Article Supplier Analysis Project:
Instructions for Data Collection

Orbis Cascade Alliance, Collection Development & Management Committee
February 14, 2005

We anticipate that several different staff may work on this data collection project at each library. Please organize the work in whatever way your library finds most efficient. We envision that in many libraries the data for #3 can best be supplied by ILL staff, while remaining data could be collected by serials staff or public services staff familiar with using Summit.

1. Data for November 2004

Collect data for all ILL articles RECEIVED in NOVEMBER 2004. If you do not have data on articles received for November 2004, collect data for 20 consecutive business days, starting as soon as possible (Feb/March 2005).
Do not collect data for monographs (e.g., books, videos, etc.) borrowed or loaned.
Do not collect data for non-returnables that are not articles.
Do not collect data for articles you supplied (loaned).
Do not collect data for requests that have not been received.

2. Name and Contact

Record your institution name and main contact person in the boxes provided at the top.

3. ILL Data

For each article requested:

A. Record the ISSN for its serial title. If there is more than one ISSN for a title (e.g., print and electronic), record only one.

B. If there is no ISSN in the ILL record you are using, record the title instead. DO NOT record the title if you have the ISSN.

C. Record the year of the issue in which the article was published.

D. If the article was received from an Alliance library, enter the OCLC symbol of the Alliance member that supplied the article. If the article was received from outside the Orbis Cascade Alliance, put an X in the box.

4. Summit Holdings Data

It is essential to use Summit to gather this holdings data. We are trying to test whether the Summit data can support article level supply. Do NOT use OCLC or any other holdings tool.

For each article received, search the Summit union catalog:

A. **If the ISSN is provided, search Summit by ISSN. If no ISSN is provided, search by title and record the ISSN in the second column.**

B. **Record the total number of bib records listed for each title.**
There may be multiple bib records for a title based on format or cataloging differences. Count the number of bib records and put the total in the box.

C. **Indicate if there are print (p), microform (m), and/or electronic (e) holdings.** Enter the appropriate codes in the Formats box.
Example: pme.

D. **Click on each bib record for the title and search the attached holdings.**
Fill out the boxes under each Alliance member institution**:**

"**1**" (one) under each institution that owns this year of the serial title in any format

" " (blank) under each institution that does not own this year of the serial title

"**n**" under each institution that could not supply the article because it would need to come from ProQuest or EBSCOhost

"**u**" if you are uncertain whether or not it is owned (e.g., holdings unclear).

5. **After completing one line for each article received, send the spreadsheet as an email attachment to orbiscas@uoregon.edu**

> **Data Collection Sheets are due into the Alliance office by Friday, March 18.**

6. **Take a bow**. This has been a time-consuming job and your participation is appreciated.

Thank you!