

Checkouts

The information in these reports is for checkouts by location code regardless of where they were checked out. It will show you where your library's items have been checked out. You can not use these for regular circulation statistics for any legal purpose.

- Dates have the usual choices.
- Locations All locations means for the entire system.
- Separate will list all locations in the system, but group them by location code according to the type of report you choose.
- One Only lets you select your library.
- Special lets you enter up to 10 location codes to get a report on.
- Report by gives you the usual types of reports.

Experiment with the different types of reports to see what information you can get and how you might be able to use it.