

## Circulation Statistics

Collection Statistics - Historical - Microsoft Internet Explorer

Address: http://216.239.28.20/backoffice/servlet/presentationcollectionstahistoricalform.do

Waubun High School (5-12) Chris McArthur Logout Help

Home Catalog Circulation Back Office My Info

Reports > Collection Statistics - Historical

Find Patron  
Add Patron  
Update Patrons  
Import Patrons  
Export Patrons  
Upload Pictures  
Library Policies  
Access Levels  
Calendar / Hours  
Reports  
Site Configuration  
Inventory  
Job Manager

List collection statistics...

For circulations From [ ] to [ ]

Show Summary Only

Organized by Call number prefix

Limit to call numbers From [ ] to [ ]

Increment by Dewey 100s

Circulation Types All Circulation Types Update

Run Report

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Go to Back Office, click Reports, from the list of reports click Collection Statistics Historical

Select the date range you want.  
Select “Summary” or “Title and Copy” detail  
Select “Dewey” or “Call number prefix”  
Limit the call numbers to a range or leave it blank to include the entire collection  
Adjust the Dewey increment to 100’s, 10’s, or 1’s  
Run the report

Note the choices which were made. Look at the completed report.

Collection Circulation Report Waubun High School (5-12)

Show Summary Only Call numbers grouped by prefix

Range	Circulations
000 - 099	51 (00.21%)
100 - 199	55 (00.22%)
200 - 299	82 (00.34%)
300 - 399	963 (04.04%)
400 - 499	60 (00.25%)
500 - 599	940 (03.52%)
600 - 699	960 (03.77%)
700 - 799	858 (03.00%)
800 - 899	260 (01.00%)
900 - 999	1,217 (05.10%)
BOT	53 (00.22%)
CASS	0 (00.00%)
CD	0 (00.00%)
COORD	55 (00.23%)
DVD	5 (00.02%)
E	2,510 (10.09%)
EQ	369 (01.59%)
FIC	5,702 (23.62%)
J	9,474 (38.74%)
MAG	5 (00.02%)
PRO	13 (00.05%)
REF	377 (01.58%)
SC	35 (00.15%)
SPO	7 (00.03%)
VHS	65 (00.28%)
VHS-CDIS	15 (00.07%)
No Call #	0 (00.00%)
Temporary	107 (00.45%)
<b>Totals</b>	<b>28,841</b>

NOTE: The Collection Statistics Summary Report includes statistics for both current copies and copies that have been deleted.

The completed report looks like this:

### How can I use this report?

According to Destiny Help you can, “Use this report to identify low circulation areas in the library collection in need of weeding, promotion, or enhancement. You can also use this report to track library materials currently being promoted.”

Use this report:

- when making book budget requests
- to support personnel needs
- to track usage trends
- as part of your annual library-media center report

This report enables you to generate detailed reports for a time period of your choosing.

- You can retrieve the data yearly, monthly, etc
- A summer school report can be generated according to starting and ending dates.
- Limit the report by call number and/or reduce the Dewey increment to drill down to specific sections in your collection.

How could you use this report?