

SIRSI STATISTICS

The monthly Sirsi Scheduled reports you currently get are emailed to xxxlib@ncls.org and are available to view in the Finished Reports wizard by logging into the WorkFlows staff account (XXXSTAFF).
These provide the same statistics that the Drupal site provided.

Circulation Transactions

- The 'XXX Monthly Circ Stats' report runs every month on the 1st.

This report lists the **CHARGES (checkouts)** and **RENEWALS** for the previous month, broken down by Item Type. This is the same info the Drupal site offered.

- The 'XXX Monthly Add and Del' report runs every month on the 1st.

This report lists the **ADDITIONS** and **DISCARDS** for the previous month, broken down by Item Type. This is the same info the Drupal site offered.

- The 'XXX Monthly ILL Stats' report runs every month on the 1st.

This report lists the **ILL-BORROWED** and **ILL-LOANED** for the previous month, broken down by Item Type. This is the same info the Drupal site offered.

*When opening these reports in Microsoft Word, change the margins so that the report information aligns correctly.

- Select **Layout**
- Select **Margins**
- Select **Narrow**

Library Holdings

- I have created a new report titled **Library Holdings**. It will provide a list of all your library holdings broken down by Item Type.
- Email pwills@ncls.org if you would like to receive this report as a scheduled report on the 1st of every month.

- Sample:

Item type		
A-CDBK	145	145
A-DVD-FIC	1499	1499
A-DVD-NEW	18	18
A-DVD-NF	72	72
A-FIC	1930	1930
A-FIC-NEWB	21	21
A-LP-FIC	497	497
A-LP-NONFI	47	47
A-MAGAZINE	1	1

Library Patrons

- The 'XXX Users Added Statistics' reports run every month on the 1st. It lists the *patrons added (registered) the previous month*, broken down by UserCat1 (town/village) and User Profile (adult/juvenile/online).
- The 'XXX Users Totals Statistics' reports run every month on the 1st. It lists *ALL registered patrons* broken down the same way.

These reports offer the same info retrieved from the Drupal site except it requires subtracting the total number of **resident patrons**, from the total number of patrons to get the total number of **non-resident patrons**.

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- Select **Layout**
- Select **Margins**
- Select **Narrow**