Reports for Circulation Management

I. Overdues and Fines

A. Overdues
   An item is overdue when the time for its return has past and the item has not been discharged.

B. Fines
   Fines are determined by policies set by your system administrator. You may use the Print Circulation Map Report to view which circulation policy applies to patrons with a certain user profile attempted to check out materials with a given item type.

C. Bills
   Although a bill can be created by staff manually. Bills are generated by the Unicorn system without your intervention. Bills may be tied to an item or not depending upon the Bill Reason. See Bill Reason and Creation Trigger Chart.

D. Overdue Notices
   Overdue notices can be generated when an item is overdue. However, if you run the Long Overdue Report, any items processed by the report will have been checked in and the Overdue Notices Report will not catch them.

E. Bill Notices
   Bill notices can be generated after a bill is actually created.

F. Cash Reports
   These are reports that act as a “cash register” printout and are most useful when named stations rather than floating stations are used.

II. Lost Materials

A. Long Overdue

B. Assumed Lost

III. Holds
A. Placing Holds
B. Hold Notices

IV. Statistics

V. Reserves

VI. Materials Booking