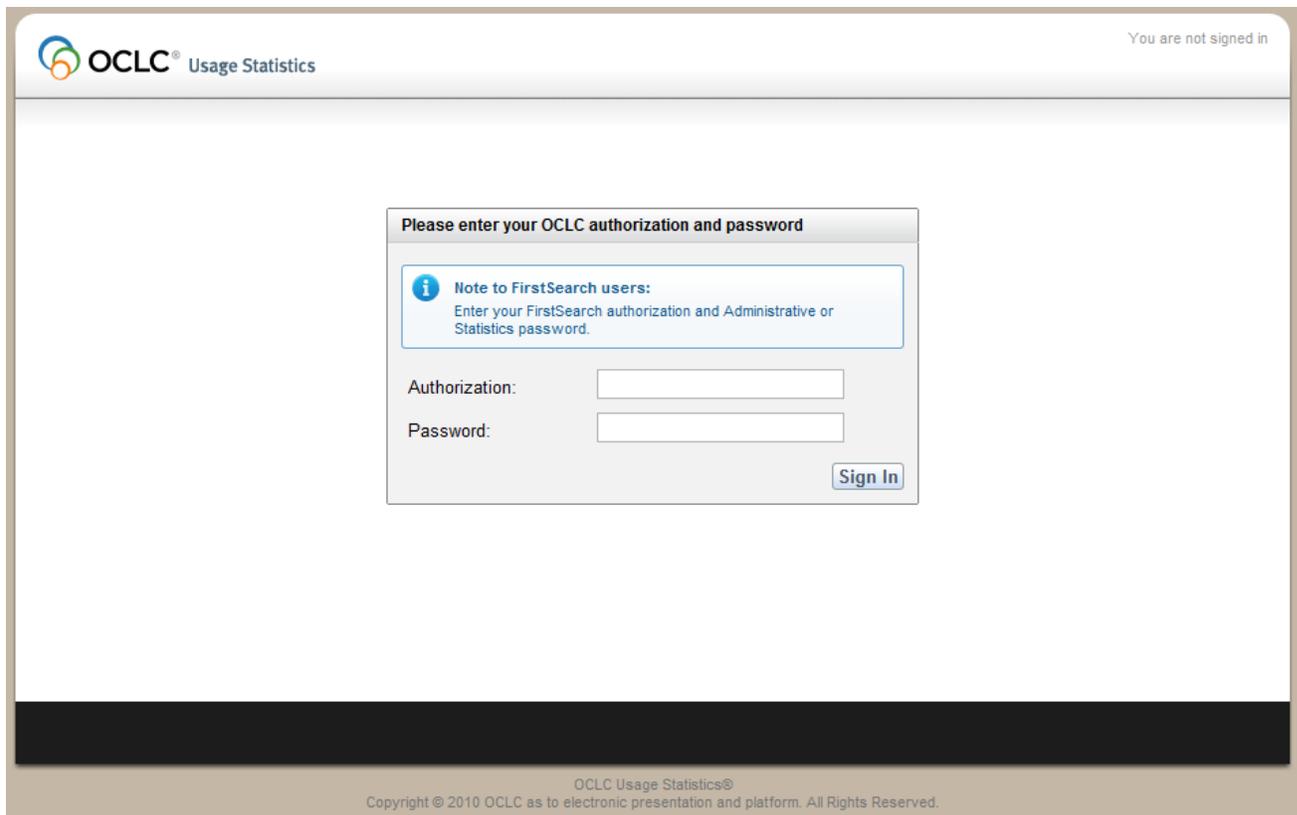


WorldCat Navigator™ Quick Reference: How to Generate Statistics for Your Library

Step Action

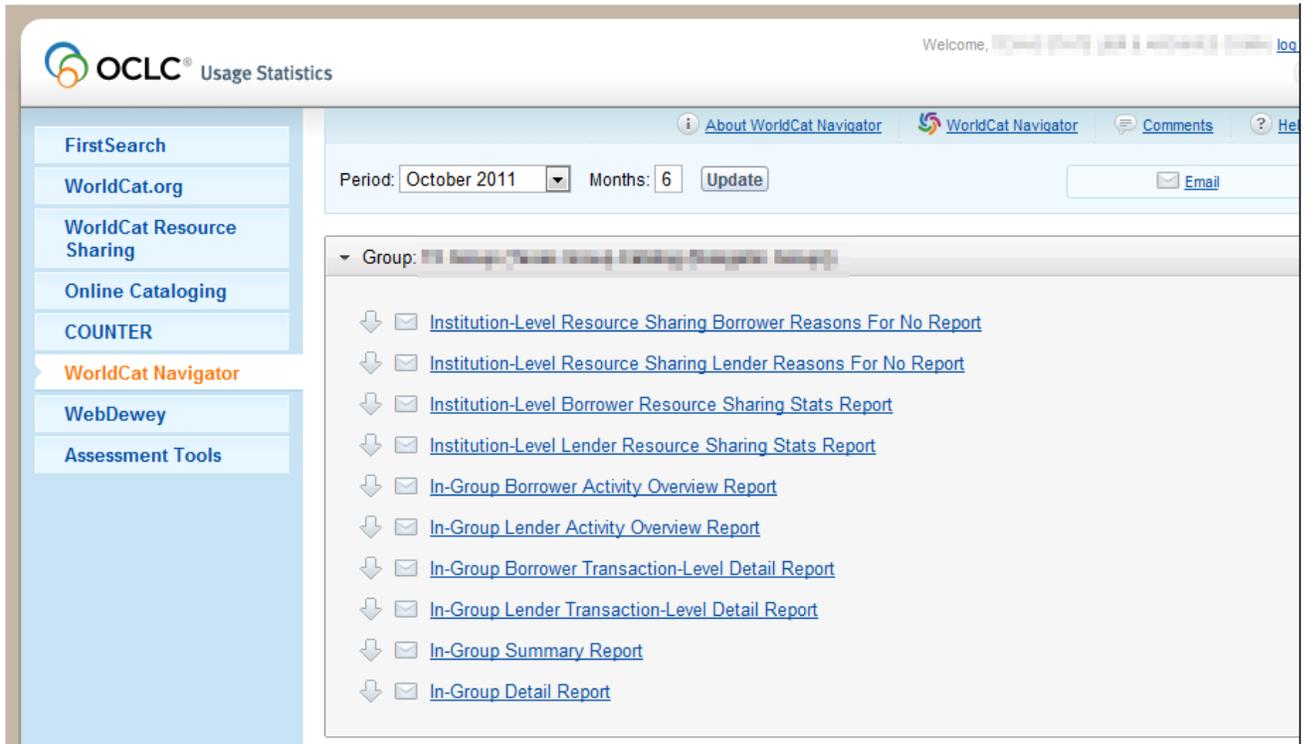
- 1 Log onto the [OCLC Usage Statistics](#) area by typing your ILL Authorization and Password in the fields provided. **Note:** These are your library's WorldCat Resource Sharing credentials. You may also use your library's FirstSearch administrator credentials. If you do not know your credentials, click the "Report a Problem" link in the NRE staff interface or send an email message to NavigatorSupport@oclc.org.



The screenshot shows the OCLC Usage Statistics login interface. At the top left is the OCLC logo and the text "OCLC® Usage Statistics". At the top right, it says "You are not signed in". The main content area contains a login box with the title "Please enter your OCLC authorization and password". Inside this box, there is a blue information icon followed by the text "Note to FirstSearch users: Enter your FirstSearch authorization and Administrative or Statistics password." Below this note are two input fields: "Authorization:" and "Password:". To the right of the "Password:" field is a "Sign In" button. At the bottom of the page, there is a footer with the text "OCLC Usage Statistics® Copyright © 2010 OCLC as to electronic presentation and platform. All Rights Reserved."

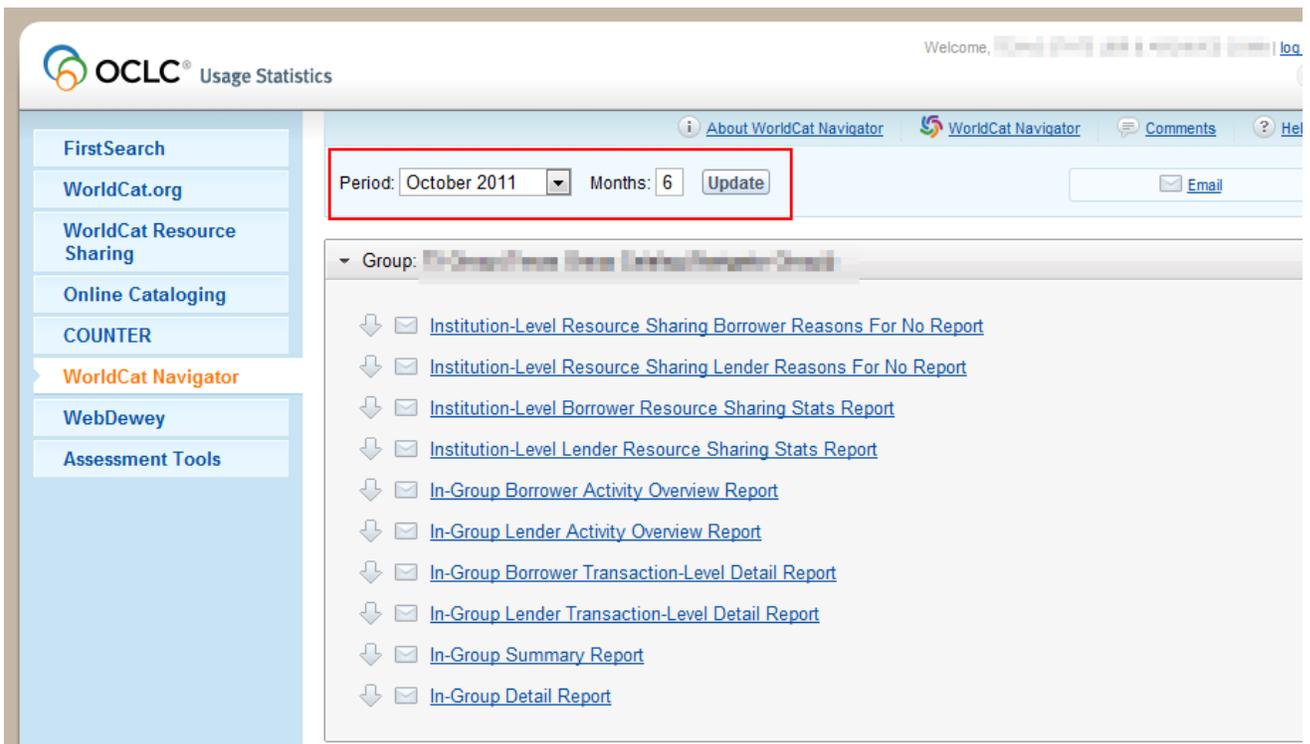
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- 2 Click the **WorldCat Navigator** tab to reveal the statistical report options for your consortium and then click the Group you are affiliated with:



The screenshot shows the OCLC Usage Statistics web application. On the left, a sidebar contains several menu items: FirstSearch, WorldCat.org, WorldCat Resource Sharing, Online Cataloging, COUNTER, WorldCat Navigator (highlighted in orange), WebDewey, and Assessment Tools. The main content area features a header with the OCLC logo and 'Usage Statistics'. Below the header, there is a navigation bar with links for 'About WorldCat Navigator', 'WorldCat Navigator', 'Comments', and 'Help'. The main interface includes a 'Period' dropdown menu set to 'October 2011', a 'Months' input field set to '6', and an 'Update' button. Below this, a 'Group' dropdown menu is expanded, showing a list of reports with a downward arrow and an envelope icon next to each. The reports listed are: Institution-Level Resource Sharing Borrower Reasons For No Report, Institution-Level Resource Sharing Lender Reasons For No Report, Institution-Level Borrower Resource Sharing Stats Report, Institution-Level Lender Resource Sharing Stats Report, In-Group Borrower Activity Overview Report, In-Group Lender Activity Overview Report, In-Group Borrower Transaction-Level Detail Report, In-Group Lender Transaction-Level Detail Report, In-Group Summary Report, and In-Group Detail Report.

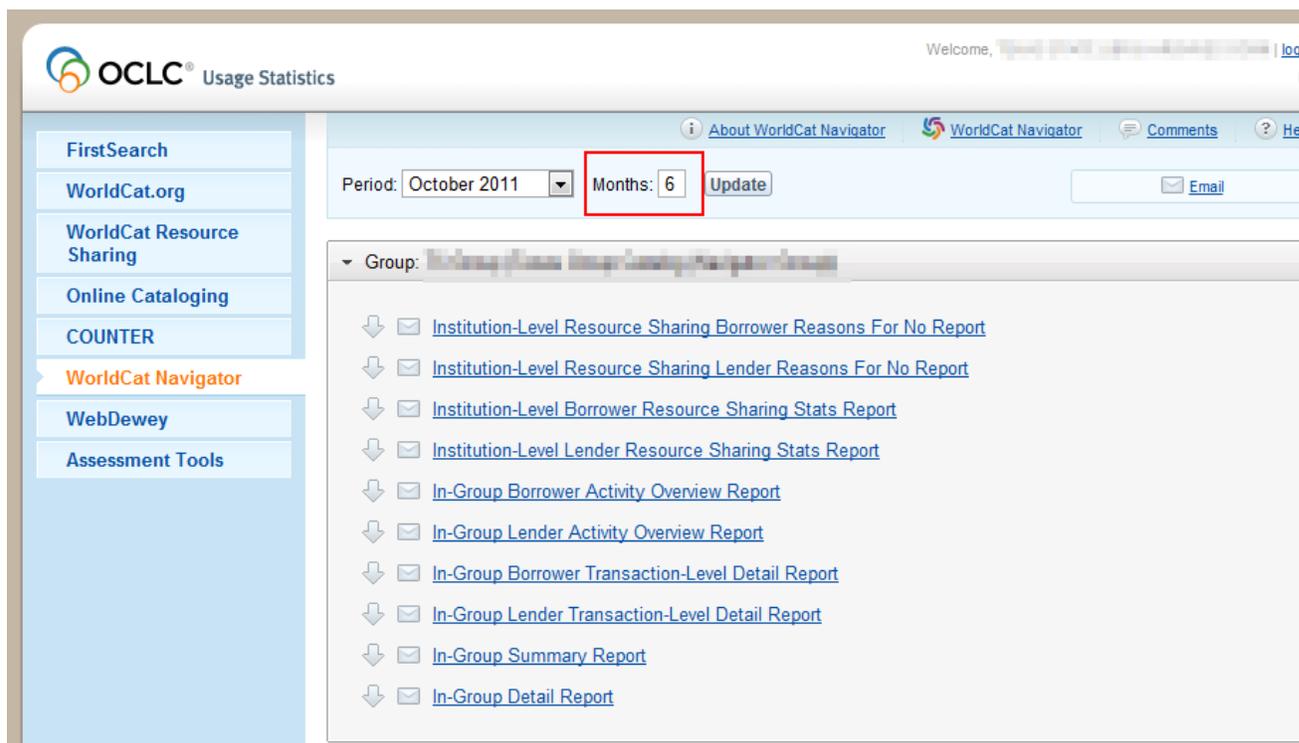
- 3 Click the drop-down list next to the **Period** field to choose an end month.



This screenshot is identical to the one above, showing the OCLC Usage Statistics interface. The 'Period' dropdown menu is highlighted with a red rectangular box, indicating the step to click the drop-down list to choose an end month. The rest of the interface, including the sidebar, navigation bar, and report list, remains the same.

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4 Type a number in the **Months** field to indicate from how many proceeding months you wish to gather statistics.



5 Click the **Update** button.

6 Review the list of available reports for your institution and your group/consortium. You should see the following:

- Institution-Level Resource Sharing Borrower Reasons For No Report
- Institution-Level Resource Sharing Lender Reasons For No Report
- Institution-Level Borrower Resource Sharing Stats Report
- Institution-Level Lender Resource Sharing Stats Report

7 Click on the name of the report to view its contents.

8 To find your library's specific statistics in a report, you may need to scroll down the page.

In-Group Borrower Transaction-Level Detail Report -- Group

REPORTING PERIOD:	GROUP ID:	GROUP NAME:	INSTITUTIONS:									
January 2012	U.S. Group	Trans Group Catalog (Navigator-Group)	0/0									
Institution Name	Institution Symbol	Institution State	Library Type	Requests Initiated	Requests From WorldCat	Requests Cancelled	Requests Filled	Requests Filled (Loan)	Requests Filled (Copy)	Requests Unfilled	Average Turnaround Time For Filled Requests (dd:hh:mm)	Average Turnaround Time For Unfilled Requests (dd:hh:mm)
Totals Year-To-Date				8649	8649	4	4989	4982	7	0	22:02:24	0:00:00
Totals				8649	8649	4	4989	4982	7	0	22:02:10	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	6	6	0	6	6	0	0	2:00:00	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	10	10	0	6	6	0	0	22:00:00	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	2	2	0	8	8	0	0	141:03:07	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	191	191	0	105	105	0	0	30:20:10	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	14	14	0	9	9	0	0	32:07:55	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	17	17	0	0	0	0	0	0:00:00	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	9	9	0	10	10	0	0	39:02:24	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	Special Access (Navigator)	7	7	1	6	6	0	0	0:00:00	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	634	634	0	368	368	0	0	27:04:05	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	72	72	0	45	45	0	0	28:04:48	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	1	1	0	0	0	0	0	0:00:00	0:00:00
AMERICAN OVERSIGHT	AMOV	NY	PUBS	22	22	0	11	11	0	0	38:19:41	0:00:00

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Notes:

If you want to export a report into an Excel spreadsheet, Click  in the upper right corner of the Navigator tab.

Need help or want to know more about each report? Click  in the upper right corner of the Navigator page.

Support

OCLC support staff:

E-mail: support@oclc.org

Telephone: 1-800-848-5800 (USA) or +1-614-793-8682
(7:00 a.m. to 9:00 p.m., U.S. Eastern time, Monday–Friday)