

# Top Circulations – By Title

NOTE: Example searches are appended to this procedure; these are saved searches in Create Lists

## Sierra Checkouts

First, run a list (Create Lists) for materials using the following criteria (which you can modify to suit needs):

Ter...	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOUTDATE	between	01-01-2016	12-31-2016
2	AND	(	BIBLIOGR...	CALL #	starts with	mys
3	OR	BIBLIOGR...	CALL #	starts with	cmj	
4	OR	BIBLIOGR...	CALL #	starts with	lmy	)
5	AND	(	ITEM	YTDCIRC	greater than	10
6	OR	ITEM	LYCIRC	greater than	10	)

ITEM LOOUTDATE between "01-01-2016"and "12-31-2016" AND (BIBLIOGRAPHIC CALL # starts with "mys " OR BIBLIOGRAPHIC CALL # starts with "cmj" OR BIBLIOGRAPHIC CALL # starts with "lmy") AND (ITEM YTDCIRC greater than "10" OR ITEM LYCIRC greater than "10")

Line	Type	Field
1	BIBLIOGRAPHIC	TITLE

In the above example, you’re looking for items that went out in a specific calendar year only (2016) and various formats and had a circ of at least 10\* in the past year (our fiscal year runs July-June).

\*If attached items have less than 10 circs, they won’t be pulled, so unless a bib has a ton of attached items, this is probably okay. Otherwise, leave the # of circs out of the query...will just be a bigger list to work with.

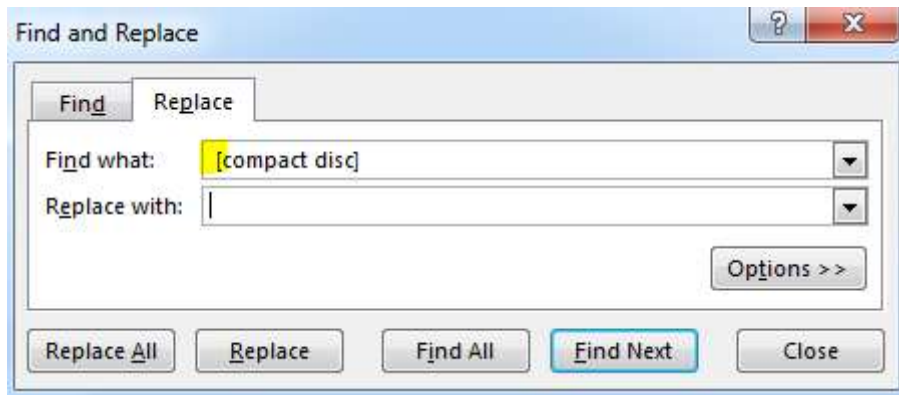
If you don’t care about **genre**, you can also pull just for items by ICODE2, i.e., ‘a’ (adult books) AND 2 (cd books) that have either YTDCIRC (July through now) or a LYCIRC (July-June of previous year) of at least 10 (increase to narrow scope).

Sort by TITLE.

After your results are sorted, export the data using the saved export “popular titles” which will include Title (Bibliographic), YTCIRC (Item) and LYCIRC (Item).

Open the exported file in Excel as a delimited and check Tab and Comma as your delimiters.

Because the format CD Books has “[compact disc]” in the title, you’ll want to remove that using:



(Note that there should be a space in front of [compact disc] and in the “replace with” don’t put anything.)

Do the same for [large print] and [a novel]. You’ll also find some with same title use ‘&’ vs. ‘and’ inconsistently, or include “by” for the author. After you catch all those, you’ll then need to replace some spacing:

1. Replace `<space><space>/<space>` with `<space>/<space>`;
2. Replace `<space>/<space><space>` with `<space>/<space>`;
3. Replace `<space><space>:<space>` with `<space>:<space>`;
4. Replace `<space>:<space><space>` with `<space>:<space>`;

*Note: If you are combining Sierra checkouts with OverDrive, you are going to **replace /\* with nothing** anyway, so you can skip the first 2.*

Do a quick scan to see if there are any columns that didn’t render correctly and delete the offending data/shift the cells to the left:

TITLE	YTDCIRC	LYCIRC	
The life-cl	3	13	
The lifebc	5	11	
The light c	3	12	
A likely st	2	13	
Lila / Mari	2	13	
The lion's	3	11	
Little Beac	4	15	
Little blac	1	13	
A little life	2	15	
The little l	3	15	
London fri	0	14	
Long upor	3	16	
Long upor	0	11	
The longe	2	11	
Lord of the 2015."	3	11	
Lords of th	2	11	
Love ever	1	11	

After you've cleaned up any wonky data, add a column to the right of TITLE (Column A), YTDCIRC (Column B) and LYCIRC (Column C) and name it TOTALS (Column D). Use the SUM function to sum data in B and C.

TITLE	YTDCIRC	LYCIRC	TOTALS
14th dead	3	14	17
14th dead	3	15	18
14th dead	3	13	16
14th dead	2	11	13
14th dead	0	11	11
81 days be	1	13	14
1001 walk	0	13	13

## OverDrive Checkouts

If your top circs report needs to include any other "books," i.e., from OverDrive, you'll need to also download ("*create worksheet*" in OverDrive) for checkouts of e-books/e-audio. You can pull by target audience so that you can break down by adult, YA and juvenile. Just keep the columns for title and checkouts (delete ReserveID, etc.) and rename them TITLE and TOTALS.

Add two columns in between TITLE and TOTALS and name them YTDCIRC and LYCIRC. Put "N/A" in those columns (all of them). You need to do this because you are then going to combine the Sierra and OverDrive checkouts into one Excel sheet.

Replace (unabridged) with nothing, since quite a few of these show up in OverDrive.

Combine your OverDrive and Sierra checkouts into one Excel worksheet.

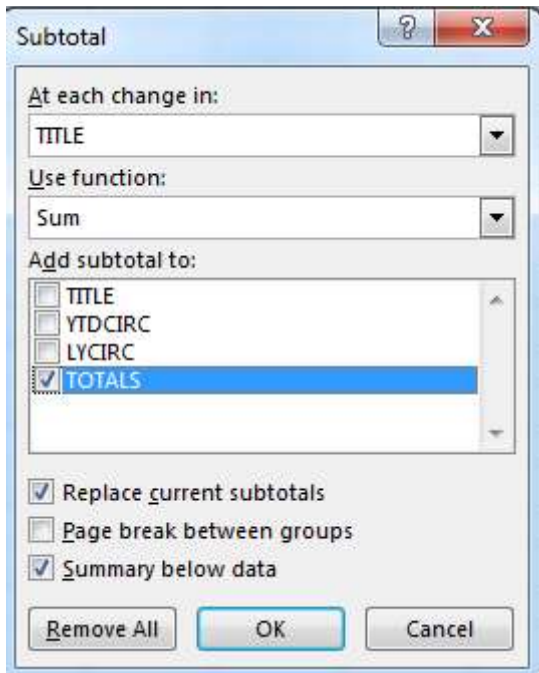
Replace /\* with / to eliminate the author information from the title in the Sierra titles.

Sort alpha by title.

If desired (for easier viewing), hide Column B and Column C so that you only have the TITLE and TOTALS columns.

Click on the DATA tab on the Excel ribbon bar.

Select/highlight the two columns (TITLE and TOTALS) and click on Subtotal. Set it to "Each Change in TITLE", "Use Function SUM" and "Add subtotal to TOTALS".



Click OK.

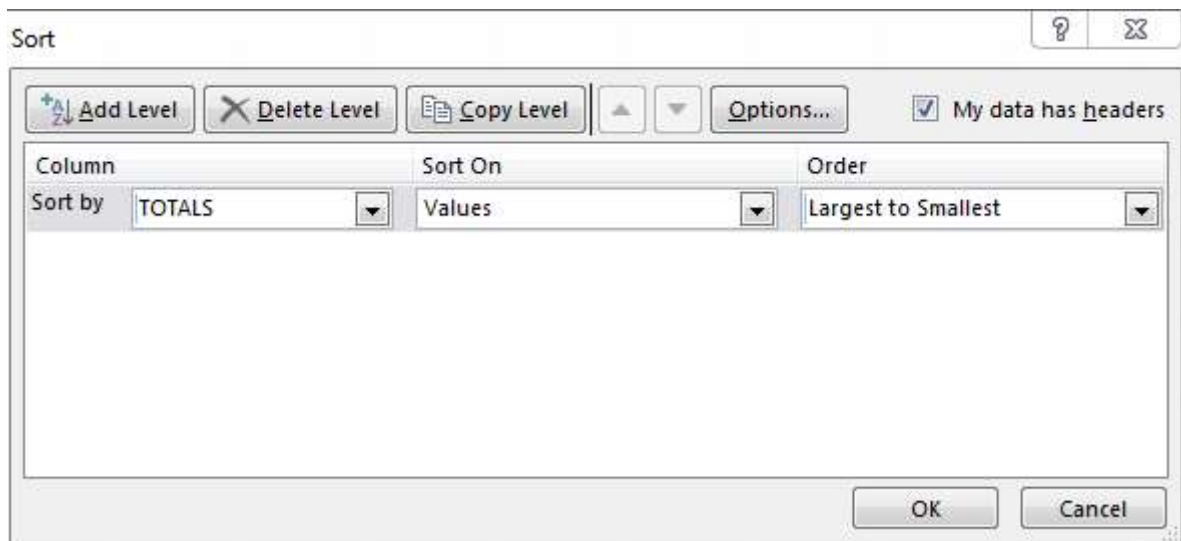
All the items with the same title will be there:

		A	D
1	2	TITLE	TOTALS
	2	14th dead	17
	3	14th dead	18
	4	14th dead	16
	5	14th dead	13
	6	14th dead	11
	7	<b>14th dead</b>	75
	8	81 days be	14
	9	<b>81 days be</b>	14

If you click/select #2 on the upper left of the columns (see above), you will then just get the rows with the totals:

		A	D
1		TITLE	TOTALS
+	7	14th dead	75
+	9	81 days be	14
+	11	1001 walk	13

Next, you will sort (Sort & Filter on ribbon, under HOME) the rows by TOTALS, highest to lowest:



You will now get your desired results:

		A	D
1		TITLE	TOTALS
+	6	JOHN BAR	183
+	13	The girl or	142
+	20	X / Sue Gr	109
+	27	All the ligl	95
+	33	Circling th	87
+	39	The guilty	87
+	45	14th dead	75
+	50	A man call	75

# Top Mysteries

Top Mysteries 2016

Store Record Type:

Range  Start  Stop

Classic
  Enhanced
  JSON

Ter...	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOUTDATE	between	01-01-2016	12-31-2016
2	AND	(	BIBLIOGR...	CALL #	starts with	mys
3	OR	BIBLIOGR...	CALL #	starts with	cmy	
4	OR	BIBLIOGR...	CALL #	starts with	lmy	)
5	AND	(	ITEM	YTDCIRC	greater than	10
6	OR	ITEM	LYCIRC	greater than	10	)

ITEM LOUTDATE between "01-01-2016"and "12-31-2016" AND (BIBLIOGRAPHIC CALL # starts with "mys " OR BIBLIOGRAPHIC CALL # starts with "cmy" OR BIBLIOGRAPHIC CALL # starts with "lmy") AND (ITEM YTDCIRC greater than "10" OR ITEM LYCIRC greater than "10")

Sorting Fields

Line	Type	Field
1	BIBLIOGRAPHIC	TITLE

# Top Romance

Top Romance Titles

Store Record Type:

Range:  Start:  Stop:

Classic
  Enhanced
  JSON

Ter...	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOUTDATE	between	01-01-2016	12-31-2016
2	AND	(	ITEM	YTDCIRC	greater than	10
3	OR		ITEM	LYCIRC	greater than	10
4	AND		BIBLIOGR...	MARC Tag...	has	romance
5	AND	(	BIBLIOGR...	CALL #	starts with	fic
6	OR		BIBLIOGR...	CALL #	starts with	lpf
7	OR		BIBLIOGR...	CALL #	starts with	cf

ITEM LOUTDATE between "01-01-2016" and "12-31-2016" AND (ITEM YTDCIRC greater than "10" OR ITEM LYCIRC greater than "10") AND BIBLIOGRAPHIC MARC Tag 650 has "romance" AND (BIBLIOGRAPHIC CALL # starts with "fic" OR BIBLIOGRAPHIC CALL # starts with "lpf" OR BIBLIOGRAPHIC CALL # starts with "cf")

Sorting Fields

Line	Type	Field
1	BIBLIOGRAPHIC	TITLE

# Top Adult Titles (2016)

Top Adult Titles 2016

Store Record Type:

Range  Start  Stop

Classic
  Enhanced
  JSON

Ter...	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOUTDATE	between	01-01-2016	12-31-2016
2	AND (	ITEM	ICODE2	equal to	a	
3	OR	ITEM	ICODE2	equal to	2	)
4	AND (	ITEM	YTDCIRC	greater than	10	
5	OR	ITEM	LYCIRC	greater than	10	)

ITEM LOUTDATE between "01-01-2016"and "12-31-2016" AND (ITEM ICODE2 equal to "a" OR ITEM ICODE2 equal to "2") AND (ITEM YTDCIRC greater than "10" OR ITEM LYCIRC greater than "10")

Sorting Fields

Line	Type	Field
1	BIBLIOGRAPHIC	TITLE