: A Proc	≣∖ Ima Juction	Welcome, Welch, AnneMarie 02/17/2025								
Acqu	isitions	Recent Pages	> Access Analytics Analytics	> Scan In Items Fulfillment	> Manage Patron Services Fulfillment					
Res	ources Tas	ks			•					
Fulf	jilment	Reading Lists Citations		>						
	dmin Lu alytics	n Count By Library ar	nd Location		•					

In ALMA, click on "Analytics"

TIDEWATER COMMUNITY COLLEGE Tran have, go argument, "	A	Electronic collection -	Electronic Collection Name -	
Alma Production Acquisitions Resources Fulfillment Âdmin	M Al Sł Cl Ad Ad Ad (F Ol Ol	y Analytics halytics Object List hared With Me reate Analysis ccess Analytics ccess Data Visualization ccess Data Visualization ccess Data Visualization primo) ut of the Box ut of the Box Analytics	Search Analytics Objects Search	
Then clic	k on "	Access Analytics	5" S	



On the top right, you should see this Task Bar, select "Dashboards"



Then select "Collection Assessment Dashboard"

Reports				
Shelf List Circulati	on Weeding			
Choose library, location	on, and LC class number(s).			
Library Name	Location Name	LC Class Number	Material Type	

select "Shelf List" to get a report of Holdings by LC Class

Shelf List	Circulation	Weeding					
N	laterial Type	Select Value	•				
Classifi	cation Code	Select Value	•				
	Loan Date Between			ie-			i o
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Or "Circulation" to get your circulation data.

Collection Assessment Dashboard

Collection Assessment Circ Report

Call Number	Classification Code	Loans (In House + Not In House)	Material Type	Title
AC1 .G72	AC	2	Book	Great books of the Western World. /
AC1 .G72 1990	AC	22	Book	Great books of the Western world /
AC25 .C513 2012	AC	1	Book	The temptation to exist /
AC5 .W35 2000	AC	1	Book	We write for our own time : selected essays
Return - Print - Exp	ort - Create Bookmark I	Link		

Return - Print - Export - Create Bookmark Link

When you run your report, at the bottom there will be options, select Export

Collection Assessment Circ Report

Call Number	Classification Code	Loans (In House + Not In House)	Material Type	T
AC1 .G72	AC	2	Book	0
AC1.G72 1990	AC	22	Book	0
AC25 .C513 2012	AC	1	Book	Т
AC5 .W35 2000	AC	1	Book	۷
	Formatted Data Exc	el		
	CSV	/		
	Tab	Delimited		
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Choose "Data" then "Excel" to export your results into an Excel spreadsheet.