THE POWER OF PCODEs

DECISION CENTER REPORTS
Pcodes within patron accounts

Pcode1 – currently consists of words that describe kinds of patrons;
  ◦ i.e. juvenile, staff, board, reciprocal, homebound

Pcode2 – originally was being used to designate different levels of students;
  ◦ i.e. elementary, middle school, high school, undergraduate, graduate, alumni

Pcode3 – currently being used to define patrons by individual libraries;
  ◦ i.e. CMC Steamboat Campus, CMC Dillon Campus, CMC Spring Valley Campus,
    CMC Timberline Campus, CMC Aspen Campus, CMC Rifle Campus,
    CMC Eagle/Vail Campus

Pcode4 – just activated. No codes assigned yet.
Access Decision Center with your Sierra user account and password.

Click on EVALUATION, then look at the list of reports under CIRCULATION.

Four (circled in blue) provide access to many different reports and several of them gather data based on the pcodes in the patron accounts.
PROCESS

Select the report you wish to run. Hover over the report name with the mouse for a definition or description.

Set the parameters of the report. Depending on the report selected, choose date range, location, type of transaction, and item type.

On the next 2 slides, you’ll see the selection is for
- a) item type by pcode3
- b) date range of year-to-date
- c) location of Vail Public Library
- d) transaction of circulation (which includes both checkouts and renewals)

Click on Submit and give the report a few minutes to run
CIRCULATION

- Call Number Range
- Holdshelf
- Hourly Activity

- Items
  - Item Type by Transaction Type
  - Item Type by icode1
  - Item Type by icode2
  - Item Type by pcde1
  - Item Type by pcde2
  - Item Type by pcde3
  - Item Type by pcde4
  - Item Type Trends

- Owning Location
- Patrons
- Postal Code

COLLECTION

- Item Trends
- Title Trends
- Turnover

**Item Type by pcde3**

The Item Type by PCODE# report displays circulation data by Item Type rows and PCODE# columns. PCODE1, PCODE2, PCODE3, and PCODE4

The PCODE# data fields are fixed-length fields associated with a patron record. Your library determines the use of these fields and assigns a descriptive label for each. The labels for PCODE1, PCODE2, PCODE3, and PCODE4 can be different for every library system. Consequently, the specific use of these reports can vary for each organization.
<table>
<thead>
<tr>
<th>Item Type</th>
<th>All</th>
<th>VAIL RESRT</th>
<th>VAIL Local</th>
<th>-</th>
<th>VAIL Seas</th>
<th>VAIL CLC</th>
<th>VAIL Guest</th>
<th>MCPLD patron</th>
<th>VAIL Juv</th>
<th>VAIL TOV</th>
<th>Unknown</th>
<th>VAIL SR</th>
<th>VAIL CLC Juv</th>
<th>VAIL TSCO</th>
<th>SUM INI</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Item Types</td>
<td>51,774</td>
<td>10,218</td>
<td>8,152</td>
<td>5,889</td>
<td>5,774</td>
<td>5,393</td>
<td>4,060</td>
<td>3,161</td>
<td>2,127</td>
<td>1,977</td>
<td>1,805</td>
<td>1,036</td>
<td>645</td>
<td>421</td>
<td>351</td>
</tr>
<tr>
<td>DVD</td>
<td>14,463</td>
<td>3,310</td>
<td>3,788</td>
<td>32</td>
<td>2,740</td>
<td>1,669</td>
<td>1,189</td>
<td>0</td>
<td>203</td>
<td>845</td>
<td>0</td>
<td>466</td>
<td>87</td>
<td>153</td>
<td>1</td>
</tr>
<tr>
<td>Non-fiction</td>
<td>10,870</td>
<td>1,085</td>
<td>1,412</td>
<td>2,965</td>
<td>1,203</td>
<td>749</td>
<td>328</td>
<td>1,255</td>
<td>140</td>
<td>150</td>
<td>785</td>
<td>106</td>
<td>44</td>
<td>57</td>
<td>207</td>
</tr>
<tr>
<td>New</td>
<td>5,346</td>
<td>2,150</td>
<td>668</td>
<td>93</td>
<td>330</td>
<td>884</td>
<td>404</td>
<td>12</td>
<td>252</td>
<td>301</td>
<td>0</td>
<td>286</td>
<td>85</td>
<td>69</td>
<td>0</td>
</tr>
<tr>
<td>Item Type</td>
<td>All pcode3</td>
<td>Pine River Library</td>
<td>MCPLD patron</td>
<td>-</td>
<td>Basalt District Patron</td>
<td>GUN CB</td>
<td>GUN Gunnison</td>
<td>SD51 Fruitvale</td>
<td>SD51 Mt Garfield Middle School</td>
<td>Adams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>------------</td>
<td>--------------------</td>
<td>--------------</td>
<td>---</td>
<td>------------------------</td>
<td>--------</td>
<td>--------------</td>
<td>-----------------</td>
<td>-----------------------------</td>
<td>--------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Item Types</td>
<td>50,334</td>
<td>49,465</td>
<td>542</td>
<td>320</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult DVD fiction</td>
<td>17,127</td>
<td>16,647</td>
<td>320</td>
<td>156</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult book</td>
<td>9,311</td>
<td>9,161</td>
<td>79</td>
<td>69</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile book</td>
<td>7,188</td>
<td>7,155</td>
<td>17</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to SAVE the DATA!

To export the report to Excel, click on EXPORT in the upper right corner of the report.

Choose which version of Excel you want to use.

Click the OK button.

The data is exported to an Excel spreadsheet and you’ll have the choice of opening the spreadsheet right then or saving the electronic version for access at a later time.
<table>
<thead>
<tr>
<th>All pcode3</th>
<th>Pine River Library</th>
<th>MCPLD patron</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Pcode3s</td>
<td>48535</td>
<td>47696</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Item Types</th>
<th>Adult DVD fiction</th>
<th>Adult book</th>
<th>Juvenile book</th>
<th>New</th>
<th>Easy book</th>
<th>Young Adult</th>
<th>Adult CD Fiction</th>
<th>Adult DVD non-fiction</th>
<th>DVD New</th>
<th>Adult Music CD</th>
<th>Juvenile audio</th>
<th>Laptop</th>
<th>Adult CD Non Fiction</th>
<th>Periodical</th>
<th>Young adult audiobook</th>
<th>Audio tape and</th>
</tr>
</thead>
</table>
Questions??

MARY KATHERINE KATZER -- MEMBER SERVICES LIBRARIAN
MARMOT LIBRARY NETWORK -- mk@marmot.org