

Overview of Systems Emails and Reports

As members of the Rutgers Libraries' Collection Management Group (CMG), one must continuously work to organize and maintain the library's collections. A part of this comes from the constant monitoring and evaluation of the materials and data retrieved from our libraries' database. Throughout the year, various reports and emails are generated that require action by Collection Management staff. A list of these reports and emails with a short description can be found below.

All of these reports and emails should be searched at least once; however some of the emails will be searched on two separate occasions, several days apart, and ideally by two different individuals. The statistics for these searches should be entered in the statistics section of the Collection Management Statistics stored on the Douglass T-drive. Emails and reports will be added and removed from our work as the need arises.

CM Emails from Systems

Bi-Weekly Missing Book List: This bi-weekly email lists the items charged to your missing book user within the past 2 weeks. Each library will receive its own individual list. Any located books should be discharged and shelved appropriately in the collection.

In-Transit List: This monthly email lists items that are in-transit (both to and from your library) for longer than 15 days. This report is cumulative and is issued on the 14th of each month. Any items that are not found should be checked out to your missing user if they are owned by your library.

Stacks Check: These emails are issued from individual staff members and are sent out through the Circ Sub email distribution list. Items inquired about are usually claimed returned by patrons or are items that should be on-hold at a specific library. All libraries participate in the search. If an item is located, the staff member generating the email should be contacted as soon as possible.

Quarterly Missing Book Reports: These quarterly missing book reports list items charged to your Missing user, your library's Lost-Paid user, and from your library's Lost-Replace user for a specific period of time. Items that are found by staff should be discharged and shelved in the appropriate collection. Items remaining on this list for over two years will be withdrawn from the catalog at the end of each calendar year.

CM Reports for Projects

RUL Shadowed Project: This report lists shadowed titles, call numbers, and items that are listed as "in-library" in the catalog. This does not include reserve, ILL, PALCI, or withdrawn material. Material that is found in our collections should be changed to unshadowed in Workflows. Material that is not found is charged to the appropriate missing user.

RUL Non-Roman Alphabet Title Project: This report lists items written in a non-roman alphabet title (Chinese, Korean, Japanese, Hebrew, Russian, etc.) that go through our "circ-on-the-fly" procedures. If the item is found in our collections, they are forwarded to the appropriate distributed technical services office or local technical services office.

RUL Circulate Flag Report: This report lists books that are listed as "in-library" in the catalog but do not have the "Circulate" field checked off. Items that are found in our collections will have the "Circulate" field checked off. Items not found are charged to the appropriate missing user.

RUL Aged TECHSR Project: This report lists items whose records were created through the "circ on the fly" process, but were not sent to the appropriate DTS or local TS office upon return. Items that are found in our collections are forwarded to the appropriate office (never to TAS).

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Email Title	Frequency	Date Issued	Format	Email List	Description
Bi-Weekly Missing Book List	Every two weeks	Every other Friday	Systems generated report sent in an email	Email sent to CM staff at site. Please see Staff Resources Page for Missing Books Reports contact list	Lists the items charged to your missing book user within the past 2 weeks.
In-Transit List	Once per month	Issued on the 14 th of each month	Systems generated report sent in an email	Email sent to CM staff at site. Please see Staff Resources Page for In-Transit Reports contact list	Lists the items that have been in-transit (both to and from your library) for longer than 15 days.
Stacks Check	As necessary	As necessary	Formatted email with patron and item information	Email sent to the Circ Sub Listserv. Please see Staff Resources Page for Stacks Checks contact list	Emails with Stacks Check heading are sent to the Circ Sub Listserv for distribution to RUL Access Services staff. Most emails are for items claimed returned (or never checked out) or available holds not at pick-up library
Quarterly Missing Book Reports	Four times per year	July Aug Nov April	MS Word lists are made available on the Alex t-drive. Notification of available lists is sent out through Circ Sub Listserv	Email sent to CM staff at site. Please see Staff Resources Page for Missing Books Reports contact list	Lists of items charged to your missing book user during specific time periods. Also includes items charged to the Lost-Paid user and the Lost-Replace user.
RUL Shadowed Project	Yearly	Reports generated and disseminated during month of September	Email with accompanying MS Word Document	Reports sent to CM staff at sites that have problem items. Please see Staff Resources Page for CMG contact list	Lists shadowed titles, call numbers, and items in RUL catalog where the item should physically be on the shelf.
RUL Non-Roman Alphabet Title Project	Yearly	Reports generated and disseminated during month of May	Email with accompanying MS Word Document	Reports sent to CM staff at sites that have problem items. Please see Staff Resources Page for CMG contact list	Lists "circ-on-the-fly" items created for items in a non-roman alphabet that have a current location of in-library. Items are searched for in our collections.
RUL Circulate Flag Report	Yearly	Reports generated and disseminated during month of June	Email with accompanying MS Word Document	Reports sent to CM staff at sites that have problem items. Please see Staff Resources Page for CMG contact list	Lists books that are in-library but do not have the "circulate" button checked off. Items that are incorrectly processed are corrected.

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RUL Aged TECHSR Project	Yearly?	Reports generated and disseminated during month of August	Email with accompanying MS Word Document	Reports sent to CM staff at sites that have problem items. Please see Staff Resources Page for CMG contact list	Lists "circ-on-the-fly" items that have a current location of in-library. Items are searched for in our collections.
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