

# 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

The screenshot shows the 'Boolean Search' window. At the top, 'Review File Name' is 'total holdings' and 'Store Record Type' is 'ITEM i'. The 'Range' is set to 'Classic', with 'Start' at 'i10000008' and 'Stop' at 'i67240665'. A table below shows the search criteria:

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOCATION	starts with	his	

Below the table, the search criteria are summarized as 'ITEM LOCATION starts with "his"'. On the right side, there are buttons for 'Group', 'Ungroup', 'Insert Line', 'Append Line', 'Delete', and 'Clear All'. At the bottom, there are buttons for 'Search', 'Use Existing Search', 'Retrieve Saved Query', 'Save', 'Save As', and 'Close'.

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

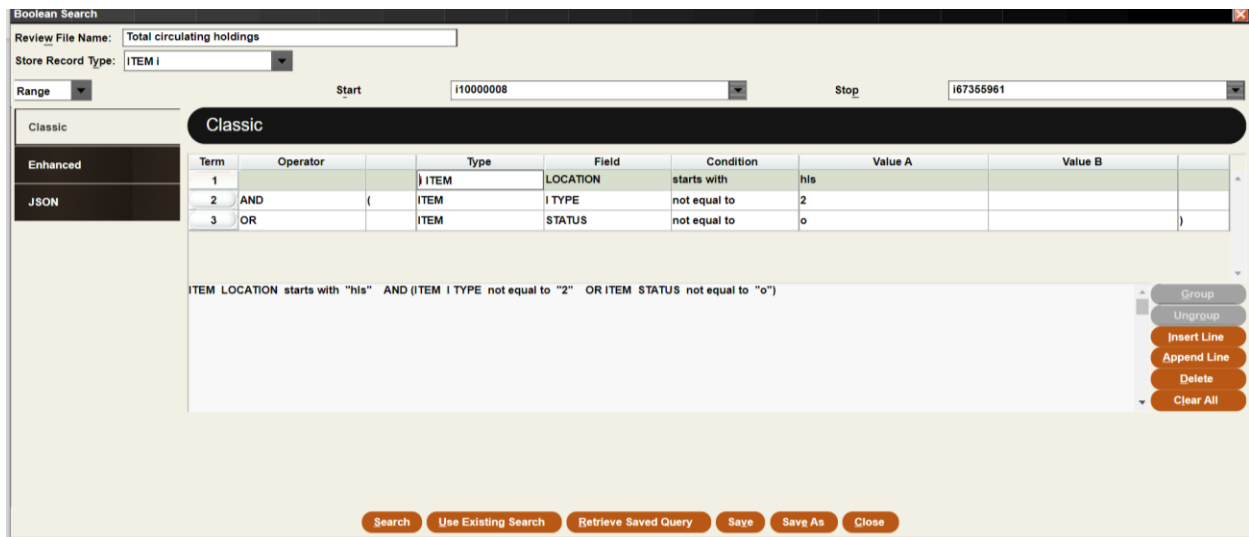
OR

**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 )

The screenshot shows a 'Boolean Search' window with the following configuration:

- Review File Name: Total circulating adult fiction
- Store Record Type: ITEM i
- Range: Start i10000008, Stop i67355961
- Classic search mode is selected.
- The search table contains four lines:

Term	Operator	Type	Field	Condition	Value A	Value B
1		i ITEM	LOCATION	starts with	his	
2	AND	ITEM	ANNUAL RPT	equal to	a	
3	AND	( ITEM	STATUS	not equal to	o	
4	OR	ITEM	I TYPE	not equal to	2	)

The resulting search string is: ITEM LOCATION starts with "his" AND ITEM ANNUAL RPT equal to "a" AND (ITEM STATUS not equal to "o" OR ITEM I TYPE not equal to "2")

Buttons at the bottom: Search, Use Existing Search, Retrieve Saved Query, Save, Save As, Close.

Buttons on the right: Group, Ungroup, Insert Line, Append Line, Delete, Clear All.

## 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 \(iii.com\)](http://iii.com)

### Owning Locations—Current Items Report

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

The screenshot shows the Decision Center web interface. At the top, there is a navigation bar with the 'decision center' logo and user information. Below this, a breadcrumb trail reads 'Collection Tools > Evaluation'. The main content area is divided into three columns: 'ACQUISITIONS', 'CIRCULATION', and 'COLLECTION'. Under 'COLLECTION', the 'Item Trends' section is expanded, and 'Owning Location - Current Items' is selected. A search box is visible in the top right. A tooltip for the selected report explains that it displays the number of items currently in the collection by Owning Location rows and monthly columns for the current year and previous year, with annual total columns for earlier calendar years.

Add All Material Types or your desired Material Types.

The screenshot shows the 'EDIT MATERIAL TYPES' dialog box. It has two main sections: 'Selected Material Type (38)' and 'Available Material Type (0)'. Both sections have a search filter and a 'sort a-z' option. The 'Selected' list includes items like 'Audio Book Playaway', 'Blu-ray DVD', 'Book', 'Book Club in a Bag', 'Book on Cassette', 'Book on CD', 'Book on MP3 CD', 'Braille', 'DVD', and 'E-Resources'. The 'Available' list is currently empty. There are 'OK' and 'Cancel' buttons at the bottom right. The background shows the 'Owning Location - Current Items' report page.

Run Report, and then find your library. You can sort on library name. Data is available by month.

decision center Welcome, HLStg [Help](#) | [Sign out](#)

Collection Tools > Evaluation > Owning Location - Current Items 1 Initial Filters 2 Output and additional filtering

MATERIAL TYPE: All Material Types

Hide Filters  Show Percent Change EMAIL / SCHEDULE EXPORT

Owning Location	Mar 2021	Feb 2021	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sep 2020	Aug 2020	Jul 2020
All Locations	2,100,879	2,100,206	2,099,523	2,101,624	2,099,718	2,101,990	2,101,208	2,101,181	2,108,292
Adriance	147,487	147,242	146,752	146,554	146,086	145,877	146,694	145,829	145,076
Amenia	9,399	9,381	9,313	9,300	9,242	9,176	9,150	9,106	9,035
Arlington Boardman Road	62,201	62,038	61,779	61,485	61,178	60,853	61,106	60,586	60,095
Athens	9,309	9,293	9,291	9,281	9,270	9,303	9,287	9,278	9,266