



EVERGREEN REPORTS FOR WEEDING & COLLECTION MAINTENANCE

Use Evergreen Circulation and Item
Data to Keep Your Collection Fresh



Today's Objectives

In today's session, we'll

- Review Evergreen reports essentials like how to
 - Set up subfolders to store your work
 - Find and clone templates
 - Set up and run reports
 - Retrieve outputs to see the information
- Learn the best templates
 - to look for missing and lost items
 - for weeding
 - for lists of items that have missing or wrong information
 - to get circulation for groups of items by shelving location or call number
 - for replacement needs

Essential Terms

Term	Meaning/Use
Report Components	<ul style="list-style-type: none">• Template – Report "outline" to clone Identifies the source and type of information needed• Report Definition – Filters the template's information Identifies the specific information needed• Output – displays the report information for the one time you set up the report definition and ran it Delivered outputs are outputs that someone else ran for you. You only have to retrieve the output, eg. Purchase Alerts
Report Parts	<ul style="list-style-type: none">• Display Field – column in the output• Filter – "User Param" limit the data
Source	<ul style="list-style-type: none">• the dataset from which you can choose data points• A template uses ONE source• Aged (privatized) data sources must be used to get historical data

Navigation

- **My Folders** – where you organize your work in subfolders and run reports
- **Shared Folders** - find a template to clone
 - Search – by name first
 - Browse Shared Folders Templates
 - *allisonmidgley>WLS Shared Report Templates (WEST)*
 - Bills and Payments
 - Circulation – look here for checkout, checkin, etc COUNTS
 - Catalog-Item/Collections – look here for item and title detail LISTS, especially for maintenance and collection development
 - Holds – purchase alerts
 - Patrons
 - *evergreen.reports*
- **Click on the grey arrow** next to a folder to open it and see a list of subfolders



Essential Process

Setup. Create subfolders to store your work

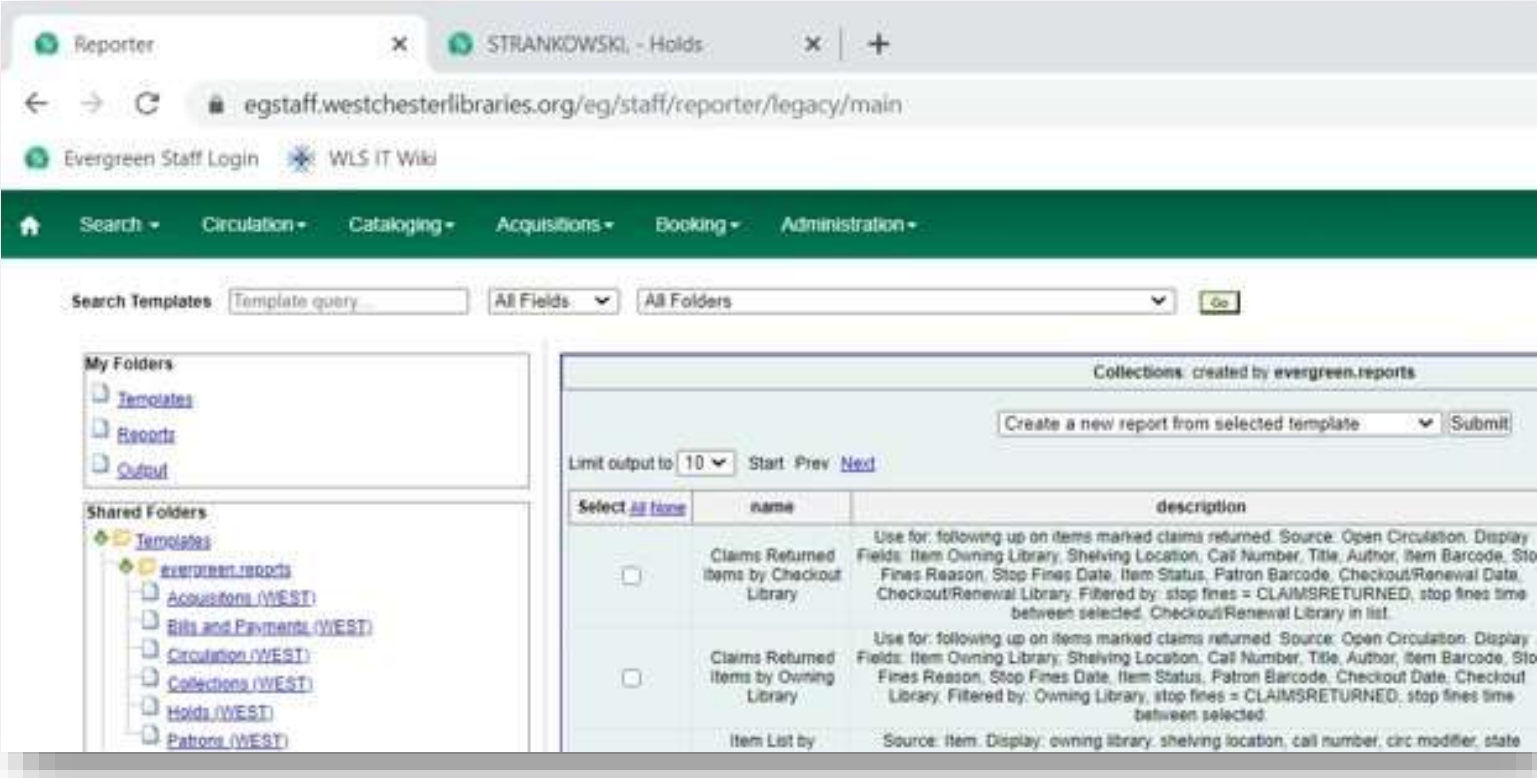
1. Search for and select an existing template

2. Clone it to your folders

3. Set up and run the report

4. Retrieve the output

5. Print or export to Excel



The screenshot shows the Evergreen Reporter web interface. The browser address bar displays 'egstaff.westchesterlibraries.org/eg/staff/reporter/legacy/main'. The navigation menu includes Search, Circulation, Cataloging, Acquisitions, Booking, and Administration. The main content area features a search bar for templates and a list of report templates. The 'My Folders' section shows 'Templates', 'Reports', and 'Output'. The 'Shared Folders' section shows a tree view with 'evergreen_reports' and subfolders for 'Acquisitions (WEST)', 'Bills and Payments (WEST)', 'Circulation (WEST)', 'Collections (WEST)', 'Holds (WEST)', and 'Patrons (WEST)'. The main table lists report templates with columns for 'name' and 'description'. The table includes a 'Select All Rows' link and a 'Create a new report from selected template' button.

Select All Rows	name	description
<input type="checkbox"/>	Claims Returned Items by Checkout Library	Use for: following up on items marked claims returned. Source: Open Circulation. Display Fields: Item Owning Library, Shelving Location, Call Number, Title, Author, Item Barcode, Stop Fines Reason, Stop Fines Date, Item Status, Patron Barcode, Checkout/Renewal Date, Checkout/Renewal Library. Filtered by: stop fines = CLAIMSRETURNED, stop fines time between selected. Checkout/Renewal Library in list.
<input type="checkbox"/>	Claims Returned Items by Owning Library	Use for: following up on items marked claims returned. Source: Open Circulation. Display Fields: Item Owning Library, Shelving Location, Call Number, Title, Author, Item Barcode, Stop Fines Reason, Stop Fines Date, Item Status, Patron Barcode, Checkout Date, Checkout Library. Filtered by: Owning Library, stop fines = CLAIMSRETURNED, stop fines time between selected.
	Item List by	Source: Item. Display: owning library, shelving location, call number, circ modifier, state

After the first time you clone a template and run it, go to an output to

- Run the same report again
- Run the report with different filters

Review Process

- **Set up subfolders**
- **Clone a template**
- **Run a report**
- **Retrieve the output**

Set Up Subfolders

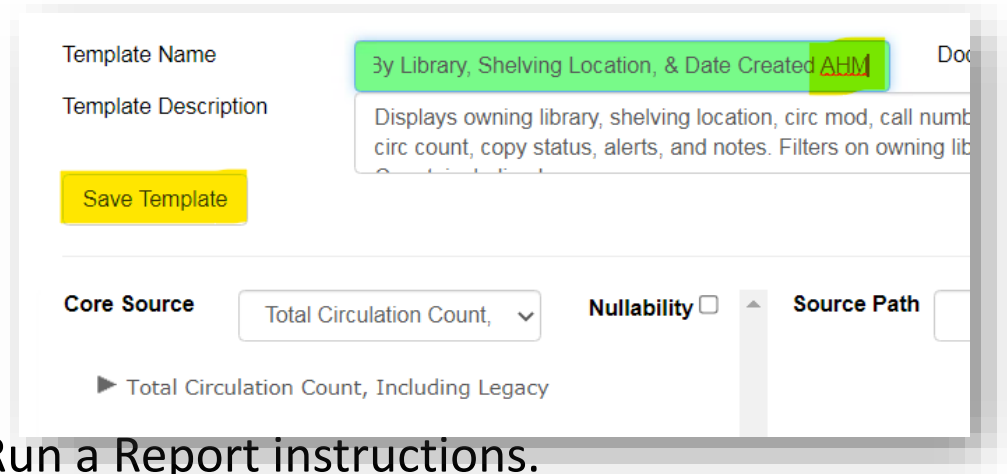
- **Set up folders prior to cloning or running reports so you have a place to put your work**
 - Create **corresponding** subfolders within Templates, Reports, and Outputs to store and organize these components for easier use and location
 - Broad category names, like Circulation, Patrons, Catalog-Items, Holds, are recommended
1. In My Folders, click the word *Template*. The Create a Subfolder screen opens.
 2. Enter a Folder Name. For example, “Circulation.”
 3. Click *Create Sub Folder*.
 4. Click on the *Reports* folder. Repeat 2 – 3. (The subfolder name will carry over from the Templates subfolder that you just created.)
 5. Click on the *Output* folder. Repeat 2-3.
 6. To create additional subfolders, click on the main folder name again and repeat steps 2-5.

Find a Template To Use

- **Clone a template from a shared folder to your own folders** so you can manage your report templates and run reports
- **Search for a template** by name or description in all or shared files. For example,
 - to find a template to set up a missing report, search for Missing limited to Description.
 - to find a template for circ by call number, search for Call Number, limited to Name
- **Browse** the shared report template folders
 1. Go to Shared Folders > Templates>
 - Evergreen.reports>
 - allisonmidgley>WLS Shared Report Templates (WEST)
 2. Click on the grey arrow to view the subfolders
 3. Click on a folder to view the templates that it contains. Change the Limit dropdown to All.

Clone a Template

- When you see the template that you would like to clone,
 1. Click the check box next to the report.
 2. From the dropdown menu at the top of the screen, choose **Clone selected template**
 3. Click **Submit**. Your **My Folders>Templates>**subfolders display.
 4. From your folder list, select the folder in which you want to save the cloned template. The report template builder displays. This is where you could make changes to the template.
 5. Change the *Template Name*, eg. add your initials or a version number.
 6. Click **Save Template**. The template is now stored in your local subfolder. Proceed with the Set Up and Run a Report instructions.
- Delete unneeded templates; reports and outputs will also be deleted



The screenshot shows a web interface for creating a report template. It includes the following elements:

- Template Name:** A text input field containing "3y Library, Shelving Location, & Date Created AHM".
- Template Description:** A text area containing "Displays owning library, shelving location, circ mod, call numbr, circ count, copy status, alerts, and notes. Filters on owning lib".
- Save Template:** A yellow button.
- Core Source:** A dropdown menu currently set to "Total Circulation Count".
- Nullability:** A checkbox that is currently unchecked.
- Source Path:** An empty text input field.
- Preview:** A small preview area showing "Total Circulation Count, Including Legacy".

Run a Report From A Template

1. In **My Folders**, click the grey arrow by **Templates** to see the subfolders. Open the subfolder that contains the report template you need and click it to view templates.
2. In the template list, click the check box next to the report template that you would like to run.
3. From the dropdown menu at the top of the screen, choose **Create a new report from the selected template**, and click **Submit**. The **report definition** screen displays with the Template Name, Template Creator, and a Template Description for the report template.

Run a Report: Name, Set Columns, Store

1. Assign a **Report Name**. Hint: copy the Template Name into the Report Name field and customize.
2. Enter a **Report Description** (Optional). Hint: copy the template description into the Report Description field and customize.
3. Choose **Pivot Label Column** (optional). Your choice will be the columns in the results table. It also sets display preferences for a bar chart. *Ignore for list reports.*
4. Select a subfolder to store the report definition.

Template Name:	Count Circulation by Checkout Library, Shelving Location, and Date Range
Template Creator:	allisonmidgley
Template Description:	Displays circulation count by checkout library and shelving location. Includes Checkout library, Shelving Location, date range.
Report Name:	GRE YA circ 2019-present
Report Description:	<input type="text"/>
Report Columns:	Circulating Library Shelving Location Name # of Circulations
Pivot Label Column:	Circulating Library
Pivot Data Column:	# of Circulations
Choose a folder to store this report definition:	Selected Folder: Library Circulation Report Folders Library Holds Library Collections Library Users Library Circulation Library Bills Sys_Admin WLS Shared Reports WLS-HQ Workups Acquisitions

Run a Report: Set Up Filters

Select the **User Param[eters]**. There may be **Field Hints** that provide more information.

- Enter dates YYYY-MM-DD or choose from calendar where available.
- Note the operator (between, contains, etc) to correctly enter date or call number information.
- You must fill out all filters. If you don't need to limit by a filter,
 - In a list, select and add all choices
 - In a date filter, add the most recent or the oldest date to include all data

Column	Transform	Action	User Params
Combined Aged and Active Circulations -> Checkout Date/Time	Date	Between	Real Date [calendar icon] 2019-03-13 - And - Real Date [calendar icon] 2021-05-13
Organizational Unit -> Organizational Unit ID	Raw Data	In list	GRE S_HAR HAR HWE S_HAS Add/Del GRE
Copy/Shelving Location -> Location ID <u>Shelving Location</u>	Raw Data	In list	Urban Fiction Video Game Westchester Reference YA Audiobooks & Movie Add/Del YA Audiobooks & Movie YA Biography YA College Info YA Exercise Item

Run a Report: Output options

1. Choose output options by using the check boxes
 1. **Excel Output** is good for your full report
 2. **HTML Output** is good for a preview
 3. **Bar Charts** are okay for small data sets. Deselect for lists.
2. Choose when to **Run** [the report]
 1. To test a report, or for a one off, choose **as soon as possible**.
After you know that your report tells you what you want to know, you can set up recurrence to run a report weekly, monthly, etc.
 2. **(optional) Enter an email address to be notified when large or recurring reports finish.**
3. Click an **Output subfolder** to store the output.
4. Click **Save Report**.

Output Options

- Excel Output
- CSV Output
- Calculate grouping subtotals
- HTML Output
 - Bar Charts
 - Line Charts

Recurring Report:

Recurrence Interval: 1 Day(s)

Run as soon as possible
 2021-05-25 Noon

Send completion notification to this Email address:

Selected Folder: **Library Circulation**

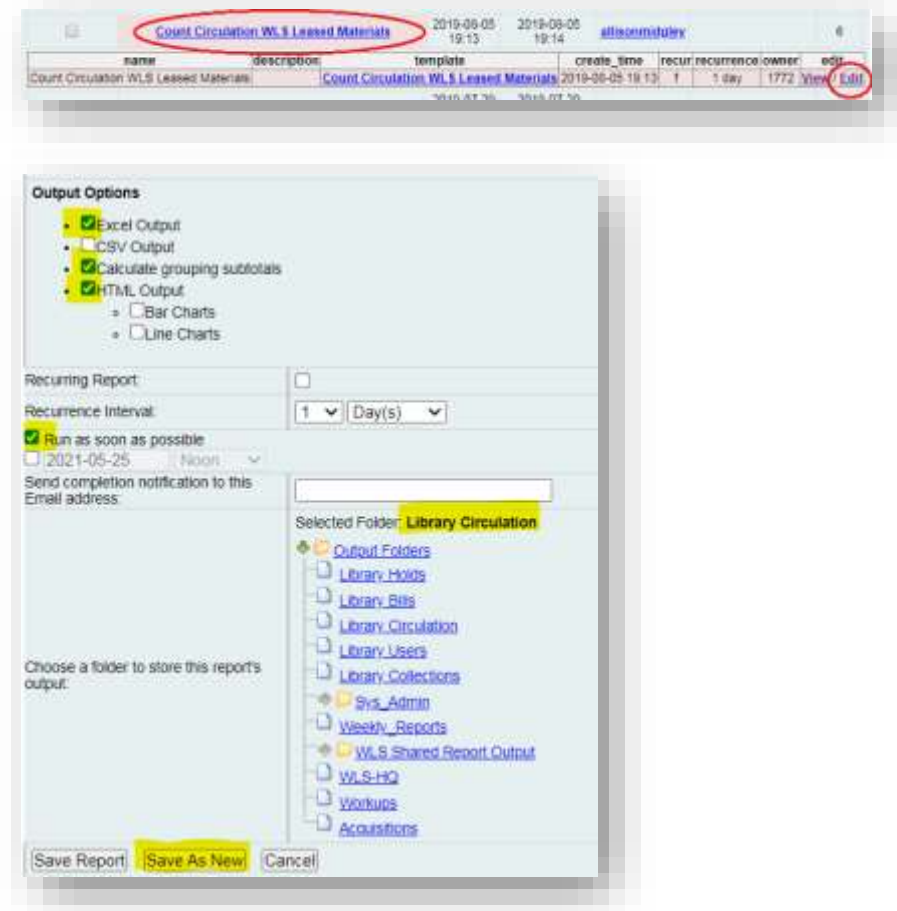
- Output_Folders
- Library Holds
- Library Bills
- Library Circulation
- Library Users
- Library Collections
- Sys_Admin
- Weekly Reports
- W.S. Shared Report Output
- W.S.HQ
- Workups
- Acquisitions

Choose a folder to store this report's output:

Save Report Save As New Cancel

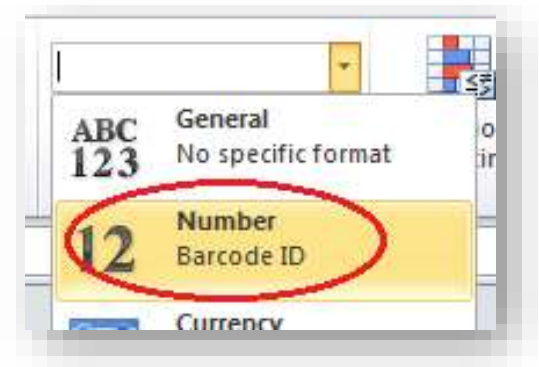
Run a report from an existing output

1. Go to the output that you want to replicate.
2. Click on the name of the output. A pink bar will open with more information.
3. On the right-hand side, click Edit. The report definition screen will open.
4. Enter a new name and edit the existing filters to make a variation of the existing report.
5. Verify or edit folder locations.
6. **Save as new** to create a new report.



Retrieve the Output

1. Go to the **Output** subfolder where you chose to store the results.
2. When your report appears in **Completed Items**, check the box next to it, select **View report output**, and click **Submit**. The output window displays.
 1. If you chose a bar chart, it displays.
 2. Click **Tabular Output** to preview results or see small result sets.
 3. Click **Excel Output** to download the full report.
3. **In Excel output, barcode IDs must be reformatted to display as 14-digit numbers. LibreOffice displays barcodes in the correct format.**
 1. Select the barcode column
 2. In the Numbers format dropdown, choose Number. Numbers will display with decimals
 3. Use the decrease decimal button to remove the decimals.



Weeding Templates

- **By Call Number Range**
- **By Call Number Substring**
- **Without Call Number Filter**

Last checkout dates only display for items checked out in Evergreen or for Lost items

Shelf Lists and Weeding Lists

1. Detailed Weeding List by Call Number Range
 - Displays bibliographic information; creation date; **branch and consortium level YTD circ, Lifetime circ counts, and last checkout dates**; item status; alerts; notes, and circ modifier.
 - Filters on owning library, shelving location, call number RANGE, is deleted=F. Source: Item Statistics View.
2. Detailed Weeding List by Call Number SUBSTRING
 - Displays bibliographic information, creation date, **branch and consortium level last circulation dates, YTD circ, and Lifetime circ counts**, item status, alerts, notes, and circulation modifier.
 - Filters on owning library, shelving location, call number SUBSTRING, is deleted=F, last circ date (before), date created [(before) excludes new items]. Source: Item Statistics View.
3. Detailed Weeding List by Shelving Location
 - Displays bibliographic information, creation date, branch and consortium level YTD circ , Lifetime circ counts, and last checkout dates, item status, alerts, notes, circulation modifier.
 - Filters on owning library, shelving location, is deleted=F, last circulation date (less than or equal), and creation date (less than or equal). Source: Item Statistics View.
4. Simple Weeding Shelflist

Other Collection Maintenance Templates

- **Circulation**
- **Catalog-Item**
- **Holdings**

Collections / Catalog-Item

Search terms in
Bold

- Item Lists For **Weeding**
- To create a shelf list, use a **weeding** list and enter today's date in both filters
- Items With Circ Greater Than by **Shelving Location** to find “grubby” items
- **Count** Items by Shelving Location & Copy **Status**
- List Items By **Copy Status** finds all Lost, Lost and Paid, Missing, etc
- List **Duplicate** Titles by Shelving Location and Library v4.1
- **Claims Returned** Items by Owning Library or by Checkout Library
- List **Lost Item Bills** by Owning Library With Patron Information
- Items Missing **Price** Data
- **Pre-cat** Titles
- Unknown **Stat Cat** Items

Circulation (WEST)

- **Count Circulation** by Checkout Library, Shelving Location, and Date Range
- **Count Circulation** by Owning Library, Shelving Location, and Date Range
- Count Circ by **Call Number** (in a month)
- Item **List** by **Call Number** With Circ For a Date Range
- List Titles Used **In House**

Help and Links

- [Evergreen Reports Essentials on the IT Wiki](#)
- support@wlsmail.org

- Allison Midgley
- training@wlsmail.org

