



GUAM PUBLIC LIBRARY SYSTEM
POLICIES AND PROCEDURES

CATEGORY: Library Statistical Reports
Appendix #22

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Statistics

The Library maintains a variety of statistical information for budget purposes, collection development purposes, and planning purchases. Figures should be gathered regarding what materials have been circulated and when. Statistics are recorded and prepared for daily, weekly, monthly and annual reports. GPLS generates reports from the Horizon automated system and also "in-house" that will be gathered and recorded. Statistics collected:

Statistics Collected:

- Circulation (Print and Non-Print)
- Registration
- Overdue
- Collections (Print and Non-Print): Processed, Discard, Transferred, Lost, Damage
- Interlibrary Loan
- Attendance
- Service Hours
- Literacy Programs
- Outreach Programs
- Reference
- Computer Usage
- Library Parking
- Archives (Print and Non-Print): Processed and Scanned
- Special Collections (Guam/Pacific): Processed and Scanned
- Serial/Periodicals
- Federal Depository Library Program
- National Library for the Blind and Physically Disabled