# 2009 End-of-Year Checklist
# Everything Due by May 6
# Send to Libby Oxenfeld, Franklin Blvd.

- ☐ **AMTR** (Due online by **May 1**)
- ☐ **AMTR copy** (Due at LMS **May 6**)
- ☐ **Media Services Report**
- ☐ **Collection Statistics Report**
- ☐ **Collection Age Report**
- ☐ **System Circulation Statistics Report**
- ☐ **Address Form**
- ☐ **Staff Development Survey**

## Circ/Catalog Plus Instructions

**Collection Statistics Report**
*Reports* then *Circulation Reports* then *Collection Statistics* (by 100's and include Call Number Prefixes)
**Total books on-hand**: Add collection totals for all books.

**Collection Age Report**
*Reports* then *Circulation Reports* then *Collection Age by Call Number*

**System Circulation Statistics Report**
*Reports* then *Help* then *About Reports* then *Click Statistics* then *Show Statistics for prior 9 months* (since July) then *Refresh*

## Destiny Instructions

**Collection Statistics Report and Collection Age Report**
*Back Office* then *Reports* then *Collection Statistics Summary*.
**Total Books on-hand**: Add collection totals for all books.
*Click Age tab* for Collection Age Report

**System Circulation Statistics Report**
*Back Office* then *Reports* then *Library Statistics*. Change *View Statistics* to last 9 months (since July). *Click GO*.