermediate Call# Category** screen (see Rpts2-19, above), a user can print out a list of the library's intermediate call number category codes, which work in conjunction with the **Call Number Summary Table**, the **Major Category Table**, and **Minor Category Table**.

## Call Num Summary Descriptions ➤ -- *Minor Call Number Summary Table*



Date: 8/09/04  
 Time: 10:51PM  
 User:

Benzie Shores District Library

Page 1  
 Proc: System\_Codes\_R

Minor Call # Category

| Codes | Descriptions                          | S | Last Changed |        |     |
|-------|---------------------------------------|---|--------------|--------|-----|
|       |                                       |   | Date         | Time   | Who |
| 001   | Generalities (001-099)                | 0 | 2/09/1995    | 1:07AM |     |
| 010   | Philosophy (100-199)                  | 0 | 2/09/1995    | 1:08AM |     |
| 020   | Religion (200-299)                    | 0 | 2/09/1995    | 1:08AM |     |
| 030   | Social Sciences (300-399)             | 0 | 2/09/1995    | 1:09AM |     |
| 040   | Language (400-499)                    | 0 | 2/09/1995    | 1:09AM |     |
| 050   | Science (500-599)                     | 0 | 2/09/1995    | 1:20AM |     |
| 060   | Techology (600-699)                   | 0 | 2/09/1995    | 1:21AM |     |
| 070   | The Arts (700-799)                    | 0 | 2/09/1995    | 1:21AM |     |
| 080   | Literature (800-899)                  | 0 | 2/09/1995    | 1:21AM |     |
| 090   | Geography & History (900-919/930-999) | 0 | 2/09/1995    | 1:22AM |     |
| 092   | Biographies (920-929)                 | 0 | 2/09/1995    | 1:23AM |     |
| 099   | Fiction CB's                          | 0 | 9/19/2001    | 6:43PM |     |

### Rpts2-20

At the **Minor Call# Category** screen (Rpts2-20, above) a user can print out a list of the library's intermediate call number category codes, which are used in conjunction with the **Call Number Summary Table**, the **Major Category Table**, and the **Minor Category Table**. Such descriptions are used in various statistical reports.

## IPAC Summary Table

The twelfth item on the **Codes** pulldown menu, **IPAC Summary Descriptions**, provides access to the **IPAC (Internet Public Access) Summary Table**, shown below.

**Report Preview**

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 75% Zoom

Date: 8/09/04 Benzie Shores District Library Page 1  
 Time: 10:53 PM **IPAC Summary Table** Proc: IPAC\_Sum\_R  
 User:

| Call Number Range |             | Summary Category |       |       | Catalog Options (Blank=No) |          |      |
|-------------------|-------------|------------------|-------|-------|----------------------------|----------|------|
| From              | To          | Major            | Inter | Minor | Display?                   | Reserve? | ILL? |
| 000               | 9997777     | 1                | 1     | 1     | 1                          | 1        | 1    |
| A                 | 7777777     | 1                | 1     | 2     | 1                          | 1        | 1    |
| CAS               | CAS 77777   | 4                | 1     | 1     | 1                          | 1        | 1    |
| CD                | CD 77777    | 4                | 2     | 2     | 1                          | 1        | 1    |
| DVD               | DVD 77777   | 4                | 2     | 2     | 1                          | 1        | 1    |
| ILL               | ILL 77777   | 7                |       |       |                            |          |      |
| J                 | J           | 1                | 2     | 2     | 1                          | 1        | 1    |
| J 000             | J 9999777   | 1                | 2     | 1     | 1                          | 1        | 1    |
| J CAS             | J CAS       | 4                | 1     | 2     | 1                          | 1        | 1    |
| J FIC             | J FIC       | 1                | 2     | 2     | 1                          | 1        | 1    |
| J KIT             | J KIT       | 4                | 1     | 2     | 1                          | 1        | 1    |
| JE                | JE          | 1                | 2     | 2     | 1                          | 1        | 1    |
| JE 000            | JE 9999777  | 1                | 2     | 1     | 1                          | 1        | 1    |
| JE FIC            | JE FIC      | 1                | 2     | 2     | 1                          | 1        | 1    |
| JPB               | JPB 77777   | 1                | 2     | 2     | 1                          | 1        | 1    |
| JR                | JR 77777    | 1                | 2     | 1     | 1                          | 1        |      |
| KIT               | KIT 77777   | 4                | 1     | 1     | 1                          | 1        | 1    |
| LP 000            | LP 9999777  | 1                | 1     | 1     | 1                          | 1        | 1    |
| LP A              | LP 77777    | 1                | 1     | 2     | 1                          | 1        | 1    |
| DVS 000           | DVS 9997777 | 1                | 1     | 1     | 1                          | 1        | 1    |

### Rpts2-21

A user can access the **IPAC Summary Table** (see Rpts2-21 above) to print out a list of holdings that have been categorized into types for a Web catalog. Using this system, once placed into a Web catalog, Web searches of a library's holdings can be conducted to search for a specific material type (this would be a limited search).

## Item Cost Percentage Table

The thirteenth and final item on the **Codes** pulldown menu, **Item Cost Percentage Table**, provides access to the **Item Cost Percentage XREF [cross-reference] Table**, shown below.

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 75% Zoom

Date: 4/18/06  
Time: 6:01PM  
User:

Beazie Shores District Library

**Item Cost Percentage XREF Table**  
(Cost As A Percentage Of Price)

Page 1  
Proc: ICT\_Sum\_R

| Lib | Item Class | For Donated Items | For Purchased Items | Default Price (If Missing In Record) |
|-----|------------|-------------------|---------------------|--------------------------------------|
| 1   | ADULT      | 10.00 %           | 75.00 %             | 25.00                                |
| 1   | CAS        | 20.00 %           | 75.00 %             | 15.00                                |
| 1   | CB         | 20.00 %           | 80.00 %             | 22.00                                |
| 1   | CD         | 20.00 %           | 80.00 %             | 18.00                                |
| 1   | ILL        | 0.00 %            | 0.00 %              | 0.00                                 |
| 1   | ILLV       | 0.00 %            | 0.00 %              | 0.00                                 |
| 1   | J          | 5.00 %            | 80.00 %             | 20.00                                |
| 1   | JE         | 5.00 %            | 80.00 %             | 9.95                                 |
| 1   | JPB        | 5.00 %            | 80.00 %             | 5.99                                 |
| 1   | JR         | 0.00 %            | 0.00 %              | 0.00                                 |
| 1   | KIT        | 0.00 %            | 0.00 %              | 0.00                                 |
| 1   | LP         | 5.00 %            | 80.00 %             | 12.95                                |
| 1   | OVS        | 5.00 %            | 80.00 %             | 18.00                                |
| 1   | PBK        | 5.00 %            | 10.00 %             | 3.99                                 |
| 1   | R          | 5.00 %            | 80.00 %             | 25.00                                |
| 1   | RDC        | 0.00 %            | 0.00 %              | 0.00                                 |
| 1   | ROT        | 5.00 %            | 80.00 %             | 12.00                                |
| 1   | SJ         | 0.00 %            | 0.00 %              | 0.00                                 |
| 1   | SJE        | 0.00 %            | 0.00 %              | 0.00                                 |
| 1   | VHS        | 2.00 %            | 85.00 %             | 15.00                                |
| 1   | Y          | 3.00 %            | 90.00 %             | 30.00                                |
| 1   | YPB        | 5.00 %            | 80.00 %             | 6.99                                 |
| 1   | YR         | 5.00 %            | 80.00 %             | 10.00                                |

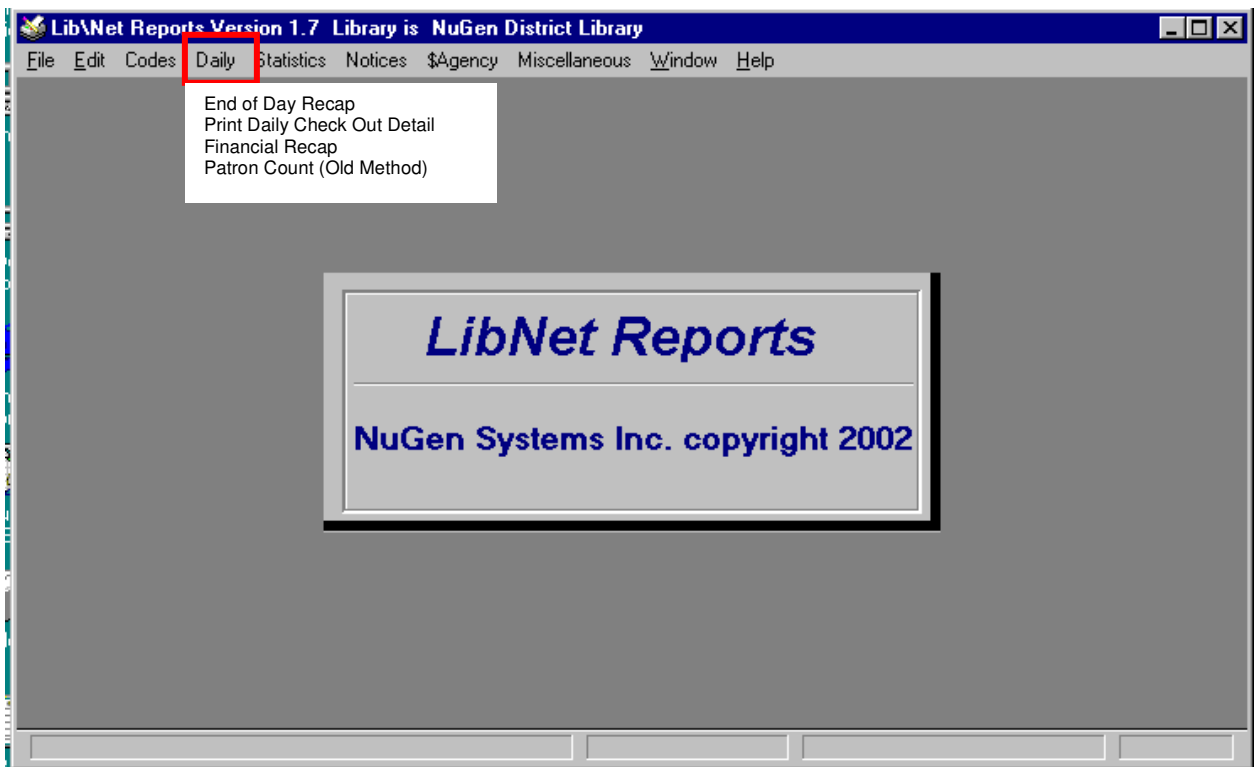
### Rpts2-22

The purpose of this table is to cross-reference with and assign prices to un-priced items in the library, using retail prices of the same items. In other words, this table features “default” prices for items that, for whatever reasons, did not have prices entered into the system when they were received by the library. The “default” price assigned to an item

actually is a percentage of the retail cost, – see the column labeled, “Default Price (If Missing in Record)” in the **Item Cost Percentage XREF Table** (Rpts2-22, above).

## Lesson 3: Daily Reports

LibNet Reports Version 2.16 Opening Screen



Rpts3-1

This lesson focuses on the **Daily** pulldown menu (see Rpts3-1, above), which has the following functions:

- End of Day Recap
- Print Daily Check Out Detail
- Financial Recap
- Patron Count (Old Method)

## End of Day Recap

Pause Extract    Total Records:     Records Read:   
Extract Finished:   
Date From:   
Date Through:   
 End\_Day\_Recap\_R   

### Rpts3-2

At the opening **LibNet Reports** screen, select **End of Day Recap** from the **Daily Reports** pull-down menu to bring up the **Daily Circulation Summary Select** screen (see Rpts3-2, above). At this screen, enter dates in the **Date From** and the **Date Through** boxes (refer back to Rpts3-2), then select the **OK** button at the bottom of this screen.

A resulting **Daily Circulation Summary** report appears in the **Report Preview** screen, seen below in Rpts3-3.

Date: 8/09/04    Benzie Shores District Library    Page: 1  
Time: 11:08PM    **Daily Circulation Summary**    Proc: End\_Day\_Recap\_R  
User:    By Major Group

| Major Category                       | Circ From: 7/14/2004 | Through: 7/14/2004 | Category Totals by Hour of Check Out  |
|--------------------------------------|----------------------|--------------------|---|
| No Description                       |                      |                    |   |
| Time:                                | 07-08                | 08-09              | 09-10 10-11 11-12 12-01 01-02 02-03 03-04 04-05 05-06 06-07 07-08 08-09 09-10 10-11 11-12 12-6AM To |
| Items:                               |                      |                    |   |
|                                      |                      |                    | Grand Total of Items by Hour of Check Out   |
| Time:                                | 07-08                | 08-09              | 09-10 10-11 11-12 12-01 01-02 02-03 03-04 04-05 05-06 06-07 07-08 08-09 09-10 10-11 11-12 12-6AM To |
| Items:                               |                      |                    |   |
| Total Number of Patrons This Period= |                      |                    | 0   |

### Rpts3-3

The date range seen in Rpts3-3 above includes circulation statistics over a specific period of time, which can be from one day to several years. Statistics are summarized by the hour of checkout and the type of material (such as “Adult”, “Children’s”, “Audiovisual”, etc.).

## Print Daily Check Out Detail Report

### Rpts3-4

At the opening **LibNet Reports** screen, select **Print Daily Check Out Detail** from the **Daily Reports** pull-down menu to bring up the **Daily Check Out Detail Report – Select Screen** box, shown in Rpts3-4, above. Enter dates in the **Beginning Date** and the **Ending Date** boxes then select the **Run Daily Check Out Detail Report** button at the bottom of the screen (refer back to Rpts3-4, above). A progress report box titled, **Items Checked Out Report by Out Date Report Process**, appears (see Rpts3-5, below), showing the progress of the report as it is being processed. The resulting report is seen in Rpts3-6, below.

### Rpts3-5

Date: 3/10/05  
Time: 4:45PM  
User:

Benzie Shores District Library  
**Items Checked Out Report**  
\*\* By Date Checked Out \*\*  
Report Range: 1/01/2000-12/31/2000

Page 1  
Proc: Check\_Out\_Detail\_Report

| Out Date | Out Time | Due Date | Patron Location | Barcode | Title   | Call 1 | Call 2 | Call 3 | Status | Author                 |
|----------|----------|----------|-----------------|---------|---|--------|--------|--------|--------|------------------------|
|          |          |          |                 |         | Tree grows in brooklyn  | FIC    | SMITH  |        |        | Smith, Betty           |
|          |          |          |                 |         | Cat who sang for the birds / Lillian Jackson Braun.                               | LP     | MYS    | BRAUN  |        | Braun, Lillian Jackson |
|          |          |          |                 |         | Battle creek / Scott Lasser.  | FIC    | LASSE  |        |        | Lasser, Scott          |
|          |          |          |                 |         | Devil's teardrop : a novel of the last night of the century / Jeffery Deaver.     | FIC    | DEAVE  |        |        | Deaver, Jeffery        |
|          |          |          |                 |         | Tara Road / Maeve Binchy.   | FIC    | BINCH  |        |        | Binchy, Maeve          |
|          |          |          |                 |         | Short novels of John Steinbeck /  | FIC    | STEIN  |        |        | Steinbeck, John        |
|          |          |          |                 |         | UNBAITED TRAP   | LP     | FIC    | COOKS  |        | COOKSON, CATHERINE     |
|          |          |          |                 |         | Liability / Preston Diltz.  | FIC    | DILTS  |        |        | Diltz, Preston         |
|          |          |          |                 |         | Dragonfly in amber by Diana Gabaldon.   | CAS    | GABAL  |        |        | Gabaldon, Diana        |
|          |          |          |                 |         | Hard time : a V.I. Warshawski novel / Sara Paretsky.                              | MYS    | PARET  |        |        | Paretsky, Sara         |
|          |          |          |                 |         | Buster Midnight's Cafe / Sandra Dallas.   | FIC    | DALLA  |        |        | Dallas, Sandra         |
|          |          |          |                 |         | You can't eat your chicken por, Amber Brown / Paula Danziger ; interior illustrat | FIC    | DANZI  |        |        | Danziger, Paula        |

**Rpts3-6**

## Financial Recap

Rpts3-7

At the opening **LibNet Reports** screen, select **Financial Recap** from the **Daily Reports** pull-down menu to bring up the **Financial Recap Select Screen**. At this screen, type dates into the **Begin Date** and the **End Date** boxes (see Rpts3-7, above), then select either the **Run Report Summary** button or the **Run Report Detail** button located at the bottom of this screen.

The **Run Report Summary** button (refer back to Rpts3-7, above) is used to generate an overall report summary of financials (see Rpts3-8, below, for a sample report).

Date: 4/08/06  
Time: 6:37PM  
User:

Benzie Shores District Library  
**Amounts Billed, Recieved and Written C**  
Between 1/01/2000 and 12/31/2000

Page 1  
Proc: Trans\_Report

| Code                            | Description                | \$Billed   | \$Cash     | Used Credit on Account | Used Credit Card | \$Written Off | Non Patron \$Cash | Non Patron Credit Card |
|---------------------------------|----------------------------|------------|------------|------------------------|------------------|---------------|-------------------|------------------------|
| CDRW                            | Borrowers Card Renewal Fee | \$1.00     | \$1.00     |                        |                  |               |                   |                        |
| COPY                            | Copy Machine Fee           | \$4.65     | \$3.70     |                        |                  | \$3.75        | \$175.05          |                        |
| CREDIT                          | Credit On Account          |            | \$30.50    |                        |                  |               |                   |                        |
| DAMAG                           | Damages Fee                | \$29.95    | \$21.15    | \$8.80                 |                  |               |                   |                        |
| NONDS                           | Non District Usage Fee     | \$1,400.00 | \$1,400.00 |                        |                  |               |                   |                        |
| NPFEE                           | Notice Processing Fee      | \$162.00   | \$47.30    | \$2.00                 |                  | \$38.70       |                   |                        |
| ODFIN                           | Overdue Fine (Returned)    | \$2,121.85 | \$800.61   | \$9.85                 |                  | \$913.34      |                   |                        |
| ODFRW                           | Overdue Fine (Renewed)     | \$607.20   | \$187.50   |                        |                  | \$315.90      |                   |                        |
| REPCD                           | Replacement Card Fee       | \$1.00     | \$2.00     |                        |                  |               |                   |                        |
| REPLA                           | Item Replacement Cost      | \$3,790.45 | \$236.92   |                        |                  | \$2,756.78    |                   |                        |
| SERV                            | Service Processing Fee     | \$10.00    | \$5.00     |                        |                  | \$5.00        |                   |                        |
| --- Grand Totals For Report --- |                            | \$8,128.10 | \$2,735.68 | \$20.65                |                  | \$4,033.47    | \$175.05          |                        |

Total Cash: \$2,910.73  
Total Credit Cards: \_\_\_\_\_  
\$2,910.73

## **Rpts3-8**

The **Run\_Report Detail** button (refer back to Rpts3-7, above) is used to generate a more detailed financials summary report.

## Patron Visit Count Screen

Patron Usage Count (Old Method) - Selection Screen

Pause Extract    Total Records:     Records Read:

Select Items Checked Out From:  Through:

Old\_Patron\_Count\_Rpt   

### Rpts3-7

At the opening **LibNet Reports** screen, select **Patron Count (Old Method)** from the **Daily Reports** pull-down menu to bring up the **Patron Usage Count – Selection Screen** (see Rpts3-7, above). At this screen, insert dates into the **Select Items Check out From** and **Through** boxes, then select the **Patron Usage Count (Old Counting Method)** button on the bottom left side of the screen. This generates a report featuring the number of patrons that have used the library over a particular period of time (see Rpts3-9, below)

Date: 4/08/06    Benzie Shores District Library    Page 1  
Time: 6:47 PM    **Patron Visit Count**    Proc: Old\_  
User:    Circulation Period From 1/01/2000 Through 12/31/2000

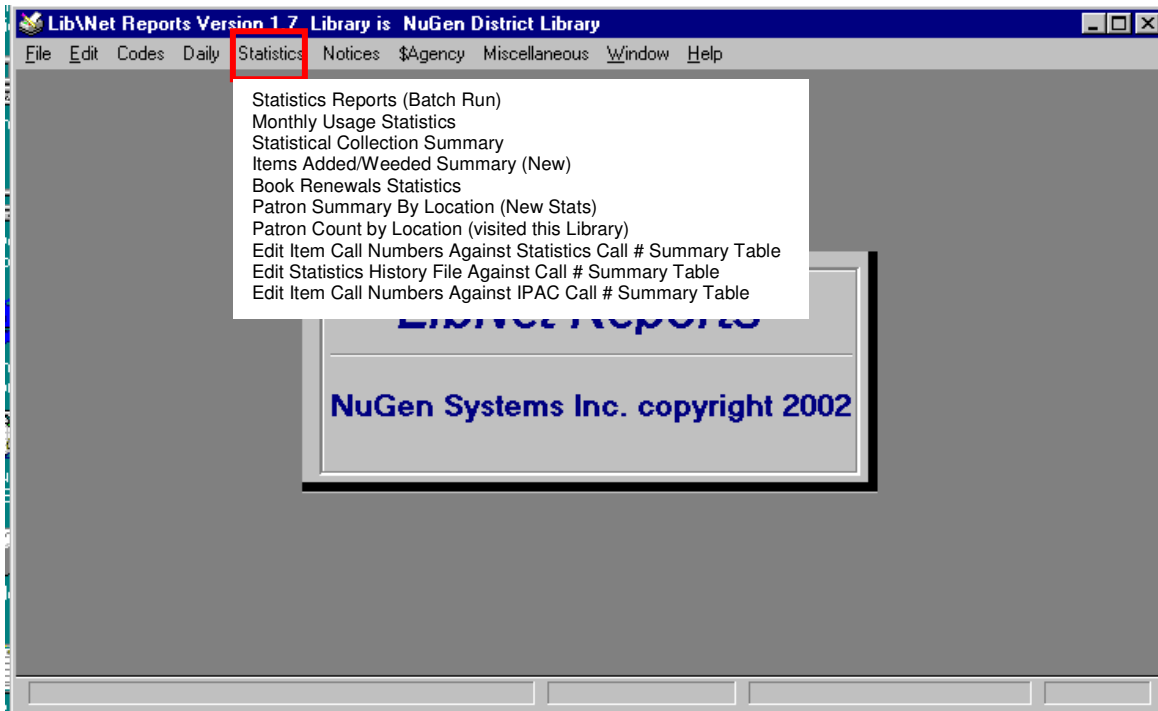
---

Total Number of Patron Visits For Period Indicated= 10,130

### Rpts3-9

## Lesson 4: Statistics

LibNet Reports Version 2.16 Opening Screen



#### Rpts4-1

This lesson focuses on the **Statistics** pulldown menu (see Rpts4-1, above), which has the following functions:

- Statistics Reports (Batch Run)
- Monthly Usage Statistics
- Statistical Collection Summary
- Items Added/Weeded Summary (New)
- Book Renewals Statistics
- Patron Summary By Location (New Stats)
- Patron Count by Location (visited this Library)
- Edit Item Call Numbers Against Statistics Call # Summary Table
- Edit Statistics History File Against Call # Summary Table
- Edit Item Call Numbers Against IPAC Call # Summary Table

#### Introduction

Statistics reports are useful for managing collections and for local and state usage reporting. The statistics pull-down menu is used to produce various circulation statistics reports. Select a particular report to generate, and enter date ranges for each report. By using the statistics report functions, circulation counts can be tallied and reported for a single day, week, month, year, or for multiple years.

## Statistics Reports (Batch Run)

Statistics reports are grouped into a single “batch run” procedure. Each unique report is selected by clicking the mouse on the check box in front of each type of report (see Rpts4-2, below):

- material type
- patron location
- patron borrowing patterns
- circulation by age/gender/category
- circulation by location/age/gender/category

Staff can choose to generate one or all such reports at once.

Pause Extract    Total Records:     Records Read:     Batch\_Run

Date Range:  Through:  / OR  Use Existing Extract File?

Select Report:

- Summary By Material Type
- Summary By Patron Location (Old Stats)
- Borrowing Patterns By Patron
- Circ. By Age/Gender/Catagory
- Circ. By Location/Age/Gender/Catagory

Select Patrons For This Lib. Only?

Yes     No

   Batch\_Run   

### Rpts4-2

To process the reports, select a report type by clicking in the circle next the desired report, then select the **Run Reports** button at the bottom of the **Statistics Reports (Batch Run)** screen. Using this “batch” mode of processing, all of the reports selected will run together in one batch, one after the other, without further input from a user. This “batch” mode makes it possible for reports to send directly to the printer without the usual on-screen report review.

As a batch report runs, the system extracts data from various files and creates a temporary “extract work” file. To **reprint** a report that just finished running, simply check the **Use Existing Extract File** box at the right, top of the **Statistics Reports (Batch Run)** screen (refer back to Rpts4-2, above).

**IMPORTANT NOTE:** To run a **Borrowing Patterns By Patron** report, only use the **Select Patrons For This Lib. Only** option. This limits the report to patrons who **only** use this library and pertains **only** to a LibNet system that runs multiple libraries on a shared library installation.

### Summary By Material Type

The **Summary By Material Type** report counts the number of items circulated within the date range entered and summarizes them into material type categories. In the example in Rpts4-3 below, the dates 1/01/2001 through 12/31/2001 have been entered, and the **Summary By Material Type** box has been checked. Then, the **Run Reports** button is selected, and the resulting report prints directly to the printer (it does not appear on the computer screen), in a format shown below Rpts4-5.

The screenshot shows a window titled "Statistics Reports (Batch Run) Screen". At the top, there are fields for "Total Records:" and "Records Read:", both containing "0", and a "Batch\_Run" label. Below this, there are two date input fields with a "Date Range:" label, containing "1/01/2001" and "12/31/2001", and a "Through:" label. To the right of the date fields is an "OR" label and a "Use Existing Extract File?" checkbox. Below the date fields is a "Select Report:" section with a list of report options: "Summary By Material Type" (checked), "Summary By Patron Location (Old Stats)", "Borrowing Patterns By Patron", "Circ. By Age/Gender/Catagory", and "Circ. By Location/Age/Gender/Catagory". Below the "Select Report:" section is a "Select Patrons For This Lib.Only?" section with "Yes" and "No" radio buttons, where "No" is selected. At the bottom left is a "Run Reports" button, and at the bottom right is a "Cancel" button. The "Run Reports" button is highlighted with a red box.

Rpts4-3

**INSERT scanned pix of first page of report here.**

**Rpts 4-4**

## Summary By Patron Location

The **Summary By Patron Location** report counts the number of items circulated by the number of patrons, and summarizes these numbers into patron location codes. Examples of patron location codes are township, city, etc., which represent where patrons reside.

In the example in Rpts4-5 below, the dates 1/01/2001 through 12/31/2001 have been entered, and the **Summary By Patron Location** box has been checked. The **Run Reports** button has been selected, and the resulting report prints directly to the printer (it does not appear on the computer screen), in a format shown below Rpts4-6 on the following page.

The screenshot shows a window titled "Statistics Reports (Batch Run) Screen". At the top, there is a checkbox for "Pause Extract", two input fields for "Total Records:" and "Records Read:" (both containing "0"), and the text "Batch\_Run". Below this, there are two date input fields labeled "Date Range:" and "Through:", both containing "1/01/2001" and "12/31/2001" respectively, with "mm/dd/yyyy" labels above them. To the right of these fields is the text "/ OR" and a checkbox for "Use Existing Extract File?". Below the date fields is a section titled "Select Report:" containing five checkboxes: "Summary By Material Type", "Summary By Patron Location (Old Stats)", "Borrowing Patterns By Patron", "Circ. By Age/Gender/Catagory", and "Circ. By Location/Age/Gender/Catagory". The "Summary By Patron Location (Old Stats)" checkbox is checked. Below this section is a section titled "Select Patrons For This Lib. Only?" with two radio buttons: "Yes" and "No", with "No" selected. At the bottom left is a button labeled "Run Reports", and at the bottom right is a button labeled "Cancel". The text "Batch\_Run" is also visible near the bottom left.

Rpts4-5

**INSERT scanned pix of first page of report here.**

**Rpts 4-6**

## Borrowing Patterns By Patron Location

This report is a more detailed analysis of the **Summary By Patron Location** report. In addition to providing circulation counts by location, the percentage of usage is calculated and compared between locations.

In the example in Rpts4-7 below, the dates 1/01/2001 through 12/31/2001 have been entered, and the **Borrowing Patterns By Patron** box has been checked. Then, the **Run Reports** button is selected, and the resulting report prints directly to the printer (it does not appear on the computer screen), in a format shown in Rpts4-8 on the following page.

The screenshot shows a software window titled "Statistics Reports (Batch Run) Screen". At the top, there are fields for "Pause Extract" (unchecked), "Total Records:" (0), "Records Read:" (0), and "Batch\_Run". Below this is a "Date Range:" section with two date input fields: "1/01/2001" and "12/31/2001", with "Through:" between them. To the right of the date fields is a "/ OR" label and a "Use Existing Extract File?" checkbox (unchecked). Below the date range is a "Select Report:" section with a list of report options, each with a checkbox: "Summary By Material Type" (unchecked), "Summary By Patron Location (Old Stats)" (unchecked), "Borrowing Patterns By Patron" (checked), "Circ. By Age/Gender/Catagory" (unchecked), and "Circ. By Location/Age/Gender/Catagory" (unchecked). Below the report selection is a "Select Patrons For This Lib. Only?" section with "Yes" and "No" radio buttons, where "No" is selected. At the bottom left is a "Run Reports" button, and at the bottom right is a "Cancel" button. The "Batch\_Run" label is also present near the bottom left.

Rpts4-7

**INSERT scanned pix of first page of report here.**

**Rpts4-8**

## Circulation By Age/Gender/Category

The **Circulation By Age/Gender Category** report provides a detailed analysis of items circulated, broken down by patron's age, gender, and material type.

In the example in Rpts4-9 below, the dates 1/01/2001 through 12/31/2001 have been entered, and the **Circ. By Age/Gender/Category** box has been checked. Then, the **Run Reports** button is selected, and the resulting report prints directly to the printer (it does not appear on the computer screen), in a format shown in Rpts4-10 on the following page.

The screenshot shows a dialog box titled "Statistics Reports (Batch Run) Screen". At the top, there are fields for "Total Records:" and "Records Read:", both containing "0", and a "Batch\_Run" label. Below these are two date input fields labeled "mm/dd/yyyy" with "1/01/2001" and "12/31/2001" entered, separated by "Through:". To the right of the date fields is a "/ OR" label and a checkbox for "Use Existing Extract File?". Below the date fields is a "Select Report:" section with a list of options: "Summary By Material Type", "Summary By Patron Location (Old Stats)", "Borrowing Patterns By Patron", "Circ. By Age/Gender/Category" (which is checked), and "Circ. By Location/Age/Gender/Category". Below the "Select Report:" section is a "Select Patrons For This Lib. Only?" section with radio buttons for "Yes" and "No". At the bottom left is a "Run Reports" button, and at the bottom right is a "Cancel" button. The "Run Reports" button is highlighted with a red box.

Rpts4-9

**INSERT copy of report, first page.**

**Rpts4-10**

## Circulation by Location/Age/Gender/Category

This report is a detailed analysis of items circulated, broken down by patron's location, code, age, gender, and material type.

In the example in Rpts4-11 below, the dates 1/01/2001 through 12/31/2001 have been entered, and the **Circ. By Age/Gender/Category** box has been checked. Then, the **Run Reports** button is selected, and the resulting report prints directly to the printer (it does not appear on the computer screen), in a format shown in Rpts4-12 on the following page.

The screenshot shows a dialog box titled "Statistics Reports (Batch Run) Screen". At the top, there are fields for "Total Records:" and "Records Read:", both containing the number "0". To the right is a "Batch\_Run" label. Below these are two date input fields labeled "mm/dd/yyyy", with "Date Range:" followed by "1/01/2001" and "Through:" followed by "12/31/2001". To the right of these is a "/ OR" label and a checkbox labeled "Use Existing Extract File?". Below the date fields is a "Select Report:" section containing a list of report options with checkboxes: "Summary By Material Type", "Summary By Patron Location (Old Stats)", "Borrowing Patterns By Patron", "Circ. By Age/Gender/Catagory", and "Circ. By Location/Age/Gender/Catagory". The last option is checked. Below this list is a "Select Patrons For This Lib. Only?" section with radio buttons for "Yes" and "No", where "No" is selected. At the bottom left is a "Run Reports" button, and at the bottom right is a "Cancel" button. The "Run Reports" button and the date range fields are highlighted with red boxes.

Rpts4-11

**INSERT copy of report, first page.**

**Rpts4-12**

## Monthly Usage Statistics

The **Monthly Usage Statistics** report summarizes the items circulated (checked out) for any given month. This report is helpful for monitoring circulation trends because it tallies items circulated and summarizes them into groups by material type. A gain/loss comparison is made between circulation "this month" and also during the same month of the previous year.

### Rpts4-13

The date 12/2000 was entered on the **Monthly Usage Statistics Select Screen** in Rpts4-13 above, and a partial resulting report is shown in Rpts4-14, below.

Date: 4/09/06      Benzie Shores District Library      Page 1  
 Time: 10:11PM      **Monthly Usage Summary**      Proc: Monthly\_Usage\_Sumr  
 User:      For Month:12/2000

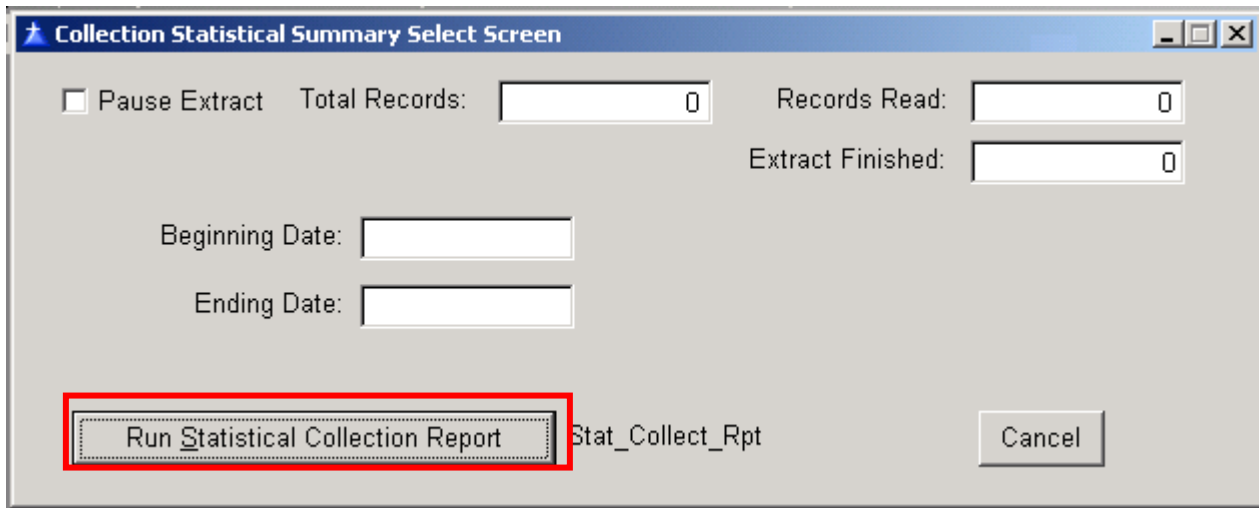
| Category Description                          | This Month  | Same Month Last Year | Month Gain/Loss | YTD-Curr. 12-Months | YTD-Last Year | YTD Gain/Loss   |
|---|-------------|----------------------|-----------------|---------------------|---------------|-----------------|
| 01 10 Adult-Adult Regular Collection          | 853         | 811                  | 42 5%           | 13627               | 12982         | 645 5%          |
| 01 15 Adult-Oversize                          | 2           | 4                    | 2 -100%         | 30                  | 22            | 8 36%           |
| 01 17 Adult-Reference                         | 3           | 2                    | 1 50%           | 47                  | 68            | 21 -45%         |
| 01 20 Adult-Large Print                       | 91          | 73                   | 18 25%          | 1885                | 1620          | 265 16%         |
| 01 32 Adult-Reader Development Collection     | 1           | 0                    | 1 25%           | 11                  | 4             | 7 175%          |
| 01 33 Adult-Inter-Library Loan (Incomming)    | 42          | 53                   | 11 -26%         | 814                 | 718           | 96 13%          |
| 01 36 Adult-Mass-Market Paperback             | 150         | 142                  | 8 6%            | 2483                | 3003          | 520 -21%        |
| <b>Major Category Total</b>                   | <b>1142</b> | <b>1085</b>          | <b>57 5%</b>    | <b>18897</b>        | <b>18417</b>  | <b>480 3%</b>   |
| 03 17 03 Not found in Major Call#-Reference   | 0           | 0                    | 0 0%            | 1                   | 1             | 0 0%            |
| 03 19 03 Not found in Major Call#-Public Corr | 9           | 5                    | 4 80%           | 131                 | 101           | 30 30%          |
| 03 36 03 Not found in Major Call#-Mass-Marke  | 7           | 13                   | 6 -86%          | 119                 | 278           | 159 -134%       |
| <b>Major Category Total</b>                   | <b>16</b>   | <b>18</b>            | <b>2 -13%</b>   | <b>251</b>          | <b>380</b>    | <b>129 -51%</b> |
| 04 40 Juvenile-Children's Regular Collection  | 128         | 156                  | 28 -22%         | 2382                | 2956          | 574 -24%        |

Rpts4-14

## Statistical Collection Summary

The **Statistical Collection Summary** report analyzes the entire library collection by tallying and summarizing items in material groups that show the number of titles and items (holdings) in each category. In addition to reporting holdings statistics, this report also tallies the number of items circulated within a certain time range for each group. Enter the date range to extract circulation counts within a particular range.

Interlibrary loan statistics also are reported within each material category, including incoming and outgoing materials (see Rpts4-15 and 4-16, below, and Rpts4-17 on the following page).



**Collection Statistical Summary Select Screen**

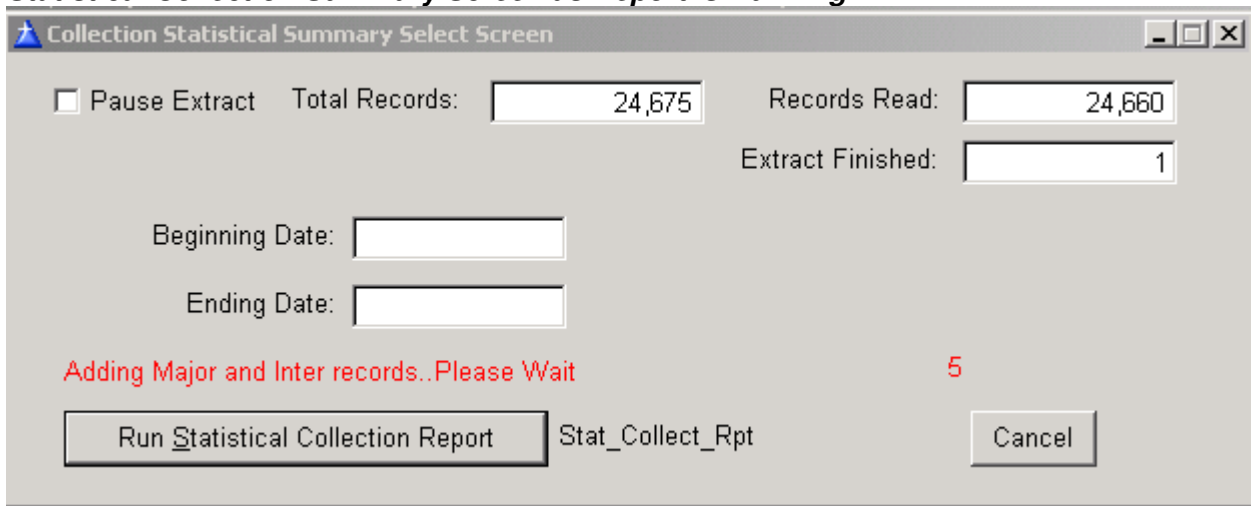
Pause Extract    Total Records:     Records Read:   
Extract Finished:

Beginning Date:   
Ending Date:

**Run Statistical Collection Report**    Stat\_Collect\_Rpt    Cancel

### Rpts4-15

#### *Statistical Collection Summary Screen as Report Is Running*



**Collection Statistical Summary Select Screen**

Pause Extract    Total Records:     Records Read:   
Extract Finished:

Beginning Date:   
Ending Date:

Adding Major and Inter records..Please Wait    5

**Run Statistical Collection Report**    Stat\_Collect\_Rpt    Cancel

### Rpts4-16

**INSERT report page here.**

**Rpts4-17**

## Book Renewals Statistics

The **Book Renewals Statistics** report is a summary by material type. Renewals are logged by date and selected according to the date range entered (see Rpts4-18, below). Renewal records are stored indefinitely in the system.

Pause Extract Total Records:  Records Read:  Extract Finished:

Date Range:  Through:

OR  Use Existing Extract File?

Select Report:  Summary By Material Type

### Rtps4-18

Date: 3/11/05  
Time: 4:09PM  
User:

Benzie Shores District Library  
**Renewals By Material Type Summary**  
1/01/2002 - 12/31/2002

Page 1  
Proc: RewRptSum\_By\_Mat\_Type

| Description                     | Item Count |
|---------------------------------|------------|
| Adult                           |            |
| Adult Regular Collection        |            |
| Generalities (001-099)          | 2          |
| Fiction                         | 6          |
| Mystery                         | 2          |
| Adult Regular Collection Total: | 10         |
| Large Print                     |            |
| Fiction                         | 2          |
| Large Print Total:              | 2          |
| Adult Total:                    | 12         |

### Rpts4-19

## Patron Summary By Location (New Stats)

The **Patron Summary By Location** report is a summary by patron location or service area code. Patron visits are logged by date and selected according to the date range entered (see Rpts4-20, below). A patron visit is defined as checking materials out on a particular day – for instance, a patron checks out five items on a particular day and the system considers that to be one patron visit. A date range can be entered before running this report.

Patron visit counts are stored in the system indefinitely. However, relative to circulation history, individual patron identifications never are saved. See Rpts4-21, below, for the resulting report.

**Summary By Patron Location**

Pause Extract    Total Records:     Records Read:     Batch\_Run\_PVL

Date Range:  Through:  / OR  Use Existing Extract File?

**Run Summary By Patron Location (New Stats)**    Cancel

### Rpts4-20

#### Completed Patron Summary Report

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 100% Zoom

Date: 3/14/05    Benzie Shores District Library    Page 1  
Time: 2:14PM    **Patron Visit Summary By Patron Location**    Proc: Patron\_By\_LOC\_R\_N  
User: 1/01/2001 - 12/31/2001

| Description      | Patron Visits |
|------------------|---------------|
| UnBarcoded Items | 842           |
| Total            | 842           |

Total Patron Visits For Period= 842

### Rpts4-21

## Patron Count By Location

The **Patron Count By Location** report is a summary of the number of patrons per library (important to distinguish if the system is set up to be shared by multiple libraries). Patron counts are logged by date and selected according to the date range entered (see the example in Rpts4-22, below). A patron who “uses” the library is one who checks materials out on a particular day. Generate a report by including a start date at the **Summary By Patron Location** screen shown below in Rpts4-22 (the end date automatically appears, as in Rpts4-22, below). To print another copy of a report, check the **Use Existing Extract File** box.

Summary By Patron Location (LB\_PMO)

Pause Extract    Total Records:     Records Read:     Batch\_Run\_PMO

Date Range:  -Through- 1/27/2006    / OR     Use Existing Extract File?

**Run Library Usage by Patron Location (This Library)**    Cancel

Rpts4-22

**TRIED TO RUN REPORT AND SAYS THERE ARE NO RECORDS FOR TIME PERIOD.**

Rpts4-23

## Edit Item Call Numbers Against Statistics Call # Summary Table Screen

The **Edit Call Numbers Against Statistics Call Number Summary Table** procedure reads the entire library holdings (items) file. To run this report, select the **Run Call Number Summary Exception Report** button at the bottom of the **Call Number Summary Exceptions** screen, shown below in Rpts4-24. The resulting report is shown on the following page in Rpts4-25.

**Call Number Summary Exceptions**

UnCheck to Pause Extract      Total Records:       Records Read:

This procedure processes the entire item file. Item call numbers are checked against the Call# summary table. Items that do not summarize are listed on an exception report.

Number of Items Found:




**Run Call Number Summary Exception Report**      Edit\_Call      Cancel

Rpts4-24

**Completed Call Number Summary Exceptions List (Report)**

Every item that does not fit into a summary category is selected and listed on the resulting **Call Number Summary Exceptions List** report (see Rpts4-25, below). This resulting "call number summary table" is used throughout the collection reporting system. When running this report, it is important to ensure that all items summarize correctly into a summary group, otherwise reporting will be inaccurate due to unmatched call numbers being bypassed by the process.

File View Zoom




 Page:  Across:  Down:  Zoom:

Date: 4/10/06 
 Benzie Shores District Library  
 Call Number Summary Exceptions List  
 Number of Items Found: 8
 
 Page 1  
 Time: 10:51 PM Proc: Edit\_Call  
 User:

| Title  | Author              | BarCode       | Call1 | Call 2  | Call 3 |
|--|---------------------|---------------|-------|---------|--------|
| Rich shall inherit /   | Adler, Elizabeth    | 80020795      |       | M       | ADLER  |
| PERENNIAL PATCHWORK  | ROBINSON, JACKIE    | ILL1010123582 | ILL   | `       |        |
| Encyclopedia Americana.  |                     | 80240187      | REF   | 031     | ENC10  |
| H. :   | Haire-Sargeant, Lin | 80124621      | REF   | Gen     | HAIRE  |
| 100 years of American newspaper comics : an illustrated encyclopedia / edited by Maurice Horn. |                     | 80234347      | ROT   | 741.5   | ONE    |
| Eagle has landed /   | Higgins, Jack       | 80022759      | ROT   | FIC     | HIGGI  |
| Daggerman /  | Francis, Richard H  | 80057805      | ROT   | MYS     | FRANC  |
| Little men : life at Plumfield with Jo's boys /  | Alcott, Louisa May  | 80075021      | Y     | FICTION | ALCOT  |

## Edit Statistics History File Against Call # Summary Table Screen

The **Edit Statistics History File Against Call Number** procedure reads checkout history records and recalculates the statistics category, using an item's current call number and the "call number summary table" (covered in the LibNet Setup Module). Every item that does not fit into a summary category is selected and listed on the resulting exception report.

The "call number summary table" is used throughout the collection reporting system. It is important to ensure that all items summarize correctly into a summary group, otherwise reporting will be inaccurate because unmatched item call numbers are bypassed by the system.

This procedure also is used to convert or update items in the checkout history file, where the call number might have been changed. If an item later is re-catalogued and assigned to a new call number location, this procedure also will move all previous circulations into the new classification.

To generate the **Edit Statistics History File Against Call Number Summary Table** report, enter dates in the **Checked Out From** and **Through** boxes, then select the **Run History Summary Exceptions** button at the bottom of the **Edit\_Stats** screen shown in Rpts4-24, below. The system will check each item call number against the library's (or libraries') **Call Number Summary Table**. To update the records to reflect the new summary category, select "Yes" (see Rpts4-26 again, below) before running the report. A resulting report is shown on the following page in Rpts4-27.

**NOTE: BOB -- "category" in these boxes should be "category".**

Pause Extract Total Records:  Records Read:

This procedure will read the check-out history records and recalculate the statistics category using the item's current call number and the call# summary table. If the current category does not match the category that was assigned originally (at check-out time) the history record will be selected for the exception report.

Checked Out From:  Through:

If you enter "Y" below to Update History?, the records will be updated to reflect the new summary category.

Update History?  
 No  Yes If "N" Nothing Will Be Changed

Number of Items Found:

**Run History Summary Exceptions** Edit\_Stats Cancel

Rpts4-26

**Completed Edit Statistics History File Against Call # Summary Table Report**

File View Zoom

   Page:  Across:  Down:  Zoom:

Date: 4/10/06  
Time: 11:01PM  
User:

Benzie Shores District Library  
**History Summary Exceptions**  
4 Items found for: 1/01/2000-12/31/2000

Page 1  
Proc: Edit\_Stats

✓ CHG = Item Summary Changed  
NMF = No Summary Match Found For Current Item

| BarCode  | XXX | Call Number |        |        | History Assignment |       |       | New Assignment |       |       |
|----------|-----|-------------|--------|--------|--------------------|-------|-------|----------------|-------|-------|
|          |     | Call1       | Call 2 | Call 3 | Major              | Inter | Minor | Major          | Inter | Minor |
| 80022759 | NMF | ROT         | FIC    | HIGGI  |                    |       |       | 01             | 10    | 100   |
| 80234347 | NMF | ROT         | 741.5  | ONE    |                    |       |       | 01             | 10    | 070   |
| 80234347 | NMF | ROT         | 741.5  | ONE    |                    |       |       | 01             | 10    | 070   |
| 80234347 | NMF | ROT         | 741.5  | ONE    |                    |       |       | 01             | 10    | 070   |

Rpts4-27

## Edit Item Call Numbers Against IPAC Call # Summary Table Screen

The **Edit Item Call Numbers Against IPAC Call Number Summary Table** procedure reads the entire library's holdings (items) file. Each item record is checked against the library's (or libraries') Internet catalog summary or IPAC Summary Table (covered in the LibNet Setup Module). Every item that does not fit into an IPAC summary category is selected and listed on this exception report.

The IPAC summary table is used to assign a material type category to each item. It is essential to ensure that all items summarize correctly into an IPAC summary group, otherwise Internet catalog searching will be inaccurate because items might not appear in the correct group.

To generate this report, select the Run Call Number Summary Exception Report button at the bottom of the **Call Number Summary Exceptions** screen, shown below in Rpts4-28. The resulting report is shown on the following page in Rpts4-29.

**Call Number Summary Exceptions**

UnCheck to Pause Extract      Total Records:       Records Read:

This procedure processes the libraries item file. Item call numbers are checked against the IPAC Call# summary table. Items that do not summarize are listed on an exception report.

Number of Errors Found:

**Run Call Number Summary Exception Report**      Edit\_IPAC\_Sel      Cancel

Rpts4-28

## Completed Edit Item Call Numbers Against IPAC Call # Summary Table Screen

Report Screen

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 100% Zoom

Date: 3/14/05  
Time: 2:34PM  
User:

Bonzie Charles District Library  
**Call Number Summary Exceptions List**  
Number of Items Found: 9

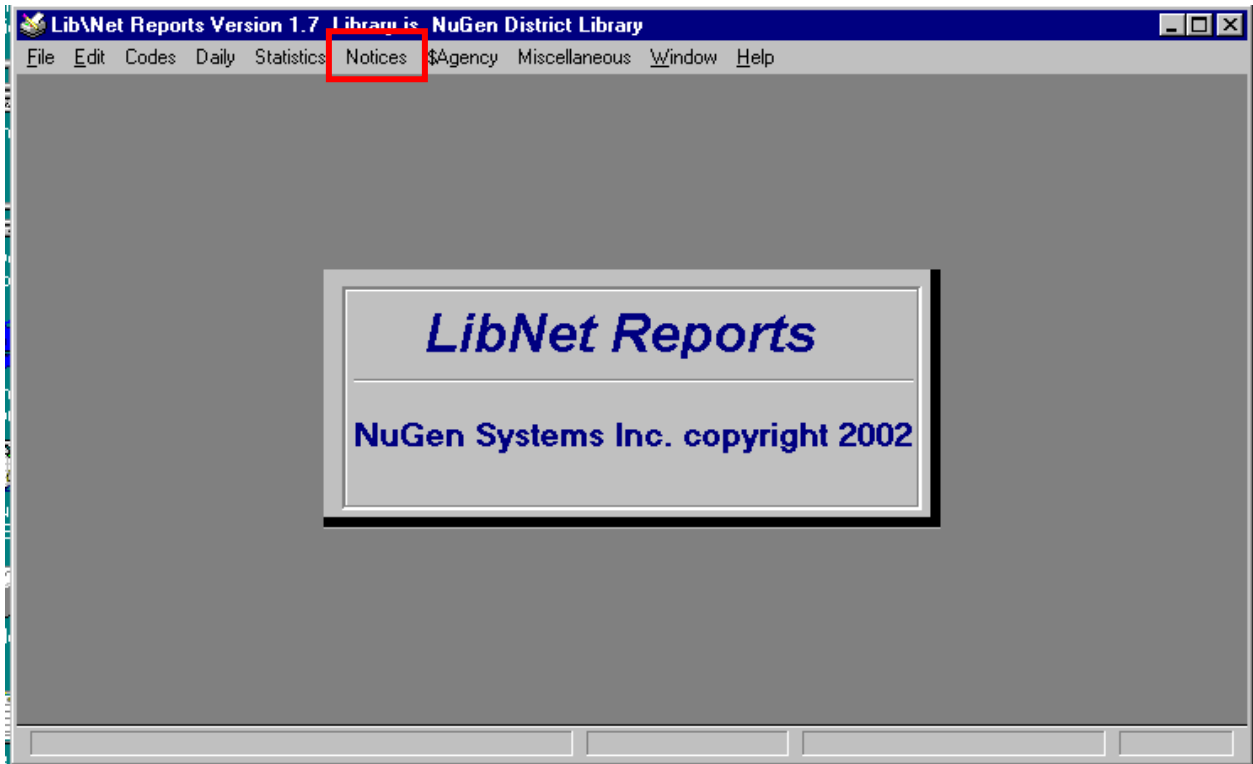
Page 1  
Proc: Edit\_Call

| Title  | Author              | BarCode       | Call1 | Call 2    | Call 3 |
|--|---------------------|---------------|-------|-----------|--------|
| Rich shall inherit /   | Adler, Elizabeth    | 80020795      |       | M         | ADLER  |
| Before I say goodbye   | Clark, Mary Higgins | 80264062      | CD    | FOLK MUSI | CLARK  |
| PERENNIAL PATCHWORK  | ROBINSON, JACKIE    | ILL1010123582 | ILL   |           |        |
| Encyclopedia Americana.  |                     | 80240187      | REF   | 031       | ENC10  |
| H. :   | Haire-Sargeant, Lin | 80124621      | REF   | GEN       | HAIRE  |
| 100 years of American newspaper comics : an illustrated encyclopedia / edited by Maurice Horn. |                     | 80234347      | ROT   | 741.5     | ONE    |
| Eagle has landed /   | Higgins, Jack       | 80022759      | ROT   | FIC       | HIGGI  |
| Daggerman /  | Francis, Richard H  | 80057805      | ROT   | MYS       | FRANC  |
| Little men : life at Plumfield with Jo's boys /  | Alcott, Louisa May  | 80075021      | Y     | FICTION   | ALCOT  |

Rpts4-29

## Lesson 5: Notices

LibNet Reports Version 2.16 Opening Screen



## Rpts1

This lesson focuses on the **Notices** pulldown menu (see Rpts1, above), which has the following functions:

- Weekly Notice Extract
- Print Combined Libraries On New Mailer Form
- Print Combined Libraries On New Mailer Form In Text Mode
- Print Overdue On 8.5X11
- Print Reserve Notices Form
- Reset Reserve Notice File
- Print Reserve Notices Form In Text Mode
- Demand Notice on 8.5X11

## Weekly Notice Extract

Weekly Notice Extract Screen \*\* For all Libraries \*\*

Processing Item Master File BSDL\_Extract

**Auto Extract for All Libraries**

**Select RUN EXTRACT to Update Extract File**

Aging Date of Last Extract: 2/05/2001

Calculated Date for This Extract: 2/12/2001 --> Enter Below

Enter Aging Extract Date:  <--|

Include Everything Overdue:  No  Yes

Include Damages Not Yet Notified:  No  Yes

Rpts40

### View Queue

The screenshot shows a window titled "Notice Extract Run" with a standard Windows title bar (S, W, R, B, C, D, X). The window content includes a "Notice Extracts" tab and a table with the following data:

| Run Date | Run Time | To Date  | Num Itm | Num Pac | Amt Pac |
|----------|----------|----------|---------|---------|---------|
| 2/06/01  | 11:17AM  | 2/05/01  | 27      | 114     | 103.49  |
| 1/30/01  | 10:29AM  | 1/29/01  | 15      | 39      | 101.90  |
| 1/22/01  | 3:46PM   | 1/22/01  | 17      | 66      | 95.00   |
| 1/15/01  | 3:30PM   | 1/15/01  | 15      | 35      | 37.85   |
| 1/08/01  | 4:52PM   | 1/08/01  | 55      | 106     | 221.18  |
| 1/03/01  | 11:22AM  | 1/01/01  | 43      | 64      | 54.30   |
| 12/27/00 | 2:47PM   | 12/25/00 | 45      | 82      | 92.90   |
| 12/18/00 | 12:58PM  | 12/18/00 | 10      | 15      | 22.21   |
| 12/12/00 | 4:53PM   | 12/11/00 | 28      | 84      | 163.70  |
| 12/04/00 | 4:15PM   | 12/04/00 | 46      | 110     | 156.05  |
| 11/27/00 | 11:18AM  | 11/27/00 | 57      | 134     | 121.70  |
| 11/21/00 | 10:25AM  | 11/20/00 | 54      | 64      | 149.40  |
| 11/14/00 | 10:39AM  | 11/13/00 | 23      | 60      | 65.85   |
| 11/06/00 | 1:05PM   | 11/06/00 | 32      | 79      | 148.55  |
| 10/30/00 | 5:11PM   | 10/30/00 | 40      | 63      | 135.85  |
| 10/24/00 | 10:34AM  | 10/23/00 | 55      | 137     | 929.19  |

Below the table are several control buttons: "Purge All Notice Changes", "Purge Dup Notice Changes", "Select" (highlighted with a red box), and "Delete". There are also "Close" and "Help" buttons at the bottom right.

Rpts40a

The screenshot shows an "Exception Message" dialog box with a blue title bar. The message text is:

*Extract of: 2/06/2001 Would You Like To Delete All Notice Fee Charges?*

At the bottom of the dialog are three buttons: "Pause", "OK" (highlighted with a red box), and "Cancel".

Rpts40b

Exception Message

*Extract of: 2/06/2001 Would You Like To Delete Duplicate Notice Fee Charges?*

Pause

OK

Cancel

Rpts40c

### Weekly Notice Extract Screen

Weekly Notice Extract Screen \*\* For all Libraries \*\*

Processing Item Master File BSDL\_Extract

**Auto Extract for All Libraries**

**Select RUN EXTRACT to Update Extract File**

Aging Date of Last Extract: 2/05/2001

Calculated Date for This Extract: 2/12/2001 --> Enter Below

Enter Aging Extract Date:  <--|

Include Everything Overdue:  No  Yes

Include Damages Not Yet Notified:  No  Yes

**Run Extract** View Queue Cancel

Rpts40d

### Weekly Notice Extract Screen with Extract Date

Weekly Notice Extract Screen \*\* For all Libraries \*\*

Processing Item Master File BSDL\_Extract

**Auto Extract for All Libraries**

**Select RUN EXTRACT to Update Extract File**

Aging Date of Last Extract: 2/05/2001

Calculated Date for This Extract: 2/12/2001 --> Enter Below

Enter Aging Extract Date:  <--|

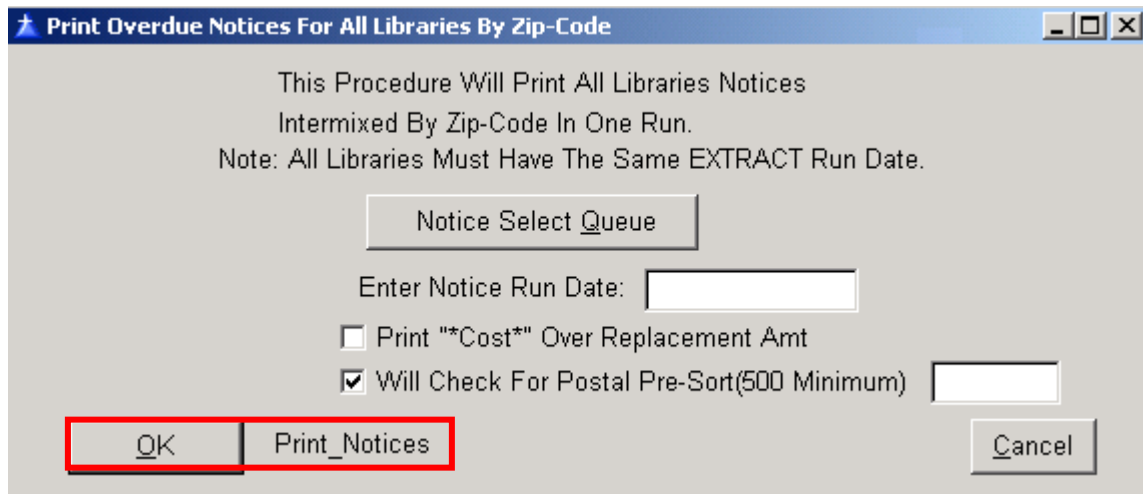
Include Everything Overdue:  No  Yes

Include Damages Not Yet Notified:  No  Yes

**Run Extract** View Queue Cancel

Rpts40e

## Print Combined Libraries (Overdue Notices) On New Mailer Form Screen



**Print Overdue Notices For All Libraries By Zip-Code**

This Procedure Will Print All Libraries Notices  
Intermixed By Zip-Code In One Run.  
Note: All Libraries Must Have The Same EXTRACT Run Date.

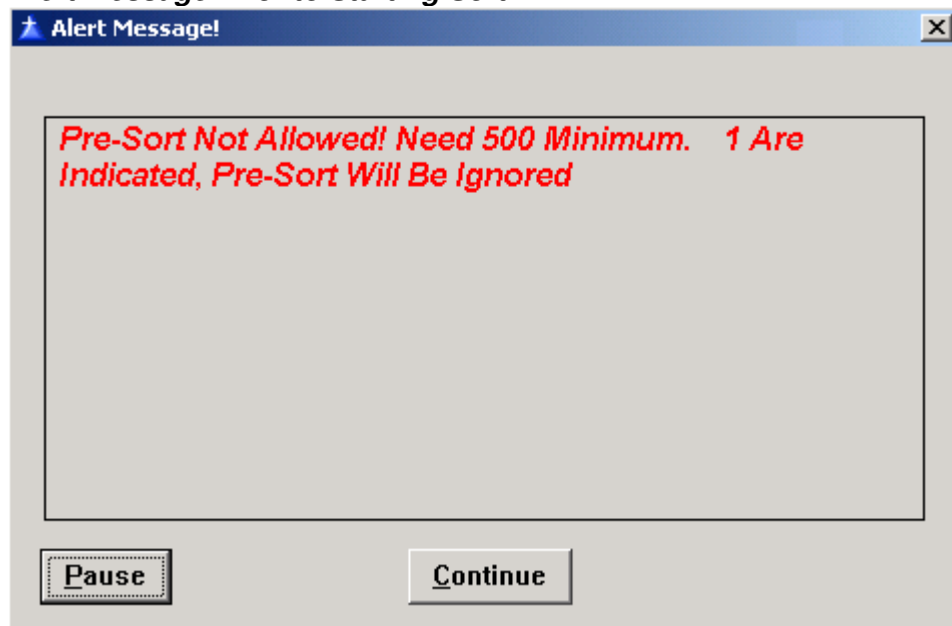
Notice Select Queue

Enter Notice Run Date:

Print **"\*Cost\*"** Over Replacement Amt  
 Will Check For Postal Pre-Sort(500 Minimum)

Rpts41

## Alert Message Prior to Starting Sort



**Alert Message!**

*Pre-Sort Not Allowed! Need 500 Minimum. 1 Are Indicated, Pre-Sort Will Be Ignored*

Rpts41a

**Print Combined Libraries (Overdue Notices) On New Mailer Form Screen**

File View Zoom




 Page:  Across:  Down:  Zoom:

RETURN SERVICE REQUESTED

Library Card Number: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

| Item Description | Due Date |
|------------------|----------|
|------------------|----------|

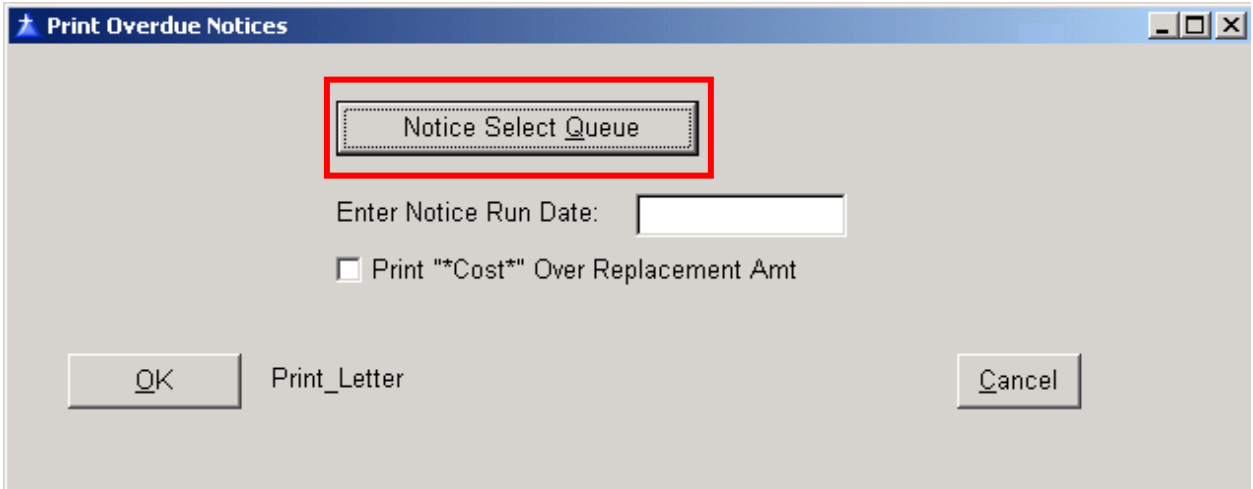
Total Items Overdue = 0

Total Account Collection = \$0.00

|                           | <u>Lib-1</u> | <u>Lib-2</u> | <u>Lib-3</u> | <u>Lib-4</u> | <u>Lib-5</u> | <u>Lib-6</u> | <u>Lib-7</u> | <u>Total</u> |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Total Notices Requested = | 4            |              |              |              |              |              |              | 4            |

**Rpts41b**

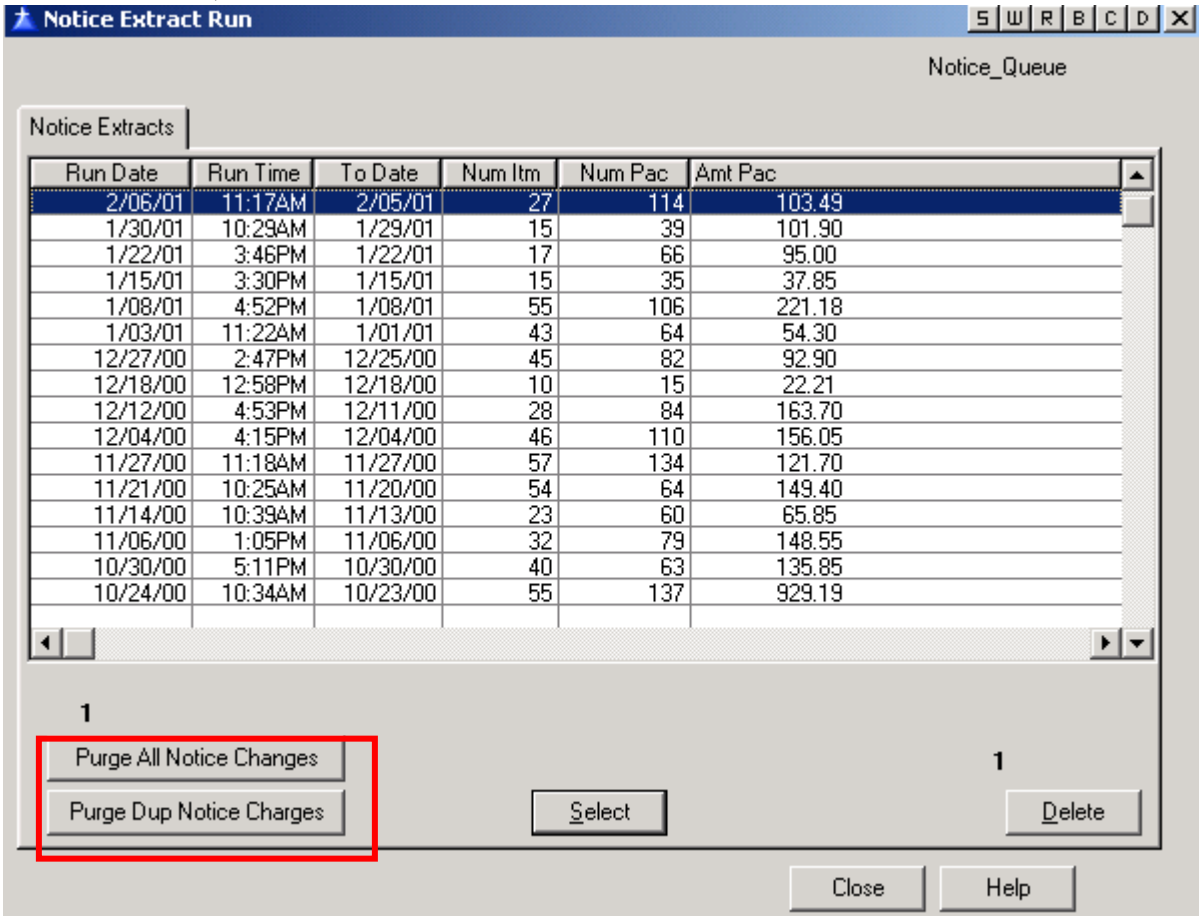
## Print Overdue (Notices) On 8.5X11 (Page) Screen



The dialog box titled "Print Overdue Notices" contains a "Notice Select Queue" button highlighted with a red box. Below it is a text field for "Enter Notice Run Date:" and a checkbox labeled "Print '\*Cost\*' Over Replacement Amt". At the bottom are "OK", "Print\_Letter", and "Cancel" buttons.

Rpts42

## Notice Select Queue

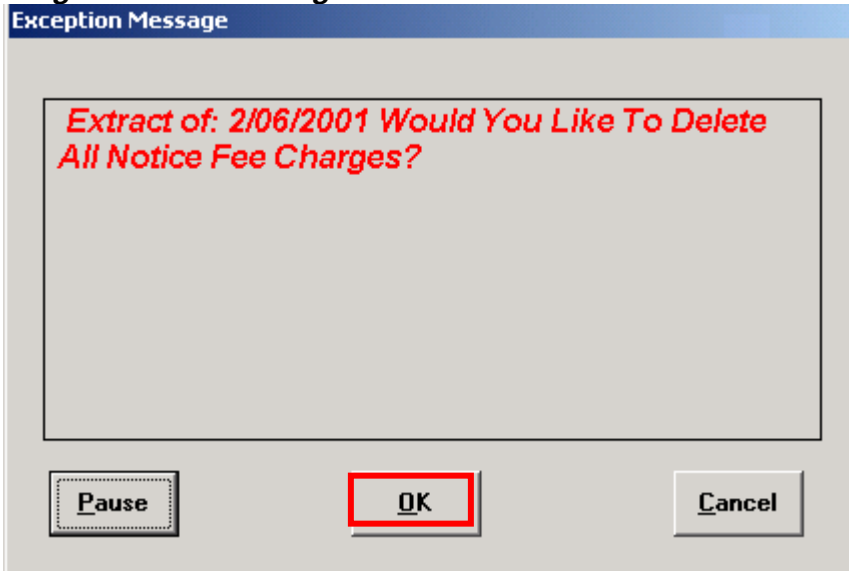


The "Notice Extract Run" dialog box displays a table of notice extracts. The table has columns for Run Date, Run Time, To Date, Num Itm, Num Pac, and Amt Pac. Below the table are buttons for "Purge All Notice Changes" and "Purge Dup Notice Charges", both highlighted with a red box. Other buttons include "Select", "Delete", "Close", and "Help".

| Run Date | Run Time | To Date  | Num Itm | Num Pac | Amt Pac |
|----------|----------|----------|---------|---------|---------|
| 2/05/01  | 11:17AM  | 2/05/01  | 27      | 114     | 103.49  |
| 1/30/01  | 10:29AM  | 1/29/01  | 15      | 39      | 101.90  |
| 1/22/01  | 3:46PM   | 1/22/01  | 17      | 66      | 95.00   |
| 1/15/01  | 3:30PM   | 1/15/01  | 15      | 35      | 37.85   |
| 1/08/01  | 4:52PM   | 1/08/01  | 55      | 106     | 221.18  |
| 1/03/01  | 11:22AM  | 1/01/01  | 43      | 64      | 54.30   |
| 12/27/00 | 2:47PM   | 12/25/00 | 45      | 82      | 92.90   |
| 12/18/00 | 12:58PM  | 12/18/00 | 10      | 15      | 22.21   |
| 12/12/00 | 4:53PM   | 12/11/00 | 28      | 84      | 163.70  |
| 12/04/00 | 4:15PM   | 12/04/00 | 46      | 110     | 156.05  |
| 11/27/00 | 11:18AM  | 11/27/00 | 57      | 134     | 121.70  |
| 11/21/00 | 10:25AM  | 11/20/00 | 54      | 64      | 149.40  |
| 11/14/00 | 10:39AM  | 11/13/00 | 23      | 60      | 65.85   |
| 11/06/00 | 1:05PM   | 11/06/00 | 32      | 79      | 148.55  |
| 10/30/00 | 5:11PM   | 10/30/00 | 40      | 63      | 135.85  |
| 10/24/00 | 10:34AM  | 10/23/00 | 55      | 137     | 929.19  |

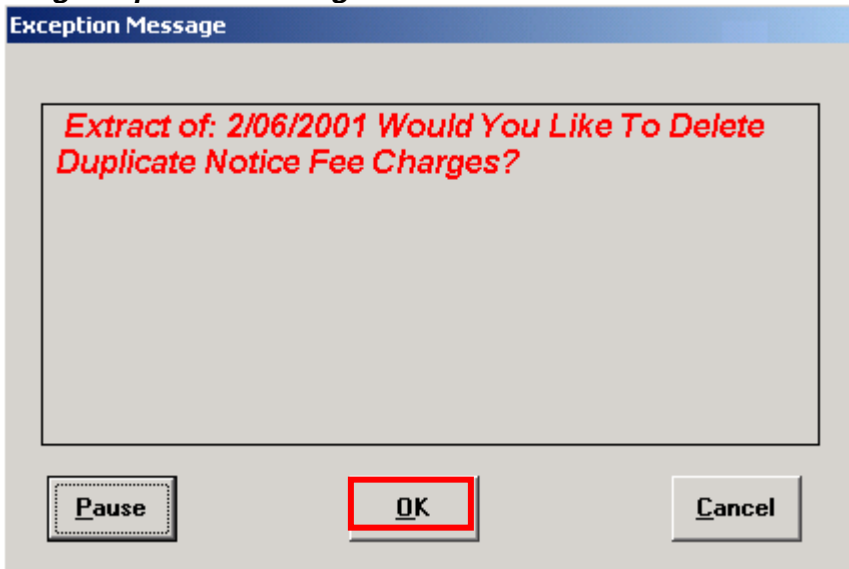
Rpts42a

**Purge All Notice Changes**



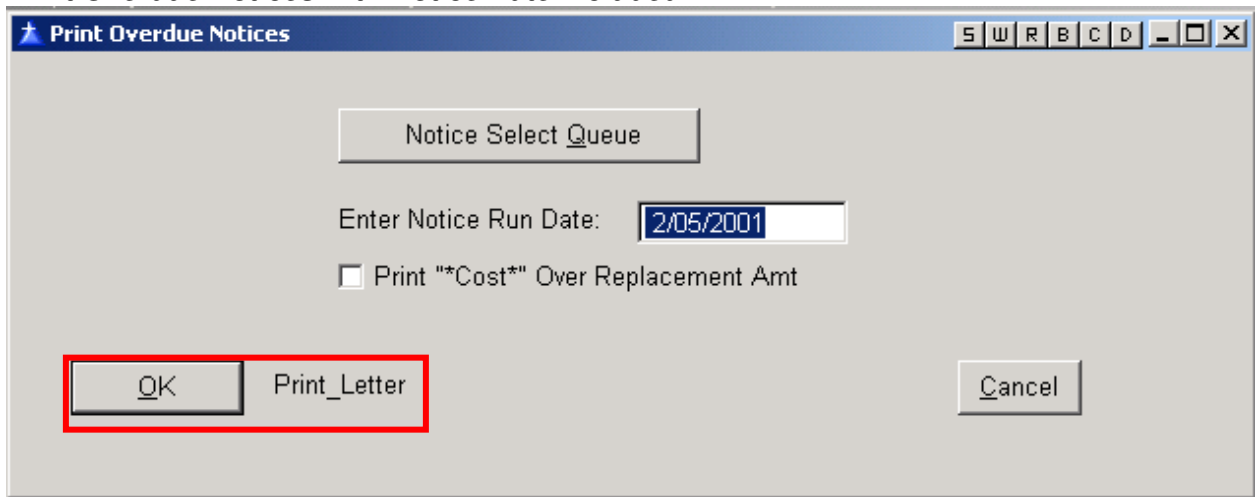
Rpts42b

**Purge Dup Notice Changes**



Rpts42c

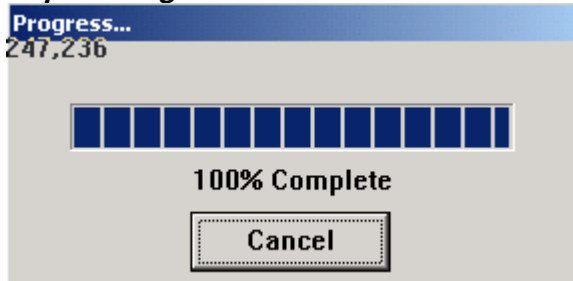
**Print Overdue Notices with Notice Date Included**



A screenshot of a Windows-style dialog box titled "Print Overdue Notices". The title bar includes standard window controls (minimize, maximize, close) and a menu bar with options S, W, R, B, C, D. The main area contains a "Notice Select Queue" button, a text field for "Enter Notice Run Date" with the value "2/05/2001", and a checkbox labeled "Print '\*Cost\*' Over Replacement Amt" which is currently unchecked. At the bottom, there are three buttons: "OK", "Print\_Letter", and "Cancel". The "OK" and "Print\_Letter" buttons are enclosed in a red rectangular box.

Rpts42d

**Report Progress**



A screenshot of a "Report Progress" dialog box. The title bar shows "Progress..." and the number "247,236". Below the title bar is a progress bar consisting of 12 blue rectangular segments, all of which are filled, indicating 100% completion. Below the progress bar, the text "100% Complete" is displayed. At the bottom of the dialog is a "Cancel" button.

Rpts42e

# Overdue Notice Screen

File View Zoom



Page: 1

Across: 1

Down: 1

Zoom: 75% Zoom

BENZIE SHORES DISTRICT LIBRARY  
630 MAIN STREET  
PO BOX 631  
ANYTOWN MI 499990000

1

PATRON\* \*UNREGISTERED  
CIRC DESK  
CINDY  
FRANKFORT MI

---

**\*\* OVERDUE ACCOUNT NOTICE \*\***

Library Card Number 020090

Date Prepared February 5, 2001

This notice is to serve as a reminder that the items listed below which were checked out on your card are now past due and should be returned promptly to the Benzie Shores District Library. Also shown are charges due on your account.

| Item Description   | Due Date |
|--|----------|
| <del>80260284</del> Georgiana, Diocese of Detroit I, By: Foreman, Amanda 921 GEORG | 1/24/01  |
| --- A Reminder On These Additional Overdue Items ---                               |          |
| 80212228 Look homeward, angel : a story of, By: Wolfe, Thomas FIC WOLFE            | 11/07/00 |

Rpts42f

## Print Reserve Notices Form

Print Reserve Notices - Selection Screen \*\* For all Libraries \*\*

Enter Notice Run Date:

Is This A ReRun?

No  Yes

**Rpts43**

Bob – No records to process is what system is saying. Help!

## Reset Reserve Notice File

Reset Reserve Notices - Selection Screen \*\* For all Libraries \*\*

Enter Notice Run Date:

### Rpts44

Bob – This report appeared to run, but did not result in a new screen or anything. Help!

## Print Reserve Notices Form In Text Mode

Print Reserve Notices - (In Text Mode) \*\* For all Libraries \*\*

Enter Notice Run Date:

Is This A ReRun?  
 No  Yes

**Rpts45**

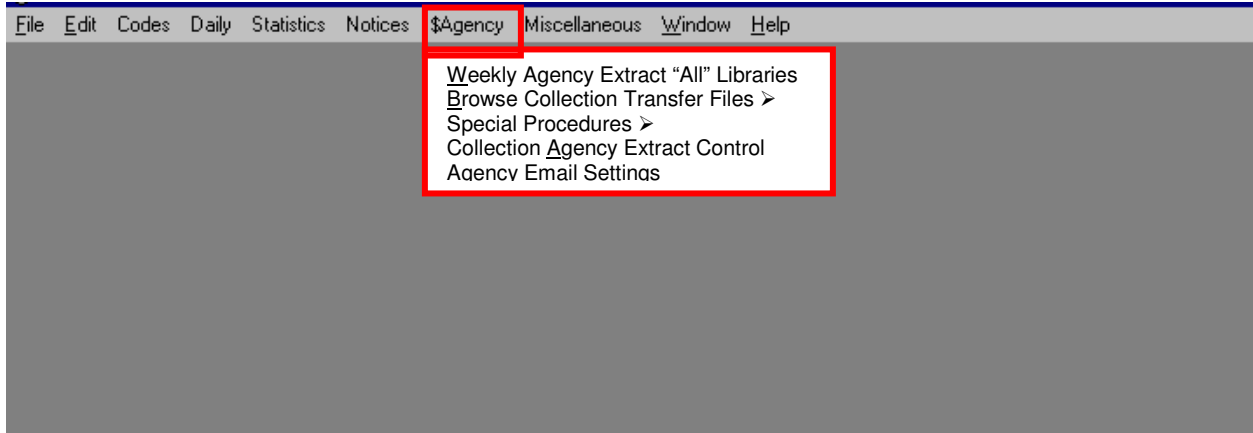
Bob – Again, no records available when I go to run report.





## Lesson 6: \$Agency

### LibNet Reports Opening Screen



#### Rpts6-1

This lesson focuses on the **\$Agency** menu and its functions, used to generate reports related to items that the LibNet system automatically sends into collections once three overdue notices have been generated.

The **\$Agency** pulldown menu (see Rpts6-1, above) has the following functions.

- Weekly Agency Extract "All" Libraries
- Browse Collection Transfer Files >
- Special Procedures >
- Collection Agency Extract Control
- Agency Email Settings

## Weekly Agency Extract "All" Libraries Screen

The first item on the pulldown \$Agency menu, **Weekly Agency Extract "All" Libraries**, is selected to extract the week's records of patrons whose accounts are ready to be turned over to collections. This menu item accesses the **Weekly Agency Extract 'ALL' Libraries** screen (Rpts6-2, below), from which the weekly extraction reports are run.

Weekly Agency Extract "All Libraries" Coll\_Extract\_All

Select Run Extract Button to Update Extract Files

Date of Last Aging Extract: 7/27/2000

Calculated Date for This Extract: 8/03/2000 -- > This Date Should Be

This Extract Aging Date: 8/03/2000 <-- Used Here.

Previous Selection From: 1/01/1998 Through: 12/31/1998

Auto Increment Aging Days By: 7

Select New Transactions From: 1/08/1998 Through: 1/07/1999

Run Extract View Extract Queue Cancel

### Rpts6-2

At the **Weekly Agency Extract 'ALL' Libraries** screen (Rpts6-2, above), select **View Extract Queue** and the **Collection Agency Extract Run** screen (Rpts6-3, below) with the queue of waiting extractions (of patron records pending collections) appears. Highlight a particular extraction in the queue, choose the **Select** button at the bottom of the **Collection Agency Extract Run** screen, and the **Weekly Agency Extract "All" Libraries** screen reappears (see Rpts6-4, on the next page).

| Extract Date | From Date | To Date  | Pac Num | Pac Amt. |
|--------------|-----------|----------|---------|----------|
| 7/27/00      | 1/01/98   | 12/31/98 | 620     | 692.95   |
| 7/20/00      | 1/08/98   | 1/08/98  | 0       | 0.00     |
| 7/13/00      | 1/01/98   | 1/01/98  | 1       | 80.00    |
| 7/06/00      | 1/01/98   | 1/01/98  | 0       | 0.00     |
| 7/05/00      | 1/01/98   | 12/31/98 | 18      | 103.29   |
| 7/10/99      | / /       | 7/10/99  | 362     | 566.43   |

Select Insert Change Delete Close Help

Rpts6-3

Weekly Agency Extract 'ALL' Libraries

Skip Error Msg      Agency Extract "All Libraries"      Coll\_Extract\_All

Select Run Extract Button to Update Extract Files

Date of Last Aging Extract: 7/27/2000

Calculated Date for This Extract: 8/03/2000 <--Enter Below

Enter Aging Extract Date: 7/27/2000

Previous Selection From: 1/01/1998 Through: 12/31/1998

Auto Increment Aging Days By: 7

Select New Transactions From: 1/08/1998 Through: 1/07/1999

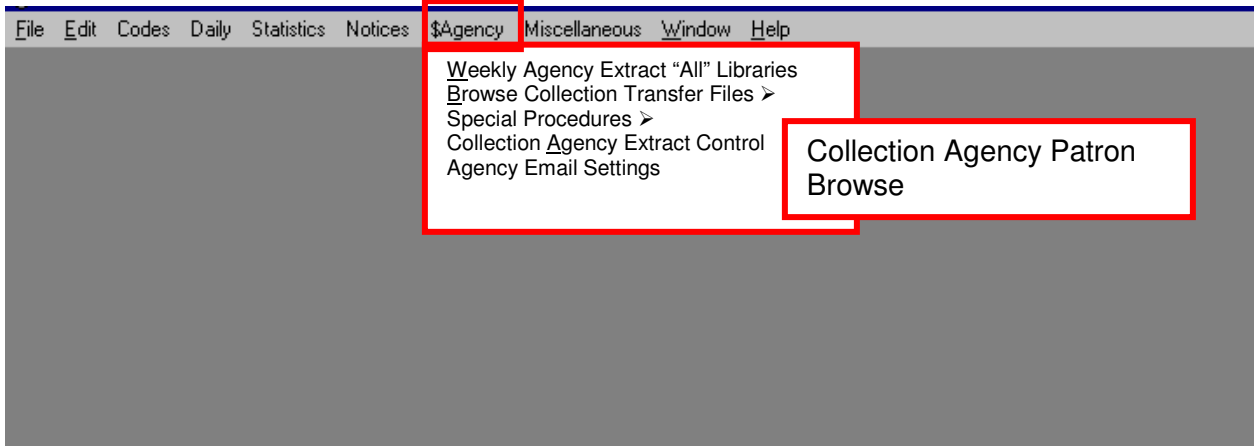
Run Extract      View Queue      Cancel

Rpts6-4

Select the **Run Extract** key at the bottom of the **Weekly Agency Extract "ALL" Libraries** screen (see Rpts6-4, above), and, as the record extraction occurs, the system shows which library is being searched (in a multi-library circulation system). It also indicates, in red typeface, the number of records the system has already checked.

## **Browse Collection Transfer Files**

The second item on the pulldown **\$Agency** menu, **Browse Collection Transfer Files**, is used to browse the different library collection's transfer files by selecting one of the "submenu" or secondary menu items, as shown below in Rpts6-5.



Rpts6-5

The submenu choices are:

Collection Agency Patron Browse  
Collection Agency Transactions  
Collection Transactions By AutoNum

## Browse Collection Transfer Files -- *Collection Agency Patron Browse*

Select the **Collection Agency Patron Browse** entry from the **Browse Collection Transfer Files** submenu, and the **Patrons Selected For Collection Agency** screen appears (see Rpts6-6, below).

This screen contains all of the collection activity for **all** of the library patrons and can be used to **Insert**, **Change**, and **Delete** entries on the patron list (top of the screen) and the itemized transaction list (bottom of screen).

In the example below in Rpts6-6, details about an item that has gone into collections is listed on the bottom half of the screen under the heading, "Collection Agency Extract Transactions".

Search Patron:  Agency\_Pat\_B

| Patron Name | Patron Num | Barcode/Address | Added     | First XFR | Last XFR  |
|-------------|------------|-----------------|-----------|-----------|-----------|
|             |            |                 | 7/27/2000 |           | 7/27/2000 |
|             |            |                 | 7/27/2000 |           |           |
|             |            |                 | 7/27/2000 |           |           |
|             |            |                 | 7/27/2000 | 7/27/2000 | 8/03/2000 |
|             |            |                 | 7/27/2000 |           |           |
|             |            |                 | 7/27/2000 |           |           |
|             |            |                 | 7/27/2000 | 7/27/2000 | 8/03/2000 |

**Collection Agency Extract Transactions:**

| Item Number | Billed    | Added     | FCode | Due       | Status | Billed | Received | Wri Off | Last Update |
|-------------|-----------|-----------|-------|-----------|--------|--------|----------|---------|-------------|
| 8004159     | 3/10/1998 | 7/27/2000 | ODFIN | 3/09/1998 |        | 0.10   |          |         | 7/27/2000   |

**Rpts6-6**

To see more details about the highlighted item in collections, select the **Item Transactions** button on the bottom of the screen (refer back to Rpts6-6, above).

Once the **Item Transactions** button has been selected, the **Item Transactions** screen appears (see Rpts6-6a, below), where information about the highlighted collection record can be updated or deleted, or the collection record itself can be deleted. The item referenced in Rpts6-6a has been billed for and the bill has been mailed. A fine of 10 cents was posted on July 27, 2000.

Item Transactionson Agency\_Cxt\_B

ODFIN

| Posted  | \$Billed | \$Received | \$Wrt-Off |
|---------|----------|------------|-----------|
| 7/27/00 | 0.10     |            |           |

Total: 0.10

Extract\_Date: 7/27/2000 Date Written: 7/27/2000

Billed: 0.10

Received:

Written Off:

Update Delete Close

Rpts6-6a

Patrons Selected For Collection Agency Agency\_Pat\_B

Search Patron:

| Patron Name | Patron Num | Barcode/Address | Added     | First XFR | Last XFR  |
|-------------|------------|-----------------|-----------|-----------|-----------|
|             |            |                 | 7/27/2000 |           | 7/27/2000 |
|             |            |                 | 7/27/2000 |           |           |
|             |            |                 | 7/27/2000 |           |           |
|             |            |                 | 7/27/2000 | 7/27/2000 | 8/03/2000 |
|             |            |                 | 7/27/2000 |           |           |
|             |            |                 | 7/27/2000 |           |           |
|             |            |                 | 7/27/2000 | 7/27/2000 | 8/03/2000 |

**Collection Agency Extract Transactions:** Insert Change Delete

| Item Number | Billed    | Added     | FCode | Due       | Status | Billed | Received | Wri Off | Last Update |
|-------------|-----------|-----------|-------|-----------|--------|--------|----------|---------|-------------|
| 8013763     | 7/23/1998 | 7/27/2000 | ODFIN | 7/20/1998 |        | 0.30   |          |         | 7/27/2000   |
|             |           |           |       |           |        |        |          |         |             |

Item Transactions Insert Change Delete

Close Help

### Rpts6-6b

Also at the **Patrons Selected For Collection Agency** screen (see Rpts6-6b, above), a user can insert, change, or delete information on a highlighted entry, or delete an entire highlighted entry.

The screens that correspond with the **I**nsert, **C**hange, and **D**elete buttons are shown below.

### Insert

Agency\_Trans\_F

Lib Code:

Patron Cdt:

Date Billed:

Date Added:

Title Cdt:

Item Cdt:

Finl Code:

Date Due:

Last Update:

Amt Billed:

Amt Received:

Amt Wrt Off:

### Rpts6-6c

### Change

Agency\_Trans\_F

Lib Code:

Patron Cdt:

Date Billed:

Date Added:

Title Cdt:

Item Cdt:

Finl Code:  Overdue Fine (Returned)

Date Due:

Last Update:

Amt Billed:

Amt Received:

Amt Wrt Off:

### Rpts6-6d

### Delete

**Confirm Delete**

Are you sure you want to delete the highlighted record?

**Rpts6-6e**

## Browse Collection Transfer Files -- *Collection Agency Transactions*

Select the **Collection Agency Transactions** entry from the **Browse Collection Transfer Files** submenu, and the **Collection Agency Extract Transactions** screen appears (see Rpts6-7, below).

Collection Agency Extract Transactions

Agency\_Trans\_B

Extract Date:

| Patron Barcode | Date Billed | Date Added | Finl Code | Date Due   | S | Amt Billed | Amt Rece |
|----------------|-------------|------------|-----------|------------|---|------------|----------|
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.50       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 11.90      |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 11.90      |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 11/19/1997 |   | 16.20      |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 9.84       |          |
|                | 7/05/2000   | 7/05/2000  | HOT       |            |   | 1.00       |          |
|                | 7/21/1998   | 7/05/2000  | ODFIN     | 1/17/1997  |   | 15.00      |          |
|                | 7/05/2000   | 7/05/2000  | HOT       |            |   | 1.00       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.75       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |

Buttons: Insert, Change, Delete, **Item Transactions**, Close

## Rpts6-7

To view more detailed information about the item listed above in Rpts6-7, select the **Item Transactions** button at the bottom of the screen (refer back to Rpts6-7, above) and the **Item Transactions** screen appears (see Rpts6-7aa, below). At the **Item Transactions** screen, information about an item can also be updated or deleted.

Item Transactions

Agency\_Cxt\_B

RESV

| Posted  | \$Billed | \$Received | \$Wrt-Off |
|---------|----------|------------|-----------|
| 7/05/00 | 0.50     |            |           |
| 7/06/00 | 0.50     |            |           |

Total: 1.00

Extract Date:  Date Written:

Billed:

Received:

Written Off:

Buttons: Update, Delete, Close

### Rpts6-7aa

Also on the **Collection Agency Transactions Screen**, if an “extract” date is typed into the **Extract Date** box at the top of the screen (see Rpts6-7bb, below), and the “Enter” (“return”) key on the computer keyboard is selected, then the **Changing Agency Extract Transactions** screen appears (see Rpts6-7cc, below).

Collection Agency Extract Transactions

Agency\_Trans\_B

Extract Date: 4/24/2000

| Patron Barcode | Date Billed | Date Added | Finl Code | Date Due   | S | Amt Billed | Amt Rece |
|----------------|-------------|------------|-----------|------------|---|------------|----------|
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.50       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 11.90      |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 11.90      |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 11/19/1997 |   | 16.20      |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 9.84       |          |
|                | 7/05/2000   | 7/05/2000  | HOT       |            |   | 1.00       |          |
|                | 7/21/1998   | 7/05/2000  | ODFIN     | 1/17/1997  |   | 15.00      |          |
|                | 7/05/2000   | 7/05/2000  | HOT       |            |   | 1.00       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.75       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |

Buttons: Insert, Change, Delete, Item Transactions, Close

### Rpts6-7bb

Collection Agency Extract Transactions

Agency\_Trans\_B

Extract Date: 4/24/2000

| Patron Barcode | Date Billed | Date Added | Finl Code | Date Due   | S | Amt Billed | Amt Rece |
|----------------|-------------|------------|-----------|------------|---|------------|----------|
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.50       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 11.90      |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 11.90      |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 11/19/1997 |   | 16.20      |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 9.84       |          |
|                | 7/05/2000   | 7/05/2000  | HOT       |            |   | 1.00       |          |
|                | 7/21/1998   | 7/05/2000  | ODFIN     | 1/17/1997  |   | 15.00      |          |
|                | 7/05/2000   | 7/05/2000  | HOT       |            |   | 1.00       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.75       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |

Buttons: Insert, Change, Delete, Item Transactions, Close

### Rpts6-7cc

At the **Collection Agency Extract Transactions** screen (Rpts6-7, below), a user also can insert, change, or delete information regarding a particular account transaction.

Agency\_Trans\_B

Extract Date: 4/24/2000

| Patron Barcode | Date Billed | Date Added | Finl Code | Date Due   | S | Amt Billed | Amt Recd |
|----------------|-------------|------------|-----------|------------|---|------------|----------|
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.50       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 11.90      |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 11.90      |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 11/19/1997 |   | 16.20      |          |
|                | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 9.84       |          |
|                | 7/05/2000   | 7/05/2000  | HOT       |            |   | 1.00       |          |
|                | 7/21/1998   | 7/05/2000  | ODFIN     | 1/17/1997  |   | 15.00      |          |
|                | 7/05/2000   | 7/05/2000  | HOT       |            |   | 1.00       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.75       |          |
|                | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |

Item Transactions

Close

**Rpts6-7**

The screens that correspond with the **I**nsert, **C**hange, and **D**elete buttons are shown below.

### Insert

Collection Agency Extract Transactions  
Agency\_Trans\_B

Extract Date:

| Patron | Date Billed | Date Added | Finl Code | Date Due   | S | Amt Billed | Amt Recd |
|--------|-------------|------------|-----------|------------|---|------------|----------|
|        | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.50       |          |
|        | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |
|        | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 11.90      |          |
|        | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |
|        | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 11.90      |          |
|        | 4/30/1998   | 7/05/2000  | ODFRW     | 11/19/1997 |   | 16.20      |          |
|        | 4/30/1998   | 7/05/2000  | ODFRW     | 1/01/1998  |   | 9.84       |          |
|        | 7/05/2000   | 7/05/2000  | HOT       |            |   | 1.00       |          |
|        | 7/21/1998   | 7/05/2000  | ODFIN     | 1/17/1997  |   | 15.00      |          |
|        | 7/05/2000   | 7/05/2000  | HOT       |            |   | 1.00       |          |
|        | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.75       |          |
|        | 12/18/1998  | 7/05/2000  | RESV      |            |   | 0.25       |          |

Buttons: Insert, Change, Delete

Buttons: Item Transactions, Close

Rpts6-7a

### Change

Changing a Account Collection Trans.  
Agency\_Trans\_F

Lib Code:

Patron Ctl:

Date Billed:

Date Added:

Title Ctl:

Item Ctl:

Finl Code:

Date Due:

Last Update:

Amt Billed:

Amt Received:

Amt Wrt Off:

Buttons: OK, Cancel

Rpts6-7b

### Delete

Confirm Delete

Are you sure you want to delete the highlighted record?

Buttons: Yes, No

Rpts6-7c

## Browse Collection Transfer Files – *Collection Transactions By AutoNum*

The **Collection Transactions by AutoNum** entry on the **Browse Collection Transfer Files** submenu provides a different view of the collection transfer files on the **CXF AutoNumber Browse** screen. Mainly used for systems work, this view displays records cross-referenced by “auto” numbers, assigned by the system and listed in the first column (Rpts6-8, below).

Auto Num:  Agy\_AutoNum\_B

| Auto Number | Patron Barcode | Date Billed | Date Added | FCode | Amt Billed | Amt Received | Amt |
|-------------|----------------|-------------|------------|-------|------------|--------------|-----|
| 31563       | 9055310        | 4/01/1998   | 7/05/2000  | DAMAC | 34.95      |              |     |
| 31588       | 9017914        | 4/30/1998   | 7/05/2000  | ODFRV | 16.20      |              |     |
| 31589       | 9017914        | 4/30/1998   | 7/05/2000  | ODFRV | 11.90      |              |     |
| 31590       | 9017914        | 4/30/1998   | 7/05/2000  | ODFRV | 11.90      |              |     |
| 31591       | 9017914        | 4/30/1998   | 7/05/2000  | ODFRV | 9.84       | 1.00         |     |
| 31600       | 9020330        | 7/21/1998   | 7/05/2000  | ODFIN | 15.00      |              |     |
| 31630       | 9045790        | 12/18/1998  | 7/05/2000  | RESV  | 0.25       |              |     |
| 31631       | 9045790        | 12/18/1998  | 7/05/2000  | RESV  | 0.25       |              |     |
| 31637       | 9017914        | 12/18/1998  | 7/05/2000  | RESV  | 0.25       |              |     |
| 31638       | 9017914        | 12/18/1998  | 7/05/2000  | RESV  | 0.25       |              |     |
| 31641       | 9030024        | 12/18/1998  | 7/05/2000  | RESV  | 0.25       |              |     |
| 31642       | 9012071        | 12/18/1998  | 7/05/2000  | RESV  | 0.50       |              |     |

### Rpts6-8

As with the other screens/views, the **Item Transactions** button can be selected to view transaction details for a highlighted record, as shown below on the **Item Transactions** screen (Rpts6-8a). At this screen, a user can update or delete the record.

Item Transactionson Agency\_Cxt\_B

RESV

| Posted  | \$Billed | \$Received | \$Wrt-Off |
|---------|----------|------------|-----------|
| 7/05/00 | 0.50     |            |           |
| 7/06/00 | 0.50     |            |           |

Total: 1.00

Extract\_Date:  Date Written:

Billed:

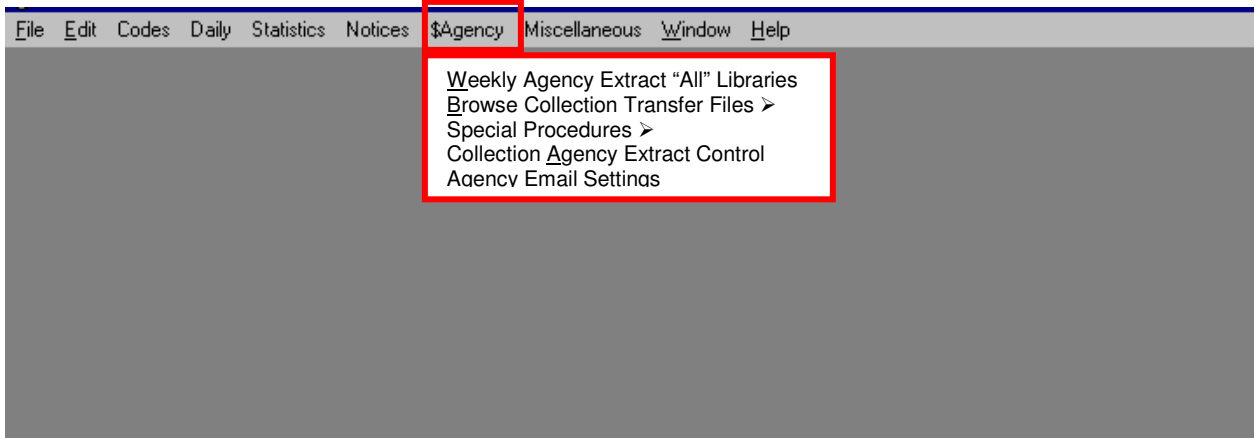
Received:

Written Off:

**Rpts6-8a**

## Special Procedures

The third item on the pulldown **\$Agency** menu, **Special Procedures** (see Rpts6-9, below), is a function used by NuGen Systems support staff only for support issues. The submenu functions should not be run unless directed and supervised by NuGen Systems support staff.



Rpts6-9

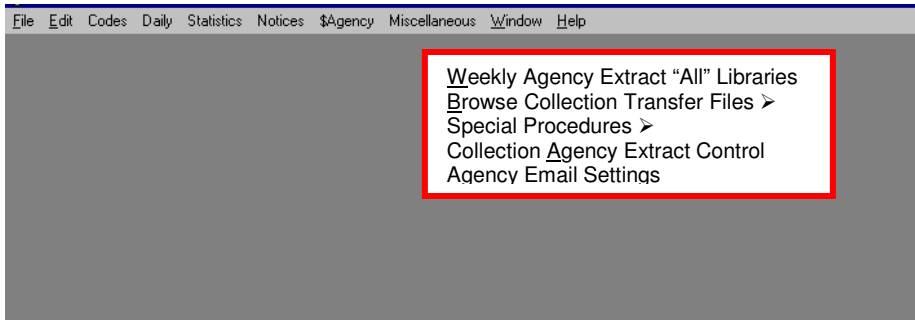
### Submenu Items

Master File VS Agency Collection Error List  
Create Patron Balance Register  
Special Agency Extract "All" Libraries  
Print Collections Transfers: New

**Print Collections Transfer: Update**

## Collection Agency Extract Control

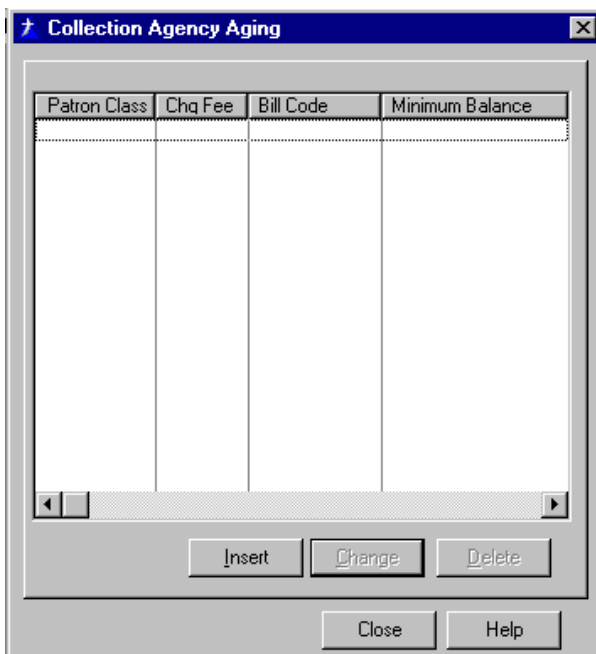
The fourth item on the pulldown **\$Agency** menu, **Collection Agency Extract Control** (see Rpts6-10, below), is used by an individual library to set its collection policies.



### Rpts6-10

When **Collection Agency Extract Control** is selected from the **\$Agency** menu, the **Collection Agency Aging** screen appears (Rpts6-10a, below). At this screen, set up the collection policies by entering the information required in each of the four columns:

Patron Class  
Chg Fee  
Bill Code  
Minimum Balance

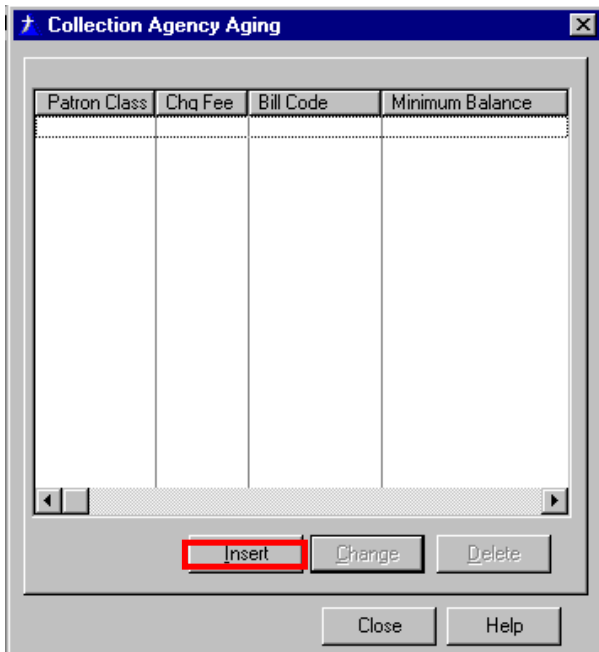


A screenshot of a software window titled "Collection Agency Aging". The window contains a table with four columns: "Patron Class", "Chq Fee", "Bill Code", and "Minimum Balance". The table is currently empty. Below the table are several buttons: "Insert", "Change", "Delete", "Close", and "Help".

| Patron Class | Chq Fee | Bill Code | Minimum Balance |
|--------------|---------|-----------|-----------------|
|--------------|---------|-----------|-----------------|

### Rpts6-10a

To begin the process of inserting the appropriate information under each column, select the **Insert** button at the bottom of the **Collection Agency Aging** screen (refer back to Rpts6-10, below) to access a form to be completed for this purpose.



**Rpts6-10**

The **Adding a Collection Agency Record** screen or form appears (see Rpts6-10b, below).

### Insert

The screenshot shows a form titled "Adding a Collection Agency Record". It contains the following fields and controls:

- Lib: 1 Benzie Shores District Library Coll\_Control\_F
- Patron Class: [ ] >>
- Bill Collection Fee:  Yes  No
- Financial Code To Bill: [ ] >>
- Minimum Account \$Balance: [ ]
- Buttons: OK, Cancel, Help

**Rpts6-10b**

To complete the **Adding a Collection Agency Record** form, first make sure that the correct library number (1 for Benzie Shores District Library, as shown below in Rpts6-10b) is in the field next to **Lib** at the top of the screen.

Next, complete the **Patron Class** field by selecting the arrow to the right of that box (see Rpts6-10b, below) and choosing a classification from the list that appears on the **Browse Patron Classification List** shown in Rpts6-10c, below.

Lib: 1 Benzie Shores District Library Coll\_Control\_F

Patron Class: [ ] >>

Bill Collection Fee:  
 Yes  No

Financial Code To Bill: [ ] >>

Minimum Account \$Balance: [ ]

OK Cancel Help

**Rpts6-10b**

The list of classification codes from which to choose are shown below in Rpts6-10c. They are:

- CHILD = Child Patron
- DEL = Patron to Be Deleted
- ILL = Inter Library Loan A
- REG = Regular Patron
- STAFF = Library Staff
- XACCT = Special Handling Acc

| Class | Description          | \$ Limit | Min Notice Amt | Chg Rew | Renew Amt | Months | Check Out |
|-------|----------------------|----------|----------------|---------|-----------|--------|-----------|
| CHILD | Child Patron         | \$0.00   | \$0.00         | N       | \$0.00    | 0      | N         |
| DEL   | Patron to be Deleted | \$0.00   | \$0.00         | N       | \$0.00    | 0      | N         |
| ILL   | Inter Library Loan A | \$999.00 | \$0.00         | N       | \$0.00    | 12     | Y         |
| REG   | Regular Patron       | \$25.00  | \$2.00         | N       | \$0.00    | 12     | Y         |
| STAFF | Library Staff        | \$999.00 | \$0.00         | N       | \$0.00    | 12     | Y         |
| XACCT | Special Handling Acc | \$999.00 | \$0.00         | N       | \$0.00    | 12     | Y         |

Library: 1

Select Close

**Rpts6-10c**

On the form below (Rpts6-10d), the patron classification of **REG** for **Regular Patron** has been selected for that field.

The next field to complete is the **Bill Collection Fee** field. Select either **Yes** or **No** under that field (refer back to Rpts6-10d, below). In the example below, “Yes” has been chosen.

The next field is the box labeled, **Financial Code To Bill** (shown Rpts6-10d again, below), which has an arrow to be selected for a list of financial codes from which to choose.

Adding a Collection Agency Record

Lib: 1 Benzie Shores District Library Coll\_Control\_F

Patron Class: REG Regular Patron

Bill Collection Fee:  
 Yes  No

Financial Code To Bill: >>

Minimum Account \$Balance:

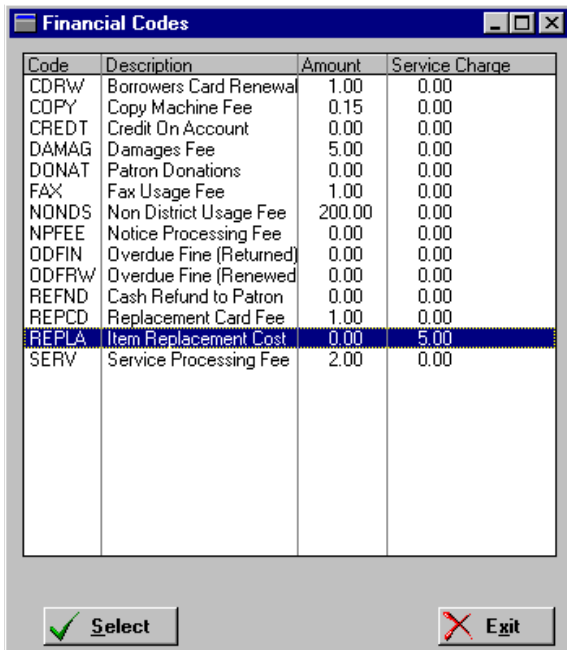
OK Cancel Help

Rpts6-10d

The list of financial codes from which to choose is:

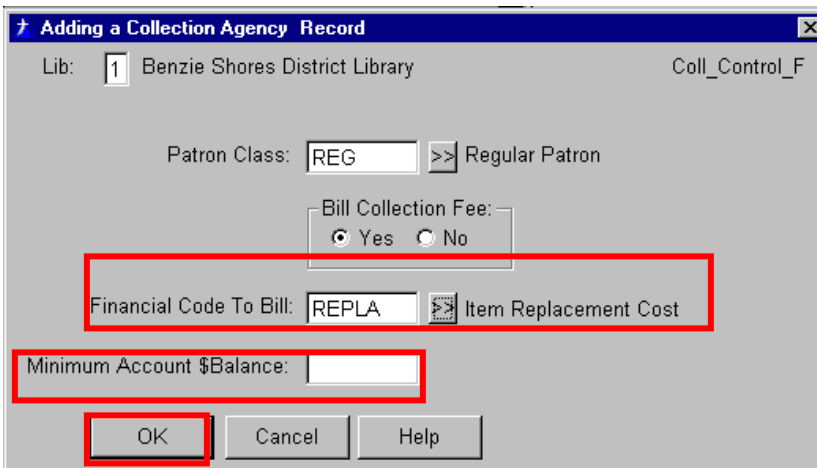
CDRW = Borrowers Card Renewal  
COPY = Copy Machine Fee  
CREDIT = Credit On Account  
DAMAG = Damages Fee  
DONAT = Patron Donations  
FAX = Fax Usage Fee  
NONDS = Non District Usage Fee  
NPFEE = Notice Processing Fee  
ODFIN = Overdue Fine (Returned)  
ODFRW = Overdue Fine (Renewed)  
REFND = Cash Refund to Patron  
REPCD = Replacement Card Fee  
REPLA = Item Replacement Cost  
SERV = Service Processing Fee

Once the code is chosen from the list on the **Financial Codes** screen (in the example below on Rpts6-10e, “REPLA” for item replacement cost is chosen), choose the **Select** button at the bottom of the screen.



Rpts6-10e

After the **Financial Code to Bill** field has been completed (see Rpts6-10f, below), continue on to complete the **Minimum Account Balance** field. Complete this field by entering an amount, then select the **OK** button at the bottom of the **Adding a Collection Agency Record** screen to ensure that the amount appears on the **Collection Agency Record** form.



Rpts6-10f

The minimum account balance amount entered into the example below (see Rpts6-10g) is \$100.

Adding a Collection Agency Record

Lib: 1 Benzie Shores District Library Coll\_Control\_F

Patron Class: REG >> Regular Patron

Bill Collection Fee:  Yes  No

Financial Code To Bill: REPLA >> Item Replacement Cost

Minimum Account \$Balance: 100.00

OK Cancel Help

### Rpts6-10g

Now that the **Adding a Collection Agency Record** form is complete, select the **OK** button at the bottom of the form to process the information. Once the system processes the information, it will be included on the **Collection Agency Aging** screen as it is in the example below (Rpts6-10h):

Patron Class = **REG**

Chg Fee = **Y**

Bill Code = **REPLA**

Minimum Balance = **\$100**

| Patron Class | Chq Fee | Bill Code | Minimum Balance |
|--------------|---------|-----------|-----------------|
| REG          | Y       | REPLA     | 100.00          |
|              |         |           |                 |
|              |         |           |                 |
|              |         |           |                 |

Rpts6-10h

### Agency Email Settings

To access the **Collection Agency Email SetUp** screen, at the main **LibNet Reports** screen, select the **\$Agency** menu, then **Agency Email Settings**.

| Collection Agency Email SetUp                     |                                       |
|---|---------------------------------------|
| Email Server Name:                                | <input type="text"/>                  |
| Email From Account:                               | <input type="text"/>                  |
| Email To Account:                                 | <input type="text"/>                  |
| Email Subject:                                    | <input type="text"/>                  |
| <input type="button" value="Update Email Info."/> | <input type="button" value="Cancel"/> |

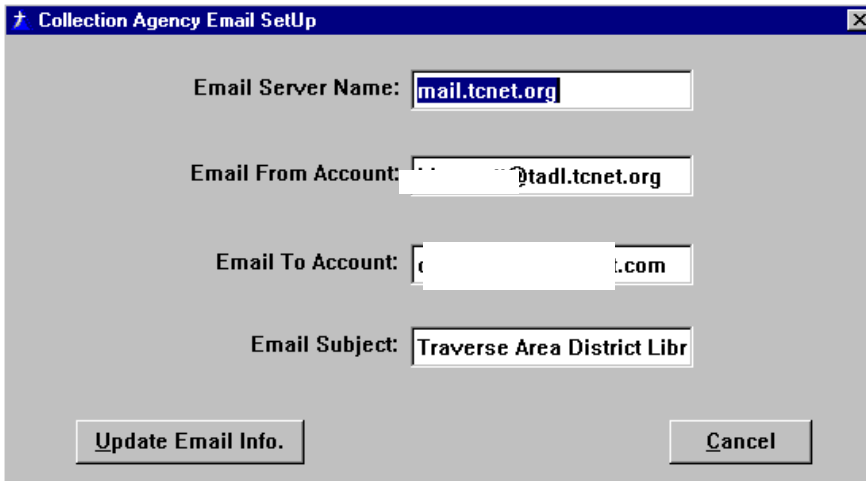
Rpts6-11

The **Collection Agency Email SetUp** screen (refer to Rpts6-11, above) is a form used to create and change e-mail records using the fields:

- Email Server Name (library's e-mail server)
- Email From Account (library e-mail address)
- Email To Account (collection agency's account)
- Email Subject (subject of e-mail)

To use this form, type the new or changed information into the chosen field, then select the **Update Email Info** button on the bottom, left side of the screen (refer back to Rpts6-27, above).

An example of a completed e-mail form is shown below in Rpts6-11a.



The screenshot shows a dialog box titled "Collection Agency Email Setup". It contains the following fields and values:

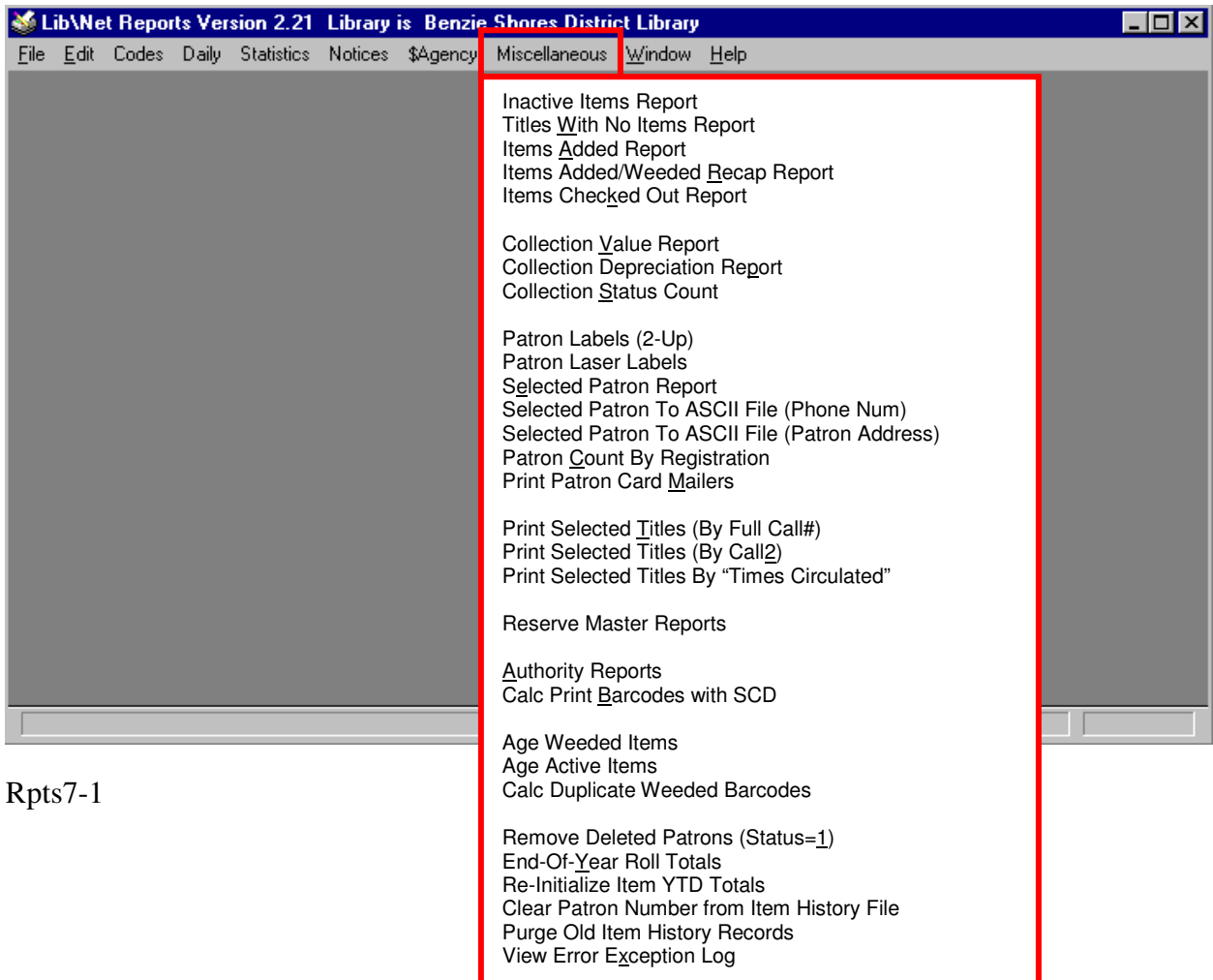
- Email Server Name: mail.tcnet.org
- Email From Account: tadl.tcnet.org
- Email To Account: [redacted]@.com
- Email Subject: Traverse Area District Libr

At the bottom of the dialog box, there are two buttons: "Update Email Info." and "Cancel".

Rpts6-11a

## Lesson 7: Miscellaneous

LibNet Reports Opening Screen



Rpts7-1

This lesson focuses on all of the other reports that can be generated by the LibNet system, outside of overdue notices, collections, daily reports, and codes.

The **Miscellaneous** pulldown menu (see Rpts7-1, above), the subject of this lesson, provides access to the following reporting functions:

Inactive Items Report  
Titles With No Items Report  
Items Added Report  
Items Added/Weeded Recap Report  
Items Checked Out Report

Collection Value Report  
Collection Depreciation Report  
Collection Status Count

Patron Labels (2-Up)  
Patron Laser Labels  
Selectd Patron Report  
Selected Patron To ASCII File (Phone Num)  
Selected Patron To ASCII File (Patron Address)  
Patron Count By Registration  
Print Patron Card Mailers

Print Selected Titles (By Full Call#)  
Print Selected Titles (By Call2)  
Print Selected Titles By "Times Circulated"

Reserve Master Reports

Authority Reports  
Calc Print Barcodes with SCD

Age Weeded Items  
Age Active Items  
Calc Duplicate Weeded Barcodes

Remove Deleted Patrons (Status=1)  
End-Of-Year Roll Totals  
Re-Initialize Item YTD Totals  
Clear Patron Number from Item History File  
Purge Old Item History Records  
View Error Exception Log

## Inactive Items Report

Select **Inactive Items Report** to access the **Inactive Item Report Selection** screen (Rpts7-2, below). At this screen, select and run reports for:

- deactivated items
- active items still checked out and overdue
- active items not circulated for a certain amount of time
- MARC catalog records with no item records attached

Complete the fields on the screen below (Rpts7-2), as necessary, to run each type of report.

**Inactive Item Report Selection**

Pause Extract    Total Records:     Records Read:

Select Type of Report  
Note: You Can Select Either Deactivated Items, Or Active Items That Are Still Checked Out, Or Active Items Not Checked Out For a Certain Number of Days, Or Find All MARC Catalog Records With No Item Records Attached. Entering Dates Will Select Inactive Items. Entering Number of Days Will Select Active Items Over So Many Days Overdue Or Since Last Circulation.

Inactive Items Deactivated From:  Through:

Or- Active Items Still Checked Out And Overdue At Least:  Days

Or- Active Items Not Circulated For At Least:  Days

Call Number Range Selection (Skip, if you want all Call Numbers)

|                | Call1                | Call2                | Call3                |    |
|----------------|----------------------|----------------------|----------------------|----|
| From Call#:    | <input type="text"/> | <input type="text"/> | <input type="text"/> | >> |
| Through Call#: | <input type="text"/> | <input type="text"/> | <input type="text"/> | >> |

Inactive Status Selection (Skip, if you want all inactive codes)  
Select Inactive Status:  >>

Process Deleted File?  
 Include Deleted Items


Item Class Selection (Skip, if you want all codes)  
Select Item Class:  >>    - And Class -  >>    - And Class -  >>

Run Report    Inactive\_Item\_Rep    Cancel

**Rpts7-2**

## Sample Report – Inactive Items Deactivated

To run a report featuring inactive items that have been deactivated, on the **Inactive Item Report Selection** form (Rpts7-2a, below), type dates into the **From and Through** boxes next to the heading, “**Inactive Items Deactivated From,**” then select the **Run Report** button at the bottom of the screen (Rpts7-2a, below).

**NOTE:** A range of call numbers and item class selections can be included as parameters for this report by using the arrow keys  on the bottom half of the Inactive Item Report Selection screen.

Pause Extract Total Records:  Records Read:

Select Type of Report  
Note: You Can Select Either Deactivated Items, Or Active Items That Are Still Checked Out, Or Active Items Not Checked Out For a Certain Number of Days, Or Find All MARC Catalog Records With No Item Records Attached. Entering Dates Will Select Inactive Items. Entering Number of Days Will Select Active Items Over So Many Days Overdue Or Since Last Circulation.

Inactive Items Deactivated From:  Through:

Or- Active Items Still Checked Out And Overdue At Least:  Days

Or- Active Items Not Circulated For At Least:  Days

Call Number Range Selection (Skip, if you want all Call Numbers)  
Call1 Call2 Call3  
From Call#:    >>  
Through Call#:    >>

Inactive Status Selection (Skip, if you want all inactive codes)  
Select Inactive Status:  >>

Process Deleted File?  
 Include Deleted Items

Item Class Selection (Skip, if you want all codes)  
Select Item Class:  >> - And Class -  >> - And Class -  >>

Inactive\_Item\_Rep

Rpts7-2a


The resulting **Inactive Item Report** of deactivated items is shown below in Rpts7-2b.

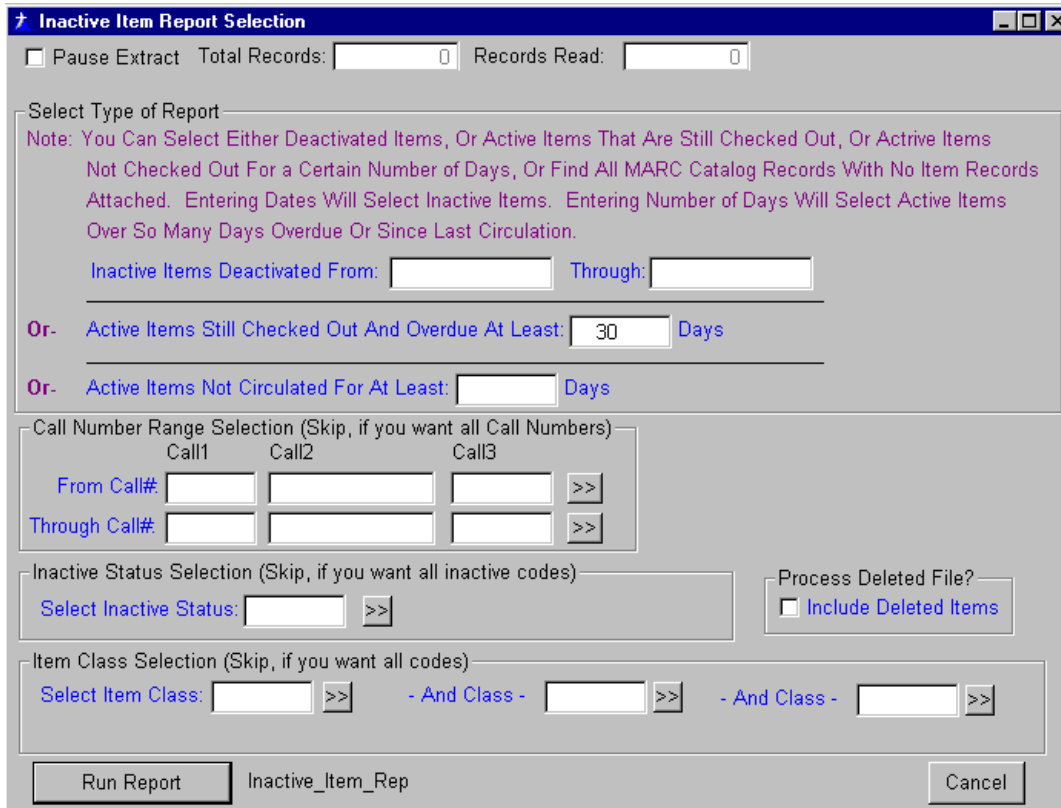
| Report Preview                             |          |          |   |         |  |        |                       |                         |       |        |  |  |
|--|----------|----------|---|---------|--|--------|-----------------------|-------------------------|-------|--------|--|--|
| File View Zoom                             |          |          |   |         |  |        |                       |                         |       |        |  |  |
| Page: 1 Across: 1 Down: 1 Zoom: Tile pages |          |          |   |         |  |        |                       |                         |       |        |  |  |
| Date: 4/21/06                              |          |          | Benzie Shores District Library                  |         |  |        |                       | Page 1                  |       |        |  |  |
| Time: 1:23PM                               |          |          | <b>Inactive Item Report</b>                     |         |  |        |                       | Proc: Inactive_Item_Rep |       |        |  |  |
| User:                                      |          |          | Deactivated Items From 1/01/00 Through 12/31/00 |         |  |        |                       |                         |       |        |  |  |
|  |          |          | For All Inactive Status Codes                   |         |  |        |                       |                         |       |        |  |  |
|  |          |          | All Item Class Codes Selected                   |         |  |        |                       |                         |       |        |  |  |
| Del  | Added    | Last Out | ISBN  | Date    | Title  | Price  | Cost                  |                         |       |        |  |  |
| Copies                                     | Avail    | Rsv      | Published                                       | Call 1  | Call 2   | Call 3 | Author                | BarCode                 | Item  | Status |  |  |
| 5/13/00                                    | 12/27/90 | 5/17/95  | 0688029841                                      |         | Yesterday, today, and forever /  | 15.00  | 0.00                  |                         |       |        |  |  |
| 0  | 0        | 0        | YTD: 7  | LTD: 7  | 133.5  | DIXON  | Dixon, Jeane          | 80026131                | MISSG |        |  |  |
| 5/12/00                                    | 12/16/95 | 7/06/96  | 1564588556                                      | 1995    | Parker's complete book of dreams / Julia & Derek Parker.                 | 24.95  | 0.00                  |                         |       |        |  |  |
| 1  | 1        | 0        | YTD: 7  | LTD: 7  | 154.63   | PARKE  | Parker, Julia         | 80208697                | MISSG |        |  |  |
| 2/15/00                                    | 1/07/91  | 12/11/92 | 0809415143                                      |         | Women /  | 15.00  | 0.00                  |                         |       |        |  |  |
| 0  | 0        | 0        | YTD: 1  | LTD: 1  | 305.4  | WOMEN  |                       | 80009251                | SK/CR |        |  |  |
| 2/15/00                                    | 1/16/91  | 7/17/92  | 0137823010                                      |         | Rootport walking program /   | 9.95   | 0.00                  |                         |       |        |  |  |
| 0  | 0        | 0        | YTD: 2  | LTD: 2  | 613.7176   | RIPPE  | Rippe, James M        | 80018757                | SK/CR |        |  |  |
| 2/21/00                                    | 7/28/94  | 5/11/99  | 0836218256                                      | 1988    | Something under the bed is drooling : a Catullus and Hobbes collection / | 7.95   | 0.00                  |                         |       |        |  |  |
| 1  | 1        | 0        | YTD: 27   | LTD: 27 | 741.5  | WATTE  | Watterson, Bill       | 80149792                | REPLP |        |  |  |
| 11/20/00                                   | 7/28/94  | 8/24/94  | 023108028X (ac)                                 | 1992    | Top 500 poems /  | 29.95  | 0.00                  |                         |       |        |  |  |
| 0  | 0        | 0        | YTD: 4  | LTD: 4  | 821.008  | TOP 5  |                       | 80153455                | MISSG |        |  |  |
| 2/15/00                                    | 2/11/91  | 12/11/92 | 0688072887                                      |         | Addie in the West: the story of the O.K. Corral gang fight /             | 22.95  | 0.00                  |                         |       |        |  |  |
| 0  | 0        | 0        | YTD: 1  | LTD: 1  | 979.153  | MARKS  | Marks, Paula Mitchell | 80042246                | SK/CR |        |  |  |
| 8/07/00                                    | 11/27/90 | 7/11/00  | 0688046592                                      |         | Pillars of the earth /   | 22.95  | 0.00                  |                         |       |        |  |  |
| 0  | 0        | 0        | YTD: 39   | LTD: 39 | FIC  | FOLLE  | Follett, Ken          | 80233588                | REPLP |        |  |  |
| 12/05/00                                   | 10/10/98 | 6/14/00  | 1565121783                                      | 1998    | Bairn : a novel / by Nanci Kincaid.                                      | 21.95  | 0.00                  |                         |       |        |  |  |
| 0  | 0        | 0        | YTD: 14   | LTD: 14 | FIC  | KINCA  | Kincaid, Nanci        | 80232309                | REPLP |        |  |  |
| 2/18/00                                    | 12/11/90 | 10/15/98 |   |         | Moby Dick : or, The white whale / by Herman Melville.                    | 15.00  | 0.00                  |                         |       |        |  |  |
| 0  | 0        | 0        | YTD: 5  | LTD: 5  | FIC  | MELV   | Melville, Herman      | 80034861                | WEEED |        |  |  |
| 2/18/00                                    | 5/28/97  | 7/22/98  | 0679416781                                      | 1992    | English patient : a novel /  | 12.00  | 0.00                  |                         |       |        |  |  |
| 1  | 1        | 0        | YTD: 5  | LTD: 5  | FIC  | ONDAA  | Ondaatje, Michael     | 80181217                | WEEED |        |  |  |
| 2/18/00                                    | 12/13/90 | 4/25/97  | 0671222570                                      |         | Distant summer /   | 6.95   | 0.00                  |                         |       |        |  |  |
| 0  | 0        | 0        | YTD: 3  | LTD: 3  | FIC  | PATTE  | Patterson, Sarah      | 80032428                | WEEED |        |  |  |
| 1/07/00                                    | 8/26/95  | 12/09/99 | 0-671-51005-3                                   | 1993    | SHIPPING NEWS  | 12.00  | 0.00                  |                         |       |        |  |  |
| 1  | 1        | 0        | YTD: 14   | LTD: 14 | FIC  | PROUL  | PROULX, E ANNIE       | 80205008                | REPLP |        |  |  |
| 8/11/00                                    | 3/10/97  | 7/08/00  | 0385315929                                      | 1997    | Now or never / Elizabeth Adler.  | 22.95  | 0.00                  |                         |       |        |  |  |
| 0  | 0        | 0        | YTD: 25   | LTD: 25 | MYS  | ADLER  | Adler, Elizabeth      | 80203748                | MISSG |        |  |  |

Rpts7-2b

## Sample Report -- Active Items Still Checked Out and Overdue

To run a report featuring active items that are still checked out and overdue, on the **Inactive Item Report Selection** form (Rpts7-2c, below), enter a number of days into the box next to the heading, “**Active Items Still Checked Out and Overdue At Least**” (30 in the case of the example in Rpts7-2c, below), then select the **Run Report** button at the bottom of the screen (Rpts7-2c, below).

**NOTE:** A range of call numbers and item class selections can be included as parameters for this report by using the arrow keys  on the bottom half of the Inactive Item Report Selection screen.



**Inactive Item Report Selection**

Pause Extract    Total Records:     Records Read:

Select Type of Report

Note: You Can Select Either Deactivated Items, Or Active Items That Are Still Checked Out, Or Active Items Not Checked Out For a Certain Number of Days, Or Find All MARC Catalog Records With No Item Records Attached. Entering Dates Will Select Inactive Items. Entering Number of Days Will Select Active Items Over So Many Days Overdue Or Since Last Circulation.

Inactive Items Deactivated From:  Through:

Or- Active Items Still Checked Out And Overdue At Least:  Days

Or- Active Items Not Circulated For At Least:  Days

Call Number Range Selection (Skip, if you want all Call Numbers)

|                | Call1                | Call2                | Call3                |    |
|----------------|----------------------|----------------------|----------------------|----|
| From Call#:    | <input type="text"/> | <input type="text"/> | <input type="text"/> | >> |
| Through Call#: | <input type="text"/> | <input type="text"/> | <input type="text"/> | >> |

Inactive Status Selection (Skip, if you want all inactive codes)

Select Inactive Status:  >>

Process Deleted File?  Include Deleted Items

Item Class Selection (Skip, if you want all codes)

Select Item Class:  >>    - And Class -  >>    - And Class -  >>

Run Report    Inactive\_Item\_Rep    Cancel

**Rpts7-2c**

The resulting **Inactive Item Report** of active items checked out and at least 30 days overdue is shown below in Rpts7-2d.

Report Preview

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: Tile pages

Date: 4/21/06  
Time: 1:59PM  
User:

Benzie Shores District Library  
**Inactive Item Report**  
Active Items Checked Out and 30 Days Overdue  
For All Inactive Status Codes  
All Item Class Codes Selected


Page 1  
Proc: Inactive\_Item\_Rep

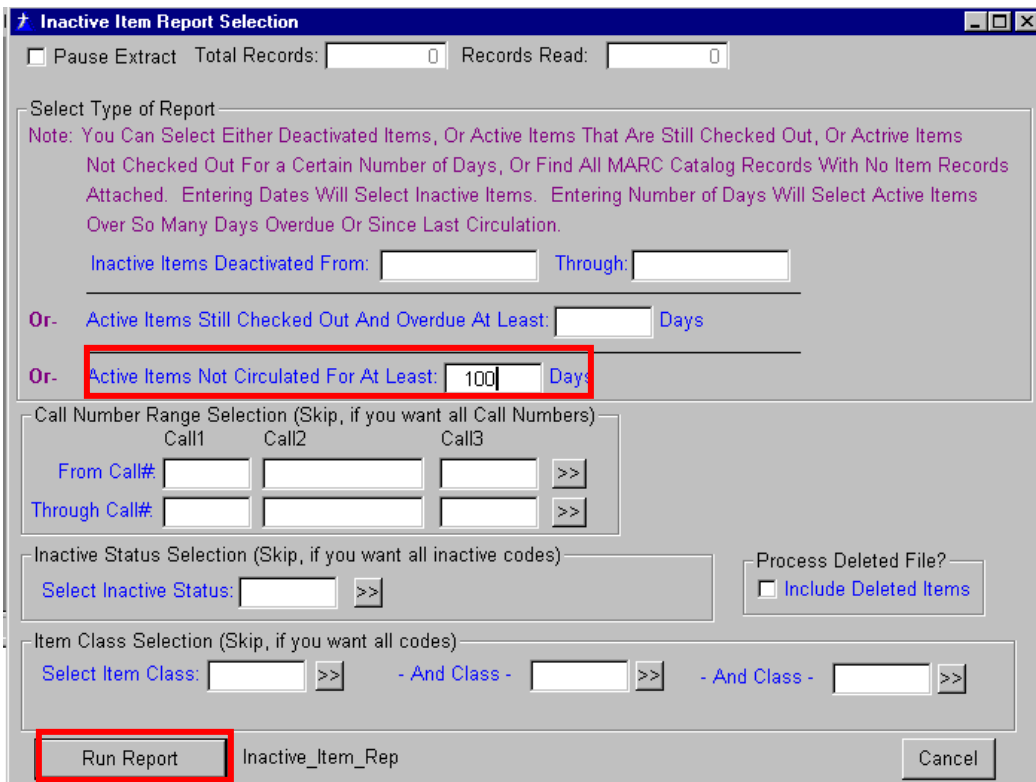
| Del    | Added | Last Out | Date             | Title     | Price   | Cost                         |
|--------|-------|----------|------------------|-----------|---|------------------------------|
| Copies | Avail | Rsv      | ISBN             | Published | Call 1 Call 2 Call 3 Author   | BarCode Item Status          |
| 1      | 0     | 2        | 091861614X       | 1975      | Railroads in Michigan : a catalog of company publications, 1836-1960 /<br>016.385 BARNE Barnett, LeRoy        | 15.00 0.00<br>80025000       |
| 1      | 0     | 0        | 1/29/04          | 1975      | Michigan atlases and platbooks : a checklist 1872-1973 /<br>016.912 MICHI                                     | 0.00 0.00<br>80170392        |
| 1      | 0     | 0        | 0838907245 (alk) | 1998      | Overnighter's insights : meditations for librarians / Michael Gorman ; deco<br>020 GORMA Gorman, Michael      | 20.00 0.00<br>80246053       |
| 1      | 0     | 0        | 0838904963 (pbk) | 1975      | Dynamic community library : creative, practical, and inexpensive ideas for<br>021.2 FOX Fox, Beth Wheeler     | 14.00 0.00<br>80037229       |
| 1      | 0     | 0        | 1567181015       | 1997      | Witness from the inside : origins of the fastest growing religious movement<br>133.43 BUCKL Buckland, Raymond | 12.95 0.00<br>80251648       |
| 1      | 0     | 0        | 4/09/04          | 1991      | Artology /<br>133.5 MACNE MacNeice, Louis   | 15.00 0.00<br>80026149       |
| 1      | 0     | 0        | 1879431009 :     | 1991      | Parker's artology : the essential guide to using artology in your daily<br>133.5 PARKE Parker, Julia          | 34.95 0.00<br>80216336       |
| 0      | 0     | 0        | 2/11/93          | 1975      | Dreams, your magic mirror.<br>133.8 SECHR Sechrist, Elsie   | 15.00 0.00<br>80026180 SK/CR |
| 1      | 0     | 0        | 0139725474       | 1975      | You can't see what you can't see /<br>158.1 PEALE Peale, Norman Vincent                                       | 6.95 0.00<br>80027238        |
| 1      | 0     | 0        | 0671250671 (pbk) | 1975      | Road less traveled : a new psychology of love, tradition, culture, and spirit<br>158.1 PECK Peck, M Scott     | 15.00 0.00<br>80050024       |
| 1      | 0     | 0        | 1-55723-020-X    | 1961      | 101 DALMATIANS 1 BK 1 CS 2IT<br>200 101   | 10.00 0.00<br>80192842       |
| 1      | 0     | 0        | 2/02/01          | 1998      | God in the dock ;<br>201 LEWIS Lewis, C S   | 3.95 0.00<br>80177140        |
| 1      | 0     | 0        | 1573220787 (alk) | 1998      | Amazing grace : a autobiography of faith / Kathleen Norris.<br>230.03 NORRI Norris, Kathleen                  | 24.95 0.00<br>80225121       |
| 1      | 0     | 1        | 0890660077       | 1975      | Each new day /<br>242.2 TEN B Ten Boom, Corrie  | 2.95 0.00<br>80008725        |

Rpts7-2d

## Sample Report – Active Items Not Checked Out for a Certain Number of Days

To run a report featuring active items that have not been checked out for a certain number of days, on the **Inactive Item Report Selection** form (Rpts7-2a, below), type a number of days into the box next to the heading, “**Active Items Not Circulated For At Least**” then select the **Run Report** button at the bottom of the screen (Rpts7-2e, below).

**NOTE:** A range of call numbers and item class selections can be included as parameters for this report by using the arrow keys  on the bottom half of the Inactive Item Report Selection screen.



Pause Extract Total Records:  Records Read:

Select Type of Report

Note: You Can Select Either Deactivated Items, Or Active Items That Are Still Checked Out, Or Active Items Not Checked Out For a Certain Number of Days, Or Find All MARC Catalog Records With No Item Records Attached. Entering Dates Will Select Inactive Items. Entering Number of Days Will Select Active Items Over So Many Days Overdue Or Since Last Circulation.

Inactive Items Deactivated From:  Through:

Or- Active Items Still Checked Out And Overdue At Least:  Days

Or- Active Items Not Circulated For At Least:  Days

Call Number Range Selection (Skip, if you want all Call Numbers)

|               | Call1                | Call2                | Call3                |    |
|---------------|----------------------|----------------------|----------------------|----|
| From Call#    | <input type="text"/> | <input type="text"/> | <input type="text"/> | >> |
| Through Call# | <input type="text"/> | <input type="text"/> | <input type="text"/> | >> |

Inactive Status Selection (Skip, if you want all inactive codes)

Select Inactive Status:  >>

Process Deleted File?

Include Deleted Items

Item Class Selection (Skip, if you want all codes)

Select Item Class:  >> - And Class -  >> - And Class -  >>

Inactive\_Item\_Rep

Rpts7-2e

The resulting **Inactive Item Report** of items not circulated for at least 100 days is shown below in Rpts7-2f.

| Report Preview   |          |          |  |         |   |                          |        |          |                         |  |  |  |
|--|----------|----------|--|---------|---|--------------------------|--------|----------|-------------------------|--|--|--|
| File View Zoom   |          |          |  |         |   |                          |        |          |                         |  |  |  |
| Page: <input type="text" value="1"/> Across: <input type="text" value="1"/> Down: <input type="text" value="1"/> Zoom: <input type="text" value="File pages"/> |          |          |  |         |   |                          |        |          |                         |  |  |  |
| Date: 4/21/06  |          |          | Benzie Shores District Library             |         |   |                          |        |          | Page 1                  |  |  |  |
| Time: 3:01PM   |          |          | <b>Inactive Item Report</b>                |         |   |                          |        |          | Proc: Inactive_Item_Rep |  |  |  |
| User:  |          |          | Items Not Circulated For At Least: 100Days |         |   |                          |        |          |                         |  |  |  |
|  |          |          | For All Inactive Status Codes              |         |   |                          |        |          |                         |  |  |  |
|  |          |          | All Item Class Codes Selected              |         |   |                          |        |          |                         |  |  |  |
| Del  | Added    | Last Out | ISBN                                       | Date    | Title   | Price                    | Cost   |          |                         |  |  |  |
| Copies   | Avail    | Rsv      | Published                                  | Call 1  | Call 2  | Call 3                   | Author | BarCode  | Item Status             |  |  |  |
|  | 12/27/90 | 7/14/92  | 0895770288                                 |         | Strange stories, amazing facts : stories that are bizarre, unusual, odd, as | 17.00                    | 0.00   |          |                         |  |  |  |
| 1  | 1        | 0        | YTD: 3                                     | LTD: 3  | 001.9   | STRAN                    |        | 80024771 |                         |  |  |  |
|  | 1/10/00  | 2/01/01  | 0385041144                                 |         | Bermuda Triangle /  | 7.95                     | 0.00   |          |                         |  |  |  |
| 2  | 2        | 0        | YTD: 2                                     | LTD: 2  | 001.94  | BERLI Berlitz, Charles   |        | 80250145 |                         |  |  |  |
|  | 12/27/90 | 12/07/99 | 0385041144                                 |         | Bermuda Triangle /  | 15.00                    | 0.00   |          |                         |  |  |  |
| 2  | 2        | 0        | YTD: 6                                     | LTD: 6  | 001.94  | BERLI Berlitz, Charles   |        | 80024797 |                         |  |  |  |
| 9/03/03  | 12/27/90 | 1/03/97  | 0399113460                                 |         | In search of ancient gods : mythological evidence for the impossible /      | 8.95                     | 0.00   |          |                         |  |  |  |
| 0  | 0        | 0        | YTD: 1                                     | LTD: 1  | 001.94  | DANIK Däniken, Erich von |        | 80024755 | DAMG                    |  |  |  |
|  | 12/27/90 | 1/07/03  | 0399112081                                 |         | Gold of the gods /  | 6.95                     | 0.00   |          |                         |  |  |  |
| 1  | 1        | 0        | YTD: 4                                     | LTD: 4  | 001.94  | DANIK Däniken, Erich von |        | 80024789 |                         |  |  |  |
|  | 7/14/00  | 1/17/05  | 1862047499                                 |         | Odyssey of the gods : an alle history of ancient Greece / Erich von Dänike  | 24.95                    | 0.00   |          |                         |  |  |  |
| 1  | 1        | 0        | YTD: 4                                     | LTD: 4  | 001.94  | DANIK Däniken, Erich von |        | 80257850 |                         |  |  |  |
|  | 12/27/90 | 2/07/03  | 006012475X :                               |         | Bermuda Triangle mystery--solved /  | 10.00                    | 0.00   |          |                         |  |  |  |
| 1  | 1        | 0        | YTD: 9                                     | LTD: 9  | 001.94  | KUSCH Kusche, Larry      |        | 80024714 |                         |  |  |  |
|  | 12/27/90 | 3/25/98  | 0448157772 :                               |         | Piltdown pit experiment /   | 10.00                    | 0.00   |          |                         |  |  |  |
| 1  | 1        | 0        | YTD: 8                                     | LTD: 8  | 001.94  | MOORE Moore, William L.  |        | 80025885 |                         |  |  |  |
| 1/12/04  | 12/27/90 | 2/01/01  | 0870442546 :                               |         | Mysteries of the ancient world /  | 15.00                    | 0.00   |          |                         |  |  |  |
| 0  | 0        | 0        | YTD: 4                                     | LTD: 4  | 001.94  | MYSTE                    |        | 80024805 | DAMG                    |  |  |  |
|  | 6/17/97  | 8/04/97  | 0688135102                                 | 1993    | Alien contact : top-secret UFO files revealed / Timothy Good; with a com    | 12.00                    | 0.00   |          |                         |  |  |  |
| 1  | 1        | 0        | YTD: 2                                     | LTD: 2  | 001.942   | GOOD Good, Timothy       |        | 80202088 |                         |  |  |  |
| 1/12/04  | 12/27/90 | 6/24/97  | 0385067518                                 |         | Aliens from space ;   | 15.00                    | 0.00   |          |                         |  |  |  |
| 0  | 0        | 0        | YTD: 8                                     | LTD: 8  | 001.942   | KEYHO Keyhoe, Donald E   |        | 80024730 | DAMG                    |  |  |  |
|  | 5/24/91  | 6/24/97  | 0671662600 :                               |         | Out there : the government's secret quest for extraterrestrials /           | 19.95                    | 0.00   |          |                         |  |  |  |
| 1  | 1        | 0        | YTD: 12                                    | LTD: 12 | 001.942   | MOORE Blum, Howard       |        | 80070709 |                         |  |  |  |
|  | 12/27/90 | 6/24/97  |  |         | Unlabeled UFOs : a biologist looks at UFO's /                               | 6.95                     | 0.00   |          |                         |  |  |  |
| 1  | 1        | 0        | YTD: 7                                     | LTD: 7  | 001.942   | SANDE Sanderson, Ivan T  |        | 80024748 |                         |  |  |  |
|  | 11/01/95 | 7/19/99  | 0809463245                                 | 1988    | UFO phenomenon / by the editors of Time-Life Books.                         | 0.00                     | 0.00   |          |                         |  |  |  |
| 1  | 1        | 0        | YTD: 5                                     | LTD: 5  | 001.942   | UFO                      |        | 80208234 |                         |  |  |  |

Rpts7-2f

## Titles With No Items Report

Select **Titles With No Items Report** to access the **Print Titles by Title- Selection Screen** (Rpts7-3, below). To run a report of titles with no items or holdings attached to them, select the **Run Search For Weeded Titles, By Title** button at the bottom of this screen.

**NOTE:** To place parameters on this report, the **Skip Titles With AutoStamp** box may be filled in with a special code (such as "SHM" for sheet music, as shown below in Rpts7-3) established by the library, and the **Skip Titles With Status** box may be filled in with "Y" for Yes and "N" for No.

Print Titles by Title- Selection Screen Coll\_Parms4

Don't Pause

Total Records:  Recs Read:

Recs Selected:

This Procedure Processes The Main Catalog And Will Select Titles That Have No Items (Holdings) Attached.

Skip Titles With AutoStamp:

Skip Titles With Status:

Title\_Weed\_Rpt

Rpts7-3

The resulting **Titles With No Items** report is shown below in Rpts7-3a.

**Report Preview**

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 75% Zoom

Date: 4/21/06 Benzie Shores District Library Page 1  
 Time: 1:46 PM Selected Title List: Titles With No Items Proc: Title\_Weed\_Rpt  
 User:

| Title   | Author                       | Published:      |
|---|------------------------------|-----------------|
| * Large Print Rotating Collection *   |                              |                 |
| * ILL *   |                              | Published:      |
| 1 One-year-old : [counting children one to ten] / by Juliet Bawden ; with photographs by  | Bawden, Juliet               | Published: 1989 |
| 10,000 baby names / Bruce Lansky.   | Lansky, Bruce                | Published: 1985 |
| 1st to Die  | Patterson, James 1947-       | Published:      |
| 20-minute yoga workouts / American Yoga Association, with Alice Christensen.              | Christensen, Alice           | Published: 1995 |
| Abduction   | Cook, Robin 1940-            | Published:      |
| Aerialist   | Schmitt, Richard             | Published:      |
| After the death of a child  |                              | Published:      |
| Against the Brotherhood   | Fawcett, Quinn               | Published:      |
| Along the tracks : a directory of named places on Michigan railroads / Graydon M. Meints. | Meints, Graydon M            | Published: 1987 |
| AMA Handbook of First Aid & Emergency Care  | American Medical Association | Published:      |
| Amber spyglass  | Pullman, Philip              | Published:      |
| America   |                              | Published:      |
| American government desk reference  | Wetterau, Bruce              | Published:      |
| AMERICAN LUNG ASSOCIATION'S FAMILY GUIDE TO ASTHMA & ALLERGIES                            |                              |                 |

Rpts7-3a

## Items Added Report

Select **Items Added Report** to access the **Items Added Report – Selection Screen** (Rpts7-4, below). At this screen, enter dates in the **From** and **Through** date boxes, and include a **Location Code**, if desired (such as “PCL” for Peninsula Community Library). Then, select the **Titles By Author within Call Number** button at the bottom of the screen to generate the report.

Items Added Report - Selection Screen

Pause Extract

Records Read: 0

Select Items Added From: 1/01/2000 Through: 12/31/2000

Optional Selection (Select Only This Location Code)

Location Code: >>

(Note: If Blank This Edit Is Ignored)

Titles By Author within Call Number Title\_Call\_Rpt\_A2 Cancel

Rpts7-4

The resulting **Items Added Selected Title List** report is shown below in Rpts7-4a.

**Report Preview**  
 File View Zoom


Page: 1 Across: 1 Down: 1 Zoom: 75% Zoom

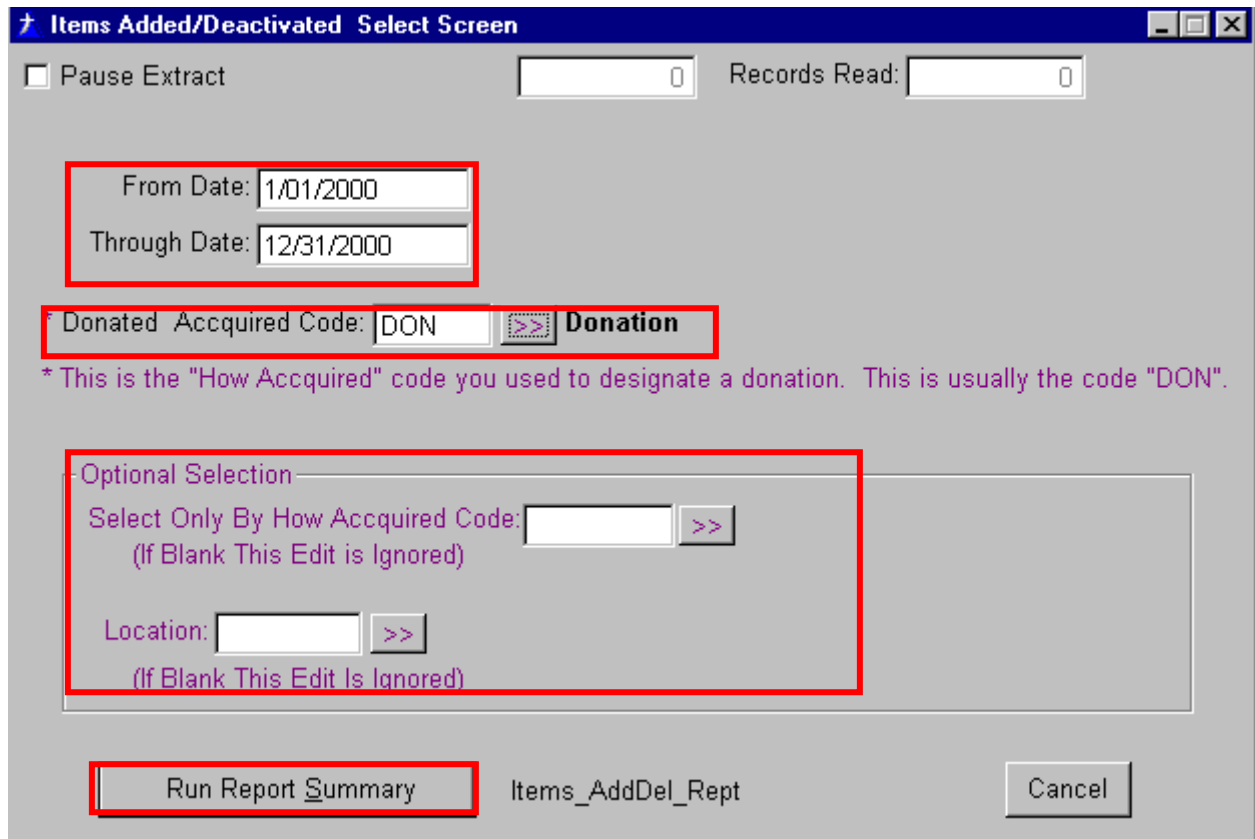
Date: 4/21/06 Benzie Shores District Library Page 1  
 Time: 4:16PM Items Added Selected Title List Proc: Title\_Call\_Rpt\_A2  
 User: From Date: 1/01/2000 Through Date: 12/31/2000

| Title  | Author | Added    | Weeded | Price | Cost | Published | Call Number |
|--|--------|----------|--------|-------|------|-----------|-------------|
| Bermuda Triangle /   |        |          |        |       |      | 001.94    | BER         |
| Berlitz, Charles   |        | 1/10/00  | //     | 7.95  |      | # 0       |             |
| Odyssey of the gods : an alien history of ancient Greece / Erich von D |        |          |        |       |      | 001.94    | DAN         |
| Daniken, Erich von   |        | 7/14/00  | //     | 24.95 |      | # 1       |             |
| PCs for dummies, 7th edition   |        |          |        |       |      | 1999      | 004.16      |
| Gookin, Dan  |        | 4/01/00  | //     | 19.99 |      | # 2       |             |
| Teach yourself WebTV / Erica Sadun and Dennis R. Cohen.                |        |          |        |       |      | 004.678   | SAD         |
| Sadun, Erica   |        | 7/05/00  | //     | 19.99 |      | # 3       |             |
| Microsoft Works 2000 for dummies / by David Kay.                       |        |          |        |       |      | 1999      | 005.369     |
| Kay, David   |        | 12/22/00 | //     | 19.99 |      | # 4       |             |
| Microsoft PowerPoint 2000 step by step.                                |        |          |        |       |      | 1999      | 006.6       |
|  |        | 7/05/00  | //     | 29.99 |      | # 5       |             |
| Guinness world records 2000.   |        |          |        |       |      | 2000      | 031.02      |
|  |        | 1/10/00  | //     | 25.95 |      | # 6       |             |
| Start your own newspaper : be independent! / by Ken Parker.            |        |          |        |       |      | 1999      | 070.5722    |
| Parker, Ken  |        | 6/10/00  | //     | 20.00 |      | # 7       |             |
| Stormy night / Michele Lemieux.  |        |          |        |       |      | 1999      | 100         |
| Lemieux, Michele   |        | 4/12/00  | //     | 15.95 |      | # 8       |             |
| Instant tarot reader / by Monte Farber & Amy Zerner.                   |        |          |        |       |      | 1997      | 133.3242    |
| Farber, Monte  |        | 12/05/00 | //     | 15.00 |      | # 9       |             |
| Numerology has your number / Ellin Dodge.                              |        |          |        |       |      | 1988      | 133.335     |
| Dodge, Ellin   |        | 2/28/00  | //     | 12.00 |      | # 10      |             |
| Witchcraft from the inside : origins of the fastest growing religious  |        |          |        |       |      | 1997      | 133.43      |
| Buckland, Raymond  |        | 2/15/00  | //     | 12.95 |      | # 11      |             |
| Plagues of the mind : the new epidemic of false knowledge / Bruce s. T |        |          |        |       |      | 1999      | 149.7       |
| Thornton, Bruce S  |        | 3/17/00  | //     | 24.95 |      | # 12      |             |
| Emotional intelligence / Daniel Goleman.                               |        |          |        |       |      | 1997      | 152.4       |
|  |        |          |        |       |      |           |             |

**Rpts7-4a**


## Items Added/Weeded Recap Report

Select **Items Added/Weeded Recap Report** to access the **Items Added/Deactivated Select Screen** (Rpts7-5, below). At this screen, enter dates in the **From** and **Through** date boxes, and include a Donated Acquired Code by using the  key next to the word **"Donation"**, a **Select Only By How Acquired Code**, if desired, and a **Location Code**, if desired. Then, select the **Run Report Summary** button at the bottom of the screen to generate the report.




Pause Extract      0      Records Read: 0


From Date: 1/01/2000  
Through Date: 12/31/2000

Donated Acquired Code: DON  Donation

\* This is the "How Acquired" code you used to designate a donation. This is usually the code "DON".

Optional Selection

Select Only By How Acquired Code:    
(If Blank This Edit is Ignored)

Location:    
(If Blank This Edit is Ignored)

Run Report Summary      Items\_AddDel\_Rept      Cancel

Rpts7-5

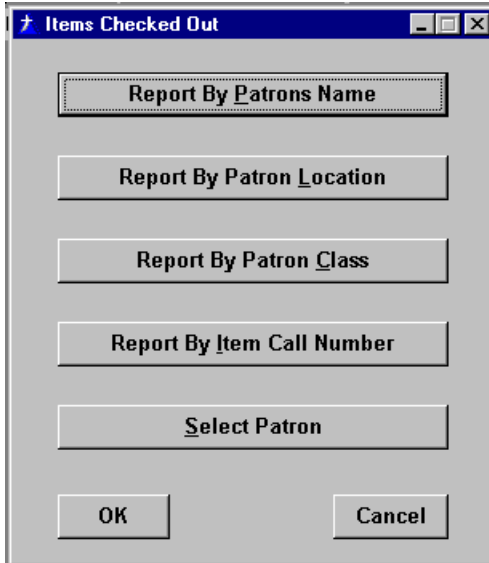
The resulting **Items Added/Deactivated (Weeded)** report is shown below in Rpts7-5a.

| Report Preview                                |                                    |           |      |                         |           |                |             |
|---|------------------------------------|-----------|------|-------------------------|-----------|----------------|-------------|
| File View Zoom                                |                                    |           |      |                         |           |                |             |
|   |                                    |           |      |                         |           | Page: 1        |             |
|   |                                    | Across: 1 |      | Down: 1                 |           | Zoom: 75% Zoom |             |
| Date: 4/21/06                                 | Benzie Shores District Library     |           |      | Page 1                  |           |                |             |
| Time: 4:27 PM                                 | Items Added/Deactivated            |           |      | Proc: Items_AddDel_Rept |           |                |             |
| User:   | ** By Item Class **                |           |      |                         |           |                |             |
| From Date: 1/01/2000 Through Date: 12/31/2000 |                                    |           |      |                         |           |                |             |
| Class   | Description                        | Donated   |      |                         | Purchased |                |             |
|   |                                    | # Items   | Cost | Price                   | # Items   | Cost           | Price       |
| ADULT   | Adult                              |           |      |                         |           |                |             |
|   | New Items Added to Collection =    |           |      |                         | 756       | \$12,371.16    | \$16,496.10 |
| DAMG  | Damaged                            |           |      |                         | 1         | \$12.75        | \$17.00     |
| MISSG   | Missing                            |           |      |                         | 4         | \$69.63        | \$92.85     |
| REPLP   | Inactive: Replacement Paid         |           |      |                         | 6         | \$80.09        | \$106.80    |
| SK/CR   | Skipped / Claims Return            |           |      |                         | 3         | \$35.92        | \$47.90     |
| WEED  | Weeded                             |           |      |                         | 853       | \$10,577.06    | \$14,103.99 |
| CAS   | Audio Cassettes                    |           |      |                         |           |                |             |
|   | New Items Added to Collection =    |           |      |                         | 109       | \$3,183.61     | \$4,244.88  |
| WEED  | Weeded                             |           |      |                         | 136       | \$2,420.87     | \$3,228.01  |
| CD  | Compact Audio Disc                 |           |      |                         |           |                |             |
|   | New Items Added to Collection =    |           |      |                         | 11        | \$567.20       | \$709.00    |
| J   | Juvenile                           |           |      |                         |           |                |             |
|   | New Items Added to Collection =    |           |      |                         | 152       | \$2,007.46     | \$2,509.35  |
| MISSG   | Missing                            |           |      |                         | 1         | \$9.60         | \$12.00     |
| REPLP   | Inactive: Replacement Paid         |           |      |                         | 2         | \$13.56        | \$16.95     |
| SK/CR   | Skipped / Claims Return            |           |      |                         | 1         | \$10.36        | \$12.95     |
| UNK   | UNK Not found in Item Status Table |           |      |                         | 1         | \$10.36        | \$12.95     |
| WEED  | Weeded                             |           |      |                         | 83        | \$896.84       | \$1,121.06  |
| JE  | Juvenile Easy Readers              |           |      |                         |           |                |             |
|   | New Items Added to Collection =    |           |      |                         | 144       | \$1,533.62     | \$1,917.11  |
| MISSG   | Missing                            |           |      |                         | 1         | \$12.00        | \$15.00     |
| REPLP   | Inactive: Replacement Paid         |           |      |                         | 3         | \$28.75        | \$35.94     |
| WEED  | Weeded                             |           |      |                         | 7         | \$67.58        | \$84.48     |
| JPB   | Juvenile Paperback                 |           |      |                         |           |                |             |
|   | New Items Added to Collection =    |           |      |                         | 35        | \$131.98       | \$165.02    |

Rpts7-5a

## Items Checked Out Report

Select **Items Checked Out Report** to access the **Items Checked Out** screen (Rpts7-6, below). At this screen, **Items Checked Out** reports can be run by patron name, patron location, patron class, and item call number.

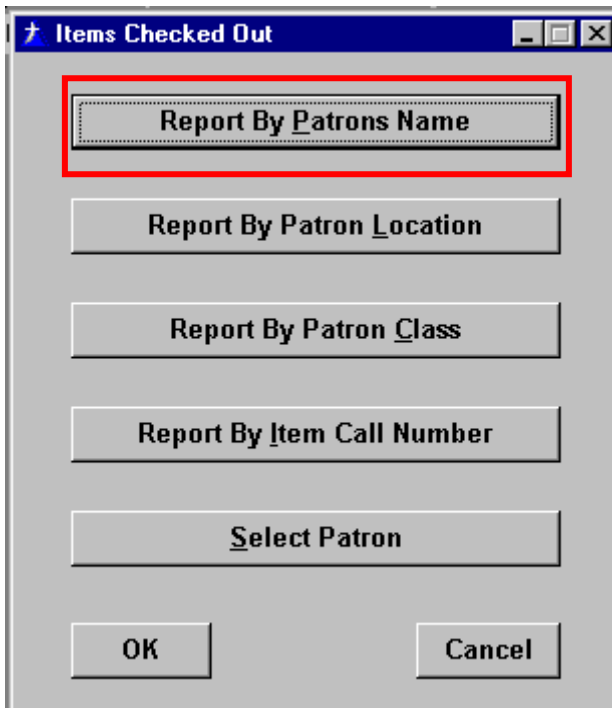


The image shows a dialog box titled "Items Checked Out" with a blue header bar. Inside the dialog, there are five buttons stacked vertically: "Report By Patrons Name", "Report By Patron Location", "Report By Patron Class", "Report By Item Call Number", and "Select Patron". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Rpts7-6

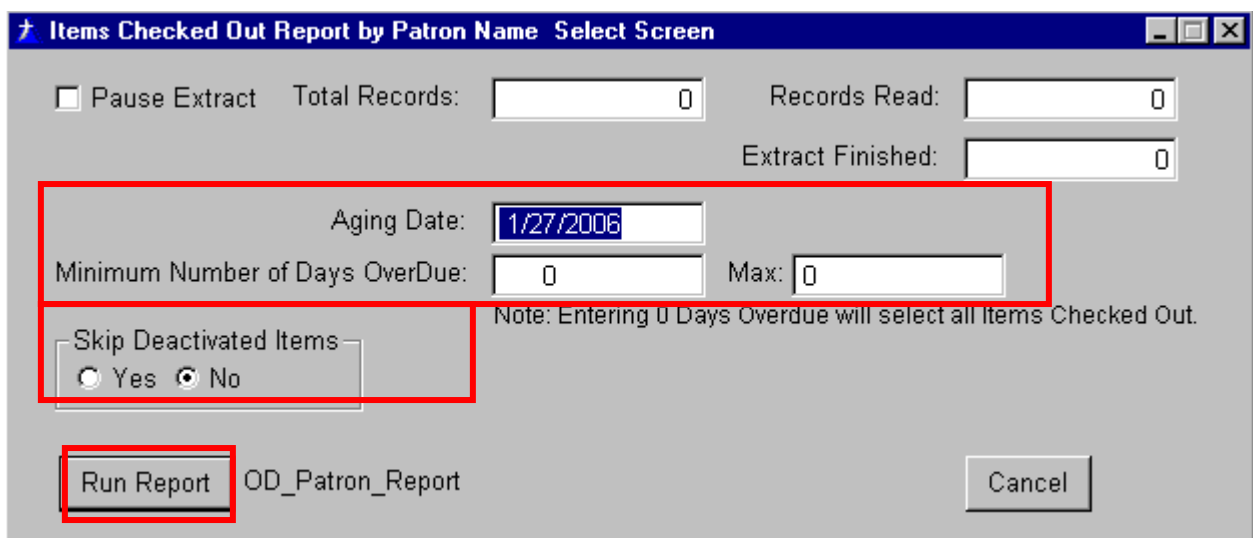
## Items Checked Out Report – Patrons Name

To generate an **Items Checked Out Report** by patron name, select the **Report By Patrons Name** button from the **Items Checked Out** screen, shown below again in Rpts7-6.



The screenshot shows a dialog box titled "Items Checked Out". It contains several buttons for selecting the report criteria: "Report By Patrons Name" (highlighted with a red box), "Report By Patron Location", "Report By Patron Class", "Report By Item Call Number", and "Select Patron". At the bottom, there are "OK" and "Cancel" buttons.

The **Items Checked Out by Patron Name Select Screen** (Rpts7-6a, below) appears. At this screen, include a date in the **Aging Date** box, a **Minimum** and **Maximum Number of Days OverDue**, if desired, and check **Yes** or **No** to **Skip Deactivated Items**. Then, select the **Run Report** button at the bottom of the screen.



The screenshot shows a dialog box titled "Items Checked Out Report by Patron Name Select Screen". It contains several fields and buttons: "Pause Extract" (checkbox), "Total Records:" (text box with 0), "Records Read:" (text box with 0), "Extract Finished:" (text box with 0), "Aging Date:" (text box with 1/27/2006), "Minimum Number of Days OverDue:" (text box with 0), "Max:" (text box with 0), "Skip Deactivated Items" (checkbox) with "Yes" and "No" radio buttons (No is selected), "Run Report" (button, highlighted with a red box), "OD\_Patron\_Report" (text), and "Cancel" (button). A note at the bottom right states: "Note: Entering 0 Days Overdue will select all Items Checked Out."

Rpts7-6a

The resulting **Items Checked Out by Patron Name** report is shown below in Rpts7-6b.

**Report Preview**

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 75% Zoom

Date: 4/24/06  
Time: 10:06AM  
User:

Benzie Shores District Library  
**Items Checked Out Report**  
 \*\* By Patron Name \*\*  
 Through Date: 1/27/2006

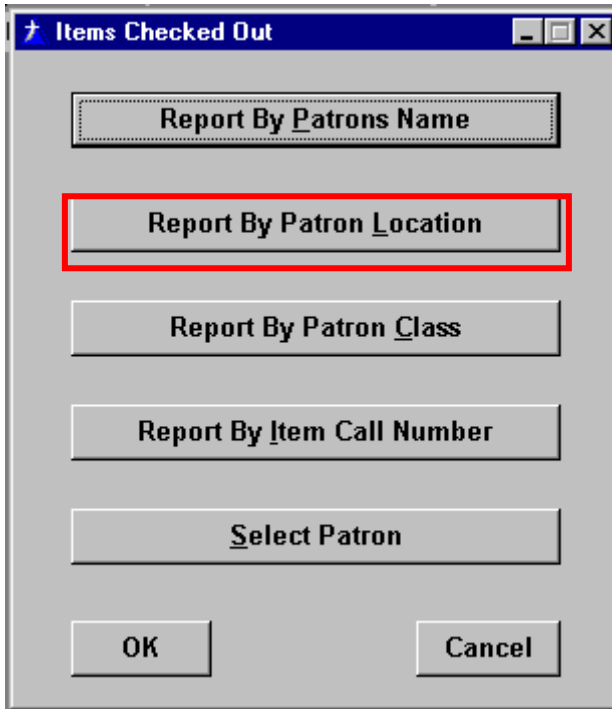
Page 1  
Proc: OD\_Patron\_Report

| Days            | Due      | Last     |          |               | Title     |   |
|-----------------|----------|----------|----------|---------------|-----------|---|
| OverDue         | Out      | Item     | Status   | Renewed Times | Barcode   |   |
| Call 1          | Call 2   | Call 3   | Author   |               |           |   |
| Location: FRANK |          |          |          |               | 9031774   | *DUPLICATES LIBRARY Phone:  |
| 930             | 4/08/96  | 7/12/03  | 10/16/00 | 2             | 80041718  | Early history of Owosso / by Adele Ball.<br>977.425 BALL Ball, Adele                      |
| 930             | 4/08/96  | 7/12/03  | 10/16/00 | 2             | 80041841  | They came to South Fox Island /<br>977.4635 CRAKE Craker, Kathy Nickerson                 |
| 930             | 4/08/96  | 7/12/03  | 10/16/00 | 2             | 80041908  | Pictorial history of Michigan: the later years /<br>977.4 MAY May, George S               |
| 930             | 4/08/96  | 7/12/03  | 10/16/00 | 2             | 80041999  | MACKINAC, THE GATHERING PLACE<br>977.48 MACKI   |
| 930             | 4/08/96  | 7/12/03  | 10/16/00 | 2             | 80078520  | Village tales, and other tales of the Grand Traverse region /<br>977.464 BARNE Barnes, AI |
| 1622            | 11/24/98 | 8/19/01  |          | 0             | 80165889  | Dreams of a time / Diana Gabaldon.<br>OUT-X FIC GABAL Gabaldon, Diana                     |
| 2034            | 10/08/97 | 7/03/00  |          | 0             | 80200173  | Last days / Mario Puzo.<br>OUT-X FIC PUZO Puzo, Mario                                     |
| 1503            | 3/23/99  | 12/16/01 |          | 0             | 80232093  | Rules of prey<br>OUT-X PBK MYS SANDF Sandford, John                                       |
| Location: TRAVR |          |          |          |               | 987654321 | *ILL Library Test Phone: 231  |
| 899             | 7/29/03  | 8/12/03  |          | 0             | 80008725  | Each new day /<br>242.2 TEN B Ten Boom, Corrie  |
| 857             | 9/09/03  | 9/23/03  |          | 0             | 80035421  | Keeper of the bees /<br>FIC STRAT Stratton-Porter, Gene                                   |
| 1008            | 4/11/03  | 4/25/03  |          | 0             | 80037385  | Gabriel boards /<br>FIC STEWA Stewart, Mary   |
| 568             | 6/24/04  | 7/08/04  |          | 0             | 80041171  | D day: the sixth of June, 1944 / David Howarth.<br>940.5421 HOWAR Howarth, David Armine   |
| 857             | 9/09/03  | 9/23/03  |          | 0             | 80046535  | Jim Kate /<br>FIC BROWN Brown, J P S  |
| 528             | 8/03/04  | 8/17/04  |          | 0             | 80054398  | Lace: a novel /<br>FIC CONRA Conran, Shirley  |
| 639             | 4/14/04  | 4/28/04  |          | 0             | 80064363  | *F IS FOR FUGITIVE<br>LP FIC GRAFT GRAFTON, SUE   |
| 528             | 8/03/04  | 8/17/04  |          | 0             | 80079700  | MADONNA<br>J 784.5 GREEN GREENBERG, KEITH ELLIOT  |
| 507             | 8/24/04  | 9/07/04  |          | 0             | 80140700  | Acceptable risk /<br>FIC COOK Cook, Robin   |
| 514             | 8/17/04  | 8/31/04  |          | 0             | 80144322  | DAUGHTER!<br>PBK W ROSS ROSS, DANA FULLER   |

Rpts7-6b

### Items Checked Out Report -- Patron Location

To generate an **Items Checked Out Report** by patron location, select the **Report By Patron Location** button from the **Items Checked Out** screen, shown below again in Rpts7-6.



Rpts7-6

The **Report By Patron Name Within Location Selection Screen** (Rpts7-6c, below) appears. At this screen, include a date in the **Aging Date** box, a **Minimum** and **Maximum Number of Days OverDue** (if desired), use the arrow key for the Select a Location box (if desired), and check **Yes** or **No** to **Skip Deactivated Items**. Then, select the **Run Report** button at the bottom of the screen.

**Items Checked Out Report By Patron Name Within Location Select Screen**

Pause Extract    Total Records:     Records Read:

Aging Date:     Extract Finished:

Minimum Number of Days OverDue:  
    Max:

Note: Entering 0 Days Overdue will select all Items Checked Out.

Select Location:  >>

Note: Leaving Blank will Select all Location Codes

Skip Deactivated Items:  
 Yes     No

   OD\_Location\_Report   

**Rpts7-6c**

The resulting **Items Checked Out by Patron Name Within Location** report is shown below in Rpts7-6d.

Report Review

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 75% Zoom

Date: 4/21/06  
Time: 5:00PM  
User:

Benzie Shores District Library  
**Items Checked Out Report**  
\*\* By Patron Name Within Location \*\*  
Through Date:1/27/2006

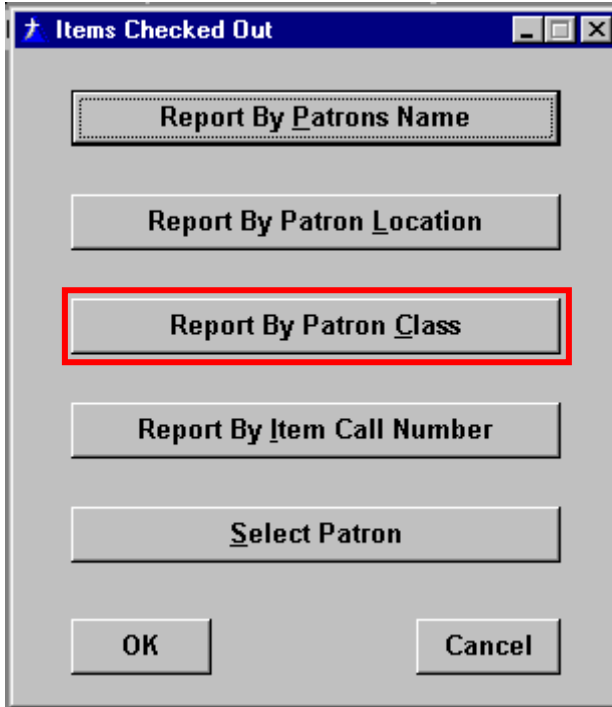
Page 1  
Proc: OD\_Location\_Report

| Days  | Last     | Title    |              |
|---|----------|----------|--------------|
| OverDue   | Out Due  | Renewed  | TimesBarcode |
| Call 1  | Call 2   | Call 3   | Status       |
| Author  | Author   | Author   | Author       |
| Location: BENZO 9032558   |          |          |              |
| DUNLAP JACK M<br>PO BOX 736<br>7333 CLARK ST<br>BEULAH MI 49617<br>Phone:                     |          |          |              |
| 4762  | 12/30/92 | 1/13/93  | 0 80007800   |
| American sportsman treasury.<br>799.08 AMERI  |          |          |              |
| 4762  | 12/30/92 | 1/13/93  | 0 80080039   |
| Mark Martin's world champion walleye tips /<br>799.1 PEERB Peerbolt, Douglas                  |          |          |              |
| 4762  | 12/30/92 | 1/13/93  | 0 80119365   |
| Frommer's comprehensive travel guide: U.S.A. '91-'92 /<br>917.3 BLAYE Blaye, Edouard de       |          |          |              |
| 4762  | 12/30/92 | 1/13/93  | 0 80172224   |
| Buck Peterson's complete guide to deer hunting /<br>799.2773 PETER Peterson, B R              |          |          |              |
| Location: BENZO 9046087   |          |          |              |
| ELY HOLLY M<br>Phone:<br>7487 CADILLAC HWY.<br>BENZONIA MI 49616                              |          |          |              |
| 4253  | 5/23/94  | 6/06/94  | 0 80093776   |
| MASTER OF KUNG FU (CHOOSE YOUR OWN ADVENTURE #88)<br>JPB FIC BRIGH BRIGHTFIELD, RICHARD       |          |          |              |
| Location: BENZO 9037441   |          |          |              |
| FLORES LISAM<br>Phone:<br>2475 BENZIE HWY<br>BENZONIA MI 49617                                |          |          |              |
| 4601  | 9/17/93  | 10/01/93 | 0 80175821   |
| MIDNIGHT WHISPERS<br>PBK FIC ANDRE ANDREWS, V C   |          |          |              |
| Location: BENZO 9053711   |          |          |              |
| SANDBERG CHRISTINA K<br>Phone: 882-4770<br>347 HIGGINS RD<br>BENZONIA MI 49616                |          |          |              |
| 3901  | 5/10/95  | 5/24/95  | 0 80135783   |
| Top 500 poems /<br>821.008 TOP SK/CR  |          |          |              |
| Location: BENZO 9031196   |          |          |              |
| TOMPKINS-PARKER CAROL<br>PO BOX 726<br>909 EDEN HILL RD<br>BEULAH MI 49617<br>Phone: 882-7033 |          |          |              |
| 4022  | 11/10/94 | 1/23/95  | 0 80144215   |
| Wouldn't take nothing for my journey now /<br>814.54 ANGEL Angelou, Maya                      |          |          |              |
| Location: BENZO 9068255   |          |          |              |
| VIGLAND ALAN<br>Phone: 882-5498   |          |          |              |

Rpts7-6d

### Items Checked Out Report -- Patron Class

To generate an **Items Checked Out Report** by patron class, select the **Report By Patron Class** button from the **Items Checked Out** screen, shown below again in Rpts7-6.



Rpts7-6

The **Items Checked Out Report By Patron Name Within Classification Select Screen** (Rpts7-6e, below) appears. At this screen, include a date in the **Aging Date** box, a **Minimum** and **Maximum Number of Days OverDue** (if desired), use the arrow key for the Select a Location box (if desired), and check **Yes** or **No** to **Skip Deactivated Items**. Then, select the **Run Report** button at the bottom of the screen.

The screenshot shows a Windows-style dialog box titled "Items Checked Out Report By Patron Name Within Classification Select Screen". The dialog contains the following elements:

- Pause Extract
- Total Records:
- Records Read:
- Extract Finished:
- Aging Date:
- Minimum Number of Days OverDue:  Max:
- Note: Entering 0 Days Overdue will select all Items Checked Out.
- Skip Deactivated Items:
  - Yes
  - No
- Buttons: Run Report, OD\_Class\_Report, Cancel

Rpts7-6e

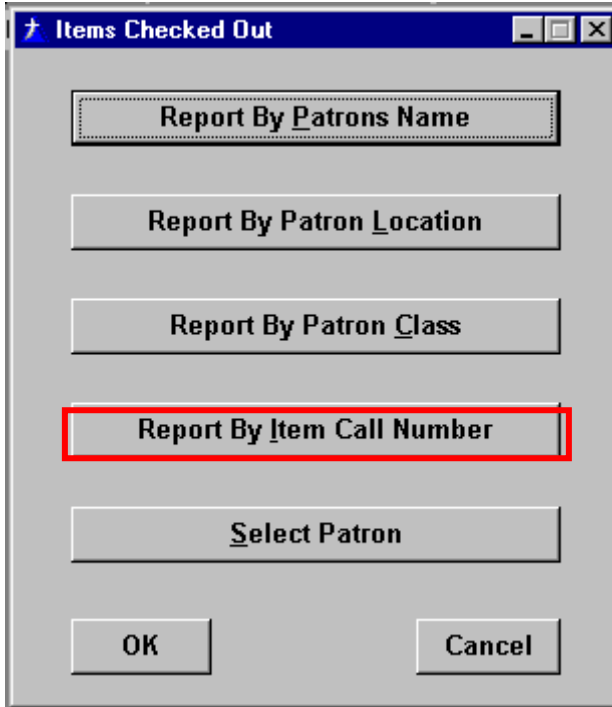
The resulting **Items Checked Out by Patron Name Within Classification** report is shown below in Rpts7-6f.

| Report Preview      |         |   |         |                   |   |                         |           |         |                         |        |
|---------------------|---------|---|---------|-------------------|---|-------------------------|-----------|---------|-------------------------|--------|
| File View Zoom      |         |   |         |                   |   |                         |           |         |                         |        |
|                     |         |   |         |                   |   | Page: 1                 | Across: 1 | Down: 1 | Zoom: 75% Zoom          |        |
| Date: 4/24/06       |         | Benzie Shores District Library            |         |                   |   | Page 1                  |           |         |                         |        |
| Time: 10:20AM       |         | <b>Items Checked Out Report</b>           |         |                   |   | Proc: OD_Class_Report   |           |         |                         |        |
| User:               |         | ** By Patron Name Within Classification * |         |                   |   | Through Date: 1/27/2006 |           |         |                         |        |
| Days                | Last    | Title                                     |         |                   |   |                         |           |         |                         |        |
| OverDue             | Out     | Due                                       | Renewed | Times             | Barcode   | Call 1                  | Call 2    | Call 3  | Status                  | Author |
| Classification: ILL |         | 987654321                                 |         | *ILL Library Test |   | Phone: 231              |           |         |                         |        |
|                     |         | Traverse City MI 49684                    |         |                   |   |                         |           |         |                         |        |
| 899                 | 7/29/03 | 8/12/03                                   | 0       | 80008725          | Each new day /  | 242.2                   | TEN B     |         | Ten Boom, Corie         |        |
| 857                 | 9/09/03 | 9/23/03                                   | 0       | 80035421          | Keeper of the bees /  | FIC                     | STRAT     |         | Stratton-Porter, Gene   |        |
| 1008                | 4/11/03 | 4/25/03                                   | 0       | 80037385          | Gabrieli sounds /   | FIC                     | STEW A    |         | Stewart, Mary           |        |
| 568                 | 6/24/04 | 7/08/04                                   | 0       | 80041171          | Day: the story of June, 1944 / David Howarth.   | 940.5421                | HOWAF     |         | Howarth, David Armine   |        |
| 857                 | 9/09/03 | 9/23/03                                   | 0       | 80046535          | Jim Kase /  | FIC                     | BROWN     |         | Brown, J P S            |        |
| 528                 | 8/03/04 | 8/17/04                                   | 0       | 80054398          | Lace : a novel /  | FIC                     | CONRA     |         | Conran, Shirley         |        |
| 639                 | 4/14/04 | 4/28/04                                   | 0       | 80064363          | *F IS FOR FUGITIVE  | LP                      | FIC       | GRAFT   | GRAFTON, SUE            |        |
| 528                 | 8/03/04 | 8/17/04                                   | 0       | 80079700          | MADONNA   | J                       | 784.5     | GREEN   | GREENBERG, KEITH ELLIOT |        |
| 507                 | 8/24/04 | 9/07/04                                   | 0       | 80140700          | Acceptable risk /   | FIC                     | COOK      |         | Cook, Robin             |        |
| 514                 | 8/17/04 | 8/31/04                                   | 0       | 80144322          | DAKOTA!   | PBK W                   |           | ROSS    | ROSS, DANA FULLER       |        |
| 567                 | 6/25/04 | 7/09/04                                   | 8/05/98 | 1                 | 80144454  | FAB FIVE                | 796.323   | ALBOM   | Albom, Mitch            |        |
| 528                 | 8/03/04 | 8/17/04                                   | 0       | 80145899          | Object lessons /  | FIC                     | QUIND     |         | Quindlen, Anna          |        |
| 529                 | 8/02/04 | 8/16/04                                   | 0       | 80162597          | Killingbras : the nature of love /  | 811.52                  | SHERF     |         | Sherfan, Andrew Dib     |        |
| 529                 | 8/02/04 | 8/16/04                                   | 0       | 80163272          | Cabins and cottages /   | 690.87                  | CABIN     |         |                         |        |
| 507                 | 8/24/04 | 9/07/04                                   | 0       | 80189947          | Keep your car running practically forever : an easy guide to routine care and maintenance / | 629.28                  | SCHUL     |         | Schultz, Mort           |        |
| 529                 | 8/02/04 | 8/16/04                                   | 0       | 80209943          | FACE  | YBB                     | FIC       | STINE   | STINE, B J              |        |

Rpts7-6f

### Items Checked Out Report -- *Item Call Number*

To generate an **Items Checked Out Report** by item call number, select the **Report By Patron Item Call Number** button from the **Items Checked Out** screen, shown below again in Rpts7-6.



Rpts7-6

The **Items Checked Out Report By Call Number Select Screen** (Rpts7-6g, below) appears. At this screen, include a date in the Aging Date box, and fill in the Beg and End Call number boxes (manually or using the arrows), if desired. Also, include a **Minimum** and **Maximum Number of Days OverDue** (if desired), and check **Yes** or **No** to **Skip Deactivated Items**. Then, select the **Run Report** button at the bottom of the screen.

**Items Checked Out Report by Item Call Number Select Screen**

Pause Extract    Total Records:     Records Read:

Aging Date:

Beg Call 1:     Beg Call 2:     Beg Call 3:     >>

End Call 1:     End Call 2:     End Call 3:     >>

Note: If Left Blank All Items Will be Selected.

Minimum Number of Days OverDue:     Max:

Note: Entering 0 Days Overdue will select all Items Checked Out.

Skip Deactivated Items  
 Yes     No

   OD\_ICall\_Report   

**Rpts7-6g**

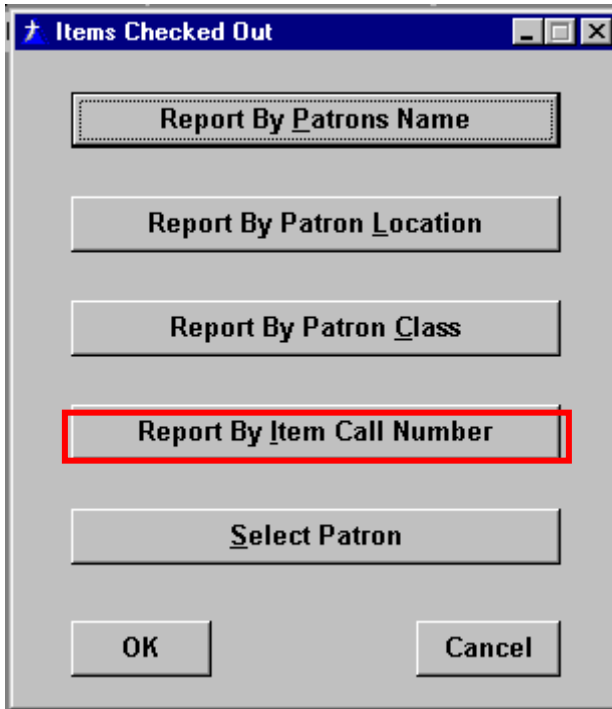
The resulting **Items Checked Out by Item Call Number** report is shown below in Rpts7-6h.

| Report Review  |         |                                 |                 |              |       |                                      |  |                                      |   |             |        |                       |
|----------------|---------|---------------------------------|-----------------|--------------|-------|--------------------------------------|--|--------------------------------------|---|-------------|--------|-----------------------|
| File View Zoom |         |                                 |                 |              |       |                                      |  |                                      |   |             |        |                       |
|                |         |                                 |                 |              |       | Page: <input type="text" value="1"/> | Across: <input type="text" value="1"/>   | Down: <input type="text" value="1"/> | Zoom: <input type="text" value="75% Zoom"/> |             |        |                       |
| Date: 4/24/06  |         | Benzie Shores District Library  |                 |              |       | Page 1                               |  |                                      |   |             |        |                       |
| Time: 10:35AM  |         | <b>Items Checked Out Report</b> |                 |              |       | Proc: OD_Icall_Report                |  |                                      |   |             |        |                       |
| User:          |         | *** By Item Call Number ***     |                 |              |       | Through Date: 1/27/2006              |  |                                      |   |             |        |                       |
| Days           | OverDue | Out                             | Due             | Last Renewed | Times | Barcode                              | Title  | Call 1                               | Call 2                                      | Call 3      | Status | Author                |
|                | 640     | 1/29/04                         | 4/27/04         | 4/13/04      | 1     | 80025000                             | Railroads in Michigan : a catalog of company publications, 1836-1980 /                       |                                      | 016.385                                     | BARNE       |        | Barnett, LeRoy        |
|                |         | CHRISTINE ALDRIDGE              | :(616) 352-5974 |              |       | 9061730                              |  |                                      |   |             |        |                       |
|                | 715     | 1/29/04                         | 2/12/04         |              |       | 80170392                             | Michigan atlases and platbooks : a checklist 1872-1973 /                                     |                                      | 016.912                                     | MICHI       |        |                       |
|                |         | CHRISTINE ALDRIDGE              | :(616) 352-5974 |              |       | 9061730                              |  |                                      |   |             |        |                       |
|                | 715     | 1/29/04                         | 2/12/04         |              |       | 80245053                             | Our singular strengths : meditations for librarians / Michael Gorman ; decorations by B      |                                      | 020   | GORMA       |        | Gorman, Michael       |
|                |         | CHRISTINE ALDRIDGE              | :(616) 352-5974 |              |       | 9061730                              |  |                                      |   |             |        |                       |
|                | 715     | 1/29/04                         | 2/12/04         |              |       | 80037229                             | Dynamic community library : creative, practical, and inexpensive ideas for the d             |                                      | 021.2                                       | FOX         |        | Fox, Beth Wheeler     |
|                |         | CHRISTINE ALDRIDGE              | :(616) 352-5974 |              |       | 9061730                              |  |                                      |   |             |        |                       |
|                | 644     | 4/09/04                         | 4/23/04         |              |       | 80251648                             | Whitcraft from the inside : origins of the fastest growing religious movement in America     |                                      | 133.43                                      | BUCKL       |        | Buckland, Raymond     |
|                |         | DINAH HAAG                      | :(616) 352-5397 |              |       | 9067174                              |  |                                      |   |             |        |                       |
|                | 644     | 4/09/04                         | 4/23/04         |              |       | 80026149                             | Astrology /  |                                      | 133.5                                       | MACNE       |        | MacNeice, Louis       |
|                |         | DINAH HAAG                      | :(616) 352-5397 |              |       | 9067174                              |  |                                      |   |             |        |                       |
|                | 644     | 4/09/04                         | 4/23/04         |              |       | 80216336                             | Parkers' astrology : the essential guide to using astrology in your daily life / Julia & Den |                                      | 133.5                                       | PARKE       |        | Parker, Julia.        |
|                |         | DINAH HAAG                      | :(616) 352-5397 |              |       | 9067174                              |  |                                      |   |             |        |                       |
|                | 4719    | 2/11/93                         | 2/25/93         |              |       | 80026180                             | Dreams, your magic mirror.   |                                      | 133.8                                       | SECHR SK/CR |        | Sechrist, Elsie       |
|                |         | CHARLES BOSTIC                  | :( ) 352-4013   |              |       | 9033226                              |  |                                      |   |             |        |                       |
|                | 4427    | 11/30/93                        | 12/14/93        |              |       | 80027238                             | You can't see it, but you can't /  |                                      | 158.1                                       | PEALE       |        | Peale, Norman Vincent |
|                |         | JULIE ELLIOT                    | :( ) 352-7286   |              |       | 9038456                              |  |                                      |   |             |        |                       |
|                | 4448    | 11/09/93                        | 11/23/93        |              |       | 80050024                             | Road less traveled : a new psychology of love, traditional values, and spiritual growth / M  |                                      | 158.1                                       | PECK        |        | Peck, M Scott         |
|                |         | SHELLY GARDNER                  | :( ) 352-6282   |              |       | 9037623                              |  |                                      |   |             |        |                       |
|                | 345     | 4/13/04                         | 1/07/07         |              |       | 80197288                             | 3rd Helping Of Chicken Soup For The Soul   |                                      | 158.12                                      | THIRD       | OUT-X  |                       |
|                |         | *RESERVE SHELF*                 | :( ) 000-0000   |              |       | 9020108                              |  |                                      |   |             |        |                       |
|                | 2830    | 4/15/98                         | 4/29/98         |              |       | 80192842                             | 101 DALMATIANS 1 BK. 1 CS. 217   |                                      | 200   | 101         |        |                       |
|                |         | JESSICA GUNDERSON               | :( ) 352-6629   |              |       | 9056375                              |  |                                      |   |             |        |                       |
|                | 877     | 2/02/01                         | 9/03/03         | 8/20/03      | 2     | 80177140                             | God in the dock ;  |                                      | 201   | LEWIS       |        | Lewis, C S            |
|                |         | JULIE MORRIS                    | :( ) 352-7322   |              |       | 9012261                              |  |                                      |   |             |        |                       |
|                | 1795    | 2/13/01                         | 2/27/01         |              |       | 80225121                             | Amazing grace : a vocabulary of faith / Kathleen Norris.                                     |                                      | 230.03                                      | NORRI       |        | Norris, Kathleen      |
|                |         | ROBERT MCQUILKIN                | :(231) 352-5432 |              |       | 9080037                              |  |                                      |   |             |        |                       |
|                | 899     | 7/29/03                         | 8/12/03         |              |       | 80008725                             | Each new day /   |                                      | 242.2                                       | TEN B       |        | Ten Boom, Corrie      |
|                |         | Test *ILL Library               | :(231) 000-0000 |              |       | 987654321                            |  |                                      |   |             |        |                       |
|                | 1796    | 2/12/01                         | 2/26/01         |              |       | 80263015                             | Tippling point : how little things can make a big difference / Malcolm Gladwell.             |                                      | 302   | GLADW       |        | Gladwell, Malcolm     |
|                |         | PATRICIA LAARMAN                | :( ) 352-5328   |              |       | 9047796                              |  |                                      |   |             |        |                       |
|                | 1798    | 2/10/01                         | 2/24/01         |              |       | 80009061                             | Third wave /   |                                      | 303.4                                       | TOFFL       |        | Toffler, Alvin        |
|                |         | DEBBIE TAYLOR                   | :( ) 352-9862   |              |       | 9014630                              |  |                                      |   |             |        |                       |

Rpts7-6h

### Items Checked Out Report – Select Patron

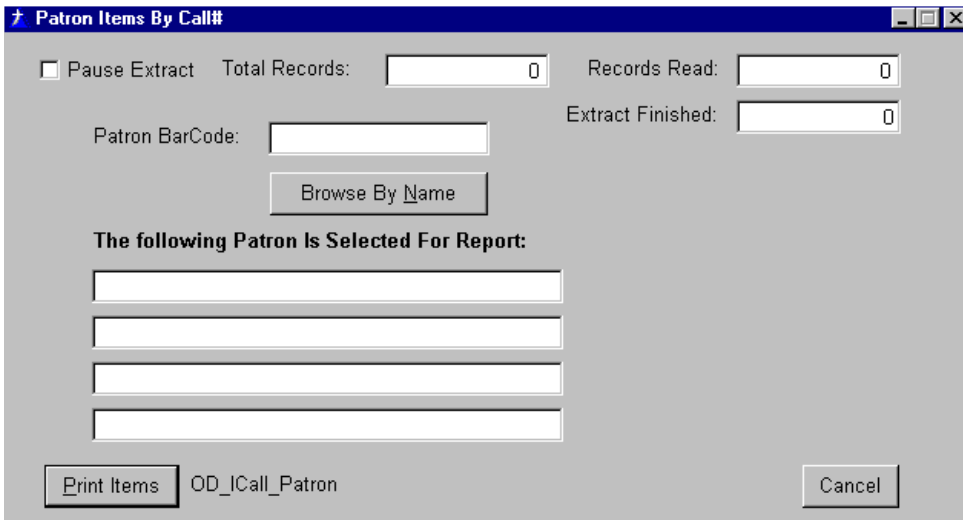
To generate an **Items Checked Out Report** by patron, select the **Select Patron** button from the **Items Checked Out** screen, shown below again in Rpts7-6.



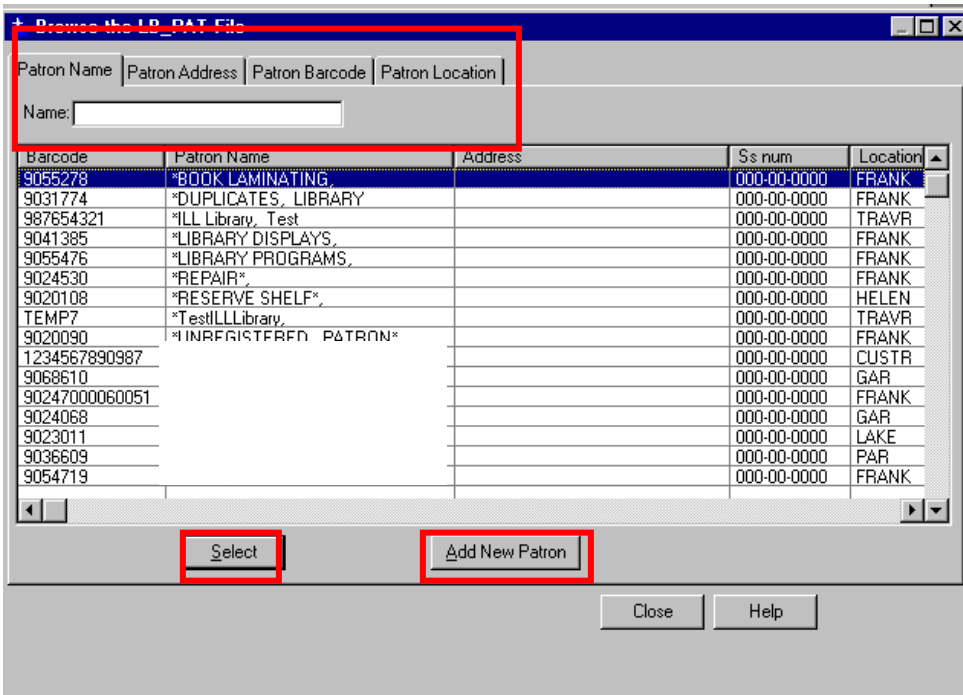
The screenshot shows a dialog box titled "Items Checked Out" with a blue header bar. Inside the dialog, there are five buttons stacked vertically: "Report By Patrons Name", "Report By Patron Location", "Report By Patron Class", "Report By Item Call Number", and "Select Patron". The "Report By Item Call Number" button is highlighted with a red rectangular border. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Rpts7-6

The **Patron Items By Call#** screen (Rpts7-6i, below) appears. At this screen, select the **Browse by Name** button, then the **Browse the LB\_PAT File** screen appears (see Rpts7-6j, below).



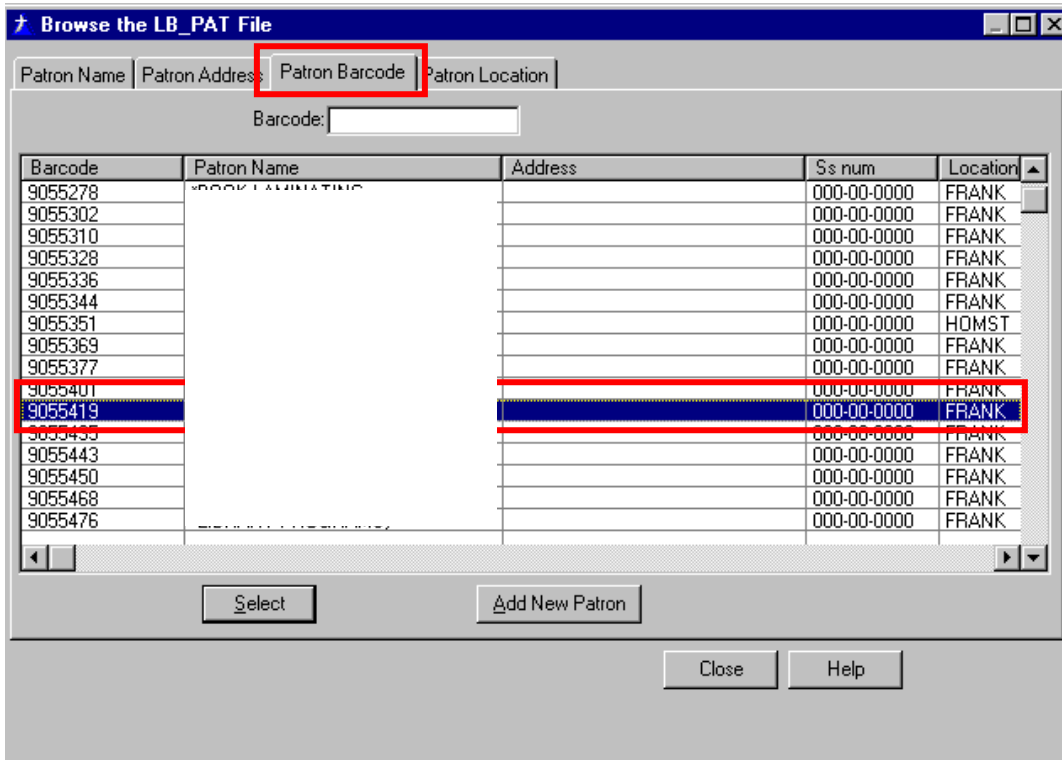
**Rpts7-6i**



**Rpts7-6j**

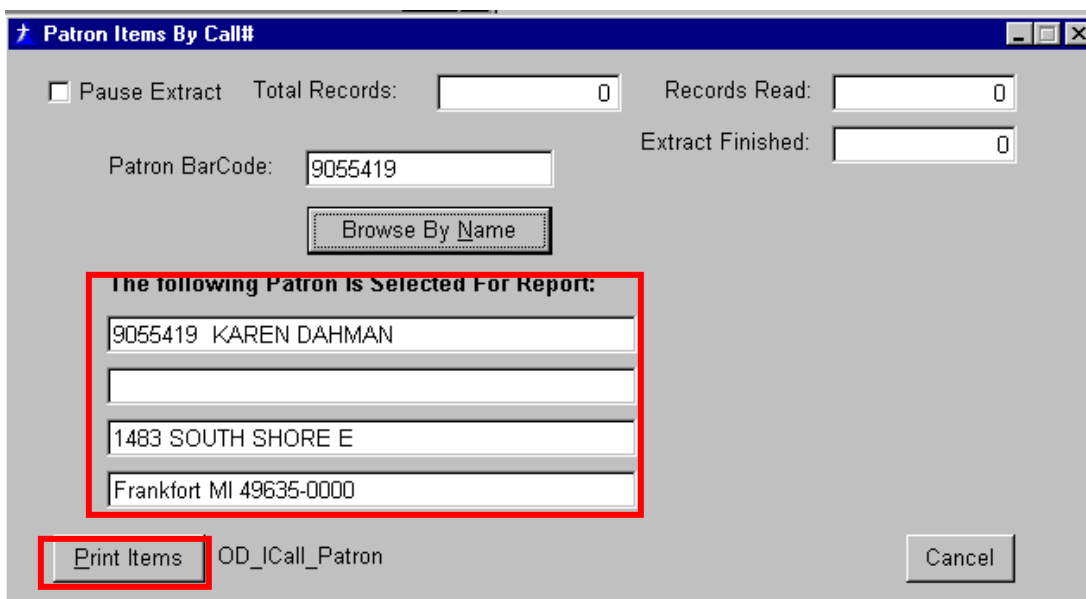
At the **Browse the LB\_PAT File** screen, a user can view the library's patron list by name, address, barcode, and location by selecting the tab at the top of the screen (see Rpts7-6j, above), then choose that patron with the **Select** button. New patrons also may be added using this screen by selecting the **Add New Patron** button (Rpts7-6j).

In the example below, the **Patron Barcode** tab has been selected, and a patron's barcode has been highlighted (see Rpts7-6k). Choose the **Select** button at the bottom of the screen.



**Rpts7-6k**

The **Patron Items by Call#** screen reappears with the patron's fields filled in (see Rpts7-6l, below). Select the **Print Items** button at the bottom of the screen to print out the report.






Rpts7-61

An example of the printed **Patron Items By Call#** is shown below in Rpts7-6m.

**Report Preview**

File View Zoom




 Page:  Across:  Down:  Zoom:

Date: 4/24/06  
 Time: 10:54AM  
 User:

Benzie Shores District Library  
**Items Checked Out Report**  
 \*\* By Item Call Number \*\*  
 Selected 9055419 KAREN DAHMAN

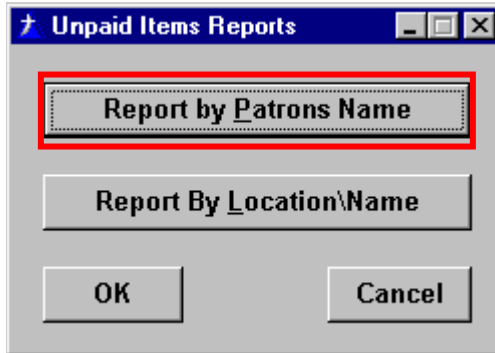
Page 1  
 Proc: OD\_Icall\_Patron

| Days    | Last    |         |         | Title |          |  |         |        |        |                      |
|---------|---------|---------|---------|-------|----------|--|---------|--------|--------|----------------------|
| OverDue | Out     | Due     | Renewed | Times | Barcode  | Call 1   | Call 2  | Call 3 | Status | Author               |
| 1799    | 2/09/01 | 2/23/01 |         | 0     | 80258023 | Strong women, strong bones : everything you need to know to prevent, treat, and beat osteoporosis. | 616.716 | NELSO  |        | Nelson, Miriam E     |
| 1792    | 2/03/01 | 3/02/01 | 2/16/01 | 1     | 80263320 | Laid was everything : letters from an American farmer / Victor Davis Hanson.                       | 630     | HANSO  |        | Hanson, Victor Davis |
| 1792    | 2/16/01 | 3/02/01 |         | 0     | 80252661 | New decorator / Julia Barnard with Nicholas Barnard.   | 747     | BARNA  |        | Barnard, Julia       |
| 1792    | 2/16/01 | 3/02/01 |         | 0     | 80153182 | Fishing tricks /   | 747.213 | HILLI  |        | Hilliard, Elizabeth  |
| 1799    | 2/09/01 | 2/23/01 |         | 0     | 80266950 | Book borrower : a novel / Alice Mattison.  | FIC     | MATTI  |        | Mattison, Alice      |

**Rpts7-6m**

## Unpaid Items By Patron Report

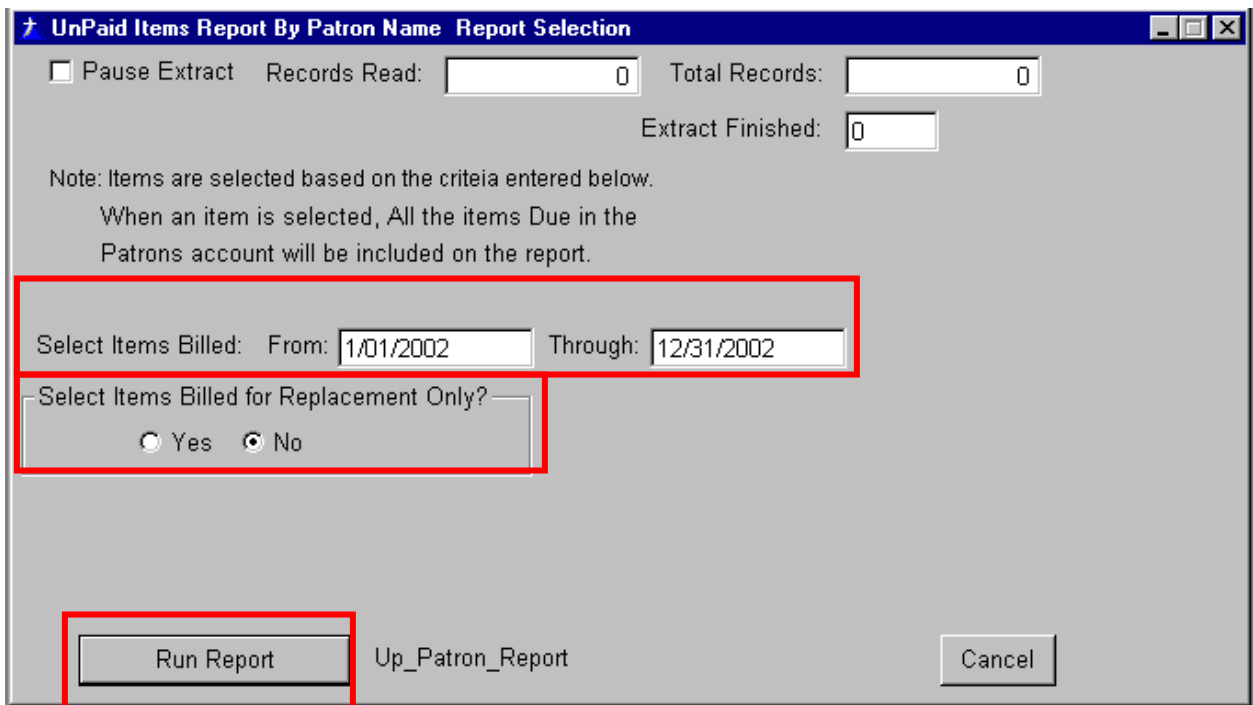
From the **Miscellaneous** pulldown menu, select **Unpaid Items By Patron Report** to access the **Unpaid Items Reports** screen (Rpts7-7, below).



The screenshot shows a dialog box titled "Unpaid Items Reports". It contains three buttons: "Report by Patrons Name" (highlighted with a red box), "Report By Location\Name", and "OK". There is also a "Cancel" button at the bottom right.

Rpts7-7

Select the **Report by Patrons Name** button on the **Unpaid Items Reports** screen (Rpts7-7 again, above) to access the **UnPaid Items Report By Patron Name Report Selection** screen (Rpts7-7a, below).



The screenshot shows a dialog box titled "UnPaid Items Report By Patron Name Report Selection". It includes a "Pause Extract" checkbox, "Records Read" and "Total Records" fields (both showing 0), and an "Extract Finished" field (showing 0). A note states: "Note: Items are selected based on the criteria entered below. When an item is selected, All the items Due in the Patrons account will be included on the report." Below this, the "Select Items Billed" section is highlighted with a red box, showing "From: 1/01/2002" and "Through: 12/31/2002". The "Select Items Billed for Replacement Only?" section is also highlighted with a red box, showing radio buttons for "Yes" and "No" (with "No" selected). At the bottom, the "Run Report" button is highlighted with a red box, along with the text "Up\_Patron\_Report" and a "Cancel" button.

Rpts7-7a

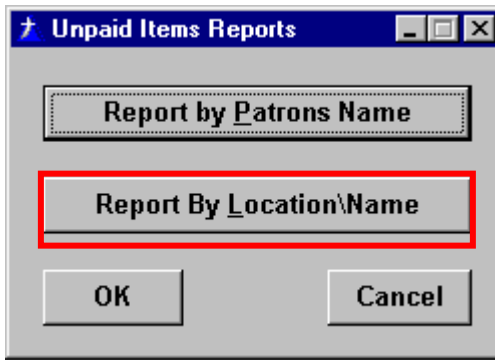
At this screen, fill in the **From** and **Through** fields with dates, then check **Yes** or **No** for **Select Items Billed for Replacement Only**. Select the **Run Report** button at the bottom of the screen (Rpts7-7a) to process the report.



An example of the resulting **UnPaid Items Report By Patron Name** is shown below in Rpts7-7b, below.

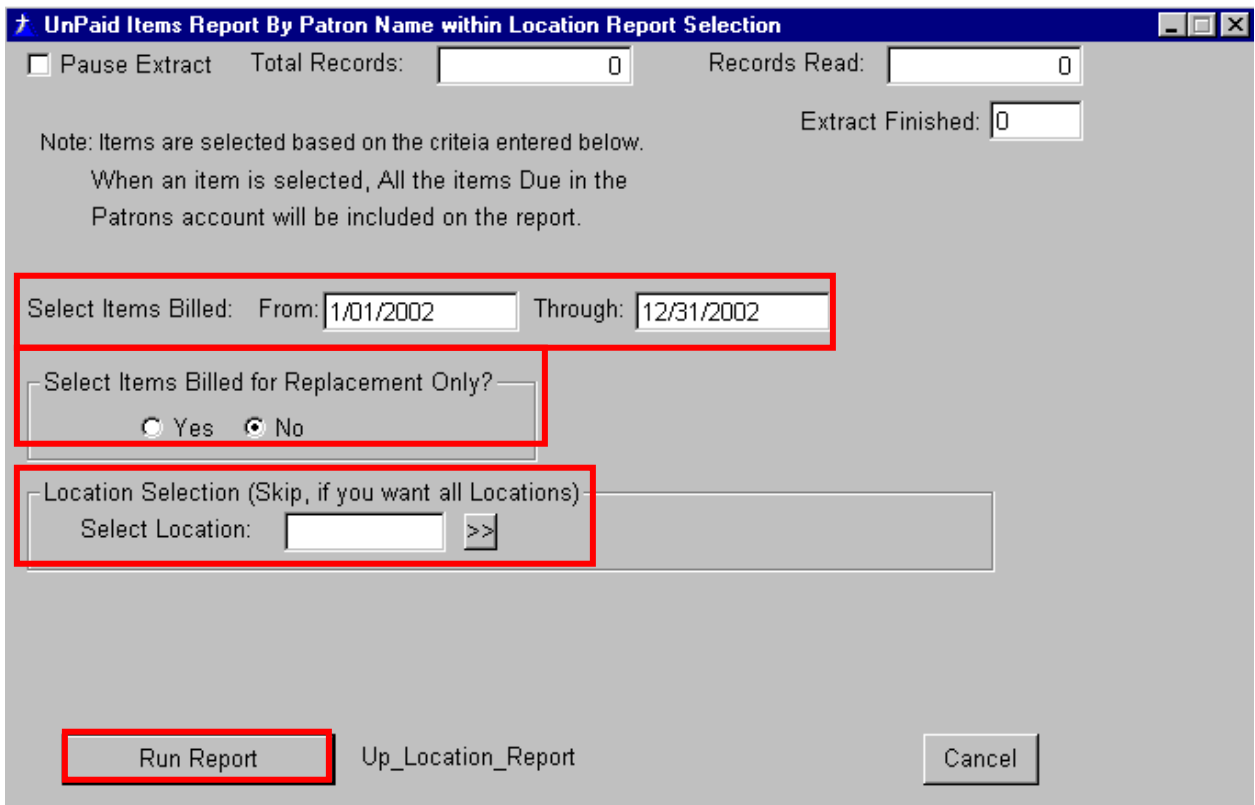
| Report Preview                   |                                  |   |                        |                |
|----------------------------------|----------------------------------|---|------------------------|----------------|
| File View Zoom                   |                                  |   |                        |                |
|                                  |                                  |   | Page: 1                | Across: 1      |
|                                  |                                  |   | Down: 1                | Zoom: 75% Zoom |
| Date: 4/24/06                    | Benzie Shores District Library   |   | Page 1                 |                |
| Time: 12:04PM                    | UnPaid Items Report              |   | Proc: UP_Patron_Report |                |
| User:                            | ** By Patron Name **             |   |                        |                |
|                                  | From: 1/01/2002 Thru: 12/31/2002 |   |                        |                |
|                                  | All Item Class Codes Selected    |   |                        |                |
| Date Billed                      | Item Class                       | Title   |                        | Amount Paid    |
| COLLIER ROSALI W 9014390 GAR     |                                  |   |                        | \$Due          |
| 12/03/02                         |                                  | Credit On Account   |                        | -7.77          |
|                                  |                                  |   | Total Due =            | -7.77          |
| Collier Sam A 90247000086833 GAR |                                  |   |                        | \$Due          |
| 1/16/04                          | ADULT                            | 80163314 ODFIN: Book of lists /                                 |                        | 9.40           |
| 6/16/03                          |                                  | Damages Fee   |                        | 6.95           |
| 6/28/02                          |                                  | Credit On Account   |                        | -13.00         |
|                                  |                                  |   | Total Due =            | 3.35           |
| MCCONNELL SUSAN R 9032335 FRANK  |                                  |   |                        | \$Due          |
| 4/05/02                          | ADULT                            | 80025976 ODFIN: Here and hereafter ;                            |                        | 4.95           |
| 4/05/02                          | ADULT                            | 80025943 ODFIN: Search for a soul ;                             |                        | 7.95           |
| 9/06/95                          | JE                               | 80129596 REPLA: Richard Scarry's splish-splash sounds.          |                        | 15.00          |
| 9/06/95                          | JE                               | 80128259 REPLA: Foot book /                                     |                        | 15.00          |
| 9/06/95                          | ADULT                            | 80025976 REPLA: Here and hereafter ;                            |                        | 4.95           |
| 9/06/95                          | ADULT                            | 80025943 REPLA: Search for a soul ;                             |                        | 7.95           |
| 4/21/93                          | JE                               | 80170012 ODFIN: And to think that I saw it on Mulberry Street / |                        | 1.00           |
| 4/21/93                          | JE                               | 80129273 ODFIN: Scrambled eggs super /                          |                        | 1.00           |
| 4/21/93                          | JE                               | 80129018 ODFIN: Shape of me and other stuff /                   |                        | 1.00           |
| 4/03/93                          | JE                               | 80129596 REPLA: Richard Scarry's splish-splash sounds.          |                        | 15.00          |
| 4/03/93                          | JE                               | 80128259 REPLA: Foot book /                                     |                        | 15.00          |
| 3/20/93                          |                                  | Notice Processing Fee   |                        | 1.00           |
|                                  |                                  |   | Total Due =            | 89.80          |
| NUGEN SYSTEMS BOB 9999996 TRAVR  |                                  |   |                        | \$Due          |
| 3/19/03                          |                                  | Service Processing Fee  |                        | 2.00           |
| 3/19/03                          |                                  | Non District Usage Fee  |                        | 200.00         |
| 4/24/02                          | ADULT                            | 80200090 SERV: Dave Barry in cyberspace / Dave Barry.           |                        | 5.00           |
|                                  |                                  |   | Total Due =            | 207.00         |
| YALCH JANE L 9016791 LAKE        |                                  |   |                        | \$Due          |
| 3/19/03                          |                                  | Non District Usage Fee  |                        | 200.00         |
| 1/10/02                          |                                  | Overdue Fine (Returned)   |                        | 10000.00       |

Rpts7-7b



Rpts7-7

Select the **Report by Location/Name** button on the **Unpaid Items Reports** screen (Rpts7-7 again, above) to access the **UnPaid Items Report By Patron Name within Location Report Selection** screen (Rpts7-7c, below).



Rpts7-7c

At this screen (Rpts7-7c, above), fill in the **From** and **Through** fields with dates, then check **Yes** or **No** for **Select Items Billed for Replacement Only**. Include a location selection, if desired, by using the arrow button next to the **Select Location** field, then select the **Run Report** button at the bottom of the screen (Rpts7-7c) to process the report.



## Collection Value Report

From the **Miscellaneous** pulldown menu, select **Collection Value Report** to access the **Collection Value Report -- Selection Screen** (Rpts7-8, below).

To run a **Collection Value Report**, first include a **Through Date** (Rpts7-8, below), and select a location code using the arrow next to the optional **Select Only Location Code** field, if desired. Then select the **Run Collection Value Report** button at the bottom of the screen to generate the report.

This report reads the active item files AND deleted (weeded) item files. If an item's date added is less than or equal to the entered **Through Date**, the item will be selected. If the item was deleted, the item's deleted date also is compared to the **Through Date** entered on the **Collection Value Report- Selection Screen**. If the deleted date is less than or equal to the **Through Date**, then the item will be inactive. In other words, the item is accounted for as being on the shelf on the date entered in the **Through Date** field.

**NOTE:** Donated items are report separately by entering the system's **How Acquired Code Used For Donations** to denote that items were donated in the field of the same name (see Rpts7-8, below).

Pause Extract    Total Records:     Records Read:

Required Selection

Through Date:

How Acquired Code Used For Donations:  >>

Optional Selection

Select Only Location Code:  >>

This Report reads both the active item and deleted (weeded) item files. If the "Date\_Added" is Less than or equal to the "Through Date" entered above the item will be selected. If the item was Deleted, the items "Date\_Deleted" is also compared to the "Through Date" entered above. If the Date\_Deleted is Less Than or Equal to the "Through Date" the item will be Inactive. In other words, the item will be counted if it was on the shelf on the date entered above. Donated items are reported separate. You must enter your systems "how acquired" code that is used to denote that the item was donated.

**Run Collection Value Report** Coll\_Value\_Rpt    Cancel

## Rpts7-8

\*\*\*\*\*

KTE – RUN ABOVE REPORT!!!!!! RESUME HERE!



## Collection Depreciation Report

Select **Collection Depreciation Report** to access the **Depreciated Depreciated Collection Value Report- Selection Screen** (Rpts7-9, below).

**Depreciated Depreciated Collection Value Report- Selection Screen**

Pause Extract      Total Records: 0      Records Read: 0

**COLLECTION DEPRECIATION REPORT**

Required Selection

Through Date: 1/27/2006

How Acquired Code Used For Donations: >>

Optional Selection

Location Code: >>

**This Collection Value Report Will Age And Depreciate Items By Date Acquired.**

**Enter The Number Of Years To Depreciate Your Collection: 0**

Ignore Edit Errors

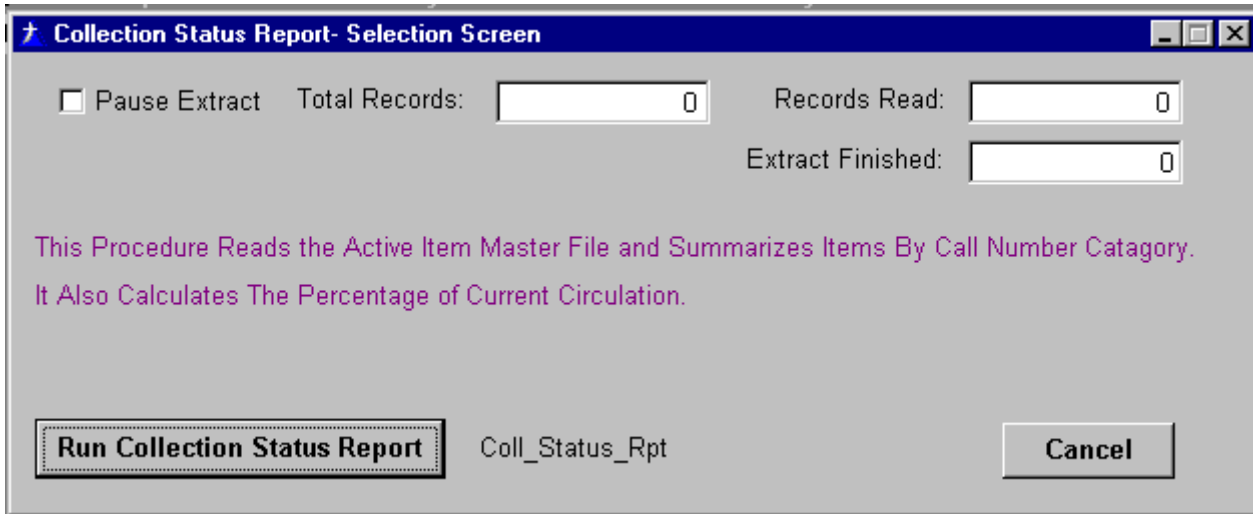
This Report reads both the active item and deleted (weeded) item files. If the "Date\_Added" is Less than or equal to the "Through Date" entered above the item will be selected. If the item was Deleted, the items "Date\_Deleted" is also compared to the "Through Date" entered above. If the Date\_Deleted is Less Than or Equal to the "Through Date" the item will be Skipped. In other words, the item will be counted if it was on the shelf on the date entered above. Donated items are reported seperate. You must enter your systems "how acquired" code that is used to denote that the item was donated.

**Run Depreciated Value Report** Coll\_Age\_Rpt **Close**

Rpts7-9

## Collection Status Count

Select **Collection Status Count** to access the **Collection Status Report- Selection Screen** (Rpts7-10, below).



The screenshot shows a Windows-style dialog box titled "Collection Status Report- Selection Screen". It features a blue title bar with standard window controls (minimize, maximize, close). The main area is light gray and contains the following elements:

- A checkbox labeled "Pause Extract" on the left.
- Two numeric input fields: "Total Records:" and "Records Read:", both containing the value "0".
- A third numeric input field labeled "Extract Finished:" also containing "0".
- A paragraph of purple text: "This Procedure Reads the Active Item Master File and Summarizes Items By Call Number Catagory. It Also Calculates The Percentage of Current Circulation."
- At the bottom, a button labeled "Run Collection Status Report" with a dotted border, followed by the text "Coll\_Status\_Rpt", and a "Cancel" button.

**Rpts7-10**

## Patron Labels (2-Up)

Select **Patron Labels (2-Up)** to access the Patron Selection Process screen (Rpts7-11, below).

The screenshot shows a window titled "Patron Selection Process" with a blue title bar. The window contains several sections for filtering patrons:

- Select Patrons With Last Check-Out**
  - Date Greater Than: [Date Field] Note: If This Date Is Left Blank This Edit Is Bypassed.
- Select Active Only?**
  - Y= In Renewed Status
  - N= Bypass This Edit
- Checked Out At This Lib?**
  - Y= Used This Library
  - N= Bypass This Edit
- Note: If No Patron Location Specified This Edit Will Be Bypassed.**
  - Select Patron Location: [Field] >>
  - And- Location: [Field] >>
  - And- Location: [Field] >>
- Note: If No Patron Class Specified This Edit Will Be Bypassed.**
  - Select Patron Class: [Field] >>
- Note: If No Patron Age Range Specified This Edit Will Be Bypassed.**
  - Date Of Birth From: [Field] Through: [Field]
- Note: If No Patron Reg Range Specified This Edit Will Be Bypassed.**
  - Registration Date From: [Field] Through: [Field]

At the bottom, there is a "Run Report" button, a text label "Patron\_Labels", and a "Cancel" button.

Rpts7-11

## Patron Laser Labels

Select **Patron Laser Labels** to access the **Patron Laser Label Selection Process** screen (Rpts7-12, below).

The screenshot shows a Windows-style dialog box titled "Patron Laser Label Selection Process". At the top, there is a "Timer On" checkbox and three numeric input fields: "Total Records:" (0), "Recs Read:" (0), and "Extract Finished:" (0). Below this is a section for "Select Patrons With Last Check-Out" with a "Date Greater Than:" field and a note: "Note: If This Date Is Left Blank This Edit Is Bypassed." There are two radio button options: "Y= In Renewed Status" (selected) and "N= Bypass This Edit". Another section asks "Checked Out At This Lib?" with radio buttons for "Y= Used This Library" (selected) and "N= Bypass This Edit". A note states: "Note: If No Patron Location Specified This Edit Will Be Bypassed." This is followed by three "Select Patron Location:" fields, each with a ">>" button. A second note says: "Note: If No Patron Class Specified This Edit Will Be Bypassed." with a "Select Patron Class:" field and a ">>" button. A third note says: "Note: If No Patron Age Range Specified This Edit Will Be Bypassed." with "Date Of Birth From:" and "Through:" fields. A final note says: "Note: If No Patron Reg Range Specified This Edit Will Be Bypassed." with "Registration Date From:" and "Through:" fields. At the bottom, there are three buttons: "Run Report", "Patron\_LabelsLas", and "Cancel".

Rpts7-12

## Selected Patron Report

Select **Patron Report** to access the **Patron Selection Process** screen (Rpts7-13, below).

**Patron Selection Process**

Select Patrons With Last Check-Out

Date Greater Than:  Note: If This Date Is Left Blank This Edit Is Bypassed.

Select Active Only?

Y= In Renewed Status     N= Bypass This Edit

Checked Out At This Lib?

Y= Used This Library     N= Bypass This Edit

Note: If No Patron Location Specified This Edit Will Be Bypassed.

Select Patron Location:  >>

-And- Location:  >>

-And- Location:  >>

Note: If No Patron Class Specified This Edit Will Be Bypassed.

Select Patron Class:  >>

Note: If No Patron Age Range Specified This Edit Will Be Bypassed.

Date Of Birth From:  Through:

Note: If No Patron Reg Range Specified This Edit Will Be Bypassed.

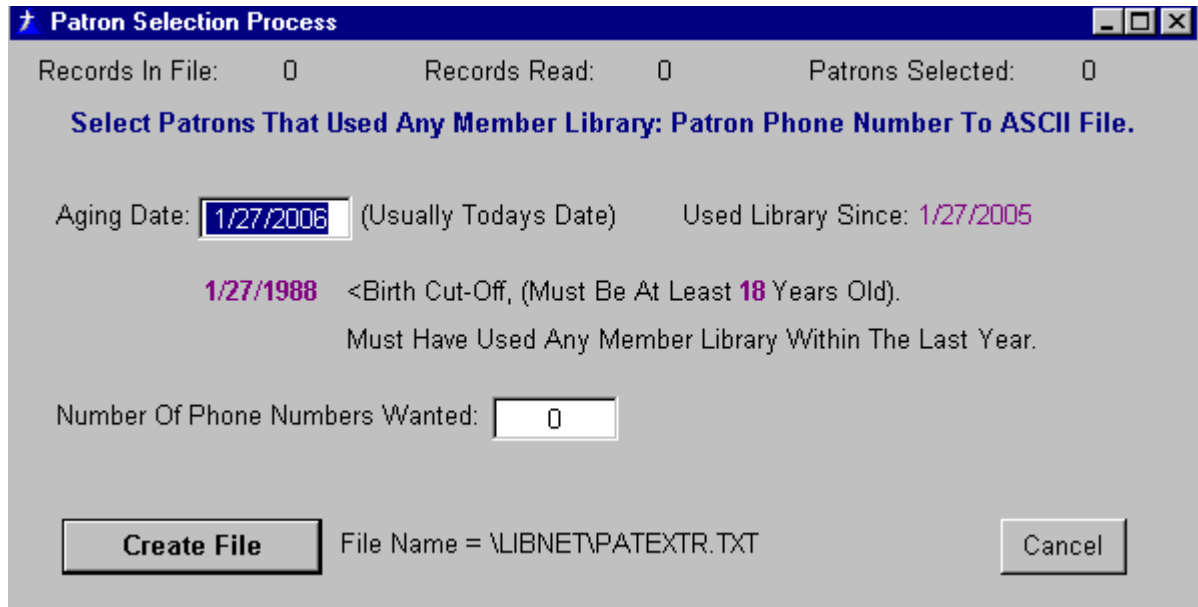
Registration Date From:  Through:

Run Report    Active\_Pat\_L    Cancel

**Rpts7-13**

## Selected Patron To ASCII File (Phone Num)

Select **Selected Patron To ASCII File (Phone Num)** to access the **Patron Select Process** screen (Rpts7-14, below).



The screenshot shows a dialog box titled "Patron Selection Process" with a blue header bar. The main area is light gray and contains the following elements:

- Records In File: 0      Records Read: 0      Patrons Selected: 0
- Select Patrons That Used Any Member Library: Patron Phone Number To ASCII File.**
- Aging Date:  (Usually Todays Date)      Used Library Since: 1/27/2005
- 1/27/1988 <Birth Cut-Off, (Must Be At Least 18 Years Old).
- Must Have Used Any Member Library Within The Last Year.
- Number Of Phone Numbers Wanted:
- File Name = \LIBNET\PATEXTR.TXT

**Rpts7-14**

## Selected Patron To ASCII File (Patron Address)

Select **Selected Patron To ASCII File (Patron Address)** to access the **Patron Selection Process** screen (Rpts7-15, below).




The screenshot shows a window titled "Patron Selection Process" with a blue header bar. At the top, it displays statistics: "Patrons on File: 0", "Records Read: 0", "Duplicates Skipped: 0", and "Patrons Selected: 0". Below this is the instruction "Select Patrons That used This Library: Patron Address To ASCII File." The main area is for "Benzie Shores District Library" with a "System Date: 1/27/2006". A selection criterion is set to "Select Patrons With Last Check-Out Date Equal or Greater Than:" followed by a date picker showing a blue box. A note states "All Of The Following Edits Are Optional.....". There are four optional edit sections, each with a note: "Note: If No Patron Location Specified This Edit Will Be Bypassed." containing three location selection fields; "Note: If No Patron Class Specified This Edit Will Be Bypassed." containing one class selection field; "Note: If No Patron Age Range Specified This Edit Will Be Bypassed." containing two date range fields for "Date Of Birth"; and "Note: If No Patron Reg Range Specified This Edit Will Be Bypassed." containing two date range fields for "Registration Date". At the bottom, there is a "Create File" button, the text "File Name = \LIBNET\PATEXTR.TXT", and a "Cancel" button.

Rpts7-15

## Patron Count By Registration

Select **Patron County By Registration** to view the **Patron Registration by Library** screen (Rpts7-16, below).

File View Zoom

   Page:  Across:  Down:  Zoom:

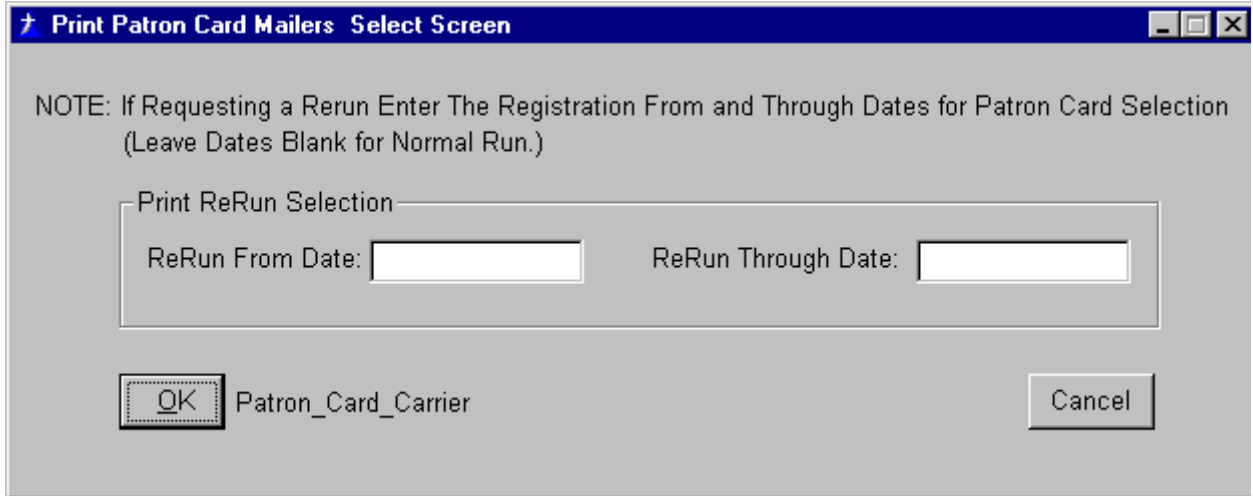
Date: 4/20/06      Benzie Shores District Library      Page 1  
Time: 6:49PM      **Patron Registration By Library**      Proc: Patron\_Reg  
User:      (Patron's Library of Registration)

| ***** LIBRARY TOTALS ***** |   |                     |      |
|----------------------------|---|---------------------|------|
| Library Code =             | 1 | Number of Patrons = | 5185 |
| Library Code =             | 2 | Number of Patrons = | 4    |

Rpts7-16

## Print Patron Card Mailers

Select **Print Patron Card Mailers** to access the **Print Patron Card Mailers Select Screen** (Rpts7-17, below).



The screenshot shows a dialog box titled "Print Patron Card Mailers Select Screen". It contains a note about rerun dates, a section for "Print ReRun Selection" with two date input fields, and "OK" and "Cancel" buttons. The "OK" button is highlighted with a dashed border.

Print Patron Card Mailers Select Screen

NOTE: If Requesting a Rerun Enter The Registration From and Through Dates for Patron Card Selection  
(Leave Dates Blank for Normal Run.)

Print ReRun Selection

ReRun From Date:  ReRun Through Date:

OK Patron\_Card\_Carrier Cancel

**Rpts7-17**

## Print Selected Titles (By Full Call#)

Select **Print Selected Titles (By Full Call#)** to access the **Print Titles by Call#- Selection Screen** (Rpts7-18, below).

**Print Titles by Call#- Selection Screen** Coll\_Parms

Pause Extract    Total Records:     Records Read:

Call Number Range Selection (If Blank All Items Will Be Selected)

|          | Call1                | Call2                | Call3                |    |
|----------|----------------------|----------------------|----------------------|----|
| From:    | <input type="text"/> | <input type="text"/> | <input type="text"/> | >> |
| Through: | <input type="text"/> | <input type="text"/> | <input type="text"/> | >> |

Additional Selection (If Blank These Will Be Ignored)

Select Items Added Since:  (Date Added To Collection)

Select Location Code:  >>

Bypass ILL's

|   |                  |
|---|------------------|
| <b>Titles By <u>A</u>uthor (with item detail)</b> | Title_Call_Rpt_A |
| <b>Titles By <u>T</u>itle</b>                     | Title_Call_Rpt   |
| <b>Titles By <u>C</u>all#</b>                     | Title_Call_Rpt_C |
| <b><u>T</u>itles By Call# (with item detail)</b>  | Item_Call_Rpt    |

**Cancel**

Rpts7-18

## Print Selected Titles (By Call2)

Select **Print Selected Titles (By Call2)** to access the **Print Titles by Call#- Selection Screen** (Rpts7-19, below).

**Print Titles by Call#- Selection Screen** Coll\_Parms

Pause Extract    Total Records:     Records Read:

Call Number Range Selection (If Blank All Items Will Be Selected)

Call2

From:  >>

Through:  >>

Additional Selection (If Blank These Will Be Ignored)

Select Items Added Since:  (Date Added To Collection)

Select Location Code:  >>

**Titles By Author (with item detail)**    Title\_Call\_Rpt\_A

**Titles By Title**    Title\_Call\_Rpt

**Titles By Call#**    Title\_Call\_Rpt\_C

**Titles By Call# (with item detail)**    Item\_Call\_Rpt

Cancel

Rpts7-19

## Print Selected Titles By "Times Circulated"

Select **Print Selected Titles By "Times Circulated"** to access the **Print Titles by Times Circulated- Selection Screen** (Rpts7-20, below).

The screenshot shows a Windows-style dialog box titled "Print Titles by Times Circulated- Selection Screen" with a subtitle "Coll\_Parms2". At the top left, there is a checkbox labeled "Continue Extract". To its right are two text boxes: "Total Records:" containing the number "0" and "Records Read:" containing the number "0". Below this is a text box containing the instruction: "If Call# Selections Are left Blank All Call Numbers Will be Selected." Underneath this instruction are two input fields: "From Call#:" followed by a text box and a ">>" button, and "Through Call#:" followed by a text box and a ">>" button. A section titled "Dates Are Required" contains two date input fields: "Circulation From Date:" with "1/27/2006" and "Circulation To Date:" with "1/27/2006". To the right of these fields is a note: "Note: Selection Dates Are Required! This Report Includes Only Items That Were Checked-Out During The Selected Time Period. If An Item Did Not Circulate It Will Not Appear." At the bottom left is a button labeled "Run Titles By Times Circulated" with a small icon to its left. To its right is the text "Title\_Times\_Rpt". At the bottom right is a "Cancel" button.

Rpts7-20

## Reserve Master Reports

Select **Reserve Master Reports** to access the **Reserve Report – Selection Screen** (Rpts7-21, below).

Pause Extract    Total Records:     Records Read:

Report Option

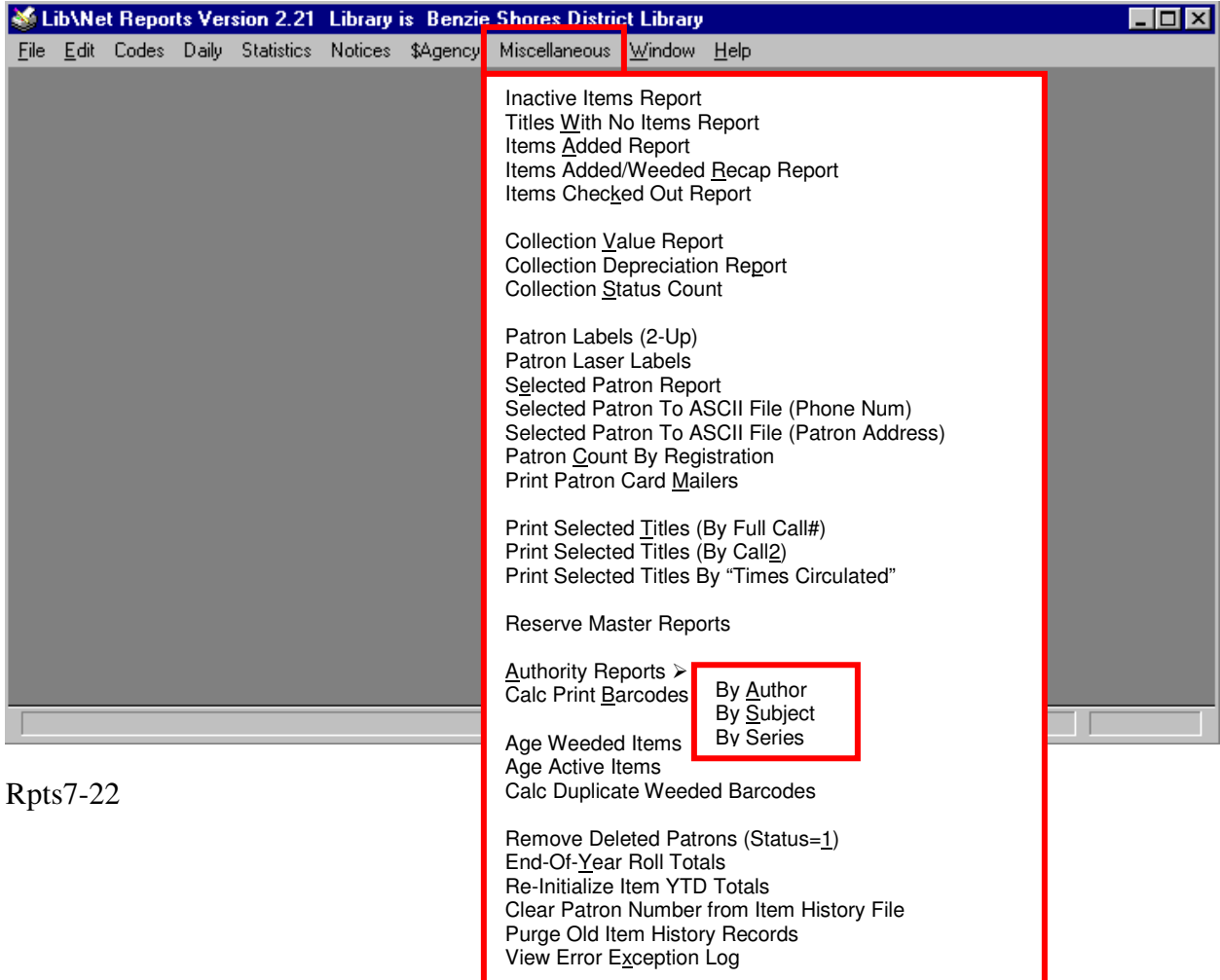
- 1 = Expired Reserves    (Notice Sent)
- 2 = Hot Pending Reserves (Notice Not Sent)
- 3 = All Pending Reserves (Notice Not Sent)
- 4 = Hot New Reserves    (Including Pick-Up Cancellations From The Web)
- 5 = All New Reserves    (Including Pick-Up Cancellations From The Web)
- 6 = Reprint Reserves    (From Last Report Selection)

   Reserve\_Rpt   

**Rpts7-21**

## Authority Reports >

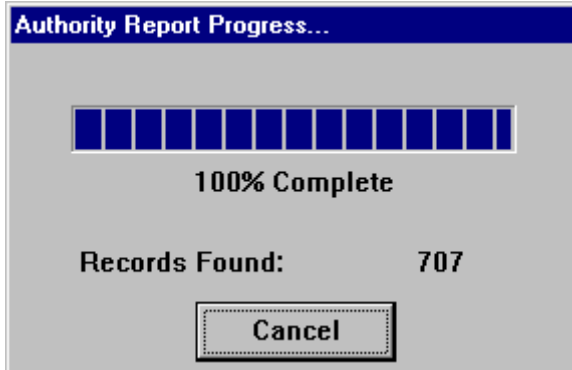
Select the **Authority Reports** submenu (Rpts7-22, below) to access the **By Author**, **By Subject**, and **By Series** authority reporting screens.



Rpts7-22

## Authority Reports -- *By Author*

Select **By Author** to automatically generate an authority report by author (see Rpts7-22a and 7-22b, below).



Rpts7-22a

Report Preview

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 75% Zoom

Date: 4/20/06 Benzie Shores District Library Page: 1  
 Time: 6:55PM Authority Report by Author Proc: Lb\_NmtReport  
 User:

| Descriptions               | Status  | Control Number | Title Count | Flag |
|----------------------------|---------|----------------|-------------|------|
| "A"                        | Tracing | 80126289       | 23          | :    |
| 'SMITH, ADAM               | Main    | 95025993       | 1           | :    |
| * ILL *                    | Main    | 95025994       | 3           | :    |
| * LARGE PRINT *            | Main    | 95025995       | 0           | :    |
| A***                       | Tracing | 84204427       | 0           | :    |
| A, B                       | Tracing | 78090912       | 1           | :    |
| A, J, Q                    | Tracing | 79140988       | 1           | :    |
| Aardema, Vema              | Main    | 50036819       | 4           | :    |
| Aaron, David               | Main    | 85360904       | 0           | :    |
| Aaron, Hank 1934           | Main    | 80126307       | 1           | :    |
| Aaron, Henry               | Tracing | 80126307       | 1           | :    |
| AARON, HENRY               | Main    | 95025996       | 0           | :    |
| Aseng, Nate                | Tracing | 79010218       | 5           | :    |
| Aseng, Nathan              | Main    | 79010218       | 5           | :    |
| Aseng, Nathan K            | Tracing | 79010218       | 5           | :    |
| Abbado, Claudio            | Main    | 81012358       | 0           | ?    |
| Abbado, Claudio            | Tracing | 81012358       | 0           | ?    |
| Abbey, Edward 1927-        | Main    | 78093802       | 4           | ?    |
| Abbot, Anthony             | Tracing | 79041782       | 1           | :    |
| Abbot, R. Tucker           | Tracing | 50034806       | 1           | :    |
| ABBOTT, JEFF               | Main    | 95025997       | 1           | :    |
| Abbott, R. Tucker 1919-    | Main    | 50034806       | 1           | :    |
| Abbott, Robert Tucker      | Tracing | 50034806       | 1           | :    |
| Abbott, Shirley            | Main    | 79087149       | 1           | :    |
| Abdul-Jabbar, Kareem 1947- | Main    | 50034816       | 3           | :    |
| Abel, Samantha 1977-       | Main    | 93113778       | 1           | :    |
| Abel                       | Main    | 500002212      | 0           | :    |
| Abel, Elie                 | Main    | 50034824       | 1           | :    |
| Abel, Kenneth              | Main    | 500002254      | 1           | :    |
| Abelove, Joan              | Main    | 500001542      | 0           | :    |
| Abelove, Joan              | Main    | 500001873      | 1           | :    |
| Abemathy, Ralph            | Tracing | 87870916       | 0           | :    |
| Abemathy, Ralph 1926-      | Main    | 87870916       | 0           | :    |
| Abourezk, James            | Main    | 87810570       | 1           | :    |
| ABRAHAM, LAURIE            | Main    | 95025998       | 1           | :    |

Rpts7-22b

## Authority Reports – *By Subject*

Select **By Subject** to automatically generate an authority report by subject (see Rpts7-22c and 7-22d, below).



### Rpts7-22c

Report Preview

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 75% Zoom

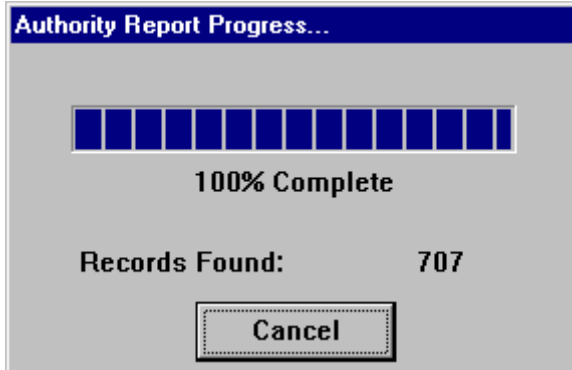
Date: 4/20/06 Benzie Shores District Library Page 1  
 Time: 7:00PM Authority Report by Subject Proc: Lb\_NmtReport  
 User:

| Descriptions                    | Status  | Control Number | Title Count | Flag |
|---------------------------------|---------|----------------|-------------|------|
|                                 | Main    | 85000091       | 2           | ?    |
| 87th Precinct (Imaginary place) | Main    | 100000111      | 3           | :    |
| 87th Precinct (Imaginary place) | Main    | 100000788      | 0           | :    |
| Abomb                           | Tracing | 85009310       | 5           | :    |
| Aardvark                        | Main    | 85000028       | 9           | ?    |
| Aaron, Hank 1934-               | Main    | 80126307       | 1           | :    |
| Abandoned children              | Main    | 85000048       | 2           | :    |
| Abandoned cities                | Tracing | 85026147       | 1           | :    |
| Abbey, Edward 1927-             | Main    | 78093802       | 1           | :    |
| Abbreviations                   | Tracing | 85121977       | 0           | :    |
| Abdominal delivery              | Tracing | 85022198       | 1           | :    |
| Abdominal pain                  | Tracing | 85027951       | 0           | :    |
| Abduction                       | Main    | 85000114       | 1           | :    |
| Abduction                       | Tracing | 85072244       | 30          | :    |
| Abdul-Jabbar, Kareem 1947-      | Main    | 50034816       | 2           | :    |
| Ability                         | Tracing | 85033833       | 3           | :    |
| Ability                         | Tracing | 85067157       | 3           | :    |
| Ability                         | Tracing | 85075480       | 2           | :    |
| Ability                         | Tracing | 85088948       | 0           | :    |
| Ability                         | Tracing | 89002679       | 1           | :    |
| Ability Testing                 | Tracing | 85026983       | 1           | :    |
| Ability Testing                 | Tracing | 85106318       | 2           | :    |
| Ability, Musical                | Tracing | 85088948       | 0           | :    |
| Abiogenesis                     | Tracing | 85076809       | 2           | :    |
| Abnormal children               | Tracing | 85058689       | 2           | :    |
| Abnormal wakefulness            | Tracing | 85066717       | 2           | :    |
| Abnormalities, Human            | Tracing | 85047941       | 1           | :    |
| Abnormalities, Human            | Tracing | 85054843       | 4           | :    |
| Abolition of capital punishment | Tracing | 85019949       | 4           | :    |
| Abolition of slavery            | Tracing | 85123314       | 17          | :    |
| Abolitionists                   | Main    | 85000188       | 2           | :    |
| Abominable snowman              | Tracing | 85149134       | 2           | :    |
| Aborigines, American            | Tracing | 85065022       | 3           | :    |
| Aborigines, Australian          | Tracing | 85009602       | 4           | :    |
| Abortion                        | Main    | 85000196       | 8           | :    |

### Rpts7-22d

## Authority Reports -- By Series

Select **By Series** to automatically generate an authority report by series (see Rpts7-22e and 7-22f, below).



Rpts7-22e

**Report Preview**

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 75% Zoom

Date: 4/20/06      Benzie Shores District Library      Page 1  
 Time: 7:03PM      Authority Report by Series      Proc: Lb\_NmtReport  
 User:

| Descriptions                                     | Status  | Control Number | Title Count | Flag |
|--|---------|----------------|-------------|------|
| Dalziel/Pascoe mystery                           | Main    | 500000838      | 1           | :    |
| --For dummies                                    | Main    | 500000683      | 0           | :    |
| ...For dummies                                   | Main    | 95027373       | 13          | :    |
| ...For dummies                                   | Main    | 500000078      | 2           | :    |
| 13 moons   | Tracing | 90719286       | 4           | :    |
| 1993 National Electrical Code                    | Tracing | 92047447       | 3           | :    |
| 20th century fashion                             | Main    | 500002031      | 6           | :    |
| 87th Precinct Mystery series                     | Main    | 95027776       | 0           | :    |
| A big Golden book                                | Main    | 95027658       | 1           | :    |
| A Brown paper school book                        | Main    | 95026947       | 1           | :    |
| A Carolrhoda creative minds book                 | Main    | 95025709       | 1           | :    |
| A Mrs. Figgle-Wiggle adventure                   | Main    | 500000896      | 2           | :    |
| A Nature Company guide                           | Main    | 95027208       | 2           | :    |
| A North-South picture book                       | Main    | 95025710       | 1           | :    |
| A Random House pictureback                       | Main    | 95025711       | 3           | :    |
| A real goods solar living book                   | Main    | 500001156      | 1           | :    |
| A Serendipity book                               | Main    | 95027295       | 0           | :    |
| A to Z mysteries                                 | Main    | 500001212      | 2           | :    |
| A Touchstone book                                | Main    | 95025712       | 1           | :    |
| Abbeville modern masters                         | Tracing | 42036661       | 1           | :    |
| ABC's Monday Night Football Club                 | Main    | 500000466      | 2           | :    |
| Access to law                                    | Tracing | 83708826       | 1           | :    |
| Achievers  | Main    | 42001039       | 2           | :    |
| Action sports                                    | Main    | 88507175       | 2           | :    |
| Action sports (Edina, Minn.)                     | Main    | 93025260       | 1           | :    |
| Activity book from the Children's Museum, Boston | Tracing | 84721368       | 1           | :    |
| Adventures of Hazel Weston                       | Tracing | 86704995       | 4           | :    |
| Adventures of Ranger Rick                        | Main    | 92018757       | 1           | :    |
| Adventures of the Bailey School kids             | Main    | 500000936      | 5           | :    |
| Adventures with Barbie                           | Main    | 91039480       | 4           | :    |
| African Americans, voices of triumph             | Main    | 94110059       | 2           | :    |
| African Queen (Motion picture)                   | Main    | 86115273       | 1           | :    |
| African-American soldiers                        | Main    | 91122263       | 0           | :    |
| Age of Roosevelt                                 | Tracing | 86736197       | 2           | :    |
| ALA editions                                     | Main    | 500000511      | 1           | :    |
| ALA Editions book                                | Tracing | 90000549       | 1           | :    |

Rpts7-22f

## Calc Print Barcodes with SCD

Select **Calc Print Barcodes with SCD** to access the **Calculated Barcodes with SCD Select Screen** (Rpts7-23).

Calculated Barcodes with SCD Select Screen

Calc\_Scd\_RptSel

How Many:

Starting BarCode:

Rpts7-23

Report Review

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 100% Zoom

Date: 4/20/06 Benzie Shores District Library Page 1  
Time: 7:10PM **Calculated Barcodes with SCD** Proc: Calc\_Scd\_Rpt  
User:

|       |   |
|-------|---|
| 00 10 | 9 |
| 00 11 | 9 |
| 00 12 | 9 |
| 00 13 | 9 |
| 00 14 | 9 |
| 00 15 | 9 |
| 00 16 | 9 |
| 00 17 | 9 |
| 00 18 | 9 |
| 00 19 | 9 |

Rpts7-23a



## Age Weeded Items

Select **Age Weeded Items** to access the **Calculated Barcodes with SCD Select Screen** (Rpts7-24).

Calculated Barcodes with SCD Select Screen

Lib Code:  Weed\_Age\_Sel

LB\_ITM Records Read: 0 Skipped, Missing Date:

Selected: 0

LB\_ITD Records Read: 0 Skipped, Missing Date:

Selected: 0

Optional Selection

Location:  >>

**Run Age Weeded Report** Weed Age Rpt Cancel

Rpts7-24

## Location

Browse CODES File

| Code Abrev | Code Desc                   |
|------------|-----------------------------|
| PCL        | Peninsula Community Library |

Library: 1

Select Close

Rpts7-24a

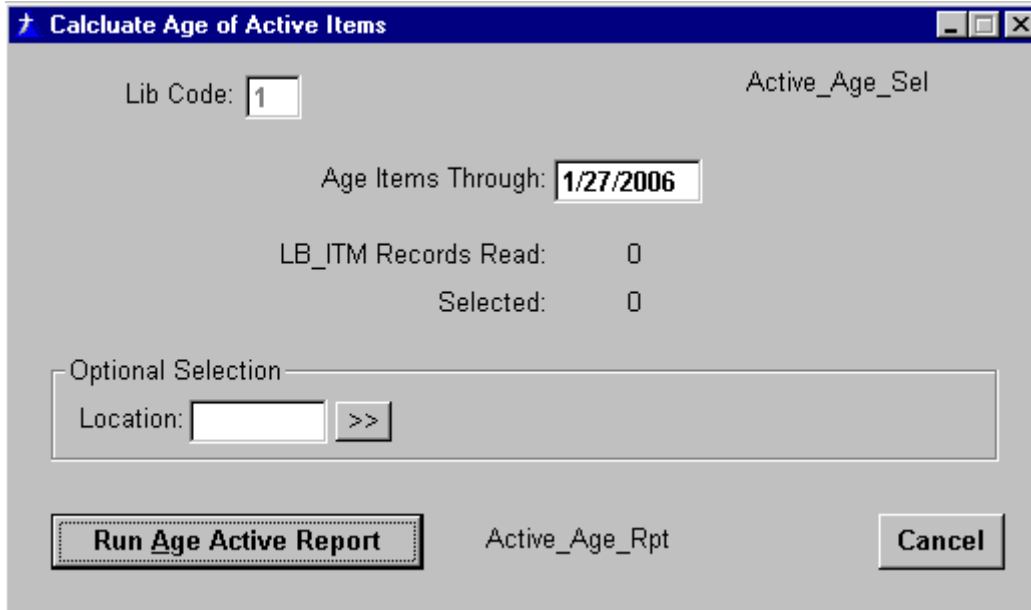
Date: 4/20/06                      Benzie Shores District Library                      Page 1  
 Time: 7:14PM                      **Age Weeded Items by Days In Service**                      Proc: Weed\_Age\_Rpt  
 User:

| <u>Class</u> | <u>Item Count</u> | <u>Avg. Days</u> | <u>Avg. Years</u> | <u>Longest (Days)</u> | <u>Longest (Years)</u> |
|--------------|-------------------|------------------|-------------------|-----------------------|------------------------|
| ADULT        | 2315              | 2494             | 6.83              | 4776                  | 13.08                  |
| CAS          | 167               | 1782             | 4.88              | 2821                  | 7.72                   |
| J            | 214               | 2497             | 6.84              | 3411                  | 9.34                   |
| JE           | 93                | 1987             | 5.44              | 3432                  | 9.40                   |
| JPB          | 307               | 2182             | 5.97              | 2810                  | 7.69                   |
| JR           | 21                | 2905             | 7.95              | 4776                  | 13.08                  |
| KIT          | 1                 | 3088             | 8.45              | 4776                  | 13.08                  |
| LP           | 305               | 2990             | 8.19              | 3447                  | 9.44                   |
| OVS          | 1                 | 1887             | 5.17              | 4776                  | 13.08                  |
| PBK          | 987               | 1478             | 4.05              | 2835                  | 7.76                   |
| R            | 68                | 1668             | 4.57              | 1958                  | 5.36                   |
| RDC          | 1                 | 3474             | 9.51              | 3474                  | 9.51                   |
| UNK          | 32                | 1169             | 3.20              | 2853                  | 7.81                   |
| VHS          | 13                | 1807             | 4.95              | 1999                  | 5.47                   |
| Y            | 81                | 2592             | 7.10              | 2972                  | 8.14                   |

Rpts7-24b

## Age Active Items

Select **Age Active Items** to access the **Calculate Age of Active Items** screen (Rpts7-25).



The screenshot shows a dialog box titled "Calculate Age of Active Items" with a blue header bar. The dialog contains the following elements:

- Lib Code:** A text box containing the value "1".
- Active\_Age\_Sel:** A label positioned to the right of the Lib Code field.
- Age Items Through:** A date picker field showing "1/27/2006".
- LB\_ITM Records Read:** A label with the value "0" to its right.
- Selected:** A label with the value "0" to its right.
- Optional Selection:** A section containing a "Location:" label, an empty text box, and a ">>" button.
- Run Age Active Report:** A button with a dotted border, located at the bottom left.
- Active\_Age\_Rpt:** A label positioned to the right of the "Run Age Active Report" button.
- Cancel:** A button located at the bottom right.

**Rpts7-25**

## Calc Duplicate Weeded Barcodes

Select **Calc Duplicate Weeded Barcodes** to access **Deleted Items (LB\_ITD) with Duplicate Barcodes** (Rpts7-26).

**Deleted Items (LB\_ITD) with Duplicate Barcodes**

Pause Extract    Total Records:     Records Read:

Extract Finished:

Begin Date:

End Date:

Donated Acquired Code:  >>

   Dup\_Del\_Rept   

**Rpts7-26**

## Remove Deleted Patrons (Status=1)

Select **Remove Deleted Patrons (Status=1)** to access **Report Preview** screen with the **Patron Delete Exception Report (Rpts7-27)**.

The screenshot shows a web browser window titled "Report Preview". The address bar contains "File View Zoom". Below the address bar are three icons: a printer, a red 'X' (cancel), and a magnifying glass (zoom). To the right of these icons are input fields for "Page: 1", "Across: 1", "Down: 1", and a "Zoom: 100% Zoom" dropdown menu. The main content area displays the following information:

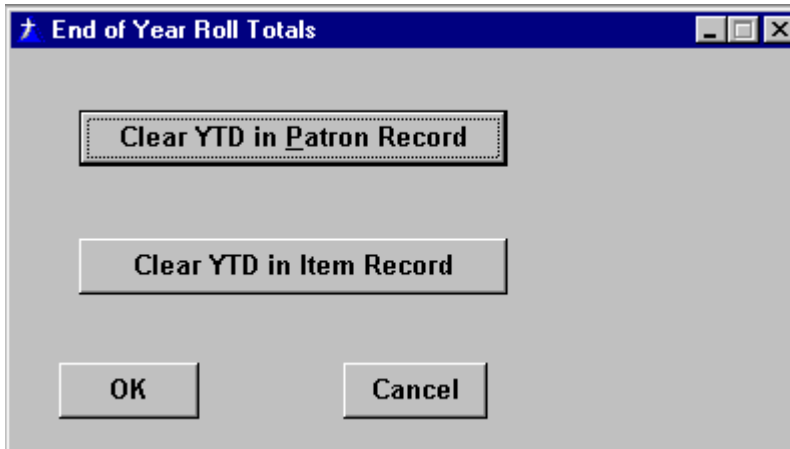
Date: 4/21/06                      Benzie Shores District Library                      Page 1  
Time: 10:27AM                      **Patron Delete Exception Report**                      Proc: Purge\_Pat  
User:  
Delete Bypassed: A123745123744 CHERYL ABEL Has Active Reserve!

|                        |       |
|------------------------|-------|
| Total Patrons On File: | 5,190 |
| Deletions Bypassed:    | 1     |
| Total Deleted:         | 0     |

**Rpts7-27**

## End-Of-Year Roll Totals

Select **End-Of-Year Roll Totals** to access the **End of Year Roll Totals** screen (Rpts7-28).



Rpts7-28

## Re-Initialize Item YTD Totals

Select **Re-Initialize Item YTD Totals** to access the **Initialize Item YTD Totals** screen (Rpts7-29).

**Initialize Item YTD Totals**

This Procedure Reads The History File And Counts Items That Were Checked-Out During The Selected Time Period. If An Item Did Not Circulate The Items YTD field Is Cleared.

Dates Are Required

Circulation From Date:  Note: Selection Dates Are Required!

Circulation Through Date:

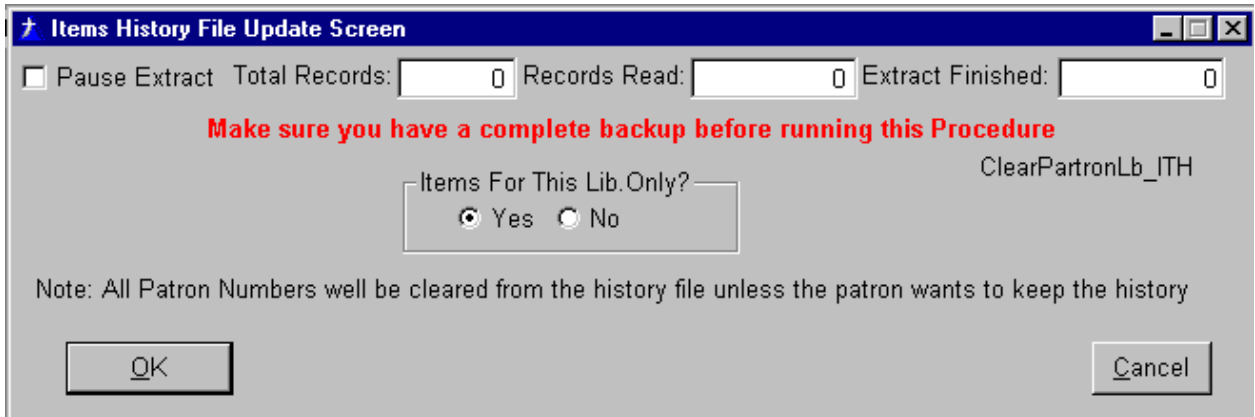
Total Records:                      Records Read:

Rpts7-29

## Clear Patron Number from Item History File

Select **Clear Patron Number from Item History File** to access the **Items History File Update Screen** (Rpts7-30).

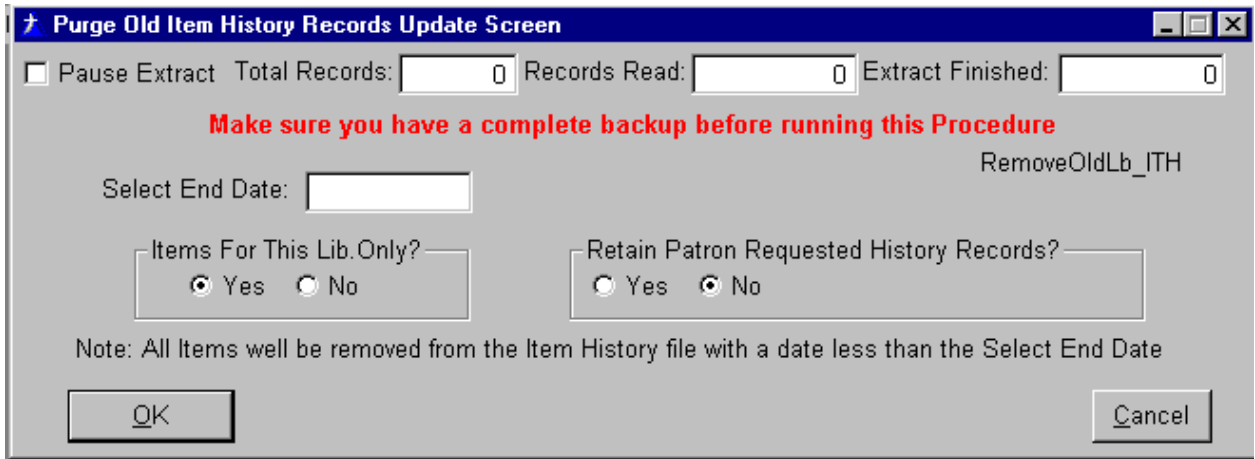


The screenshot shows a dialog box titled "Items History File Update Screen". At the top, there is a checkbox labeled "Pause Extract". To its right are three text input fields: "Total Records:" with a value of "0", "Records Read:" with a value of "0", and "Extract Finished:" with a value of "0". Below these fields is a red warning message: "Make sure you have a complete backup before running this Procedure". Underneath the warning is a group box titled "Items For This Lib. Only?" containing two radio buttons: "Yes" (which is selected) and "No". To the right of this group box is the text "ClearPatronLb\_ITH". At the bottom of the dialog, there is a note: "Note: All Patron Numbers will be cleared from the history file unless the patron wants to keep the history". Finally, there are two buttons at the bottom: "OK" on the left and "Cancel" on the right.

Rpts7-30

## Purge Old Item History Records

Select **Purge Old Item History Records** to access the **Purge Old Item History Records Update Screen** (Rpts7-31).

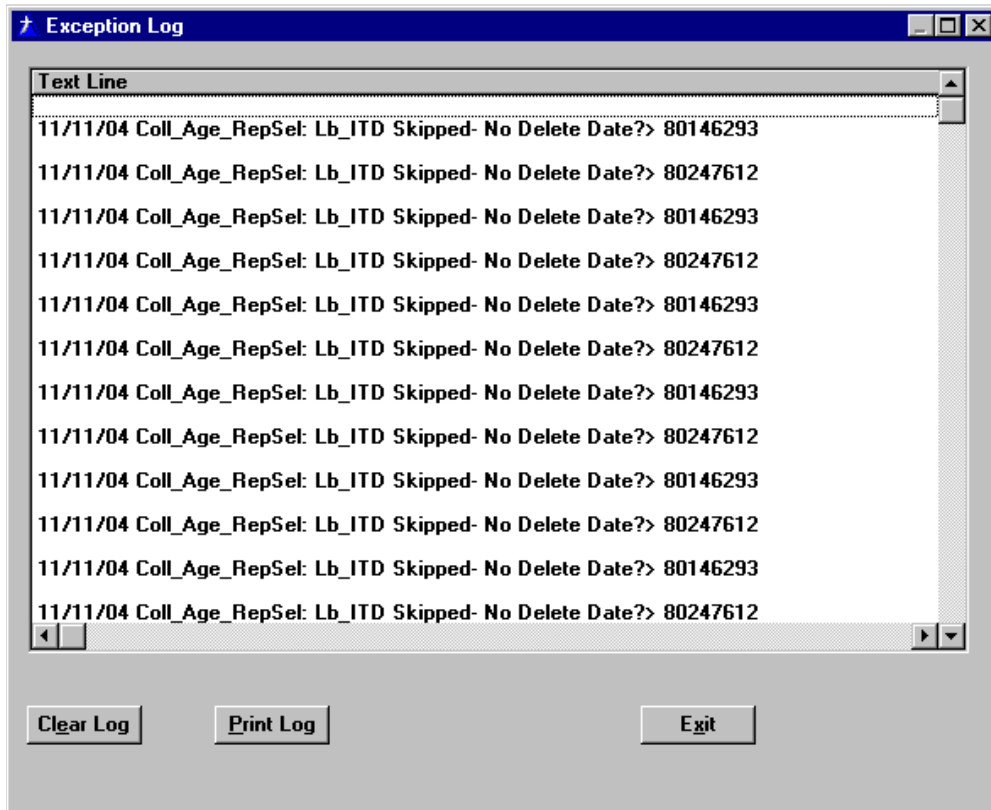


The screenshot shows a Windows-style dialog box titled "Purge Old Item History Records Update Screen". At the top, there are three status fields: "Pause Extract" (unchecked), "Total Records:" (0), "Records Read:" (0), and "Extract Finished:" (0). Below this is a red warning message: "Make sure you have a complete backup before running this Procedure". To the right of the warning is the text "RemoveOldLb\_ITH". The main area contains a "Select End Date:" text box. Below this are two radio button groups: "Items For This Lib. Only?" with "Yes" selected, and "Retain Patron Requested History Records?" with "No" selected. A note at the bottom states: "Note: All Items will be removed from the Item History file with a date less than the Select End Date". At the bottom left is an "OK" button and at the bottom right is a "Cancel" button.

Rpts7-31

## View Error Exception Log

Select **View Error Exception Log** to view the **Exception Log** screen (Rpts7-32).



Rpts7-32