

THE POWER OF PCODEs

DECISION CENTER REPORTS



Pcodes within patron accounts

Pcode1 – currently consists of words that describe kinds of patrons;

- i.e. juvenile, staff, board, reciprocal, homebound

Pcode2 – originally was being used to designate different levels of students;

- i.e. elementary, middle school, high school, undergraduate, graduate, alumni

Pcode3 – currently being used to define patrons by individual libraries;

- i.e.

29	CMC
30	CMC Steamboat Campus
31	CMC Dillon Campus
32	CMC Spring Valley Campus
33	CMC Timberline Campus
34	CMC Aspen Campus
35	CMC Rifle Campus
36	CMC Eagle/Vail Campus

Pcode4 – just activated. No codes assigned yet.

REPORTS in DECISION CENTER

Access Decision Center with your Sierra user account and password.

Click on EVALUATION, then look at the list of reports under CIRCULATION.

Four (circled in blue) provide access to many different reports and several of them gather data based on the pcodes in the patron accounts.



CIRCULATION

- ▶ Call Number Range
- ▶ Holdshelf
- ▶ Hourly Activity
- ▶ Items
- ▶ Owning Location
- ▶ Patrons
- ▶ Postal Code
- ▶ Resource Sharing (Local, ILL, INN-Reach)
- ▶ Statistics Group
- ▶ Top Titles
- ▶ Transaction Location
- ▶ Transaction Type

PROCESS

Select the report you wish to run. Hover over the report name with the mouse for a definition or description.

Set the parameters of the report. Depending on the report selected, choose date range, location, type of transaction, and item type.

On the next 2 slides, you'll see the selection is for

- a) item type by pcode3
- b) date range of year-to-date
- c) location of Vail Public Library
- d) transaction of circulation (which includes both checkouts and renewals)

Click on Submit and give the report a few minutes to run

CIRCULATION

- ▶ Call Number Range
- ▶ Holdshelf
- ▶ Hourly Activity

▼ Items

- Item Type by Transaction Type
- Item Type by icode1
- Item Type by icode2
- Item Type by pcode1
- Item Type by pcode2
- Item Type by pcode3
- Item Type by pcode4
- Item Type Trends

- ▶ **Owning Location**
- ▶ **Patrons**
- ▶ **Postal Code**

COLLECTION

- ▶ Item Trends
- ▶ Title Trends
- ▶ Turnover

Item Type by pcode3

The Item Type by PCODE# report displays circulation data by Item Type rows and PCODE# columns.

PCODE1, PCODE2, PCODE3, and
PCODE4

The PCODE# data fields are fixed-length fields associated with a patron record. Your library determines the use of these fields and assigns a descriptive label for each. The labels for PCODE1, PCODE2, PCODE3, and PCODE4 can be different for every library system. Consequently, the specific use of these reports can vary for each organization.



DATE

Year-To-Date [edit](#)



LOCATION

Vail Public Library C732, Vail Public Library C732 [edit](#)



TRANSACTION

- Circulation
- Circulation**
- Checkouts
- Renewals
- Holds Placed
- Holds Filled
- Checkins
- In-House Use
- Bookings

DATE 2015 • LOCATION Vail Public Library C732, Vail Public Library C732 • TRANSACTION Circulation

EXPORT

Item Type	All pcode3	VAIL RESRT	VAIL Local	-	VAIL Seas	VAIL CLC	VAIL Guest	MCPLD patron	VAIL Juv	VAIL TOV	Unknown	VAIL SR	VAIL CLC Juv	VAIL TSCO	SUM INI
All Item Types	51,774	10,218	8,152	5,889	5,774	5,393	4,060	3,161	2,127	1,977	1,805	1,036	645	421	351
DVD.	14,463	3,310	3,768	32	2,740	1,669	1,189	0	203	845	0	466	87	153	1
Non-fiction	10,870	1,085	1,412	2,995	1,203	749	328	1,255	140	150	785	106	44	57	207
New	5,348	2,150	668	93	330	684	404	12	252	301	0	286	85	69	0

DATE 2015 • LOCATION Pine River Library C546 • TRANSACTION Circulation

EXPORT

Item Type	All pcode3	Pine River Library	MCPLD patron	-	Basalt District Patron	GUN CB	GUN Gunnison	SD51 Fruitvale	SD51 Mt Garfield Middle School	Adams
All Item Types	50,334	49,465	542	320	2	1	1	1	1	1
Adult DVD fiction	17,127	16,647	320	156	0	1	1	1	1	0
Adult book	9,311	9,161	79	69	1	0	0	0	0	1
Juvenile book	7,188	7,155	17	16	0	0	0	0	0	0

How to SAVE the DATA!



To export the report to Excel, click on EXPORT in the upper right corner of the report.

Choose which version of Excel you want to use.

Click the OK button.

The data is exported to an Excel spreadsheet and you'll have the choice of opening the spreadsheet right then or saving the electronic version for access at a later time.

	B	C	D	E	F
Item Type by pcode3					
Date: 03/01/2015 - 08/31/2015,					
Location: Pine River Library C546,					
Transaction: Circulation					
			All pcode3	Pine River Library	MCPLD patron
			All Pcode3s	168	54
All Item Types	All Item Types		48535	47696	524
Adult DVD fiction	191		16552	16090	307
Adult book	2		8935	8788	79
Juvenile book	52		6964	6934	16
New	250		4986	4952	14
Easy book	32		3514	3497	11
Young Adult	93		1839	1823	10
Adult CD Fiction	142		1660	1629	23
Adult DVD non-fiction	193		1352	1317	16
DVD New	106		877	869	6
Adult Music CD	237		701	646	42
Juvenile audio	50		295	295	0
Laptop	135		224	224	0
Adult CD Non Fiction	143		193	192	0
Periodical	73		145	145	0
Young adult audiobook	98		126	126	0
Audio tape and	13		81	81	0



Questions??

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