

July 8, 2005

Library Directors and Contacts,

Included in this mailing are PDF copies of the FY 2004-2005 year-end reports prepared for your library. The five reports in the mailing are:

- Counts within Standardized Groups
- Group Counts by Location
- Class Title Counts and Usage
- Titles Used n or More Times
- Circulation Statistics

The reports are designed to be self-explanatory after some review. Feel free to contact the Service Site staff for added details or for clarifications.

You may find minor discrepancies in Circulation counts when figures between two or more reports are compared or when these year-end reports are compared with reports from other sources. Within these reports, you may note a difference between the Charges total on the "Class Title Counts and Usage" report and the total Charges at the end of "Circulation Statistics." In "Class Title Counts and Usage", charges for unclassified items such as headsets, laptops, etc., are excluded. The figures in the "Circulation Statistics" are inclusive and have been checked against other sources; the circulation figures have been found to be reliable numbers. Yet, within "Circulation Statistics" there may be variances 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 which modified table links so they now differ from when selected charges were posted. Circulation year-end figures must be compiled from existing circulation transaction records (current and archived) as no daily, weekly or monthly counts are retained within the Voyager database.

Collection growth counts are recorded in the new report "Counts within Standardized Groups", section Year Cataloged. This section displays collection growth year-by-year for the last twenty (20) years.

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 Owning Libraries have been included. If you need details by one or more Owning Libraries, contact the Service Site.

Have a great FY 2005-2006,
Your Service Site Staff