



MID-HUDSON LIBRARY SYSTEM

Decision Center

Making educated Collection Management choices

Decision Center

- ▶ Decision Center is a Comprehensive collection management and analytics solution that provides library staff with dynamic tools to report, analyze, and make action-oriented decisions and recommendations regarding collection management.

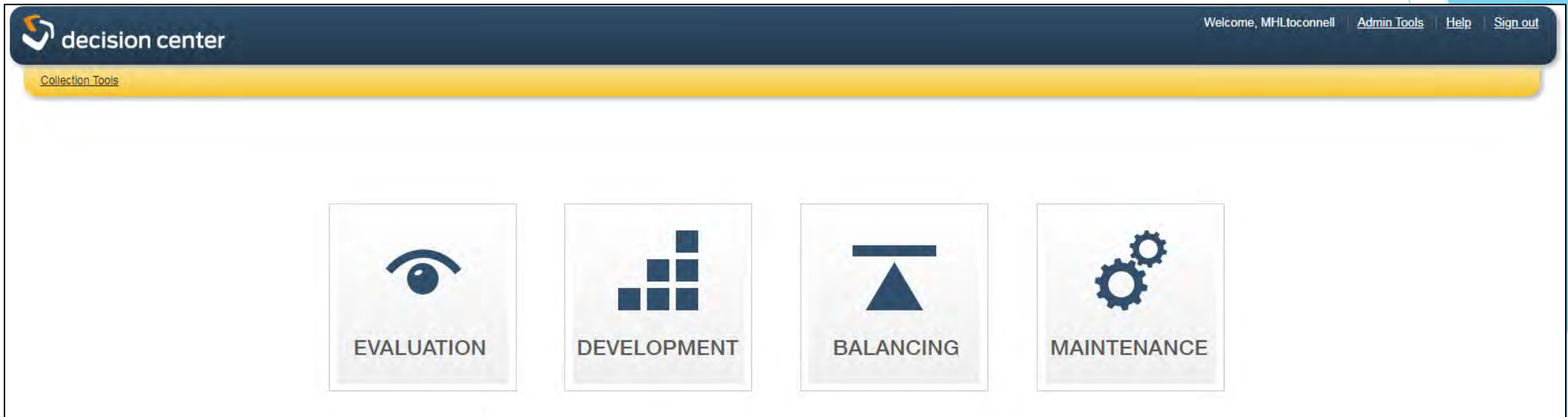


Decision Center

- ▶ Decision Center is a package of reports that aid library staff with analysis of the collection, and usage of the collection, using record and transaction data.
- ▶ Decision Center helps libraries match supply and demand to deliver optimized service.



Decision Center



The screenshot displays the Decision Center web application interface. At the top left, there is a logo consisting of a stylized 'S' shape followed by the text 'decision center'. To the right of the logo, the text 'Welcome, MHLtoconnell' is displayed, followed by navigation links for 'Admin Tools', 'Help', and 'Sign out'. Below the header, a yellow bar contains the text 'Collection Tools'. The main content area features four large, light gray buttons arranged horizontally. Each button contains a dark blue icon and a corresponding label: 'EVALUATION' with an eye icon, 'DEVELOPMENT' with a bar chart icon, 'BALANCING' with a balance scale icon, and 'MAINTENANCE' with two interlocking gears icon.

decision center

Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)

Collection Tools

EVALUATION

DEVELOPMENT

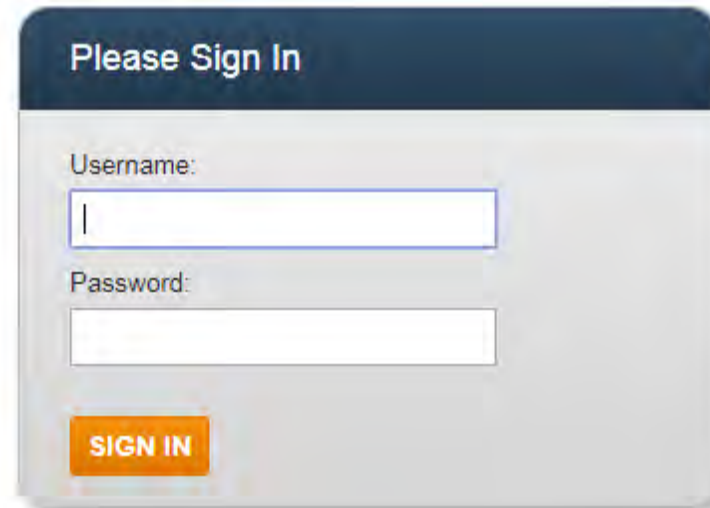
BALANCING

MAINTENANCE

Decision Center - getting started

▶ Logging in -

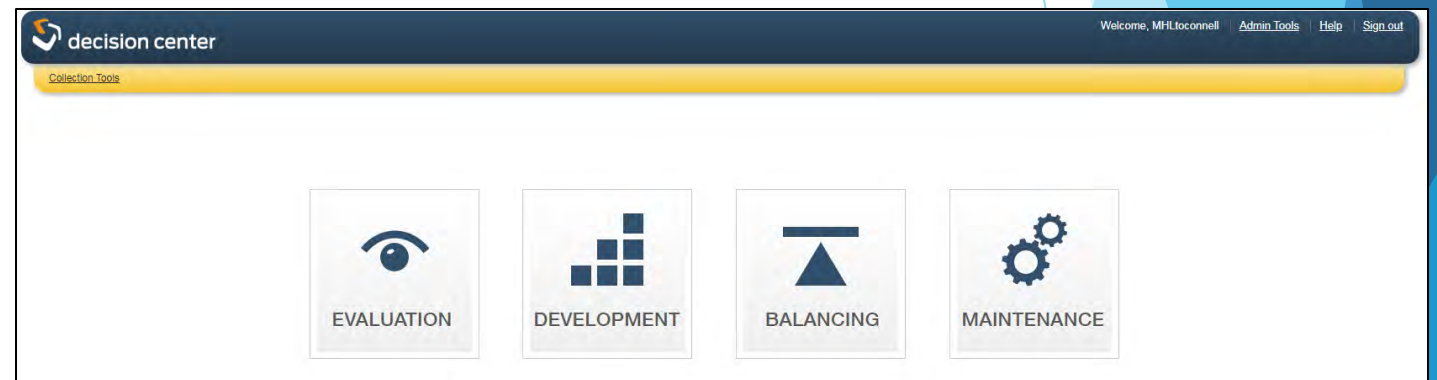
- ▶ Point your browser to:
<https://dc-mhud.iii.com/>
- ▶ Username and Password:
your Sierra login



The image shows a login form titled "Please Sign In". It features two input fields: "Username:" and "Password:". Below the fields is an orange button labeled "SIGN IN". The form is set against a light gray background with a dark blue header.

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ Evaluation
 - ▶ Development
 - ▶ Balancing
 - ▶ Maintenance
- ▶ *Over 150 reports...*



Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ Evaluation
 - ▶ Development
 - ▶ Balancing
 - ▶ Maintenance

The screenshot displays the Decision Center web application interface. At the top, there is a dark blue header with the "decision center" logo on the left and user information "Welcome, MHLtoconnell" along with links for "Admin Tools", "Help", and "Sign out" on the right. Below the header is a yellow navigation bar with the breadcrumb "Collection Tools > Evaluation".

The main content area features a navigation menu with four icons: Evaluation (eye), Development (bar chart), Balancing (scales), and Maintenance (gears). A search box is located on the right side of the menu. The "EVALUATION" icon is selected, and a dropdown menu is open, showing three categories of reports:

- ACQUISITIONS**
 - ▶ Expenditures
 - ▶ Expenditure Trends
- CIRCULATION**
 - ▶ Call Number Range
 - ▶ Holdshelf
 - ▶ Hourly Activity
 - ▶ Items
 - ▶ Owning Location
 - ▶ Patrons
 - ▶ Postal Code
 - ▶ Resource Sharing (Local, ILL, INN-Reach)
 - ▶ Statistics Group
 - ▶ Top Titles
 - ▶ Transaction Location
 - ▶ Transaction Type
- COLLECTION**
 - ▶ Item Trends
 - ▶ Title Trends
 - ▶ Turnover
 - ▶ Summary ENCORE
 - ▶ Harvested Collections
 - ▶ Searches

A "close" button is visible at the bottom left of the dropdown menu.

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ Evaluation
 - ▶ Development
 - ▶ Balancing
 - ▶ Maintenance

The screenshot displays the Decision Center web application interface. At the top, a dark blue header contains the "decision center" logo and the text "Welcome, MHLtoconnell | Admin Tools | Help | Sign out". Below this is a yellow navigation bar with "Collection Tools > Development". A central navigation menu includes icons for EVALUATION, DEVELOPMENT, BALANCING, and MAINTENANCE. A search bar is located on the right side of the page. The main content area is divided into two columns: "BUDGET" and "SELECTION". The "DEVELOPMENT" section is highlighted with a blue icon and the word "DEVELOPMENT" below it. The "BUDGET" section lists "Budget Projection by Fund", "Budget Projection by Collection", and "Budget Projection by Subject". The "SELECTION" section lists "Popular Authors", "Supply and Demand Buying", and "Hold-to-Item Ratio Buying". A "close" button is visible at the bottom of the interface.

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ Evaluation
 - ▶ Development
 - ▶ Balancing
 - ▶ Maintenance

The screenshot displays the 'decision center' web application interface. The top navigation bar includes the user name 'Welcome, MHLtoconnell', and links for 'Admin Tools', 'Help', and 'Sign out'. The breadcrumb trail shows 'Collection Tools > Balancing'. Below the navigation bar, there are four main menu icons: 'EVALUATION', 'DEVELOPMENT', 'BALANCING', and 'MAINTENANCE'. A search bar is located on the right side of the page. The main content area features a large 'BALANCING' button with a triangle icon. To the right of this button, there are three sections: 'COLLECTION USE' (with sub-items: Subject Use, Subject Use By Location, Collection Use, Collection Use by Location), 'FLOATING MANAGEMENT', and 'SHELVING ALLOCATION'. A 'close' button is visible at the bottom left of the interface.

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ Evaluation
 - ▶ Development
 - ▶ Balancing
 - ▶ Maintenance

The screenshot displays the 'decision center' web application interface. At the top, a dark blue header contains the 'decision center' logo on the left and user information 'Welcome, MHLloconnell' along with links for 'Admin Tools', 'Help', and 'Sign out' on the right. Below the header, a yellow navigation bar shows the breadcrumb 'Collection Tools > Maintenance'. A horizontal menu with four icons (eye, bar chart, balance scale, and gears) is labeled 'EVALUATION', 'DEVELOPMENT', 'BALANCING', and 'MAINTENANCE' respectively. A search bar is positioned to the right of this menu. The main content area features a 'MAINTENANCE' section with a gear icon and the following sub-sections: 'WEEDING' (with links for Low Circulation Weeding, High Circulation Weeding, Age of Collection Weeding, and Supply and Demand Weeding) and 'CLEAN-UP' (with a link for Missing Items). A 'close' button is located at the bottom left of the interface.

Decision Center - Creating Reports

▶ Creating and running a report

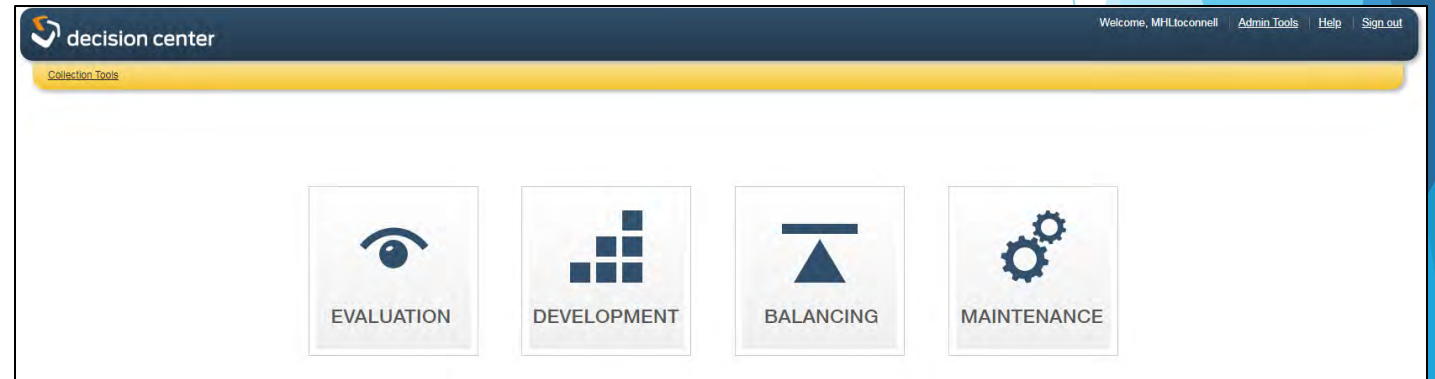
- ▶ Evaluation
- ▶ Development
- ▶ Balancing
- ▶ Maintenance

▶ *Over 150 reports..?*

The screenshot displays the 'decision center' web application interface. At the top, a dark blue header contains the 'decision center' logo and navigation links: 'Welcome, MHLtoconnell', 'Admin Tools', 'Help', and 'Sign out'. Below the header, a yellow breadcrumb trail reads 'Collection Tools > Evaluation'. A central navigation bar features four icons: 'EVALUATION' (an eye), 'DEVELOPMENT' (a bar chart), 'BALANCING' (a triangle), and 'MAINTENANCE' (gears). A search bar is located on the right side of this bar. The main content area is divided into four columns: 'ACQUISITIONS' (with sub-items: Expenditures, Expenditure Trends), 'CIRCULATION' (with sub-items: Call Number Range, Holdshelf, Hourly Activity, Items, Owning Location, Patrons, Postal Code, Resource Sharing (Local, ILL, INN-Reach), Statistics Group, Top Titles, Transaction Location, Transaction Type), 'COLLECTION' (with sub-items: Item Trends (Owning Location - Added/Current/Deleted Items, Shelf Location - Added/Current/Deleted Items, Material Type - Added/Current Items, Call Number Range - Current Items, Deleted Items), Title Trends, Turnover, Summary), and 'ENCORE' (with sub-items: Harvested Collections, Searches). A 'close' button is visible at the bottom left of the interface.

Decision Center - Creating Reports

- ▶ Creating and running a report
- ▶ Choose a category on Decision Center's Tools menu. Categories include:
 - ▶ Evaluation
 - ▶ Development
 - ▶ Balancing
 - ▶ Maintenance




Decision Center - Creating Reports


- ▶ Creating and running a report
- ▶ Choose a *category* on Decision Center's Tools menu. Categories include:
 - ▶ Evaluation
 - ▶ Development
 - ▶ Balancing
 - ▶ Maintenance



- ▶ Creating and running a report
- ▶ Choose the *link to the report* you want to use.

 <p>MAINTENANCE</p>	<p>WEEDING</p> <ul style="list-style-type: none">Low Circulation WeedingHigh Circulation WeedingAge of Collection WeedingSupply and Demand Weeding	<p>CLEAN-UP</p> <ul style="list-style-type: none">Missing Items
----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

- ▶ Creating and running a report
- ▶ Choose the *link to the report* you want to use.
- ▶ Low Circulation Weeding

 <p>MAINTENANCE</p>	<p>WEEDING</p> <ul style="list-style-type: none">Low Circulation WeedingHigh Circulation WeedingAge of Collection WeedingSupply and Demand Weeding	<p>CLEAN-UP</p> <ul style="list-style-type: none">Missing Items
---------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

Decision Center - Creating Reports

- ▶ Creating and running a report
- ▶ Configure the initial filters. The available filters appear on the reference page for each tool or report.
 - ▶ All filters enable you to set the values you prefer, and most include a default value. You set some values directly in a text box and others by editing a list of values.

The screenshot displays a web interface for configuring report filters. It features seven filter categories arranged in two columns:

- LOCATION**: All Locations [edit](#)
- COLLECTION**: All Collections [edit](#)
- SHELF LOCATION**: All Shelf Locations [edit](#)
- CALL NUMBER RANGE**: All Call Number Ranges [edit](#)
- PHYSICAL FORMAT**: All Physical Formats [edit](#)
- LIMITS**: Circs Fewer Than
Within (months)
- RECORD CREATION DATE**: Record Created After
Record Created Before

A **GO** button is located at the bottom left of the configuration area.

Decision Center - Creating Reports

- ▶ Creating and running a report
- ▶ Configure the initial filters. The available filters appear on the reference page for each tool or report.
- ▶ For most filters, the edit link opens a dialog box with Selected and Available lists that help you identify valid values recognized by your system. Values that appear in the Selected list appear in the results. Drag and drop entries between the Selected and Available lists to configure the included values.

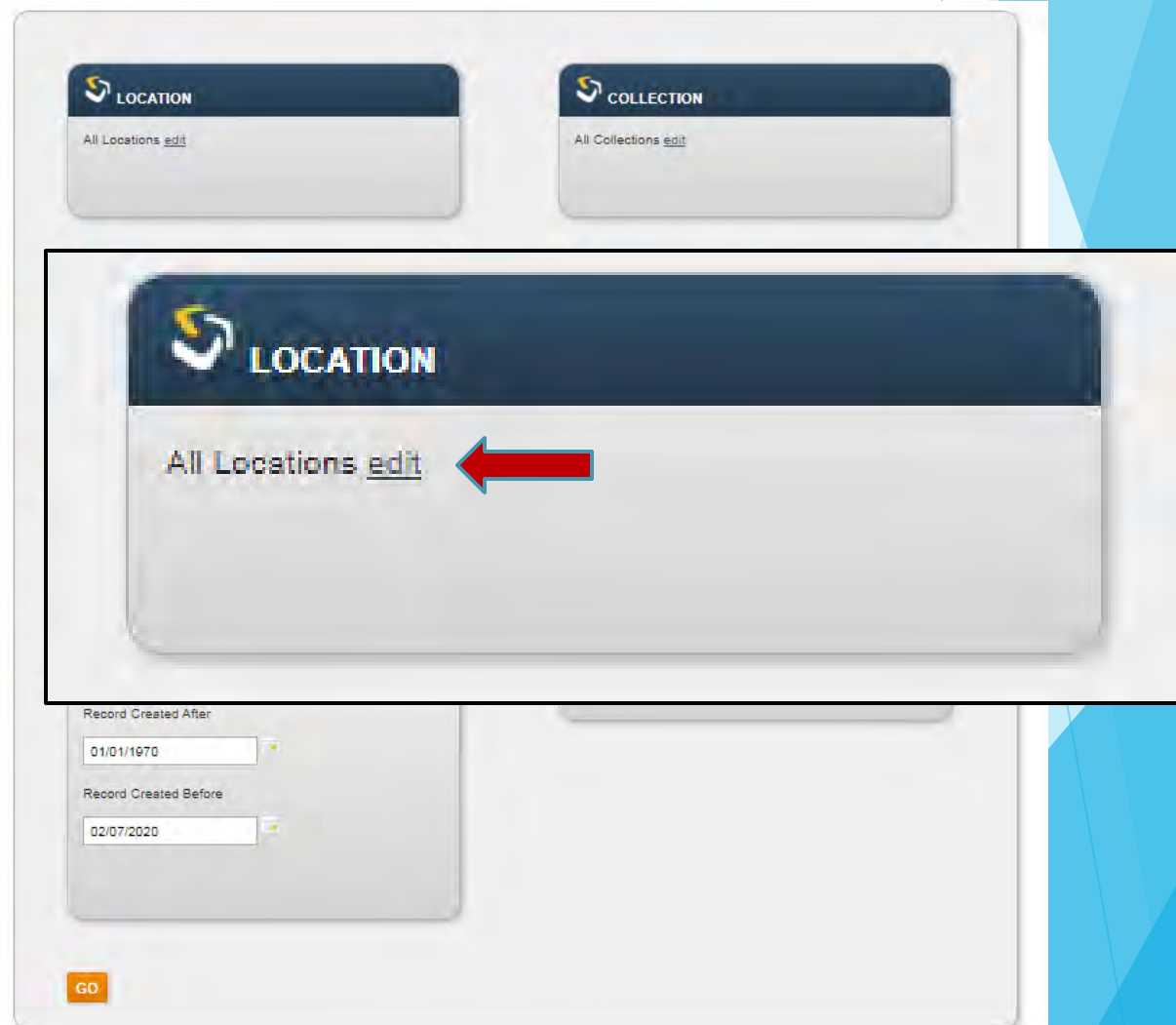
The screenshot displays a web interface for configuring report filters. It features seven filter categories arranged in two columns:

- LOCATION**: All Locations [edit](#)
- COLLECTION**: All Collections [edit](#)
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- PHYSICAL FORMAT**: All Physical Formats [edit](#)
- LIMITS**: Circs Fewer Than
Within (months)
- RECORD CREATION DATE**: Record Created After
Record Created Before

A **GO** button is located at the bottom left of the interface.

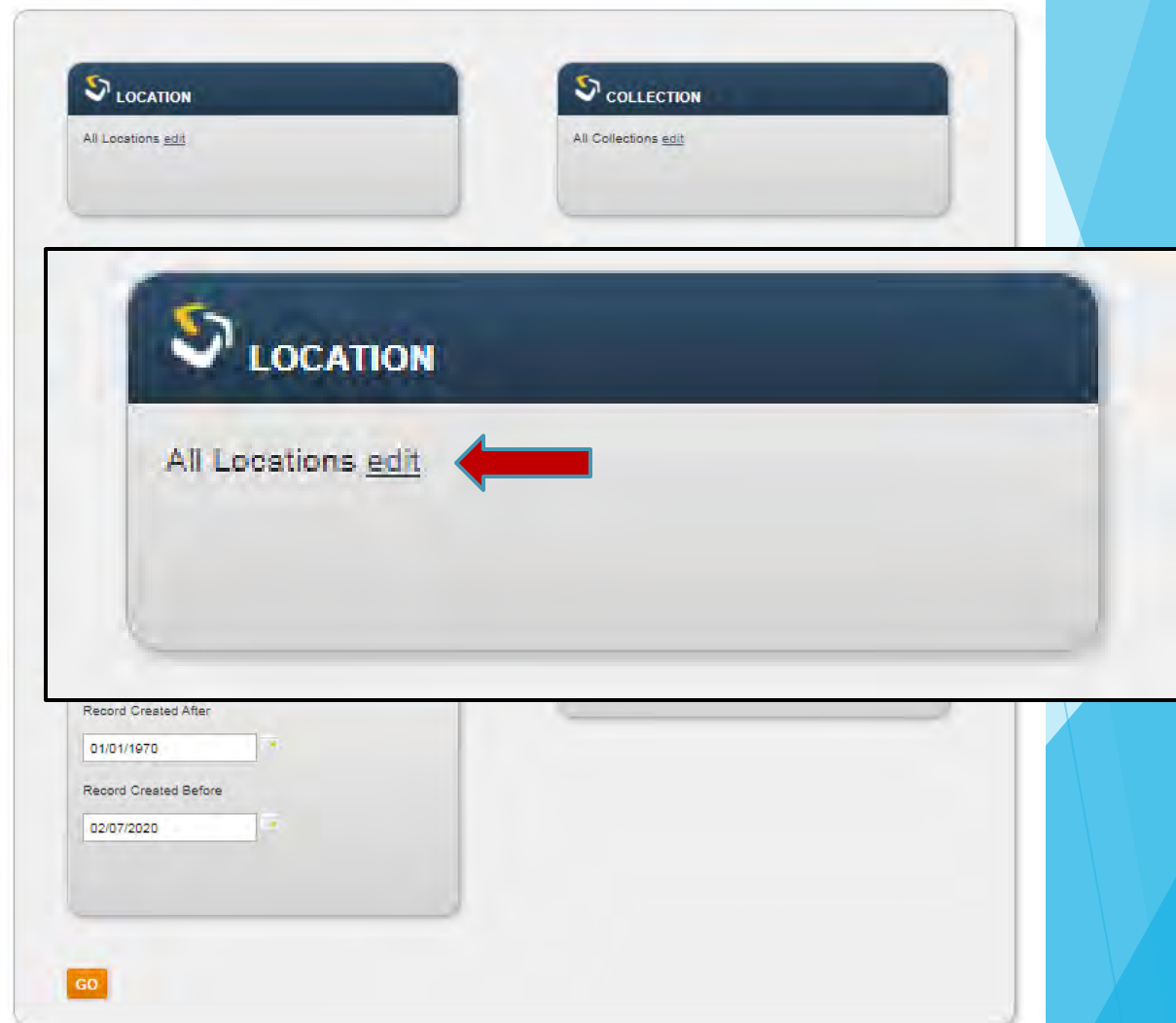
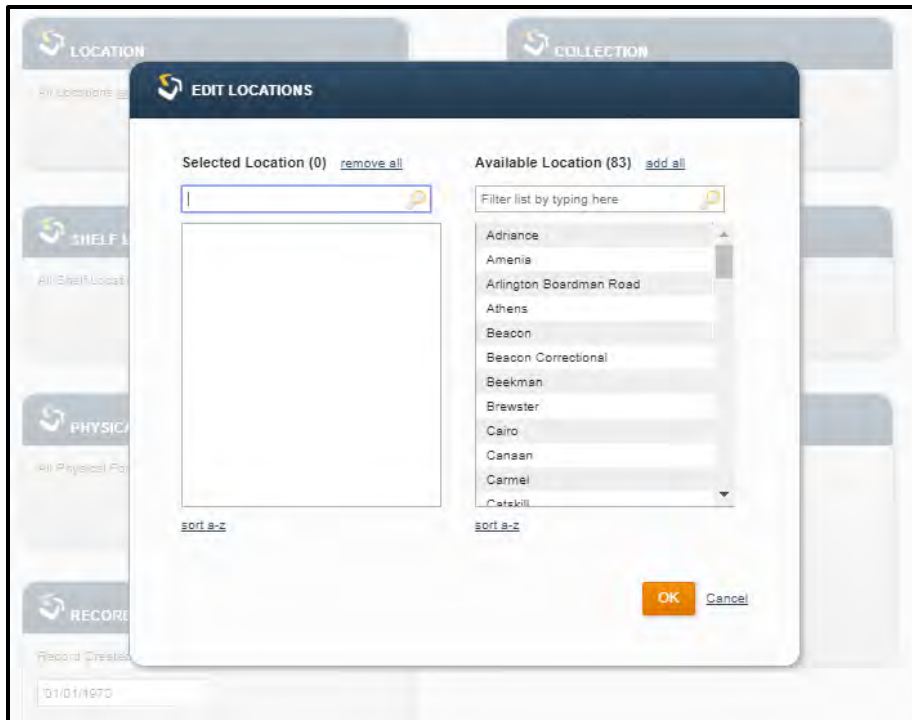
Decision Center - Creating Reports

- ▶ Creating and running a report
- ▶ Configure the initial filters. The available filters appear on the reference page for each tool or report.
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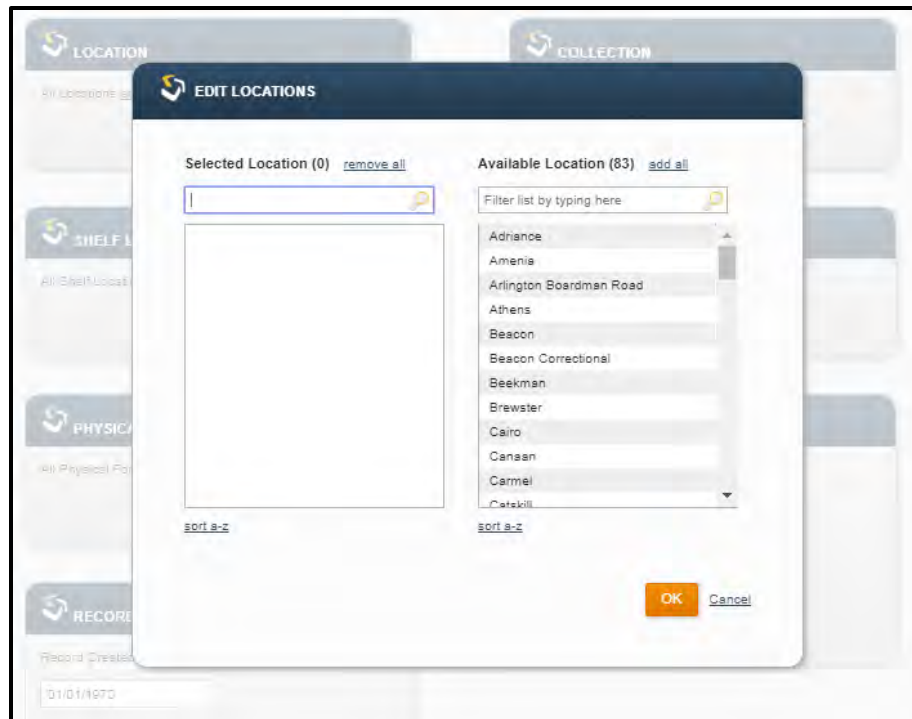
Decision Center - Creating Reports

- ▶ Creating and running a report



Decision Center - Creating Reports

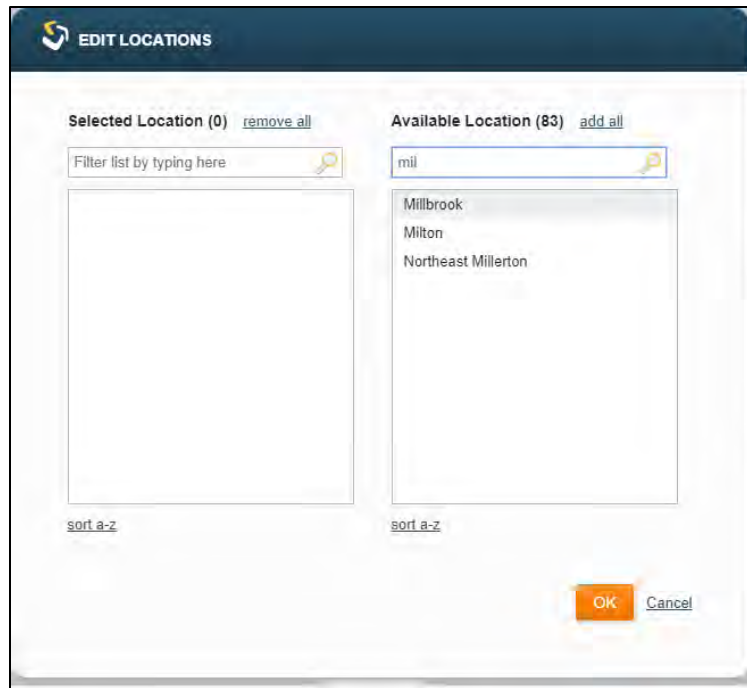
▶ Creating and running a report



- ▶ Values that appear in the Selected list appear in the results.
- ▶ Drag and drop entries between the Selected and Available lists to configure the included values.

Decision Center - Creating Reports

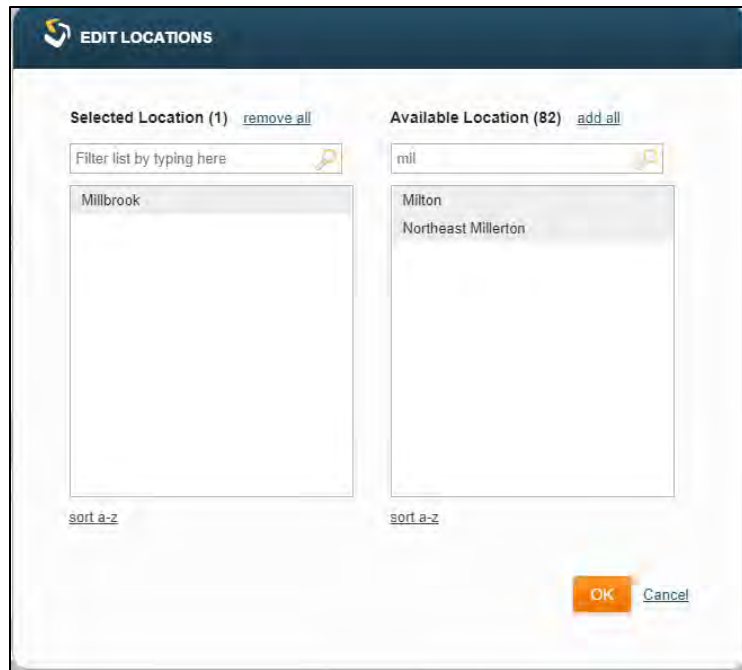
- ▶ Creating and running a report



- ▶ Values that appear in the Selected list appear in the results.
- ▶ Drag and drop entries between the Selected and Available lists to configure the included values.

Decision Center - Creating Reports

- ▶ Creating and running a report



- ▶ Values that appear in the Selected list appear in the results.
- ▶ Drag and drop entries between the Selected and Available lists to configure the included values.

Decision Center - Creating Reports

- ▶ Creating and running a report
- ▶ Choose *Go*. Decision Center runs the report.

The screenshot shows a web interface for creating reports. It features a grid of filter categories, each with a title and a link to view all items:

- LOCATION**: All Locations [edit](#)
- COLLECTION**: All Collections [edit](#)
- SHELF LOCATION**: All Shelf Locations [edit](#)
- CALL NUMBER RANGE**: All Call Number Ranges [edit](#)
- PHYSICAL FORMAT**: All Physical Formats [edit](#)
- LIMITS**: Circs Fewer Than
Within (months)
- RECORD CREATION DATE**: Record Created After
Record Created Before

At the bottom left of the interface, there is a red arrow pointing to a button labeled **GO**.

Decision Center - Creating Reports

decision center

[Welcome, MHLtoconnell](#) | [Admin Tools](#) | [Help](#) | [Sign out](#)

Collection Tools > Maintenance > Low Circulation Weeding
1 Initial Filters 2 Output and additional filtering

LOCATION Millbrook • SHELF LOCATION All Shelf Locations • PHYSICAL FORMAT All Physical Formats • RECORD CREATED AFTER 1/1/17 • RECORD CREATED BEFORE 2/7/20 • COLLECTION All Collections • CALL NUMBER RANGE All Call Number Ranges • CIRCS FEWER THAN 1 • WITHIN (MONTHS) 12

Last Checkin Date Before

List Price Less Than

Don't Weed Last Copy In Branch

Don't Weed Last Copy In System

Number

Shelf Space

Showing 1 to 500 of 2952 entries

#	<input checked="" type="checkbox"/>	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch	Copies in System	Last Checkin Date	Created Date	Item Price	Item Status
1	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	F BASH (Spanish)	32389001007649	Chicas de nieve y cristal	Bashardoust, Melissa	0	0	1	1		4/24/19	30	CHECKED IN
2	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	641.8 FERN (Spanish)	32389000989326	Tapas minicocina & diseño	Fernandez, Carmen	0	0	1	1		5/17/18	23	CHECKED IN
3	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389001002434	WebMD the magazine : [*for linking items and placing holds]		0	0	12	255		1/3/19	5	CHECKED IN
4	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	892.1 KOVA	32389001013456	The epic of Gilgamesh		0	0	1	3		5/16/19	16	CHECKED IN
5	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	759.9492 SUTT	32389001001584	Masters of 17th-century Dutch landscape painting	Sutton, Peter C.	0	0	1	1		12/4/18	60	CHECKED IN
6	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	814 APPE	32389000987551	Phoning home : essays	Appel, Jacob M., 1973-	0	0	1	5		4/14/18	23	CHECKED IN
7	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389001001808	Architect : [*for linking items and placing holds]		0	0	11	11		12/28/18	5	CHECKED IN
8	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389001020162	Country life : [*for linking items and placing holds]		0	0	12	12		11/27/19	5	CHECKED IN
9	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389000974526	Smithsonian : [*for linking items and placing holds]		0	0	11	480		9/28/17	5	CHECKED IN
10	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389001023208	Vanity fair : [*for linking items and placing holds]		0	0	14	303		2/3/20	5	CHECKED IN
11	<input checked="" type="checkbox"/>	Millbrook	Millbrook Young Adult	YA-Graphic NORT vol 3	32389001004513	The unbeatable Squirrel Girl, Vol. 3	North, Ryan, 1980-	0	0	1	1		3/7/19	23	CHECKED IN
12	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 654.95 NGCH	32389001021889	Maldives	NgCheong-Lum, Roseline, 1992-	0	0	1	2		1/15/20	50	CHECKED IN
13	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	817.54 LOZA (Spanish)	32389001017952	Los mejores chistes verdes	Lozano, Jocundo	0	0	1	1		2/5/19	10	CHECKED IN
14	<input checked="" type="checkbox"/>	Millbrook	Millbrook Young Adult	YA-Graphic SHIN	32389001008332	Your name. 3	Shinkai, Makoto	0	0	1	4		3/30/19	11	CHECKED IN
15	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389001016939	Living Millbrook : An exclusive magazine for the Millbrook Community : [*for linking items and placing holds]		0	0	12	12		9/30/19	5	CHECKED IN
16	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	613.25 MACH (Spanish)	32389000985746	Irresistible y sana : mis mejores remedios, jugos verdes y planes para revitalizarte y no enojardar jamás	Macher, Ingrid, 1973-	0	0	1	1		5/16/18	15	CHECKED IN

EMAIL / SCHEDULE
EXPORT

Decision Center - Creating Reports

- ▶ Creating and running a report
- ▶ Once you have run a report, you can do the following-
- ▶ Modify the result
- ▶ Email the report
- ▶ Export the report
- ▶ Schedule reports to run automatically

The screenshot displays a web interface for creating reports, organized into two columns of filter categories. Each category has a title bar with a refresh icon and a link to view all items.

- LOCATION**: All Locations [edit](#)
- COLLECTION**: All Collections [edit](#)
- SHELF LOCATION**: All Shelf Locations [edit](#)
- CALL NUMBER RANGE**: All Call Number Ranges [edit](#)
- PHYSICAL FORMAT**: All Physical Formats [edit](#)
- LIMITS**:
 - Circs Fewer Than:
 - Within (months):
- RECORD CREATION DATE**:
 - Record Created After:
 - Record Created Before:

A **GO** button is located at the bottom left of the interface.

Decision Center - Creating Reports



The image shows a vertical stack of filter settings in a software interface. Each filter is contained within a rounded rectangular box with a dark header and a light body. The filters are as follows:

- Last Checkin Date Before:** Header with a checked checkbox. The input field contains the date "02/07/2017".
- List Price Less Than:** Header with an unchecked checkbox. The input field contains the number "100".
- Don't Weed Last Copy In Branch:** Header with a checked checkbox.
- Don't Weed Last Copy In System:** Header with an unchecked checkbox.
- Number:** Header with a checked checkbox. The input field contains the number "50". Below this field is a small icon of a book.
- Shelf Space:** Header with an unchecked checkbox. The input field contains the number "24".

- ▶ **Modifying the Results**
- ▶ After Decision Center generates results based on your initial filter settings, many tools and reports include remedy filters to enable you to refine and customize what you see. Descriptions of the available remedy filters appear on the reference page for each tool or report.

Decision Center - Creating Reports

The image shows a vertical stack of filter settings in the Decision Center. From top to bottom: 1. 'Last Checkin Date Before' with a checked checkbox and a date input field containing '02/07/2017'. 2. 'List Price Less Than' with an unchecked checkbox and a numeric input field containing '100'. 3. 'Don't Weed Last Copy In Branch' with a checked checkbox. 4. 'Don't Weed Last Copy In System' with an unchecked checkbox. 5. 'Number' with a checked checkbox and a numeric input field containing '50'. 6. 'Shelf Space' with an unchecked checkbox and a numeric input field containing '24'.

- ▶ **Modifying the Results**
- ▶ After Decision Center generates results based on your initial filter settings, many tools and reports include remedy filters to enable you to refine and customize what you see. Descriptions of the available remedy filters appear on the reference page for each tool or report.
- ▶ Decision Center applies a remedy filter immediately when you select its activation check box.

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Emailing reports*
 - ▶ Exporting reports

Decision Center - Creating Reports

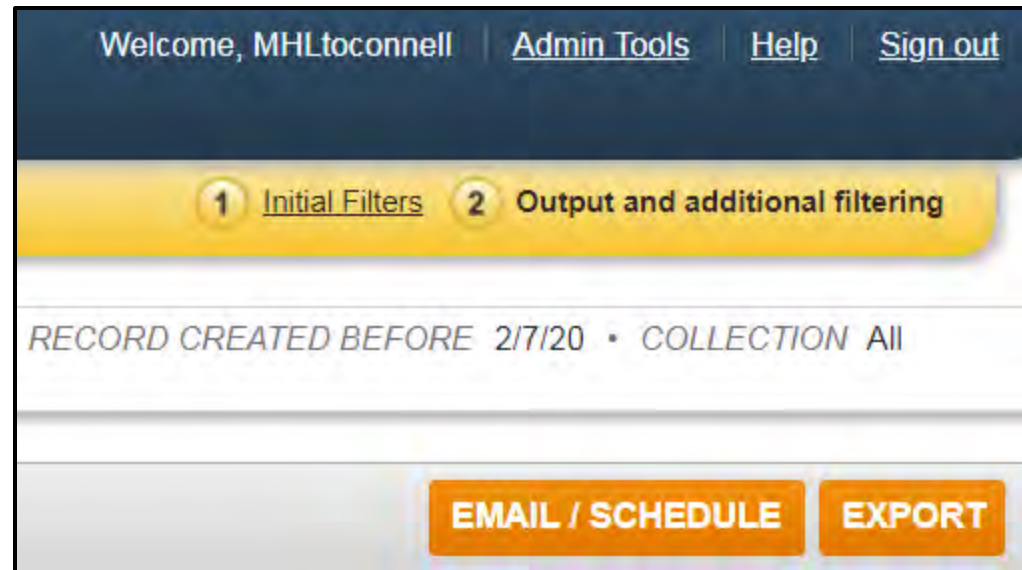
- ▶ Creating and running a report
 - ▶ *Emailing reports*
 - ▶ Run a Decision Center report

The screenshot displays the Decision Center interface with a list of 16 library items. The interface includes a navigation bar at the top with 'decision center' and user information. Below the navigation bar, there are filters for 'LOCATION: Milbrook', 'SHELF LOCATION: All Shelf Locations', 'PHYSICAL FORMAT: All Physical Formats', 'RECORD CREATED AFTER: 11/17', 'RECORD CREATED BEFORE: 2/7/20', 'COLLECTION: All Collections', 'CALL NUMBER RANGE: All Call Number Ranges', 'CIRCS FEWER THAN: 1', and 'WITHIN (MONTHS): 12'. On the left side, there are several filter buttons: 'Last Checkin Date Before' (set to 02/07/2020), 'List Price Less Than' (set to 100), 'Don't Weed Last Copy in Branch', 'Don't Weed Last Copy in System', 'Number' (set to 1000), and 'Shelf Space' (set to 24). The main table shows the following data:

#	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch	Copies in System	Last Checkin Date	Created Date	Item Price	Item Status
1	Milbrook	Milbrook Adult	F BASH (Spanish)	32389001007649	Chicas de nieve y cristal	Bashadoul, Melissa	0	0	1	1		4/24/19	30	CHECKED IN
2	Milbrook	Milbrook Adult	6413 FERN (Spanish)	32389000999326	Tareas minicopa & diazola	Fernandez, Carmen	0	0	1	1		5/17/18	23	CHECKED IN
3	Milbrook	Milbrook Adult		32389001002434	WebMD the magazine. [For linking items and elastic holds]		0	0	12	256		1/3/19	6	CHECKED IN
4	Milbrook	Milbrook Adult	862.1 KOVA	32389001013466	The soil of Silvanah		0	0	1	3		5/18/19	16	CHECKED IN
5	Milbrook	Milbrook Adult	759.6492 BUTT	32389001001584	Masters of 17th century Dutch landscape painting	Sutton, Peter G.	0	0	1	1		12/4/16	80	CHECKED IN
6	Milbrook	Milbrook Adult	814 APPE	32389000667551	Phanua home essays	Asoci. Jacob M., 1973.	0	0	1	5		4/14/19	23	CHECKED IN
7	Milbrook	Milbrook Adult		32389001001808	Architect. [For linking items and elastic holds]		0	0	11	11		12/20/10	6	CHECKED IN
8	Milbrook	Milbrook Adult		32389001020162	Country life. [For linking items and elastic holds]		0	0	12	12		11/27/19	6	CHECKED IN
9	Milbrook	Milbrook Adult		32389000074526	Smithsonian. [For linking items and elastic holds]		0	0	11	480		8/28/17	6	CHECKED IN
10	Milbrook	Milbrook Adult		32389001023209	Vandy fair. [For linking items and elastic holds]		0	0	14	208		2/3/20	6	CHECKED IN
11	Milbrook	Milbrook Young Adult	YA-Graphic NORT vol 3	32389001004613	The unbeatable Squirrel Girl Vol. 3	North, Brian, 1980.	0	0	1	1		3/7/19	23	CHECKED IN
12	Milbrook	Milbrook Children	J 664.66 NOCH	32389001021089	Maldivea	NoChesno-Lynch, Rebecca, 1990.	0	0	1	2		1/15/20	60	CHECKED IN
13	Milbrook	Milbrook Young Adult	817.54 LOZA (Spanish)	32389001017952	Los recuerdos ohtas verdes	Lozano, Jessalinda	0	0	1	1		2/6/19	10	CHECKED IN
14	Milbrook	Milbrook Young Adult	YA-Graphic SHIN	32389001006832	Your name. 3	Shinkai, Makoto	0	0	1	4		3/30/19	11	CHECKED IN
15	Milbrook	Milbrook Adult		32389001019039	Living Milbrook - An exclusive magazine for the Milbrook Community. [For linking items and elastic holds]		0	0	12	12		9/30/19	6	CHECKED IN
16	Milbrook	Milbrook Adult	813.25 MACH (Spanish)	32389000667546	transición y sus mitos meliores remedios jugas verdes y cosas que no se hacen y no se hacen mas	Macher, Inocencio, 1973.	0	0	1	1		5/18/18	15	CHECKED IN

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Emailing reports*
 - ▶ Run a Decision Center report
 - ▶ Choose Email/Schedule button on the report results screen



Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Emailing reports*
 - ▶ Run a Decision Center report
 - ▶ Choose Email/Schedule button on the report results screen
 - ▶ Enter a name for the report the Report Name field.
 - ▶ Enter one or more valid email addresses in the Email Addresses field

SCHEDULE AND EMAIL REPORT

Report Name:

Email Addresses:
Separate multiple addresses by comma

Formats:

- Microsoft Excel (xls)
- Adobe PDF (pdf)
- Review File (bpool)

Frequency:

- Daily
- Weekly
- Monthly
- Send Immediately
- Particular Date
- Never

Already Scheduled Reports:

- Daily: 0
- Weekly: 1
- Monthly: 0
- Particular Date: 0
- Never: 0

Note: Click [here](#) to check already scheduled reports.

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Emailing reports*
 - ▶ Run a Decision Center report
 - ▶ Choose Email/Schedule button on the report results screen
 - ▶ Enter a name for the report the Report Name field.
 - ▶ Enter one or more valid email addresses in the Email Addresses field

SCHEDULE AND EMAIL REPORT

Report Name:

Email Addresses:
Separate multiple addresses by comma

Formats:

- Microsoft Excel (xls)
- Adobe PDF (pdf)
- Review File (bspool)

Frequency:

- Daily
- Weekly
- Monthly
- Send Immediately
- Particular Date
- Never

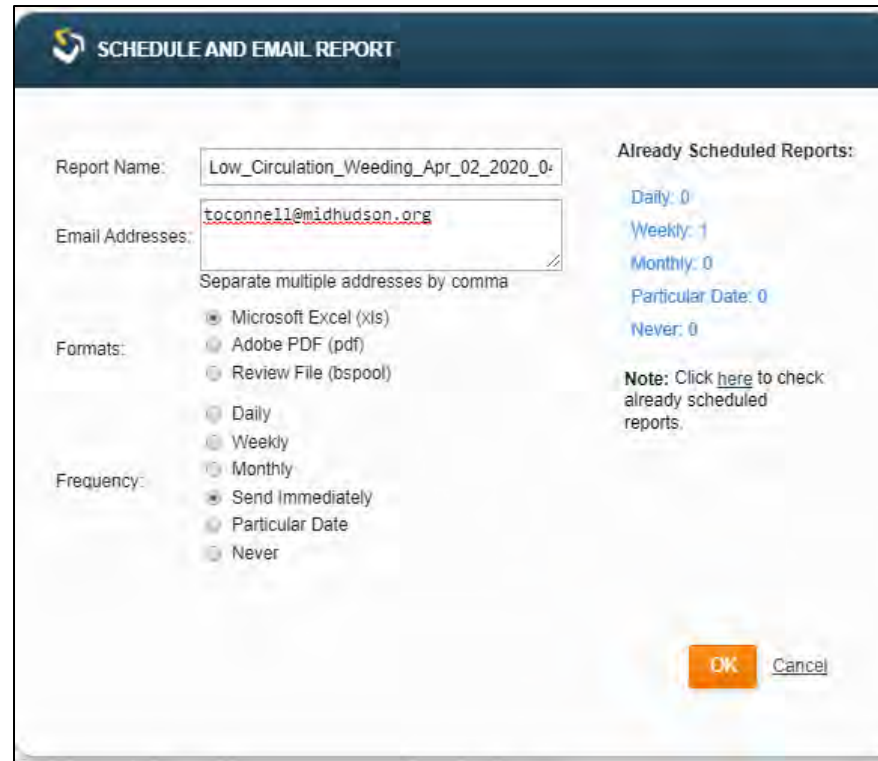
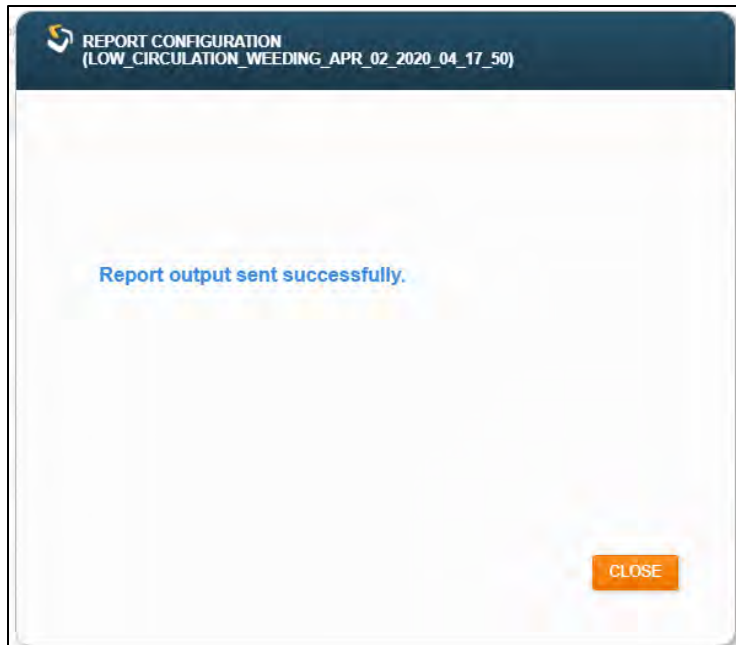
Already Scheduled Reports:

Daily: 0
Weekly: 1
Monthly: 0
Particular Date: 0
Never: 0

Note: Click [here](#) to check already scheduled reports.

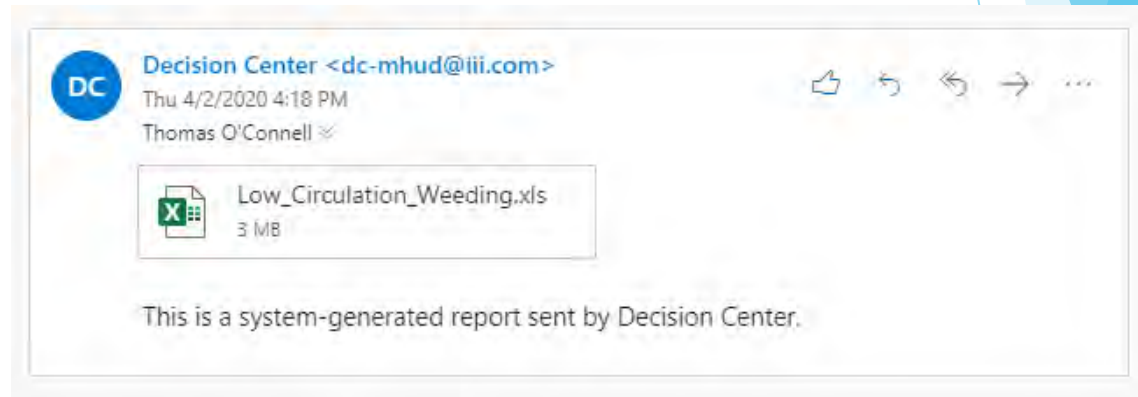
Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Emailing reports*



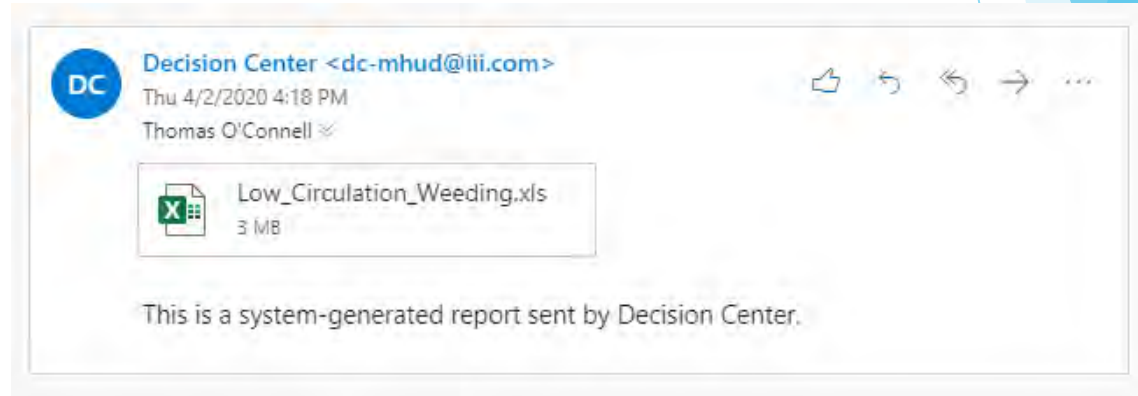
Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Emailing reports*
 - ▶ Run a Decision Center report
 - ▶ Enter one or more valid email addresses in the Email Addresses field



Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Emailing reports*
 - ▶ Run a Decision Center report
 - ▶ Enter one or more valid email addresses in the Email Addresses field



Low Circulation Weeding
2020-04-02 Location: Millbrook Shelf Location: Millbrook Adult, Millbrook Children, Millbrook Young Adult, Physical Format: All Physical Formats, Record Creation Date: Record Created After: 1/1/70, Record Created Before: 4/2/20
Number Ranges, Limits: Circs Fewer Than: 1, Within (months): 12

Item	Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch	Copies in System	Last Checkin Date
4	Millbrook	Millbrook Children	J 617 .1 LAND	32389000817527	Sprains and strains	Landau, Elaine	0	0	1	1	
	Millbrook	Millbrook Adult	381.34 SU1L	32389000816016	Gotcha capitalism how hidden fees rip you off every day, and what you can do about it.	Sullivan, Bob, 1968-	0	0	1	3	
5	Millbrook	Millbrook Adult	.920 MART	3 2389 00028 1245	Henry and Clara : an intimate portrait of the Lucias 1920-	Martin, Ralph G., 1920-	0	0	1	1	
6	Millbrook	Millbrook Adult	973.917 SCHL v3	3 2389 00033 0885	The age of Roosevelt	Schlesinger, Arthur M. (Arthur Messer), 1888-1965	0	0	3	37	
7	Millbrook	Millbrook Adult	700.924 DR	3 2389 00042 9273	Dr. Seuss from then to now : a catalogue of the retrospective exhibition		0	0	1	3	

Decision Center - Creating Reports

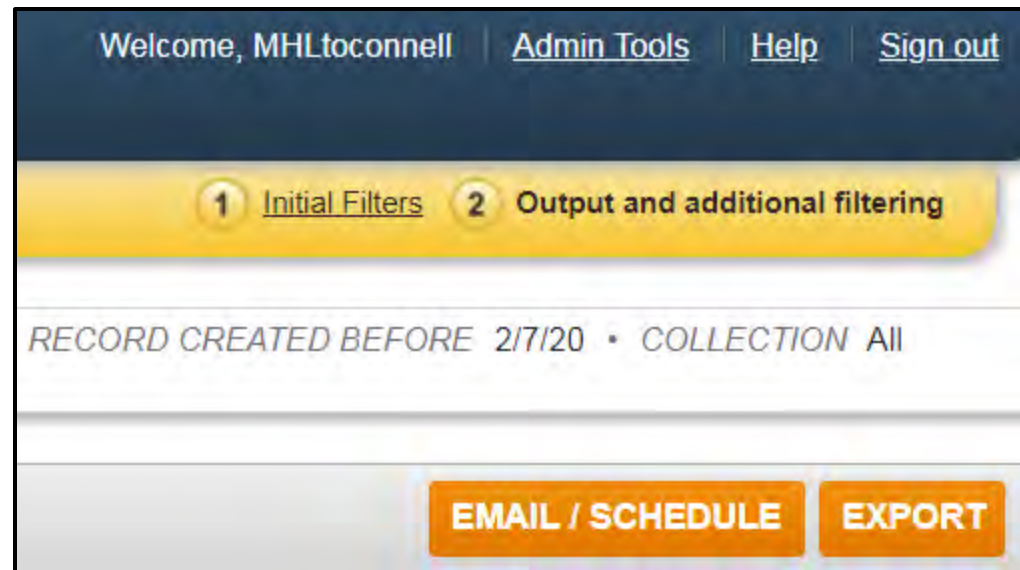
- ▶ Creating and running a report
 - ▶ *Exporting reports*
 - ▶ Run a Decision Center report

The screenshot displays the Decision Center interface with a report of library items. The report includes columns for Item Location, Shelf Location, Call Number, Barcode, Title, Author, Total Circs, Circs Last 12 Months, Copies in Branch, Copies in System, Last Checkin Date, Created Date, Item Price, and Item Status. The report shows 16 items, all of which are checked in.

#	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch	Copies in System	Last Checkin Date	Created Date	Item Price	Item Status
1	Milbrook	Milbrook Adult	F BASH (Spanish)	32389001007649	Chicas de nieve y cristal	Bashadoul, Melissa	0	0	1	1		4/24/19	30	CHECKED IN
2	Milbrook	Milbrook Adult	6413 FERN (Spanish)	32389000999326	Tareas minicopa & diazola	Fernandez, Carmen	0	0	1	1		5/17/18	23	CHECKED IN
3	Milbrook	Milbrook Adult		32389001002434	WebMD the magazine. [For linking items and elastic holds]		0	0	12	256		1/3/19	6	CHECKED IN
4	Milbrook	Milbrook Adult	862.1 KOVA	32389001013466	The soil of Silvanah		0	0	1	3		5/18/19	16	CHECKED IN
5	Milbrook	Milbrook Adult	759.6492 BUTT	32389001001584	Masters of 17th century Dutch landscape painting	Sutton, Peter G.	0	0	1	1		12/4/16	80	CHECKED IN
6	Milbrook	Milbrook Adult	814 APPE	32389000667551	Phanua home essays	Asoci, Jacob M., 1973-	0	0	1	5		4/14/19	23	CHECKED IN
7	Milbrook	Milbrook Adult		32389001001808	Architect. [For linking items and elastic holds]		0	0	11	11		12/20/10	6	CHECKED IN
8	Milbrook	Milbrook Adult		32389001020162	Country life. [For linking items and elastic holds]		0	0	12	12		1/27/19	6	CHECKED IN
9	Milbrook	Milbrook Adult		32389000074526	Smithsonian. [For linking items and elastic holds]		0	0	11	480		8/28/17	6	CHECKED IN
10	Milbrook	Milbrook Adult		32389001023209	Vandy fair. [For linking items and elastic holds]		0	0	14	203		2/3/20	6	CHECKED IN
11	Milbrook	Milbrook Young Adult	YA-Graphic NORT vol 3	32389001004613	The unbeatable Squirrel Girl Vol. 3	North, Brian, 1980-	0	0	1	1		3/7/19	23	CHECKED IN
12	Milbrook	Milbrook Children	J 664.66 NOCH	32389001021089	Maldivea	NoChesno-Lynch, Rebecca, 1980-	0	0	1	2		1/15/20	60	CHECKED IN
13	Milbrook	Milbrook Young Adult	817.54 LOZA (Spanish)	32389001017952	Los recuerdos ohtas verdes	Lozano, Jessundo	0	0	1	1		2/6/19	10	CHECKED IN
14	Milbrook	Milbrook Young Adult	YA-Graphic SHIN	32389001006832	Your name. 3	Shinkai, Makoto	0	0	1	4		3/30/19	11	CHECKED IN
15	Milbrook	Milbrook Adult		32389001019039	Living Milbrook - An exclusive magazine for the Milbrook Community. [For linking items and elastic holds]		0	0	12	12		9/30/19	6	CHECKED IN
16	Milbrook	Milbrook Adult	813.25 MACH (Spanish)	32389000667546	transparencia y sus mil mejoras, remedios, juegos verdes y cosas que no cabe en un programa mas	Mascher, Inocencio, 1973-	0	0	1	1		5/18/18	15	CHECKED IN

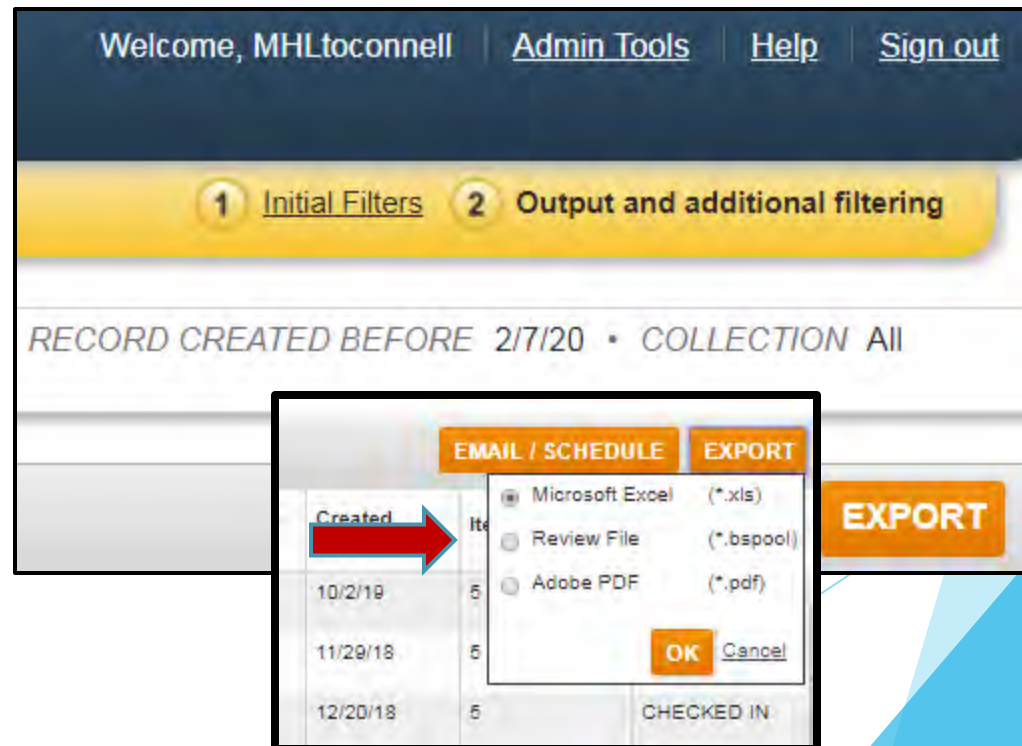
Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Exporting reports*
 - ▶ Run a Decision Center report
 - ▶ Choose Export to export your results and select a file format.



Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Exporting reports*
 - ▶ Run a Decision Center report
 - ▶ Choose Export to export your results and select a file format.
 - ▶ You can work with exported review files using the *Create Lists* function in Sierra.



Decision Center - Creating Reports

- ▶ Creating and running a report

- ▶ *Exporting reports*

- ▶ Run a Decision Center report
 - ▶ Choose Export to export your results and select a file format.

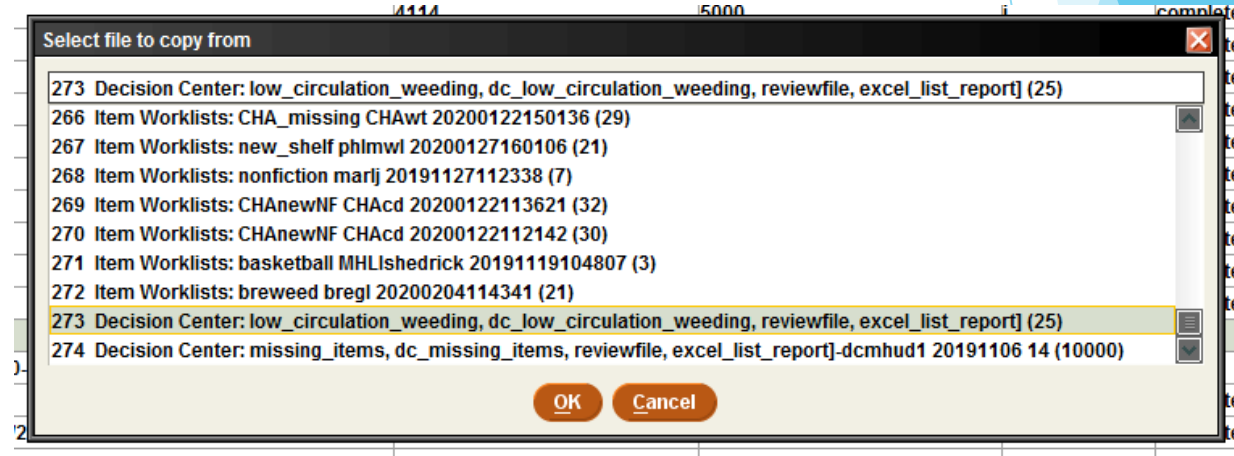
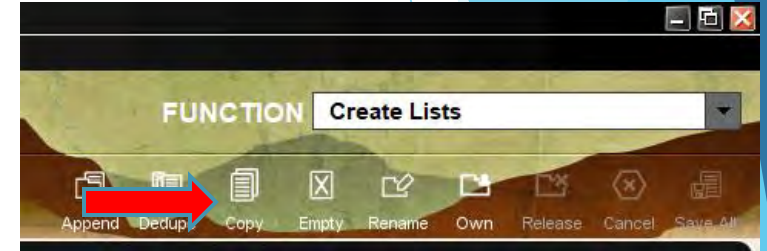
- ▶ You can work with exported review files using the *Create Lists* function in Sierra.

The screenshot displays the Decision Center interface. At the top, there is a navigation bar with "Welcome, MHLtoconnell", "Admin Tools", "Help", and "Sign out". Below this is a yellow progress bar with two steps: "1 Initial Filters" and "2 Output and additional filtering". The main content area shows "RECORD CREATED BEFORE 2/7/20" and "COLLECTION All". A table with columns "Created" and "Items" is visible, with a red arrow pointing to the "Created" column. An "EXPORT" button is highlighted in orange. A dropdown menu is open, showing options: "Microsoft Excel (*.xls)", "Review File (*.bspool)", and "Adobe PDF (*.pdf)". An "EXPORT" button is also visible in the bottom right of the dropdown menu.

The screenshot shows a dialog box with the following text: "Exported Successfully! File is :[dc_low_circulation_weeding, dc_low_circulation_weeding, reviewfile, excel_list_report]-MHLtoconnell-20200210-120728.bspool". A "CLOSE" button is located at the bottom right of the dialog box.

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Exporting reports*
 - ▶ Run a Decision Center report
 - ▶ Choose Export to export your results and select a file format.
 - ▶ You can work with exported review files using the *Create Lists* function in Sierra.

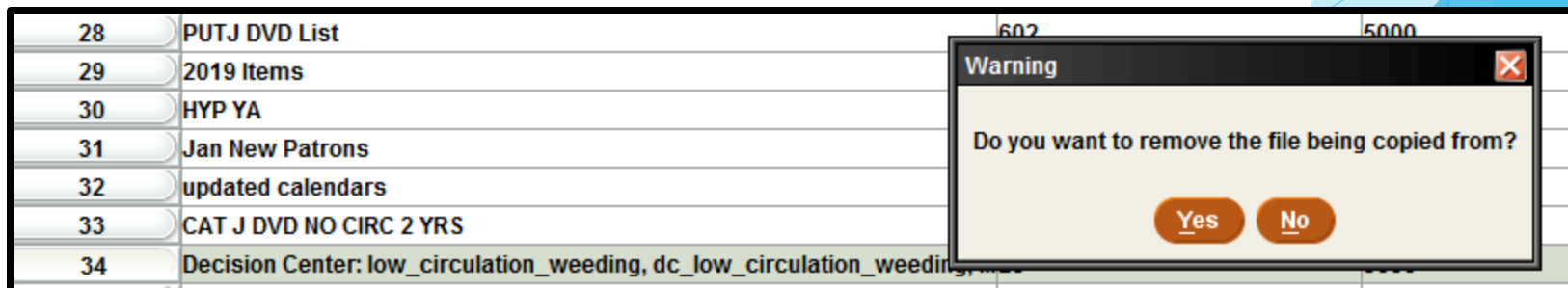
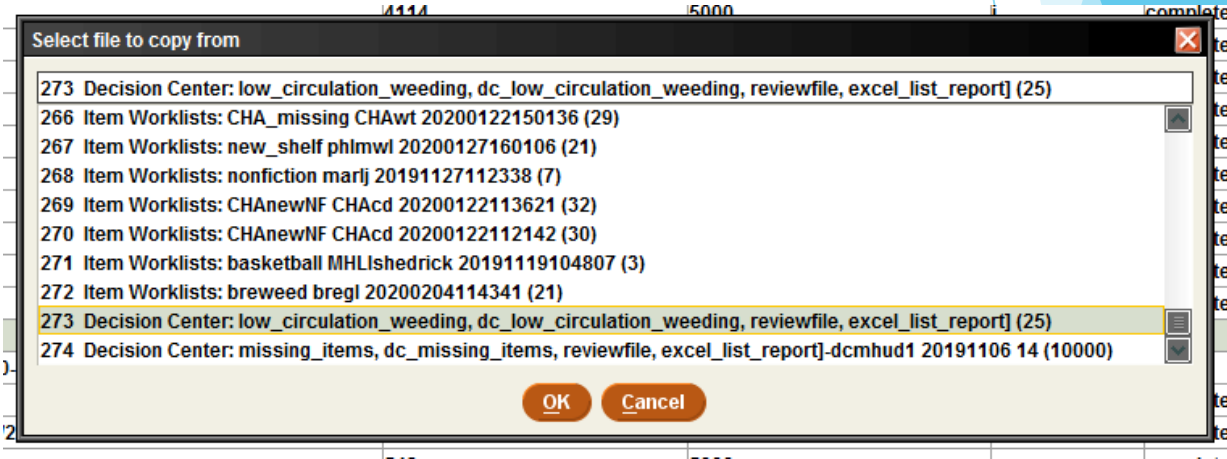


Decision Center - Creating Reports

▶ Creating and running a report

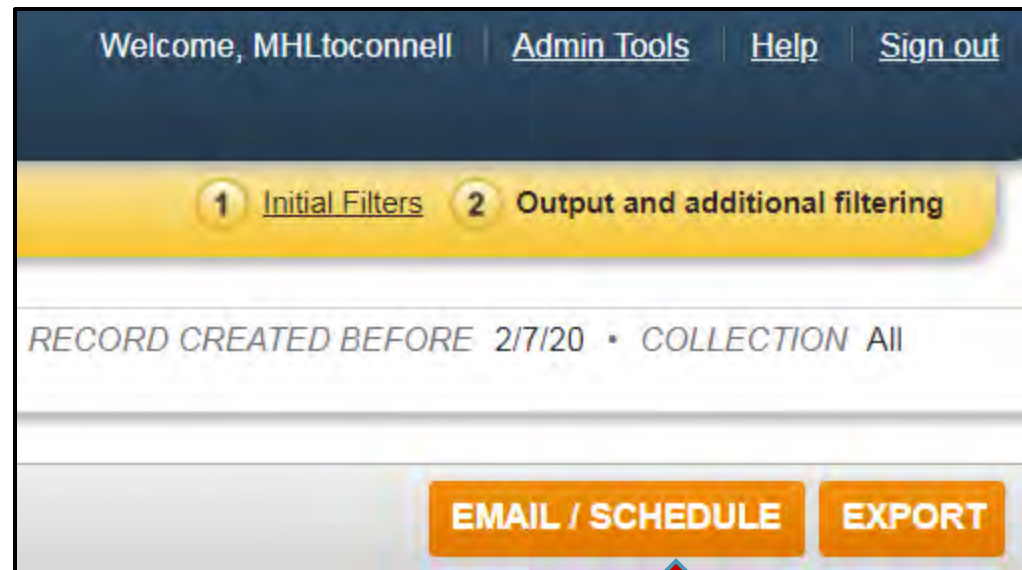
▶ *Exporting reports*

- ▶ Run a Decision Center report
- ▶ Choose Export to export your results and select a file format.
- ▶ You can work with exported review files using the *Create Lists* function in Sierra.



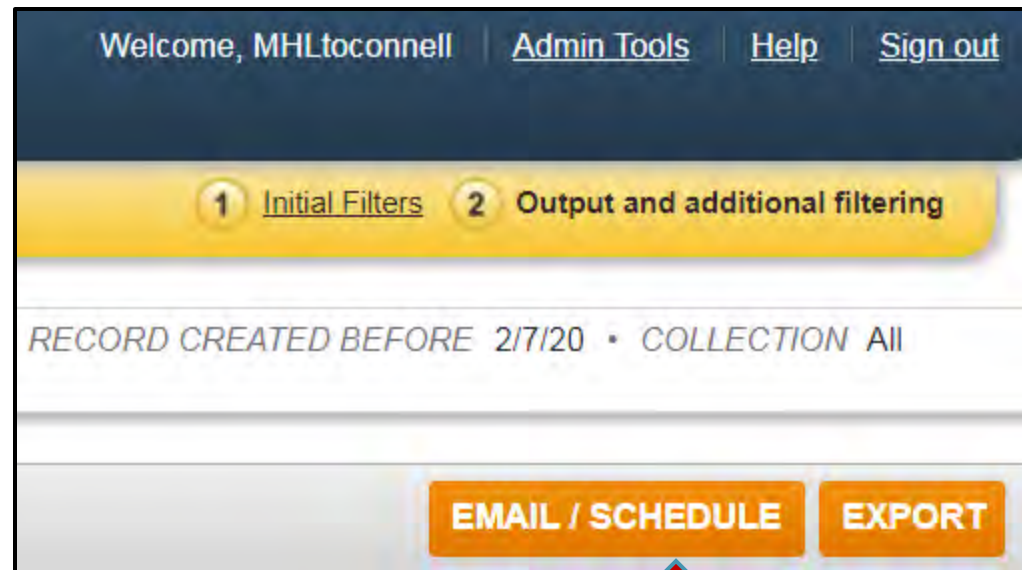
Decision Center - Creating Reports

- ▶ Scheduling reports
- ▶ Decision Center's scheduling feature enables you to save a report configuration so that you can run the same report later.



Decision Center - Creating Reports

- ▶ Scheduling reports
- ▶ Decision Center's scheduling feature enables you to save a report configuration so that you can run the same report later.
- ▶ You can also schedule saved reports to automatically run daily, weekly, or monthly.



Decision Center - Creating Reports

▶ Scheduling reports

- ▶ For automatically-run reports, Decision Center emails the report results to the recipients chosen during the report's scheduling. Scheduled reports run at the conclusion of overnight data processing.

- ▶ (7:00 am)



The screenshot shows a dialog box titled "SCHEDULE AND EMAIL REPORT". It contains the following fields and options:

- Report Name:** A text box containing "Low_Circulation_Weeding_Feb_10_2020_0".
- Email Addresses:** A text box containing "toconnell@midhudson.org". Below it, a note says "Separate multiple addresses by comma".
- Formats:** A list of radio buttons: "Microsoft Excel (xls)" (selected), "Review File (bspool)", and "Adobe PDF (pdf)".
- Frequency:** A list of radio buttons: "Daily", "Weekly" (selected), "Monthly", "Send Immediately", "Particular Date", and "Never".
- Start Date:** A date picker showing "02/14/2020". Below it, a note says "Depending on your server settings, the Start Date may be adjusted to the following day."
- Already Scheduled Reports:** A section with radio buttons for "Daily: 0", "Weekly: 0", "Monthly: 0", "Particular Date: 0", and "Never: 0".
- Note:** "Click [here](#) to check already scheduled reports."
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Decision Center - Creating Reports

▶ Scheduling reports

- ▶ From the Schedule and Email Report dialog box, define your scheduling parameters -
 - ▶ Report Name
 - ▶ Email Addresses
 - ▶ Formats
 - ▶ Frequency

SCHEDULE AND EMAIL REPORT

Please enter one or more valid email addresses.

Report Name:

Email Addresses:

Separate multiple addresses by comma

Formats:

- Microsoft Excel (xls)
- Review File (bspool)
- Adobe PDF (pdf)

Frequency:

- Daily
- Weekly
- Monthly
- Send Immediately
- Particular Date
- Never

Start Date:

Depending on your server settings, the Start Date may be adjusted to the following day.

Already Scheduled Reports:

- Daily: 0
- Weekly: 0
- Monthly: 0
- Particular Date: 0
- Never: 0

Note: Click [here](#) to check already scheduled reports.

OK **Cancel**

Decision Center - Creating Reports

▶ Scheduling reports

- ▶ From the Schedule and Email Report dialog box,
- ▶ choose the [Click here to check already scheduled reports](#) link in the dialog box.
- ▶ *Scheduled reports associated with my login.*

SCHEDULE AND EMAIL REPORT

Please enter one or more valid email addresses.

Report Name:

Email Addresses:

Separate multiple addresses by comma

Formats:

- Microsoft Excel (xls)
- Review File (bspool)
- Adobe PDF (pdf)

Frequency:

- Daily
- Weekly
- Monthly
- Send Immediately
- Particular Date
- Never

Start Date:

Depending on your server settings, the Start Date may be adjusted to the following day.

[Click here to check already scheduled reports](#)

OK Cancel

Already Scheduled Reports:

Daily: 0

Weekly: 1

Monthly: 0

Particular Date: 0

Never: 0

Note: Click [here](#) to check already scheduled reports.

Decision Center - Creating Reports

- ▶ Scheduling reports
 - ▶ From the Schedule and Email Report dialog box,
 - ▶ choose the Click here to check already scheduled reports link in the dialog box.

The screenshot shows the 'decision center' interface. At the top, there is a navigation bar with 'Welcome, MHLtoconnell', 'Admin Tools', 'Help', and 'Sign out'. Below this is a yellow 'Collection Tools' bar. The main content area is titled 'REPORTS SCHEDULED BY MHLTOCONNELL' and includes two radio buttons: 'Remove scheduled reports for inactive users' (unselected) and 'Keep scheduled reports for inactive users' (selected). A 'SAVE' button is located below the radio buttons. At the bottom, there is a table with the following data:

Name	Report Name	Output Format	Schedule Type	Start Date	Next Run	Scheduled By	Users	Scheduled	Actions
Low_Circulation_Weeding_Feb_10_2020_03_26_30	Low Circulation Weeding	Microsoft Excel	Weekly	02/14/2020	04/10/2020	MHLtoconnell	toconnell@midhudson.org	Yes	Stop Schedule Run Now Delete

Already Scheduled Reports:

Daily: 0

Weekly: 1

Monthly: 0

Particular Date: 0

Never: 0

Note: Click [here](#) to check already scheduled reports.

Decision Center - Creating Reports

▶ Scheduling reports

- ▶ From the Schedule and Email Report dialog box,
- ▶ choose the Click here to check already scheduled reports link in the dialog box.

REPORTS SCHEDULED BY MHLTOCONNELL

Remove scheduled reports for inactive users
 Keep scheduled reports for inactive users

SAVE

Name	Report Name
Low_Circulation_Weeding_Feb_1 0_2020_03_28_30	Low Circulation Weeding

Already Scheduled Reports:

Daily: 0

Weekly: 1

Monthly: 0

Particular Date: 0

Never: 0

Note: Click [here](#) to check already scheduled reports.

Decision Center - Creating Reports

▶ Scheduling reports

- ▶ From the Schedule and Email Report dialog box,
- ▶ choose the Click here to check already scheduled reports link in the dialog box.

REPORTS SCHEDULED BY MHLTOCONNELL

Remove scheduled reports for inactive users
 Keep scheduled reports for inactive users

SAVE

Name	Report Name
Low_Circulation_Weeding_Feb_10_2020_03_28_30	<input type="button" value="Low Circulation Weeding"/>

Already Scheduled Reports:

Daily: 0

Weekly: 1

Monthly: 0

Particular Date: 0

Never: 0

Note: Click [here](#) to check already scheduled reports.

Actions

[Stop Schedule](#)
[Run Now](#)
[Delete](#)

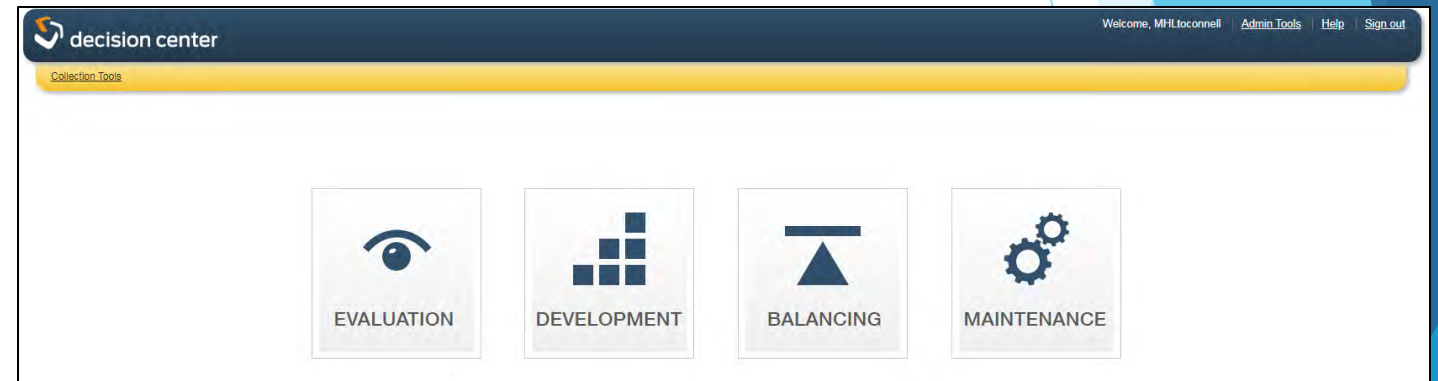
Decision Center - Examples of Reporting

- ▶ Let's look at *some* of the reports...



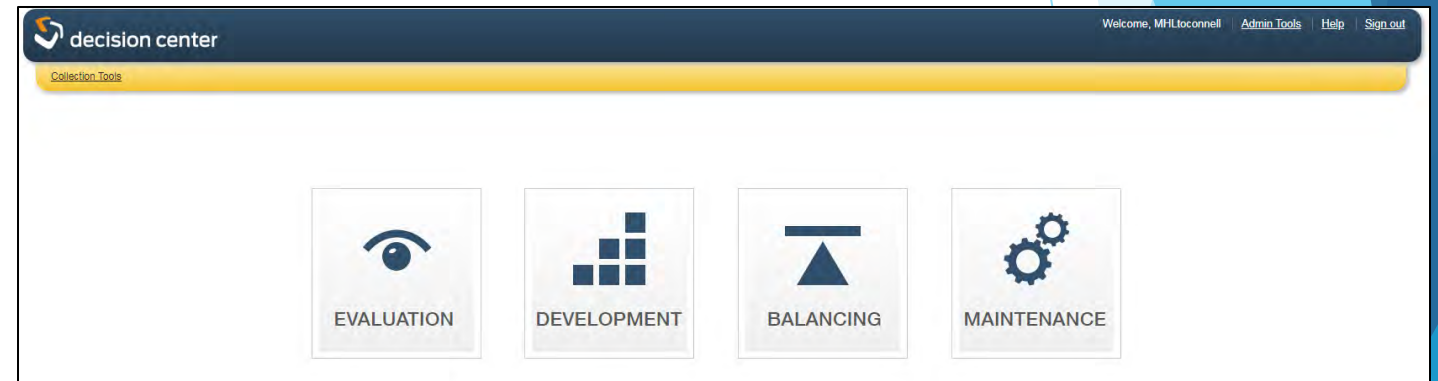
Decision Center - Examples of Reporting

- ▶ *Evaluation: Circulation?*
- ▶ Development: Popular Authors
- ▶ Balancing: Subject Use
- ▶ Maintenance: Low Circulation Weeding



Decision Center - Examples of Reporting

▶ *Evaluation: Circulation?*



Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

The screenshot shows a web-based interface for a library's Decision Center. At the top, there are four icons representing different functional areas: Evaluation (an eye), Development (a grid of squares), Balancing (a scale), and Maintenance (gears). Below these icons is a search bar with the text "Search" and a magnifying glass icon. The main content area is divided into three columns. The left column features a large "EVALUATION" icon with an eye and the word "EVALUATION" below it. The middle column is titled "ACQUISITIONS" and lists "Expenditures" and "Expenditure Trends". The right column is titled "CIRCULATION" and lists "Call Number Range", "Holdshelf", "Hourly Activity", "Items", "Owning Location", "Patrons", "Postal Code", "Resource Sharing (Local, ILL, INN-Reach)", "Statistics Group", "Top Titles", "Transaction Location", and "Transaction Type". A third column on the far right is titled "COLLECTION" and lists "Item Trends", "Title Trends", "Turnover", "Summary ENCORE", "Harvested Collections", and "Searches". At the bottom left of the interface is a "close" button.

Decision Center - Examples of Reporting

► Evaluation: Circulation?

CIRCULATION

- ▼ Call Number Range by Item Type
Call Number Range by Item Type
Call Number Range by Patron Type
Call Number Trends
- Holdshelf
- Hourly Activity
- Items
- Owning Location
- Patrons
- Postal Code
- Resource Sharing (Local, ILL, INN-Reach)
- Statistics Group
- Top Titles
- Transaction Location
- Transaction Type

Call Number Range by Item Type
What item types are most popular for a given subject?
The Call Number Range by Item Type report displays transactions by Call Number Range rows and Item Type columns.

ENCORE

- Harvested Collections
- Searches

EVALUATION **DEVELOPMENT** **BALANCING** **MAINTENANCE**

Search

EVALUATION

- ACQUISITIONS**
 - Expenditures
 - Expenditure Trends
- CIRCULATION**
 - Call Number Range
 - Holdshelf
 - Hourly Activity
 - Items
 - Owning Location
 - Patrons
 - Postal Code
 - Resource Sharing (Local, ILL, INN-Reach)
 - Statistics Group
 - Top Titles
 - Transaction Location
 - Transaction Type
- COLLECTION**
 - Item Trends
 - Title Trends
 - Turnover
 - Summary
- ENCORE**
 - Harvested Collections
 - Searches

close

Decision Center - Examples of Reporting

- ▶ *Evaluation: Circulation?*

The screenshot displays a reporting interface with three filter sections on the left and one table filter on the right. Each filter section has a dark blue header with a circular refresh icon and a light gray body with a text input field and an 'edit' link. The 'DATE' filter shows 'Last Month', 'LOCATION' shows 'Millbrook', and 'TRANSACTION' shows a dropdown menu with 'Checkouts' selected. A 'GO' button is located at the bottom left of the interface.

DATE	CALL NUMBER RANGE TABLE
Last Month edit	All Call Number Ranges edit
Millbrook edit	
Checkouts ▼	

GO

Decision Center - Examples of Reporting

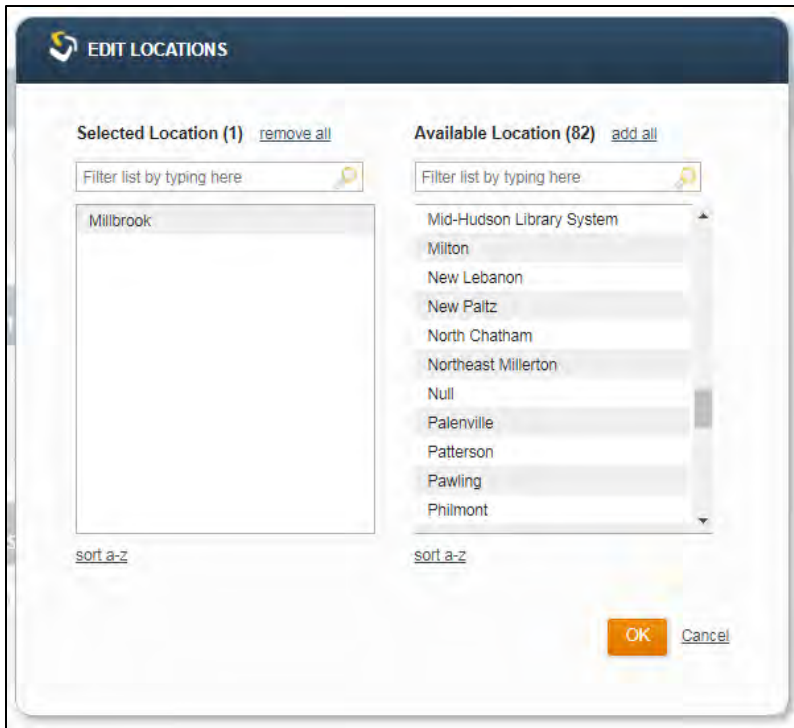
► *Evaluation: Circulation?*

The screenshot shows the Decision Center interface with an 'EDIT DATES' dialog box open. The dialog box has a dark blue header with the 'EDIT DATES' title. Below the header, there are three radio button options under the heading 'Select a Month': 'Month-To-Date', 'Last Month' (which is selected), and 'Month'. The 'Month' option has a dropdown menu showing '3' and '2020'. To the right of these options is a vertical list of labels: 'Day', 'Month' (with a black highlight), 'Year', and 'Date Range'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. In the background, the main interface shows several report cards: 'DATE' with 'Year-To-Date edit', 'CALL NUMBER RANGE TABLE' with 'All Call Number Ranges edit', 'LOCATION' with 'Millbrook edit', and 'TRANSACTION' with a 'Checkouts' dropdown menu. A 'GO' button is visible at the bottom left of the main interface.

The screenshot shows the Decision Center interface with four report cards visible. Each card has a dark blue header with a logo and a title. The first card is 'DATE' with the text 'Last Month edit'. The second card is 'CALL NUMBER RANGE TABLE' with the text 'All Call Number Ranges edit'. The third card is 'LOCATION' with the text 'Millbrook edit'. The fourth card is 'TRANSACTION' with a dropdown menu showing 'Checkouts'. At the bottom left of the interface is a 'GO' button.

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*



EDIT LOCATIONS

Selected Location (1) [remove all](#)

Filter list by typing here

Millbrook

[sort a-z](#)

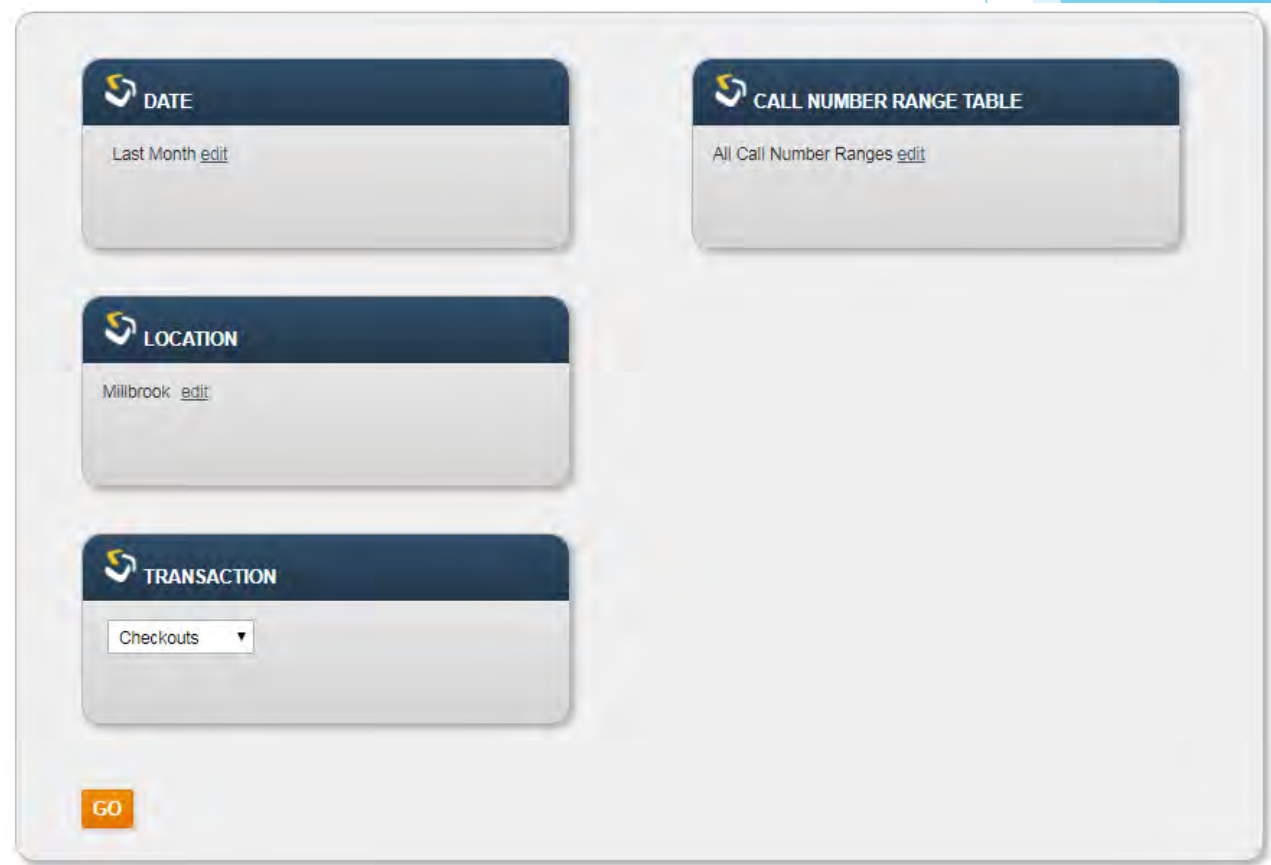
Available Location (82) [add all](#)

Filter list by typing here

- Mid-Hudson Library System
- Milton
- New Lebanon
- New Paltz
- North Chatham
- Northeast Millerton
- Null
- Palenville
- Patterson
- Pawling
- Philmont

[sort a-z](#)

[OK](#) [Cancel](#)



DATE

Last Month [edit](#)

CALL NUMBER RANGE TABLE

All Call Number Ranges [edit](#)

LOCATION

Millbrook [edit](#)

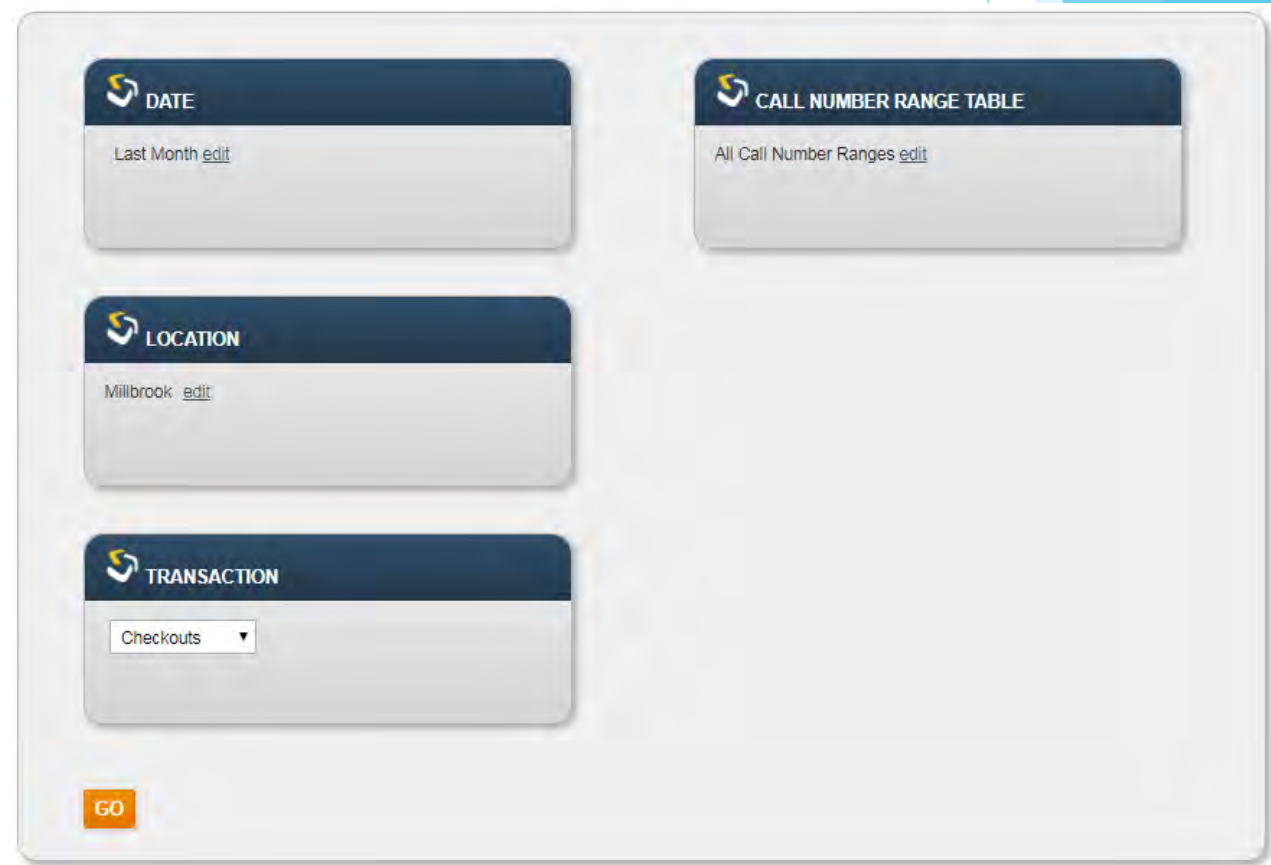
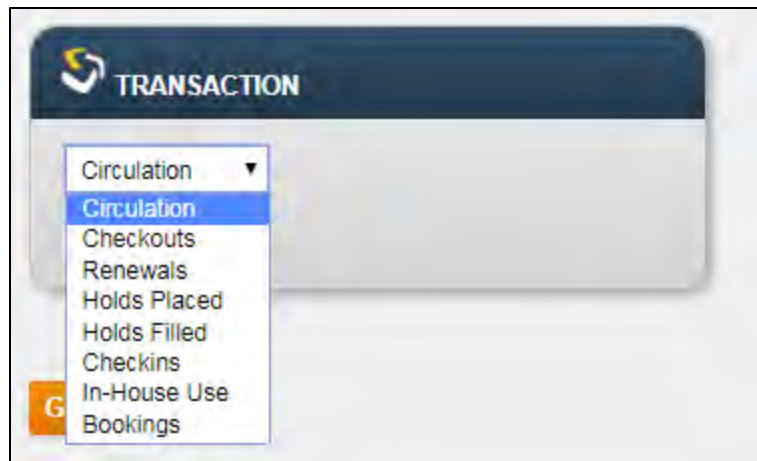
TRANSACTION

Checkouts ▼

[GO](#)

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*



Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

Call Number Range	All Item Types	Book	DVD	Short loan Book	Large Print
All Call Number Ranges	2,385	1,613	323	126	110
640-669 Home Economics	38	38	0	0	0
350-369 Public Admin, Soc Services	18	18	0	0	0
740-749 Drawing	15	15	0	0	0
300-309 Social Sciences	14	14	0	0	0
330-339 Economics	12	12	0	0	0
616-619 Medicine	12	12	0	0	0
914-919 Travel	12	12	0	0	0

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

The screenshot displays a web-based interface for a library's Decision Center. At the top, there are four navigation icons: Evaluation (eye), Development (grid), Balancing (triangle), and Maintenance (gears). A search bar is located in the top right corner. The main content area is divided into four columns of reporting options:

- EVALUATION** (with an eye icon):
 - ACQUISITIONS
 - Expenditures
 - Expenditure Trends
- CIRCULATION**
 - Call Number Range
 - Holdshelf
 - Hourly Activity
 - Items
 - Owning Location
 - Patrons
 - Postal Code
 - Resource Sharing (Local, ILL, INN-Reach)
 - Statistics Group
 - Top Titles
 - Popular Titles
 - Transaction Loc
 - Transaction Typ
- COLLECTION**
 - Item Trends
 - Title Trends
 - Turnover
 - Summary ENCORE
 - Harvested Collections
 - Searches

A tooltip box is visible over the 'Popular Titles' option in the Circulation section, providing a description: "The Popular Titles report lists the library's 100 most popular titles, based on the criteria you select, for a specified time frame. Reporter determines the popularity of a title by assessing the number of transactions (of the type selected in the Transaction filter) that occurred within the specified time frame." A "close" button is located at the bottom left of the interface.

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

The image shows a screenshot of a library Decision Center reporting interface. It features eight filter panels arranged in a 4x2 grid, each with a dark blue header and a light gray body. Each panel includes a circular refresh icon and an 'edit' link. The filters are:

- DATE:** Last 12 Months [edit](#)
- PATRON TYPE:** All Patron Types [edit](#)
- LOCATION:** Millbrook [edit](#)
- ITEM TYPE:** Book [edit](#)
- TRANSACTION:** Checkouts ▼
- CALL NUMBER RANGE:** All Call Number Ranges [edit](#)
- TRANSACTION LOCATION:** All Transaction Locations [edit](#)
- SHELF LOCATION:** Millbrook Children [edit](#)

An orange 'GO' button is located at the bottom left of the interface.

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

EDIT ITEM TYPES

Selected Item Type (1) [remove all](#)

Available Item Type (86) [add all](#)

Filter list by typing here

Book

16 mm films
16 mm films-no holds
Art Prints
Art Prints-no holds
Audio Book w/Player
Audio Book w/Player-No Holds
Book (fine free)
Book - Local Holds
Book - no holds (fine free)
Book Club in a bag-No Holds
Book on Cassette

[sort a-z](#) [sort a-z](#)

[OK](#) [Cancel](#)

DATE
Last 12 Months [edit](#)

PATRON TYPE
All Patron Types [edit](#)

LOCATION
Millbrook [edit](#)

ITEM TYPE
Book [edit](#)

TRANSACTION
Checkouts ▼


CALL NUMBER RANGE
All Call Number Ranges [edit](#)

TRANSACTION LOCATION
All Transaction Locations [edit](#)

SHELF LOCATION
Millbrook Children [edit](#)

[GO](#)




Decision Center - Examples of Reporting

 **decision center** Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)


[Collection Tools](#) > [Evaluation](#) > [Popular Titles](#) 1 Initial Filters 2 Output and additional filtering

DATE 04/02/2019 - 04/01/2020 • LOCATION Millbrook • TRANSACTION Checkouts • TRANSACTION LOCATION All Transaction Locations • PATRON TYPE All Patron Types • ITEM TYPE Book • CALL NUMBER RANGE All Call Number Ranges • SHELF LOCATION Millbrook Children

[EMAIL / SCHEDULE](#) [EXPORT](#)

	Number	Bib Record No.	Title	Author	Count
	1	b2319879	Lord of the fleas (catalog.)	Pilkey, Dav. 1966-	7
	2	b1949137	Silverlicious (catalog.)	Kann, Victoria.	6
	3	b1975003	That pup! (catalog.)	George, Lindsay Barrett.	6


Decision Center - Examples of Reporting


 **decision center** Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)

Collection Tools > Evaluation > Popular Titles 1 Initial Filters 2 Output and additional filtering

DATE 04/02/2019 - 04/01/2020 • LOCATION Millbrook • TRANSACTION Checkouts • TRANSACTION LOCATION All Transaction Locations • PATRON TYPE All Patron Types • ITEM TYPE Book • CALL NUMBER RANGE All Call Number Ranges • SHELF LOCATION Millbrook Children

[EMAIL / SCHEDULE](#) [EXPORT](#)



	Number	Bib Record No.	Title	Author	Count
	1	b2319879	Lord of the fleas (catalog.)	Pilkey, Dav, 1966-	7



Lord of the fleas / written and illustrated by Dav Pilkey as George Beard and Harold Hutchins ; with color by Jose Garibaldi.

[Pilkey, Dav, 1966-](#)
Material Type: Graphic Novel
Language: English
Record Number: [2319879](#)
ISBN: 9780545935173
Price Per Copy: \$6.04

DEMAND 23	SUPPLY 88
5 holds placed	56 current and on-order copies
18 non-hold circulations	1.58 circs / copy / month
hold queue	1
current hold wait time	0

Decision Center - Examples of Reporting

- ▶ Evaluation: Circulation?
- ▶ *Development: Popular Authors*
- ▶ Balancing: Subject Use
- ▶ Maintenance: Low Circulation Weeding

Decision Center - Examples of Reporting

- ▶ *Development: Popular Authors*

The screenshot displays a software interface for a Decision Center. At the top, there are four navigation icons: 'EVALUATION' (eye icon), 'DEVELOPMENT' (bar chart icon), 'BALANCING' (scales icon), and 'MAINTENANCE' (gears icon). A search bar is located on the right side of the top navigation bar. Below the navigation bar, the 'DEVELOPMENT' section is active, indicated by a highlighted bar chart icon and the label 'DEVELOPMENT'. This section is divided into two columns: 'BUDGET' and 'SELECTION'. The 'BUDGET' column lists three options: 'Budget Projection by Fund', 'Budget Projection by Collection', and 'Budget Projection by Subject'. The 'SELECTION' column lists three options: 'Popular Authors', 'Supply and Demand Buying', and 'Hold-to-Item Ratio Buying'. A 'close' button is located at the bottom left of the interface.

EVALUATION **DEVELOPMENT** **BALANCING** **MAINTENANCE**

Search

DEVELOPMENT

BUDGET
Budget Projection by Fund
Budget Projection by Collection
Budget Projection by Subject

SELECTION
Popular Authors
Supply and Demand Buying
Hold-to-Item Ratio Buying

close

Decision Center - Examples of Reporting

▶ *Development: Popular Authors*

EVALUATION DEVELOPMENT BALANCING MAINTENANCE

Search

DEVELOPMENT

BUDGET
Budget Projection by Fund
Budget Projection by Collection
Budget Projection by Subject

SELECTION
Popular Authors
Supply and Demand Buying
Hold-to-Item Ratio Buying

DEVELOPMENT

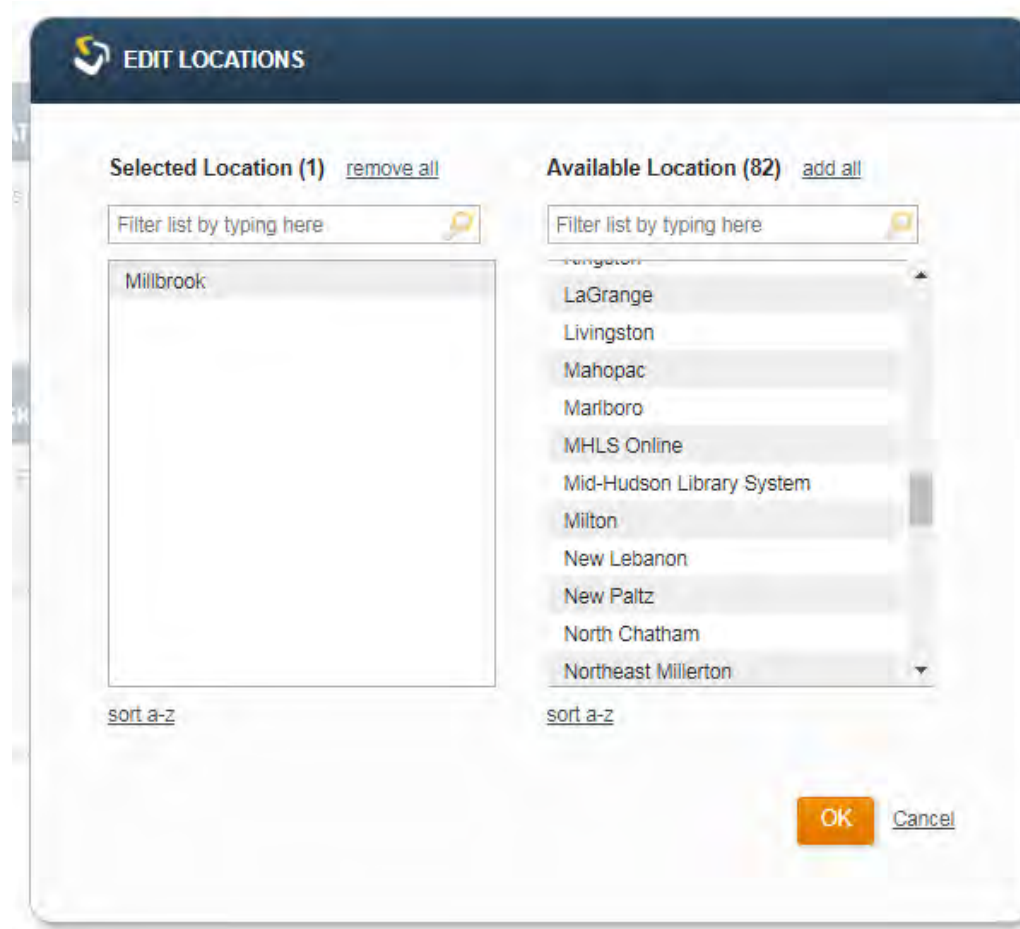
BUDGET
Budget Projection by Fund
Budget Projection by Collection
Budget Projection by Subject

SELECTION
Popular Authors
Supply and Demand Buying
Hold-to-Item Ratio Buying

Popular Authors
The Popular Authors report lists the library's most popular authors based on average monthly circulations over the last 90 days.

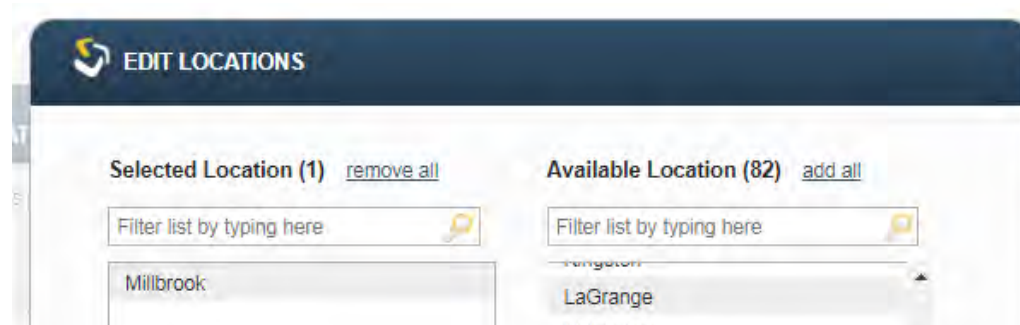
Decision Center - Examples of Reporting

- ▶ *Development: Popular Authors*



Decision Center - Examples of Reporting

► *Development: Popular Authors*



Showing 1 to 500 of 1000 entries

[EMAIL / SCHEDULE](#) [EXPORT](#)

#	Author	Monthly Circulations	Number of Titles	Number of Items
1	Patterson, James, 1947-	23	214	215
2	Skloot, Rebecca, 1972-	16	2	3
3	Baldacci, David	12	54	54
4	Ivey, Eowyn	11	3	3
5	Karon, Jan, 1937-	11	30	31




Decision Center - Examples of Reporting

- ▶ Evaluation: Circulation?
- ▶ Development: Popular Authors
- ▶ *Balancing: Subject Use*
- ▶ Maintenance: Low Circulation
Weeding

Decision Center - Examples of Reporting

- ▶ *Balancing: Subject Use by Location*



BALANCING

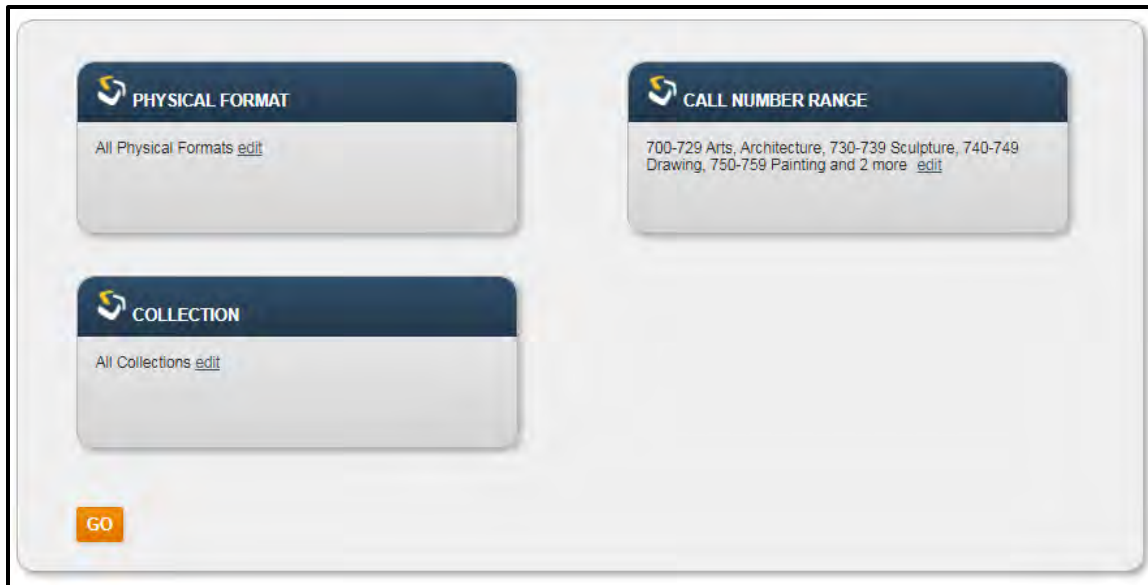
COLLECTION USE

- Subject Use
- Subject Use By Location**
- Collection Use
- Collection Use by Location

Subject Use By Location

The Subject Use by Location tool describes title and item circulation within selected call number range(s) across locations and makes recommendations to expand or weed selected range(s) by location, based on library-determined performance expectations.

ALLOCATION



PHYSICAL FORMAT

All Physical Formats [edit](#)

CALL NUMBER RANGE

700-729 Arts, Architecture, 730-739 Sculpture, 740-749 Drawing, 750-759 Painting and 2 more [edit](#)

COLLECTION

All Collections [edit](#)

GO

Decision Center - Examples of Reporting

- ▶ *Balancing: Subject Use by Location*

The screenshot displays a web interface titled "EDIT CALL NUMBER RANGES". It is divided into two main columns: "Selected Call Number Range (6)" and "Available Call Number Range (137)".

Selected Call Number Range (6)
remove all

Search: | 🔍

- 700-729 Arts, Architecture
- 730-739 Sculpture
- 740-749 Drawing
- 750-759 Painting
- 760-769 Graphic Arts, Prints
- 770-779 Photography

sort a-z

Available Call Number Range (137)
add all

Filter list by typing here 🔍

- 640-669 Home Economics
- 670-699 Manufacture, Construction
- 780-789 Music
- 790-795 Recreation
- 796-799 Sports
- 800-809 Literature & Rhetoric
- 810-819 American Literature
- 820-829 English Literature
- 830-899 Other Literature
- 900-913 Geography & History
- 914-919 Travel
- 920-929 Biography, Genealogy

sort a-z

OK Cancel

Decision Center - Examples of Reporting

► *Balancing: Subject Use by Location*

Showing 1 to 67 of 67 entries

EMAIL / SCHEDULE EXPORT

#	Branch	Number of Titles	Number of Items	Checkouts Last 365 Days	Renewals Last 365 Days	Total Circls Last 365 Days	Turnover	Recommendation
38	Wilton	208	212	10	5	15	0.07	Weed
40	New Lebanon	183	183	24	12	36	0.2	Weed
41	New Paltz	906	934	170	150	320	0.34	Weed
42	North Chatham	279	284	14	14	28	0.1	Weed
43	Northeast Millerton	267	267	67	36	103	0.39	Weed
44	Palenville	37	37	9	4	13	0.35	Weed
45	Pawling	211	215	69	24	93	0.43	Weed
46	Philmont	148	150	57	86	143	0.95	Weed
47	Phoenicia	31	32	27	24	51	1.59	Expand
48	Pine Hill	78	78	10	5	15	0.19	Weed
49	Pine Plains	149	151	73	30	103	0.68	Weed
50	Plattekill	221	221	63	29	92	0.42	Weed
51	Pleasant Valley	163	163	116	76	192	1.18	Expand
52	Putnam Valley	682	683	40	24	64	0.09	Weed
53	Red Hook	174	174	169	75	244	1.4	Expand
54	Rhinebeck	401	404	177	95	272	0.67	Weed
55	Rhinecliff	249	252	14	19	33	0.13	Weed

Decision Center - Examples of Reporting

- ▶ Evaluation: Circulation?
- ▶ Development: Popular Authors
- ▶ Balancing: Subject Use
- ▶ *Maintenance: Low Circulation Weeding*

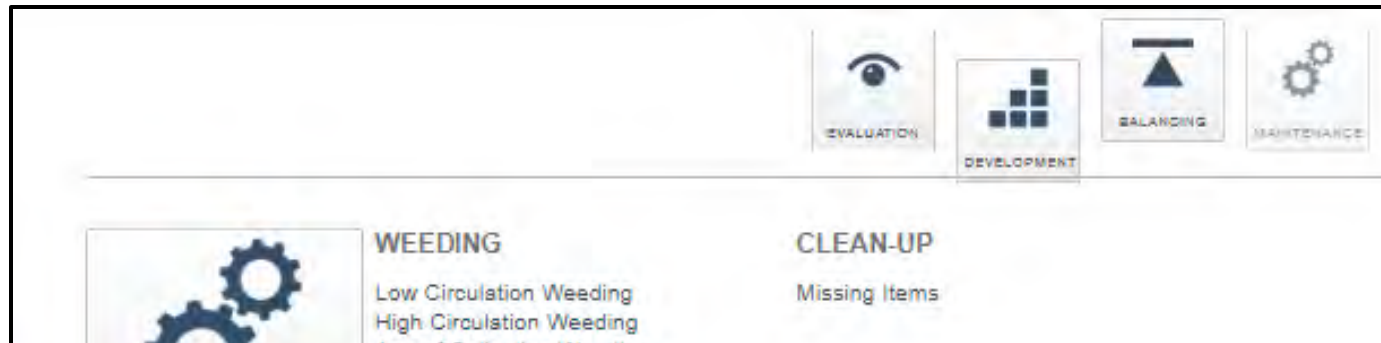
Decision Center - Examples of Reporting

- ▶ *Maintenance: Low Circulation Weeding*

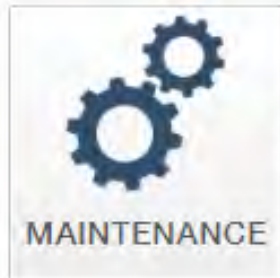
The screenshot displays a software interface for a Decision Center. At the top, there is a navigation bar with four icons: an eye for 'EVALUATION', a grid of squares for 'DEVELOPMENT', a triangle for 'BALANCING', and gears for 'MAINTENANCE'. Below this bar, the main content area is divided into two columns. The left column is titled 'WEEDING' and features a 'MAINTENANCE' icon (gears) on the left. To the right of the icon, the following text is listed: 'Low Circulation Weeding', 'High Circulation Weeding', 'Age of Collection Weeding', and 'Supply and Demand Weeding'. The right column is titled 'CLEAN-UP' and contains the text 'Missing Items'.

Decision Center - Examples of Reporting

- ▶ *Maintenance: Low Circulation Weeding*



The screenshot shows a navigation bar with four icons: an eye for 'EVALUATION', a grid for 'DEVELOPMENT', a triangle for 'BALANCING', and gears for 'MAINTENANCE'. Below the navigation bar, there are two main menu items: 'WEEDING' and 'CLEAN-UP'. The 'WEEDING' menu includes sub-items: 'Low Circulation Weeding', 'High Circulation Weeding', 'Age of Collection Weeding', and 'Supply and Demand Weeding'. The 'CLEAN-UP' menu includes 'Missing Items'.

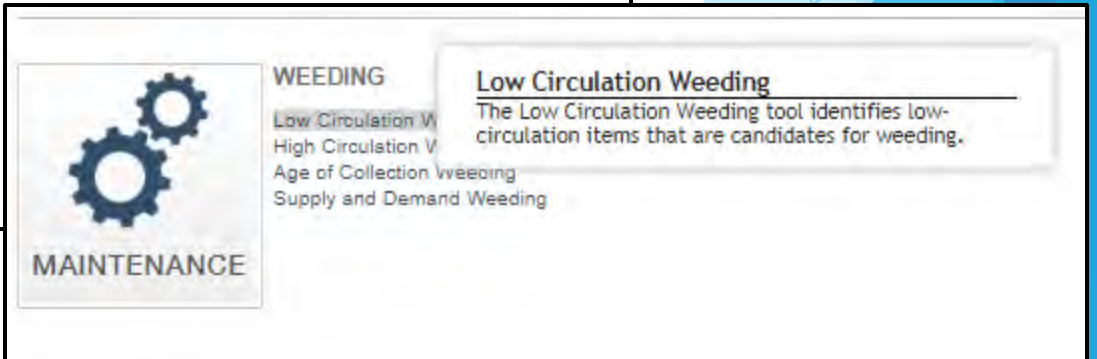


WEEDING

Low Circulation Weeding
High Circulation Weeding
Age of Collection Weeding
Supply and Demand Weeding

CLEAN-UP

Missing Items



The detailed view shows the 'MAINTENANCE' icon and the 'WEEDING' section. It lists the same sub-items as the main menu. A callout box titled 'Low Circulation Weeding' provides a description: 'The Low Circulation Weeding tool identifies low-circulation items that are candidates for weeding.'



WEEDING

Low Circulation Weeding
High Circulation Weeding
Age of Collection Weeding
Supply and Demand Weeding

Low Circulation Weeding

The Low Circulation Weeding tool identifies low-circulation items that are candidates for weeding.

Decision Center - Examples of Reporting

- ▶ *Maintenance: Low Circulation Weeding*

The screenshot displays a grid of reporting filters in a library system. Each filter is represented by a dark blue header with a circular icon and a light gray body with text and an 'edit' link.

- LOCATION**: Millbrook [edit](#)
- COLLECTION**: All Collections [edit](#)
- SHELF LOCATION**: Millbrook Children [edit](#)
- CALL NUMBER RANGE**: All Call Number Ranges [edit](#)
- PHYSICAL FORMAT**: All Physical Formats [edit](#)
- LIMITS**: Circs Fewer Than
Within (months)
- RECORD CREATION DATE**: Record Created After
Record Created Before

Decision Center - Examples of Reporting

► Maintenance: Low Circulation Weeding

The screenshot displays the Decision Center interface for a 'Low Circulation Weeding' report. The header includes the 'decision center' logo, a user greeting 'Welcome, MHLtoconnell', and navigation links for 'Admin Tools', 'Help', and 'Sign out'. A breadcrumb trail shows 'Collection Tools > Maintenance > Low Circulation Weeding'. A progress bar indicates '1 Initial Filters' and '2 Output and additional filtering'. Filter criteria are listed: 'LOCATION Millbrook', 'SHELF LOCATION Millbrook Children', 'PHYSICAL FORMAT All Physical Formats', 'RECORD CREATED AFTER 1/1/70', 'RECORD CREATED BEFORE 4/2/17', 'COLLECTION All Collections', 'CALL NUMBER RANGE All Call Number Ranges', 'CIRCS FEWER THAN 1', and 'WITHIN (MONTHS) 12'. On the left, a 'Hide Filters' sidebar contains three filter boxes: 'Last Checkin Date Before' (04/02/2020), 'List Price Less Than' (100), and 'Don't Weed Last Copy In Branch'. The main content area shows 'Showing 1 to 500 of 9986 entries' and a table of results. The table has columns for '#', 'Item Location', 'Shelf Location', 'Call Number', 'Barcode', 'Title', and 'Author'. Five entries are visible, all from Millbrook Children. Action buttons 'EMAIL / SCHEDULE' and 'EXPORT' are at the top right. The footer shows 'Page 1 of 20'.

#	Item Location	Shelf Location	Call Number	Barcode	Title	Author
1	Millbrook	Millbrook Children	E 001.4 NELS	32389000845387	Let's make a bar graph	Nelson, Robin, 1971-
2	Millbrook	Millbrook Children	J 930.03 EXPL	32389000643907	Exploring ancient civilizations.	
3	Millbrook	Millbrook Children	949.8 SHEE	32389000917517	Romania	Sheehan, Sean, 1951-
4	Millbrook	Millbrook Children	J 979.5 KENT	32389000897560	Oregon	Kent, Deborah.
5	Millbrook	Millbrook Children	JB CONNOR	3 2389 00020 9162	Equal justice : a biography of Sandra Day O'Connor	Woods, Harold.

Decision Center - Examples of Reporting

► Maintenance: Low Circulation Weeding

The screenshot displays the 'decision center' interface for a library. The main navigation bar includes 'Collection Tools > Maintenance > Low Circulation Weeding'. The breadcrumb trail shows: LOCATION Millbrook • SHELF LOCATION Millbrook Children • PHYSICAL FORMAT All Physical Formats • RECORD CREATED AFTER 1/1/70 • RECORD CREATED BEFORE 12/31/2017 • CIRCULATION STATUS CIRCULATING • CIRCULATION COUNT CIRCLES FEWER THAN 1 • WITHIN (MONTHS) 12.

On the left, there are several filter buttons: 'Last Checkin Date Before' (set to 04/02/2020), 'List Price Less Than' (set to 100), 'Don't Weed Last Copy In Branch', 'Don't Weed Last Copy In System', 'Number' (set to 1000), and 'Shelf Space' (set to 24). A 'Hide Filters' button is also present.

The main content area shows a table with 14 items, each with a checkbox, item number, item location, shelf location, call number, barcode, and title. The table is titled 'Showing 1 to 500 of 9986 entries'.

#	<input checked="" type="checkbox"/>	Item Location	Shelf Location	Call Number	Barcode	Title
1	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	E 001.4 NELS	32389000845387	Let's make a bar graph
2	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 930.03 EXPL	32389000643907	Exploring ancient civilizations
3	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	949.8 SHEE	32389000917517	Romania
4	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 979.5 KENT	32389000897560	Oregon
5	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	JB CONNOR	3 2389 00020 9162	Equal justice : a biography of Sandra Day O'Connor
6	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	CD J COUN	32389000766013	Rock-a-bye baby. [sound recording]
7	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J B REEVE	32389000668466	Christopher Reeve : don't lose hope!
8	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J F WILD	3 2389 00013 9221	The horse that had everything Newlin B. Wildes
9	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 001.9 HERB	32389000619337	Hoaxes
10	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 973.7 DAVI	3 2389 00019 8738	Appomattox : closing struggle of the Civil War
11	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 978 BRID	3 2389 00019 9280	Bridging the continent : a sourcebook on the American West edited by Carter Smith
12	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 599.3233 SILV	3 2389 00017 1511	Gerbils, all about them
13	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 970.004 BROI	32389000713379	The Pueblo
14	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J F CHRI	32389000851260	Lacrosse face-off

At the bottom, there is a pagination control showing 'Page 1 of 20'.

Decision Center - Examples of Reporting

- ▶ Maintenance: Low Circulation Weeding

The screenshot displays the 'decision center' interface with various filters and a list of items. A vertical box highlights several filter options: 'Last Checkin Date Before' (04/02/2020), 'List Price Less Than' (14), 'Don't Weed Last Copy In Branch', 'Don't Weed Last Copy In System', 'Number' (100), and 'Shelf Space' (24). The main table shows a list of items with columns for Item Location, Shelf Location, Call Number, Barcode, and Title. The table is filtered to show items from Millbrook Children's collection.

Filters:

- Last Checkin Date Before: 04/02/2020
- List Price Less Than: 14
- Don't Weed Last Copy In Branch
- Don't Weed Last Copy In System
- Number: 100
- Shelf Space: 24

Table Data:

Item Location	Shelf Location	Call Number	Barcode	Title
Millbrook Children	Millbrook Children	E 001.4 NELS	32389000845387	Let's make a bar graph
Millbrook Children	Millbrook Children	J 930.03 EXPL	32389000643907	Exploring ancient civilizations
Millbrook Children	Millbrook Children	949.8 SHEE	32389000917517	Romania
Millbrook Children	Millbrook Children	J 979.5 KENT	32389000897560	Oregon
Millbrook Children	Millbrook Children	JB CONNOR	3 2389 00020 9162	Equal justice : a biography of Sandra Day O'Connor
Millbrook Children	Millbrook Children	CD J COUN	32389000766013	Rock-a-bye baby [sound recording]
Millbrook Children	Millbrook Children	J B REEVE	32389000668466	Christopher Reeve : don't lose hope!
Millbrook Children	Millbrook Children	J F WILD	3 2389 00013 9221	The horse that had everything Newlin B. Wildes
Millbrook Children	Millbrook Children	J 001.9 HERB	32389000619337	Hoaxes
Millbrook Children	Millbrook Children	J 973.7 DAVI	3 2389 00019 8738	Appomattox : closing struggle of the Civil War
Millbrook Children	Millbrook Children	J 978 BRID	3 2389 00019 9280	Briggids the continent : a sourcebook on the American West edited by Carter Smith
Millbrook Children	Millbrook Children	J 599.3233 SILV	3 2389 00017 1511	Gerbils, all about them
Millbrook Children	Millbrook Children	J 970.004 BROI	32389000713379	The Pueblo
Millbrook Children	Millbrook Children	J F CHRI	32389000851260	Lacrosse face-off

Decision Center - Examples of Reporting

► Maintenance: Low Circulation Weeding

Showing 1 to 100 of 100 entries

EMAIL / SCHEDULE EXPORT

#	<input checked="" type="checkbox"/>	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch
4	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J F CONF	32389000826429	Diary of a monster's son	Conford, Ellen	0	0	1
5	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 970.004 POAT	3 2389 00019 6682	Indian legacy : Native American influences on world life and culture Hermina Poatgijter	Poatgijter, Alice Hermina	0	0	1
6	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J F BENT	32389000942473	Am I the princess or the frog? : by Jamie Kelly	Benton, Jim	0	0	1
7	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 779 HOBA	3 2389 00018 2161	Shadows and reflections	Hoban, Tana	0	0	1
8	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J796.7 ARME	3 2389 00024 9416	Motocross	Armentrout, David, 1962-	0	0	1
9	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J F VOIG	32389000949676	Teddy & Co.	Voigt, Cynthia	0	0	1
10	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	JF STIN pb	3 2389 00005 0574	Let's get invisible	Stine, R. L.	0	0	4
11	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 900 KNIG	3 2389 00042 9497	Talking walls : the stories continue	Knight, Margy Burns	0	0	1
12	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 398.2 GRIM	3 2389 00015 6033	About wise men and simpletons : twelve tales from Grimm translated by Elizabeth Shub ; etchings by Nonny Hogrogian		0	0	1
13	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children		32389000898444	Ranger Rick : [*for linking items and placing holds]		0	0	1
14	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 398.22 PYLE	32389000688647	The story of King Arthur and his knights	Pyle, Howard, 1853-1911.	0	0	1
15	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J972.01 BERD	3 2389 00019 5080	The Aztecs	Berdan, Frances	0	0	1

Decision Center - Examples of Reporting

► *Maintenance: Low Circulation Weeding*

Last Checkin Date Before

04/02/2020

List Price Less Than

14

Don't Weed Last Copy In Branch


Don't Weed Last Copy In System

Number

100

Shelf Space

Showing 1 - 15 of 150 entries

#	<input type="checkbox"/>									
<div style="border: 1px solid gray; padding: 5px; display: flex; justify-content: space-between;"> <div style="width: 30%;">  <p>Let's get invisible / R. L. Stine. <u>Stine, R. L.</u> Material Type: Book Language: English Record Number: <u>1413442</u> ISBN: <u>059045370X</u> Price Per Copy: \$5.94</p> </div> <div style="width: 40%; text-align: right;"> <p>DEMAND 1 SUPPLY 23</p> <p>1 holds placed 19 current and on-order copies 0 non-hold circulations 1.62 circs / copy / month</p> <p>hold queue 1 current hold wait time 1</p> </div> </div>										
10	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	JF STIN pb	3 2389 00005 0574	<u>Let's get invisible</u>	<u>Stine, R. L.</u>	0	0	4
11	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 900 KNIG	3 2389 00042 9497	<u>Talking walls : the stories continue</u>	<u>Knight, Margy Burns.</u>	0	0	1
12	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 398.2 GRIM	3 2389 00015 6033	<u>About wise men and simpletons : twelve tales from Grimm translated by Elizabeth Shub ; etchings by Nonny Hogrogian.</u>		0	0	1
13	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children		32389000898444	<u>Ranger Rick : [*for linking items and placing holds]</u>		0	0	1
14	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 398.22 PYLE	32389000688647	<u>The story of King Arthur and his knights</u>	<u>Pyle, Howard, 1853-1911.</u>	0	0	1
15	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J972.01 BERD	3 2389 00019 5080	<u>The Aztecs</u>	<u>Berdan, Frances.</u>	0	0	1

Decision Center - Examples of Reporting

- ▶ *Maintenance: Low Circulation Weeding*

The screenshot displays the 'decision center' interface for the 'Maintenance: Low Circulation Weeding' report. The top navigation bar shows 'Welcome, MHLtoconnell' and links for 'Admin Tools', 'Help', and 'Sign out'. The breadcrumb trail indicates the path: 'Collection Tools > Maintenance > Low Circulation Weeding'. The interface is divided into several sections:

- Filter Sidebar (Left):** Includes 'Last Checkin Date Before' (04/02/2020), 'List Price Less Than' (100), and 'Don't Weed Last Copy in Branch'.
- Main Filter Grid (Center):** Contains filters for LOCATION (Millbrook), SHELF LOCATION (Millbrook Children), PHYSICAL FORMAT (All Physical Formats), RECORD CREATION DATE (01/01/1970 to 04/01/2017), COLLECTION (All Collections), CALL NUMBER RANGE (All Call Number Ranges), and LIMITS (Circs Fewer Than: 1, Within (months): 12).
- Results Table (Right):** Shows a table with columns for 'Author' and 'Created Before'. The table includes entries for Nelson, Robin, 1971-; Sheehan, Sean, 1951-; Kent, Deborah; and Woods, Harold. The table is filtered by '1/1/70' and 'CREATED BEFORE 4/2/17'. Buttons for 'EMAIL / SCHEDULE' and 'EXPORT' are visible above the table.

A blue arrow points to the 'Initial Filters' tab in the top right corner of the filter grid.

Decision Center - Examples of Reporting

- ▶ *Maintenance: Low Circulation Weeding*

The screenshot displays a web interface for a library's Decision Center, featuring several filter panels for reporting. Each panel has a dark blue header with a circular refresh icon and a title. The panels are arranged in two columns.

- LOCATION:** Millbrook [edit](#)
- COLLECTION:** All Collections [edit](#)
- SHELF LOCATION:** Millbrook Children [edit](#)
- CALL NUMBER RANGE:** All Call Number Ranges [edit](#)
- PHYSICAL FORMAT:** All Physical Formats [edit](#)
- LIMITS:** Circs Fewer Than
Within (months)
- RECORD CREATION DATE:** Record Created After
Record Created Before

Decision Center - Examples of Reporting

- ▶ *Maintenance: Low Circulation Weeding*

EDIT SHELF LOCATIONS

Selected Shelf Location (0) [remove all](#) Available Shelf Location (378) [add all](#)

Filter list by typing here

- Millbrook
- Millbrook Adult
- Millbrook Children
- Millbrook Young Adult
- Milton
- Milton Adult
- Milton Children
- Milton Young Adult
- Northeast Millerton
- Northeast Millerton Adult
- Northeast Millerton Children

[sort a-z](#) [sort a-z](#)

[OK](#) [Cancel](#)

LOCATION
Millbrook [edit](#)

COLLECTION
All Collections [edit](#)

SHELF LOCATION
Millbrook Children [edit](#)

CALL NUMBER RANGE
All Call Number Ranges [edit](#)

PHYSICAL FORMAT
All Physical Formats [edit](#)

LIMITS
Circs Fewer Than

Within (months)

RECORD CREATION DATE
Record Created After

Record Created Before

Decision Center - Examples of Reporting

- ▶ Maintenance: Low Circulation Weeding
 - ▶ Physical Format = MAT Type

EDIT PHYSICAL FORMATS

Selected Physical Format (2)
[remove all](#)

Filter list by typing here

- Book
- Graphic Novel

[sort a-z](#)

Available Physical Format (33) [add all](#)

Filter list by typing here

- Audio book Playaway
- Blu-ray DVD
- Book on Cassette
- Book on CD
- Book on MP3 Player
- Braille
- DVD
- e Audiobook
- E-Resources
- eBook
- eComics

[sort a-z](#)

OK **Cancel**

LOCATION
Millbrook [edit](#)

COLLECTION
All Collections [edit](#)

SHELF LOCATION
Millbrook Children [edit](#)

CALL NUMBER RANGE
All Call Number Ranges [edit](#)

PHYSICAL FORMAT
All Physical Formats [edit](#)

LIMITS
Circs Fewer Than
1
Within (months)
12

RECORD CREATION DATE
Record Created After
01/01/1970
Record Created Before
04/01/2017

Decision Center - Examples of Reporting

- ▶ *Maintenance: Low Circulation Weeding*
 - ▶ *Collections = Item Types*

EDIT COLLECTIONS

Selected Collection (0) [remove all](#)

Available Collection (81) [add all](#)

Filter list by typing here:

- Audio book w/player (56)
- Audio Book w/Player-No Holds (57)
- Book (0)
- Book (fine free) (75)
- Book - Local Holds (68)
- Book - No holds (1)
- Book on Cassette (5)
- Book On cassette - No holds (6)
- Book on CD (7)
- Book on CD (Fine Free) (79)
- Book on CD - no holds (8)

[sort a-z](#) [sort a-z](#)

[OK](#) [Cancel](#)

LOCATION [Millbrook edit](#)

COLLECTION [All Collections edit](#)

SHELF LOCATION [Millbrook Children edit](#)

CALL NUMBER RANGE [All Call Number Ranges edit](#)

PHYSICAL FORMAT [All Physical Formats edit](#)

LIMITS

Circs Fewer Than

Within (months)

RECORD CREATION DATE

Record Created After

Record Created Before

Decision Center - Examples of Reporting

- ▶ *Maintenance: Low Circulation Weeding*

The screenshot shows a web interface titled "EDIT CALL NUMBER RANGES". It features two columns: "Selected Call Number Range (0)" and "Available Call Number Range (143)". Each column has a search filter and a list of call number ranges. The "Available" list includes categories like "500-519 Natural Sci, Math", "520-529 Astronomy", "530-559 Physics, Chem, Earth", "560-589 Paleontology, Botany", "590-599 Zoology", "600-609 Technology", "610-615 Anatomy, Physiology", "616-619 Medicine", "620-629 Engineering", "630-639 Agriculture, Pets", and "640-669 Home Economics". There are "remove all" and "add all" links, and "sort a-z" options for both lists. "OK" and "Cancel" buttons are at the bottom.

The screenshot shows a reporting interface with four panels, each with a title bar and a content area:

- LOCATION**: Millbrook [edit](#)
- COLLECTION**: All Collections [edit](#)
- SHELF LOCATION**: Millbrook Children [edit](#)
- CALL NUMBER RANGE**: 600-609 Technology, 616-619 Medicine [edit](#)

Decision Center - Examples of Reporting

- ▶ *Maintenance: Low Circulation Weeding*

EDIT CALL NUMBER RANGES

Selected Call Number Range (2)
[remove all](#)

Filter list by typing here

- 600-609 Technology
- 616-619 Medicine

sort a-z

Available Call Number Range (141)
[add all](#)

law

- 340-349 Law
- J 300-349 Stats, Poli Sci, Law
- YA 300-349 Stats, Poli Sci, Law

sort a-z

[OK](#) [Cancel](#)

LOCATION

- Millbrook [edit](#)

COLLECTION

- All Collections [edit](#)

SHELF LOCATION

- Millbrook Children [edit](#)

CALL NUMBER RANGE

- 600-609 Technology, 616-619 Medicine [edit](#)

Decision Center - Examples of Reporting

- ▶ *Maintenance: Low Circulation Weeding*

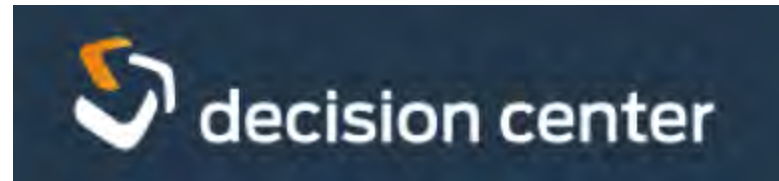
The screenshot displays the 'decision center' interface. At the top, there is a navigation bar with the logo and the text 'decision center'. To the right, it says 'Welcome, MHLtoconnell' and provides links for 'Admin Tools', 'Help', and 'Sign out'. Below this is a breadcrumb trail: 'Collection Tools > Maintenance > Low Circulation Weeding'. A yellow bar indicates the current step: '1 Initial Filters' and '2 Output and additional filtering'. The main content area shows a list of filters: 'LOCATION Millbrook', 'SHELF LOCATION Millbrook Children', 'PHYSICAL FORMAT All Physical Formats', 'RECORD CREATED AFTER 1/1/70', 'RECORD CREATED BEFORE 4/2/17', 'COLLECTION All Collections', and 'CALL NUMBER RANGE 600-609 Technology, 616-619 Medicine'. Below the filters, it says 'Showing 1 to 1 of 1 entries'. On the left, there are two filter boxes: 'Last Checkin Date Before' with a date of '04/02/2020' and 'List Price Less Than' with a value of '50'. On the right, there are buttons for 'EMAIL / SCHEDULE' and 'EXPORT'. The main table has the following data:

#	<input checked="" type="checkbox"/>	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch
1	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	600 MACA	32389000730928	The new way things work	Macaulay, David	4	0	2

So, any questions..?



So, any questions..?



<https://dc-mhud.iii.com/>

So, any questions..?

Any time you have questions or comments,
Please feel free to send an email to:

toconnell@midhudson.org
techsupport@midhudson.org