



LibStats

User Manual

Contents

Intro	pduction	3
Use	rs	4
eportei	r Tasks	5
2.1	Logging In	5
2.2	The Welcome Screen	5
2.3	Recording Stats	6
Imp	orting Statistics	9
3.1	Import from Excel	9
3.2	Import Circ Stats	12
3.3	Import Doc Del Stats	14
Mar	nager Tasks	15
4.1	Users	16
4.2	Manage Branches	17
4.3	Manage Authorisation	18
Adm	ninistrator Tasks	19
5.1	Stats Groups	19
5.2	Edit Rows/Columns	21
5.3	Import Stats Groups	22
5.4	Close Stats	23
Rep	orts	24
6.1	Totals Reports	24
6.2	Branches reports	27
6.3	Time Series Reports	29
6.4	CAUL Reports	31
	Intro Use eporter 2.1 2.2 2.3 Imp 3.1 3.2 3.3 Mar 4.1 4.2 4.3 Adn 5.1 5.2 5.3 5.4 Rep 6.1 6.2 6.3 6.4	Introduction Users eporter Tasks 2.1 Logging In 2.2 The Welcome Screen 2.3 Recording Stats Importing Statistics 3.1 Import from Excel 3.2 Import Circ Stats 3.3 Import Doc Del Stats Manager Tasks 4.1 Users 4.2 Manage Branches 4.3 Manage Authorisation Administrator Tasks 5.1 Stats Groups 5.2 Edit Rows/Columns 5.3 Import Stats Groups 5.4 Close Stats 6.1 Totals Reports 6.2 Branches reports 6.3 Time Series Reports 6.4 CAUL Reports

1 Introduction

LibStats is an open source online tool for collecting and reporting on statistics in an academic library. LibStats is licensed under <u>GNU-GPL</u>

The LibStats software files can be found at

http://www.library.uq.edu.au/software/

The User Manual and Technical manual are available as Word documents on the University of Queensland Library website at http://www.library.uq.edu.au/about/qm.html

There are four modules in LibStats

- Enter Statistics
- Manage Users
- Configure LibStats
- Reports

The user logging in at the University of Queensland sees this screen:

THE UNIVERSITY	UQ HOME SEARCH CONTACTS STUDY NEWS	EVENTS MAPS LIBRARY	my.UQ
OF QUEENSLAND	UQ Library Libstats		UQLibrar
Libstats			<u>Main Enter Stats Reports Manage Users Configure Libstats H</u>
User: Elizabeth Jordan (Logout)			Branch: CS 🗾 💽 Switch
😽 Enter Statistic:	s 🌀 Reports	About Libstats	S ng statistics in a large organistation. It was developed within the University
울 Manage User A	Access	of Queensland Library. Libsta	ats is licensed under the <u>GNU GPL</u> .
🔌 Configure Libs	tats		

Figure 1: Main Screen

The **Configure LibStats** module allows the System Manager to set up the tables for statistics to be collected. Statistical categories (Loans, Enquiries) can be grouped, and subsets of the category set into columns. Notes and instructions can be included.

The **Manage Users** module allows for the enrolment of staff members with varying levels of access and rights to work with the system.

The **Enter Statistics** module allows for the entry of figures into the various categories, and the importation of values from Excel, and from the Integrated Library Management System.

The **Reports Module** produces various reports:

- Totals, (for years, months, quarters, semester) for whole-of library or individual branches/sections
- Branch comparison reports
- Time Series reports
- Percentage change reports
- Cumulative reports
- CAUL report (Australia, for reporting to the Council of Australian University Librarians)

2 Users

In this manual, the following roles are considered:

- **Reporter** Enters stats into the application.
- Viewer Views reports on stats.
- **Manager** Controls who can access which stats including editing and viewing of stats.
- **Administrator** Configures the software, and is concerned with installation and maintenance of the software.

Reporter Tasks

2.1 Logging In

The login screen appears when your LibStats link is accessed. Use your username and password. Before you can be allowed access, a Manager or Administrator must have previously added your username to the system.

	Libstats
<u>U</u> Q username: <u>P</u> assword:	Login
igure 2: Login screen	

2.2 The Welcome Screen

The first screen you see is the welcome screen.

	UQ HOME SEARCH CONTACTS STUDY	NEWS EVENTS MAPS LIBRARY my.UQ
OF QUEENSLAND	UQ Library Libstats	UQLibrar
Libstats		Main Enter Stats Reports Manage Users Configure Libstats H
User: Elizabeth Jordan (Logout)		Branch: CS Switch
😽 Enter Statistic:	s 🧑 Reports Access	About Libstats Libstats is a tool for collecting statistics in a large organistation. It was developed within the University of Queensland Library. Libstats is licensed under the <u>GNU GPL</u> .
🔌 Configure Libs	stats	
Figure 3 - Main /	Welcome Screen	

On this page, you can see the menu of LibStats modules, and any important messages on the right hand side.

Along the top, under the Library Banner, there are two horizontal strips which are common to every page of the application.

The top strip is a navigation menu.

The second strip shows, on the left, your name as the current login, and provides a logout link. On the right, there is a dropdown box for selecting which branch you are currently entering stats for. Most users will only have one option but some may be able to enter stats on a number of branches. The current branch you are acting in is set here.

The centre of the second strip is used for displaying feedback messages when changes are made. These messages will display in green. (eg Stats Recorded when you have entered new figures.

2.3 Recording Stats

Click on the "Enter Statistics" link. The display will show a Select Year option, a Select Branch option (this will automatically show the Branch for which you are authorised), and a Select Stats Group option. Click on the stats group you wish to record figures for.

🐝 Enter	Stats			
Select Year	Select Branch		Select Stats Group	
2006 🖌	ARCHIVES	-	1a. Service Staff Activity in branch	-
	ARMUS		1b. Customer Activity at Branch	
	BSL		1d. Paging Statistics	
	DENT		1d. Loans by Patron Type	
	DHPSE		1e. Collection Use	
	ECON		1f. Paging and Intransit Statistics	
	FRYER	-	2ai. Document Requesting Statistics	-
Figure 4 -	Select Stats	Grou	ıp	

When you click on a Stats Group, an overview of the year for that group appears (there may be a short delay, and during this time a red 'Loading...' label appears).

😽 Ente	r Stats		
Select Year 2006 I	Select Stats Group 1a. Service Staff Activity in branch 1b. Customer Activity at Branch 1d. Loans by Patron Type 1e. Collection Use 1f. Paging and Intransit Statistics 2ai. Document Requesting Statistics 2aii. Supplies made to non-UQ libraries ng and Intransit Statistics	for non-UQ customers 💌	
See your ow	n branch statistics procedures to obtain thes	e figures.	
Month	Items paged (forwarded to other branches)	Items in transit (forwarded to their "home" library)	
January	30	135	
February	13	97	
March	42	309	
April	24	377	
May	28	455	
June	14	486	
July	30	264	
August	24	488	
September	12	245	
October			
November			
December			
Figure 5	- Stats Group Overview.		

The Stats Group Overview shows values already entered and has links on the names of the months which lead to the stats entry screen. Some of the months may not have links (they are black instead of underlined blue). This is because stats entry has been closed for those months – the stats are closed to a schedule by the stats administrator. If none of the months show links, then you may not have authorisation to enter stats on this group or branch. A Manager or Administrator must authorise you to be able to enter stats in the system.

When you click on the month for which you want to enter figures, the stats entry screen shows a form for entering stats and displays a log of stats already entered for the month. The top form is where that statistics should be entered. The form will check that numbers or times have been entered correctly. Commas are not accepted in numbers. Click 'Add' to save the statistics you have entered.

~ - · · · ·		_	-				
🐳 Enter S	tats - 1f. Pa	aging	and	Intransi	t Statistic	s	
See your own bran Back to Stats Grou	nch statistics pro I <u>p View</u>	ocedures	to obt	ain these fig	ures.		
Date	Items paged (forwarded to other branches)	Items trans forward their "h librar	; in it (ed to ome" ry)				
	Count	Cou	nt				
2 🔽 Sep 2006							
		1	Add				
Recorded S	tats						
Date	User		Dat	e Entered	Items paged (forwarded to other branches)	Items in transit (forwarded to their "home" library)	Action
					Count	Count	
02 Sep 2006	Elizabeth Jorda	in	02 Oc	t 2006	4	148	1
09 Sep 2006	Elizabeth Jorda	п	02 Oc	t 2006	8	97	1
Figure 6 - Stats E	Entry Form						

Once the statistics have been submitted, a green message will appear at the top of the screen to confirm that the values were recorded. The log in the second half of the screen will show details of the statistics you recorded.

Libstats						
User: Matthew Smi	ith (<u>Logout</u>)			St	tats red	corded
🐳 Enter S	itats - 1f. Paging	and Intransi	t Statistic	s		
See your own brai Back to Stats Grou	nch statistics procedures up View	to obtain these fig	ures.			
Date	Items paged (forwarded to other branches) Items forward their "h libra	s in it (led to ome" ry)				
	Count Cou	nt				
5 💌 Jun 2006						
		Add				
Recorded S	tats					
Date	User	Date Entered	Items paged (forwarded to other branches)	Items in transit (forwarded to their "home" library)	Action	
			Count	Count		
05 Jun 2006	Matthew Smith	05 Jul 2006	25	12	<u>/</u> / 🖈	
Figure 7 - S successfull	tats Entry Scree y entered	en. The me	ssage ba	ar at the	top s	hows that stats were

Check the log to make sure the values you entered have been recorded correctly. If there is a mistake, you can change the values by clicking the pencil and paper icon on the right hand side of the row. This will load the values back into the top form where you can change them. There will be an 'Update' button instead of an 'Add' button, click it to save the values.

You can delete stats that you have entered by clicking on the red X. (You can only update or delete statistics that you have yourself entered, unless you are an administrator on this group).

For some tables, the stats may be collected weekly. The statistics recorded for each week will be listed in the rows on the second half of the screen. All of the rows are automatically added together for the monthly report.

3 Importing Statistics

On the 'Enter Stats' page, there is a menu showing all of the importing options.

🔀 Import Stats

- <u>Import BRAN</u> Import historical data from the BRAN spreadsheets.
- Import Circ Stats Import circ stats from Millenium
- Import Doc Del Stats Import doc del stats from Millenium (needs kingsley's ddsupdate to run first)

Figure 1 - Import Stats Options

3.1 Import from Excel

This should only be needed for importing historical data and will be a one-off exercise, performed by the System manager or designee.

NOTE: This only works on the newer webserver (new1 (needs PHP 5+)) access to this server will be arranged for users who are importing historical data.

Before uploading, the spreadsheet must be saved in XML Spreadsheet format. Do this by opening the spreadsheet in Excel and choosing 'Save As' from the 'File' menu. In the 'Save As' dialog box there is an option for saving XML Spreadsheet.



To import stats from a BRAN spreadsheet, click the 'Import BRAN' link. A form appears prompting to upload the BRAN spreadsheet.

🚃 Import Stats Data	
This is for importing table data from the BRAN spreadsheets. The file should	
Browse Upload	
Figure 92 - Form for uploading BRAN spreadsheet	

The Import Stats Data form appears. This form has a selection box at the top for selecting the year and Stats Group which you will be importing from the spreadsheet. The Spreadsheet appears in a table on the bottom half of the page.

🔜 Import	Stats Data			
Select the table t green and end is	o import into and the fi red). Click 'Import' to	rst column to import dat import the data.	a into (in the case where y	ou are importing a partial table).
Select Year	Select Branch FRYER GATTON HML IAS IPSWICH LAW LTS	Select Stats Group 1bi. AskIT St Lucia 1bii. AskIT lpswich 1biii. AskIT Gatton 1ci. AskIT St Lucia 1cii. AskIT St Lucia 1cii. AskIT Ipswich 1ciii. AskIT Gatton 1e. AskIT Training	Telephone Enquiries Telephone Enquiries Telephone Enquiries Desk Enquiries Desk Enquiries Desk Enquiries Room Support	
This is PAH Library Space	_	_	_	
-	(Red data to be completed by IAD, Blue by the Branch, and Magenta by Corporate Services)			
Contents	 1 Circulation			
_	Statistics	_	-	
<u>A43</u>	_	a. Service staff activity		
<u>143</u>		b. Customer activity	_	
<u>A61</u>	_	c. Total circ statistics		
<u>H61</u>		d. Loans by patron type		
<u>A79</u>		e. Collection Use		
<u>A98</u>		f. Paging and Intransit statistics		
<u>G98</u>	1A. Service to Remote Students	_	_	_
_	2. Document Delivery	_	_	_
_	_	a. Interlibrary loans	_	
<u>A117</u>	_		i. Requests made to non-UQ libraries	
<u>A143</u>	_	_	ii. Supplies made to non-UQ libraries	
•				
Import				
Figure 10 - Ir	nport Stats Data	l		

Select the Year and Stats Group to Import. Two more select lists appear which have the column and row names for the stats group. You should select the column and row of the table where you intend the import to start at.

Select Branch		Select Stats Group		Select Start Column		Select Start	Row
HMI	-	1a. Service Staff Activity in branch	-	Total Requests	-	January	
IAS		1b. Customer Activity at Branch		Fill rate		February	
IPSWICH		1d. Paging Statistics	_	Cancelled (date cancelled) Not Sent		March	
LAW		1d. Loans by Patron Type		Cancelled (date cancelled) Lib had		April	
LTS		1e. Collection Use - irrespective of lending location (branch staff to enter)		Cancelled (date cancelled) Not rec'd		May	
MATER		1f. Paging and Intransit Statistics		Cancelled (date cancelled) Total		June	
PAH	-	2ai. Document Requesting Statistics	-	Copies filled (date filled) Australia	-	July	-
Figure 1	1 - S	electing the start column and row					

Find the place in the spreadsheet which corresponds to the start column and row selected above. Click on the cell that corresponds to the start column and row.

nterlibrary loans					
2ai. Document Requesting Statistics	_	_			E
Requests made or UQ customers to be completed ov IAD except for Cancelled and Rerequests)	-	_	-	_	
-	Total	Fill	Cancelled (date cancelled)	_	<u>Cc</u> fill
Month	Requests	rate	Not Sent	Lib had	Nc
2005 total =			1163	<u>493</u>	15
January	243	0.97340425531914898	<u>51</u>	4	5
February	229	0.98013245033112584	70	8	3
March	258	0.93023255813953487	74	12	12
April	134	0.93975903614457834	43	8	5
May	<u>67</u>	<u>0</u>	<u>50</u>	13	4
June	<u>o</u>	#DIV/0!			
July	<u>0</u>	#DIV/0!			
August	<u>0</u>	#DIV/0!			
<u>Sept</u>	<u>o</u>	#DIV/0!			
October	0	#DIV/0!			
November	<u>0</u>	#DIV/0!			
<u>December</u>	0	#DIV/0!			
Total	931	0.95150501672240806	288	45	29
•					E

Select the end row and column that will be imported. The area to be imported will be highlighted. If there are columns missing from the table, you may have to import it in two parts.

			_	_	
	-	-	-	-	-
d (date	Loans returned (date returned)	Total Filled	_	Non-Core	_
	Total	Australia	<u>Overseas</u>	UQ	Tot
		1165	421	2767	_
	<u>60</u>	<u>48</u>	<u>34</u>	<u>94</u>	176
	<u>81</u>	<u>56</u>	<u>30</u>	<u>60</u>	146
	<u>98</u>	<u>55</u>	<u>37</u>	<u>53</u>	145
	<u>56</u>	<u>24</u>	<u>18</u>	<u>27</u>	69
	<u>67</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	362	183	119	234	53

To import the data, click 'Import'. The form is reloaded and a message appears at the top of the screen to confirm the action.



More tables can be imported from the same form as it keeps the spreadsheet in memory as long as the browser window is open on the import stats form. You can open another browser window to check imported values in the reports as well.

3.2 Import Circ Stats

These stats are obtained from Millenium by staff in IAS. To enter them into LibStats, click the 'Import Circ Stats' link. This will load a form to locate the export file from millennium.

🔜 Import Circ Stats
Select the file from Millenium and enter the month and year that the file belongs to
File: \\lib-staff\data\data\staff\IAS\Doc Del IAS\Sta Browse
Date: July 🛛 2006 🖌
Import
Figure 15 - Circ Stats Import

Click 'Browse' to load the file to be imported. Don't use the excel version of the file, use the raw file from millennium. These files are usually located at: <u>\\lib-</u><u>staff\data\staff\IAS\Doc</u> Del IAS\Statistics\Circ Weekly Statistics\Monthly Branch 2006'.



Once the file is located, select the month and year that this file has data for. Then click 'Import'. The values will be loaded into Stats Groups 1a and 1b.

3.3 Import Doc Del Stats

This procedure is similar to the Circ Stats Import. These statistics are exported from Millenium in IAS. In this case, the exported data is stored in a database already and just needs to be copied across to LibStats. This is a manual process at the moment but can be fully automated in future.

On the Enter Stats page, click 'Import Doc Del Stats'. A form appears prompting for the month and year to import. Select the month and year that needs to be updated and click 'Import'.

🔜 Import Doc Del Stats
Make sure that ddsupdate has been run first. Enter the month and year to be updated
Date: July 🔛 2006 💌
Import Figure 3 - Import Document Delivery Statistics

4 Manager Tasks

The manager controls which users can have access to which Stats Groups. When the manager logs in, there is an extra menu item called 'Manage User Access'. Click on the 'Manage User Access' item to view the management pages.



The Manage User Access page has an extra menu on the left for choosing the different levels of access management – individual users, branches, and an authorisation page.

LIDSTATS	
User: Matthew Smith (Logout)	
S Manage User	M
Access	Na
• <u>Users</u>	Em
<u>Authorisation</u>	Rol
L	Sta
Figure19 - Extra menu on left of	manag

4.1 Users

Clicking on the 'Users' link on the left accesses the page for enrolling users. This page is used to give users access to the software. All Library Staff can log in but they will not be able to enter stats unless they are enrolled on this page. (They will only be able to see **Reports**)

Each user must be allocated a role in the system. A 'Standard User', has access to the **Enter Statistics** and **Reports** pages. Managers have access to the **Manage User Access** pages and Administrators can access the **Configure LibStats** pages. Only an Administrator can make someone else into an Administrator. Managers can assign the management role to other users.

The Primary Branch controls which branch will be selected for stats entry when the user logs in.

Manage Users	(Hide Form)
Name:	Matthew Simon Smith Import
Email:	m.smith12@uq.edu.au
UQ Username:	uqmsmi14
Role:	Standard User 💌
Status:	Active 💌
Branch:	ARCHIVES ARMUS BSL CS DENT DHPSE ECON FRYER GATTON HML IAS IPSWICH LAW LTS MATER PAH ROCKHAMPTON SSAH TOOWOOMBA WAREHOUSE
Primary Branch:	ARMUS 💌
Cre	ate Item Reset
Figure 4 - Manage U	lsers Page

When the name of a user is typed, the system searches the library staff database as you type. Clicking the 'Import' button loads the details from the database into the form as a convenience. You must then click 'Create Item' to save the user in the system.

Name:	matt	Import	
	Matthew Casey	Searching	
Email:	Matthew Pyle		
UQ Username:	Matthew Simon Smith		
Figure 21 - The for type.	rm shows matches in th	ne UQ user	database in a dropdown list as you

NOTE: before adding a user to the system, check that they are not already in the system but shown in another branch. The Manage Branches page can be used to do this.

4.2 Manage Branches

The manager can add and remove users from their branch. Some managers can access multiple branches but most will see just their own branch.

Configure	Manage Branches (Hide Form)
• Lisers	Branch Name:
Branches Authorisation	Description:
	Branch Members: Remove Selected
	Create Item Reset
	Existing Items: Search Clear
	All Branch Name Description Branch Members
	LTS yo Christiaan Kortekas, Kingsley Gurney, Matthew Smith, Eric Hornsby, Andrew Mennett, Elizabeth Jordan
	All Delete
	1 Go << < > >> Rows: 15 Y Show Show All
Figure 22 - Manage	Branch

The screen consists of a form at the top and a list of branches that can be accessed at the bottom. To edit a branch, click the pencil and paper icon on the right hand side of the list.

Members can be added to the branch by typing their name in the text box next to the 'Add' button. As you type, users with similar names appear in a dropdown box.

If the user is not already in the system, their name will not appear in the drop down box. When you click 'Add', they will be added to the users' table for your branch. When you click 'Add' the user's name appears in the list above the 'Add' button. Each of the users has a red X next to their name. Clicking on the X will remove users from the list.

Finally, click on Create Item, and the user's name will be added to the branch in the table below the form.

Branch Members:	Christiaan Kortekas Kingsley Gurney Matthew Smith Wendy Fitzmaurice Jacqueline Aberdeen Eric Hornsby Andrew Bennett Elizabeth Jordan
	Fio
	Fiona Marshall t

4.3 Manage Authorisation

The Authorisation page controls the rules for who can enter which statistics. There are a number of rules in the system governing access the system. A user must match one of the rules to be able to enter statistics.

To allow a user to enter stats, you first enter the name of the user that you are granting this access for.

Next choose their role. This can be Editor, Viewer or Admin. An Editor can enter stats and a Viewer can only view reports. An Admin is able to update and delete stats of other users in their branch. This might be used if a person is on leave.

Next select whether the user will access all of the stats groups in a branch or just a specific stats group. Leave this field blank, if you want them to be able to access all of the stats groups for a branch.

Select the Branch that you want to give the user access to.

Click on Create Item. The newly authorised user's name will appear in the table below the form.

Manage Authorisation (Hide Form)								
Allow	:							
To:		Edit	~					
Stats	Group:			2				
In Bra	anch:	ARCHI	IVES	~				
	Create I	tem	Reset					
Exist Show	ing Items: ing 1 to 3 of 3 r	rows					Search	Clear 🛛
	Allow			<u>To</u>	Stats Group		<u>In Branch</u>	
	Matthew Smith	l.		Edit	All		ARCHIVES	
	Matthew Smith	1		Edit	All		LTS	<u>/</u>
	Matthew Smith	1		Admin	All		ARMUS	
All	Delete							
		1	Go <<	< >	>> Rows: 15	Show	Show All	
Figu	re 24 - Aut	horis	ation P	age				

5 Administrator Tasks

When an administrator logs in, the Welcome page shows the 'Configure LibStats' link.



Click the 'Configure LibStats' option.

5.1 Stats Groups

As in the Management pages, the function is selected from the menu on the left. The default opening page is "Stats Groups".

The Stats Group form is used to create a Stats Group or edit an existing group.

The Group number and subgroup code letter are entered first, then the name of the Group. The 'Notes' field controls the explanatory text that will appear on the stats entry form under the title of the Group.

'Branches' controls which branches this group is available in. Names of columns are entered into the lower box in this section. The Add button must then be clicked.

	_							
Stat	s Grou	ps (Hide Form)				
Sectio	on Numbe	er: 1						
Code	Letter:	a						
Stats	Group	S	ervice Staff /	Activity in brai	nch			
Name		IA	S to enter, o	except for Mar	nual Loans			
Notes								
Branc	hes:		RCHIVES RMUS SS CS CON CON RYER AS ASTON ML AS PSWICH AW TS IATER					
Colun	ıns:	Cl Mi Re Ho Ed	heckouts (no anual Loans enewals by s olds placed b dit Details	ot autoLn) 🗷 x staff 🗙 by staff 🗴		Add		
Optio	ns:		Summary	Group				
				Update Item	Reset			
Exist Showi	ing Items	s: 5 of 90 r	rows				Search Clear	2)
All	<u>Section</u> Number	<u>Code</u> Letter	<u>Stats</u> Group Name	<u>Notes</u>	Branches	Columns	Options	
	1	a	Service Staff Activity in branch	IAS to enter, except for Manual Loans	TOOWOOMBA, SSAH, ROCKHAMPTON, PAH, MATER, LAW, IPSWICH, HML, GATTON, FRYER, ECON, DHPSE, DENT,	Checkouts (not autoLn), I Loans, Renewals by staff, placed by staff [<u>Edit Colu</u>	⁴ anual Holds <u>mns]</u>	<u>/</u> }-
Figur	e 26 - N	lanag	e Stats G	Froups				

Some of the tables for entering stats are not collected monthly but are entered once for the year. These stats groups are called 'Summary Groups'. Summary Groups have custom row names (as opposed to being months of the year). Tick the 'Summary Group' box if your stats group is not monthly. An extra entry box appears to allow row names to be entered.

Columns:	Computers Replaced Computers Damaged Add					
Options:	Summary Group					
Rows:	St Lucia Ipswich Gatton Other Add					
Create Item Reset						
Figure 27 - Entering a Summary Group						

5.2 Edit Rows/Columns

From the Stats Group page, the columns can be edited by clicking the 'Edit Columns' link in each Group. When editing a Stats Group record, there are 'Edit Details' links on the form which access the columns (or row details on summary tables). This form allows you to change the Column name, control the text in the 'mouseover' for the column (that the user will see when they are entering the stats) and set the type of the column.

The 'Type' can be a count of items or a 'time spent' which allows entry of h:mm values.

The order of the columns can be changed by dragging and dropping the rows in the list or using the up/down buttons on the right. The reordering is not saved until the 'Save Order' button is clicked.

Manage Colur Manual Loans Back	mns for 'Service Staff Activity in bra)' (Hide Form)	anch (IAS	to enter	r, except for	
Order:					
Column Name:					
Notes:					
Туре:	Count M				
	Create Item Reset				
Existing Items: Showing 1 to 5 of 5 The order of rows in re-arranging.	rows the table can be changed by dragging and dropping r	ows. Click 'Sa	ave Order' wi	earch Clear 🥨	
All Order	<u>Column Name</u>	<u>Notes</u>	Түре		
0	Checkouts (not autoLn)		Count	A 🔾	
1	Manual Loans		Count		
2	Renewals by staff		Count		
3	Holds placed by staff		Count		
4	Total Service Staff Activity		Count	<u>/</u>	
All Delete S	Save Order				
	1 Go << < > >> Rows: 15	Show	Show All		
Figure 28 - Co	onfigure Columns Page				I.

5.3 Import Stats Groups

This is an advanced function used when setting up the system. It should never have to be used again but is documented here is case something similar is needed in future.

This does not import actual statistics, it only imports the structure of the tables.

The page gives instructions on how to save the spreadsheet and make sure the layout of the tables are as the system expects them.

The BRAN spreadsheets cannot be imported as they are – a copy should be made so that it can be edited before importing. All of the merged columns need to be split up as these confuse the importer logic. Also each of the stats groups must have a heading with the section number. Any notes must be under the Section heading but above the table. The heading row of each table must have the first column blank. The tables must have the month names in the first column. Totals rows in the first row of the tables should be deleted.

To save a BRAN spreadsheet as XML Spreadsheet, open it in excel and choose 'Save As' from the 'File' menu. Then choose the file location and press Ok.

Then on the web form (shown above) click the 'Browse' button and choose the file that was just saved from excel.

The import function is quite fragile and the tables need to be checked once they are imported. However, this can save time if a lot of groups need to be added at once. This was used to initially populate the stats groups in the system.

NOTE: This doesn't work on Sirius. To make this work, the system was installed on a server with a more recent copy of PHP (requires PHP 5+ with DOM enabled)

5.4 Close Stats

Close Sta	ts	
Branch	Closed Date	
ARMUS	02 Mar 2006	
BSL	02 Mar 2006	
cs	02 Mar 2006	
DENT	02 Mar 2006	
DHPSE	02 Mar 2006	
FRYER	02 Mar 2006	
GATTON	02 Mar 2006	
HML	02 Mar 2006	
IPSWICH	02 Mar 2006	
LAW	02 Mar 2006	
LTS	02 Mar 2006	
MATER	02 Mar 2006	
РАН	02 Mar 2006	
SSAH	02 Mar 2006	
тооwоомва	02 Mar 2006	
Close All	16 May 2006	
Figure 29 - Clo	ose Stats Form	

This page controls the cut off date for entering stats for each branch. Stats that are dated before the date set will not be able to be entered. For example, if the closed date is set to 2 Mar 2006, the stats entry forms will not allow stats to be entered for any dates before 2 Mar 2006.

6 Reports

LibStats can produce reports in several categories and formats.

The categories are :

- Totals by month, quarter, semester, year
- Branches
- Time Series Reports
- Percentage Change
- Cumulative
- CAUL report

The formats are:

- Numerical listing by stats groups
- Graphs
- Export to Excel Spreadsheet

THE UNIVERSITY OF QUEENSLAND	UQ HOME SEARCH CONTACTS STUDY NE	WS EVENTS MAPS LIBRARY	my.uq HQ-librat
Libstats			Main Enter Stats Reports Manage Users Configure Libstats H
User: Elizabeth Jordan (<u>Loqout</u>)			Branch: CS 💽 Switch
≼ Enter Statistics	🧑 Reports	About Libstats	tictics in a large organisation. It was developed within the University
賭 Manage User A	ccess	of Queensland Library. Libstats is li	icensed under the <u>GNU GPL</u> .
식 Configure Libst	ats		

Figure 30 – Select Reports

6.1 Totals Reports

This report shows the values for each month for all statistics groups, for the whole of the library or any selected branch. It also shows totals for quarters and semesters. Once the report has been generated, it can be exported to an Excel spreadsheet, and graphs can be generated.

Libstats			Main Enter Stats Reports	<u> Manage Users</u> <u>Con</u> t
User: Elizabeth Jordan (<u>Loqout</u>)				Branch: CS
User: Elizabeth Jordan (Logout)	Totals Month / This report shows the v a yearly total. Once the Year 2006 Branch	Quarter / Year R alues for each month for report has been genera All ARCHIVES ARMUS BSL CS DENT DHPSE ECON FRYER GATTON HML IAS IPSWICH LAW LTS MATER	all statistics groups in the selected branch with subtotals for quarters and ted, it can be exported as a Spreadsheet and graphs can be generated. Generate Report	Branchi CS ©2004 The Univ University Prov Authorised b Main
Figure 31 – Selec	t Totals	ROCKHAMPTON		

🦰 Bonorto	Totals Month / Quarter / Year Report
Kehous	Totals month? educter? Teal report
-	This report shows the values for each month for all statistics groups in the selected branch with subtotals for quarters
 <u>Totals Month / Quarter /</u> <u>Year Report</u> 	Year 2006 Branch ARMUS Generate Report
 Branches Report Time Series Report 	Export Report to Spreadsheet
<u>CAUL Report</u>	Stats Groups Index
	1a. Service Staff Activity in branch
	1b. Customer Activity at Branch
	1c. Total Circulation Statistics
	1d. Loans by Patron Type
	1e. Collection Use
	1r. Paging and Intransit Statistics
	Zai, Ducument Requesting Statistics
	2h. Document Delivery - Intralivery loans
	3a. Enguiries (branch staff)
	3c. Turnstile
	4a. Suggestions (by branch staff)
	4b. Opening Hours (by branch)
	Sai. Holdings - Printed Item count
	<u>Saiii. Holdings - Audio, Video/Film, Maps</u>
	<u>Saiv, Holdings - Electronic reserve/ Photocopied articles/ CD ROMS (monographs)</u>
	5b. Binding
	<u>ba. Snetving</u>
	Asi Orientation Tours - Barants Bathars and Friends Day
	9ai, Orientation Week Tours - First Semester
	gai, Orientation Week Tours - Second Semester
	9aii. Information skills - Internal New Courses
	9aii. Information skills - Internal Tours
	<u>9aii. Information skills - Internal Talks</u>
	9aii. Information skills - Internal RAPID
	<u>9aii. Information skills - Internal Classes Workshops</u>

Figure 32 – Year and One Branch selected, index shows

	Checkouts (not autoLn)	Manual Loans	Renewals by staff	Holds placed by staff	Total Counts
Include in Graph:					
January	927	6	121	15	1069
February	1131	0	111	14	1256
March	4703	34	333	35	5105
1st Quarter	6761	40	565	64	7430
April	3949	0	263	28	4240
Мау	6167	0	360	51	6578
June	2770	0	312	43	3125
2nd Quarter	12886	-	935	122	13943
1st Semester	19647	40	1500	186	21373
July	1870	2	319	27	2218
August	4845	-	315	33	5193
September		-	-	-	-
3rd Quarter	6715	2	634	60	7411
October		-	-	-	-
November	-	-	-	-	-
December		-	-	-	-
4th Quarter	-	-	-	-	-
2nd Semester	6715	2	634	60	7411
Total	26362	42	2134	246	28784

To graph this information, click on the boxes above the columns needed in the graph, and click the graph link.



ual

6.2 Branches reports

The Branches reports produces comparative figures for requested branches for requested stats groups.

—	Brenches Benert	
(Reports	Branches Report This report lists the totals for the year in the selected stats groups for the selecte	ad branches
Totals Month / Quarter /	Year 2006 V	a branches.
Year Report	Stats Groups	Branches
 <u>Branches Report</u> <u>Time Series Report</u> 	1a. Service Staff Activity in branch	ARCHIVES
 <u>CAUL Report</u> 	1b. Customer Activity at Branch	ARMUS
	11d. Loans by Patron Type	ICS I
	1d. Paging Statistics	DENT
	11di. Manual Loans By Patron	DHPSE
	1e. Collection Use	FRYER
	1f. Paging and Intransit Statistics	GATTON
	2. Accessions 2. Desument Delivery Interlibren Jacob	HML
	2ai, Document Requesting Statistics	IPSWICH
	2aii. Supplies made to non-UQ libraries for non-UQ customers	LAW
	2b. Document Delivery - Intralibrary Ioans	LTS
	2bi. Document Delivery - Intralibrary Ioans 3a Enguiries (branch staff)	PAH
	3a. Enquiries (Archives)	ROCKHAMPTON
	3aii. Enquiries - Microform	SSAH
	3bi. Cybrarian Enquiries - chat	
	Concrete Deport	- millioode
Figure 35 – Bra	nches reports selection	
Branches Report		
This report lists the totals i	for the year in the calested state groups for the calested hra	pabac
	for the year in the selected stats groups for the selected bra	ncnes.
Year 2006 💌		
Stats Groups		Branches
1a. Service Staff Activity	in branch	
1b. Customer Activity at E	Branch	ARMUS
1c. Total Circulation Stat	istics	BSL
1d. Loans by Patron Typ	e	
1d. Paging Statistics		
1di. Manual Loans By Pa	atron	
1dii, Manual Loans by Ty	/ne	ECON
1e Collection Use) F =	FBYER
If Paging and Intransit S	Itatistics	GATTON
2 Accessions		HMI
2 Document Delivery - Ir	terlibrary loans	IAS
2ai Document Bequesti	na Statistics	
2aii Supplies medato n	an-LIO librarias for non-LIO sustamore	
2h Document Delivery		
2bi Document Delivery -	Intralibrany loans	MATER
3a. Enquirige (brench etc.	- initialipialy ioans	
2a. Enquines (branch sta	ui)	BOCKHAMPTON
Baii Enquirica - Microferr	~	
2bi Oubrarian Enquiries	omoil	
2bii Oubrarian Enquiries	- eman	
Loon: Cypranan Enquines		
Generate Report		
]
Figure 36 – Stats	Group Enquiries selected, for the three hos	spital libraries
•		

Branches Report: 2006

Change Report Selection				
🛎 <u>Export to Spreadsheet</u> 🛄 <u>Graph</u> 🗆 By Branch	11641	MATER	DALL	testude in ourset
Des Jafarradias Dask Lana Dafarrada	HML	MATER	РАН	Include in Graph
3a: Information Desk Long Reference	1245	222	924	-
3a: Information Desk Short Reference	2610	2295	2121	
3a: Information Desk Directional	3203	1671	1959	
3a: Information Desk Network printing & p/c	356	26	171	
3a: Information Desk wkstn tech support	420	439	172	
3a: Total Information Desk	7834	4653	5347	
3a: Information Desk Special Needs (double recorded)	0	0	0	
3a: Lending Desk Short Reference	0	0	0	
3a: Lending Desk Directional	0	0	0	
3a: Total Lending Desk	0	0	0	
3a: Lending Desk wkstn tech support	0	0	0	
3a: Lending Desk Network printing & p/c	0	0	0	
3a: Lending Desk Special Needs (double recorded)	0	0	8	
3a: Total Shelving Staff	1112	0	0	
3a: Shelving Staff Directional	920	0	0	
3a: Total Enquiries	8946	4653	5347	
3a: Shelving Staff Network printing & p/c	192	0	0	
3a: Shelving Staff Special Needs (double recorded)	0	0	0	
3a: Shelving Staff Short Reference	0	0	0	

Figure 37 – Resultant figures for Enquiries for three hospital libraries. Note that not all categories have been selected for graphing in this example.





6.3 Time Series Reports

The time series reports produce tables and graphs showing, for the whole library, or for a selected branch, the variation in a stats group over a selected number of years. It is possible to select annual figures, or to compare months, quarters or semesters.

C Reports	Time Series Report
Me Keholta	This report shows the time variation for a statistic over a number of years.
 Totals Month / Quarter / 	Start Year 1998 -
Year Report	
 <u>Branches Report</u> <u>Time Series Report</u> 	
<u>CAUL Report</u>	Branch All
	Period Year Total 🗾 (to track a variable during a selected period over a number of years)
	Stats Groups
	1a. Service Staff Activity in branch
	1b. Customer Activity at Branch
	1c. Total Circulation Statistics
	Id. Loans by Patron Type
	1 di. Manual Loans By Patron
	1dii. Manual Loans by Type
	1e. Collection Use
	1f. Paging and Intransit Statistics
	2. Accessions 2. Document Delivery - Interlibreny logne
	2ai. Document Bequesting Statistics
	2aii. Supplies made to non-UQ libraries for non-UQ customers
	2b. Document Delivery - Intralibrary Ioans
	2bi. Document Delivery - Intralibrary Ioans
	Ja. Enquiries (branch staπ) Ja. Enquiries (brahives)
	3aii. Enquiries - Microform
	3bi. Cybrarian Enquiries - email
	3bii. Cybrarian Enquiries - chat
	Generate Report
Figure 20 Salas	tion nore for time parios
Figure 39 - Select	tion page for time series

Time Series Report	
This report shows the time variation for	or a statistic over a number of vears.
Start Year 1998 🔻	
End Year 2006	
Branch ARMUS 🗾	
Period 🛛 🔤 (to	track a variable during a selected period over a number of years)
Stats Groups	
1a. Service Staff Activity in branch	
1b. Customer Activity at Branch	
1c. Total Circulation Statistics	
1d. Loans by Patron Type	
1d. Paging Statistics	
1di. Manual Loans By Patron	
Idii. Manual Loans by Type	
16. Collection Use	
2 Accessions	
2. Accessions 2. Document Delivery - Interlibrary /	Sanc
2ai Document Bequesting Statistic	
2aii Supplies made to non-UQ libra	ries for non-LIQ customers
2b Document Delivery - Intralibrary	loans
2bi. Document Delivery - Intralibrary	loans
3a. Enquiries (branch staff)	
3a. Enquiries (Archives)	
3aii. Enquiries - Microform	
3bi. Cybrarian Enquiries - email	
3bii. Cybrarian Enquiries - chat	
Generate Report	Figure 40 – Selections have been made. Note the period can be by month, quarter or semester



Page 30 of 31

6.4 CAUL Reports

This report produces a listing of values that can be used to enter into the CAUL online statistics facility. The values will build progressively during the year.

User: Elizabeth Jordan (<u>Loqout</u>)	
• <u>Totals Month / Quarter /</u> Year Report • <u>Branches Report</u> • <u>Time Series Report</u> • <u>CAUL Report</u>	CAUL Report This report produces values that can be used to fill CAUL statistics forms. Year 2006 Generate Report
Libstats 0.0.1 Copyright © 2005 <u>UQ Library</u> . Page generated in 5.3460 seconds	(23 queries)
	Figure 42 – CAUL report selection page

Caul Report for 2006

Change Report Selection	
Export to Spreadsheet	
Name	Value
Libraries: Number	13
Floor Space	-
Opening Hours	-
Seating: Total	0
Seating: Classroom	0
Shelving	na
Archives	na
Positions: Professional Library	0
Positions: Para Professional	0
Positions: Library Support	0
Positions: Other Professional	0
Positions: Other	0
Positions: Total Staff	0
Library Staff: HEW1	0
Library Staff: HEW2	0
Library Staff: HEW3	0
Library Staff: HEW4	0
Library Staff: HEW5	0
Library Staff: HEW6	0
Library Staff: HEW7	0
Library Staff: HEW8	0
Library Staff: HEW9	0
Library Staff: HEW10	0
Info Literacy: Groups	1915
Info Literacy: Persons	31519
Info Literacy: Reference Trans	38865