 Checkouts & Renewals

Home Library

Web Management Reports

1. Go to:
* Minerva -- <http://minerva.maine.edu/manage>
* URSUS -- <http://ursus.maine.edu/manage>
* MILS -- <http://mils.maine.edu/manage>

Checkouts

1. Pick ***Circ Activity***
2. Login with your username and password
3. Pick the following:
	1. CIRC STATS: Checkout
	2. DATES: whatever timeframe you’re after
	3. LOCATIONS: System
	4. TYPE: Home Libr
4. Click Submit
5. If you chose User Spec for the date you will be prompted to select a date range. Click Submit Query once you have chosen your date range.
6. Find your library’s name in the list and record the number of checkouts next to it.

Renewals

1. Pick ***Circ*** ***Activity***
2. Login with your username and password
3. Pick the following:
	1. CIRC STATS: Renewal
	2. DATES: whatever timeframe you’re after
	3. LOCATIONS: System
	4. TYPE: Home Libr
4. Click ***Submit***
5. If you chose User Spec for the date you will be prompted to select a date range. Click Submit Query once you have chosen your date range.
6. Find your library’s name in the list and record the number of checkouts next to it.

Item Location

Checkouts

1. Pick ***Circ*** ***Activity***
2. Login with your username and password
3. Pick the following:
	1. CIRC STATS: Checkout
	2. DATES: whatever timeframe you’re after
	3. LOCATIONS: System
	4. TYPE: Location
4. Click ***Submit***

Find your library’s name in the list and record the number of checkouts next to it.—it may be listed twice because of some MaineCat transactions listing differently. I’m trying to get rid of that, but it’s worth checking. If it’s there twice, just add them together.

Renewals

1. Pick ***Circ*** ***Activity***
2. Login with your username and password
3. Pick the following
	1. CIRC STATS: Renewal
	2. DATES: whatever timeframe you’re after
	3. LOCATIONS: System
	4. TYPE: Location
4. Click ***Submit***

 Find your library’s name in the list and record the number of checkouts next to it.