

Destiny Reports

Library Statistics

Use this report to quickly view total checkouts for a year, month, week, day, or a specific period of dates.

Go to Reports, Library Reports, Statistics, Library Statistics. You will see a Library Snapshot showing circulation, holds, fines, materials, and patrons. Use the section at the bottom to enter your specific parameters.

Statistics Snapshots...

View today's checkouts [Go](#)

View today's checkins [Go](#)

View current statistics [Go](#)

View statistics for the last [Go](#)

View statistics from to [Go](#)

Top Titles

The Top/Bottom Titles report can give you a quick list of your bottom 10 titles that you can go grab, evaluate, and weed when you have a spare few minutes.

This report is under Reports, Library Reports, Statistics Section, Top/Bottom Titles:

Show the titles [Update](#)

For the past

Include circulations from in-library use

Material type

Call numbers to

Change it to show the top 10 (or more) titles for the time period that you specify, then click Update.

Collection Statistics Historical

This report can be used circulations within a date range that you select.

Go to Reports, Library Reports, Statistics, Collection Statistics – Historical.

Select the dates that you want. Next to “Show” you can select Summary Only to see circulations by category or Title & Copy Details to get circulation numbers for each individual copy. For “Organized by” you can choose to have your results grouped by Call Number Prefix, Dewey number, or Copy Category.

If you are organizing by Copy Category, then you can limit the report to show only certain Copy Categories by clicking the Update button and choosing the Copy Categories. If you are organizing by Call Number Prefix or Dewey, you can limit the report by Circulation Types. (Your library may not use the Copy Category feature, so you may want to organize by Call Number Prefix or Dewey and then limit by Circulation Type)

List collection statistics...

Circulations From to

Show

Organized by

Call Numbers From to
To specify a call number range, enter at least the first 3 digits for Dewey numbers, a complete call number prefix, or a call number prefix and author cutter.

Increment by Dewey

Resource List

Circulation Types

Output as

Show Summary Only (Limited by circulation date. See the final page of the report for limiter details.)

Copy Categories

Copy Category	Circulations	Copies
AARP	3	1
Adult Fiction	3,293	7,006
Adult paperbacks	584	2,646
Adult Paperbound	1,101	4,116

Search Statistics

Look at what your patrons are searching for in the catalog to help with collection development.

This report is under Reports, Library Reports, Statistics, Search Statistics.

Do a report for **Any searches Without Results** to see the top terms patrons search for that they are not finding in your catalog. Why are your patrons not getting any results for these terms? Is it a cataloging issue or a collection development issue?

Do a report for **Any searches With Results** to see the top terms patrons search for that they are finding in your catalog. Compare most popular searches with top circulating titles- are they searching, finding, and then checking out?

Check your settings to see how long you are storing Search Statistics. Go to Back Office, Site Configuration, Catalog subtab. Scroll down to the Search Settings section.

Search Settings...

Store search statistics data for month(s) prior to the current month [?](#)

Enable search suggestions in Destiny Quest [?](#)

Filter search suggestions: Unfiltered [Update](#)

By default, show limiter options in Basic Search [?](#)

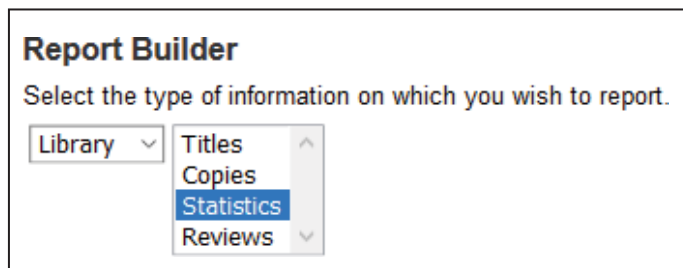
Ignore leading articles in search terms when browsing for (or reporting on) titles [?](#)

Destiny Report Builder

Use Report Builder to create custom reports. Go to Reports, then Report Builder, then click on New Report and select the categories and information you want to include in your custom report.

Example: Report Showing Titles with Multiple Copies

This report will create a list of title for which your library has multiple copies which could be used for reading groups.

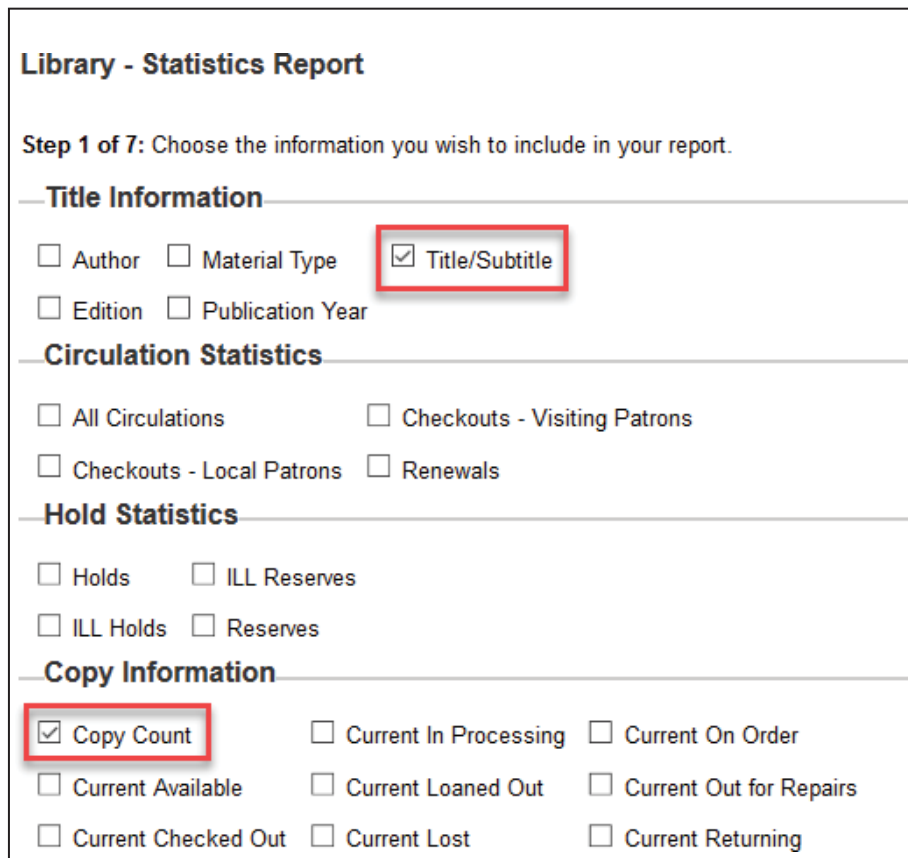


Report Builder
Select the type of information on which you wish to report.

Library | Titles
Copies
Statistics
Reviews

Select Library, then Statistics.

Then select Title/Subtitle and Copy Count. You can also select additional information such as Author.



Library - Statistics Report

Step 1 of 7: Choose the information you wish to include in your report.

Title Information

Author Material Type Title/Subtitle
 Edition Publication Year

Circulation Statistics

All Circulations Checkouts - Visiting Patrons
 Checkouts - Local Patrons Renewals

Hold Statistics

Holds ILL Reserves
 ILL Holds Reserves

Copy Information

Copy Count Current In Processing Current On Order
 Current Available Current Loaned Out Current Out for Repairs
 Current Checked Out Current Lost Current Returning

Group your report by Copy Count.

Library - Statistics Report

Step 2 of 7: Indicate how you want the information in your report to be grouped.

Report Grouping Levels

Group by	Copy Count	Ascending
...then by	-- None --	Ascending

Keep clicking next until you get to step 6, Report Limiters. Select Copy Count for the first limiter and set it to “greater than” and whatever number you wish.

Library - Statistics Report

Step 6 of 7: Set up limiters to indicate which records you want to include and/or exclude from your report.

Report Limiters

Copy Count	greater than	3	AND
-- None --			
-- None --			
-- None --			
-- None --			

[Add Limiter](#)

Then Name and Save your report. When you run it you will get a list of titles with copies greater than the number you entered in step 6.

Example: Report Showing Copies Added During a School Year

This report will create a list of materials added to your library during a time period you specify sorted by vendor with the total amount spent.

Begin a new report and select Library and Copies for the type of report. Select the information that you would like included on the report. Make sure to select Barcode, Purchase Price, Vendor, and Title. If you keep track of Funding Sources, you may want to include them.

Library - Copies Report

Step 1 of 7: Choose the information you wish to include in your report.

Copy Information

<input checked="" type="checkbox"/> Barcode	<input type="checkbox"/> Date Lost	<input type="checkbox"/> Note - Important
<input type="checkbox"/> Call Number	<input type="checkbox"/> Description 1	<input checked="" type="checkbox"/> Purchase Price
<input type="checkbox"/> Category	<input type="checkbox"/> Description 2	<input type="checkbox"/> Status
<input type="checkbox"/> Circ Type	<input type="checkbox"/> Description 3	<input type="checkbox"/> Sublocation
<input type="checkbox"/> Date Acquired	<input type="checkbox"/> Funding Source	<input checked="" type="checkbox"/> Vendor
<input type="checkbox"/> Date Last Accounted For	<input type="checkbox"/> Note - General	

Title Information

<input type="checkbox"/> Author	<input type="checkbox"/> Lexile	<input type="checkbox"/> Quiz Points
<input type="checkbox"/> Edition	<input type="checkbox"/> Material Type	<input type="checkbox"/> Quiz Reading Level
<input type="checkbox"/> Extent	<input type="checkbox"/> Publication Year	<input type="checkbox"/> Quiz Type
<input type="checkbox"/> Follett eBook	<input type="checkbox"/> Publisher	<input type="checkbox"/> Series Title
<input type="checkbox"/> ISBN	<input type="checkbox"/> Publisher-hosted content	<input type="checkbox"/> Subject
<input type="checkbox"/> ISSN	<input type="checkbox"/> Quiz Interest Level	<input checked="" type="checkbox"/> Title/Subtitle
<input type="checkbox"/> LCCN	<input type="checkbox"/> Quiz Number	

Group your report by Vendor and then Barcode.

Library - Copies Report

Step 2 of 7: Indicate how you want the information in your report to be grouped.

Report Grouping Levels

Group by	Vendor	Ascending
...then by	Barcode	Ascending
...and finally by	-- None --	Ascending

Select Count for Barcode to get a count of copies added and Total for Purchase Price to see total amount spent.

Library - Copies Report

Step 5 of 7: Indicate how you want the information in your report to be summarized.

Report Summary Options

	Count	Total
Vendor	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Barcode	<input checked="" type="checkbox"/>	
Purchase Price		<input checked="" type="checkbox"/>

Add Date Acquired Limiters and select the dates between which you want to report materials added.

Library - Copies Report

Step 6 of 7: Set up limiters to indicate which records you want to include and/or exclude from your report.

Report Limiters

Date Acquired	greater than	8/1/2018	31	AND
Date Acquired	less than	6/1/2019	31	AND
-- None --				
-- None --				
-- None --				

Save and run your report.

Other Reports

Weeding Reports: <https://www.sckls.info/services/continuing-education/video-recordings/weed-smarter-not-harder-with-destiny-285>

Inventory Reports: <https://www.sckls.info/services/continuing-education/video-recordings/power-up-your-inventory-with-destiny>

Overdue Notices: <https://www.sckls.info/services/continuing-education/video-recordings/follett-destiny-notices-experience-the-power-of-communication>