

Analytics Item Lists Folder:

Located in Shared Reports > 1. For Libraries > Item Lists. Contains reports that list out items based on certain characteristics or criteria.

Run Weekly

- List Misshold: This report lists items currently checked out to the MISSHOLD user, indicating that they were on the hold shelf, but were not able to be found when staff attempted to remove them with the Clean Holds report. While it is possible the item failed to be checked out, it could also be that the item has ended up on your shelves without being discharged. *Look for all items on this list*, even if you are not the owning library or the checkout library. If the items cannot be found for three months, they should be checked out to the owning library's withdrawn user.
- List Claims Returned : This report lists items set to Claims Returned in the last *year*. Set both prompts to your library, and continue to check your shelves for these items. After three months, decide if the patron should be billed for the item, or the item withdrawn.

Run Monthly

- List Missing: This report lists all items owned by your library that have a current location of MISSING. You should check your shelves for these items. If they cannot be found for three months, they should be checked out to the Withdrawn user for your library.
- List Damaged: This report lists all items owned by your library that have a current location of DAMAGED. Decide whether the item should be withdrawn, or returned to the shelf.
- List Claims Returned – ALL: This report lists all items that have been set to Claims Returned in the last *month*, regardless of owning or checkout library. Check your shelves for these items in case they ended up at your library. If the item is owned by you or checked out at your library, you should have already looked for these items from the weekly report.
- Item Category reports:
 - ICat2 – Blank
 - ICat3 – CHANGEME
 - ICat4 – BlankThese reports list items which have blank or incorrect (CHANGEME) Item Categories, which impact statistic reports, and in the case of ICat4, potentially state funding.
- List Items – Long In Transit: This report lists items owned by your library that have a status of INTRANSIT for at least one month. You should check your shelves for these items in case they came back in transit but were not discharged. Items will stay on the list until their status is changed.

Run as Needed

- 1List Items – Basic: This report generates a basic list of items, based on selections made on the prompt screen. Item library is a required field.
- List Items – Price over 100: This report lists items that your library owns that have their price entered as over \$100. This might be because the item is part of a kit or reference material; or, the price might have been mis-entered. Periodically review the contents of this list to verify that the prices were entered correctly, as patrons will be charged the item price for any lost or damaged materials.
- List Items – ICat 5: For libraries that are using an Item Cat5 to track particular collections, this report lists all items with that Item Cat5. Different libraries will use different codes for different collections; select the appropriate ones for your library.