

# Library Reports Commonly Used

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## **Library Circulation for a Specific Time Period**

Reports > Library Reports > Catalog--Statistics Heading > Collection Statistics--Historical

- Add dates for circulation time period
- Organize by call number prefix

## **Books Added to the Collection in a Specific Time Period**

Reports > Library Reports > Catalog--Titles & Copies Heading > Title and Copy List

- Select by Date Copies Added
- Show Titles With all copies

## **Lost Books**

Reports > Library Reports > Catalog--Titles & Copies Heading > Title and Copy List

- Select by Title
- Show Titles With "Lost Copies"

## **Fines for a Specific Time Period**

Reports > Patron Reports > Circulation Heading > Current Checkouts and Fines

## **Fines Collected for a Specific Time Period**

Reports > Patron Reports > Circulation Heading > Fine History

## Textbooks Checked Out to Students

Textbook View > Reports tab > Textbook Reports > Circulation--Current Checkouts/Fines

- Scroll to bottom of page, select All That Are Checked Out
- Format--Report--save as an Excel file if you need to sort by grade or textbook