

Under **Circulation**, go to **Library Info**. Then click on the **Statistics** tab to get more information. This shows you a quick snapshot with info like titles and copies. What I like best is the bottom part where you can choose a time frame to view circulation statistics. This is helpful for figuring out average circulation.

Current Library Statistics

Circulations

- Checked Out: 1,731
 - Overdue: 507
- Lost: 1,495

Holds

- Ready: 1
- Pending: 3
- Expired: 0

Unpaid Fines

- Library: 30
 - Amount due: \$319.69
- Other: 0
 - Amount due: \$0.00

Materials

- Titles: 11,241
- Copies: 14,057
- Titles without copies: 21

Patrons

- Total: 1,504
 - Active: 1,473
 - Restricted: 0
 - Inactive: 31

Statistics Snapshot...

View current statistics

View statistics for the last

This is what I got when I ran the stats for the last 7 days. You have to do it by days to get daily stats, but you can go up to 99 days.

Library Statistics for the last 7 days

	Total Circulations	Total Holds Placed
4/29/2007	0	0
4/28/2007	0	0
4/27/2007	682	0
4/26/2007	785	7
4/25/2007	706	0
4/24/2007	700	0
4/23/2007	637	0
Total	3,510	7

Report generated on 4/29/2007 at 8:42 PM

On a non-AMTR note- I use the hourly stats to prove how busy we are at certain times of the day. Note the 8:00 and 9:00 slots.

3:00 PM	8
2:00 PM	32
1:00 PM	45
12:00 PM	37
11:00 AM	54
10:00 AM	91
9:00 AM	115
8:00 AM	299

Under **Back Office**, go to **Reports**, and **Collection Statistics Summary**

In this report, you will get circulation stats as well as collection stats. Be sure you look at the correct numbers. There are three tabs at the top of the report page (**Circulation**, **Age**, and **Value**).

How do I use collection statistics ?						
Circulation					Age	Value
Range	Today	This Month	This Year	Total	Collection Copy Count	
<input type="checkbox"/> 000 - 099	1 [00.16%]	2 [00.18%]	124 [00.15%]	161 [00.14%]	49 [00.35%]	

There are also different columns for circulation and collection here. Notice at the bottom of this screen, you can customize if you need to do anything different, but that is for circulation information. You will need to click on the **Age** tab as well to get information for the AMTR.

You will also have to go back to the **Reports** page to do the **Weeding Log** report. Choose the correct dates and run the report.