

MID-HUDSON LIBRARY SYSTEM

Decision Center

Making educated Collection Management choices

Decision Center

- ▶ Decision Center is a Comprehensive collection management and analytics solution that provides library staff with dynamic tools to report, analyze, and make action-oriented decisions and recommendations regarding collection management.




Decision Center

- ▶ Decision Center is a package of reports that aid library staff with analysis of the collection, and usage of the collection, using record and transaction data.
- ▶ Decision Center helps libraries match supply and demand to deliver optimized service.





Decision Center


 decision center


Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)

Collection Tools


EVALUATION


DEVELOPMENT

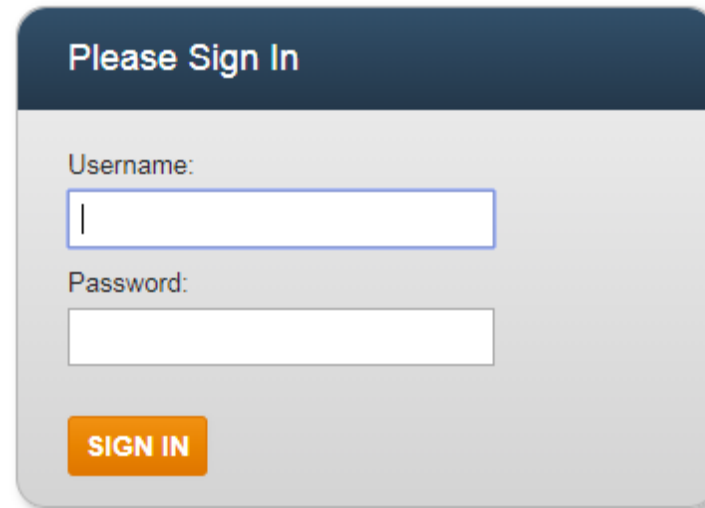

BALANCING


MAINTENANCE

Decision Center - getting started

▶ Logging in -

- ▶ Point your browser to:
<https://dc-mhud.iii.com/>
- ▶ Username and Password:
your Sierra login



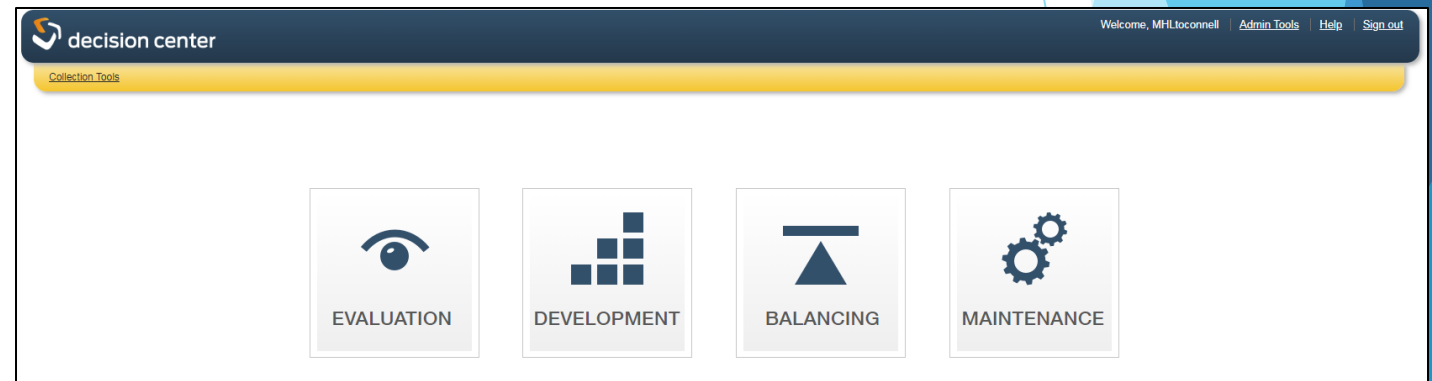
The image shows a login form with a dark blue header bar containing the text "Please Sign In". Below the header, there are two input fields: "Username:" followed by a white text box with a blue border, and "Password:" followed by a white text box with a blue border. At the bottom of the form is an orange button with the text "SIGN IN" in white capital letters.

Decision Center - Creating Reports

▶ Creating and running a report

- ▶ Evaluation
- ▶ Development
- ▶ Balancing
- ▶ Maintenance

▶ *Over 150 reports...*



Decision Center - Creating Reports

▶ Creating and running a report

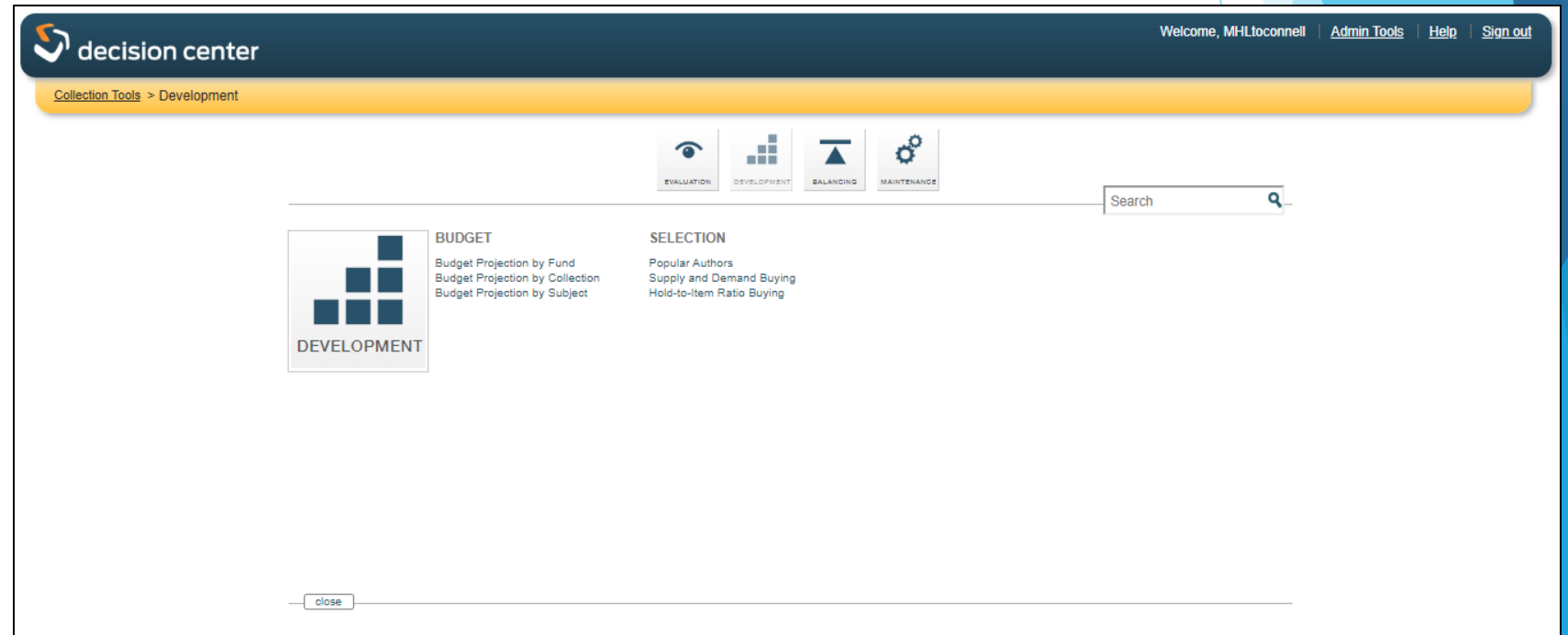
- ▶ Evaluation
- ▶ Development
- ▶ Balancing
- ▶ Maintenance

The screenshot displays the 'decision center' web application. The top navigation bar includes the 'decision center' logo, a user greeting 'Welcome, MHLtoconnell', and links for 'Admin Tools', 'Help', and 'Sign out'. Below this, a breadcrumb trail shows 'Collection Tools > Evaluation'. A secondary navigation bar contains four icons: 'EVALUATION' (selected), 'DEVELOPMENT', 'BALANCING', and 'MAINTENANCE'. A search bar is located on the right side of this bar. The main content area is divided into three columns: 'ACQUISITIONS' (with sub-items: Expenditures, Expenditure Trends), 'CIRCULATION' (with sub-items: Call Number Range, Holdshelf, Hourly Activity, Items, Owning Location, Patrons, Postal Code, Resource Sharing (Local, ILL, INN-Reach), Statistics Group, Top Titles, Transaction Location, Transaction Type), and 'COLLECTION' (with sub-items: Item Trends, Title Trends, Turnover, Summary ENCORE, Harvested Collections, Searches). A 'close' button is visible at the bottom left of the main content area.

Decision Center - Creating Reports

▶ Creating and running a report

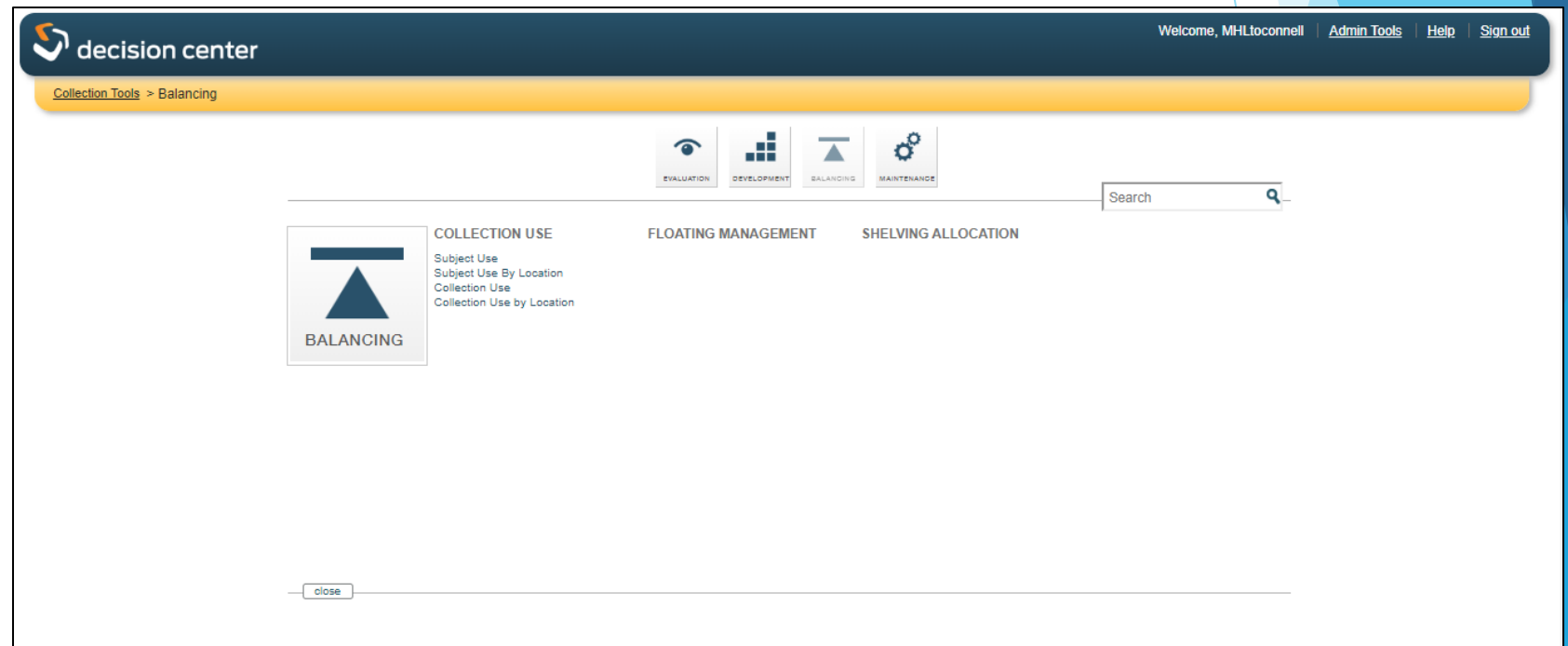
- ▶ Evaluation
- ▶ Development
- ▶ Balancing
- ▶ Maintenance



Decision Center - Creating Reports

▶ Creating and running a report

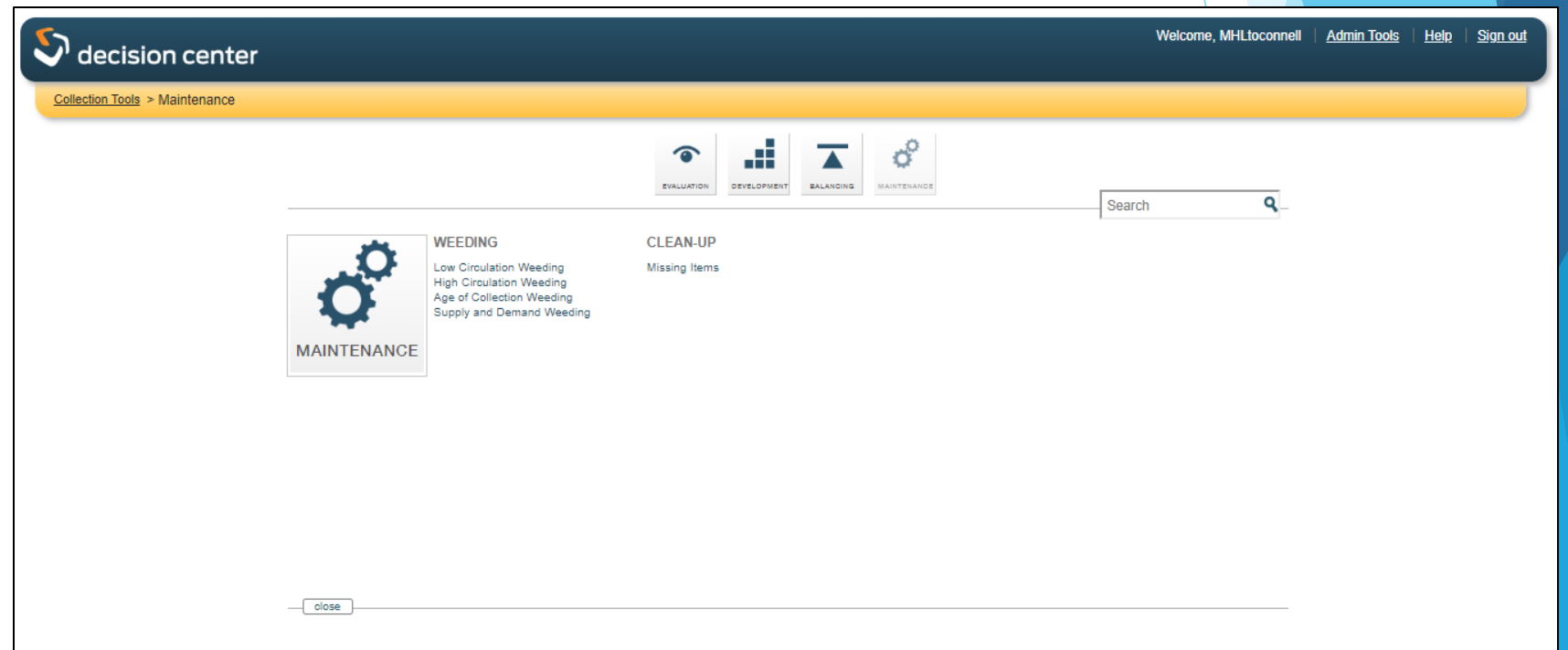
- ▶ Evaluation
- ▶ Development
- ▶ Balancing
- ▶ Maintenance



Decision Center - Creating Reports

▶ Creating and running a report

- ▶ Evaluation
- ▶ Development
- ▶ Balancing
- ▶ Maintenance



Decision Center - Creating Reports

▶ Creating and running a report

- ▶ Evaluation
- ▶ Development
- ▶ Balancing
- ▶ Maintenance

▶ *Over 150 reports..?*

The screenshot displays the 'decision center' web application. The top navigation bar includes the 'decision center' logo, a welcome message 'Welcome, MHLtoconnell', and links for 'Admin Tools', 'Help', and 'Sign out'. Below this, a breadcrumb trail shows 'Collection Tools > Evaluation'. The main interface features four large icons representing different report categories: Evaluation (eye icon), Development (bar chart icon), Balancing (triangle icon), and Maintenance (gears icon). A search bar is located on the right. The 'EVALUATION' section is expanded, showing a list of reports under four sub-headers: ACQUISITIONS, CIRCULATION, COLLECTION, and ENCORE. The 'EVALUATION' icon is highlighted with a larger eye icon and the word 'EVALUATION' below it. A 'close' button is visible at the bottom left of the interface.

decision center

Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)

[Collection Tools](#) > Evaluation

EVALUATION DEVELOPMENT BALANCING MAINTENANCE

Search

EVALUATION

ACQUISITIONS

- ▶ Expenditures
- ▶ Expenditure Trends

CIRCULATION

- ▶ Call Number Range
- ▶ Holdshelf
- ▶ Hourly Activity
- ▶ Items
- ▶ Owning Location
- ▶ Patrons
- ▶ Postal Code
- ▶ Resource Sharing (Local, ILL, INN-Reach)
- ▶ Statistics Group
- ▶ Top Titles
- ▶ Transaction Location
- ▶ Transaction Type

COLLECTION

- ▼ **Item Trends**
 - Owning Location - Added Items
 - Owning Location - Current Items
 - Owning Location - Deleted Items
 - Shelf Location - Added Items
 - Shelf Location - Current Items
 - Shelf Location - Deleted Items
 - Material Type - Added Items
 - Material Type - Current Items
 - Call Number Range - Current Items
 - Deleted Items
- ▶ **Title Trends**
- ▶ **Turnover**
- ▶ **Summary**

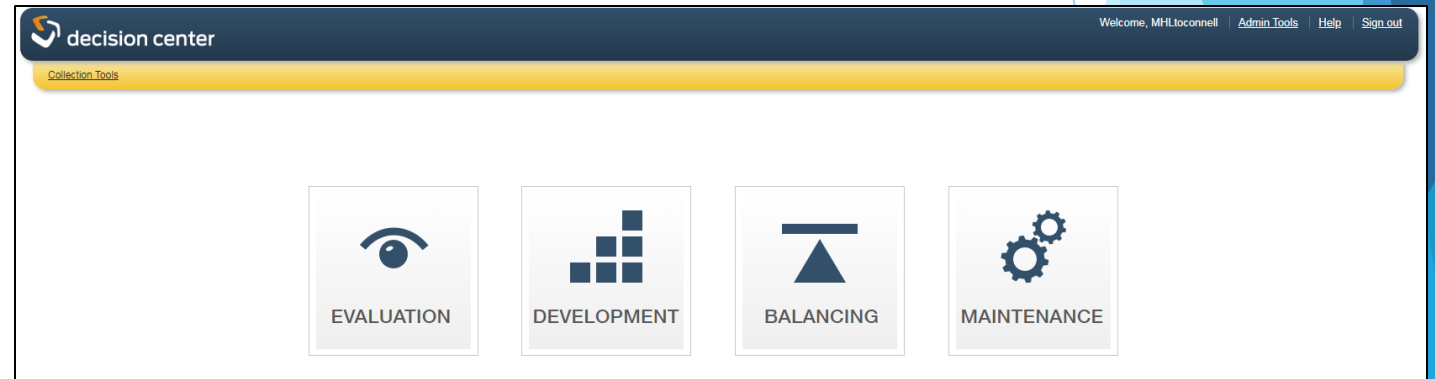
ENCORE

- ▶ **Harvested Collections**
- ▶ **Searches**

close

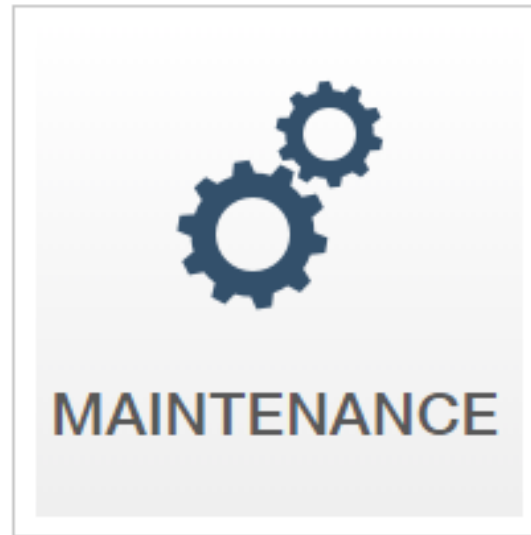
Decision Center - Creating Reports

- ▶ **Creating and running a report**
- ▶ Choose a category on Decision Center's **Tools** menu. Categories include:
 - ▶ Evaluation
 - ▶ Development
 - ▶ Balancing
 - ▶ Maintenance




Decision Center - Creating Reports


- ▶ **Creating and running a report**
- ▶ Choose a *category* on Decision Center's **Tools** menu. Categories include:
 - ▶ Evaluation
 - ▶ Development
 - ▶ Balancing
 - ▶ Maintenance



- ▶ **Creating and running a report**
- ▶ Choose the *link to the report* you want to use.

 MAINTENANCE	WEEDING Low Circulation Weeding High Circulation Weeding Age of Collection Weeding Supply and Demand Weeding	CLEAN-UP Missing Items
---	---	----------------------------------

- ▶ **Creating and running a report**
- ▶ Choose the *link to the report* you want to use.
- ▶ Low Circulation Weeding

 MAINTENANCE	WEEDING Low Circulation Weeding High Circulation Weeding Age of Collection Weeding Supply and Demand Weeding	CLEAN-UP Missing Items
--	---	----------------------------------

Decision Center - Creating Reports

- ▶ **Creating and running a report**
- ▶ Configure the initial filters. The available filters appear on the reference page for each tool or report.
 - ▶ All filters enable you to set the values you prefer, and most include a default value. You set some values directly in a text box and others by editing a list of values.

The screenshot displays a web interface for configuring report filters. It features seven filter categories arranged in two columns, each with a dark blue header and a light gray body. The categories are:

- LOCATION**: All Locations [edit](#)
- COLLECTION**: All Collections [edit](#)
- SHELF LOCATION**: All Shelf Locations [edit](#)
- CALL NUMBER RANGE**: All Call Number Ranges [edit](#)
- PHYSICAL FORMAT**: All Physical Formats [edit](#)
- LIMITS**: Circs Fewer Than ; Within (months)
- RECORD CREATION DATE**: Record Created After ; Record Created Before

At the bottom left of the interface is an orange **GO** button.

Decision Center - Creating Reports

- ▶ **Creating and running a report**
- ▶ Configure the initial filters. The available filters appear on the reference page for each tool or report.
- ▶ For most filters, the **edit** link opens a dialog box with **Selected** and **Available** lists that help you identify valid values recognized by your system. Values that appear in the **Selected** list appear in the results. Drag and drop entries between the **Selected** and **Available** lists to configure the included values.

The screenshot displays a web interface for configuring report filters. It features a grid of filter categories, each with a title, a list of available filters, and an 'edit' link. The categories are:

- LOCATION**: All Locations [edit](#)
- COLLECTION**: All Collections [edit](#)
- SHELF LOCATION**: All Shelf Locations [edit](#)
- CALL NUMBER RANGE**: All Call Number Ranges [edit](#)
- PHYSICAL FORMAT**: All Physical Formats [edit](#)
- LIMITS**: Circs Fewer Than Within (months)
- RECORD CREATION DATE**: Record Created After Record Created Before

At the bottom left, there is an orange **GO** button.

Decision Center - Creating Reports

- ▶ **Creating and running a report**
- ▶ Configure the initial filters. The available filters appear on the reference page for each tool or report.
- ▶ For most filters, the **edit** link opens a dialog box with **Selected** and **Available** lists that help you identify valid values recognized by your system. Values that appear in the **Selected** list appear in the results. Drag and drop entries between the **Selected** and **Available** lists to configure the included values.

The screenshot displays the Decision Center interface. At the top, there are two tabs: 'LOCATION' and 'COLLECTION'. The 'LOCATION' tab is active, showing 'All Locations [edit](#)'. A red arrow points to the 'edit' link. Below the tabs, there is a large dialog box for configuring the 'LOCATION' filter. The dialog has a dark blue header with the 'LOCATION' logo and title. The main content area is light gray and contains the text 'All Locations [edit](#)'. Below the dialog, there are two date input fields: 'Record Created After' with the value '01/01/1970' and 'Record Created Before' with the value '02/07/2020'. At the bottom left, there is an orange 'GO' button.

Decision Center - Creating Reports

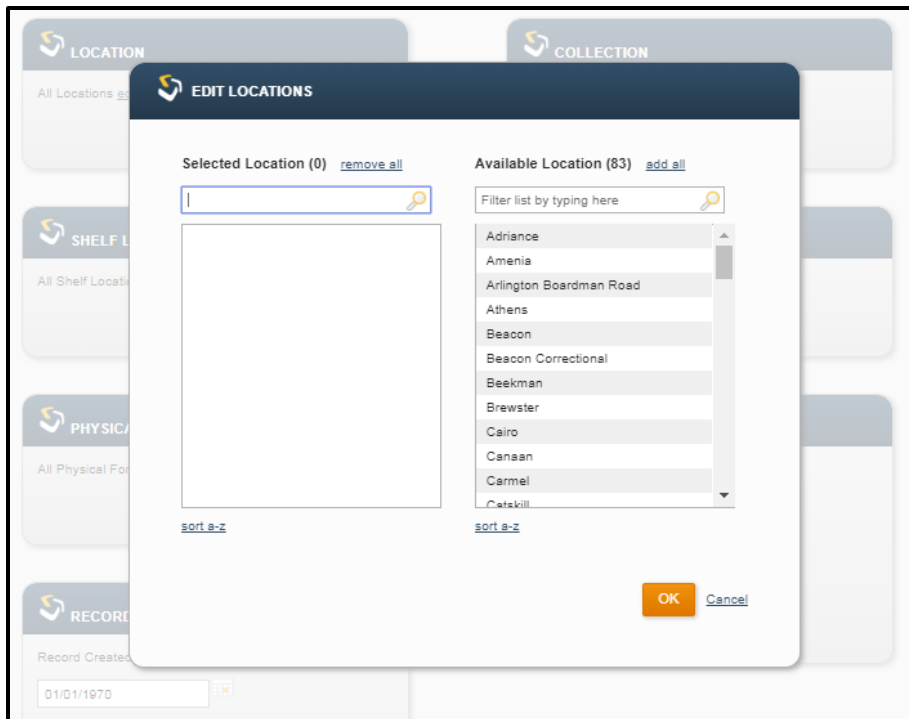
► Creating and running a report

The screenshot shows the 'EDIT LOCATIONS' dialog box. It has a dark blue header with the 'LOCATION' icon and title. Below the header, there are two sections: 'Selected Location (0) [remove all](#)' and 'Available Location (83) [add all](#)'. The 'Selected Location' section has a search bar and a list box. The 'Available Location' section has a search bar and a list box. The list box in the 'Available Location' section contains the following items: Adriance, Amenia, Arlington Boardman Road, Athens, Beacon, Beacon Correctional, Beekman, Brewster, Cairo, Canaan, Carmel, and Catskill. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

The screenshot shows the 'LOCATION' panel in the Decision Center interface. It has a dark blue header with the 'LOCATION' icon and title. Below the header, there is a search bar and a list box. The list box contains the text 'All Locations [edit](#)'. A red arrow points to the 'edit' link. Below the list box, there are two date pickers: 'Record Created After' with a date of '01/01/1970' and 'Record Created Before' with a date of '02/07/2020'. At the bottom of the panel, there is a 'GO' button.

Decision Center - Creating Reports

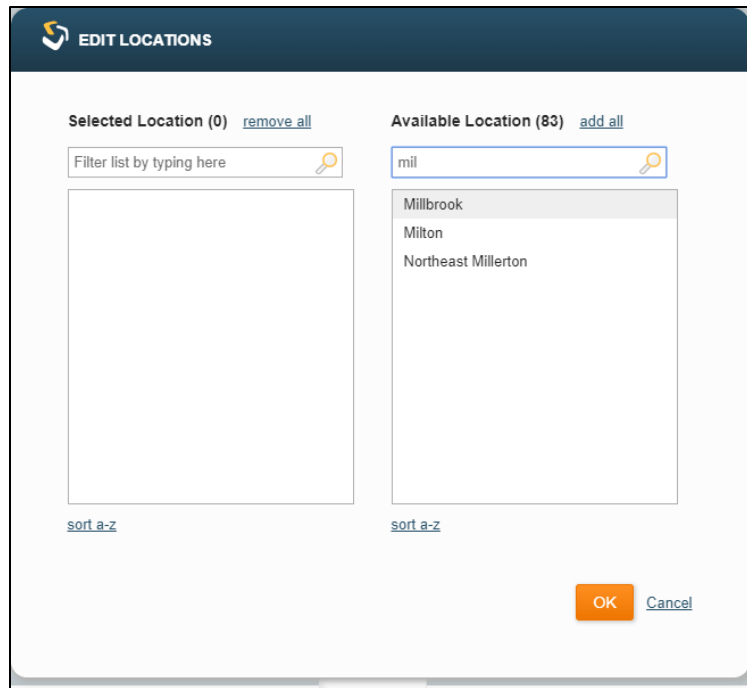
► Creating and running a report



- Values that appear in the **Selected** list appear in the results.
- Drag and drop entries between the **Selected** and **Available** lists to configure the included values.

Decision Center - Creating Reports

► Creating and running a report

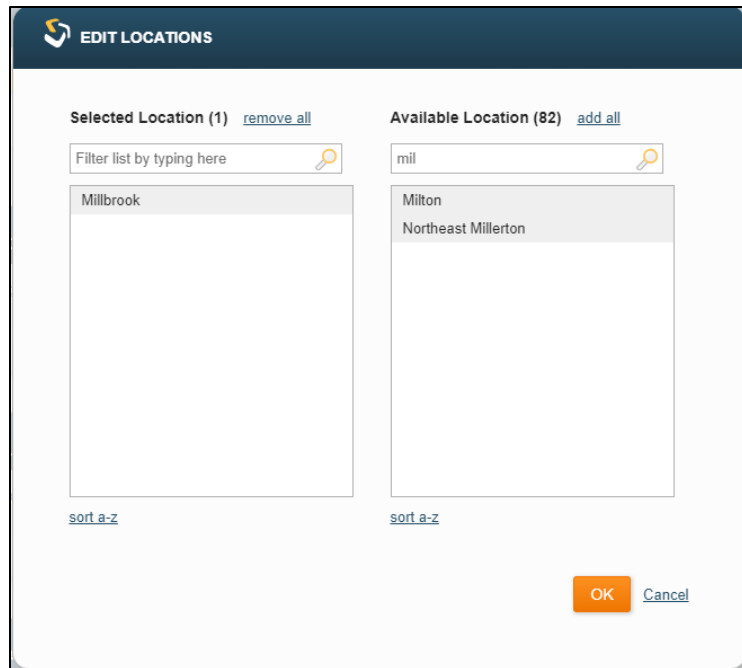


The screenshot shows a dialog box titled "EDIT LOCATIONS". It features two main sections: "Selected Location (0)" and "Available Location (83)". The "Selected Location" section has a search bar with the placeholder "Filter list by typing here" and a magnifying glass icon. Below it is an empty list box. The "Available Location" section has a search bar with the text "mil" and a magnifying glass icon. Below it is a list box containing three items: "Millbrook", "Milton", and "Northeast Millerton". Both list boxes have a "sort a-z" link at the bottom. At the bottom of the dialog, there are "OK" and "Cancel" buttons.

- Values that appear in the **Selected** list appear in the results.
- Drag and drop entries between the **Selected** and **Available** lists to configure the included values.

Decision Center - Creating Reports

► Creating and running a report



The screenshot shows a dialog box titled "EDIT LOCATIONS" with a dark blue header. It contains two main sections: "Selected Location (1)" and "Available Location (82)". Each section has a search bar with a magnifying glass icon and a list of locations. The "Selected" list contains "Millbrook" and a "sort a-z" link. The "Available" list contains "Milton" and "Northeast Millerton" and also has a "sort a-z" link. At the bottom right are "OK" and "Cancel" buttons.

EDIT LOCATIONS

Selected Location (1) [remove all](#)

Filter list by typing here

Millbrook

[sort a-z](#)

Available Location (82) [add all](#)

mil

Milton
Northeast Millerton

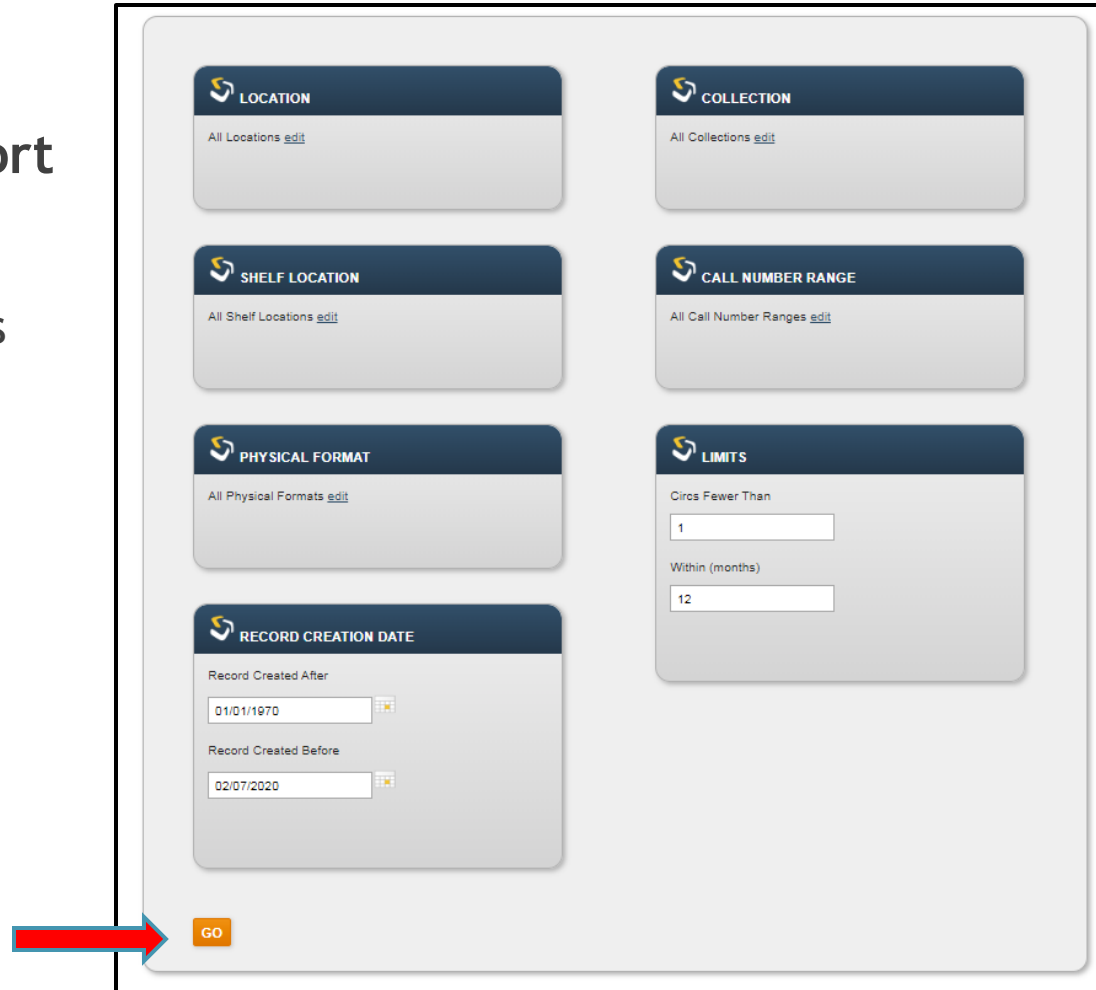
[sort a-z](#)

OK [Cancel](#)

- Values that appear in the **Selected** list appear in the results.
- Drag and drop entries between the **Selected** and **Available** lists to configure the included values.

Decision Center - Creating Reports

- ▶ Creating and running a report
- ▶ Choose **Go**. Decision Center runs the report.




The screenshot displays the Decision Center report creation interface. It features a grid of seven filter categories, each with a title bar containing a logo and the category name, and a content area with a link to view all items. The categories are:

- LOCATION**: All Locations [edit](#)
- SHELF LOCATION**: All Shelf Locations [edit](#)
- PHYSICAL FORMAT**: All Physical Formats [edit](#)
- RECORD CREATION DATE**: Record Created After (01/01/1970) and Record Created Before (02/07/2020)
- COLLECTION**: All Collections [edit](#)
- CALL NUMBER RANGE**: All Call Number Ranges [edit](#)
- LIMITS**: Circs Fewer Than (1) and Within (months) (12)

A red arrow points to the **GO** button located at the bottom left of the interface.

Decision Center - Creating Reports

 **decision center**

Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)

Collection Tools > Maintenance > Low Circulation Weeding

1 Initial Filters 2 Output and additional filtering

LOCATION Millbrook • SHELF LOCATION All Shelf Locations • PHYSICAL FORMAT All Physical Formats • RECORD CREATED AFTER 1/1/17 • RECORD CREATED BEFORE 2/7/20 • COLLECTION All Collections • CALL NUMBER RANGE All Call Number Ranges • CIRCS FEWER THAN 1 • WITHIN (MONTHS) 12

Hide Filters

☐ Last Checkin Date Before
02/07/2020

☐ List Price Less Than
100

☐ Don't Weed Last Copy In Branch

☐ Don't Weed Last Copy In System

☐ Number
1000

☐ Shelf Space
24

Showing 1 to 500 of 2952 entries

#	<input checked="" type="checkbox"/>	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch	Copies in System	Last Checkin Date	Created Date	Item Price	Item Status
1	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	F BASH (Spanish)	32389001007649	Chicas de nieve y cristal	Bashardoust, Melissa	0	0	1	1		4/24/19	30	CHECKED IN
2	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	641.8 FERN (Spanish)	32389000989326	Tapas minicocina & diseño	Fernandez, Carmen	0	0	1	1		5/17/18	23	CHECKED IN
3	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389001002434	WebMD the magazine : [*for linking items and placing holds]		0	0	12	255		1/3/19	5	CHECKED IN
4	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	892.1 KOVA	32389001013456	The epic of Gilgamesh		0	0	1	3		5/16/19	16	CHECKED IN
5	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	759.9492 SUTT	32389001001584	Masters of 17th-century Dutch landscape painting	Sutton, Peter C.	0	0	1	1		12/4/18	60	CHECKED IN
6	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	814 APPE	32389000987551	Phoning home : essays	Appel, Jacob M., 1973-	0	0	1	5		4/14/18	23	CHECKED IN
7	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389001001808	Architect : [*for linking items and placing holds]		0	0	11	11		12/28/18	5	CHECKED IN
8	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389001020162	Country life : [*for linking items and placing holds]		0	0	12	12		11/27/19	5	CHECKED IN
9	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389000974526	Smithsonian : [*for linking items and placing holds]		0	0	11	480		8/28/17	5	CHECKED IN
10	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389001023208	Vanity fair : [*for linking items and placing holds]		0	0	14	303		2/3/20	5	CHECKED IN
11	<input checked="" type="checkbox"/>	Millbrook	Millbrook Young Adult	YA-Graphic NORT vol 3	32389001004513	The unbeatable Squirrel Girl, Vol. 3	North, Ryan, 1980-	0	0	1	1		3/7/19	23	CHECKED IN
12	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 954.95 NGCH	32389001021889	Maldives	NgCheong-Lum, Roseline, 1992-	0	0	1	2		1/15/20	50	CHECKED IN
13	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	817.54 LOZA (Spanish)	32389001017952	Los mejores chistes verdes	Lozano, Jocundo	0	0	1	1		2/5/19	10	CHECKED IN
14	<input checked="" type="checkbox"/>	Millbrook	Millbrook Young Adult	YA-Graphic SHIN	32389001008332	Your name, 3	Shinkai, Makoto	0	0	1	4		3/30/19	11	CHECKED IN
15	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult		32389001016939	Living Millbrook : An exclusive magazine for the Millbrook Community : [*for linking items and placing holds]		0	0	12	12		9/30/19	5	CHECKED IN
16	<input checked="" type="checkbox"/>	Millbrook	Millbrook Adult	613.25 MACH (Spanish)	32389000985746	Irresistible y sana : mis mejores remedios, jugos verdes y planes para revitalizarte y no engordar jamás	Macher, Ingrid, 1973-	0	0	1	1		5/16/18	15	CHECKED IN

EMAIL / SCHEDULE

EXPORT

Decision Center - Creating Reports

- ▶ **Creating and running a report**
- ▶ Once you have run a report, you can do the following-
- ▶ Modify the result
- ▶ Email the report
- ▶ Export the report
- ▶ Schedule reports to run automatically

The screenshot displays a web interface for creating reports, organized into two columns of filter categories. Each category has a title bar with a logo and a list of filter options with an 'edit' link.

- LOCATION**: All Locations [edit](#)
- COLLECTION**: All Collections [edit](#)
- SHELF LOCATION**: All Shelf Locations [edit](#)
- CALL NUMBER RANGE**: All Call Number Ranges [edit](#)
- PHYSICAL FORMAT**: All Physical Formats [edit](#)
- LIMITS**:
 - Circs Fewer Than:
 - Within (months):
- RECORD CREATION DATE**:
 - Record Created After:
 - Record Created Before:

A blue **GO** button is located at the bottom left of the interface.

Decision Center - Creating Reports

☒ Last Checkin Date Before
02/07/2017

☐ List Price Less Than
100

☒ Don't Weed Last Copy In Branch

☐ Don't Weed Last Copy In System

☒ Number
50

☐ Shelf Space
24

► Modifying the Results

- After Decision Center generates results based on your initial filter settings, many tools and reports include remedy filters to enable you to refine and customize what you see. Descriptions of the available remedy filters appear on the reference page for each tool or report.

Decision Center - Creating Reports



☒ Last Checkin Date Before
02/07/2017

☐ List Price Less Than
100

☒ Don't Weed Last Copy In Branch

☐ Don't Weed Last Copy In System

☒ Number
50

☐ Shelf Space
24

► Modifying the Results

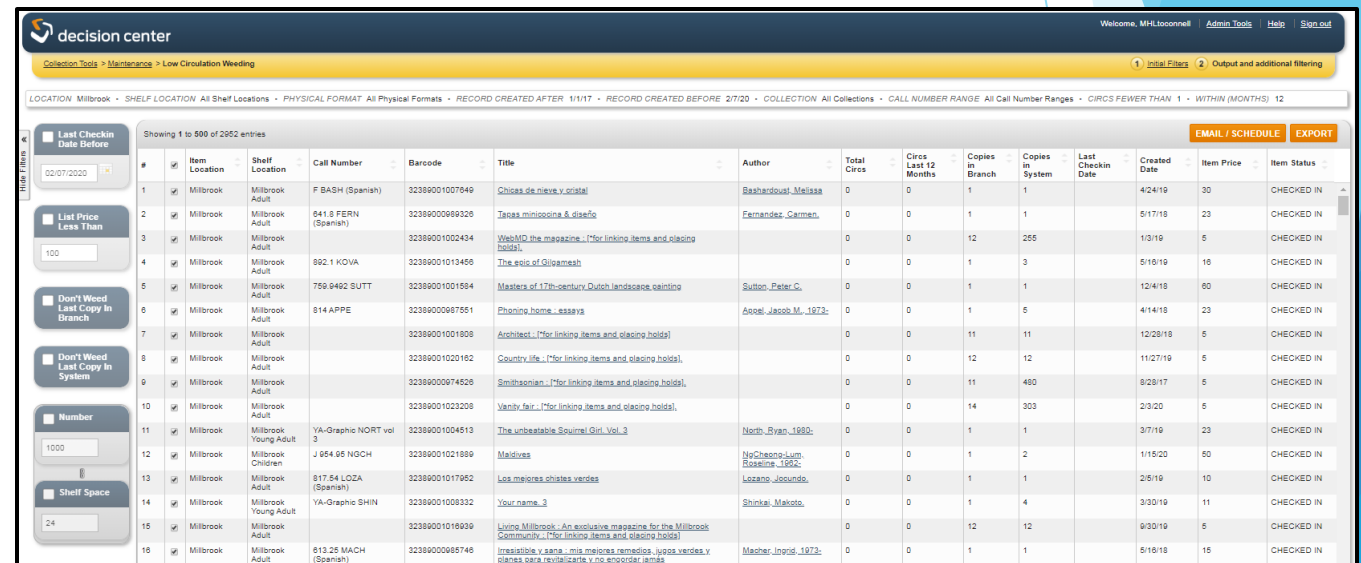
- After Decision Center generates results based on your initial filter settings, many tools and reports include remedy filters to enable you to refine and customize what you see. Descriptions of the available remedy filters appear on the reference page for each tool or report.
- Decision Center applies a remedy filter immediately when you select its activation check box.

Decision Center - Creating Reports

- ▶ **Creating and running a report**
 - ▶ *Emailing reports*
 - ▶ Exporting reports

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Emailing reports*
 - ▶ Run a Decision Center report



The screenshot displays the Decision Center web application. At the top, there's a navigation bar with 'decision center' and user information. Below it, a breadcrumb trail shows the current path: 'Collection Tools > Maintenance > Low Circulation Weeding'. A status bar indicates filters: '1 Initial Filters' and '2 Output and additional filtering'. The main content area shows a report for 'MILBROOK' with various filters applied. On the left, there are sidebar controls for 'Last Checkin Date Before' (02/07/2020), 'List Price Less Than' (100), 'Don't Weed Last Copy in Branch', 'Don't Weed Last Copy in System', 'Number' (1000), and 'Shelf Space' (24). The main table lists 16 items with columns for Item Location, Shelf Location, Call Number, Barcode, Title, Author, Total Circs, Circs Last 12 Months, Copies in Branch, Copies in System, Last Checkin Date, Created Date, Item Price, and Item Status. All items are marked as 'CHECKED IN'.

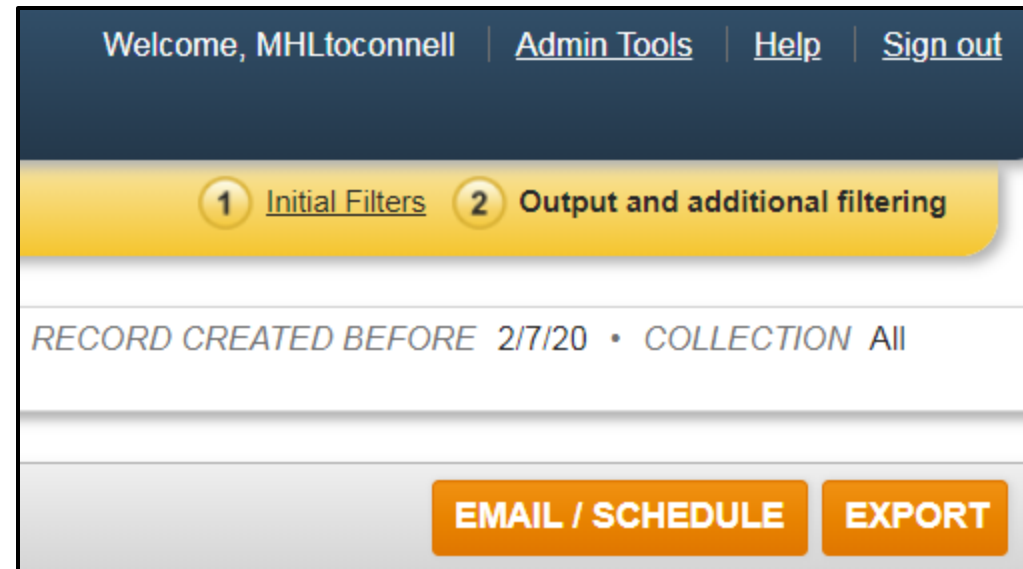
#	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch	Copies in System	Last Checkin Date	Created Date	Item Price	Item Status
1	Milbrook	Milbrook Adult	F BASH (Spanish)	32389001007949	Chicas de nueva y cristal	Bashardoust, Melissa	0	0	1	1		4/24/19	30	CHECKED IN
2	Milbrook	Milbrook Adult	641.8 FERN (Spanish)	32389000069326	Tareas minisopa & dialeto	Fernandez, Carmen	0	0	1	1		5/17/18	23	CHECKED IN
3	Milbrook	Milbrook Adult		32389001002434	WebMD the magazine / [for linking items and elastic holds]		0	0	12	255		1/3/19	5	CHECKED IN
4	Milbrook	Milbrook Adult	862.1 KOVA	32389001013456	The epic of Gilgamesh		0	0	1	3		5/18/19	16	CHECKED IN
5	Milbrook	Milbrook Adult	759.9492 SUTT	32389001001584	Masters of 17th-century Dutch landscape painting	Sutton, Peter G.	0	0	1	1		12/4/18	80	CHECKED IN
6	Milbrook	Milbrook Adult	814 APPE	32389000067551	Phonics home essays	Asael Jacob M., 1973-	0	0	1	5		4/14/18	23	CHECKED IN
7	Milbrook	Milbrook Adult		32389001001808	Architect / [for linking items and elastic holds]		0	0	11	11		12/28/18	5	CHECKED IN
8	Milbrook	Milbrook Adult		32389001020162	Country life / [for linking items and elastic holds]		0	0	12	12		11/27/19	5	CHECKED IN
9	Milbrook	Milbrook Adult		32389000074526	Smithsonian / [for linking items and elastic holds]		0	0	11	480		8/28/17	5	CHECKED IN
10	Milbrook	Milbrook Adult		32389001023208	Vanity fair / [for linking items and elastic holds]		0	0	14	303		2/3/20	5	CHECKED IN
11	Milbrook	Milbrook Young Adult	YA-Graphic NORT vol 3	32389001004513	The unbearable Squeal! Girl Vol. 3	North, Brax, 1980-	0	0	1	1		3/7/19	23	CHECKED IN
12	Milbrook	Milbrook Children	J 664.66 NOCH	32389001021889	Maldivas	NoChapas-Lynch, Rosanna, 1965-	0	0	1	2		1/15/20	50	CHECKED IN
13	Milbrook	Milbrook Young Adult	817.54 LOZA (Spanish)	32389001017952	Los mejores chistes verdes	Lozano, Jacinto,	0	0	1	1		2/6/19	10	CHECKED IN
14	Milbrook	Milbrook Young Adult	YA-Graphic SHIN	32389001006332	Your name, 3	Shinkai, Makoto,	0	0	1	4		3/30/19	11	CHECKED IN
15	Milbrook	Milbrook Adult		32389001016039	Living Milbrook - An exclusive magazine for the Milbrook Community / [for linking items and elastic holds]		0	0	12	12		9/30/19	5	CHECKED IN
16	Milbrook	Milbrook Adult	813.25 MACH (Spanish)	32389000065746	Irresistible y sana... mis mejores remedios, jugos, verduras y cosas para disfrutar y no preocuparse más	Mascher, Ivonne, 1973-	0	0	1	1		5/16/18	15	CHECKED IN

Decision Center - Creating Reports

- ▶ Creating and running a report

- ▶ *Emailing reports*

- ▶ Run a Decision Center report
 - ▶ Choose **Email/Schedule** button on the report results screen

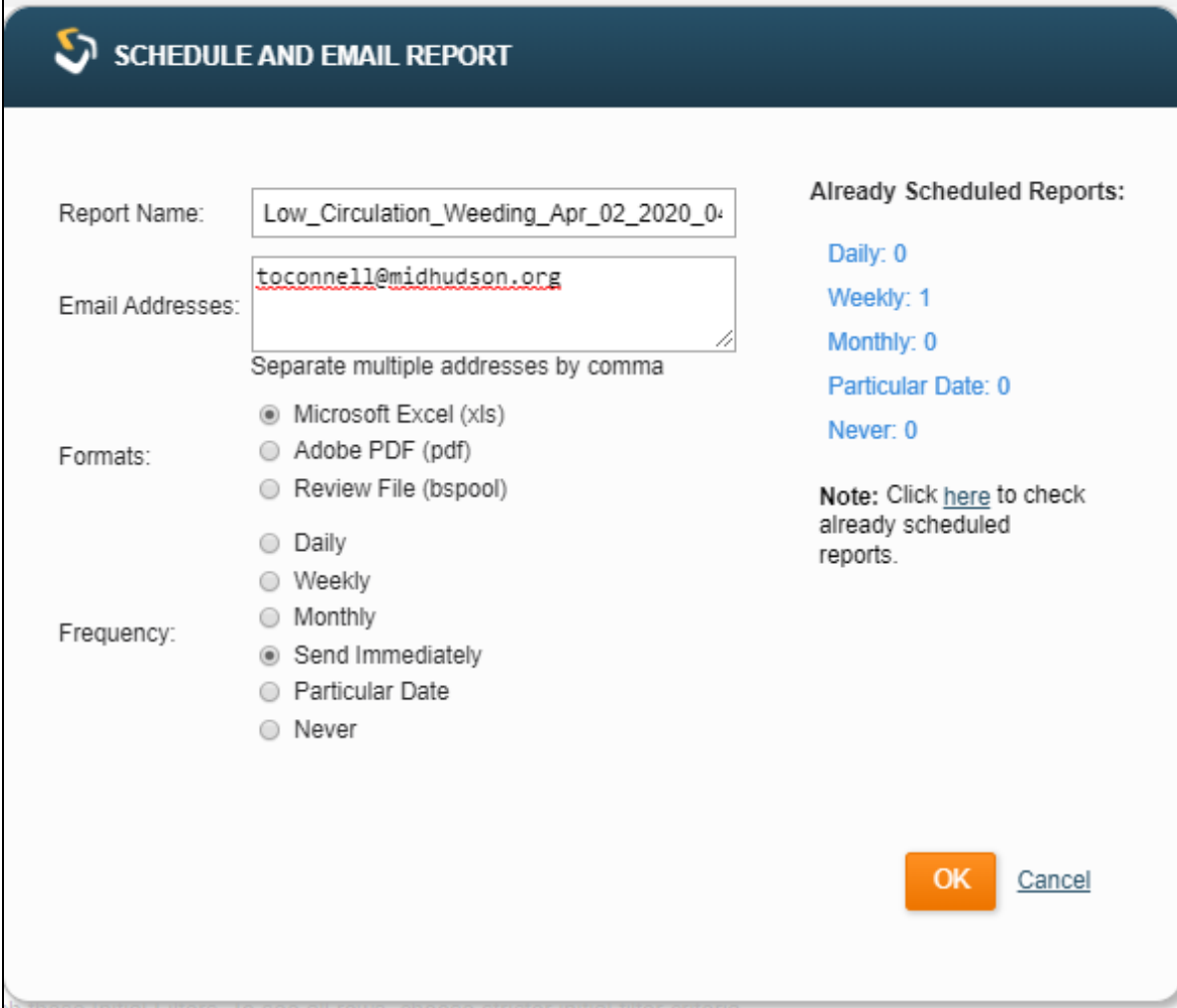


Decision Center - Creating Reports

▶ Creating and running a report

▶ *Emailing reports*

- ▶ Run a Decision Center report
- ▶ Choose **Email/Schedule** button on the report results screen
- ▶ Enter a name for the report the **Report Name** field.
- ▶ Enter one or more valid email addresses in the **Email Addresses** field



The screenshot shows a dialog box titled "SCHEDULE AND EMAIL REPORT" with a dark blue header bar containing a logo and the title. The main content area is white and contains several input fields and radio button options. The "Report Name" field is filled with "Low_Circulation_Weeding_Apr_02_2020_04". The "Email Addresses" field is filled with "toconnell@midhudson.org" and has a red dashed line underneath. Below this field is the text "Separate multiple addresses by comma". The "Formats" section has three radio button options: "Microsoft Excel (xls)" (selected), "Adobe PDF (pdf)", and "Review File (bspool)". The "Frequency" section has five radio button options: "Daily", "Weekly", "Monthly", "Send Immediately" (selected), "Particular Date", and "Never". On the right side, there is a section titled "Already Scheduled Reports:" with the following values: "Daily: 0", "Weekly: 1", "Monthly: 0", "Particular Date: 0", and "Never: 0". Below this is a note: "Note: Click [here](#) to check already scheduled reports." At the bottom right, there are two buttons: "OK" (orange) and "Cancel" (blue).

SCHEDULE AND EMAIL REPORT

Report Name: Low_Circulation_Weeding_Apr_02_2020_04

Email Addresses: toconnell@midhudson.org

Separate multiple addresses by comma

Formats:

- ☒ Microsoft Excel (xls)
- ☐ Adobe PDF (pdf)
- ☐ Review File (bspool)

Frequency:

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☒ Send Immediately
- ☐ Particular Date
- ☐ Never

Already Scheduled Reports:

Daily: 0
Weekly: 1
Monthly: 0
Particular Date: 0
Never: 0

Note: Click [here](#) to check already scheduled reports.

OK [Cancel](#)

Decision Center - Creating Reports

▶ Creating and running a report

▶ *Emailing reports*

- ▶ Run a Decision Center report
- ▶ Choose **Email/Schedule** button on the report results screen
- ▶ Enter a name for the report the **Report Name** field.
- ▶ Enter one or more valid email addresses in the **Email Addresses** field

SCHEDULE AND EMAIL REPORT

Report Name:

Email Addresses:

Separate multiple addresses by comma

Formats:

- ☒ Microsoft Excel (xls)
- ☐ Adobe PDF (pdf)
- ☐ Review File (bspool)


Frequency:

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☒ Send Immediately
- ☐ Particular Date
- ☐ Never

Already Scheduled Reports:

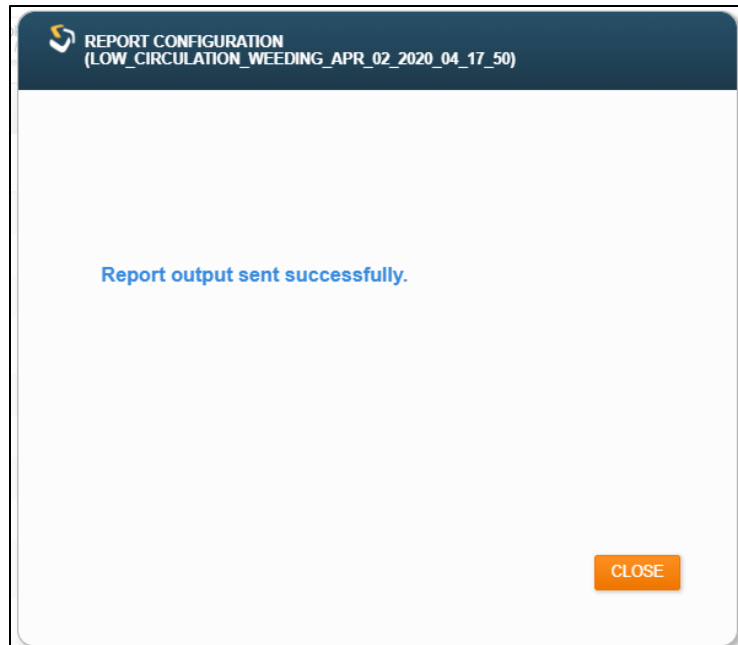
Daily: 0
Weekly: 1
Monthly: 0
Particular Date: 0
Never: 0

Note: Click [here](#) to check already scheduled reports.

 [Cancel](#)

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Emailing reports*



A screenshot of a 'SCHEDULE AND EMAIL REPORT' dialog box. The title bar reads 'SCHEDULE AND EMAIL REPORT'. It contains several input fields and radio button options.

Report Name:

Email Addresses:

Separate multiple addresses by comma

Formats:

- ☒ Microsoft Excel (xls)
- ☐ Adobe PDF (pdf)
- ☐ Review File (bspool)

Frequency:

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☒ Send Immediately
- ☐ Particular Date
- ☐ Never

Already Scheduled Reports:

Daily: 0
Weekly: 1
Monthly: 0
Particular Date: 0
Never: 0

Note: Click [here](#) to check already scheduled reports.

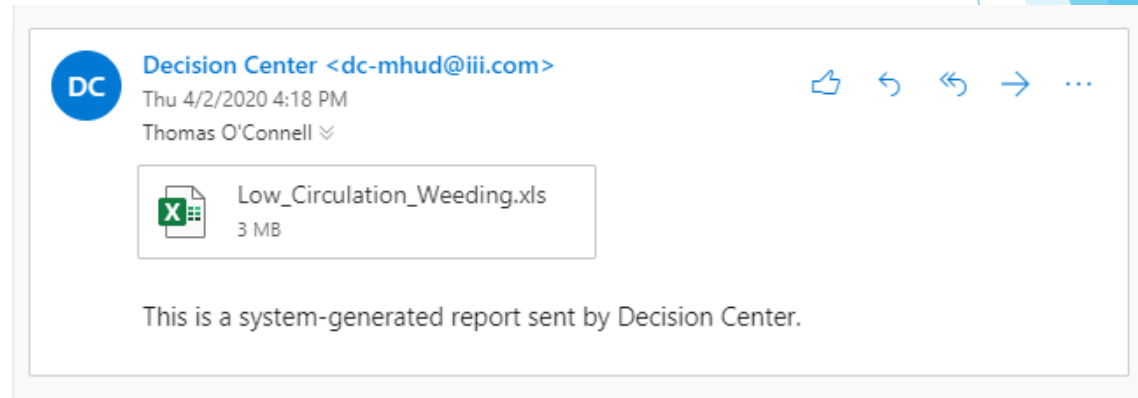
OK Cancel

Decision Center - Creating Reports

▶ Creating and running a report

▶ *Emailing reports*

- ▶ Run a Decision Center report
- ▶ Enter one or more valid email addresses in the **Email Addresses** field

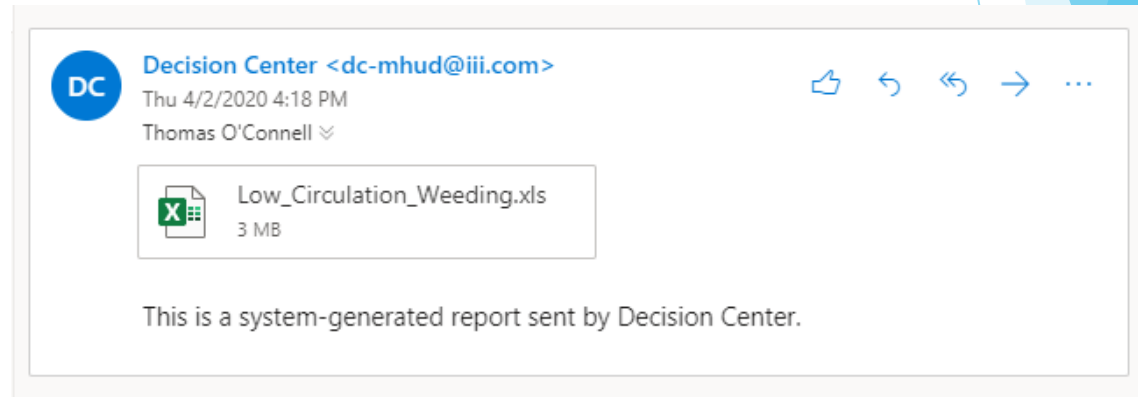


Decision Center - Creating Reports

► Creating and running a report

► *Emailing reports*

- Run a Decision Center report
- Enter one or more valid email addresses in the **Email Addresses** field



Low_Circulation_Weeding										
2020-04-02, Location: Millbrook, Shelf Location: Millbrook Adult, Millbrook Children, Millbrook Young Adult, Physical Format: All Physical Formats, Record Creation Date: Record Created After: 1/1/70, Record Created Before: 4/2/20										
Number Ranges, Limits: Circs Fewer Than: 1, Within (months): 12										
Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch	Copies in System	Last Checkin Date
Millbrook	Millbrook Children	J 617.1 LAND	32389000817527	Sprains and strains	Landau, Elaine	0	0	1	1	
Millbrook	Millbrook Adult	381.34 SULL	32389000816016	Gotcha capitalism: how hidden fees rip you off every day, and what you can do about it	Sullivan, Bob, 1968-	0	0	1	3	
Millbrook	Millbrook Adult	920 MART	3 2389 00028 1245	Henry and Clara : an intimate portrait of the Lucases	Martin, Ralph G., 1920-	0	0	1	1	
Millbrook	Millbrook Adult	973.917 SCHL v3	3 2389 00033 0885	The age of Roosevelt	Schlesinger, Arthur M. (Arthur Meier), 1888-1965	0	0	3	37	
Millbrook	Millbrook Adult	700.924 DR	3 2389 00042 5273	Dr. Seuss from then to now : a catalogue of the retrospective exhibition		0	0	1	3	

Decision Center - Creating Reports

- ▶ Creating and running a report
 - ▶ *Exporting reports*
 - ▶ Run a Decision Center report

The screenshot displays the Decision Center web application. At the top, there's a navigation bar with 'decision center' and user information. Below it, a breadcrumb trail shows the current path: 'Collection Tools > Maintenance > Low Circulation Weeding'. A status bar indicates '1 Initial Filters' and '2 Output and additional filtering'. The main content area shows a report for 'MILBROOK' with filters for 'SHELF LOCATION: All Shelf Locations', 'PHYSICAL FORMAT: All Physical Formats', 'RECORD CREATED AFTER: 1/1/17', 'RECORD CREATED BEFORE: 2/7/20', 'COLLECTION: All Collections', 'CALL NUMBER RANGE: All Call Number Ranges', 'CIRCS FEWER THAN: 1', and 'WITHIN (MONTHS): 12'. The report displays 16 items, each with a checkbox, item number, location, shelf location, call number, barcode, title, author, total circulations, circulations in the last 12 months, copies in branch, copies in system, last checkin date, created date, item price, and item status. All items are marked as 'CHECKED IN'.

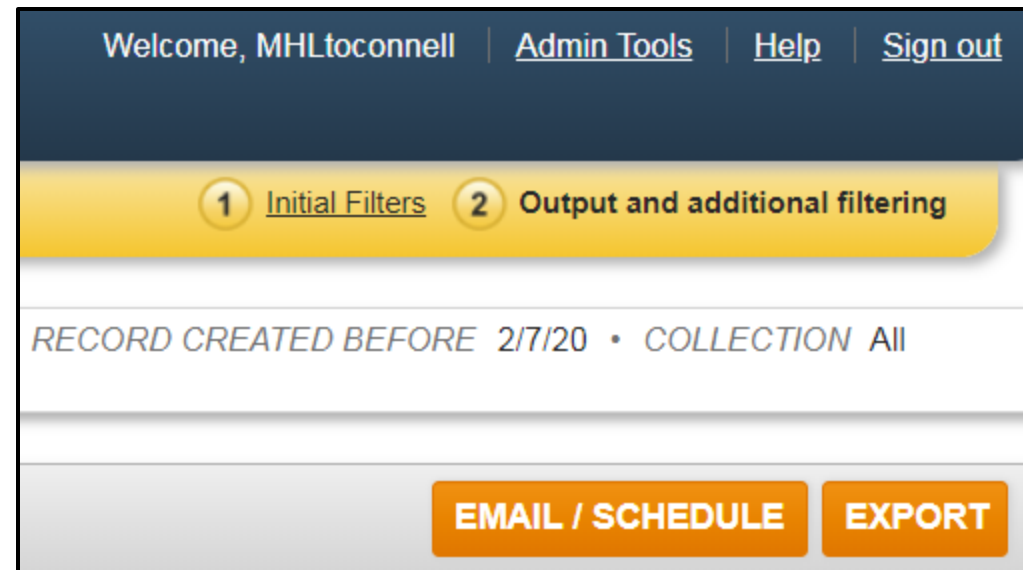
#	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch	Copies in System	Last Checkin Date	Created Date	Item Price	Item Status
1	Milbrook	Milbrook Adult	F BASH (Spanish)	32389001007949	Chicas de nuevo y cristal	Bashardoust, Melissa	0	0	1	1		4/24/19	30	CHECKED IN
2	Milbrook	Milbrook Adult	641.8 FERN (Spanish)	32389000069326	Tareas minisopa & diafano	Fernandez, Carmen	0	0	1	1		5/17/18	23	CHECKED IN
3	Milbrook	Milbrook Adult		32389001002434	WebMD the magazine / [for linking items and elastic holds]		0	0	12	255		1/3/19	5	CHECKED IN
4	Milbrook	Milbrook Adult	862.1 KOVA	32389001013456	The epic of Gilgamesh		0	0	1	3		5/18/19	16	CHECKED IN
5	Milbrook	Milbrook Adult	759.9492 SUTT	32389001001584	Masters of 17th-century Dutch landscape painting	Sutton, Peter G.	0	0	1	1		12/4/18	80	CHECKED IN
6	Milbrook	Milbrook Adult	814 APPE	32389000067551	Phonics home essays	Asael Jacob M., 1973-	0	0	1	5		4/14/18	23	CHECKED IN
7	Milbrook	Milbrook Adult		32389001001808	Architect / [for linking items and elastic holds]		0	0	11	11		12/28/18	5	CHECKED IN
8	Milbrook	Milbrook Adult		32389001020162	Country life / [for linking items and elastic holds]		0	0	12	12		11/27/19	5	CHECKED IN
9	Milbrook	Milbrook Adult		32389000074526	Smithsonian / [for linking items and elastic holds]		0	0	11	480		8/28/17	5	CHECKED IN
10	Milbrook	Milbrook Adult		32389001023208	Vanity fair / [for linking items and elastic holds]		0	0	14	303		2/3/20	5	CHECKED IN
11	Milbrook	Milbrook Young Adult	YA-Graphic NORT vol 3	32389001004513	The unbearable Squeal Girl Vol. 3	North, Brian, 1980-	0	0	1	1		3/7/19	23	CHECKED IN
12	Milbrook	Milbrook Children	J 664.66 NOCH	32389001021889	Maldivas	NoChappa-Lynch, Rebecca, 1965-	0	0	1	2		1/15/20	50	CHECKED IN
13	Milbrook	Milbrook Adult	817.54 LOZA (Spanish)	32389001017952	Los mejores chistes verdes	Lozano, Jacinto	0	0	1	1		2/6/19	10	CHECKED IN
14	Milbrook	Milbrook Young Adult	YA-Graphic SHIN	32389001006332	Your name 3	Shinkai, Makoto	0	0	1	4		3/30/19	11	CHECKED IN
15	Milbrook	Milbrook Adult		32389001016039	Living Milbrook - An exclusive magazine for the Milbrook Community / [for linking items and elastic holds]		0	0	12	12		9/30/19	5	CHECKED IN
16	Milbrook	Milbrook Adult	813.25 MACH (Spanish)	32389000065746	Irresistible y sana... mis mejores remedios, jugos verdes y cosas para experimentar y no equivocarse	Mascher, Ivonne, 1973-	0	0	1	1		5/16/18	15	CHECKED IN

Decision Center - Creating Reports

▶ Creating and running a report

▶ *Exporting reports*

- ▶ Run a Decision Center report
- ▶ Choose **Export** to export your results and select a file format.

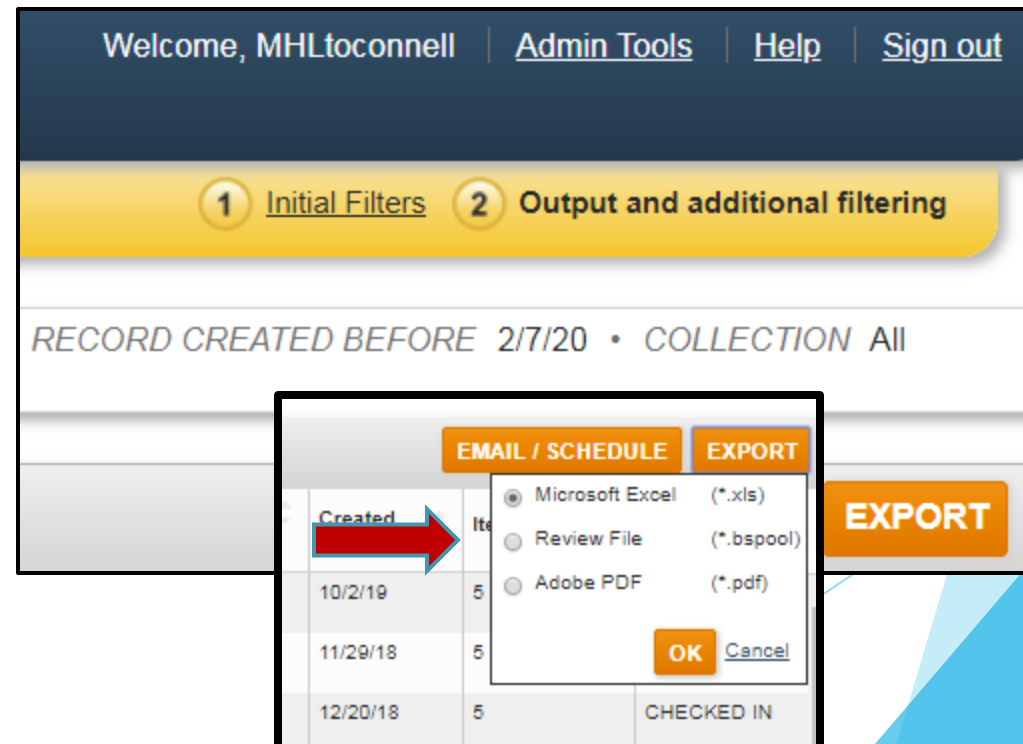


Decision Center - Creating Reports

▶ Creating and running a report

▶ *Exporting reports*

- ▶ Run a Decision Center report
- ▶ Choose **Export** to export your results and select a file format.
- ▶ You can work with exported review files using the **Create Lists** function in Sierra.



Decision Center - Creating Reports

▶ Creating and running a report

▶ *Exporting reports*

- ▶ Run a Decision Center report
- ▶ Choose **Export** to export your results and select a file format.
- ▶ You can work with exported review files using the **Create Lists** function in Sierra.

The screenshot displays the Decision Center interface. At the top, a dark blue header contains the text "Welcome, MHLtoconnell" and links for "Admin Tools", "Help", and "Sign out". Below this, a yellow banner indicates the current step: "1 Initial Filters" and "2 Output and additional filtering". The main content area shows a filter: "RECORD CREATED BEFORE 2/7/20 • COLLECTION All".

Overlaid on the interface are three key elements:

- Export Dialog:** A modal window with "EMAIL / SCHEDULE" and "EXPORT" tabs. The "EXPORT" tab is active, showing a list of file formats: "Microsoft Excel (*.xls)" (selected), "Review File (*.bspool)", and "Adobe PDF (*.pdf)". "OK" and "Cancel" buttons are at the bottom.
- Success Message:** A white box with a black border stating "Exported Successfully! File is :[dc_low_circulation_weeding, dc_low_circulation_weeding, reviewfile, excel_list_report]-MHLtoconnell-20200210-120728.boolsp". A red arrow points from the "Created" column of the table below to this message. A "CLOSE" button is at the bottom right.
- Table:** A table with columns "Created", "Items", and "Checked In". It contains three rows of data: "10/2/19" with "5" items, "11/29/18" with "5" items, and "12/20/18" with "5" items. The "12/20/18" row is highlighted.

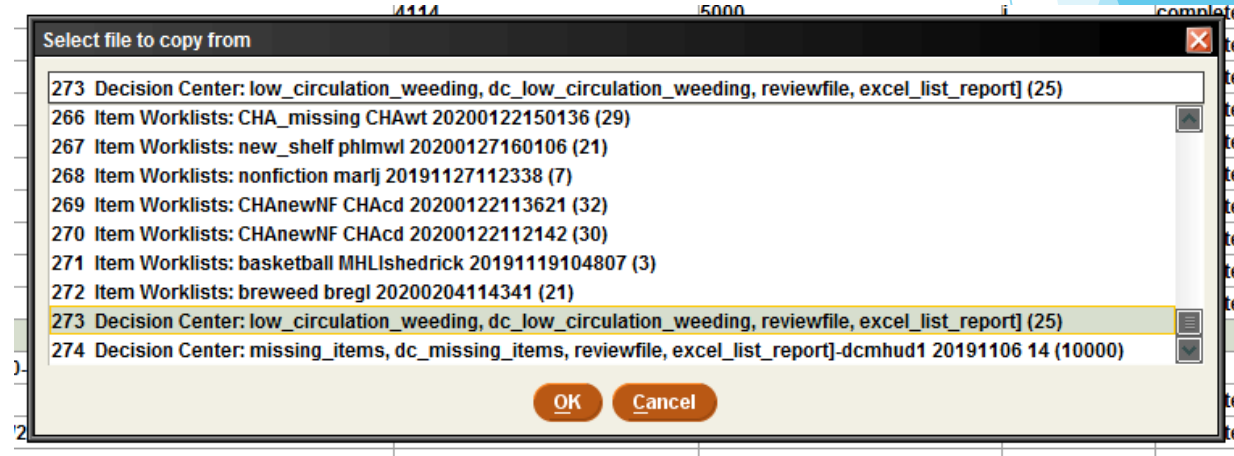
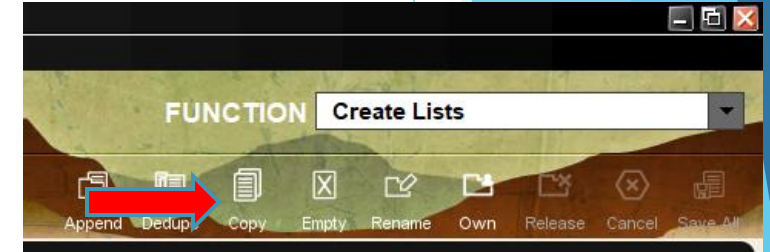
Created	Items	Checked In
10/2/19	5	
11/29/18	5	
12/20/18	5	CHECKED IN

Decision Center - Creating Reports

- ▶ Creating and running a report

- ▶ *Exporting reports*

- ▶ Run a Decision Center report
 - ▶ Choose **Export** to export your results and select a file format.
 - ▶ You can work with exported review files using the **Create Lists** function in Sierra.

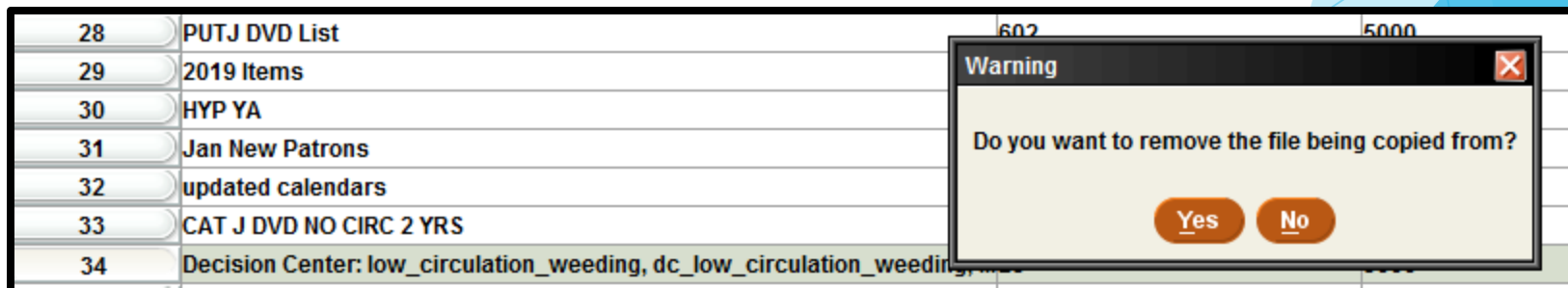
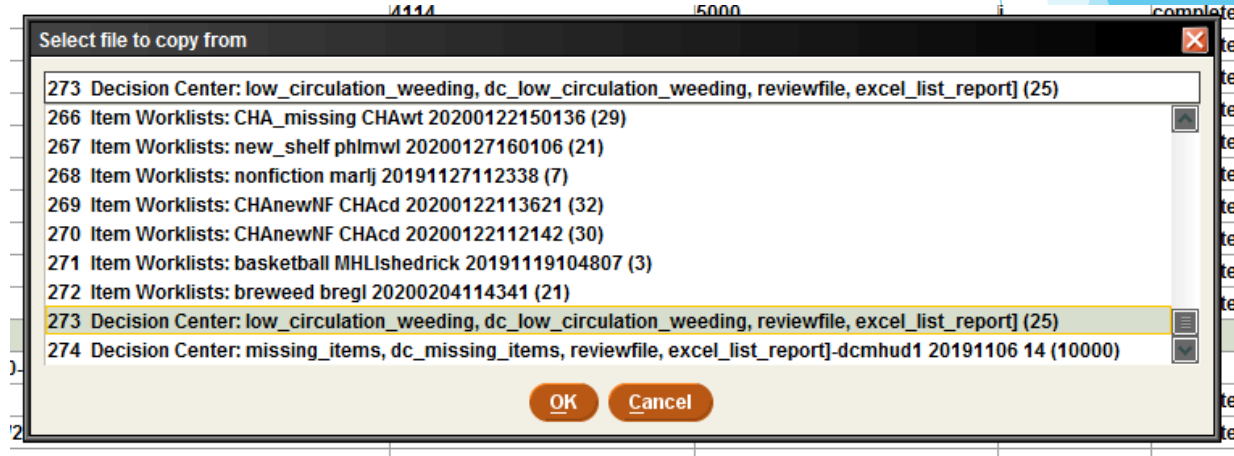


Decision Center - Creating Reports

▶ Creating and running a report

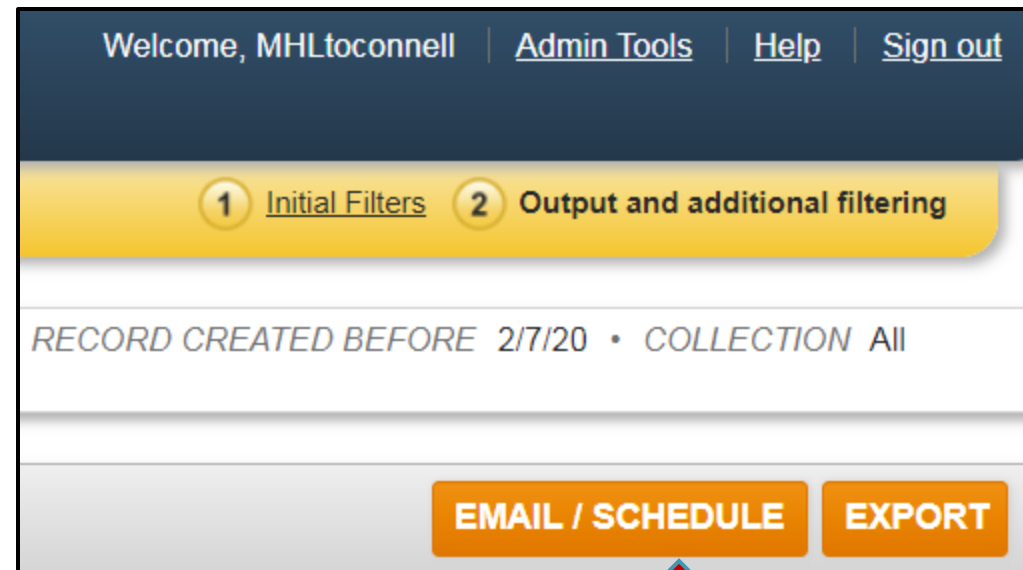
▶ *Exporting reports*

- ▶ Run a Decision Center report
- ▶ Choose **Export** to export your results and select a file format.
- ▶ You can work with exported review files using the *Create Lists* function in Sierra.



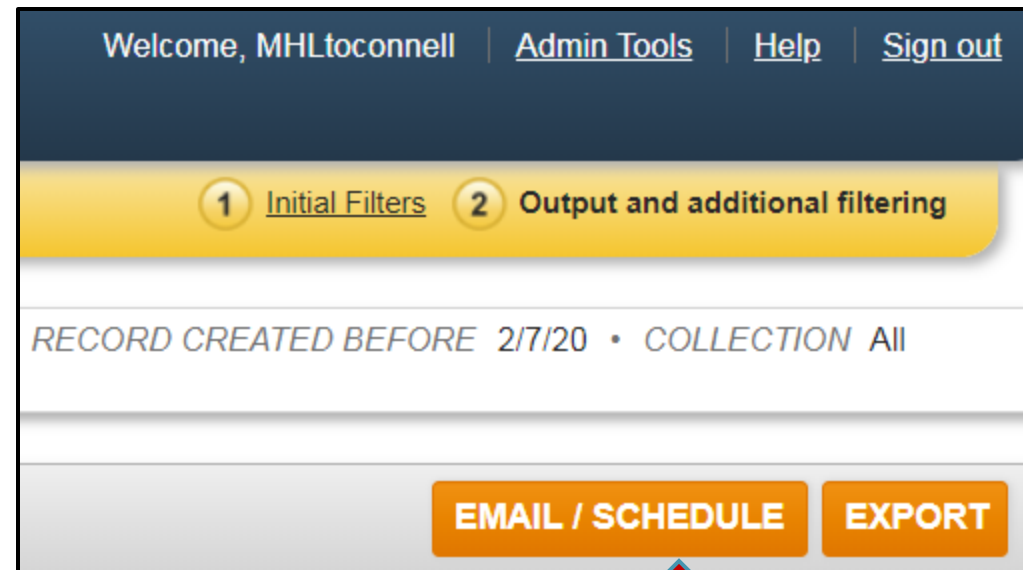
Decision Center - Creating Reports

- ▶ **Scheduling reports**
- ▶ Decision Center's scheduling feature enables you to save a report configuration so that you can run the same report later.



Decision Center - Creating Reports

- ▶ **Scheduling reports**
- ▶ Decision Center's scheduling feature enables you to save a report configuration so that you can run the same report later.
- ▶ You can also schedule saved reports to automatically run daily, weekly, or monthly.



Decision Center - Creating Reports

► Scheduling reports

- For automatically-run reports, Decision Center emails the report results to the recipients chosen during the report's scheduling. Scheduled reports run at the conclusion of overnight data processing.

- (7:00 am)

The screenshot shows a dialog box titled "SCHEDULE AND EMAIL REPORT" with a dark blue header bar containing a logo and the title. The main content area is white and contains the following fields and options:

- Report Name:** A text box containing "Low_Circulation_Weeding_Feb_10_2020_0".
- Email Addresses:** A text box containing "toconnell@midhudson.org". Above this box is a red error message: "Please enter one or more valid email addresses." Below the box is the instruction: "Separate multiple addresses by comma".
- Formats:** A group of radio buttons with the following options: "Microsoft Excel (xls)" (selected), "Review File (bspool)", and "Adobe PDF (pdf)".
- Frequency:** A group of radio buttons with the following options: "Daily", "Weekly" (selected), "Monthly", "Send Immediately", "Particular Date", and "Never".
- Start Date:** A text box containing "02/14/2020" with a calendar icon to its right. Below the box is the text: "Depending on your server settings, the Start Date may be adjusted to the following day."
- Already Scheduled Reports:** A section on the right side of the dialog showing the following status: "Daily: 0", "Weekly: 0", "Monthly: 0", "Particular Date: 0", and "Never: 0". Below this is a note: "Note: Click [here](#) to check already scheduled reports."
- Buttons:** At the bottom right, there are two buttons: "OK" (orange) and "Cancel" (blue).

Decision Center - Creating Reports

► Scheduling reports

- From the **Schedule and Email Report** dialog box, define your scheduling parameters -
 - Report Name
 - Email Addresses
 - Formats
 - Frequency

SCHEDULE AND EMAIL REPORT

Please enter one or more valid email addresses.

Report Name: Low_Circulation_Weeding_Feb_10_2020_0

Email Addresses: toconnell@midhudson.org

Separate multiple addresses by comma

Formats:

- ☒ Microsoft Excel (xls)
- ☐ Review File (bspool)
- ☐ Adobe PDF (pdf)

Frequency:

- ☐ Daily
- ☒ Weekly
- ☐ Monthly
- ☐ Send Immediately
- ☐ Particular Date
- ☐ Never

Start Date: 02/14/2020

Depending on your server settings, the Start Date may be adjusted to the following day.

Already Scheduled Reports:

- Daily: 0
- Weekly: 0
- Monthly: 0
- Particular Date: 0
- Never: 0

Note: Click [here](#) to check already scheduled reports.

OK Cancel

Decision Center - Creating Reports

► Scheduling reports

- From the **Schedule and Email Report** dialog box,
- choose the **Click here** to check already scheduled reports link in the dialog box.
- *Scheduled reports associated with my login.*

UNRECORDED AFTER: 11/10/2019 RECORD CREATED BEFORE: 2/10/2020 COLLECTION: All Collections

SCHEDULE AND EMAIL REPORT

Please enter one or more valid email addresses.

Report Name:

Email Addresses:

Separate multiple addresses by comma

Formats:

- ☒ Microsoft Excel (xls)
- ☐ Review File (bspool)
- ☐ Adobe PDF (pdf)

Frequency:

- ☐ Daily
- ☒ Weekly
- ☐ Monthly
- ☐ Send Immediately
- ☐ Particular Date
- ☐ Never

Start Date:

Depending on your server settings, the Start Date may be adjusted to the following day.

[Cancel](#)

Already Scheduled Reports:

Daily: 0

Weekly: 1

Monthly: 0

Particular Date: 0


Never: 0

Note: Click [here](#) to check already scheduled reports.

Decision Center - Creating Reports

► Scheduling reports

- From the **Schedule and Email Report** dialog box,
- choose the **Click here** to check already scheduled reports link in the dialog box.

 **decision center**

Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)

[Collection Tools](#)

REPORTS SCHEDULED BY MHLTOCONNELL

☐ Remove scheduled reports for inactive users
☒ Keep scheduled reports for inactive users

SAVE

Name	Report Name	Output Format	Schedule Type	Start Date	Next Run	Scheduled By	Users	Scheduled	Actions
Low_Circulation_Weeding_Feb_10_2020_03_26_30	Low Circulation Weeding	Microsoft Excel	Weekly	02/14/2020	04/10/2020	MHLtoconnell	toconnell@midhudson.org	Yes	Stop Schedule Run Now Delete

Already Scheduled Reports:

Daily: 0

Weekly: 1

Monthly: 0

Particular Date: 0

Never: 0

Note: Click [here](#) to check already scheduled reports.

Decision Center - Creating Reports

► Scheduling reports

- From the **Schedule and Email Report** dialog box,
- choose the **Click here** to check already scheduled reports link in the dialog box.

REPORTS SCHEDULED BY MHLTOCONNELL
☐ Remove scheduled reports for inactive users
☒ Keep scheduled reports for inactive users
SAVE

Name	Report Name
Low_Circulation_Weeding_Feb_10_2020_03_26_30	Low Circulation Weeding

Already Scheduled Reports:

Daily: 0

Weekly: 1

Monthly: 0

Particular Date: 0

Never: 0

Note: Click [here](#) to check already scheduled reports.

Decision Center - Creating Reports

▶ Scheduling reports

- ▶ From the **Schedule and Email Report** dialog box,
- ▶ choose the **Click here** to check already scheduled reports link in the dialog box.

REPORTS SCHEDULED BY MHLTOCONNELL
☐ Remove scheduled reports for inactive users
☒ Keep scheduled reports for inactive users
SAVE

Name	Report Name
Low_Circulation_Weeding_Feb_1 0_2020_03_26_30	Low Circulation Weeding

Already Scheduled Reports:

Daily: 0
Weekly: 1
Monthly: 0
Particular Date: 0
Never: 0

Note: Click [here](#) to check already scheduled reports.

Actions

[Stop Schedule](#)
[Run Now](#)
[Delete](#)

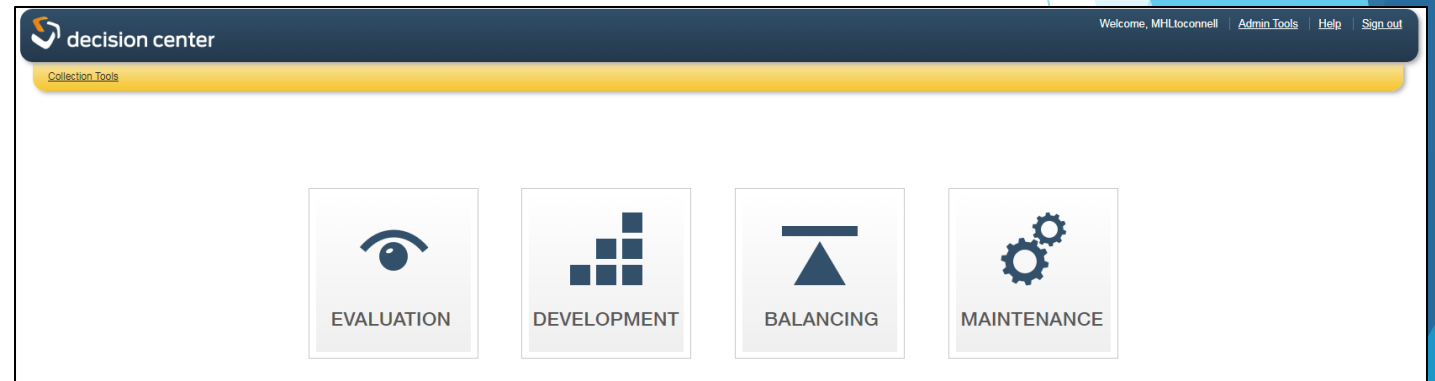
Decision Center - Examples of Reporting

- ▶ Let's look at *some* of the reports...



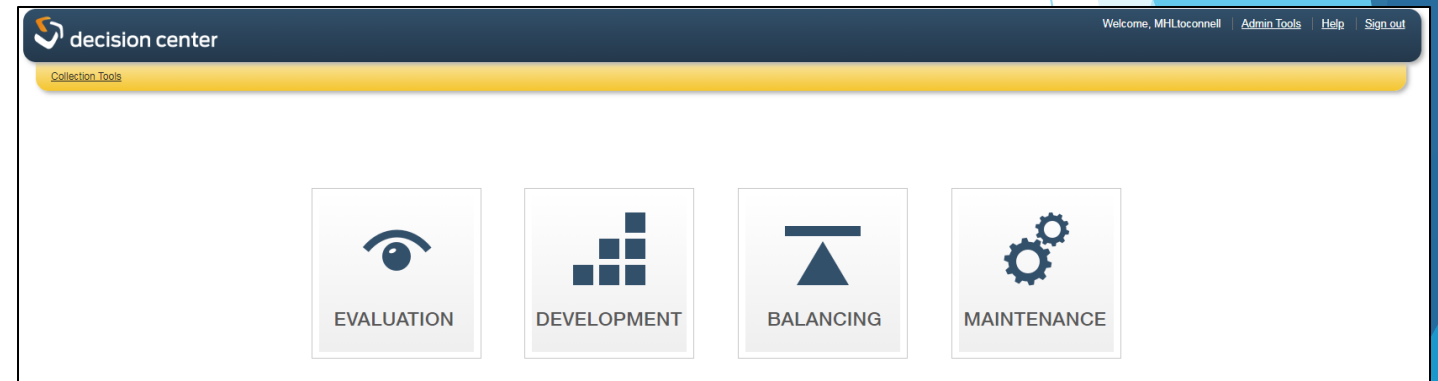
Decision Center - Examples of Reporting

- ▶ *Evaluation: Circulation?*
- ▶ Development: Popular Authors
- ▶ Balancing: Subject Use
- ▶ Maintenance: Low Circulation Weeding



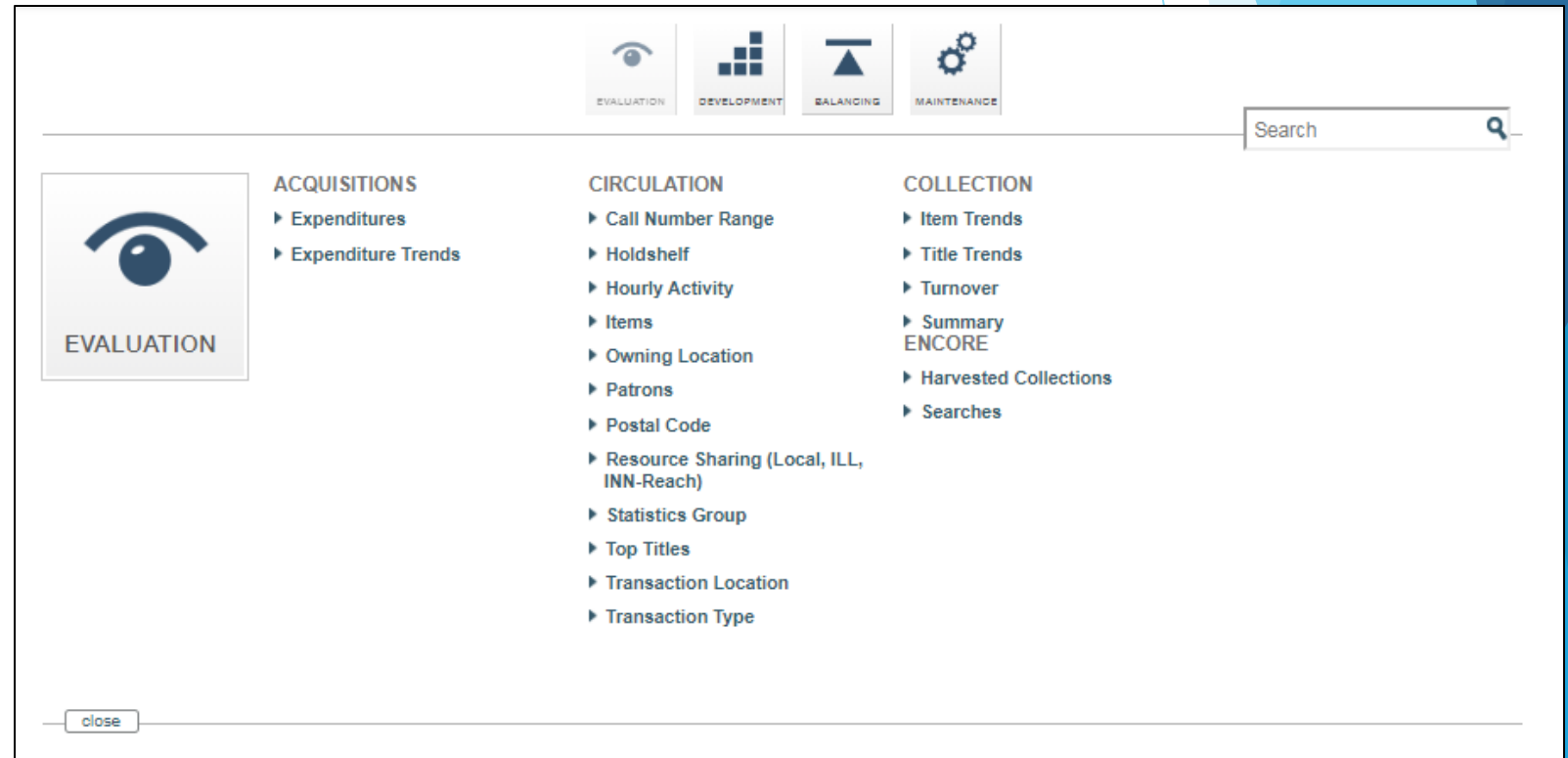
Decision Center - Examples of Reporting

► *Evaluation: Circulation?*



Decision Center - Examples of Reporting

► *Evaluation: Circulation?*



Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

CIRCULATION

- ▼ Call Number Range by Item Type
Call Number Range by Item Type
Call Number Location
Call Number Range by Patron Type
Call Number Trends
- Holdshelf
- Hourly Activity
- Items
- Owning Location
- Patrons
- Postal Code
- Resource Sharing (Local, ILL, INN-Reach)
- Statistics Group
- Top Titles
- Transaction Location
- Transaction Type

Call Number Range by Item Type
What item types are most popular for a given subject?
The Call Number Range by Item Type report displays transactions by Call Number Range rows and Item Type columns.

ENCORE

- Harvested Collections
- Searches

EVALUATION

- Expenditures
- Expenditure Trends

CIRCULATION

- Call Number Range
- Holdshelf
- Hourly Activity
- Items
- Owning Location
- Patrons
- Postal Code
- Resource Sharing (Local, ILL, INN-Reach)
- Statistics Group
- Top Titles
- Transaction Location
- Transaction Type

COLLECTION

- Item Trends
- Title Trends
- Turnover
- Summary

ENCORE

- Harvested Collections
- Searches

Search

close

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

The screenshot displays a web-based reporting interface with a light gray background. It features three filter panels on the left and one table panel on the right. Each panel has a dark blue header with a yellow icon and a title. The filter panels are labeled 'DATE', 'LOCATION', and 'TRANSACTION'. The 'DATE' panel shows 'Last Month' with an 'edit' link. The 'LOCATION' panel shows 'Millbrook' with an 'edit' link. The 'TRANSACTION' panel shows a dropdown menu with 'Checkouts' selected. The table panel is titled 'CALL NUMBER RANGE TABLE' and shows 'All Call Number Ranges' with an 'edit' link. An orange 'GO' button is located at the bottom left of the interface.

DATE
Last Month edit

LOCATION
Millbrook edit

TRANSACTION
Checkouts ▼

CALL NUMBER RANGE TABLE
All Call Number Ranges edit

GO

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

The screenshot shows the Decision Center interface with a modal dialog titled "EDIT DATES" open. The dialog has a dark blue header with a logo and the title. Below the header, there is a section titled "Select a Month" with three radio buttons: "Month-To-Date", "Last Month" (which is selected), and "Month". Below the "Month" radio button, there are two dropdown menus: the first shows "3" and the second shows "2020". To the right of these dropdowns, there is a vertical list of links: "Day", "Month" (which is highlighted with a black background), "Year", and "Date Range". At the bottom right of the dialog, there are two buttons: "OK" (orange) and "Cancel" (blue).

DATE
Year-To-Date [edit](#)

CALL NUMBER RANGE TABLE
All Call Number Ranges [edit](#)

LOCATION
All Locations

TRANSACTION
Circulation

GO

The screenshot shows the Decision Center interface with four main reporting options, each in a dark blue header box with a logo and title. Below each header is a light gray box containing a text label and an "edit" link. At the bottom left, there is an orange "GO" button.

DATE
Last Month [edit](#)

CALL NUMBER RANGE TABLE
All Call Number Ranges [edit](#)

LOCATION
Millbrook [edit](#)

TRANSACTION
Checkouts ▼

GO

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

EDIT LOCATIONS

Selected Location (1) [remove all](#)

Filter list by typing here

Millbrook

[sort a-z](#)

Available Location (82) [add all](#)

Filter list by typing here

Mid-Hudson Library System

Milton

New Lebanon

New Paltz

North Chatham

Northeast Millerton

Null

Palenville

Patterson

Pawling

Philmont

[sort a-z](#)

OK

Cancel

DATE

Last Month [edit](#)

CALL NUMBER RANGE TABLE

All Call Number Ranges [edit](#)

LOCATION

Millbrook [edit](#)

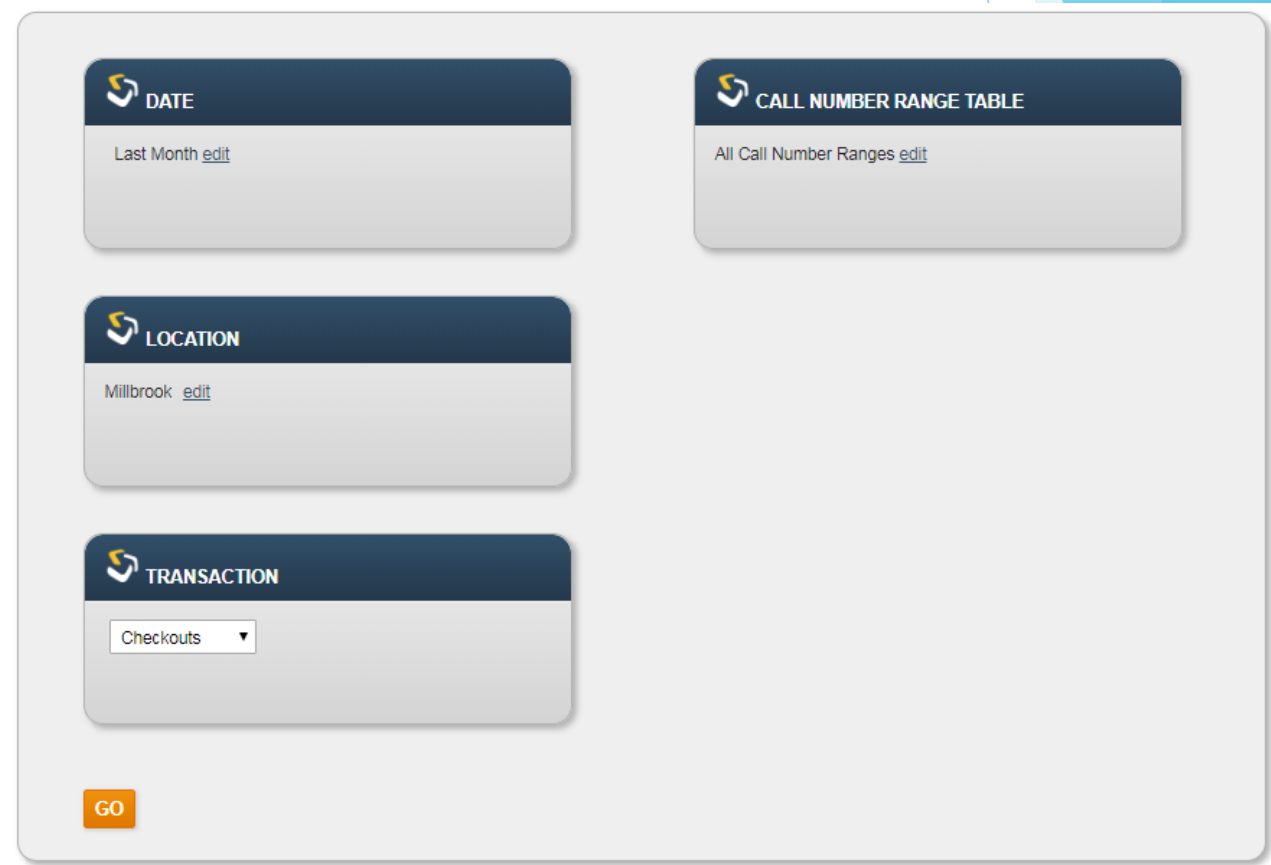
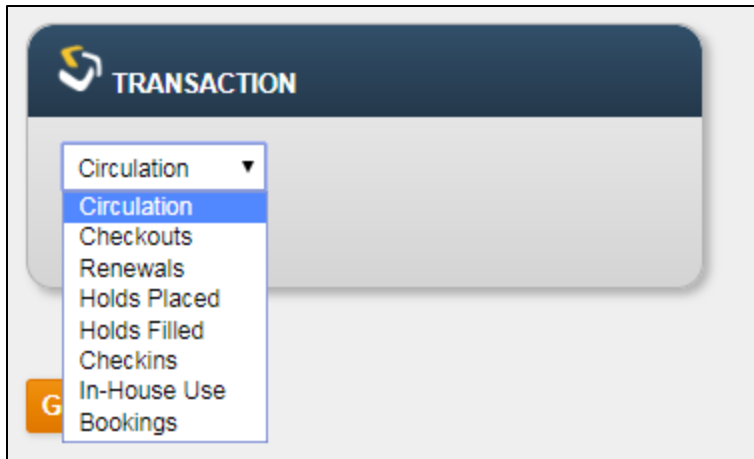
TRANSACTION

Checkouts

GO

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*



Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

Call Number Range	All Item Types	Book	DVD	Short loan Book	Large Print
All Call Number Ranges	2,385	1,613	323	126	110
640-669 Home Economics	38	38	0	0	0
350-369 Public Admin, Soc Services	18	18	0	0	0
740-749 Drawing	15	15	0	0	0
300-309 Social Sciences	14	14	0	0	0
330-339 Economics	12	12	0	0	0
616-619 Medicine	12	12	0	0	0
914-919 Travel	12	12	0	0	0

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

The screenshot displays the Decision Center interface with a top navigation bar containing four icons: EVALUATION (eye), DEVELOPMENT (bar chart), BALANCING (triangle), and MAINTENANCE (gears). A search bar is located on the right. The main content area is divided into three columns: ACQUISITIONS, CIRCULATION, and COLLECTION. The ACQUISITIONS column lists 'Expenditures' and 'Expenditure Trends'. The CIRCULATION column lists 'Call Number Range', 'Holdshelf', 'Hourly Activity', 'Items', 'Owning Location', 'Patrons', 'Postal Code', 'Resource Sharing (Local, ILL, INN-Reach)', 'Statistics Group', 'Top Titles', 'Transaction Loc', and 'Transaction Typ'. The COLLECTION column lists 'Item Trends', 'Title Trends', 'Turnover', 'Summary ENCORE', 'Harvested Collections', and 'Searches'. A large 'EVALUATION' button with an eye icon is on the left. A tooltip for the 'Popular Titles' report is visible, explaining that it lists the library's 100 most popular titles based on criteria selected for a specified time frame, and that the popularity is determined by the number of transactions of a specific type within that time frame. A 'close' button is at the bottom left.

EVALUATION

ACQUISITIONS

- Expenditures
- Expenditure Trends

CIRCULATION

- Call Number Range
- Holdshelf
- Hourly Activity
- Items
- Owning Location
- Patrons
- Postal Code
- Resource Sharing (Local, ILL, INN-Reach)
- Statistics Group
- ▼ Top Titles
 - Popular Titles
- Transaction Loc
- Transaction Typ

COLLECTION

- Item Trends
- Title Trends
- Turnover
- Summary ENCORE
- Harvested Collections
- Searches

Popular Titles

The Popular Titles report lists the library's 100 most popular titles, based on the criteria you select, for a specified time frame. Reporter determines the popularity of a title by assessing the number of transactions (of the type selected in the Transaction filter) that occurred within the specified time frame.

close

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

The screenshot displays a reporting interface with eight filter panels arranged in a 4x2 grid. Each panel has a dark blue header with a logo and a title, and a light gray body with a selected value and an 'edit' link. The filters are:

- DATE**: Last 12 Months [edit](#)
- PATRON TYPE**: All Patron Types [edit](#)
- LOCATION**: Millbrook [edit](#)
- ITEM TYPE**: Book [edit](#)
- TRANSACTION**: Checkouts ▼
- CALL NUMBER RANGE**: All Call Number Ranges [edit](#)
- TRANSACTION LOCATION**: All Transaction Locations [edit](#)
- SHELF LOCATION**: Millbrook Children [edit](#)

An orange **GO** button is located at the bottom left of the interface.

Decision Center - Examples of Reporting

► *Evaluation: Circulation?*

EDIT ITEM TYPES

Selected Item Type (1) [remove all](#)

Available Item Type (86) [add all](#)

Filter list by typing here

Book

16 mm films
16 mm films-no holds
Art Prints
Art Prints-no holds
Audio Book w/Player
Audio Book w/Player-No Holds
Book (fine free)
Book - Local Holds
Book - no holds (fine free)
Book Club in a bag-No Holds
Book on Cassette

[sort a-z](#)

[OK](#) [Cancel](#)

DATE
Last 12 Months [edit](#)

PATRON TYPE
All Patron Types [edit](#)

LOCATION
Millbrook [edit](#)

ITEM TYPE
Book [edit](#)

TRANSACTION
Checkouts ▼


CALL NUMBER RANGE
All Call Number Ranges [edit](#)

TRANSACTION LOCATION
All Transaction Locations [edit](#)

SHELF LOCATION
Millbrook Children [edit](#)

[GO](#)

Decision Center - Examples of Reporting

 **decision center**




Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)

Collection Tools > [Evaluation](#) > Popular Titles


1 Initial Filters 2 Output and additional filtering

DATE 04/02/2019 - 04/01/2020 • LOCATION Millbrook • TRANSACTION Checkouts • TRANSACTION LOCATION All Transaction Locations • PATRON TYPE All Patron Types • ITEM TYPE Book • CALL NUMBER RANGE All Call Number Ranges • SHELF LOCATION Millbrook Children

[EMAIL / SCHEDULE](#) [EXPORT](#)

	Number	Bib Record No.	Title	Author	Count
	1	b2319879	Lord of the fleas (catalog.)	Pilkey, Dav. 1966-	7
	2	b1949137	Silverlicious (catalog.)	Kann, Victoria	6
	3	b1975003	That pup! (catalog.)	George, Lindsay Barrett	6

Decision Center - Examples of Reporting

 **decision center**


Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)


Collection Tools > [Evaluation](#) > Popular Titles

1 Initial Filters 2 Output and additional filtering

DATE 04/02/2019 - 04/01/2020 • LOCATION Millbrook • TRANSACTION Checkouts • TRANSACTION LOCATION All Transaction Locations • PATRON TYPE All Patron Types • ITEM TYPE Book • CALL NUMBER RANGE All Call Number Ranges • SHELF LOCATION Millbrook Children

[EMAIL / SCHEDULE](#) [EXPORT](#)

	Number	Bib Record No.	Title	Author	Count
	1	b2319879	Lord of the fleas (catalog.)	Pilkey, Dav. 1966-	7



Lord of the fleas / written and illustrated by Dav Pilkey as George Beard and Harold Hutchins ; with color by Jose Garibaldi.

[Pilkey, Dav. 1966-](#)
Material Type: Graphic Novel
Language: English
Record Number: [2319879](#)
ISBN: 9780545935173
Price Per Copy: \$6.04

DEMAND 23

5 holds placed
18 non-hold circulations

SUPPLY 88

56 current and on-order copies
1.58 circs / copy / month

hold queue 1
current hold wait time 0

Decision Center - Examples of Reporting

- ▶ Evaluation: Circulation?
- ▶ ***Development: Popular Authors***
- ▶ Balancing: Subject Use
- ▶ Maintenance: Low Circulation Weeding

Decision Center - Examples of Reporting

► *Development: Popular Authors*

The screenshot displays the Decision Center interface. At the top, there is a navigation bar with four icons: an eye for 'EVALUATION', a bar chart for 'DEVELOPMENT', a balance scale for 'BALANCING', and gears for 'MAINTENANCE'. A search bar is located on the right side of the navigation bar. The main content area is divided into two columns. The left column features a large 'DEVELOPMENT' icon (a bar chart) and the word 'DEVELOPMENT' below it. The right column is titled 'BUDGET' and 'SELECTION'. Under 'BUDGET', there are three links: 'Budget Projection by Fund', 'Budget Projection by Collection', and 'Budget Projection by Subject'. Under 'SELECTION', there are three links: 'Popular Authors', 'Supply and Demand Buying', and 'Hold-to-Item Ratio Buying'. A 'close' button is located at the bottom left of the interface.

EVALUATION DEVELOPMENT BALANCING MAINTENANCE

Search

DEVELOPMENT

BUDGET

- Budget Projection by Fund
- Budget Projection by Collection
- Budget Projection by Subject


SELECTION


- Popular Authors
- Supply and Demand Buying
- Hold-to-Item Ratio Buying


close


Decision Center - Examples of Reporting


► *Development: Popular Authors*


EVALUATION


DEVELOPMENT



BALANCING


MAINTENANCE


DEVELOPMENT

BUDGET
Budget Projection by Fund
Budget Projection by Collection
Budget Projection by Subject

SELECTION
Popular Authors
Supply and Demand Buying
Hold-to-Item Ratio Buying


DEVELOPMENT

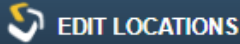
BUDGET
Budget Projection by Fund
Budget Projection by Collection
Budget Projection by Subject

SELECTION
Popular Authors
Supply and Demand Buying
Hold-to-Item Ratio Buying

Popular Authors
The Popular Authors report lists the library's most popular authors based on average monthly circulations over the last 90 days.

Decision Center - Examples of Reporting

► *Development: Popular Authors*

EDIT LOCATIONS

Selected Location (1) [remove all](#)

Millbrook

[sort a-z](#)

Available Location (82) [add all](#)

LaGrange

Livingston

Mahopac

Marlboro

MHLS Online

Mid-Hudson Library System

Milton

New Lebanon

New Paltz

North Chatham

Northeast Millerton

[sort a-z](#)

OK

[Cancel](#)

Decision Center - Examples of Reporting

► *Development: Popular Authors*

EDIT LOCATIONS

Selected Location (1) [remove all](#)

Filter list by typing here

Millbrook

Available Location (82) [add all](#)

Filter list by typing here

LaGrange

Showing 1 to 500 of 1000 entries				EMAIL / SCHEDULE	EXPORT
#	Author	Monthly Circulations	Number of Titles	Number of Items	
1	Patterson, James, 1947-	23	214	215	
2	Skloot, Rebecca, 1972-	16	2	3	
3	Baldacci, David	12	54	54	
4	Ivey, Eowyn	11	3	3	
5	Karon, Jan, 1937-	11	30	31	

sort a-z

North Chatham
Northeast Millerton


[OK](#) [Cancel](#)

Decision Center - Examples of Reporting

- ▶ Evaluation: Circulation?
- ▶ Development: Popular Authors
- ▶ ***Balancing: Subject Use***
- ▶ Maintenance: Low Circulation
Weeding

Decision Center - Examples of Reporting

► *Balancing: Subject Use by Location*



BALANCING


COLLECTION USE

Subject Use
Subject Use By Location
Collection Use
Collection Use by Location

Subject Use By Location


The Subject Use by Location tool describes title and item circulation within selected call number range(s) across locations and makes recommendations to expand or weed selected range(s) by location, based on library-determined performance expectations.

ALLOCATION




PHYSICAL FORMAT

All Physical Formats [edit](#)



CALL NUMBER RANGE

700-729 Arts, Architecture, 730-739 Sculpture, 740-749 Drawing, 750-759 Painting and 2 more [edit](#)




COLLECTION

All Collections [edit](#)

[GO](#)

Decision Center - Examples of Reporting

► *Balancing: Subject Use by Location*

 EDIT CALL NUMBER RANGES

Selected Call Number Range (6)
[remove all](#)

700-729 Arts, Architecture

730-739 Sculpture

740-749 Drawing

750-759 Painting

760-769 Graphic Arts, Prints

770-779 Photography

[sort a-z](#)

Available Call Number Range (137)
[add all](#)

640-669 Home Economics

670-699 Manufacture, Construction

780-789 Music

790-795 Recreation

796-799 Sports

800-809 Literature & Rhetoric

810-819 American Literature

820-829 English Literature

830-899 Other Literature

900-913 Geography & History

914-919 Travel

920-929 Biography, Genealogy

[sort a-z](#)

OK

[Cancel](#)

Decision Center - Examples of Reporting

► *Balancing: Subject Use by Location*

Showing 1 to 67 of 67 entries

EMAIL / SCHEDULE

EXPORT

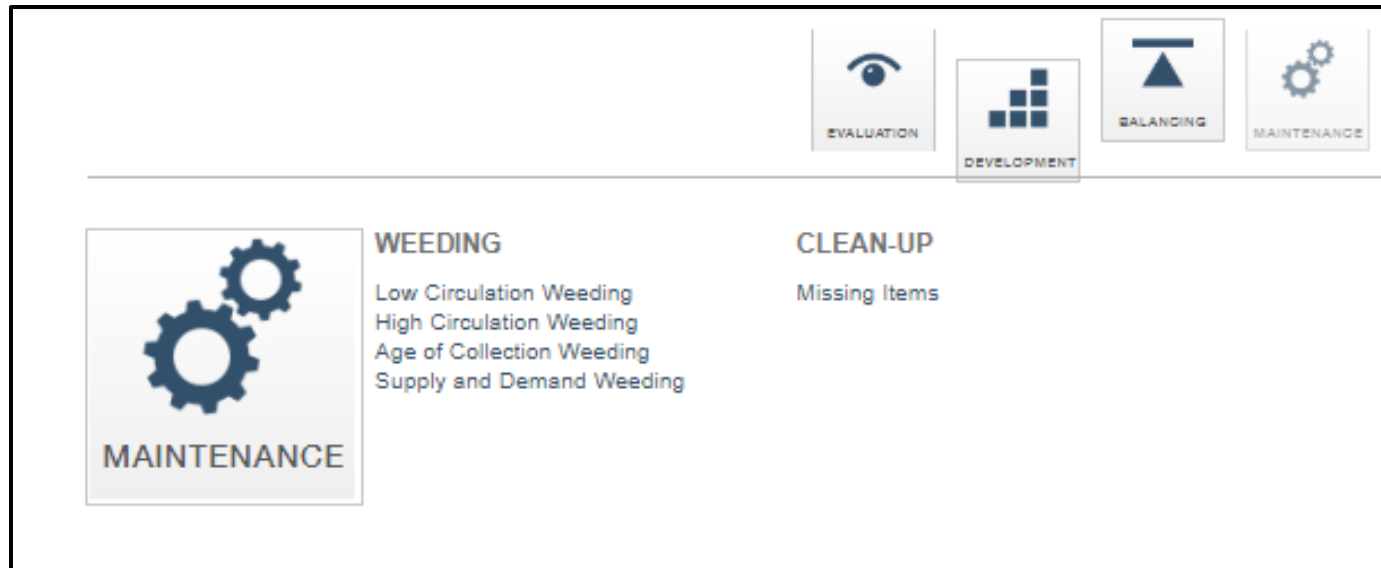
#	Branch	Number of Titles	Number of Items	Checkouts Last 365 Days	Renewals Last 365 Days	Total Circls Last 365 Days	Turnover	Recommendation
39	Wilton	208	212	10	5	15	0.07	Weed
40	New Lebanon	183	183	24	12	36	0.2	Weed
41	New Paltz	906	934	170	150	320	0.34	Weed
42	North Chatham	279	284	14	14	28	0.1	Weed
43	Northeast Millerton	267	267	67	36	103	0.39	Weed
44	Palenville	37	37	9	4	13	0.35	Weed
45	Pawling	211	215	69	24	93	0.43	Weed
46	Philmont	148	150	57	86	143	0.95	Weed
47	Phoenicia	31	32	27	24	51	1.59	Expand
48	Pine Hill	78	78	10	5	15	0.19	Weed
49	Pine Plains	149	151	73	30	103	0.68	Weed
50	Plattekill	221	221	63	29	92	0.42	Weed
51	Pleasant Valley	163	163	116	76	192	1.18	Expand
52	Putnam Valley	682	683	40	24	64	0.09	Weed
53	Red Hook	174	174	169	75	244	1.4	Expand
54	Rhinebeck	401	404	177	95	272	0.67	Weed
55	Rhinecliff	249	252	14	19	33	0.13	Weed

Decision Center - Examples of Reporting

- ▶ Evaluation: Circulation?
- ▶ Development: Popular Authors
- ▶ Balancing: Subject Use
- ▶ ***Maintenance: Low Circulation Weeding***

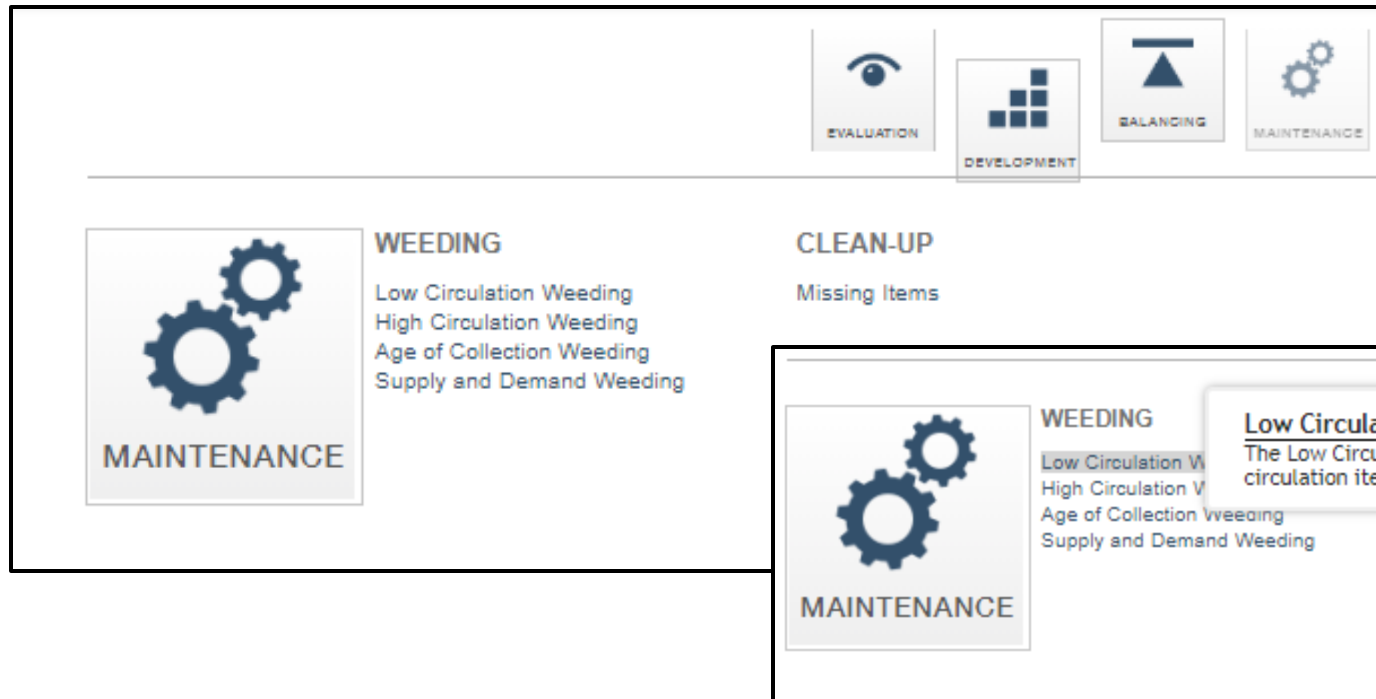
Decision Center - Examples of Reporting

► *Maintenance: Low Circulation Weeding*



Decision Center - Examples of Reporting

► *Maintenance: Low Circulation Weeding*




Decision Center - Examples of Reporting

► *Maintenance: Low Circulation Weeding*

LOCATION Millbrook edit	COLLECTION All Collections edit
SHELF LOCATION Millbrook Children edit	CALL NUMBER RANGE All Call Number Ranges edit
PHYSICAL FORMAT All Physical Formats edit	LIMITS Circs Fewer Than <input type="text" value="1"/> Within (months) <input type="text" value="12"/>
RECORD CREATION DATE Record Created After <input type="text" value="01/01/1970"/> Record Created Before <input type="text" value="04/01/2017"/>	

Decision Center - Examples of Reporting

► Maintenance: Low Circulation Weeding

 **decision center**

Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)

[Collection Tools](#) > [Maintenance](#) > Low Circulation Weeding

1 Initial Filters 2 Output and additional filtering

LOCATION Millbrook • SHELF LOCATION Millbrook Children • PHYSICAL FORMAT All Physical Formats • RECORD CREATED AFTER 1/1/70 • RECORD CREATED BEFORE 4/2/17 • COLLECTION All Collections • CALL NUMBER RANGE All Call Number Ranges • CIRCULATION FEWER THAN 1 • WITHIN (MONTHS) 12

Hide Filters

☐ Last Checkin Date Before

04/02/2020

☐ List Price Less Than

100

☐ Don't Weed Last Copy In Branch

Showing 1 to 500 of 9986 entries

[EMAIL / SCHEDULE](#) [EXPORT](#)

#	<input checked="" type="checkbox"/>	Item Location	Shelf Location	Call Number	Barcode	Title	Author
1	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	E 001.4 NELS	32389000845387	Let's make a bar graph	Nelson, Robin, 1971-
2	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 930.03 EXPL	32389000643907	Exploring ancient civilizations.	
3	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	949.8 SHEE	32389000917517	Romania	Sheehan, Sean, 1951-
4	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 979.5 KENT	32389000897560	Oregon	Kent, Deborah.
5	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	JB CONNOR	3 2389 00020 9162	Equal justice : a biography of Sandra Day O'Connor	Woods, Harold.

Page 1 of 20

Decision Center - Examples of Reporting

► Maintenance: Low Circulation Weeding

decision center

Collection Tools > Maintenance > Low Circulation Weeding

LOCATION Millbrook • SHELF LOCATION Millbrook Children • PHYSICAL FORMAT All Physical Formats • RECORD CREATED AFTER 1/1/70 • RECORD CREATED BEFORE 1/1/70 • CIRCULATIONS FEWER THAN 1 • WITHIN (MONTHS) 12

Showing 1 to 500 of 9986 entries

#	Item Location	Shelf Location	Call Number	Barcode	Title
1	Millbrook	Millbrook Children	E 001.4 NELS	32389000845387	Let's make a bar graph
2	Millbrook	Millbrook Children	J 930.03 EXPL	32389000843907	Exploring ancient civilizations
3	Millbrook	Millbrook Children	949.8 SHEE	32389000917517	Romania
4	Millbrook	Millbrook Children	J 979.5 KENT	32389000897560	Oregon
5	Millbrook	Millbrook Children	JB CONNOR	3 2389 00020 9162	Equal justice : a biography of Sandra Day O'Connor
6	Millbrook	Millbrook Children	CD J COUN	32389000766013	Rock-a-bye baby [sound recording]
7	Millbrook	Millbrook Children	J B REEVE	32389000668466	Christopher Reeve : don't lose hope!
8	Millbrook	Millbrook Children	J F WILD	3 2389 00013 8221	The horse that had everything Newlin B. Wildes
9	Millbrook	Millbrook Children	J 001.9 HERB	32389000619337	Hoaxes
10	Millbrook	Millbrook Children	J 973.7 DAVI	3 2389 00019 8738	Appomattox : closing struggle of the Civil War
11	Millbrook	Millbrook Children	J 978 BRID	3 2389 00019 9280	Bridging the continent : a sourcebook on the American West edited by Carter Smith
12	Millbrook	Millbrook Children	J 599.3233 SILV	3 2389 00017 1511	Gerbils all about them
13	Millbrook	Millbrook Children	J 970.004 BROI	32389000713379	The Pueblo
14	Millbrook	Millbrook Children	J F CHRI	32389000851260	Lacrosse face-off

Page 1 of 20

Decision Center - Examples of Reporting

► Maintenance: Low Circulation Weeding

The screenshot displays the 'decision center' interface for 'Maintenance: Low Circulation Weeding'. The sidebar on the left contains several filter options:

- ☐ Last Checkin Date Before: 04/02/2020
- ☒ List Price Less Than: 100
- ☐ Don't Weed Last Copy In Branch
- ☒ Don't Weed Last Copy In System
- ☒ Number: 100
- ☐ Shelf Space: 24

The main table shows a list of items with columns: Item Location, Shelf Location, Call Number, Barcode, and Title. The table is filtered to show items 1 to 500 of 998 entries.

Item Location	Shelf Location	Call Number	Barcode	Title
Millbrook Children	Millbrook Children	E 001.4 NELS	32389000845387	Let's make a bar graph
Millbrook Children	Millbrook Children	J 930.03 EXPL	32389000843907	Exploring ancient civilizations
Millbrook Children	Millbrook Children	949.8 SHEE	32389000917517	Romania
Millbrook Children	Millbrook Children	J 979.5 KENT	32389000897560	Oregon
Millbrook Children	Millbrook Children	JB CONNOR	3 2389 00020 9162	Equal justice : a biography of Sandra Day O'Connor
Millbrook Children	Millbrook Children	CD J COUN	32389000766013	Rock-a-bye baby (sound recording)
Millbrook Children	Millbrook Children	J B REEVE	32389000668466	Christopher Reeve : don't lose hope!
Millbrook Children	Millbrook Children	J F WILD	3 2389 00013 8221	The horse that had everything Newlin B. Wildes
Millbrook Children	Millbrook Children	J 001.9 HERB	32389000619337	Hoaxes
Millbrook Children	Millbrook Children	J 973.7 DAVI	3 2389 00019 8738	Appomattox : closing struggle of the Civil War
Millbrook Children	Millbrook Children	J 978 BRID	3 2389 00019 9260	Bridging the continent : a sourcebook on the American West edited by Carter Smith
Millbrook Children	Millbrook Children	J 599.3233 SILV	3 2389 00017 1511	Gerbils all about them
Millbrook Children	Millbrook Children	J 970.004 BROI	32389000713379	The Pueblo
Millbrook Children	Millbrook Children	J F CHRI	32389000851260	Lacrosse face-off

The right-hand panel includes additional filtering options: 'Additional filtering', 'Help', 'Sign out', '4/2/17', 'EXPORT', and a list of authors including 'elison, Robin, 1971-', 'neehan, Sean, 1951-', 'ent, Deborah', and 'oods, Harold'.

Decision Center - Examples of Reporting

► Maintenance: Low Circulation Weeding

☐ Last Checkin Date Before
04/02/2020

☒ List Price Less Than
14

☐ Don't Weed Last Copy In Branch

☒ Don't Weed Last Copy In System

☒ Number
100

☐ Shelf Space

Showing 1 to 100 of 100 entries

EMAIL / SCHEDULE

EXPORT

#	<input checked="" type="checkbox"/>	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch
4	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J F CONF	32389000826429	Diary of a monster's son	Conford, Ellen	0	0	1
5	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 970.004 POAT	3 2389 00019 6682	Indian legacy : Native American influences on world life and culture Hermina Poatgieter	Poatgieter, Alice Hermina	0	0	1
6	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J F BENT	32389000942473	Am I the princess or the frog? : by Jamie Kelly	Benton, Jim	0	0	1
7	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 779 HOBA	3 2389 00018 2161	Shadows and reflections	Hoban, Tana	0	0	1
8	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J796.7 ARME	3 2389 00024 9416	Motocross	Armentrout, David, 1962-	0	0	1
9	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J F VOIG	32389000949676	Teddy & Co.	Voigt, Cynthia	0	0	1
10	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	JF STIN pb	3 2389 00005 0574	Let's get invisible	Stine, R. L.	0	0	4
11	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 900 KNIG	3 2389 00042 9497	Talking walls : the stories continue	Knight, Margy Burns	0	0	1
12	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 398.2 GRIM	3 2389 00015 6033	About wise men and simpletons : twelve tales from Grimm translated by Elizabeth Shub ; etchings by Nonny Hogrogian		0	0	1
13	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children		32389000898444	Ranger Rick : [*for linking items and placing holds]		0	0	1
14	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 398.22 PYLE	32389000688647	The story of King Arthur and his knights	Pyle, Howard, 1853-1911	0	0	1
15	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J972.01 BERD	3 2389 00019 5080	The Aztecs	Berdan, Frances	0	0	1

Decision Center - Examples of Reporting

► **Maintenance: Low Circulation Weeding**

☐ Last Checkin Date Before

☐ List Price Less Than

☐ Don't Weed Last Copy In Branch

☒ Don't Weed Last Copy In System

☒ Number


☐ Shelf Space

04/02/2020

14

100

Showing 1 to 100 of 100 entries



Let's get invisible / R. L. Stine.

[Stine, R. L.](#)

Material Type: Book

Language: English

Record Number: [1413442](#)

ISBN: 059045370X

Price Per Copy: \$5.94

DEMAND 1

1 holds placed

0 non-hold circulations

SUPPLY 23

19 current and on-order copies

1.62 circs / copy / month

hold queue 1

current hold wait time 1

10	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	JF STIN pb	3 2389 00005 0574	Let's get invisible	Stine, R. L.	0	0	4
11	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 900 KNIG	3 2389 00042 9497	Talking walls : the stories continue	Knight, Margy Burns.	0	0	1
12	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 398.2 GRIM	3 2389 00015 6033	About wise men and simpletons : twelve tales from Grimm translated by Elizabeth Shub ; etchings by Nonny Hogrogian.		0	0	1
13	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children		32389000898444	Ranger Rick : [*for linking items and placing holds]		0	0	1
14	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J 398.22 PYLE	32389000688647	The story of King Arthur and his knights	Pyle, Howard, 1853-1911.	0	0	1
15	<input checked="" type="checkbox"/>	Millbrook	Millbrook Children	J972.01 BERD	3 2389 00019 5080	The Aztecs	Berdan, Frances.	0	0	1

Decision Center - Examples of Reporting

► Maintenance: Low Circulation Weeding

decision center Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)

[Collection Tools](#) > [Maintenance](#) > Low Circulation Weeding

1 Initial Filters 2 Output and additional filtering

LOCATION Millbrook • SHELF LOCATION COLLECTION All Collections • CALL NUMBER RANGE

Hide Filters

☐ Last Checkin Date Before 04/02/2020

☐ List Price Less Than 100

☐ Don't Weed Last Copy In Branch

Showing 1 to 5 of 5 items

#	Item	Location
1	1	Millbrook
2	2	Millbrook
3	3	Millbrook
4	4	Millbrook
5	5	Millbrook

Page 1

LOCATION
Millbrook [edit](#)

SHELF LOCATION
Millbrook Children [edit](#)

PHYSICAL FORMAT
All Physical Formats [edit](#)

RECORD CREATION DATE
Record Created After 01/01/1970
Record Created Before 04/01/2017

COLLECTION
All Collections [edit](#)

CALL NUMBER RANGE
All Call Number Ranges [edit](#)

LIMITS
Circs Fewer Than 1
Within (months) 12

1/1/70 CREATED BEFORE 4/2/17

[EMAIL / SCHEDULE](#) [EXPORT](#)

Author
Nelson, Robin, 1971-
Sheehan, Sean, 1951-
Kent, Deborah
phy of Sandra Day O'Connor
Woods, Harold

Decision Center - Examples of Reporting

► *Maintenance: Low Circulation Weeding*

The screenshot displays a web interface with seven filter panels arranged in two columns. Each panel has a dark blue header with a circular icon and a title. The panels are:

- LOCATION**: Shows "Millbrook" with an [edit](#) link.
- COLLECTION**: Shows "All Collections" with an [edit](#) link.
- SHELF LOCATION**: Shows "Millbrook Children" with an [edit](#) link.
- CALL NUMBER RANGE**: Shows "All Call Number Ranges" with an [edit](#) link.
- PHYSICAL FORMAT**: Shows "All Physical Formats" with an [edit](#) link.
- LIMITS**: Contains two input fields: "Circs Fewer Than" with the value "1", and "Within (months)" with the value "12".
- RECORD CREATION DATE**: Contains two date input fields: "Record Created After" with the date "01/01/1970", and "Record Created Before" with the date "04/01/2017".

Decision Center - Examples of Reporting

► *Maintenance: Low Circulation Weeding*

EDIT SHELF LOCATIONS

Selected Shelf Location (0) [remove all](#)

Available Shelf Location (378) [add all](#)

Filter list by typing here 🔍

mil 🔍

- Millbrook
- Millbrook Adult
- Millbrook Children
- Millbrook Young Adult
- Milton
- Milton Adult
- Milton Children
- Milton Young Adult
- Northeast Millerton
- Northeast Millerton Adult
- Northeast Millerton Children

[sort a-z](#) [sort a-z](#)

[OK](#) [Cancel](#)

LOCATION
Millbrook [edit](#)

COLLECTION
All Collections [edit](#)

SHELF LOCATION
Millbrook Children [edit](#)

CALL NUMBER RANGE
All Call Number Ranges [edit](#)

PHYSICAL FORMAT
All Physical Formats [edit](#)

LIMITS
Circs Fewer Than
1
Within (months)
12

RECORD CREATION DATE
Record Created After
01/01/1970
Record Created Before
04/01/2017

Decision Center - Examples of Reporting

► **Maintenance: Low Circulation Weeding**

► **Physical Format = MAT Type**

EDIT PHYSICAL FORMATS

Selected Physical Format (2) [remove all](#)

Filter list by typing here

- Book
- Graphic Novel

sort a-z

Available Physical Format (33) [add all](#)

Filter list by typing here

- Audio book Playaway
- Blu-ray DVD
- Book on Cassette
- Book on CD
- Book on MP3 Player
- Braille
- DVD
- e Audiobook
- E-Resources
- eBook
- eComics

sort a-z

OK [Cancel](#)

LOCATION
Millbrook [edit](#)

COLLECTION
All Collections [edit](#)

SHELF LOCATION
Millbrook Children [edit](#)

CALL NUMBER RANGE
All Call Number Ranges [edit](#)

PHYSICAL FORMAT
All Physical Formats [edit](#)

LIMITS
Circs Fewer Than
1
Within (months)
12

RECORD CREATION DATE
Record Created After
01/01/1970
Record Created Before
04/01/2017

Decision Center - Examples of Reporting

► *Maintenance: Low Circulation Weeding*

► *Collections = Item Types*

EDIT COLLECTIONS

Selected Collection (0) [remove all](#)

Filter list by typing here

Available Collection (81) [add all](#)

book

- Audio book w/player (56)
- Audio Book w/Player-No Holdss (57)
- Book (0)
- Book (fine free) (75)
- Book - Local Holds (68)
- Book - No holds (1)
- Book on Cassette (5)
- Book On cassette - No holds (6)
- Book on CD (7)
- Book on CD (Fine Free) (79)
- Book on CD - no holds (8)

[sort a-z](#) [sort a-z](#)

[OK](#) [Cancel](#)

LOCATION
Millbrook [edit](#)

COLLECTION
All Collections [edit](#)

SHELF LOCATION
Millbrook Children [edit](#)

CALL NUMBER RANGE
All Call Number Ranges [edit](#)

PHYSICAL FORMAT
All Physical Formats [edit](#)

LIMITS
Circs Fewer Than

Within (months)

RECORD CREATION DATE
Record Created After

Record Created Before

Decision Center - Examples of Reporting

► *Maintenance: Low Circulation Weeding*

The screenshot shows a dialog box titled "EDIT CALL NUMBER RANGES". It has two main columns. The left column is titled "Selected Call Number Range (0)" and contains a "remove all" link and a search bar labeled "Filter list by typing here". Below the search bar is an empty list box. The right column is titled "Available Call Number Range (143)" and contains an "add all" link and a search bar labeled "Filter list by typing here". Below the search bar is a list of call number ranges: 500-519 Natural Sci, Math; 520-529 Astronomy; 530-559 Physics, Chem, Earth; 560-589 Paleontology, Botany; 590-599 Zoology; 600-609 Technology; 610-615 Anatomy, Physiology; 616-619 Medicine; 620-629 Engineering; 630-639 Agriculture, Pets; 640-669 Home Economics. At the bottom of the dialog are "OK" and "Cancel" buttons.

EDIT CALL NUMBER RANGES

Selected Call Number Range (0)
[remove all](#)
Filter list by typing here
sort a-z

Available Call Number Range (143)
[add all](#)
Filter list by typing here
sort a-z

- 500-519 Natural Sci, Math
- 520-529 Astronomy
- 530-559 Physics, Chem, Earth
- 560-589 Paleontology, Botany
- 590-599 Zoology
- 600-609 Technology
- 610-615 Anatomy, Physiology
- 616-619 Medicine
- 620-629 Engineering
- 630-639 Agriculture, Pets
- 640-669 Home Economics


OK [Cancel](#)

The screenshot shows a "Decision Center" interface with four configuration cards arranged in a 2x2 grid. Each card has a title bar with a logo and a title, and a main area with a value and an "edit" link.

- LOCATION**: Millbrook [edit](#)
- COLLECTION**: All Collections [edit](#)
- SHELF LOCATION**: Millbrook Children [edit](#)
- CALL NUMBER RANGE**: 600-609 Technology, 616-619 Medicine [edit](#)

Decision Center - Examples of Reporting

► *Maintenance: Low Circulation Weeding*

 **EDIT CALL NUMBER RANGES**

Selected Call Number Range (2)
[remove all](#)

600-609 Technology

616-619 Medicine

[sort a-z](#)

Available Call Number Range (141)
[add all](#)

340-349 Law


J 300-349 Stats, Poli Sci, Law

YA 300-349 Stats, Poli Sci, Law


[sort a-z](#)

OK


Cancel

 **LOCATION**


Millbrook [edit](#)

 **COLLECTION**

All Collections [edit](#)

 **SHELF LOCATION**

Millbrook Children [edit](#)

 **CALL NUMBER RANGE**

600-609 Technology, 616-619 Medicine [edit](#)

Decision Center - Examples of Reporting

► Maintenance: Low Circulation Weeding

The screenshot displays the 'decision center' interface. At the top, a navigation bar includes 'Welcome, MHLtoconnell', 'Admin Tools', 'Help', and 'Sign out'. Below this, a breadcrumb trail reads 'Collection Tools > Maintenance > Low Circulation Weeding'. A status bar shows filter counts: '1 Initial Filters' and '2 Output and additional filtering'. The main filter area includes: 'LOCATION Millbrook', 'SHELF LOCATION Millbrook Children', 'PHYSICAL FORMAT All Physical Formats', 'RECORD CREATED AFTER 1/1/70', 'RECORD CREATED BEFORE 4/2/17', 'COLLECTION All Collections', and 'CALL NUMBER RANGE 600-609 Technology, 616-619 Medicine'. It also specifies 'CIRCS FEWER THAN 1' and 'WITHIN (MONTHS) 12'. On the left, there are two filter boxes: 'Last Checkin Date Before' with a date of '04/02/2020' and 'List Price Less Than' with a value of '50'. The main content area shows 'Showing 1 to 1 of 1 entries' and a table with one row. The table has columns for '#', 'Item Location', 'Shelf Location', 'Call Number', 'Barcode', 'Title', 'Author', 'Total Circs', 'Circs Last 12 Months', and 'Copies in Branch'. The single entry is for item 1, located at Millbrook Children, with call number 600 MACA and barcode 32389000730928. The title is 'The new way things work' by Macaulay, David. It has 4 total circulations, 0 in the last 12 months, and 2 copies in the branch. Action buttons 'EMAIL / SCHEDULE' and 'EXPORT' are visible at the top right of the table area.

decision center

Welcome, MHLtoconnell | [Admin Tools](#) | [Help](#) | [Sign out](#)

[Collection Tools](#) > [Maintenance](#) > Low Circulation Weeding

1 Initial Filters 2 Output and additional filtering

LOCATION Millbrook • SHELF LOCATION Millbrook Children • PHYSICAL FORMAT All Physical Formats • RECORD CREATED AFTER 1/1/70 • RECORD CREATED BEFORE 4/2/17 • COLLECTION All Collections • CALL NUMBER RANGE 600-609 Technology, 616-619 Medicine • CIRCS FEWER THAN 1 • WITHIN (MONTHS) 12

Showing 1 to 1 of 1 entries

EMAIL / SCHEDULE EXPORT

#	Item Location	Shelf Location	Call Number	Barcode	Title	Author	Total Circs	Circs Last 12 Months	Copies in Branch
1	Millbrook	Millbrook Children	600 MACA	32389000730928	The new way things work	Macaulay, David	4	0	2

So, any questions..?



So, any questions..?



<https://dc-mhud.iii.com/>

So, any questions..?

Any time you have questions or comments,
Please feel free to send an email to:

toconnell@midhudson.org
techsupport@midhudson.org