Total Library Physical Holdings and Total Holdings That Circulate

Create Lists Reports:

Change Store Record Type to Item and search Range.

- **Type**: Item
- **Field**: Location
- **Condition**: Starts with
- **Value A**: Your library’s location

You may want to remove non-circulating items from this report, however. To do so, add two lines and group them:

```
AND

(Type: Item
Field: Status
Condition: Not equal to
Value A: In library use

OR

Type: Item
Field: iTYPE
Condition: Not equal to
Value A: Non-circulating )
```
This may not eliminate all non-circulating items (items on display or in storage) for example, and you could add more fields. It will also not eliminate missing or discarded items. But it will narrow your results to eliminate most items not intended for circulation.

You may also want to limit your report to a certain part of your collection. You can do this by adding an Annual Report Field or an iType Field. The report below would give you a list of your circulating adult fiction collection.

Type: Item

Field: Location

Condition: Starts with

Value A: Your library’s location

AND

Type: Item

Field: Annual Report

Condition: Equal to

Value: Fiction

AND

(Type: Item

Field: Status

Condition: Not equal to

Value A: In library use
OR

**Type:** Item

**Field:** iType

**Condition:** Not equal to

**Value A:** Non-circulating

```
<table>
<thead>
<tr>
<th></th>
<th>Operator</th>
<th>Type</th>
<th>Field</th>
<th>Condition</th>
<th>Value A</th>
<th>Value B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>ITEM</td>
<td>LOCATION</td>
<td>starts with</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>AND</td>
<td>ITEM</td>
<td>ANNUAL RPT</td>
<td>equal to</td>
<td>a</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>AND</td>
<td>ITEM</td>
<td>STATUS</td>
<td>not equal to</td>
<td>a</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>OR</td>
<td>ITEM</td>
<td>iTYPE</td>
<td>not equal to</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
```

ITEM LOCATION starts with "his" AND ITEM ANNUAL RPT equal to "a" AND ITEM STATUS not equal to "a" OR ITEM iTYPE not equal to "3"
Decision Center Reports:

You can also use Decision Center to run a report of your total holdings. You cannot eliminate non-circulating items from this report, however. You can, if you choose, limit your report to certain material types (iTypes), but not to Annual Report fields.

Decision Center (iii.com)

Owning Locations—Current Items Report

Go to EVALUATION, then, under Collection, select Owning Location, Current Items

Add All Material Types or your desired Material Types.
Run Report, and then find your library. You can sort on library name. Data is available by month.

<table>
<thead>
<tr>
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<tbody>
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<td>9,313</td>
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<tr>
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<td>9,267</td>
<td>9,270</td>
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