

PRAIRIECAT/SIERRA IPLAR STATISTICS WORKSHEET

<https://www.ilsos.gov/departments/library/libraries/IPLAR/home.html>

FISCAL YEAR: _____

IPLAR Deadlines:

For municipal (city, town, township, village) libraries, 60 days after the expiration of the fiscal year

For public library districts, September 1st of each year

REGISTERED USERS: For 16.1 through 16.3, use **UNEXPIRED PATRON COUNTS** report on <https://support.prairiecat.info/statistics-reports>

Question	Description	Data
16.1	Total Number of Unexpired Resident Cards	
16.2a	Total Number of Unexpired Non-resident Cards	
16.2a(1)	Of the total in 16.2a, how many Cards for Kids Act cards were issued? Patron code 3 = 26, Cards for Kids_NF (no fee)	
16.2a(2)	Of the total in 16.2a, how many Disabled Veterans cards were issued? Patron code 3 = 25, Veteran_NF (no fee)	
16.2b	What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year? Not available in Sierra	
16.3	Total number of Registered Cards (16.1 + 16.2a) Auto calculates when saved	
16.4	Is your library's registered user/patron file purged a minimum of one time every three years?	
16.5	Does the library charge overdue fines to any users when they fail to return physical print materials by the due date?	

RESOURCES OWNED: Run this report in Decision Center
<https://dc-prcat.iii.com/iii/dc-prcat/> (use your library's login or dcprcat70/prcat70)
Evaluation→**Collection**→**Item Trends**→**Material Type – Current Items**

Question	Description	Data
17.1	Books held at the end of the fiscal year (volume count) (Books, non-serials, bound sheet music, maps)	

Question	Description	Data
17.2	Current print serial subscriptions (Newspapers, magazines, numbered monographic series, etc. This is the number of subscriptions, not the number of issues! For example, you subscribe to Taste of Home and have 50 issues in circulation. The statistic to be provided is 1, not 50.) Not available in Sierra	
17.3	Total print materials (17.1 + 17.2) Auto calculates when saved	
17.4	E-books Held at end of the fiscal year Not available in Sierra	
17.5a	Audio Recordings: Physical units Held at end of the fiscal year (Records, audio cassettes, audio discs, etc.)	
17.5b	Audio Recordings: Downloadable Units Held at end of the fiscal year Not available in Sierra	
17.6a	DVDs/Videos: Physical Units Held at end of the fiscal year	
17.6b	DVDs/Videos: Downloadable Units Held at end of the fiscal year Not available in Sierra	
17.6c	Other Circulating Physical Items (all circulating physical items other than print books, physical audio units, physical video units, and serials).	
17.6d	Total Physical Items Auto calculates when saved	
<p>USE OF RESOURCES: For 18.1 through 18.4, use CIRC STATS by ITEM CODE 1 & REMOTE WEB USER RENEWALS BY ITEM CODE 1 reports on https://support.prairiecat.info/statistics-reports</p>		
Question	Description	Data
18.1	Number of adult materials loaned	
18.2	Number of young adult materials loaned	
18.3	Number of children's materials loaned	
18.4	Total number of materials loaned Auto calculates when saved	

USE OF RESOURCES: For 18.1 through 18.4, use **CIRC STATS by ITEM TYPE & REMOTE WEB USER RENEWALS BY ITEM TYPE** reports on <https://support.prairiecat.info/statistics-reports>

Count all physical materials in all formats that are charged out **for use outside the library.**

Question	Description	Data
18.5	Books—Physical	
18.6	Videos/DVDs—Physical	
18.7	Audios (include music)—Physical	
18.8	Magazines/Periodicals—Physical	
18.9	Other Items—Physical	
18.10	Physical Item Circulation (18.5-18.9)	

INTERLIBRARY LOANS TO/FROM OTHER LIBRARIES: For 18.16 through 18.17, use **HOLD STATISTICS (ILL)** report on <https://support.prairiecat.info/statistics-reports>

Question	Description	Data
18.16	Interlibrary Loans Provided TO other libraries (The columns in the Hold Statistics report show the items loaned) Add outside of PrairieCat loans to this number (OCLC, FMI, etc.)	
18.17	Interlibrary Loans Received FROM other libraries (The rows in the Hold Statistics report show the items borrowed) Add outside of PrairieCat borrows to this number (OCLC, FMI, etc.)	