PROSPECTOR-INN-REACH REPORT DESCRIPTIONS AND HANDLING

REQUESTED TOO LONG

Report type: Requested too long
Minimum days: determined by agency (ex. 80 days)
Sort by: item location

Description: Requests made by your patrons that have a requested status but have not yet been filled.

Action: Run report monthly and cancel holds

Detailed Instructions:
In Sierra

- pull down menu of Function bar and choose INN-Reach –Reports.
- Report type pull down menu choose Requested too long.
- Minimum days: enter
- Sort by: Item location
- Click on Prepare icon at the top of page

In DCB

- Click Reports button
- Report type pull down menu choose Requested too long.
- Minimum days: enter
- Sort by: Item location
- Click on Prepare icon at the top of page

This will take several minutes to collect data. Once data is collected, it will appear on page. Click and drag from bottom of page to highlight entire page copy to Excel sheet.

IN TRANSIT TOO LONG

Report type: In Transit too long
Minimum days: determined by agency (ex. 21 days)
Sort by: item location

Description: Items requested by your patrons with intransit status that have not been received yet.

Action: Run Report Monthly; if Prospector item, email owning library to check their shelves. If Mobius, wait up to 5 weeks and email owning library.

Detailed Instructions:
In Sierra

- pull down menu of Function bar and choose INN-Reach –Reports.
- Report type pull down menu choose In Transit too long.
- Minimum days: enter
- Sort by: Item location
- Click on Prepare icon at the top of page

In DCB

- Click Reports button
- Report type pull down menu choose In Transit too long.

- Minimum days: enter
- Sort by: Item location
- Click on Prepare icon at the top of page

This will take several minutes to collect data. Once data is collected, it will appear on page. Click and drag from bottom of page to highlight entire page copy to Excel sheet.

RECEIVED TOO LONG

Report type: Received too long
Minimum days: determined by agency (ex. 8 days)
Sort by: item location

Description: Items showing as on your hold shelf past the hold until date allowance and patron has not picked up (or did pick up but failed to check out properly).

Action: Run report 1-2 times per month; return item if patron states they do not have the item at home.

Detailed Instructions:
In Sierra
- pull down menu of Function bar and choose INN-Reach –Reports.
- Report type pull down menu choose Received too long.
- Minimum days: enter
- Sort by: Item location
- Click on Prepare icon at the top of page

In DCB
- Click Reports button
- Report type pull down menu choose Received too long.
- Minimum days: enter
- Sort by: Item location
- Click on Prepare icon at the top of page

This will take several minutes to collect data. Once data is collected, it will appear on page. Click and drag from bottom of page to highlight entire page copy to Excel sheet.

RETURNED TOO LONG

Report type: Returned too long
Minimum days: determined by agency (ex.21 days)
Sort by: item location

Description: Owning library did not check in on their end; item is still on your patron's card in returned status.

Action: Run report monthly; manually open each patron's library account and delete virtual entry.

Detailed Instructions:
In Sierra
- pull down menu of Function bar and choose INN-Reach –Reports.
- Report type pull down menu choose Returned too long.

- Minimum days: enter
- Sort by: Item location
- Click on Prepare icon at the top of page

In DCB

- Click Reports button
- Report type pull down menu choose Returned too long.
- Minimum days: enter
- Sort by: Item location
- Click on Prepare icon at the top of page

This will take several minutes to collect data. Once data is collected, it will appear on page. Click and drag from bottom of page to highlight entire page copy to Excel sheet.

PAGED TOO LONG

Report type: Paged too long
Minimum days: determined by agency (ex. 4 days)
Sort by: item location

Description: Items from your collection that a Prospector patron has requested and that has not been processed. Staff didn't pull, transfer or cancel the paging slip and its status is still 'prospector paged' in item's record.

Action: Run report monthly; send out to each branch for staff to pull items. Any that can't be found or transferred, cancel.

Detailed Instructions:
In Sierra

- Pull down menu of Function bar and choose INN-Reach –Reports.
- Report type pull down menu choose Paged too long.
- Minimum days: enter
- Sort by: Item location
- Click on Prepare icon at the top of page

In DCB

- Click Reports button
- Report type pull down menu choose Paged too long.
- Minimum days: enter
- Sort by: Item location
- Click on Prepare icon at the top of page

This will take several minutes to collect data. Once data is collected, it will appear on page. Click and drag from bottom of page to highlight entire page copy to Excel sheet.

Originally created by Crystal Bollman-Poudre River PL, updated by Jennifer Hoffman-Denver Public Library
12/18/2017