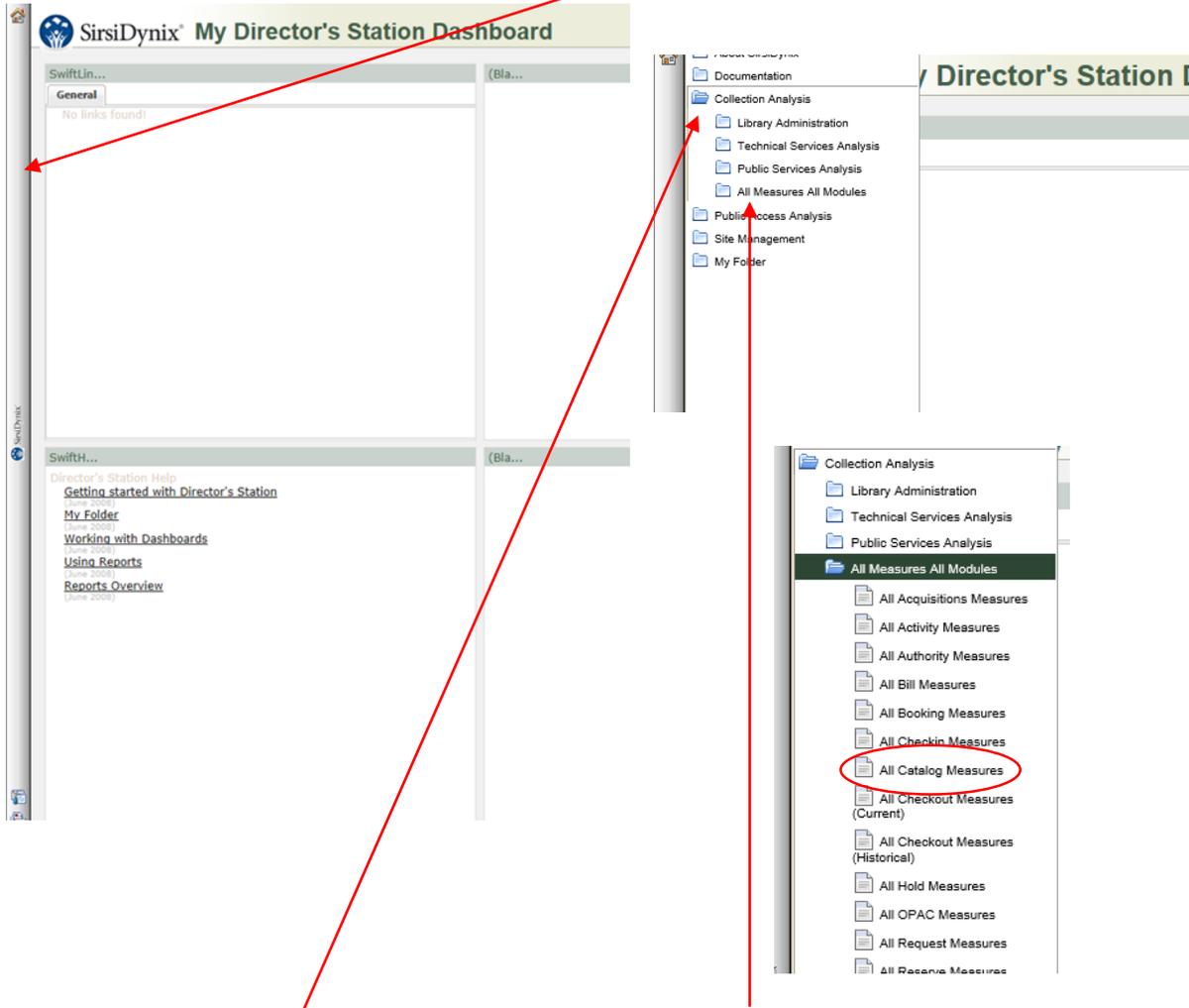
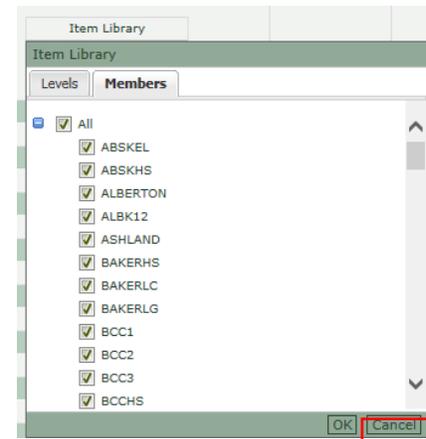


Log into Directors Station and click on the gray bar on the left side.



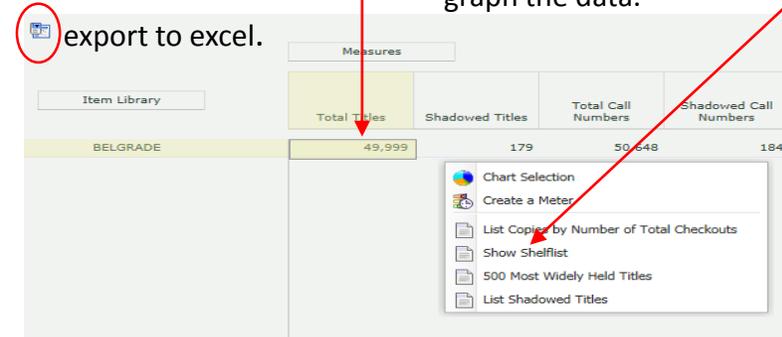
Select Collection Analysis, then select All Measures All Modules.

Then select All Catalog Measures.



Click Item Library and Filter Item Library. Use the – box to collapse all of the nested libraries, uncheck All and use the + box to open them up again and select your library.

Use your cursor to make a box around the information from which you would like information. A box with options will appear. The most useful is show shelflist because you may export that to Excel with the export button to better sort and graph the data.



Item Library	Total Titles	Total Call Numbers	Total Copies	Shadowed Copies	% of Copies to Total Copies	% of Copies to Titles	% of Copies to Call Numbers	% of Number Titles
BELGRADE	49,999	179	50,648	184				
Item Category 2								
BELGRADE								
All	1,084	1,102	1,121	1				
ADULT	772	781	794	1	70.83%	102.85%	101.66%	1
JUVENILE	215	224	229		20.43%	106.51%	102.23%	1
UNDEFINED	8	8	8		0.71%	100.00%	100.00%	1
YA	90	90	90		8.03%	100.00%	100.00%	1

An example: Belgrade is still selected. Up within the selection pool I clicked on the drop down arrow in Item Type and selected CD to find out how many CDs are in the collection. Then selected item cat 2 and drug it next to item library. Two red arrows appear, to indicate it will be nested under item library when dropped. Click the + button next to All shows how the CDs are split between categories to make up the collection.