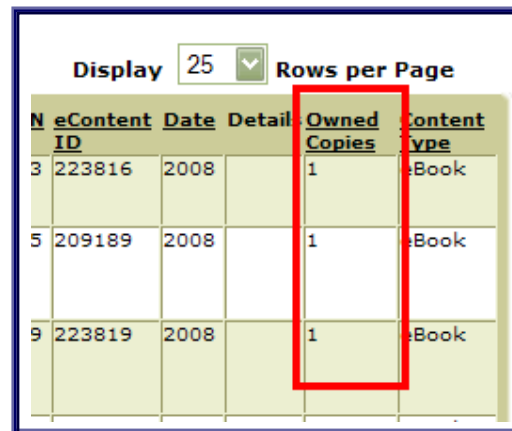


On August 21, 2008, OCLC NetLibrary will release several enhancements to the Owned Titles Report in the Library Resource Center, or LRC. The LRC allows you to administer and manage your library's NetLibrary account, by managing user accounts, renewing annual access titles, and running real-time usage reports for all your NetLibrary eContent activity. The Owned Titles Report displays titles your library owns, and includes eContent purchased by your individual library. Additionally, you may view titles that your library can access through consortia or shared collections. The changes to the Owned Titles Report will apply to all libraries currently accessing NetLibrary eContent.

Benefits

The enhancements to the owned titles report improve the overall accuracy of the report by allowing libraries to view titles they own and share, to view any extra or complimentary simultaneous users (SU's) granted for each title, and to view any titles that have been weeded (removed) from the collection.

Instead of one single column for owned copies, which included titles weeded by the library and extra accesses to those titles without distinguishing them, the report will now display the 4 separate columns described below. Instead of the term 'copies', the report will list the number of *simultaneous users* (SU's) to more accurately reflect the number of accesses, or seats, granted for each title. In most cases, SU's will correspond to what were previously called 'copies'.



Display		25	Rows per Page		
N	eContent ID	Date	Detail	Owned Copies	Content Type
3	223816	2008		1	Book
5	209189	2008		1	Book
9	223819	2008		1	Book

Enhancement Overview

The four columns in the new owned titles report will now reflect:

- **Purchased SU's:** Displays the number of SU's (simultaneous users) that have been purchased by your library or by another library to which you have access (for instance, titles shared by a consortium or group and accessible to your library will be counted in this column).
- **Extra SU's:** Displays any access granted to the title beyond what was paid for or granted through a shared collection. This applies to titles from participating

publishers: any title available for sale to a group will be available for sale to individual libraries with an extra simultaneous user granted, free of charge!

- **Weeded SU's:** Displays the number of purchased SU's that have been weeded (removed) from the library's collection. Libraries may weed annual access titles in the LRC prior to the library's renewal date (usually July 1). Libraries may weed titles purchased with prepaid access by emailing support@oclc.org or by contacting a library services representative. Your library will now be able to view weeded titles year-round in the owned titles report.
- **Total SU's:** Displays the total number of accesses per title, taking into account extra SU's granted and weeded SU's removed. The total number of available SU's to your patrons is derived from the following formula:

$$\text{Purchased} + \text{Extra} - \text{Weeded} = \text{Total}$$

The new Owned Titles Report is shown below:

This report displays the number of simultaneous users available in the collection specified for all purchased eContent. The total number of SU's accessible to your patrons is derived from the following formula:
Purchased SU's + Extra SU's - Weeded SU's = Total SU's.

This report returns data for members that this account has permission to view only. [Help](#)

Display Rows per Page

Author	Publisher	Print ISBN	NetLibrary ISBN	eContent ID	Date	Details	Purchased SU	Extra SU	Weeded SU	Total SU	Content Type
ry, Ronald W.	Career Press,	9781564142306	9780585218120	25201	1996		1	1	0	2	eBook
ye, David E.	Career Press,	9781564144300	9780585212302	25006	2000		1	1	0	2	eBook
ye, David E.	Career Press,	9781564144041	9780585212326	25008	1999		2	2	0	4	eBook

If you run an owned titles report and determine that you would like to add to your collection with the best front-list content, please visit [TitleSelect](#) or contact your library services representative.

Other Points to Note

When viewing your owned titles report there are a few things you may want to keep in mind.

- **Subscription collections have moved to the NetLibrary website:** In order to make the owned titles report an accurate reflection of all titles that are part of your library's permanent eContent collection, OCLC NetLibrary decided to remove subscription collections from this report. This is because subscription collections are not owned by the library and are only accessible through the term of the subscription. Consequently, the owned titles report displays all titles that have been *purchased*, and are therefore owned or shared (i.e. owned by a consortium), and will not display titles to which your library *subscribes*. If you would like to view the list of titles included in your subscription(s), you may download them here:

<http://library.netlibrary.com/AudiobookSubscription.aspx>. You may also view subscription titles in an **Activity by Title** report. In the future, NetLibrary will integrate subscription collections into the LRC in a separate report.

- **Shared collections appear in the report but may be modified only by the organization that owns the collection:** Libraries with access to titles through a consortium or shared collection should note that the shared titles are owned by that consortium and are not owned by the individual library. Only the consortium has the ability to weed titles or modify the collection parameters of a shared collection (individual libraries may only weed or modify titles in their individual collection).
- **Weeding titles with two simultaneous users may remove both SU's:** If your library has access to titles for which an extra SU is granted, and your library elects to weed those titles, both SU's will become inaccessible to your patrons. Conversely, if your library has purchased two SU's (copies) of a particular title, you will be able to weed one SU and retain one SU for your patrons.

How to use the Owned Titles Report

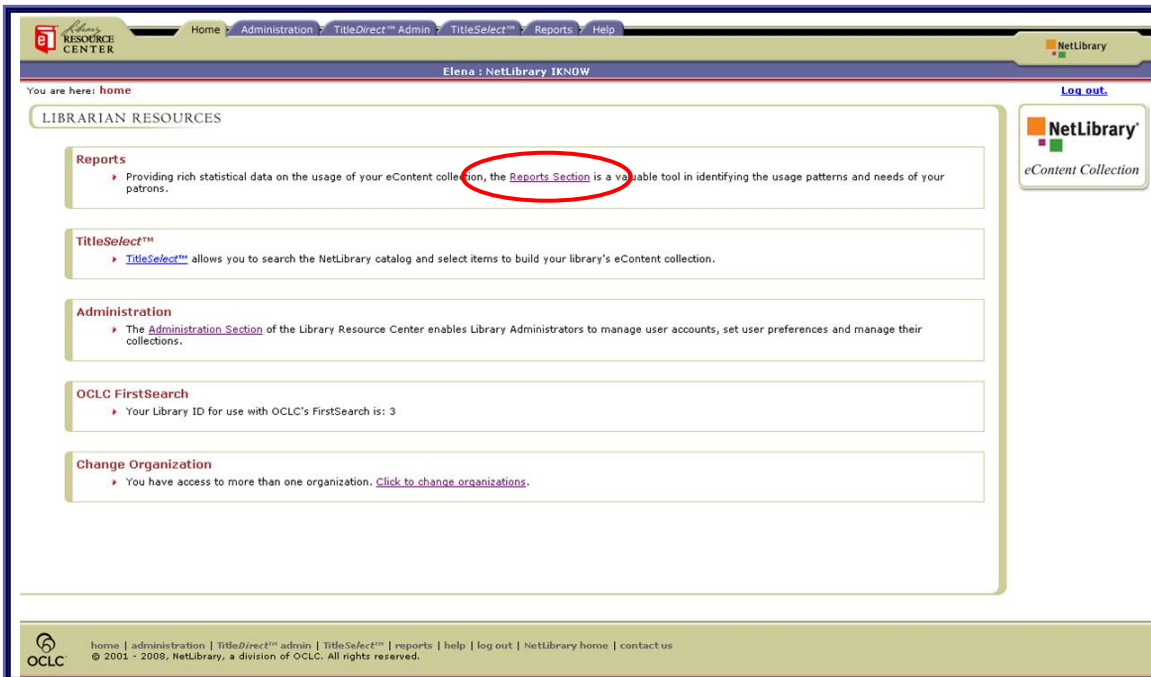
Access the Report

The Owned Titles Report is located in the [Library Resource Center](http://www.netlibrary.com/resourcecenter) (LRC) at <http://www.netlibrary.com/resourcecenter>. If you have forgotten your LRC User Name and Password, or if you need assistance entering the LRC, please contact OCLC Support at support@oclc.org.

Log into the LRC.

From the home page, on the top of the list, you see Reports.

Click Reports Section to enter.



The screenshot shows the NetLibrary LRC home page. The breadcrumb trail at the top reads: Home > Administration > TitleDirect™ Admin > TitleSelect™ > Reports > Help. The user is identified as 'Elena : NetLibrary IKNOW'. The main content area is titled 'LIBRARIAN RESOURCES' and contains several sections: 'Reports' (with a red circle around the text 'the Reports Section is a valuable tool'), 'TitleSelect™', 'Administration', 'OCLC FirstSearch', and 'Change Organization'. The sidebar on the right features the NetLibrary logo and 'eContent Collection' text. The footer includes the OCLC logo and copyright information: © 2001 - 2008, NetLibrary, a division of OCLC. All rights reserved.

Click Owned Titles report link on the right-hand side.

The screenshot shows the NetLibrary interface for reports. The breadcrumb trail is 'home > reports'. The main heading is 'COLLECTION & USAGE REPORTS'. Under 'Step 1: Select type of Usage Report or Collection Development Report:', there are two sections: 'Usage Reports' and 'Collection Development Reports'. The 'Owned Titles' link under 'Collection Development Reports' is circled in red. Other links include 'Popular Titles', 'Activity by Title', 'Activity by Subject', 'Dusty Titles', 'Turn-Away Statistics', 'Dictionary Access', 'Subscription Collections Details', 'All Titles', and 'New Titles'. A 'Log out.' link is in the top right. The footer includes the OCLC logo and copyright information: '© 2001 - 2008, NetLibrary, a division of OCLC. All rights reserved.'

Select the collection(s) on which you would like to report.

Add them to the Selected box by clicking add>. You may view titles in a single collection or you may select multiple collections to view. For example, you may choose to view only titles in your shared collection. You may also remove selected collections if you make a mistake by clicking <remove.

Click submit to run your report.

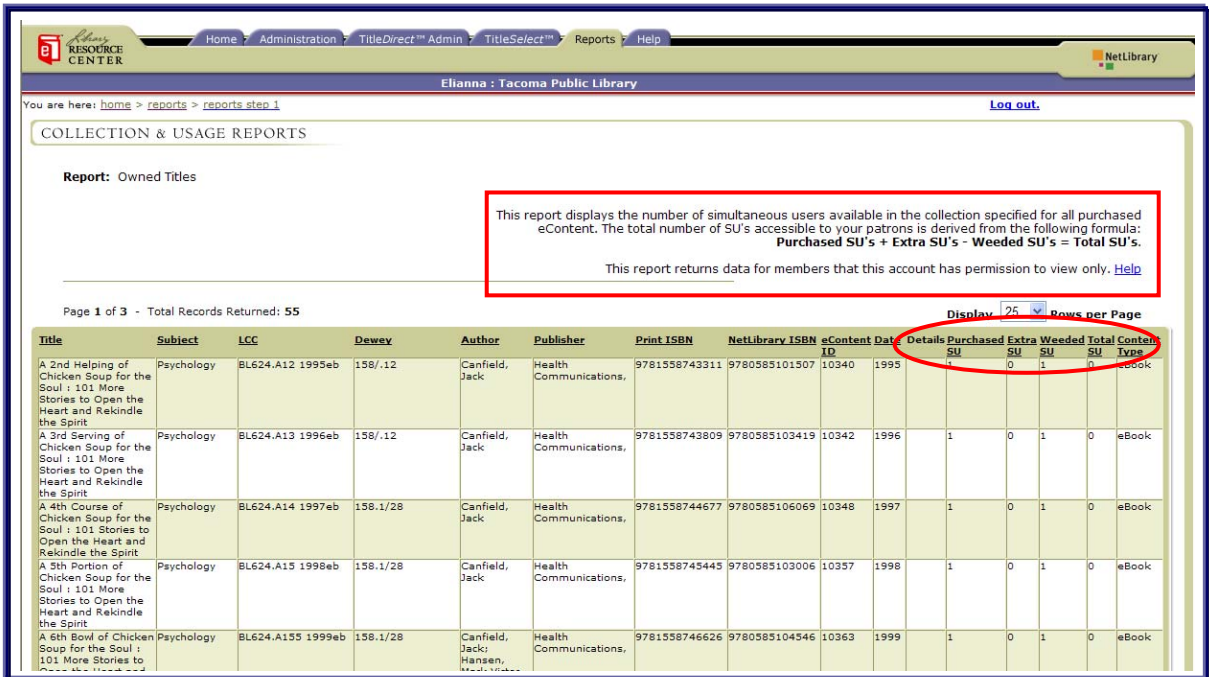
The screenshot shows the 'Step 2: Customize your Owned Titles Report:' section. It includes a 'Rows to Display per Page:' dropdown set to '25'. There are two checkboxes: 'Limit to Reference Center Titles' and 'Limit to IT Center Titles', both of which are unchecked. Below this is the 'Select Collection(s):' section, which contains two boxes: 'Available Collection(s)' and 'Selected Collection(s)'. The 'Available Collection(s)' box contains 'IKNOW - eAudiobooks' and 'OCLC International Demo'. The 'Selected Collection(s)' box contains 'NETLIBRARY'. Between the boxes are 'add >' and '< remove' buttons, with the 'add >' button circled in red. Below the boxes are 'Add All >>' and '<< Remove All' buttons. At the bottom, there is a 'submit' button with a red arrow pointing to it. A tip at the bottom reads: 'Tip: To select and add multiple items in one step, "Control-Click" and/or "Shift-Click" for PC users, or "Command-Click" and/or "Shift-Click" for Mac users, then press the "Add" button.'

View the Report

The Owned Titles Report lists all the titles in your permanent eContent collection with the following information about each title:

- Title, Subject, Author, and Publisher
- LCC and Dewey classifications
- Purchased SU, or simultaneous user (how many copies your library purchased or were made accessible through a shared purchase to your library)
- Extra SU, or simultaneous user (any access granted to the title beyond what was paid for or granted: typically this is part of a consortia purchase program as described above)
- Weeded SU, or simultaneous user (how many copies of the title have been weeded from your collection or the shared collection to which your library has access)
- Total SU, or simultaneous user (the total number of accesses per title. This may be determined by the following formula: Purchased + Extra - Weeded = Total)
- eBook ID, Publication Date, and ISBN
- Content Type (eBook or eAudiobook)

Click any column heading to sort the list by the information in the column.



Report: Owned Titles

This report displays the number of simultaneous users available in the collection specified for all purchased eContent. The total number of SU's accessible to your patrons is derived from the following formula:
Purchased SU's + Extra SU's - Weeded SU's = Total SU's.

This report returns data for members that this account has permission to view only. [Help](#)

Page 1 of 3 - Total Records Returned: 55

Title	Subject	LCC	Dewey	Author	Publisher	Print ISBN	NetLibrary ISBN	eContent Date	Details				Type	
									Purchased SU	Extra SU	Weeded SU	Total SU		
A 2nd Helping of Chicken Soup for the Soul : 101 More Stories to Open the Heart and Rekindle the Spirit	Psychology	BL624.A12 1995eb	158/.12	Canfield, Jack	Health Communications,	9781558743311	9780585101507	10340	1995		0	1	0	eBook
A 3rd Serving of Chicken Soup for the Soul : 101 More Stories to Open the Heart and Rekindle the Spirit	Psychology	BL624.A13 1996eb	158/.12	Canfield, Jack	Health Communications,	9781558743809	9780585103419	10342	1996	1	0	1	0	eBook
A 4th Course of Chicken Soup for the Soul : 101 Stories to Open the Heart and Rekindle the Spirit	Psychology	BL624.A14 1997eb	158.1/28	Canfield, Jack	Health Communications,	9781558744677	9780585106069	10348	1997	1	0	1	0	eBook
A 5th Portion of Chicken Soup for the Soul : 101 More Stories to Open the Heart and Rekindle the Spirit	Psychology	BL624.A15 1998eb	158.1/28	Canfield, Jack	Health Communications,	9781558745445	9780585103006	10357	1998	1	0	1	0	eBook
A 6th Bowl of Chicken Soup for the Soul : 101 More Stories to	Psychology	BL624.A155 1999eb	158.1/28	Canfield, Jack; Hansen, Mark	Health Communications,	9781558746626	9780585104546	10363	1999	1	0	1	0	eBook