



**Introduction:** To view collections run, shelf list report – Best practice – run one collection at a time. Additional help files, Collection codes and Call Number placement may be helpful to have in front of you when you review shelf list report.

Reports Module:

Public Folders>then select

Custom or Library Authored Reports>then select report

Items in selected holdings Code(s) – Call Number Range and /or Pub YR Range and /list by Call, Title or Author

Make selections in report –

- Holdings Code Type: Owning or Active
  - What is Owning? Owning is the location that owns the material.
  - What is Active? Active is the location the material circulates at/from, normally the same as Owning.
- Location: Your site
- Holdings Code(s): Best practice one collection at a time or

PC users: Hold Shift key to select congruent collections or Hold Ctrl + Alt keys to select certain collections

MAC users: Shift + click 1<sup>st</sup> line & last line – all collections in between or Command + click will select random

- First Call #: Format based on holding code – see Call Number table
- Last Call #: Format based on holding code – see Call Number table
- First Publication Year: YYYY
- Last Publication Year: YYYY
- Sort Order: Review drop down menu
- Status and Check out:
  - Yes = Status, Last check out date, Total check outs No = no status info, no check out information
  - Status key;
    - I = On the shelf
    - CO = Checked out
    - S = Being re-shelved
    - T = In-transit between branches
    - HD = Item is an "arrived" hold (item waiting for patron to check it out)
    - L = Lost item (status assigned to individual item by staff)
  - Run report – screen shot of finished report





Finished report

Items in Selected Holdings Code(s) - Call Number Range and/or Pub Yr Range


Abbott Loop

Active Holdings Code(s): EVERYBODY (ALEB)

Call Number Range: EA through ED

Publication Year Range: through

Call Number Type	Call Number	Item Barcode	Title	Author	Inventoried Date	Replacement Cost	Publication Year	Status	Last Check Out Date	Total Check Outs
X	E A	31100300008704	Bringing the rain to Kapiti Plain : a Nandi tale	Aardema, Verna		\$11.50	1983	OD	02/24/2011	1
X	E A	31100000186693	Michael and the cats	Abercrombie, Barbara		\$25.00	1993	I		0
X	E A	31100000186628	Fox tale	Abolafia, Yossi						
X	E A	31100000186453	Araminta's paint box	Ackerman, Karen, 1951-						
X	E A	31100000186610	Song and dance man	Ackerman, Karen, 1951-						
X	E A	31100300003697	Song and dance man	Ackerman, Karen, 1951-						
X	E A	31100000112145	Dear Peter Rabbit	Ada, Alma Flor						
X	E A	31100000186685	Dear Peter Rabbit	Ada, Alma Flor						
X	E A	31100000114935	Friend frog	Ada, Alma Flor						
X	E A	31100000109778	With love, Little Red Hen	Ada, Alma						

Call Number Table 

Collection	First Call #	Last Call #	Example
EB	EA	ED	Range will be A - D
NonFiction	500	600	All 500's
Fiction	AAA	AZZ	All A's

**\*Note:** If you opt to review report from your computer; Convert to Excel, this will allow you to make notations.

**Note:** TLC reference, call number type D for Dewey or X for non standard.