Machine Count by Status Report

Process overview

As announced on KLASusers.com and by email, we have created a Machine Count by Status report to provide NLS with the machine data they are requesting. Please see the How-To document for instructions on running the report.

This follow-up contains more detailed information on addressing the report output and submitting your totals to NLS. As always, please contact us if you have questions or need help.

Thank you again for your assistance!

Outline

- Transfer Out Status
- Example Report At-a-Glance
- Status by Status Breakdown

Transfer Out Status

Since you will only be reporting the totals to NLS instead of submitting the full details of the report, please be sure that you **do not** count **TFO** / Transfer Out machines in your totals!

KLAS still counts transferred machines as PIMMS' On Loan, because the last time KLAS saw the machine, it was On Loan. After that, PIMMS knows which system to check for the machine's status; the KLAS status becomes redundant.

Example Report At-a-Glance

This sample report illustrates how to total the data from the report and points out some common data issues. For more detail on each section, see the Status by Status breakdown.

Library ID	NC1A
Machine IDs	DA1,DS1

Machine ID	KLAS Status	Count	PIMMS Status	PIMMS Stat Desc	
DA1	AVL/	14	3	Available	Q.3
DA1	NAC/TFO	108	4	On Loan	**Don't count Transfer Outs**
DA1	OUT/	3,189	4	On Loan	Q.4
DA1	OUT/WIR	1	4	On Loan	
DA1	NAC/IPR	7	5	In Repair	Q.5 (37 total)
DA1	NAC/IRP	13	5	In Repair	
DA1	NAC/WIR	17	5	In Repair	
DA1	NAC/LOS	400	6	Lost	Q.6
DA1	NAC/STL	1	7	Stolen	Q.7
DA1	NAC/LUN	14	8	Location Unknown	Q.8
DA1	NAC/DBR	28	10	Damaged Beyond Repair	Q.9
DA1	NAC/WDR	16	11	Obsolete	**correct Status and count elsewhere**
DS1	NAC/	3	3	Available	
DS1	NAC/DMG	3	3	Available	
DS1	NAC/TFO	293	4	On Loan	**Don't count Transfer Outs**
DS1	OUT/	9,022	4	On Loan	Q.4
DS1	NAC/IPR	8	5	In Repair	Q.5 (37 total)
DS1	NAC/IRP	7	5	In Repair	
DS1	NAC/WIR	65	5	In Repair	
DS1	NAC/LOS	1,685	6	Lost	Q.6
DS1	NAC/STL	4	7	Stolen	Q.7
DS1	NAC/LUN	27	8	Location Unknown	Q.8
DS1	NAC/DBR	55	10	Damaged Beyond Repair	Q.9
DS1	NAC/OBS	1	11	Obsolete	**correct Status and count elsewhere**
DS1	NAC/WDR	1	11	Obsolete	
DS1	WDR/	1	11	Obsolete	

Status by Status

PIMMS Status 3 – Available

Machine ID	KLAS Status	Count	PIMMS Status	PIMMS Stat Desc
DA1	AVL/	14	3	Available

Available is pretty straightforward. You should only have one line for this status for each machine type, with the KLAS Status of AVL / [none].

> If you have any other KLAS Statuses with a PIMMS Status of 3 - Available, they are almost certainly incorrect.

DS1	NAC/	3	3	Available
DS1	NAC/DMG	3	3	Available

These lines need to be cleaned up. NAC (Not Available) should always have a disposition to indicate *why* it is not available for circulation. Meanwhile, DMG (Damaged) machines should always be either "In Repair" (NAC / IPR, IRP, or WIR) or "Damaged Beyond Repair" (NAC / DBR).

You may need to look at the history for these machines to determine their proper status. Once you know what their status should be, correct it in KLAS and include them in the correct count.

For Question 3 of the survey, we would report that 14 DA1s are available In Stock.

PIMMS Status 4 – On Loan

These are the machines currently on loan to patrons or institutions, so the KLAS Status should be OUT / [none].

Machine ID	KLAS Status	Count	PIMMS Status	PIMMS Stat Desc
DA1	NAC/TFO	108	4	On Loan
DA1	OUT/	3,189	4	On Loan
DA1	OUT/WIR	1	4	On Loan

Remember **not** to include NAC / TFO in your count. These transferred machines will be reported by their current responsible libraries.

If there are machines with a disposition, such as OUT / WIR in our example, it is probably just "left over" from a previous NAC status. Go ahead and count them with your On Loan materials, but we recommend that you also correct the status to avoid confusion.

For Question 4, we would report that 3,190 DA1s are On Loan.

PIMMS Status 5 – In Repair

This PIMMS Status covers these specific dispositions: IPR (In Processing), IRP (In RePair), WIR (Waiting In Repair), and WFT (Waiting For Repair). The KLAS Status should always be NAC.

DA1	NAC/IPR	7	5	In Repair
DA1	NAC/IRP	13	5	In Repair
DA1	NAC/WIR	17	5	In Repair

For Question 5, we would report that 37 DA1s are In Repair.

PIMMS Status 6 through 10

These statuses correspond directly with KLAS dispositions; you should only have one line for each.

- 6 - Lost is NAC / LOS
- 7 - Stolen is NAC / STL
- 8 - Location Unknown is NAC / LUN
- 10 - Damaged Beyond Repair is NAC / DBR

DA1	NAC/LOS	400	6	Lost
DA1	NAC/STL	1	7	Stolen
DA1	NAC/LUN	14	8	Location Unknown
DA1	NAC/DBR	28	10	Damaged Beyond Repair

We would enter these numbers for Questions 6 - 9.

Question 10

This question allows you to report any other machines that have not yet been counted.

For this question, report the total of:

- Any digital machines that are not inventoried in KLAS.
- Any machines in a status not included above.