

When left at the default settings, the *OH: Monthly Circ Statistics* report (ITC custom tab) displays *total checkouts* by *item group* for a specified transaction date range. However, it can be used to report other statistics in meaningful ways.

Setting up the report

Reminder: When viewing the finished report uncheck *View log* only.

- **Transaction Selection Tab:** Enter your *library* code; click the gadget to the right of the *transaction date range* field and then use the *calendar* in the upper left corner of the window to set your *date range*.

Note: While you may enter multiple libraries in the *library* field, your report output might be difficult to read depending upon the type of field selections. The *library* field cannot be left blank, so in order to include multiple libraries, you'll need to enter each *library* code.

- **Transaction Statistics Tab:** As a general rule, the field with the **fewer** number of corresponding values should go in the **column** and the field with the **greater** number of values should go in the **row**. e.g. If you are running a report to list statistics by item group (many values) and gender (two values), enter the gender as the column and the item group as the row. If you reverse these, the data will remain the same, but the report output may be more difficult to read.

Row/Column field selections include, but are not limited to:

- Call number
- Gender
- Grade level
- Item group
- Total
- User department (i.e. Teacher)
- User library
- User profile

Just a few examples of field selections to try:

- Circulation totals by grade
Column: Total
Row: Grade
- Circulation totals by gender
Column: Total
Row: Gender
- Circulation totals by teacher
Column: Total
Row: User department
- Circulation totals by grade and item group
Column: Grade level
Row: Item group
(see sample to right)

Sample of Item Group by Grade

	10	11	12
FICTION	126	134	58
GRAPHICNOV	39	7	31
KIT	0	0	0
NONFICTION	38	49	242
PAPERBACK	107	150	131

- Circulation totals by gender and item group

Column: Gender

Row: Item group

(see sample to right)

Sample of Item Group by Gender

	FEMALE	MALE	TOTAL
FICTION	322	174	496
GRAPHICNOV	56	48	104
NONFICTION	268	139	407
PAPERBACK	391	286	677

- Circulation totals by gender and grade

Column: Gender

Row: Grade

(see sample to right)

Note: enter all libraries to compare data across the district

Sample of Grade by Gender

	FEMALE	MALE	TOTAL
09	317	290	607
10	220	114	334
11	222	147	369
12	329	172	501
TOTAL	1098	734	1832

- Circulation totals by item group and teacher

Column: Item group

Row: User department

Note: This report may not be meaningful in upper level grades where the 'teacher' is simply the 'homeroom' teacher

- Circulation totals by call number range

Column: Total

Row: Call number (select a range)

(see sample to right)

Once you select *call number* for the row, an additional field will appear to enter the *call number range*. Click the gadget to the right of that field. To build your list, enter the first range you want to report and then click *Add*. Enter the second range you want to report and click *Add*. Continue until you've built your list, then click *OK*.

Example of how to enter nonfiction call number ranges to report by increments of 100

Sample of Totals by Call Number

Call number	TOTAL
000000	1
-000099.99	
000100	27
-000199.99	
000200	14
-000299.99	
000300	215
-000399.99	
000500	32
-000599.99	

From »	To
0	99.99
100	199.99
200	299.99
300	399.99
400	499.99
500	599.99
600	699.99
700	799.99
800	899.99
900	999.99

Questions?

Contact NCC Library Systems via email: Library-Support@NCCOhio.org, Service Desk request, or phone: 216.520.6900 x5030.