quick tip 19

View Item History - v6

From circulation click on the item title to bring up the item in Item Management, where you have both Title and Copy Statistics.

Under Title Information, click on Statistics... and you get data on copy availability, lifetime checkouts, the last time the title was used -- note this includes the Accession Date -- when the title was added, and the first time it was used, and the dates of any modifications made to the title record.
NOTE: Last Use Date includes Accession Date, however First Use Date does not. Stats will usually show you the number of checkouts per month/year.

At the bottom it will show you the number of checkouts per month.

Under Copy Information you have *Copy Stats*, which you can also get to right from **Circulation**.

It shows the barcode, which copy it is, how many times it's been checked out, how long total it's been in circulation, the last time this copy was used, who has it checked out now, also the last 5 patrons who have checked it out and when.

Then it also shows the copy policy, any pending reservations, and the last time this copy record was modified.

You also have Usage reports to view usage for multiple copies over time.

View Item History - v7

From circulation click on the item title to bring up the item in Item Management, where you have both Title and Copy Statistics.

Under Titles, use the action menu to click on Statistics... and you get data on copy availability, lifetime checkouts, the last time the title was used -- note this includes the Accession Date -- when the title was added, and the first time it was used.
NOTE: Last Use Date includes Accession Date, however First Use Date does not. Stats will usually show you the number of checkouts per month/year.

Under Copies you also have Statistics, or Copy History -- you can also get to Copy Stats right from **Circulation**.

It shows the barcode, which copy it is, how many times it's been checked out, how long total it's been in circulation, the last time this copy was used, who has it checked out now, also the last 5 patrons who have checked it out and when.

Then it also shows, any pending reservations, and the last time this copy record was modified.

You also have Usage reports to view usage for multiple copies over time.