

STATISTICS

June 1990

(Revised: March 12, 1997)

(Updated: February 7, 2005)

Statistics are kept on a daily basis on the Statistics Tally Sheet as work is completed. Daily totals are entered into the monthly spreadsheets by the Catalog Assistant.

All monthly data is used to produce quarterly and annual reports/charts which will be given to the Coordinator of Technical Services. Upon approval, the reports are copied and distributed to the following:

- Director of Library Services
- Coordinator of Technical Services
- Technical Services Librarian
- Catalog Technician
- Acquisitions Technician
- Continuations Assistant
- Documents Librarian
- Reference Coordinator

Copies of the monthly reports and appropriate raw data are kept on file by the Catalog Assistant. Raw data is retained for one full year. These statistics provide information for planning, workflow, objectives, etc.

Copies of the forms used for keeping the statistics can be found in Appendix B

STATISTICS TALLY SHEET	

Date	
Growth by Collection	
AV	
CMC	
MainCirc	
PADoc	
Reference	
USDoc	
Growth by Format	
Continuations	
Electronic media	

Media	
Monographs	
Reclassified Items	
Database Management	
Delete item	
Delete record	
Link	
QCP	
Update/Edit	
Processing details	
Dust jackets	
Gifts	
Paperback bindery	
Repair	
Search & Save	
Suppl/Updates	
LC W/drwls	Dewey W/drwls
PADoc W/drwls	AV W/drwls