



Reports

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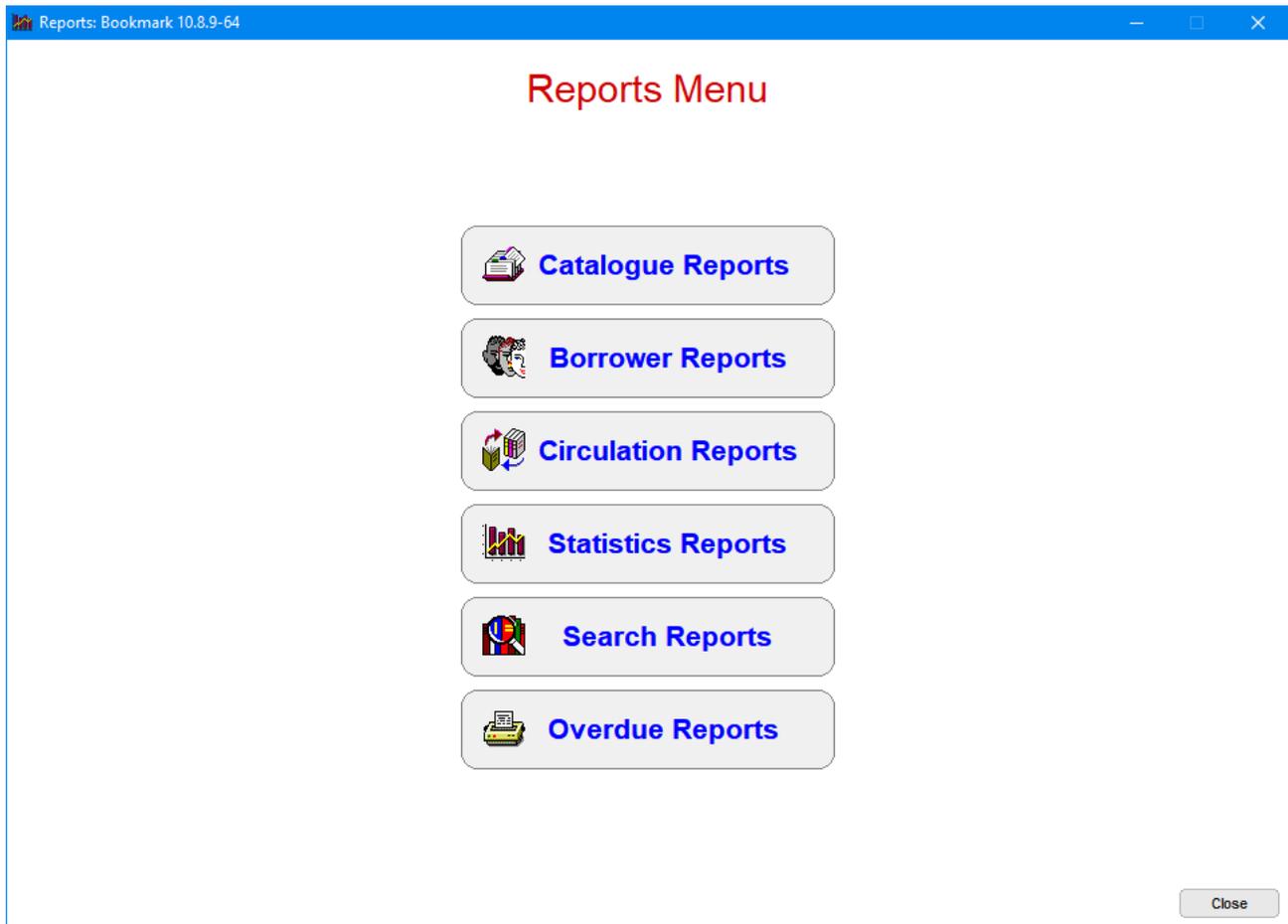
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Reports



Bookmark's Reports module is very powerful and flexible. A wide range reports about items and borrowers can be generated.

The Reports Menu presents four main areas:



Catalogue Reports



Catalogue Reports

A variety of reports can be generated based on cataloguing data. These range from a simple list of items found by a comprehensive search to specific reports.

Bookmark allows making up your own reports and queries, too.

Catalogue Reports

Step 1 - Collect items

New query Edit query Easy query Quick search Retrieve Import Download

0 items found

Step 2 - Choose report

- Standard list of items
- Choose fields for list of items
- Export items
- Total cost
- Titles based on number of copies
- Weeding report
- Items not borrowed since a date
- Items never borrowed
- Export items for Scholastic Literacy Pro (Lexile)
- Export items for Accelerated Reader
- Items on loan to a class
- List of authors or series of items found
- Cost of items
- Loans per item
- Titles with multiple copies
- Purchase date report
- Australian authors
- Age analysis
- Printout with covers
- List items with cover images
- List items without covers

Close

Catalogue Reports Process

1. Define your **Query** – what to find
2. Select the **Report** – how to see what is found
3. View, print, export or save the report

Defining a Query

Queries are the path that leads to a report, like the Yellow Brick Road to Emerald City. A query defines what is being examined but the report tells how it is presented.

Catalogue Reports offers three types of queries:

- Standard Query
- Easy Query
- Quick Search
- Download from a memory barcode scanner

Standard queries are a very thorough search. All fields can be examined in a variety of ways. Up to six different fields can be searched at the same time.

Field	Condition	Value
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="radio"/> And <input type="radio"/> Or	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="radio"/> And <input type="radio"/> Or	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="radio"/> And <input type="radio"/> Or	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="radio"/> And <input type="radio"/> Or	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="radio"/> And <input type="radio"/> Or	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="radio"/> And <input type="radio"/> Or	

Retrieve Save Clear All items Order by All copies Titles only Boxes only

OK Cancel

A Query search operates by comparing what is being looked for *against* what is in the database.

Each query line requires:

1. Select the **field** to be searched (where to search)
2. Choose a **condition** (how to search)
3. Enter the **value** being compared in the search (what to search)
4. Select a **link** (between rows) to include another field if required.

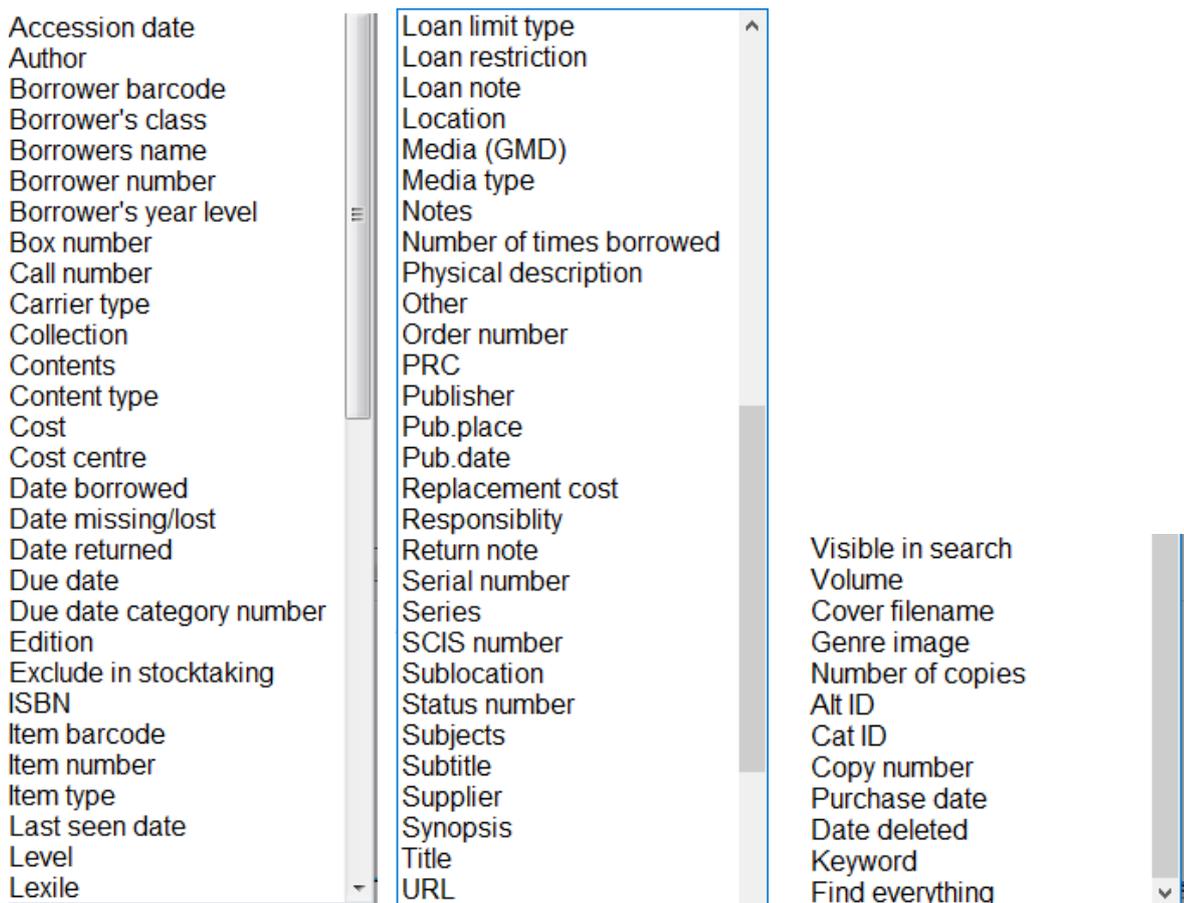
Click on the optional *Order by* button to pre-set the sort order of the items found. (Many reports allow the results to be sorted afterwards, too.)

There are many ways to do the comparison.

Example 1: *locate all items about whales.* This same search can be done in Search as a Key word, Title or Subject search. The following is how it is done as a Query.

Step 1 -- Select the Field to search

Use the droplist beneath *Field* to select the area to search. Use the scrollbar to move up and down through this large list.



Search for "whales" is best done via Subjects and possibly Title or Keyword. Click on Subjects.

Field	Condition	Value
Subjects		

Note the "Keyword" entry near the end. This searches several major fields at the same time for the term(s) entered.

Note the special "Find everything" at the end of the list. Selecting this returns all items in the catalogue.

Step 2 -- Choose the Condition

After selecting a field, the type of condition needs to be selected. Condition is sometimes called an Operator.

When searching, Bookmark compares the text, number or date entered against data found in the selected field for every item. Where the condition is TRUE, the item is considered found, otherwise it is not.

The evaluation can be any one of sixteen types:

Condition	Description	Example
Contains	The data in this field is contained anywhere the text value entered	Contains AGO (for Dragon)
Begins with	The data in this field starts with the text entered	Begins with DRA (for Dragon)
is equal to =	The text, number or date entered is <i>exactly equal</i> to the data required.	= Y06 (borrowers with a class of Y06)
is less than or equal to ≤	The text, number or date entered is equal or less than the data required	≤ 17/02/14 (less than or equal to 17 Feb 2014)
is greater than or equal to ≥	Equal or greater than the text, number or date entered	≥ Giraffes (finds Marmasets, Lemurs, Pigs and Zebras but not Elephants or Dogs)
is between	The data in the field is within the beginning and end of two numbers, text or dates. The word and appears between the two values	is between 34 and 49 is between 17/02/2014 and 28/02/2014
is not equal to ≠ or <>	The text entered is not equal to the data required.	≠ Y06 (all borrowers who do not have a class of Y06)
Does not contain	The data in the text value entered is not found anywhere within the item field	Not Contains AGO (everything but...)
Does not begin with	The data in the item field does not start with the text value entered	Not Begins with DRA
Is any of	The data in the item field can be any of the values listed. Values are separated by commas	Is any of Ant, Donkey, Hawk Is any of 3, 16, 28, 67
is empty	All items in which the selected field has no data (value ignored)	Same as = Null
is not empty	All items have something in the field, it does not matter what it is (value ignored)	Same as <> Null
is less than but not equal to <	The data in the item fields is less than the value entered but not equal to it	<= 16 (finds 1 to 15)
is greater than but not equal to >	The data in the field is greater than the value entered but not equal to it	> 350 (350.01 upwards)

is not any of	The data in the field is not contained within the listed entries	is not any of 3,4,6 (finds 1 or 2 or 5 and anything => 7)
ends with	The data in the field ends with the text value entered	ends with GON (Dragon, Paragon...)
match	Used with Keyword to see if the search words are in the field	match green dragon
contains any of	Checks multiple entries to see if any of them are contained in the field. Values are separated by commas.	contains any of red,green,blue
does not contain any of	Checks multiple values to see if they are not contained in the field. Values are separated by commas.	does not contain any of red,green,blue,yellow

Some of the above conditions only work on text while others work on text, numbers or dates.

In the case of “whales”, a Contains search would find everything with the word WHALES shown anywhere within the subject. Note that the word “whale” and “whales” are *two different words*. “Whale” is a subword of “whales” and one could argue that searching for “whale” without the final ‘s’ might be better. Bookmark’s Search module, however, uses a stemming algorithm to equate plurals and singulars. Query does not.

For the whale example search, choose CONTAINS as the comparison Condition.

Step 3 -- Enter the value

The third piece of information is the actual value being used for the comparison. Depending on the field, this can be text, a number or a date. In our example, it is whale.

The case of letters is ignored during searches. 'S' and 's' are identical so it does not matter in which case the letters are typed.

Correct punctuation is important as it is not ignored. Babysitter's Club is not the same as Babysitters Club.

Alphabetic vs. Numeric

Numbers and dates are treated differently to text. Bookmark determines which is being used based on the field and the condition. Contains, Begins with, Does not contain, Does not begin with and Ends with can only operate on text, so the value entered is treated as text even if it is a number.

A *List* button appears from which data can be selected, or the number typed. A *Calendar* button appears for any date field.

Between

The condition Between is special in that additional information must be entered as the Value. The Value box, the lowest value is typed followed by a space then the word And or the symbol & or a dash (-) or three dots (...) followed by another space then the highest value.

- 500.001 and 600.0001
- Elephants and Giraffes
- 23 & 35

Spaces and Symbols

With the exception of the above, blank spaces in text are treated as if they are symbols so they do matter. Punctuation and other symbols are *not* ignored. The * and ? symbols are ignored as they are used for special purposes.

Length

It is also possible to search for text which is a certain length – e.g. number of characters long. Type a ^ symbol (Shift 6) and then the length value. Do not place a space between. For example, ISBN is equal to ^10 will find all the items having ISBNs which are exactly 10 characters long regardless of the actual characters themselves.

Is Any of, Contains any of, Does not contain any of

These three conditions can check for multiple entries in the value field. Values are listed with commas between each.

- Is Any of – if any of the listed values are equal to the contents of the search field, the record is found
- Contains any of – if any of the listed values are contained within the search field, the record is found. This includes partial matches.
- Does not contain any of – if any of the listed values are contained within the search field, the record is not found.

Step 4 -- Choose a link

Links allow you to construct more complex searches or indicate you have finished defining the search and are ready to start. Links do the same job as AND and OR in the public Search.

Selecting AND will search for something that is Something AND Something ELSE where both things must be present in the item's record at the same time. OR means Something OR Something ELSE. In this case either thing can be present, just one of 'em, but they both don't have to be there as in an AND link.

- AND means “both”, “as well as”, “at the same time as”. And narrows searches.
- OR means “either/or”, “either one” and widens a search.
- NOT means the first condition is true but not the second

It is important to understand the differences as computers treat these terms very literally. In common speech, 'And' may mean 'Or' but not to a computer. Example human speech: 'I'd like everything you have about dogs and cats.' In this case, And really means Or.

Mixing links in queries can produce unpredictable results.

In the case of the Whales search, it would be an idea to check the title as well. An Or link would be used and the next line would be Title Contains Whale.

Brackets

Advanced queries can also make use of brackets to set order-of-precedence in multi-row queries.

Click on the left rectangle on a row to create a left bracket.

Click on the right rectangle on a row to create a right bracket.

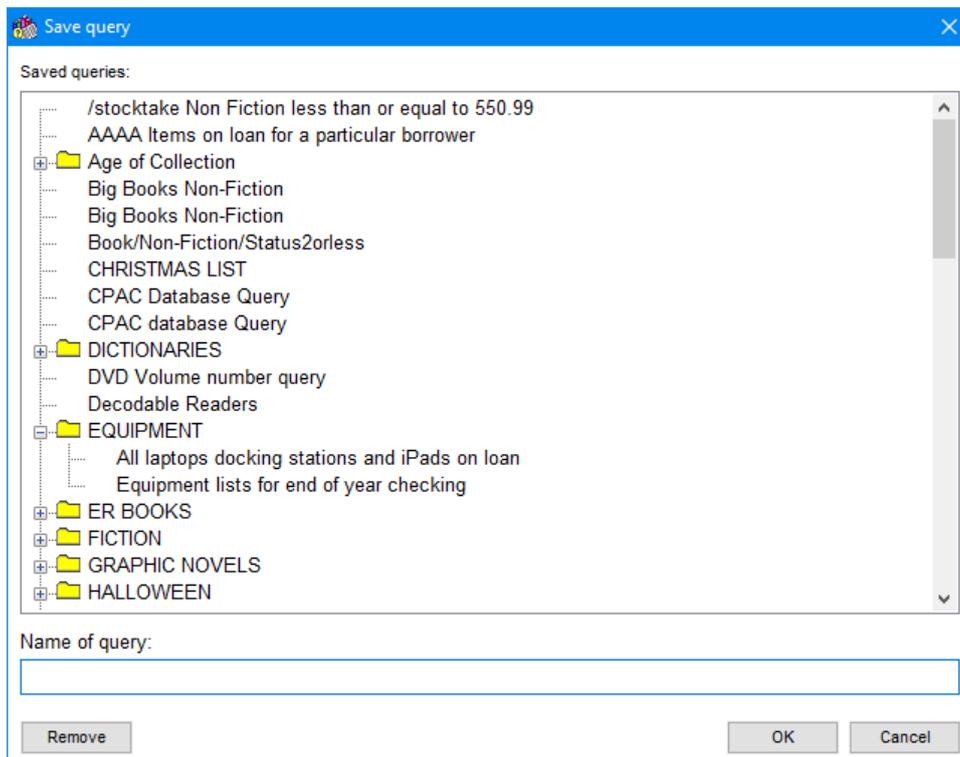
There must be an equal number of left and right brackets and they must be ordered correctly.

Ready

When the query has been filled out Click on **OK**.

Saving and Retrieving Queries

The Query can be saved so it can be reused in future without having to be re-entered. Before clicking on OK, click on Save and enter a name you make up for the Query.



A saved query be retrieved and re-used.

Order by

The *Order by* button opens a dialog that sorts results during the search rather than after.

Define sort order

Specify how you want the results sorted. Up to four fields can be used to sort. Click Clear to leave unsorted.

Sort by: Author Ascending

Then by: Title Ascending

Then by: Ascending

Then by: Ascending

Clear OK Cancel

Up to four "sort levels" are available.

By default (sort fields are blank), items are retrieved in item-number order.

Sorting can be either lowest-to-highest (ascending) or highest-to-lowest (descending).

Results can be further sorted when viewing lists in column format.

In the example above, the results are listed alphabetically by author, and within each author by title.

Examples of Queries

All the items about SPACE

This is best done as a two part search: TITLE contains SPACE or SUBJECT contains SPACE.

The Illustrator Quentin Blake

Sometimes author names have been entered as BLAKE, Quentin or as Quentin BLAKE. You could have a mixture. Searching for AUTHOR contains BLAKE results in items by authors including and in addition to Quentin Blake, such as Roj Blake. If you search for BLAKE, Quentin, you might miss entries without the comma, the space, too many spaces, etc. The best way to do this search is to break it into two parts: AUTHOR contains BLAKE and AUTHOR contains QUENTIN. Doing each word as a separate part eliminates the possible order and punctuation problem. Alternately use the Match condition. The order of the words in the value does not matter. Author MATCH Quentin Blake finds the same as Author MATCH Blake Quentin.

All items in location Big Books

If Big Books have been entered as location "Big Books", the search is Location EQUALS big books. If you did Location contains big books, you would also find items having locations big books fiction, big books non-fiction, etc. Equals means an exact match so only those in location "big books" would be found. Not case sensitive. B=b.

All items in the 300 call number range

CALL NUMBER between 300 and 399.999.

All lost cassette tapes

Assuming the Status for lost is 5 and the Item Type for tapes is CASS, then the search is STATUS equals 5 and Item Type EQUALS CASS. This means the items found must have *both* a status equal to 5 *as well as* an item type of CASS. Items of status 5 but not type CASS will not be found.

Items still on loan but due for return during May only

Items on loan all have a status value of 2. Search for Status equals 2 and the range of dates. STATUS equals 2 and DUE DATE between 1/5/16 and 31/5/16.

Items with non-alphabetic titles

A bit of a silly search, really. TITLE less than A or TITLE greater than or equal to {.

Find the number of items currently overdue

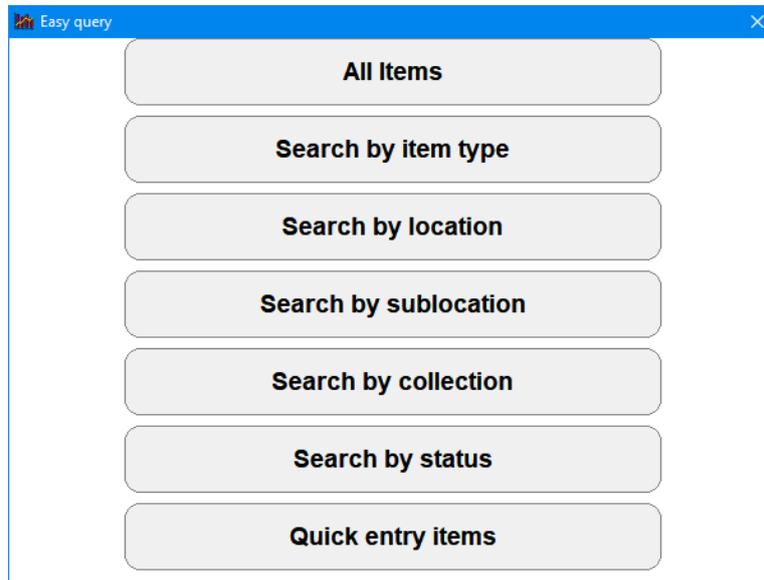
While this can be done in the Overdues module, here is how to do it as a Query:

STATUS equals 2 and DUE DATE less than today's date

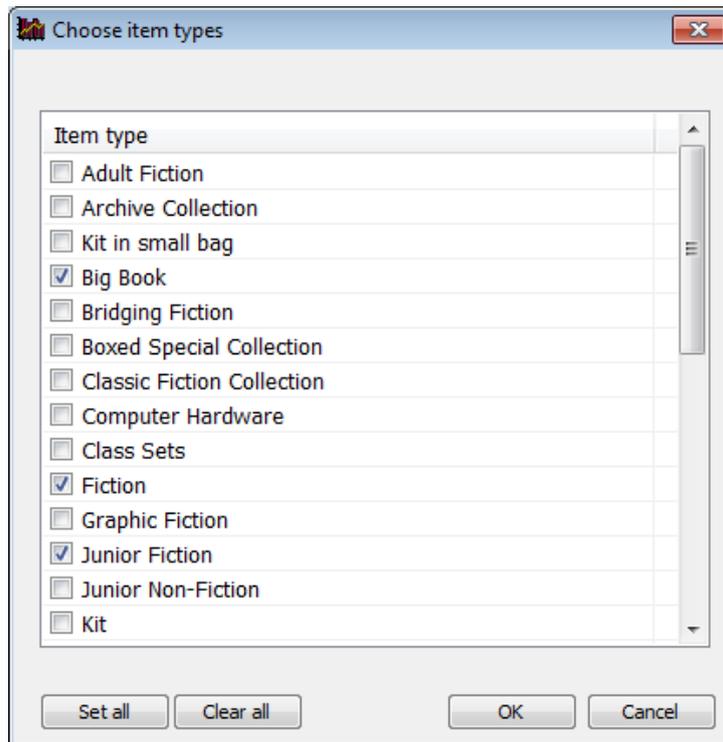
The number of items overdue will be the same as how many are found by this search.

Easy Query

An Easy Query is a simple, pre-set query. It can be much simpler to use Easy Query then setting up a regular query.



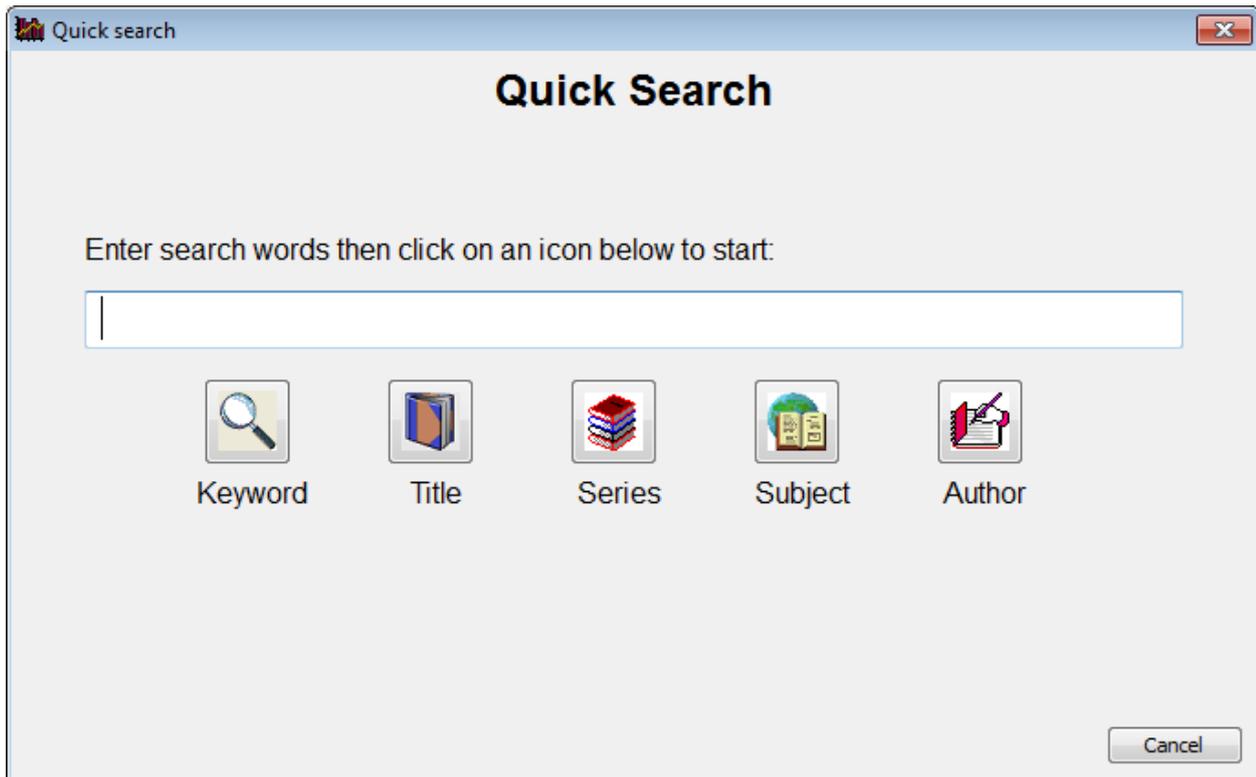
It can be used to quickly and easily generate a query for several item types, locations, status types or quick entry items.



Selecting three different item types produces the Query:

Item type is any of BB,FIC,JF

Quick Search



The Quick Search is more like the easy-to-use search system found in the regular Search module. It is a word-based search that does not depend on the word order.

Type in the search terms then click on an icon to define the search area. Pressing Enter is the same as clicking on Keyword.

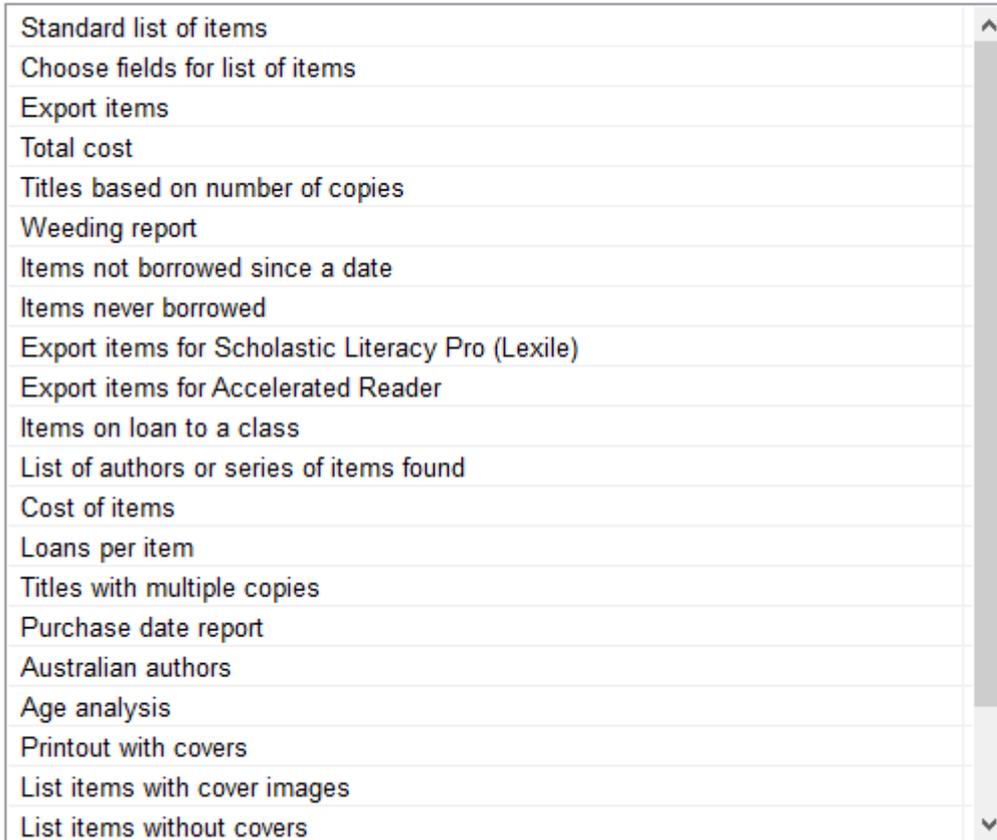
Import and Download

These options allow item numbers to be used rather than queries. They work the same way in Stocktaking / Scan Item. Import reads a file of barcodes. Download brings in barcodes from a memory reader. Reports are then based on the barcodes read rather than a query.

Choose the Report

When the query has been defined or retrieved, choose a Report.

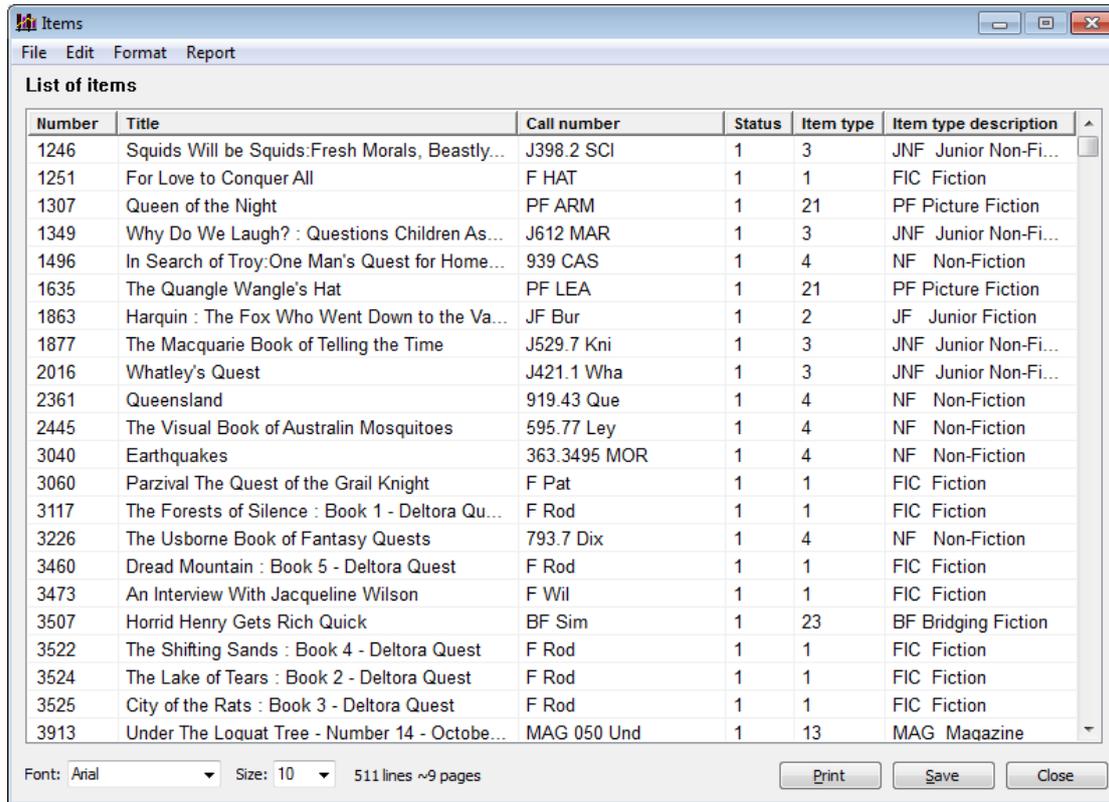
Step 2 - Choose report



Standard list of items
Choose fields for list of items
Export items
Total cost
Titles based on number of copies
Weeding report
Items not borrowed since a date
Items never borrowed
Export items for Scholastic Literacy Pro (Lexile)
Export items for Accelerated Reader
Items on loan to a class
List of authors or series of items found
Cost of items
Loans per item
Titles with multiple copies
Purchase date report
Australian authors
Age analysis
Printout with covers
List items with cover images
List items without covers

Standard list of items

Selecting the Standard List of Items displays all items found by the query and showing their number, title, call number, status number, item type number and item type description.



Number	Title	Call number	Status	Item type	Item type description
1246	Squids Will be Squids:Fresh Morals, Beastly...	J398.2 SCI	1	3	JNF Junior Non-Fi...
1251	For Love to Conquer All	F HAT	1	1	FIC Fiction
1307	Queen of the Night	PF ARM	1	21	PF Picture Fiction
1349	Why Do We Laugh? : Questions Children As...	J612 MAR	1	3	JNF Junior Non-Fi...
1496	In Search of Troy:One Man's Quest for Home...	939 CAS	1	4	NF Non-Fiction
1635	The Quangle Wangle's Hat	PF LEA	1	21	PF Picture Fiction
1863	Harquin : The Fox Who Went Down to the Va...	JF Bur	1	2	JF Junior Fiction
1877	The Macquarie Book of Telling the Time	J529.7 Kni	1	3	JNF Junior Non-Fi...
2016	Whatley's Quest	J421.1 Wha	1	3	JNF Junior Non-Fi...
2361	Queensland	919.43 Que	1	4	NF Non-Fiction
2445	The Visual Book of Australin Mosquitoes	595.77 Ley	1	4	NF Non-Fiction
3040	Earthquakes	363.3495 MOR	1	4	NF Non-Fiction
3060	Parzival The Quest of the Grail Knight	F Pat	1	1	FIC Fiction
3117	The Forests of Silence : Book 1 - Deltora Qu...	F Rod	1	1	FIC Fiction
3226	The Usborne Book of Fantasy Quests	793.7 Dix	1	4	NF Non-Fiction
3460	Dread Mountain : Book 5 - Deltora Quest	F Rod	1	1	FIC Fiction
3473	An Interview With Jacqueline Wilson	F Wil	1	1	FIC Fiction
3507	Horrid Henry Gets Rich Quick	BF Sim	1	23	BF Bridging Fiction
3522	The Shifting Sands : Book 4 - Deltora Quest	F Rod	1	1	FIC Fiction
3524	The Lake of Tears : Book 2 - Deltora Quest	F Rod	1	1	FIC Fiction
3525	City of the Rats : Book 3 - Deltora Quest	F Rod	1	1	FIC Fiction
3913	Under The Loquat Tree - Number 14 - Octobe...	MAG 050 Und	1	13	MAG Maqazine

In Bookmark this type of report form is called a "Column Format" report. Data is arranged in columns and rows. The form has its own range of special functions.

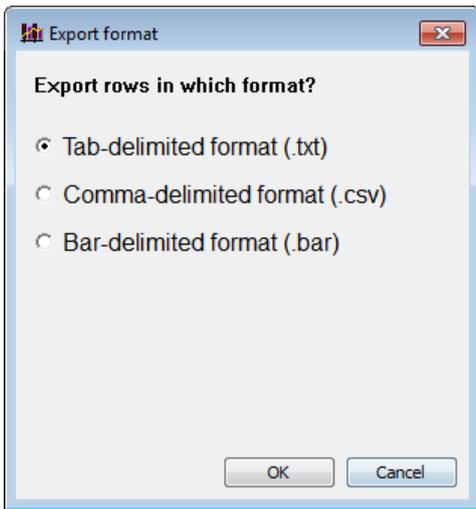
The *Font* can be changed and the *size* of the font.

Print (F7 or CTRL P) prints the list exactly the way it looks on the form.

The widths of the columns can be changed by placing the mouse pointer on the gap between a column heading, holding down the left button and dragging left or right. It is possible to run columns off the right edge, in which case a horizontal scrollbar appears.

The entire list can be **sorted**. Click on the heading of a column to order the whole list based on data in that column (field). Clicking a second time sorts the list in reverse order.

The list can be **saved**. Click on the Save button.



Three common formats are offered. All of these are understood by Microsoft Excel.

Note: Comma format forces quote marks around text fields but Tab and Bar formats do not.

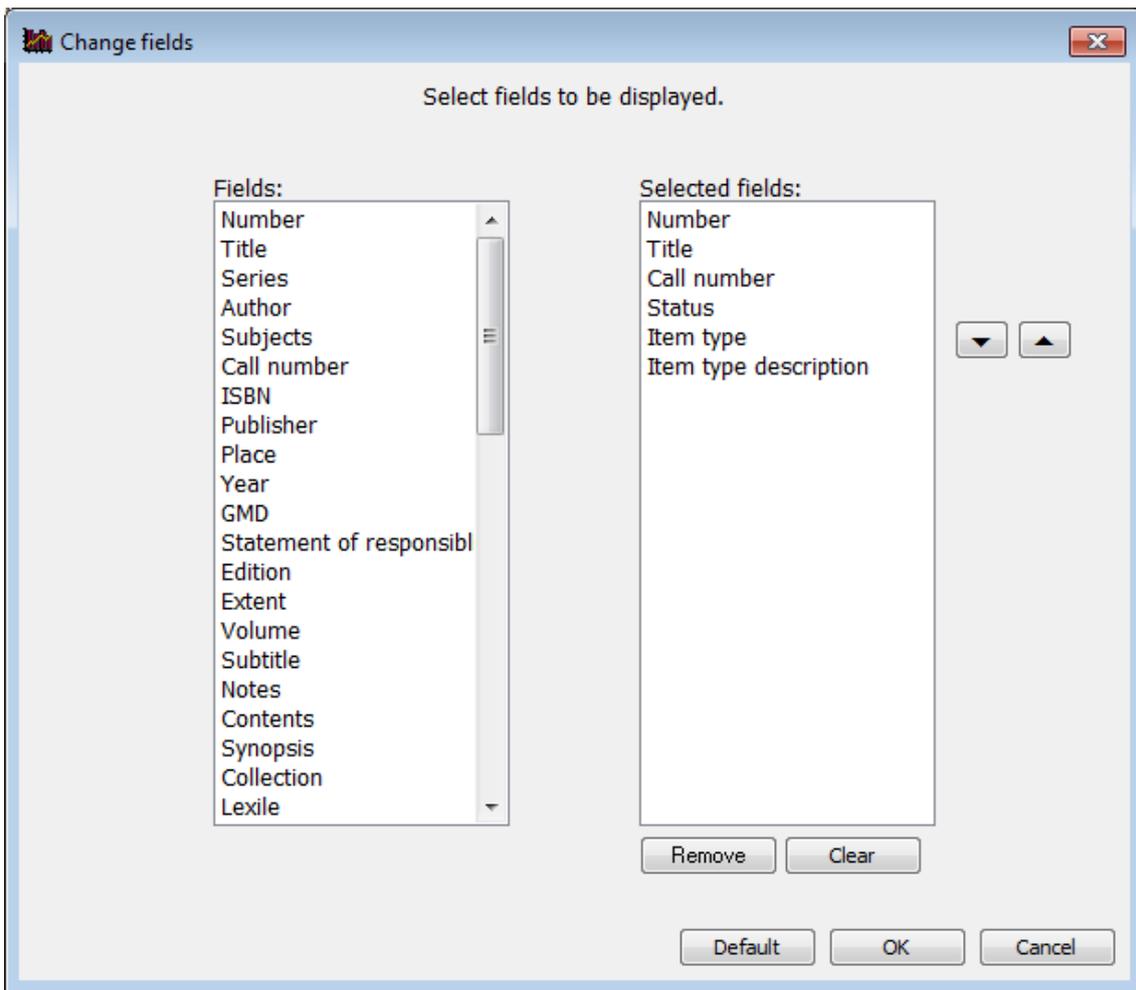
Double click on a row to open a pop-up Add/Edit cataloguing window. Details of the item can be viewed and altered.

Multiple rows can be highlighted and then either the Edit – Remove row(s) option on the top menubar used or the Delete shortcut key pressed. The items are removed from the list. They are not deleted from the catalogue.

The *Menubar* at the top of the form contains additional functions.

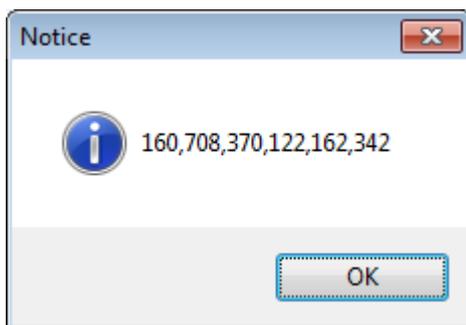
Edit allows changing the fields being displayed.

A page break (new page) can be inserted causing the printer to begin a new page at that line. Highlight the line, then hold down the CTRL key and press B at the same time. <PAGE> will be inserted at a line.



When the list is re-displayed the columns are those chosen but they are all of equal width. Slide the headings to adjust the column widths.

Under *Format*, the display and printout can be switched between Landscape and Portrait modes. Landscape is wider. The Column Widths option displays the widths of columns in tens of millimetres.



Use the *Report* option at the top to save the format. The columns and their widths and the font and size are saved using a name you specify. Saved reports are listed beneath the built-in Reports on the Cataloguing Reports window.

Save Report

Save Report Format

Field	Width
Number	160
Title	708
Call number	370
Status	122
Item type	162
Item type description	342

Font: **Arial**
 Size: **10**
 Report name: **My Report**

Save **Cancel**

Remove Report can be used to delete a previously saved report format.

Catalogue Reports

Query criteria

New query Edit query Import Retrieve

Title contains qu

All copies
 Titles only (exclude multiple copies)
 Boxes only

Reports

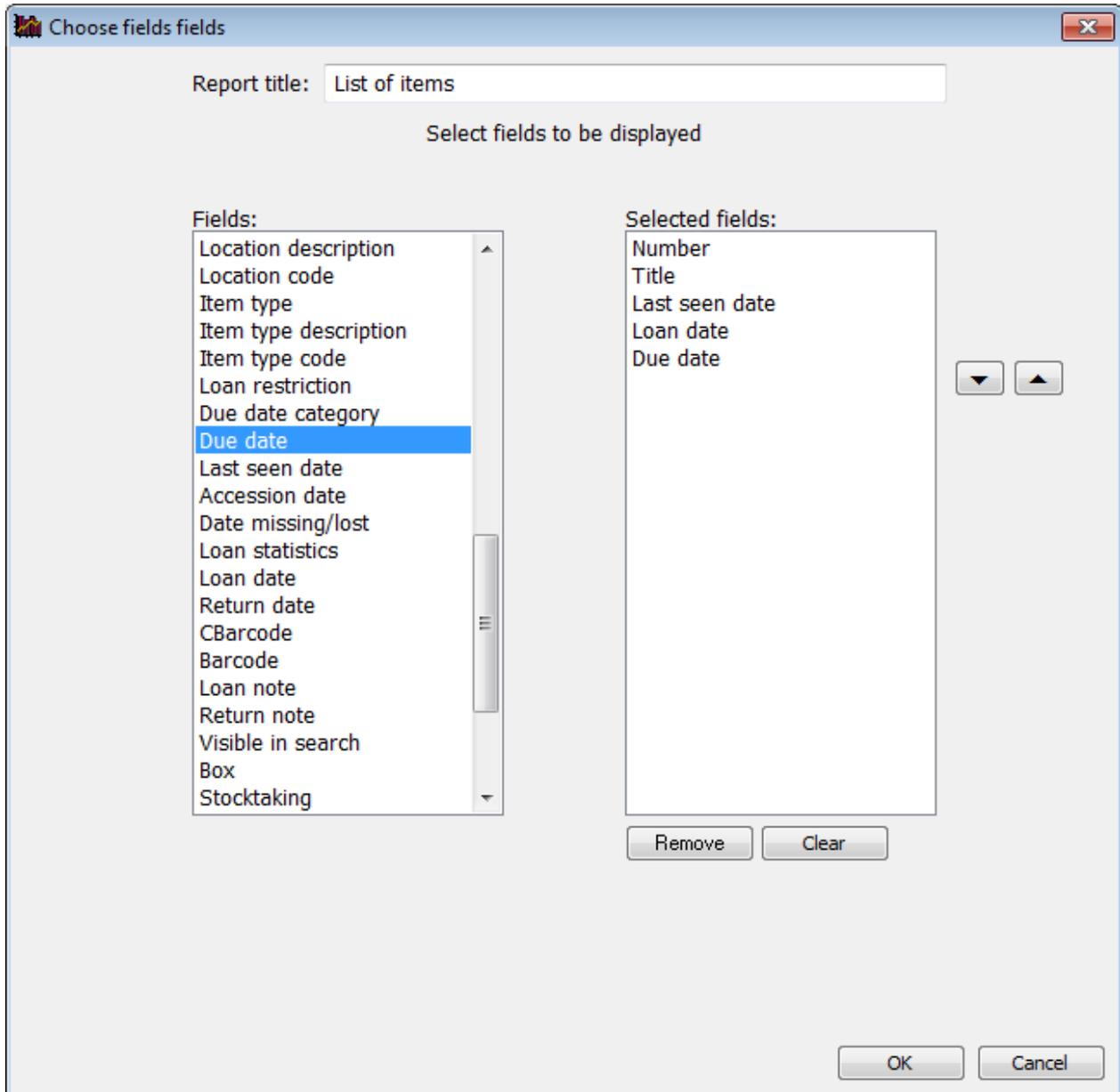
List of items
Select fields to list
Export items
Total cost
Titles based on number of copies
Weeding report
Items not borrowed since a date
Items never borrowed
My Report

View report Remove report

Menu

Choose Fields for List of Items

This report can also be produced from the standard list. It allows you to choose the fields (columns) you wish to see.

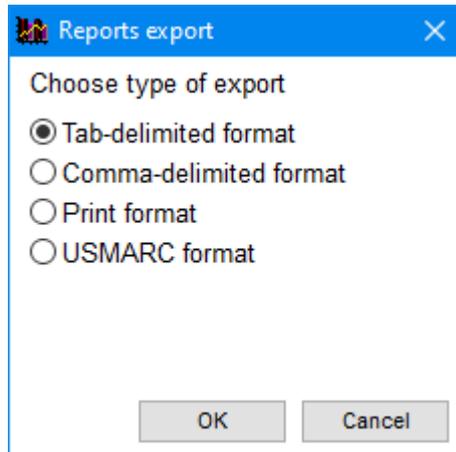


Once chosen, the width of the fields is the same. Slide them to the desired place and use the Save Report format if you want to re-use the combination.

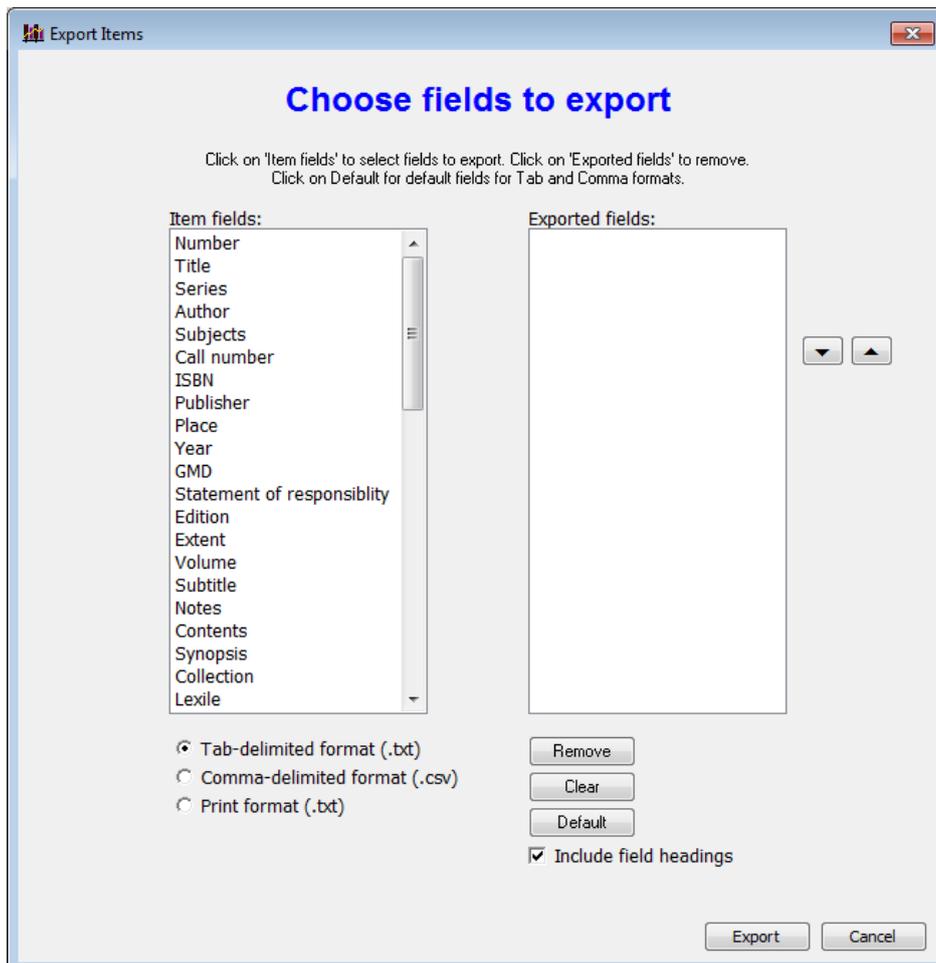
Export Items

The Export Items report is used to save data. Several formats are available:

- Tab-delimited text
- Comma-delimited text
- Print text (as viewed)
- Merge format (all cataloguing fields for transfer to another Bookmark system)
- CPAC format (format used to upload data to the CPAC Internet database)
- USMARC format (standard library interchange format)



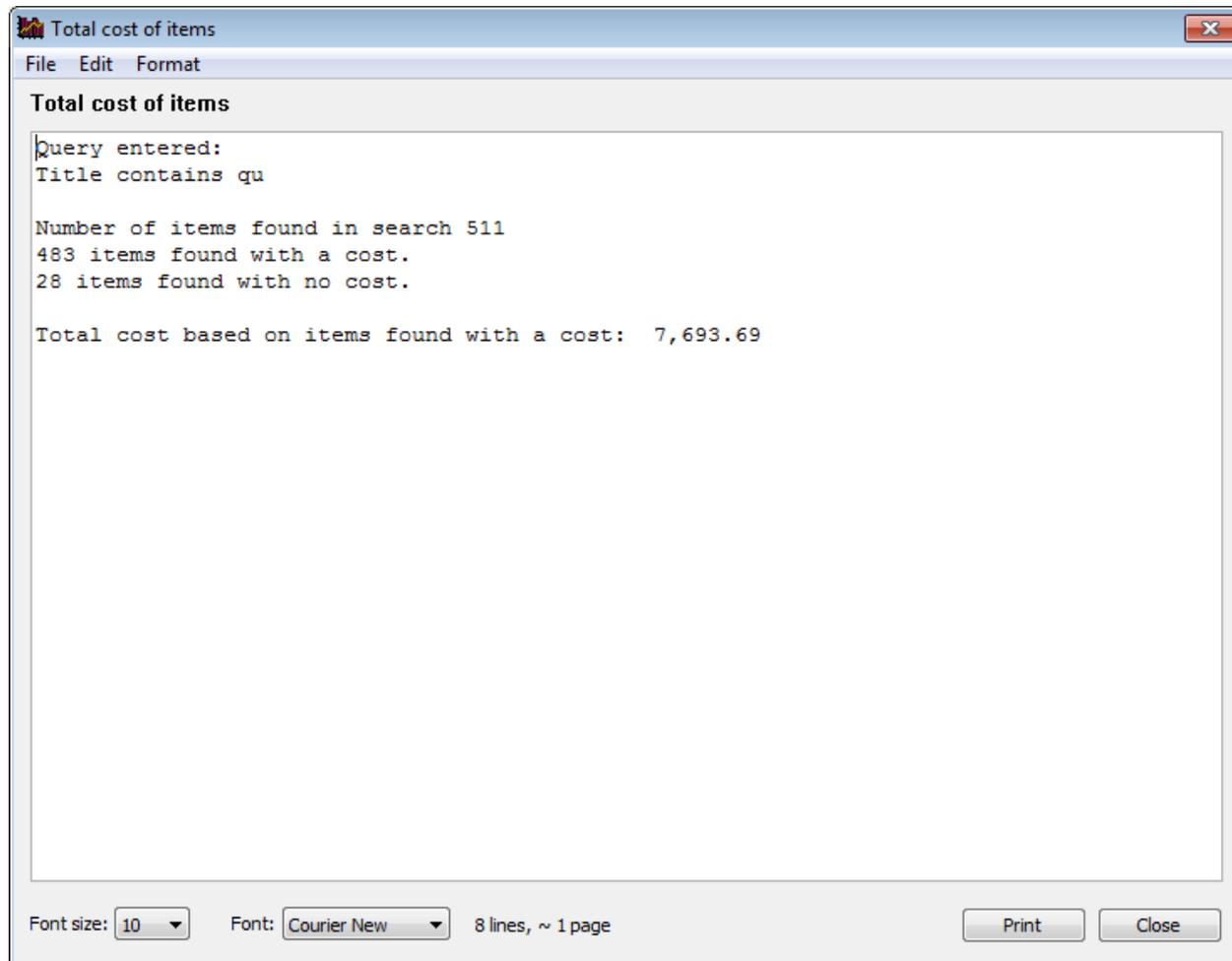
After selecting Tab, Comma or Print formats, choose the fields to be included with each record exported.



The other USMARC format exports all catalogue fields with each record.

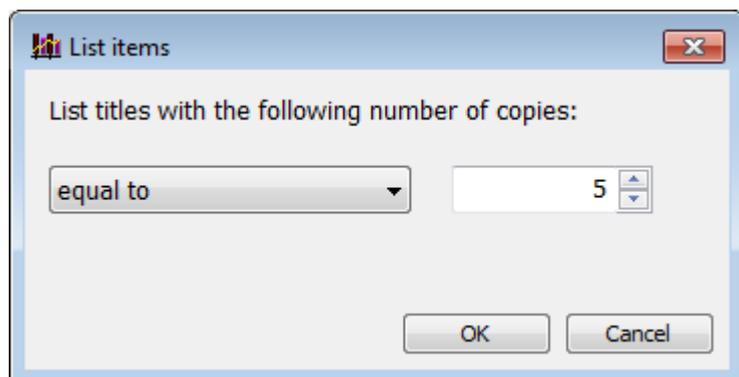
Total Cost Report

This shows the sum of the costs of all items found in the Query.

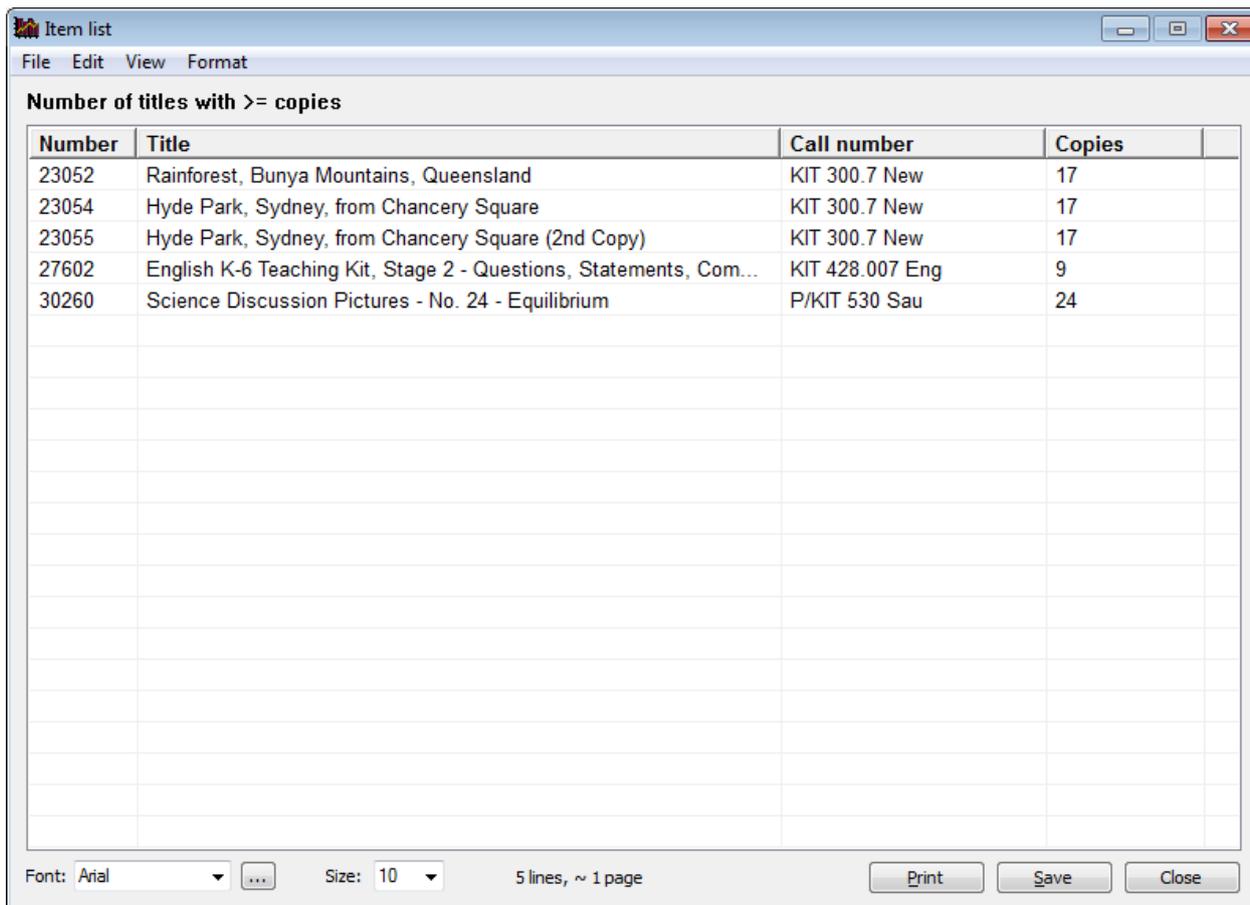


Titles Based on Number of Copies

This report produces a list of titles based on not only the Query but also a specified number of copies.



Choose a condition: equal to, less than or equal to, greater than or equal to. Then specify a value to indicate the number of copies.

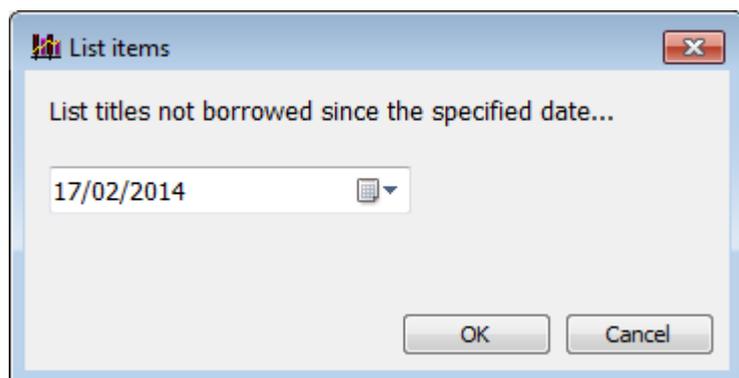


The screenshot shows a window titled 'Item list' with a menu bar (File, Edit, View, Format) and a title bar. Below the menu bar, the text 'Number of titles with >= copies' is displayed. A table with four columns is shown: 'Number', 'Title', 'Call number', and 'Copies'. The table contains five rows of data. At the bottom of the window, there is a status bar with font settings (Arial, size 10) and buttons for 'Print', 'Save', and 'Close'.

Number	Title	Call number	Copies
23052	Rainforest, Bunya Mountains, Queensland	KIT 300.7 New	17
23054	Hyde Park, Sydney, from Chancery Square	KIT 300.7 New	17
23055	Hyde Park, Sydney, from Chancery Square (2nd Copy)	KIT 300.7 New	17
27602	English K-6 Teaching Kit, Stage 2 - Questions, Statements, Com...	KIT 428.007 Eng	9
30260	Science Discussion Pictures - No. 24 - Equilibrium	P/KIT 530 Sau	24

Items Not Borrowed Since a Date

This allows listing items which have not been borrowed since a specified date based on the Query. Useful for weeding.



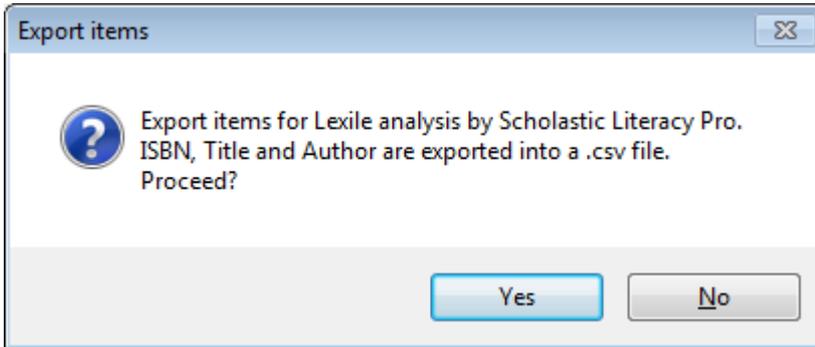
The screenshot shows a dialog box titled 'List items' with a close button (X) in the top right corner. The text inside the dialog reads 'List titles not borrowed since the specified date...'. Below this text is a date input field containing '17/02/2014' and a calendar icon. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Items Never Borrowed

These are items found by the Query which have never been borrowed.

Export items for Scholastic Literacy Pro (Lexile)

This report generates a CSV format file containing data required by Scholastic Literacy Pro. The fields exported are ISBN, Title and Author.



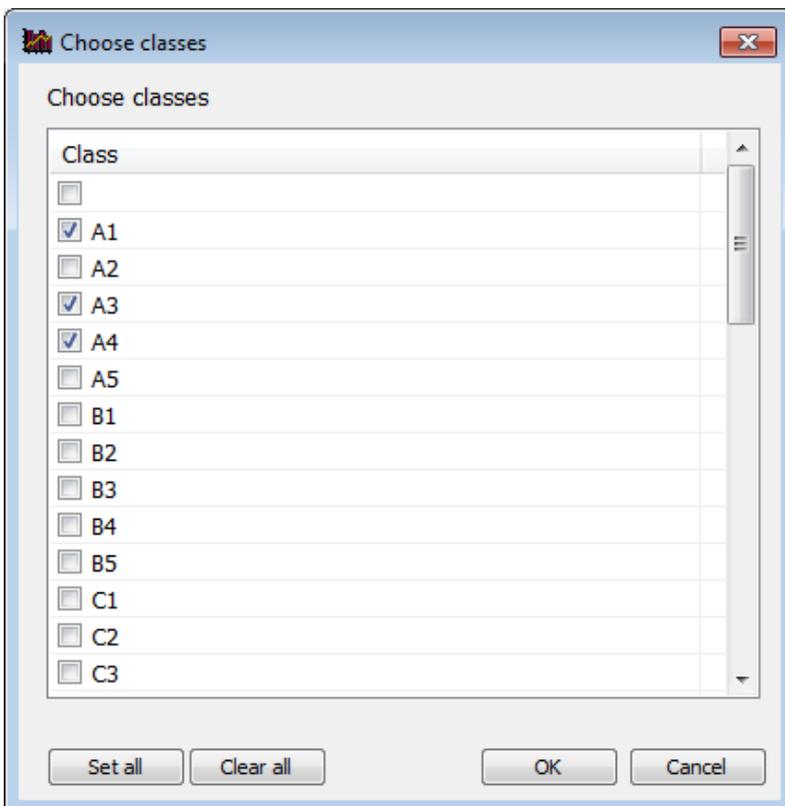
Unless changed, the name of the file is Items.csv. This is the file to upload to the Literacy Pro website.

Export items for Accelerated Reader

This report is similar to the Lexile report. It produces a CSV file with ISBN, Title and Author, following the strict guidelines imposed by AR.

Items on loan to a class

This report produces a list of items on loan, based on the Query criteria, to selected classes.



The actual report shows the items and borrowers.

Items

File Edit Format Report

Items on loan

Number	Title	Borro...	Name
29186	The Pizza Place Ghost	156	Bennison, Ryder
33884	Ready For Takeoff!	162	Blackwell, Brayden
45960	Peppa plays football	213	Butcher, Meghan
25987	Tractors, Trucks, Diggers And Dumpers	319	Capewell, Connor
44836	Race around the world	202	Cawse, Trent
16144	My Amazing Dad	244	Coles, Grace
32741	Ready For Takeoff!	253	Collins, McKenzie
31979	Race The World!	302	Cucow, Jack
14091	Search For Scooby Snacks	462	Drummond, Tahlia
7840	There's A Hippopotamus On Our Roof Eating Cake	797	Harris, Savannah
31937	Hot Dogs	609	Lenton, Mary
30813	Fun Dog, Sun Dog	616	MacSween, Heidi
37822	Look Out Below!	182	Muroki, Ethan
25610	Hooray! There's A Hippopotamus On Our Roof Having A Birthday ...	987	Orellana, Diego
33886	Calling All Cars!	188	Park, Zane
29266	Help Is On The Way!	791	Sale, Alifa
30843	I Love Bugs!	1088	Vermeeren, Isabella
19531	Star Baby	872	Wardle, Jaycee-Lee
34076	Berry Little Princesses	1100	Western, Darci
40810	The princess & the popstar	959	Williamson, Ella
25942	Drag Race!	1021	Wilson, Lucas
27834	Dora's Snowy Forest Adventure	1109	Wyatt, Amelia

Font: Arial Size: 10 70 lines ~2 pages

Print Save Close

List of authors or series of items found

List authors or series

Select field:

Authors

Series

Illustrators

Authors (no illustrators)

OK Cancel

Choose to see just author names or series titles or just illustrators or authors without illustrators.

Illustrators are identified by the letters illus as part of the author entry – i.e. [illustrator] or illus.

This report lists just the authors or series titles or illustrators from the items found by the query. The number of items against each entry is also shown. The list can be sorted in order by clicking on a column heading.

Author 3,533

Author ▲	Items
Abagnale, Maria.	2
Abdelnoor, R.E. Jason	11
Abela, Deborah	3
Abouet, Marguerite	3
Abrams, Douglas	1
Abrams, J.J.	1
Aburto, Jesus	5
Aburto, Jesus [illustrator]	2
Accornero, Franco	1
Acey, Mark	2
Adam, Luisa	1
Adams, Colleen	1
Adams, Margaret	2
Adams, Michael	2
Adams, Michael Edwin	5
Adams, Simon	4
Adamson, Thomas K	14
Adegoke, Yomi	1
Adler, David A	1

List items Remove Print Close

Series 2,003

Series	Items ▼
Jolly grammar	99
Geronimo Stilton	60
Diary of a Minecraft Zombie	31
Goosebumps	26
The Baby-sitters Club	24
WeirDo	24
Dog Man	23
DK eyewitness	22
National Geographic Kids	19
Football superstars	19
Beast quest	19
Billie B Brown	19
Ultimate supercars	18
Tashi	18
Tom Gates	17
Diary of a wimpy kid	17
Animal lives	17
Alex Rider	17
Go girl!	17

List items Remove Print Close

Illustrator 409

Illustrator	Items
Faber, Jules	27
Fukuoka, Aki	25
Denton, Terry	21
Ross, Tony	20
Blake, Quentin	20
Marsh, Ryan	20
McDonald, Danielle	18
McGuinness, Dan	14
Masciullo, Lucia	14
Hart, James	14
Green, Dan	14
Kendall, Bradford	12
McKenzie, Heath	11
Wood, Katie	11
Helquist, Brett	10
Neely, Scott	10
Webb, Melissa	10
Emdin, Anton	9
Wahl, Chris	9

List items Remove Print Close

Cost of Items

Items

File Edit Format Report

Cost of items Total \$420,734.70

Number	Title	Cost	Replacem...	Item t...	Item type descri...
1	The amazing story of Adolphus Tips /			WEB	Website
2	Home to mother			NF	Non-Fiction
3	Ringworld	9.95		FIC	Fiction
6	Blood fever			FIC	Fiction
7	Dog Zombies rule (for now)			FIC	Fiction
20	The pets you get			FIC	Fiction
90	Tiddles : the special Tassie devil	10		FIC	Fiction
500	Wolfie			FIC	Fiction
502	maddy west and the tongue taker			FIC	Fiction
503	The unforgotten coat			FIC	Fiction
504	fox a dog			FIC	Fiction
506	Mission Fox Book 7			FIC	Fiction
1000	The Great Jimbo James	7.95		BF	Bridging Fiction
1001	The Best Pet	7.95		BF	Bridging Fiction
1002	Green Fingers	7.95		BF	Bridging Fiction
1007	Lester and Clyde (Happy 21st Birthday)	10.00		PIC	Picture
1008	The Prince of Egypt	29.95		CDRM	Audio CD ROM
1011	Through Heaven's Eyes	19.95		JNF	Junior Non-Fiction
1013	Outline Maps of Canberra, A.C.T. and Tasmania	59.00		TR	Teacher Refere...
1016	Mission: Australia	0.00		KIT	Kit multi item/ty...
1018	Voices In The Park	24.95		JF	Junior Fiction
1019	Mark Warren's Atlas of Australian Surfing	27.95		NF	Non-Fiction

Font Arial Size: 10 Row 2 of 24,219 entries ~404 Print Save Close

This report includes a cost column. The sum of all the costs is shown above the list.

Loans per Item

This report displays a list of items found showing the number of loans issued over a specified time.

Loans per item

List titles showing the number of loans each over the specified time.

Search from: 01/01/2016

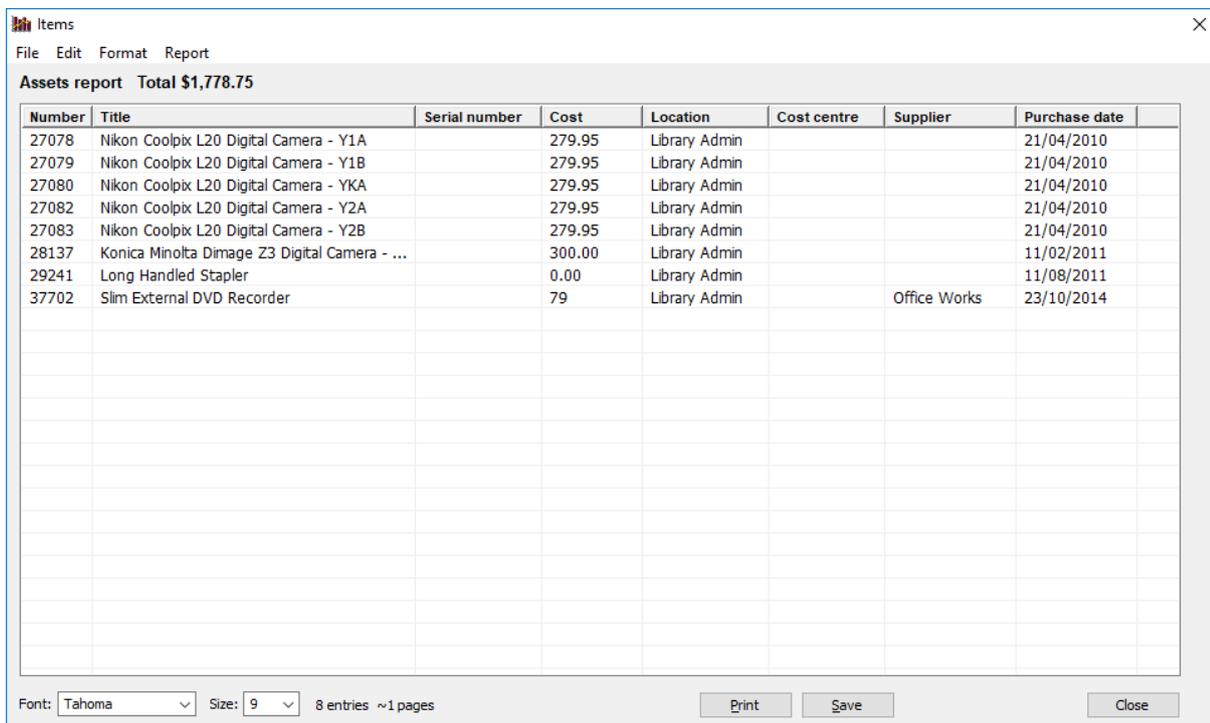
Search to: 21/07/2016

Number	Title	Author	Call number	Loan statistics
1	The amazing story of Adolphus Tips /	MORPURGO, Michael~FOREMA...	F MOR *	11
2	Home to mother	PILKINGTON, Doris~LYNDON, J...	994.104 PIL *	7
6	Blood fever	HIGSON, Charlie~FLEMING, Ian.	F HIG *	0
7	Dog Zombies rule (for now)	PICHON, Liz	F PIC *	0
20	The pets you get	TAYLOR, Thomas~REYNOLDS, ...	821 TAY	0
90	Tiddles : the special Tassie devil	LAWES-GILVEAR, Nita~LEE, Le...	JF Law	1
500	Wolfie	Barnes, Emma~Chichester Clark...	F BAR	3
502	maddy west and the tongue taker	Falkner, Brian		0
503	The unforgotten coat	COTTRELL BOYCE, Frank		0
504	fox a dog	PASCOE, Bruce		0
506	Mission Fox Book 7	D'ATH, Justin		0
1000	The Great Jimbo James	CUMMINGS, Phil	BF Cum *	2
1001	The Best Pet	MATTHEWS, P.E.~NORLING, Beth	BF Mat *	3
1002	Green Fingers	RODDA, Emily	BF Rod *	4
1007	Lester and Clyde (Happy 21st Birth...	REECE, James H.	PIC A823 Les	0
1008	The Prince of Egypt		CD 221 Pri	0
1011	Through Heaven's Eyes		J221.12 Thr	0
1013	Outline Maps of Canberra, A.C.T. a...	LEYDEN, Peter	TR 912.07 Ley	0
1016	Mission: Australia		KIT 575.07 MIS	0
1018	Voices In The Park	BROWNE, Anthony	JF Bro *	15
1019	Mark Warren's Atlas of Australian ...	WARREN, Mark	797.320994 WAR	25
1020	Natural or Artificial	BREIDAHL, Harry	J670 BRE	1

Font: Arial Size: 10 24219 lines, ~ 404

Purchase date report

The Purchase date report lists items showing their serial number, cost, location, cost centre, supplier, and purchase date. The report is intended to provide a list of assets. Use the query to restrict the items listed to specific areas and date ranges.

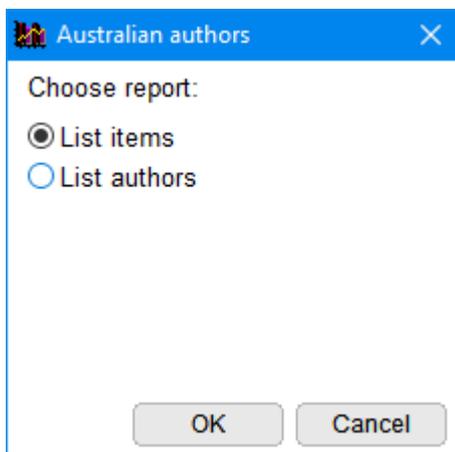


Assets report Total \$1,778.75

Number	Title	Serial number	Cost	Location	Cost centre	Supplier	Purchase date
27078	Nikon Coolpix L20 Digital Camera - Y1A		279.95	Library Admin			21/04/2010
27079	Nikon Coolpix L20 Digital Camera - Y1B		279.95	Library Admin			21/04/2010
27080	Nikon Coolpix L20 Digital Camera - YKA		279.95	Library Admin			21/04/2010
27082	Nikon Coolpix L20 Digital Camera - Y2A		279.95	Library Admin			21/04/2010
27083	Nikon Coolpix L20 Digital Camera - Y2B		279.95	Library Admin			21/04/2010
28137	Konica Minolta Dimage Z3 Digital Camera - ...		300.00	Library Admin			11/02/2011
29241	Long Handled Stapler		0.00	Library Admin			11/08/2011
37702	Slim External DVD Recorder		79	Library Admin		Office Works	23/10/2014

Font: Tahoma Size: 9 8 entries ~1 pages [Print] [Save] [Close]

Australian authors



Australian authors

Choose report:

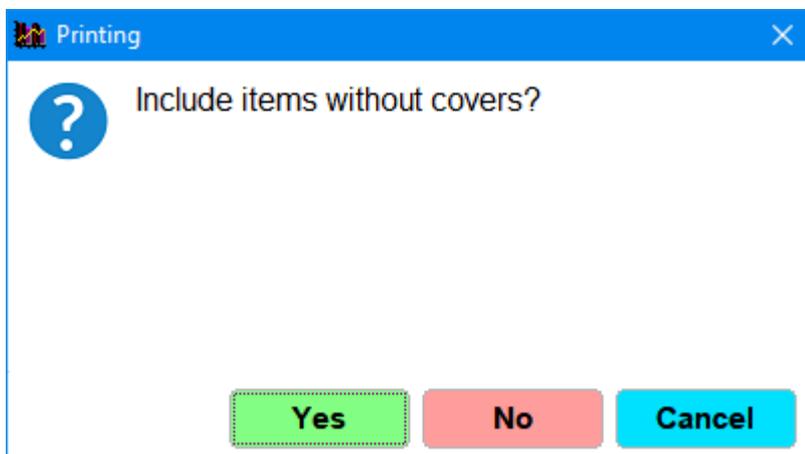
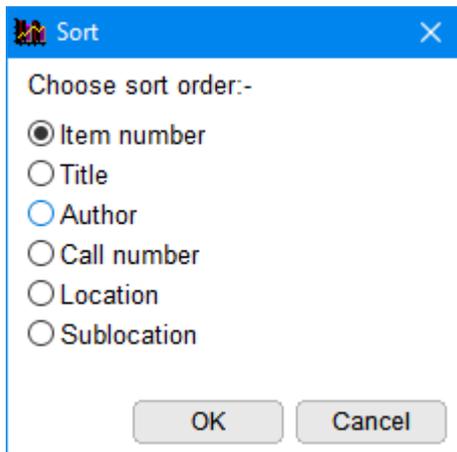
List items

List authors

[OK] [Cancel]

Printout with covers

This report prints a list of items showing their cover images.



Due to the size of images, only 8 entries per page are printed.

Items without Covers

This lists items that do not have book cover images.



User Reports – Make Your Own

Your own reports can be produced using the Report control on the display list window.

To create your own report, click on Report on the menubar at the top of a list style report (such as Choose Fields) then Save.

User reports are shown in **red**.

User reports include the fields selected and the widths to which they have been set when saved.

To change a User Report, open it, make the changes and save using the same name.

To remove a user report, highlight it and click *Remove Report*.

Borrower Reports



Step 2 - Choose report		
Standard list of names		
Choose fields for list of names		
List of items on loan to each borrower		
List of items in each borrower's loan history		
History statistics based on item types for each borrower		
History statistics based on call number categories for each borrower		
Rank order names based on number of loans		
Export borrowers in merge format		
Overdue notice counts		
Last overdue notice items		
List borrowers who have certain items on loan or not on loan		

Query

Borrower Reports work in a similar manner to Catalogue Reports, except the fields are different.

Queries can be saved and retrieved.

Reports

Step 2 - Choose report

Standard list of names	
Choose fields for list of names	
List of items on loan to each borrower	
List of items in each borrower's loan history	
History statistics based on item types for each borrower	
History statistics based on call number categories for each borrower	
Rank order names based on number of loans	
Export borrowers in merge format	
Overdue notice counts	
Last overdue notice items	
List borrowers who have certain items on loan or not on loan	

List of Names

Borrower Names

File Edit Format Report

List of borrower names

Number	Name	Class	Year level	Type	Gender
1	WEBBER, Jane	Gorgeous	S	10	
2	CHINCHEN, Di	Gorgeous	S	8	F
3	BATTEN, Sara	1SB	S	7	F
6	BURLINGTON, Megan	Gorgeous	S	7	F
7	DALLEYWATER, Keith	Gorgeous	S	8	M
8	PONCE, Filomena	STAF	S	9	F
9	GLYDE, Beth	LO	S	7	F
10	STEVENS, Rick	STAF	S	8	M
11	TUCKERMAN, Rod	5RT	S	7	M
13	CODLING, Russell	LO	S	7	M
14	CUTMORE, Emma	KEC	S	7	f
15	BROWNE, Rosanne	STAF	S	7	F
16	LYNCH, Gillian	LO	S	7	F
17	CUNNEEN, Sheree	STAF	S	8	F
18	NIELSEN, Helen	STAF	S	7	F
19	CROAN, Sophie	STAF	S	8	F
20	GROCH, Darine	STAF	S	8	F
22	HAES, David	STAF	S	7	M
24	BOON, Julie	STAF	S	9	F
26	DADO, Susan	STAF	S	8	F
27	MEARES, Shirley	TELC 5D	T	7	F
28	MACDONALD, Liz	STAF	S	8	F

Font: Arial Size: 10 288 entries ~5 pages

Print Save Close

A simple list of borrowers is generated with this report. The Report Form operates identically to the Catalogue Reports list of titles.

Select Fields to List

Choose fields fields

Select fields to be listed

Fields:

- Number
- Name
- Class
- Year level
- Type
- Address
- City/Suburb
- Postcode
- Phone
- Mobile
- Gender
- Privacy code
- Comment
- Admin ID
- Email
- Loan note
- Return note
- Barcode
- Loan limit
- Birthdate
- Surname
- Given name

Selected fields:

Remove Clear

OK Cancel

List of Items on Loan to Each Borrower

This report lists each borrower beneath which appears items current on loan to them.

Loans

List items on loan

Many borrowers per page

One borrower per page

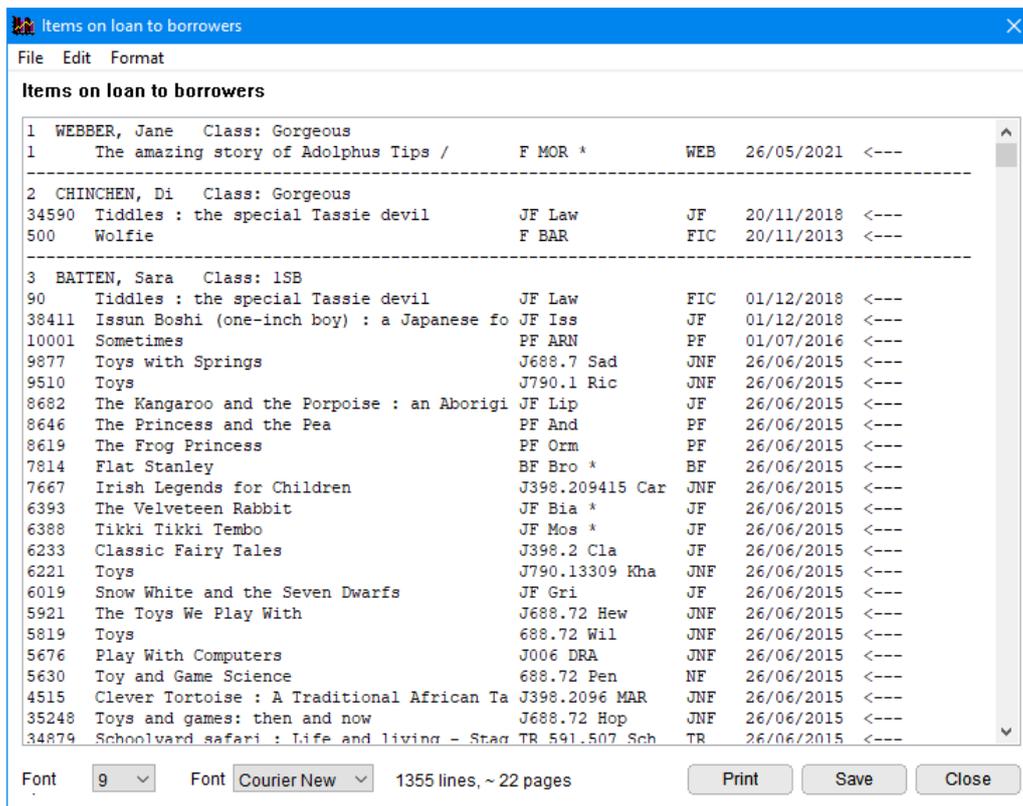
Display...

Call number

Location

Include cost

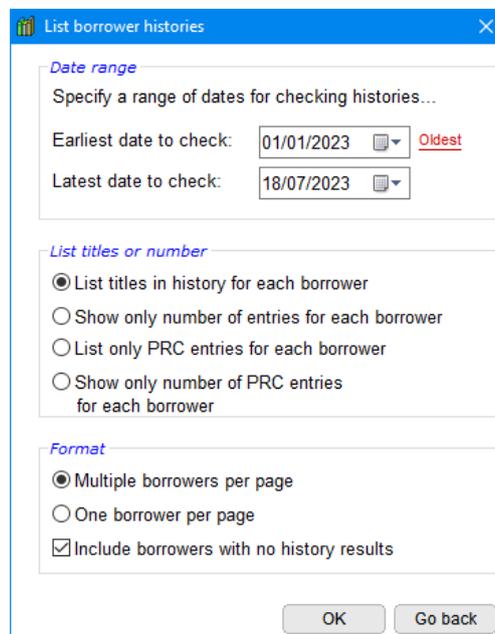
OK Cancel



The report form is a Notepad-like editbox. Changes can be made then printed or saved as a text file.

Arrows on the right side mark overdue items.

List Items in Each Borrower's Loan History



Use the Query to identify a particular class or year level.

Borrower Histories

File Edit View Format

19,011 items in histories for 376 borrowers

Number	Title	Call number	Loan date
1	WEBBER, Jane	Class: STAF	
33479	The Freedom Merchants	F Jor	31/10/2013
33184	Wild Wings	F Lew	24/07/2013
33198	That boy, Jack	F Bri	24/07/2013
33199	The River Charm	F Mur	24/07/2013
33203	The Girl who Brought Mischief	F Nan	24/07/2013
33197	View from the 32nd floor	F Cam	24/07/2013
32069	Truly Tan : Book 1 - Truly Tan	F Sto	24/07/2013
31835	Ellabeth's Test : Book 4 - Unicorn Riders	BF Dar	13/03/2013
25607	Goblin on the Reef	BF Kel	01/03/2013
30869	Other Brother	F Fre	31/01/2013
-----	-----	-----	-----
2	CHAMBERS, Di	Class: STAF	
-----	-----	-----	-----
3	BATTEN, Sarah	Class: 1SB	
29005	Rainforest	591.734 Cal	09/10/2013
29841	Great White Sharks	597.33 Mol	09/10/2013
29843	Green Sea Turtles	597.928 Mol	09/10/2013
21564	Turtle	597.92 Mag	09/10/2013
15319	Science With Plants	635 Unw	09/10/2013
1582	From Tadpole to Frog	J597.89 STE	09/10/2013
1915	Flowers	J582.13 MET	09/10/2013

Font: Arial Size: 10 19763 lines, ~ 330 pages

Print Save Close

This is a column style report. Each borrower is highlighted and previously borrowed items listed beneath.

History Statistics Based on Item Types for Each Borrower

Borrower History Statistics based on Item Type

File Edit Format

Borrower History Statistics based on Item Type

WEBBER, Jane (1)	Class: Gorgeous	21 items in history
4 Website		
7 Non-Fiction		
10 Fiction		
<hr/>		
CHINCHEN, Di (2)	Class: Gorgeous	4 items in history
1 Junior Fiction		
1 Non-Fiction		
2 Fiction		
<hr/>		
BATTEN, Sara (3)	Class: 1SB	109 items in history
1 Quarto Fiction		
27 Junior Fiction		
4 Big Book		
2 Bridging Fiction		
6 Picture		
43 Junior Non-Fiction		
10 Non-Fiction		
1 Fiction		
15 Picture Fiction		
<hr/>		
BURLINGTON, Megan (6)	Class: Gorgeous	20 items in history
1		
2 Junior Fiction		
3 Bridging Fiction		

Font: 10 Font: Courier New 1603 lines, ~ 29 pages

Print Save Close

History Statistics Based on Call Number Categories for Each Borrower

Borrower History Statistics based on Call Number

Borrower Name	Count	Class	Items in History
WEBBER, Jane	(1)	Class: STAF	10 items in history
	8	Fiction	
	2	Unidentified	
BATTEN, Sarah	(3)	Class: 1SB	100 items in history
	1	000 to 099	
	10	100 to 199	
	1	200 to 299	
	9	300 to 399	
	3	400 to 499	
	9	500 to 599	
	7	700 to 799	
	13	800 to 899	
	13	900 to 999	
	16	Easy fiction	
	18	Unidentified	
BURLINGTON, Megan	(6)	Class: 6MB	99 items in history
	7	100 to 199	
	2	700 to 799	
	39	800 to 899	
	14	900 to 999	
	7	Easy fiction	

Font size: 10 | Font: Courier New | 3381 lines, ~ 60 pages | [Print] [Save] [Close]

Previous loans are broken down into Dewey categories.

Rank Order Names Based on Number of Loans

Borrowers are listed in order from most loans to least.

Number	Name	Class	History entries
3	BATTEN, Sara	1SB	109
35	RUIZ, Sophie	6SR	82
18	NIELSEN, Helen	STAF	72
230	HADDAD, Damon	1SB	69
372	BOVIS, Zak	2MB	54
297	WALLICH, James	2MB	46
269	WATKINS, Selina	4LV	46
424	DOUGLAS, Harper	1SB	45
200	HADDAD, Charlotte	1SB	45
310	SIMPSON, Thomas	1SB	45
346	LOVE, Jackson	3ST	43
497	COATES, James	3ST	42
328	TURNER, Angus	1SB	42
14	CUTMORE, Emma	KEC	41
343	FAIRFAX, Oscar	1SB	41
309	POLLARD, Harper	1SB	41
182	SUPPLE, Lara	5RT	41
451	TUCKEY, Indigo	2MB	41
326	SAMMUT, Arne	1SB	40
204	TURNER, Harry	3ST	40

[Print] [Items] [Close]

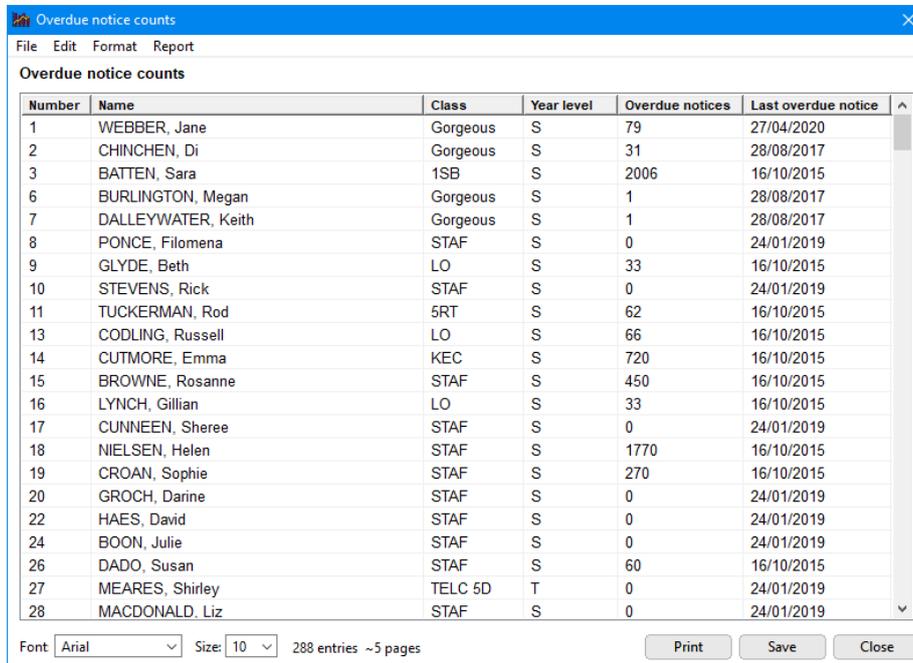
Click on a name and the Items button to see the history list for the borrower.

Export Borrowers in Merge format

Borrowers can be exported in Bookmark's special Merge format for transfer to a stand-alone system.

Overdue Notice Counts

Shows the number of overdue notices issued to borrowers, including the date of the last notice.



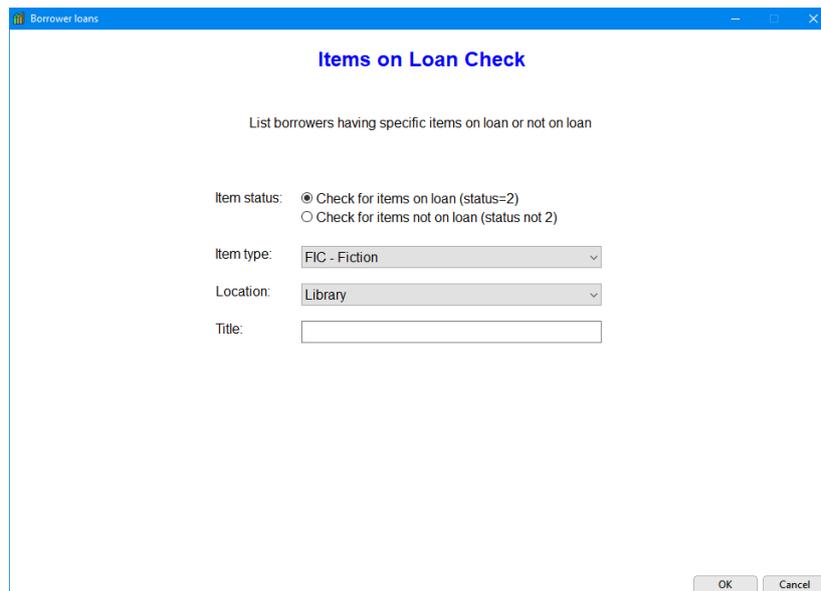
The screenshot shows a window titled "Overdue notice counts" with a menu bar (File, Edit, Format, Report) and a table of borrower data. The table has columns for Number, Name, Class, Year level, Overdue notices, and Last overdue notice. Below the table are font and size settings, and buttons for Print, Save, and Close.

Number	Name	Class	Year level	Overdue notices	Last overdue notice
1	WEBBER, Jane	Gorgeous	S	79	27/04/2020
2	CHINCHEN, Di	Gorgeous	S	31	28/08/2017
3	BATTEN, Sara	1SB	S	2006	16/10/2015
6	BURLINGTON, Megan	Gorgeous	S	1	28/08/2017
7	DALLEYWATER, Keith	Gorgeous	S	1	28/08/2017
8	PONCE, Filomena	STAF	S	0	24/01/2019
9	GLYDE, Beth	LO	S	33	16/10/2015
10	STEVENS, Rick	STAF	S	0	24/01/2019
11	TUCKERMAN, Rod	5RT	S	62	16/10/2015
13	CODLING, Russell	LO	S	66	16/10/2015
14	CUTMORE, Emma	KEC	S	720	16/10/2015
15	BROWNE, Rosanne	STAF	S	450	16/10/2015
16	LYNCH, Gillian	LO	S	33	16/10/2015
17	CUNNEEN, Sheree	STAF	S	0	24/01/2019
18	NIELSEN, Helen	STAF	S	1770	16/10/2015
19	CROAN, Sophie	STAF	S	270	16/10/2015
20	GROCH, Darine	STAF	S	0	24/01/2019
22	HAES, David	STAF	S	0	24/01/2019
24	BOON, Julie	STAF	S	0	24/01/2019
26	DADO, Susan	STAF	S	60	16/10/2015
27	MEARES, Shirley	TELC 5D	T	0	24/01/2019
28	MACDONALD, Liz	STAF	S	0	24/01/2019

Last Overdue Notice Items

Lists the most recent overdue items. Shows cost per item and total cost.

List Borrowers Who Have Certain Items on Loan or Not on Loan



The screenshot shows a window titled "Borrower loans" with a dialog box titled "Items on Loan Check". The dialog contains the text "List borrowers having specific items on loan or not on loan" and several input fields: "Item status" with radio buttons for "Check for items on loan (status=2)" (selected) and "Check for items not on loan (status not 2)"; "Item type" with a dropdown menu set to "FIC - Fiction"; "Location" with a dropdown menu set to "Library"; and "Title" with an empty text box. At the bottom right are "OK" and "Cancel" buttons.

Produces a list of borrowers that have certain items on loan or not on loan.

Borrowers

Borrowers with items on loan

Number	Name	Class	Year
2	CHINCHEN, Di	Gorge...	S
35	RUIZ, Sophie	6SR	S
59	SCARF, Sue	STAF	S
107	BLACK, Elke	6SR	6
114	ROBINSON, Chloe	3ST	3
119	CATE, Chloe	5RT	5
133	KIYORK, James	5RT	5
139	HOLMES, Daniel	4LV	4
140	HARRISON, Tia	6SR	6
159	COLLITON, Thomas	6SR	6
170	SELTSIKAS, Joseph	5RT	5
180	BARLOW, Bella	4LV	4
181	BLACK, Jarvis	4LV	4
189	BENEFIELD, Darcy	6SR	6
194	RICHARTZ, Frederik	4LV	4
198	CAMPBELL, Lindsay	3ST	3
200	HADDAD, Charlotte	1SB	3
201	EDIS, Oliver	4LV	4
202	HORSFALL, Gisele	6SR	6
204	TURNER, Harry	3ST	3
213	CORMACK, Oscar	5RT	5
216	MAHER, Angus	5RT	5
217	Emmons, Scout	3ST	3
218	KIYORK, Thomas	6SR	6

62 borrowers

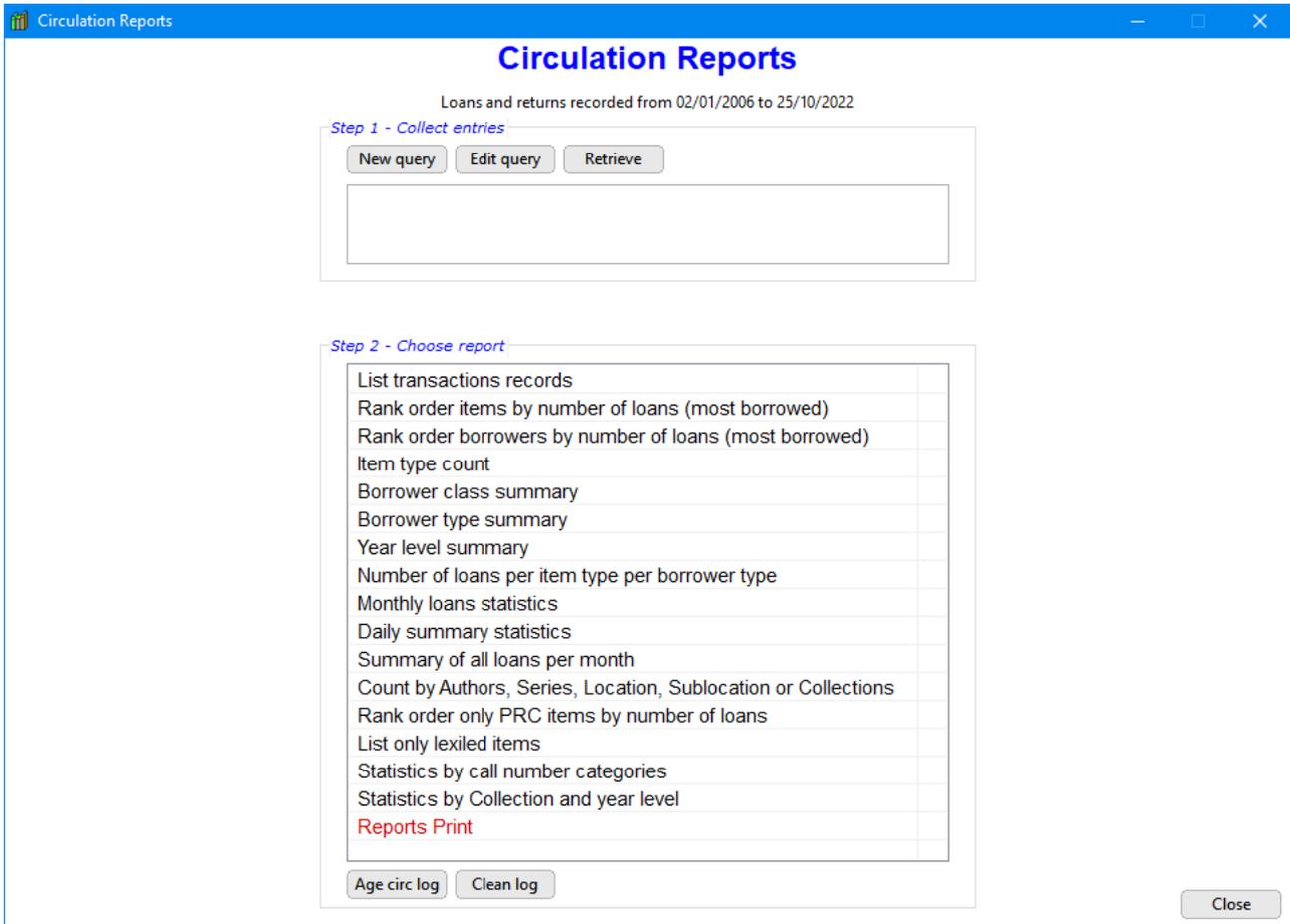
List Remove Print Save Close

Not on loan allows searching for an item like iPads and being able to see who does not have one on loan.

Circulation Reports



Bookmark places a record of every loan and return into the Circulation Log (CircLog). The CircLog acts as a historical record of loan and return transactions. Reports here are based on the log.



Beneath this page's title appears the range of dates over which the log has records. The last date is the most recent loan or return.

A query can be used to filter the report – i.e. to a specific class and/or type of item.

Query

The CircLog's Query form is similar to but slightly different from that used by Catalogue and Borrower.

Define Query

Query definition

Field	Condition	Value
All records	<input checked="" type="radio"/> And <input type="radio"/> Or	
	<input checked="" type="radio"/> And <input type="radio"/> Or	
	<input checked="" type="radio"/> And <input type="radio"/> Or	
	<input checked="" type="radio"/> And <input type="radio"/> Or	
	<input checked="" type="radio"/> And <input type="radio"/> Or	
	<input checked="" type="radio"/> And <input type="radio"/> Or	

Retrieve Save Clear All records Order by

Date range

Search from: 01/01/2022

Search to: 25/10/2022

Type of record

Loans only Extensions only

Returns only Loans and Extensions

Both loans and returns Loans, Returns and Extensions

OK Cancel

Queries are defined the same way as for Catalogue and Borrower Queries. The fields are a subset of Catalogue fields.

In addition to the fields, a date range can be specified: "from" and "to", which restricts the query in time, such as a month or term. And the results can be based on Loans only, Returns only or both.

Circulation Reports

Step 2 - Choose report

List transactions records
Rank order items by number of loans (most borrowed)
Rank order borrowers by number of loans (most borrowed)
Item type count
Borrower class summary
Borrower type summary
Year level summary
Number of loans per item type per borrower type
Monthly loans statistics
Daily summary statistics
Summary of all loans per month
Count by Authors, Series, Location, Sublocation or Collections
Rank order only PRC items by number of loans
List only lexiled items
Statistics by call number categories
Statistics by Collection and year level

Age circ log Clean log

List Transactions Records

A simple list of all the loan and return log records found by the Query.

The screenshot shows a window titled 'Circlog Records' with a menu bar (File, Edit, Format, Report) and a 'List of records' section. Below this is a table with columns: Type, Date, Time, Item, Title, Borrower, Name, and Class. The table contains 20 rows of data, including loan (L) and return (R) records for various items like 'Star Wars', 'Boolis adventures at the beach', and 'Iron Man [DVD]'. At the bottom, there are controls for font (Arial), size (10), and page information (1,738 entries, ~29 pages), along with Print, Save, and Close buttons.

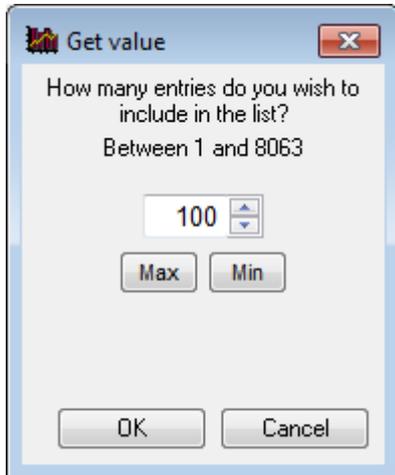
Type	Date	Time	Item	Title	Borrower	Name	Class
L	03/02/2023	09:15:...	124946	Star Wars, the rise of Skywalker : t...	92438	Mattsson, Andrew	MSG...
R	03/02/2023	09:57:...	114636	Boolis adventures at the beach	604073	Chandoo, Leo	9RW...
R	03/02/2023	09:57:...	127308	Dear zoo	604118	Size, Layla	9RW...
R	03/02/2023	09:57:...	127100	Wholls in the zoo	604136	Brown, Arthur	4Y03
R	03/02/2023	09:57:...	127506	A perfect Father's Day	604136	Brown, Arthur	4Y03
R	03/02/2023	09:57:...	124050	Jabari jumps	604118	Size, Layla	9RW...
R	03/02/2023	09:57:...	116804	Thidwick, the big-hearted moose	604132	Whitelaw, Edward	9RW...
R	03/02/2023	09:57:...	112255	The gingerbread man	604102	Mattsson, Samuel	4Y03
R	03/02/2023	09:58:...	120718	Snail and turtle are friends	604091	Janowski, Sonny	9RW...
R	03/02/2023	09:58:...	120949	Barry, the fish with fingers	604091	Janowski, Sonny	9RW...
R	03/02/2023	09:58:...	113761	Ten Terrific Ways to Help Earth / An...	604096	Leucuta, Sophie	9RW...
R	03/02/2023	09:58:...	123896	The mixed-up chameleon	604096	Leucuta, Sophie	9RW...
R	03/02/2023	09:58:...	115356	Fright club	604080	Day, Nate	9RW...
R	03/02/2023	09:58:...	123501	Mater saves Christmas	604080	Day, Nate	9RW...
R	03/02/2023	09:58:...	127332	Your birthday was the best!	604102	Mattsson, Samuel	4Y03
R	03/02/2023	09:58:...	127411	Where's Bluey? : a search-and-find ...	92400	Careese, Dylan	MSG...
R	03/02/2023	09:58:...	128045	Cat kid comic club : on purpose	425478	Bonner, Xavier	3O19
R	03/02/2023	09:58:...	124379	Lord of the fleas	425478	Bonner, Xavier	3O19
R	03/02/2023	09:58:...	126642	Iron Man [DVD]	425486	Davis, Joshua	3O19
L	03/02/2023	10:24:...	118366	The secret of the fairies	49793	Harrison, Eloise	MSG...
L	03/02/2023	10:24:...	119700	The dance of the star fairies	49793	Harrison, Eloise	MSG...
L	03/02/2023	10:25:...	119193	Leqo Nexo Knights: Season 1 Volu...	92391	Boes, Archie	MSG...

Rank Order Items by Number of Loans (most borrowed)

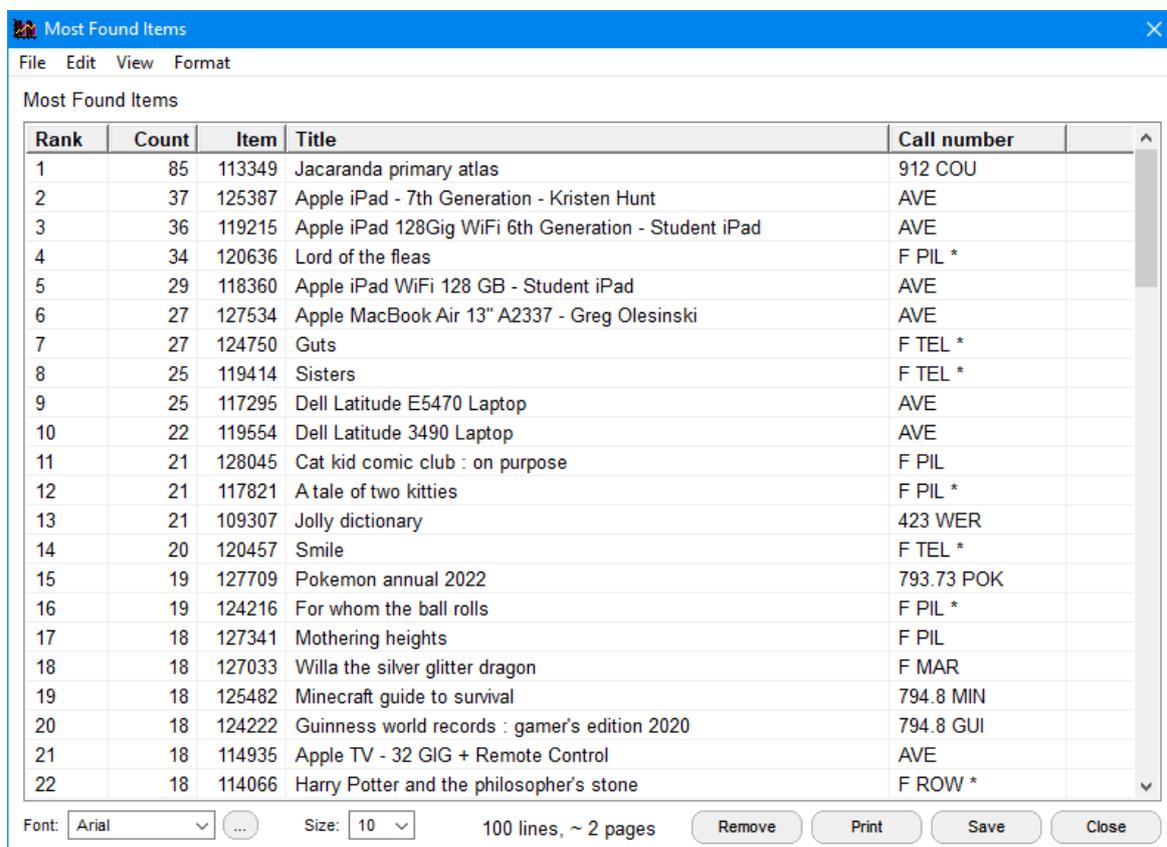
This report produces a list of entries in order from most borrowed down.

It first asks for the maximum number of entries you wish to include in the list. The default is 100.

Use the spinbox to change the value then click on OK.



The "Count" column shows the number of loans for the item. This value is the total of all loans for all copies of the title. All items with the same Link value are considered copies. As a result, items with many copies can appear high in the list even though the copies may have been borrowed only once or twice.

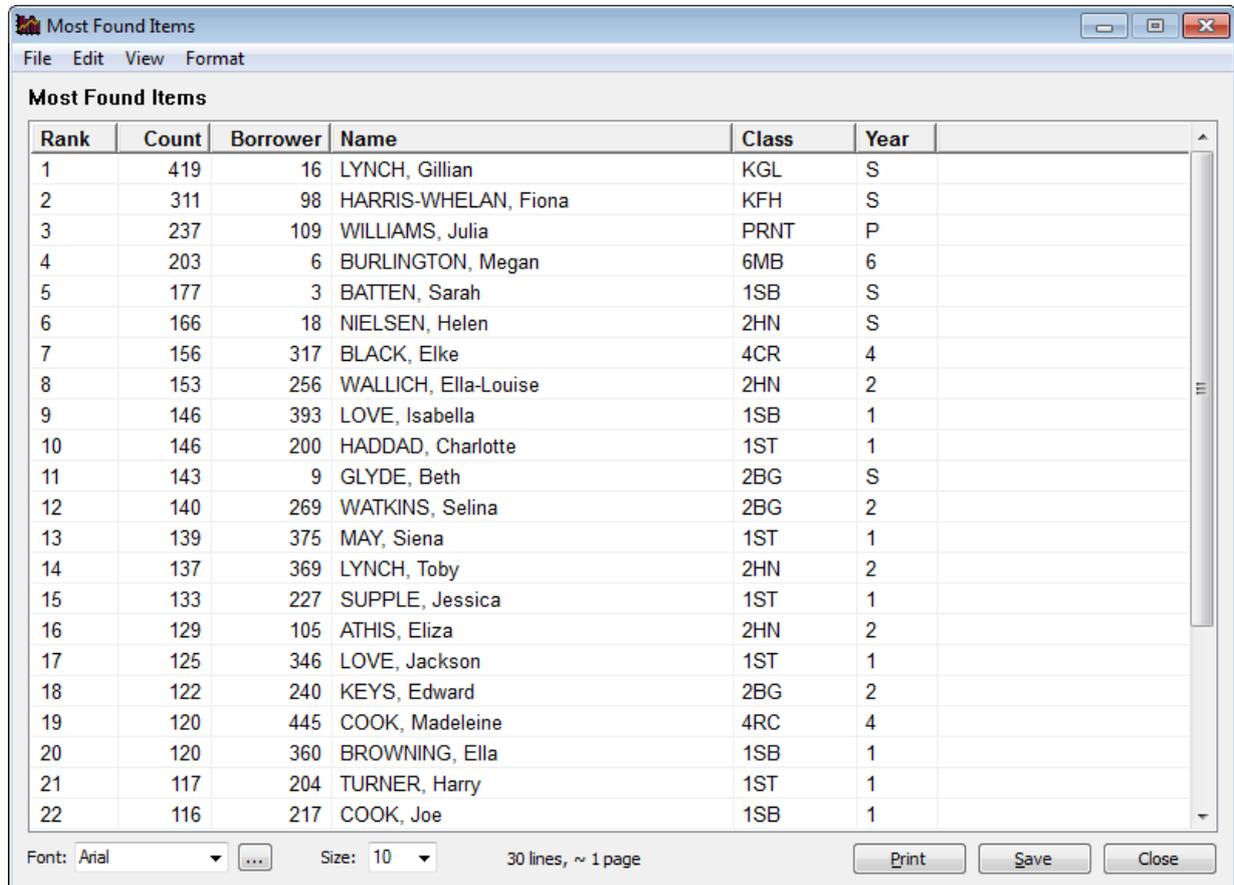


Rank	Count	Item	Title	Call number
1	85	113349	Jacaranda primary atlas	912 COU
2	37	125387	Apple iPad - 7th Generation - Kristen Hunt	AVE
3	36	119215	Apple iPad 128Gig WiFi 6th Generation - Student iPad	AVE
4	34	120636	Lord of the fleas	F PIL *
5	29	118360	Apple iPad WiFi 128 GB - Student iPad	AVE
6	27	127534	Apple MacBook Air 13" A2337 - Greg Olesinski	AVE
7	27	124750	Guts	F TEL *
8	25	119414	Sisters	F TEL *
9	25	117295	Dell Latitude E5470 Laptop	AVE
10	22	119554	Dell Latitude 3490 Laptop	AVE
11	21	128045	Cat kid comic club : on purpose	F PIL
12	21	117821	A tale of two kitties	F PIL *
13	21	109307	Jolly dictionary	423 WER
14	20	120457	Smile	F TEL *
15	19	127709	Pokemon annual 2022	793.73 POK
16	19	124216	For whom the ball rolls	F PIL *
17	18	127341	Mothering heights	F PIL
18	18	127033	Willa the silver glitter dragon	F MAR
19	18	125482	Minecraft guide to survival	794.8 MIN
20	18	124222	Guinness world records : gamer's edition 2020	794.8 GUI
21	18	114935	Apple TV - 32 GIG + Remote Control	AVE
22	18	114066	Harry Potter and the philosopher's stone	F ROW *

With an appropriate query, this report can show the "most borrowed" items for a class, year level, or other combinations.

Rank Order Borrowers by Number of Loans (most borrowed)

This report produces a list of people in order of those who have borrowed the most items and down. It works similar to the above report.



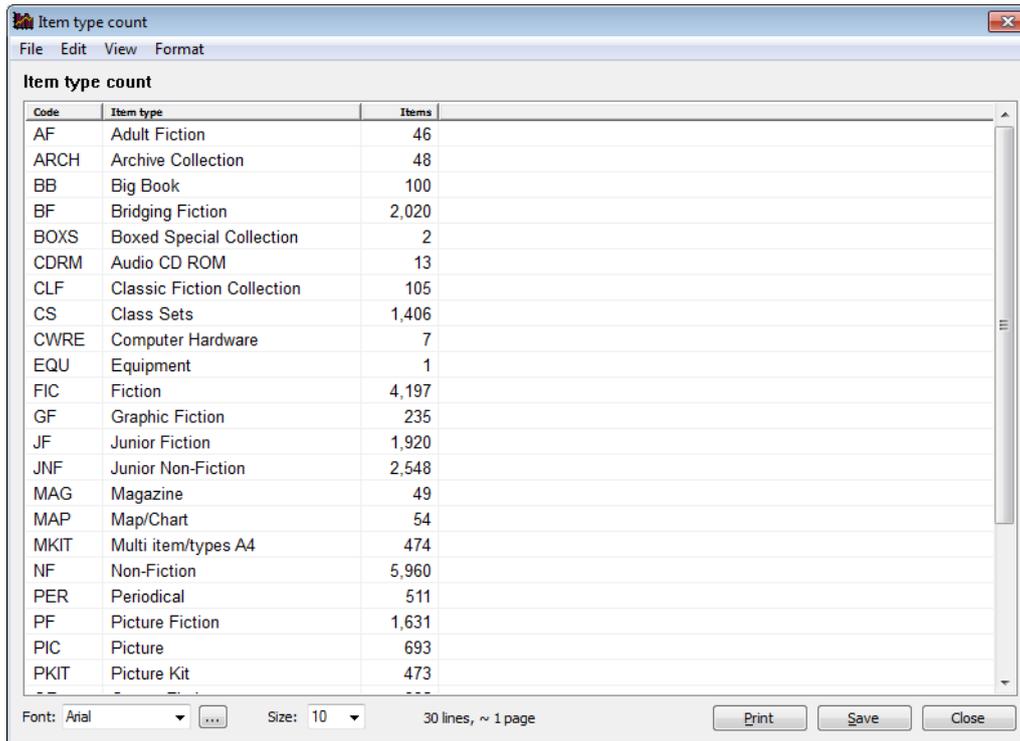
The screenshot shows a window titled "Most Found Items" with a menu bar (File, Edit, View, Format) and a table of data. The table has columns for Rank, Count, Borrower, Name, Class, and Year. The data is sorted by Rank in descending order of Count.

Rank	Count	Borrower	Name	Class	Year
1	419	16	LYNCH, Gillian	KGL	S
2	311	98	HARRIS-WHELAN, Fiona	KFH	S
3	237	109	WILLIAMS, Julia	PRNT	P
4	203	6	BURLINGTON, Megan	6MB	6
5	177	3	BATTEN, Sarah	1SB	S
6	166	18	NIELSEN, Helen	2HN	S
7	156	317	BLACK, Elke	4CR	4
8	153	256	WALLICH, Ella-Louise	2HN	2
9	146	393	LOVE, Isabella	1SB	1
10	146	200	HADDAD, Charlotte	1ST	1
11	143	9	GLYDE, Beth	2BG	S
12	140	269	WATKINS, Selina	2BG	2
13	139	375	MAY, Siena	1ST	1
14	137	369	LYNCH, Toby	2HN	2
15	133	227	SUPPLE, Jessica	1ST	1
16	129	105	ATHIS, Eliza	2HN	2
17	125	346	LOVE, Jackson	1ST	1
18	122	240	KEYS, Edward	2BG	2
19	120	445	COOK, Madeleine	4RC	4
20	120	360	BROWNING, Ella	1SB	1
21	117	204	TURNER, Harry	1ST	1
22	116	217	COOK, Joe	1SB	1

Font: Arial Size: 10 30 lines, ~ 1 page [Print] [Save] [Close]

Item Type Count

This report shows the number of items found by the Query broken down by Item Type.



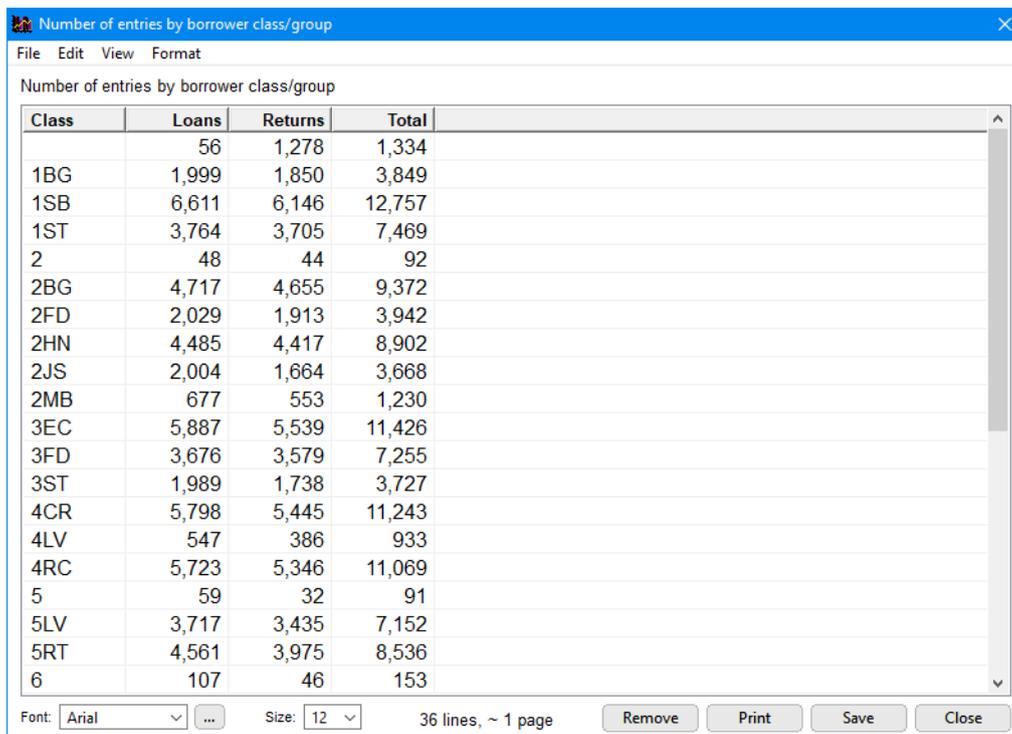
The screenshot shows a window titled "Item type count" with a menu bar (File, Edit, View, Format) and a table of data. The table has three columns: Code, Item type, and Items. The data is as follows:

Code	Item type	Items
AF	Adult Fiction	46
ARCH	Archive Collection	48
BB	Big Book	100
BF	Bridging Fiction	2,020
BOXS	Boxed Special Collection	2
CDRM	Audio CD ROM	13
CLF	Classic Fiction Collection	105
CS	Class Sets	1,406
CWRE	Computer Hardware	7
EQU	Equipment	1
FIC	Fiction	4,197
GF	Graphic Fiction	235
JF	Junior Fiction	1,920
JNF	Junior Non-Fiction	2,548
MAG	Magazine	49
MAP	Map/Chart	54
MKIT	Multi item/types A4	474
NF	Non-Fiction	5,960
PER	Periodical	511
PF	Picture Fiction	1,631
PIC	Picture	693
PKIT	Picture Kit	473

At the bottom of the window, there are controls for font (Arial), size (10), and page count (30 lines, ~ 1 page), along with buttons for Print, Save, and Close.

Borrower Class Summary

The Class Summary report lists the number of loans and returns from every class based on the Query. This is a type of library activity report.



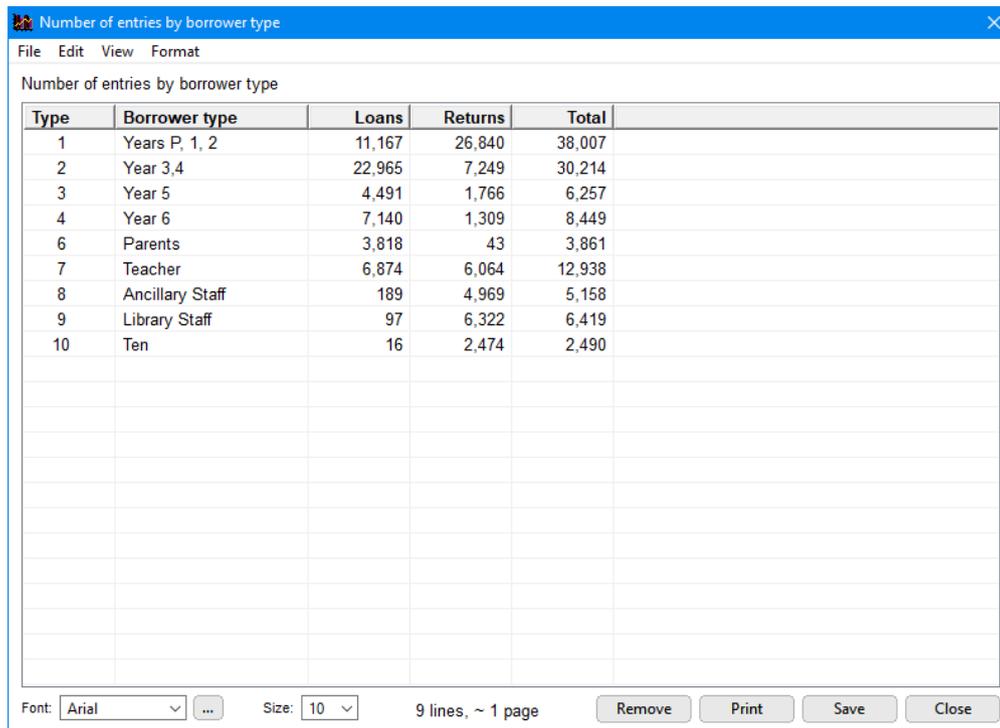
The screenshot shows a window titled "Number of entries by borrower class/group" with a menu bar (File, Edit, View, Format) and a table of data. The table has four columns: Class, Loans, Returns, and Total. The data is as follows:

Class	Loans	Returns	Total
	56	1,278	1,334
1BG	1,999	1,850	3,849
1SB	6,611	6,146	12,757
1ST	3,764	3,705	7,469
2	48	44	92
2BG	4,717	4,655	9,372
2FD	2,029	1,913	3,942
2HN	4,485	4,417	8,902
2JS	2,004	1,664	3,668
2MB	677	553	1,230
3EC	5,887	5,539	11,426
3FD	3,676	3,579	7,255
3ST	1,989	1,738	3,727
4CR	5,798	5,445	11,243
4LV	547	386	933
4RC	5,723	5,346	11,069
5	59	32	91
5LV	3,717	3,435	7,152
5RT	4,561	3,975	8,536
6	107	46	153

At the bottom of the window, there are controls for font (Arial), size (12), and page count (36 lines, ~ 1 page), along with buttons for Remove, Print, Save, and Close.

Borrower Type Summary

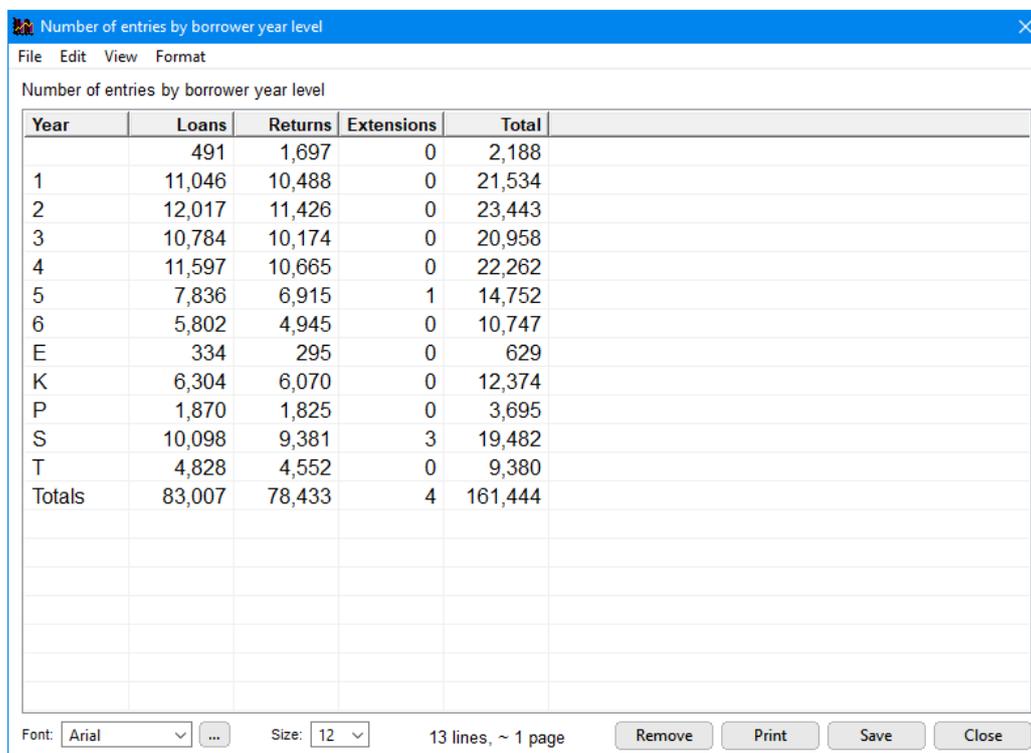
Circulation activity for each borrower type based on the Query is displayed.



Type	Borrower type	Loans	Returns	Total
1	Years P, 1, 2	11,167	26,840	38,007
2	Year 3,4	22,965	7,249	30,214
3	Year 5	4,491	1,766	6,257
4	Year 6	7,140	1,309	8,449
6	Parents	3,818	43	3,861
7	Teacher	6,874	6,064	12,938
8	Ancillary Staff	189	4,969	5,158
9	Library Staff	97	6,322	6,419
10	Ten	16	2,474	2,490

Year Level Summary

Circulation activity based on year levels.



Year	Loans	Returns	Extensions	Total
	491	1,697	0	2,188
1	11,046	10,488	0	21,534
2	12,017	11,426	0	23,443
3	10,784	10,174	0	20,958
4	11,597	10,665	0	22,262
5	7,836	6,915	1	14,752
6	5,802	4,945	0	10,747
E	334	295	0	629
K	6,304	6,070	0	12,374
P	1,870	1,825	0	3,695
S	10,098	9,381	3	19,482
T	4,828	4,552	0	9,380
Totals	83,007	78,433	4	161,444

Number of Loans Per Item Type Per Borrower Type

This list shows the number of entries found by the Query broken down by item type (down) and borrower type (across). This is a very detailed breakdown of activity.

Detailed Circulation Statistics														
Code	Item type	Total	1	2	3	4	5	6	7	8	9	10	11	12
AF	Adult Fiction	13	0	0	1	8	0	0	4	0	0	0	0	0
ARCH	Archive Collection	5	0	5	0	0	0	0	0	0	0	0	0	0
BB	Big Book	98	0	0	0	0	0	0	82	16	0	0	0	0
BF	Bridging Fiction	8017	4309	3214	232	76	0	17	137	26	6	0	0	0
CDRM	Audio CD ROM	2	0	0	0	0	0	0	2	0	0	0	0	0
CLF	Classic Fiction Collection	27	0	19	2	2	0	0	0	0	4	0	0	0
CS	Class Sets	1182	0	609	269	170	0	0	125	9	0	0	0	0
FIC	Fiction	9132	638	4274	2515	1523	0	26	74	32	37	13	0	0
GF	Graphic Fiction	693	30	437	77	114	0	4	4	4	23	0	0	0
HWRE	Computer Hardware	17	0	0	0	0	0	0	17	0	0	0	0	0
JF	Junior Fiction	7269	4892	1474	30	21	0	13	786	43	10	0	0	0
JNF	Junior Non-Fiction	3986	1752	895	40	17	0	2	1227	48	4	1	0	0
KIT	Kit multi item/types A4	53	0	2	0	0	0	0	41	0	10	0	0	0
MAP	Map/Chart	4	0	0	2	0	0	0	2	0	0	0	0	0
NF	Non-Fiction	9852	3000	4202	684	628	0	4	1236	45	42	11	0	0
PER	Periodical	4	0	0	0	0	0	0	4	0	0	0	0	0
PF	Picture Fiction	8828	7284	444	11	44	0	4	1001	26	14	0	0	0
PIC	Picture	90	0	0	0	0	0	0	88	2	0	0	0	0
PKIT	Picture Kit	94	0	0	0	0	0	0	94	0	0	0	0	0
QF	Quarto Fiction	261	7	154	36	32	0	0	32	0	0	0	0	0
REF	Reference	5	1	0	0	2	0	0	0	2	0	0	0	0
SF	Senior Fiction	546	1	59	112	369	0	0	3	0	2	0	0	0
SW	Computer Software	8	0	0	0	0	0	0	8	0	0	0	0	0
TR	Teacher Reference	373	0	0	0	35	0	0	212	93	33	0	0	0
VID	Video Tape/DVD	18	0	0	0	0	0	0	18	0	0	0	0	0
WEB	Website	8	0	0	0	0	0	0	0	0	0	8	0	0
	Total	50585	21914	15788	4011	3041	0	70	5197	346	185	33	0	0

Monthly Loans Statistics

This list is a breakdown of activity per month for one year. If multiple years are searched in the query, use the Next and Back buttons to change the year.

Monthly Loans Report														
2014														
IT	Item type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
FIC	Fiction	1	393	504	213	562	515	116	393	295	460	208	17	3,677
JF	Junior Fiction	2	447	452	182	437	354	82	239	164	268	165	7	2,799
JNF	Junior Non-Fiction		183	216	89	276	222	42	162	132	158	80	1	1,561
NF	Non-Fiction		529	581	205	545	503	106	386	278	484	198	5	3,820
REF	Reference		2											2
TR	Teacher Reference	10	8	23	20	31	24			5	10	21	4	156
KIT	Kit multi item/types A4		2	5		9				3	1			20
MAP	Map/Chart					1					1			2
BB	Big Book		5	6	2	10	2		1	4	2	1		33
PIC	Picture		2	1		13	5			5	4			30
VID	Video Tape/DVD		1		1	2					3	3		10
HW...	Computer Hardware	1			1		1			1	1		1	6
MAG	Magazine													
BOX	Boxed Special Collection													
TUBE	Kit in a Tube													
PKIT	Picture Kit		17	4	1	4	1			5	4			36
CDR...	Audio CD ROM								1					1
SW	Computer Software		1				1			1				3
ARCH	Archive Collection								3	1				4
ORDR	Item on Order													
PF	Picture Fiction		445	457	122	545	301	76	338	261	413	217	1	3,176
CS	Class Sets	16	134	8	37	105	33	63	2	8	104	22		532
BF	Bridging Fiction	1	470	506	250	511	408	94	241	199	327	154	12	3,173
QF	Quarto Fiction			1	4	12	10	2	3	6	7	3		48
CLF	Classic Fiction Collection		3		2	2	2	1					1	11
SF	Senior Fiction		31	36	14	15	26	11	24	22	37	7	2	225
PER	Periodical					2								2

Daily Summary Statistics

This shows the number of loans and returns for each day over the time period used in the Query.

Day	Date	Total	Loans	Returns
Tuesday	29/01/2013	22	22	0
Wednesday	30/01/2013	16	16	0
Thursday	31/01/2013	17	17	0
Friday	01/02/2013	149	149	0
Monday	04/02/2013	4	4	0
Tuesday	05/02/2013	97	97	0
Wednesday	06/02/2013	323	323	0
Thursday	07/02/2013	302	302	0
Friday	08/02/2013	44	44	0
Monday	11/02/2013	3	3	0
Tuesday	12/02/2013	83	83	0
Wednesday	13/02/2013	283	283	0
Thursday	14/02/2013	270	270	0
Friday	15/02/2013	32	32	0
Tuesday	19/02/2013	85	85	0
Wednesday	20/02/2013	308	308	0
Thursday	21/02/2013	273	273	0
Friday	22/02/2013	35	35	0

Summary of all loans per month

This report shows the total number of loans per month over many years. It does not use the Query. It can be used as a snapshot of library usage.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2006	2	0	0	0	0	0	0	0	0	0	0	0	0
2011	16	2,149	2,820	772	2,480	2,356	488	2,048	1,659	1,673	1,772	122	
2012	9	2,644	2,408	915	2,713	1,958	769	2,596	1,615	2,635	1,523	83	
2013	55	2,992	2,780	1,408	3,401	2,504	714	1,940	1,442	1,367	1,265	189	
2014	31	2,688	2,842	1,159	3,144	2,461	605	1,812	1,412	2,314	1,101	52	
2015	18	1,719	1,575	847	918	2	0	0	0	0	0	0	

Count by Authors, Series, Location, Sublocation or Collections/Genres

Series	C...
Pearlie	489
A Rascal Story	469
Zac Power Test Drive	466
Billie B Brown	353
Boy Vs Beast	311
Diary Of A Wimpy Kid	308
Freak Street	270
Go Girl!	260
Orchard Picturebooks	259
Our Australian Girl	244
Boyz Rule!	236
Charlie And Lola	215
Tom Gates	214
Ej12 Girl Hero	205
Geronimo Stilton	199
Puffin Books	191
Zac Power Spy Camp	190
Aussie Nibbles	166
Solo - Easy-To-Read For Beginning Readers	164
Picture Puffins	160
Big Nate	150
Battle Boy : Spying On The Past	143

Font: Arial Size: 10 2848 lines, ~ 48 pages Remove Print Save Close

Click on the column heading Count to sort the list either ascending or descending.

Rank Order Only PRC Items by Number of Loans

This report lists Premier’s Reading Challenge entries only, if items are tagged and levelled.

Rank	Count	Item	Title	Call number	PRC
1	77	25634	Just Macbeth!	F Gri *	6-9
2	63	24985	The Last Straw : Book 3 - Diary of a Wimpy Kid	F Kin *	3-5
3	54	32311	Rodrick Rules : Book 2 - Diary of a Wimpy Kid	F Kin *	3-5
4	52	26835	Dog Days : Book 4 - Diary of a Wimpy Kid	F Kin *	3-5
5	46	28101	The Ugly Truth : Book 5 - Diary of a Wimpy Kid	F Kin *	3-5
6	45	23535	We're off to Look for Aliens	PF McN *	R-2
7	44	30554	Excellent Excuses (and other Good Stuff) : Book 2 - Tom Gates	F Pic *	3-5
8	44	29064	The Brilliant World of Tom Gates : Book 1 - Tom Gates	F Pic *	3-5
9	42	31799	The 26-Storey Treehouse	F Gri *	3-5
10	42	29590	The 13-Storey Treehouse	F Gri *	3-5
11	41	29945	Cabin Fever : Book 6 - Diary of a Wimpy Kid	F Kin *	3-5
12	38	37958	Matilda	CS F Dah *	6-9
13	36	38035	My place	CS F Whe *	3-5
14	36	27423	Zac Blasts Off : Book 1 - Zac Power Spy Camp	BF Lar *	3-5
15	36	25646	Mr Chicken goes to Paris	JF Hob *	R-2
16	34	24700	Diary of a Wimpy Kid : Book 1 - Diary of a Wimpy Kid	F Kin *	3-5
17	34	24432	Pencil of Doom! : Book 2 - Schooling Around	F Gri *	3-5
18	33	9740	Gibblewort the Goblin	BF Kel *	3-5
19	32	35022	No gun for Asmir	CS F Mat *	6-9
20	32	26818	Butterfly Birthday	PF Oco *	R-2
21	30	32075	Meet the Supersons : Freak Street	F Kni *	3-5
22	30	27407	Zac Runs Wild : Book 5 - Zac Power Spy Camp	BF Lar *	3-5

Font: Arial Size: 10 100 lines, ~ 2 pages Remove Print Save Close

List Only Lexiled Items

This report lists the loans and returns for items with a lexile value.

Type	Date	Item	Title	Lexile	Borrower	Name	Class
L	13/08/2014	25604	Goblin in the Bush	630	344	SLATER, Sophia	1BG
L	23/07/2014	25736	Mermaid Surprise	590.	422	COX, India	1BG
L	19/03/2014	25760	Zen Ties	460.	422	COX, India	1BG
L	28/05/2014	32448	Rascal Plays Up	260.	430	FAIRFAX, Beau	1BG
L	11/06/2014	25603	Goblin at the Beach	630	435	NOVAK, Siena	1BG
L	05/11/2014	25331	Captain Underpants and th...	0640	491	DAWSON, Oliver	1BG
L	03/09/2014	25603	Goblin at the Beach	630	491	DAWSON, Oliver	1BG
L	05/03/2014	25681	Captain Flinn and the Pirat...	490.	491	DAWSON, Oliver	1BG
L	26/04/2012	25604	Goblin in the Bush	630	3	BATTEN, Sarah	1SB
L	15/05/2012	25345	The Adventures of Captain ...	0720	191	RAYMOND, Alec	1SB
L	14/03/2013	25358	Opera House Mouse	0540	191	RAYMOND, Alec	1SB
L	01/08/2013	25603	Goblin at the Beach	630	208	SLATER, Jack	1SB
L	10/10/2013	25603	Goblin at the Beach	630	208	SLATER, Jack	1SB
L	30/05/2013	25757	Jerry	450.	251	KORBER, Ineke	1SB
L	27/06/2013	25603	Goblin at the Beach	630	275	TUCKEY, Chilli	1SB
L	10/09/2014	25358	Opera House Mouse	0540	297	WALLICH, James	1SB
L	05/11/2014	25603	Goblin at the Beach	630	319	SAMMUT, Olivia	1SB
L	29/10/2014	25681	Captain Flinn and the Pirat...	490.	372	BOVIS, Zac	1SB
L	12/11/2014	25603	Goblin at the Beach	630	388	PERRETT, Evy	1SB
L	04/06/2014	25686	Over the Rainbow : Book 2...	790.	388	PERRETT, Evy	1SB
L	28/02/2013	25686	Over the Rainbow : Book 2...	790.	389	LAWRENSEN, Mia	1SB
L	11/09/2012	25686	Over the Rainbow : Book 2...	790.	393	LOVE, Isabella	1SB

Statistics by Call Number Categories

Call number category	Items	Notes
No call number	0	
000 to 099	1,301	
100 to 199	207	
200 to 299	253	
300 to 399	1,647	
400 to 499	55	
500 to 599	4,963	
600 to 699	3,553	
700 to 799	3,256	
800 to 899	862	
900 to 999	1,547	
Teacher	413	Begins with T(space) or TR(space)
Easy fiction	21,462	Begins with EF(space) or PF(space)
Fiction	11,985	Begins with F(space)
Senior fiction	709	Begins with SF(space) or AF(space)
Single letter	0	1 letter (likely fiction)
Three letters	1	3 letters (likely fiction)
Unidentified	12,436	

The report is filtered by the query.

Statistics by Collection/Genre and Year Level

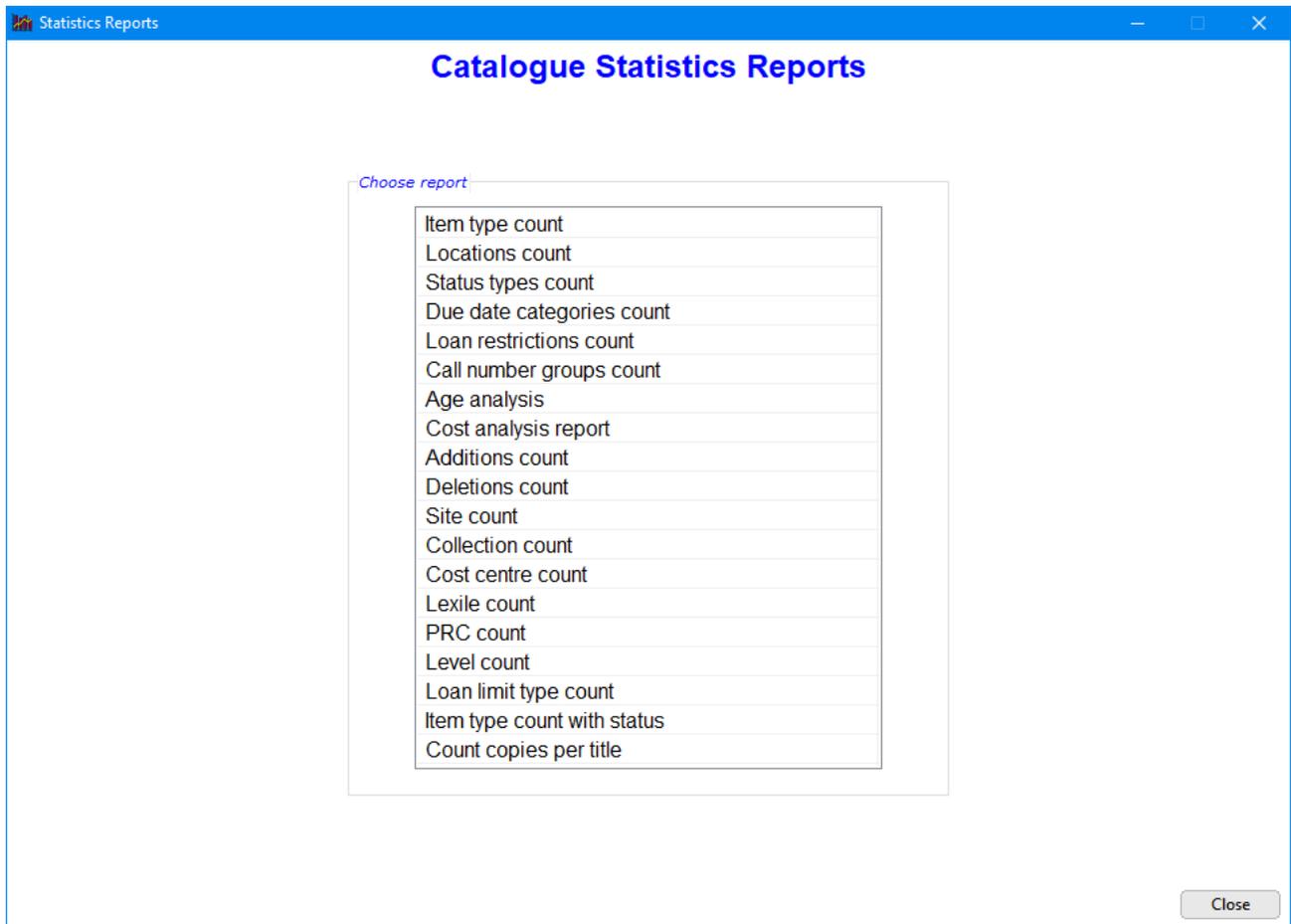
Collection	0	1	2	3	4	5	6	S	ST.S...	00	
	6943	581	525	955	752	899	977	891	1513	0	2
Adventure stories	43	3	2	5	10	26	28	8	0	0	
Australian literature	38	9	0	7	30	11	6	14	11	0	0
Australian stories	15	0	3	1	12	3	4	5	1	0	0
Choose your own stories	0	0	0	0	0	0	2	2	0	0	0
Common nouns	0	0	0	0	0	0	0	0	0	0	0
Diary stories	11	0	0	2	17	34	39	45	0	0	0
Fantasy	20	0	4	1	5	6	0	5	2	0	0
Historical fiction	52	0	0	6	6	0	0	1	1	0	0
Horror stories	71	0	2	6	6	1	21	20	1	0	0
Humorous stories	132	6	14	52	142	207	117	66	22	0	0
JNF	774	5	4	9	5	0	2	1	108	0	0
Maths Mentor Texts	0	0	0	0	0	0	0	0	0	0	0
Mystery and suspense ...	21	14	1	1	0	17	3	20	3	0	0
Proper nouns	0	0	0	0	0	0	0	0	0	0	0
School stories	36	2	0	4	36	21	29	20	0	0	0
Science fiction	7	20	1	7	8	2	1	5	1	0	0
Stories in rhyme	62	5	10	9	5	1	1	0	4	0	0
Supernatural stories	13	0	0	2	7	1	8	19	6	0	0
SWPB	0	0	0	0	0	0	0	0	0	0	0
VCOP Games	0	0	0	0	0	0	0	0	0	0	0
Verse stories	106	42	77	66	13	26	0	0	23	0	0
War stories	6	0	0	0	0	0	0	3	8	0	0
Mystery and suspense ...	14	0	0	0	0	0	0	2	0	0	0
Science	30	0	0	0	0	0	0	1	1	0	0
Sports stories	10	0	0	2	2	4	0	2	0	0	0

This report can show the number of loans per year level for every collection or genre.

Statistics Reports



This section provides useful statistics about the entire collection.



Item Type Count

This is a list of the number of copies of items broken down by Item Types.

Code	Item type	Items
1	FIC Fiction chapter books	6,665
10	POS/CH Poster/Chart	447
11	DVD/Video Tape	259
12	Cassette Tapes	25
13	MAG Magazine	42
14	GAME Game	134
15	HRBOX Home Reader Box	239
16	GRB -Guided Reading Box	1,074
17	Lexile - Reading Scheme	2,123
18	CD CD Computer Software	80
19	LIT CIR Literacy Circles	195
2	PS PICTURE STORY BOOKS	5,109
20	SCI Science Kits	78
21	AV AUDIO VISUAL EQUIPM...	15
22	SCHOOL RESOURCES/EQUI...	228
23	READINT Reading Intervention	48
24	TASKC Task Centre Games	41
25	CDST CD & Storybook	85
26	ACD AUDIO CD	78
27	ERes Electronic Resource	3
28	MATHEQ Maths Equipment	218
29	Assessment & Reporting	157

Locations Count

The second report option shows the number of items in each location instead of item type.

Location	Items
Assessment & Reporting	141
Audio CD	50
Audio/Visual Equipment	15
Big Book	75
Cassette Tape	3
CDStorybook	134
Classrooms	42
Computer CD Software	80
Construction Toys	17
DVD/Video Tape	257
Early (Red)	111
Electronic Resource	3
Emergent (Blue)	45
Fiction - CHAPTER STORY BOOK	6,706
Fluent (Yellow)	53
Game	63
GRB -Guided Reading Box	123
GRB -Guided Reading Box	963
Home Reader Box	201
Integrated Studies Planners	359
Italian	11

Status Types

This is the number of items broken down by each Status.

The screenshot shows a window titled 'Status count' with a menu bar (File, Edit, View, Format) and a table of item counts. The table has two columns: 'status' and 'items'. The data is as follows:

	status	items
1	Available	21,011
2	On loan	3,155
3	Damaged Book PAID	97
4	LOST PAID	162
5	LOST NOT PAID	392
6	NEW BOOKS	78
7	STUDENT LEFT	14
8	LOST from Classroom Libraries	7
9	AWAITING REPAIRS	0
10	DAMAGED BOOK not paid	4
11	Missing stocktake 2021	31
12	Exited student	17
13	Missing stocktake 2016	0
14	MISSING STOCKTAKE 2017	0
15	Missing stktk2018	38
16	Missing 2019 Stocktake	55
17	Missing Stocktake 2021	0
99	Not for loan	36
100	On hold	0
	Total	25,097

At the bottom of the window, there is a font dropdown set to 'Arial', a size dropdown set to '10', and a status indicator '20 lines, ~ 1 page'. There are also buttons for 'Remove', 'Print', 'Save', and 'Close'.

Due Date Categories Count

The number of items in each due date category.

The screenshot shows a window titled 'Due Date Category count' with a menu bar (File, Edit, View, Format) and a table of item counts. The table has four columns: 'Due Date Category', 'Date', 'Due date', and 'items'. The data is as follows:

	Due Date Category	Date	Due date	items
0	Normal - use borrower's due date			37,640
1				0
2	AV EQUIPMENT	1	20/07/2023	9
3	Overnight	1	20/07/2023	177
4	2 Days	2	21/07/2023	7
5	1 Week	7	26/07/2023	153
6	End of year	27/11/2022	27/11/2022	1,433
7	Not For Loan			51
8	NSS	7	26/07/2023	6
9	2022 Book Week	7	26/07/2023	61
10	LDH Equipment Loan	1	20/07/2023	17
11				0
12				0
13				0
14				0
15				0
16				0
17				0
18				0
19				0
20				0
	Total			39,554

At the bottom of the window, there is a font dropdown set to 'Arial', a size dropdown set to '10', and a status indicator '22 lines, ~ 1 page'. There are also buttons for 'Remove', 'Print', 'Save', and 'Close'.

Loan Restrictions Count

Items broken down by borrower type loan restrictions.

	Borrower type	Restricted Items
	Unrestricted	22,749
1	Infants Student	4
2	Primary Stage 2	0
3	Primary Stage 3	11
4	Primary Stage 3b	185
5	Ex LVS Students	0
6	Parents	1
7	Teacher	200
8	Ancillary Staff	181
9	Library Staff	16
99		354
100	Not for loan	0

Call Number Group Counts

This report counts the number of copies of items in various Dewey call number categories. The counting process assumes standard Dewey call numbers as described below. If you have call numbers different from this, the counts may not be accurate.

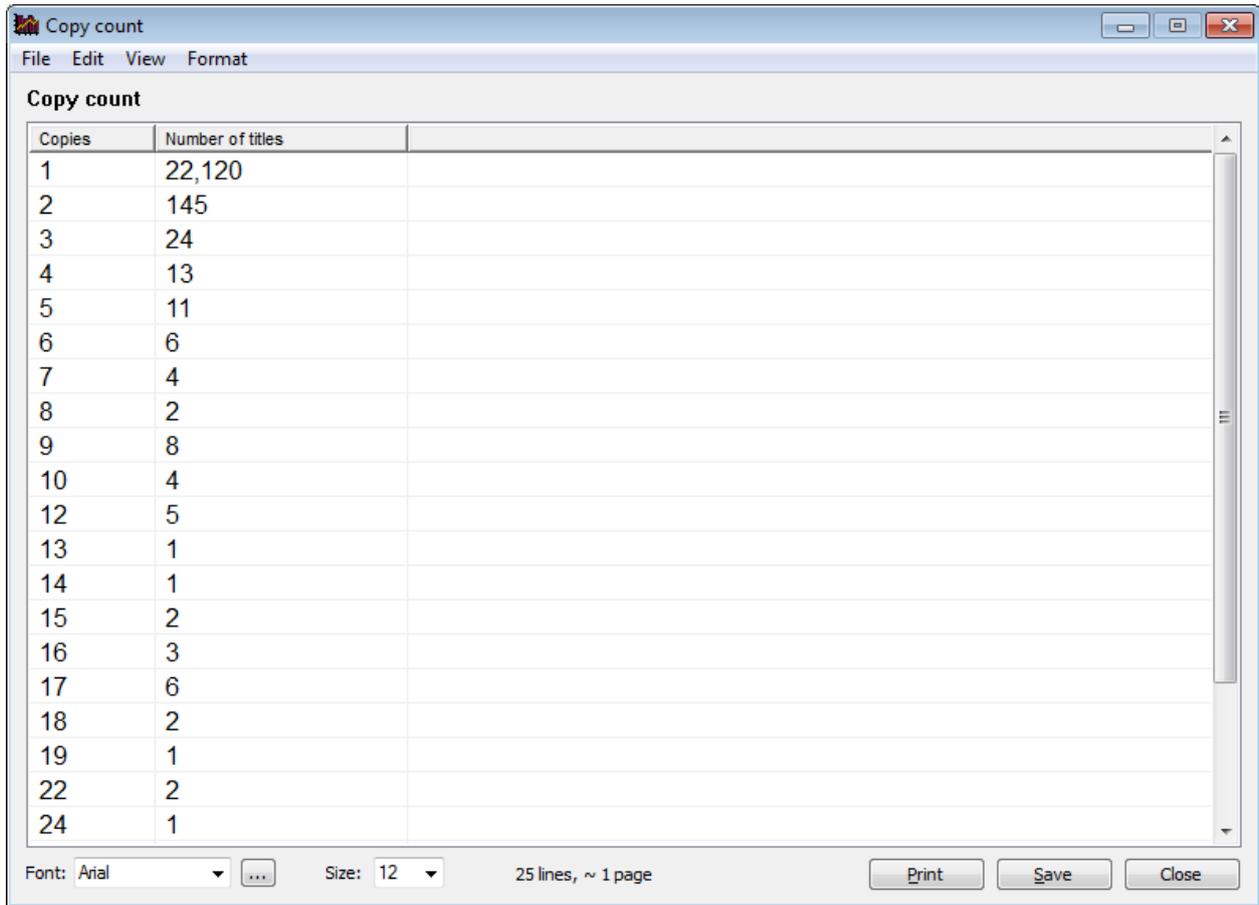
Call number category	Items	Notes
No call number	38	
000 to 099	161	
100 to 199	141	
200 to 299	276	
300 to 399	1,383	
400 to 499	58	
500 to 599	2,100	
600 to 699	1,373	
700 to 799	1,219	
800 to 899	479	
900 to 999	1,434	
Teacher	1,160	Begins with T(space) or TR(space)
Easy fiction	1,629	Begins with EF(space) or PF(space)
Fiction	3,980	Begins with F(space)
Senior fiction	245	Begins with SF(space) or AF(space)
Single letter	0	1 letter (likely fiction)
Three letters	7	3 letters (likely fiction)
Unidentified	7,624	

Rules:

- A call number that begins with the letter T or TR is a “Teacher Resource”.
- Call numbers beginning with EF or PF are counted as “Easy Fiction”.
- Call numbers beginning with F counted as “Fiction”.
- Call numbers beginning with SF or AF are counted as “Senior Fiction”.
- A call number that starts with a digit between 0 and 9 in the *first, second, third or fourth* position is assumed numeric and counted in one of the 10 Dewey number categories listed. If the call number has one of the letter combinations above, these take precedence and the number is ignored and counted in the category with the corresponding initial letter combination.
- Anything else is considered ‘unidentified’.

Count Copies

This report displays the number of titles that have a certain number of copies. In the example below, 22,120 titles have one copy, 145 have two copies, 24 have three copies, etc.



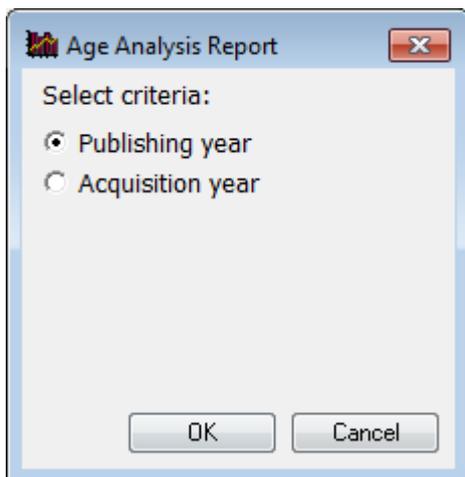
The screenshot shows a window titled "Copy count" with a menu bar (File, Edit, View, Format) and a table. The table has two columns: "Copies" and "Number of titles". The data is as follows:

Copies	Number of titles
1	22,120
2	145
3	24
4	13
5	11
6	6
7	4
8	2
9	8
10	4
12	5
13	1
14	1
15	2
16	3
17	6
18	2
19	1
22	2
24	1

At the bottom of the window, there is a status bar with "Font: Arial", "Size: 12", "25 lines, ~ 1 page", and buttons for "Print", "Save", and "Close".

Aged Analysis

The Aged Analysis report can be used to determine the age of various parts of the library.



The screenshot shows a dialog box titled "Age Analysis Report" with a close button (X). It contains the text "Select criteria:" followed by two radio button options: "Publishing year" (which is selected) and "Acquisition year". At the bottom, there are "OK" and "Cancel" buttons.

The report displays the Dewey categories used by the "Call number groups". Next to each, the total number of items found is given, then the number of items with publishing or acquisition years in 5-year range categories.

An Age Analysis report can be used to assist with weeding.

Aged Dewey Analysis

Dewey range	Total	2004	2003	2002	2001	1999-2000	1994-1999	< 1994	unknown
No call number	38	0	0	0	0	1	0	0	37
000 to 099	161	11	4	0	4	24	4	3	111
100 to 199	141	3	2	7	3	10	15	3	98
200 to 299	276	15	18	11	5	19	14	11	183
300 to 399	1,383	65	122	60	72	116	109	38	801
400 to 499	58	0	0	1	0	1	2	8	46
500 to 599	2,100	127	94	79	124	158	163	79	1,276
600 to 699	1,373	59	89	56	53	70	73	54	919
700 to 799	1,219	47	49	50	21	75	113	55	809
800 to 899	479	24	20	13	17	21	33	40	311
900 to 999	1,434	81	72	48	77	104	145	67	840
Teacher	1,160	44	33	31	20	57	111	221	643
Easy fiction	1,629	96	45	51	48	73	80	71	1,165
Fiction	3,980	185	142	117	141	172	148	89	2,986
Senior fiction	245	8	6	7	2	6	11	6	199
Unidentified	0	0	0	0	0	0	0	0	0

Font: Arial Size: 10 16 lines, ~ 1 page [Print] [Save] [Close]

Cost Report

This report can be used to obtain a snapshot of the total cost of various parts of the collection.

Cost analysis report

Date range
Specify a range of dates...

Earliest date to check: 01/01/2014

Latest date to check: 07/03/2014

Area
Cost report based on:-

Item types

Locations

[Ignore dates] [OK] [Cancel]

Cost analysis report

File Edit View Format

23,307 items \$376,919.00

	Item type	Total no	Value	Items with cost	Amount	No cost	Items missing	With cost	Amount	No cost
1	FIC Fiction	4,088	\$55,764.08	3,678	\$55,764.08	410	0	0	\$0.00	0
2	JF Junior Fiction	1,922	\$33,476.12	1,599	\$33,476.12	323	0	0	\$0.00	0
3	JNF Junior Non-Fiction	2,425	\$38,526.70	2,096	\$38,526.70	329	0	0	\$0.00	0
4	NF Non-Fiction	5,766	\$130,900.83	4,477	\$130,900.83	1,289	0	0	\$0.00	0
5	REF Reference	108	\$1,689.24	39	\$1,689.24	69	0	0	\$0.00	0
6	TR Teacher Reference	1,190	\$14,851.52	555	\$14,851.52	635	0	0	\$0.00	0
7	KIT Kit(multi item/types ...	617	\$8,509.12	193	\$8,509.12	424	0	0	\$0.00	0
8	MAP Map/Chart	49	\$90.90	4	\$90.90	45	0	0	\$0.00	0
9	BB Big Book	84	\$1,302.74	40	\$1,302.74	44	0	0	\$0.00	0
10	PIC Picture(Individual)	613	\$1,272.72	84	\$1,272.72	529	0	0	\$0.00	0
11	VID/DVD Video Tape/DVD	128	\$822.61	30	\$822.61	98	0	0	\$0.00	0
12	HWRE Computer Hardw...	8	\$1,979.70	7	\$1,979.70	1	0	0	\$0.00	0
13	MAG Magazine	47	\$0.00	0	\$0.00	47	0	0	\$0.00	0
14	BOX Boxed Special Coll...	3	\$10.00	1	\$10.00	2	0	0	\$0.00	0
15	TUBEKIT Kit in a Tube	4	\$95.00	1	\$95.00	3	0	0	\$0.00	0
16	P/KIT Picture Kit	457	\$7,800.58	176	\$7,800.58	281	0	0	\$0.00	0
17	CD Audio CD ROM	8	\$70.89	3	\$70.89	5	0	0	\$0.00	0
18	SW Computer Software	75	\$1,103.65	33	\$1,103.65	42	0	0	\$0.00	0
19	ARCH Archive Collection	46	\$218.33	13	\$218.33	33	0	0	\$0.00	0
20	ORDER Item on Order	1	\$0.00	0	\$0.00	1	0	0	\$0.00	0
21	PF Picture Fiction	1,622	\$25,594.15	1,444	\$25,594.15	178	0	0	\$0.00	0
22	CS Class Sets	939	\$14,245.16	843	\$14,245.16	96	0	0	\$0.00	0
23	BF Bridging Fiction	1,826	\$26,581.00	1,747	\$26,581.00	79	0	0	\$0.00	0
24	QF Quarto Fiction	179	\$4,079.31	152	\$4,079.31	27	0	0	\$0.00	0
25	CLF Classic Fiction Colle...	106	\$364.79	28	\$364.79	78	0	0	\$0.00	0

Font: Arial Size: 8 32 lines, ~ 1 page

Print Save Close

Total costs for each column are displayed at the bottom.

Additions Count and Deletions Count

This report displays the number of items added or deleted to the collection over specific years.

Additions Report

2013

Item types
 Locations

Age additions statistics

OK Close

Highlight the year then click OK.

Additions Report

File Edit View Format

Additions Report for 2013

IT	Item type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	FIC Fiction	31	52	248	266	241	206	26	203	86	86	25		1,470
2	JF Junior Fiction	1	3				4		1	4	1			14
3	JNF Junior Non-Fiction		1						5					6
4	NF Non-Fiction			1	3	1	2		7	2	6	3		25
6	TR Teacher Reference			2			1		1					4
7	KIT Kit(multi item/types ...								1			9		10
9	BB Big Book								1					1
10	PIC Picture(Individual)								1			1		2
11	VID/DVD Video Tape/DVD									1	1			2
13	MAG Magazine		1											1
16	P/KIT Picture Kit		1						13				1	15
20	ORDER Item on Order					1	11							12
21	PF Picture Fiction				1	1	1		8	1	1			13
22	CS Class Sets							244	167		40	4		455
23	BF Bridging Fiction		4		1		1		2	5	2	2		17
	Total	32	62	251	271	244	226	270	410	99	137	45	0	2,047

Font: Arial Size: 8 16 lines, ~ 1 page

Print Save Close

Sites, Collections, Cost centre, Lexile, PRC, Level, Loan Limit Type counts

These reports show the number of different entries in the above fields.

Collection

File Edit View Format

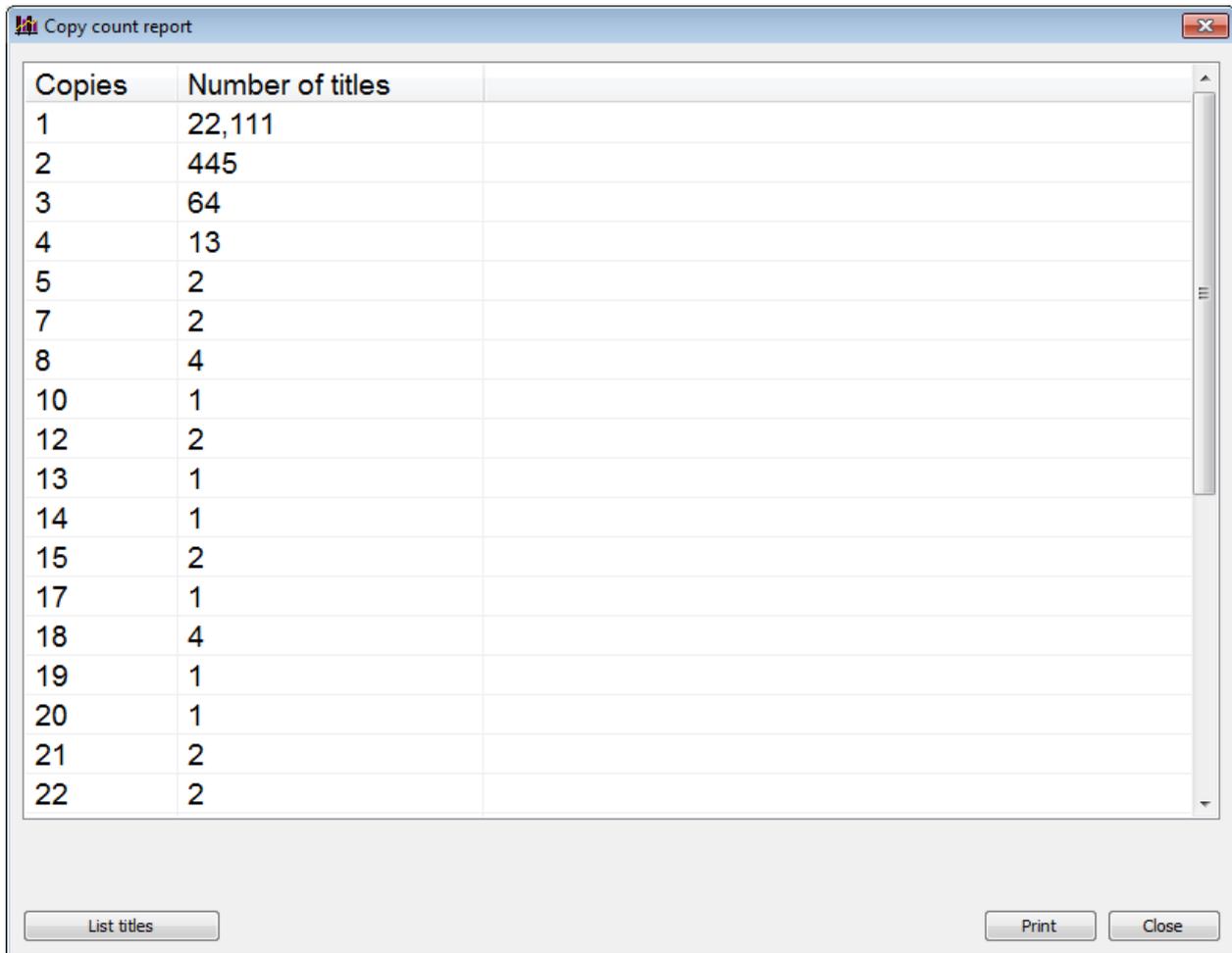
Collection count

Collection	Items
Mature	13
Mystery and suspense stories	4
Mystery/Crime	180
New Zealand stories	1
Non Fiction	28
Non fiction	365
Picture Book	72
Picture book	326
Poetry	58
STEM	289
School stories	21
Schools	318
Schools, Humour	14
Science	152
Science Fiction	46
Science fiction	1
Sky Dragon	4
Sports	266
Sports stories	4
Stories in rhyme	8
Super Geeks	4

Font: Arial Size: 11 52 lines, ~ 1 page

Remove Print Save Close

Count Copies per Title



The screenshot shows a window titled "Copy count report" with a table containing the following data:

Copies	Number of titles
1	22,111
2	445
3	64
4	13
5	2
7	2
8	4
10	1
12	2
13	1
14	1
15	2
17	1
18	4
19	1
20	1
21	2
22	2

At the bottom of the window, there are three buttons: "List titles", "Print", and "Close".

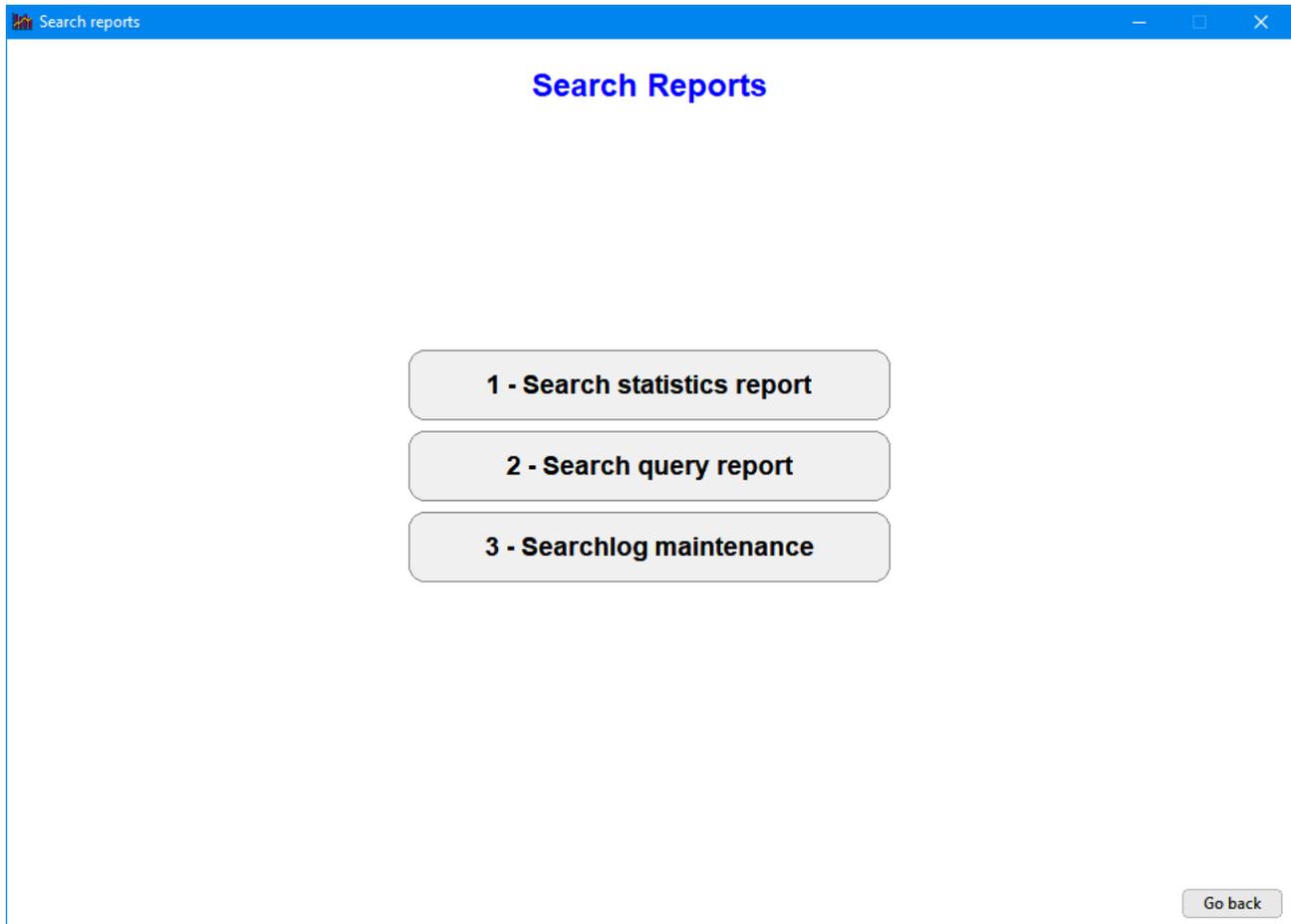
Lists the number of titles that have a certain number of copies. Use the next report to view the titles.

Search Reports

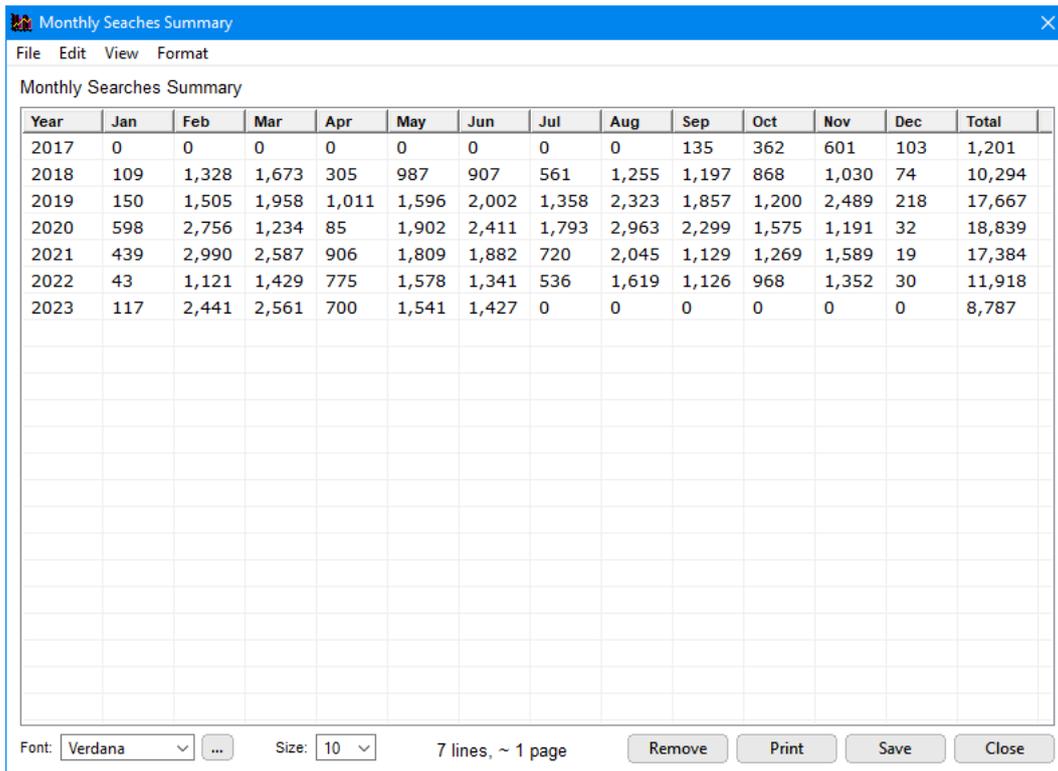


Search Reports

Bookmark can keep track of the number of searches made each month, and also keep a list of the searches entered. This section allows examination of that data.



Search Statistics Report



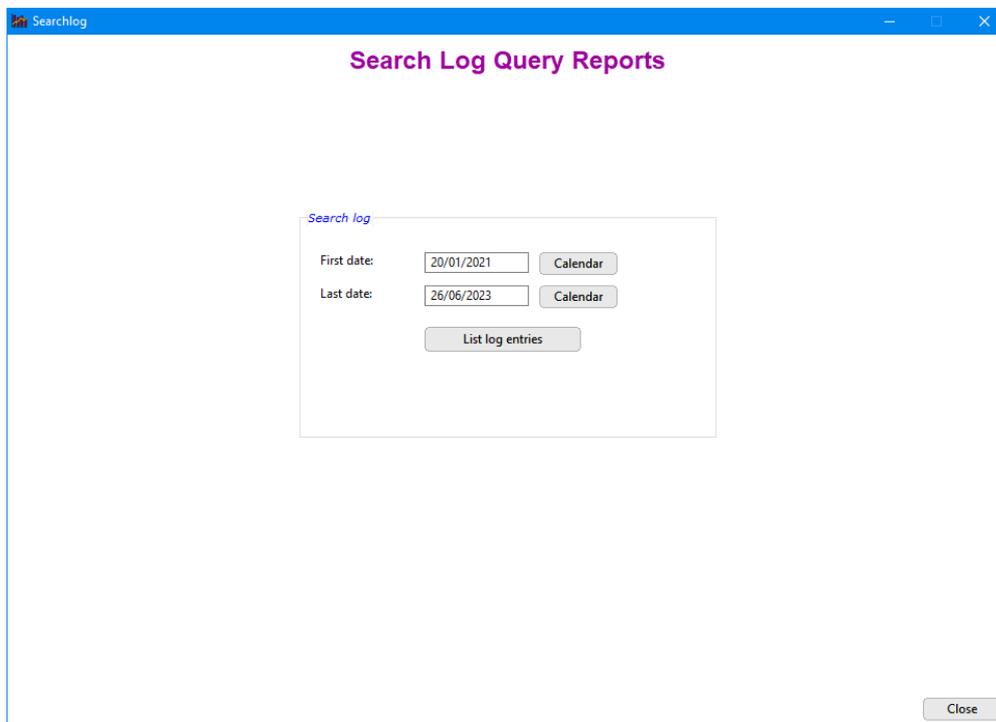
Monthly Seaches Summary

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2017	0	0	0	0	0	0	0	0	135	362	601	103	1,201
2018	109	1,328	1,673	305	987	907	561	1,255	1,197	868	1,030	74	10,294
2019	150	1,505	1,958	1,011	1,596	2,002	1,358	2,323	1,857	1,200	2,489	218	17,667
2020	598	2,756	1,234	85	1,902	2,411	1,793	2,963	2,299	1,575	1,191	32	18,839
2021	439	2,990	2,587	906	1,809	1,882	720	2,045	1,129	1,269	1,589	19	17,384
2022	43	1,121	1,429	775	1,578	1,341	536	1,619	1,126	968	1,352	30	11,918
2023	117	2,441	2,561	700	1,541	1,427	0	0	0	0	0	0	8,787

Font: Verdana Size: 10 7 lines, ~ 1 page Remove Print Save Close

This report shows the number of searches attempted every month per year. It represents overall search activity.

Search Query Report



Search Log Query Reports

Search log

First date:

Last date:

The search query report lists all recorded searches, if this function is active.

The screenshot shows a window titled "Search log" with a menu bar (File, Edit, View, Format) and a table of search results. The table has columns for Date, Time, Field, Search for, Result, and Computer. The data is as follows:

Date	Time	Field	Search for	Result	Computer
18/09/2017	11:01	keyword	cats	362	DECS0011942
18/09/2017	11:01	keyword	dogs	568	DECS0011942
18/09/2017	11:01	title	henry	39	DECS0011942
18/09/2017	11:01	subjects	space	39	DECS0011942
18/09/2017	11:01	author	mem fox	39	DECS0011942
18/09/2017	11:01	barcode	mem fox	1	DECS0011942
18/09/2017	11:01	title	frumious bandersnacth	0	DECS0011942

At the bottom of the window, there are controls for font (Arial), size (10), page count (7 lines, ~ 1 page), and buttons for Print, Save, and Close.

Search Log Maintenance

The search maintenance window is used to remove old entries from the query list, or to clear the list entirely. It can also turn on and off saving each search. By default the function is off (not ticked).

The screenshot shows a window titled "Searchlog maintenance" with a blue header. It contains two main sections:

Search log maintenance

- Search log entries are from 20/01/2021 to 26/06/2023
- Remove entries prior to: 01/01/2023 (with a calendar icon) and an "Age searchlog" button.
- A "Clear entire searchlog" button.
- A checkbox labeled "Keep a record of every search entered" which is checked.

Search statistics maintenance

- Remove statistics from: 2017 (with a dropdown arrow) and a "Remove" button.
- A "Clear all search statistics" button.
- A checkbox labeled "Record number of searches per month" which is checked.

A "Close" button is located at the bottom right of the window.

The search statistics collection (bottom frame) is separate to the log. It can be continued even if the log is not used. The control here again can be used to age the statistics or clear them entirely or turn the function on or off.

Overdues Reports



Overdue Reports

See the Overdues manual for information on the Overdues Reports.

