The MOBIUS Lending & Borrowing Statistics spreadsheet details the lending and borrowing activity of the MOBIUS institutions. This report provides an explanation of how the spreadsheet is compiled and what statistics are given.

I.   Report Structure

The MOBIUS Lending & Borrowing Statistics Report consists of an Excel workbook, with separate worksheets for each month in the fiscal year and a final worksheet with the year to date totals. The YTD numbers are consulted when institutional assessments are being calculated.

II.   Data Sources

The MOBIUS Lending & Borrowing Statistics are compiled from three primary data sources.

The Millennium Web Management Owning/Home Report is used by MCO to calculate the circulation of returnables lent and borrowed via the cluster and MOBIUS Central systems for the MOBIUS clusters.

The INN-Reach Site Activity Report is used by MCO to calculate the circulation of returnables lent and borrowed via MOBIUS Central systems for the MOBIUS standalone institutions.[1]

Statistics on the circulation of returnables lent and borrowed via inter-library loan and non-returnables are compiled using data submitted by the MOBIUS institutions via a form on the MOBIUS Web site.

Detailed information regarding the generation and compilation of data from these sources is given in Sections IV & V and in Appendices A & B.

III.   Report Detail

Definitions

Returnables: Circulating items that are returned to the lending library at the completion of use. In MOBIUS lending and borrowing, returnables are exclusively books. In cluster and ILL lending and borrowing, returnables may be any medium as determined by local circulation policy.

Non-Returnables: Circulating items that are not returned to the lending library. Non-returnables are primarily photocopies of journal articles, but may include other media as determined by local circulation policy.

Intra-Cluster Lending/Borrowing: Items circulated to/from other sites within an institution's cluster. Intra-Cluster circulation transactions may be initiated via local catalog requesting or walk-in traffic.

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[1] Missouri River Regional Library System (MRRL), Springfield-Greene County Public Library System (SGCL), St. Louis University (SLU), and Washington University (WASHU)

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MOBIUS Central Catalog Lending/Borrowing: Items circulated to/from other MOBIUS sites outside the institution's cluster. MOBIUS Central Catalog circulation transactions may be initiated via MOBIUS Union Catalog requesting or walk-in traffic.

MOBIUS Same-Site Requesting: Circulation transactions initiated by a patron requesting an item from the patron's cluster via the MOBIUS Union Catalog. Same-site requests begin as INN-Reach transactions, but "drop" to intra-cluster transactions during processing[2]. MOBIUS Same-Site Request transactions are counted as *both* MOBIUS Central Catalog and Intra-Cluster lends, but *only* as Intra-Cluster borrows.

Returned Unwanted: MOBIUS Central Catalog circulation transactions where the patron declines to check out the item (or where the patron fails to pick up the item within the pickup time specified). Returned Unwanted items are sent back to the lending institution without circulating to the patron. Returned Unwanted transactions are counted as MOBIUS Central Catalog lends, but not as MOBIUS Central Catalog borrows.

ILL ("Traditional ILL") Lending/Borrowing: Items circulated to/from other libraries via inter-library loan. ILL circulation transactions are initiated externally to the local and union catalogs. ILL processing may be performed in or externally from the Millennium software.

Section 1: Lending Data

Intra-Cluster Lending (Returnables): Number of returnables lent to other sites within the institution's cluster. Items lent to other branches of the same institution are not included.[3] MOBIUS Same Site Request transactions are included. These figures are calculated by MCO using the Millennium Owning/Home Report for the institution's cluster (see Section IV).

MOBIUS Central Catalog Lending (Returnables): Number of returnables lent to other MOBIUS sites outside the institution's cluster. MOBIUS Same-Site Request and Returned Unwanted transactions are included. For cluster institutions, these figures are calculated by MCO using the Owning/Home Report for the institution's cluster (see Section IV). For standalone institutions, these figures are calculated by MCO using the INN-Reach Site Activity Report (see Section V).

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[2] Specifically, the "drop" occurs after the item has been paged when the lending library checks in the item. Normally, this would put the item into "In Transit" status and the physical item would be sent to the borrowing library. This may still occur or the item may be placed on the lending library's hold shelf if the lending library is also the "borrowing" library (i.e., the patron's home library).

[3] Exceptions: In MERLIN, the UMC Health Science and Law Libraries and the UMKC law Library are treated as separate sites within the cluster, rather than as branches within their host institutions. In WILO, the Metropolitan Community Colleges (Blue River, Business & Tech, Longview, Maple Woods, Penn Valley) are treated as separate site within the cluster.

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Traditional ILL Lending with MOBIUS Members (Returnables): Number of returnables lent to other MOBIUS institutions via inter-library loan. These figures are reported by the institutions using the form on the MOBIUS Web site (see Section VI).

Other ILL Returnables Lending: Number of returnables lent to non-MOBIUS institutions via inter-library loan. These figures are reported by the institutions using the form on the MOBIUS Web site (see Section VI).

Total Returnables Lending: The total number of returnables lent to other institutions.

ILL Lending with MOBIUS Members (Non-Returnables): Number of non-returnables lent to other MOBIUS institutions via inter-library loan. These figures are reported by the institutions using the form on the MOBIUS Web site (see Section VI).

Other ILL Non-Returnables Lending: Number of non-returnables lent to non-MOBIUS institutions via inter-library loan. These figures are reported by the institutions using the form on the MOBIUS Web site (see Section VI).

Total Non-Returnables Lending: The total number of non-returnables lent to other institutions.

Total Lending: The total number of items lent to other institutions.

Section 2: Borrowing Data

Intra-Cluster Borrowing (Returnables): Number of returnables borrowed from other sites within the institution's cluster. Items borrowed from other branches of the same institution are not included.[4] MOBIUS Same Site Request transactions are included. These figures are calculated by MCO using the Millennium Owning/Home Report for the institution's cluster (see Section IV).

MOBIUS Central Catalog Borrowing (Returnables): Number of returnables borrowed from other MOBIUS sites outside the institution's cluster. MOBIUS Same-Site Request and Returned Unwanted transactions **are not** included. For cluster institutions, these figures are calculated by MCO using the Owning/Home Report for the institution's cluster (see Section IV). For standalone institutions, these figures are calculated by MCO using the INN-Reach Site Activity Report (see Section V).

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[4] Exceptions: In MERLIN, the UMC Health Science and Law Libraries and the UMKC law Library are treated as separate sites within the cluster, rather than as branches within their host institutions. In WILO, the Metropolitan Community Colleges (Blue River, Business & Tech, Longview, Maple Woods, Penn Valley) are treated as separate sites within the cluster.

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Traditional ILL Borrowing with MOBIUS Members (Returnables): Number of returnables borrowed from other MOBIUS institutions via inter-library loan. These figures are reported by the institutions using the form on the MOBIUS Web site (see Section VI).

Other ILL Returnables Borrowing: Number of returnables borrowed from non-MOBIUS institutions via inter-library loan. These figures are reported by the institutions using the form on the MOBIUS Web site (see Section VI).

Total Returnables Borrowing: The total number of returnables borrowed from other institutions.

ILL Borrowing with MOBIUS Members (Non-Returnables): Number of non-returnables borrowed from other MOBIUS institutions via inter-library loan. These figures are reported by the institutions using the form on the MOBIUS Web site (see Section VI).

Other ILL Non-Returnables Borrowing: Number of non-returnables borrowed from non-MOBIUS institutions via inter-library loan. These figures are reported by the institutions using the form on the MOBIUS Web site (see Section VI).

Total Non-Returnables Borrowing: The total number of non-returnables borrowed from other institutions.

Total Borrowing: The total number of items borrowed from other institutions.

Section 3: Ratios

MOBIUS Non-Returnables Lending/Borrowing Ratio: Indicates whether the institution is a net lender or net borrower of non-returnables with other MOBIUS institutions via inter-library loan. A figure greater than 1.0 indicates a net lender; a figure less than 1.0 indicates a net borrower. Calculated by dividing the number of "ILL Lending with MOBIUS Members (Non-Returnables)" transactions by the number of "ILL Borrowing with MOBIUS Members (Non-Returnables)" transactions.

This field may be blank if the institution has not reported on its Non-Returnable ILL Borrowing transactions or if it had no transactions to report.

MOBIUS Central Catalog Lending/Borrowing Ratio: Indicates whether the institution is a net lender or net borrower of returnables with other MOBIUS institutions via Central Catalog circulation. A figure greater than 1.0 indicates a net lender; a figure less than 1.0 indicates a net borrower. Calculated by dividing the number of "MOBIUS Central Catalog Lending (Returnables)" transactions by the number of "MOBIUS Central Catalog Borrowing (Returnables)" transactions.

This field may be blank if the institution had no borrows or lends through the MOBIUS Central Catalog.

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Lending/Borrowing Ratio for all activity with MOBIUS Members: Indicates whether the institution is a net lender or net borrower of material with other MOBIUS institutions via Intra-Cluster, Central Catalog, and ILL circulation. A figure greater than 1.0 indicates a net lender; a figure less than 1.0 indicates a net borrower. Calculated by dividing the sum of the figures for Intra-Cluster Lending (Returnables), MOBIUS Central Catalog Lending (Returnables), Traditional ILL Lending with MOBIUS Members (Returnables), and ILL Lending with MOBIUS Members (Non-Returnables) by the sum of the figures for Intra-Cluster Borrowing (Returnables), MOBIUS Central Catalog Borrowing (Returnables), Traditional ILL Borrowing with MOBIUS Members (Returnables), and ILL Borrowing with MOBIUS Members (Non-Returnables).

Total Lending/Borrowing Ratio: Indicates whether the institution is a net lender or net borrower of material, in general. A figure greater than 1.0 indicates a net lender; a figure less than 1.0 indicates a net borrower. Calculated by dividing the Total Lending value by the Total Borrowing value.

Section 4: Total Circulation and Percentages

Total Circulation: Indicates the total number of circulation transactions for the institution. The sum of the values for Total Lending and Total Borrowing.

% MOBIUS Central Catalog Lending of Total Circulation: Indicates what percentage of total institutional circulation MOBIUS Central Catalog lending represents. Calculated by dividing the value for MOBIUS Central Catalog Lending by the value for Total Circulation and multiplying the result by 100.

% Total Lending to MOBIUS Members of Total Circulation: Indicates what percentage of total institutional circulation lending to MOBIUS members represents. Calculated by dividing the sum of the values for Intra-Cluster Lending (Returnables), MOBIUS Central Catalog Lending (Returnables), Traditional ILL Lending with MOBIUS Members (Returnables), and ILL Lending with MOBIUS Members (Non-Returnables) by the value for Total Circulation and multiplying the result by 100.

% MOBIUS Central Catalog Borrowing of Total Circulation: Indicates what percentage of total institutional circulation MOBIUS Central Catalog borrowing represents. Calculated by dividing the value for MOBIUS Central Catalog Borrowing by the value for Total Circulation and multiplying the result by 100.

% Total Borrowing from MOBIUS Members of Total Circulation: Indicates what percentage of total institutional circulation borrowing from MOBIUS members represents. Calculated by dividing the sum of the values for Intra-Cluster Borrowing (Returnables), MOBIUS Central Catalog Borrowing (Returnables), Traditional ILL Borrowing with MOBIUS Members (Returnables), and ILL Borrowing with MOBIUS Members (Non-Returnables) by the value for Total Circulation and multiplying the result by 100.

% MOBIUS Lending of Total Interlibrary Lending: Indicates what percentage of total institutional lending MOBIUS lending represents. Calculated by dividing the sum of the values for Intra-Cluster Lending

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(Returnables), MOBIUS Central Catalog Lending (Returnables), Traditional ILL Lending with MOBIUS Members (Returnables), and ILL Lending with MOBIUS Members (Non-Returnables) by the value for Total Lending and multiplying the result by 100.

% MOBIUS Borrowing of Total Interlibrary Borrowing: Indicates what percentage of total institutional borrowing MOBIUS borrowing represents. Calculated by dividing the sum of the values for Intra-Cluster Borrowing (Returnables), MOBIUS Central Catalog Borrowing (Returnables), Traditional ILL Borrowing with MOBIUS Members (Returnables), and ILL Borrowing with MOBIUS Members (Non-Returnables) by the value for Total Borrowing and multiplying the result by 100.

IV.   Data Calculation: Millennium Owning/Home Report

Data for Intra-Cluster and MOBIUS Central Lending and Borrowing for cluster institutions are calculated by MCO using the cluster Millennium Web Management Owning/Home Report. The Owning/Home Report lists circulation transactions occurring among institutional locations, including transactions with other clusters (represented by cluster location code). See Appendix A for detailed explanations of how the data is gathered and compiled.

V.   Data Calculation: INN-Reach Site Activity Report

Data for MOBIUS Central Lending and Borrowing for standalone institutions are calculated by MCO using the local Millennium INN-Reach Site Activity Report.[5] The INN-Reach Site Activity report lists the transaction to and from other MOBIUS clusters/standalone systems. See Appendix B for detailed explanations of how the data is gathered and compiled.

VI.   Data Calculation: Web Form for Reporting ILL Statistics

Data for Inter-Library Loan transactions are reported to MCO by the MOBIUS institutions using a form located on the MOBIUS Web site (https://mco.mobius.umsystem.edu/for-member-staff/collection-management/lending-and-borrowing-stats). The data is sent in text format as an email to the MCO Help Desk and imported into Excel. See Appendices A & B for detailed explanations of how the data is gathered and compiled.

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[5] Despite its name, the report is generated on the local server, not the INN-Reach central server.

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Appendix A: MCO MOBIUS Borrowing & Lending Statistics Procedure (Cluster Servers)

MOBIUS Borrowing & Lending (MCO Servers)   1.3.1

Frequency:	monthly	***created:***	September 28, 2001	***by:***	qm	***revised:***	August 6, 2009	***by:***	jng

Summary

I.   Borrowing & Lending Data
- a.   Download Web Management Reports Owning/Home Table
- b.   Copy Web Management Reports Owning/Home Table
- c.   Clearing cells
- d.   Record INN-Reach Borrowing
- e.   Record In-Cluster Borrowing
- f.   Record INN-Reach Lending
- g.   Record In-Cluster Lending
- h.   Initial cell C3

II. Institution Submitted Statistics

Note: Additional information on formatting changes and tips can be found at the end of this procedure on page 9. Please read it first if you have not done this procedure before.

I.   Borrowing and Lending Data

1. Go to the web management reports for the cluster you are working on
    Note: Run the reports from Internet Explorer, Firefox has trouble copying the tables correctly.

Archway	archway.missouri.edu/manage
Arthur	arthur.missouri.edu/manage
Bridges	bridges.missouri.edu/manage
Galahad	galahad.missouri.edu/manage
Lance	lance.missouri.edu/manage
Merlin	laurel.lso.missouri.edu/manage
Quest	quest.missouri.edu/manage
Swan	swan.missouri.edu/manage
Towers	towers.missour.edu/manage
Wilo	wilo.missouri.edu/manage

2. Select Circ Activity and then enter your initials and password when prompted.

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3. Select **Remove Existing Tables** (the screen will refresh but look the same)

4. Select **Owning/Home** under Circ Stats (the menu will change to a smaller menu). Click on the **Submit** Button.

5. Select Total circulation at the top of the page. (Note: Do NOT select "Include Statistics on…".)

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Check the box for the month you are working on.

6. Select the **Submit Query** button – this will bring up the desired chart. If a message comes up saying "the statistical report is calculating" click on the "Status" button until the chart appears.

Confirm that the correct month is displayed and the table is titled "Owning Library/Home Library Total Circulation"

7. After confirming the table title and month, download and save the table.
   a. Click on the Download button at the top of the screen.
      Note: In IE, if you see the yellow bar message saying the files are blocked, right click on the message and say Download Files. You will have to click on the Download Button again.

   b. Choose Save when prompted

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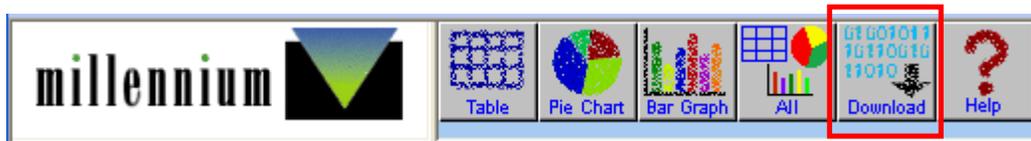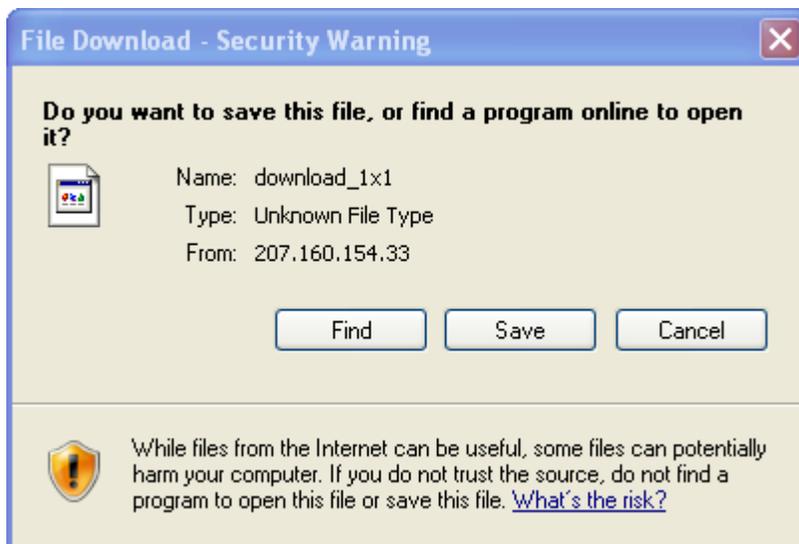
c. When the Save As prompt appears,
  i. Navigate to the "zzzOwning_Home Tables" folder for the Fiscal Year you are working on
  (EX: O:\MCO Help Desk\MCO Reports\MOBIUS Statistics\FY 09-10\zzzOwning_Home Tables)
  ii. Name the file <Cluster>_<Year>_<Month>
  iii. Leave Save as type set to All Files
  iv. Click Save

d. Leave the browser open with the table up on it

8. Copy the table into the cluster's Excel Workbook
  a. Open the clusters workbook for the appropriate fiscal year
  (O:\MCO Help Desk\MCO Reports\MOBIUS Statistics\FY xx-yy\<Cluster> FYxx-yy, where FYxx is the fiscal year and <Cluster> is the name of the cluster you are working on.)

  b. At the bottom of the workbook select the tab for the month you are working on.

  c. In the Web Management reports, highlight the entire table, and just the table, making sure to include the table name with the month. Make sure not to include the "Recalculate" button.

  d. Paste the table into cell C3 of the correct month in the Excel spreadsheet (where the double star ** is).

9. Inform Operations or HD Manager if any codes appear that are listed in that section on the Library Codes tab.

10. Clearing data
    a. Clear the data listed in under Clear on the Library Codes tab. Be sure to clear the numbers in both Columns & Rows but leave the column and row headers.
        i. Highlight the numbers in the cells that should be cleared but do not highlight the header
        ii. Right click and choose clear contents

    b. To exclude stats on materials a library lends to it's own patrons we clear the data from the cells constituting the intersection of a school. The codes for each institution can be found on the Library Codes tab.
        i. Highlight the cells where the rows and columns for each institution intersect and clear the contents. Be aware that the cells may not be adjacent and be sure to clear all intersecting cells.

Quest		Lent	Cent. Mis Sta	Centr M	State F.	Missouri Valley	Lent	Cent. M	Centr M	State F.	Missouri Valley
		Inn-Reach	555	60	28	100	In Cluster	116	35	25	150

NON-OWNED ITEMS CIRCULATED Nov08 (OWNING LIBRARY)

Borro / Inn-Reach	#	CIRC LIB	6arch	6arth	6brid	6gala	6lanc	6mrln	6mrrl	6ques	6sluu	6spri	6swan	6towe	6wash	6wilo	ckb	ckw	mfb	mpb	sfb	vab	vmb
Cent. M	180	6arch															8	0	1	0	2	0	4
Centr M	69	6arth															8	0	2	0	0	0	2
State F.	22	6brid															12	0	5	0	0	0	2
Missou	28	6gala															12	0	5	0	5	0	2
		6lanc															14	0	3	0	1	0	2
Borro In Cluster		6mrln															41	0	15	0	3	0	5
Cent. M	63	6mrrl															11	0	2	0	3	0	2
Centr M	57	6ques															0	0	0	0	0	0	0
State F.	59	6sluu															19	0	7	0	1	0	1
Missou	35	6spri															12	0	7	0	4	0	3
		6swan															18	0	9	0	1	0	1
Patron Activity		6towe															4	0	0	0	0	0	1
Centr M	1032	6wash															14	0	10	0	1	0	1
Cent. M	7976	6wilo															7	0	3	0	1	0	2
Missou	1327	ckb	27	22	49	20	67	92	10	16	38	63	48	10	78	15			43	0	48	0	24
State F.	342	ckw	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0
		mfb	0	4	6	1	7	9	0	8	6	6	4	2	6	1	17	0			4	0	6
		mpb	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
		sfb	0	3	2	0	4	6	0	5	1	3	1	0	1	2	19	0	1	0		0	5
		vab	0	0	0	1	0	0	0	1	1	4	3	0	1	1	4	0	1	0	1		
		vmb	4	2	7	2	8	12	0	14	8	7	5	5	13	1	23	0	12	0	6		

11. Record Statistics for INN-Reach Borrowing
    a. Highlight the cells in the institutions column(s) that correspond to the rows that start with 6****. Once highlighted, the total will display on the status bar towards the right at the bottom of the Excel interface and be labeled sum. If you don't see the status bar, use the View menu and check Status Bar.

    b. Enter this number into Column B, in the cell next to the appropriate institution's name under the title **INN-Reach**.

Quest		CIRC LIB	Lent Inn-Reach	Cent. Mis Sta 555	Centr M 60	State F 28	Missouri Valley 100	Lent In Cluster	Cent. M 116	Centr M 35	State F 25	Missouri Valley 150											

NON-OWNED ITEMS CIRCULATED Nov08 (OWNING LIBRARY)

Borro Inn-Reach		CIRC LIB	6arch	6arth	6brid	6gala	6lanc	6mrln	6mrrl	6ques	6sluu	6spri	6swan	6towe	6wash	6wilo	ckb	ckw	mfb	mpb	sfb	vab	vmb
Cent. M	180	6arch															8	0	1	0	2	0	4
Centr M	69	6arth															8	0	2	0	0	0	2
State F	22	6brid															12	0	5	0	0	0	2
Missou	28	6gala															12	0	5	0	5	0	2
		6lanc															14	0	3	0	1	0	2
Borro In Cluster		6mrln															41	0	15	0	3	0	5
Cent. M	63	6mrrl															11	0	2	0	3	0	2
Centr M	57	6ques															0	0	0	0	0	0	0
State F	59	6sluu															19	0	7	0	1	0	1
Missou	35	6spri															12	0	7	0	4	0	3
		6swan															18	0	9	0	1	0	1
Patron Activity		6towe															4	0	0	0	0	0	1
Centr M	1032	6wash															14	0	10	0	1	0	1
Cent. M	7976	6wilo															7	0	3	0	1	0	2
Missou	1327	ckb	27	22	49	20	67	92	10	16	38	63	48	10	78	15			43	0	48	0	24
State F	342	ckw	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0
		mfb	0	4	6	1	7	9	0	8	6	6	4	2	6	1	17	0			4	0	6
		mpb	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
		sfb	0	3	2	0	4	6	0	5	1	3	1	0	1	2	19	0	1	0		0	5
		vab	0	0	0	1	0	0	0	1	1	4	3	0	1	1	4	0	1	0	1		
		vmb	4	2	7	2	8	12	0	14	8	7	5	5	13	1	23	0	12	0	6		

12. Record Statistics for IN-Custer Borrowing

    a. Highlight the cells in the institutions column(s) that correspond to the rows that do NOT start with 6****. Once highlighted, the total will display on the status bar towards the right at the bottom of the Excel interface and be labeled sum. If you don't see the status bar, use the View menu and check Status Bar.

    b. Enter this number into Column B, in the cell next to the appropriate institution's name under the title **IN-Cluster**.

Quest		CIRC LIB	Lent Inn-Reach	Cent. Mis Sta 555	Centr M 60	State F 28	Missouri Valley 100	Lent In Cluster	Cent. M 116	Centr M 35	State F 25	Missouri Valley 150											

NON-OWNED ITEMS CIRCULATED Nov08 (OWNING LIBRARY)

Borro Inn-Reach		CIRC LIB	6arch	6arth	6brid	6gala	6lanc	6mrln	6mrrl	6ques	6sluu	6spri	6swan	6towe	6wash	6wilo	ckb	ckw	mfb	mpb	sfb	vab	vmb
Cent. M	180	6arch															8	0	1	0	2	0	4
Centr M	69	6arth															8	0	2	0	0	0	2
State F	22	6brid															12	0	5	0	0	0	2
Missou	28	6gala															12	0	5	0	5	0	2
		6lanc															14	0	3	0	1	0	2
Borro In Cluster		6mrln															41	0	15	0	3	0	5
Cent. M	63	6mrrl															11	0	2	0	3	0	2
Centr M	57	6ques															0	0	0	0	0	0	0
State F	59	6sluu															19	0	7	0	1	0	1
Missou	35	6spri															12	0	7	0	4	0	3
		6swan															18	0	9	0	1	0	1
Patron Activity		6towe															4	0	0	0	0	0	1
Centr M	1032	6wash															14	0	10	0	1	0	1
Cent. M	7976	6wilo															7	0	3	0	1	0	2
Missou	1327	ckb	27	22	49	20	67	92	10	16	38	63	48	10	78	15			43	0	48	0	24
State F	342	ckw	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0
		mfb	0	4	6	1	7	9	0	8	6	6	4	2	6	1	17	0			4	0	6
		mpb	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
		sfb	0	3	2	0	4	6	0	5	1	3	1	0	1	2	19	0	1	0		0	5
		vab	0	0	0	1	0	0	0	1	1	4	3	0	1	1	4	0	1	0	1		
		vmb	4	2	7	2	8	12	0	14	8	7	5	5	13	1	23	0	12	0	6		

13. Record Statistics for INN-Reach Lending

a. Highlight the cells in the institutions row(s) that correspond to the column that start with 6****. Once highlighted, the total will display on the status bar towards the right at the bottom of the Excel interface and be labeled sum. If you don't see the status bar, use the View menu and check Status Bar.

b. Enter this number into Row 2, in the cell under the appropriate institution's name after the title **INN-Reach**.

Quest			Lent	Cent. Mis Sta	Centr M	State F.	Missouri Valley	Lent	Cent. M	Centr M	State F.	Missouri Valley										
			Inn-Reach	555	60	28	100	In Cluster	116	35	25	150										
							NON-OWNED ITEMS CIRCULATED Nov08 (OWNING LIBRARY)															
Borro	Inn-Reach	CIRC LIB	6arch	6arth	6brid	6gala	6lanc	6mrln	6mrrl	6ques	6sluu	6spri	6swan	6towe	6wash	6wilo	ckb	ckw	mfb	mpb	sfb	vab	vmb
Cent. M	180	6arch															8	0	1	0	2	0	4
Centr M	69	6arth															8	0	2	0	0	0	2
State F.	22	6brid															12	0	5	0	0	0	2
Missou	28	6gala															12	0	5	0	5	0	2
		6lanc															14	0	3	0	1	0	2
Borro	In Cluster	6mrln															41	0	15	0	3	0	5
Cent. M	63	6mrrl															11	0	2	0	3	0	2
Centr M	57	6ques															0	0	0	0	0	0	0
State F.	59	6sluu															19	0	7	0	1	0	1
Missou	35	6spri															12	0	7	0	4	0	3
		6swan															18	0	9	0	1	0	1
Patron Activity		6towe															4	0	0	0	0	0	1
Centr M	1032	6wash															14	0	10	0	1	0	1
Cent. M	7976	6wilo															7	0	3	0	1	0	2
Missou	1327	ckb	27	22	49	20	67	92	10	16	38	63	48	10	78	15			43	0	48	0	24
State F.	342	ckw	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0
		mfb	0	4	6	1	7	3	0	6	6	6	4	2	6	1	17	0			4	0	6
		mpb	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
		sfb	0	3	2	0	4	6	0	5	1	3	1	0	1	2	19	0	1	0			5
		vab	0	0	0	1	0	0	0	1	1	4	3	0	1		4	0	1	0	1		
		vmb	4	2	7	2	8	12	0	14	8	7	5	5	13	1	23	0	12	0	6		

14. Record Statistics for IN-Cluster Borrowing

    a. Highlight the cells in the institutions column(s) that correspond to the rows that do NOT start with 6****. Once highlighted, the total will display on the status bar towards the right at the bottom of the Excel interface and be labeled sum. If you don't see the status bar, use the View menu and check Status Bar.

    b. Enter this number into Column B, in the cell next to the appropriate institution's name under the title **IN-Cluster**.

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Quest		Lent	Cent. Mis Sta	Centr M	State F.	Missouri Valley		Lent	Cent. M	Centr M	State F.	Missouri Valley
		Inn-Reach	555	60	28	100		In Cluster	11?	35	25	150

NON-OWNED ITEMS CIRCULATED Nov08 (OWNING LIBRARY)

Borro/Inn-Reach	CIRC LIB	6arch	6arth	6brid	6gala	6lanc	6mrln	6mrrl	6ques	6sluu	6spri	6swan	6towe	6wash	6wilo	ckb	ckw	mfb	mpb	sfb	vab	vmb
Cent. M 180	6arch															8	0	1	0	2	0	4
Centr M 69	6arth															8	0	2	0	0	0	2
State F. 22	6brid															12	0	5	0	0	0	2
Missou 28	6gala															12	0	5	0	5	0	2
	6lanc															14	0	3	0	1	0	2
Borro In Cluster	6mrln															41	0	15	0	3	0	5
Cent. M 63	6mrrl															11	0	2	0	3	0	2
Centr M 57	6ques															0	0	0	0	0	0	0
State F. 59	6sluu															19	0	7	0	1	0	1
Missou 35	6spri															12	0	7	0	4	0	3
	6swan															18	0	9	0	1	0	1
Patron Activity	6towe															4	0	0	0	0	0	1
Centr M 1032	6wash															14	0	10	0	1	0	1
Cent. M 7976	6wilo															7	0	3	0	1	0	2
Missou 1327	ckb	27	22	49	20	67	92	10	16	38	63	48	10	78	15			43		48		24
State F. 342	ckw	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0		0		0
	mfb	0	4	6	1	7	9	0	8	6	6	4	2	6	1	17	0			4	0	6
	mpb	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0			0	0	0
	sfb	0	3	2	0	4	6	0	5	1	3	1	0	1	2	19	0	1	0			5
	vab	0	0	0	1	0	0	0	1	1	4	3	0	1		4	0	1	0	1		
	vmb	4	2	7	2	8	12	0	14	8	7	5	5	13		23	0	12	0	6		

15. Initial cell C3

II.   Institution Submitted Statistics

1. Open the cluster folder in the MOBIUS Statistics folder for the appropriate fiscal year if it is not already open (O:\MCO Help Desk\MCO Reports\MOBIUS Statistics\<Cluster Name> FY xx-yy).
    a. Note the institution and month of any MOBIUS STATS – xxx.txt files
    b. Open the Excel Workbook for one of the institutions you have a Stats file for.
    c. Click on the tab at the bottom of the workbook for the month you have stats for.
    d. On the ribbon, go to "Data" and then select the Refresh dropdown option. From the dropdown menu, select "Refresh". **Do NOT click on "Refresh All".** A security warning may appear, click "OK."

Prepared by C Gould
Help Desk/Training Manager

Campus statistics file

Prepared by C Gould
Help Desk/Training Manager
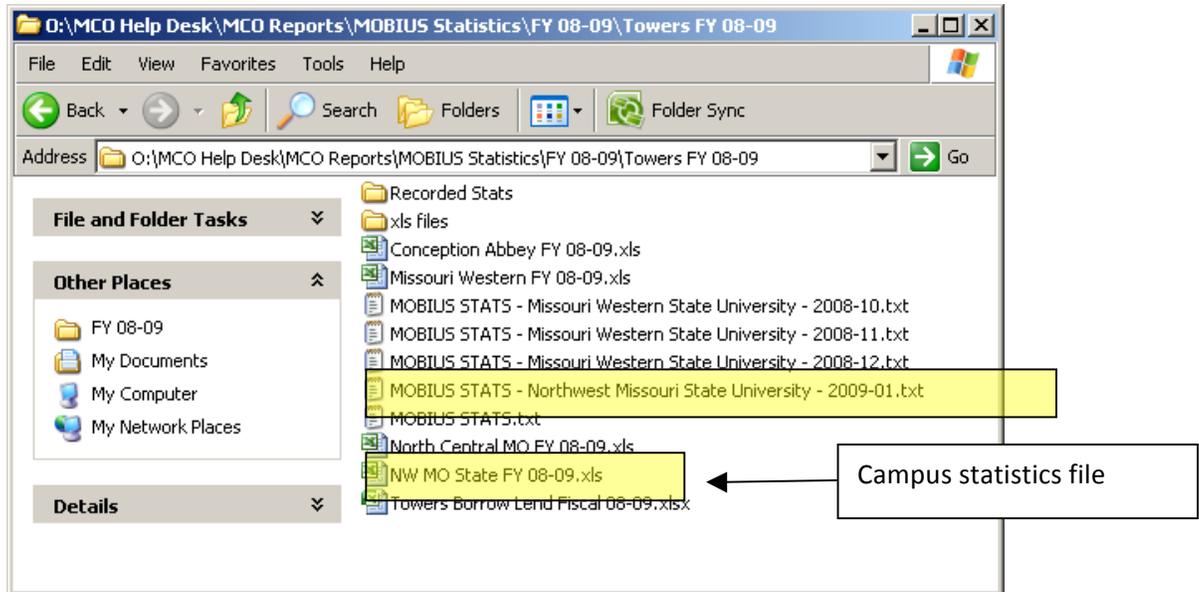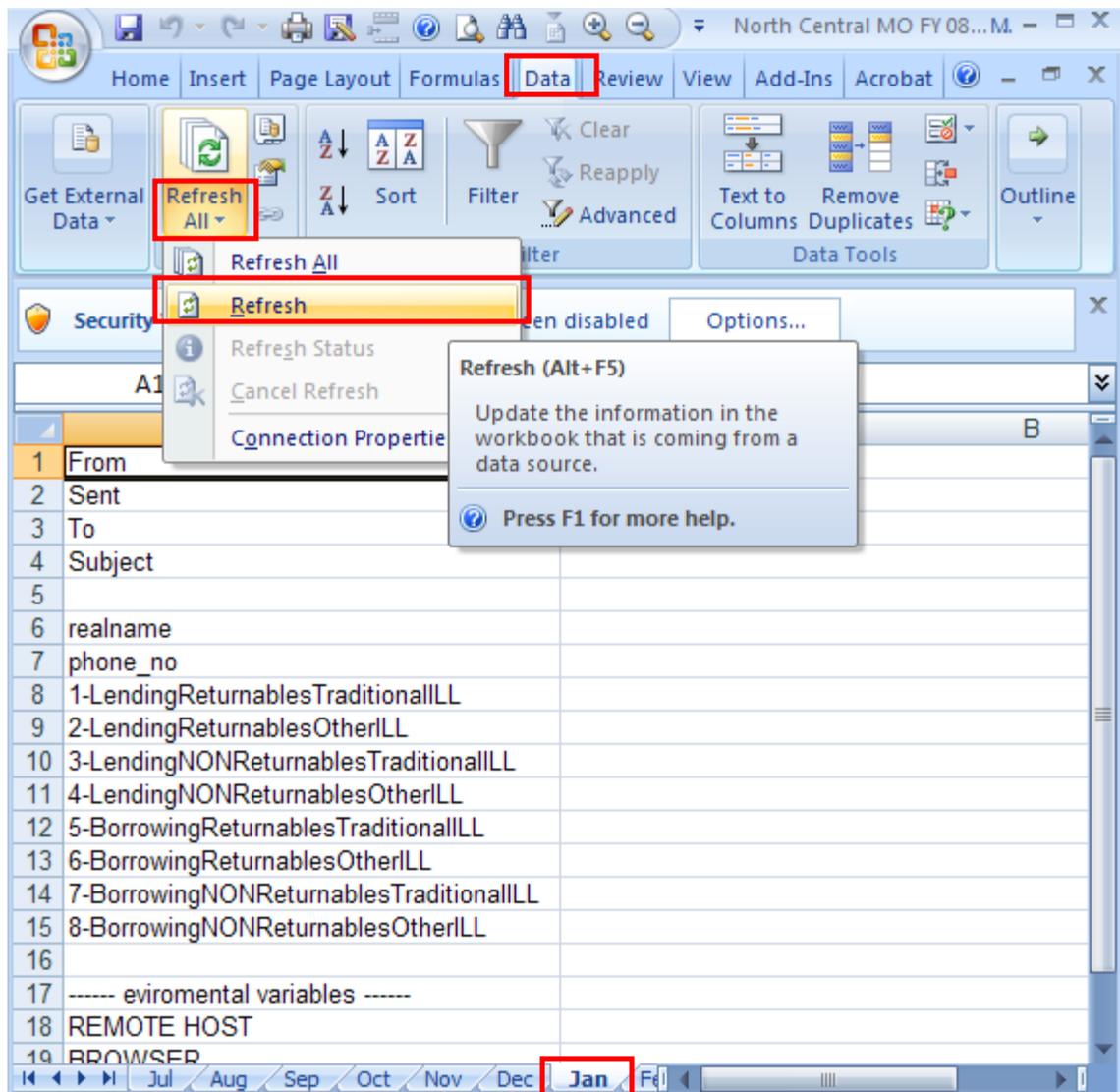
2. In the window that opens, navigate to the current fiscal year folder if you are not already there. Find the file and double-click or select and click on "Import".

3. The new data is imported into the spreadsheet. Continue for all the remaining months for that institution and then save and exit the spreadsheet.

Appendix B:

4. Move the completed stats files into the "Recorded Stats" folder. **Do NOT move the MOBIUS STATS.txt file**.

5. Repeat for all institutions as necessary.

Additional Information and formatting changes

To make the cluster borrow lend files easier to work with, it is recommended that you make the following formatting changes if they are not already done.

1. Place your curser in cell D5 (the corner cell under the column labels and row labels). From the View tab, choose Freeze Panes.

2. Use highlighting. For example:
    a. Highlight the intersection of the INN-Reach (6****) locations and the intersections of the cluster locations to make it easier to see what is counted.
        OR

    b. Highlight the INN-Reach stats for each institution a different color.

3. Cell sizing
    a. Set row height to between 15 and 17.
    b. Set column width to 5.5

Appendix B: MCO MOBIUS Borrowing & Lending Statistics Procedure (Standalone Servers)

MOBIUS Borrowing & Lending (Non-MCO Mng.)   1.3.1

Frequency:	monthly	*created:*	September 28, 2001	*by:*	qm	*revised:*	August 6, 2009	*by:*	jng

Summary

III. Borrowing & Lending Data
- a. Download Web Management INN-Reach Site Activity Report
- b. Copy Web Management INN-Reach Site Activity Reports
- c. Clearing cells
- d. Record INN-Reach Borrowing
- e. Record INN-Reach Lending
- f. Initial cell C3

IV. Institution Submitted Statistics

Note: Additional information on formatting changes and tips can be found at the end of this procedure on page 7. Please read it first if you have not done this procedure before.

III.   Borrowing and Lending Data

16. Go to the web management reports for the cluster you are working on
    Note: Run the reports from Internet Explorer, Firefox has trouble copying the tables correctly.

MRRL	catalog.mrrl.org/manage
SLU	libcat.slu.edu/manage
WashU	catalog.wustl.edu/manage
SGCL	www.coolcat.org/manage

17. Select Circ Activity and then enter the initials and password when prompted.
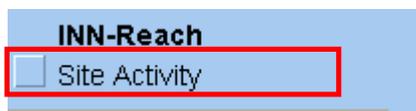
18. Select **User Specified Date** under Date Range. Click on the **Submit** Button.

19. Check the box for the month you are working on.

20. Select the **Submit Query** button – this will bring up the desired chart. If a message comes up saying "the statistical report is calculating" click on the "Status" button until the chart appears.

   Confirm that the correct month is displayed and the table is titled "Transactions With Other Sites"

Transactions With Other Sites

07-2009 -> 07-2009

Created on 08-05-09

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21. After confirming the table title and month, download and save the table.
    a. Click on the Download button at the top of the screen.
       Note: In IE, if you see the yellow bar message saying the files are blocked, right click on the message and say Download Files. You will have to click on the Download Button again.

    b. Choose Save when prompted

    c. When the Save As prompt appears,
       i. Navigate to the "zzzOwning_Home Tables" folder for the Fiscal Year you are working on
          (EX: O:\MCO Help Desk\MCO Reports\MOBIUS Statistics\FY 09-10\zzzOwning_Home Tables)
       ii. Name the file <Cluster>_<Year>_<Month>
       iii. Leave Save as type set to All Files
       iv. Click Save

    d. Leave the browser open with the table up on it

22. Copy the table into the cluster's Excel Workbook
    a. Open the clusters workbook for the appropriate fiscal year
       (O:\MCO Help Desk\MCO Reports\MOBIUS Statistics\FY xx-yy\<Cluster> FYxx-yy, where FYxx is the fiscal year and <Cluster> is the name of the cluster you are working on.)

    b. At the bottom of the workbook select the tab for the month you are working on.

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    c.   In the Web Management reports, highlight the entire table, and just the table, making sure to include the table name with the month.

    d.   Paste the table into cell C3 of the correct month in the Excel spreadsheet (where the double star ** is).

23. Clearing data
    a.   Clear the numbers listed in under Clear on the Library Codes tab.
         i.   Highlight the cells to clear
        ii.   Right click and choose clear contents

Transactions With Other Sites			
		07-2009 -> 07-2009	
		Created on 08-05-09	
	Checkouts from Washington University	Checkouts to Washington University	
ARCHWAY	33	50	
ARTHUR	29	29	
BRIDGES	73	68	
Galahad	41	41	
LANCE	49	56	
MERLIN	194	325	
QUEST	16	38	
SGCL Cluster	109	57	
SLU Cluster	120	109	
SWAN	82	107	
Towers Cluster	21	50	
WILO	35	51	
Washington University	40	0	

24. Record Statistics for INN-Reach Borrowing
    a.   Highlight the cells in the column titled "Checkouts to". Once highlighted, the total will display on the status bar towards the right at the bottom of the Excel interface and be labeled sum. If you don't see the status bar, use the View menu and check Status Bar.

    b.   Enter this number into Column B where indicated.

Transactions With Other Sites		07-2009 -> 07-2009	
		Created on 08-05-09	
	Checkouts from Washington University	Checkouts to Washington University	
ARCHWAY	33	50	
ARTHUR	29	29	
BRIDGES	73	68	
Galahad	41	41	
LANCE	49	56	
MERLIN	194	325	
QUEST	16	38	
SGCL Cluster	109	57	
SLU Cluster	120	109	
SWAN	82	107	
Towers Cluster	21	50	
WILO	35	51	
Washington University	40	0	

25. Record Statistics for INN-Reach Lending
    a. Highlight the cells in the column titled "Checkouts from". Once highlighted, the total will display on the status bar towards the right at the bottom of the Excel interface and be labeled sum. If you don't see the status bar, use the View menu and check Status Bar.

    b. Enter this number into Row 2 where indicated.

Transactions With Other Sites			
		07-2009 -> 07-2009	
		Created on 08-05-09	
	Checkouts from Washington University	Checkouts to Washington University	
ARCHWAY	33	50	
ARTHUR	29	29	
BRIDGES	73	68	
Galahad	41	41	
LANCE	49	56	
MERLIN	194	325	
QUEST	16	38	
SGCL Cluster	109	57	
SLU Cluster	120	109	
SWAN	82	107	
Towers Cluster	21	50	
WILO	35	51	
Washington University	40	0	

26. Initial cell C3

IV.   *Institution Submitted Statistics*

6.   Open the cluster folder in the MOBIUS Statistics folder for the appropriate fiscal year if it is not already open (O:\MCO Help Desk\MCO Reports\MOBIUS Statistics\<Cluster Name> FY xx-yy).
   a.   Note the institution and month of any MOBIUS STATS – xxx.txt files
   b.   Open the Excel Workbook for one of the institutions you have a Stats file for.
   c.   Click on the tab at the bottom of the workbook for the month you have stats for.
   d.   On the ribbon, go to "Data" and then select the Refresh dropdown option. From the dropdown menu, select "Refresh". **Do NOT click on "Refresh All".** A security warning may appear, click "OK."

Campus statistics file
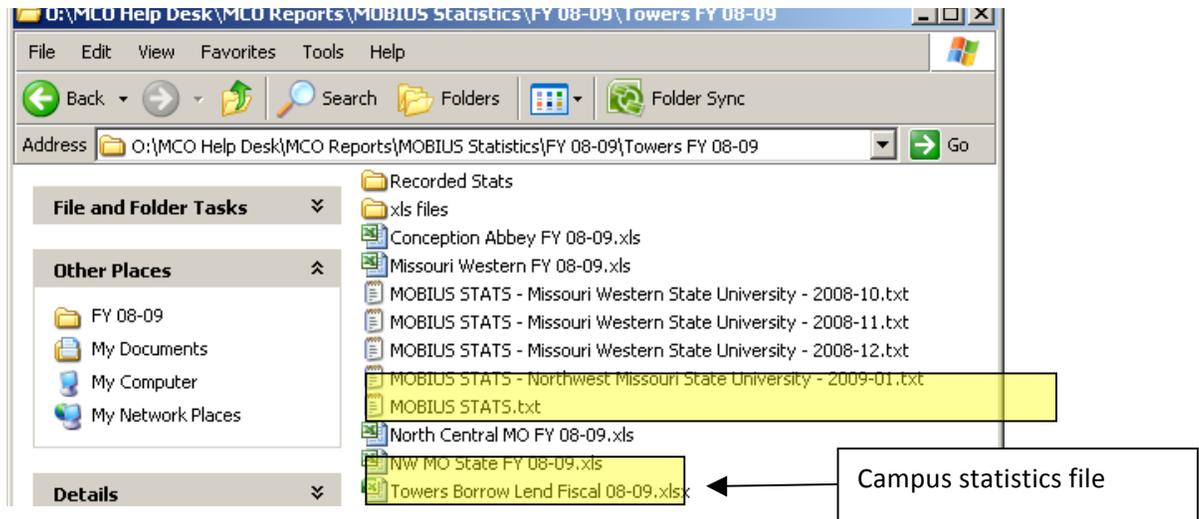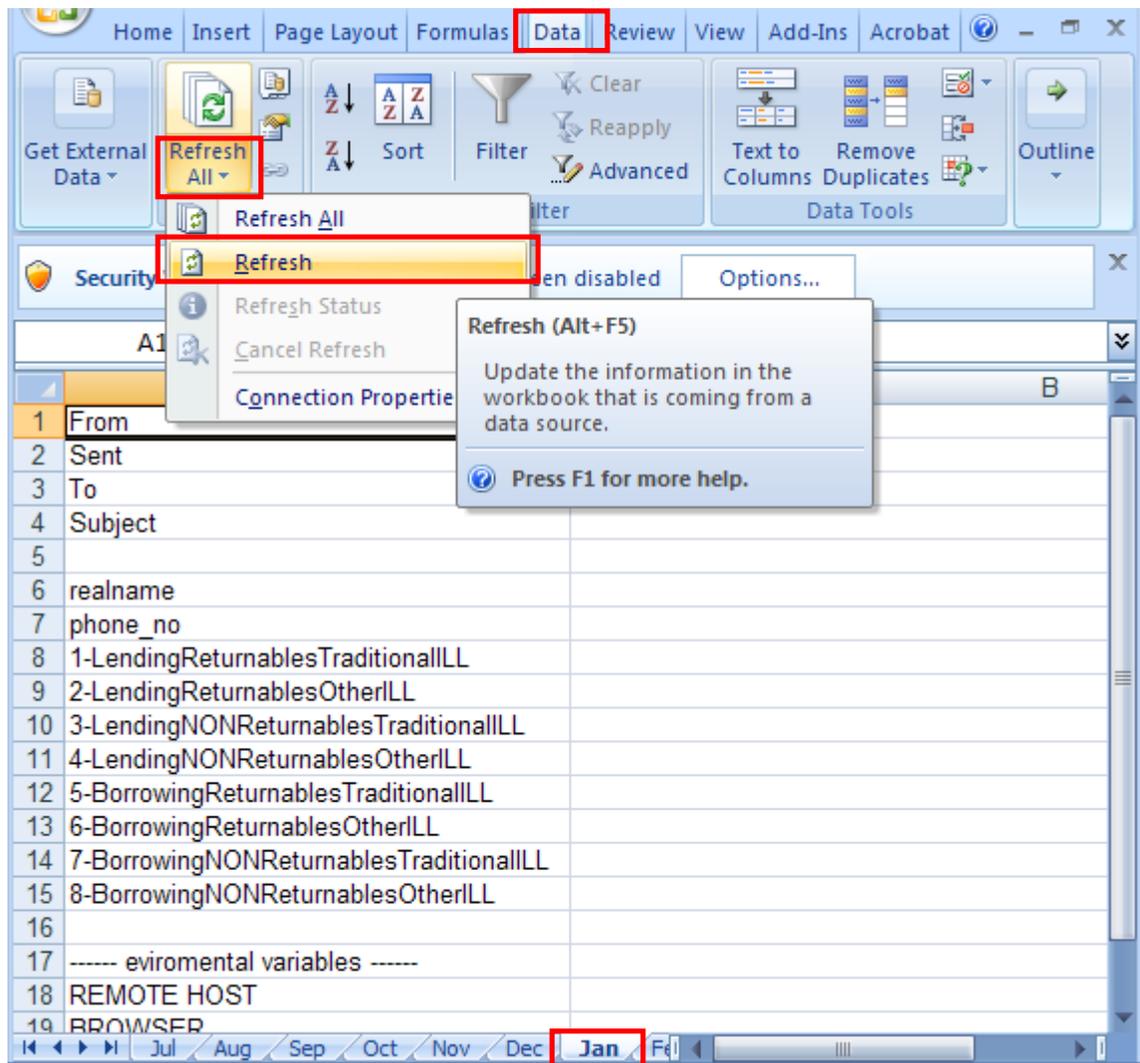
7. In the window that opens, navigate to the current fiscal year folder if you are not already there. Find the file and double-click or select and click on "Import".

8. The new data is imported into the spreadsheet. Continue for all the remaining months for that institution and then save and exit the spreadsheet.

	A	B	C
1	From	☐morrow@nwmissouri.edu	
2	Sent	☐Friday, January 30, 2009 2	30 PM
3	To	☐MOBIUS, mcoHELP	
4	Subject	☐MOBIUS STATS - Northwest Missouri State University - 2009-01	
5			
6	realname	Glenn Morrow	
7	phone_no	660-562-1592	
8	1-LendingReturnablesTraditionalILL		3
9	2-LendingReturnablesOtherILL		124
10	3-LendingNONReturnablesTraditionalILL		23
11	4-LendingNONReturnablesOtherILL		20
12	5-BorrowingReturnablesTraditionalILL		0
13	6-BorrowingReturnablesOtherILL		8
14	7-BorrowingNONReturnablesTraditionalILL		27
15	8-BorrowingNONReturnablesOtherILL		16
16			
17	------ eviromental variables ------		
18	REMOTE HOST		
19	BROWSER	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; QS 4.2.2.3; (R1	
20	1.3); .NET CLR 1.1.4322; .NET CLR 2.0.50727) REMOTE ADD	207.160.210.231	
21			

9. Move the completed stats files into the "Recorded Stats" folder. **Do NOT move the MOBIUS STATS.txt file**.

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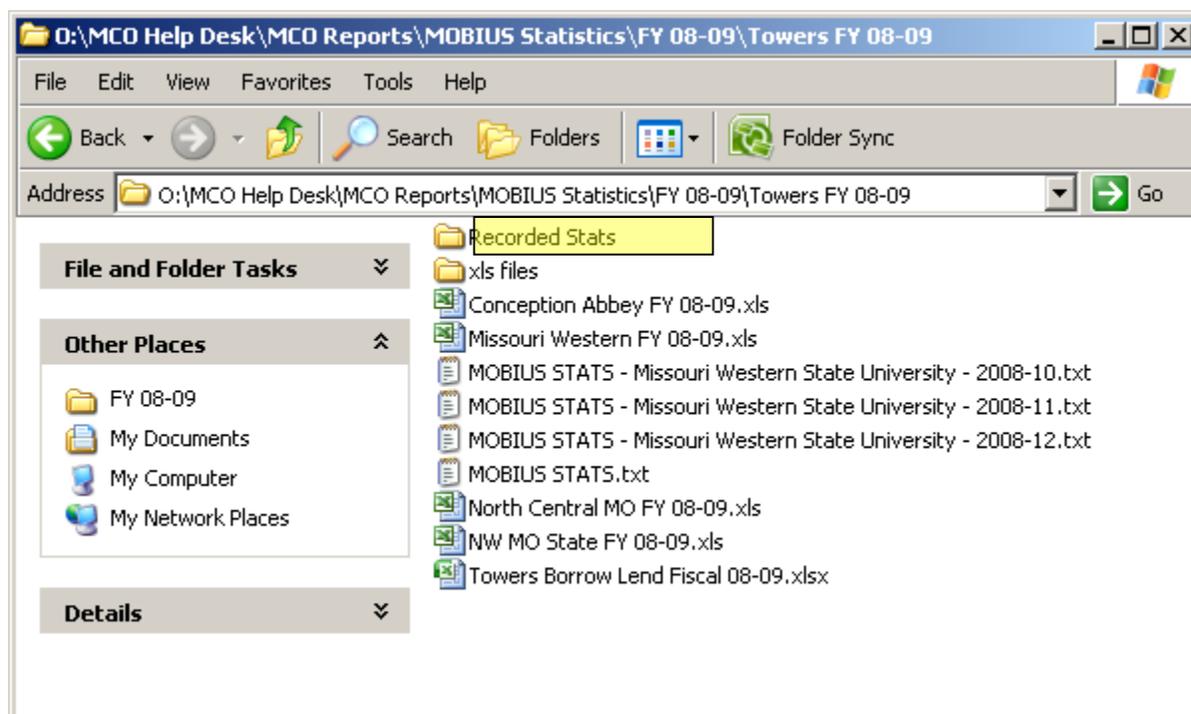
10. Repeat for all institutions as necessary.

Additional Information and formatting changes

To make the cluster borrow lend files easier to work with, it is recommended that you make the following formatting changes if they are not already done.

4. Place your curser in cell D5 (the corner cell under the column labels and row labels). From the View tab, choose Freeze Panes.

5. Use highlighting. For example:
    a. Highlight the intersection of the INN-Reach (6****) locations and the intersections of the cluster locations to make it easier to see what is counted.
        OR

    b. Highlight the INN-Reach stats for each institution a different color.

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6. Cell sizing
    a. Set row height to between 15 and 17.
    b. Set column width to 5.5