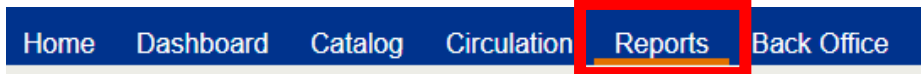# Collection Statistics-Historical: Circulation Data

Create a report to gather annual circulation data by Dewey ranges and Classifications.

1. **Go to destiny.bcps.org and log in.**
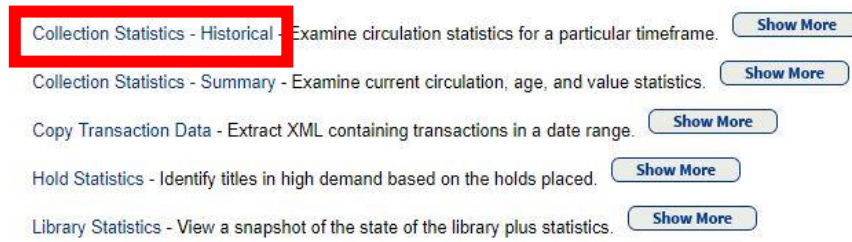
2. In classic Destiny, select the **Reports Tab**

Home	Dashboard	Catalog	Circulation	Reports	Back Office

3. Select **Library Reports**

My Favorites

Library Reports
Resource Reports
Patron Reports
Report Builder
Destiny Analytics
Report Manager

4. Under the **Statistics** heading, select **Collection Statistics- Historical**

Statistics

Collection Statistics - Historical - Examine circulation statistics for a particular timeframe.   Show More

Collection Statistics - Summary - Examine current circulation, age, and value statistics.   Show More

Copy Transaction Data - Extract XML containing transactions in a date range.   Show More

Hold Statistics - Identify titles in high demand based on the holds placed.   Show More

Library Statistics - View a snapshot of the state of the library plus statistics.   Show More

5. For last year's annual circulation data, input the dates **From: 9/01/2018 To: 9/01/2019.** Leave pre-selected items and empty fields as is, and click the **Run Report** button.

List collection statistics...

Circulations	From 09/01/2018 to 09/01/2019	
Show	Summary Only ▼	
Organized by	Call Number Prefix ▼	
Call Numbers	From ____ to ____	
	To specify a call number range, enter at least the first 3 digits for Dewey numbers, a complete call number	
Increment by Dewey	100s ▼	
Resource List	____ ▼ View List	
Circulation Types	All Circulation Types Update	
Output as	PDF ▼	

Save Setup   Run Report

6. Click **Refresh List** until report Status of changes from **Pending** to **Completed**.

Job submitted: Collection Statistics - Historical
You may continue to use the application as normal. To check on your report's progress at any time, select the Report Manager from Reports.

Jobs: 1 - 2 of 2		Refresh List	
☑ ⊘	**Job**		**Status**
	Collection Stats		Pending

7. Click **View** once report Status shows **Completed**.

Job	**Status**	**View**
Collection Stats	Completed (9/7/2017 12:38 PM)	View

8. The **whole number** shown under **Circulations** is the **total number of circulations** during the last year. The number in brackets identifies the **percentage of total annual circulation**. Record these numbers in the designated columns for each range on the **Collection Analysis by Category** chart.

Collection Circulation Report

Show Summary Only (Limited by circulation date. See the final page of the report for limiter details.)

Range	Circulations
000 - 099	177 [1.32%]
100 - 199	161 [1.20%]
200 - 299	15 [0.11%]
300 - 399	500 [3.73%]
400 - 499	45 [0.34%]
500 - 599	822 [6.13%]
600 - 699	313 [2.33%]
700 - 799	577 [4.30%]
800 - 899	183 [1.36%]
900 - 999	560 [4.17%]
E	4,860 [36.22%]
F	3,400 [25.34%]
FIC	147 [1.10%]
GN	1,585 [11.81%]

Notes:

- **Call Number Prefixes:** E = Everybody/Easy, F = Fiction, GN = Graphic Novels.
  - Do not count books with prefix FIC, -Fic-, or [FIC] with Fiction here, as these may include Fiction eBooks which will be counted separately using the eBook Circulation report.
- We are not analyzing data for other prefixes that may be listed (CD, DVD, PRO, SC, etc.)
- **Biographies are not separated from the 900s in this report.** Therefore, no numbers are needed in the # of Circulations and % of Annual Circulation columns for Biographies on the Collection Analysis by Category chart.