

Paged Too Long Report

OhioLINK libraries have agreed to 24hr turnaround on paged items. This report identifies items that require attention. It is recommended that the report be run weekly. You can specify the number of days considered 'too long' when you run the report.

To create the Paged Too Long report

1. Choose **INN-Reach – Reports** from the Function list
2. Select Paged too long from the **Report Type** drop-down list. The system displays the report parameters.

Report Type	Paged too long
Minimum days:	4
Sort by	Item Location

3. Set the report parameters
 - a. Enter the number of days after which an item has a status of 'paged too long.'
 - b. For example, if you enter 4 in the text box, the report includes items that have been paged for 4 days or longer.
 - c. By default, the system displays the value of '1' in this text box.
 - d. Choose the column by which you want the report to sort. Item location is the appropriate sort option since it will display the paged too long items in item location order.
4. Choose **Prepare**. The system will display the Paged Too Long report.

#	Item #	Item Location ▲	Call # ☺	Title	Home Library	Paged Date
1	i7676090x	ccirc-CLER Stacks	E183.8J57 H35 2012	Missions accomplished? :	os4ug-OSU Libraries	08-15-2015
2	i74998067	hhstk-HEALTH SCI Sta...	WO 200 S872b 2011	Basics of anesthesia	ke2ug-Kent Campus	08-15-2015
3	i24459355	hysec-WINKLER CENTE...	WZ 100 M681c 1964	Albert Graeme Mitchell	mu3ug-	08-12-2015
4	i55538885	uen -CEAS Stacks	QD139.P6 C36 2000	Polymer characterization :	da3ug-Roesch Library	08-07-2015
5	i75119730	uen -CEAS Stacks	TA1634 .F65 2012	Computer vision :	ws3ug-Dunbar 3rd Floor	08-12-2015
6	i81422118	ugg -GEOMATHPHYS S...	sci QA278.2 .L66 2014	Regression models for categorical dependent variab	da3ug-Roesch Library	08-02-2015

5. Choose **Print**. We recommend printing to an email account so that if you have multiple item locations you can copy and send the particular information to the appropriate locations via email.
6. Search the stacks for each item.
7. For items found, check out via **INN-Reach – Check-Out to Remote Site** and attach removable label or wrapper.
 - a. Choose the **Print** option in the top right to print a modified copy of the paging slip.



Example of modified paging slip:

Current Check-Outs summary for [REDACTED]				
Fri Sep 04 12:03:47 EDT 2015				
Barcode	Title	Delivery Stop	Due Date	Status
404-109231654	Girl Scout badges and signs	Tuscarawas Reg Campus	511 Oct 16 2015	

8. For items not found, cancel the hold.

9/2015