25 August 2023

Subject: Most Popular Reports for Circ Managers and Where to Locate them in BCA

Item Reports
- Your Items Checked Out at Other Libraries with Renewal Count
  1Basic Reports
- Lost and Missing Items at Your Library
  1Basic Reports
- Checkouts & Renewals by Hour Per Day This Week
  *4Advanced Reports>Circulation>*Current Charge Activity Counts*
- List MY Items Currently In Transit
  *4Advanced Reports>Holds & Transits>*ILL & Transit Lists*
- Active Holds for Your Patrons Unfilled 60 Days or More
  1Basic Reports
- Item List of Lost 1 Year Ago
  *4Advanced Reports>*Current Charge Activity Lists*
- Active Title Level Holds for Your Patrons – shows titles with 2 or more holds
  4Advanced Reports>Holds & Transits>Hold Lists
- Are your items being renewed too many times?
  6 Reports containing PII > Circulation > Item List of Your Items Checked Out from Chosen Libraries with Renewal Count

User Reports
- List All Users Expiring Next Month
  6Reports Containing Patron PII> User Lists
- User Count at Your Library - Expired, Current & Active Last 6 month
  1Basic Reports
- Barred Users/Blocked Users
  6Reports Containing Patron PII> User Lists>List User Builder
- Users Expired 1 Year
  6Reports Containing Patron PII> User Lists
- List Duplicate Users at Your Library
  6Reports Containing Patron PII> User Lists

Bill Reports
- Payment Report Last Month with Chosen Bill Reason
  6Reports Containing PII>User Bills>Paid>Bills for Last Month

 Monthly Statistics Page
https://support.librariesofrsa.org/project/monthly-reports/