INF(O)hio
OHIO'S PreK-12 DIGITAL LIBRARY

Value of Collection

Setting up the report

- *Click* Schedule New Reports wizard.
- *Select* the INFOhio tab
- *Select* CAS: Value of Collection.
- *Click* Setup & Schedule.

Basic Information Tab

- *Change* the Report name and/or Title if you wish.   It should reflect the content of the report.
- *Description* is a good place to note any special notes to yourself. If you save the report as a template, you will see this screen each time you run it.
- *Title* appears on each page.
- *Footer* appears at the bottom of each page (optional)

Call Number Selection Tab

- Use gadgets ▣ to ensure correct formatting of data entry.
- *Select* your library. *If* Library is left blank, all buildings are reported.

Item Selection Tab

- *Make* selections as appropriate.
- Use gadgets ▣ to ensure correct formatting of data entry.

Output Options

- Do not make any changes. The defaults are best.

Running and saving the report

1. *Click* Run Now.
2. *Click* Finished Reports wizard.
3. *Select* report name and click View.
4. *Select* report view options:
    a. Uncheck 'View log'.
    b. Uncheck 'Format report'

5. *Customize* the report and/or save it if you wish.

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Sample format:

```
                Group        # items  # w/price   Price Total
Kalida High School:


         BIOGRAPHY             458        456    $  4,502.02
         COLLBIOG              101        101    $  1,169.23
         FICTION             2,215      2,199    $ 19,038.15
         KIT                   107         81    $  8,795.86
         NONFICTION          3,029      2,762    $ 29,003.33
         OVERSIZED              76         76    $  1,200.41
         PERIODICAL          1,043      1,038    $  3,551.18
         PROFESSNAL            110        110    $  2,383.64
         REFERENCE             662        662    $ 19,541.05
         VERTICAL              101        101    $    161.10
         VIDEO                 309        309      10,017.35
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Library Totals:                8,256      7,934    $ 100,026.59

Number of items with no price:                        322
Number of items with price:                         7,934
Average value of items with price:              $  12.61
```