Recommended Collection Maintenance Reports

The following reports assist libraries with maintaining the accuracy of their local collection data.

**Claims Returned**

Libraries may mark Claims Returned items Lost after 45 days from the due date. For assistance identifying these items, use:

*Quick Reports > Quick Report Templates > Items > List of Items Marked Claims Returned*

See also: [Claims Returned Items](https://pines.georgialibraries.org/dokuwiki/)

**Holds**

**Expired Holds:**
To identify expired holds that are currently on your holds shelf, see: [Clear Holds Shelf](https://pines.georgialibraries.org/dokuwiki/)

**Inventory**

See: [Inventory Process](https://pines.georgialibraries.org/dokuwiki/)

**Item Status Report**

Get lists of items of a particular status (Missing, In Process, etc.) in order to do shelf checks.

*Quick Reports > Quick Report Templates > Items > List of Items by Status*

**Long Overdue Items**

See: [Long Overdues](https://pines.georgialibraries.org/dokuwiki/)

**Pre-Cats**

Pre-cat (pre-cataloged item) records are temporary records used for Interlibrary Loan or to allow
checkouts of items that have barcodes but no record in the catalog. Pre-cat records should be used for temporary purposes only and should be corrected (or deleted, in the case of ILL) when the item is returned to the library.

*Quick Reports > Quick Reports Templates > Items > Pre-Cat List*

See also: [Instructions for managing Pre-Cats](https://pines.georgialibraries.org/dokuwiki/)

**Transit Reports**

You can retrieve transit reports through a built-in staff client function or through a report, depending on your needs.

See: [Clear Items In Transit](https://pines.georgialibraries.org/dokuwiki/)

**Weeding Report**

*Quick Reports > Quick Report Templates > Items > Basic Weeding List*

See also: [Weeding and Inventory Slideshow](https://pines.georgialibraries.org/dokuwiki/)

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