**Scheduled Reports:**

These are reports that are run for (nearly) every library, which you should be doing something with: *(Throughout, XX is your library’s abbreviated code: CO, OS, etc)*

**XX-List of Local Holds+ -- Runs Monthly on the 22nd**

**XX-List of Local Holds-DVD+ -- Runs Monthly on the 22nd**

These two reports pull a list of items that are at least 6 months old, and are Local Hold items. Please review this list and consider if an item should still be Local Hold. It will keep showing up on the list until you do take it off Local Hold.

**XX-List Renewed Users+ -- Runs Monthly on the 2nd**

This report lists users that have renewed their card in the previous month. Please review the users’ records to ensure that their User Cat 1 is still accurate: User Cat 1 is used for funding purposes, making it very important to have accurate.

**Clean Holds Shelf – Runs Daily in REPORTS, splits out by your library**

This report finds items on your hold shelf that have expired or been canceled by patrons, and places them INTRANSIT. Please go through the list and pull the items listed from your hold shelf, scan them in Check Item Status, and follow the onscreen instructions.

If you cannot find the item on the hold shelf, and it has not been checked out please check the item out to MISSHOLD.

 **This is the only time you should use MISSHOLD: when an item goes missing FROM the Hold Shelf**. (So, for items we know we *just* touched in some fashion.)

**List MISSHOLD+ -- Runs Weekly (on Wednesdays) in REPORTS. Does not split out by library: Look for your library in the last column of results.**

This report lists items that are still in the MISSHOLD location after 5 weeks; the time delay is in case a patron picks up the item, but for whatever reason it is not checked out properly to them without them realizing it (ex: the self-check machine didn’t read the item correctly) so that they might bring it back.

With the report, look diligently for the listed items in your library in case they ended up in an odd spot, or consider withdrawing the item and reordering a new copy.

**XX-List items with >5 holds + -- Variable Schedule**

This report lists titles which your library owns, that have more than 5 holds for your patrons. These are popular titles for which you should buy another copy if you can.

**Other Frequently Used, But Optional Reports:**

**XX-List Items Missing+ (Template)**

This report is a Template, so that you can run it for your library on an as-needed basis. It is to look for your library’s items that are currently checked out to MISSING. The list can then be used to look for them on the shelf, or consider reordering.

**XX-List Holds No Copies – Runs Monthly on the 15th**

This report lists titles which you don’t own that have more than 20 holds across the system, at least one of which is for pickup at your library. This report is one way to answer the question of “What are the most popular items in the system that I should be buying?”

**XX-List Claims Returned**

This report gives patron and item information about anything that was checked out at your library that a patron has Claimed Returned. Not many libraries seem to use this anymore. I think the theory was: So the patron claims it returned—how do we remember to keep looking for it?