Good afternoon,

Thank you for your patience as we work through this new data requirement for successful retrievals of electronic collections. In collaboration with Jamie McCanless, and in light of the current time constraints, for the 2016 report we have decided to add a **'did not collect'** option. However, libraries may choose to report for the year, and if so, please follow our recommendations for the following vendors below. In addition to providing this useful information, perhaps think of this as good practice for next year!

EBSCO

EBSCO is a COUNTER-compliant vendor. The COUNTER Code of Practice facilitates the recording, exchange and interpretation of online usage data through open, international standards and protocols for the provision of vendor-generated usage statistics that are consistent, credible and compatible.

1. Obtain an EBSCOadmin login for either one individual at the library system (if you choose to run all reports on behalf of your member libraries), or for each individual library representative. Logins may be requested through support@ebsco.com or (800) 758-5995. Feel free to contact Elizabeth Neuman at elizabeth.neuman@dpi.wi.gov if you experience any difficulty in obtaining a login.
2. Log into EBSCOadmin at http://eadmin.ebscohost.com/EAdmin/Login.aspx
3. Navigate to the Reports & Statistics tab.
4. Under **EBSCOhost/EDS** select **Counter R4 Reports.**
5. Under Report Type, choose **Database Report 1 (R4): Total Searches, Result Clicks and Record Views by Month and Database.** *See sample report
6. Under Site, choose applicable library. If you have logged in under the system account, you will have access to all member libraries.
7. Under Reporting Period, change date to January 2016 – December 2016.
8. Under Delivery Options, choose Download.
9. Click **Create Report for Download**. Downloaded report will be available in the **Downloaded Reports** tab.
10. Click on Downloaded Reports and choose the Excel download option.
11. Add each instance of **Result Clicks** in the **Reporting Period Total** column. This total is the library's **successful retrieval of electronic information** for all licensed EBSCO databases, including those provided by BadgerLink.
12. Repeat the process for each library and/or system.

Gale

Gale is also a COUNTER-compliant vendor.

1. If your library purchases additional Gale databases other than LitFinder, obtain your **Database Report 1 (R4): Total Searches, Result Clicks and Record Views** reports

from your representative for January – December 2016.

2. Add any instance of **Result Clicks** in the **Reporting Period Total** column. This total is the library's **successful retrieval of electronic information** for all licensed Gale databases, not including LitFinder (unless otherwise stated).

LearningExpress Library

Some libraries may have access to LEL reporting. However, IP information is not necessarily complete, so usage data may not be accurate. If you do have a login to the vendor's reporting site, see recommendation below.

1. Run the **LEL 3.0 Detailed Usage Report** for January – December 2016.
2. The **Total # of Resources** count is the library's **successful retrieval of electronic information**.

For each library add together the Totals from each vendor and enter this number into your report.

The BadgerLink team will provide additional training and support to systems and libraries in the coming months to prepare for complete 2017 reporting of Encyclopedia Britannica, EBSCO, LearningExpress Library, Gale, and TeachingBooks.net. At this time we do not expect any of this data to be prefilled. We apologize for any confusion.