



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083 & 309-315-9123

Suggested BCA Reports for Managers/Directors Cheat Sheet

Last Updated: July 17, 2026

Contact the RSA Help Desk at help@librariesofrsa.org to be subscribed to any of these reports.

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*
- Titles of Holds Placed last Calendar Month Via All Sources That Your Library Doesn't Own
 - **4Advanced Reports>Holds & Transits>Holds Lists*
 - *Choose your library for both library and user library*
- Active Holds for Your Patrons Unfilled 60 Days or More
 - **1Basic Reports*
- Titles With More Than 20 Holds RSA-Wide
 - **4Advanced Reports>Holds & Transits>Holds Lists*

User Reports

- List All Users Expiring Next Month
 - **6Reports Containing Patron PII> User Lists*
- 18+ JUV and YA Profile Users
 - **6Reports Containing Patron PII> User Lists*
- List Users by User Status
 - **6Reports Containing Patron PII> User Lists*
 - *Choose BARRED, BLOCKED, SEE-STAFF*
- Users Expired 1 Year Ago
 - **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 Bill Reason
 - **6Reports Containing PII>User Bills>Paid>Bills for Last Month*