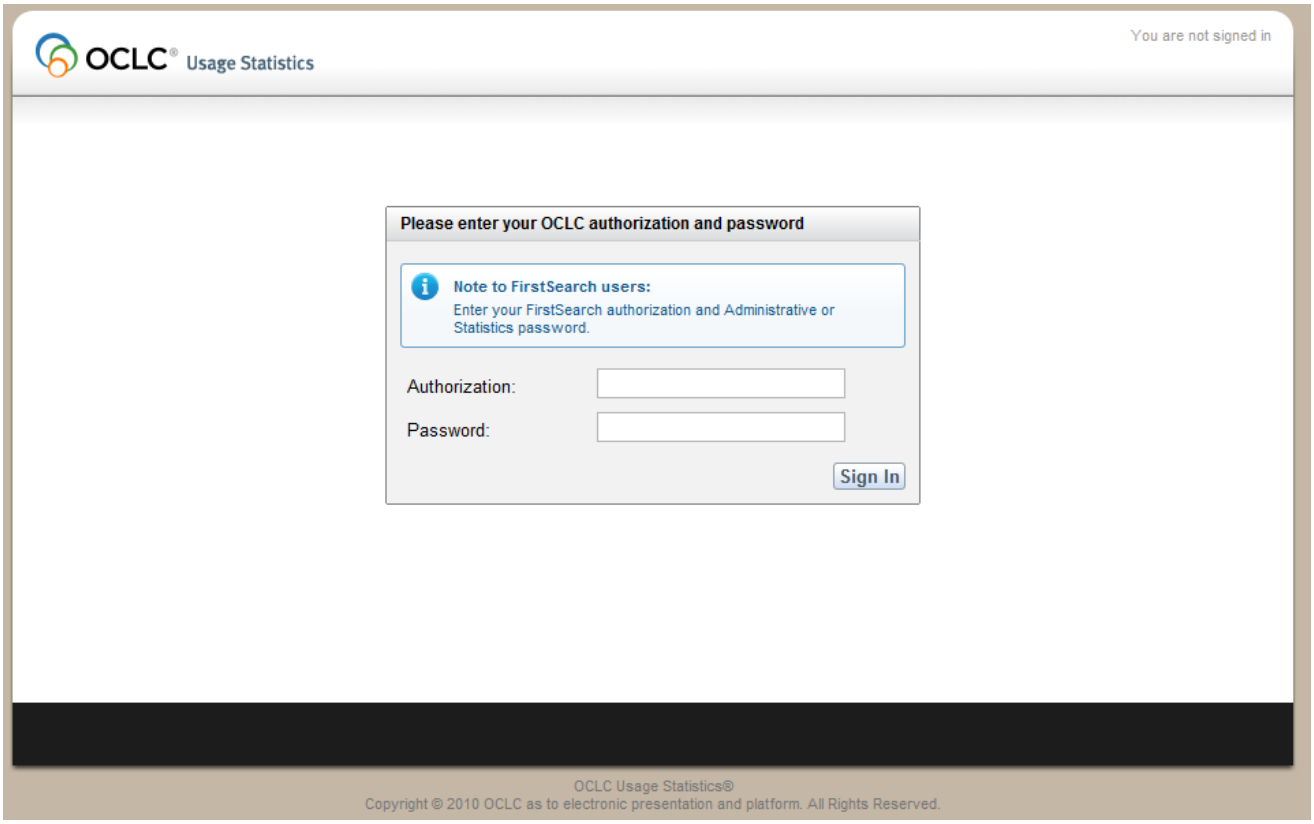
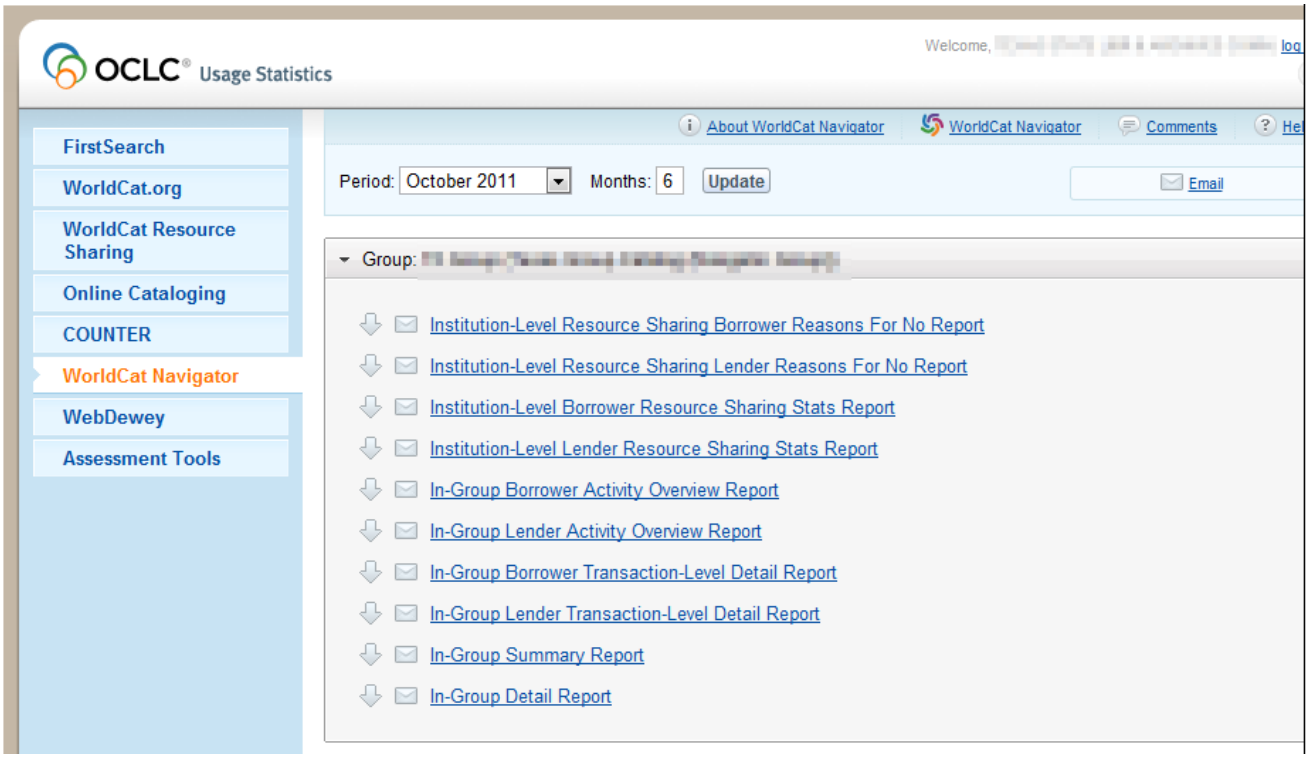
WorldCat Navigator™ Quick Reference: How to Generate Statistics for Your Library

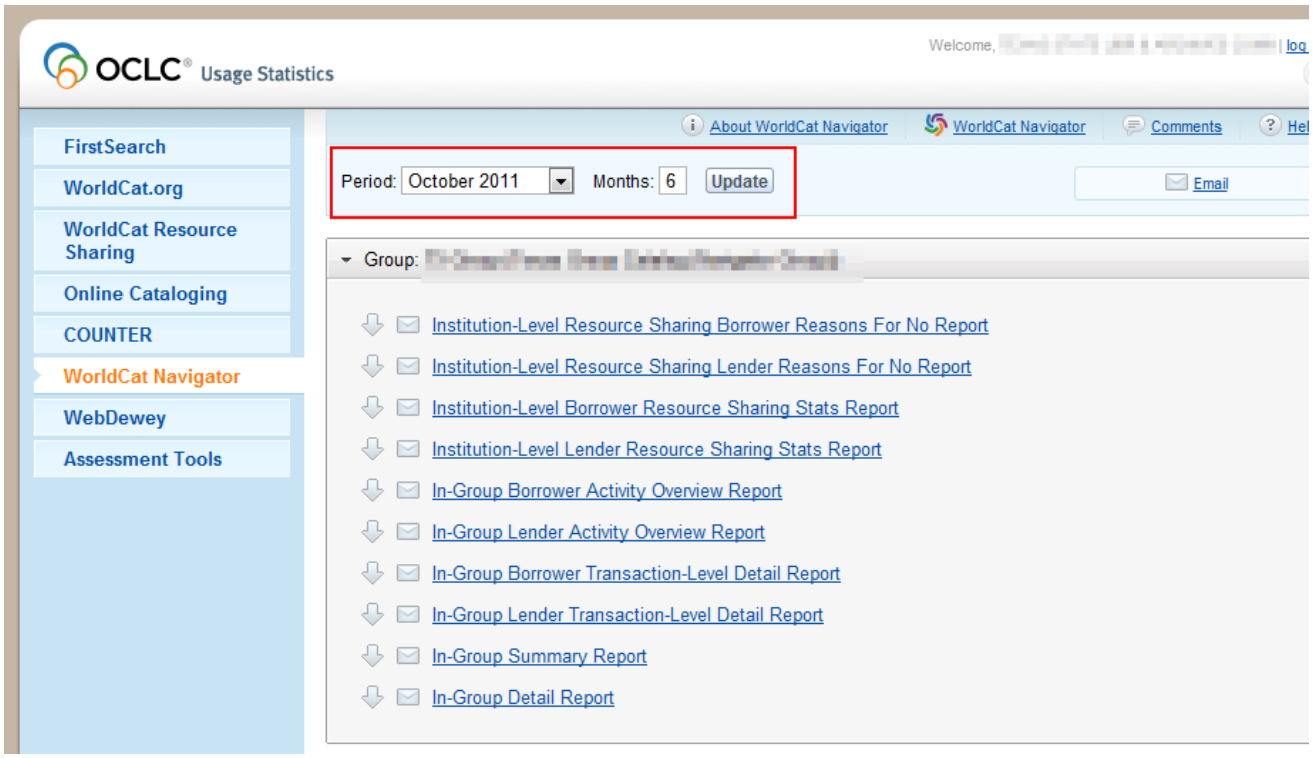
Step	Action
1	Log onto the **OCLC Usage Statistics** area by typing your ILL Authorization and Password in the fields provided. **Note:** These are your library's WorldCat Resource Sharing credentials. You may also use your library's FirstSearch administrator credentials. If you do not know your credentials, click the "Report a Problem" link in the NRE staff interface or send an email message to **NavigatorSupport@oclc.org**.



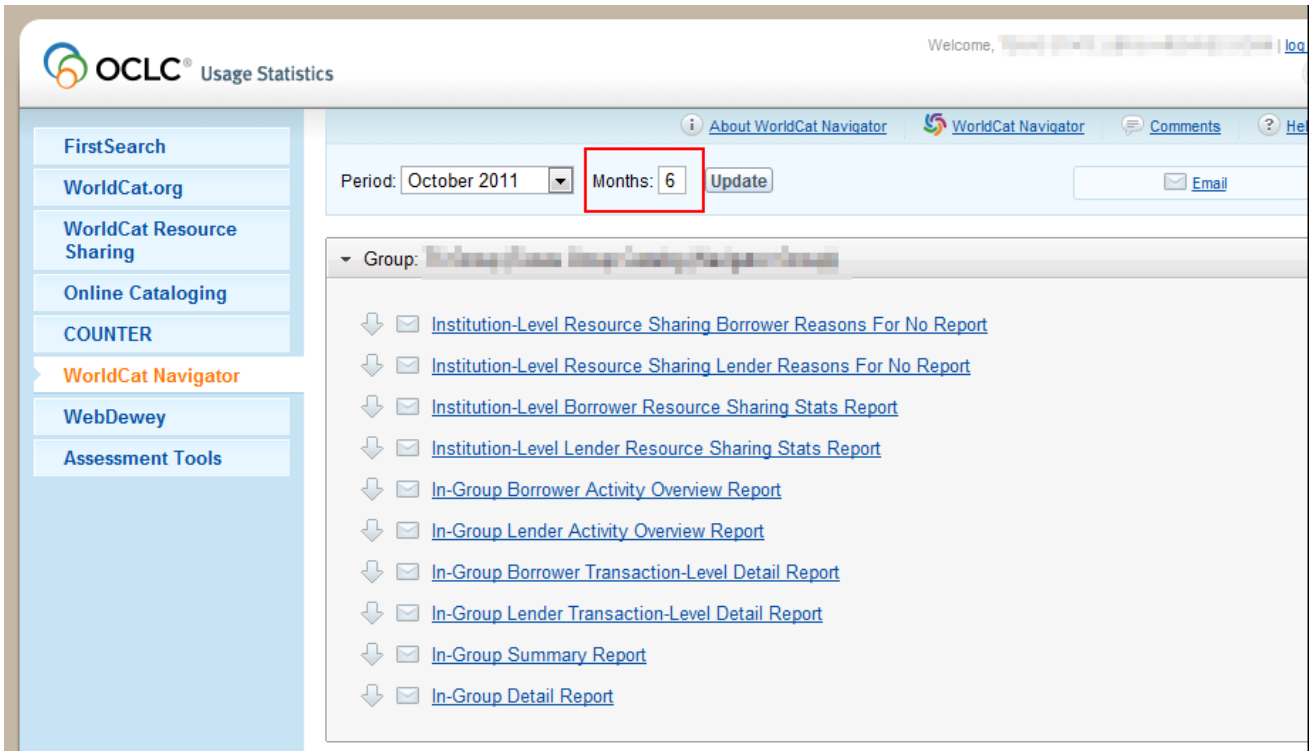
2 Click the **WorldCat Navigator** tab to reveal the statistical report options for your consortium and then click the Group you are affiliated with:



3 Click the drop-down list next to the **Period** field to choose an end month.



4 Type a number in the **Months** field to indicate from how many proceeding months you wish to gather statistics.



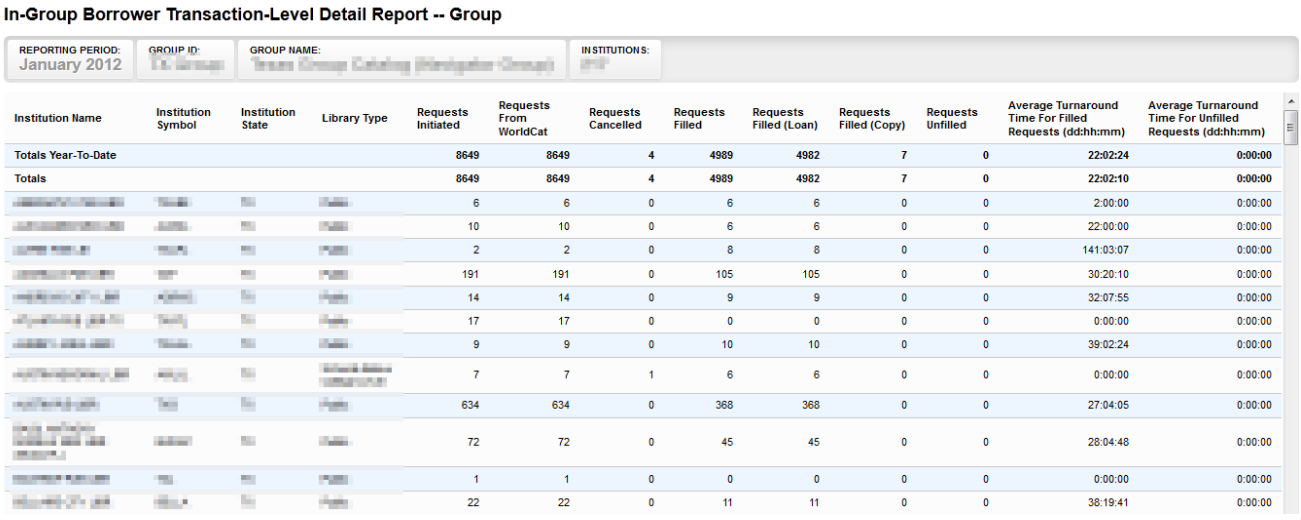
5 Click the **Update** button.

6 Review the list of available reports for your institution and your group/consortium. You should see the following:

- Institution-Level Resource Sharing Borrower Reasons For No Report
- Institution-Level Resource Sharing Lender Reasons For No Report
- Institution-Level Borrower Resource Sharing Stats Report
- Institution-Level Lender Resource Sharing Stats Report

7 Click on the name of the report to view its contents.

8 To find your library's specific statistics in a report, you may need to scroll down the page.

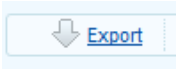


In-Group Borrower Transaction-Level Detail Report -- Group

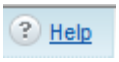
REPORTING PERIOD: January 2012 | GROUP ID: | GROUP NAME: | INSTITUTIONS:

Institution Name	Institution Symbol	Institution State	Library Type	Requests Initiated	Requests From WorldCat	Requests Cancelled	Requests Filled	Requests Filled (Loan)	Requests Filled (Copy)	Requests Unfilled	Average Turnaround Time For Filled Requests (dd:hh:mm)	Average Turnaround Time For Unfilled Requests (dd:hh:mm)
Totals Year-To-Date				8649	8649	4	4989	4982	7	0	22:02:24	0:00:00
Totals				8649	8649	4	4989	4982	7	0	22:02:10	0:00:00
[redacted]				6	6	0	6	6	0	0	2:00:00	0:00:00
[redacted]				10	10	0	6	6	0	0	22:00:00	0:00:00
[redacted]				2	2	0	8	8	0	0	141:03:07	0:00:00
[redacted]				191	191	0	105	105	0	0	30:20:10	0:00:00
[redacted]				14	14	0	9	9	0	0	32:07:55	0:00:00
[redacted]				17	17	0	0	0	0	0	0:00:00	0:00:00
[redacted]				9	9	0	10	10	0	0	39:02:24	0:00:00
[redacted]				7	7	1	6	6	0	0	0:00:00	0:00:00
[redacted]				634	634	0	368	368	0	0	27:04:05	0:00:00
[redacted]				72	72	0	45	45	0	0	28:04:48	0:00:00
[redacted]				1	1	0	0	0	0	0	0:00:00	0:00:00
[redacted]				22	22	0	11	11	0	0	38:19:41	0:00:00

Notes:

If you want to export a report into an Excel spreadsheet, Click 

in the upper right corner of the Navigator tab.

Need help or want to know more about each report? Click 

in the upper right corner of the Navigator page.

Support

OCLC support staff:
E-mail: **support@oclc.org**
Telephone: 1-800-848-5800 (USA) or +1-614-793-8682
(7:00 a.m. to 9:00 p.m., U.S. Eastern time, Monday–Friday)

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