

DELIVERY

BLACK GOLD DELIVERY

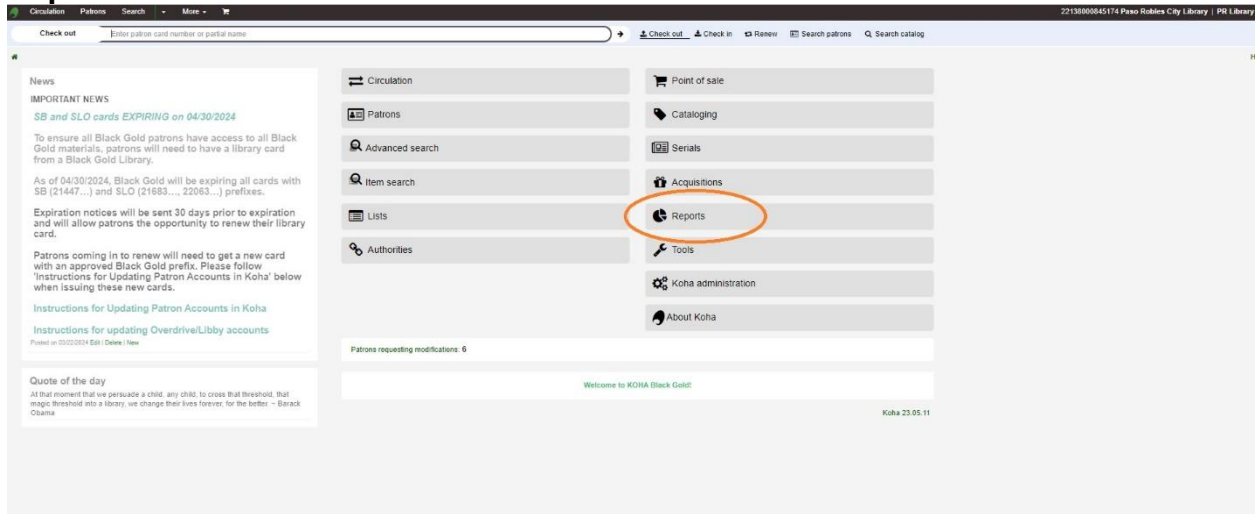
Currently, Black Gold runs a single round trip delivery schedule, Tuesdays and Fridays, to all the main library member jurisdictions and to Black Gold headquarters. Holiday week scheduling is determined based on library hours and availability of the contracted driver.

The delivery route starts in Santa Paula with the driver arriving at the Blanchard Library at 6:30 a.m. Delivery schedules fluctuate with traffic conditions and delivery volume. Contact Kristina Uvalle (kuvalle@blackgold.org) with any questions or concerns.

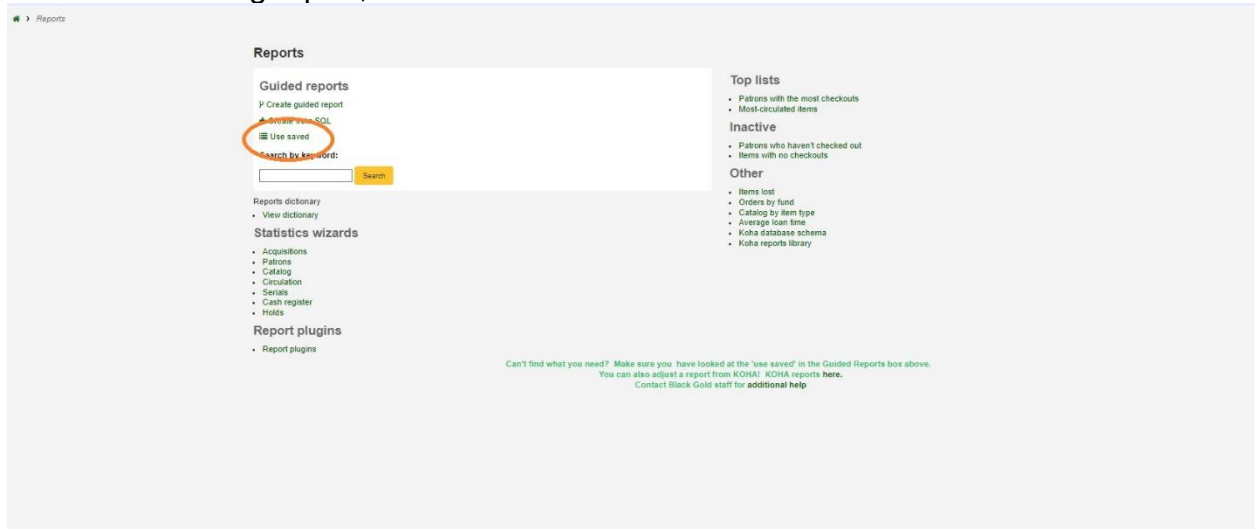
KOHA REPORTS

BEST PRACTICES

To access reports in Koha, start by navigating to the Home page and selecting **Reports**.



To use an existing report, click on **Use saved**.



Can't find what you need? Make sure you have looked at the 'use saved' in the Guided Reports box above. You can also adjust a report from KOHA! KOHA reports [here](#). Contact Black Gold staff for [additional help](#).

This will take you to the Saved Reports page, where all available reports can be found under the **All** tab.

The screenshot shows the 'Saved reports' interface. At the top, there is a navigation bar with tabs for 'All', 'Accounts', 'Acquisitions', 'Authorities', 'Black Gold', 'Blanchard', 'Carpenteria', 'Catalog', 'Cataloging', 'Circulation', 'Goleta', 'Lompoc', 'Notices', 'Paso Robles', 'Patrons', 'Santa Maria', 'Serials', and 'test'. The 'All' tab is highlighted and circled in red. Below the tabs, there is a 'Subgroup' dropdown menu set to 'All'. The main area displays a table of 12 reports. The table has columns for ID, Report name, Type, Group, Notes, Author, Creation date, Last edit, Last run, Update, and Actions. The first report (ID 2) is 'Count of patrons whose cards will expire after a specific date, group by category'.

If you find a report that you like and plan to use frequently, it's best to duplicate it and assign the duplicated report to your library's Report Group.

This screenshot shows the 'Saved reports' page with a sidebar on the left containing filters and navigation options. The main table is the same as in the previous screenshot. Report ID 5, 'Previous Month's Circ Stats', is circled in red. The 'Actions' column for this report is expanded, showing options for 'View', 'Preview SQL', 'Edit', 'Duplicate', 'Schedule', and 'Delete'. The 'Duplicate' option is circled in red.

This screenshot shows the 'Saved reports' page after a duplicate has been created. The table now contains 13 reports. Report ID 5, 'Previous Month's Circ Stats', is circled in red. It has a 'Subgroup' column with the value 'Circulation' and a 'Notes' field that is identical to the original report. The 'Duplicate' button in the actions menu is also circled in red.

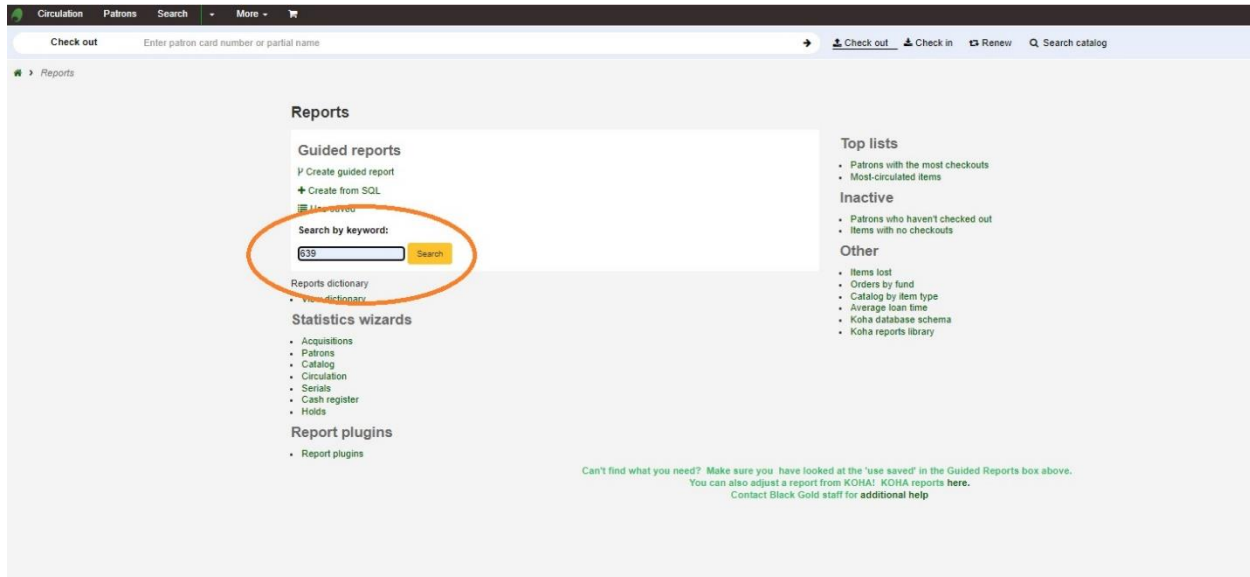
Duplicating the report creates a new report with a unique identification number.

You can then edit the report's name, description, and SQL code if needed. Any changes made to this duplicate report will not affect the original version.

Both the original and the new report will appear under the **All** tab, and the new report will also appear under your library's tab if you set your library as the Report Group.

Important: If you modify a report without duplicating it first, you will be altering the original report. This can lead to unintended consequences for other libraries that may rely on that report, as any changes will affect their version as well.

If you already know the report number or name, you can quickly access it by entering this information in the **Search by keyword** field on the **Reports** page.



You are also welcome to create your own reports in Koha. **Be sure to save any new reports under your Library tab.**

If you need a specific report but are unable to create it yourself, please contact the Black Gold office, and they will assist you in creating the report.