Guidelines for Entering Statistics in the PCC Directory

Beginning Oct. 1, 2018, the Library of Congress will no longer be compiling statistics for PCC participants. Each PCC institution or PCC funnel project will be responsible for reporting their own statistics using the PCC Directory system.

Statistics should be reported at least twice a year for all PCC programs in which the institution participates. Deadlines: April 15th (for October to March statistics) and October 15th (for April to September statistics). Members may optionally enter statistics more frequently than twice a year (e.g., monthly or quarterly).

Statistics can only be entered starting with the month an account is validated in the PCC Directory. The system limits entries to 5-digit numbers in each category.

NACO Categories
- **New NARs** (new NACO authority records except for series)
- **New SARs** (new NACO series authority records)
- **Changed NARs** (updated NACO authority records except for series)
- **Changed SARs** (updated NACO series authority records)
  
  **Note:** Optionally, rather than recording NACO series authority records separately, statistics for all new NACO records (including series) and all changed NACO records (including series) may be entered under New NARs and Changed NARs.

BIBCO Categories
- **New BRs**: Newly authenticated BIBCO records, whether original cataloging or authentication of existing non-BIBCO records.
- **Changed BRs**: Updates to existing BIBCO records.
  
  **Note:** Reporting statistics for Changed BRs is optional.

CONSER Categories
- **New CRs**: Newly authenticated CONSER records, whether original cataloging or authentication of existing non-CONSER records.
- **Changed CRs**: Updates to existing CONSER as well as updates to non-CONSER records.

SACO Categories
- **New LCSH**: Proposals for new records in the LCSH, LCGFT, LCDGT, or LCMPT vocabularies.
- **Changed LCSH**: Proposals for updates to existing records in the LCSH, LCGFT, LCDGT, or LCMPT vocabularies, including cancellation proposals.
- **New LCC**: Proposals for new LCC numbers.
- **Changed LCC**: Proposals for changes to existing LCC numbers.
  
  **Note:** Statistics are for the number of proposals submitted not the number accepted.
Step-by-Step Directions for Entering Statistics in PCC Directory

1. Click “Institution Statistics” on the menu, then “Submit Statistics”:

![Image of PCC Directory interface with Institution Statistics tab selected]

2. Click on the fiscal year:

![Image of Submit Statistics for Active years interface with Fiscal Year 2018 selected]

3. Select the program and click “Submit”:

![Image of Submit Statistics - Fiscal Year 2018 interface with NACO selected]

4. Find the correct month under Collection Period and click “Edit”:

![Image of Submit statistics for NACO / 2018 interface with May 2018 selected]

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5. Add your statistics and click “Save”:

![Submit statistics for NACO / 2018](image)

6. You will get a confirmation message in green:

![Your changes have been saved successfully.](image)

7. Repeat for other programs as needed.

**Notes for OCLC Connexion NACO Users**

Institutions that use OCLC Connexion for their NACO work can retrieve their NACO statistics using the “OCLC Usage Statistics” site: [http://www.stats.oclc.org/](http://www.stats.oclc.org/). However, be aware that these statistics are not broken down by NARs and SARs. Institutions intending to rely on OCLC for their statistics will need to keep track of their new and changed SARs separately (if they contribute series records and wish to record their series statistics separately), then subtract those numbers from the OCLC totals to get an accurate number of new and changed NARs.

OCLC statistics are based on an institution’s OCLC symbol, which can be tied to more than one MARC organization code. If an institution has the same OCLC symbol associated with both their regular NACO contributions and their NACO funnel contributions, they will need to track statistics at the OCLC authorization level, rather than the OCLC symbol level. That granularity is available on the OCLC statistics page.