WMS REPORTS FOR ACRL AND IPEDS, 2016

Prepared for PALNI Member Libraries, December 2016

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Document Scope

This document was developed to assist PALNI member libraries in using WMS reporting tools, including WMS Report Designer, to generate statistics for the ACRL and IPEDS national reports. This document only includes those measures on the ACRL and IPEDS surveys which can be fulfilled by WMS reports for expenditures, collections, and circulation.

Refer to OCLC Reports documentation for detailed information on how to use and generate reports. Instructions and screenshots are for guidelines only.

Reporting Period

For both surveys, the reporting period is the most recent fiscal year/12-month period that ends before October 1, 2016.

Reporting Links

  - Open: NOW; Due February 15, 2017
  - Open: December 14, 2016; Due April 12, 2017 (Confirm with your institutional keyholder.)

Significant Changes or Clarifications for FY2016

Measures

The ACRL survey remains modified to align several of the key data points to the IPEDS Academic Libraries (AL) Component. The ACRL survey also contains several additional measures to facilitate benchmarking and best practices.

IPEDS has modified some of the definitions for their data fields. The form elements themselves remain the same as last year, except:

- Interlibrary Loan counts have been moved from Section II to Section I
- “Serials” has been added as a collection count, joining “Books” “Databases” and “Media”

ACRL can now generate a .txt file which can be uploaded to auto-populate the shared fields in the IPEDS survey.

Title Counts

The overall title count as a measure was dropped from both surveys in the previous year. For the current reporting cycle, the title count has been reinstated as the primary measure for physical book collections. Please note the survey instructions carefully to determine which count must be used.

Volume Counts
IPEDS has discontinued the reporting of physical volume counts. ACRL is continuing them as an additional benchmarking measure.

**Serials**

Serials (print) have been added to Physical Circulation and Physical Collection counts in both surveys.

**Open Access**

New instructions clarify that Open Access titles from Hathi Trust, Internet Archive, Center for Research Libraries and similar collections may NOT be included in title counts unless the library owns the digitized item and it is accessible under current copyright law.

**Reserves**

Reserves have been integrated into Physical Circulation counts in both surveys.

**Renewals**

Renewals have been dropped from ACRL survey.

**Interlibrary Loan**

The surveys have clarified instructions. Report borrowing between members of a library consortium [PALShare] as interlibrary loan rather than circulation.

**Reporting Methods**

**STANDARD:** Standard reports are preformatted reports available in the WMS Analytics Reports dashboard

**CUSTOM:** Reports which may be developed in WMS Report Designer data universes (Web Intelligence)
## EXPENDITURES

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<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-time purchases of books, serial</td>
<td>Line 20</td>
<td>Yes</td>
<td></td>
<td><strong>STANDARD:</strong> Payment Activity by Fund; Payment Activity by Location; Payment Activity by Material Format</td>
</tr>
<tr>
<td>back-files, and other materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ongoing commitments to subscriptions</td>
<td>Line 21</td>
<td>Yes</td>
<td></td>
<td><strong>STANDARD:</strong> Payment Activity by Fund; Payment Activity by Location; Payment Activity by Material Format</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Use of WMS reports for expenditures assumes that you do all materials ordering within WMS Acquisitions. If you do not have acquisitions module data or have incomplete data, you will need to use or supplement with another source, such as your business office reports.

If you consistently purchase specific material types within certain funds or shelving locations, you may choose to use those as alternative reports. The process is similar.

Go to WMS Analytics > Reports > Acquisitions Reports. Open the Payment Activity by Material Format report.
In the Prompts box, enter the beginning and ending dates of your fiscal year in the “from” and “to” payment date. Remove Budget status=Current so that you can find last year’s data (CLICK REFRESH VALUES to see and add/remove available options).
On the left hand side in the Input Controls, choose Acquisitions Type=FIRM_ORDER for one-time purchases, or SUBSCRIPTION for subscriptions, and press OK. You will need to run this report separately for each type.

On each report, find the Grand Total in the Amount Expended column. If the Acquisitions module data is entered correctly, this is the amount you need to report.
**COLLECTIONS**

Important notes about collection counts:

- The “Item Holdings Quantity” measure in Report Designer was fixed in January 2016 and may now be used for the ACRL line for volume counts.
- The Item Holdings report is at the item level as determined by your LHRs rather than at the title holdings level. Item Holdings data came online in December 2015.
- Do NOT use objects from more than one of the following folders in a single report: Item Holding Information, Title Holding Information, Volatility Info. Custom reports for title holdings and item holdings must be created and run separately.
- Electronic materials activated in the Knowledge Base will only be included in report title counts if you have "Maintain Knowledge Base Holdings in WorldCat" set to YES in the KB. If you wish to include counts for collections that are set to NO, you may need to gather title counts from the collection vendor or from the Knowledge Base.
- A collated KBART file for your institution’s selected collections will NOT be de-duplicated. Use caution relying on counts from your KBART file, and note that some extremely large collections, like Internet Archive and HathiTrust, may render your file too large to work with. (These collections must not be included in the reported counts, should you have them activated.) In addition, KBART counts are real-time counts and may not reflect the title counts as of your end of fiscal year.

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<tr>
<td>Collections</td>
<td></td>
<td></td>
<td>TITLE COUNT UNLESS OTHERWISE SPECIFIED</td>
<td></td>
</tr>
<tr>
<td>Physical Books (include government documents)</td>
<td>Line 40, column 1</td>
<td>Yes</td>
<td>STANDARD: Title Holdings by Material Format CUSTOM: Title Holdings Quantity/Format</td>
<td></td>
</tr>
<tr>
<td>Physical Books, volume counts (include government documents)</td>
<td>Line 40a, column 1</td>
<td>No</td>
<td>VOLUME COUNT INCLUDE serial volumes</td>
<td></td>
</tr>
<tr>
<td>Digital/Electronic Books (include government documents)</td>
<td>Line 40, column 2</td>
<td>Yes</td>
<td>STANDARD: Title Holdings by Material Format CUSTOM: Title Holdings Quantity/Format</td>
<td></td>
</tr>
</tbody>
</table>
### Title Counts (Physical Books; Digital/Electronic Books; Physical Media; Digital/Electronic Media; Physical Serials)

#### STANDARD

Go to WMS Analytics > Reports > Cataloging/Collection Reports. Open the Title Holdings by Material Format report.

When prompted, enter the date range of your fiscal year.
After your report has generated, you may choose to filter by Material Format in the user prompt input. This will make the bar graph easier to manipulate, though it will require you to revise and adjust the report repeatedly for individual formats.

You will see a report with bar and table graphs.

Subformats are not included in the Standard report’s graphs. In order to view subformats, you will need to use the Drill tool.

Click on the Drill tool, then hover your mouse over the format you want to expand, and click to activate (“Drill down”).
Manually record and add/subtract the counts of subformats as necessary, or export the data via CSV.

### Regarding PDA/DDA Titles

If you have PDA/DDA titles, you will need to estimate how many of these titles were activated but not purchased as of the end of the fiscal year. You may be able to do that via the history tab in the Collection Manager (Knowledge Base) for the collection that includes PDA titles. Subtract the number of PDA titles at year end from your total eBook numbers.

#### CUSTOM

Go to WMS Analytics > Reports > Report Launch Pad > Applications > Web Intelligence. Create a New Document in the Cataloging Universe.

Open the Title Holding Information folder, and build your report as follows:

**Result Objects**

- Title Holdings Quantity (measure)
- Material Format
- Material Subformat
- Calendar Year Month (from Date folder)

**Query Filters**

- Calendar Year Month, set to the last month of the reporting fiscal year.
Sample report from Hanover College:
You may use the data management tools within Report Designer, or export the raw data via CSV to Excel/Access to do filters and calculations.

**Serial Titles**

**Physical**: Use the Standard or Custom report methods for Title Holdings as described above.

**Digital**: Because more electronic/digital serial titles might be available to your users than are maintained in your catalog holdings, ACRL recommends using your vendor’s A-Z e-journals list. This is easily done by opening Browse > Journals in the WorldCat Discovery A-Z list. If you do not maintain print serials in the KB, use the number shown. If you do maintain print serials in the KB, subtract them from the count.
Volume Counts (Physical Books; ACRL Only)

CUSTOM

Go to WMS Analytics > Reports > Report Launch Pad > Applications > Web Intelligence. Create a New Document in the Cataloging Universe.

Open the Item Holding Information folder, and build your report as follows:

Result Objects

- Item Holdings Quantity (measure)
- Material Format
- Material Subformat
- Calendar Year Month (from Date folder)

Query Filters

- Calendar Year Month, set to the last month of the reporting fiscal year.
Sample report from Hanover College:
You may use the data management tools within Report Designer, or export the raw data via CSV to Excel/Access to do filters and calculations.

**ALTERNATE (EXCEL / ACCESS / OPENREFINE METHOD)**

The WMS Item Holdings Quantity report was fixed in January of 2016. These alternative instructions are provided for libraries which may want or need to use the Inventory FTP alternative. Libraries which do not subscribe to Report Designer may use these instructions, as the base WMS report does not drill down to the Material Subformat Level.

Please reference your **item inventory report** produced closest to the end of your 2016 Fiscal Year. For many libraries this will be sometime in July 2016. This is a snapshot of your physical collection at end of FY 2016. Import your inventory report into Excel or another data analysis program, e.g. Access or OpenRefine. For the most part your “items” in the inventory report correspond to the definition of “volume” used in the ACRL/IPEDS instructions.
If you did not retrieve an inventory report at the end of the fiscal year, your report may have been deleted from the FTP folder where they are normally delivered. If this is the case, please look at the PALNI shelflist website (http://www.palni.org/shelflist/). If you still can’t find your file, contact PALNI staff as there may be an archived version.

We strongly recommend using Microsoft Access or OpenRefine as these programs allow multiple filters to be applied simultaneously.

Once you have the data in a form where you can analyze it, you will want to filter on the Item Type, Material Format, and Current Status columns. Depending on your local setup, you may also want to filter on Shelving Location.

- Filter to see only **Item Type=VOLUME** (this excludes uncataloged items)
- Filter on **Current Status** to see only AVAILABLE, CLAIMED_RETURNED, ON_HOLD, ON_LOAN, TRANSIT, UNAVAILABLE (option: include LOST and MISSING). You will want to make sure you **exclude** WITHDRAWN and IN_CONTAINER.
- Filter on **Material Format and/or Shelving Location** to
  - **include**
    - books, (e.g. various formats beginning with Book)
    - print photographs,
    - duplicates, (these will likely not be marked in any special way)
    - bound volumes of periodicals, (Material Format = Jrnl)
    - music scores, (Material Format = MsScr)
    - government documents
  - **exclude**
    - microfilms, (do this by shelving location if possible since it’s not a Material Format)
    - maps, (Material Format = Map)
    - nonprint materials (all audiovisual/media formats and other misc. such as Game)
- Record the count of items that meet these criteria. If you do not have any items with Item Type=CONTAINER you are done and this is the number to report. If you do have CONTAINER items continue to the next step.
  - Filter on **Item Type=CONTAINER** and make sure these are all items that meet the definition for the IPEDS report (these are your bound-with items). Add the number of CONTAINER items to get your final count.
- **Note:** if you do not use WMS barcodes / item records for your bound periodicals, you will want to include a count from some other source for these items.
## CIRCULATION

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<tr>
<td>Circulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Library Circulation/Usage</td>
<td>Line 60, column 1</td>
<td>Yes</td>
<td>Initial check-outs; Books, media, and serials only; INCLUDE reserves; Do not include PALShare loans (count them under ILL transactions)</td>
<td>STANDARD: Monthly Circulation Statistics</td>
</tr>
<tr>
<td>Digital/Electronic Library Circulation/Usage [E-books and E-media only]</td>
<td>Line 60, column 2</td>
<td>Yes</td>
<td>Do not include circulation/usage of electronic journals or serials.</td>
<td>COUNTER BR1 and MR1 recommended. BR2 and MR2 may substitute, or substitute reports by vendor.</td>
</tr>
<tr>
<td>E-book Usage</td>
<td>Line 61, column 2</td>
<td>No</td>
<td></td>
<td>COUNTER BR1 – Line 61</td>
</tr>
<tr>
<td></td>
<td>Line 62, column 2</td>
<td></td>
<td></td>
<td>BR2 – Line 62</td>
</tr>
<tr>
<td>E-journal Usage</td>
<td>Line 63</td>
<td>No</td>
<td></td>
<td>COUNTER JR1 or vendor report.</td>
</tr>
<tr>
<td>Total interlibrary loans and documents provided to other libraries</td>
<td>Line 81 or 81 a-b</td>
<td>Yes</td>
<td></td>
<td>Include circulation activity for PALShare</td>
</tr>
<tr>
<td>Total interlibrary loans and documents received</td>
<td>Line 82 or 82 a-b</td>
<td>Yes</td>
<td></td>
<td>Include circulation activity for PALShare</td>
</tr>
</tbody>
</table>

### Physical Library Circulation/Usage

Setup notes: in order to retrieve your statistics most easily, you need to set up WMS correctly.

- Put your equipment and computers in unique shelving locations.

If you create transactions in the circulation system to reflect ILL activity:

- Use a different borrower category for the “patrons” in outgoing ILL transactions.
- Use a different shelving location for “items” in incoming ILL transactions.

The instructions here ask you to include:

- physical checkouts from book and serials collections.
- circulation of electronic reading devices (e.g. Kindles) if preloaded with e-books.
• circulation of physical media such as DVDs, VHS, CDs
• include reserves for books, serials, and media
and exclude:
• interlibrary lending and borrowing (including PALShare transactions)
• equipment or computers

Go to **WMS Analytics > Reports > Circulation Reports.** Open the **Monthly Circulation Statistics Report.**

At the prompt, set the dates for your fiscal year. Your report will generate.

On the left hand side, use the input controls. You can select more than one line by holding down the Ctrl key. Press OK in each of the input controls boxes when your selection is finished. This should change the data in your report.

- **Report:** By Borrower Category
- **Level of Detail:** Year
- **Circulation Event Branch Name**: Select the primary branch(es) of your library
- **Circulation Event Borrower Category**: Select your local borrower types except those that are for interlibrary loan transactions
- **Item Permanent Shelving Location**: Make sure you do not include equipment/computers or interlibrary loan in the shelving locations you select

Look for the **Grand Total** in the “Items Checked Out” column. Report this number to ACRL and IPEDS.

**Digital/Electronic Library Circulation/Usage; E-book Usage; E-journal Usage**

Because of continuing limitations with COUNTER harvesting in License Manager, which reflect in the Reports E-Resources Data Universe, at this time we recommend reporting electronic usage directly from your resource vendor.

**Total interlibrary loans and documents provided to other libraries; Total interlibrary loans and documents received**

PALNI has a special situation because we have a group circulation system [PALShare] that permits patrons in our group to request holds and directly borrow materials from other libraries within the group. Some of these
transactions might have traditionally been handled through interlibrary loan; others might have appeared as local circulation.

ACRL and IPEDS consider consortial borrowing to fall under the category of interlibrary loan, so PALNI libraries will include PALShare activity data in the Interlibrary Loan measures.

*Revised instructions for obtaining PALShare activity data are forthcoming and will be posted to the PALNHub.*
CONTACTS

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