

# Collection Development Reports in Polaris

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.  
*Updated March 2021 by JS*

## **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.

- Select the Library
- Select the Collection
- Submit

The report displays: Call Number, Author, Title, Year to Date Circ figures, Creation Date, Barcode, Last Circ Date, Publication Date, Lifetime Circ figures, Status.

## **Weeding Reports; What items in my collection are not being used?**

### **Custom/Cataloging/Item/AA-Weeding Shelf list by Starting to Ending Call Number**

This report will list all items within the call number range specified

- Select the Library
- Select the Starting Call Number
- Select the Ending Call Number
- Submit

The report displays: Call Number, Author, Title, Date Added, Lifetime Circ figures, Barcode, Publication Date, Collection, Last Circ Date, and Status.

## **Hold Reports; What type of materials are my patrons requesting but are lacking in my library?**

### **Custom/Circulation/Holds/AA-Listing of Local Holds and Items**

This report list the number of local holds placed by your patrons and displays each copy of the requested title your library owns.

- Select the library
- Submit

This report displays: the Number of holds, the BIB number, Material Type, Collection, Call Number, Author, Title, Publication Date, and Barcode.

## **Hold Reports; Need some help on deciding what to purchase? See which popular items are being requested, system-wide.**

### **Circulation/Holds/Hold Purchase Alert**

This report list the number of holds system wide and the number of copies system wide

- Select the number of holds
- Select the number of items
- Include items that cannot fill holds? Yes or No
- Select the Type of Material
- Select the group order

The report displays: the number of holds, the number of items, the control number, the call number, the title, the author, the ISBN of UPC number.

**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

**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 reports 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