

10.1 Reports

No.	Report Title	Report Content	Who Use	Purpose
1	Reservation Report on May 2019	This report shows the detail list of book reservation for May 2019.	Librarian	Librarian can use this report to determine books reserved by accounts to make decision on particular month where the library should organise events to increase the number of reservations.
2	Report of Late Unpaid Fines over 7 Days for the Month Ended March, April and May 2019	This report shows the number of fine paid after more than or equal to one week, for each of the months from March 2019 to May 2019.	Library Manager	The Library Manager would use this report to help him/her to make decision to make more efforts to decrease the number of days before fine paid overall.
3	Number of books reserved by each language on Feb 2019	This report shows the number of books reserved by each language on Feb 2019.	Library Manager	Library Manager would use this report to determine which languages of books is most reserve by him/her and to make sure the number of books can be reserved is adequate.



Malaysia Library

Reservation Report on May 2019

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Reserve Date	Reserve No.	Book ID	Account No.	Collection Date	Return Date
01 May 2019	R0184	TANF10143	000003	4 May 2019	4 June 2019
02 May 2019	R0185	TANF51506	000006	6 May 2019	6 June 2019
03 May 2019	R0186	TANF92983	000012	9 May 2019	9 June 2019
04 May 2019	R0187	TAF57315	000015	7 May 2019	7 June 2019
06 May 2019	R0188	JPF80350	000022	8 May 2019	8 June 2019
09 May 2019	R0189	MSF81988	000001	12 May 2019	12 June 2019
09 May 2019	R0190	ESNF28767	000002	10 May 2019	10 June 2019
09 May 2019	R0191	TAF96337	000016	17 May 2019	17 June 2019
11 May 2019	R0192	JPF06092	000020	13 May 2019	13 June 2019
12 May 2019	R0193	MSNF51633	000018	18 May 2019	18 June 2019
14 May 2019	R0194	TANF88944	000019	19 May 2019	19 June 2019
15 May 2019	R0195	MSNF93700	000007	20 May 2019	20 June 2019
15 May 2019	R0196	MSNF78720	000008	22 May 2019	22 June 2019
19 May 2019	R0197	MSF54563	000011	23 May 2019	23 June 2019
20 May 2019	R0198	JPNF57667	000013	24 May 2019	24 June 2019
21 May 2019	R0199	KONF42389	000009	27 May 2019	27 June 2019
22 May 2019	R0200	MSF71373	000017	27 May 2019	27 June 2019
27 May 2019	R0201	MSNF74042	000014	28 May 2019	28 June 2019

Reserve Date	Reserve No.	Book ID	Account No.	Collection Date	Return Date
28 May 2019	R0202	KONF95075	000004	30 May 2019	30 June 2019
29 May 2019	R0203	TANF88944	000005	31 May 2019	1 July 2019
29 May 2019	R0204	KOF34190	000003	2 June 2019	2 July 2019
29 May 2019	R0205	MSNF91384	000006	2 June 2019	2 July 2019

Number of Reservation on May: 22 Books



Malaysia Library

Report of Late Unpaid Fines over 7 Days for the Month Ended March, April and May 2019

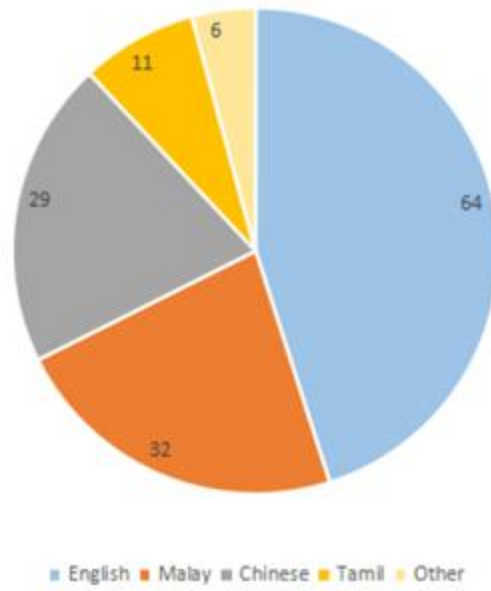
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Month	Fine No.	Day(s) before paid
March	F0002	8
	F0003	10
	F0006	9
	Number of Fine Paid Total	3
April	F0008	7
	F0010	7
	F0012	10
	F0024	4
	Number of Fine Paid Total	4
May	F0031	8
	F0035	9
	F0040	15
	Number of Fine Paid Total	3
Grand total		10

Number of books reserved by each language on Feb 2019



10.2 Principle of Good Report Design

Appropriate report title

Name

A suitable name has to be provided to each report according to the nature of contents. It should also highlight upon its origin and the person for whom it is being prepared.

Revision

Where the same report has been produced more than one time, indicate the data of printing and version number.

Length

The length of report title is streamline and meaningful. If the title of the report is too long it will become burdensome.

Pleasing report layout

Lable

All the data has been labelled clearly.

Spacing

The data in the table cannot be too concentrated need to have appropriate spacing and well layout on paper.

Attractive

Report must be attractive in all the important regards like size, colour, paper quality. Similarly, it should use liberally the charts, diagrams, figures, illustrations, pictures, and multiple colours.

Meaningful report content

Relevant

Relevant accurate data is alone included in the report. If not so, it will involve unnecessary expenditure and the reports will be a waste.

Accuracy

For example, the report of Late Unpaid Fines over 7 Days for the Month Ended March, April and May 2019 as far as possible, research report must be prepared carefully. It must be free from calculate mistakes.

Title

Information contained in this report is represented by showing pie chart that is useful for the librarian making decision which language of books we need to buy. For example, the pie chart is showing the what language books have the highest reserve rate at that months.

Other Good Report Principles

Ending Lines

A report contains information which will tell the users when he or she has come the end of the document or a display screen.

Reliable

Research report must be reliable. Librarian can trust on it. He can be convinced to decide on the basis of research reports.

Reservation Report on May 2019



Perpustakaan Negara Malaysia

Reservation Report on May 2019

Appropriate
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22 May 2019	R0200	MSF71373	000017	27 May 2019	27 June 2019
27 May 2019	R0201	MSNF74042	000014	28 May 2019	28 June 2019

Pleasing
report layout

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Ending Line

Number of Reservation on May: 22 Books

Report of Late Unpaid Fines over 7 Days for the Month Ended March, April and May 2019



Appropriate
Report Title

Perpustakaan Negara Malaysia

Report of Late Unpaid Fines over 7 Days for
the Month Ended March, April and May 2019

Spacings

Generated on 14/8/2019

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	F0003	10
	F0006	9
	Number of Fine Paid Total	3
April	F0008	7
	F0010	7
	F0012	10
	F0024	4
	Number of Fine Paid Total	4
May	F0031	8
	F0035	9
	F0040	15
	Number of Fine Paid Total	3
Grand total		10

Ending
Line