
JUSP workshop - books

Identifying additional purchases

Oxford Reference

Your library already has a number of subscriptions and purchases from Oxford University Press and you are also looking into acquiring more Oxford Reference titles.

1. Run the OUP BR2 report for 2016. Which Oxford Reference title has the most requests for 2016? (Hint: look in the platform column to identify Oxford Reference titles)

Answer: Sort by the total column and then scan down the list until you see the first entry for Oxford Reference titles. This should be *The Oxford Classical Dictionary* at 7.

2. How many Oxford Reference titles have had some usage in 2016? (Tip: download the report and use filters, sorting or pivot table in Excel)

Answer: 309

Click on 'Download this report as a CSV file' and then open in Excel. There are various ways to get to the answer in Excel. For those less familiar with Excel, here is one possible approach that does not use formulas:

- Select row 4 and then from the Home ribbon, select Filter under Sort & Filter.
- Open the menu next to the Platform heading
- Enter Oxford Reference in the search box then click OK.
- Highlight all the Oxford Reference titles, and a count will appear in the right of the bottom bar

If you need to carry out more counts or summations on the same data, you would probably want to make use of SUBTOTAL or a Pivot table.

3. Discuss how you might use historic usage of previously purchased titles to inform decisions about future purchases.

- Looking at the headings in the table below, find a report in the Book Portal that will provide you with the information you need to complete the table. (Note: you will need to sort the report to identify the required information.)

Answer: The report you need to select is:

Generate a report: Book Report 3: Access Denied to Content Items by Month, Title and Category

Report: BR3 **Institution:** A Dummy Institution

Publisher: Oxford University Press

From M: Mar **Y:** 2016 **to M:** Feb **Y:** 2017 **Results/page:** 50 **Generate**

You can then sort the report by total, then browse down the list to find entries for Oxford Reference. Alternatively, you can download the report.

Oxford Reference titles (top 5)	Total access denials (Mar 2016 to February 2017)
Oxford Encyclopedia of Ancient Greece and Rome, The	193
Oxford Classical Dictionary, The	105
Oxford Dictionary of the Middle Ages, The	47
Encyclopaedic Dictionary of International Law	45
Oxford Dictionary of the Christian Church, The	44

Tip: if you want to search for a title within a report on screen you can use the browser's search function.

- In which month did access denials peak for *The Oxford Encyclopedia of Ancient Greece and Rome* during this 12 month period?

Answer: February 2017

Locate the title towards the top of the list. Move the scroll bar to the right to view the monthly figures.

- Run the 'Trends over time - tables and graphs (from BR2)' for all years. How does overall OUP usage for this month compare with previous years?

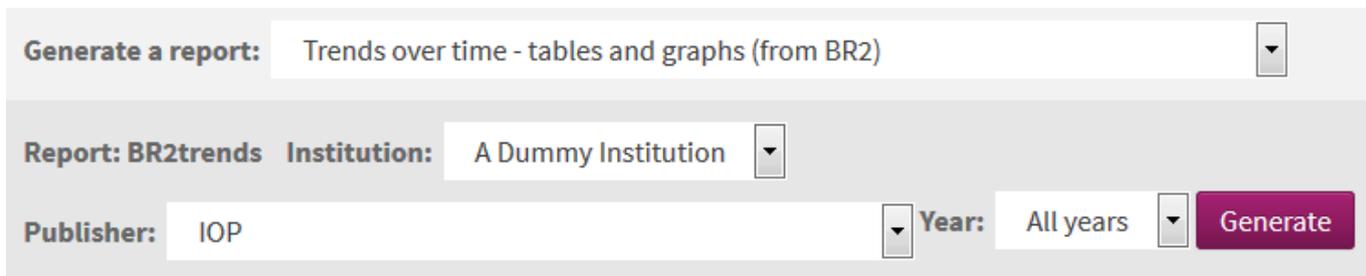
Answer: Overall usage is lower in February 2017 than the same month in previous years.

IOP

Your library has purchased all IOP ebooks as packages and pay upfront to have access as soon as titles are published. IOP are now offering the package for the coming year and you want to show the value in taking this offer.

7. Which report would you run to see total monthly usage of the last few years?

Answer: 'Trends over time – tables and graphs (from BR2)' would provide all the total figures in one table. You could also run the BR2 to see a breakdown by title, but you can only view a 12 month period at a time and so would need to download multiple reports.



The screenshot shows a web interface for generating a report. It features several dropdown menus and a 'Generate' button. The 'Generate a report:' dropdown is set to 'Trends over time - tables and graphs (from BR2)'. The 'Report: BR2trends' label is followed by an 'Institution:' dropdown set to 'A Dummy Institution'. The 'Publisher:' dropdown is set to 'IOP'. The 'Year:' dropdown is set to 'All years'. A purple 'Generate' button is located to the right of the 'Year:' dropdown.

8. You also want to demonstrate this approach improves access for your users by showing that there are no access denials. You run the BR3 for IOP for January to February 2017 and notice that, although very low, there are some access denials due to no licence. What action would you take?

Answer: First you would probably check that you have access to these titles. If access is available, you may also want to check the date of publication and ask the publisher for possible reasons for these denials.