

## Consolidation Report

This report may be useful when consolidating libraries. Results are sent to a specified email address. Results may include three separate lists:

- Number of copies for each title
- Duplicated titles
- Unique titles


### Setting up the report

1. **Click** Schedule New Reports wizard.
2. **Select** the INFOhio tab.
3. **Select** CAT:Reports for Consolidation
4. **Click** Setup & Schedule.

### Basic Information Tab

5. **Change** the Report name and/or Title if you wish.

### Item Selection Tab

6. **Select** options as needed – the fewer the better.
7. **Use** gadgets  to ensure correct formatting of data entry.
8. **Enter** library, typically multiple libraries will be selected.
9. **Enter** item group selection when working with specific collections. Leave blank if generating reports for entire collection.

**NOTE:** *In this example, the librarian wants to merge the middle school and high school fiction and nonfiction collections.*

## Output Options Tab

10. **Choose** desired lists for output by placing a check in the checkbox next to the name of each report you wish to generate.

11. **Enter** the email address to which the list(s) should be emailed. **NOTE: This is a required field.** If you wish to send the report to more than one e-mail address, separate each e-mail address with a comma.

12. For larger districts, the resulting report(s) may be too large for e-mail. Those districts should consider e-mailing the reports to their ITC by entering the ITC e-mail address in the 'Send Email to' data box. The ITC will then provide directory information to library staff for retrieval.

**NOTE:** These files are designed to run in the background, no resulting reports will appear in the Sirsi Workflows finished reports wizard. Resulting reports will be e-mailed to the address specified in the Output Options report tab.

## Report Output

**Note:** The report results will be emailed to the recipients as an attachment. If it is not aligned properly in columns, save the attached file to your local computer and open it using Notepad or a similar application.

**Sample List of Titles with number of copies for each title**

*NOTE: the copies listed per title.*

<b>LN - Titles with number of copies per title</b>				
sirsi				
Sent: Friday, September 02, 2011 11:17 AM				
TITLE	AUTHOR	LIBRARY	CALLNUM	COPIES
3 willows : the sisterhood gro	Brashares, Ann	LNMS	FIC BRA	1
10 explorers who changed the w	Gifford, Clive	LNMS	910 GIF	1
10 leaders who changed the wor	Gifford, Clive	LNMS	920 G	1
11 birthdays / by Wendy Mass	Mass, Wendy, 1967	LNMS	FIC MAS	2
15 minutes / Steve Young	Young, Steve, 194	LNMS	FIC YOUNG	1
101 questions about sex and se	Brynie, Faith Hic	LNHS	306.7 BRY	2
A year in the world : Journeys	Mayes, Frances	LNHS	914.04 MAY	1
Adam Canfield of the Slash / M	Winerip, Michael	LNMS	FIC WIN	1
The adventures of Captain Unde	Pilkey, Dav, 1966	LNMS	FIC PILKEY	1
Adventures of Huckleberry Finn	Twain, Mark, 1835	LNHS	FIC TWA	1
African critters / photography	Haas, Robert B	LNMS	779.32 HAA	1
The Akhenaten adventure / by P	Kerr, Philip	LNMS	FIC KER	1
Al Capone shines my shoes / Ge	Choldenko, Gennif	LNHS	FIC CHOLDENK	1

**Sample List of titles that are duplicated in different libraries**

**NOTE: different libraries**

<b>LN - Titles duplicated in different libraries</b>				
sirsi				
Sent: Friday, September 02, 2011 11:17 AM				
TITLE	AUTHOR	LIBRARY	CALLNUM	COPIES
Breaking dawn / Stephenie Meye	Meyer, Stephenie,	LNHS	FIC MEYER	1
Breaking dawn / Stephenie Meye	Meyer, Stephenie,	LNMS	FIC MEY	1
			TOTAL:	2
City of the dead / Tony Abbott	Abbott, Tony	LNHS	FIC ABBOTT	1
City of the dead / Tony Abbott	Abbott, Tony	LNMS	FIC ABBOTT	1
City of the dead / Tony Abbott	Abbott, Tony	LNMS	FIC ABB	1
			TOTAL:	3
Diary of a wimpy kid : Greg He	Kinney, Jeff	LNHS	FIC KIN	2
Diary of a wimpy kid : Greg He	Kinney, Jeff	LNMS	FIC KIN	1
			TOTAL:	3
Eclipse / Stephenie Meyer	Meyer, Stephenie,	LNHS	FIC MEYER	1
Eclipse / Stephenie Meyer	Meyer, Stephenie,	LNMS	FIC MEY	1
			TOTAL:	2
Firestorm / David Klass	Klass, David	LNHS	FIC KCLASS	1
Firestorm / David Klass	Klass, David	LNMS	FIC KCLASS	1
			TOTAL:	2
Food for feeling healthy / Car	Ballard, Carol	LNHS	613.2 BAL308	2
Food for feeling healthy / Car	Ballard, Carol	LNMS	613.2 BAL	3
			TOTAL:	5
New moon / Stephenie Meyer	Meyer, Stephenie,	LNHS	FIC MEYER	1
New moon / Stephenie Meyer	Meyer, Stephenie,	LNHS	FIC MEYER	1
New moon / Stephenie Meyer	Meyer, Stephenie,	LNMS	FIC MEYER	1
New moon / Stephenie Meyer	Meyer, Stephenie,	LNMS	FIC MEYER	1
New moon / Stephenie Meyer	Meyer, Stephenie,	LNMS	FIC MEY	1
			TOTAL:	5

Sample List of titles that are unique to a library

**LN - Titles that are unique to a library**

sirsi

Sent: Friday, September 02, 2011 11:17 AM

TITLE	AUTHOR	LIBRARY	CALLNUM	COPIES
101 questions about sex and se	Brynie, Faith Hic	LNHS	306.7 BRY	2
A year in the world : Journeys	Mayes, Frances	LNHS	914.04 MAY	1
Adventures of Huckleberry Finn	Twain, Mark, 1835	LNHS	FIC TWA	1
Al Capone shines my shoes / Ge	Choldenko, Gennif	LNHS	FIC CHOLDENK	1
Angry management : three novel	Crutcher, Chris	LNHS	FIC CRUTCHER	1
Another Faust / Daniel & Dina	Nayeri, Daniel	LNHS	FIC NAYERI	1
Ash / Malinda Lo	Lo, Malinda	LNHS	FIC LO	1
Attack of the Fiend / Joseph D	Delaney, Joseph,	LNHS	FIC DELANEY	1
The awakening / Kate Chopin	Chopin, Kate, 185	LNHS	FIC CHOPIN	2
Bait / Alex Sanchez	Sanchez, Alex, 19	LNHS	FIC SANCHEZ	1
Battling in the Pacific : sold	Beller, Susan Pro	LNHS	940.5426 BEL	1