

## Requested Reports

---

**Report 1.** Generate total stock of DVD's available in Bangalore

Parameters:

1. Item type = 'DVD'
2. Holding or home branch = Bangalore ('BL')
3. Items status should either on-display or on-loan

Field Required in report:

1. barcode
2. title
3. author
4. date last seen

**Report 2.** List of titles issued out and items in the library: list by title and list by accession number

Parameters:

1. Item type = 'DVD'
2. Holding or home branch = Bangalore ('BL')
3. status should be either on display or on loan
4. listing by title and accession number

Field Required in report:

1. barcode
2. title
3. author
4. date last seen

**Report 3** List of items not scanned

Parameters:

1. Item type = 'DVD'
2. Holding or home branch = Bangalore ('BL')
3. Items excluding scanned(datelastseen update), LOST, withdrawn
4. could include on loan items?

Field Required in report:

1. barcode
2. title
3. author
4. date last seen

**Report 4** List of titles missing

Parameters:

1. Item type = 'DVD'
2. Holding or home branch = Bangalore ('BL')
3. Items marked missing – LOST.missing (code = 4)

Field Required in report:

1. barcode
2. title
3. author
4. date last seen

**Report 4** List of duplicate titles

Parameters:

1. Item type = 'DVD'
2. Holding or home branch = Bangalore ('BL')
3. Check duplicate with title and author combination
4. May include copyright date also?

Field Required in report:

1. barcode
2. title
3. author
4. date last seen

**Report 5** Final list of DVD's available in library

Parameters:

1. Item type = 'DVD'
2. Holding or home branch = Bangalore ('BL')
3. Items which are either on loan or on display

Field Required in report:

1. barcode
2. title
3. author
4. date last seen

## Tasks

---

**Task 1** Delete 80001- 82000 ( old DVD Accession number still available in our catalogue)

Parameters:

1. Item type = 'DVD'
2. Holding or home branch = Bangalore ('BL')
3. What is 80001- 82000?

Issues:

1. Removed the titles from the system system and there is no update
2. old DVD Accession number still available in our catalogue

**Task 2** Delete the number not scanned and missing

Parameters:

1. Item type = 'DVD'
2. Holding or home branch = Bangalore ('BL')
3. Items which are not scanned
4. Items marked as missing

Issues:

1. Any?

**Task 3** Final status update in the Koha

Parameters:

1. Item type = 'DVD'
2. Holding or home branch = Bangalore ('BL')

Issues:

1. Any?

**Task 4** Total stock report and catalogue update

Parameters:

1. Item type = 'DVD'
2. Holding or home branch = Bangalore ('BL')

Issues:

1. Any?