

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](#)

Holds

Expired Holds:

To identify expired holds that are currently on your holds shelf, see: [Clear Holds Shelf](#)

Inventory

See: [Inventory Process](#)

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](#)

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](#)

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](#)

Weeding Report

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

See also: [Weeding and Inventory Slideshow](#)

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