

July 7, 2005

Library Directors and Contacts,

Included in this mailing are PDF copies of the FY 2005-2006 year-end reports prepared for your library. Minor discrepancies in total counts do exist among the various reports. The most accurate numbers are those found in the Administrative Summary. If you have trouble accessing or interpreting any of the reports, be sure to let your Service Site staff know. The six reports in the mailing are:

- Administrative Summary
- Title Counts and Charges by Class Range
- Title Counts for Groups by Location
- Counts within Standardized Groups
- Circulation Statistics
- Titles Used *n* or More Times

The Browse Count reported in the Administrative Summary is a base-line count from which future Browse Counts can be determined. Within Voyager, Browse Count figures are date insensitive. To gather the number for a given period, beginning and ending snapshot numbers must be collected and the difference between the two determined.

For Cataloging counts, efforts will be made during the coming months to fix the software routines so future reports are more consistent. As for Circulation, figures will continue to vary for common categories such as charges, renewals, etc, especially when compared with counts from other sources. Circulation numbers are snapshots that depend upon the computation logic and the dynamic content of the Voyager tables. Within these reports for example, the total Charges on the "Title Counts and Charges by Class Range" report and the total Charges at the end of "Circulation Statistics" can vary. In "Title Counts and Charges by Class Range", charges for un-classed items such as headsets, laptops, etc., are excluded. In the "Circulation Statistics" headsets, laptops, etc., are included. Within "Circulation Statistics" variances will occur among the summary counts for Location, Patron Groups and Item Types. These differences are usually the result of bibliographic and patron maintenance actions made throughout the year.

Collection growth counts are recorded in the report "Counts within Standardized Groups", in the section Year Cataloged. This section displays collection growth by fiscal year since migrating to the Voyager system.

The report "Titles Used *n* or More Times" was arbitrarily limited to control file size for e-mail distribution. Contact the Service Site if you would like an extended list.

The figures included in each report are comprehensive in that all Owing Libraries have been included. If you would like details by one or more Owing Libraries, contact the Service Site.

Have a great FY 2006-2007,
Your Service Site Staff