## Sample Report Set Up

Schedule New Reports/Bibliographic/**List Bibliography Report**

The List Bibliography report is designed to create customized bibliographies by catalog, call number, or item characteristics or by structuring catalog searches using standard Boolean operators and qualifiers. In the Selection Criteria phase, use the Search String gadget to enter one or more searches. Each search line entered permits the use of Boolean operators to construct a search. The selected records for all searches combined are printed.

Only call numbers with copies are selected, by default. Results may be sorted by title/author, call number, or author/title. In Output Options, use the Print Item option to design your bibliographies. Unlike most reports, which print all call numbers for selected titles, even if specific call number selections are made, the List Bibliography report prints only selected call numbers. When the Printed Arrangement for Record by Record is selected, copy level information is read for printing. When Catalog Shelflist is selected, only catalog level information is read for printing. When Call Number shelflist is selected, both catalog and call number level information is read for printing.

### Basic Information Tab

1.  *Change* the Title to reflect the search phrase.



### Search String Tab

1.  *Click* on the search string gadget.

    *Gadget: String List* screen displays.

2.  *Enter* the text for your search terms.

3.  *Click* the Add button. Continue adding your search terms as needed.

4.  *Click* Save.

## Shadow Tab

1. *Select* the radio button to search only shadow items, no shadowed items or both shadow and non-shadowed items.



## Title Selection Tab

1. *Select* the options you need to refine your search.  Use the gadgets where provided. Leaving the boxes blank selects all options.

   **HINT**:  *Don't add any qualifiers unless they are really needed!  Less is best when creating reports.*



## Call Number Selection Tab

1. *Select* your library code using the gadget.
2. *Select* the options you wish or leave blank to select all options.

![INFOhio logo - OHIO'S PreK-12 DIGITAL LIBRARY]

## Item Selection Criteria Tab

1. *Click* the gadget and select your library code.

2. *Select* any of the options to refine your search or leave blank to select all options. The more options selected the less likely you will retrieve large amounts of hits.

   **HINT:** *you may want to specify an item group, such as nonfiction.*



## Sorting Option Tab

1. *Click* the drop down menu and select the sorting option desired.

## Print Item Tab

Printed arrangement
1. **Select** Call Number shelf list.

Shadow Filtering
2. **Select** Public and shadowed items.

Title Information
3. **Select** Entry list only.

4. **Use the gadget** to select the fields you want to display:

   - 100: author
   - 245: title
   - 260: publishing info
   - 300: physical description
   - 520: summary

Call Number Information
5. **Select** Call number only.

Copy Information
6. **Select** Brief copy information.

7. **Click** Run Now, choose to save the report as a template, or cancel.

**HINT:** *If you save as a template, you can just modify the template's title and search string for future bibliographies.*

SAMPLE REPORT

```
              Weather Bibliography for Mrs. Jones

             Produced Friday, April 24, 2009 at 9:21 AM

     Personal Author: Mogil, H. Michael.
     Title: The amateur meteorologist : explorations and
                     investigations / by H. Michael Mogil and Barbara
G.
                     Levine.
     Publication info: New York : Franklin Watts, [1993]
     Physical descrip: 128 p. : ill., maps ; 24 cm.
     Summary: Presents activities and projects with which the
                     amateur meteorologist can explore the weather.
  551.5 MOG
   copy:1        id:30410002040413       library:ALMS
location:AVAILABLE

     Title: Discovering the weather.
     Publication info: London : Stonehenge in association with the American
                     Museum of Natural History, c1982.
     Physical descrip: 96 p. : ill. ; 27 cm.
     Summary: Discusses the complex interactions between the sun,
                     the earth, and the atmosphere which produce the
series
                     of atmospheric events we call weather.
  551.5 DIS
   copy:1        id:30410002009160       library:ALMS
location:AVAILABLE
```

With a little editing in Word, you can make the report easier to read (decrease margins, bold title, change font.)

```
                    Weather Bibliography for Mrs. Jones

Personal Author: Mogil, H. Michael.
Title: **The amateur meteorologist: explorations and investigations** / by H. Michael Mogil and Barbara
        G. Levine.
        Publication info: New York : Franklin Watts, [1993]
        Physical descrip: 128 p. : ill., maps ; 24 cm.
        Summary: Presents activities and projects with which the amateur meteorologist can explore the
        weather.
551.5 MOG
copy:1     id: 30410002040413     library:ALMS     location:AVAILABLE

Title: **Discovering the weather.**
        Publication info: London : Stonehenge in association with the American
                Museum of Natural History, c1982.
        Physical descrip: 96 p. : ill. ; 27 cm.
        Summary: Discusses the complex interactions between the sun, the earth, and the atmosphere
        which produce the series of atmospheric events we call weather.
551.5 DIS
Copy:1     id: 30410002009160     library:ALMS     location:AVAILABLE
```