

## Guidelines for Entering Statistics in the PCC Directory

On Oct. 1, 2018, PCC institutions became responsible for reporting their PCC statistics using the PCC Directory system.

The guidelines below apply to both “stand-alone” PCC members and members of PCC funnel projects in all four PCC programs (NACO, BIBCO, CONSER, SACO).

### Frequency

Statistics should be reported at least **twice a year** for each PCC program in which the institution participates. Members may optionally enter statistics more frequently than twice a year (e.g., monthly or quarterly) if they prefer.

Statistics follow the Library of Congress fiscal year, which runs from October through the following September (e.g., FY 2019 = October 2018 to September 2019).

### Deadlines

- **April 15th:** for reporting records contributed from October to March
- **October 15th:** for reporting records contributed from April to September

Please do not confuse the months of these two deadlines with the months in the Directory system under which statistics are to be recorded! Statistics should be entered under the last month of the period corresponding to your preferred frequency. Examples:

<b>If you are reporting using this frequency ...</b>	<b>And you are reporting records contributed during this period ...</b>	<b>Enter your statistics under this month in the PCC Directory ...</b>
Twice a year	October to March period	March
Four times a year	October to December period	December
Monthly	October	October

### Miscellaneous

Statistics can only be entered starting with the month an account has been validated in the PCC Directory.

The system limits entries to 5-digit numbers in each category.

## Explanations of Statistical Categories

### NACO Statistical Categories

- New NARs (new NACO authority records except for series)
  - New SARs (new NACO series authority records)
  - Changed NARs (updated NACO authority records except for series)
  - Changed SARs (updated NACO series authority records)
- Note:** Optionally, rather than recording NACO series authority records separately, statistics for all new NACO records (including series) and all changed NACO records (including series) may be entered under New NARs and Changed NARs.

### BIBCO Statistical Categories

- New BRs: Newly authenticated BIBCO records, whether original cataloging or authentication of existing non-BIBCO records.
  - Changed BRs: Updates to existing BIBCO records (provided the changes have been contributed to a bibliographic utility rather than only in your local database).
- Note:** Reporting statistics for Changed BRs is optional.

### CONSER Statistical Categories

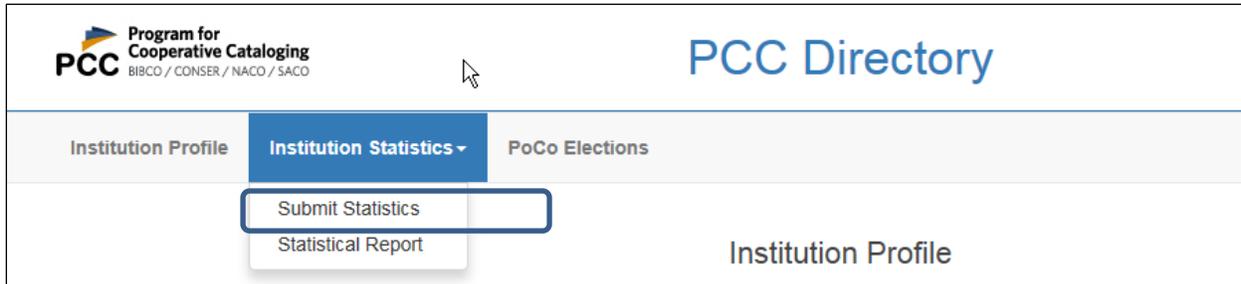
- New CRs: Newly authenticated CONSER records, whether original cataloging or authentication of existing non-CONSER records.
- Changed CRs: Updates to existing CONSER as well as updates to non-CONSER records.

### SACO Statistical Categories

- New LCSH: Proposals for new records in the LCSH, LCGFT, LCDGT, or LCMPT vocabularies.
  - Changed LCSH: Proposals for updates to existing records in the LCSH, LCGFT, LCDGT, or LCMPT vocabularies, including cancellation proposals.
  - New LCC: Proposals for new LCC numbers.
  - Changed LCC: Proposals for changes to existing LCC numbers.
- Note:** Statistics are for the number of proposals submitted not the number accepted.

## Step-by-Step Directions for Entering Statistics in PCC Directory

1. Click "Institution Statistics" on the menu, then "Submit Statistics":



2. Click on the appropriate fiscal year:

Fiscal Year Statistics	Status
<a href="#">Fiscal Year 2018</a>	Open For Collection
<a href="#">Fiscal Year 2019</a>	Open For Collection

3. Select the appropriate PCC program and click "Submit":

NACO      Status: Open For Collection     

4. Find the correct month under Collection Period and click "Add":

Collection Period	Status	New NAR	New SAR	Changed NAR	Changed SAR	Action
April 2019	Open For Collection					<a href="#">Add</a>
March 2019	Open For Collection					<a href="#">Add</a>

5. Add your statistics and click "Save":

March 2019      Open For Collection                                   

6. You will get a confirmation message in green:



7. Repeat for other PCC programs as needed.

## Notes for OCLC Connexion NACO Users

Institutions that use OCLC Connexion for their NACO work can retrieve their NACO statistics using the “OCLC Usage Statistics” site: <http://www.stats.oclc.org/>. However, be aware that these statistics are not broken down by NARs and SARs. Institutions intending to rely on OCLC for their statistics will need to keep track of their new and changed SARs separately (if they contribute series records and wish to record their series statistics separately), then subtract those numbers from the OCLC totals to get an accurate number of new and changed NARs.

OCLC statistics are based on an institution’s OCLC symbol, which can be tied to more than one MARC organization code. If an institution has the same OCLC symbol associated with both their regular NACO contributions and their NACO funnel contributions, they will need to track statistics at the OCLC authorization level, rather than the OCLC symbol level. That granularity is available on the OCLC statistics page.

## Notes for PCC Funnel Coordinators

Each coordinator of a PCC funnel project maintains a separate PCC Directory profile for their funnel. After logging into this profile, the funnel coordinator can view and run reports on the statistics that the members of the funnel have entered in the profiles associated with the funnel, but the funnel coordinator cannot actually enter statistics into the funnel profile.