

Ancestry Library Edition

- <http://ancestrylibrary.proquest.com/localadminweb/aleusagereport/do/report>
 - (link will authenticate for each library via IP address)
- Report Type = Database Activity Summary
- Display Method – select the way you'd like to view the report
- Usage Period – select the date range for report output

AtoZ World Culture & AtoZ World Food

1. <https://admin.worldtradeexpress.com>
 2. Enter your Username and Password and click Log in
 3. Click on the “Reports” tab
 4. In the “Select Product” dropdown, select the database
 5. Enter the date range in the “Date From” & “Date To” fields
 6. Click “Run Report”
- Five different reports are available:
 - Individual sessions
 - Page Views
 - Countries Viewed / View Count (breaks down the Page Views)
 - Devices Used
 - Average Time on Database Per User

Brainfuse

1. <https://www.brainfuse.com/login>
2. Enter Username and Password
3. Click on Legacy Usage Reports
4. There are two reports for each library: HelpNow & LearnNow
5. Find your library under each report (HelpNow and LearnNow) and select a Reporting Period

Morning Call Archives from NewsBank

- <http://stats.newsbank.com>
 - (link will authenticate for each library via IP address)
- Three different reports are available, broken down by “Summary”, “By Hour”, “By Type” and “By Day”, :
 - Searches performed
 - Documents viewed
 - Login sessions

Heritage Quest Online

- <http://www.heritagequestonline.com/localadminweb/hqousagereport/do/report>
 - (link will authenticate for each library via IP address)
- Report Type = Database Activity Summary
- Display Method – select the way you’d like to view the report
- Usage Period – select the date range for report output

Law Depot

- Stats not available

Novelist Plus

1. <http://eadmin.ebscohost.com/EAdmin/login.aspx>
2. Enter your User ID and password (if you don’t have access yet, you may have to contact EBSCO to obtain it)
 - a. Link to EBSCO support contact form - <http://support.ebscohost.com/contact/askus.php>
3. Once logged in, click on the “Reports and Statistics” tab
4. Click “Standard Usage Reports”
5. Under the “Reports” tab, select the criteria you want to display in the statistics report
 - a. Example:
 - i. Report type = Database Usage Report
 - ii. Filters
 1. Database = select “all databases accessed”
 2. Interface = Novelist Plus
 3. Reporting Period – select the desired date range (i.e. for previous month – August 2017 – August 2017)
 - iii. Grouping
 1. Analysis Level = Database
 2. Count Aggregation: Select the button to display results by Total, By Year or By Month
 - iv. Options
 1. Metric View = Totals Only
 - v. Export
 1. Delivery = select “Download Report” or “E-mail”
6. Once all selections have been made, click “Create Report for Download”
7. Next, click on the “Download Reports” tab at the top to download the report when ready
 - a. Select the format to view the finished report = “Tab delimited” or “Excel”

OverDrive

*Note: OverDrive statistics now provide stats by each library's municipalities. When running reports, be sure to select all of your library's boroughs/municipalities in the "Branch" option.

1. <https://marketplace.overdrive.com/Account/Login>
2. Enter your Username and Password and click Log in
3. Click "Insights"
4. There are four main areas of statistics:
 - a. Popular Reports
 - b. Title Activity Reports
 - c. Purchase & Order Reports
 - d. User Activity Reports
5. There are quite a few reports you can run - here are a few that pull usage statistics and user activity reports
 - a. **"Checkouts" report** (shows usage reports by library for a date range)
 - b. **"New Users" report** (shows the number of new users who have registered in OverDrive during a specific date range)
 - c. **"Unique Users" report** (shows the number of patrons who checked out items during a specific date range)
 - i. *Special note about this report: "To ensure your count of unique users is accurate, set the "Unique users with checkouts by" field to the largest time breakdown you need (day, month, year). For example, if you need a count of unique users in June, set the "Unique users with checkouts by" field to be **Monthly**, then view June's numbers. If you choose smaller breakdowns and then add them together, some users may be counted multiple times." (OverDrive Help)
6. For each report, select the criteria:
 - a. First, click "Run New Report" to start a new report
 - b. "Report Option" box will appear. Select your criteria for running the report. For example, Checkouts Report options:

- i. **Branch** = select all the “branches” listed with your library name (to select multiple listings, hold down “Shift” while clicking on each “branch” name)
- ii. **To retrieve checkouts for eBooks & eAudiobooks (not eMagazines), click on **Formats** and select all options *except* OverDrive Magazine.**

7. When criteria have been selected, click “Update” and the report will generate. Be sure to add up all your “branch” listings in order to retrieve the total amount.
 - a. Note: you can generate an Excel spreadsheet of results by clicking “Create Worksheet” on the reports display page

For OverDrive eMagazines stats:

1. Follow steps 1-6 above, selecting the **Checkouts Report**
2. To retrieve checkouts for eMagazines, click on **Formats** and *only* select **OverDrive Magazine**.
3. When criteria have been selected, click “Update” and the report will generate. Be sure to add up all your “branch” listings in order to retrieve the total amount.
 - a. Note: you can generate an Excel spreadsheet of results by clicking “Create Worksheet” on the reports display page

Power Library

1. <https://econtentstats.auto-graphics.com/#/login>
2. Enter Username and Password
3. Click on “Obtain POWER Library e-resource statistics”
4. Select date range
5. Select your library from the search on the left, then click the right arrow to add it to the “selected libraries” box on the right
6. Click “Run Report” and the report will generate

Rosetta Stone

- Stats received via email from Natalie