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:
   a. CIRC STATS: Checkout
   b. DATES: whatever timeframe you're after
   c. LOCATIONS: System
   d. 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:
   a. CIRC STATS: Renewal
   b. DATES: whatever timeframe you're after

CIRCULATION (CHECKOUT) STATISTICS		
ALL LOCATIONS		
	Jul 13-Jun 14	
HOME LIBR	PERCENT	QTY
UMA	1.7%	6975
Bangor Pub. Lib.	57.8%	236972
Farmington Admin Off	0.0%	2
Farmington	5.3%	21578
UMFK	1.9%	7786
UMLAW	0.7%	2847
Law & Leg. Lib.	0.2%	828
USM LAC	0.0%	3
UMM	0.9%	3695
Maine State Lib.	6.4%	26114
UM Orono	13.7%	56077
UMPI	0.6%	2423
USM POR	0.0%	30
UMA-Bangor	0.0%	45
USM POR	5.1%	21117
Bates College	0.0%	193
Bowdoin College	0.0%	204
Colby College	0.0%	119
ME Coll of Art	0.0%	126

  c. LOCATIONS: System

  d. 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:

  a. CIRC STATS: Checkout

  b. DATES: whatever timeframe you're after

  c. LOCATIONS: System

  d. 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

  a. CIRC STATS: Renewal

  b. DATES: whatever timeframe you're after

  c. LOCATIONS: System

  d. TYPE: Location

4. Click **Submit**

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