

# Destiny Reports

## *Shelf List Report with Circulation Counts*

*(A list of resources in shelf order with circulation counts for each copy, publication year or price. Useful for weeding. Output as PDF or Excel spreadsheet.)*

1. Go to *Reports, Library Reports* and select *Shelf List*.

**Generate a shelf list showing...**

**Include Call Numbers**  All ranges and prefixes in the collection  
 From  To

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

**Count Circulations**  to   
 Include circulations from in-library use

**Show**  Price  
 Publication Year

**Output as**

*Select your whole collection or limit by prefix/call# range.*

*Choose the date period for number of circulations. E.g. how many times each item was checked out in the last year.*

***Note:** When you scan an item for inventory, this is counted as and in-library use.*

*Choose to include either Price or Publication Year for item.*

*Choose PDF or Microsoft Excel for Output format.*

2. Once you've made your selections, click *Run Report*.

3. Refresh the *Report Manager* list and Click *View*.

4. Save and Open the resulting spreadsheet.

	A	B	C	D	E	F	G	T	H
1	Call Num	Author	Title	Barcode	Year	Status	Circs		
2	F ABB	Abbott, Tony,	1The chariot of Queen Zara	QUAR24524	2006	Available	0		
3	F ABB	Abbott, Tony,	1City in the Clouds	QUAR19625	1999	Available	0		
4	F ABB	Abbott, Tony,	1Flight of the blue serpent	QUAR24527	2008	Available	0		
5	F ABB	Abbott, Tony,	1The great ice battle	QUAR19621	1999	Available	0		
6	F ABB	Abbott, Tony,	1The hawk bandits of Tarkoom	QUAR19616	2001	Available	0		
7	F ABB	Abbott, Tony,	1The hidden stairs and the magic ca	QUAR19624	1999	Available	0		
8	F ABB	Abbott, Tony,	1Into the land of the lost	QUAR19622	2000	Available	0		
9	F ABB	Abbott, Tony,	1The mask of Maliban	QUAR19623	2001	Available	0		
0	F ABB	Abbott, Tony,	1The moon dragon	QUAR22178	2006	Available	0		
1	F ABB	Abbott, Tony,	1The Moon Scroll	QUAR22175	2002	Available	2		
2	F ABB	Abbott, Tony,	1Pirates of the purple dawn	QUAR22184	2007	Available	0		
3	F ABB	Abbott, Tony,	1Quest for the queen	QUAR19619	2000	Available	0		
4	F ABB	Abbott, Tony,	1The riddle of Zorfendorf Castle	QUAR26059	2005	Available	0		
5	F ABB	Abbott, Tony,	1Sorcerer	QUAR27610	2006	Available	1		
6	F ABB	Abbott, Tony,	1Tower of the elf king	QUAR19615	2000	Available	0		
7	F ABB	Abbott, Tony,	1Under the Serpent Sea	QUAR19626	2000	Available	1		
8	F ABB	Abbott, Tony,	1Voyage of the Jaffa wind	QUAR22172	2002	Available	0		
9	F ABD	Abdel-Fattah, F	Does my head look big in this?	QUAR29711	2007	Available	0		
0	F ABD	Abdel-Fattah, F	The friendship matchmaker	QUAR29620	2012	Checked C	1		
1	F ADL	Adler, David A.	Cam Jansen and the barking treasu	QUAR20966	2001	Available	0		
2	F ADL	Adler, David A.	Cam Jansen and the catnapping my	QUAR20963	2000	Available	0		
3	F ADL	Adler, David A.	Cam Jansen and the chocolate fudg	QUAR20970	1997	Available	0		
4	F ADL	Adler, David A.	Cam Jansen and the ghostly myste	QUAR20973	1999	Available	0		
5	F ADL	Adler, David A.	Cam Jansen and the mystery at the	QUAR17920	1992	Available	0		
6	F ADL	Adler, David A.	Cam Jansen and the mystery at the	QUAR20976	1992	Available	1		
7	F ADL	Adler, David A.	Cam Jansen and the mystery of the	QUAR20965	1999	Available	0		
8	F ADL	Adler, David A.	Cam Jansen and the Mystery of the	QUAR20972	2000	Available	1		
9	F ADL	Adler, David A.	Cam Jansen and the mystery of the	QUAR11248	1992	Available	3		
0	F ADL	Adler, David A.	Cam Jansen and the mystery of the	QUAR20306	1992	Available	0		
1	F ADL	Adler, David A.	Cam Jansen and the mystery of the	QUAR20959	1998	Available	0		
2	F ADL	Adler, David A.	Cam Jansen and the mystery of the	QUAR20962	1997	Available	0		
3	F ADL	Adler, David A.	Cam Jansen and the mystery of the	QUAR08663		Available	0		
4	F ADL	Adler, David A.	Cam Jansen and the mystery of the	QUAR20989	1992	Available	0		
5	F ADL	Adler, David A.	Cam Jansen and the mystery of the	QUAR20960	1993	Available	0		
6	F ADL	Adler, David A.	Cam Jansen and the mystery of the	QUAR20956	1992	Available	1		
7	F ADL	Adler, David A.	Cam Jansen and the school play m	QUAR20967	2003	Available	0		
8	F ADL	Adler, David A.	Cam Jansen and the secret service	QUAR23424	2007	Available	0		
9	F ADL	Adler, David A.	The mystery at the monkey house	QUAR20953	1999	Available	1		
0	F ALE	Alender, Katie.	From bad to cursed : a Bad girls do	QUAR29837	2011	Available	0		
1	F ALE	Alender, Katie,	Marie Antoinette, serial killer	QUAR30100	2013	Available	3		
2	F ALE	Alexander, Lloy	The book of three.	QUAR18872	1964	Available	0		