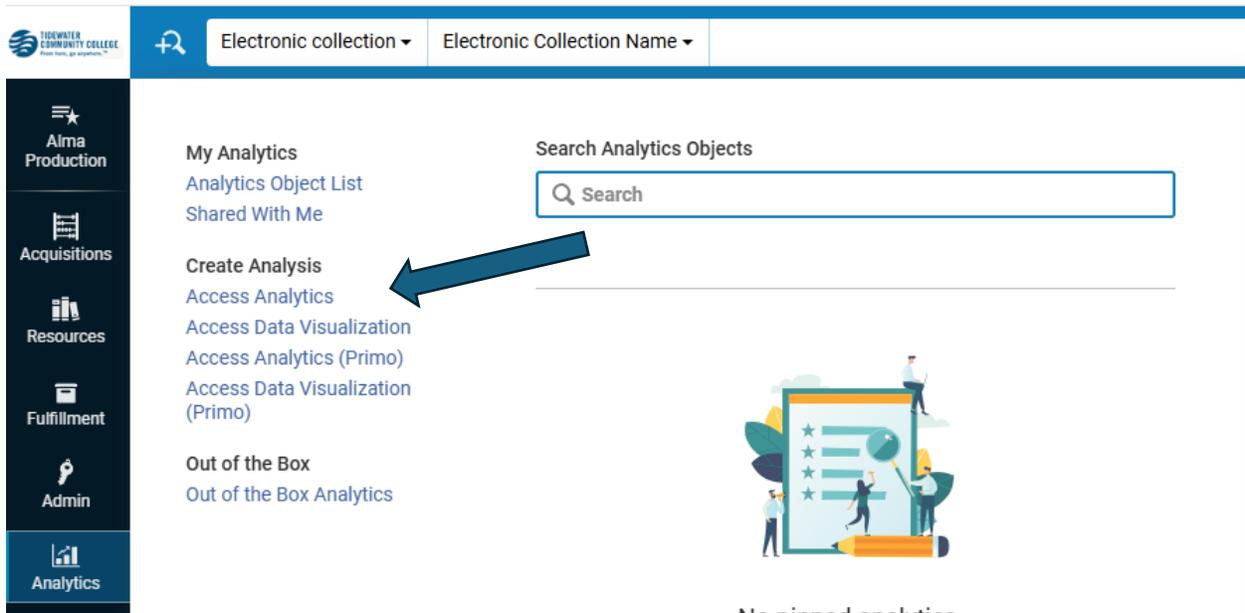
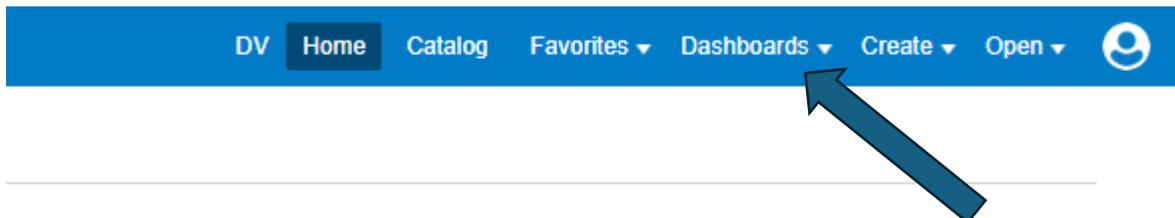


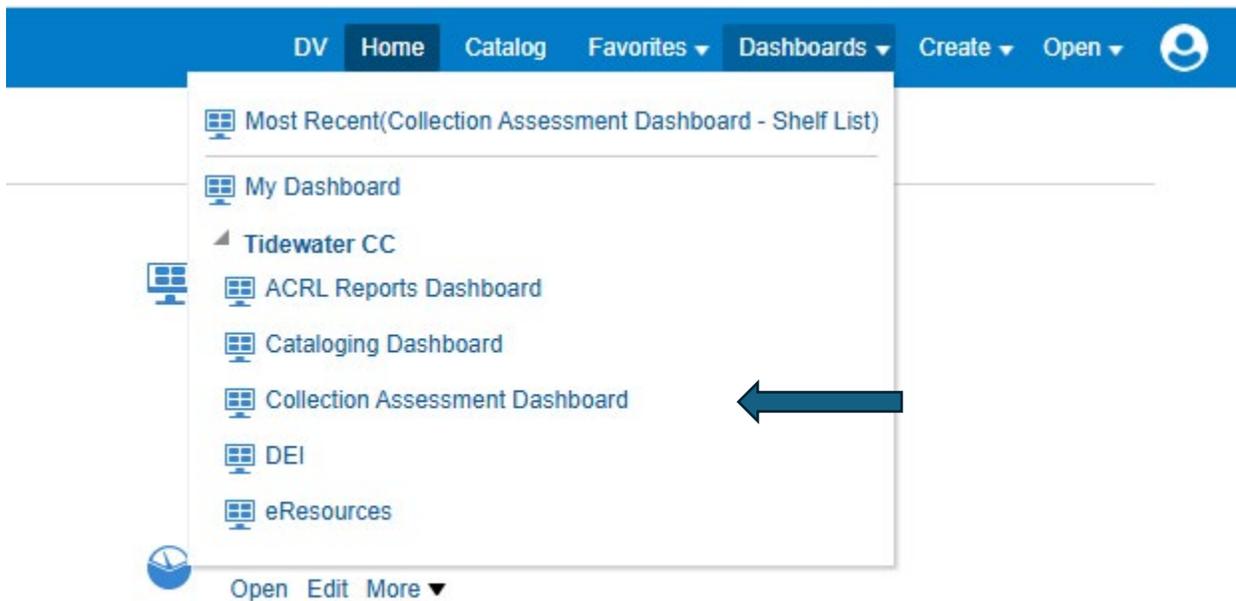
In ALMA, click on “Analytics”



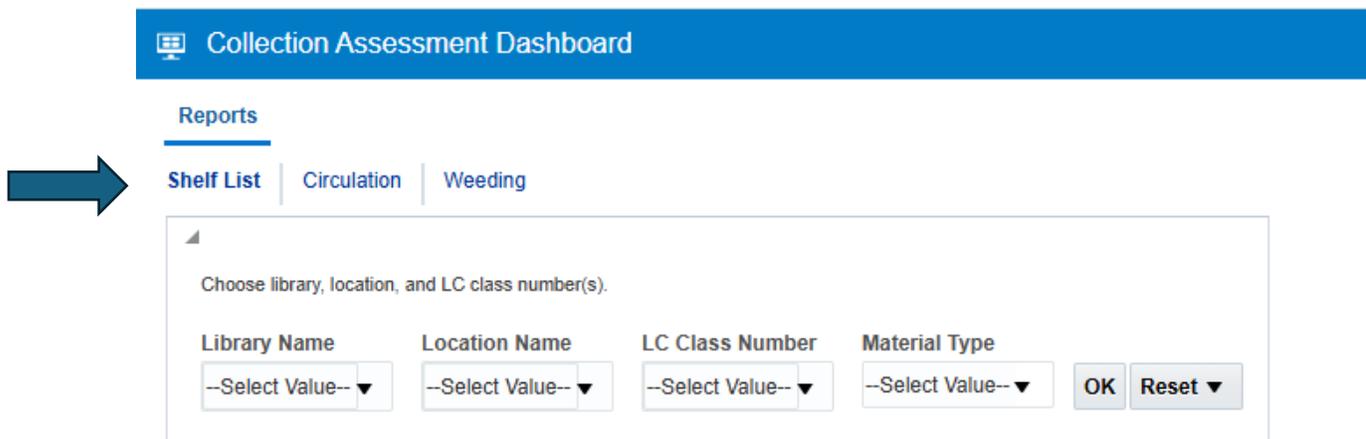
Then click on “Access Analytics”



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

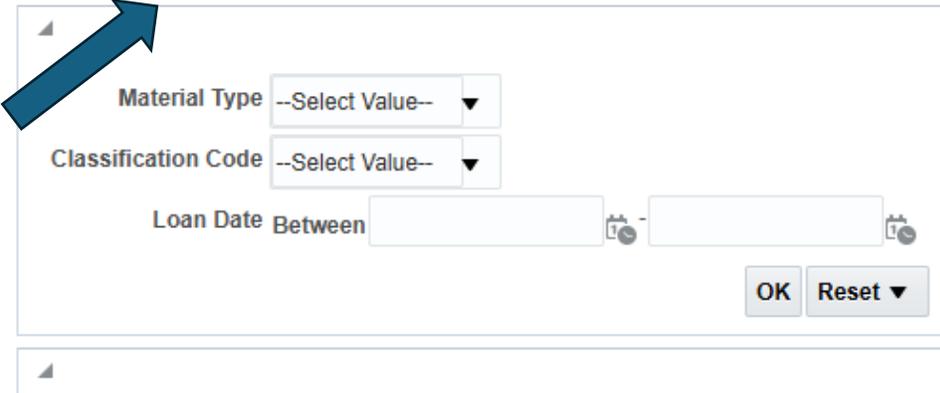


Then select “Collection Assessment Dashboard”



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

Shelf List | **Circulation** | Weeding



Material Type --Select Value-- ▼
Classification Code --Select Value-- ▼
Loan Date Between  - 

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

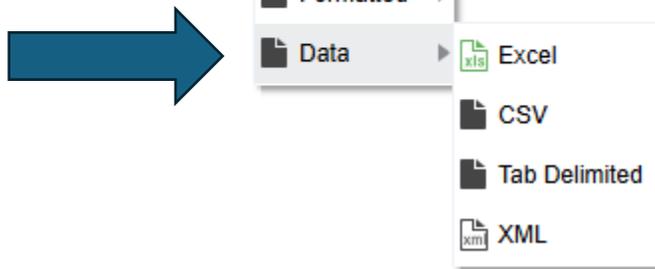
[Return](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

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	G
AC1 .G72 1990	AC	22	Book	G
AC25 .C513 2012	AC	1	Book	T
AC5 .W35 2000	AC	1	Book	V

[Return](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)



Choose “Data” then “Excel” to export your results into an Excel spreadsheet.