Obtaining PCC NACO Statistics through the OCLC Statistics Portal

Background

The OCLC Usage Statistics Portal [http://www.stats.oclc.org/cusp/nav](http://www.stats.oclc.org/cusp/nav) provides counts of new and replaced authority records based on the authorization used to log in.

The Portal is free to use and can be located via the Librarian’s Toolbox (which, in turn, can be reached from most OCLC webpages under the Support menu). Once at the Librarian’s Toolbox, click on “Usage Statistics” listed under Logon Links:

OCLC Usage Statistics are kept for each authorization number. You may access statistics for all authorizations under one OCLC symbol or drill down to just one. If you want statistics for individuals, then each individual must have their own authorization number, rather than sharing authorization numbers. Also, the statistics are available by OCLC Symbol only. There is no way to retrieve this data based on MARC Organization Code (which will only impact OCLC Symbols that use more than one MARC code to do NACO work, for instance various Funnel participants, etc.).

Accessing the OCLC Usage Statistics Portal

1. Go to: [http://www.stats.oclc.org/cusp/nav](http://www.stats.oclc.org/cusp/nav)
2. Enter your OCLC authorization and password.
   a. Note: Any authorization number used will be able to view all the data for all authorization numbers used by that OCLC Symbol (i.e., all authorizations at OCLC Symbol: ABC will be able to view all statistics for all authorizations held by OCLC Symbol: ABC).

After logging in, the first screen to appear will look similar to this:
Statistics by OCLC Symbol
The Institution report reports activity performed by all authorizations associated with the specific OCLC symbol. This is useful if all authorizations under one OCLC symbol contribute to NACO using the same MARC organization code. If your institution contributes using more than one MARC organization code, for instance as various funnel participants, see the section Statistics by OCLC Authorization.

To view monthly statistics by OCLC symbol, select the following:
1. Institution: [OCLC Symbol]
2. Monthly Usage Report
3. All Interfaces
From the Monthly Usage Report -- Institution, select **Authority Record Actions**.

The Authority Record Actions report includes the following:

- **LC Authority Adds**: new NACO name and series authority records
- **LC Authority Replaces**: updated NACO name and series authority records
- **Note**: These statistics include both NARs and SARs. If your institution contributes series records, you will need to keep track of your new and changed SARs separately and then subtract those numbers from the OCLC numbers to get an accurate number of new and changed NARs.
By default, the monthly report contains totals for 6 months including the current month. If you need to change the reporting period, select the desired month in the Period box, enter the number of months to view in the Months box, and then click Update.

Statistics by OCLC Authorization
The Authorization report reports activity performed using a specific authorization. If your institution contributes to NACO using more than one MARC organization code, for instance as various funnel participants, you will need to view statistics by OCLC authorization.

There are a couple of options for how you may proceed:

- View Statistics by OCLC Symbol and then subtract numbers from authorizations that contribute under a different MARC organization code (e.g., a funnel).
- Gather statistics for each authorization that contributes under the same MARC organization code and add the numbers together.
- Note: If it is not necessary to track statistics by individuals, you might consider using a shared authorization to prevent having to add or subtract numbers.

To view monthly statistics by OCLC authorization, select the following:
1. Authorization: [Authorization Number]
2. Monthly Usage Report
3. All Interfaces
From the Monthly Usage Report -- Authorization, select **Authority Record Actions**.

The Authority Record Actions report includes the following:

- **LC Authority Adds**: new NACO name and series authority records
- **LC Authority Replaces**: updated NACO name and series authority records
- **Note**: These statistics include both NARs and SARs. If the authorization contributes series records, you will need to keep track of new and changed SARs separately and then subtract those numbers from the OCLC numbers to get an accurate number of new and changed NARs.
By default, the monthly report contains totals for 6 months including the current month. If you need to change the reporting period, select the desired month in the Period box, enter the number of months to view in the Months box, and then click Update.

**Exporting Reports**

An Export button appears at the top right of each report screen once the report is open. Clicking the arrow button opens a File Download box with the options of Open, Save, Cancel, and More Info.

Clicking Open will open the file in Microsoft Excel. To save the file, click File, Save or Save As, then select the desired directory/folder. Make sure the file type is Microsoft Excel Workbook (*.xls) before saving. In some circumstances, the Text Import wizard will display because the file is actually a tab delimited text file. When saving, be sure to select the correct file type extension.

**Resources**

- OCLC Usage Statistics Help:
  - https://help.oclc.org/Librarian_Toolbox/OCLC_Usage_Statistics
- OCLC Usage Statistics Overview:
  - https://help.oclc.org/Librarian_Toolbox/OCLC_Usage_Statistics/010Overview
- Using OCLC Usage Statistics for Cataloging:
  - https://help.oclc.org/Librarian_Toolbox/OCLC_Usage_Statistics/070Cataloging

For additional assistance, please contact: support@oclc.org