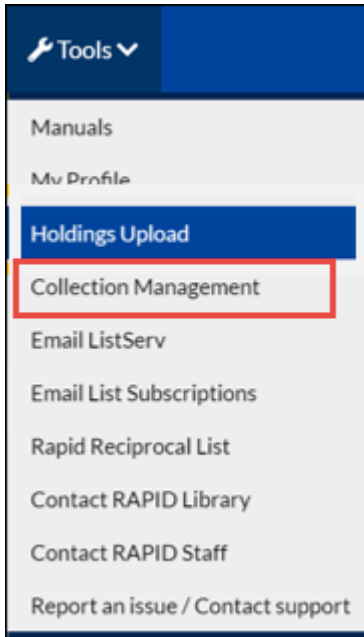


## Collection Management

You can create reports of the titles lent and borrowed in the RapidILL (interlibrary loan solution) database. To create the reports, select Collection Management from the Lending drop-down menu at the top of the RapidILL page.



### Collection Management Link

The following appears:

A screenshot of the 'Collection Management' report generation interface. The page title is 'Collection Management' and it includes a 'Welcome, ALMA University' message. There is a 'Select Report Dates' section with 'Start Date' and 'End Date' fields, both containing '11/22/2019'. Below this are two columns of report options: 'Lending Reports' with 'Titles Lent' and 'Borrowing Reports' with 'Requested Titles Held Locally', 'Requested Titles (Matched)', 'Requested Titles (Unmatched)', and 'All Titles Queried'.

### Collection Management

#### To create a report of titles:

1. Select the date range that you want the report to include. Select a start date from the left calendar and end date from the right calendar.
2. Select the button with the type of report that you want to create:
  - Titles lent – a list of all titles lent
  - Requested Titles Held Locally – a list of titles that when queried against the RapidILL database were identified as being held in your library's RapidILL holdings file.

- Requested Titles (Matched) – a list of titles that were queried against and matched in the RapidILL database. These requests went into the RapidILL system.
- Requested Titles (Unmatched) – a list of titles that were queried against the RapidILL database, but did not match the holdings of any of the libraries in your pods.
- All titles Queried – a list of every title that was queried against the RapidILL database, regardless of its outcome (matched, unmatched, held locally).

The following is an example of a report:

Issn	Number of Times Requested	Title
1543-3668	2	Growth
1567-7443	2	Neuroimmune Biology Series
0066-4758	1	antibiotics and chemotherapy
0090-5542	1	Basic life sciences
0142-5811	1	NORTH WESTERN BRANCH PAPERS INSTITUTION OF CHEMICAL ENGINEERS
0142-5811	1	North Western Branch Symposium Papers Institution of Chemical Engineers
0226-2053	1	Proceedings, Annual Conference - Canadian Society for Civil Engineering
0261-3174	1	Binghamton symposia in geomorphology
0310-7833	1	Wildlife Research
0324-9461	1	ARCHIVES OF ENVIRONMENTAL PROTECTION
0376-0227	1	antibiotics and chemotherapy
0576-9787	1	Cellulose chemistry and technology
0891-0138	1	International SAMPE Symposium and Exhibition
0972-3226	1	RESEARCH ON CROPS
0994-3544	1	Insectes

#### Requested Titles (Unmatched)

The reports contain the following information for each title:

- ISSN
- Number of Times Requested
- Title

You can sort the columns by selecting the arrows in the column heading.

The following elements are available for the report:

- A – The total number of pages in the report. Use the arrows to move through the pages.
- B – Search the report.
- C – Select an export format.
- D – Refresh the report.

Select the ISSN of a title to see the results for that title by year. For example:

Issn	Year	Count
0364-1910	2000	1

#### ISSN Per Year