

Explanation of Frequently Used Filters for Collection Maintenance Reports

Tab: Items

Subtab: Item list reports and Item count reports

Item General Filters:

Allows the user to select Assigned Location, Collection, Material Type, Shelf Location, Statistical Code and Circulation status. Users may select more than one designation within each Filter. To highlight multiple designations, hold down your shift key to highlight those listed alphabetically; hold down your Ctrl key to highlight those that are spread apart. If a collection has floating and non-floating materials, make sure you select both descriptions. The period at the end of the description represents that the collection floats, for example: [Fiction.] is the floating fiction code [Fiction] is a non-floating code. [BPL only]. Use the Statistical Code to select music genres. Users may select an established Polaris Record Set and run a report of the items within that Record Set.

Item Date Filters:

Provides a report between two specified dates. Remember to check Not present if you also want materials that do not have a date.

Item Relative date filters (between two dates)

Provides a report inside the specified time frame. This is helpful for finding all items marked missing or lost within a given time period by filtering the circ status to missing and/or lost.

Item relative date filters (prior to a specified date)

Provides a report prior to a specified time frame. This filter shows results OUTSIDE of the specific time. This is the filter you will want to use for all items which have not circulated in "x" amount of time before the run date of the list.

Item call number Filters

Allows the user to create small weeding lists for particular ranges. This will help you to create lists that are current and manageable in size. The Classification Number Specific call number range will filter for both LC and Author last name call numbers. You do not need to enter the prefix if you are doing a call number range. If you have not limited to a collection, you should use a prefix to help narrow down your results.

Item Circulation Filters:

Allows the user to set parameters for year to date and lifetime circulation amounts.