

## Scheduled Reports

### Reoprt Name

### When it Runs

### What is it's purpose

Monthly Circ Report	Monthly	Circulation Statistics by Item Type
Monthly ILL Report	Monthly	Interlibrary Loan Statistics by Item Type (Lending & Borrowing)
Monthly Add and Del	Monthly	Items Adding & Discarded by Item Type
Users Added	Monthly	Number of patrons registered on the System for that library
Total Users	Monthly	Total number of patrons added (registered) for that library
Avaliable Holds List	twice a week	List of items that are in the Location of Hold. This list should match the holds shelf in the library
All libraries Hold Notice email	everyday	on hold. View the report for the patrons without email, these patrons to be called.
All libraries reminder notice	every other day	The report generates the email notices to notify the patrons that an item is due in 1-3 days
New Overdue Notices or Overdue Notices-2 part mailers	Weekly	The reports generates the email overdue notices to notify the patrons of overdue items (7 days past due date).
Overdue Calling List	Weekly - Sunday	The report generates a list of overdue items, they are 7 days past the Due Date
Billing Notices	Weekly - Sunday	The reports generates the email billing notices to notify the patrons of overdue items (60 days past due date).
List Holds placed 1 month or more items long overdue	Monthly - 10th	The report generates a list of Holds loaded more than one month and the items are long overdue.
List Holds placed 2 months or more not filled	Monthly - 9th	The report generates a list of Holds loaded more than two month and the holds have not been filled.

## Unscheduled Reports

### Reports Library staff need to run

### Report Name

Items with a Current Location of Missing, Damaged, Processing	Item List	Make sure to specify a date
Items barcoded in the previous month	Item List	
Items that are still "NEW"	Item List	
Patrons that were registered the previous month - checking information	User List	Print User tab - select all the address 1 fields, demographics, and profile information Select all the incorrect Profiles listed in your monthly User Total Statistics. Then edit those patrons' profiles. Example CAN patron with profile of ADM-ADU needs to be changed to CAN-ADU.
Patron Profiles not used by Library	User list	Run this list with a date of NEVER for last charged and then rerun with a specified date for last charged.
Items to be weeded	Weeding Items	

### Reports Run by NCLS

Long Overdue		A library will email Marcia or Meg to schedule this project
Purge Patron records		Every year patrons that have reached the agreed upon time are purged. This report is run by NCLS staff.