

# Helping Libraries Count

## Collecting Reference Statistics for Meaningful Use

### LIBStats Procedures: Library Computers

**Title:** Procedure for launching and using LIBStats utility on library computers.

**Category:** Staff


**Source:** Reference & Information Services

**Date:** October 2006

**Direct Questions to:** Cheryl B. Truesdell, Library Dean (by phone 260.481.6506 or via e-mail [truesdel@ipfw.edu](mailto:truesdel@ipfw.edu))

- Rationale:** LIBStats utility was created to collect and store quantitative data regarding library public services. Data collected by LIBStats is stored in the library's data warehouse and used in regular reports. LIBStats is to be used by library staff to:
  - record number, type, and time of service transactions on and off the research consulting schedule
  - count DDS verifications
  - track the number of questions answered by student workers vs. Service Desk staff

#### 2. Loading LIBStats

- LIBStats will load automatically on Service Desk computers. When loaded, the LIBStats icon  will appear in the Notification Area of the Windows Screen
- Manual Load: On workstation computers—Go to Start Menu > Programs > Library Software > Statistical Counters > LIBStats
- Location for LIBStats— L:\Applications\Statistics Counters\LIBStats

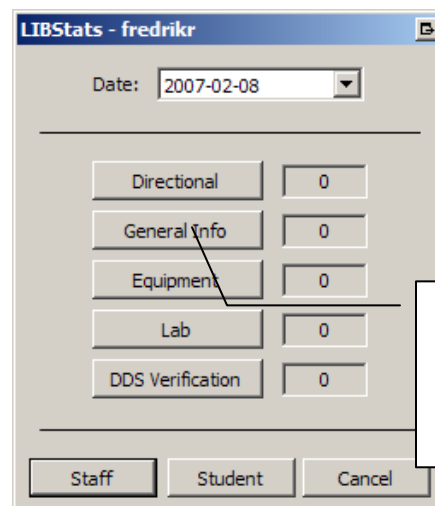


#### 3. Launching LIBStats

- After working with a patron at the Service Desk, **double-click** LIBStats icon in the Notification Area of the Windows screen.
- LIBStats dialog box will appear with current date and 0 transactions recorded

#### 4. Using LIBStats

- Record all data regarding service encounters per **Recording Statistics and Questions: Policies and Procedures.**
  - Multiple transactions can be counted by selecting the button labeled for that transaction.

A screenshot of the LIBStats dialog box. The title bar reads "LIBStats - fredrikr". There is a "Date:" field with a dropdown menu showing "2007-02-08". Below this are five buttons, each with a corresponding number in a column to its right: "Directional" (0), "General Info" (0), "Equipment" (0), "Lab" (0), and "DDS Verification" (0). At the bottom are three buttons: "Staff", "Student", and "Cancel". A red arrow from the text in the previous list item points to the "Equipment" button.

Multiple button clicks are recorded in numbers column

# Helping Libraries Count

## Collecting Reference Statistics for Meaningful Use

- ii. Each time a transaction button is selected the count will be registered

### 5. Saving LIBStats data

- a. Save by selecting the button on the bottom of the form. *Use the button that describes the service provider*
  - i. Service Desk staff, DDS personnel, librarians and other staff use **Staff**
  - ii. Student workers use **Student**
- b. **Cancel** button closes utility without saving data
- c. Record data for each Service Desk encounter at the time of service.
- d. Recording the data closes the LIBStats window
- e. Returns LIBStats to active status in the Notification Area

Category	Count
Directional	0
General Info	0
Equipment	0
Lab	0
DDS Verification	0

Buttons: Staff, Student, Cancel

Cancel button voids the transaction and closes LIBStats

Service Desk staff and librarians click here to save their count

Student workers click here to save their count

### 6. Availability of LIBStats

- a. Automatic Load
  - i. Service Desk computers
  - ii. Individual workstations at Service Desk
  - iii. DDS Desk
  - iv. SCIREF consulting station
- b. Manual Load
  - i. Librarians office computers
  - ii. Research Consulting workstations