Polaris Canned Reports Sitemap

Directions: *Press **Ctrl** and **F** on your keyboard to bring up the search tool. Search for a specific keyword to locate a coordinating report. Or simply browse through the reports.*

Acquisitions

Cataloging

📁 Authority
📁 Bibliographic
📁 Community
📁 Item

- 📄 Call Number List
- 📄 Claimed Items
- 📄 Classification Number List
- 📄 Collection Disposition by Material Type
- 📄 Collection Material Type Analysis
- 📄 Collection Value By Organization
- 📄 In-Transit Items
- 📄 Inventory Exception - Incorrect Status
- 📄 Inventory Exception - Misshelved
- 📄 Inventory Shelflist
- 📄 Item Records by Funding Source and Stat Code
- 📄 Item Records That Do Not Display In PAC
- 📄 Item Records Without Barcodes
- 📄 Item Status
- 📄 Lost and Missing Items

Circulation

- 📁 Holds
  - 📄 Expired Requests
  - 📄 Expired Requests - old
  - 📄 Held Checklist
  - 📄 Hold Requests To Fill
  - 📄 Hold Requests To Fill (INN-Reach)
  - 📄 Hold Requests To Fill (Regular and INN-Reach)
  - 📄 Hold Requests To Transfer
  - 📄 Holds alert report by branch
  - 📄 Holds alert report by library
  - 📄 Holds Fiscal Year Analysis
  - 📄 Holds Purchase Alert
  - 📄 Local Hold Request and Item Counts By Branch
  - 📄 Pending Holds Count
  - 📄 Request Time to Fill
  - 📄 Unclaimed Checklist
- 📁 ILL
- 📁 INN-Reach
- 📄 Circulation by Collection Material Type Analysis
- 📄 Circulation By Items Assigned Branch
- 📄 Circulation By Items Loaning Branch
- 📄 Circulation by Postal Code
- 📄 Circulation By Workstation
- 📄 Delinquent Patrons
- 📄 Expired Reserve Items
- 📄 Fiscal Year Turnover Rate
- 📄 Floating Items By Assigned Branch
- 📄 Floating Items By Home Branch
- 📄 Floating Items Setup
- 📄 Hourly Circulation Report
- 📄 In-House Use
- 📄 Item Circulation By Collection
- 📄 Item Circulation By Item Statistical Code
- 📄 Item Circulation Statistics
- 📄 Long Overdue Items
- 📄 Overdue Items
- 📄 Overdue Patrons
- 📄 Overdue Reserve Items
- 📄 Patron Circulation By Statistical Class
- 📄 Patron Circulation Statistics
- 📄 Patron Code Statistics
- 📄 Patron Cross Borrowing
- 📄 Patron Lost Items By Owning Branch
- 📄 Receipt Delivery Failure
- 📄 Remove Patron ID from circ transactions process log
- 📄 Reserve Item Records
- 📄 Reserve Shelf List
- 📄 Reserve Statistics By Course
- 📄 Top Circulating Titles By Collection

- 🗎 Turnover Rate
- 🗎 Uncirculated Items

Custom

- 📁 Cataloging
  - 📁 Bib's
    - 🗎 AA-Bibliographic List from a RecordSet
    - 🗎 AA-Cataloging Statistics
    - 🗎 AA-Cataloging Statistics-2
    - 🗎 AA-OCLC Added Bibs for Export
    - 🗎 AA-OCLC Deleted Bibs for Export
  - 📁 Item
    - 🗎 AA-Average Age of the Library Collection
    - 🗎 AA-Count of Items Added by Collection and Library
    - 🗎 AA-Count of Items Deleted by Collection
    - 🗎 AA-Item List from a RecordSet
    - 🗎 AA-Items without a Collection Code
    - 🗎 AA-Items without a Statistical Code
    - 🗎 AA-Lost and Missing Items to be Deleted in 30 Days
    - 🗎 AA-Lost Items List by RecordSet Number
    - 🗎 AA-On The Fly Items that need Cataloging
    - 🗎 AA-Pre_Inventory Call Number Verification
    - 🗎 AA-Titles Deleted from Collection in the last 30 days
    - 🗎 AA-Titles with more than one item by collection
    - 🗎 AA-Weeding Shelf List 1 Year
    - 🗎 AA-Weeding Shelf List 10 Year
    - 🗎 AA-Weeding Shelf List 3 Year
    - 🗎 AA-Weeding Shelf List 5 Year
    - 🗎 AA-Weeding Shelf List with Selectable Date
    - 🗎 AA-Weeding Shelflist by Starting to Ending Call Number
- 📁 Circulation
  - 📁 Holds
    - 🗎 AA-Hold Items that Telephone Completed the Notification
    - 🗎 AA-Hold Items that Telephony couldn't contact
    - 🗎 AA-Items In-Transit or Transferred by Receiving Library
    - 🗎 AA-Items In-Transit or Transferred by Sending Library
    - 🗎 AA-Items with Transferred Status
    - 🗎 AA-List of UnClaimed Held ILL's
    - 🗎 AA-Listing of Local Holds and Items
  - 📁 ILL
  - 🗎 AA-Checkout Count from an Item RecordSet
  - 🗎 AA-Circ Count by PatronCode MaterialType
  - 🗎 AA-Circ Counts by Collection Comparison
  - 🗎 AA-Circ Counts by ItemRecordSet by Date Range and Title
  - 🗎 AA-Circ Counts by Patron by Date Range by RecordSetID
  - 🗎 AA-Circ Counts by the Hour
  - 🗎 AA-Circulation By Items Assigned Branch By Collection
  - 🗎 AA-Circulation By Items Loaning Branch By Collection
  - 🗎 AA-Count of Late DVD Checkins
  - 🗎 AA-Days Overdue by Item Record Set
  - 🗎 AA-Emailed Bill Notices

- 📄 AA-Excess Reset Due Date
- 📄 AA-ILL Items Lost at Your Library
- 📄 AA-In-House Count of Circs for Last Month
- 📄 AA-Item Circulation Statistics
- 📄 AA-Items Claimed Last 31 Days
- 📄 AA-Items Lost at Other Libraries
- 📄 AA-Library Overdue Call List
- 📄 AA-Library Overdue Call List for Videos
- 📄 AA-Loan Periods by Patron Code and Material Type
- 📄 AA-Long Overdue (Short Version)
- 📄 AA-NYS Annual Report-Circ Counts by Collection Groups
- 📄 AA-NYS Annual Report-Collection Count by Collection Groups
- 📄 AA-Outreach Patrons
- 📄 AA-Overdue Count Comparison from Same Period 1 Year Prior
- 📄 AA-Patron Circulation Stat Class Patron Code Statistics
- 📄 AA-Renewals Above Item Renewal Limit
- 📄 AA-You Saved
- 📁 Deposit Collections
- 📁 FLLS – Finger Lakes Library System
- 📁 Library Specific Requests
- 📁 Notices
- 📁 PAC
- 📁 Public Services
  - 📁 Patron Financial
    - 📄 AA-Collected Fees Detail
    - 📄 AA-Collected Fees Summary
    - 📄 AA-Donations-CC Payments in last week
    - 📄 AA-Fine Notice Sent 10 Days Ago
    - 📄 AA-Fines Collected by Library Collection Code
    - 📄 AA-Hosted Credit Card Payments
    - 📄 AA-Patron Fine Notice Date
    - 📄 AA-Patron Outstanding Account Balance
    - 📄 AA-Patron with Outstanding Balance and Email Address
    - 📄 AA-Refunds To Credit Card Payments
    - 📄 AA-Waived Fines Detail w-Notes
    - 📄 AA-Waived Fines Summary
    - 📄 ZZ-Credit card distribution report-Don't Use
    - 📄 ZZ-Credit card distribution report-old-Don't Use
  - 📁 Patron Services
    - 📄 AA-Patron Call List with Birthdate Before Selection
    - 📄 AA-Patron List by Patron Code and Stat Class
    - 📄 AA-Patron List for Off-Line Circ by Barcode
    - 📄 AA-Patron Mailing List
    - 📄 AA-Patron Mailing List by Record Set
    - 📄 AA-Patron Stat Class Count by Patron Code
    - 📄 AA-Patron Statistical Class Count by Library
    - 📄 AA-Patron Statistical Class Count System-wide
    - 📄 AA-Patron YTD and Lifetime Savings
    - 📄 AA-Patrons Without A Password
    - 📄 AA-Patrons without Stat Class by Library

Notices

PAC

Public Services

- 📁 Outreach Services
- 📁 Patron Financial
    - 📁 Active Network POS
    - 📄 Billed Patrons
    - 📄 Collection Agency Detail
    - 📄 Collection Agency Summary
    - 📄 Daily Cash Balance Detail
    - 📄 Daily Cash Drawer
    - 📄 Daily Cash Drawer POS
    - 📄 Donations - Credit Card Payments
    - 📄 Financial Transaction Summary by Fee Reason
    - 📄 Financial Transaction Summary by Payment Type
    - 📄 Fines and Fees
    - 📄 Fines and Fees - Credit Card Payments
    - 📄 Fines and Fees Summary
    - 📄 Fines by Amount
    - 📄 Hosted Credit Card Payments
    - 📄 Non POS Payments
    - 📄 Payment Distribution Report
    - 📄 Refunds To Credit Card Payments
    - 📄 Sales Summary Report
    - 📄 Waived Fines
- 📁 Patron Services
    - 📁 Borrow By Mail
    - 📄 Associated Patron Groups
    - 📄 Expired Patrons
    - 📄 Inactive Patrons
    - 📄 Patron Library Assigned Blocks
    - 📄 Patron Register
    - 📄 Patrons Registered By Zipcode
    - 📄 Patrons with messages
    - 📄 Patrons Without Addresses
    - 📄 Verify Patron Data

Serials

System

- 📁 Labels
- 📄 Affiliated Branches of Staff Member
- 📄 Hierarchy of Libraries Branches Collections
- 📄 Hierarchy of Libraries Branches Workstations
- 📄 Staff Member Permission Comparison
- 📄 Staff Member Permissions
- 📄 Statistical Summary
- 📄 SubRepInvalidPatronAddresses
- 📄 SubRepInvalidSupplierAddresses