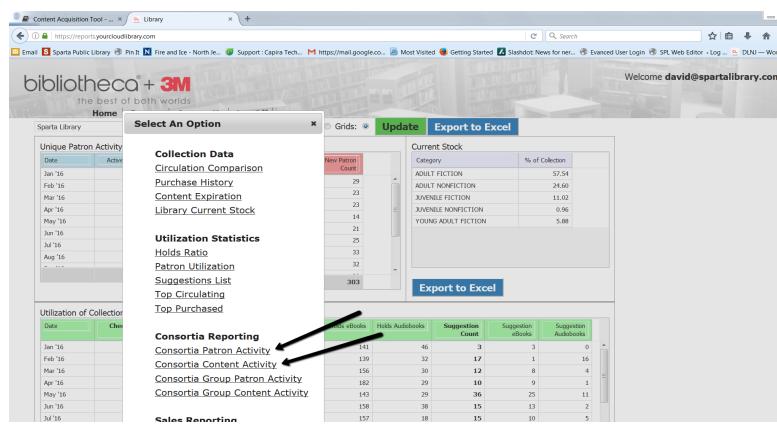# Best practices for collecting usage statistics for DLNJ libraries

Log in to Cloud Library Content Acquisitions tool. Go to Reports. You will use the Consortia Patron Activity report and the Consortia Content Activity Report.
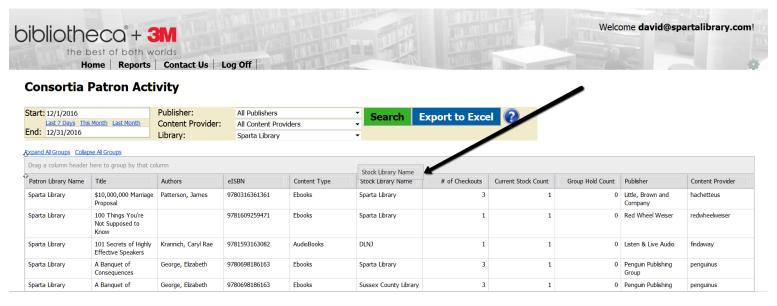

When going into the report choose the time period. Typically last month.

.

Group data by "Stock Library Name"

Consortia Patron Activity

Start: 12/1/2016
Last 7 Days   This Month   Last Month
End: 12/31/2016

Publisher: All Publishers
Content Provider: All Content Providers
Library: Sparta Library

Search | Export to Excel | ?

Expand All Groups   Collapse All Groups

Drag a column header here to group by that column

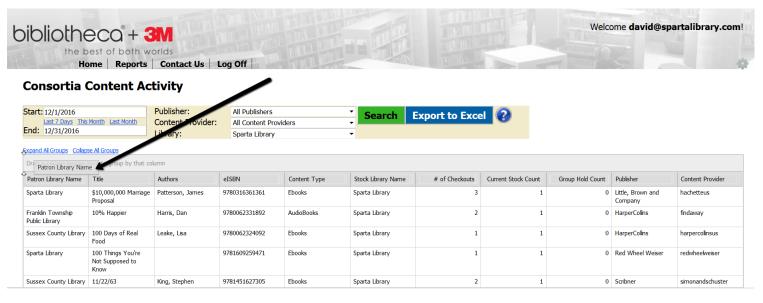| Patron Library Name	Title	Authors	eISBN	Content Type	Stock Library Name	# of Checkouts	Current Stock Count	Group Hold Count	Publisher	Content Provider
Sparta Library	$10,000,000 Marriage Proposal	Patterson, James	9780316361361	Ebooks	Sparta Library	3	1	0	Little, Brown and Company	hachetteus
Sparta Library	100 Things You're Not Supposed to Know		9781609259471	Ebooks	Sparta Library	1	1	0	Red Wheel Weiser	redwheelweiser
Sparta Library	101 Secrets of Highly Effective Speakers	Krannich, Caryl Rae	9781593163082	AudioBooks	DLNJ	1	1	0	Listen & Live Audio	findaway
Sparta Library	A Banquet of Consequences	George, Elizabeth	9780698186163	Ebooks	Sparta Library	3	1	0	Penguin Publishing Group	penguinus
Sparta Library	A Banquet of	George, Elizabeth	9780698186163	Ebooks	Sussex County Library	3	1	0	Penguin Publishing	penguinus

Notate the total circulation and the use by your library.

Consortia Patron Activity

Start: 12/1/2016
Last 7 Days   This Month   Last Month
End: 12/31/2016

Publisher: All Publishers
Content Provider: All Content Providers
Library: Sparta Library

Search | Export to Excel | ?

Expand All Groups   Collapse All Groups

Stock Library Name △

Patron Library Name	Title	Authors	eISBN	Content Type	# of Checkouts	Current Stock Count	Gr
⊞ Stock Library Name: Bernardsville Public Library (23)							
⊞ Stock Library Name: Clarence Dillon Public Library (3)							
⊞ Stock Library Name: DLNJ (216)							
⊞ Stock Library Name: Franklin Township Public Library (24)							
⊞ Stock Library Name: Phillipsburg Free Public Library (12)							
⊞ Stock Library Name: Sparta Library (128)							
⊞ Stock Library Name: Sussex County Library (122)							
⊞ Stock Library Name: Warren County Library (10)							
⊞ Stock Library Name: Washington Borough Public Library (14)							
					552		

Page 1 of 1 (9 items)   ≪ ‹ [1] › ≫

Then do the content report and sort by "Patron Library Name".

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Consortia Content Activity

Start: 12/1/2016
Last 7 Days This Month Last Month
End: 12/31/2016

Publisher: All Publishers
Content Provider: All Content Providers
Library: Sparta Library

Search   **Export to Excel**

Expand All Groups Collapse All Groups

Drag Patron Library Name group by that column

Patron Library Name	Title	Authors	eISBN	Content Type	Stock Library Name	# of Checkouts	Current Stock Count	Group Hold Count	Publisher	Content Provider
Sparta Library	$10,000,000 Marriage Proposal	Patterson, James	9780316361361	Ebooks	Sparta Library	3	1	0	Little, Brown and Company	hachetteus
Franklin Township Public Library	10% Happier	Harris, Dan	9780062331892	AudioBooks	Sparta Library	2	1	0	HarperCollins	findaway
Sussex County Library	100 Days of Real Food	Leake, Lisa	9780062324092	Ebooks	Sparta Library	1	1	0	HarperCollins	harpercollinsus
Sparta Library	100 Things You're Not Supposed to Know		9781609259471	Ebooks	Sparta Library	1	1	0	Red Wheel Weiser	redwheelweiser
Sussex County Library	11/22/63	King, Stephen	9781451627305	Ebooks	Sparta Library	2	1	0	Scribner	simonandschuster

Notate the total circulation and the use by your patrons (they match the other report).

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Consortia Content Activity

Start: 12/1/2016
Last 7 Days This Month Last Month
End: 12/31/2016

Publisher: All Publishers
Content Provider: All Content Providers
Library: Sparta Library

Search   **Export to Excel**

Expand All Groups Collapse All Groups

Patron Library Name △

Title	Authors	eISBN	Content Type	Stock Library Name	# of Checkouts	Current Stock Count	Group Hold Count	Publisher	Content Provider
⊞ Patron Library Name: Bernardsville Public Library (22)									
⊞ Patron Library Name: Clarence Dillon Public Library (14)									
⊞ Patron Library Name: Flemington Free Public Library (5)									
⊞ Patron Library Name: Franklin Township Public Library (85)									
⊞ Patron Library Name: Lambertville Free Public Library (3)									
⊞ Patron Library Name: Philipsburg Free Public Library (26)									
⊞ Patron Library Name: Raritan Public Library (6)									
⊞ Patron Library Name: Sparta Library (128) ◀									
⊞ Patron Library Name: Sussex County Community College (2)									
⊞ Patron Library Name: Sussex County Library (125)									
⊞ Patron Library Name: W. H. Walters Free Public Library (2)									
⊞ Patron Library Name: Warren County Library (116)									
					534				

Page 1 of 1 (12 items) [1]   Page size: 20

So if you add the patron uses with the item uses you can see how much your patrons are checking out items as well as how many of your items are circulating. Then subtract the number of your items that went out to your patrons (otherwise you are double counting those uses).