

CLOVER Statistics Cheat Sheet

CLOVER has several statistics reports that you can access from the Statistics menu in the Staff Dashboard. The ILL Statistics menu gives you access to your statistics both as a borrower and as a lender. Here is a brief overview of the information you can quickly grab from the Borrower Statistics and Lender Statistics options.



CLOVER Statistics Cheat Sheet

Lender Statistics

Set the start date and end date of the time period you want statistics for. If the time period is longer than one week, you can choose to view the information weekly or monthly. Click the “Submit” button to generate your report. To scroll through the different weeks or months, use the “Previous Period” and “Next Period” buttons at the top.

	Books	Copies
Requests received	229	1
Requests filled	5	0
Items supplied	124	0
Average days to supply	0	10
Request Rejected		
Cancelled	12	0
Not in collection	13	0
Not on shelf	69	1
Not lendable	0	---
Not responded to	0	0
Not copyable	---	0

Borrower Statistics

Set the start date and end date of the time period you want statistics for. If the time period is longer than one week, you can choose to view the information weekly or monthly. Click the “Submit” button to generate your report. To scroll through the different weeks or months, use the “Previous Period” and “Next Period” buttons at the top.

	Books	Copies
Requests submitted	0	0
Requests filled	0	0
Items received	0	0
Average days to receive	0	0
Request Rejected		
Cancelled	0	0
Not in collection	0	0
Not on shelf	0	0
Not lendable	0	---
Not responded to	0	0
Not copyable	---	0

Definitions

An explanation of what some of these numbers represent. Please contact [April Shaw](#) if you have any questions about these or any of the other numbers in the reports.

Requests received/Requests submitted – The total number of requests that your library received or sent in the given time period.

Requests filled – The total number of requests that have been sent out, marked received, returned, and marked checked in by the lending library. These are all of the items lent/borrowed that have come full circle (i.e. loaned out AND safely home again).

Items supplied – The total number of items that have been marked as shipped by your library. **Note: There will be some overlap between Items Supplied and Requests Filled.**

Items received – The total number of items that your library has marked as received.