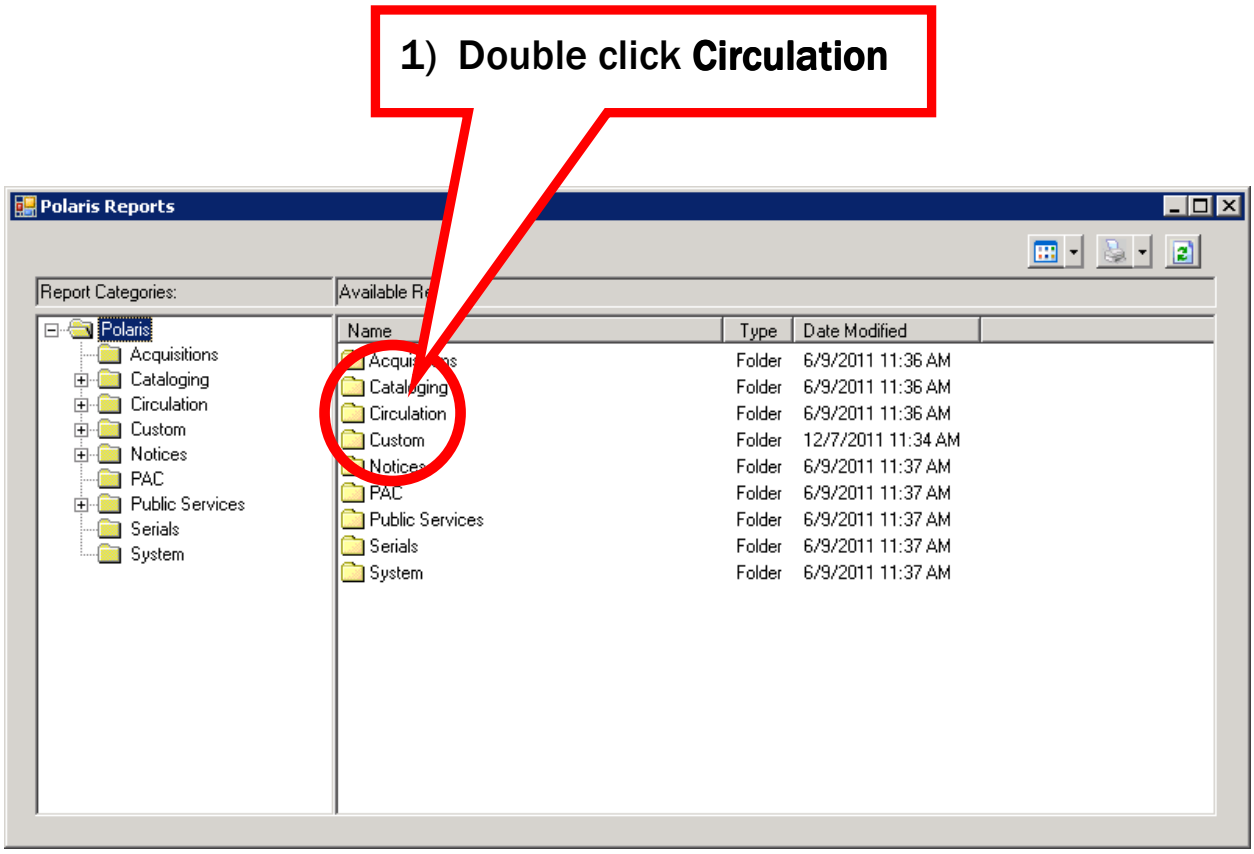
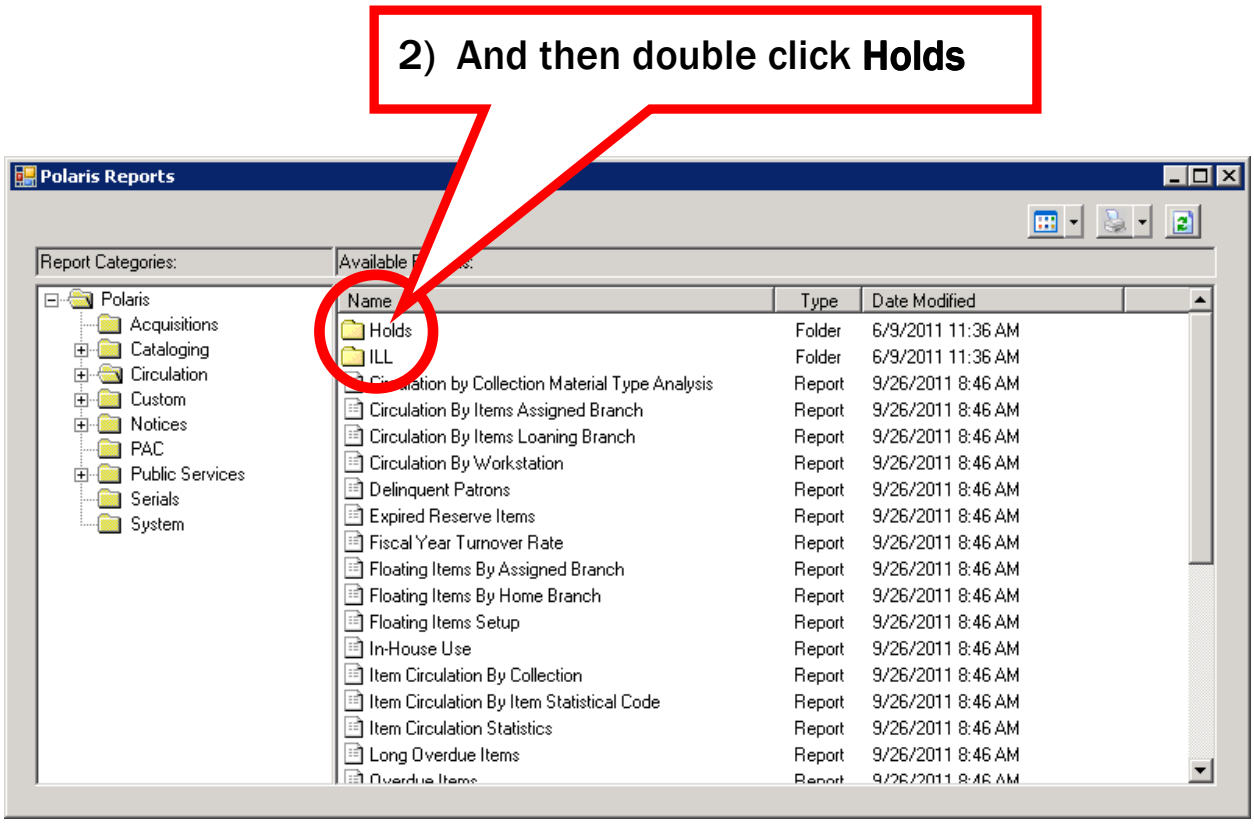
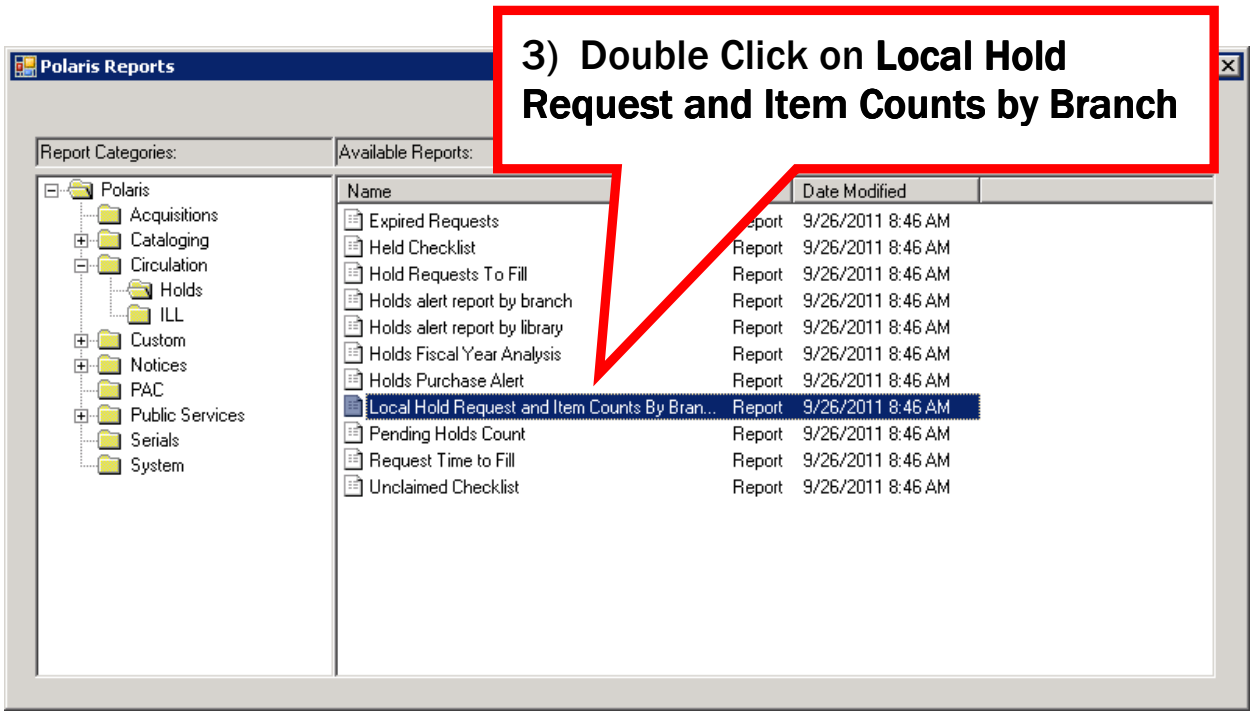
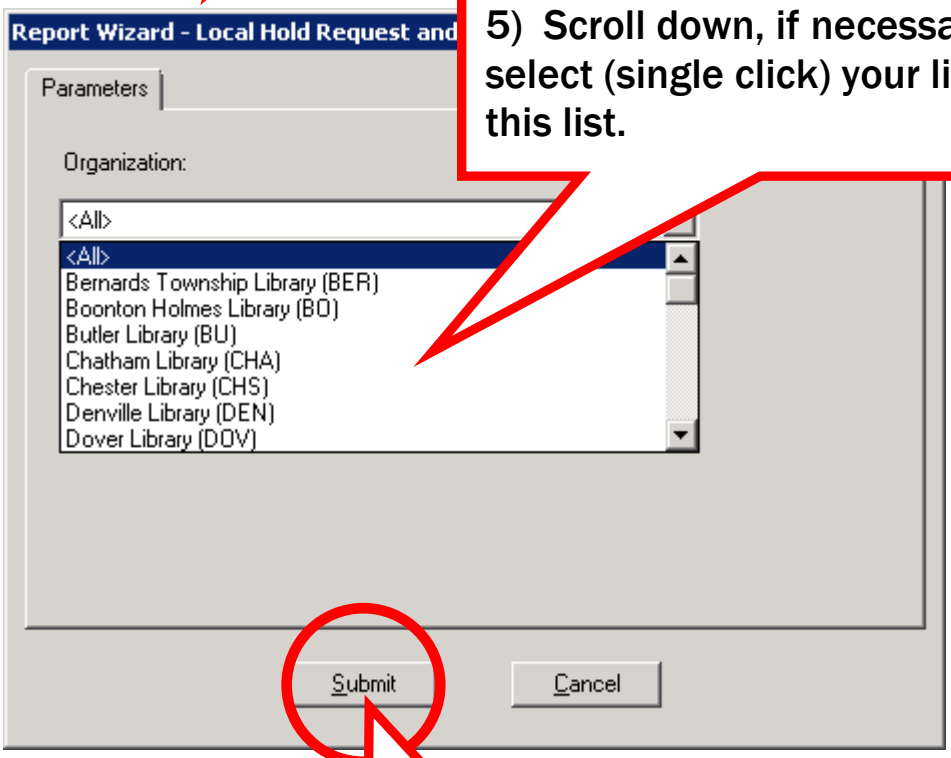
POLARIS REPORTS:
Local Hold Requests & Item Counts by Branch




2) And then double click **Holds**
Polaris Reports
Report Categories:
Available Reports:
Polaris
Acquisitions
Cataloging
Circulation
Custom
Notices
PAC
Public Services
Serials
System
Name
Type
Date Modified
Holds
Folder
6/9/2011 11:36 AM
ILL
Folder
6/9/2011 11:36 AM
Circulation by Collection Material Type Analysis
Report
9/26/2011 8:46 AM
Circulation By Items Assigned Branch
Report
9/26/2011 8:46 AM
Circulation By Items Loaning Branch
Report
9/26/2011 8:46 AM
Circulation By Workstation
Report
9/26/2011 8:46 AM
Delinquent Patrons
Report
9/26/2011 8:46 AM
Expired Reserve Items
Report
9/26/2011 8:46 AM
Fiscal Year Turnover Rate
Report
9/26/2011 8:46 AM
Floating Items By Assigned Branch
Report
9/26/2011 8:46 AM
Floating Items By Home Branch
Report
9/26/2011 8:46 AM
Floating Items Setup
Report
9/26/2011 8:46 AM
In-House Use
Report
9/26/2011 8:46 AM
Item Circulation By Collection
Report
9/26/2011 8:46 AM
Item Circulation By Item Statistical Code
Report
9/26/2011 8:46 AM
Item Circulation Statistics
Report
9/26/2011 8:46 AM
Long Overdue Items
Report
9/26/2011 8:46 AM


3) Double Click on **Local Hold Request and Item Counts by Branch**
Polaris Reports
Report Categories:
Available Reports:
Polaris
Acquisitions
Cataloging
Circulation
Holds
ILL
Custom
Notices
PAC
Public Services
Serials
System
Name
Date Modified
Expired Requests
Report
9/26/2011 8:46 AM
Held Checklist
Report
9/26/2011 8:46 AM
Hold Requests To Fill
Report
9/26/2011 8:46 AM
Holds alert report by branch
Report
9/26/2011 8:46 AM
Holds alert report by library
Report
9/26/2011 8:46 AM
Holds Fiscal Year Analysis
Report
9/26/2011 8:46 AM
Holds Purchase Alert
Report
9/26/2011 8:46 AM
Local Hold Request and Item Counts By Bran...
Report
9/26/2011 8:46 AM
Pending Holds Count
Report
9/26/2011 8:46 AM
Request Time to Fill
Report
9/26/2011 8:46 AM
Unclaimed Checklist
Report
9/26/2011 8:46 AM

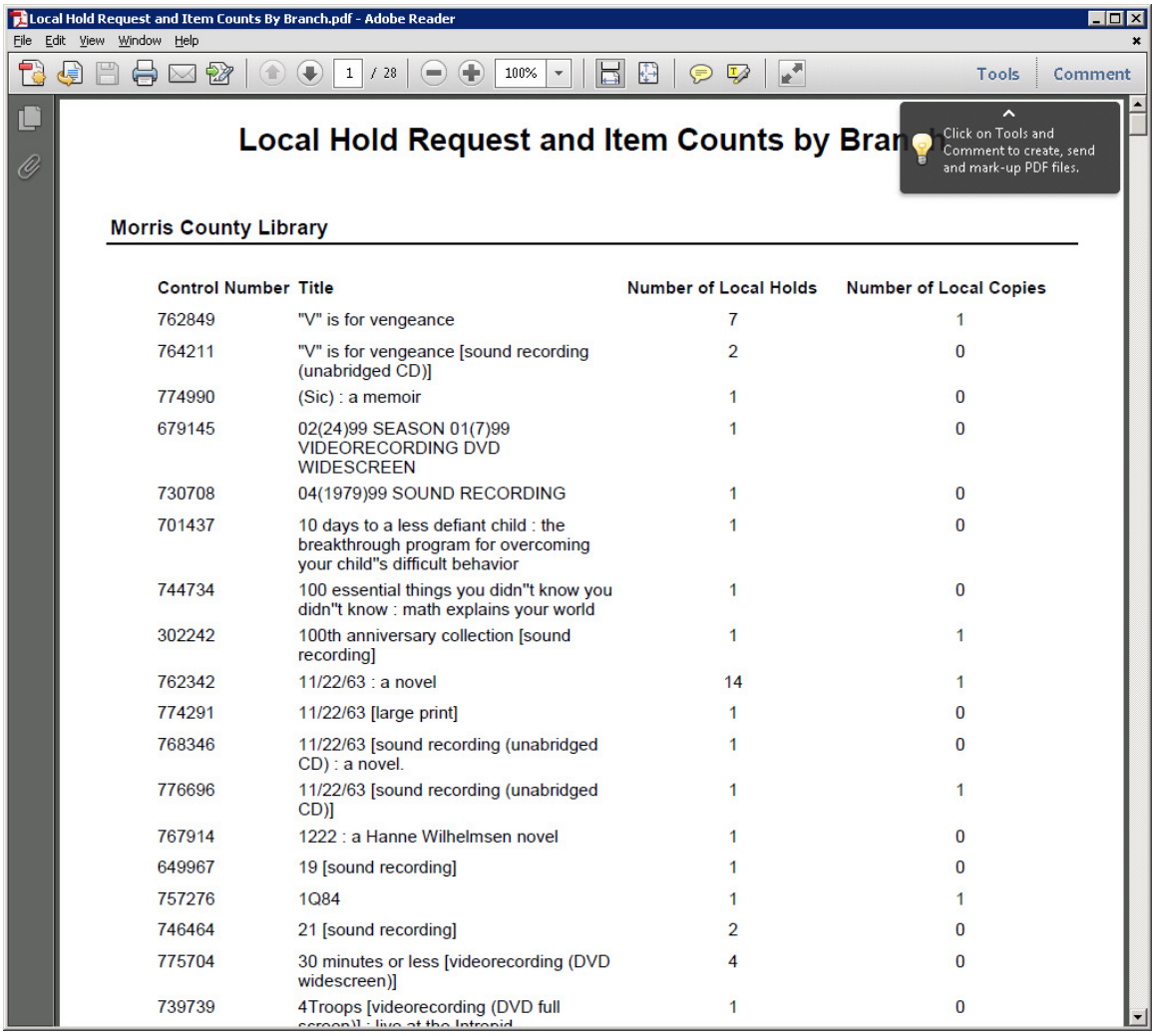
4) The Report Wizard window will appear after a few moments.



5) Scroll down, if necessary, and select (single click) your library in this list.

6) Click Submit to generate the report. This process may take a few moments.

7) The report will appear on the screen in the Adobe Reader. From this screen you can view the report, print it, save it or create a PDF document.



Local Hold Request and Item Counts by Bran

Morris County Library

Control Number	Title	Number of Local Holds	Number of Local Copies
762849	"V" is for vengeance	7	1
764211	"V" is for vengeance [sound recording (unabridged CD)]	2	0
774990	(Sic) : a memoir	1	0
679145	02(24)99 SEASON 01(7)99 VIDEORECORDING DVD WIDESCREEN	1	0
730708	04(1979)99 SOUND RECORDING	1	0
701437	10 days to a less defiant child : the breakthrough program for overcoming your child"s difficult behavior	1	0
744734	100 essential things you didn"t know you didn"t know : math explains your world	1	0
302242	100th anniversary collection [sound recording]	1	1
762342	11/22/63 : a novel	14	1
774291	11/22/63 [large print]	1	0
768346	11/22/63 [sound recording (unabridged CD) : a novel.	1	0
776696	11/22/63 [sound recording (unabridged CD)]	1	1
767914	1222 : a Hanne Wilhelmsen novel	1	0
649967	19 [sound recording]	1	0
757276	1Q84	1	1
746464	21 [sound recording]	2	0
775704	30 minutes or less [videorecording (DVD widescreen)]	4	0
739739	4Troops [videorecording (DVD full	1	0

DON BENDER
OFFICE OF LIBRARY INFORMATION SYSTEMS