

#### **Consolidation Report**

This report may be useful when consolidating libraries. Results are sent to a specified email address. Results may include three separate lists:

- Number of copies for each title
- Duplicated titles
- Unique titles

#### Setting up the report

- 1. Click Schedule New Reports wizard.
- 2. Select the INFOhio tab.
- 3. Select CAT: Reports for Consolidation
- 4. *Click* Setup & Schedule.

Basic Title Se	election	Call Number Selection	Item Selection	Output Options	
WARNING!	numbe	port can be used when or of copies for each title email address which MU	, duplicated titles		
Report name:	CAT : R	eports for Consolidation			
	Description: Reports to help with library consolidation				
	Reports	to help with library con	solidation		
Description:		to help with library con to help with library con			

#### **Basic Information Tab**

5. Change the Report name and/or Title if you wish.

#### **Item Selection Tab**

6. **Select** options as needed – the fewer the better.

7. **Use** gadgets **I** to ensure correct formatting of data entry.

8. *Enter* library, typically multiple libraries will be selected.

9. *Enter* item group selection when working with specific collections. Leave blank if generating reports for entire collection.

**NOTE:** In this example, the librarian wants to merge the middle school and high school fiction and nonfiction collections.

Schedule New Reports : Schedule OH : Reports for Consolidation							
Basic Title Selection Call Nur	nber Selection Item Selection Output Options						
Shelf location:							
Current status:							
Item group:							
Material type:	· · · · · · · · · · · · · · · · · · ·						
Funding source:							
Circulate:	🔘 Yes 🔘 No 🔘 Both						
Extended info:							
	Image: Image: Second						
In the shadow catalog:	🔘 Yes 🔘 No 🔘 Both						
Number of pieces:	*						
Date created:	*						
Last activity date:	*						
Date last checked out:	*						
Date last checked in:	*						
Date inventoried:	*						
Number of times inventoried:	*						
Number of total checkouts:	*						
Number of inhouse checkouts:	*						
Number of copy holds:	*						
Number of bills:	*						
Price:	*						
Reserve status:	▼						

Reports – INFOhio Reports pg 1 Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2018, SirsiDynix. All Rights Reserved INFOhio is Optimized by the Management Council



#### **Output Options Tab**

10. **Choose** desired lists for output by placing a check in the checkbox next to the name of each report you wish to generate.

11. **Enter** the email address to which the list(s) should be emailed. **NOTE:** This is a required field. If you wish to send the report to more than one e-mail address, separate each e-mail address with a comma.

Sch	nedule	New Reports : S	chedule OH : I	Reports for	Consolidation			
							1	
	Basic	Title Selection	Call Number	Selection	Item Selecti	on Output Options		
	Outr	out Options				8	)	
	Outp	ac options				-		
	V I	List of titles with	number of co	pies for ea	ach title			
	V I	List of titles that	are duplicate	d in differe	nt libraries			
	V I	List of titles that	are unique to	a library				
		d Email To: ion.librarian@in	fohio.org	9				
				$\bigcirc$	*	* EMAIL ADDRESS	IS REQUIRED	

12. For larger districts, the resulting report(s) may be too large for e-mail. Those districts should consider e-mailing the reports to their ITC by entering the ITC e-mail address in the 'Send Email to' data box. The ITC will then provide directory information to library staff for retreival.

**NOTE:** These files are designed to run in the background, no resulting reports will appear in the Sirsi Workflows finished reports wizard. Resulting reports will be e-mailed to the address specified in the Output Options report tab.

#### **Report Output**

**Note:** The report results will be emailed to the recipients as an attachment. If it is not aligned properly in columns, save the attached file to your local computer and open it using Notepad or a similar application.



## Sample List of Titles with number of copies for each title

**NOTE:** the copies listed per title.

LN - Titles with number of copies per title sirsi						
Sent: Friday, September 02, 2011 11:17 AM						
TITLE 3 willows : the sisterhood gro	AUTHOR Brashares, Ann	LIBRARY LNMS	CALLNUM FIC BRA	COPIES 1		
10 explorers who changed the w	Gifford, Clive	LNMS	910 GIF	1		
10 leaders who changed the wor	Gifford, Clive	LNMS	920 G	1		
11 birthdays / by Wendy Mass	Mass, Wendy, 1967	LNMS	FIC M.S	2		
15 minutes / Steve Young	Young, Steve, 194	LNMS	FIC YOUNG	1		
101 questions about sex and se	Brynie, Faith Hic	LNHS	306.7 BRY	2		
A year in the world : Journeys	Mayes, Frances	LNHS	914.04 NAY	1		
Adam Canfield of the Slash / M	Winerip, Michael	LNMS	FIC WIN	1		
The adventures of Captain Unde	Pilkey, Dav, 1966	LNMS	FIC PILKEY	1		
Adventures of Huckleberry Finn	Twain, Mark, 1835	LNHS	FIC TWA	1		
African critters / photography	Haas, Robert B	LNMS	779.32 HAA	1		
The Akhenaten adventure / by P	Kerr, Philip	LNMS	FIC KER	1		
Al Capone shines my shoes / Ge	Choldenko, Gennif	LNHS	FIC CHOLDENK	1		



# Sample List of titles that are duplicated in different libraries *NOTE: different libraries*

LN - Titles duplicated in different libraries sirsi						
Sent: Friday, September 02, 2011 11:17 AM						
TITLE Breaking dawn / Stephenie Meye Breaking dawn / Stephenie Meye	· · ·	LNHS FI	ALLNUM IC MEYER IC MEY YTAL:	COPIES 1 1 2		
City of the dead / Tony Abbott City of the dead / Tony Abbott City of the dead / Tony Abbott Diary of a wimpy kid : Greg He	Abbott, Tony Abbott, Tony	LNMS FI LNMS FI T	C ABBOTT C ABBOTT C ABB TAL: IC KIN	1 1 3 2		
Diary of a wimpy kid : Greg He			IC KIN DTAL:	1 3		
Eclipse / Stephenie Meyer Eclipse / Stephenie Meyer	Meyer, Stephenie, Meyer, Stephenie,	LNMS FI	IC MEYER IC MEY DTAL:	1 1 2		
Firestorm / David Klass Firestorm / David Klass	Klass, David Klass, David	LNMS FI	IC KLASS IC KLASS MTAL:	1 1 2		
Food for feeling healthy / Car Food for feeling healthy / Car		LNMS 61	13.2 BAL308 13.2 BAL DTAL:	2 3 5		
New moon / Stephenie Meyer New moon / Stephenie Meyer New moon / Stephenie Meyer New moon / Stephenie Meyer New moon / Stephenie Meyer	Meyer, Stephenie, Meyer, Stephenie, Meyer, Stephenie, Meyer, Stephenie, Meyer, Stephenie,	LNHS FI LNMS FI LNMS FI LNMS FI	IC MEYER IC MEYER IC MEYER IC MEYER IC MEY DTAL:	1 1 1 1 5		



### Sample List of titles that are unique to a library

LN - Titles that are unique to a library sirsi						
Sent: Friday, September 02, 2011 11:17 AM						
TITLE 101 questions about sex and se	AUTHOR Brynie, Faith Hic	LIBRARY LNHS	CALLNUM 306.7 BRY	COPIES 2		
A year in the world : Journeys	Mayes, Frances	LNHS	914.04 MAY	1		
Adventures of Huckleberry Finn	Twain, Mark, 1835	LNHS	FIC TWA	1		
Al Capone shines my shoes / Ge	Choldenko, Gennif	LNHS	FIC CHOLDENK	1		
Angry management : three novel	Crutcher, Chris	LNHS	FIC CRUTCHER	1		
Another Faust / Daniel & Dina	Nayeri, Daniel	LNHS	FIC NAYERI	1		
Ash / Malinda Lo	Lo, Malinda	LNHS	FIC LO	1		
Attack of the Fiend / Joseph D	Delaney, Joseph,	LNHS	FIC DELANEY	1		
The awakening / Kate Chopin	Chopin, Kate, 185	LNHS	FIC CHOPIN	2		
Bait / Alex Sanchez	Sanchez, Alex, 19	LNHS	FIC SANCHEZ	1		
Battling in the Pacific : sold	Beller, Susan Pro	LNHS	940.5426 BEL	1		