

Rural Libraries Queensland

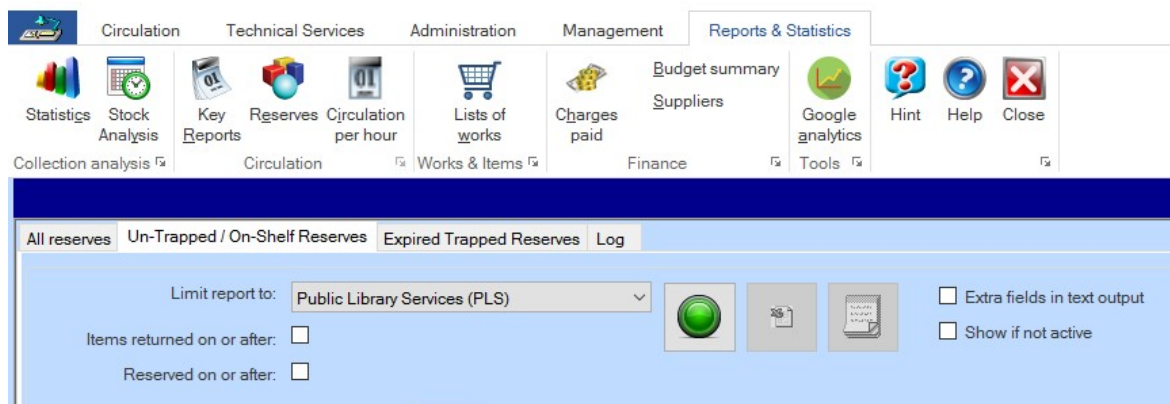
your local library network

Daily Report – Un-trapped / On-shelf reserves

This procedure applies the un-trapped / on-shelf reserves report that is to be produced each day a library operates.

To produce Daily reports select the following options:

- Reports & Statistics – Reserves– Un-Trapped / On-Shelf Reserves



Un-Trapped / On-Shelf Reserves

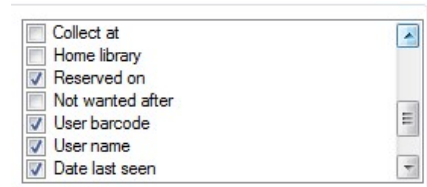
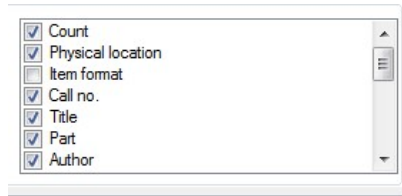
- This report lists items on shelf that will satisfy a user's reservation. It should be produced and actioned every day the library operates.

Selections can be made for the following elements

- **Limit report to:** this is your default location. Only change this if you are producing the report on behalf of another library, e.g. a depot library.
- **Items returned on or after:** leave blank unless producing the report for a given date.
- **Reserved on or after:** leave blank unless producing the report for a given date range.

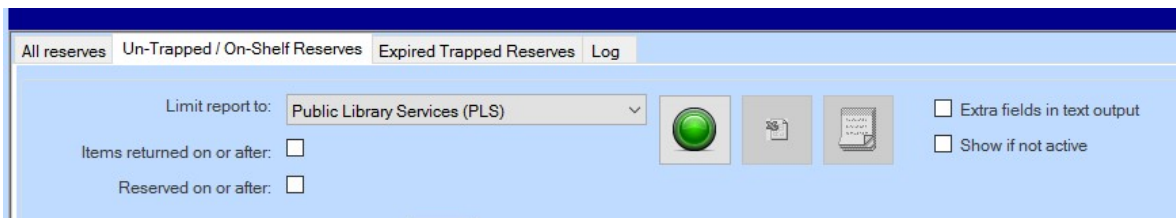


- **Display elements:** you can alter the display elements either before or after producing the report. The most relevant are listed below:



- ❖ Count – the number of times the work has appeared on the report
- ❖ Physical location – your library or current location
- ❖ Item format – the collection the item belongs to, e.g. Large Type
- ❖ Call no – call number and spine label details
- ❖ Title – Title of the work
- ❖ Item barcode – barcode of the specific item
- ❖ Collect at – the library to forward the item to

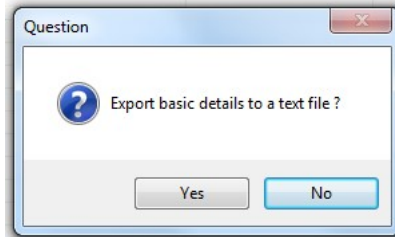
1. Click the **Green traffic-light** icon to produce the report.



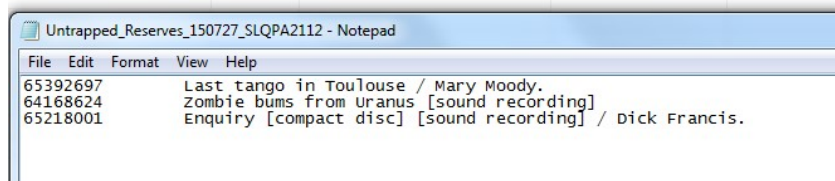
2. If you wish to export the report to **Excel** or **Notepad** click the preferred icon



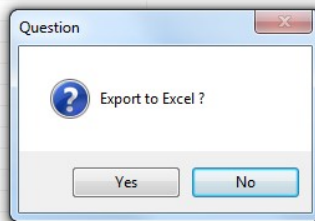
If exporting to a text file click Yes to confirm.



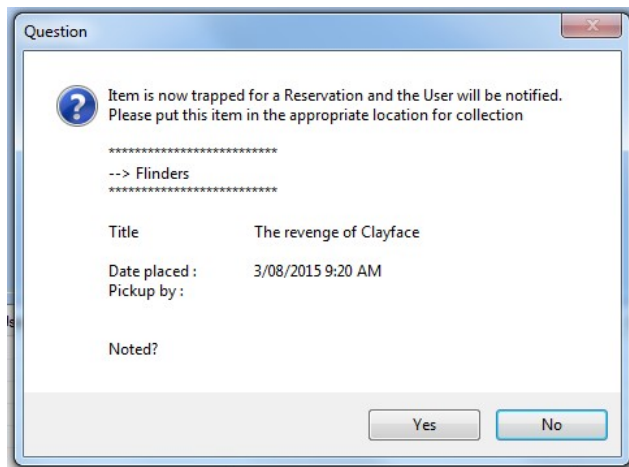
3. Click Yes to confirm that you wish to view the report in Notepad.
4. Notepad will display the report and you can print as required.



5. If exporting to Excel click Yes to confirm. Follow the prompts to open the file in Excel and manipulate as desired.



6. Retrieve the items from the shelf and use the Return function to trap the reserve. Click Yes to acknowledge and despatch the item to the requesting library.



- Items that cannot be located will appear on the report for a maximum of 3 times. If they are not located after 3 attempts the item will be automatically assigned a missing status.



This flash will indicate that the item has appeared for the number of times set by the library before it is automatically set with status 'Missing'

Item Barcode ▾		67909465			
Title : The revenge of Clayface / written by Eric Stevens ; illus Stevens, Eric, 1974-- Schigiel, Gregg, ill. -- Loughridge, Lee, ill. Minneapolis : Stone Arch Books, 2009.					
Biblio ID :	B0000008071	ID :	AU00024976		
Holdings ID :		Link :			
Material type :	Junior Collection				
Item format :	Junior Fiction				
<input type="checkbox"/> Hold status settings and auto save					
On-Loan		Status			
Trapped reserve		On-loan			
Booked		In-Transit			
In-transit		Lost/Damaged			
Recalled		Reserved			
Delete on return		Current status			
Suspended fines		<input type="checkbox"/> Normal			
Suspended charges		<input type="checkbox"/> Damaged			
Messages		<input checked="" type="checkbox"/> Missing			
		<input type="checkbox"/> On-Order			
		<input type="checkbox"/> Lost			
		<input type="checkbox"/> Awaiting Accessioning			
		<input type="checkbox"/> Withdrawn			
		<input type="checkbox"/> Issue not yet received			
		<input type="checkbox"/> Claimed Returned			
		<input type="checkbox"/> Restricted Display			

