

# ULMS Assessment and Analytics Open Forum

February 8, 2024  
2pm-3pm

# Today's Agenda

- About the ACRL Survey
- ACRL Departments Designations
- What's New with ACRL
- ACRL Resources
- Office Hours

# 22-23 ACRL/IPEDS Survey

- Due February 28th, 2024 (not 29th)
- Inclusive Dates: July 1, 2022 - June 30, 2023
- Submission website: <https://librarybenchmark.org/>
- Survey instructions: [https://acrl.libguides.com/ld.php?content\\_id=73260750](https://acrl.libguides.com/ld.php?content_id=73260750)

# Department Designation *(or...where to go to get the numbers?)*

Question numbers **highlighted in bold** maybe available through Analytics.

## Staffing Types, FTEs and Expenses

#1-9 – usually a personnel coordinator or someone in library admin. #5 might come from a student coordinator

## Expenses (excluding staff)

### **#20-21** - Material/Services Expenses

- #21 to include CO allocated ECC funds, as an ongoing commitment to subscriptions

### #23-25 – Operations and Maintenance Expenses

- someone in library accounting or acquisitions

# Department Designation

Question numbers **highlighted in bold** maybe available through Analytics.

## Library Collections

**#40A – 43A, 40a** – physical title/item counts

**#40B – 43B** – digital/electronic item counts

- e-resources coordinator
- might come from someone in systems or collection development or from particular departments, might not be the same person for 40B-43B

#41b - databases - some discussion as to how this is counted. Example: library webpage.

## Institutional Repository

#50 & 51 – your institutional repository coordinator

# Department Designation

Question numbers **highlighted in bold** may be available through Analytics.

## Library Services

### **#60** – Physical Circulation

- might come from access services or your systems librarian

### **#61A - C** - Digital/Electronic usage

- e-resources coordinator (sometimes from Alma depending on how you do e-resources usage), might be outside of Alma

### #64-67 – Information Services for Individuals

### #70-75 – Information Services for Groups

- reference/instruction coordinator

### #76, 79a, 79c – Hours and gate count

- access services or administration

# Department Designation

Question numbers **highlighted in bold** maybe available through Analytics.

## Interlibrary Loan Services

**#80-82** – Provided to or received from other libraries

- ILL department. Some in other ILL products but some in Alma Analytics

## Student Enrollment

**#90-91** – Full-time equivalents and headcounts

- library administration

## What's New/Changes (pg. 6 of Instructions and Definitions)

Addition of:

#0A, 0B - law and/or medical library designation.

Removal of:

#45A-C - External contributions for Consortia/Network(s)/System

- Report to #21 - Ongoing Commitments to Subscriptions

Last years series of questions 60A-63.1.C are condensed as follows:

**#60** – Physical Circulation

**#61A - C** - Digital/Electronic usage

- COUNTER 4 is no longer being mentioned in the survey instructions but can be included as “other means.”



# Resources

- ACRL LibGuides
  - <https://acrl.libguides.com/stats/surveyhelp>
  - ACRL survey instructions - [https://acrl.libguides.com/ld.php?content\\_id=73260750](https://acrl.libguides.com/ld.php?content_id=73260750)
- ULMS Analytics & Assessment wiki page on ACRL survey
- Official ULMS ACRL folder in Alma Analytics
- ILLiad web reports
- Ying's spreadsheet - line 21

# ACRL Survey Information - Confluence/Wiki

- [ACRL Survey Information - Confluence](https://calstate.atlassian.net/wiki/spaces/ULMSR/pages/208338945/ACRL+and+IPEDS+surveys)
  - <https://calstate.atlassian.net/wiki/spaces/ULMSR/pages/208338945/ACRL+and+IPEDS+surveys>
  - Linked from the bottom of [ULMS Assessment & Analytics - Confluence](#)
- Sections
  - Essential Resources
    - Links to survey information, survey instructions
  - Reports in Analytics
  - Recommended Practices
  - Frequently Asked Questions

# ACRL IPEDS Official ULMS folder in Analytics

- These analytics reports have been created by the past ULMS A&A committee to assist you with the ACRL survey.
  - Many thanks to those who have contributed to creating and maintaining these reports.
  - You may still need to customize the reports to account for your institution's practices and data.
  - Not every ACRL question can be answered using Analytics, and some reports will only give you part of the data you need.
- These reports can be found in “/Shared Folders/California State University Network/Reports/ACRL IPEDS Official ULMS” folder.
  - This is a new home to these reports for 2023.
    - No longer under the Community folder.
  - Most reports will need to be run in the IZ analytics, your “regular” Alma instance.
  - A few reports will need to be run in the NZ analytics.
    - For a login, contact Christina Hennessey.

# ACRL IPEDS Official ULMS folder in Analytics

The image shows a file explorer interface with a left-hand navigation pane and a main content area on the right.

**Left-hand navigation pane:**

- Shared Folders
  - Alma
- California State University Network
  - Subject Area Contents
  - Dashboards
  - CSU+
  - Dashboards
  - Prompts
  - Rapido
  - Reports
    - ACRL IPEDS Official ULMS folder**
      - consider deleting
      - Run in the IZ
      - Run in the NZ

**Main content area (Detailed view of folders):**

- consider deleting** | Last Modified 1/23/2024 10:38:10 PM | Owner HE\_43868820980002901\_2901\_D\_na03.alma.exlibrisgroup.com  
[Expand](#) [More](#) ▼
- Run in the IZ** | Last Modified 1/23/2024 10:38:10 PM | Owner HE\_43868820980002901\_2901\_D\_na03.alma.exlibrisgroup.com  
To copy the whole folder, click "MORE" under this description, and select "COPY" from the drop down. Navigate to "My Folders" and click the Paste icon (clipboard) next to the Location bar.  
[Expand](#) [More](#) ▼
- Run in the NZ** | Last Modified 1/23/2024 10:38:10 PM | Owner HE\_43868820980002901\_2901\_D\_na03.alma.exlibrisgroup.com  
To copy the whole folder, click "MORE" under this description, and select "COPY" from the drop down. Navigate to "My Folders" and click the Paste icon (clipboard) next to the Location bar.  
[Expand](#) [More](#) ▼

# Analytics Reports - Instructions in the Description

## CalState - 40 Column A. Physical Books (include government documents)

Last Modified 2/26/2023 12:10:28 AM | Owner HE\_43868820980002901\_2901\_D\_na03.alma.exlibrisgroup.com

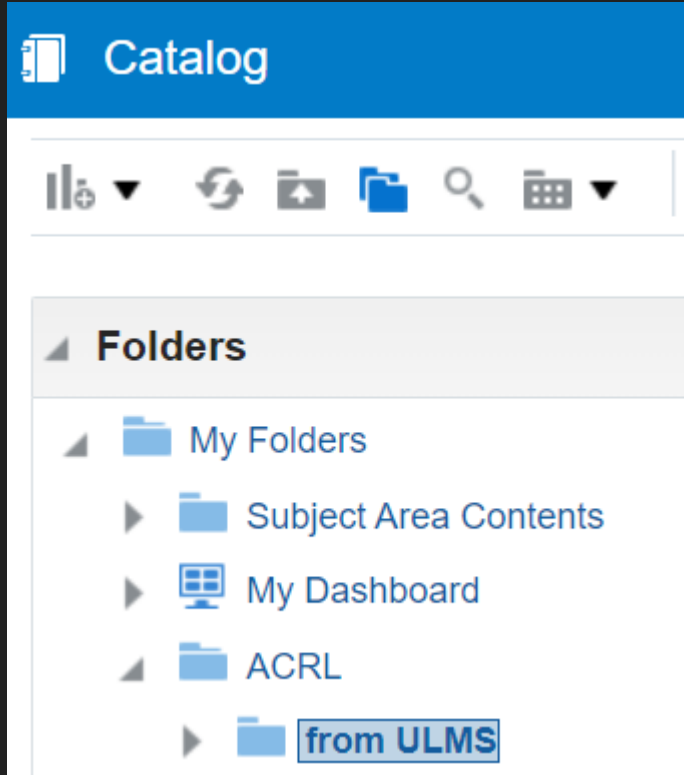


Report physical book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system. Exclude serials, microforms, maps, nonprint materials, and uncataloged items. Report is pre-filtered to include appropriate resource types. OPEN the report and use the location prompt to EXCLUDE additional locations such as ILL or media-specific locations (helpful if bib record resource types are not 100% accurate). ANALYTICS CANNOT FILTER FOR THE APPROPRIATE LOCATIONS AND MATERIAL TYPES WITHOUT ELIMINATING TITLES THAT DO NOT HAVE AT LEAST ONE ITEM ATTACHED. If you have titles without item records, you will need to count those some other way and add them to your final total.

[Open](#) [Edit](#) [More](#) ▼

- The instructions on how to run the Alma analytics report should be up to date.
- Information that were copied from survey instructions may be out of date.
- Please report all outdated information to us.

# Analytics Reports - Make a Copy before Using



- Copy the reports to My Folders or your institution's folders before running the reports.
- Do not edit the reports in the consortium/official folders.
- All copies made in the consortium folders will be deleted.

# Analytics Reports - Review the Criteria


- Check out the criteria tab
  - What is the report counting?
    - If your institution has been counting the # of MMS ID's for e-Resources in the past, you may want to continue to count the MMD ID's instead of titles or be prepared to provide an explanation for the differences.
  - How is the report filtered?
    - Does the report need to be edited for your institution?

The screenshot displays the 'Criteria' tab of an analytics report interface. It is divided into two main sections: 'Bibliographic Details' and 'Electronic Collection'. Under 'Bibliographic Details', there are two filter criteria: 'Material Type' and 'Number of titles', each with a gear icon for configuration. Under 'Electronic Collection', there is one filter criterion: 'Electronic Collection Public Name'. Below these sections is a 'Filters' section, which is currently expanded to show a list of criteria. The criteria are: 'Resource Type is equal to / is in 2D non-projectable graphic - Electronic; Audio m... Form; Map - Electronic; Map - Electronic Form; Mixed material - Digital; Music - Digita...', 'AND Lifecycle is equal to / is in In Repository', 'AND Availability is equal to / is in Available', 'AND Institution Name is prompted', and 'OR Available For Group Members is prompted'. Each criterion is preceded by a blue funnel icon, and the logical operators 'AND' and 'OR' are shown in blue text.

# Analytics Reports - Review the Prompts

Prompt Label	Type	Prompt For
Page 1: Institution Names and Group Member Codes	Page	
Institution Name	Column value	Institution Name
Available For Group Members	Column value	Available For Group Mem

▲ Display

Page 1 

**Institution Names and Group Member Codes**











Bakersfield 01CAL5\_UBA  
Channel Islands 01CAL5\_UCI  
Chico 01CAL5\_CHI  
Dominguez Hills 01CAL5\_UDH  
East Bay 01CAL5\_UHL  
Fresno 01CAL5\_UFR  
Fullerton 01CAL5\_FUL  
Humboldt 01CAL5\_HUL  
Long Beach 01CAL5\_ULB  
Los Angeles 01CAL5\_ULA  
Maritime 01CAL5\_MAL  
Monterey Bay 01CAL5\_UMB  
Moss Landing 01CAL5\_MLM

- Check out the prompts tab
- Prompts are the filters that can be set each time you run the report based on your selection/input.
- Click on Open not Edit when you are ready to run these reports. Clicking on Open will open these prompts before running the reports.
- If needed, add additional prompts.






# Analytics Reports - Make any necessary changes

- Make any edits needed for your institution
  - For 20's, some institutions may filter by specific fund codes, fund type, format, acquisitions material type, reporting code, parent fund and/or PO line type in addition to filtering by continuity.

PO Line Type	Fund Transactions	Fiscal Period
 Continuity 	 Acquisition Material Type 	 Format 
	 Expenditure Amount 	 Fiscal Period Description 

▲ **Filters**

-  Fiscal Period Description is prompted
- AND**  Continuity is equal to / is in ONETIME
- AND**  Parent Fund Name is prompted

# Analytics Reports - Save all results

- When you run any analytics reports, export the results to Excel and save all versions.
- Try to run the reports with additional details that may help you troubleshoot your counts.
  - Vendor name
  - E-collection name
  - Location
  - Material type
  - Fields that were mentioned in the previous slide.
- Save multiple versions of the reports.
- Save your past reports.

# Run in the IZ: 20 & 20a

- These reports need to be run in your institution's Alma instance. No NZ login is needed.
- CalState - 20. One-time purchases of books, serial back-files, and other materials. 20a. E-books (if available)
  - For ACRL survey lines 20 and 20a.
  - Prompts for Fiscal Period and Parent Fund Name
    - Parent Fund Name may not be required, depends on your institution data
  - Filters by the prompted fields and "PO Line Type"."Continuity" = ONETIME
  - Returns "Fund Transactions"."Transaction Expenditure Amount" meeting the criteria
  - The result shows a breakdown by format and material type.
    - Use the breakdown to get the count for 20a

# Run in the IZ: 21, 21a & 21b

- CalState - 21. Ongoing commitments to subscriptions 21a. E-books (if available)  
21b. E-journals (if available)

- For ACRL survey lines 21, 21a and 21b
- Two versions are available. Run both. (Both use the same filters & prompts.)
- Prompts for Fiscal Period and Parent Fund Name
- Filters by "PO Line Type". "Continuity" = CONTINUOUS or STANDINGORDER
- Returns "Fund Transactions". "Transaction Expenditure Amount"
- The result shows a breakdown by format, material type and continuity
- The NEW VERSION breaks down data further into Item Description (package names)
- The first row is the Grand Total. The next 4 rows are the Totals by material type.

		Expenditure Amount	FY 2022-23		
Acquisition Material Type	Continuity		Expenditure Amount		
			Electronic	Generic	Physical
<b>Grand Total</b>		<b>\$2,569,046.04</b>	<b>\$2,456,049.73</b>	<b>\$93,036.01</b>	<b>\$19,960.30</b>
<b>BOOK Total</b>		<b>\$12,322.88</b>			<b>\$12,322.88</b>
<b>JOURNAL Total</b>		<b>\$409,151.75</b>	<b>\$401,514.33</b>		<b>\$7,637.42</b>
<b>PACKAGE Total</b>		<b>\$2,054,535.40</b>	<b>\$2,054,535.40</b>		
<b>SERVICE Total</b>		<b>\$93,036.01</b>		<b>\$93,036.01</b>	
<b>BOOK</b>	<b>STANDINGORDER</b>	<b>\$12,322.88</b>			<b>\$12,322.88</b>
<b>JOURNAL</b>	<b>CONTINUOUS</b>	<b>\$409,151.75</b>	<b>\$401,514.33</b>		<b>\$7,637.42</b>
<b>PACKAGE</b>	<b>CONTINUOUS</b>	<b>\$2,054,535.40</b>	<b>\$2,054,535.40</b>		
<b>SERVICE</b>	<b>CONTINUOUS</b>	<b>\$93,036.01</b>		<b>\$93,036.01</b>	

# Run in the IZ: 40A, 40a, 42A, 43A (Physical Collection)

- Run on July 1st or as close to the date as possible.
  - If run after July 1st, add/subtract the titles have been added/withdrawn after July 1st.
- Counts MMD ID's, not titles.
- Prompts for locations to EXCLUDE
  - For some institution, it might be easier to exclude by library in addition to locations
- Filters by "Bibliographic Details". "Resource Type" and "Bibliographic Details". "Bibliographic Level" that are need to be included for that line.
- 40A & 43A exclude titles suppressed from discovery
  - 42A does not. Per instructions for 40A and 43A, count the ones "that are accessible through the library's catalog or discovery system." No such instruction for 42A.
  - You may have some locations that are suppressed from discovery
- Only two columns are returned but you can add other columns like the location.
- Depending on your configuration (suppressBibWithDeletedHol and suppressBibWithSuppressedHol), you may need to manually add the count of titles that have no holdings or only suppressed holdings.

# Run in the IZ: 60's

- 60's

- CalState - 60. Total Physical Circulation
- 61A and 61B pull the counts from the COUNTER reports that have already been harvested or uploaded to Alma.
  - Be sure to have the reports uploaded/harvested at least by 4 PM of the previous day.
- CalState - 61A. Total E-book & E-media Usage
  - Provides a sum of unique\_title\_requests from TR\_B1 reports for e-books and a sum of total\_item\_requests from IR\_M1 reports for e-media.
  - Prompts for a date range.
  - Usage is listed by vendor, platform, year and month.
- CalState - 61B. E-serials Usage
  - Provides a sum of unique\_item\_requests from TR\_J1 reports for e-serials.
  - Survey instructions say "Start with TR\_J1 (COUNTER 5) and add OA if discoverable/available." TR\_J3 reports include OA usage.

# Run in the IZ: 60's

- 60's

- Survey instructions say “In cases where vendors do not provide current COUNTER 5 reports, libraries may report using other means for monitoring digital/electronic circulation/usage.”
  - Could include counts from COUNTER 4 reports for the few vendors (Kanopy, Salem) that still only provide COUNTER 4 reports.
- For 61B, if you want to include OA counts when available and include COUNTER 4 counts when COUNTER 5 reports are not available, you can use the below formula for the column.
  - `CASE WHEN "Usage Data Details - Release 5"."TR_J3 - Unique Item Requests" > 0 AND "Usage Data Details - Release 5"."TR_J3 - Unique Item Requests" >= "Usage Data Details - Release 5"."TR_J1 - Unique Item Requests" THEN "Usage Data Details - Release 5"."TR_J3 - Unique Item Requests" WHEN "Usage Data Details - Release 5"."TR_J1 - Unique Item Requests" > 0 THEN "Usage Data Details - Release 5"."TR_J1 - Unique Item Requests" WHEN "Usage Data Details - Release 4"."JR1 - Journal Usage Counter (total)" > 0 THEN "Usage Data Details - Release 4"."JR1 - Journal Usage Counter (total)" ELSE 0 END`
  - (IMPORTANT: If this formula is used, do not use the grand total from Analytics. Export the report to Excel and use the grand total from Excel.)

# Run in the NZ: 40B&43B, 41B, 42B

- These reports are run in the NZ because some of our e-Resources are provided from the NZ.
- Run on July 1st or as close as possible.
- Counts titles, not MMS ID's.
- You have to Open the reports and select your institution name and your institution code at the prompt. The institution code is listed above the prompt.
- The report for 40B & 43B takes the longest to run. If this report times out, use the reports in “Alternate Reports for 40 Column B and 43 Column B (Jan 2024)” subfolder.
  - 3 reports total. Two for 40B and one for 43B. Add the counts from 2 reports for 40B.
- The analytics report for 41B is there to help you but not to be used as the final count for the survey.
  - This report will likely give you a high overcount. Remove all that can be considered duplicates.



# Interlibrary Services - #81

## 81. Total Interlibrary Loans and Documents Provided to Other Libraries

All physical and digital requests provided to other libraries (i.e. Lending Requests)

OR

### 81a. ILL-01 Returnable (If Available)

Report materials that the library expects to have returned. Examples of returnable items include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material. (i.e. Lending Loan Requests)

AND

### 81b. ILL-02 Non-Returnable (If Available)

Report materials that the library does not expect to have returned. Examples of non-returnable items include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers. (i.e. Lending Copy or Article Requests)

# Interlibrary Services #82

## 82.Total Interlibrary Loans and Documents Received

Report the number of filled requests for material received from other libraries. Include all returnable and non-returnable interlibrary loans as well as documents received from commercial services.

OR

### 82a. ILL-03 Returnable (If Available)

Report materials that the lending library expected to have returned.

AND

### 82b. ILL-04 Non-Returnable (If Available)

Report materials that the lending library did not expect to have returned.

AND

### 82c. ILL-05 Documents Received from Commercial Services (If Available)

# Run in the IZ: 81 and 82

Location: /Shared Folders/California State University Network/Reports/ACRL IPEDS Official ULMS folder/Run in the IZ

ST ONE ITEM ATTACHED. If you have titles without item records, you will need to count those some other way and add them to your final total. #20240205 JAL added Suppressed From Discovery filter

**CalState - 60. Total Physical Circulation** Last Modified 12/19/2023 8:02:29 PM  
Owner HE\_43868820980002901\_2901\_D\_na03.alma.exlibrisgroup.com  
INSTRUCTIONS: OPEN this report and use the prompt for fiscal year, then use the additional prompts to EXCLUDE locations for ILL and EQUIPMENT. Reports loans only, not renewals or in-house use. // HISTORY: Renamed to 60 on 2023-12-19. Line 60 was 60A prior to 2023.

**CalState - 61A. Total E-book & E-media Usage** Last Modified 2/1/2024 11:49:24 PM  
Owner HE\_43868820980002901\_2901\_D\_na03.alma.exlibrisgroup.com  
INSTRUCTIONS: OPEN this report and use the prompts for date. DESCRIPTION: This includes COUNTER 5 usage for e-books and e-media. Filtered by previous fiscal year // HISTORY: Renamed to 61A. Total E-book & E-media Usage on 2023-12-19. Line 61A was 60B.Total Digital/Electronic Circulation or Usage prior to 2023. Added usage date prompt and added vendor column.

**CalState - 61B. E-series Usage** Last Modified 12/19/2023 8:09:12 PM  
Owner HE\_43868820980002901\_2901\_D\_na03.alma.exlibrisgroup.com  
INSTRUCTIONS: OPEN this report and use the prompts for date. The report will show the TR\_J1 usage loaded to Alma by month and platform. Use the Grand Total or use the report to identify missing data. // HISTORY: Renamed to 61B on 2023-12-19. Line 61B was 63B prior to 2023.

**CalState - 81. Total Interlibrary Loans and Documents Provided to Other Libraries** Last Modified 1/31/2024 12:39:01 AM  
Owner HE\_21814725230002901\_2901\_D\_na03.alma.exlibrisgroup.com  
Includes 81, 81a and 81b. Includes only Alma resource sharing/Rapido requests. RS requests from other systems such as ILLiad will need to be added. "Open" report to utilize date prompt. Created by N. Magazino and updated on 1/30/24.

**CalState - 82. Total Interlibrary Loans and Documents Received** Last Modified 1/31/2024 12:44:23 AM  
Owner HE\_21814725230002901\_2901\_D\_na03.alma.exlibrisgroup.com  
Includes 82, 82a, 82b, and 82c. Includes only Alma resource sharing/Rapido requests. Documents received from commercial suppliers are those filled by R eprints Desk. RS requests from other systems such as ILLiad will need to be added. "Open" report to utilize date prompt. Created by N. Magazino and updated on 1/30/24.

- Reports can be found in the ACRL IPEDS Official ULMS folder.
- Run in your institution's Alma instance.
- Select "Open" to use date prompt.

# Criteria for #81

The screenshot displays a query configuration window with two main sections: "Selected Columns" and "Filters".

**Selected Columns:** This section is titled "Lending Requests Details" and contains three columns, each with a gear icon for configuration:

- 81. Total Interlibrary Loans and Documents Provided to Other Libraries
- 81a. ILL-01 Returnable (If Available)
- 81b. ILL-02 Non-Returnable (If Available)

**Filters:** This section contains four filter conditions, each preceded by a blue funnel icon and the word "AND":

- Lending Creation Date is greater than or equal to 06/13/2022
- AND TIMESTAMPADD( SQL\_TSI\_DAY , 0, ... is greater than or equal to 06/13/2022
- AND Item Sent Date is not null
- AND Profile Type is not equal to / is not in NCIP

- Column filters
  - ILL-01 Returnable: "Requested Format" = 'Physical'
  - ILL-02: Non-Returnable = "Requested Format" = 'Digital'

# Criteria for #82

The screenshot displays a library system interface with two main sections: 'Selected Columns' and 'Filters'.

**Selected Columns:** This section shows a table with four columns, each with a gear icon for configuration:

- 82.Total Interlibrary Loans and Documents Received
- 82a. ILL-03 Returnable (If Available)
- 82b. ILL-04 Non-Returnable (If Available)
- 82c. ILL-05 Documents Re

**Filters:** This section lists several search criteria:

- Borrowing Creation Date is greater than or equal to 06/13/2022
- AND Lending Institution does not contain CSU Bakersfield - CSUB Library; CSU, Chico - Meriam Library; California State Polytechnic University Pomona - Cal Poly Pomona University Library; California State University, Channel Islands - John Spoor Broome Library; California State University, Dominguez Hills - University Library; California State University, East Bay - Hayward; California State University, Fullerton - Pollak Library; California State University, Long Beach - University Library; California State University, Los Angeles - John F Kennedy Memorial Library; California State University, Monterey Bay - CSU Monterey Bay Library; California State University, Northridge - Interlibrary Loan; Fresno State - FRESNO STATE MAIN; Sacramento State - University Library; California State University, San Bernardino - Pfau Library; San Diego State University Library - SDSU Library; San Francisco State University - Main Library; San Jose State University - SJSU Library; Cal Poly University San Luis Obispo - Robert E. Kennedy Library; Sonoma State University - University Library; California State University, Stanislaus - CSU Stanislaus Library
- AND Borrowing Creation Date and Time is greater than or equal to 06/13/2022 12:00:00 AM
- AND Item Arrival Date is not null
- AND Profile Type is not equal to / is not in NCIP

- Column filters

- ILL-03 Returnable: “Requested Format” = 'Physical'
- ILL-04: Non-Returnable = "Requested Format" = 'Digital' AND “Partner Name” NOT IN ‘Reprints Desk’
- ILL-05: “Partner Name” = ‘Reprints Desk’

# Other resources for #81-82

Must add in numbers from other Resource Sharing systems such as:

- ILLiad
  - ILLiad Web Reports
  
- WorldShare
  - OCLC statistics

# Who to contact with specific questions?

- Analytics Slack channel
- Listserv
- ULMS Assessment and Analytics Committee: link on wiki goes to all committee members
- <https://calstate.atlassian.net/wiki/spaces/ULMSR/overview>

## Contact Us

- Email the Assessment and Analytics Group
- Subscribe to the ULMS-Analytics listserv
- Join Slack channel #Analytics

# Questions/Office Hours