**Questions 51 and 52: Circulation Total and JUV**

CANNED REPORT (under Polaris Client Utilities) → Circulation→ Item Circulation by Collection→ Enter dates→ Run→ This will give you total Circulation by collection. Add all JUV items circulation together. Use the total renewals and check-outs column of report.

**Question 87: ILL sent from your library to others**

CANNED REPORT (under Polaris Client Utilities) → Circulation→ Circulation by Items Assigned Branch→ Enter dates→ Run→ This will give you total Circulation of your items at every location in the county (including your/owning library location). Remove items listed as your “item location” from total. Use the total renewals and check-outs column of report. Add to this total any AccessPA items you sent to other libraries.

**Question 88: ILL received by your library**

CANNED REPORT (under Polaris Client Utilities) → Circulation→ Circulation by Items Loaning Branch→ Enter dates→ Run→ This will give you total Circulation of items at your location that are owned by other locations in the county (including your/owning library location). Remove items listed as your “item location” from total. Use the total renewals and check-outs column of report. Add to this total any AccessPA items you requested.

**Questions 74,75,77, and 79: Cataloged items**

SIMPLY REPORTS→ Items→ Item count report

**OUTPUT** = ITEM MATERIAL TYPE

**SORT =** N/A

**ITEM GENERAL FITLER** = Library Quick Pick – Select Your Library name

**ITEM GENERAL FITLER** = Circ Status – Holding down the CTRL button click

|  |  |
| --- | --- |
| **SELECT** | **DO NOT SELECT** |
| On Shelf | Lost |
| Checked-out | Claims Returned |
| Out-ILL | Claim Never had |
| On Hold Shelf | Missing |
| Transferred for hold | Withdrawn |
| In-Transit | On-Order |
| Bindery | Unavailable |
| In-Repair | EContent External Loan |
| In-Process |  |
| Returned-ILL |  |
| Routed |  |
| Re shelving |  |
| Non-circulating |  |
| Claim Missing Parts |  |

**ITEM RELATIVE DATE FILTER (prior to a specified date)** = Creation Date (select how many days ago the last day of the report year is from today)

**SUBMIT** - your report will run and display. You can also choose to download to an Excel spreadsheet

***Please note, instead of adding all audio material types together yourself off of the full report you can select only those materials for the report*: ITEM GENERAL FITLER** = Material Type – Select what Materials Types you want to include (hold the CTRL button and use your mouse to select material types)

***You would then have to run the report for Print, Audio, and Video separately.***