

INN-REACH REPORTS

Eileen Fredette Richards
Circulation Supervisor
Colby College
207-859-5101
emfredet@colby.edu

Why are the reports important?

-Loan Periods are short and Libraries want their materials back.

This helps to get items back sooner

-It notifies other Libraries of what their Patrons have overdue

-Stand alone Libraries DO NOT have the same the ability to see each other's Patron Records.

THE TYPES OF REPORTS

Institutional Overdues

Paged too Long

Returned too Long

Requested too Long

In Transit too Long

Received too Long

How do I run the reports?

The screenshot displays the Millennium Circulation software interface for Colby College. The window title is "Millennium Circulation - Colby College". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Admin", and "Help". The main area is titled "Circulation Desk" and features a toolbar with icons for "New", "View", "Edit", "Messages", "Browse", "Print", and "Close".

On the left side, there is a vertical navigation pane with the following options:

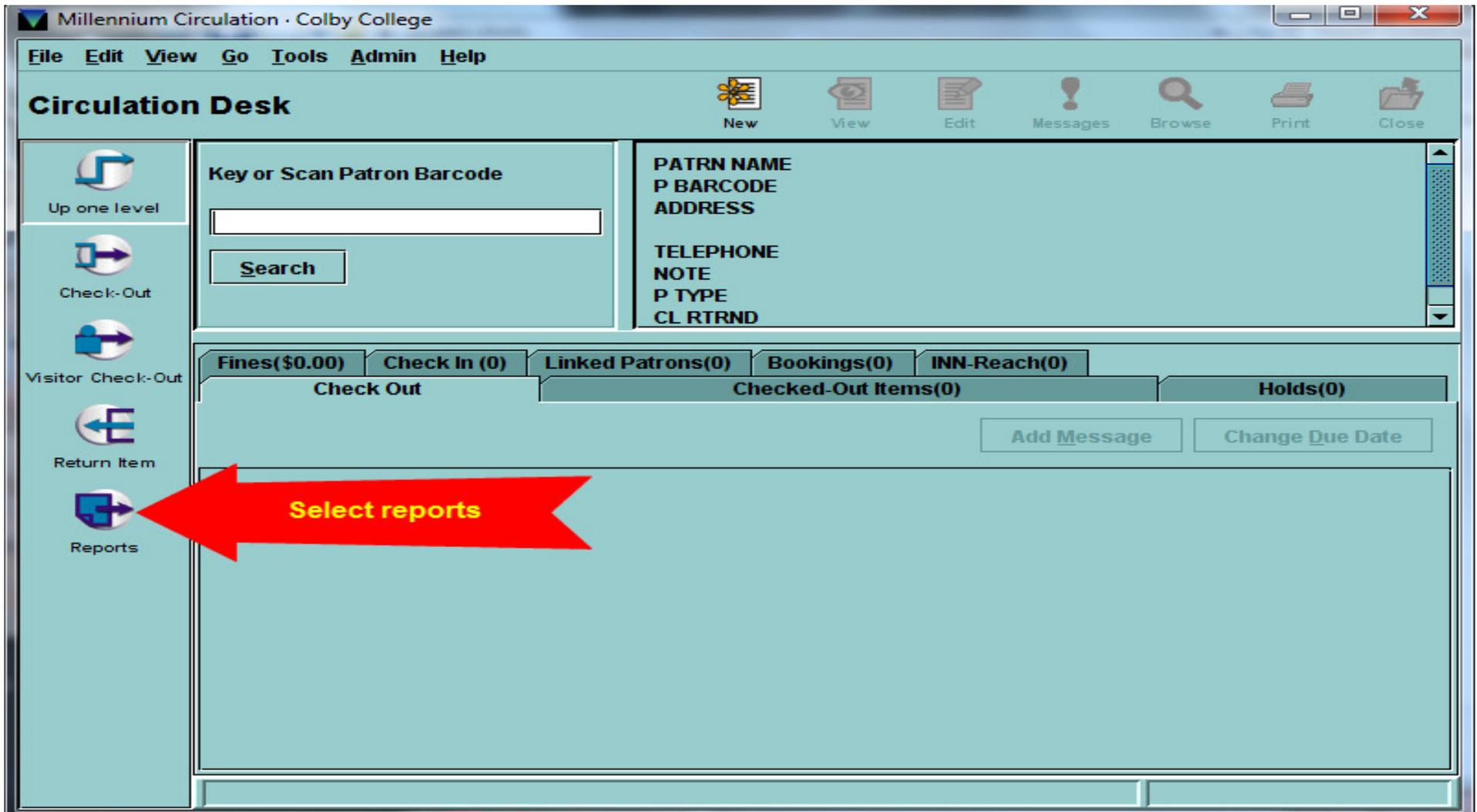
- Data Exchange
- Offline File Proc...
- Merge Patrons
- INN-Reach
- Bookings Mainte...
- Bookings Event
- Course Reserves

The main workspace contains a search section with the label "Key or Scan Patron Barcode", a text input field, and a "Search" button. To the right of the search field is a list of fields: PATRN NAME, P BARCODE, ADDRESS, TELEPHONE, NOTE, P TYPE, and CL RTRND.

Below the search section, there are several report tabs: "Fines(\$0.00)", "Check In (0)", "Linked Patrons(0)", "Bookings(0)", and "INN-Reach(0)". Underneath these tabs are three main report categories: "Check Out", "Checked-Out Items(0)", and "Holds(0)".

At the bottom right of the main workspace, there are two buttons: "Add Message" and "Change Due Date".

A large red arrow points from the "INN-Reach" option in the left navigation pane to the "INN-Reach(0)" tab in the main workspace, with the text "Select InnReach" written inside the arrow.



Select Reports

-This will prompt you for all the Reports

MAKE SURE YOU “Select Location”

Millennium Circulation · Colby College

File Edit View Go Tools Admin Help

Reports Prepare Remove Print Close

Report Type: Location: All Select Location

Minimum days: Maximum: Sort by:

#	Item	Location	Call #	Title	Home Library	Patron #	Due Date
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Up one level
Check-Out
Visitor Check-Out
Return Item
Reports

Make sure you select Your Location

Select the Type of Report

Millennium Circulation · Colby College

File Edit View Go Tools Admin Help

Reports

Prepare Remove Print Close

Report Type Institutional Overdues

Minimum days: 1

Maximum 9999

Sort by Patron Home Library & Name

Location

Select location

Select number

#	Item Location	Call #	Title	Home Library	Patron #	Due Date
I generally use 14 days as a guideline.						

- 1- Select the Report Type you wish to generate
- 2- Select the number of days you would like to use
- 3- Select the Prepare Button

**First thing I recommend is to
set up your email address
book with all MaineCat
contacts.**

**This will save you a lot of
time!**

<http://www.maine.gov/infonet/libcontacts.shtml>

Send the notices to your email

Millennium Circulation · Colby College

File Edit View Go Tools Admin Help

Reports

Report Type: Institutional Overdues

Minimum days: 14

Maximum: 9999

Sort by: Patron Home Library & Name

Select print to export the file to email

#	Patron #	Item Location	Call #	Title	Home Libr...	Due Date
1	p10000744...	mill -Miller	B804 .P666 ...	Post-continental philosophy :	98blu-Blue H...	07-20-2011
2	p10000744...	mill -Miller	PS3553.O51...	The great Santini	98blu-Blue H...	05-03-2011
3	p18857322...	mill -Miller	PN171.A33 ...	A theory of adaptation	98far-F	06-28-2011
4	p11101404...	mill -Miller	HV6285 .A76...	Conspiracy theory in film, televisio...	98gor-98gor	08-01-2010
5	p17367566...	olin -Olin	SCIENCE QE...	Geographic tables and formulas	98gor-S	04-22-2011
6	p14424757...	mill -Miller	RC394.K6 B8	Alcoholic Korsakoff's syndrome :	98lit-Lithgo...	07-03-2011
7	p18958357...	mill -Miller	TC540 .S435...	The future of large dams :	98oro-O	03-28-2011
8	p16367388...	bix -Bixler	ART N7113....	The collected writings of Salvador ...	98oro-O	07-26-2011
9	p17376087...	mill -Miller	JK2271 .R43...	Red, blue, and purple America :	98rce-Rice ...	04-15-2011
10	p17206182...	mill -Miller	GV1601 .V93	A history of dancing from the earli...	98rce-Rice ...	06-01-2011
11	p15976142...	mill -Miller	HV9471 .T35...	Women behind bars :	98rpl-Rumfo...	07-26-2011
12	p10000550...	mill -Miller	PS3523.I46 ...	Blair's attic,	98sko-Skow...	02-16-2010
13	p16625134...	midvd-Miller ...	DVD PN1997...	Naked	98spl-Scarb...	07-20-2011
14	p16625134...	midvd-Miller ...	DVD PN1997...	Trafic	98spl-Scarb...	07-12-2011
15	p16625134...	midvd-Miller ...	DVD PN1997...	Europa	98spl-Scarb...	07-12-2011
16	p1782672x...	midvd-Miller ...	DVD PN1997...	Youth of the beast	98spl-Scarb...	07-14-2011
17	p16949365...	bix -Bixler	MUSIC ML42...	Never enough :	98tcc-Centr...	03-05-2009
18	p17588844...	mill -Miller	DD247.H5 L8	I knew Hitler;	98tck-Kenne...	12-03-2010

49 entries

You can send the notices via email to yourself for easier distribution to send to the other Libraries.

Exporting the file via email

The screenshot shows the Millennium Circulation software interface. The main window displays a report titled 'Institutional Overdues' with a table of 18 entries. A dialog box titled 'Select Standard Printer' is open, showing a list of printer options. The option 'Send to email address' is highlighted in blue. The 'Print' button is visible at the bottom of the dialog box.

Report Type: Institutional Overdues
Minimum days: 14
Maximum: 9999
Sort by: Patron Home

#	Patron #	Item Location	Home Libr...	Due Date
1	p10000744...	mill -Miller	98blu-Blue H...	07-20-2011
2	p10000744...	mill -Miller	98blu-Blue H...	05-03-2011
3	p18857322...	mill -Miller	98far-F	06-28-2011
4	p11101404...	mill -Miller	98gor-98gor	08-01-2010
5	p17367566...	olin -Olin	98gor-S	04-22-2011
6	p14424757...	mill -Miller	98lit-Lithgo...	07-03-2011
7	p18958357...	mill -Miller	98oro-O	03-28-2011
8	p16367388...	bix -Bixler	98oro-O	07-26-2011
9	p17376087...	mill -Miller	98rce-Rice ...	04-15-2011
10	p17206182...	mill -Miller	98rce-Rice ...	06-01-2011
11	p15976142...	mill -Miller	98rpl-Rumfo...	07-26-2011
12	p10000550...	mill -Miller	98sko-Skow...	02-16-2010
13	p16625134...	midvd-Miller ...	98spl-Scarb...	07-20-2011
14	p16625134...	midvd-Miller ...	98spl-Scarb...	07-12-2011
15	p16625134...	midvd-Miller ...	98spl-Scarb...	07-12-2011
16	p1782672x...	midvd-Miller ...	98spl-Scarb...	07-14-2011
17	p16949365...	bix -Bixler	98tcc-Centr...	03-05-2009
18	p17588844...	mill -Miller	98tck-Kenne...	12-03-2010

49 entries

1-Select the option to Send to email address

2-Select Print

Millennium Circulation · Colby College

File Edit View Go Tools Admin Help

Reports

Prepare Remove Print Close

Report Type: Institutional Overdues

Location: All Select Location

Minimum days: 14

Maximum: 9999

Sort by: Patron Home Library & Name

Up one level

Check-Out

Visitor Check-Out

Return Item

Reports

#	Patron #	Item Location	Home Libr...	Due Date
1	p10000744...	mill -Miller	98blu-Blue H...	07-20-2011
2	p10000744...	mill -Miller	98blu-Blue H...	05-03-2011
3	p18857322...	mill -Miller	98far-F	06-28-2011
4	p11101404...	mill -Miller	98gor-98gor	08-01-2010
5	p17367566...	olin -Olin	98gor-S	04-22-2011
6	p14424757...	mill -Miller	98lit-Lithgo...	07-03-2011
7	p18958357...	mill -Miller	98oro-O	03-28-2011
8	p16367388...	bix -Bixler	98oro-O	07-26-2011
9	p17376087...	mill -Miller	98rce-Rice ...	04-15-2011
10	p17206182...	mill -Miller	98rce-Rice ...	06-01-2011
11	p15976142...	mill -Miller	98rpl-Rumfo...	07-26-2011
12	p10000550...	mill -Miller	98sko-Skow...	02-16-2010
13	p16625134...	midvd-Miller ...	98spl-Scarb...	07-20-2011
14	p16625134...	midvd-Miller ...	98spl-Scarb...	07-12-2011
15	p16625134...	midvd-Miller ...	98spl-Scarb...	07-12-2011
16	p1782672x...	midvd-Miller ...	98spl-Scarb...	07-14-2011
17	p16949365...	bix -Bixler	98tcc-Centr...	03-05-2009
18	p17588844...	mill -Miller	98tck-Kenne...	12-03-2010

49 entries

Question

Email address:
emfredet@colby.edu

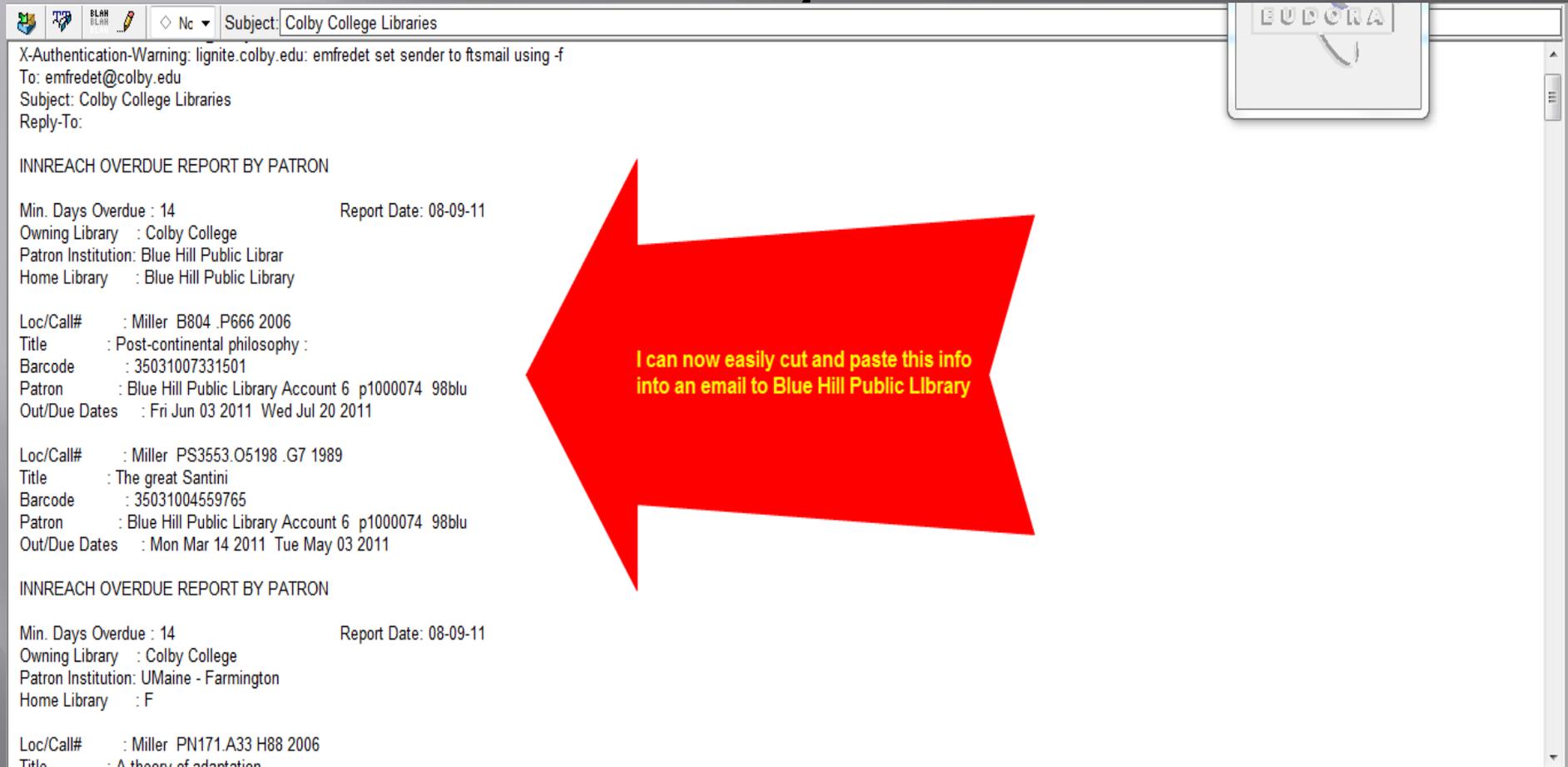
Email note:

Print Cancel

Simply insert the email address you wish to send the file to: emfredet@colby.edu

You do need a complete email address

This is how the file looks once it is received in your email



X-Authentication-Warning: lignite.colby.edu: emfredet set sender to ftsmail using -f
To: emfredet@colby.edu
Subject: Colby College Libraries
Reply-To:

INNREACH OVERDUE REPORT BY PATRON

Min. Days Overdue : 14 Report Date: 08-09-11
Owning Library : Colby College
Patron Institution: Blue Hill Public Librar
Home Library : Blue Hill Public Library

Loc/Call# : Miller B804 .P666 2006
Title : Post-continental philosophy :
Barcode : 35031007331501
Patron : Blue Hill Public Library Account 6 p1000074 98blu
Out/Due Dates : Fri Jun 03 2011 Wed Jul 20 2011

Loc/Call# : Miller PS3553.O5198 .G7 1989
Title : The great Santini
Barcode : 35031004559765
Patron : Blue Hill Public Library Account 6 p1000074 98blu
Out/Due Dates : Mon Mar 14 2011 Tue May 03 2011

INNREACH OVERDUE REPORT BY PATRON

Min. Days Overdue : 14 Report Date: 08-09-11
Owning Library : Colby College
Patron Institution: UMaine - Farmington
Home Library : F

Loc/Call# : Miller PN171.A33 H88 2006
Title : A theory of adaptation

You can now easily copy the information to send to the borrowing Library.

Previous to this create an address for each Library

PAGED TOO LONG REPORT

The screenshot shows the Millennium Circulation software interface for Corby College. The 'Reports' section is active, and the 'Report Type' is set to 'Paged too long'. The 'Minimum days' field is set to 5, and the 'Sort by' field is set to 'Item #'. A red arrow points to the 'Minimum days' field with the text 'This is where you set the min days'. The report table below shows one entry:

#	Item #	Item Location	Call #	Title	Home Library	Paged Date
1	i18298126	olin -Olin	SCIENCE RA...	The World Health Organization (W...	9well-	08-02-2011

1 entry

Paged too long-lists of the items from your Library that have been paged, but have not been processed to send to another Library. You can specify the number of days in the report

RETURNED TOO LONG REPORT

Millennium Circulation - Colby College

File Edit View Go Tools Admin Help

Reports

Prepare Remove Print Close

Up one level
Check-Out
Visitor Check-Out
Return Item
Reports

Report Type: Returned too long
Minimum days: 5
Sort by: Item Location

All	#	Item Loca...	Call #	Title	Home Library	Patron #	Returned Da...
<input type="checkbox"/>	1	98bbh-Boot...	028 OZM	The reading promise : my father a...	colby-home ...	p1443008	08-04-2011
<input type="checkbox"/>	2	98bml-Baxt...	CAS 915.1 T...	Riding the iron rooster [sound rec...	colby-home ...	p1101031	04-06-2011
<input type="checkbox"/>	3	98bpl-Bang...	B .F9473Fm	Moab is my washpot : an autobio...	colby-home ...	p1446873	08-03-2011
<input type="checkbox"/>	4	98coa-Colle...	PS3565.B7...	The things they carried : a work o...	colby-home ...	p1087654	11-04-2010
<input type="checkbox"/>	5	98coa-Colle...	PN 1994 .K5...	Film, form, and culture / Robert K...	colby-home ...	p1439960	04-22-2010
<input type="checkbox"/>	6	98fml-Falm...	CD MR WIN...	Back to black [sound recording] / ...	colby-home ...	p1413132	08-01-2011
<input type="checkbox"/>	7	98hus-Huss...	QY 26 P479 ...	Making sense of factor analysis : ...	colby-home ...	p1380527	04-10-2010
<input type="checkbox"/>	8	98lew-Lews...	HD9502.A2 ...	Rising powers, shrinking planet : ...	colby-home ...	p1459296	03-28-2011
<input type="checkbox"/>	9	98lis-Lisbon...	973 Ber	The making of African America : t...	colby-home ...	p1439455	03-18-2011
<input type="checkbox"/>	10	98mml-Milli...	M PEN	The queen's man / by Sharon Kay ...	colby-home ...	p1410416	01-11-2011
<input type="checkbox"/>	11	98msl-Main...	974.1 B414...	Maine : the spirit of America / text...	colby-home ...	p1412723	08-01-2011
<input type="checkbox"/>	12	98msl-Main...	211 F413L 2...	The last superstition : a refutation...	colby-home ...	p1458796	10-26-2010
<input type="checkbox"/>	13	98mso-Mai...	H758sh	The shadow of the Lynx, by Victor...	colby-home ...	p1410416	11-11-2010
<input type="checkbox"/>	14	98new-New...	242.	Meditation : a simple eight-point p...	colby-home ...	p138787x	01-27-2010
<input type="checkbox"/>	15	98oro-UMai...	551.5072 N...	Meteorology on the move: a progr...	colby-home ...	p1438281	08-03-2011
<input type="checkbox"/>	16	98oro-UMai...	HM101 .Q47...	Questions of cultural identity / edi...	colby-home ...	p1360358	05-12-2011
<input type="checkbox"/>	17	98por-USM ...	DG254.5 .R5...	Tiberius Gracchus: destroyer or r...	colby-home ...	p1065671	12-20-2007
<input type="checkbox"/>	18	98ric-Ricke...	LP BRO	Cat's eyewitness / Rita Mae Brow...	colby-home ...	p1007543	09-25-2006

37 entries

Lists of all of the INN-Reach items on your Local Server that have been returned to the owning site, but that have not changed status in more than the specified number of days (e.g., the owning site has not checked in the items).

REQUESTED TOO LONG REPORT

Millennium Circulation · Colby College

File Edit View Go Tools Admin Help

Reports

Prepare Remove Print Close

Report Type: Requested too long

Minimum days: 5

Sort by: Item Location

#	Item Locat...	Call #	Title	Home Library	Patron #	Requested D...
1	98har-Hartla...	DVD EVEREST	Everest beyond the limit [videoreco...	colby-home L...	p1006101	03-31-2011
2	98hob-98hob	FIC PAT	State of wonder / Ann Patchett	colby-home L...	p109953x	07-22-2011
3	98new-Newp...	FIC PAT	State of wonder / Ann Patchett	colby-home L...	p109953x	07-20-2011
4	98ric-Ricker ...	636.7 MIL	Be the pack leader : use Cesar's w...	colby-home L...	p1414306	02-27-2009
5	98smm-Sout...	HF 5415.5 G5...	Give 'em the pickle [videorecording...	colby-home L...	p139499x	03-11-2011
6	98wpl-Water...	FIC Co	The winter king : a novel of Arthur / ...	colby-home L...	p1371940	01-04-2011
7	99bat-Bates ...	BX1406.2 .W3	The de-Romanization of the Americ...	colby-home L...	p1003586	04-04-2011
8	9mmac-Main...	HC106.83 .S...	ECONned : how unenlightened self ...	colby-home L...	p1341819	08-10-2011
9	9well-Wellsl...	E475.53 .C89...	The colors of courage : Gettysburg'...	colby-home L...	p1440809	04-04-2011

9 entries

Lists of all of the items that have been requested by my Patrons that no action has been taken on. You can specify the number of days in run the report.

IN TRANSIT TOO LONG REPORT

The screenshot shows the Millennium Circulation software interface for Colby College. The window title is 'Millennium Circulation - Colby College'. The menu bar includes File, Edit, View, Go, Tools, Admin, and Help. The main area is titled 'Reports' and contains a configuration section for the 'In transit too long' report. The 'Report Type' is set to 'In transit too long', 'Minimum days' is set to '5', and 'Sort by' is set to 'Item Location'. A red arrow points to the 'Minimum days' input field. Below the configuration is a table with 3 entries. The table has columns for #, Item Locat..., Call #, Title, Home Library, Patron #, and In Transit Date. The status bar at the bottom right indicates '3 entries'.

#	Item Locat...	Call #	Title	Home Library	Patron #	In Transit Date
1	9port-Portla...	fiction CHASE	The Virgin Queen's daughter : a no...	colby-home L...	p1410416	08-10-2011
2	9port-Portla...	fiction CLEA...	Little Bee / Chris Cleave	colby-home L...	p1441012	08-10-2011
3	9will-William...	KBP55 .C348...	Islamic jurisprudence in the classi...	colby-home L...	p1405123	08-10-2011

Lists of all of the items that have been in transit for your Library, but that have not changed status in more than the specified number of days long- lists of all of the items that have been requested by my Patrons that no action has been taken on. You can specify the number of days in run the report.

RECEIVED TOO LONG REPORT

Millennium Circulation · Colby College

File Edit View Go Tools Admin Help

Reports

Prepare Remove Print Close

Report Type: Received too long

Minimum days: 5

Sort by: Item Location

#	Item Locat...	Call #	Title	Date
1	98opl-Orono ...	FANT ROT	The wise man's fear / Patrick...	1
2	98tho-Thom...	BR 1725 .M4...	Blue like jazz : nonreligious thou...	1
3	99bat-Bates ...	E184.36.E84 ...	Jewish life and American culture	11
4	99bat-Bates ...	GT2853.U5 D...	Jewish American food culture / Jo...	11
5	99bow-Bowd...	HQ76.27.A37...	Sweet tea : Black gay men of the S...	08-04-2011
6	9will-William...	D528 .L34 19...	Battlefield archaeology / John Laffin	08-09-2011
7	9will-William...	BD581 .B6	The contingency of the laws of nat...	08-10-2011

7 entries

I never run this report. I find it much easier to use the "clear Holdshelf" function

Lists of all of the items that have been received at your Library, but not picked up/checked out to your Patrons