

Printing a list of Circulation Set titles

(Set "print screen" options using Tip Sheet found here) CIRC2 CIRC3 CIRC3CHECKOUT Cataloging Display Circulation Sets × 1. Open the Display Circulation Sets 19 wizard. 2 Set ID: Description: Circulate as Set: Type of Set: Date Created: Created by: Date Modified: Modified by: Owning Library: Category: 2. Lookup the Circulation Set that you Total parts in Set: 0 want details (titles) printed: Title CIRC3 CIRC3CHECKOUT Cataloging Circulation CIRC2 Display Circulation Sets × Display Circul 3. Search for "3" (all set ids Sets : Item Sea begin with the number 3) S Search for: 3 3 D Search Index: Set ID Index: Set ID С D D: Current: 0 2 4. Display the Circ Set.

| Disp | olay Circulation Sets × | | | | | | | | | | |
|-------------------|--|--------------------|---------------------|--------|-------------------------|-------------------|------------------|----------|--|--|--|
| c ^{play} | Circulation Sets | | | | | | | | | | |
| 100 | für play Circulation Sets : Item Search | | | _ | | | | | | | |
| | | | | | | | | | | | |
| Se | | | | | | | | | | | |
| D. | Search for: 3 | | | | | | | ~ | | | |
| | Index: Set ID | | | | | | | ~ [T | | | |
| | | | | | | | | (| | | |
| | Current | | | | | | | (| | | |
| | Current. | | | | | | | | | | |
| - | PROWSE Set ID 2: 64 records | | | | | | | | | | |
| | BROWSE SELID 3. 04 TE | cords | | | | | | | | | |
| | Set ID | | Description | | | Туре | | | | | |
| | 32612100076623 | | SHAKESPEARE | | | Parental | | | | | |
| | 32612970000018 | $\left(4 \right)$ | Harry Potter set | | | Non-Parental | | | | | |
| | 32612970000026 | | Matt Christopher se | t | | Non-Parental | | | | | |
| | 32612970000042 | | CLASSROOM Har | y Pott | er | Non-Parental | | | | | |
| | Description Itomole | | | | | | | | | | |
| | Description items | | | | | | | | | | |
| | Set ID: 32612970000 | ems | | | Price: | \$6.99 | Item type: | FICTION | | | |
| | Title | C. number | Item ID | | Shelf location: | AVAILABLE | Current status: | CHECK | | | |
| | Harry Potter and the c | FIC ROW | 32612100084270 | | Material type: | BOOK | Funding source: | UNKNO\ | | | |
| | Harry Potter and the c | FIC ROW | 32612300000647 | | Curricular area: | none | Grade level: | none | | | |
| | Harry Potter and the got | FIC ROW | 32612100083900 | | Genre: Date created: | none 0/26/2003 | Heer ID: | 2261200 | | | |
| | Harry Potter and the got | FIC ROW | 32612050045768 | | Date last charged: | 8/16/2012 | Last activity: | 8/16/201 | | | |
| | Harry Potter and the S | FIC ROW | 32612100083728 | | Last discharged: | 8/16/2012 13:25 | Total checkouts: | 12 | | | |
| | Harry Potter and the d | FIC ROW | 32612000100077 | | Date inventoried: | 6/11/2015 | In-house uses: | 0 | | | |
| | Harry Poller and the d | | 32012000100080 | | Times inventoried: | 9 | | | | | |
| | Harry Potter and the d | PBEIC ROW | 32612300001454 | | | | | | | | |
| | harry rotter and the a | 1 Brid Roll | 02012000001101 | | | | | | | | |
| | | | | | < | | | | | | |
| | | | | OK | Cancel | | | | | | |
| 1 | | | | | | | | | | | |

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5. *Print Screen* will give you the list of the displayed set in Word document which can be edited and printed.



| set ID | Description | Туре | |
|--|-----------------------------------|---------------------------|----------------|
| 3261297000C918 | Harry Potter set | <mark>Non-Parental</mark> | |
| Title | | Call number | Item ID |
| Harry Potter and the chamber of secrets. | | FIC ROW | 32612100084270 |
| Harry Potter and the chamber of secrets. | | FIC ROW | 32612300000647 |
| Harry Potter and the goblet of fire / by J.K. <u>Rowling ;</u> ill | lustrations by Mary GrandPr. | FIC ROW | 32612100083900 |
| Harry Potter and the goblet of fire / by J.K. <u>Rowling ;</u> ill | lustrations by Mary GrandPr. | FIC ROW | 32612050045768 |
| Harry Potter and the Sorcerer's Stone | | FIC ROW | 32612100083728 |
| Harry Potter and the deathly hallows / by J.K. Rowling | ; illustrations by Mary GrandPré. | FIC ROW | 32612000100077 |
| Harry Potter and the deathly hallows / by J.K. Rowling | ; illustrations by Mary GrandPré. | FIC ROW | 32612000100085 |
| Harry Potter and the deathly hallows / by J.K. Rowling | ; illustrations by Mary GrandPré. | PBFIC ROW | 32612300001447 |
| Harry Potter and the deathly hallows / by J.K. Rowling | ; illustrations by Mary GrandPré. | PBFIC ROW | 32612300001454 |

Note: For more detailed information or specific questions, use HELP wizard.