



# Don't Just Hoard Your Data: Polish It Up and Make It Shine

## Tips

- Make sure all staff know what data they should be collecting
- Don't collect data you don't need or use
- The more consistent your data is the more accurate your statistics will be and the better Evergreen will work for your patrons
- Know who has library staff accounts and close accounts in a timely manner when staff leave your library

## Resources

Statistical Categories Editor:

[http://docs.libraries.coop/sitka/\\_statistical\\_category\\_editor.html](http://docs.libraries.coop/sitka/_statistical_category_editor.html)

Reporter Privacy Waiver:

<https://bc.libraries.coop/support/sitka/reporter-privacy-waiver/>

Reporter Documentation:

[http://docs.libraries.coop/sitka/\\_reports.html](http://docs.libraries.coop/sitka/_reports.html)

Reporter Videos:

<https://www.youtube.com/playlist?list=PLdwlqgBNnH4pg4MFwQK1nU8BDDBazZdav>

Those Flummoxing Fixed Fields Webinar:

<https://youtu.be/sVUx4rvu5Tk>

Searching for Library Staff Accounts:

[http://docs.libraries.coop/sitka/\\_searching\\_for\\_library\\_staff\\_accounts.html](http://docs.libraries.coop/sitka/_searching_for_library_staff_accounts.html)

Closing Library Staff Accounts:

[http://docs.libraries.coop/sitka/\\_closing\\_library\\_staff\\_accounts.html](http://docs.libraries.coop/sitka/_closing_library_staff_accounts.html)

BC Public Libraries Annual Statistics:

<https://bc.libraries.coop/support/sitka/llb-reports/>

## Shared Folders -> Sitka\_templates

### Good for Data Clean Up

Collection -> Item and Title Count

- Title & Item Count by Shelving Location and Circulation Modifier

Collection -> Item List by Item Attributes

- Circ Modifier : Copies without Circ Modifier
- Shelving Location and Circ Modifier : Copies with Selected Shelving Location and Circ Modifier (clone)
- Stat Cat - Copies with Selected Stat Cat Entry (clone)
- Status : Copies with Selected Copy Status Set within Time Frame

Patrons -> Patron Count

- Patron Count by Profile Group by City and Postal Code
- Total Patron Count

Patrons -> Patron List

- Patron List by Patron Profile for Specified City
- Patron List with Selected Stat Cat Values (converted from XUL) (clone)
- Patrons with Blank Value in a Stat Cat

Patrons -> Others

- Staff Assigned to Supplementary Permission Group(s)

### Using the Data

Circulation -> Circulation within time frame

- By Item Stat Cat : Circ Stat within Time Span
- By Patron Stat Cat : Circ Stat within Time Span
- For Selected Item Bucket(s): Circ Stats Within Timespan

Circulation -> Monthly Circulation Stats

- Monthly Circulation Statistics by One Patron Stat Cat
- Monthly Circulation by Shelving Location (New 3.1)

Circulation -> Circulation within time frame

- For Selected Item Bucket(s): Circ Stats Within Timespan

Collection -> Item and Title Count

- Title & Copy Count by One Copy Stat Cat & Shelving Location

Collection -> Item List by Item Attributes

- Newly Catalogued Copies within Selected Month(s)
- Stat Cat - Copies with Selected Stat Cat Entry (clone)

Collection -> Other

- Popular Titles at Selected Shelving Locations within Time Span (excl. pre-cat) (clone)

Collection -> Title List

- Titles with Multiple Copies at Selected Shelving Locations
- Titles with Newly Catalogued Items within Selected Month (converted from XUL) (clone)

Holds

- Title list with outstanding holds exceeding a threshold (excl. ILL, volume or copy level holds)

Patrons -> Newly Registered/Opted-in Patrons

- Count of New Patrons Registered within a Time Frame by Profile Group then by Stat Cat

Patrons -> Patron Count

- Patron Count by One Stat Cat
- Total Patron Count