

SCHOOL LIBRARY STATISTICS

Library Monitoring Rubric - Section 2.2

Librarian Growth Rubric - Standard 3

School Library Guide - Section 6.6

Keeping statistical records may seem an unimportant job for a librarian. However, numbers collected justify professional decisions and support requests made of other people. Some statistics are required as part of the reporting system to the administration. A good way to make administrators aware of library needs and usage is to publish a monthly report of activities (all statistics) and submit it to the building administrator. Other statistics help in collection development, scheduling, budget requests, and for planning for a new or remodeled facility, etc. Statistics and data are a required part of both the Mississippi Department of Education's *School Librarian Professional Growth Rubric* and *School Library Monitoring Rubric*.

One of the big advantages of a web-based automated system is the capability of producing any number of statistical reports. Similar reports can be manually created from collected statistics using a spreadsheet or database program like Excel or Access.

COLLECTION STATISTICS

Most of the collection statistics can be generated during inventory, traditionally done at the end of the school year. In the spring, the administrator will need the figures on the total collection, number of volumes, and number of titles, as well as the number of periodicals, and other basic information to make budgetary decisions for the following school year.

In addition to the total number of items in different formats that the library owns, the number and type of items added and withdrawn each year need to be recorded. Year-end statistics identify how budget monies were spent in support of curriculum and building needs. Statistics on discarded materials and software can help justify replacement.

The school district may want to keep records for the costs of library materials. It is often necessary to keep a running total or a record of replacement costs for insurance purposes. When using an automated system, it is easiest to include the price of a new item in the automated system record, as the order is unpacked. When books are processed, the book vendor may have already entered the price as a category in the MARC record. If not, cost records need to be kept.

LIBRARY SERVICE STATISTICS

These statistics can be acquired by a “sampling.” Select a typical week for the library, but not prior to report cards, a holiday or during school wide testing. Make counts during that week, then multiply the numbers by the number of weeks the library is open during the year. There is an example of a daily and monthly patron counter or usage report on pages 4 and 5.

ANNUAL AMOUNT OF ATTENDANCE

Count both number of classes and number of students, including drop-ins, staff members, parents or other. A small click counter can be purchased or use a patron counter to make tally marks throughout the day.

LIBRARY USE OF LIBRARY MATERIALS

These are materials that have been used in the library, and not checked out. Ask patrons to leave materials removed from shelves, on a table, at the circulation desk, or on a shelving cart instead of putting them back. If you have aides or volunteers to help you, this is generally a good idea, since patrons are often guilty of misshelving. This provides a number count for uncirculated materials. Circulation figures reveal quantity and types of items used in the library. Many web-based automated systems have an “in library use” option when checking in materials that have been used. For example, an elementary librarian may use a picture book during storytime and then checks in the book using the “in library use” option.

ANNUAL NUMBER OF REFERENCE QUESTIONS ASKED

This represents the number of questions, which are answered by using library materials. The librarian may want to count keep track of the number of questions answered and how many were not to help make purchase decisions or change library lessons. Also, if there are a number of online materials, or the Internet, it might be a good idea to distinguish the number of questions answered by using books, and how many by using electronic resources.

CIRCULATION STATISTICS

Circulation is the number of items checked out of the library. Circulation is such an important factor in accountability for the library program that school librarians should take care to check out and check in all materials used. A web based automated system will collect these statistics automatically as it tracks circulation. Reports can be created by the month or annually.

To help decide on budget division for the next year, track circulation by large categories such as:

- Non-fiction
- Fiction
- Paperbacks
- Periodicals
- Audio/visual resources
- Interlibrary loans
- Other

The more detailed statistics, the more useful they can be, for example, by classification number of the nonfiction section. This information can be helpful to the librarian in identifying which subject areas in the collection are getting the most use. For example, count circulation by the Dewey hundreds (100s, 200s, 300s, 400s, etc.). If the count shows that the 700s and 900s account for more circulation than other parts of the non-fiction collection, order more books in those subject areas if necessary.

RESOURCE SHARING STATISTICS

Resource sharing is the loaning and borrowing of library materials from one library to users of another library, that is interlibrary loan; or it can be reciprocal borrowing agreements. In a reciprocal borrowing agreement, the collection of the library is open to the users of another Library. For example, those who are not students may borrow the materials in a school library. It can also be asking or answering of questions from one library to another or another agency. It can also be the referral of a library user to another agency to obtain the needed information. Keeping track of the number of times the library must borrow to fill the needs of students and teachers is a powerful argument in budget discussions with administrators.



MS Department of Education

SCHOOL LIBRARY PROGRAM

EXAMPLE DAILY PATRON COUNTER

MON TUES WED THURS FRI

Date: _____

PATRON COUNT	Books checked out	LIBRARY TECHNOLOGY LOANED	
First period	Reference questions	1st period	
Break		2nd period	
Second period		3rd period	
		4th period	
		ACTIVITIES/ CLASS	ATTENDANCE
Third period			
		First period	
Fourth period		Break	
		Second period	
After school		Third period	
		Fourth period	
		After school	

EXAMPLE MONTHLY LIBRARY USAGE REPORT

Date	Open Library	Classes	Check Outs	Technology Carts	Library Fines
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
TOTALS					

MONTHLY CIRCULATION STATISTICS

Date	000	100	200	300	400	500	600	700	800	900	AV	FIC	REF	PROF	Total
AUG															
SEPT															
OCT															
NOV															
DEC															
JAN															
FEB															
MAR															
APR															
MAY															
TOTAL															

CURRENT SCHOOL YEAR NEW MATERIALS

Date	000	100	200	300	400	500	600	700	800	900	AV	FIC	REF	PROF	Total
AUG															
SEPT															
OCT															
NOV															
DEC															
JAN															
FEB															
MAR															
APR															
MAY															
TOTAL															

CURRENT SCHOOL YEAR WEEDING MATERIALS

Date	000	100	200	300	400	500	600	700	800	900	AV	FIC	REF	PROF	Total
AUG															
SEPT															
OCT															
NOV															
DEC															
JAN															
FEB															
MAR															
APR															
MAY															
TOTAL															