



## Instructions for retrieving MeLCat Statistics

1. Go to [https://members.mcls.org/melcat\\_wiki/index.php](https://members.mcls.org/melcat_wiki/index.php).
2. Log in to the wiki.

**Authentication Required**

https://members.mcls.org is requesting your username and password. The site says: "Enter in user name and password. Contact melcathelp@mcls.org if you need help."

User Name:

Password:

User Name: melhelp

Password: mlum2s

3. Scroll down to Statistics and click Statistics Overview.

4. Click on the month you want statistics for. Each month has stats for Fulfillments and Requests.

5. For this example, I clicked on January 2019 Fulfillments. An excel spreadsheet will download. Open the spreadsheet.
6. Look for your library code in Column A. In Column C, you will see your total items lent for that month.

	A	B	C	D	E	F	G	H	I	J
1	01-01-19 -> 01-31-19	190205								
2				Borrowing Site						
3				z0162	z0188	z0238	z0256	z1544	z3003	z3004
4	Owning (Lending) Site	Ratio L/B	TOTALS	44	21	46	1	6	1	40
5	z0162	1.98	87	0	0	0	0	0	0	0
6	z0188	0.86	18	0	0	0	0	0	0	0
7	z0238	0.13	6	0	0	0	0	0	0	0
8	z0256	5.00	5	0	0	0	0	0	0	0
9	z1544	1.83	11	0	0	0	0	0	0	0
10	z3003	34.00	34	0	0	0	0	0	0	0
11	z3004	0.00	0	0	0	0	0	0	0	0
12	z8001	1.97	69	0	0	0	0	0	0	0
13	z8005	0.00	1	0	0	0	0	0	0	0
14	z8006	0.74	42	0	0	0	0	0	0	0
15	z8010	1.60	274	0	0	0	0	0	0	0
16	z8011	0.48	14	0	0	0	0	0	0	0
17	z8013	1.12	28	0	0	0	0	0	0	0
18	z8015	1.13	59	0	0	0	0	0	0	0
19	z9197	0.77	41	0	0	0	0	0	0	0

7. Look for your library code in Row 3. In Row 4, you will see your total items borrowed for that month.

	A	B	C	D	E	F	G	H	I	J
1	01-01-19 -> 01-31-19	190205								
2				Borrowing Site						
3				z0162	z0188	z0238	z0256	z1544	z3003	z3004
4	Owning (Lending) Site	Ratio L/B	TOTALS	44	21	46	1	6	1	40
5	z0162	1.98	87	0	0	0	0	0	0	0
6	z0188	0.86	18	0	0	0	0	0	0	0
7	z0238	0.13	6	0	0	0	0	0	0	0
8	z0256	5.00	5	0	0	0	0	0	0	0
9	z1544	1.83	11	0	0	0	0	0	0	0
10	z3003	34.00	34	0	0	0	0	0	0	0
11	z3004	0.00	0	0	0	0	0	0	0	0
12	z8001	1.97	69	0	0	0	0	0	0	0
13	z8005	0.00	1	0	0	0	0	0	0	0
14	z8006	0.74	42	0	0	0	0	0	0	0
15	z8010	1.60	274	0	0	0	0	0	0	0
16	z8011	0.48	14	0	0	0	0	0	0	0
17	z8013	1.12	28	0	0	0	0	0	0	0
18	z8015	1.13	59	0	0	0	0	0	0	0
19	z9197	0.77	41	0	0	0	0	0	0	0

8. Repeat Steps 4-7 to continue looking at each month you want statistics for.



**Mel**  
Michigan eLibrary

Page Discussion

## Statistics

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- 2 2018 Statistics
- 3 2017 Statistics
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**2019 Statistics**

**Monthly**

- [January 2019 Fulfillments](#)
- [January 2019 Requests](#)
- [February 2019 Fulfillments](#)
- [February 2019 Requests](#)

**2018 Statistics**

**Monthly**

- [January 2018 Fulfillments](#)
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