Reading Program Report

Purpose:

Create a list of items in your library with a specified reading level for a selected reading program: Accelerate Reader, Reading Counts, or Lexile

Location:

StaffWeb Reports tab > Reading Program

Setup Options:

1. Basic Information tab

    a. Change the Report name and/or Title if you wish. It should reflect the content of the report.
        i. Sample: DLFN Lexile level 200 – 250

    b. Description is a good place to note any special features of the report. If you save the report as a template, you will see this screen each time you run it.

    c. Title appears on each page.

    d. Footer appears at the bottom of each page (optional).

2. Reading Program tab

    a. Select By – Choose from Call Number, Author, Item ID, or Title. This is not a required field but can help to limit search results if dealing with a large number of items.

    b. Limit To –
        i. Reading Program – Choose from Accelerated Reader, Reading Counts, or Lexile

            1. Accelerated Reader/Reading Counts – Enter one or all of the following: Interest Level, Reading Level, and/or Title Point Value.
                a. Values in these fields will be compared to what is in the 526 tag in the MARC record.
                b. Available only if Accelerated Reader or Reading Counts is selected in the Reading Program field.

            2. Select to Include: All Titles

ii. Lexile – Enter Lexile range.
1. Enter a range of values. Titles will be selected if the 521 tag indicates Lexile is part of the MARC record.

c. Library – Select library

Viewing the Results:

- In Finished Reports, select the report and click the VIEW button.
- You only need the "View Result" checkbox to be selected.
- Using the "Style Sheet Full Report (HTML)" will open the results in a web browser. Choose to sort the report by Call Number, Author, Item ID, or Title. Includes Call Number, Location, Title, Author, Copyright Date, ISBN, Price, Funding Source, and Item ID.
- Using the "Style Sheet Brief Report (HTML)" will open the results in a web browser. Choose to sort the report by Call Number, Author, Item ID, or Title. Results include Call Number, Location, Title, Author, and Item ID.
- Using the "Style Sheet Comma Separated Values (CSV)" will open the results in your spreadsheet software (Excel, Libre Office Calc Spreadsheet, etc). Choose to sort the report by Call Number, Author, Item ID, or Title. Results include Call Number, Title, Author, Item ID, Location, ISBN, Copyright Date, Price, and Funding Source.

Sample report viewed as Full Report (HTML), sorted by Call Number.

Reading Program

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Call Number Location	Title Author	Copyright ISBN	Price Funding Source	Item ID
535.4 B AVAILABLE	What makes a shadow? / by Clyde Robert Bulla ; illustrated by June Otani. Bulla, Clyde Robert.	1994 0060229160	$16.89 UNKNOWN	32612015023306
741.5 KRO AVAILABLE	Lunch Lady and the cyborg substitute / Jarrett J. Krosoczka. Krosoczka, Jarrett.	2009 9780375946837 (lib.) 9780606144261 9780375846830 : $5.99	$12.71 UNKNOWN	32612060312992
811 CL AVAILABLE	Dogku / Andrew Clements ; illustrated by Tim Bowers. Clements, Andrew.	2007 9780689858239 : $16.99 068985823X : $16.99	$14.44 UNKNOWN	32612252001288
E BEL AVAILABLE	Happy birthday, Thomas! / illustrated by Owain Bell.	2003 0679808094 (pbk.) 0679908099 (lib. ed.)	$10.00	32612010115727