

**Monthly Report to the Office of Academic Affairs  
Mary Livermore Library  
JULY 2017 - JUNE 2018**

**ANNUAL STATISTICAL SUMMARY**

**I. Statistical Summary - Public Services**

**A. Attendance Report**

Annual Library Attendance .....	
Daily Library Attendance .....	

**NOTE: Could not record accurate attendance, because security system was removed.**

**B. Circulation Report**

**External Circulation**

Electronic Reserves .....	428
Holds Filled by Circulation .....	205
Media .....	3,316
Monographs .....	7,675
Print Reserves .....	1,221

**Internal Use**

Circulation/Reference .....	4,624
DVD Players .....	N/A
Laptops .....	567
Multimedia Rooms .....	8
Periodicals .....	932
Special Collections .....	177
Study Rooms .....	515
Video Equipment .....	63

**C. Document Delivery**

<b>Items Borrowed</b> .....	1,663
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**Borrowing activities**

Books (may include renewals).....	746
Borrowing requests received (but not filled).....	144
Non-returnables .....	773

<b>Items Loaned</b> .....	4,343
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Holds Filled by Document Delivery .....	451
Books .....	242
Non-returnables .....	209

**Loan activities**

Books (may include renewals) .....	1,812
Documents .....	0

Loan requests received (but not filled) .....	1,227
Non-returnables .....	853

<b>Patrons Served</b> .....	908
Faculty/Staff requests .....	693
Student requests .....	215

**D. Reference Activity (Queries)**

Accounts .....	271
Directional .....	1,859
Distance Education .....	506
Federal Documents .....	10
Instructional .....	446
Research .....	3,809
State Documents .....	5
Technical .....	561

**E. Library Use Instruction Activity**

Attendance .....	3,060
Sessions .....	211

**II. Statistical Summary - Technical Services**

<b>A. Number of new items added</b> .....	15,578
1. Books .....	838
2. Bound Periodicals .....	12
3. Documents Media .....	0
4. Documents Microform .....	1,965
5. Documents Online.....	11,359
6. Documents Print .....	1,315
7. Media (Circulating) .....	35
8. Serials Microform .....	32
9. Special Collections.....	22
<b>B. Total title holdings online</b> .....	<b>474,364</b>
<b>C. Number of new titles added</b> .....	34,122
<b>D. Number of titles withdrawn</b> .....	56,319
<b>E. Total item holdings online</b> .....	<b>326,814</b>
<b>F. Number of items withdrawn</b> .....	101,132

- 1) Security Gate turned off for three days for book sale. (Oct. 4 – Oct. 6, 2017)
- 2) Mac Lab destroyed by fire. Will not be replaced. (July 26, 2017)
- 3) Security Gate removed from Front Entrance 2/23/18. Can no longer record attendance. Last date recorded 2/22/18.
- 4) E-books removed from monthly stats because number fluctuates. Will be counted for annual statistical report (January 2018)
- 5) All Gov Docs discontinued, except for Online Documents (June 2018)
- 6) Circulation of all video equipment, DVD players, & laptops discontinued (Aug. 2018)