

# Resource List and Report

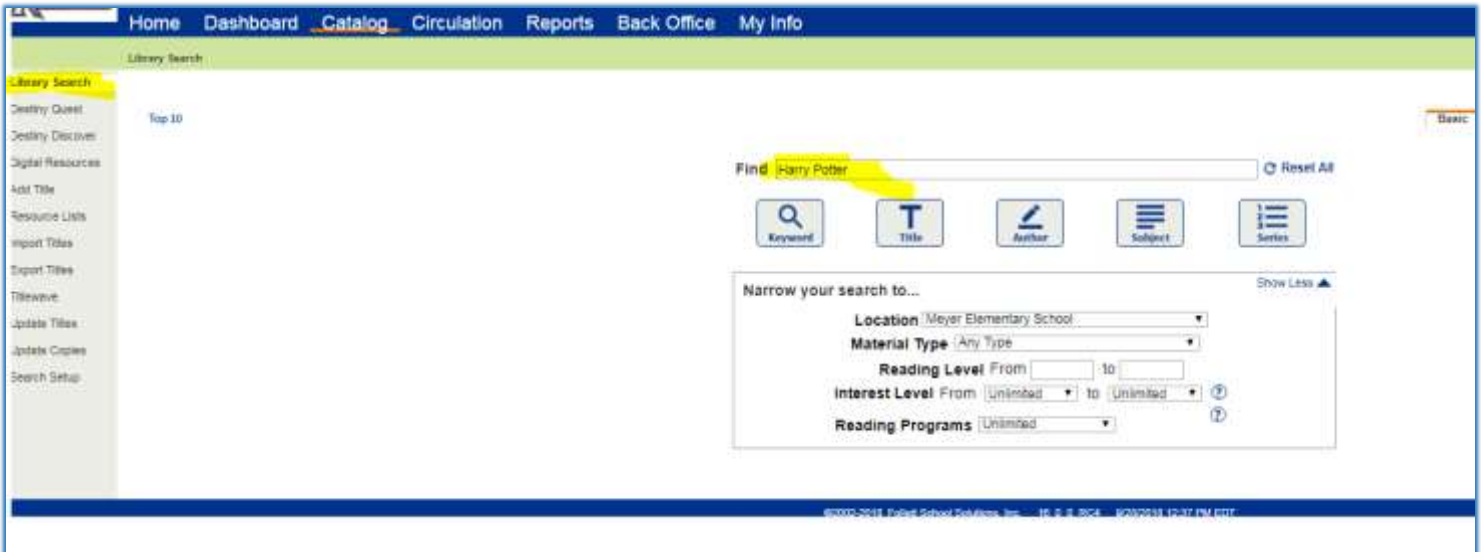
To create a Resource List, under the Catalog tab, click on Resource List on the left. Click add list on the right.



You can make your list for just yourself or you can make it public.



Once you have made your list, under Catalog, choose Library Search on the left, and under find type or scan the book/books you want added to the list.



Make sure that you choose the correct resource list. Once you locate the book click add to this list.

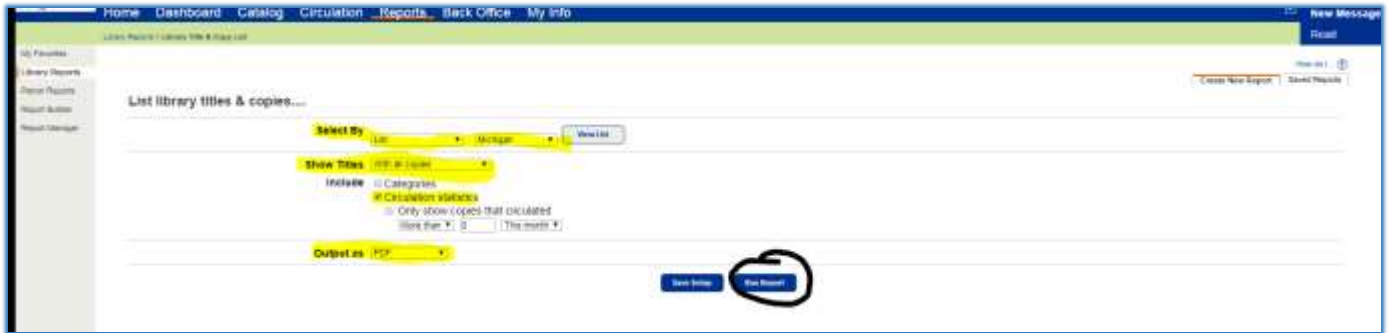


Once you have all the materials added to the Resource List, you can print a report.

To create the report go under the Reports tab, and choose Library Reports on the left, and choose Title & Copy List.



You can choose how you want view your report. If you want Circulation Stats, you would choose the following highlighted in yellow. You can run the report either as a PDF or in Excel.



Below is what the report looks like in PDF form.

Library Title & Copy List									
By Resource List. Titles and all copies.									
<b>398.2 NOB - The legend of Michigan [Book]</b>									
Author: Noble, Trinka Hakes.			ISBN: 1-58536-278-6			LCCN: 2005-27974			
<b>Copy Info:</b>									
Total	Available	Checked Out	On Hold	Loaned Out	On Order	Out for Repairs	In Transit	Lost	
2	2	0	0	0	0	0	0	0	
<b>Copies Available: 2</b>									
37010007756931 Price: \$17.95									
Circulations	This month: 0	This year: 0	Total: 2						
37010008230100 Price: \$15.00									
Circulations	This month: 0	This year: 0	Total: 4						

Below is what the report looks like in Excel form.

Call Number	Title	Material Type	Author	Standard Number	LCCN	Barcode	Status	Due Date	Date Last	Last Fine	Response	Patron	Bar	Patron Ty	Patron SR	Circulation	Circulation	Total Circ	Copy Price	Currency Code
398.2 NOB	The legend of Michigan	Book	Noble, Trinka	1-58536-278-6	2005-27974	370100077	Available									0	0	2	17.95	USD
398.2 NOB	The legend of Michigan	Book	Noble, Trinka	1-58536-278-6	2005-27974	370100082	Available									0	0	4	15.00	USD
4 B2 DOD	Wanted Michigan	Book	Godfrey, Ursi	078-1-402		370100092	Available									0	0	29	20.00	USD
5 B77 F6	The Great Lakes	Book	Piehl, Janet	078-0-761	2005-20900	370100092	Available									0	0	29	15.00	USD
6 377.4 APP M is for m	Michigan	Book	Appleford, An	1-888947-1	99-33497	370100092	Available									0	0	5	15.95	USD
7 377.4 APP M is for m	Michigan	Book	Appleford, An	1-888947-1	99-33497	370100092	Available									0	0	5	15.95	USD
8 377.4 APP M is for m	Michigan	Book	Appleford, An	1-888947-1	99-33497	370100092	Available									0	0	20	20.00	USD
9 377.4 APP M is for m	Michigan	Book	Appleford, An	1-888947-1	99-33497	370100092	Available									0	0	7	16.85	USD
10 377.4 APP M is for m	Michigan	Book	Appleford, An	1-888947-1	99-33497	370100092	Checked	2008-09-2				Swess, Gr	310001189	Student	1	1	4	20.00	USD	
11 377.4 DOV Michigan	in a	Book	Downey, Tika	078-1-402	2005-28805	370100092	Available									0	0	5	15.00	USD
12 377.4 FOX	All around Michigan	Book	Fra, Alexandra	078-1-402	2003-17150	370100092	Available									0	0	4	15.00	USD
13 377.4 FRA	Michigan in a	Book	Fradin, Dennis	0-528-035	LCCN: 79-22356 / A	370100092	Available									0	0	7	20.00	USD
14 377.4 FRA	Michigan in a	Book	Fradin, Dennis	0-528-035	LCCN: 79-22356 / A	370100092	Available									0	0	6	20.00	USD
15 377.4 KAV	A curious gler	Book	Kammeraad, H	078-1-334	LCCN: 2003-123005	370100092	Available									0	0	8	12.00	USD
16 377.4 LEW	Hidden Michy	Book	Lewis, Anne N	078-1-334	LCCN: 2006-17530	370100092	Available									0	0	7	18.85	USD
17 377.4 MCL	Michigan fact	Book	McAuliffe, Gm	0-7368-0	LCCN: 98-15484 / A	370100092	Checked	2008-09-2								1	1	53	13.87	USD