

Year-end Collection statistics

Goal: To ascertain and make a report of the number of items added during the fiscal year (or whatever period is desired) and to ascertain the total number of items in the collection as of the end of the fiscal year.

Organization of the Report: The statistics should be broken down into reasonable groupings so we're not trying to add sheets of microfiche in with volumes of books and titles of e-journals.

The groupings used currently may be found by looking at the previous year's report which should be in the folder at O:\orgs\GIS\GISstaff\Annual Reports & Collection stats or in O:\orgs\GIS\GISstaff\Collection Management Cluster\Annual statistics

Each grouping has one more more item types in it. The chart for this is the Working Spreadsheet and can be found in the O:\orgs\GIS\GISstaff\Collection Management Cluster\Annual statistics folder as well.

Before doing report: Before doing the statistics, create a list of **Bib** records that don't have a catdate but perhaps should:

	Bib	28 (catdate)	=	blank
And	Bib	31 (Bib code 3)	=	- (not suppressed)
And	(Item	88 (status)	=	- (available)
Or	Item	88 (status)	=	O) (libuseonly)
And	Item	60 (Item code 2)	Not equal	N (suppressed)
And	Item	60 (Item code 2)	Not equal	U (uncataloged)

Be sure to group the 'Or's

Go through resulting list and add catdates as appropriate.

Sources for statistics

Periodicals: P&P provides the number of journal volumes bound during the year. Use that for the current year's additions. To get the total in the collection, add the added number to the total for the previous year and subtract any volumes withdrawn (from manually kept statistics in Cataloging)

Microforms: The serials assistant provides the number of sheets of microfiche and the number of rolls of microfilm added to Periodicals during the year.

To this figure add any fiche of film cataloged during the year that are not periodicals. This includes govdoc fiche.

Create List: Follow Other materials, but:

	Type	Field	Condition	Value
	Item	61 (Item type)	=	30 (fiche)
And	Item	79 (Location)	Not =	mmpfc
And	Item	79 (Location)	Not =	mapfc

	Item	61 (Item type)	=	32 (film)
and	Item	79 (Location)	Not =	mmpfm
And	Item	79 (Location)	Not =	mapfm

E-materials: Not all e-materials have item records so we use bib location to count records; unlike physical items, a bib record usually represents a single e-item.

Do separate counts of each location: meb, meg, mep, mer, mev

To get items added during the current year, limit to records where field b 28 (cat date) is between the first and last day of the year.

Other materials: Use **item** record counts to determine number of other items.

	Item	60 (Item code 2)	Not =	N (suppressed)	
and	Item	60 (Item code 2)	Not =	U (uncataloged)	
And	Bib	31 (Bib code 3)	Not =	n	
And	Item	79 (Location)	Begins with	M	
And	Bib	28 (catdate)	Between	06-15-2004	06-30-200y

The catdate is so you don't get uncataloged materials and so you don't get materials added after the year's end.

Also specify which item types you want.

Usually do a list for just books (Item type = 1). This will actually require 2 lists because the number of books is greater than the largest list.

If you edit your list search to another search after doing something that requires more than one list (e.g. books, e-books, e-docs) be sure you are starting with the first item record in the database!

Then do another list for other item types. Exclude books and e-materials.

One way to do this is to use:

	(Item	61 (Item type)	Between	2	43
Or	Item	61 (Item type)	Between	55	104)

(Higher item types are Ilsley types)

Then go into Global update and toggle to sort by item type.

Items added during current year:

Use the above charts but limit to item records created during the year. (Don't use cat date or you exclude all added copies and volumes.)

	Item	83 (Created date)	Between	07-01-200x	06-30-200y
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You can do all except e-locations in a single list if you use the biggest list.

Then go into Global update and toggle to sort by item type.

Creating the report:

Use the Working spreadsheet to write amounts in and then add up the various item-types going into any category.

Use the previous year's report to create the report. Move what were the current totals to the previous year column and blank out the rest of the data; then save as the new year.

Get withdrawn stats from manual statistics kept by the Catalog Dept. and separately by the Music Library. Subtract the withdrawn items from the items added to get the current year's net increases. Do not expect This Year Total Collection minus Last Year's Total Collection to equal the net increases. There is no perfection in the world.