PALNI ACRL/IPEDS Help Sheets:
Title Holdings by Material Format - Standard

Title Holdings by Material Format is available to all WMS users. This report can be used to gather collection count data for the ACRL and IPEDS annual surveys.

- Physical Books (Line 40, column A)
- Digital/Electronic Books (Line 40, column B)
- Physical Media (Line 42, column A)
- Digital Electronic Media (Line 42, column B)
- Physical Serials (Line 43, column A)

Go to WMS Analytics > Reports > Cataloging/Collection Reports.
Select the Title Holdings by Material Format report.

When prompted, enter the date of the last month of your fiscal year in both the Start Year Month and End Year Month fields. [Enter as YYYY-MM]
You will see a report with bar and table graphs.

OPTIONAL: After your report has generated, you may choose to filter by Material Format in the Report Input.
Controls. This will make the bar graph easier to manipulate, though it will require you to revise and adjust the report repeatedly for individual formats.

Material subformats are not included in the Standard report’s graphs. In order to view subformats, you will need to use the Drill tool.

Click on the Drill tool, then hover your mouse over the format you want to expand, and click to activate (“Start Drill”).

![Drill Tool Diagram]
To return to all formats, click the drill/filter icon and select Material Format (All values) from the drop-down menu.
Manually record and add/subtract the counts of subformats as necessary, or export the data via CSV. The CSV export will include both formats and subformats, and can be used with Pivot Tables in Excel for easy sorting and calculations.