

Regarding the annual survey and its numbers:

For the annual State/Federal survey, the numbers must reflect patron activity, and be broken down by adult vs child items (location). Getting this separation in Minerva is extremely tedious, which is why InfoNet staff do it for all Minerva libraries at once—it requires exporting a comparison of home library and item location, determining which locations indicate child or adult items, then consolidating those numbers into totals for each library.

Aside from the fact that it's what the feds specifically ask for, the reason for having a standard set of numbers is so the state doesn't double-count. If you were counting your items going out, and another library was counting their items coming in, the same item would get double-counted. Having the numbers done for the system enables everyone to be counted correctly and consistently

Checkout and Renewal Statistics captured for annual report by Maine InfoNet staff:

<http://www.maineinfonet.org/minerva/statistics/>

Home Library

Checkouts

1. Pick **Circ Activity**
2. Pick the following:
 - a. CIRC STATS: Checkout
 - b. DATES: whatever timeframe you're after
 - c. LOCATIONS: System
 - d. TYPE: Home Libr
3. Click Submit

Find your library's name in the list and record the number of checkouts next to it.—it may be listed twice because of some MaineCat transactions listing differently. I'm trying to get rid of that, but it's worth checking. If it's there twice, just add them together.

Renewals

1. Pick **Circ Activity**
2. Pick the following:
 - a. CIRC STATS: Renewal

- b. DATES: whatever timeframe you're after
 - c. LOCATIONS: System
 - d. TYPE: Home Libr
3. Click **Submit**

Find your library's name in the list and record the number of checkouts next to it.

Item Location

Checkouts

1. Pick **Circ Activity**
2. Pick the following:
 - a. CIRC STATS: Checkout
 - b. DATES: whatever timeframe you're after
 - c. LOCATIONS: System
 - d. TYPE: Location
3. Click **Submit**

Find your library's name in the list and record the number of checkouts next to it.—it may be listed twice because of some MaineCat transactions listing differently. I'm trying to get rid of that, but it's worth checking. If it's there twice, just add them together.

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1. Pick **Circ Activity**
2. Pick the following
 - a. CIRC STATS: Renewal
 - b. DATES: whatever timeframe you're after
 - c. LOCATIONS: System
 - d. TYPE: Location
3. Click **Submit**

Find your library's name in the list and record the number of checkouts next to it.