

Fall

BLUEcloud Analytics NEWSLETTER



bca.seolibraries.org

A great maintenance report to run is the **LIST OF MY ITEMS IN TRANSIT--NO DATE FILTER**.

This report will provide you with a list of all of your items that are in transit. This report is currently located in the New Reports folder.

LIST OF MY ITEMS IN TRANSIT--NO DATE FILTER



Owner: OHIObmichel
Modified: 10/30/19 4:11:00 PM
This report will display a list of MY items that are in transit.

Check your shelves for the items on the report. If any items are found, check them in to change their status. Use Item Search in Workflows, to see where each of the items were being transited to and from. Select the Circ Info tab to see the Transit information.

For items not found on your shelves, contact the transiting libraries and ask them to check their shelves for your item. For items not found, create a [claim](#) with Priority Dispatch.

Sweet myrtle & bitter honey : the Mediterranean flavors of Sardinia / Farris, Efisio.

Control Bibliographic MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Sweet myrtle & bitter honey : the Mediterranean flavors of Sardinia -
 SERVING EVERY OHIOAN
 TX 723 .F37 2007 - SEO
 31705003754972 - 1 - BOOK - INTRANSIT

Item Info	Circ Info	Bills	Checkouts	Holds
Counters				
Total bills:	none			
Orders:	none			
Controls:	none			
Checkouts:	none			
Bookings:	none			
Holds:	none			
Item Statistics				
Ongoing checkouts:	2			
Ongoing renewals:	1			
Checkouts to date:	2			
Renewals to date:	1			
Date last cleared:	NEVER			
Transit				
To:	SMA			
From:	SEO			
Reason:	For a hold			
Date sent:	9/4/2019,8:53			

Date created: 12/2/2007
Date last charged: 5/10/2016
Date due: none
Last discharged: 5/28/2016,23:59
Date inventoried: Never
Times inventoried: 0
Previous user ID:
Last activity: 9/4/2019
In-house uses: 0

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Does all of your library items listed in the catalog, have a price on their item record?

To find out, you can use the **List of Titles with No Item Price on Record** report located in the List of Titles Reports folder.

This report will only show items that do not have a price.

Catalog Title 	Item Price 
A history of French literature.	\$0.00
French literary gems: morceaux choisis des oeuvres de Corneille [et al.]	\$0.00
Camille and other plays.	\$0.00
Seventeenth century French drama.	\$0.00
The story of the Grail.	\$0.00
The song of Roland.	\$0.00

The item price is very important

- If an item is lost, the correct price is billed to a patron. Even though a default price will bill the patron, if there is no price on the item record, you wouldn't want a patron billed \$25.00 for a \$5.00 paperback book.
- When your insurance company asks for the value of your collection, you will be able to provide a more accurate amount.



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Now that you've seen a report that will display your items without an item price, you can run the **LIST OF TITLES SHOWING DOLLAR AMOUNT OF COLLECTION** report, to see what prices are on your items.

LIST OF TITLES SHOWING DOLLAR AMOUNT OF COLLECTION

Owner: OHIONbrown
 Modified: 7/19/19 8:57:44 AM

This report will provide a list of titles and dollar amount of the collection you choose. This report gives you the option to choose a home location, item cat 1, item cat 2, item cat 3, and specific dollar amounts.

You can find this report in the **ITEMS** folder, within the **LIST OF TITLES REPORTS** sub-folder. This report will display your list of titles by the Item Collection and/or Item Category selected. The report is sorted with the highest price item at the top of the report. With this report you can make sure that all of your items are priced correctly. The example on the left side below, shows the first 3 items have a higher price. When you search for these items, compare them with other libraries items on the same record, to see if your items are overpriced. If a patron would lose one of these items and be billed for it, you would want it to be the correct price. So it's a good idea to check your items to make sure they are not overpriced or underpriced.

Catalog Title ▲	Item Price ▼
The saboteur /	\$273.99
The vanishing point /	\$252.00
Red hill /	\$152.00
The dying grass : a novel of the Nez Perce War /	\$55.00
T.C. Boyle stories II : the collected stories of T. Coraghessan Boyle	\$45.00
Sherwood Anderson's Winesburg, Ohio : with variant readings an	\$44.95

Catalog Title ▲	Item Price ▲
The Christmas sweater /	\$1.00
The little Amish matchmaker : a Christmas romance /	\$1.00
Christmas treasures	\$1.00
Christmas gift : eight Christmas stories	\$1.00
A Christmas carol and other stories /	\$1.00

If you need any assistance with reports in BCA, or do not see a report that you think would be beneficial to you and others, please contact SEO. <https://servingeveryohioan.org/>

