

## TLC

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091



**Introduction:** Statistics is the science of the collection, organization, and interpretation of data. TLC has numerous reports for statistical data collection. Before clicking on Statistics Reports, ask “Why do we collect statistics?” The answer is somewhere near, “To provide ASD staff with meaningful data for planning and evaluation of library services.”

Steps to meaningful data:

1. Be consistent with selections in all statistics reports
2. Select and run the least reports for maximum results
3. Save the report(s) of choice in *My Folders*

Log on to reports module from the LS Circ reports tab: <http://circ.asdk12.org:8082/LS2Circ/> or

TLC reports module: <http://circ.asdk12.org/crn>

Click OK

A screenshot of a web-based login dialog box. The title is "Log on". Below the title, it says "Your session has expired. Please select a namespace for authentication." There is a dropdown menu labeled "Namespace:" with "AD\_TLC" selected. At the bottom, there are two buttons: "OK" and "Cancel".

User ID: last\_first

Password: is your ASD email password

Click OK

A screenshot of a web-based login dialog box. The title is "Log on". Below the title, it says "Please type your credentials for authentication." There are three input fields: "Namespace:" (with "AD\_TLC" selected), "User ID:" (with "johnstone\_suzette" entered), and "Password:" (with "\*\*\*\*" entered). At the bottom, there are two buttons: "OK" and "Cancel".

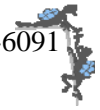
Location of Statistic type reports:

Public Folders> then select

Statistics – Counts> then select

Location> then, the options are endless





**Report example: Activity Summary by date Range**

Data is by date range – month by month or yearly

Activity Summary by Date Range

Last Month - ignore dates below

Date Range: Mar 29 2011 through Mar 29 2011

Circulation Transactions

Items Checked In 1,441  
Items Checked Out 1,422  
Items Renewed 182

Hold Transactions

Holds Added 1

Fine/Payment Transactions

Fines Waived \$366.25

Notices Sent

Borrower Maintenance

Titles Added

Items Added

Circulation 9  

---

*Total Items Added 9*

Titles Deleted

Items Deleted

Circulation 270  

---

*Total Items Deleted 270*





**Report example: Activity by Borrower Type and Collection Code**

Data is by date range – month by month or yearly

- Check Outs
- Renewals
- Check Ins

Items processed:

- Added
- Deleted

**Activity by Borrower Type and Collection Code**

Location(s): Abbott Loop  
Date Range: Apr 1 2011 through Apr 29 2011

Check Outs			
By: Location/Collection Code		By: Borrower Type	
ALBIO	57	AL1	158
ALEB	473	AL2	180
ALFIC	202	AL3	152
ALNF	325	AL4	121
ALPBK	85	AL5	65
ALPER	5	AL6	42
ALPRO	1	ALK	368
ALREF	3	CPILL	1
ALSC	1	DNILL	1

page 1

**Activity by Borrower Type and Collection Code**

Location(s): Abbott Loop  
Date Range: Apr 1 2011 through Apr 29 2011

ALPBK	86	AL5	68
ALPER	7	AL6	46
ALREF	8	ALILL	1
ALSC	3	ALK	388
ALSPLC	2	RP	20
ALSTFD	2	STAFF	85
ALVCOL	2	<b>Total</b>	<b>1,319</b>
COBIO	1		
GWNF	1		
KSFIC	1		
LHFIC	1		

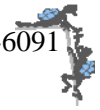
page 3

Total 1,162			
Renewals			
By: Location/Collection Code		By: Borrower Type	
ALBIO	2	AL2	2
ALEB	2	AL3	4
ALFIC	13	AL4	20
ALNF	12	AL5	9
ALPBK	6	ALK	4
COBIO	1	STAFF	1
KLFIC	4	<b>Total</b>	<b>40</b>
<b>Total</b>	<b>40</b>		
Check Ins			
By: Location/Collection Code		By: Borrower Type	
ALBIO	29	AL1	174
ALEB	521	AL2	247
ALFIC	192	AL3	147

page 2

Total 1,319	
Items Added Through Circulation and Local Batch Merge	
By: Location/Collection Code	
ALBIO	6
ALEB	17
ALFIC	3
ALLSET	9
ALNF	34
ALPBK	20
ALPRO	10
ALVCOL	5
<b>Total</b>	<b>104</b>
Items Deleted Through Circulation	
By: Location/Collection Code	
ALFIC	96
ALNF	6
ALPBK	6

page 4



**Report example: Circulation and In-House Usage by Location**

Public Folders> then select  
 Custom or Library Authored Reports> then select report  
 Circulation and In-House Usage by Location

**Report Viewer - Circulation and In-House Usage by Location**

**Circulation and In-House Usage by Location**

Select Start Date

Select End Date

Finished report

**Circulation and In-House Usage by Location**

Aug 15 2011 through Jan 27 2012

	Circulations	In-House Uses	Total Circulations
Abbott Loop	12,429	2	12,431
Airports Hts	5,772		5,772
Alaska Cultural	2,569		2,569
Alpenglow	18,659		18,659
Anchorage	18		18
Aquarian	7,165		7,165
Aurora	8,951		8,951
Bartlett	5,004	1	5,005
Baxter	7,861		7,861
Bayshore	10,898		10,898
Bear Valley	11,555		11,555
Begich	10,949	17	10,966
Birchwood	6,816		6,816
Bowman (Willard)	8,434		8,434