

# Creation of statistics

Most libraries analyze their activities and their situation through various statistics. BiblioMaker makes it easy for you to compile these statistics.

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## 1. Statistics on your holdings

This indicator gives you information about your document offer.

### 1.1 Number of documents in your collection

To get the total number of catalogued titles, simply look at the title bar of the main **Titles** window. The number to the right of the slash is the exact number of documents.

**Titles 9'824 / 9'824**

Note that this is the number of titles. If you want to know how many physical units (volumes or copies) this represents, display the **Copies** file (via the **Data>Copies** command) and check the total number of copies displayed in the title bar.

If you want a breakdown by document type or category (e.g., books, DVDs, non-fiction or fiction), use the search functions (**Find** or **Search** commands in **Titles** file) to isolate titles of a specific type or category. The number of titles found is also displayed at the top of the main window, to the left of the slash.

**Titles 1'700 / 9'824**

In this example, 1700 comics were found out of the 9'824 documents composing the library's collection.

Repeat for each type or category of title.

If you frequently need to obtain a breakdown of your titles by type or category, you have the possibility to create a customized print format using the reports editor so that the program creates an overview like this one:

Comics	1700
Fiction adults	3450
Fiction children	2688
Non-fiction	1479
<b>Total</b>	<b>9317</b>

Please refer to the software reference manual or contact us for more information on the reports editor.

## 1.2 Number of titles acquired during a given period

If you wish to obtain the number of new acquisitions during a given period (for example the current year or the past year), use the **Find** command in the **Titles** file and enter the desired period in the DATE ACQUIRED field.

<b>Date acquired</b>	01.01.2022...31.12.2022
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In this example, we are looking for all documents acquired in 2022. Note the presence of three ellipses to separate the two dates of the desired period.

You can combine this search criterion with others (such as the type or category of titles) if you wish to obtain a breakdown of your acquisitions. Here again, the reports editor can facilitate the generation of statistics by breaking down new acquisitions by title category.

## 1.3 Total or average price of titles acquired

With the PRICE field of the **Titles** file, you can indicate the purchase cost of each title.

The reports editor allows you to create print formats that perform different calculations on this price, such as total (to get the sum of your expenses) or average (to get the average price of your purchases).

Please refer to the software reference manual or contact us for more information on the reports editor.

## 1.4 Most borrowed titles

Which items were borrowed the most during a given period, either in your library's entire collection or in a specific area (e.g., children's non-fiction, adult fiction, DVDs, etc.)?

To find out, first make a selection of titles (either by calling the **Show All** command to get your entire collection, or by using a search function to limit your selection to a certain category of titles), then call the **File>Print** or **File>Export** command and select the **Number of Loans** format.

Selected period	
From	01.01.2022
Until	31.12.2022
Min. number of loans	0
Max. number of loans	9999

Sort by number of loans

Loans  
 Renewal  
 Loans and renewals  
 Reservations  
 Internal traffic

Subtitle: \_\_\_\_\_

Start page number at: 1

Cancel Save

In the options of this format, define the desired period and filter the titles with the minimum and maximum number of loans (or set the minimum to 0 and the maximum to 9'999 to disable this filter). Check the box **Sort by number of loans** to get the most borrowed titles at the top of the list and the box **Loans and renewals** to get the total number of loans for the selected period.

You get a list or a text file to open in a spreadsheet providing for each document the number of loans over the selected period and the date of the last loan.

## 2. Statistics on your readers

It can be interesting to get meaningful numbers on registered readers.

### 2.1 Statistics on registered readers

In the **Addresses** file, accessible via the **Data** menu, use the **Find** command to isolate the Reader records. The number of readers found is displayed at the top of the main window, to the left of the slash. If your readers are divided into several categories or types (e.g., Young Readers and Adult Readers), repeat the operation for each category or type.

The reports editor can facilitate the generation of statistics by dividing readers by categories, locations, regions, etc.

### 2.3 Statistics on new reader registrations during a given period

How many readers have signed up since, say, the beginning of the year or last year? To find out, call the **Action>Search** command in the **Addresses** file and define the following search criteria:

Field	Comparison	Value	And/Or
Type	is equal to	[Chosen type]	and
Date entered	is superior or equal to	[Start date]*	and
Date entered	is inferior or equal to	[End date]*	

\* For example 1.1.2022 as start date and 31.12.2022 as end date if you are looking for readers who registered in 2022.

If your readers are divided into multiple types or categories, repeat the search for each separate value. The number of records found is always displayed at the top of the title bar, to the left of the slash.

The reports editor can facilitate the generation of statistics by dividing readers by categories, locations, regions, etc.

## 2.2 Statistics on active readers

How many readers are active, i.e. have come to the library recently to borrow titles ? Use the **Action>Search** command in the **Addresses** file and set the following search criteria:

Field	Comparison	Value	And/Or
Type	is equal to	[Chosen type]	and
Last loan	is superior or equal to	[Start date]*	and
Last loan	is inferior or equal to	[End date]*	

\* For example 1.1.2022 as start date and 31.12.2022 as end date if you are looking for readers who borrowed titles in 2022.

Remark : at each new loan, the reader's record is updated with the date of the last loan. Consequently, this statistic becomes less reliable the further away you are from the period you are looking for and the date of the statistic. For example, in order to obtain the most reliable statistics on the readers active last year, we recommend that you generate them as early as possible in the following year, at the beginning of January.

The reports editor can facilitate the generation of statistics by dividing readers by categories, locations, regions, etc.

### 3. Loans statistics

Circulation statistics provide information about your library's activities.

#### 3.1 Loan statistics with breakdown by reader category

Loan statistics are available and can be printed from the **Loans** file, accessible via the **Data** menu. Call the **File>Print** command and choose the **Reader Statistics** format.

The format options offer a wide range of choices: period covered, statistics on first loans or renewals (or both), reservations, internal traffic, distribution of loans by different reader characteristics (category, gender, type, free, age).

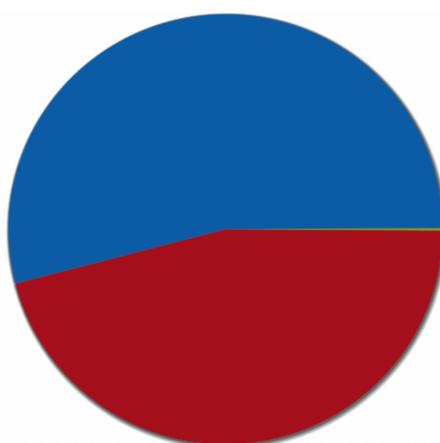
If you check several boxes, you will get several tables of figures and graphs.

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	TOTAL
Staff				2 4.0 %	3 6.0 %	3 6.0 %		6 13.0 %	15 32.0 %	10 21.0 %	8 17.0 %		47
Young readers	1582 12.0 %	450 3.0 %	1373 10.0 %	1001 7.0 %	999 7.0 %	1173 9.0 %	489 4.0 %	1011 7.0 %	1145 8.0 %	829 6.0 %	1327 10.0 %	2353 17.0 %	13 732
Adult readers	1240 11.0 %	470 4.0 %	1374 12.0 %	693 6.0 %	1059 9.0 %	943 8.0 %	107 1.0 %	942 8.0 %	1298 11.0 %	696 6.0 %	1327 11.0 %	1510 13.0 %	11 659
TOTAL	2822	920	2747	1696	2061	2119	596	1959	2458	1535	2662	3863	25 438

Each table contains 14 columns: reader characteristics, 12-month loans and total loans for the reader category. At the bottom of the last 13 columns, the total number of monthly loans.

Each cell of the table contains the number of loans for the reader category for the given month as well as a percentage, by month (e.g. 10% of the loans by a reader category were made in January) or by group (e.g. 24% of the loans in March were made by a certain reader category).

The graph (a pie chart) shows the distribution of loans by reader category.



### 3.2 Loan statistics with breakdown by document category

Loan statistics are available and can be printed from the **Loans** file, accessible through the **Data** menu. Call the **File>Print** command and choose the **Title Statistics** format.

The format options offer a wide range of choices: period covered, statistics on first loans or renewals (or both), reservations, internal traffic, distribution of loans by different title characteristics (class mark, type, location, free, category).

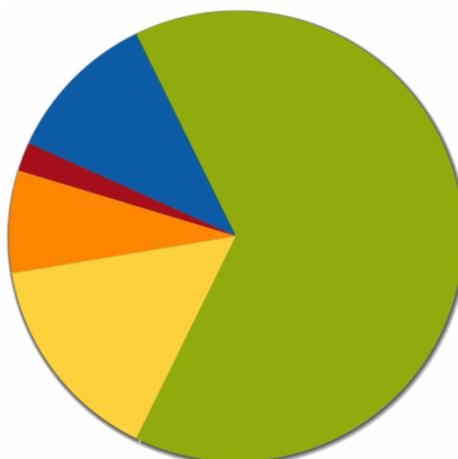
If you check several boxes, you will get several tables of figures and graphs.

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	TOTAL
Fiction	1861 11.0 %	675 4.0 %	1783 11.0 %	1099 7.0 %	1242 8.0 %	1356 8.0 %	472 3.0 %	1149 7.0 %	1476 9.0 %	971 6.0 %	1740 11.0 %	2570 16.0 %	16 394
Comics	273 10.0 %	94 3.0 %	304 11.0 %	162 6.0 %	252 9.0 %	199 7.0 %	37 1.0 %	229 8.0 %	327 12.0 %	205 7.0 %	286 10.0 %	433 15.0 %	2 801
DVD	65 12.0 %	5 1.0 %	57 11.0 %	48 9.0 %	54 10.0 %	80 15.0 %	11 2.0 %	63 12.0 %	50 10.0 %	17 3.0 %	23 4.0 %	50 10.0 %	523
Audiobook	162 9.0 %	12 1.0 %	201 11.0 %	128 7.0 %	148 8.0 %	147 8.0 %	20 1.0 %	213 11.0 %	221 12.0 %	90 5.0 %	222 12.0 %	306 16.0 %	1 870
Non-fiction	461 12.0 %	134 3.0 %	402 10.0 %	259 7.0 %	365 9.0 %	337 9.0 %	56 1.0 %	305 8.0 %	384 10.0 %	252 7.0 %	391 10.0 %	504 13.0 %	3 850
TOTAL	2822	920	2747	1696	2061	2119	596	1959	2458	1535	2662	3863	25 438

Each table contains 14 columns: the title characteristic, 12-month loans, and total loans for the title category. At the bottom of the last 13 columns, the total number of monthly loans.

Each cell of the table contains the number of loans for the title category for the given month as well as a percentage, either by month (e.g. 10% of the loans by a title category were made in January) or by group (e.g. 24% of the loans in March were made by a certain title category).

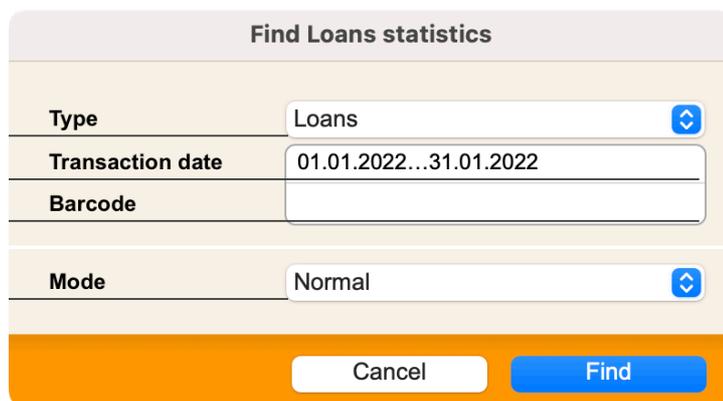
The graph (a pie chart) shows the distribution of loans by category of title.



### 3.3 Daily or weekly statistics (BiblioMaker PRO)

The PRO version of BiblioMaker gives access to the individual statistics records via the menu **Data>Loans statistics**.

With this access, you can search by date and thus, for example, count the number of loans, renewals, reservations or internal traffic over a given period (1 day, 1 week, etc.). To do this, use the **Find** command and in the TRANSACTION DATE field, enter the date or the date range.



Find Loans statistics	
Type	Loans
Transaction date	01.01.2022...31.01.2022
Barcode	
Mode	Normal
Cancel Find	

In this example, we are looking for loans (without renewals) made in January 2022.

To obtain the number of daily transactions, use the **Daily Loans** list format available in the print dialog of the **Loans Statistics** file. The transactions are broken down by loans, renewals, reservations and internal traffic.

## 4. Payment Statistics

If you record in the software the collections of your readers (fines, contributions, reimbursement of damaged or lost titles...), the amounts are recorded in the **Payments** file, accessible via the **Data** menu.

Various statistics can be derived from these payments.

### 4.1 Total collected over a given period

Use the **Find** command and fill in the DATE field with the desired time period, using the syntax *[Start Date]...[End Date]*, e.g. *1.1.2022...31.1.2022* for January 2022.

Then call the **File>Print** command and select the **Simple List**. You will get a list of the cash receipts for the period with the total amount at the bottom of the list.

### 4.2 Breakdown of cash receipts by reason for payment

Thanks to the reports editor, you can create a list format breaking down the collections by reason for payment (fine, fee, damaged or lost title, etc.).

Please refer to the software reference manual or contact us for more information on the reports editor.

### 4.3 Comparison between due amounts and cashed amounts

Use the **Find** command and fill in the DATE field with the desired time period, using the syntax *[Start Date]...[End Date]*, e.g. *1.1.2022...31.1.2022* for January 2022.

Then call up the **File>Print** command and select the **Simple list** or the **Detailed list**. You will obtain the list of the cash receipts of the period with the columns DUE AMOUNT and CASHED AMOUNT and their respective totals at the end of the list.

## 5. Statistics on your online catalog

Each query sent to the online catalog is recorded by the software. This allows you to know afterwards how often your catalog is consulted.

### 5.1 Number of queries over a given period

Queries sent to the online catalog are recorded in the **WebOPAC Statistics** file, which can be accessed via the **Data** menu. Each query is recorded as a single record, which stores the date, time, type of query and even the search criteria used.

To find out the number of queries made during a given period, call the **Find** command in the **WebOPAC Statistics** file and define the period in the DATE field with the following syntax *[Start date]...[End date]*. Example: *1.1.2022...31.1.2022* for the month of January 2022.

If necessary, you can filter by type of query (by keywords, author, subject, simple...). The number of records found is displayed in the title bar of the main window, to the left of the slash.

You can also print a list summarizing the number of queries by calling the **File>Print** command and selecting the **Number of queries by date** format. The options provide a summary by hour, day, week, month or year.

With the **Number of queries by type** print format, you get a breakdown of queries by type, in list and graph form. Useful to know the research habits of the library users.

