

2014

E-Content Statistics Schedule

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E-Content Statistics Schedule

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1. List all Stats to be collected

- Determine what stats need to be gathered
- Ask yourself what is the purpose of gathering these stats? Will it be beneficial? Who will need to review and receive the stats?
- My list started with:
 - Subscription Database Stats
 - Purchased Database Stats
 - Renewal Stats
 - eBook Stats
 - PPV Stats
 - One Search Stats (Discovery System)
 - Digital Commons Stats (Institutional Repository)
 - Journal Subscription Packages

2. Determine Dates

- Determine the due date or deadline for each group of stats
- Consider how long it will take you to complete the report and gather those stats
- Document the due date(s), the collection date(s), and finally the completion date. The completion date will help you in revising the schedule for the next year
- Be mindful of the dates you are documenting and be generous with the collection dates; realizing that often times other projects will come up unexpectedly!

3. Reevaluate & Lessons Learned

- The schedule is not all-inclusive, don't forget about all the ad-hoc reports and tasks that you will be responsible for outside of Stats!
- Adjustments to dates will be made frequently, especially during your first year with the schedule
- You will also find that you will probably add more stats reports as you go
- Remember that your first year with this schedule is really like setting up goals. Once you test out the dates, you can then adjust and revise for the next year.