Reporting on Library Holdings
Consortium and Advantage Libraries[1]

Consortium Library Holdings

1. Login to **Market Place** (at the **consortium level**).
2. In the top menu, click **Insights**; then click **Reports**.
3. Under **Title activity reports**, click the **Title Status & Usage** report.
4. Click **Run New Report**.
5. In the Report Options window, select the **options** as below. This report will show ebook holdings.

6. Click **Update**. The report will generate a summary area.

Report summary			Date	Inception to 9/30/2017
OC/OU - titles	5,392		Formats	EBook
OC/OU - copies	6,129		Languages	All
MA: earlier of x time or y checkouts - titles	183		Subjects	All
MA: earlier of x time or y checkouts - copies	240		Audiences	All audiences
MA: by time - titles	244		Preorder titles	Exclude
MA: by time - copies	275		Lending model	All lending models
MA: by checkout - titles	694		ISBN	
MA: by checkout - copies	839		Ratings	All ratings
MA - licenses left	18,253		Holdings	All
MA - licenses used	25,398		Status	In collection
MA: by time - 0 time remaining	381			
MA: by checkout - 0 licenses remaining	45			
Adv Plus shared	124			
Active checkouts	2,378			
All checkouts since purchase	435,786			
Active holds	1,706			
All holds since purchase	150,668			
Turnover rate	57.198^			

7. Add up the **Copies** for each lending model. In this case, you will arrive at 7,483 (6,129 + 240 + 275 + 839)
8. If **Adv Plus Shared** is listed under **MA: by checkout** add the **Adv Plus Shared** (7,483 + 124 = 7,607)
9. Repeat **above steps** for each **format**.
10. If you are an advantage library, you will need to add your advantage titles; see next section.

Advantage Holdings

If you are an advantage library, you will also need to determine the number of copies for each format in your advantage account, and add these to the consortium copies.

1. Login to **Market Place** (at the **advantage level**).
2. In the top menu, click **Insights**; then click **Reports**.
3. Under **Title Activity Reports**, click the **Title Status & Usage** report.
4. Click **Run New Report**.
5. In the Report Options window, select the **options** below.
6. At the bottom, click the **empty box** for **Advantage Titles Only**. This report will show ebook holdings.

7. Click **Update**. The report will show a summary area.

Report summary - Consortium		Report summary - Advantage		Date	Inception to 12/31/2017
OC/OU - titles	39	OC/OU - titles	350	Formats	EBook
OC/OU - copies	47	OC/OU - copies	350	Languages	All
MA: earlier of x time or y checkouts - titles	9	MA: earlier of x time or y checkouts - titles	14	Subjects	All
MA: earlier of x time or y checkouts - copies	13	MA: earlier of x time or y checkouts - copies	15	Audiences	All audiences
MA: by time - titles	2	MA: by time - titles	15	Preorder titles	Exclude
MA: by time - copies	3	MA: by time - copies	27	Lending model	All lending models
MA: by checkout - titles	7	MA: by checkout - titles	35	ISBN	
MA: by checkout - copies	11	MA: by checkout - copies	37	Ratings	All ratings
MA - licenses left	617	MA - licenses left	1,498	Holdings	All
MA - licenses used	761	MA - licenses used	174	Status	All
Active checkouts	28	MA: by time - 0 time remaining	11	Advantage titles only	Yes
All checkouts since purchase	4,844	MA: by checkout - 0 licenses remaining	0		
Active holds	36	Active checkouts	15		
All holds since purchase	1,751	Active holds	2		
Turnover rate	9.63^				

8. Add up the **Copies in the middle panel** (Report Summary – Advantage) for each lending model. In this case, you will arrive at 429 (350 + 15 + 27 + 37)
9. Add the consortium holdings to your advantage holdings; in this case, you will arrive at 11,252 (10,823 + 429).
10. Repeat **above steps** for each **format**.

Report options   [×]

Title:	
Period Type:	Specific ▾
Start Date:	📅
End Date:	📅
Formats:	All formats
	Audiobook
	Ebook
	Video
Language:	▾
Subject:	▾
Audience:	All audiences ▾
Preorder titles:	○ Include ● Exclude
Lending model:	All lending models ▾
ISBN:	

To search multiple ISBNs (max of 200), enter a list of print and/or ebook ISBNs where each ISBN is separated by a comma or semicolon or line break.

Rating:	All ratings ▾
Holdings:	All ▾
Minimum checkouts:	
Maximum checkouts:	
Status:	In collection ▾
Advantage titles only:	☑

    Update   Cancel