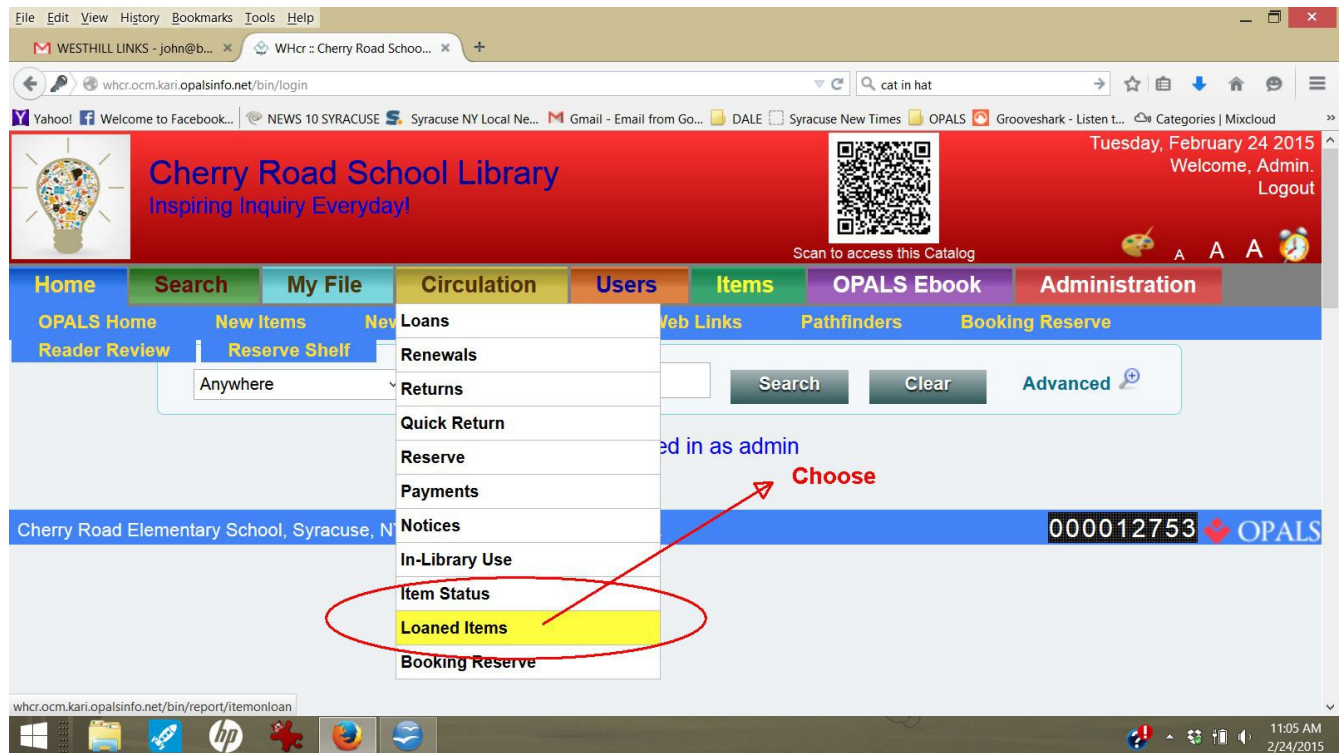


Loaned Items Report: In Shelf List Order for Collection Maintenance, etc.:

Running the loaned items report by unchecking the “Include User Info” option will provide a shelf list ordered report of all items on loan (overdue as well). This could be helpful any time of the year for checking library shelves and inventory related tasks.

To locate and run Loaned Items Report:



Please note, that the "From" date below could be set back to the beginning of your school year for a comprehensive listing. The "To" date could be set to two weeks back (or whatever your loan period is for the bulk of the collection) so as to only pull up overdues (in red).

List of Items on Loan group by HOMEROOM Not needed if you uncheck user info

(To create an item on loan report, set options and click on Create Report button.)

DATE RANGE SELECTION: DATE RANGE SELECTION FISCAL YEAR

From: 2015-03 To: 2015-03 User type: ALL Include User info Group loans by: Homerroom

ILL/Temporary: Include Exclude

Set back as far as you like to include all loan. Say from the beginning of the school year.

uncheck to get report in Shelf List order

The "To" date can be set back to capture only overdues. For example, if your general loans are two weeks set the "To" date back 2 weeks to only retrieve overdue items.

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List of Items on Loan

(To create an item on loan report, set options and click on Create Report button.)

DATE RANGE SELECTION: DATE RANGE SELECTION FISCAL YEAR

From: 2014-09 To: 2015-02 User type: ALL Include User info Group loans by: Homerroom

ILL/Temporary: Include Exclude

Total of item on loan holdings is ... 1092.

Call Number	Title	Author	Barcode	Price	Loan Date	Due Date
<input type="checkbox"/>	The Magic school bus the busasaurus		WHCR100763		2014-09-05 14:20:31	2015-01-23 23:59:59
<input type="checkbox"/> 001.94 HIG	Area 51	Higgins, Nadia.	WHCR037285	17.95	2015-02-06 10:00:09	2015-03-20 23:59:59
<input type="checkbox"/> 001.94 MCC	The Loch Ness monster	McClellan, Ray	WHCR037339	17.95	2015-01-22 11:03:37	2015-03-05 23:59:59
<input type="checkbox"/> 001.94 STR	The Loch Ness monster	Streissguth, Thomas	52500027	p6.50usd	2015-02-12 11:06:27	2015-03-26 23:59:59
<input type="checkbox"/> 001.94 WAL	The mystery of Atlantis	Walker, Kathryn.	WHCR060594	20.45	2015-02-23 11:07:59	2015-04-13 23:59:59
<input type="checkbox"/> 001.94 WAL	The mystery of the Loch Ness monster	Wallace, Holly	52500030	p6.50usd	2015-01-22 11:03:39	2015-03-05 23:59:59
<input type="checkbox"/> 031.02 FLIN	Fun facts & silly stories		WHCR037204	19.95	2014-12-19 12:32:43	2015-01-30 23:59:59

Report defaults to Call Number order