# Circulation Statistics

Monthly WorkFlows circulation statistical reports that are on the SWAN website can now be produced in BLUEcloud Analytics (BCA) at your convenience. These reports can be found on the BLUEcloud Analytics website under Shared Reports>SWAN reports>Circulation Statistics. These reports have been created with date range prompts so you can define the exact dates for the reports.

How to Run a Report:

- **Select the report you would like to run by clicking on it.**
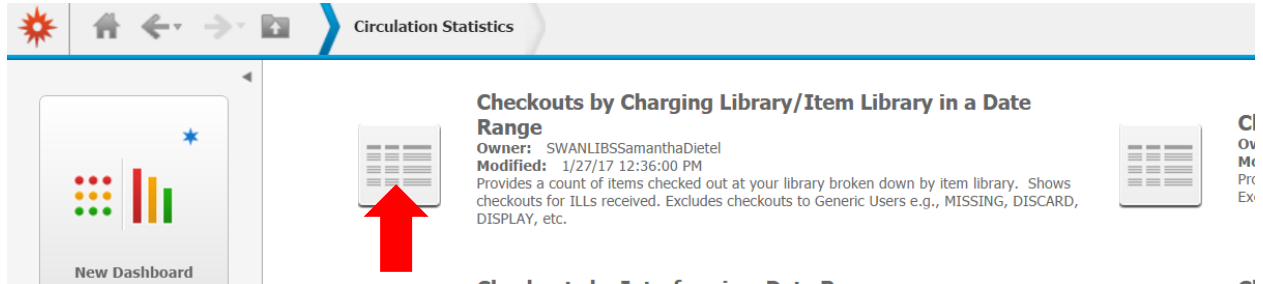
- **Enter Prompts:** For **most** reports you are going to select your library from the **"Available"** box and put it into the **"Selected"** box by double-clicking or selecting it and clicking the single arrow. You will also enter a beginning date for your date range and an ending date.
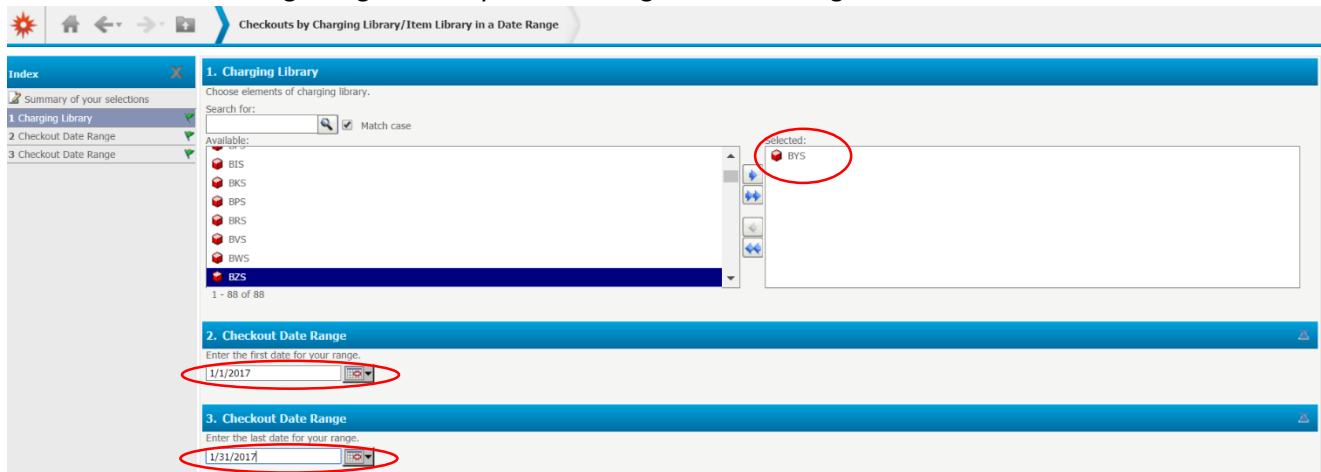
- **Click Run Report at the bottom of the screen.**
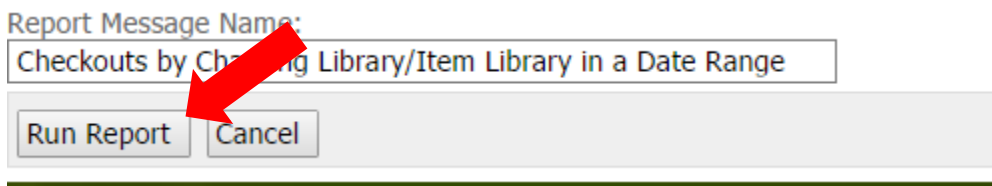
- **Your results will populate when the report finishes.**

List of Reports on BCA:

- **Checkins by Charging Library/Item Library in a Date Range:**
  - This report will provide a count of items checked in at your library broken down by item library. For counts of checkins for ILL materials, you will need to subtract your items from the results. Does not exclude checkins from Generic Users.
- **Checkouts by Charging Library/Item Library in a Date Range:**
  - This report will provide a count of items checked out at your library broken down by Item Library. Excludes checkouts to Generic Users.
- **Checkouts by Home Location in a Date Range:**
  - This report will provide a count of items checked out at your library broken down by Home Location. Excludes checkouts to Generic Users.
- **Checkouts by Interface in a Date Range:**
  - This report will provide a count of checkouts broken down by interface e.g., WorkFlows, self-check, etc. Excludes checkouts to Generic Users.
- **Checkouts by Item Type/Item Cat2 in a Date Range:**
  - This report will provide a count of items checked out at your library broken down by Item Type and Item Category 2. Excludes checkouts to Generic Users.
- **Checkouts by User Cat7 in a Date Range – ILL:**
  - This report will provide a count of checkouts broken down by User Category 7 (ILL sent out of SWAN) e.g., ALA, OCLC, etc. Excludes checkouts to Generic Users.
- **Checkouts by User Cat8 in a Date Range – Non-SWAN RBs:**
  - This report will provide a count of checkouts broken down by User Category 8 (patrons from non-SWAN libraries). Excludes checkouts to Generic Users.
- **Checkouts by User Cat9 in a Date Range – Library Defined:**
  - This report will provide a count of checkouts broken down by User Category 9 (Library Defined Categories). Excludes checkouts to Generic Users.
- **Checkouts by User Profile in a Date Range – Reciprocal Borrowing:**
  - This report will provide a count of checkouts broken down by User Profile, including checkouts to both reciprocal borrowers and your users. Excludes checkouts to Generic Users.
- **Daily Checkouts in a Date Range:**
  - This report will provide a count of items checked out at a library broken down by date and User Profile. Excludes checkouts to Generic Users.
- **Holds by Interface in a Date Range:**
  - This report will provide a count of holds placed broken down by interface e.g., WorkFlows, Enterprise, etc.
- **ILLs Sent and Received in a Date Range:**
  - This report will provide a count of ILLs sent and received by your library. For ILL Sent, read down. For ILL Received, read across. You will need to subtract your items from the results. Excludes checkouts to Generic Users.

Circulation Statistics

- **In-house Use in a Date Range:**
  - This report will provide a count of items marked used at a library broken down by Home Location.
- **Renewals by Charging Library/Item Library in a Date Range:**
  - This report will provide a count of items renewed at your library broken down by item library. Shows renewals for ILLs received. Excludes renewals to Generic Users.
- **Renewals by Home Location in a Date Range:**
  - This report will provide a count of items renewed at your library broken down by Home Location. Excludes renewals to Generic Users.
- **Renewals by Interface in a Date Range:**
  - This report will provide a count of renewals broken down by interface e.g., WorkFlows, self-check, Enterprise, etc. Excludes renewals to Generic Users.
- **Renewals by Item Type/Item Cat 2 in a Date Range:**
  - This report will provide a count of items renewed at your library broken down by Item Type and Item Category 2. Excludes renewals to Generic Users.
- **Renewals by User Cat7 in a Date Range – ILL:**
  - This report will provide a count of renewals broken down by User Category 7 (ILL sent out of SWAN) e.g., ALA, OCLC, etc. Excludes renewals to Generic Users.
- **Renewals by User Cat8 in a Date Range - Non-SWAN RBs:**
  - This report will provide a count of renewals broken down by User Category 8 (patrons from non-SWAN libraries). Excludes renewals to Generic Users.
- **Renewals by User Cat9 - Library Defined in a Date Range:**
  - This report will provide a count of renewals broken down by User Category 9 (Library Defined Categories). Excludes renewals to Generic Users.
- **Renewals by User Profile in a Date Range - Reciprocal Borrowing:**
  - This report will provide a count of renewals broken down by User Profile, including checkouts to both reciprocal borrowers and your users. Excludes renewals to Generic Users.
- **Users Added in a Date Range:**
  - This report will provide a count of users added within a specified date range broken down by user library User Profile.

List of Generic Users

ASK_STAFF

BINDERY

CATALOGING

CLAIMSRETD

CLEAN

DAMAGE_SHLF

DISCARD

DISPLAY_A

DISPLAY_A2

DISPLAY_E

DISPLAY_F

DISPLAY_NF

DISPLAY_J

DISPLAY_R

DISPLAY_T

DISPLAY_YA

HOLD_LOWER

HOLD_UPPER

HOMEWORK

INPROCESS

LIBRARYUSE

MISSING

OFFICE_COL

ON_THE_FLY

ON-ORDER

ONSEARCH

REPAIR

RESERVES

STAFF_USE

STORAGE

TECH_DEPT

TECH

YOUTHSERV

DMG_RBILL