Total Library Physical Holdings and Total Holdings That Circulate

Create Lists Reports:

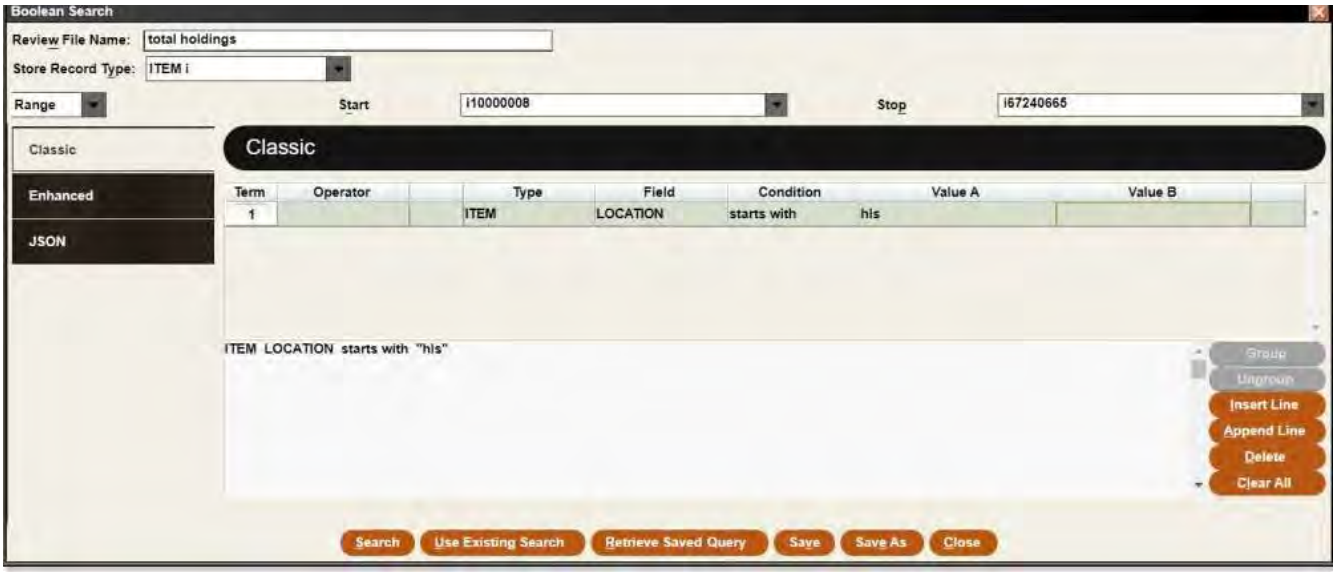
Change Store Record Type to Item and search Range.

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

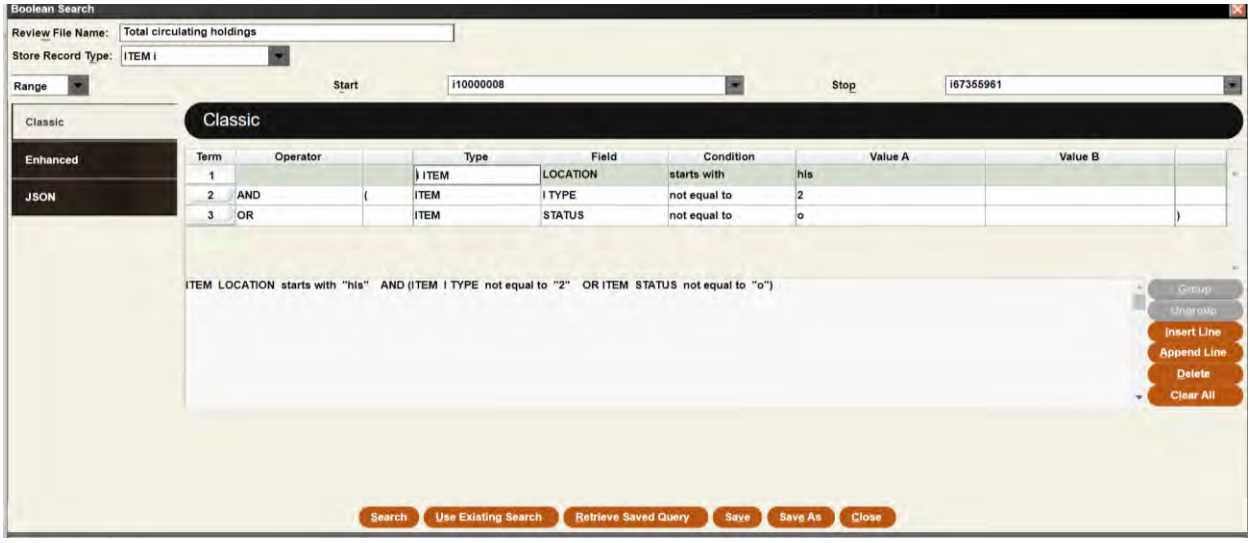
OR

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

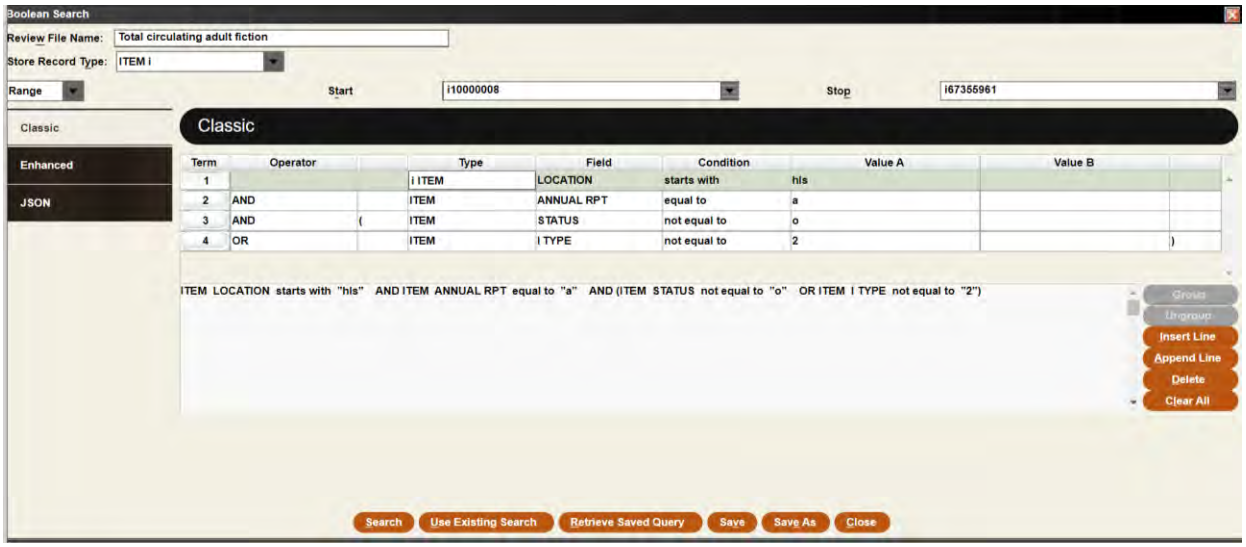
OR

Type: Item

Field: iType

Condition: Not equal to

Value A: Non-circulating)



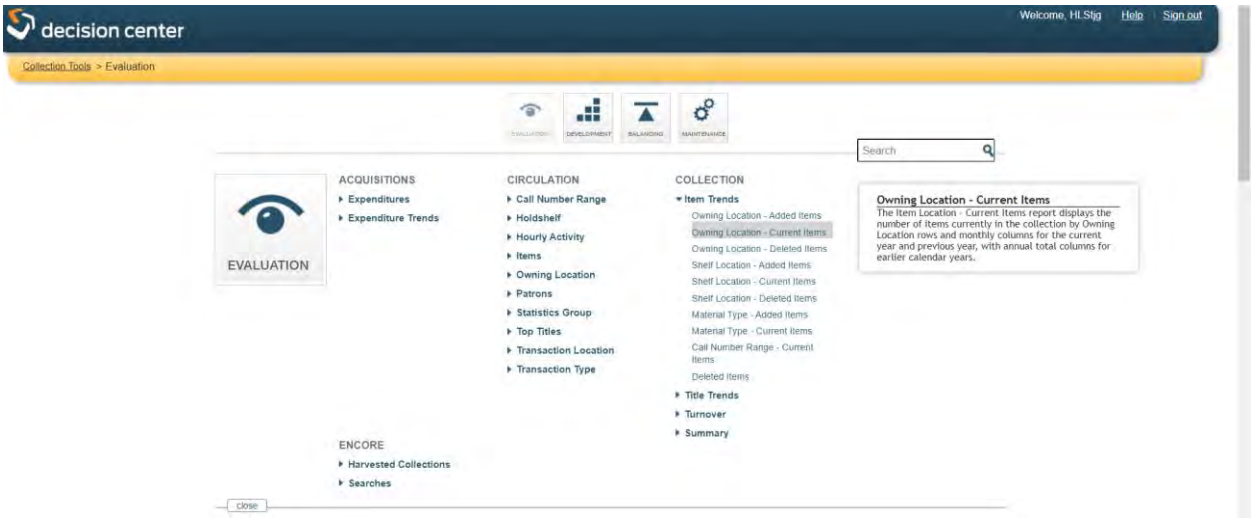
Decision Center Reports:

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.

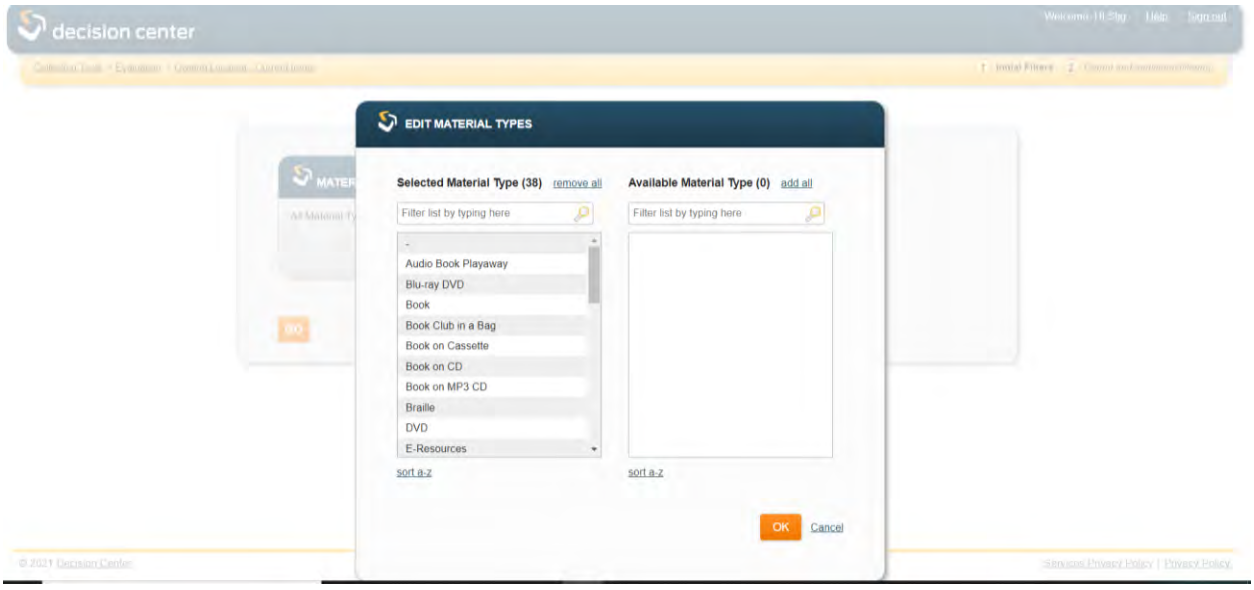
[Decision Center (iii.com)]

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.



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	2,100,205	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