WMS REPORTS FOR ATLA/ATS ANNUAL SURVEY, 2017

Prepared for PALNI Member Libraries [Date]

Heather Loehr, PALNI Analytics Coordinator
Caroline Gilson, DePauw University
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 ATS/ATLA annual survey. This document only includes those measures on the ATLA survey 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

The ATLA survey is collected each fall for data on the most recently completed fiscal year.

Reporting Links

- ATS Annual Report Forms and Instructions: [https://www.ats.edu/resources/institutional-data/annual-report-forms](https://www.ats.edu/resources/institutional-data/annual-report-forms)

Reporting Methods

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

**CUSTOM:** Reports which are developed in WMS Report Designer data universes (Web Intelligence)

Roles & Permissions

Staff users creating and scheduling reports should have either the **ANALYTICS_REPORT_AUTHOR** or **ANALYTICS_REPORT_AUTHOR_ADMIN** role.
CIRCULATION (Part C. Library Use Data)

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Notes</th>
<th>Reporting Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation Transactions Line 1</td>
<td>Initial check-outs and renewals; INCLUDE reserves; Do not include in-house circulation; Do not include PALShare loans (count them under ILL transactions)</td>
<td>STANDARD: Monthly Circulation Statistics</td>
</tr>
<tr>
<td>Inter-library Lending, Number of Items Sent Line 2</td>
<td></td>
<td>Include circulation activity for PALShare</td>
</tr>
<tr>
<td>Inter-library Lending, Number of Items Received Line 3</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
Go to WMS Analytics > Reports > Reports > Circulation Reports. Open the Monthly Circulation Statistics Report.

The default date setting for this report is a 12-month filter from the date on which you are opening the report. To reset the date prompts, first clear the 12-month filter by clicking the left arrow button. Input the beginning date of your fiscal year, and hit enter, and the end date of your fiscal year, and hit enter, and then click OK. Your report will generate.
On the left hand side, refine the Report Input Controls. You can select more than one option by holding down the Ctrl key. Press OK in each of the input controls boxes when your selection is finished. This will change the data in your report.
Look for the **Grand Total** in the “Items Checked Out” and “Items Renewed” columns.
## Monthly Circulation Statistics Report (By Borrower Category)

**Hanover College**

<table>
<thead>
<tr>
<th>Event Branch Name</th>
<th>Event Year</th>
<th>Event Borrower Category</th>
<th>Items Checked Out</th>
<th>Items Checked In</th>
<th>Items Renewed</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duggan Library</td>
<td>2016</td>
<td>IHC Community</td>
<td>42</td>
<td>40</td>
<td>2</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IHC Faculty</td>
<td>500</td>
<td>475</td>
<td>122</td>
<td>1,103</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IHC Staff</td>
<td>179</td>
<td>172</td>
<td>25</td>
<td>376</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IHC Student</td>
<td>1,659</td>
<td>1,657</td>
<td>302</td>
<td>4,018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>2,586</td>
<td>2,544</td>
<td>451</td>
<td>5,581</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>IHC Community</td>
<td>88</td>
<td>61</td>
<td>0</td>
<td>136</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IHC Faculty</td>
<td>579</td>
<td>543</td>
<td>213</td>
<td>1,335</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IHC Staff</td>
<td>191</td>
<td>191</td>
<td>21</td>
<td>403</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IHC Student</td>
<td>1,063</td>
<td>1,066</td>
<td>321</td>
<td>3,670</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>2,499</td>
<td>2,481</td>
<td>564</td>
<td>5,544</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total</td>
<td>5,085</td>
<td>5,025</td>
<td>1,015</td>
<td>11,125</td>
</tr>
</tbody>
</table>

Report Criteria: Event Date Start: 2016-07
Event Branch Name: Duggan Library
Event Borrower Category: IHC Community, IHC Faculty, IHC Staff, IHC Student
Event Date End: 2017-06
Material Format: All
Permanent Shelving Location: Bound Periodicals, Circulation Desk (Senior Thesis), Course Reserves (2 Hours), Course Reserves (4 Hours), Fiction Showning Collection, Folio Collection (over 20cm), General Collection, General Collection (DVDs), General Collection (Music, CDs), General Collection (videos), Government Documents (Microforms), Government Documents (Print), Juvenile Collection, Periodicals Indexes, Recent Bestsellers, Reference Collection, Reference Desk, Special Collections, WHITE
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.

Consortial borrowing falls under the category of interlibrary loan, so PALNI libraries should include PALShare lending and borrowing data when calculating their Interlibrary Loan measures.

**PALShare Lending (Documents provided to other libraries)**

To see what other PALNI libraries have borrowed from your library use the Circulation Events Detail Report for all PALNI “branches” other than your own.

Go to **WMS Analytics > Reports > Circulation Reports.** Open the **Circulation Events Detail Report.**
Click on the Refresh Values button to get the event list.

Double click on Check-out and it will appear in the box on the right.

Finally, click on the OK button to get your report.

You can easily export your report to an Excel Document.
PALShare Borrowing (Documents received from other libraries)

To see what your patrons have borrowed from other PALNI libraries, Box reports are provided by OCLC. There is a person at each library that has access to the PALNI Reports in Box.com. You will need to go into each month’s PALNI Circulation Events.

Monthly reports are also available on the PALNI Google Drive: Team Drives PALNI- Open to Everyone/PALNI Groups, Admin Teams and Task Forces/Fulfillment/PALShare Admin Group/PALShare Stats/

PALShare Borrow Requests on Box.com:

1. Go to Box.com and login
2. Open up the PALNI Reports
3. Open PALNI Circ Event (you will need to do this for each month)
4. Download the document
5. Copy and paste the “checked-out” items into another tab or document. Don’t forget to add the row with the column labels.
6. Find the Patron Institution column and highlight it.
7. Click on the Sort and Filter button and then select Filter.
8. De-select the “Select All” button and click on your institution. This is how many items your patrons borrowed from other institutions.
Click on the Patron's Institution Name.

Click the Sort and Filter button.

De-select the Select All check mark. Click your institutions name and hit the OK button. That will give you the number of items your patrons borrowed from other libraries.
COLLECTIONS (Part D. Collection Growth and Holdings)

ATS Survey Suggestions:

- **Column B: Purchased Items Added.** Use Acquisitions Payment Activity (by Fund, Location, or Material Format) report and “Copies Expended” column. (See Part F, below for report instructions.)
- **Column C: Gifts Added.** Gifts could be tracked in Acquisitions using a local custom vendor of Gift.
- **Column D: Items Deleted.** Use Inventory Report (Appendix A), filtered to Withdrawn. You must have set an adequate deleted items retention period in Service Configuration (WMS Circulation > Admin/General > Deleted Items) for an accurate count of items withdrawn. A 12- or 13-month period is recommended.

Collection Counts:

*Important notes about collection counts:*

- Item Holdings data is at the item level and is determined by your LHRs.
- [Report Designer] Do NOT combine report objects from more than one of the following folders in a single report: Item Holding Information, Title Holding Information, Volatility Information. Custom reports for title holdings and item holdings must be created and run separately.

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Line</th>
<th>Notes</th>
<th>Reporting Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections</td>
<td></td>
<td>ITEM/VOLUME COUNT UNLESS OTHERWISE SPECIFIED</td>
<td></td>
</tr>
<tr>
<td>Printed Books</td>
<td>Line 1</td>
<td></td>
<td>STANDARD: Branch Item Holdings by Shelving Location</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CUSTOM: Item Holdings Quantity/Format</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EXCEL/ACCESS/OPENREFINE: Filtering of Item Inventory Report nearest end of fiscal year (Appendix A)</td>
</tr>
<tr>
<td>Printed (Bound) Periodical Volumes</td>
<td>Line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Print Periodicals Received (Subscriptions)</td>
<td>Line 3</td>
<td>Title Count</td>
<td>No suitable report or method is available in WMS. Alternative methods that could be used include Collection Evaluation with Location parameter (discontinuing 6/30/2018), Query Collections, or a de-duplicated LHR custom report (Appendix B)</td>
</tr>
</tbody>
</table>
Volume Counts (Physical Items)

STANDARD

Standard Branch Item Holdings reports in WMS do not include material subformats; the Shelving Location report comes closest to providing the data needed. *We recommend that PALNI libraries create a custom report in Report Designer instead; see below.*

Go to WMS Analytics > Reports > Cataloging/Collection Reports. Select the Branch Item Holdings by Shelving Location report.
When prompted, enter the date of the last month of your fiscal year. [Format YYYY-MM]

Item Holdings quantity reports include formats only, no subformats, and the count is derived from your institutions Local Holdings Records (LHRs).
You may wish to use the **Report Input Controls** to filter your report by chosen shelving locations or formats. Example: Material Format: BOOKS
To edit, filter, or work with the report offline, use the Export tool to create a CSV file for use in Excel.

**CUSTOM**

*We recommend that PALNI libraries use this method to obtain volume (item) count information.*

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**

- [Folder] Item Holding Information
  - Item Holdings Quantity (measure)
  - Material Format
  - Material Subformat
- [Folder] Date
  - Calendar Year Month

**Query Filters**

- Calendar Year Month, set to the last month of the reporting fiscal year.
Sample report from Hanover College:

<table>
<thead>
<tr>
<th>Item Holdings Quantity</th>
<th>Material Format</th>
<th>Material Subformat</th>
<th>Calendar Year Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>77</td>
<td>ARCHIVALMATERIALS</td>
<td>N/A</td>
<td>2017-06</td>
</tr>
<tr>
<td>30</td>
<td>ARTICLES</td>
<td>ARTICLES,NONDIGITAL</td>
<td>2017-06</td>
</tr>
<tr>
<td>6</td>
<td>AUDIOBOOKS</td>
<td>CASSETTE</td>
<td>2017-06</td>
</tr>
<tr>
<td>15</td>
<td>AUDIOBOOKS</td>
<td>CD</td>
<td>2017-06</td>
</tr>
<tr>
<td>1</td>
<td>AUDIOBOOKS</td>
<td>LP</td>
<td>2017-06</td>
</tr>
<tr>
<td>11,120</td>
<td>BOOKS</td>
<td>BOOKS:MICROFORM</td>
<td>2017-06</td>
</tr>
<tr>
<td>1</td>
<td>BOOKS</td>
<td>BRAILLE</td>
<td>2017-06</td>
</tr>
<tr>
<td>27</td>
<td>BOOKS</td>
<td>CONTINUALLYUPDATEDRESOURC</td>
<td>2017-06</td>
</tr>
<tr>
<td>4,081</td>
<td>BOOKS</td>
<td>EBOOKS</td>
<td>2017-06</td>
</tr>
<tr>
<td>29</td>
<td>BOOKS</td>
<td>LARGEPRINT</td>
<td>2017-06</td>
</tr>
<tr>
<td>210,337</td>
<td>BOOKS</td>
<td>PRINTBOOK</td>
<td>2017-06</td>
</tr>
</tbody>
</table>

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.
## EXPENDITURES (Part F. Financial Summary)

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Line</th>
<th>Notes</th>
<th>Reporting Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Printed Books</td>
<td>Line 1</td>
<td></td>
<td><strong>STANDARD:</strong>&lt;br&gt;Payment Activity by Fund;&lt;br&gt;Payment Activity by Location;&lt;br&gt;Payment Activity by Material Format</td>
</tr>
<tr>
<td>Total for Current Print Periodical Subscriptions</td>
<td>Line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Microforms</td>
<td>Line 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Music Scores</td>
<td>Line 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Manuscripts and Archives</td>
<td>Line 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Non-Book Physical Items</td>
<td>Line 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Electronic Resources for Collections</td>
<td>Line 7</td>
<td></td>
<td>In WMS, Format for electronic resources is BOOK-CONTINUING</td>
</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 > 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. ADD Budget status=CLOSED so that you can include 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, locate the **Amount Expended** column and record and report the number for each relevant material type. To edit, filter, or work with the report offline, use the Export tool to create a CSV file for use in Excel.
APPENDIX A

ITEM QUANTITIES: ALTERNATE (EXCEL / ACCESS / OPENREFINE METHOD)

These alternative instructions are provided for libraries which may want or need to use an Inventory FTP alternative to the WMS Branch Item Holdings reports. Libraries which do not subscribe to Report Designer may use these instructions, as the standard WMS reports do not drill down to the Material Subformat Level.

Please reference your item inventory report produced closest to the end of your fiscal year. For many libraries this will be sometime in July. This is a snapshot of your physical collection at end of the fiscal year. 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). Filter separately to obtain counts for WITHDRAWN items.
- 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.
  o 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.
Appendix B

Suggested build for periodicals title list, if your library maintains currently received periodical titles in a specific shelving location. The resulting list may need to be de-duplicated, but is best available option for generating a title list from WMS Analytics.

Result Objects:

- **Folder: Title**
  - Title
  - Title ISSN

- **Folder: LHR Item Detail**
  - LHR Item Permanent Shelving Location

Query:

- **Folder: LHR Item Detail**
  - LHR Item Permanent Shelving Location (enter name of Location)
<table>
<thead>
<tr>
<th>Title</th>
<th>Title ISSN</th>
<th>LHR Item Permanent Shelving Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABA banking journal.</td>
<td>0194-5947</td>
<td>Current Periodicals</td>
</tr>
<tr>
<td>About campus.</td>
<td>1086-4822</td>
<td>Current Periodicals</td>
</tr>
<tr>
<td>Adbusters.</td>
<td>0847-9097</td>
<td>Current Periodicals</td>
</tr>
<tr>
<td>African affairs.</td>
<td>0001-9909</td>
<td>Current Periodicals</td>
</tr>
<tr>
<td>America.</td>
<td>0002-7049</td>
<td>Current Periodicals</td>
</tr>
<tr>
<td>American anthropologist.</td>
<td>0002-7294</td>
<td>Current Periodicals</td>
</tr>
<tr>
<td>American Art.</td>
<td>1073-9300</td>
<td>Current Periodicals</td>
</tr>
<tr>
<td>American craft.</td>
<td>0194-8008</td>
<td>Current Periodicals</td>
</tr>
<tr>
<td>American educational research journal</td>
<td>0002-8312</td>
<td>Current Periodicals</td>
</tr>
<tr>
<td>American educator.</td>
<td>0148-432X</td>
<td>Current Periodicals</td>
</tr>
<tr>
<td>American ethnologist.</td>
<td>0094-0496</td>
<td>Current Periodicals</td>
</tr>
</tbody>
</table>
CONTACTS

Heather Loehr

PALNI Analytics Coordinator
Electronic Resources Librarian, Hanover College
loehr@hanover.edu

Caroline Gilson

Associate Dean of Libraries, DePauw University
cgilson@depauw.edu

Barb Chen (PALShare)

PALNI Fulfillment Coordinator
ILL/DDS Specialist, University of Saint Francis
bchen@sf.edu