How to Access Custom Services Reports

Custom services are available from the LINCC client and include reports written by FLVC staff to provide college staff a convenient way to run reports that are not routinely needed from the LRS. Custom reports require additional user permissions which can be obtained by submitting the form LINCC015: LINCC Staff Privileges Request (available from [https://libraries.flvc.org/forms](https://libraries.flvc.org/forms)).

Custom reports are available from the Services menu of the Acquisitions, Cataloging, Circulation, and Interlibrary Loan modules; each module offers different custom services.

After they are run, reports are available from the Task Manager. The output filename of the reports always begins with “CUSTOM.” Reports are purged from the system after one day. If the report is copied to the top part of the Task Manager, it remains there until it is deleted.

Custom reports will automatically place an entry in the Task Manager with a file size of zero. When the report is finished running, the entry in the Task Manager will be replaced with a file that has a size other than zero in the size column.

To access custom services:

1. Open the Acquisitions, Cataloging, Circulation, or Interlibrary Loan module to access the relevant custom service. On the Services menu, point to Custom Services and then select the report.

2. A report submittal form will appear. Complete the fields to define the report parameters if there are fields to complete.

3. Click Submit.

4. Retrieve the report from the Task Manager.
To access documentation for custom services:

1. Open the Acquisitions, Cataloging, Circulation, or Interlibrary Loan module. On the Services menu, point to Custom Services – Documentation and then select Click HELP for documentation for all custom services.

2. A submittal form will appear.

3. Click Help to access online help. The file lists all custom reports and descriptions of each report.

Items Not Circulated in 5 Years

The Items Not Circulated in 5 Years custom service lists all items within the requested call number range that have not circulated in the last five years, excluding items with a process status of OI, OR, WD, MI, or IP, and is beneficial for collection development.

The report may be limited to a specific campus and collection. The report is produced in HTML format to allow for easier manipulation of the data in Microsoft Excel. The output filename is CUSTOM-CIRC-03.html.

To run the Items Not Circulated in 5 Years custom service:

1. Open the Circulation module. On the Services menu, point to Custom Services, and then click Custom Service – Items Not Circulated in 5 Years.

2. Complete the Beginning Call Number and Ending Call Number fields.

3. In the Collection field, enter the collection code.

4. Select a Sublibrary from the drop-down menu.

5. Click Submit.

6. Retrieve the report in the Task Manager.
List of Items in Collection by Material Type with # of Loans

The List of Items in Collection by Material Type with # of Loans custom service enables libraries to create a list of items in a collection by specific material type with the number of loans during a specific time frame. The report includes the item barcode, title, and the number of loans during the period specified. The report is produced in HTML format to allow for easier manipulation of the data in Microsoft Excel. The output filename is CUSTOM-CIRC-04.html.

To run the List of Items in Collection by Material Type with # of Loans custom service:

1. Open the Circulation module. On the Services menu, point to Custom Services, and then click Custom Service – List of Items in Collection by Material Type with # of Loans.

2. Complete the Date From and Date To fields.
3. Enter a Sublibrary.
4. In the Collection field, enter the collection code.
5. Click Submit.
6. Retrieve the report in the Task Manager.
List of Items in Collection by Call Number

The List of Items in Collection by Call Number custom service retrieves a list of all items in the specified collection using a call number range. The list includes barcode, year of publication, call number, and title.

The output is intended to be used with the DLA device for RFID inventory, which requires the “LF” at the end of each line. The output filename is CUSTOM-CIRC-05-{call number range}.lst (e.g., CUSTOM-CIRC-05-AAZ.lst).

To run the List of Items in Collection by Call Number Range:

1. Open the Circulation module. On the Services menu, point to Custom Services, and then click Custom Service – List of Items in Collection by Call Number.

![Image of the List of Items in Collection by Call Number interface]

2. In the Campus field, enter the sublibrary code (i.e. fjcce, fjcde, fjcdo, fjcke, fjcna, fjcno, OR fjcso)
3. In the Collection field, enter the collection code (i.e. CIRC, AV, etc.)
4. Complete the Beginning Call Number and Ending Call Number fields.
5. Click Submit.
6. Retrieve the report in the Task Manager.