



**Sitka**

## How Batches Can Change Your Life (or at least save you some time)

### Evergreen Reporter

Documentation: <http://docs.sitka.bclibraries.ca/Sitka/current/html/report.html>

Videos: <https://www.youtube.com/playlist?list=PLdwlgwBNnH4pg4MFwQK1nU8BDDBazZdav>

Reporter Privacy Waiver: <https://bc.libraries.coop/support/sitka/reporter-privacy-waiver/>

### Useful Templates:

Shared Folders -> Templates -> Sitka\_templates -> Collection -> Copy and Title Count

- Title & Copy Count by Circulation Modifier by Call Number Owning Library
- Title & Copy Count by One Copy Stat Cat & Shelving Location
- Title & Copy Count by Shelving Location and Circulation Modifier

Shared Folders -> Templates -> Sitka\_templates -> Collection -> Copy List by Item Attributes

- Call Number : Copies with Call Numbers within a Range
- Circ Modifier : Copies without Circ Modifier
- Shelving Location and Circ Modifier : Copies with Selected Shelving Location and Circ Modifier
- Stat Cat - Copies with Selected Stat Cat Entry

Shared Folders -> Templates -> Sitka\_templates -> Circulation -> Overdue and others

- Damaged/Lost and Paid Items by Payment Date
- Overdues Within Time Span - General (Based on Checkout Library)

Can't find a report template to give you the report you need? Contact Support and we can help create the template you need.

### Batch Updating Items and Batch Loading MARC Records

Item Status: <http://docs.sitka.bclibraries.ca/Sitka/current/html/circulation-item-status.html>

Copy/Item Bucket: <http://docs.sitka.bclibraries.ca/Sitka/current/html/copybucket.html>

Importing MARC Records: [http://docs.sitka.bclibraries.ca/Sitka/current/html/marc\\_batch\\_import.html](http://docs.sitka.bclibraries.ca/Sitka/current/html/marc_batch_import.html)

### Enhanced On Order and Shelf Ready:

<https://bc.libraries.coop/enhanced-on-order-records-and-shelf-ready-items>

Questions? Contact Support: <https://bc.libraries.coop/support/>