

# Library-Media Center Data Report

This form must be completed and returned to me no later than May 29, 2020

School: \_\_\_\_\_ Date: \_\_\_\_\_

Library Media Specialists: \_\_\_\_\_

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**A. Total number of all books last reported:** A \_\_\_\_\_  
Last Year's total copies in collection

**B. Total Copies in Collection:** B \_\_\_\_\_

**C. New Books and Copies Added:** C \_\_\_\_\_  
Reports → Library Reports → Title and Copy List  
→ Date Copies Added → August 1, 2019

**D. Books Weeded:** D \_\_\_\_\_  
Reports → Library Reports → Weeding Log  
→ August 1, 2019 – todays Date

**E. Total Checkouts in Circulation** E \_\_\_\_\_  
Reports → Library Reports → Collection Statistics-summary

**F. Number of Copies Lost** F \_\_\_\_\_  
Reports → Library Reports → Library Statistics

**G. Number of Copies Lost and Paid:** G \_\_\_\_\_  
Reports → Patron Reports → Fine History  
→ Library Material → Date (End of school year to start of school) → Reason

**H. Total Fines Collected:** H \_\_\_\_\_  
Reports → Patron Reports → Fine History  
→ Library Material → Date (End of school year to start of school)  
→ Reason

**I. Estimated Value of Collection:** I \_\_\_\_\_  
Reports → Collection Statistics Summary → Value

Librarian Signature \_\_\_\_\_ Principal Signature \_\_\_\_\_