# Magazine Statistics

Purpose: Use this method to figure out what magazines in your collection are circulating, in print and compared with electronic.

Note: codes used by your system will vary (i.e., MAT TYPE, item location, etc.) – adjust accordingly

1. In **Create Lists**, create a review file called <Branch> Periodicals
2. Store Record Type as **Bibliographic**
3. Query would be BIBLIOGRAPHIC MAT TYPE equal to "<your library mat type code>" AND BIBLIOGRAPHIC TITLE has "magazine" AND ITEM LOCATION starts with "<item location(s) for your library system>”
4. Sort by title, if desired (not necessary because you’ll re-sort later in Excel)
5. Go to **Web Management Reports**
6. Choose Circ Activity, which is listed under CIRCULATION
7. Under CIRC STATS, check Title and hit Submit
8. Find your review file you ran in step 1, check the radio button and click on **Submit Query**
9. You’ll have to wait a few minutes, then click **Status** button
10. Click the **Download** button
11. It will default to “download\_1x1” so you’ll want to browse to where you want to save the file and rename it something that makes sense (MagazineStats-Branch)
12. Open up Excel
13. Open File and browse to where you saved the file (since it’s not an Excel file, make sure you are searching for files of type “All Files”)
14. When you go to open, you’ll get a prompt that the file is in a different format, do you trust. Just click on Yes.
15. Choose **Delimited**
16. Choose **Next**
17. For Delimiters, uncheck Tab, check Other and put in the pipe (|)
18. Click **Next**
19. Click **Finish**
20. To delete empty rows in between each title, select the data range/all and then press F5; choose **Special** and then select the **Blanks** option. It selects the blank cells/rows – right click on one to delete all of them
21. Add another column at the end, “Turnover Rate”
22. In the **Turnover Rate** column, enter in the formula to divide the **LYCIRC** by the number of **items** (i.e., =i3/b3); you’ll need to drag/copy this formula into all applicable rows
23. Sort by turnover rate (largest to smallest) to see what is circulating
24. Optional: Pull comparable stats from OverDrive/Zinio/Flipster and add columns to compare
25. Optional: Add columns for price, etc.