

## **Rapid Updating Circulation Statistics**

**Create a Review file of Item Records using this criteria:  
YTDCIRC > 0**

**Or a file using this criteria:**

**YTDCIRC =0 and LYRCIRC >0**

**Item Records: Maintaining Circ Statistics in YTDCIRC and LYRCIRC  
Fields  
(Page # 101386)**

The library has the option to have INNOPAC use the YTDCIRC field in the Item record to automatically total the number of times an item has been checked out during the current statistical period (e.g., this year); the LYRCIRC field can be used by the library to store the number of times an item was checked out during the last statistical period (e.g., last year). If your library has chosen to do this, when you update Item records, INNOPAC will ask:

Do you want to maintain YTDCIRC and LYRCIRC? (y/n)

Press 'y' in response to this question if you want to update the LYRCIRC field with the data contained in the YTDCIRC field; press 'n' if you want to update fields in the Item record other than YTDCIRC and LYRCIRC. When you press 'y', INNOPAC prompts:

Innovative recommends a full backup as soon as possible following maintenance of YTDCIRC and LYRCIRC totals.

Press 'C' to continue or 'Q' to cancel out of Rapid Update. If you continue, INNOPAC will ask:

Zero the YTDCIRC totals? (y/n)

If you press 'y' in response to this question, INNOPAC zeros the entry in the YTDCIRC field, so that you can begin a fresh count for the new statistical period.

Finally INNOPAC offers you two menu options:

A > ADD YTDCIRC to LYRCIRC

R > REPLACE LYRCIRC with number in YTDCIRC

Choose One (A,R)

The ADD option allows you to keep a running total in the LYRCIRC field, by adding the number in the YTDCIRC field to the number in the LYRCIRC field. The REPLACE option allows you to store the number of circulations from the statistical period which is just closing, by replacing the number in LYRCIRC with the number in YTDCIRC. When you choose one of these two options, INNOPAC asks if you want to use a [review file](#). You most likely will want to use a Review file, in which case INNOPAC will automatically do the update that you have requested. You can press <Esc> in response to the previous questions or prompts to abandon this update.

Depending on local factors, such as the size of the collection, the library should plan a scheduled approach to compiling YTDCIRC and LYRCIRC statistics in a manner that works best for the library. Using review files, the library may systematically update the YTDCIRC and LYRCIRC counts in item records.

Contact Innovative if you are interested in setting up this ability.

## MARC Fields?

If you select a record type that may have MARC fields, the system asks:

Do you want to key MARC fields? (y/n)

If you key 'y', you can use MARC tags and indicators to identify the fields that you want to delete. If you key 'n', INNOPAC prompts you to use the field group tags to identify the fields that you want to delete.

### NOTE

You must key 'y' at the Do you want to key MARC fields? (y/n) prompt to [delete](#) either MARC or non-MARC variable-length fields.

## Use a Review File?

After you select whether you want to key MARC fields, INNOPAC prompts:

Update records in a review file?

### NOTE

You must use a review file to delete variable-length fields with the Rapid Update program.

If you answer 'n' to this question, you must key the record number or scan the barcode of each record you want to update (see [Rapid Update on Individual Records](#)) or if using

Rapid Update for item records and you are maintaining YTDCIRC and LYRCIRC, key a range of records (see [Rapid Update on a Range of Records](#)).

If you key 'y', INNOPAC prompts:

Do you want to delete variable length fields? (y/n)

If you key 'n', INNOPAC only allows you to add the same variable-length fields to each record in the review file (see [Adding Variable-length fields](#)). If you key 'y', INNOPAC allows you to delete the variable-length fields for any record that is contained in a review file (see [Deleting Variable-length fields](#)).

Whatever your answer, a menu of all review files appears and you may choose one (by number) provided it contains the type of records you have selected for rapid updating (see the discussion of [Rapid Update on Records From a Review File](#)). For more information on review files, consult [Creating Lists of Records](#).