Polaris Collection Development Reports

To access reports, log into your Polaris workstation.
On the Polaris toolbar, click on **Utilities ➔ Reports and Notices**.
These reports can also be found using Web Reporting.

Weeding Reports; *What items in my collection are not being used?*
Custom/Cataloging/Item/AA-Weeding Shelf List 5 years
This report will list all items that have not circulated in 5 years. Also available in 1, 3, and 10 year increments. The report displays: Call Number, Author, Title, Year to Date Circ figures, Creation Date, Barcode, Last Circ Date, Publication Date, Lifetime Circ figures, Status.
- Select the Library
- Select the Collection
- Submit

Current Collection Information; *What sections of my library are most popular? What percentage of my whole collection are they?*
Cataloging/Item/Collection Disposition by Material Type
The report shows the number and percentage of items currently on the shelf (or otherwise considered available), items out (unavailable but accounted for), or not accounted for (lost, missing). It shows a sum total for each library and a grand total for all libraries selected. If the report is grouped by collection, it is broken down by collection and shows the totals for each collection for all selected libraries. The count is broken out by the material type within the collection.
- Select the Library
- Select how to group the report
- Submit

Current Circulation Collection Information; *What sections of my library are most popular? What percentage of my whole collection are they?*
Circulation/Circulation by Collection Material Type Analysis
This report shows a count of circulations by material type within each collection for a time period you specify. It gathers statistics from the transaction file and includes circulated items that have since been deleted. The report also displays the percentage of total items that each collection/material type combination represents.
- Select the Library
- Select the Date Range
- Submit

Current Circulation Collection Information; *Which [Non-Fiction] sections of my library are most popular?*
Circulation/Item Circulation by Item Statistical Code
For a specified date range, this report shows the number of items by statistical code that have been circulated, the number of check-out transactions, and the number of renewal transactions. The report is sorted by organization and statistical code. You can filter this report by organization.
- Select the Date Range
- Select the Library
- Submit

Current Collection Information; *What were my most popular [Adult Fiction] titles last month?*
Circulation/Top Circulating Titles by Collection

This report lists the top circulated titles, by library and collection, for a specified date range. The report will count check-out and renewal transactions. The report is divided in to sections by items' assigned branch, and sorted within each branch section by collection name and then by titles according to circulation count (high to low). The report displays the Collection, the Titles within the Collection and a Count of Circulations for each Title: The titles with the highest circulation numbers appear in the report. If there are fewer than the specified number of circulated titles in a collection, the report lists all the titles that have circulation counts. If some titles have the same count, the report lists each, up to the specified number of titles. If a collection has no circulating titles, it is not listed in the report.

- Select the Library
- Select the Collection
- Select the Date Range
- Select the Number of Titles to Show
- Submit

Current Circulation Collection Age; *How old are each of my collections?*
Custom/Cataloging/Item/AA-Average Age of the Library Collection

This report provides the average age for every collection in your library. There is a column for Average Age Year and Average Age (number of years) of each collection. This report is based on the publication year in the Bibliographic record, not when the Item was acquired. You can filter this report by organization.

- Select the Library
- Submit

Holds Purchase Alert; *What popular items are patrons placing on hold across the system?*
Circulation/Holds/Holds Purchase Alert

Lists bibliographic records with hold requests on them, the number of requests, and the number of items that can fill the request. This report provides the library with an indication of which titles are most frequently requested and have too few items to meet the demand, and is useful for making purchasing decisions. The report returns results based on the ratio of number of holds to number of items. The report also includes bibliographic records for which there are no linked items. Include or exclude items that are not holdable (Lost, Missing, Withdrawn, Unavailable and non-holdable) by selecting Yes or No next to Include non-holdable items. The default is No. Filter the report by type of material by selecting one or more material types.

- Select the Number of Holds [Try "5"]
- Select the Number of Items [Try "100"]
- Decide whether to include items that cannot fill holds
- Select Type of Material
- Group by Type of Material or not
- Submit

Questions? Comments? Contact:

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