REGULAR SYSTEM REPORTS AND THE SCHEDULE ON WHICH THEY ARE UPDATED

(If name of report is different from name of Access query, name of Access query is given below. Reports that are not listed as being emailed to a particular recipient are placed on the Systems LibGuide. All reports are archived.)

Erratic:
(Typically whenever they “need” to be run.)

- GPC Circulation - Item Limits by Patron Group
- GPC Circulation - Item Types Available to Each Patron Group
- GPC Circulation - Policy Matrix - GIL Express Eligible Items
- GPC Circulation - Policy Matrix (Full)
- GPC Circulation - Policy Matrix (Summary)
- GPC Item Status - Withdrawn Count (Campus and Total)
- GPC Item Status - Withdrawn with Count
- Total Withdrawals by FY
  Access query: GPC Item Status - Withdrawn Count (Campus and Total)

Monthly:
(Ebook & E-Resource stat reports have to be run sometime after the 14th of each month, when the stats are available from all vendors.)

- E-Book Sessions (CY2009 to Present)
  (Excel spreadsheet compiled from individual vendor reports.)

- E-Book Title Requests (EBSCO) (Run for CY, not FY.)
  Vendor report: Book Report 1 for eBooks on EBSCOhost

- E-Resource Stats (FY2010 to Present)
  (Excel spreadsheet compiled from individual vendor reports.)

- GPC Circulation - ILL Overdue Not Lost
- GPC Circulation - ILL Overdue & Lost (Note: make use of Access subquery “GPC Circulation – ILL Overdue Not Lost Subquery” automatically)
  (Email to Daniel Le)

- GPC Item Count by Type and Create Date
  (Email to catalogers)

- GPC Item Status - All In Transit Statuses > 60 Days
- GPC Item Status - In Process More Than 30 Days
- GPC Item Status - Lost Library Applied > 2 Years
- GPC Item Status - Lost System Applied > 2 Years
GPC Item Status - Missing > 1 Years
(All email to GPC Libs Circ Committee List)

LibGuides System Summaries
(Run from LibGuides admin)

At the End of the Semester (Jan-May for Spring, Jun-Jul for Summer, Aug-Dec for Fall – refer to “Reporting Semester Periods Agreed Upon by Directors.docx”):

E-Resource Title Counts by Collection
(Cobbled together from vendor reports/websites since everything isn’t in the catalog yet.)

GPC Call Slip Processing

GPC Circ Transactions
Access query: GPC Circulation Transactions by Patron Group, Item Type, and Location

GPC Item Count by Library (Close of Semester - By Campus & Item Type)
Access queries:
(The original “GPC Item Count - By Item Type and Library (Date Limited)” was split into individual campus +TS, and group by Item type on 01/09/2014, then revised to have location names truncated as campus name to be grouped and also group by Item Type as By Campus & Item on 06/05/2015)
Note: Enter the first date after the date to capture the item count, e.g. 08/01 for Summer
• GPC Item Count - By Campus & Item Type (Accum Date)
• GPC Item Count - Online Resources (Date Limited) 2
  ** With “Salem Press” and “American History in Video” data from Sonya / “E-Resource Title Counts by Collection” posted online on TS LibGuide’s Electronic Resources Stats tab)

GPC Item Count by Type and Create Date

GPC UB Call Slip Processing
Access query: UB Call Slip Processing Statistics by Date Range

Top 100 Circulating Books by Campus (Get historical charges only at the end of each fiscal year from 2014-08 on, and start the semester charges 2015-01)
(Excel spreadsheet with multiple tabs compiled from individual campus reports.)
Access queries: GPC Circulation - Top 100 Charged Bk Titles ([Campus]) (Date Limited)
GPC DB Maintenance Reports

Circ related Access queries: (suggest to run once or twice for each semester before and after patron upload)
- GPC DB Maint - Bad Email Addresses
- GPC DB Maint - Patrons with no IID

Circulation Counts by LC Class (Run in Voyager Web Reports)

At the End of the Fiscal Year:

Collection (Item Count) by Subject area (investigated change in 2014-07) – to be confirmed
- Access query to add: GPC Item Count - By Class, GPC MFHD Count - By Class, and to make them subquery and add summary query (draft report submitted to directors via Amy 2015-07)

Subject Area of Items Added by FY (investigated change in 2014-07) – to be confirmed
- Access query to add: GPC Item Count - By Date Added to Collection and Subject Area

GPC Call Slip Processing

GPC Circ Transactions
- Access query: GPC Circulation Transactions by Patron Group, Item Type, and Location

GPC Item Count by Library (Close of CY & FY - By Campus & Item Type)
- Access queries: See the details for the same queries in Semester section / GPC Item Count by Library

GPC UB Call Slip Processing
- Access query: UB Call Slip Processing Statistics by Date Range

Total Adds by FY
- Access query: GPC Item Count - By Item Type (Date Limited)

Total Withdrawals by FY [Cumulative!] (Sonya)
- Access query: GPC Item Status - Withdrawn Count (Campus and Total)

Top 100 Circulating Books by Campus (Historical Charges) (From 2014-08 on, get historical charges only at the end of each fiscal year and start the semester charges)
- Access queries: GPC Circulation - Top 100 Circulating Books ([Campus])

GPC DB Maintenance Reports
Cat related Access query: (run twice a year – Jan & July – CY & FY)
- GPC DB Maint - Bibs w/out MFHDs
- GPC DB Maint - Bibs with Circ or Cat Review Status on Items
- GPC DB Maint - Items with Multiple Barcodes
- GPC DB Maint - Items Without Barcodes
- GPC DB Maint - Suppressed with Item Records (excl WITH)
  - Enhanced to exclude more locations (WITH, Atlanta Center for CE&SL) and item types (Computer related, Reserves, etc) as “GPC DB Maint - Suppressed w Item (excl WITH, Reserves, COMP etc)”
- GPC DB Maint - Unsuppressed MFHDs W/O Items (Excluding E-Resources)
  * Note (old, see enhancement below): Don't run this query unless all "on order" items have been received for the year. If you want to exclude "On Order", you can add those locations to Location Name. Be careful of E-Reserves for campuses that don't have a separate e-reserve location.
    - Enhanced to exclude all “On Order” locations as “GPC DB Maint - Unsuppressed MFHDs W/O Items (excl E-Res & Order)”

Circulation Counts by LC Class (Run in Voyager Web Reports)

Bib Counts by LC Classification (Run in Voyager Web Reports)

Voyager Record Counts (Run in Voyager Web Reports - archive only; not stored on systems LibGuide)

LibGuides: Guide Hits; Homepage Hits; Summary Statistics
LibAnswers Summary Statistics
  (Run from LibGuide/LibAnswers admin) (Sonya)

At the End of the Calendar Year:

GPC Circ Transactions
  Access query: GPC Circulation Transactions by Patron Group, Item Type, and Location

GPC DB Maintenance Reports
  Cat related Access query: (run twice a year – Jan & July – FY & CY)
  See the details in FY / GPC DB Maintenance Reports

Circulation Counts by LC Class (Run in Voyager Web Reports)