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Reports Generation with Koha Integrated Library System (ILS): Examples from Bowen University Library, Nigeria

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ABSTRACT

The paper showcases various library house-keeping reports that can be generated effortlessly using Koha ILS. Examples of reports generated in Bowen University Library include Circulation, Acquisitions and Cataloguing/Classification reports. Circulation activity reports like user registration, patron category, overdue payments, item issue, returns and renewals are showcased. Acquisition reports highlighted include acquisitions by purchase and donation, expenditure on acquisitions and also by branch libraries, additions to the library collection and the status of the library database as required. Cataloguing reports such as additions of items to the entire library network, total item count and summation of item types are also highlighted. The paper concludes by sensitising libraries using Koha ILS of the unlimited potentials of Koha ILS for reports generation.

Keywords: *Bowen University Library, Integrated Library Systems, Koha ILS, Koha Reports Module, Reports Generation*

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INTRODUCTION

Many libraries, the world over and Nigeria specifically, have embraced automation in order to enhance service delivery. Different libraries adopted the use of different Library Management Software (LMS), both commercial and free/open source software. Consequently, many libraries have implemented and are using Koha Integrated Library System (ILS) while many more are at varying degrees of adoption and implementation. Some of the reasons for its popularity, acceptance and adoption include being an Open Source Software (OSS), enjoying robust vendor, technical and other supports from community of users (Koha Community), its user friendliness, being web based, its support of RSS feeds and social media applications e.g. tagging, its expansiveness (ability to accommodate grown and growing collection), and its interoperability with other databases (Z39.50 allows data import from Library of Congress, Dewey Decimal Classification Scheme, OCLC, etc.), to mention a few.

Open Source Software are becoming increasingly popular in libraries today, probably due to their economic advantages. Available literature shows that Koha ILS happens to be one of the most popular OSS in use in libraries. The literature abounds with Koha adoption, implementation, utilisation, challenges, advantages, etc. but few, to the knowledge of these authors, on its reports generating module. Yet, almost all libraries generate various reports including user statistics, collection inventory, collection mapping, overdue fines and payment, patron registration, etc. Also, available literature and empirical evidence reveal that only few, out of all the libraries using Koha ILS in Nigeria, are using the entire package, in most cases, only two to three of the modules are being used. (Otunla and Akanmu-Adeyemo (2010); Projektlink, 2010; Ogbenege and Adetimirin, 2013).

Interestingly, Bowen University Library (BUL) is the first library in Nigeria to have fully utilised the whole range of Koha modules (ProjektLink, 2010; Ojedokun, Olla & Adigun, in press), although not without its attendant challenges which were eventually surmounted, thus giving her a leading edge over other libraries using the software. So, rather than present a success story of full usage of Koha package (Cataloguing, Acquisitions, Serials, Circulation, Patrons, OPAC and Reports), this is a presentation of proven and time-tested experience of BUL staff with Koha ILS "Reports module".

Objectives

This paper aims to go beyond the theoretical by showcasing daily/weekly/monthly/annual housekeeping report generation capacities of Koha ILS "Reports module". The major aim of the paper therefore is to create awareness of an often ignored and/or overlooked but very useful module of the software called "REPORTS".

The paper will also showcase various reports that can be generated for

1. Patrons Module
2. Circulation Module
3. Acquisitions Module
4. Cataloging Module

LITERATURE REVIEW

Several studies have been carried out on features of Koha, its adoption, implementation, use, growing popularity among Nigerian libraries, advantages over other library software, challenges faced at various stages of implementation and use and how they were overcome among other issues. However, few of these studies alluded to its reports module, a very useful module for report generation which is a regular activity in all libraries.

Wikipedia (2012) describes integrated library system (ILS) also referred to as library management system (LMS), as an enterprise resource planning system for a library, used to track items owned, orders made, bills paid and patrons who have borrowed. Most of the ILSs are made up of separate modules which are usually integrated with a unified interface. Examples of these modules include Acquisitions, Cataloguing, Circulation, Serials and an Online Public Access Catalogue (OPAC). Koha is one and perhaps, the most widely used of such ILS in libraries. The name Koha comes from a Maori term for a "gift" or "donation. Koha is the oldest open source library management software, created in New Zealand by the Horowenua Library Trust and Katipo Communications in 2000 (Wikipedia, 2013). KOHA has been in the market for more than a decade, has matured greatly and is in use in hundreds of libraries the world over, including the over 40 (and still counting) libraries in Nigeria. (Kari and Baro, 2014; Projektlink Konsult Limited, 2010).

Koha is reported to have a range of features including Web based interface, Web based Online Public Access Catalogue (OPAC) system, Catalogue module, Circulation module, Acquisitions module, Serials module, Reporting module, Copy cataloguing and Z39.50 compliance, MARC21 and UNIMARC for professional cataloguers, ability to manage online and off line resources with the same tool, RSS feed of new acquisitions, ability to e-mail and/or text patron's overdue and other notices, print barcodes, simple and clear search interface for all users, a multi-tasking nature and ability to enable updates of circulation, cataloguing and issues to occur simultaneously (Lavji and Niraj, 2006; Kushwah, 2008; Abboy and Hoskins, 2008; Wikipedia, 2011; Oduwole, 2005; Okoroma, 2010; Lopata, 199; Zaid, 2004 in Obajemu, Osagie, Akinade, Helen and Ekere, 2013; EIFL-FOSS, 2013; Ukachi, Nwachukwu and Onuoha, 2012; Hyoju, D., 2012). Consequently, Wikipedia (2012) cited in Uzomba (2015) asserts that Koha has most of the features that would be expected in an ILS, including various Web 2.0 facilities like tagging, comment, social sharing and RSS feeds, union catalog facility, customizable

search, circulation and borrower management, full acquisitions system including budgets and pricing information (including supplier and currency conversion), simple acquisitions system for the smaller library, ability to cope with any number of branches, patrons, patron categories, item categories, items, currencies and other data, Serials system for magazines or newspapers among others .All features performing functions as their names imply

KOHA appears to be the most used perhaps because, adopting KOHA not only lowers the overall automation costs to a library but, more importantly, it empowers an organisation to take control of the technology and "drive the direction of your integrated library system (ILS) rather than act as a passenger" (Paul, 2010). Furthermore, it is an open-source integrated library system and does not require funds to download and customise (Iroaganachi, Iwu and Esse, 2015). Hence, in their study which discussed the automation of Adeyemi College of Education Library, Egunjobi and Awoyemi, (2012) observed that using Koha ILS will help to solve one of the major problems of library automation in Nigeria which is funding. Additionally, Koha has developed different versions, is readily available and accommodates active participation of both users and developers (Ramzan, 2004). Hence, Zico (2009) observed that the open source nature of Koha makes for easy access to support for developers, users and maintainers.

Iroaganachi, Iwu and Esse (2015) discover that KOHA was the most commonly adopted software and perceived to be most available to academic libraries from South-West Nigeria universities. Earlier, in his paper which focused on the development of an ILS using Koha, Zico (2009) stated that the web based nature of Koha makes it flexible and portable. According to him Koha was installed on a server and was accessed via Internet Protocol (IP) address or its Uniform Resource Locator (URL) thereby eliminating the need to install third party software like Microsoft Visual Basic to have a complete Library management system. All that is needed is a web browser from which the ILS can be accessed by any computer that is connected to the Internet. He further stated that he was able to customise the Koha installation. In his overview of the security system of Koha ILS, he reported that the OPAC grants different levels of access to documents on Koha. Omeluzor, Adara, Ezinwayi, Bamidele & Umahi (2012) also shared Babcock University Library's experience, the attendant challenges and how they were surmounted. Akpokodje and Akpokodje's (2015) paper evaluates the adoption of KOHA ILS for library online registration at the University of Jos, Nigeria. Also, in a survey of the factors affecting actual system use, Akinbobola and Adeleke (2013) submitted that usability, supportive management, and computer self-efficacy strongly influenced library personnel's actual use of the Koha software system. The findings of Akinbobola and Adeleke (2013) suggest that Koha software meets library personnel's specifications and has the ability to fulfill their needs effectively and efficiently. The research enumerated overall staff satisfaction with the

use of Koha ILS, concluding that the use of KOHA ILS will solve the problem of manual processing and untimely generation of statistics. Also, Ukachi, (2012) in a study involving 42 Nigerian libraries, reported that, only 7 were then using CD/ISIS while 5 others utilised KOHA. Between then and now over 40 Nigerian libraries are using Koha while the number continues to increase. (Projektlink Konsult Limited, 2010).

In a survey by Kari and Baro (2014), the results reveal that 24 (66.7%) of university libraries in Nigeria use KOHA. Thus, buttressing the findings of an earlier survey by Awoyemi and Olaniyi (2012) that Koha was the only open-source software used. This also corroborates the findings of Ogbenege and Adetimirin (2013) that claims that KOHA was implemented in Bowen and Redeemers University libraries both in Nigeria in 2007 and 2011, respectively. Kari and Baro's study further reveals that various software have been in use in various libraries for some time. KOHA has been in use in a number of university libraries for the past ten years, SLAM in for about nine years, while VIRTUA for about five years. The authors suggest that those university libraries that have used library software for nine to eleven years must have migrated to KOHA and SLAM, an indication that they are the most suitable library software to manage library operations in university libraries in Nigeria.

Karetzky (1998) states that the best sources of reliable information about a particular library application are usually librarians who are currently using it. Librarians in university libraries in Nigerian claim to be using Koha for operations such as cataloging, OPAC, serials, acquisitions, circulation, to collate staff research output for the university and manage patron profiles (Kari and Baro, 2014). These findings reinforce earlier findings by Awoyemi and Olaniyi (2012) that in the ten academic libraries surveyed in Nigeria, cataloging and serials control are embedded in full automation efforts (100%) with the help of Koha. Furthermore, the findings reveal that Koha is also used extensively (80% each) in both Patron Management and Selective Dissemination of Information (SDI). Also In a 2013 study, Ogbenege and Adetimirin discover that Koha was selected because of integration, ease of use, accessibility, flexibility and a feasibility study was carried out. The study concludes that the software was not maximally used in the two universities studied. The results reveal that the rate of use in Redeemers University was 49% while Bowen University was 64.3%. However, and as rightly asserted by Karetzky, (1998) an earlier study by Otunla and Akanmu-Adeyemo (2010) ran contrary to Ogbenege and Adetimirin's 2013 study. Otunla and Akanmu-Adeyemo's study focused on users' satisfaction with Koha application to library operations in Bowen University Library, the first University Library in Nigeria to install and fully utilise Koha ILS (Projektlink, 2010; Ojedokun, Olla & Adigun, 2016). The survey reports that Koha was performing to expectations in its first three years of use. The respondents also rated Koha's reliability (100%), Acquisitions module

(53%), Cataloguing and Circulations module (73.3%), OPAC (73.3%), Patrons' authentication (93.3), Report creation (66.6%), and Interface with internet (100%).

Uzomba, Oyebola, and Izuchukwu (2015) also examined the use of open source integrated library systems in academic libraries in Nigeria, in order to highlight the capabilities and potentials of Koha, and its practical importance to academic libraries across the globe. The authors report that apart from the fact that it requires little or no cost to operate, it has also proved to be more reliable and effective; and among all the open source software available in the Nigerian market, Koha had gained more usability, stability and acceptability in academic libraries.

Reports Generation

Reports generation has become indispensable in libraries to evaluate processes and give summaries of work done. Various Library Management Software are employed in generating reports suiting to the needs of libraries. From available literature on various aspects of Koha ILS, only Otunla and Akanmu-Adeyemo (2010), Hyoju (2012), Akinbobola and Adeleke (2013) and Ojedokun, Olla, Adigun (2016) made reference to "Reports module" in their studies. Otunla and Akanmu-Adeyemo's (2010) survey alluded to " report creation" while Hyoju's (2012) study referred to "reporting modules" of Koha ILS and, Akinbobola and Adeleke's (2013) study concluded that the use of "KOHA ILS will solve the problem of manual processing and untimely statistics generation". Lastly, Ojedokun, et al. (2016) surmise that "with Koha the library is able to generate management reports in shorter time than was possible while using the manual process. For example, it now becomes easier for the library to generate lists of holdings for the various departments of the university on demand, take inventory of library holdings, map collection for balanced development as well as produce other statistical reports as and when required".

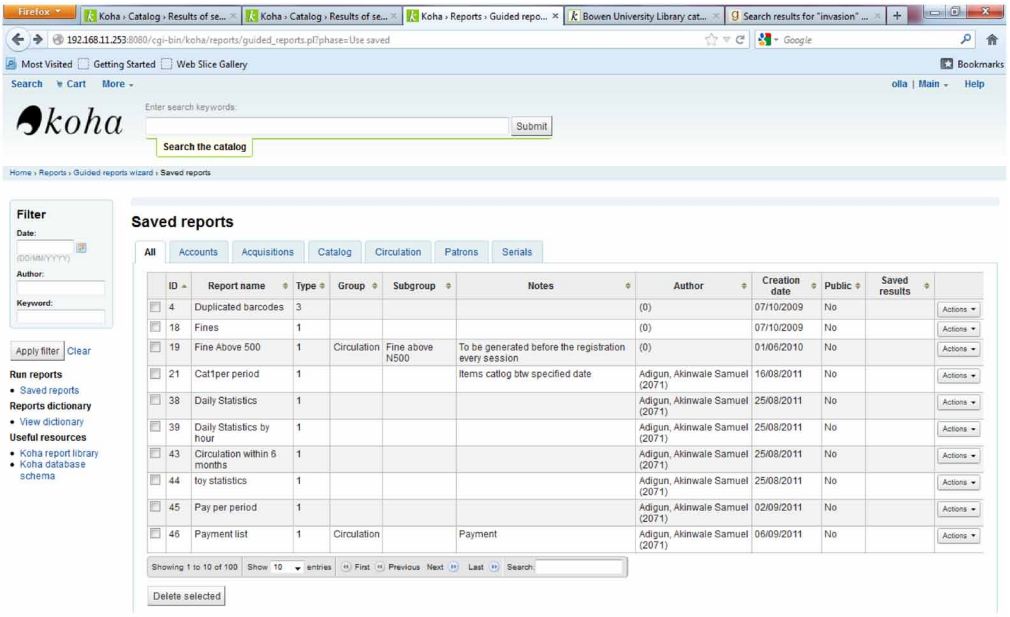
Although Koha ILS comes with "Guided Reports" thus making it possible for libraries to generate tailored reports, it also accommodates reports generation using SQL statements (see Fig. 1). This is corroborated by Boss (2008) that Koha came with the original source code used to create it, thus allowing libraries to customise it to meet their own needs. Bowen University Library has therefore been able to take advantage of SQL statements to generate required management reports useful for its peculiar needs, thereby making reports generation less cumbersome and as asserted by Ojedokun, Olla & Adigun (2016), much easier and faster.

Figure 1 shows some examples of custominsed Koha reports generated in Bowen University Library employing SQL statements.

Patron/Circulation Control

Unlike the traditional manual user registration, Koha ILS eases patron registration through the possibility of online self-registration. It also allows patrons to

Figure 1. Examples of BUL Reports generated using SQL statements



edit/modify accounts, create private/public reading list(s), social tagging, secure transaction through self activated passwords, monitor fine imposition, place items of interest on hold, do self-renewal of items, and suggest useful titles for acquisition from the comfort of the patrons' office/hostel. Koha also allows generation of overdue fines and notices, issuance of notices to defaulting patrons, restriction of patron's account to enforce compliance with library rules, easy de-activation of patrons' account as a result of graduation or disengagement from service, and setting of a limit on overdue fines.

Table 1 highlights Koha report module's capacities to generate not only monthly Circulation statistics as shown but daily, weekly, quarterly and annual summaries of activities in a session. From the table, it is possible to determine how many times library items are issued, renewed and returned. As seen also from the table, Patron category of those who are issued library items as well as those who renewed or returned items can be easily determined.

Similarly, Table 2 shows quarterly breakdown of registered library patrons and their categories which can further be broken down to daily, weekly, monthly, quarterly, annually or as desired by individual libraries. The categorisation is crucial as it determines borrowing privileges enjoyed by different categories.

Table 3 is a further breakdown and summation of registered library users across library network. As shown in this example, we have three libraries in the entire network namely the Main, Medical and law libraries.

Table 1. Issues, renewals and returns

Patrons Category	Issues				Renewals				Returns			
	Oct	Nov	Dec	Total	Oct	Nov	Dec	Total	Oct	Nov	Dec	Total
Academic Staff	37	36	14	67	26	20	25	71	35	36	20	91
Senior Staff	14	1	11	26	13	8	2	23	12	12	10	34
Junior Staff	6	3	5	14	3	7	3	13	5	4	3	12
Post Graduate	0	3	4	7	0	0	0	0	0	2	1	3
Under-graduate	216	257	33	506	76	84	24	184	125	238	92	455
Total	273	300	67	640	118	119	54	291	177	292	126	595

Table 2. Quarterly breakdown of users' registration at a point in time

Patrons Category	Total as at the end of the previous quarter	Addition this quarter	Total as at the end of this quarter
Academic	273	2	**275**
Senior Staff	112	2	**114**
Junior Staff	30	0	**30**
Postgraduate	13	1	**14**
Undergraduate	6,158	252	**6,410**
Total	**6,586**	**257**	**6,843**

Table 3. Breakdown of users registration across entire library network

		Addition this quarter				
Patrons Category	Total as at the end of 1st quarter	Main	Medical	Law	Total	Total as at the end of this quarter
Academic	273	2	0	0	2	**275**
Senior Staff	112	1	0	1	2	**114**
Junior Staff	30	0	0	0	0	**30**
Postgraduate	13	1	0	0	1	**14**
Undergraduate	6,158	225	16	11	252	**6,410**
Total	**6,586**	**229**	**16**	**12**	**257**	**6,843**

Monthly Breakdown of Overdue Payment

Table 4 is a reflection of monthly summation of overdue payment for a particular library (Main) within the network. As earlier mentioned, overdue fines are system programmed as well as calculated. At the end of desired period (daily, weekly, monthly, etc.) reports module can be used to calculate the amount of overdue fines paid and cleared from the system. Manager ID from the table refers to authorised collector of overdue payments.

ACQUISITIONS

Koha acquisitions module has been used by Bowen University Library since 2007 to acquire library materials especially through purchases as well as to track budgets/funds and all materials added to the library database. Koha acquisitions module has been used to create vendors and budgets, track budget/fund, manage purchase suggestions, perform acquisitions searches, place orders, receive ordered items, track all orders including late or missing orders, create invoices for ordered items and claim late orders.

Table 4. Overdue payment for the month of January

surname	Firstname	Cardnumber	date	Amount (N)	manager_ id	Branch code
MARK	Joseph Babatunde	REG/SS/010	2016-01-22	-300	2475	MAIN
THOMSON	Theophilus Olatunde	ACAD/ SS/004	2016-01-04	-500	2475	MAIN
HENRY	Lucas Adewumi	ACAD/ SS/130	2016-01-13	-150	2475	MAIN
JULIUS	AinaAbosede	011/10404	2016-01-13	-10	2475	MAIN
TITUS	Ayotemi Deborah	012/11094	2016-01-22	-20	2475	MAIN
JUDAH	Priscilla Chukwu	012/11499	2016-01-14	-170	2475	MAIN
ISRAEL	Augustina Juwon	012/11524	2016-01-22	-1230	2475	MAIN
PHILIP	AleroLacherie	013/12731	2016-01-22	-160	2475	MAIN
JAMES	PaulMarvelous	014/13444	2016-01-22	-80	2475	MAIN
LOIS	Rachel	015/14499	2016-01-13	-20	2475	MAIN

Acquisitions by Purchase

Tables 5 and 6 reflect reports of purchases made in a quarter of a particular session. Koha has made it possible to organise these purchases according to vendors, discipline (departments or faculties) and branch libraries.

Acquisitions by Donation

Valuable additions to library collection are constantly received from members of the university community, corporate organisations and others. Table 7 shows donations that were received in a particular quarter, organised by donors and the item location i.e. discipline the donation is meant for.

Additions to the Library database

Table 8 shows total additions to the library database in a quarter organised by library network and mode of acquisition. From the table, a total of 2 volumes (2

Table 5. Expenditure on acquisitions

Invoice Date	Vendor	Department/ Faculty	Titles	Volumes	Total Amount
15/04/2014	**Vendor A**	Humanities	109	113	**39,133.00**
17/04/2014	**Vendor B**	Humanities	112	125	**52,973.00**
28/04/2014	**Vendor C**	Humanities	6	7	**42,000.00**
15/05/2014	**Vendor D**	Humanities	1	1	**4,150.00**
26/05/2014	**Vendor E**	Law	35	47	**79,300.00**
30/05/2014	**Vendor F**	Law	99	99	**40,000.00**
06/06/2014	**Vendor G**	Law	2	5	**85,000.00**
27/06/2014	**Vendor H**	Law	65	69	**39,780.00**
27/06/2014	**Vendor D**	Medical	1	1	**2,350.00**
TOTAL (N)			**429**	**466**	**384,686.00**

Table 6. Expenditure by branch library

Library	Quarter		
	Purchase		Amount (N)
	Titles	Volumes	
Medical	1	1	**2,350.00**
Law	201	220	**244,080.00**
Main	227	245	**138,256.00**
Total	**429**	**466**	**384,686.00**

Table 7. Donations

Date	Donor	Item Location	Titles	Volumes
03/04/2014	Donor A	Law	1	1
09/05/2014	Donor B	Humanities	1	4
09/05/2014	Donor C	Humanities	2	2
09/05/2014	Donor D	SMS	1	3
16/05/2014	Donor E	Technology	2	21
16/05/2014	Donor F	Technology	1	18
16/05/2014	Donor G	Technology	2	84
17/06/2014	Donor H	Humanities	14	14
18/06/2014	Donor I	Law	2	30
18/06/2014	Donor J	Medical	1	1
18/06/2014	Donor K	SMS	10	26
18/06/2014	Donor L	SMS	33	35
18/06/2014	Donor M	AGR	12	27
TOTAL			**82**	**266**

Table 8. Additions to the library database

Library	Quarter		
	Donated	**Purchased**	**Total**
Medical	1(1)	1(1)	**2(2)**
Law	31(3)	220(201)	**251(204)**
Main	234(78)	245(227)	**479(305)**
Total	**266(82)**	**466 (429)**	**732(511)**

* Figures in parentheses represent number of titles

titles), 251 volumes (204 titles) and 479 volumes (305 titles) were added to the Medical, Law and Main libraries respectively. Also, a total of 266 volumes (82 titles) were received by means of donation while 466 volumes (429 titles) were purchased summing up to 732 volumes (511 titles) of books added to the library database.

Annual Summary

Table 9 shows quarterly breakdown of acquisitions by purchase in a session for the entire library network. Koha reports module makes it possible to query the database indicating a time-frame.

Table 10 shows expenditure on acquisitions for the entire library network organised quarterly in a particular session.

Table 9. 2013/2014 acquisition by purchase

Library	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Grand Total
Medical	0(0)	0(0)	1 (1)	1(1)	**2(2)**
Law	0(0)	0(0)	2 (1)	220(201)	**222(202)**
Main	4(1)	261(115)	211(110)	245(227)	**721(453)**
Total	**4(1)**	**261(115)**	**214 (112)**	**466(429)**	**945(657)**

Table 10. 2013/2014 expenditure on acquisitions

Library	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Grand Total (N)
	Amount (N)	Amount (N)	Amount (N)	Amount (N)	
Medical	0	0	15,000.00	2,350.00	**17,350.00**
Law	0	0	2,500.00	244,080.00	**246,580.00**
Main	95,000.00	55,200.00	127,615.00	138,256.00	**416,071.00**
Total	**95,000.00**	**55,200.00**	**145,115.00**	**384,686.00**	**680,001.00**

Table 11 is the quarterly breakdown of additions to the Library database in a particular session for the entire library network

Koha also makes it possible to know the total number of items in the library database whenever desired. Table 12 is a reflection of the status of the Library database at the end of a particular session.

CATALOGUING AND CLASSIFICATION

With the Cataloging framework, the Cataloguers, working with the Acquisitions staff are able to create new records that do not exist in the database while the use of Z39.50 feature make editing of records already created faster. Koha's simple and advanced search helps tremendously in culling out existing records from acquisitions for editing. Not only is the module simple, it is also flexible and user friendly. Koha enhances maintenance of database integrity as it allows the cleaning of the database thus removing problems such as incomplete records and duplicated

Table 11. Total additions to library collection in a given session

Library	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Grand Total
Medical	1(1)	0 (0)	21(2)	2(2)	**24(5)**
Law	1(1)	4(2)	23(4)	251(204)	**279(211)**
Main	507(30)	306(119)	578(246)	479(305)	**1,870(700)**
Total	**509(32)**	**310(121)**	**622(252)**	**732(511)**	**2,173(916)**

* Figures in parentheses represent number of titles

Table 12. Status of the library database

Item type	Item Count	Title Count
Books (BK)	20,646	11,729
Multimedia items (MM)	123	52
Periodicals (P)	8,979	663
Pamphlets (PH)	1,210	457
Reference Materials (R)	2,577	882
Students Projects/Thesis (TH)	1,555	1,555
Total	**35,090**	**15,338**

Source: Koha Reports Module

barcodes (accession numbers). Koha allows batch saving of items, deletion of duplicate records from the database, and time saving in materials processing. It permits easy retrieval of items from the database through the use of access points such as barcode, ISBN, title, subject and author.

Table 13 shows item types added to each of the branches in the entire library network in a particular quarter. As shown in the table, Koha Reports module specifies item types and their placement in the library network.

Example in table 14 shows summation of Item types for the entire library network. As shown in the table, a total of 2,307 items were added to the entire library collection during the quarter under review, thus bringing total library collection to 35,090 items at the end of the session.

With Koha Reports module, total number of items in the entire library network can be generated as required. Table 15 shows that total collections in the Medical, Law and Main Libraries stood at 2,522, 3,847 and 28,721 respectively as at end of the session.

Table 13. Addition of items to entire library network for a given quarter

Item Type	Item count as at the previous quarter			Additions during the new quarter			
	Medical	Law	Main	Medical	Law	Main	Total
Books	1,099	845	18, 317	132	144	109	20,646
Multimedia items	6	0	37	0	0	80	123
Periodicals	855	1,620	4,959	181	30	1,334	8,979
Pamphlets	27	12	1,120	0	0	51	1,210
Reference	280	964	1,087	31	88	127	2,577
Students projects	0	0	1,555	0	0	0	1,555
Total	2,267	3,441	27,075	344	262	1,701	35,090

*Source: Koha Reports Module

Table 14. Summation of Item types for the entire library network during a particular quarter

Item Type	Item count as at the end of the previous quarter	Additions during the 4th Quarter	Total
Books	20,261	385	**20,646**
Multimedia items	43	80	**123**
Periodicals	7,434	1,545	**8,979**
Pamphlets	1,159	51	**1,210**
Reference	2,331	246	**2,577**
Students projects	1,555	0	**1,555**
Total	**32,783**	**2,307**	**35,090**

Table 15. Breakdown of item count for libraries in the entire network in a particular quarter

Item Type	Library			Grand Total
	Medical	Law	Main	
Books	1,295	1,036	18,315	20,646
Multimedia items	12	1	110	123
Periodicals	901	1,784	6,294	8,979
Pamphlets	25	12	1,173	1,210
Reference	289	1,014	1,274	2,577
Students projects	0	0	1,555	1,555
Total	2,522	3,847	28,721	35,090

Annual Summary

Table 16 is a summation of quarterly additions to the entire library network in a particular session. Koha Reports Module also makes this possible.

CONCLUSION

This work represents proven and time-tested illustrations of data that can be generated using the reports module of Koha ILS. The examples were drawn from live reports generated at various times but with some modifications. This by no means represents the entirety of data that can be generated using the reports module. As a matter of fact, this is just a tip of the iceberg as the reports module has unlimited potentials for data generation, the limit of which is individual library preference.

Table 16. Summation of item type in a particular session

Item Type	Item count in the previous session	Additions during the 1st quarter	Additions during the 2nd quarter	Additions during the 3rd quarter	Additions during the 4th quarter	Grand Total
Books	18,952	201	182	926	385	**20,646**
Multimedia items	41	2	0	0	80	**123**
Periodicals	4,676	952	178	1,628	1,545	**8,979**
Pamphlets	793	197	39	130	51	**1,210**
Reference	2,182	11	90	48	246	**2,577**
Students projects	1,554	0	0	1	0	**1,555**
Grand Total	**28,198**	**1,363**	**489**	**2,733**	**2,307**	**35,090**

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