

## Deadlines and Guidelines for BIBCO/CONSER Statistical Reports, FY2010 1

October 20, 2009

Self-reporting by partner libraries continues as the mode of gathering stats for the BIBCO and CONSER programs in FY2010. This table displays significant dates.

<b>Month when your records enter OCLC:</b>	<b>LC emails reminders approx:</b>	<b>Your deadline to submit reports:</b>	<b>LC runs initial stats processor:</b> (unless date is amended and announced)	<b>Please send no reports during:</b>	<b>Reporting reopens:</b>
October 2010	Nov 4	<b>Nov 8</b>	November 9	Nov 9-13	Nov 14
November	Dec 3	<b>Dec 7</b>	Dec 8	Dec 8-13	Dec 14
December	Jan 5	<b>Jan 7</b>	Jan 8	Jan 8-14	Jan 15
January	Feb 4	<b>Feb 7</b>	Feb 8	Feb 8-14	Feb 15
February	Mar 4	<b>Mar 8</b>	Mar 9	Mar 9-14	Mar 15
March	Apr 5	<b>Apr 8</b>	Apr 9	Apr 9-14	Apr 14
April	May 3	<b>May 10</b>	May 11	May 11-16	May 17
May	June 3	<b>June 7</b>	June 8	June 9-13	June 14
June	July 2	<b>July 8</b>	July 9	July 9-13	July 14
July	Aug 4	<b>Aug 9</b>	Aug 10	Aug 10-15	Aug 16
August	Sep 3	<b>Sep 6</b>	Sep 7	Sep 7-12	Sep 13
September	Sep 27	<b>Sep 30</b>	Oct 1	Oct 1-7	Oct 8
October 2011	Nov 3	<b>Nov 8</b>	Nov 9	Nov 9-14	Nov 15

1. You receive **your own BIBCO and/or CONSER reporting forms** when you join the programs. The LC Cooperative Programs Section depends on its BIBCO and CONSER partners for the first steps in compiling statistics.

2. Please **tally your records locally** each month in appropriate categories:

- BIBCO members count Full and Core records.
- CONSER members count Authentication and Maintenance records as instructed.

3. Please submit a BIBCO and/or CONSER form with **record totals and month(s)** during which the records were contributed. Typical entries in the “Month + year” box may be:

- Nov 2010
- Oct/Nov 2010
- Dec2009-Feb2010

4. Please submit **only one BIBCO and only one CONSER report per reporting period.**

- If you need to submit stats for more than one month during any reporting period, please add the numbers and submit a report for “Jan/Feb 2010”. The LC stats

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processing **software cannot add two reports together** if you submit more than one report at a time.

- We will send an email reminder a few days in advance to tell which libraries' reports have already been received, because our **software has no duplication prevention feature.**
- If you think that you have sent something by mistake, let us know immediately and we can submit a corrected report. The **software uses only the most recently received report,** and ignores the other.
- Do not be surprised if a report that you called "Jan2010" appears in the February column. The display is determined by the time that LC receives and processes your report. The **software does not read the "Month + year" box** on your form.

5. At any time, you can **see your institution's BIBCO/CONSER totals** for the entire fiscal year at: <http://www.loc.gov/catdir/pcc/stats/pccstats.html>. A day or two after LC runs its processing software, your newest totals will appear on the cumulative annual display.

6. The Coop Programs Section loads the processed files into an MS Access database with stats from other PCC programs. Displays in various program and date combinations appear as links on this page: <http://www.loc.gov/catdir/pcc/stats/stats.html>

7. Please address questions to the Cooperative Programs Section ([coop@loc.gov](mailto:coop@loc.gov)) or to the BIBCO Coordinator ([cast@loc.gov](mailto:cast@loc.gov)).

The Cooperative Programs Section could not document the production of PCC BIBCO and CONSER records without help from partner institutions. We aspire to a more efficient automated system when the appropriate methods can be identified and implemented. We will keep you posted!