

Access PA SHAREit ILL Admin: Statistics

The **Statistics** function in SHAREit allows you to view and download ILL and usage statistics for your library plus Access PA database statistics.

The **Statistics** menu is available on the **Staff Dashboard**

- Statistics functions may be added to your library's Quick Menu for easy access.

You must be logged into your library's SHAREit account to access Statistics.

Statistics
ILL Statistics
Reports And Download
CONTU Copyright Tracking Reports
Database Statistics
Database Index Stats
Database Field Stats
System Activities
User Guides

ILL Statistics: view interlibrary loan activity statistics for your library

- **Reports and Download:** generate ILL activity reports (borrowing activity, lending activity, net activity), and download request records and/or lender response records.
- **CONTU Copyright Tracking Reports:** generate statistical reports related to copyright compliance tracking in accordance with the Commission on New Technological Uses of Copyrighted Works (CONTU) guidelines for photocopy requests.

Database Statistics: view database and usage statistics related to the Access PA database

- **Database Index Stats:** summary information including general index statistics, qualifier statistics and locations statistics.
- **Database Field Stats:** general information related to the number of bibliographic and locations (holdings) records in the Access PA database and detailed MARC Field statistics for your library.
- **System Activities:** summary information related to your library's system for a specified report period. Displayed statistics include login data, search data, ILL request data and cataloging data.

NOTE: The User Guides are vendor-supplied documentation. They are not specific to the Access PA SHAREit system and include references to functions not available to Access PA libraries. Please refer to the [Access PA Catalog and ILL System documentation](#) for specific procedures.

ILL Statistics – Reports and Download

To generate ILL activity reports for your library, select **Reports and Download** from the **Statistics** menu.

Statistics > ILL Statistics > Reports And Download [Refresh] [X]

REPORTS AND DOWNLOADS [Submit] [Reset] [Close] [Help]

Start Date: End Date:

Reports on screen: Borrowing Activity Lending Activity Net Activity

Download: Net Activity Report Request Records Lender Response Records

Display each site even if statistics are zero? yes no

Enter the **Start Date** and **End Date**, select the type of report you wish to generate and click **Submit**.

- The “Display each site even if statistics are zero?” is not enabled, so only the library’s you lent to or borrowed from will be listed.

Reports on Screen

Generate reports to view on the screen. You may choose to just view one report or may select 2 or 3 to view together.

- **Borrowing Activity:** Displays your library’s activity as a borrower. Lists the each lending library’s number of requests sent and the status. The **Grand Total** is at the bottom of the page.
- **Lending Activity:** Displays your library’s activity as a lender. Statistics for each borrowing library include the number of request attempts and status. The Grand Total at the bottom of the page.
- **Net Activity:** Shows a comparison of your library’s activity as a Lender and Borrow and your net activity. Each library lent to and borrowed from will be listed with the Grand Total at the bottom.

Net Activity Report for 2/1/2015 to 2/28/2015

<Carbondale Public Library (PCAPL)>

Chester County Library PCCCL		Borrowing		Net Activity	
Loans	Copies	Loans	Copies	Loans	Copies
1	0	1	0	0	0

Scranton Public Library PSCRL		Borrowing		Net Activity	
Loans	Copies	Loans	Copies	Loans	Copies
0	0	3	0	-3	0

Totals For Carbondale Public Library (PCAPL)					
Lending		Borrowing		Net Activity	
Loans	Copies	Loans	Copies	Loans	Copies
1	0	4	0	-3	0

<Grand Totals>

Grand Totals					
Lending		Borrowing		Net Activity	
Loans	Copies	Loans	Copies	Loans	Copies
1	0	4	0	-3	0

In this example, the library is a *Net Borrower*. The Grand Total shows a Net Activity of Loans = 1, Borrowing = 4 with a Net Activity of -3. A positive number would indicate the library is a *Net Lender*.

To return to the **Reports and Download** screen, select the link to Return to Reports & Download Generation (upper left).

[Return To Report & Download Generation](#)

To close the window, select the **X** in the upper right or select an option from the **Quick Menu**.



Download

Generate Excel spreadsheets to download. You may choose one report or select 2 or 3 to download.

- A screen will open with a **Download Data** button for each report selected:
- Click the **Download Data** button to download the report. (The download process will depend on your browser.)

[Return To Report & Download Generation](#)

Download Data

Download Net Activity Report for 11/1/2015 to 11/30/2015

Download Data

Download Request Records for 11/1/2015 to 11/30/2015

Download Data

Download Lender Response Records for 11/1/2015 to 11/30/2015

The file name format is the report code followed by the library's 5-letter code and a series of numbers:

Net Activity Report file names begin with "NAReport," e.g., NAReportPCAPL12102.xls

Request Records report file names begin with "Req," e.g., ReqPCAPL12102.xls

Lender Response Records report file names begin with "Resp," e.g., RespPCAPL12102.xls

- The system-assigned file name can be changed, but be sure to retain the ".xls." extension.

- **Net Activity Report:** Shows a comparison of your library's activity as a Lender and Borrower for the specified time period and your net activity result. Each library lent to and borrowed from will be listed with the Grand Total at the bottom:

Library Name (Code)	Loans	Copies Provided	Borrows	Copies Received	Net Returnables	Net Copies
Net Activity for Carbondale Public Library (PCAPL)						
Chester County Library (PCCCL)	1	0	1	0	0	0
Scranton Public Library (PSCRL)	0	0	3	0	-3	0
Totals for Carbondale Public Library (PCAPL)	1	0	4	0	-3	0
Grand Totals	1	0	4	0	-3	0

- **Request Records:** Contains a separate entry for *each request submitted* as a borrower. The report includes the Supplier (lending library code), Request ID, Title, Author, Pub. Date, Origination Date, Request Type, Patron's Name, Final Disposition (Filled, Unfilled, etc.) and the Lenders Tried Count. Some fields (including those for copy requests) are not included in this example.

1	Borrower	Supplier	Request ID	Title	Author	Pub. Date	Origination Date	Request Type	Patron's Name	Final Disposition	History Date	Lenders Tried Count
2	PPETL	PELPF	47148	It starts w	Hartwig, C	2014	1/15/2016 12:59	Loan	PT	Filled	2/12/2016 12:11	8
3	PPETL	PHATF	48577	World cris	Churchill,	1951	1/21/2016 7:09	Loan		Filled	2/28/2016 15:29	1

- **Lender Response Records:** Contains a separate entry for *each request received* as a lender. Fields include Borrower (library code), Request ID, Title, Call Number, Disposition (Shipped, etc.) and Date.

1	Borrower	Supplier	Request ID	Title	Call Number	Request Type	Disposition	History Date
2	KABFS	PPETL	48687	A manual for c	Unknown	Loan	Shipped	1/28/2016 13:16
3	KALGA	PPETL	44579	The hollow bo	Unknown	Loan	Shipped	1/8/2016 15:07

NOTE: If dates display as "#####" in Excel, widen the column to view the information.

To return to the **Reports and Download** screen, select the link to Return to Reports & Download Generation (upper left).

[Return To Report & Download Generation](#)

To close the window, select the **X** in the upper right or select an option from the **Quick Menu**.



ILL Statistics – CONTU Copyright Tracking Reports

To generate copyright tracking reports, select **CONTU Copyright Tracking Reports** from the **Statistics** menu.

CONTU COPYRIGHT TRACKING REPORTS

Year of report:

Summary reports:

- Order summary by filled count (filled count > 5)
- Order summary by title (all titles)

Detailed report:

- Title begins with (leave blank for all titles):

Year of report: enter the year for which you wish to view statistics in the text box (prefilled with the current year) and select the report type:

Order summary by filled count (filled count > 5): Provides a brief summary of the titles for which *five or more* requests have been filled or are outstanding for the specified calendar year. The report includes the title from which the copy was requested, the number of request that have been filled, and the number in process (outstanding). The report illustrates local demand for specific titles, which may inform collection development decisions.

Order summary by title (all titles): List the number of filled and outstanding requests for all titles. The report includes the title from which the copy was requested, the number of request that have been filled, the number in process (outstanding), and the average number of filled requests of all titles included in the summary report.

Detailed report: Provides detailed information on a “title-by-title” basis for both outstanding and completed requests. If the report is generated for all titles, statistics for each title are presented in separate sections. The report includes the title from which the copy was requested followed by the (ISSN), the date of request and date filled (or not filled).

- The ISSN is shown *only* when an article from a title has been requested for the first time; subsequent requests for articles from the title will not show the ISSN.
- Requests with variant titles are not currently merged. If staff is aware of two variations of the same title, staff should download the detailed report, merge the titles, and calculate the number filled and not filled requests.

Each January 1st, summary and detailed reports from the previous calendar year(s) are accessible. If an item *was not* received by December 31st of the year in which it was requested, it will not be recorded or counted in the next calendar year. It will be considered an “unfilled” request, although no date will be added to the **Date not Filled** column. For example, if a library requested six articles from a journal title in 2007 and received five by December 31st, the library would not be liable for copyright payments or reporting to the Copyright Clearance Center on the sixth article because it was received in 2008, not in 2007. The **Detailed Report** will still include the **Date of Request** for that item, but will not have a **Date Filled** or **Date not Filled** value as the report was “frozen” as of December 31st.

Select the link to **Return to CONTU Report Setup**, or close the window by selecting the **X** in the upper right or selecting an option from the **Quick Menu**.

Database Statistics – Database Index Stats

Database Index Stats provide summary information including general index statistics, qualifier statistics, and locations statistics.

To generate the reports, select **Database Index Stats** from the **Statistics** menu and click [Access Pennsylvania Union Catalog](#).

A new window will open allowing you to click the link for the statistics you wish to view.

[All Stats - by Library Code](#)
[All Stats - by Library Name](#)
[General Stats](#)
[Bib Records - by Library Code](#)
[Bib Records - by Library Name](#)
[Qualifier Stats](#)

All Stats

To view all of the database index stats, choose whether you want to view them listed in order by library code or by library name by clicking **All Stats – by Library Code** or **All Stats – by Library Name**.

- Sorting by library code will group all of the academic libraries (codes start with “A”) together, followed by school libraries (codes start with “K”), then public libraries (codes start with “P”) and then the special libraries (codes start with “S”).

Included in the **All Stats** reports:

- **Total Records:** the total number of bibliographic records in the database
- **General Stats:** the total number of entries for each index supported in Access PA (Title, Author, Subject, etc.):

Title:	5,506,224
Author:	5,506,224
Subject:	6,712,518

- **Bib Records:** The total number of holdings attached to bibliographic records for each library in Access PA listed in order of library code or library name (as below) and the total holdings.

PABCL -	Abington Community Library	71,199
PASPL -	Aston Public Library	11,038
PCAPL -	Carbondale Public Library	33,898
PCCCL -	Chester County Library	400,209
PCLLL -	Collingdale Public Library	16,244
PDACL -	Dalton Community Library	21,374
PDALI -	Darby Library	7,115

- **Qualifier Stats:** a listing by qualifier type (Language, Media, etc.) of all items in Access PA with that qualifier. Click the name of the qualifier type, such as Language, to view the stats for that type.

[Language:](#)
[Reading Level:](#)
[Media](#)
[Form](#)
[Misc](#)
[Contributor Code](#)
[NISO Z39.89 Record Format](#)
[NISO Z39.89 Material Type](#)
[UDB Rank](#)

General Stats

A new window opens listing just the Total Records and number of index entries. Links to the other statistics reports are available here and for each of the report options.

- When viewing **General Stats**, links to **Holdings Stats – by Library Code** and **Holdings Stats – by Library Name** will link to the charts titled **Bib Records – by Library Code** and **Bib Records – by Library Name**.

Bib Records – by Library Code

Bib Records – by Library Name

A new window will open listing the total number of holdings attached to bibliographic records for each library in Access PA listed in order of library code or library name and the total holdings.

Qualifier Stats

A new window opens listing the qualifier types (Language, Media, etc.) of all items in Access PA with that qualifier. Click the name of the qualifier type, such as Language, to view the stats for that type:

[Language:](#)

Acoli:	1
Afroasiatic (Other):	1
Afrikaans:	92
Akan:	1
Akkadian:	9
Albanian:	23

Click a stat, such as “23” for Albanian, to see the 23 records in the Access PA database in Albanian.

- A new window will open listing the records. Note that the catalog is a different view than the SHAREit catalog view, but you may click on a title to see the full record and click ILL Options on the left to place an ILL Request. Click Title List to return to the list of the records.

For any of the **Database Index Stats**, options are available to **Save** or **Email** the reports from the menu in the upper right of the report window.



Save: To save a report, click the **Save** button and follow the download procedure for your browser. The file will be saved as a text (.txt) file that can be opened in Excel.

Email: To email a report, click the **Email** button. A new window will open; enter the email address and click **Send** (or **Close** to not send the report). The email will be from Agent@auto-graphic.com with the subject line of **AGENT Database Stats** and will be a simple text listing of the selected report.

Close: To close the open window, click the **Close** button or the red **X** in the upper right.

Help: Click the **Help** button to view context-sensitive help for that report; a new browser tab will open.

Database Statistics – Database Field Stats

Database Field Stats provide reports related to the number of bibliographic records in the Access PA database and detailed MARC Field statistics for the complete database and for your library.

To generate the reports, select **Database Field Stats** and click [Access Pennsylvania Union Catalog](#).

A new window will open allowing you to click the link for the statistics you wish to view.

- Statistics for the complete Access PA database may be generated by Library Code or by Library Name.

Statistics for Complete Database - by Library Code

[General Stats](#)
[MARC Field Stats](#)
[Library Holdings Stats](#)

Statistics for Complete Database - by Library Name

[General Stats](#)
[MARC Field Stats](#)
[Library Holdings Stats](#)

[MARC Field Stats for your Library](#)

General Stats

The **General Stats** for the complete Access PA database are the same whether viewed from the **Statistics for Complete Database – by Library Code** menu or from the **Statistics for Complete Database – by Library Name** menu.

- **Bib Records:** the total number of bibliographic records
- **Holdings:** the total number of locations (holdings) records
- **Holderless Records:** the total number of bibliographic records with *no* locations (holdings) attached
- **Holderless Records with <856> \$u:** the total of holderless records that include Tag 856, subfield u ()

Statistics for Complete Database

Statistics for Complete Database - by Library Name

[MARC Field Stats](#)
[Library Holdings Stats](#)

General Stats

Generated: Sun Mar 15 17:07:38 2015

Bib Records	2,708,906
Holdings	5,129,930
Holderless Records	0
Holderless Records with <856> \$u	0

Statistics for Complete Database - by Library Code

[General Stats](#)
[MARC Field Stats](#)
[Library Holdings Stats](#)

[MARC Field Stats for your Library](#)

- Note that links to the other Database Field Stats reports are available.

Library Holdings Stats

These statistics are not available when using library staff login.

MARC Field Stats for your Library

Shows a listing of each **MARC Tag** occurring in *at least one* bibliographic record in the complete Access PA database, plus the:

Tag Occurrence – the total number of times the tag occurs, and the

Tag Content – specific subfields (and number of times each subfield occurs) for each **MARC Tag** listed.

This example shows MARC Tag 100 (Main Entry – Personal Name) and 245 (Title Statement) and their associated Tag Occurrence and Tag Content:

MARC Tag	Tag Occurrence	Tag Content
100	1,972,484	0(20); 1(12); 4(14263); 6(8766); a(1972484); b(665); c(25137); d(851795); e(38953); f(3); g(1); k(71); l(21); m(1); n(5); o(2); p(2); q(141903); r(1); t(76); u(2); v(1);
245	2,709,008	0(2); 1(13); 2(2); 3(2); 5(3); 6(13423); a(2708998); b(1170852); c(2247251); e(3); f(15); g(73); h(242136); i(16); k(14); m(1); n(23616); p(29432); r(5); s(15); t(7); u(1); v(6); x(1); z(4);

MARC Field Stats for Your Library

Shows a listing of each **MARC Tag** occurring in *at least one* bibliographic record in the Access PA database to which your library has a location (holding) attached, and the associated **Tag Occurrence** and **Tag Content**.

To compare with the above example, this example shows MARC Tag 100 (Main Entry – Personal Name) and 245 (Title Statement) and their associated Tag Occurrence and Tag Content for one library:

MARC Tag	Tag Occurrence	Tag Content
100	29,847	4(69); a(29847); b(8); c(143); d(10044); e(558); l(4); q(1125); t(4); v(1);
245	33,898	1(1); 5(2); 6(1); a(33897); b(9711); c(30966); g(1); h(4556); n(395); p(431);

For any of the **Database Index Stats**, options are available to **Save** or **Email** the reports from the menu in the upper right of the report window.



Save: To save a report, click the **Save** button and follow the download procedure for your browser. The file will be saved as a text (.txt) file that can be opened in Excel.

Email: To email a report, click the **Email** button. A new window will open; enter the email address and click **Send** (or **Close** to not send the report). The email will be from Agent@auto-graphic.com with the subject line of **AGent Database Stats** and will be a simple text listing of the selected report.

Close: To close the open window, click the **Close** button.

Help: Click the **Help** button to view context-sensitive help for that report; a new browser tab will open.

Database Statistics – System Activities

The System Activities function provides summary information related to your library for a specified report period. Displayed statistics include login data, search data, ILL request data and cataloging data.

To generate a System Activities report, select **System Activities** from the **Statistics** menu. Enter the **Start Date** and **End Date** (as mm/dd/yyyy) and click **Submit**.

- The Library field is unavailable as the only statistics you will generate will be for your library (the library to which you are logged in) as noted on the screen:

System Activities for PCAPL

Start Date: (mm/dd/yyyy) Start Time: (00:00:00)

End Date: (mm/dd/yyyy) End Time: (23:59:59)

Library:

The screen will refresh to show the **System Activity** report for the specified time period:

Admin Login:	314
Patron Login:	0
Guest Login:	407
Login Total:	721

↔ **Logins:** The number of logins to your library's Access PA SHAREit account is listed by user category. Admin Logins are staff logins.

Simple Search Request:	261
Alpha Search Request:	3
Advanced Search Request:	40
Number Search Request:	17
Search Request Total:	321

↔ **Search Statistics:** The search stats are subdivided to account for differences in a search request being submitted to more than on database. Because the Access PA database is the only database available to search, the Search Request stats and Search stats will be the same.

Simple Search:	261
Alpha Search:	3
Advanced Search:	40
Number Search:	17
Link Search:	0
Search Total:	321

ILL Request:	17
ILL Blank Request:	0
ILL Total:	17

↔ **ILL Statistics:** The number of ILL requests submitted by each request method. Access PA does not use the ILL Blank Request form so that number will always be 0 (zero).

Web Cat Downloads:	22
Cat Holders Added:	0
Cat Holders Changed:	0
Cat Holders Deleted:	0
Cat Records Added:	1
Cat Records Changed:	0
Cat Records Deleted:	0
CAT Total:	23

↔ **Cat Statistics:** The number of cataloging maintenance transactions.

Click the **SAVE** button to save the report as a text (.txt) file.
Click the **Email** button to email to report.