

# 6

## Reports

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# About Reports windows

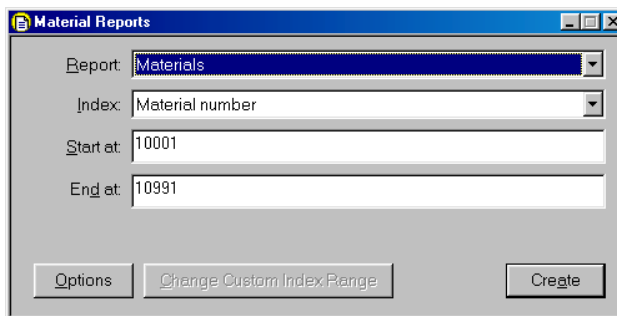
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The Reports part of the program has many different report windows that are available depending on the selected report. In the report windows, you select the report you want to create and specify the indexes, range values, and options for the report.

For help setting up, creating, and printing reports, see "Understanding reports" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Material Reports window

The Report box in the Material Reports window lists the available material reports. After you select the report you want to create, the applicable indexes, range values, and options become available. You should always select your report before you select an index or other options.



### Material Reports window

To select the material report you want to create, click the arrow next to the Report box and click the report name from the list. After you select a report, you can set the index, select the range of materials to include in the report, and click the Options button to set your options.

The following table describes the elements of the Material Reports window.

<b>Element</b>	<b>Description</b>
<b>Report</b>	Lists the available material reports.
<b>Index</b>	Lists the available indexes for the selected material report.
<b>Start at</b>	Designates the first record included in the report. Start at values are not case-sensitive. The default data in the Start at box is the number or title of the first data record of the current index.  <i>Note:</i> This box is not available when a custom index is selected.
<b>End at</b>	Designates the last record included in the report. End at values are not case-sensitive. The default data of the End at box is the number or title of the last data record of the current index.  <i>Note:</i> This box is not available when a custom index is selected.
<b>Options</b>	Opens the Material Reports Options window. This button is only available if there are options available for the selected report. For more information on the Material Report Options windows, see "Material Report Options windows".
<b>Change Custom Index Range</b>	Opens the Custom Index Range Selection window. This button is only available if you select a custom index in the Index box.
<b>Create</b>	Launches your default browser and displays the selected report. If you have multiple browsers installed on your computer, the report is generated in the application that is associated with HTML files.

For more information on using the Material Reports window, see "Setting up reports" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Material Report Options windows

When you click the Options button in the Material Reports window, one of two different Material Reports Options windows opens, depending on which report you select in the Material Reports window. Also, not every report requires you to choose report options before printing the report.

The following versions of the Material Report Options window are available:

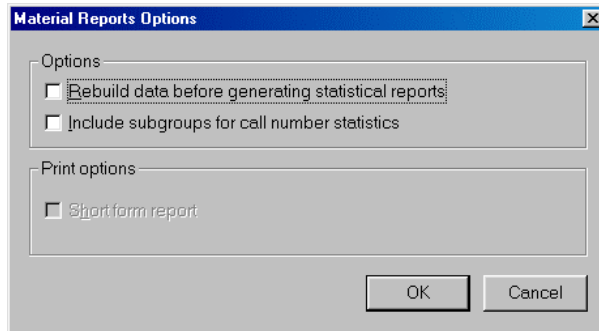
- Standard version—used by three reports
- Materials by Tag/Subfield report options

For more information on using the Material Reports Options windows, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

### Material reports options

The standard version of the Material Reports Options window opens when the following reports are selected:

- Call Number Statistics
- Materials
- Publisher Statistics



#### Material Reports Options window— for material and material statistics reports

Here, you set options to customize the Call Number Statistics, Materials, and Publisher Statistics reports.

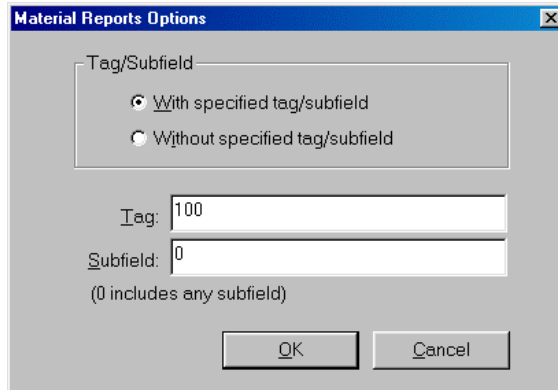
The following table describes the elements of the standard Material Reports Options window.

<b>Element</b>	<b>Description</b>
<b>Rebuild data before generating statistical reports</b>	Rebuilds the statistics so the report reflects the most current information. You should rebuild these statistics only if you've made significant changes to your material records because this process can take a long time. (Available only for the Call Number Statistics and Publisher Statistics reports.)
<b>Include subgroups for call number statistics</b>	Shows the breakdown of subgroups within each larger call number group. For example, the program would break the call number group 100 into the subgroups 10X, 11X, 12X, 13X, and so on. (Available only for the Call Number Statistics and Publisher Statistics reports.)
<b>Short form report</b>	Creates a one-line version of the Materials report. This report contains less detail than the full version of the report in order to reduce the overall report size. (Available only for the Materials report.)

For more information on using the Material Reports Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Tag/Subfield report options

This version of the Material Reports Options window opens when the Materials by Tag/Subfield report is selected. It lets you include or exclude materials from the report based on the tag/subfield combination entered here.



### Material Reports Options window—Materials by Tag/Subfield report

Here, you set options to customize the Materials by Tag/Subfield report. With these options you can include or exclude information about a specific tag and subfield.

The following table describes the elements of the Material Reports Options window for the Materials by Tag/Subfield report.

Element	Description
<b>With specified tag/subfield</b>	Includes only materials with the specified tag/subfield on the report. <i>Note:</i> You cannot specify tags that are not in the MARC record, such as tag 852.
<b>Without specified tag/subfield</b>	Includes only materials without the specified tag/subfield on the report. <i>Note:</i> You cannot specify tags that are not in the MARC record, such as tag 852.
<b>Tag</b>	Displays the specified tag for the above two options. You can enter up to three digits in this box.  The tag entered here is included in the report if you select "With specified tag/subfield" and excluded from the report if you select "Without specified tag/subfield".

Element	Description
Subfield	<p>Displays the specified subfield for the first two options above. You can enter one digit or character in this box.</p> <p>The subfield entered here is included in the report if you select "With specified tag/subfield" and excluded from the report if you select "Without specified tag/subfield".</p>
(0 includes any subfield)	Reminds you that if the subfield box contains a "0," then all subfields for the material are included in the report (if you selected "With specified tag/subfield") or excluded from the report (if you select "Without specified tag/subfield").

For more information on using the Material Reports Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Reports window

The Report box in the Circulation Reports window lists the available circulation reports. After you select the report you want to create, the available indexes, range values, and options become available. You should always select your report before you select an index or any other options.

### Circulation Reports window

To select the circulation report you want to create, click the arrow next to the Report box and click the report name from the list. After you select a report, you can set the index, select the range of materials to include in the report, and click the Options button to set your options.

The following table describes the elements of the Circulation Reports window.

<b>Element</b>	<b>Description</b>
<b>Report</b>	Lists the available circulation reports.
<b>Index</b>	Lists the available indexes for the selected circulation report.
<b>Start at</b>	Designates the first record included in the report. Start at values are not case-sensitive. The default data in the Start at box is the number or name of the first data record of the current index.  <i>Note:</i> This box is not available when a custom index is selected.
<b>End at</b>	Designates the last record included in the report. End at values are not case-sensitive. The default data of the End at box is the number or name of the last data record of the current index.  <i>Note:</i> This box is not available when a custom index is selected.
<b>Secondary Index</b>	Lists available secondary indexes for the selected circulation report. Choosing a secondary index (when available) narrows the specifications of the report because it acts as both an index and a filter. This box is available for the following circulation reports: Fines, Materials Checked Out, Overdues, and Reserves.
<b>Start at</b>	Designates the first record included in the report. Start at values are not case-sensitive. The default data in the Start at box is the number or name of the first data record of the current secondary index.
<b>End at</b>	Designates the last record included in the report. End at values are not case-sensitive. The default data of the End at box is the number or name of the last data record of the current secondary index.
<b>Options</b>	Opens the Circulation Reports Options window. This button is only available if there are options available for the selected report. For more information on the Circulation Report Options windows, see "Circulation Reports Options windows".



<b>Element</b>	<b>Description</b>
<b>Change Custom Index Range</b>	Opens the Custom Index Range Selection window. This button is only available if you select a custom index in the Index box.
<b>Create</b>	Launches your default browser and displays the selected report. If you have multiple browsers installed on your computer, the report is generated in the application that is associated with HTML files.

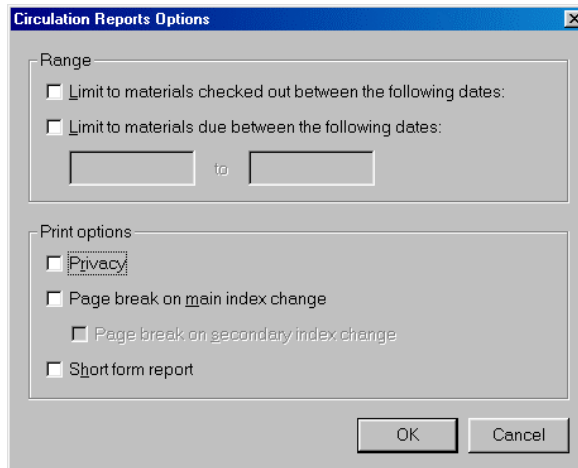
For more information on using the Circulation Reports window, see "Setting up reports" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Reports Options windows

When you click the Options button in the Circulation Reports window, the Circulation Reports Options windows opens. Some options are unavailable depending on which report is selected. Also, not every report requires you to choose report options before printing the report. The options you set here determine what information is included in the selected circulation report.

The Circulation Reports Options window is available for the following reports:

- Combination Circulation List
- Expired Patron Cards
- Fines
- Materials Checked Out
- Material with Usage
- Overdues
- Patrons
- Patrons with Usage
- Reserves
- Advance Bookings
- Advance Booking Pick List



## Circulation Reports Options window

Here, you set options for circulation reports. Some options are unavailable depending on which report is selected.

The following table describes the elements of the Circulation Reports Options window.

Element	Description
<b>Limit to fines between the following range</b>	Limits the records included in the report to only those whose fine amount is between the lower and upper range entered. The entry boxes become available when the check box is selected. (Available only for the Fines report.) These boxes only allow currency values.
<b>Limit material and patron usage to the following range</b>	Limits the records included in the report to materials or patrons whose usage count falls within the lower and upper limits you enter. The entry boxes become available when the check box is selected. (Available only for the Patrons with Usage and Materials with Usage reports.)
<b>Limit to materials that are overdue</b>	Limits the records included in the report to materials that are overdue within the range of days you enter. The entry boxes become available when the check box is selected. (Available only for the Overdues report.)

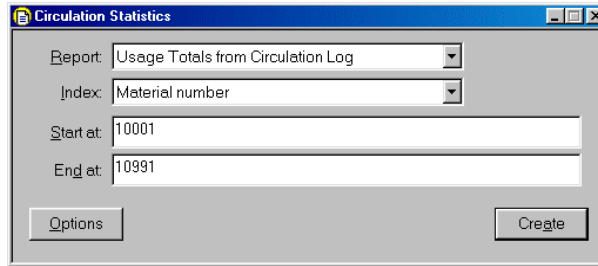
<b>Element</b>	<b>Description</b>
<b>Limit to available holdings (not lost, not checked out)</b>	Limits the records included in the report to holdings that are available to be checked out. (Available only for the Reserves report.)
<b>Limit to dates between the following range</b>	Limits the records included in the report to only those whose advance booking date is within the lower and upper range entered. The entry boxes become available when the check box is selected. (Available only for the Advance Bookings and Advanced Booking Pick List reports.)
<b>Limit to materials checked out between the following dates</b>	Limits the records included in the report to only those checked out between the lower and upper date range entered. The date entry boxes become available when one of the range check boxes is selected. (Available only for the Materials Checked Out report.)
<b>Limit to materials due between the following dates</b>	Limits the records included in the report to only those due between the lower and upper date range entered. The date entry boxes become available when one of the range check boxes is selected. (Available only for the Materials Checked Out report.)
<b>Privacy</b>	<p>Suppresses data in the circulation reports. This hides the material title and personal information such as home phone numbers. The following information is suppressed in circulation reports:</p> <p><b>Fines report:</b> Title, Author, and Call Number</p> <p><b>Materials Checked Out report:</b> Title, Author, and Call Number</p> <p><b>Materials With Usage report:</b> Title, Author, and Call Number</p> <p><b>Overdues report:</b> Title, Author, Call Number, Patron USDF1, Patron USDF2, and Patron USDF3</p> <p><b>Reserves report:</b> Title and Author</p> <p><b>Advance Bookings report:</b> Title and Author</p> <p><b>Advance Booking Pick List report:</b> Title and Author</p>

<b>Element</b>	<b>Description</b>
<b>Page break on main index change</b>	Begins a new page with each new main index value. You can print reports for each index value instead of one all-inclusive list. (Not available for the Reserves report.) <i>Note:</i> This option does not work in most versions of Netscape Navigator.
<b>Page break on secondary index change</b>	Begins a new page with each new secondary index value in addition to beginning a new page for each value of the main index. <i>Note:</i> This option is not available in this version of Spectrum CIRC/CAT.
<b>Short form report</b>	<p>Creates a one- or two-line version of the selected circulation report. This report contains less detail than the full version of the report in order to reduce the overall report size. (Available only for the Fines, Materials Checked Out, Overdues, Patrons, and Reserves reports.)</p> <p>Selecting the Short form report option may affect which indexes are available from the Circulation Reports window.</p>

For more information on using the Circulation Reports Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Statistics window

The Report box in the Circulation Statistics Reports window lists the available circulation statistics reports. After you select the report you want to create, the available indexes, options, range values, and options become available. You should always select your report before you select an index or any other options.



### Circulation Statistics window

To select the circulation statistics report you want to create, click the arrow next to the Report box and click the report name from the list. After you select a report, you can set the index, select the range of materials to include in the report, and click the Options button to set your options.

The following table describes the elements of the Circulation Statistics window.

Element	Description
Report	Lists the available circulation statistics reports.
Index	Lists the available indexes for the selected circulation statistics report. The Usage Totals from Circulation Log report is the only circulation statistics report you can select an index for.
Start at	Designates the first record included in the report. Start at values are not case-sensitive. The default data in the Start at box is the number or name of the first data record of the current index.
End at	Designates the last record included in the report. End at values are not case-sensitive. The default data of the End at box is the number or name of the last data record of the current index.

Element	Description
<b>Options</b>	Opens the Circulation Statistics Reports Options window. This button is only available if there are options available for the selected report. For more information on the Circulation Statistics Options windows, see "Circulation Statistics Options windows".
<b>Create</b>	Launches your default browser and displays the selected report. If you have multiple browsers installed on your computer, the report is generated in the application that is associated with HTML files.

For more information on using the Circulation Statistics window, see "Setting up reports" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Statistics Options windows

When you click the Options button in the Circulation Statistics window, one of two different Circulation Statistics Options windows opens, depending on which report you select in the Circulation Statistics window. Also, not every report requires you to choose report options before printing the report.

The following versions of the Circulation Statistics Options window are available:

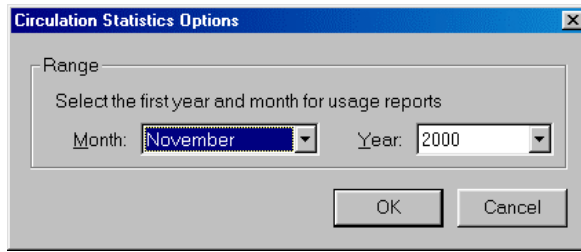
- Standard version—used by three reports
- Usage Totals from Circulation Log report options

For more information on using the Circulation Statistics Options windows, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation statistics reports options

The standard version of the Material Reports Options window opens when the following reports are selected:

- In-Library Usage by Material Type
- Usage by Material Type
- Usage by Patron Type



### Circulation Statistics Options window—for circulation statistic usage reports

These options determine what information is included in several circulation statistics reports.

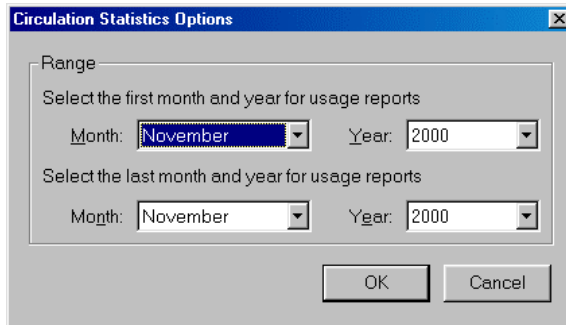
The following table describes the elements of the Circulation Statistics Options window for the circulation statistic usage reports.

Options	Definition
<b>Select the first year and month for usage reports</b>	<p>Lets you select the month and year (from their respective boxes) that mark the starting point of data to be included in the selected usage report.</p> <p>The Month and Year boxes set the first month and year to use when printing the In-Library Usage, Usage by Material Type, and Usage by Patron Type reports. These reports include information dated from the month and year selected here through the current date.</p> <p>The default values for the Month and Year boxes are the current month and year. The Year box contains every year found in any schedule set up in Calendar Setup. See "Setting up the calendar" in the <i>Setup</i> chapter of the <i>Spectrum CIRC/CAT User Manual</i>.</p>

For more information on using the Circulation Statistics Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Usage Totals from Circulation Log report options

This version of the Circulation Statistics Options window opens when the Usage Totals from Circulation Log report is selected. It lets you specify a range of dates to include in the report.



### Circulation Statistics Options window—for Usage Totals from Circulation Log report

Here, you set the usage range to include in the Usage Totals from Circulation Log report.

The following table describes the elements of the Circulation Statistics Options window for the Usage Totals from Circulation Log report.

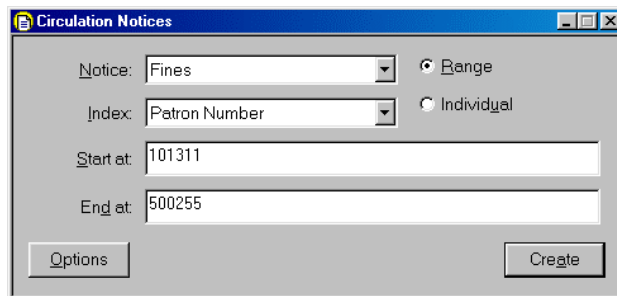
Options	Definition
<b>Select the first year and month for usage reports</b>	Lets you select the month and year (from their respective boxes) that mark the starting point of data to be included in the usage report.
<b>Select the last month and year for usage reports</b>	Lets you select the month and year (from their respective boxes) that mark the ending point of data to be included in the usage report.  The Month and Year boxes set the first and last month and year to use when printing a Usage Totals from Circulation Log report. These reports include information dated from the month and year selected in the first set of boxes to the month and year selected in the second set of boxes.  The default values for the Month and Year boxes are the current month and year. The Year box contains every year found in any schedule set up in Calendar Setup.



For more information on using the Circulation Statistics Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Notices window

The Notice box in the Circulation Notices window lists the available notices. After you select the notice you want to create, the applicable indexes and options become available. You can also choose whether to print a range of data or an individual notice. You should always select your notice before you select an index or other options.



### Circulation Notices window

After you select the notice you want to print, choose the index, set the range, and click the Options button to set options specific to the selected notice.

The following table describes the elements of the Circulation Notices window.

Element	Description
Notice	Lists the available circulation notices.
Index	Lists the available indexes for the selected circulation notice.
Range	If selected, lets you enter values in the Start at and End at boxes.
Individual	If selected, lets you enter values only in the Only field. Select this option if you want to print a notice for one patron, or one patron type, and so on.
Start at	Designates the first record included in the report. Start at values are not case-sensitive. The default data in the Start at box is the number or title of the first data record of the current index. This box is only displayed if the Range option is selected.

Element	Description
End at	Designates the last record included in the report. End at values are not case-sensitive. The default data of the End at box is the number or title of the last data record of the current index. This box is only displayed if the Range option is selected.
Only	Lets you enter a single record to be printed in the notice. You must enter a specific value of the selected index. The box defaults to the first record in the selected index. This box is only displayed if the Individual option is selected.
Options	Opens the Circulation Notices Options window. This button is only available if there are options available for the selected notice. For more information on the Circulation Notices Options windows, see "Circulation Notices Options windows".
Create	Generates the circulation notice in a Spectrum preview window. <i>Note:</i> Circulation notices and labels are not generated in your browser like the rest of the program reports. Generating to a program window lets you easily position your notices and labels on the page.

For more information on using the Circulation Notices window, see "Setting up reports" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Notices Options windows

You set the options for notices by clicking the Options button in the Circulation Notices window. The Circulation Notices Options window contains the General, Fines, Overdues, Reserves, and Advance Bookings tabs. You can switch between these five tabs to set the options for each notice.

Each of the five tabs contains a specific set of options that affect how your circulation notices are created. After you set each of the options to your preference, click OK to save the options and close the window. If you do not want to save any of the changes you made, click Cancel to close the window without saving the changes.

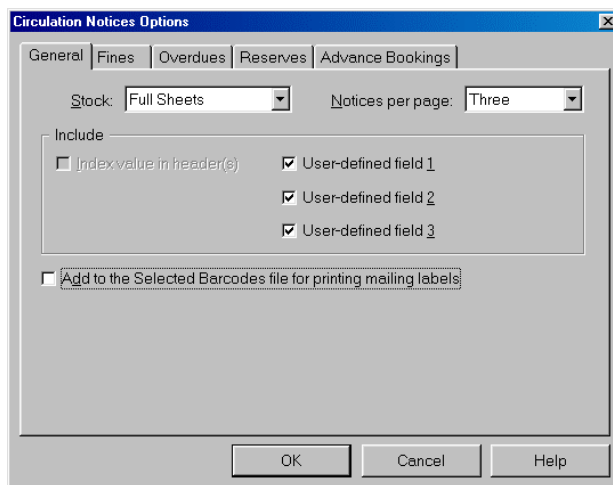
The following tabs are available in the Circulation Notices Options window:

- General tab
- Fines tab
- Overdues tab
- Reserves tab
- Advance Bookings tab

For more information on using the tabs in the Circulation Notices Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Notices Options—General tab

The options in the General tab of the Circulation Notices Options window determine how all circulation notices (fines, overdues, reserves, and advance bookings) print. You should always check these options to make sure they are set to your current specifications.



### Circulation Notices Options window—General tab

At this tab you set options that apply to all circulation notices, not to just one kind of notice.

The following table describes the elements in the General tab of the Circulation Notices Options window.

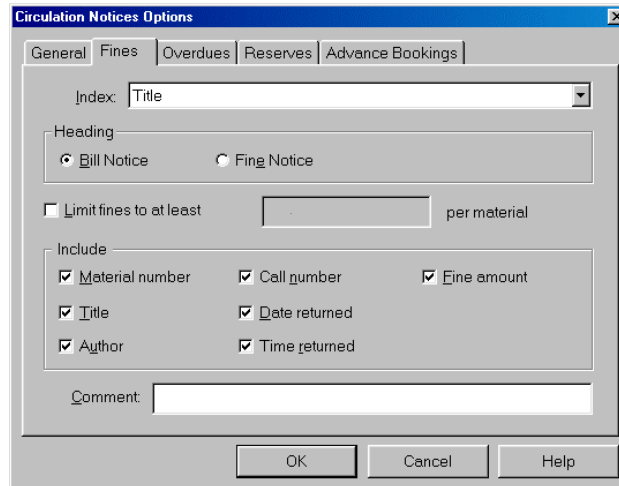
<b>Element</b>	<b>Description</b>
<b>Stock</b>	Lists the available stock to print on. If you use postcard stock, the number of titles that can be printed per postcard is limited. Postal regulations require that a certain amount of space is left at the bottom of the postcard.
<b>Notices per page</b>	Sets the number of notices to be printed on each page when printing a range of notices on full sheets. You can select from 1 to 3 notices per page. If notice data requires more than 1/3 of a page, the program repeats the header on the next notice and continues printing the notice data.
<b>Include</b>	Lets you select which data fields in this group are printed on the notices.
<b>Index value in header(s)</b>	<p>On each notice's header, prints the specific information corresponding to the selected index. (You choose the index in the Circulation Notices window.) If you enable this option and your notices are indexed by patron name, a printed notice could display something like "Index: Smith, Jenny" in its header.</p> <p><i>Note:</i> This option is not available in this version of Spectrum CIRC/CAT.</p>
<b>User-defined fields</b>	Prints any or all of the three patron user-defined fields on notices. For more on your patron records' user-defined fields, see "Setting up patron types" in the <i>Setup</i> chapter in the <i>Spectrum CIRC/CAT User Manual</i> .

Element	Description
<b>Add to the Selected Barcodes file for printing mailing labels</b>	<p>Adds the barcode numbers from the notices you print to the Selected Barcodes file for printing mailing labels.</p> <p>If you choose this option, you need to decide if you want to delete the existing Selected Barcodes file or add these barcodes to the existing file. With this option selected, the Labels window opens when you finish printing notices.</p>

For more information on using the tabs in the Circulation Notices Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Notices Options—Fines tab

The options in the Fines tab of the Circulation Notices Options window determine how fine notices print. You should check the options on this tab before printing any fine notices.



### Circulation Notices Options window—Fines tab

At this tab you set options for fine notices.

The following table describes the elements in the Fines tab of the Circulation Notices Options window.

<b>Fines options</b>	<b>Definition</b>
<b>Index</b>	Lists available secondary indexes for the selected notice. Choosing a secondary index narrows the specifications of the notice because it acts as both an index and a filter
<b>Heading</b>	Lets you choose one of the available headings: Bill Notice or Fine Notice. This heading is printed on each fine notice. It also determines whether the fine amount is listed under the heading "Bill" or "Fine".
<b>Limit fines to at least ___ per material</b>	Limits your fine notices to only those fines that total a certain amount or more. After you select this option, enter the amount in the box. This box only allows currency values.
<b>Include</b>	Includes the selected fields on your printed fine notices. You can include the following fields: material number, title, author, call number, date returned, time returned, and fine amount.
<b>Comment</b>	Lets you enter text here (up to 50 characters) that appears on each generated fine notice.

For more information on using the tabs in the Circulation Notices Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Notices Options—Overdues tab

The options in the Overdues tab of the Circulation Notices Options window determine how overdue notices print. You should check the options on this tab before printing any overdue notices.

The screenshot shows the 'Circulation Notices Options' window with the 'Overdues' tab selected. The window has a title bar with a close button. Below the title bar are five tabs: 'General', 'Fines', 'Overdues', 'Reserves', and 'Advance Bookings'. The 'Overdues' tab is active. Inside the window, there is a dropdown menu for 'Index' with 'Title' selected. Below this is a checkbox labeled 'Limit to materials that are' followed by two empty text boxes and the word 'days overdue'. Underneath is an 'Include' section with a list of checkboxes: 'Material number', 'Call number', 'Material price', 'Title', 'Date out', 'Author', and 'Date due'. All these checkboxes are checked. At the bottom of the window is a 'Comment' text box and three buttons: 'OK', 'Cancel', and 'Help'.

### Circulation Notices Options window—Overdues tab

At this tab you set options for overdue notices.

The following table describes the elements in the Overdues tab of the Circulation Notices Options window.

Overdues options	Definition
<b>Index</b>	Lists available secondary indexes for the selected notice. Choosing a secondary index narrows the specifications of the notice because it acts as both an index and a filter.
<b>Limit to materials that are __ to __ days overdue</b>	Limits the materials to those that are within a certain range of days overdue. After you select this option, enter the number of days in the boxes.

Overdues options	Definition
<b>Include</b>	Includes the selected fields on your printed overdue notices. You can include the following fields: material number, title, author, call number, date out, date due, and material price.
<b>Comment</b>	Lets you enter text here (up to 50 characters) that appears on each generated overdue notice.

For more information on using the tabs in the Circulation Notices Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Notices Options—Reserves tab

The options in the Reserves tab of the Circulation Notices Options window determine how reserve notices print. You should check the options on this tab before printing any reserve notices.

**Circulation Notices Options window—Reserves tab**  
At this tab you set options for reserve notices.



The following table describes the elements in the Reserves tab of the Circulation Notices Options window.

<b>Reserve options</b>	<b>Definition</b>
<b>Index</b>	Lists available secondary indexes for the selected notice. Choosing a secondary index narrows the specifications of the notice because it acts as both an index and a filter
<b>Limit reserves to available holdings only</b>	Limits your reserve notices to only those materials that patrons have reserved and are now available to be checked out. When you select this option, notices won't list materials that aren't available yet for the patron who reserved them. If you don't select this option, all reserves are printed.
<b>Include</b>	Includes the selected fields on your printed reserve notice. You can include the following fields: title, author, call number, date reserved, and time reserved.
<b>Comment</b>	Lets you enter text here (up to 50 characters) that appears on each generated reserve notice.

For more information on using the tabs in the Circulation Notices Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Circulation Notices Options—Advance Bookings tab

The options in the Advance Bookings tab of the Circulation Notices Options window determine how advance booking notices print. You should check the options on this tab before printing any advance booking notices.

The screenshot shows the 'Circulation Notices Options' dialog box with the 'Advance Bookings' tab selected. The 'Index' dropdown menu is set to 'Material number'. There are two unchecked checkboxes: 'Limit to bookings with available holdings only' and 'Limit to bookings that begin within the dates:'. Below these are two empty date input boxes separated by 'to'. An 'Include' section contains six checked checkboxes: 'Material number', 'Call number', 'End date', 'Title', 'Start date', 'End time', 'Author', and 'Start time'. A 'Comment' text box is at the bottom. 'OK', 'Cancel', and 'Help' buttons are at the bottom right.

### Circulation Notices Options window—Advance Bookings tab

At this tab you set options for advance booking notices.

The following table describes the elements in the Advance Bookings tab of the Circulation Notices Options window.

Reserve options	Definition
<b>Index</b>	Lists available secondary indexes for the selected notice. Choosing a secondary index narrows the specifications of the notice because it acts as both an index and a filter
<b>Limit to bookings with available holdings only</b>	Limits your advance booking notices to only those materials that patrons have reserved in advance and are now available to be checked out. When you select this option, notices won't list materials that aren't available yet for the patron who booked them. If you don't select this option, all advance bookings are printed.

## Reserve options

## Definition

**Limit to bookings that begin within the dates \_\_ to \_\_**

Limits the bookings to those that begin within a certain range of days. After you select this option, enter the number of days in the boxes.

**Include**

Includes the selected fields on your printed reserve notice. You can include the following fields: material number, title, author, call number, start date, start time, end date, and end time.

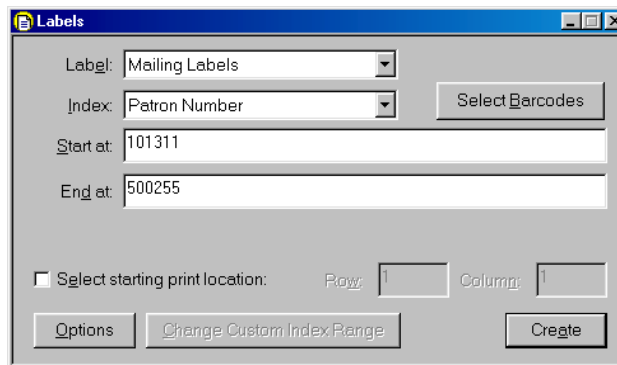
**Comment**

Lets you enter text here (up to 50 characters) that appears on each generated reserve notice.

For more information on using the tabs in the Circulation Notices Options window, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Labels window

The Label box in the Labels window lists the available labels. After you select the type of label you want to create, the applicable indexes, range values, and options become available. You should always select the type of label before you select an index or other options.



### Labels window

In this window you select your label type, index, range, and starting print location, in addition to accessing the Options and Selected Barcodes windows and generating labels by clicking the Create button.

The following table describes the elements of the Labels window.

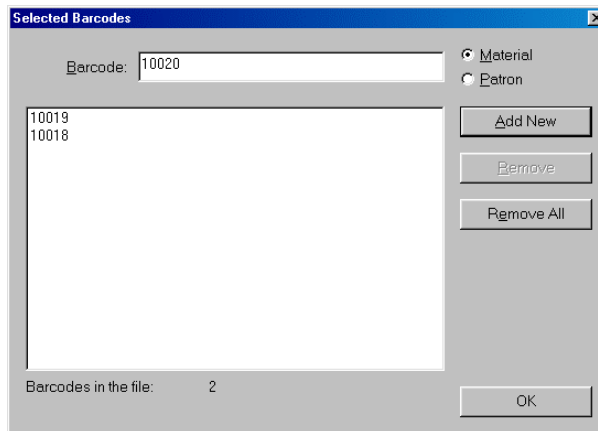
<b>Element</b>	<b>Description</b>
<b>Label</b>	Lists the available labels you can print.
<b>Index</b>	Lists the available indexes for the selected label.
<b>Select Barcodes</b>	Opens the Selected Barcodes window in which you can input individual patron or material barcodes. You can then index your labels by the barcodes you input.
<b>Start at</b>	Designates the first record included in the labels. Start at values are not case-sensitive. The default data in the Start at box is the number or title of the first data record of the current index. <i>Note:</i> This box is not available when a custom index is selected.
<b>End at</b>	Designates the last record included in the labels. End at values are not case-sensitive. The default data of the End at box is the number or title of the last data record of the current index. <i>Note:</i> This box is not available when a custom index is selected.
<b>Select starting print location</b>	Lets you print a batch of labels on a sheet you've already printed labels on by specifying a starting point using the Row and Column boxes in the Labels window.
<b>Options</b>	Opens the Material Label Options or Patron Label Options window. This button is only available if there are options available for the selected report.
<b>Change Custom Index Range</b>	Opens the Custom Index Range Selection window. This button is only available if you select a custom index in the Index box.

Element	Description
Create	Generates the labels in a Spectrum preview window. <i>Note:</i> Circulation notices and labels are not generated in your browser like the rest of the program reports. Generating labels to a program window lets you easily position your notices and labels on the page.

For more information on using the Labels window, see "Setting up labels" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Selected Barcodes window

In the Selected Barcodes window you can input individual patron or material barcodes. This lets you print multiple, non-sequential labels. You can then index your labels by the barcodes you input. You can also enter barcode numbers in this file when you print circulation notices.



### Selected Barcodes window

In this window, you can input individual patron or material barcodes. You can then index your labels by the barcodes you input.

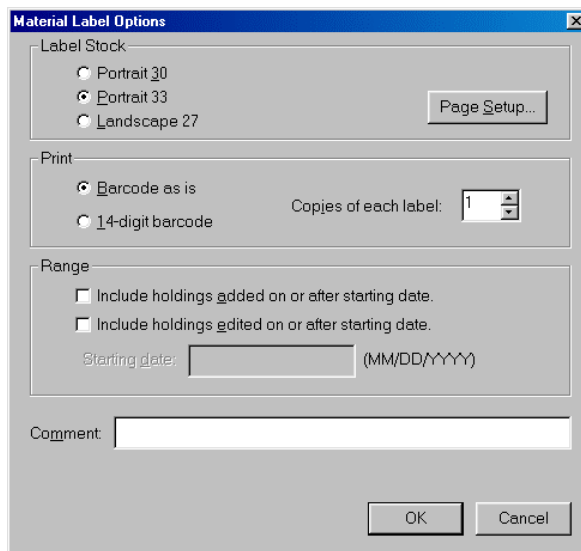
The following table describes the elements in the Selected Barcodes window.

<b>Element</b>	<b>Description</b>
<b>Barcode</b>	Lets you enter a material or patron barcode to include in the Selected Barcodes file. You cannot enter duplicate barcodes into the file.
<b>Material/Patron</b>	Let you specify whether the barcode is a material or patron barcode.
<b>Barcode list</b>	Lists all of the barcodes you have added to the Selected Barcodes file. These are the barcodes that are printed when you generate labels or barcodes with the Selected Barcodes index selected.
<b>Add New</b>	Adds the barcode entered in the Barcode box to the list of barcodes.
<b>Remove</b>	Removes the selected barcode from the list of barcodes.
<b>Remove All</b>	Clears the barcode list.
<b>Barcodes in the file</b>	Lists the number of barcodes you have added to the Selected Barcodes file.

For more information on using the Selected Barcodes window, see "Entering numbers in the Selected Barcodes file" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Material Label Options window

You can set the options for your material barcode and material spine labels by clicking the Options button in the Labels window. Material barcode labels and material spine labels use the same Material Label Options window, but only certain options are available depending on the type of label you choose in the Labels window.



### Material Label Options

In this window, you set all of the options for your material labels. Material labels include material barcode labels and spine labels.

The following table describes the elements of the Material Label Options window.

Element	Description
Label Stock	Specifies the barcode label stock for material barcode labels (Portrait 30, Portrait 33, or Landscape 27) and material spine labels (Portrait or Landscape). <b>Important!</b> You must also make sure the Spectrum program's Page Setup option (located in the File menu) is set to the same page orientation as your label settings.
Page Setup	Opens the Label Page Setup window, where you can adjust how you print labels on your printer.

<b>Element</b>	<b>Description</b>
<b>Barcode as is</b>	Lets you print the material number on material barcode labels the way it is stored in the record.
<b>14-digit barcode</b>	Lets you print the material number on material barcode labels as a 14-digit number. When it converts a record number of 8 or fewer digits to a 14-digit barcode number, the program adds a check digit and 4-digit location code to the item number. (For more on 14-digit barcodes, see "Configuring your location's barcodes" in the <i>Setup</i> chapter in the <i>Spectrum CIRC/CAT User Manual</i> .) If the material number is longer than 8 characters, it will be printed "as is".
<b>Copies of each label</b>	Lets you specify the number of copies (1 to 9) of each label to print for both material barcode labels and material spine labels. Multiple copies of labels are printed together on the page rather than collated.
<b>Range</b>	Includes materials to be printed according to when the record was added or edited. This option limits labels to print <i>in addition to</i> the report range specified in the Labels window (see the Start at and End at boxes). The date must be in MM/DD/YYYY format.  If both of the options are selected, then a barcode will be printed for a material if it was either added or edited after the date entered in the box.
<b>Font</b>	(Available for Material Spine Labels only.) Lets you choose the font size of your material spine labels. You can choose small (6 - 8 pt), medium (8 - 10 pt), large (24 pt), or largest (28 pt). (Font point sizes are approximate.) The default setting is Large.
<b>Comment</b>	Includes a line of text that you enter on printed labels (for example, the name of your library). You may enter up to 80 characters in this box.

For more information on using the Material Label Options window, see "Setting up label options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.



## Patron Label Options window

You set the options for your patron barcode and mailing labels by clicking the Options button in the Labels window. Patron barcode labels and mailing labels use the same Patron Label Options window, but only certain options are available depending on the type of label you choose in the Labels window.



The screenshot shows the 'Patron Label Options' dialog box with the following sections and controls:

- Label Stock:** Three radio buttons for 'Portrait 30', 'Portrait 33' (selected), and 'Landscape 27'. A 'Page Setup...' button is to the right.
- Print:** Two radio buttons: 'Barcode as is' (selected) and '14-digit barcode'. Three checkboxes: 'Leading 'P' in barcode', 'User-defined fields on label', and 'Expiration date on label'. A 'Copies of each label:' spinner box is set to '1'.
- Range:** Two checkboxes: 'Include patrons added on or after starting date.' and 'Include patrons edited on or after starting date.'. A 'Starting date:' text box with a date format '(MM/DD/YYYY)'.
- Comment:** A large empty text area.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

### Patron Labels Options window

In this window you set all of the options for your patron labels. Patron labels include patron barcode labels and patron mailing labels.

The following table describes the elements of the Patron Label Options window.

<b>Element</b>	<b>Description</b>
<b>Label Stock</b>	Specifies the barcode label stock you're printing patron barcodes on (Portrait 30, Portrait 33, or Landscape 27). <b>Important!</b> You must also make sure the Spectrum program's Page Setup option (located in the File menu) is set to the same page orientation as your label settings.
<b>Page Setup</b>	Opens the Label Page Setup window, where you can adjust how you print labels on your printer.
<b>Barcode as is</b>	Lets you print the patron number on patron barcode labels the way it is stored in the record.
<b>14-digit barcode</b>	Lets you print the patron number on patron barcode labels as a 14-digit number. When it converts a barcode number of 8 or fewer digits to a 14-digit barcode, the program adds a check digit and 4-digit location code to the core number. (For more on 14-digit barcodes, see "Configuring your location's barcodes" in the <i>Setup</i> chapter of the <i>Spectrum CIRC/CAT User Manual</i> .)
<b>Leading 'P' in barcode</b>	Includes the letter 'P' at the beginning of the number ("Leading 'P' in barcode") to identify it as a patron barcode. This option is not available if you selected the "14-digit barcode" option.
<b>User-defined fields on label</b>	Includes data from the record's user-defined fields on patron barcode labels.
<b>Expiration date on label</b>	Includes the expiration date of the patron's library privileges on patron barcode labels.
<b>Copies of each label</b>	Lets you specify the number of copies (1 to 9) of each label to print for both mailing labels and patron barcode labels. Multiple copies of labels are printed together on the page rather than collated.

Element	Description
Range	<p>Includes patron labels to be printed according to when the record was added or edited. This option lets you limit labels to print <i>in addition to</i> the range specified in the previous window (see the Start at and End at boxes). The date must be in MM/DD/YYYY format.</p> <p>If both of the options are selected, then a barcode will be printed for a patron record if it was either added or edited after the date entered in the box.</p>
Comment	<p>Includes a line of text that you enter on printed labels (for example, the name of your library). You may enter up to 80 characters in this box.</p>

For more information on using the Patron Label Options window, see "Setting up label options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Label Page Setup window

In the Label Page Setup window, you adjust how you print material and patron labels on your printer. You can set up and save a different page setup for each label stock for material barcode labels (Portrait 30, Portrait 33, and Landscape 27), material spine labels (Portrait and Landscape), and patron barcode labels (Portrait 30, Portrait 33, and Landscape 27).

### Label Page Setup window

In this window, you adjust how labels are printed on your printer.

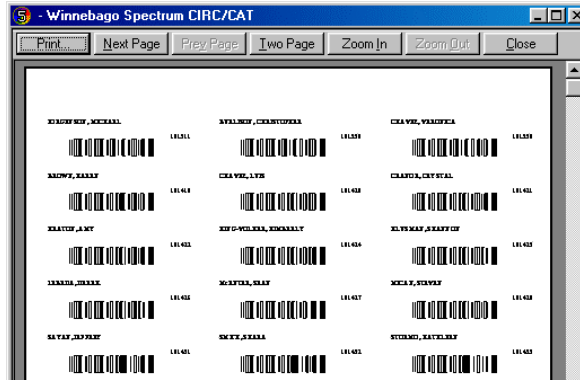
The following table describes the elements of the Label Page Setup window.

<b>Element</b>	<b>Description</b>
<b>Margins</b>	Specifies the space between labels and the edge of your stock, which is the non-printing distance from the outside edge of your labels to the edge of your stock. You can enter values for the left, right, top, and bottom margins. Valid values are from 0.000 to 9.999 inches.
<b>Label Size</b>	Specifies the width and height of the label. The width is the distance from the left to the right edge of a label. The height is the distance from the top to the bottom of a label. Valid values are from 0.000 to 9.999 inches.
<b>Label Spacing</b>	Specifies the spacing between the labels on the page. You can specify horizontal spacing (the space between the columns of labels) and vertical spacing (the space between the rows of labels). Valid values are from 0.000 to 9.999 inches.
<b>Defaults</b>	Resets all of the label page settings for the selected label stock to their original settings. Label page settings for other label stocks are not affected.

For more information on using the Label Page Setup window, see "Setting up label pages" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Notices and labels preview window




Circulation notices and labels are generated in a Spectrum preview window rather than in your browser like the rest of the program reports. Generating to a program window lets you easily position your notices and labels on the page. The preview window displays the first five pages of the report.

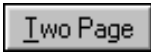

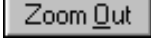
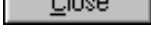


### Report preview window

In this window, you preview the first five pages of circulation notices and labels.

The following table describes the elements of the Spectrum preview window for circulation notices and labels.

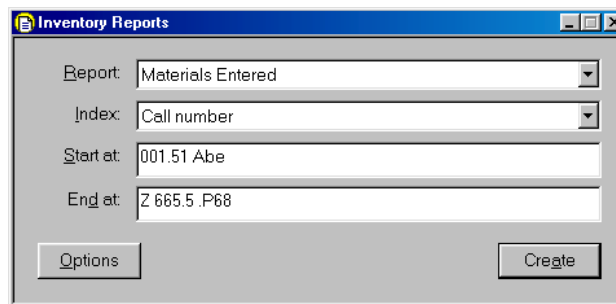
Element	Button	Description
Print		Opens a system print window where you specify how many copies of the labels or notices to print and print the report.
Next Page		Lets you view the next page of the labels or notices. The Spectrum print preview window displays five pages of labels or notices.
Prev Page		Lets you view the previous page of the labels or notices. The Spectrum print preview window displays five pages of the report.

Element	Button	Description
Two Page		Displays two pages of the labels or notices at once.
Zoom In		Displays a close-up view of the page.
Zoom Out		Displays more of the page at a reduced size.
Close		Closes the Spectrum preview window and returns you to the Labels or Circulation Notices window without printing.

For more information on using the Spectrum preview window, see "Creating labels" and "Printing labels and circulation notices" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## Inventory Reports window

Available inventory reports are listed in the Reports box in the Inventory Reports window. After you select the report you want to create, the applicable indexes, range values, and options become available. You should always select your report before you select an index or other options.



### Inventory Reports window

To select the inventory report you want to create, click the arrow next to the Report box and click the report name from the list. After you select a report, you can set the index, select the range of materials to include in the report, and click the Options button to set your options.

The following table describes the elements of the Inventory Reports window.

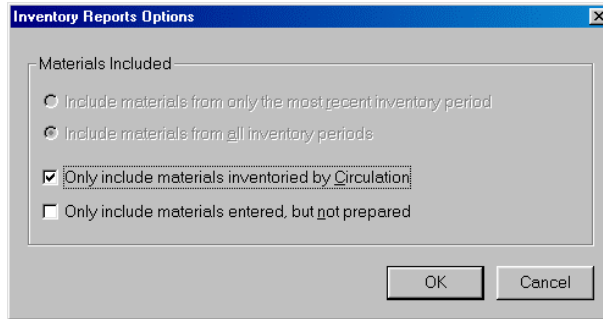
<b>Element</b>	<b>Description</b>
<b>Report</b>	Lists the available inventory reports.
<b>Index</b>	Lists the available indexes for the selected inventory report.
<b>Start at</b>	Designates the first record included in the report. Start at values are not case-sensitive. The default data in the Start at box is the number or title of the first data record of the current index.
<b>End at</b>	Designates the last record included in the report. End at values are not case-sensitive. The default data of the End at box is the number or title of the last data record of the current index.
<b>Options</b>	Opens the Inventory Report Options window. This button is only available if there are options available for the selected report.
<b>Create</b>	Launches your default browser and displays the selected report. If you have multiple browsers installed on your computer, the report is generated in the application that is associated with HTML files.

For more information on using the Inventory Reports window, see "Setting up reports" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

For more information on the Inventory Reports Options windows, see "Inventory Reports Options window".

## Inventory Reports Options window

When you click the Options button in the Inventory Reports window, the Inventory Reports Options window opens. The options available depend on which report you select in the Inventory Reports window. Also, not every report requires you to choose report options before printing the report.



### Inventory Reports Options window

You customize your inventory reports with the options you select in this window. Different options are available depending on which report you select.

The following table describes the elements of the Inventory Reports Options window.

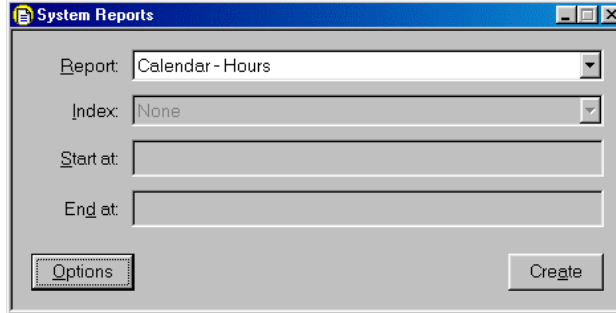
Element	Description
<b>Include materials from only the most recent inventory period</b>	This option is only available for the Materials Lost report. If you select this option, the report only lists materials marked as lost during the last inventory period. Selecting this option will report the information formerly found in the Materials Marked as Lost this Period report.
<b>Include materials from all inventory periods</b>	This option is only available for the Materials Lost report. If you select this option, the report lists materials marked as lost during all inventory periods.
<b>Only include materials inventoried by Circulation</b>	This option is only available for the Materials Entered report. If you select this option, the report lists the information formerly found in the Materials Entered by Circulation report.



Element	Description
<b>Only include materials entered, but not prepared</b>	This option is only available for the Materials Entered report. If you select this option, the report lists the information formerly found in the Materials Entered but not Prepared report.

## System Reports window

All of the system reports are available from the Report box in the System Reports window. After you select the report you want to create, the applicable indexes, range values, and options become available. You should always select your report before you select an index or other options.



### System Reports window

You select the system report you want to print and any available options in this window.

The following table describes the elements of the System Reports window.

Element	Description
<b>Report</b>	Lists the available system reports.
<b>Index</b>	Lists the available indexes for the selected system report.
<b>Start at</b>	Designates the first record included in the report. Start at values are not case-sensitive. The default data in the Start at box is the number or title of the first data record of the current index.

Element	Description
End at	Designates the last record included in the report. End at values are not case-sensitive. The default data of the End at box is the number or title of the last data record of the current index.
Options	Opens the System Reports Options window. This button is only available if Calendar—Hours or Calendar—Months are selected from the Report box. For more information on the System Reports Options windows, see "System Reports Options window".
Create	Launches your default browser and displays the selected report. If you have multiple browsers installed on your computer, the report is generated in the application that is associated with HTML files.

For more information on using the System Reports window, see "Setting up reports" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

## System Reports Options window

The only reports that require you to set options are the Calendar—Months report and the Calendar—Hours report. You set the calendar range that you want to create a report for in the Months—Calendar Options window.

### Months—Calendar Options

Here, you set which calendar schedule and date range to use in the report.

The following table describes the elements of the System Reports Options window.

<b>Element</b>	<b>Description</b>
<b>Schedule</b>	Lets you specify the schedule that is included in the report. Schedules are set up in Calendar Setup. See "Setting up the calendar" in the <i>Setup</i> chapter of the <i>Spectrum CIRC/CAT User Manual</i> for more information.
<b>Range</b>	Lets you specify the range of dates included in the report.

For more information on using the System Reports Options windows, see "Setting up report options" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

# About HTML reports

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When you generate a report, it is displayed in your Internet browser window, where you can preview and print it. For each report, several report files are created in an .htm file format in the Reports folder of the Spectrum client folder. The .htm files are overwritten every time you regenerate the report.

*Note:* An Internet browser is a program installed on your computer. You do not need access to the Internet to use it. If a browser is not installed on your computer, you can download one for free. Internet Explorer is available at [www.microsoft.com](http://www.microsoft.com), and Netscape Navigator is available at [www.netscape.com](http://www.netscape.com).

If a report contains a large amount of data, it is split up into more than one .htm file. The first report file opens in your Internet browser, and a navigation bar is displayed at the top of the report so that you can easily open the next in a series of report files. For example, the Materials MARC 21 Data report is typically a large report. When you create the report, the report files generated on your hard drive are MARC21\_1.htm, MARC21\_2.htm, and so on. The MARC21\_1.htm file opens in a browser window, and you click the Next button in the report navigation bar to open the MARC21\_2.htm report file, and so on.

The report name and index are displayed at the top right of the report. For the reports you can set options for, the specified date range is displayed under the report title. All other printer settings, such as printing the page number and file name, are determined by your browser settings.

Because the report is created as an .htm file on your hard drive, you can make it available to others by printing it, e-mailing it, or displaying it on an intranet. If a report contains a large amount of data and is split into multiple .htm files, make sure you include all of the necessary files for the report.



**Important!** Because report files are created on the hard drive of the computer they're generated on, anyone can view them by exploring your files. If you don't want anyone to view your reports, you should delete them from your hard drive after you've printed them.

*Note:* Labels and circulation notices are not generated in your browser like the rest of the program reports. They are generated in a program window that lets you easily position your notices and labels on the page.

## About HTML report files

When you create a report in Spectrum CIRC/CAT, several files are generated on your hard drive. If you display the report on an Intranet or e-mail it to others, make sure you include all files generated for the report.

If you are running out of disk space on your hard drive, you can delete the report files. Make sure you only delete .htm files from the Reports folder in the Spectrum client folder. Do *not* delete .gif files in this folder.




The following table describes the different files that are generated when you create a Spectrum report.

File type	Example	Description
[report name].htm	Authors.htm	Contains the entire report, including the navigation bar and report data.  If you have already generated a report in Spectrum CIRC/CAT and want to open it directly from your hard drive, this is the file you should double-click.
[report name]_n.htm	Authors_1.htm Authors_2.htm Authors_n.htm	Contains just the report data. If the report contains a large amount of data, it is split into multiple report files.
[report name]_NAV.htm	Authors_NAV.htm	Contains the navigation bar that is displayed at the top of the report in the browser window. If the report is split into multiple .htm files, the navigation bar includes buttons to navigate to the next and previous report files as well as the Print button.

*Note:* Because labels and circulation notices are not generated in a browser window, these reports are not saved as .htm files on your hard drive.

## About the report browser navigation bar

A navigation bar is displayed at the top of each report. The navigation bar contains a Print button, the number of records contained in the report, and a set of navigation buttons to navigate between multiple report files generated for large reports. The navigation buttons are not displayed if all of the data is contained in one report file.

Button name	Button	Description
Print		Lets you print the report file displayed in the browser. If there are multiple report files generated for your report, the Print button prints one data set at a time. To print the entire report, click the Print button for each report file generated.
Displaying Records	n/a	Displays the number of records included in the report. If multiple report files are generated for a report, this also displays the range of records included in the report file currently displayed.  For example, the first report file in a series of multiple report files might state, "Displaying Records – 1 to 1388 of 3264". The second report file might state "Displaying Records – 1389 to 2755 of 3264", and so on.
Previous Set		Opens the next file in a series of report files generated for a report. This button is only available if the report contains a large amount of data and is split into multiple report files.
Next Set		Opens the previous file in a series of report files generated for a report. This button is only available if the report contains a large amount of data and is split into multiple report files.

For more information on using the report browser navigation bar, see "Creating reports" and "Printing reports" in the *Reports* chapter of the *Spectrum CIRC/CAT User Manual*.

# Available reports

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The following is a list of all of the reports available in the Spectrum CIRC/CAT program:

## Material reports

- Authors
- Call Number Statistics
- Keywords
- Materials
- Materials by Copyright Date
- Materials by Date Added
- Materials by Tag/Subfield
- Materials MARC 21 Data
- Materials with Subjects
- Number of Holdings by Type
- Publisher Statistics
- Shelflists
- State Database
- Subjects
- Subjects with Materials
- Unused Material Numbers

## Circulation reports

- Circulation Activity Log
- Combination Circulation Lists
- Expired Patron Cards
- Fine Activity Log
- Fines
- Material Messages
- Materials Checked Out
- Materials with Usage
- Overdues
- Patron Messages
- Patrons
- Patrons with Usage
- Reserves

## Circulation reports (cont'd)

- Unused Patron Numbers
- Advance Bookings
- Advance Booking Pick List

## Circulation Statistics reports

- Checkout and Fine Statistics
- In-Library Usage by Material
- In-Library Usage by Material Type
- Number of Patrons by Type
- Usage by Material Type
- Usage by Patron Type
- Usage Totals from Circulation Log

## Circulation notices

- Fines
- Overdues
- Reserves
- Advance Bookings

## Labels

- Circulation Barcodes
- Mailing Labels
- Material Barcodes
- Material Spine Labels
- Patron Barcodes

## Inventory reports

- Materials Entered
- Materials Entered Out of Order
- Materials Entered that were Overridden
- Materials Found this Period
- Materials Lost
- Materials Not Lost
- Materials Remaining to be Entered
- Unrecognized Barcodes

## System reports

- Calendar—Hours
- Calendar—Months
- Material Type Descriptions
- Patron Type Descriptions
- System Information

# Material reports

---

Material reports contain data on your material records. In the Material Reports window you choose a report and set the index, range, and options.

Printing material reports is a good way to list information about your library collection. You can create a list of every material owned by your library and the data associated with each material (contained in the material record).

The information contained in a material report varies according to the index and the way your materials are cataloged. Because the data used to create reports is compiled from the MARC records in your database, accurate reports depend on accurate cataloging.

The following Material reports are available:

- Authors
- Call Number Statistics
- Keywords
- Materials
- Materials by Copyright Date
- Materials by Date Added
- Materials by Tag/Subfield
- Materials MARC 21 Data
- Materials with Subjects
- Number of Holdings by Type
- Publisher Statistics
- Shelflists
- State Database
- Subjects
- Subjects with Materials
- Unused Material Numbers

## Authors report

The Authors report gives you a count of how many holdings you have by each author. The report is indexed by author and lists each author in alphabetic order by last name. The number of materials by each author is listed in front of the author's name (in the Usage column).

The Authors report is a count of the number of materials by each author, not a count of your total holdings. Due to multiple authors and editors, many holdings are listed under more than one author. For example, if you have four books by Adrienne Adams and ten books by David Adler, that portion of the report would appear as follows:

4 Adams, Adrienne

10 Adler, David A.



## Springfield Library

## Authors

Indexed by: Author

Usage	Author	Usage	Author
1	Aamodt, Alice,	3	Aardema, Verna.
1	Aarseth, Sigmund,	1	Aaseng, Nate.
1	Aaseng, Nathan.	1	Abebe, Daniel.
1	Abel, Simone,	1	Abell, Sam.
4	Abels, Harriette Sheffer.	1	Abraham, George,
1	Abraham, Katy,	1	Abrams, Kathleen S.
1	Accardo, Anthony,	1	Accorsi, William.

## Call Number Statistics report

The Call Number Statistics report lists how many materials your library has in each call number group and their value. Use this report for collection development and when you need to know the value of the items in the collection or in a call number section.

The Call Number Statistics report includes the following data fields: group, subgroup (optional), number of materials, total price, number of materials with price, and average price. The report is indexed by call number.

Subgroups are only included in the report if you select the option in the Material Reports Options window. The default for this option is to not include subgroups. If you want to include subgroups, click the Options button in the Material Reports window and select "Include subgroups for call number statistics".

Your call number report includes the most recent data if you rebuild your data before generating the report. Rebuilding the data creates a new statistic file from the current database before printing the report. To do this, select "Rebuild data before generating statistical reports" in the Material Reports Options window. *Note:* The time required to rebuild the data varies depending on the size of your database. If you require the most recent data, you should allow time to rebuild the data.

**Springfield Library****Call Number Statistics**

Indexed by: Call number

Group	Subgroup	# of Mats	Total Price	Mats w/ Price	Avg. Price
	000	50	34.90	2	17.45
	100	77	160.85	16	10.05
	200	172	339.88	35	9.71
	300	553	1700.91	113	15.05
	400	8	7.95	1	7.95
	500	115	135.75	12	11.31
	600	650	1393.04	115	12.11
	700	519	1232.76	71	17.36

**Keywords report**

The Key Words report gives you a count of how many materials are associated with any given key word. The report is indexed by key word. The number of items associated with that key word is listed in front of the key word (in the Usage column).

*Note:* Key words that are not in use (or "turned off") display a usage number of zero (0).

**Springfield Library****Key Words**

Indexed by: Key Word

Usage	Key Word	Usage	Key Word	Usage	Key Word
1	AAMODT	3	AARDEMA	3	AARDVARK
7	AARDVARKS	6	AARON	1	AARON'S
1	AARSETH	2	AASENG	7	ABANDONED
1	ABANDONS	1	ABBAY	1	ABBIE
1	ABBOT	1	ABBOTT	1	ABBREVIATIONS
2	ABBY	11	ABC	2	ABC'S
1	ABCS	1	ABDICATION	1	ABDUCTION

## Materials report

The Materials report lists all of your library materials within the range you specify. You can index this list according to material number, call number, title, author, material type, fund, material user-defined fields, or material custom indexes.

The field you use to index the report changes the order the holdings information appears in reports. Each holding only appears once in the report; but remember, the material information appears once for each holding in your collection.

The report includes the following fields: title, author, call number, price, material type, fund, publisher, user-defined 1, user-defined 2, material number, location, copyright, LCCN, and ISBN.

You can also choose to print the short form of the Materials report. The short form doesn't include the material type, fund, publisher, material user-defined fields, copyright, LCCN, or ISBN. The short form report lets you reduce the overall size of the report by eliminating some of the detailed record information.

Springfield Library		Materials
		Indexed by: Material number
<b>Title:</b> Castle /		<b>Mat num:</b> 10001
<b>Author:</b> Macaulay, David.	<b>Fund:</b>	<b>Location:</b>
<b>Call num:</b> 728.8 MAC	<b>Publisher:</b> Houghton,	<b>Copyright:</b> [1982],c1977.
<b>Price:</b> 0.00	<b>Acquisition date:</b>	<b>LCCN:</b>
<b>Mat type:</b> 13 - 700-799	<b>Vendor:</b>	<b>ISBN:</b> 0395329205

## Materials report—short form

Springfield Library				<b>Materials</b>	
				Indexed by: Material number	
<b>Options: Short Form</b>					
Location	Mat num	Title	Author	Call num	Price
	10001	Castle /	Macaulay, David.	728.8 MAC	0.00
	10002	Singin' and swingin' and gettin' merry like Chri	Angelou, Maya.	B ANG	0.00
	10003	The pelican brief /	Grisham, John.	F GRI	25.00

## Materials by Copyright Date report

The Materials by Copyright Date report is useful for reporting the age of your library materials. The report lists up to eight years of data, starting with the year entered in the Start at box.

The report lists the material type, type description, number of materials for that type, number of materials with an invalid date, the number of materials within each of the eight possible specified years, and the total within those years. This report is indexed by copyright date.

Springfield Library				<b>Materials by Copyright Date</b>								
				Indexed by: Copyright Date								
Type	Description	# of Mats	Invalid Date	1993	1994	1995	1996	1997	1998	1999	2000	Total
1	Default	0	0	0	0	0	0	0	0	0	0	0
2	Fiction	1516	0	60	43	74	74	72	25	0	0	348
3	Reference	12	0	0	0	0	0	0	0	0	0	0
4	Biography	943	3	30	19	11	21	26	8	6	1	122
5	Easy	2467	18	83	79	52	56	34	29	7	0	340
6	000-099	50	0	0	0	1	1	0	0	0	0	2
7	100-199	77	6	1	0	0	2	0	3	0	0	6
8	200-299	172	32	1	1	1	2	2	3	0	0	10
9	300-399	553	26	13	7	8	10	11	1	0	0	50

## Materials by Date Added report

The Materials by Date Added report lists your materials based on the date they were added as local holdings. You can use this report to get a list of new materials. This report is indexed by the date the record was added to the Spectrum database, and you can list materials from a specific date range.

To list materials from a specific date range, enter the earliest date you want included in the Start at box and the last date you want included in the report in the End at box. The report lists information from all of the materials holding records that were added to your Spectrum database between the start and end dates.

The Materials by Date Added report lists the following fields: date added, title, author, publisher, copyright date, material number, local call number, location, ISBN, and LCCN.

Springfield Library		Materials by Date Added					
		Indexed by: Date added					
<b>Date added:</b>	11/14/2000						
<b>Title:</b>	The Christmas pinata /	<b>Location:</b>					
<b>Author:</b>	Kent, Jack.	<b>Publisher:</b>	Parents,	<b>Copyright:</b>	1975.		
<b>Mat num:</b>	16046	<b>Call num:</b>	E KEN	<b>ISBN:</b>	0819308161	<b>LCCN:</b>	74030450
<b>Title:</b>	The egg book.	<b>Location:</b>					
<b>Author:</b>	Kent, Jack.	<b>Publisher:</b>	Macmillan,	<b>Copyright:</b>	1975.		
<b>Mat num:</b>	16047	<b>Call num:</b>	E KEN	<b>ISBN:</b>	0027502007	<b>LCCN:</b>	74013662

## Materials by Tag/Subfield report

The Materials by Tag/Subfield report lists all or a subset of materials based on the options you choose in the Material Reports Options window. In the options window, you can specify a specific tag and subfield to include or exclude from a report. *Note:* You cannot specify tags that are not in the MARC record, such as tag 852.

You may want to use this report to find all of the records with a web site URL (tag 856\_u), an untraced series title (tag 490\_a), or a traced series title (tag 440\_a).

This report is indexed by material number. You can specify a range of materials to list in the report by entering the material number for the first material record you want listed in the Start at box and the material number for the last material record you want included in the End at box. The report includes data from the material records with numbers that fall between those listed in the Start at and End at boxes.

The report includes the following data fields: material number, title, author, call number, location, ISBN, LCCN, fund, material type, publisher, copyright, price, user-defined 1, and user-defined 2.

<b>Springfield Library</b>		<b>Materials by Tag/Subfield</b>	
		<b>Indexed by: Material number</b>	
<b>Options: Includes Tag 100 all subfields</b>			
<hr/>			
<b>Material number:</b> 10001	<b>Title:</b> Castle /	<b>Author:</b> Macaulay, David.	
<b>Call number:</b> 728.8 MAC	<b>Mat type:</b> 700-799	<b>Price:</b> 0.00	
<b>Copyright:</b> [1982],c19	<b>ISBN:</b> 0395329205	<b>Location:</b>	
<b>Acquisition date:</b>		<b>Publisher:</b> Houghton,	
<b>Acquisition date:</b>		<b>LCCN:</b>	
		<b>Fund:</b>	
<hr/>			

## Materials MARC 21 Data report

This report lists all of the local holdings MARC 21 Data fields. The report includes the description, tag, and tag data. You can index the report by material number, author, title, or custom index. When using an index other than material number, the first holding will be listed with additional 852 tags for each additional holding.

You can specify a range of materials to list in the report by entering the material number for the first material record you want listed in the Start at box and the material number for the last material record you want included in the End at box. The report includes data from the material records with numbers that fall between those listed in the Start at and End at boxes.

If you print a custom index, each field of the custom index is displayed in the report header.

## Springfield Library

## Materials MARC 21 Data

Indexed by: Material number

Description	Tag	Tag data
<b>Material number: 10013</b>		
0Record Leader	LDR	0659nam 2200217 a 4500^
Control Number	001	CCC89048247^
Control Number Identifier	003	KToSCC^
Date and Time of Last Transaction	005	20001114134027.0^
General Information	008	001114s1977 nyua b 000 0 eng d^
LC control number (LCCN)	010	_a 76050931
International Standard Book Number (ISBN)	020	_a 0531003973
Cataloging source	040	_a KToSCC _c KToSCC
Dewey Decimal call number	082	14 _a 001.9 _2 12
Main entry - personal name	100	1 _a Blumberg, Rhoda.
Title statement	245	10 _a UFO / _c by Rhoda Blumberg.
Publication, distribution, etc. (Imprint)	260	_a New York : _b Franklin Watts, _c 1977.
Physical description	300	_a 63 p. : _b ill.
Series statement/added entry - title	440	2 _a A First book
Bibliography, etc. note	504	_a Includes bibliographical references. _a UFO sightings are traced from earliest
Summary, etc.	520	times to the present with explanations presented.
Subject added entry - topical term	650	7 _a Unidentified flying objects. _2 sears

## Materials with Subjects report

This report lists materials with their subjects. It can be indexed by material number or a custom index and includes material record information on each record specified in the range. The report includes data from the material records with numbers that fall between those listed in the Start at and End at boxes.

The following data fields are included in the report: material number, title, author, call number, material type, copyright date, ISBN, LCCN, price, location, publisher, material user-defined 1, material user-defined 2, and subject.

Springfield Library

## Materials with Subjects

Indexed by: Material number

---

**Mat Number:** 10001

**Title:** Castle /

**Call number:** 728.8 MAC

**Material type:** 700-799

**Copyright:** [1982],c1977.

**ISBN:** 0395329205

**Acquisition date:**

**Vendor:**

**Subject:** Castles.

**Subject:** Fortification.

---

**Author:** Macaulay, David.

**Price:** 0.00

**Location:**

**Publisher:** Houghton,

**LCCN:**

**Fund:**

## Number of Holdings by Type report

The Number of Holdings by Type report lists each material type with its description and how many holding records have that material type. It is indexed by material type. You can include all of your material types in this report by accepting the default Start at and End at values, or you can set a range of material types to include in the report.



## Springfield Library

### Number of Holdings by Type

Indexed by: Material type

Material type	Description	Number of Holdings
2	Fiction	1516
3	Reference	12
4	Biography	943
5	Easy	2467
6	000-099	50
7	100-199	77
8	200-299	172
9	300-399	553
10	400-499	8
11	500-599	115
12	600-699	650
13	700-799	519
14	800-899	295
15	900-999	805
17	Juvenile	1
101	Web Sites	5
		<b>8188</b>

## Publisher Statistics report

This report lists how many materials your library has from each publisher. The report includes the publisher, number of holdings, total price, holdings with price, and average price. It is indexed by publisher and includes all publishers (you cannot set a range). The report isn't case-sensitive, so a publisher entry that is lowercase is the same as one in uppercase.

The Publisher Statistics report only includes the most recent data if you rebuild your data before generating the report. Rebuilding the data creates a new statistic file from the current database before printing the report. To do this, select "Rebuild data before generating statistical reports" in the Material Reports Options window.

*Note:* The time required to rebuild the data varies depending on the size of your database. If you require the most recent data, you should allow time to rebuild the data.

**Springfield Library****Publisher Statistics**

Indexed by: Publisher

Publisher	# of Mats	Total Price	Mats w/ Price	Avg. Price
A. J. Holman Co.	1	0.00	0	0.00
A. Knopf :	1	14.95	1	14.95
A. S. Barnes	2	0.00	0	0.00
A. Whitman,	24	0.00	0	0.00
A.A. Gache,	2	0.00	0	0.00
A.A. Knopf :	4	43.95	2	21.97

## Shelflists report

The Shelflists report lists your materials and includes the following fields: call number, author, title, and lost status. The report is indexed by call number. This report gives you a list of materials in true shelf list order since it's indexed (internally) by call number, author, and title.

You can print a Shelflists report that includes all of your materials, or you can specify a range by entering the call number of the first material you want included in the report in the Start at box and the last material you want included in the report in the End at box. You set the options for this report in the Material Report Options window before you print the report.

**Springfield Library****Shelflists**

Indexed by: Call number

Call number	Author	Title	Lost
001.9 ASI	Asimov, Isaac.	Unidentified flying objects /	
001.9 BLU	Blumberg, Rhoda.	UFO /	
001.9 BON	Boning, Richard A.	The Cardiff giant /	
001.9 COH	Cohen, Daniel.	Monster hunting today /	
001.9 DOL	Dolan, Edward F.	Great mysteries of the sea /	
001.9 KLA	Klass, Philip J.	UFOs explained	
001.9 KNI	Knight, David C.	Bees can't fly, but they do : thing	

## State Database report

The State Database report lists your material holding data. The following data fields are included in the report: title, call number, author, edition statement, ISBN, Subject, LCCN, material number, publisher, pagination, and publication date. You can index this report by material number, material type, or date added.

This report provides information that you must submit if you are a member of the state databases for Access PA or Sunlinks.

<b>Springfield Library</b>		<b>State Database</b>	
		<b>Indexed by: Material number</b>	
<hr/>			
<b>Title:</b>	<b>Castle I</b>	<b>Mat number:</b>	10001
<b>Local call:</b>	728.8 MAC	<b>Publisher:</b>	Houghton,
<b>Author:</b>	Macaulay, David	<b>Copyright:</b>	[1982],c1977.
<b>Edition statement:</b>		<b>LCCN:</b>	
<b>ISBN:</b>	0395329205	<b>Pagination:</b>	74 p. :
<b>Subject:</b>	Castles.		
<b>Subject:</b>	Fortification.		
<hr/>			

## Subjects report

The Subjects report counts how many holdings your library has with each subject. The report is indexed by subject with the number of items containing that subject listed in front of each subject.

You can print a report that includes all of the subjects in your library's catalog, or you can print a range of subjects by specifying the subjects you want to include with the Start at and End at boxes.

This report is useful for determining which subjects require editing. You can use the Global Subject Edit feature (choose Global Subject Edit from the Materials menu) and the Select Authority Subject list available in the Easy Entry window to make changes in your subjects. For more information, see "Editing subjects globally" and "Using authority control" in the *Materials* chapter of this manual.

Springfield Library		<b>Subjects</b>	
		Indexed by: Subject	
Usage	Subject	Usage	Subject
2	87th Precinct (Imaginary place)--Fiction.	3	Aardvark--Fiction.
7	Aardvarks--Fiction.	4	Aaron, Hank,--1934- .
1	Abandoned children--Fiction.	1	Abbott, Jim,--1967- .
1	Abduction--Fiction.	2	Abdul-Jabbar, Kareem,--1947- .
1	Abigail (Biblical character)--Fiction.	3	Abolitionists--Biography.

## Subjects with Materials report

The Subjects with Materials report displays a list of materials grouped by subject. This report shows you all of the titles that have the same subject.

This report is indexed by subject. You can print a report that includes all of the subjects in your library's catalog, or you can print a range of subjects by specifying the subjects you want to include using the Start at and End at boxes.

Springfield Library		<b>Subjects with Materials</b>	
		Indexed by: Subject	
<b>Subject: 87th Precinct (Imaginary place)--Fiction.</b>			
Title: Nocturne /			
<b>Material number:</b> 18048		<b>Author:</b> McBain, Ed,	
<b>Call number:</b> F MCB		<b>Price:</b> 0.00	
<b>Mat type:</b> Fiction		<b>Location:</b>	
<b>Copyright:</b> 1997.		<b>Publisher:</b> Warner Books,	
<b>ISBN:</b> 0446518050		<b>LCCN:</b> 96042030	
<b>Acquisition date:</b>		<b>Fund:</b>	
<b>Vendor:</b>			

## Unused Material Numbers report

This report lists the material numbers that are not currently used in your Spectrum database. The report is indexed by material number. You can list all of the unused material numbers by accepting the default values in the Start at and End at boxes, or you can list the unused material numbers that fall within the range you specify using the Start at and End at boxes.

**Springfield Library**

### Unused Material Numbers

Indexed by: Material number

**Material numbers**

---

10011  
10027 - 10028  
10031  
10034  
10037 - 10039  
10041 - 10042

# Circulation reports

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Circulation reports contain data on your circulation activity. This data may include patron, material, and usage information. To print circulation reports, your program must contain material records, patron records, and circulation activity data. This means that you must circulate data prior to printing circulation reports.

Circulation reports are helpful when you need information on how your library is used by your patrons, or if you need to create a list of materials that are overdue or have been reserved by a patron. You can also create a report that lists information (name, address, phone, and so on) about all of your patrons or only specific patrons.

You can include the three patron user-defined fields in some of your circulation reports, including Expired Patron Cards, Fines, Materials Checked Out, Overdues, Patrons, Patrons with Usage, and Reserves. You may want to keep this reporting ability in mind when defining the user-defined fields and entering data into patron records. If there is specific information that you want to include in reports that isn't entered in any of the predefined fields, you can use the user-defined fields for this purpose.

The following Circulation reports are available:

- Circulation Activity Log
- Combination Circulation Lists
- Expired Patron Cards
- Fine Activity Log
- Fines
- Material Messages
- Materials Checked Out
- Materials with Usage
- Overdues
- Patron Messages
- Patrons
- Patrons with Usage
- Reserves
- Unused Patron Numbers
- Advance Bookings
- Advance Booking Pick List

## Circulation Activity Log report

This report prints your circulation log information. It can be indexed by patron or material number. The data fields included in the report are patron number, material number, material type, patron type, title, patron name, date in, date out, time in, time out, date due, and time due.

Springfield Library

## Circulation Activity Log

Indexed by: Material number

**Material number:** 10001

**Mat num:** 10001

**Title:** Castle /

**Out:** 11/21/2000 03:23 PM

**Mat type:** 700-799

**Pat type:** 2006 Class

**Due:** 12/05/2000 11:59 PM

**Pat num:** 101

**Pat name:** Hoffman, Brian

**In:**

## Combination Circulation Lists report

This report lists patrons with overdue material and/or fine amounts. The list includes the following data fields: patron number, patron name, material title, author, due date, and fine amount. This report is indexed by patron number and patron name.

Springfield Library

## Combination Circulation Lists

Indexed by: Patron number

Title	Author	Due date	Fine amount
<b>Hoffman, Brian - 101</b>			
Chicka chicka boom boom /	Martin, Bill.	01/21/2000	
Unidentified flying objects /	Asimov, Isaac.	01/21/2000	
			<b>0.00</b>

## Expired Patron Cards report

The Expired Patron Cards report lists those patrons whose library privileges have expired. This report can be sorted by the following indexes: patron name, patron number, patron type, or the three patron user-defined fields. The report includes the following data fields: patron number, patron name, expiration date, patron type, address, city, state, postal code, user-defined fields, and usage.

**Springfield Library**

**Expired Patron Cards**

Indexed by: Patron number

---

**Patron:** Johnson, Tammi  
**Pat #:** 111  
**Pat type:** 15 - Library Aides  
**Exp date:** 01/07/2001  
**Pat Usage:** 7

**Address:** 432 Calvert Road  
**City/State/Zip:** Caledonia, MN 55921  
**User-def 1:** 507-724-4321  
**User-def 2:**  
**User-def 3:**

---

## Fine Activity Log report

The Fine Activity Log report lists the same information as the fine log. The report can be indexed by patron number, material number, or date when the amount changed. The report data fields are patron number, patron name, patron type, material number, material type, title, amount paid, action, balance, and the date and time that the transaction occurs.

**Springfield Library**

**Fine Activity Log**

Indexed by: Patron number

---

**Patron number:** 102

**Pat name:** Potter, Andrea

**Pat num:** 102

**Mat num:** 10003

**Title:** The pelican brief /

**Action:** Added:

**Pat type:** 2006 Class

**Mat type:** Fiction

**Balance:** 1.00

**Fine:** 1.00

**Date:** 11/21/2000

**Time:** 03:26 PM

---



## Fines report

The Fines report lists the fines that are currently due. The report includes the following data fields: material number, title, author, call number, material type, patron number, patron name, patron type, fine amount, date due, time due, date returned, and time returned. You can also choose to print the short form of the Fines report. The short form doesn't include the patron type field or any of the patron user-defined fields. The short form report lets you reduce the overall size of the report by eliminating some of the detailed record information.

With Fines reports, you have the ability to choose a secondary index. However, the secondary index only applies to patron fields. For example, if you generate a Fines report and choose "Title" for the first index, the secondary index is unavailable. If you select a patron field for your first index (such as Patron Type), the secondary index is available.

The secondary index acts as both another index and a filter. If you choose to use a second index, you narrow the specification of a report. For example, you can produce a Fines report consisting of certain patrons for a specific teacher (Patron User-Defined 1). You would choose "Patron User-Defined 1" from the Index box and choose "Patron Name" from the Secondary Index box. This would generate an alphabetical listing of patrons that have fines for a specific homeroom teacher.

Primary index options for this report are material number, title, author, call number, material type, material user-defined fields, patron custom index, patron number, patron name, patron type, and patron user-defined fields. If the primary index is one of the patron fields (and not the patron custom index) then the secondary index is available; otherwise, it is not available. The primary index is not available in the secondary index box. Secondary index options are patron number, patron name, patron type, and patron user-defined fields.

**Springfield Library****Fines**

Indexed by: Patron number

<b>Title:</b> The pelican brief /	<b>Author:</b> Grisham, John.	<b>Mat 2 - Fiction</b>
<b>Call num:</b> F GRI	<b>Mat num:</b> 10003	<b>Type:</b>
<b>Due:</b> 12/05/2000 11:59 PM	<b>Returned:</b> 11/21/2000 03:26 PM	<b>Fine Damaged</b>
<b>Pat name:</b> Potter, Andrea	<b>Pat num:</b> 102	<b>desc:</b>
<b>User-def 1:</b> Jim & Amanda	<b>User-def 2:</b> 507-724-7820	<b>Fine:</b> 1.00
		<b>Pat type:</b> 9 - 2006 Class
		<b>User-def 3:</b> Mr. King

***Fines report—short form*****Springfield Library****Fines**Indexed by: Patron number  
Secondary index: Patron name**Options: Short Form**

<b>Pat num</b>	<b>Pat name</b>	<b>Mat num</b>	<b>Title</b>	<b>Returned</b>	<b>Fine</b>
102	Potter, Andrea	10003	The pelican brief /	11/21/2000	1.00
105	Chase, Scott	16000	William's ninth life /	06/24/1999	8.00
113	Fairbanks, Dawn	10015	Monster hunting today /	06/24/1999	5.00

## Material Messages report

The Material Messages report lists messages attached to library material records. The report is indexed by material number and includes the material number, call number, title, and the message text attached to a material's record.

Springfield Library			<b>Material Messages</b> Indexed by: Material number
Material number	Call number	Title	
15936	E ICH	Nora's surprise /	
This book needs to be repaired when it is returned.			

## Materials Checked Out report

Materials Checked Out reports list each item that is currently checked out of the library along with information about the patron who checked it out. The report includes the following data fields: material number, title, author, call number, material type, patron type, patron number, patron name, date due, and time due.

You can also choose to print the short form of the Materials Checked Out report. The short form doesn't include the patron type field or any of the patron user-defined fields. The short form report lets you reduce the overall size of the report by eliminating some of the detailed record information.

With Materials Checked Out reports, you have the ability to choose a secondary index. However, the secondary index only applies to patron fields. For example, if you generate a Materials Checked Out report and choose Title for the first index, the secondary index is unavailable. If you select a patron field for your first index (such as Patron Type), the secondary index is available.

The secondary index acts as both another index and a filter. If you choose to use a second index, you narrow the specification of a report. For example, you can produce a Materials Checked Out report consisting of certain patrons for a specific teacher (Patron User-Defined 1). You would choose Patron User-Defined 1 from the Index box and choose Patron Name from the Secondary Index box. This would generate an alphabetical listing of patrons that have materials checked out for a specific homeroom teacher.

Primary index options for this report are material number, title, author, call number, material type, material user-defined fields, patron custom index, patron number, patron name, patron type, and patron user-defined fields. If the primary index is one of the patron fields (and not the patron custom index) then the secondary index is available; otherwise, it is not available. The primary index is not available in the secondary index box. Secondary index options are patron number, patron name, patron type, and patron user-defined fields.

<b>Springfield Library</b>			<b>Materials Checked Out</b>		
			Indexed by: <b>Material number</b>		
<b>Title:</b> Castle /	<b>Pat type:</b> 9 - 2006 Class	<b>Date Due:</b> 12/05/2000 11:59 PM			
<b>Author:</b> Macaulay, David.	<b>Mat num:</b> 10001	<b>User-def 1:</b> Bob & Jean			
<b>Patron:</b> Hoffman, Brian	<b>Mat Type:</b> 13 - 700-799	<b>User-def 2:</b> 507-724-5618			
<b>Pat num:</b> 101	<b>Call num:</b> 728.8 MAC	<b>User-def 3:</b> Ms. Johnson			

***Materials Checked Out report—short form***

<b>Springfield Library</b>			<b>Materials Checked Out</b>		
			Indexed by: <b>Patron number</b>		
			Secondary index: <b>Patron name</b>		
<b>Options: Short Form</b>					
<b>Pat num</b>	<b>Patron</b>	<b>Mat num</b>	<b>Title</b>	<b>Date Due</b>	
101	Hoffman, Brian	10001	Castle /	12/05/2000 11:59 PM	
101	Hoffman, Brian	16233	Chicka chicka boom boom /	01/21/2000 11:59 PM	

## Materials with Usage report

The Materials with Usage report lists information on the materials your library has circulated. The report includes the following data fields: usage, material number, title, author, call number, and material type.

You can limit the report to those materials that fall within a specific usage range. Material usage equals the number of times the material is checked out or renewed. In-library usage totals are not included in the material usage number. Material usage statistics are maintained in the Spectrum database automatically when you check out or renew a material.

To limit the report by material usage, select "Limit material and patron usage to the following range" in the Circulation Reports Options window and enter values in the lower and upper usage boxes. With this option selected, only records with a usage value between the values you specify are printed. You can use this report to find materials that have never circulated by specifying a range of "0" for material usage.

You can also use a material custom index to sort the information in the Materials with Usage report. In order to change the range of the report using the custom index, click the Change Custom Index Range button and make necessary changes in the Change Index Range Selection window. For more on creating custom indexes, see the "Creating material custom indexes" section of the *Materials* chapter in the *Spectrum CIRC/CAT User Manual*.

Primary index options for this report are material number, title, author, call number, material type, material user-defined fields, and material custom indexes.

<b>Springfield Library</b>		<b>Materials with Usage</b>	
		Indexed by: Material number	
<hr/>			
<b>Usage:</b> 1	<b>Material</b> 10001		
	<b>number:</b>		
<b>Title:</b> Castle /			
<b>Author:</b> Macaulay, David.	<b>Call num:</b> 728.8 MAC		
<b>Type:</b> 13 - 700-799	<b>Fund:</b>		
<hr/>			

## Overdues report

The Overdues report lists all of your library materials that are currently overdue. The report includes the following data fields: material number, title, author, call number, material type, patron type, patron number, patron name, date due, time due, patron user-defined 1, patron user-defined 2, and patron user-defined 3.

You can also choose to print the short form of the Overdues report. The short form doesn't include the author, call number, material type, patron type, or any of the patron user-defined fields. The short form report lets you reduce the overall size of the report by eliminating some of the detailed record information.

With Overdues reports, you have the ability to choose a secondary index. The secondary index only applies to patron fields. For example, if you generate an Overdues report and choose Title for the first index, the secondary index is unavailable. However, if you select a patron field for your first index (such as Patron Type), the secondary index is available.

The secondary index acts as both another index and a filter. If you choose to use a second index, you narrow the specification of a report. For example, you can produce an Overdues report consisting of certain patrons for a specific teacher (Patron User-Defined 1). By choosing Patron User-Defined 1 from the Index box and then choosing Patron Name from the Secondary Index box, you could generate an alphabetical listing of patrons that have overdue for a specific homeroom teacher.

Primary index options for this report are material number, title, author, call number, material type, material user-defined fields, patron custom index, patron number, patron name, patron type, and patron user-defined fields. If the primary index is one of the patron fields (and not the patron custom index) then the secondary index is available; otherwise, it is not available. The primary index is not available in the secondary index box. Secondary index options are patron number, patron name, patron type, and patron user-defined fields.

Springfield Library		
<b>Overdues</b>		
<b>Indexed by: Patron number</b>		
<b>Title:</b> Chicka chicka boom boom /	<b>Due:</b> 01/21/2000 11:59 PM	<b>Pat type:</b> 9 - 2006 Class
<b>Author:</b> Martin, Bill.	<b>Mat Type:</b> 5 - Easy	<b>User-def 1:</b> Bob & Jean
<b>Call num:</b> E MAR	<b>Patron:</b> Hoffman, Brian	<b>User-def 2:</b> 507-724-5618
<b>Mat num:</b> 16233	<b>Pat num:</b> 101	<b>User-def 3:</b> Ms. Johnson

## Overdues report—short form

Springfield Library		<b>Overdues</b>		
		Indexed by: Patron number		
		Secondary index: Patron name		
<b>Options: Short Form</b>				
Pat num	Patron	Mat num	Title	Due
101	Hoffman, Brian	16233	Chicka chicka boom boom /	01/21/2000 11:59 PM
101	Hoffman, Brian	10012	Unidentified flying objects /	01/21/2000 11:59 PM

## Patron Messages report

The Patron Messages report lists messages attached to library patron records. The report is indexed by patron number and includes the patron name, patron number, and the message text attached to a patron's record.

Springfield Library		<b>Patron Messages</b>
		Indexed by: Patron Number
Patron Number	Patron Name	
101	Hoffman, Brian	
Request help in setting up the library for after school testing each day next week.		

## Patrons report

The Patrons report lists each of your patrons and the information available in your library's patron records. The report includes the following data fields: patron number, patron name, expiration date, patron type, address, city, state, postal code, patron user-defined 1, patron user-defined 2, patron user-defined 3, and patron usage.

You can also choose to print the short form of the Patrons report. The short form doesn't include the expiration date, patron type, or patron usage. The short form report lets you reduce the overall size of the report by eliminating some of the detailed record information.

You can choose an index to sort the report and specify a range using the Start at and End at boxes to limit the report. The index options include: Patron Name, Patron Number, Patron Type, Patron User-Defined 1, Patron User-Defined 2, Patron User-Defined 3, and Patron Custom Index. In order to change the range of the report using the patron custom index, click the Change Custom Index Range button and make necessary changes in the Change Index Range Selection window. For more on creating custom indexes, see the "Creating a patron custom index" section of the *Patrons* chapter in the *Spectrum CIRC/CAT User Manual*.

Springfield Library		Patrons	
		Indexed by: Patron number	
<b>Name:</b> Hoffman, Brian		<b>Address:</b> 5600 S Jefferson	
<b>Pat Number:</b> 101		<b>City/State/Zip:</b> Caledonia, MN 55921	
<b>Pat type:</b> 9 - 2006 Class		<b>Pat User-def 1:</b> Bob & Jean	
<b>Exp date:</b> 06/01/2006		<b>Pat User-def 2:</b> 507-724-5618	
<b>Pat Usage:</b> 74		<b>Pat User-def 3:</b> Ms. Johnson	



## Patrons report—short form

Springfield Library		<b>Patrons</b>	
Options: Short Form		Indexed by: Patron number	
Pat Number:	Name:	Address:	City/State/Zip:
	Pat User-def 1:	Pat User-def 2:	Pat User-def 3:
101	Hoffman, Brian Bob & Jean	5600 S Jefferson 507-724-5618	Caledonia, MN 55921 Ms. Johnson
102	Potter, Andrea Jim & Amanda	1923 Spruce Street 507-724-7820	Caledonia, MN 55921 Mr. King

## Patrons with Usage report

The Patrons with Usage report lists information about your library patrons, including their library usage. You can choose an index to sort the report and choose a range to limit the report. The report includes the following data fields: usage, patron number, patron name, patron type, address, city, state, and postal code, and the three patron user-defined fields. You can index the report by patron name, patron number, patron type, patron user defined fields, and patron custom index.

You can limit the report to those patrons that fall within a specific usage range. Patron usage equals the number of materials a patron checks out or renews. Patron usage statistics are system-maintained.

To limit the report by patron usage, select "Limit material and patron usage to the following range" in the Circulation Reports Options window and enter values in the lower and upper usage boxes. With this option selected, only records with a usage value between the values you specify are printed.

<b>Name:</b> Hoffman, Brian	<b>Address:</b> 5600 S Jefferson
<b>Pat Number:</b> 101	<b>City/State/Zip:</b> Caledonia, MN 55921
<b>Pat type:</b> 9 - 2006 Class	<b>Pat User-def 1:</b> Bob & Jean
<b>Exp date:</b> 06/01/2006	<b>Pat User-def 2:</b> 507-724-5618
<b>Pat Usage:</b> 74	<b>Pat User-def 3:</b> Ms. Johnson

## Reserves report

Reserves reports list all of the materials currently on reserve by library patrons. The report includes the following data fields: title, author, patron number, patron name, patron type, date reserved, time reserved, and patron user-defined fields.

You can also choose to print the short form of the Reserves report. The short form doesn't include the author, patron type, time reserved, or any of the patron user-defined fields. The short form report lets you reduce the overall size of the report by eliminating some of the detailed record information.

With Reserves reports, you can choose a secondary index. However, the secondary index only applies to patron fields. For example, if you generate a Reserves report and choose Title as the first index, the secondary index is unavailable. If you select a patron field for your first index (such as Patron Type), the secondary index is available.

The secondary index acts as both another index and a filter. If you choose to use a second index, you narrow the scope of a report. For example, you can produce a Reserves report consisting of certain patrons for a specific teacher (Patron User-Defined 1). You would choose Patron User-Defined 1 from the Index box and choose Patron Name from the Secondary Index box. This generates an alphabetical listing of patrons that have reserves for a specific homeroom teacher.

Primary index options for this report are title, author, patron custom index, patron name, patron type, and patron user-defined fields. If the primary index is one of the patron fields (and not the patron custom index) then the secondary index is available; otherwise, it is not available. The primary index is not available in the secondary index box. Secondary index options are patron number, patron name, patron type, and patron user-defined fields.

<b>Springfield Library</b>		<b>Reserves</b>	
		<b>Indexed by: Patron Number</b>	
<hr/>		<hr/>	
<b>Title:</b> Grococo, a French crow /		<b>Date:</b> 06/24/1999	
<b>Author:</b> Marokvia, Mireille.		<b>Time:</b> 02:40 PM	
<b>Patron:</b> Hoffman, Brian	<b>Pat num:</b> 101	<b>Pat type:</b> 9 - 2006 Class	
<b>User-def 1:</b> Bob & Jean	<b>User-def 2:</b> 507-724-5618	<b>User-def 3:</b> Ms. Johnson	
<hr/>		<hr/>	

### *Reserves report—short form*

<b>Springfield Library</b>		<b>Reserves</b>	
		<b>Indexed by: Patron Number</b>	
<b>Options: Short Form</b>			
<b>Pat num</b>	<b>Patron</b>	<b>Title</b>	<b>Date</b>
<hr/>			
101	Hoffman, Brian	Grococo, a French crow /	06/24/1999
101	Hoffman, Brian	Witch Bazooza /	06/24/1999
103	Wilson, Jeannie	Chimps don't wear glasses /	01/07/2000

## Unused Patron Numbers report

This report lists the patron numbers not currently used in your Spectrum database. It is indexed by patron number. You can list all of the unused patron numbers, or you can list the unused patron numbers that fall within the range you set using the Start at and End at boxes.

<b>Springfield Library</b>	<b>Unused Patron Numbers</b>
	<b>Indexed by: Patron Number</b>
<b>Patron numbers</b>	
<hr/>	
98 - 100	
123	
131 - 150	

## Advance Bookings report

The Advance Bookings report lists all of the materials currently booked in advance by library patrons. The report includes the following data fields: title, author, material number, material type, patron number, patron name, patron type, patron user-defined fields, status, start date and time, and end date and time.

Primary index options for this report are material number, patron number, patron name, patron type, and patron user-defined fields.

When the Privacy option is selected, the title and author are suppressed.

Springfield Library		Advance Bookings	
		Indexed by: Patron Number	
<b>Title:</b> Bully for you, Teddy Roosevelt! /		<b>Start date:</b> 03/05/2001 08:00 AM	
<b>Author:</b> Fritz, Jean.		<b>End date:</b> 03/10/2001 03:00 PM	
<b>Mat num:</b> 13923	<b>Pat num:</b> 111	<b>Pat User-def 1:</b> 507-724-4321	
<b>Mat Type:</b> 4 - Biography	<b>Patron name:</b> Johnson, Tammi	<b>Pat User-def 2:</b>	
<b>Status:</b> In	<b>Pat type:</b> 15 - Library Aides	<b>Pat User-def 3:</b>	

## Advance Booking Pick List report

The Advanced Bookings report displays a short form list of materials that are reserved for a future date range that you specify.

The report includes the following data fields: call number, status, material number, title, patron number, and patron name.

The report is indexed by call number.

When the Privacy option is selected, the title is suppressed.

Springfield Library		Advance Booking Pick List			
		Indexed by: Call number			
Call number	Status	Mat num	Title	Pat num	Patron name
205 ENC	In	10187	Encounter.	114	Tetzlaff, Adam
808 HAN	In	12631	Out of the blue : delight comes into our lives /	115	Boehmke, Donna

# Circulation Statistics reports

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Circulation Statistics reports are based on the circulation activity recorded by your Spectrum program. If your circulation database files become damaged in some way (corrupted, deleted, and so on) and you do not have adequate backups of these files, your reports may not be accurate for the time period covered by the damaged files.

Circulation Statistics reports are limited to one year of circulation data. You can also report on less than twelve months of activity. You limit or expand the report by choosing the month and year that the report begins in the Circulation Statistics Window. All of the available years and months are listed in their respective boxes. If a year isn't listed in the Year box, then you can't report on circulation activity from that year.

All Circulation Statistics have a designated index for reporting the information, but you can limit most of the reports to a specific range by using the Start at and End at boxes. However, the Checkout and Fine Statistics report lists all of your checkout and fine statistics and cannot be limited using an index or range.

The following Circulation Statistics reports are available:

- Checkout and Fine Statistics
- In-Library Usage by Material
- In-Library Usage by Material Type
- Number of Patrons by Type
- Usage by Material Type
- Usage by Patron Type
- Usage Totals from Circulation Log

## Checkout and Fine Statistics report

The Checkout and Fine Statistics report lists each patron type with its total number of checkouts, usage-to-date, and unpaid and paid fines.

The data fields included in the report are number of patron type, materials checked out, usage to date, current fines, and total fines paid. Summary information follows the report: total checkouts for today, total checkouts (since the first checkout) specified, total fines collected today, and total fines collected.

It's useful to print this report before clearing your checkouts to date in the File Management window. For more on clearing this usage information, see "Clearing checkout totals" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

Springfield Library		Checkout and Fine Statistics			
		Indexed by: File Order (fastest)			
Type	Checked Out	Usage To Date	Unpaid Fines	Paid Fines	
1 - 2011 Class	0	0	0.00	0.00	
2 - 2012 Class	2	2	0.00	0.00	
4 - 2001 Class	3	3	0.00	0.00	
5 - 2002 Class	6	6	0.00	0.00	
6 - 2003 Class	0	0	0.00	0.00	
7 - 2004 Class	2	3	0.00	0.00	
8 - 2005 Class	8	8	0.00	0.00	
9 - 2006 Class	6	14	1.00	15.00	

## In-Library Usage by Material report

This report lists individual materials (titles) used only within the library that are checked in without being checked out in order to track in-library usage. The report is indexed by material number and includes the following data fields: material number, usage, author, title, call number, ISBN, LCCN, and type.

*Note:* You must select to save in-library usage for materials in the General tab of the Circulation Setup window in order to track in-library usage. For more, see "Setting general circulation options" in the *Setup* chapter of the *Spectrum CIRC/CAT User Manual*.

Springfield Library		In-Library Usage by Material		
		Material number:		
<b>Material number:</b>	<b>10043</b>			
<b>Usage:</b> 2	<b>Title:</b> The World almanac and book of facts.	<b>Author:</b> Anderson, William.		
<b>Call num:</b> 030 WOR	<b>ISBN:</b>	<b>LCCN:</b> 04003781	<b>Type:</b> 000-099	

## In-Library Usage by Material Type report

The In-Library Usage by Material Type report lists the amount of use each material type receives within the library each month. You determine which months to report on by selecting the first month and year to report on in the Circulation Statistics Options window. You can report on twelve months at one time. You also receive a total usage number for all of the material types you report.

This report is valuable when determining how frequently certain types of materials are used within the library. However, this report is only accurate if you have the "Save in-library usage for materials" option selected in the General tab of the Circulation Setup window. If this option is not selected or if you frequently change this setting, this report is not accurate. If this option is selected, in-library usage accumulates whenever a material is checked in without being checked out first.

This report includes the following data fields: material type, 12 months of usage, and total usage for the year. Month one is the month selected in the Circulation Statistics Options window, month two is the next month, and so on. If you choose the current month as the first month, then the remaining months contain zero for the usage totals because it is in the future.

*Note:* You must select to save in-library usage for materials in the Circulation Setup window in order to track in-library usage. For more information, see "Setting general circulation options" in the *Setup* chapter of the *Spectrum CIRC/CAT User Manual*.

Springfield Library													
In-Library Usage by Material Type													
Indexed by: Material type													
Options: ( Nov 2000 - Oct 2001 )													
Material type	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
2 - Fiction	1	0	0	0	0	0	0	0	0	0	0	0	1
4 - Biography	5	4	0	0	0	0	0	0	0	0	0	0	9
6 - 000-099	3	1	0	0	0	0	0	0	0	0	0	0	4
8 - 200-299	0	0	0	0	0	0	0	0	0	0	0	0	0
13 - 700-799	1	2	0	0	0	0	0	0	0	0	0	0	3
14 - 800-899	1	0	0	0	0	0	0	0	0	0	0	0	1
15 - 900-999	8	1	0	0	0	0	0	0	0	0	0	0	9
	19	8	0	0	0	0	0	0	0	0	0	0	27

## Number of Patrons by Type report

The Number of Patrons by Type report gives you a count of how many patrons you have in each patron type. The report data fields are patron type, type description, and total number of patrons in that type. The report is indexed by patron type.

Springfield Library		Number of Patrons by Type	
		Indexed by: Patron type	
Patron type	Description	Number of patrons	
2	2012 Class	1	
4	2001 Class	2	
5	2002 Class	2	
7	2004 Class	1	
8	2005 Class	4	
9	2006 Class	5	
10	2007 Class	4	
11	2008 Class	2	
12	2009 Class	1	
14	Faculty	2	
15	Library Aides	3	
16	Bindery Company	1	
17	Parents	1	
		29	

## Usage by Material Type report

The Usage by Material Type report lists the usage of each material type for each month. You determine which months to report on by selecting the first month and year to report on in the Circulation Statistics Options window. You can report on up to twelve months at one time. The report also totals each row and column in the report, so you receive a total usage number for all of the material types that you report on.

This report includes the following data fields: material type, up to 12 months of usage, and total usage for the year. Month one is the current month, month two is the next month, and so on. If you choose the current month as the first month, then the remaining months are blank because it is in the future and there are no statistics in the database.

The report is indexed by material type. You can limit the range of material types to report on by setting a range of material types using the Start at and End at boxes in the



Circulation Statistics window. Before printing this report, you should check your circulation statistics reports options by clicking the Options button.

It's useful to print this report before clearing Material Type Usage in the File Management window. For more on clearing this usage information, see "Clearing material type usage" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

<b>Springfield Library</b>		<b>Usage by Material Type</b>											
		Indexed by: Material type											
<b>Options: ( Nov 2000 - Oct 2001 )</b>													
<b>Material type</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Total</b>
2 - Fiction	1	0	0	0	0	0	0	0	0	0	0	0	1
4 - Biography	0	0	0	0	0	0	0	0	0	0	0	0	0
6 - 000-099	0	0	0	0	0	0	0	0	0	0	0	0	0
8 - 200-299	3	0	0	0	0	0	0	0	0	0	0	0	3
13 - 700-799	1	0	0	0	0	0	0	0	0	0	0	0	1
14 - 800-899	1	0	0	0	0	0	0	0	0	0	0	0	1
15 - 900-999	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

## Usage by Patron Type report

The Usage by Patron Type report lists the usage totals of each patron type for twelve specified months. You determine which months to report on by selecting the first month and year in the Circulation Statistics Options window. The report also totals each row and column in the report so you receive a total usage number for all of the patron types you report on.

This report includes the following data fields: patron type, 12 months of usage, and total usage for the year. Month one is the month specified in the Circulation Statistics Options window for the given year, month two is the next month, and so on. If you choose the current month/year in the options window as the first month, then the remaining months contain zero for the usage totals because it is in the future.

The report is indexed by patron type. You may want to limit the range of patron types you report on by setting a range of patron types using the Start at and End at boxes in the

Circulation Statistics window. Before printing this report, you should check your circulation statistics reports options by clicking the Options button.

It's useful to print this report before clearing Patron Type Usage in the File Management window. For more on clearing this usage information, see "Clearing patron type usage" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

<b>Springfield Library</b>		<b>Usage by Patron Type</b>											
		<b>Indexed by: Patron type</b>											
<b>Options: ( Nov 2000 - Oct 2001 )</b>													
<b>Patron type</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Total</b>
8 - 2005 Class	1	0	0	0	0	0	0	0	0	0	0	0	1
9 - 2006 Class	2	0	0	0	0	0	0	0	0	0	0	0	2
10 - 2007 Class	1	0	0	0	0	0	0	0	0	0	0	0	1
11 - 2008 Class	2	0	0	0	0	0	0	0	0	0	0	0	2
	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

## Usage Totals from Circulation Log report

The Usage Totals from Circulation Log report lists the usage counts by any material or patron index. This report shows usage for a given time period on each material in contrast to the materials with usage report that shows usage since the material was entered in the database.

This report can include data from as far back as your circulation log has kept track of it. You specify the range of data to include in the report by using the Month and Year boxes in the Circulation Statistics Options window.

*Note:* If you select a span of more than 12 months, the report only lists the first 12 months of the span you choose.

You can index the Usage Totals from Circulation Log report by material number or patron number.

Springfield Library

## Usage Totals from Circulation Log

Indexed by: Material number

Options: Nov 2000 - Nov 2000

	Nov	Total
10001	1	1
10003	1	1
10367	1	1
10375	1	1
10377	1	1
12972	1	1
	<b>6</b>	<b>6</b>

# Circulation notices

---

You can print overdue, fine, and reserve notices for each patron. Each notice is directed to one library patron and contains the overdues, fines, or reserves linked to that patron.

Circulation notices are a useful way of notifying your patrons about overdue materials, fines that they owe, or available reserved materials. You can print Fine, Overdue, or Reserve notices, but you cannot print multiple notices for a patron (a combination of fines, overdues, and materials) on one sheet of paper.

You can print an individual notice, a range of notices, or all of the notices of that type. For example, if you want to notify an individual that an item he or she reserved is now in the library, you can select Individual, choose Reserves as the notice type, choose Patron Name from the Index box, and enter the patron's name in the Only box. If you decide that you want to send notices to all of the patrons that have an item on reserve, you can select Range and accept the default range values in the Start at and End at boxes in the Circulation Notices window.

All notices are created from the Circulation Notices window. You can index notices by patron number, patron name, patron type, patron user-defined 1, patron user-defined 2, and patron user-defined 3.

The following Circulation Notices are available:

- Fines
- Overdues
- Reserves
- Advance Bookings

## Fines notice

A fine notice lists all of the fines any one patron has accumulated. The notice includes the patron's name and address for mailing.

The material information for each item that has a fine associated with it may include the material number, call number, title, author, time returned, date returned, and fine amount. You can limit, index, and include specific material information as well as add comments to the notice by clicking the Options button in the Circulation Notices window.

You may also want to choose your index and set your range before printing the report. The index you choose in the Circulation Notices window determines how notices are

sorted, while the index you choose from the Fines tab in the Circulation Notices Options window determines how the list of fine materials is sorted.

Potter, Andrea 1923 Spruce Street Caledonia, MN 55921 Jim & Amanda		Type: 2006 Class Bill notice  507-724-7820	Page: 1 11/30/2000 Patron#: 102 Mr. King			
Material #	Title	Author	Call number	Bill	Time ret	Date ret
10003	The pelican brief /	Grisham, John.	F GR1	1.00	03:26 PM	11/21/2000

## Overdues notice

An overdues notice lists all of the materials any one patron has overdue. The notice includes the patron's name and address for mailing. The material information for each item that is overdue may include the material number, call number, title, author, price, date out, and date due. You can limit, index, and include specific material information as well as add comments to the notice in the Overdues tab of the Circulation Notices Options window.

You may also want to choose your index and set your range before printing the report. The index you choose at the Circulation Notices window determines how the notices are sorted, while the index you choose from the Overdues tab in the Circulation Notices Options window determines how the list of overdue materials is sorted.

Hoffman, Brian 5600 S Jefferson Caledonia, MN 55921 Bob & Jean		Type: 2006 Class Overdue Notice  507-724-5618	Page: 1 11/30/2000 Patron#: 101 Ms. Johnson			
Material #	Title	Author	Call number	Price	Date out	Date due
16233	Chicka chicka boom boom /	Martin, Bill.	E MAR	0.00	01/07/2000	01/21/2000
10012	Unidentified flying objects /	Asimov, Isaac.	001 9 ASI	0.00	01/07/2000	01/21/2000

## Reserves notice

A reserve notice lists all of the reserves for any one patron. The notice includes the patron's name and address for mailing.

The material information for each item on reserve may include the title, author, date reserved, and time reserved. You can limit, index, and include specific material

information as well as add comments to the notice by clicking the Options button in the Circulation Notices window.

You may also want to choose your index and set your range before printing the report. The index you choose at the Circulation Notices window determines how notices are sorted, while the index you choose from the Reserves tab in the Circulation Notices Options window determines how the list of reserve materials is sorted.

Hoffman, Brian 5600 S Jefferson Caledonia, MN 55921 Bob & Jean		Type: 2006 Class Reserve Notice 507-724-5618		Page: 1 11/30/2000 Patron#: 101 Ms. Johnson	
Title	Author	Call Number	Time res	Date res	
Groccoco, a French crow / Wiich Bazooza /	Marokvia, Mireille. No lan, Dennis.	E MAR E NOL	02:40 PM 02:39 PM	06/24/1999 06/24/1999	

## Advance Bookings notice

An Advance Bookings notice lists all of the advance bookings made for any one patron. The notice includes the patron's name and address for mailing.

The material information for each item on reserve may include the material number, title, author, call number, start date, start time, end time, and end date. You can limit, index, and include specific material information as well as add comments to the notice by clicking the Options button in the Circulation Notices window.

You may also want to choose your index and set your range before printing the report. The index you choose at the Circulation Notices window determines how notices are sorted, while the index you choose from the Advance Bookings tab of the Circulation Notices Options window determines how the list of booked materials is sorted.

Johnson, Tammi 432 Calvert Road Caledonia, MN 55921 507-724-4321		Type: Library Aides Advance Booking Notice		Page: 1 11/30/2000 Patron#: 111			
Mat Num	Title	Author	Call number	Start time	Start date	End time	End date
13923	Bully for you, Teddy Roosevelt! /	Fritz, Jean.	92 RCO	08:00 AM	03/05/2001	03:00 PM	03/10/2001
13954	John Sevier, son of Tennessee : born: Sept	Wilkie, Kat	92 SE:V	08:00 AM	03/05/2001	03:00 PM	03/10/2001

# Labels

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Labels reports aid your circulation procedures by providing an easy way to track materials and patrons. You can simplify circulation and inventory procedures by printing patron, material, and circulation barcode labels and scanning them with a barcode scanner.

Labels print on address-type computer label stock and are designed to print on Sagebrush's laser barcode and spine labels.

The following labels are available:

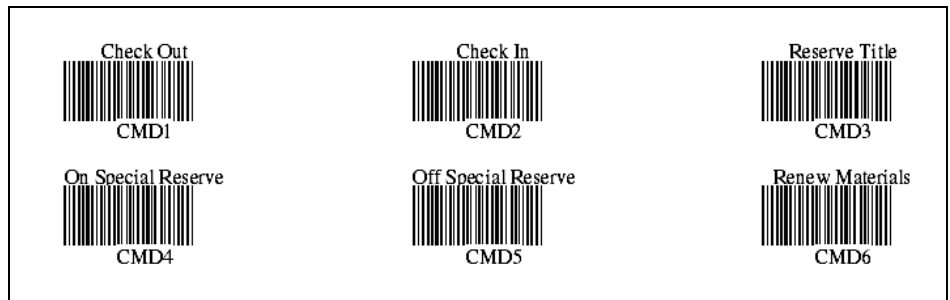
- Circulation Barcodes
- Mailing Labels
- Material Barcodes
- Material Spine Labels
- Patron Barcodes

## Circulation Barcodes

The Circulation barcodes report is a printout of all of the circulation command barcodes.

You can use this report to simplify circulation procedures by scanning the commands with a barcode reader rather than choosing the Spectrum menu commands or clicking window buttons to perform checkouts, checkins, and so on.

Sagebrush provides the circulation barcodes with your Spectrum CIRC/CAT program package, but you can also use this report if they are damaged or lost.



## Mailing Labels

The Mailing labels report lets you easily create mailing labels by printing patron address labels on label stock. The following is printed on each label (if the information is entered in the database): patron name, address, city, state, and postal code. For more information on entering patron data, see "Managing patron records" in the *Patrons* chapter of the *Spectrum CIRC/CAT User Manual*.

Mailing labels can be indexed by patron number, patron name, patron type, any of the three user-defined fields, or selected barcodes.

HOFFMAN, BRIAN 5600 S JEFFERSON CALEDONIA, MN 55921	POTTER, ANDREA 1923 SPRUCE STREET CALEDONIA, MN 55921	WILSON, JEANNIE 328 NORTH LINCOLN CALEDONIA, MN 55921
KIENT, TIERESA 432 TWIN OAKS DRIVE CALEDONIA, MN 55921	CHASE, SCOTT 544 CAMERON AVENUE CALEDONIA, MN 55921	NELSON, JILL 16098 ROSE STREET CALEDONIA, MN 55921

## Material Barcodes

You can use material barcode labels to track your materials. Using these labels and a barcode scanner simplifies circulation and inventory processes.

You can print all of your barcode labels or any range of labels you specify using the available indexes. Material barcode labels can be indexed by material number, title, author, call number, material type, either of the two material user-defined fields, selected barcodes, and material custom indexes.

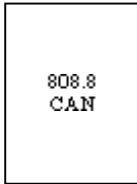
The label includes both the material barcode and the material barcode number, as well as the material's title, author, call number, and comment line. You can print your material barcodes as they are, or in the 14-digit format. You can also limit the material barcode report to those materials that were added or edited after a specific date.

These label report features make it easy for you to keep up-to-date barcodes for your materials. The options that you specify in the Material Label Options window determine which labels you print and how they print.



Castle / 728.8 MAC Macaulay, David. Chicken soup for the teenage s 808.8 CAN Canfield, Jack,	10001	Singin' and swingin' and getti B ANG Angelou, Maya. The story of Laura Ingalls Wil 92 WIL Stine, Megan.	10002	The pelican brief / F GRI Grisham, John. Superstitions / F STI Stine, R. L.	10003	10006
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## Material Spine Labels



Material spine labels include your materials' call number and are usually placed on the spine of a book. The call number can be multiple lines, and the line breaks are spaces or slashes (/) in the call number. If a section is too long for one line, the text is wrapped to the next line.

Material spine labels can be indexed by material number, title, author, call number, material type, either of the two material user-defined fields, or selected barcodes.

The options you specify in the Material Label Options window determine how labels print, which labels in the database print, how many of each label print, the label stock, the range, the text font size, and whether or not to include a comment on your labels.









To save label stock, you can first print a sample page of labels on regular paper. Then, with the sample page behind the label stock, hold them both up to a light to make sure the labels line up correctly. If not, adjust the page label settings and font size until they print properly.

## Patron Barcodes

The Patron barcode labels report prints your patron barcodes on laser barcode label stock, so you can use the labels for tracking your patrons' circulation activity. For example, you can print barcodes for all of your patrons on label stock and attach the labels to library cards. Then you can scan patrons' library card when they want to check out materials.

You can print all of your barcode labels or a range that you specify. Patron barcode labels can be indexed by patron number, patron name, patron type, any of the three user-defined fields, selected barcodes, and patron custom index.

Hoffman, Brian	101	Potter, Andrea	102	Wilson, Jeanne	103
					
Kent, Teresa	104	Chase, Scott	105	Nelson, Jill	106
					

# Inventory reports

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Inventory reports list valuable information about materials you are inventorying. You may want to print these reports while your library is inventorying its collection. Inventory reports can be printed from both the Inventory and Reports part of the program.

You can print the following Inventory reports:

- Materials Entered
- Materials Entered Out of Order
- Materials Entered that were Overridden
- Materials Found this Period
- Materials Lost
- Materials Not Lost
- Materials Remaining to be Entered
- Unrecognized Barcodes

## Materials Entered report

The Materials Entered report lists the materials in your collection entered during the current or most recent inventory period. This includes materials that were retrieved from a portable unit, entered from a keyboard or barcode reader, or entered from a text file.

This report includes the following fields: call number, author, title, material number, material type, and not prepared. You access this report while inventorying your materials or while printing reports.

You index the report by call number, material number, title, author, or file order. You can limit the range of the report when you use any index except file order.

**Springfield Library****Materials Entered**

Indexed by: Call number

**Options: By Circulation, Not Prepared**

Call number	Material number	Title	Author	Material type	By Circ	Not pre
001.9 ASI	10012	Unidentified flying objects /	Asimov, Isaac.		6	
001.9 BLU	10013	UFO /	Blumberg, Rhoda.		6	
001.9 BON	10014	The Cardiff giant /	Boning, Richard A.		6	

***Materials Entered by Circulation report***

To create this report, select the Materials Entered report and then select the “Only include materials inventoried by Circulation” option.

**Springfield Library****Materials Entered by Circulation**

Indexed by: Call number

**Options: By Circulation**

Call number	Material number	Title	Author	Material type	By Circ	Not pre
291.1 ESP	10367	The story of Arachne /	Espeland, Pamela.		8	X
292 ESP	10375	The story of Baucis and Philemon /	Espeland, Pamela.		8	X
292 ESP	10377	Theseus and the road to Athens /	Espeland, Pamela.		8	X
613 NEW	11283	The New Good housekeeping family health and me	Anderson, William.		12	X

## Materials Entered Out of Order report

The Materials Entered Out of Order report lists materials that may be out of place. The report includes any materials within the specified range entered out of call number order during the current or most recent inventory period. You access this report while inventorying your materials or while printing reports.

This report includes the following fields: call number, author, title, material number, and found after (the call number of the material entered immediately before the listed material). The report is indexed by call number. You may want to limit the range of the report and check your inventory reports options before you print the report.

Springfield Library				
Materials Entered Out of Order				
Indexed by: Call number				
Call number	Material number	Title	Author	Entered After
031.02 CHO	10057	The big book of kids' lists /	Choron, Sandra.	031.2 BRA
133.4 WIL	10129	Wizards and witches /	Wilkins, Frances.	133.8 MON
808.8 CAN	10004	Chicken soup for the teenage soul : 101 stories	Canfield, Jack,	F GRI

## Materials Entered that were Overridden report

The Materials Entered that were Overridden report lists the materials in your collection that were overridden during the current or most recent inventory period. You should print the Materials Entered that were Overridden report after you have finalized your inventory. You access this report while inventorying your materials or while printing reports.

This report includes the following fields: call number, author, title, material number, and material type. You index the report by call number, material number, title, author, or file order. You can limit the range of the report when you use any index except file order.

## Springfield Library

### Materials Entered that were Overridden

Indexed by: Call number

Call number	Material number	Title	Author	Material type
152.14 WIC	10141	Walter Wick's optical tricks.	Wick, Walter.	7
153.8 CAR	10145	Life is fun.	Carlson, Nancy.	7
245 RAI	10260	Lord, could you make it a little better?	Raines, Robert Arnold.	8

## Materials Found this Period report

The Materials Found this Period report lists the materials in your collection that were found during the current or most recent inventory period. This means a material that was marked as lost in a previous inventory period has now been entered into the most recent inventory and marked as found. You access this report while inventorying your materials or while printing reports.

This report includes the following fields: call number, author, title, material number, material type, and inventoried by circulation. You index the report by call number, material number, title, author, or file order. You can limit the range of the report when you use any index except file order.

## Springfield Library

### Materials Found this Period

Indexed by: Call number

Call number	Material number	Title	Author	Material type	By Circ
245 RAI	10260	Lord, could you make it a little better?	Raines, Robert Arnold.	8	X

## Materials Lost report

The Materials Lost report lists the materials that are actually lost. This means they have not been accounted for during inventory. You should print the Materials Lost report after finalizing your inventory. You access this report while inventorying your materials or while printing reports.

You have the option of including materials from all inventory periods or only the most recent inventory period when you create this report. Your results vary according to which inventory periods you collect information from (that is what option you choose in the Inventory Reports Options window).

This report includes the following fields: call number, author, title, material number, material type, price, periods lost, and date lost.

You index the report by call number, material number, title, author, or file order. You can limit the range of the report when you use any index except file order. Before you print this report, you should check your inventory reports options, including if you want to limit the report to only those materials from the most recent inventory.

Springfield Library				Materials Lost			
				Indexed by: Call number			
Call number	Material number	Title	Author	Material type	Price	Periods lost	Date lost
152.14 WIC	10141	Walter Wick's optical tricks.	Wick, Walter.	7		1	11/30/2000
741.5 SCH	12079	"He's your dog, Charlie Brown!" / M.	Schulz, Charles	13		1	11/30/2000
743 AME	12086	Draw 50 animals /	Ames, Lee J.	13		1	11/30/2000

## ***Materials Marked as Lost this Period report***

To create this report, select the Materials Lost report and then select the “Include materials from only the most recent inventory period” option.

Springfield Library		<b>Materials Marked as Lost this Period</b>					
		Indexed by: Material number					
Call number	Material number	Title	Author	Material type	Price	Periods lost	Date lost
152.14 WIC	10141	Walter Wick's optical tricks.	Wick, Walter.	7		1	11/30/2000
741.5 SCH	12079	"He's your dog, Charlie Brown!" /	Schulz, Charles M.	13		1	11/30/2000
743 AME	12086	Draw 50 animals /	Ames, Lee J.	13		1	11/30/2000

## **Materials Not Lost report**

The Materials Not Lost report lists the materials in your collection that are not marked as lost. The results of this report vary depending on when you print the report. You access this report while inventorying your materials or while printing reports.

This report includes the following fields: call number, author, title, material number, price, and material type. You index the report by call number, material number, title, author, or file order. You can limit the range of the report when you use any index except file order.

This is typically a very large report because it lists every material holding record in the collection unless it is marked as lost.



## Springfield Library

## Materials Not Lost

Indexed by: Call number

Call number	Material number	Title	Author	Material type	Price
001.9 ASI	10012	Unidentified flying objects /	Asimov, Isaac.	6	
001.9 BLU	10013	UFO /	Blumberg, Rhoda.	6	
001.9 BON	10014	The Cardiff giant /	Boning, Richard A.	6	
001.9 COH	10015	Monster hunting today /	Cohen, Daniel.	6	

## Materials Remaining to be Entered report

This report is only available from the Inventory part of the program when a current inventory is in progress. You can always access it from the Reports part of the program. You should print this report before you finalize your inventory so you know which materials have not been entered into the current inventory process.

The Materials Remaining to be Entered report lists the materials in your collection you have prepared for inventory but haven't entered into the current inventory. You access this report while inventorying your materials or while printing reports.

This report includes the following fields: call number, author, title, material number, lost, and date lost. It includes any prepared materials within the specified range that have not been entered. If you don't enter these materials into the current inventory before you finalize the inventory, they are marked as lost.

You index this report by call number, material number, title, author, or file order. You may want to limit the range of the report and check your inventory reports options before you print the report.

## Springfield Library

### Materials Remaining to be Entered

Indexed by: Call number

Call number	Material number	Title	Author	Lost	Date lost
152.1 SUP	10139	Stop and look! : Illusions /	Supraner, Robyn.		
152.14 WIC	10141	Walter Wick's optical tricks.	Wick, Walter.	X	11/30/2000
152.4 ALT	10142	Feeling angry /	Althea.		
153.1532 GEH	10143	Eagle Eyes : a child's guide to paying attention	Gehret, Jeanne.		
153.4 RIC	10144	What happens when you think? /	Richardson, Joy.		
153.8 CAR	10145	Life is fun.	Carlson, Nancy.	X	11/30/2000

## Unrecognized Barcodes report

The Unrecognized Barcodes report lists the barcodes you entered that don't match the barcodes in your materials collection.

It may be helpful to print this report before finalizing your inventory to find out if some material numbers were entered incorrectly. You access this report while inventorying your materials or while printing reports.

This report includes the following fields: material number (the unrecognized barcode number), error, and entered after call number.

This report is indexed by call number. You may want to limit the range of the report and check your inventory reports options before you print it.

**Springfield Library**

**Unrecognized Barcodes**

Indexed by: Call number

<b>Material number</b>	<b>Error</b>	<b>Entered After</b>
1593	Unknown	
100210	Unknown	001.9 SIM
1022	Unknown	001.9 SIM
10094	Unknown	070 MEY
10099	Unknown	080 WIL
10311	Unknown	109 DUR PB

# System reports

---

System reports give you access to information you set up in your Spectrum database, such as material and patron types, and the calendar days and hours the library is open.

The following System reports are available:

- Calendar—Hours
- Calendar—Months
- Material Type Descriptions
- Patron Type Descriptions
- System Information

## Calendar—Hours report

This report lists the hours the library is open for each day of the current week. You set these hours in Calendar Setup (Winnebago > Setup > Calendar).

<b>Springfield Library</b>		
<b>Day</b>	<b>Hours of Operation</b>	
	<b>Open</b>	<b>Closed</b>
<b>Sunday</b>	<b>Closed</b>	
<b>Monday</b>	<b>08:00 AM</b>	<b>12:00 PM</b>
<b>Tuesday</b>	<b>08:00 AM</b>	<b>12:00 PM</b>

## Calendar—Months report

This report uses the data you entered in Calendar Setup to create a wall calendar grid for the month and year selected in the Months—Calendar Option window. Like a wall calendar, each box on the grid represents a day of the month. The box displays "Closed" if the library is scheduled to be closed on that particular day, or, if the library is scheduled to be open, the box for the day is empty.

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
			1	2	3	4 Closed
5 Closed	6	7	8	9	10	11 Closed

## Material Type Descriptions report

The Material Type Descriptions report lists the material type name, options, and call number patterns for all material types.

The report is indexed by material type number. You can use the Start at and End at boxes to set the range of records you want to include in the report. By default, the range is set to include all of the material types.

Springfield Library					
<b>Material Type Descriptions</b>					
Indexed by: Material Type Number					
Material type	Loan period	Grace period	Fine rate	Renewal limit	Searchable
1 - Default Textbook/Fixed Asset Call Number Patterns:	14 - Days	0 Day	0.00/Day	1	X
2 - Fiction Textbook/Fixed Asset Call Number Patterns: F, FIC,	14 - Days	0 Day	0.00/Day	1	X

## Patron Type Descriptions report

The Patron Type Descriptions report lists the patron type name and the properties that describe that type for all patron types. The report is indexed by patron type number, and you can use this index and the Start at and End at boxes to set the range of records you want included in the report. By default, the range is set to include all of the patron types.

Springfield Library					
<b>Patron Type Descriptions</b>					
Indexed by: Patron Type Number					
Patron type	Schedule	Expiration	Global due date	Checkout limit	Fine rate
1 - 2011 Class Display materials currently out, Exceed renewal limit, Renew overdues	Default	05/31/2011		10	0.00

## System Information report

The System Information report contains data about your Spectrum CIRC/CAT system, such as partition levels, circulation statistics, numbers of materials and patrons, and so on. The report opens in the System Information window. You can print the information from the System Information window.

The System Information report includes the following information:

<b>Report element</b>	<b>Description</b>
<b>Partition</b>	If partitioned: materials (aaa to bbb) patrons (ccc to ddd) If not partitioned (No partition)
<b>Number of materials</b>	Total number of materials Materials on reserve
<b>Number of copies</b>	Total number of copies Lowest and highest material number Copies lost Copies overdue Copies checked out
<b>Number of material types</b>	Total number of material types currently set up
<b>Total checkouts today</b>	Total number of checkouts logged today
<b>Total checkouts to date</b>	Total number of checkouts logged to date

<b>Report element</b>	<b>Description</b>
<b>Number of patrons</b>	Total number of patrons Lowest and highest patron number Patrons with materials checked out Patrons with overdue materials Patrons with reserves Patrons with fines
<b>Number of patron types</b>	Total number of patron types currently set up
<b>Number of fines due</b>	Total number of fines currently due Total amount of fines currently due
<b>Circulation log</b>	Circulation log entries Entries remaining to be processed

The following is a portion of the generated report.

<b>Springfield Library</b>	<b>System Information</b>
<hr/>	
<b>Partition</b>	
<b>Materials:</b> 10001 to 50000	
<b>Patrons:</b> 1 to 9999	
<b>Number of materials:</b> 7641	
<b>Number of reserves:</b> 9	
<b>Number of advance bookings:</b> 5	