W1: Internal Assessment and Peer Benchmarking in Academic Law Libraries
July 15, 2017

Hands on Working with the ALLStAR Database: Bob Dugan

Outline
- Accessing and Navigating the Portal
- Data Inputs
- ALLStAR Employee Questionnaire
- Portal Tabs
- Start a New Report
- Basic Report Settings
- Select Indicators
- Basic Report Example #1
- Options Tab
- Basic Report Example #2
- Report Types
- Filters
- Two Survey Collections
- Presenting Data
- Publish Reports
- Benchmarking
- Best Practices
- Derived Ratios
- What I Have Learned …… (hints)
Accessing and Navigating the Portal

Starting Steps
- Log into ALLStAR
- Report and Data Inputs

Thank you for participating in ALLStAR Benchmarking!

END ACCESSING AND NAVIGATING THE PORTAL
Data Inputs

Click on Data Input
- Use for local input into the various surveys within ALLStAR
- Click on down arrow to choose the survey

Data Input

- Select a survey

Data Input

- Select ABA
Outline for AALL Workshop; Dugan; July 15, 2017

- Select USNWR

**Data Input**

<table>
<thead>
<tr>
<th>Survey</th>
<th>USNWR</th>
<th>PERIOD FY 10-17</th>
<th>Verify</th>
<th>Submit/Lock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>USNWR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Library Data**

- **Print Titles (USNews 107)**
  - Number: 388,361.00
- **Microform Titles (USNews 108)**
  - Number: 40,880.00
- **Electronic Titles Owned (USNews 109)**
  - Number: 370,758.00
- **Other Non-Book Titles (USNews 110)**
  - Number: 2,796.00
- **Total Titles (USNews 111)**
  - Number: 802,996.00
- **Volumes (Excluding Microforms) (USNews 112)**
  - Number: 1,048,878.00
- **Volumes Equivalent Microforms (USNews 113)**
  - Number: 290,500.00
- **Total Volumes and Volume Equivalents at End of FY (USNews 114)**
  - Number: 1,337,381

**END DATA INPUTS**
ALLStAR Employee Questionnaire

A major data entry form is ALLStAR’s Employee Questionnaire. Responses to this questionnaire “rolls up” from individual staff and can be summed for a library-wide perspective. Groups of indicators include:

- Demographic Information about the employees
- Librarian Load
- Committee Work
- Professional Development and Training
- Independent Work
- Administrative load
- For-Credit Instruction
- Not-for-Credit Instruction
- Research
- Training
- Student Support
- Alumni Support
- Attorney, Pro Se Support
- Other Patrons
- Outreach
- Outreach Participation
- Outreach II
- Outreach III
- Acquisitions
- Collections
- Digital Projects
- Website

This very comprehensive data collection will make it possible for ALLStAR participants to compare employee workloads and functions with other ALLStAR libraries.

Data Input
- Staff enter data to populate the questionnaire.

As a Report
- Add a new report, and select the Employee Questionnaire survey
  + Period = FY 15-16
  + gave the Report a name and a description
- I selected a few of the many interesting indicators in this survey
  + SAVE
Look at the values
- Run
- The more libraries that contribute to the EQ, the more data available to sort and review.
  + one can analyze FTE efforts based upon these values
  + also, calculate derived ratios such as how many consultations with students per student headcount
  + as additional libraries complete the EQ, the responses could be used for benchmarking studies and for best practices.
EQ; use FY 15-16 only


<table>
<thead>
<tr>
<th>Library</th>
<th>Committee Work</th>
<th>Hours spent working on the Library Guide</th>
<th>Individual Student Consultation #</th>
<th>Student Consultation Hrs</th>
<th>Faculty Consult Hrs</th>
<th>Faculty Training # Times</th>
<th>Faculty Training Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yale University Law Library</td>
<td>50.00</td>
<td>50.00</td>
<td>1,396.00</td>
<td>1,250.00</td>
<td>350.00</td>
<td>45.00</td>
<td>102.25</td>
</tr>
</tbody>
</table>

END ALLstAR EMPLOYEE QUESTIONNAIRE
Portal Tabs

Tabs: Local and ALLStAR

- Under ALLStAR Tab

  + Documentation
    * Creating Reports
    * Excel spreadsheets with the Performance Indicators
There are also two recorded webinars on the ALLStAR home page at http://www.nellco.org/page/ALLStAR.
- Under Local Tab
  + Report
  + Report Templates (create report templates to reuse; don’t reinvent the wheel)
  + Published Reports (have an embedded URL to share the reports with others)
Start a New Report

- Click on Reports

Thank you for participating in ALLStAR Benchmarking!

- You can create new tabs by clicking on the + tab

- Click the “+” and a create a tab window opens

- Enter a folder name
- Click update
- Result is a new tab (AKA, folder)
Using ALLStAR's built-in functions (using multiple performance indicators from the ALLStAR data collections, filters, running and refining reports, graphs and tables, and downloading data into Excel) to:
- Customize a report
- Use a location filter
- Use a numeric filter
- Run a report
- SAVE the data to Excel

- Click the Add button under on the Report Tab

- Brings you to a new Report Settings page
- Make sure you are in the right folder.
END START A NEW REPORT
Basic Report Settings

- Open a new report (Add)
  - Survey (click the down arrow)
    + select a survey

+ selected ABA
+ page refreshes
+ note the Period

- Period
  + look at the date automatically populated by ABA
  + use it or choose another period by clicking on the down arrow
  + the survey selected influences the time period available for selection and use
- Report Name
  + editable block
  + what you type here shows up in the Reports Tab
  + helps you find a report or template

- Description
  + editable block
  + I use this block to describe the report
    * I usually include the survey name, period and filters which also shows up when reviewing a tab.
SAVE (use this button all the time)

- Click on “Reports” in portal header

+ note that it has been added to the list under Report Name
+ see how helpful it is to have a Report Name, Survey title, and Description
+ the portal also tells you when it was Updated (SAVED), and when it was last executed
END BASIC REPORT SETTINGS
In-Class activity: After Basic Report Settings

1. Create a tab
2. Add a report (suggest ABA)
3. Select a survey (suggest FY 15-16 because it is populated)
4. Select a period
5. Report name = select something you will remember
6. Provide a description
7. SAVE
8. Check your folder to make sure it is there

YOU WILL USE THIS REPORT A COUPLE OF TIMES
Indicators

- Reopen the report we have been working on
- Choose Indicators above Group

+ the measures available are based upon the Survey chosen
+ you can leave the default at “All groups” which lists every measure
+ OR, you can click the down arrow on “All groups” and select an available group

- Pick an indicator by highlighting it and clicking the “Add” button (right bottom)
You can additional indicators by selecting and clicking Add, or by holding the Control key while you click on the mouse to select the measure.
- **SAVE**

```
<table>
<thead>
<tr>
<th>REPORT TYPE</th>
<th>Table</th>
<th>REPORT FOLDER</th>
<th>Dugan - AALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run</td>
<td>Save</td>
<td>Save as New Report</td>
<td>Publish Report</td>
</tr>
</tbody>
</table>
```

**ABA**

### Section 2 Hours of Library Operation & Library Services

- **HOURS PER WEEK PROFESSIONAL STAFF ON DUTY**
  - **REGULAR SCHEDULE** (ABA Q5A) (USNEWS Q41)
  - **NUMBER OF HOURS PER WEEK LIBRARY IS OPEN**
    - **REGULAR SCHEDULE** (ABA Q3) (USNEWS 120)

**GROUP**

-- All groups --

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**Hide and Remove Indicators** -- the portal has the capability to remove (delete) or to “hide” indicators.

- Open the report with the two indicators
- **SAVE** as a NEW REPORT
- Change the period to FY 15-16
- Select additional indicators: under Section 1 Personnel, select all four indicators.
- Add

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**ABA**

### Section 1 Personnel

- **NUMBER (IN FTES) OF PART-TIME LIBRARIANS** (ABA Q1)
- **NUMBER (IN FTES) OF FULL-TIME AND PART-TIME LIBRARY SUPPORT STAFF (EXCLUDING HOURLY STUDENTS AND OTHER TEMPORARY SUPPORT STAFF)** (ABA Q2)
- **NUMBER (IN FTES) OF OTHER FULL OR PART-TIME PROFESSIONAL STAFF (EXCLUDING LIBRARIANS) IN THE LIBRARY** (ABA Q3)
- **NUMBER (IN FTES) OF FULL-TIME LIBRARIANS INCLUDING THE DIRECTOR.**

**Section 2 Hours of Library Operation & Library Services**

- **HOURS PER WEEK PROFESSIONAL STAFF ON DUTY**
  - **REGULAR SCHEDULE** (ABA Q5A) (USNEWS Q41)
- **NUMBER OF HOURS PER WEEK LIBRARY IS OPEN**
  - **REGULAR SCHEDULE** (ABA Q3) (USNEWS 120)

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- Clicking on the red X removes an indicator from the report.
- Select an indicator, click on the red “X” and it removes (deletes) it from the report. It will ask if this is what you want to do, but once removed, it is deleted.
- Another option is to hide an indicator by “unchecking” the box to the left of the title of the indicator.

- Run the report.
Note that the column for the indicator unchecked, “Number (in FTEs) of Part-Time Librarians (ABA Q1)” does not appear in the results. Only 5 columns are reported.

<table>
<thead>
<tr>
<th>Library (206)</th>
<th>Hours per week professional staff on duty - regular schedule (ABA Q1) (USNews Q21)</th>
<th>Operating Hours per Week</th>
<th>Number (in FTEs) of full-time and part-time library support staff (excluding hourly students and other temporary support staff) (ABA Q2)</th>
<th>Number (in FTEs) of other full or part-time professional staff (excluding librarians) in the library (ABA Q3)</th>
<th>Number (in FTEs) of full-time librarians including the Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Law School</td>
<td>59.00</td>
<td>58.00</td>
<td>0.30</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>ALL STAR Text Location Law Library</td>
<td>59.00</td>
<td>58.00</td>
<td>0.30</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>American University - Dwayne Law Library</td>
<td>59.00</td>
<td>58.00</td>
<td>0.30</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Appalachian School of Law</td>
<td>59.00</td>
<td>58.00</td>
<td>0.30</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Arizona State University College of Law Library</td>
<td>42.00</td>
<td>42.00</td>
<td>0.30</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Arizona Summit Law School Library</td>
<td>42.00</td>
<td>42.00</td>
<td>0.30</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Atlanta’s John Marshall Law School Library</td>
<td>42.00</td>
<td>42.00</td>
<td>0.30</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Ave Maria School of Law Library</td>
<td>42.00</td>
<td>42.00</td>
<td>0.30</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Barry University Law School - Estano Law Library</td>
<td>56.00</td>
<td>56.00</td>
<td>0.30</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Baylor University Law Library</td>
<td>56.00</td>
<td>56.00</td>
<td>0.30</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
Basic Report Example #1
- What I have for the report
  + Survey = ABA
  + Period = FY 15-16
  + Report Name = Library Expenditures
  + Description = ABA, FY 15-16
  + Indicators Selected = Serial Subscription Subtotal; Monographs Subtotal;
    Electronic Resources Subtotal; Other Expenses (ABA Q22) under Section 4
    Library Operations
  + click ADD
- SAVE
- Click the “Run” button

- Look at the resulting report
+ informs you of the number of libraries (Library) in the report  
+ you may select the down arrow in each column to change the sorting order  
+ click on the bar chart at the bottom of each column to see a graph  
+ you can download the data to an .XLS (Excel) spreadsheet

- Return to the Report Settings by clicking on the “Report Settings” link in the header on the right.

- Look at the Library location = 205  
- But you only see a handful  
- Look under the spreadsheet graphic and you will see the default display per page.  
  + change from 10 to 30
**Library Expenditures**

Survey: **ABA**  
Period: **FY 15-16, Start 2016-07**  
Months: **12**

<table>
<thead>
<tr>
<th>Locations (205)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Law School</td>
</tr>
<tr>
<td>American University - Pence Law Library</td>
</tr>
<tr>
<td>Appalachian School of Law</td>
</tr>
<tr>
<td>Arizona State University College of Law Library</td>
</tr>
<tr>
<td>Arizona Summit Law School Library</td>
</tr>
<tr>
<td>Atlanta's John Marshall Law School Library</td>
</tr>
<tr>
<td>Ave Maria School of Law Library</td>
</tr>
<tr>
<td>Barry University Law School - Euliano Law Library</td>
</tr>
<tr>
<td>Baylor University Law Library</td>
</tr>
<tr>
<td>Belmont University College of Law Library</td>
</tr>
</tbody>
</table>

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**END BASIC REPORT EXAMPLE #1**
In-Class activity: After Basic Report Example

1. Open your saved report
2. Select and add two indicators
3. SAVE
4. Run
   a. how many libraries are in the report?
   b. if more than 10, expand your list to 30
Options Tab

- Return to the Report Settings by clicking on the “Report Settings” link in the header on the right
- Click on the Options tab

1. Click on the Options tab
2. Review all the options
3. Check Average and Median

- SAVE
- Click on the “Reports Settings” Tab
- Run
- At the bottom, you will see the Average and the Median for each column

**Library Expenditures**


<table>
<thead>
<tr>
<th>Library (205)</th>
<th>Serial Subscriptions Subtotal</th>
<th>Monographs Subtotal</th>
<th>Electronic resources Subtotal</th>
<th>Other Expenses (ABA Q4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Law School</td>
<td>475,142.00</td>
<td>71,747.00</td>
<td>173,209.00</td>
<td>6.00</td>
</tr>
<tr>
<td>American University - Pence Law Library</td>
<td>599,568.00</td>
<td>423,449.00</td>
<td>752,929.00</td>
<td>1,677,079.00</td>
</tr>
<tr>
<td>Appalachian School of Law</td>
<td>179,115.00</td>
<td>16,986.00</td>
<td>169,424.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Arizona State University College of Law Library</td>
<td>291,287.00</td>
<td>14,757.00</td>
<td>371,227.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Arizona Summit Law School Library</td>
<td>48,505.00</td>
<td>9,584.00</td>
<td>58,089.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Atlanta's John Marshall Law School Library</td>
<td>240,728.00</td>
<td>26,622.00</td>
<td>267,350.00</td>
<td>756.00</td>
</tr>
<tr>
<td>Ave Maria School of Law Library</td>
<td>204,115.00</td>
<td>72,957.00</td>
<td>276,072.00</td>
<td>5,272.00</td>
</tr>
<tr>
<td>Barry University Law School</td>
<td>511,108.00</td>
<td>66,929.00</td>
<td>499,966.00</td>
<td>109,520.00</td>
</tr>
<tr>
<td>Baylor University Library</td>
<td>2,212,240.00</td>
<td>21,548.00</td>
<td>2,233,788.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Beloit University College of Law Library</td>
<td>265,192.00</td>
<td>37,289.00</td>
<td>303,481.00</td>
<td>26,302.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Avg</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>301,157.84</td>
<td>156,300.00</td>
</tr>
<tr>
<td>373,029.93</td>
<td>325,935.86</td>
</tr>
</tbody>
</table>

- This comes in handy when if you download the file with the four columns of data for the 205 libraries, and then want to have the average and median (or other values from the Option Tab) available for local sorting

**END OPTIONS TAB**
In-Class activity: After Options Tab

1. Open your report
2. Options
   a. add Average and Median
3. SAVE
4. Run
Basic Report Example #2

ALLStAR has non-library data to help put data into context. Second, reports can be “rearranged” in the portal to improve readability without having to immediately export to a spreadsheet.

- What I have for the report
  + Survey = ABA
  + Period = FY 15-16
  + Report Name = Law Faculty and Students
  + Description = ABA, FY 15-16
  + Indicators Selected = all indicators under Faculty & Administrators (Current Calendar year
  + click ADD
- SAVE
- Click the “Run” button

- Look at the resulting report
  + fall and spring are interspersed
  + want to group fall with fall and spring with spring
  + could export to a spreadsheet and rearrange the columns
OR
  + renumber the columns in Report Settings
### Law Faculty and Students

**Survey:** ABA  **Period:** FY 15-16, (start: 2016-07)  **Months:** 12

<table>
<thead>
<tr>
<th>Library (205)</th>
<th>Full-Time Fall Total Faculty</th>
<th>Full-Time Spring Total Faculty</th>
<th>Deans, Librarians &amp; others who teach Fall Total</th>
<th>Deans, Librarians &amp; others who teach Spring Total</th>
<th>Part-Time Fall Total</th>
<th>Part-Time Spring Total</th>
<th>Total Fall Faculty</th>
<th>Total Spring Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Law School</td>
<td>39</td>
<td>27</td>
<td>5</td>
<td>6</td>
<td>28</td>
<td>30</td>
<td>63</td>
<td>63</td>
</tr>
<tr>
<td>American University - Pence Law Library</td>
<td>52</td>
<td>49</td>
<td>26</td>
<td>29</td>
<td>147</td>
<td>268</td>
<td>225</td>
<td>346</td>
</tr>
<tr>
<td>Appalachian School of Law</td>
<td>7</td>
<td>8</td>
<td>3</td>
<td>3</td>
<td>8</td>
<td>9</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Arizona State University College of Law Library</td>
<td>56</td>
<td>51</td>
<td>8</td>
<td>8</td>
<td>50</td>
<td>78</td>
<td>110</td>
<td>137</td>
</tr>
<tr>
<td>Arizona Summit Law School Library</td>
<td>17</td>
<td>17</td>
<td>6</td>
<td>6</td>
<td>12</td>
<td>15</td>
<td>37</td>
<td>58</td>
</tr>
<tr>
<td>Atlanta’s John Marshall Law School Library</td>
<td>19</td>
<td>17</td>
<td>7</td>
<td>5</td>
<td>8</td>
<td>19</td>
<td>34</td>
<td>41</td>
</tr>
<tr>
<td>Ave Maria School of Law Library</td>
<td>16</td>
<td>16</td>
<td>8</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>Barry University Law School - Columbus Law Library</td>
<td>29</td>
<td>34</td>
<td>12</td>
<td>12</td>
<td>30</td>
<td>44</td>
<td>77</td>
<td>90</td>
</tr>
<tr>
<td>Baylor University Law Library</td>
<td>26</td>
<td>28</td>
<td>8</td>
<td>6</td>
<td>20</td>
<td>30</td>
<td>83</td>
<td>64</td>
</tr>
<tr>
<td>Belmont University College of Law Library</td>
<td>13</td>
<td>13</td>
<td>7</td>
<td>7</td>
<td>10</td>
<td>14</td>
<td>30</td>
<td>34</td>
</tr>
</tbody>
</table>

- **Report Settings**
  + look at the Sequence order

**Locations**

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Value</th>
<th>% Filter Low</th>
<th>&lt;= Filter High</th>
<th>Sequence</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME FALL TOTAL FACULTY</td>
<td>80</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>FULL-TIME SPRING TOTAL FACULTY</td>
<td>70</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>DEANS, LIBRARIANS &amp; OTHERS WHO TEACH FALL TOTAL</td>
<td>17</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DEANS, LIBRARIANS &amp; OTHERS WHO TEACH SPRING TOTAL</td>
<td>17</td>
<td></td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PART-TIME FALL TOTAL</td>
<td>103</td>
<td></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>PART-TIME SPRING TOTAL</td>
<td>101</td>
<td></td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>TOTAL FALL FACULTY</td>
<td>200</td>
<td></td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>TOTAL SPRING FACULTY</td>
<td>186</td>
<td></td>
<td></td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>
- Reorder the sequence, grouping fall with fall and spring with spring
  + SAVE

![](image)

- After being saved, indicators are realigned on Report Settings
- Now, Run
- The report is better organized for readability
- Let's add some Options
  + Total
  + Average
  + Median
  + SAVE
- And, let's add another indicator
  + Total Number of JD Students (FT and PT combined)
  + Add
  + SAVE
- Run
## Law Faculty and Students


<table>
<thead>
<tr>
<th>Library (205)</th>
<th>Full-Time</th>
<th>Part-Time</th>
<th>Deans, librarians &amp; others who teach Fall</th>
<th>Total Faculty</th>
<th>Deans, librarians &amp; others who teach Spring</th>
<th>Total Spring Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Law School</td>
<td>20</td>
<td>28</td>
<td>9</td>
<td>63</td>
<td>27</td>
<td>30</td>
</tr>
<tr>
<td>American University - Ponce Law Library</td>
<td>52</td>
<td>147</td>
<td>26</td>
<td>225</td>
<td>49</td>
<td>274</td>
</tr>
<tr>
<td>Appalachian School of Law</td>
<td>7</td>
<td>5</td>
<td>3</td>
<td>15</td>
<td>8</td>
<td>23</td>
</tr>
<tr>
<td>Arizona State University - College of Law</td>
<td>20</td>
<td>52</td>
<td>8</td>
<td>110</td>
<td>51</td>
<td>161</td>
</tr>
<tr>
<td>Arizona Summit Law School Library</td>
<td>17</td>
<td>60</td>
<td>6</td>
<td>83</td>
<td>97</td>
<td>180</td>
</tr>
<tr>
<td>Atlanta's John Marshall Law School Library</td>
<td>10</td>
<td>8</td>
<td>7</td>
<td>34</td>
<td>17</td>
<td>51</td>
</tr>
<tr>
<td>Ave Maria School of Law</td>
<td>16</td>
<td>9</td>
<td>8</td>
<td>33</td>
<td>16</td>
<td>50</td>
</tr>
<tr>
<td>Barry University Law School - Eudene Law Library</td>
<td>25</td>
<td>36</td>
<td>12</td>
<td>77</td>
<td>34</td>
<td>111</td>
</tr>
<tr>
<td>Baylor University Law Library</td>
<td>28</td>
<td>20</td>
<td>5</td>
<td>53</td>
<td>28</td>
<td>81</td>
</tr>
<tr>
<td>Belmont University - College of Law Library</td>
<td>13</td>
<td>19</td>
<td>7</td>
<td>30</td>
<td>13</td>
<td>43</td>
</tr>
</tbody>
</table>

**Total Number of JD Students (FT and PT Combined):**

<table>
<thead>
<tr>
<th>Library (205)</th>
<th>Total Number of JD Students (FT and PT Combined)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Law School</td>
<td>400</td>
</tr>
<tr>
<td>American University - Ponce Law Library</td>
<td>1,288</td>
</tr>
<tr>
<td>Appalachian School of Law</td>
<td>110</td>
</tr>
<tr>
<td>Arizona State University - College of Law</td>
<td>623</td>
</tr>
<tr>
<td>Arizona Summit Law School Library</td>
<td>567</td>
</tr>
<tr>
<td>Atlanta's John Marshall Law School Library</td>
<td>409</td>
</tr>
<tr>
<td>Ave Maria School of Law</td>
<td>260</td>
</tr>
<tr>
<td>Barry University Law School - Eudene Law Library</td>
<td>757</td>
</tr>
<tr>
<td>Baylor University Law Library</td>
<td>300</td>
</tr>
<tr>
<td>Belmont University - College of Law Library</td>
<td>250</td>
</tr>
</tbody>
</table>

**Total:** 13,962 Students

**Avg:** 38

**Median:** 32

---

END BASIC REPORT EXAMPLE #2
Report Types

- Let’s look at additional report settings characteristics
- Report Type

- Defaults to Table
  + click the down arrow- Table
    - Table
    - PI (Performance Indicator) Report
    - Trend / PI
    - Graph / PI
    - Summary
    - Summary Graphs
    - Trend
    - Period comparisons
    - PI Gap
    - Cross Tab
    - Custom Format
- Change Report Type from “Table” to “Summary”
- Run (do not SAVE)
  + it gives you the data you selected under the Options tab (average and median)

### Library Expenditures

**Survey:** ABA  **Period:** 2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Avg</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Subscriptions Subtotal</td>
<td>501,157.14</td>
<td>435,029.00</td>
</tr>
<tr>
<td>Monographs Subtotal</td>
<td>88,129.84</td>
<td>45,309.00</td>
</tr>
<tr>
<td>Electronic resources Subtotal</td>
<td>373,322.92</td>
<td>336,135.00</td>
</tr>
<tr>
<td>Other Expenses (ABA Q22)</td>
<td>52,209.78</td>
<td>2,280.00</td>
</tr>
</tbody>
</table>

- Click on Report Settings in the header
- Go to the Options tab and click on (check)
  + max
  + min
  + total
- Make sure Report Type is Summary
- Run (do not SAVE)
- Note that the new Options have been added to the summary report

**Library Expenditures**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>Serial Subscriptions Subtotal</td>
<td>102,737,213.00</td>
</tr>
<tr>
<td>Monographs Subtotal</td>
<td>18,066,817.00</td>
</tr>
<tr>
<td>Electronic resources Subtotal</td>
<td>76,531,199.00</td>
</tr>
<tr>
<td>Other Expenses (ABA Q22)</td>
<td>10,650,796.00</td>
</tr>
</tbody>
</table>

**Demonstrate: Start with the Report Type, then add Options Tab**
- Report Type = Period Comparison (all four indicators)
- Report Type = PI Report
- Report Type = Trend/PI (select a second period) **AND** Option Tab = Percentage Change. Why: because you have to set a second period for a trend/PI
- **Hint:** if you do not SAVE but just Run, you can see your results. However, if you like the report but you did not SAVE it, then you will have to replicate the Report Settings.

**END REPORT TYPES**
In-Class activity: After Report Types

1. Open your report
2. Report type = change to Summary
3. Run
4. Return to Report Settings and add two indicators
5. Option Tab
   a. add Total
   b. add Max
   c. add Min
6. SAVE
7. Run
8. Review summary report
Filters

- Return to the Report Settings by clicking on the “Report Settings” link in the header on the right
- Filters, use to create ranges to narrow results
  + one of the most powerful limiters available in ALLStAR
  + two filters:
    * Locations (use to choose libraries) (we will return to Locations later)
    * Value (greater than, less than, etc.)

- Use Value to reduce the number of results
  + let’s use Serial Subscriptions Subtotal to limit the results
  + set the filter low value to $800,000.
  + set the filter high value to $2,000,000.
  + This states “show me the results when the expenditures reported for Serial Subscriptions are more than or equal to $800,000 and less than or equal to $2,000,000"
- Report type = table
- Run (do not SAVE)
- We have reduced our results from 205 to 28.
Demonstrate:
- Percentage filters; requires numeric AND percentage sign
- Hint: changing the filters can yield very different results

END FILTERS
In-Class activity: After Filters

1. Open your report
2. Run
   a. how many libraries
3. Report settings
4. Filter one indicator
   a. write down the argument -- what are you filtering?
5. SAVE
6. Run
7. Now, how many libraries are reported?
   a. did your filters work as you though they would?
Two Survey Collections

- The ALLStAR master collection can be used with any of the indicators available.
- AND, the ALLStAR portal enables the creation of reports combining indicators from two surveys, such as ABA and ARL.

Please note that in mid-June 2017, many of the data collections had little reported data. The capability of combining two survey collections will improve as more data collections are populated by the law schools.

- Click on the Survey down arrow in Report Settings, and choose ARL as the 2nd survey.

- Note that the period will align to that of the first survey; FY 15-16
- It is recommended that you edit the Report Name block and the Description.
Click SAVE as NEW REPORT

- Choose the indicators you want to add from the Survey
  + select Total library expenditures (automatic sum of 7 + 8 + 9) (ARL Q6) in the Expenditures Subgroup
  + click Add
- Note that the ARL indicator has been added
- SAVE
- Run
- Notice the 5th column appears on the table
END TWO SURVEY COLLECTIONS
In-Class activity: After Two Survey Collections

1. Open your report
2. Report settings
3. Pick a second survey
   a. look at the period
   b. change Report Name
   c. change Description
4. SAVE as a NEW REPORT
5. Select a new indicator
6. SAVE
7. Run
8. Review the resulting report
Presenting Data

- Viewing Data within the Portal
- Open Library Expenditures ABA and ARL report
  + SAVE as a NEW REPORT
  + change report name to Library Expenditures ABA - presenting data
  + change description to ABA, FY 15-16
  + SAVE
  + Then, delete the ARL indicator
  + SAVE
- Run the report

Library Expenditures ABA - presenting data

<table>
<thead>
<tr>
<th>Library</th>
<th>Serial Subtotal</th>
<th>Monographs Subtotal</th>
<th>Electronic resources Subtotal</th>
<th>Other Expenses (ABA Q2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Law School</td>
<td>475,162.00</td>
<td>71,747.00</td>
<td>175,209.00</td>
<td>0.00</td>
</tr>
<tr>
<td>American University - Pence Law Library</td>
<td>329,046.00</td>
<td>423,889.00</td>
<td>752,929.00</td>
<td>1,677,271.00</td>
</tr>
<tr>
<td>Appalachian School of Law</td>
<td>179,110.00</td>
<td>99,881.00</td>
<td>158,262.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Arizona State University College of Law Library</td>
<td>251,627.00</td>
<td>44,607.00</td>
<td>571,527.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Arizona Summit Law School Library</td>
<td>46,125.00</td>
<td>26,914.00</td>
<td>100,407.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Atlanta's John Marshall Law School Library</td>
<td>246,758.00</td>
<td>25,122.00</td>
<td>102,633.00</td>
<td>750.00</td>
</tr>
<tr>
<td>Ave Maria School of Law Library</td>
<td>264,161.00</td>
<td>72,849.00</td>
<td>216,650.00</td>
<td>5,717.00</td>
</tr>
<tr>
<td>Barry University Law School - Sullivan Law Library</td>
<td>911,198.00</td>
<td>55,120.00</td>
<td>409,198.90</td>
<td>1,597,270.00</td>
</tr>
<tr>
<td>Baylor University Law Library</td>
<td>1,213,398.00</td>
<td>33,549.00</td>
<td>266,389.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Belmont University College of Law</td>
<td>361,154.00</td>
<td>37,618.00</td>
<td>248,544.00</td>
<td>20,502.00</td>
</tr>
</tbody>
</table>

**Statistics**
- Avg: 501,157.84
- Median: 456,029.00

- Sort column by clicking on the arrows in the headers.
- Click the arrow on Monographs Subtotal and sort low to high

- Click the arrow on Monographs Subtotal again and sort high to low
To view a graph for the column, click on the graph button at the bottom of the Electronic resources subtotal column.

The image is unreadable. This is a problem when you have this number of results.
- However, you can download the data to a spreadsheet.
- Click on the spreadsheet icon.
This spreadsheet can be customized to needs by reformatting and sorting.

Visual Presentations
- Return to Report Settings
- Change Report Type by clicking on the arrow
  + we have already talked about Report Types; this is just a reminder
- Select Graph/PI and then Run
- A graph is created for each indicator
  + Serial Subscriptions Subtotal low to high
+ Electronic resources Subtotal graph

**Electronic resources Subtotal**

- South Texas College of Law - Fred Parks Law
  - 26,750
- Judge Advocate General’s Legal Center & School
  - 64,219
- Charleston School of Law
  - 98,140
- University of North Dakota - Thomasdgaard Law
  - 100,152
- Arizona Summit Law School
  - 100,497
- University of Maine Garbreali Law
  - 110,897
- Indiana Tech Law School
  - 115,545
- University of South Dakota - McKusick Law
  - 121,308
- Southern University Law Center - Oliver E. Spellman Law
  - 123,540

END PRESENTING DATA
In-Class activity: After Presenting Data

1. Open your report
2. Change the Report Name
3. Change the Description
4. SAVE as a NEW REPORT
5. Delete the indicator from the second survey
6. SAVE
7. Run
8. Sort on a column
9. View a column graph
10. Report Settings
11. Change the Report Type to graph/PI
12. SAVE
13. Run
### Publish Reports

- You can also publish or share a report
  + You have created a report you want to share with others
- Click on “Publish Report” on the Reporting Settings Page
  + This creates a “QR” and a URL for embedding the data into a report for one or more stakeholder audiences

- These shared reports are found under the “Published Reports” Tab under the Local Tab
- Copy the URL to embed in a document or as a link on a web page.
- Click on the QR code.

END PUBLISH REPORTS
Benchmarking with peers, aspirants and other law libraries

Benchmarks and Benchmarking Studies
- Libraries often use benchmarking, such as performance benchmarking, to determine how the library’s operations compares to similar libraries, such as libraries in peer institutions.
- It’s a comparative technique and not intended to be construed as a competitive activity among libraries.

List of UWF’s Benchmarking Metrics
- Percentage of expenditures by category (triad: collection - staff - other expenditures)
- Expenditures (triad) per enrolled FT students
- Total materials expenditures
- Total staffing expenditures, and by type of staff
- Staffing levels
- Enrolled students per staff FTE
- Instruction sessions
- Circulation and reference, and their transactions, per enrolled student
- ILL transactions per enrolled student

Setting up a Benchmarking Study
- What indicators do you want to compare?
- With whom do you want to compare these indicators?
- Select the appropriate survey
- Ensure the reporting period is correct
- Ensure that the indicators have data available

Benchmark Example #1
- Survey = ABA
- Period = FY 15-16 (has the most libraries for this example)
- Report name = Benchmark Example #1
- Description = ABA, FY 15-16; staff
- Select Number (in FTEs) of part-time librarians (ABA Q1);
  Number (in FTEs) of full-time and part-time library support staff (excluding hourly students ....)(ABA Q2);
  Number (in FTEs) of other full or part-time professional staff (excluding librarians) in the library (ABA Q3)
  Number (in FTEs) of full-time Librarians including Director
- Add
- SAVE
- Run to make sure the data is there (have data from 205 locations)

## Benchmark Example #1

<table>
<thead>
<tr>
<th>Library (205)</th>
<th>Number (in FTE) of part-time librarians (ABA Q1)</th>
<th>Number (in FTE) of full-time and part-time library support staff (excluding hourly students and other temporary support staff) (ABA Q2)</th>
<th>Number (in FTE) of other full or part-time professional staff (excluding librarians) in the library (ABA Q3)</th>
<th>Number (in FTE) of full-time librarians including the Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belmont University College of Law Library</td>
<td>0.00</td>
<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Boston College Law Library</td>
<td>0.20</td>
<td>5.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Boston University Law Library</td>
<td>0.00</td>
<td>10.76</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Brigham Young University - Howard W. Hunter Law Library</td>
<td>0.00</td>
<td>5.50</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Brooklyn Law School</td>
<td>0.00</td>
<td>10.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>California Western School of Law</td>
<td>0.00</td>
<td>4.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Campbell University School of Law</td>
<td>0.00</td>
<td>5.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Capital University Law School Library</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Case Western Reserve Law School Library</td>
<td>0.00</td>
<td>6.00</td>
<td>0.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Catholic University of America - Judds Kathryn J. DaFoe Law Library</td>
<td>0.00</td>
<td>4.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
- We will benchmark on peer institutions
- SAVE as a new report
  + change Report Name = Benchmark Example #1 - Location Filter
- Set up institutional peers by using the Location filter
- Click Locations

- Up pops a new window with a list of the law schools
Yale is my base library; find Yale in the list.
- And, then I am looking at Ivy League law schools and a couple of others as an example for peers:
  + Columbia University
  + Cornell University
  + Harvard University
  + University of Pennsylvania
  + University of Virginia
  + Stanford
  + and Yale
- Then, Apply
- Look at the Filters box on the Report Settings; you now see the law schools listed

- To make sure that I have the right peers, click on Locations again
- Click on View Selection
- The law schools I checkmark appear

- I don’t want to have to do this every time I want to benchmark with this group
- At the bottom of the Locations windows, you can type in a Filter Name
- Type one in, and hit SAVE.
- That filter is now available when you need it. Just look for the named filer whenever you use the Locations filter.
- **SAVE**
- Then, Run and see what happens
- There are the four indicators for just the schools filtered

### Benchmark Example #1 - Location Filter

**Survey** | **ABA** | **Period:** FY 15-16 (Start: 2016-07) | **Months:** 12
---|---|---|---

<table>
<thead>
<tr>
<th>Library (7)</th>
<th>Number (in FTEs) of part-time librarians (ADA Q1)</th>
<th>Number (in FTEs) of full-time and part-time library support staff (excluding hourly students and other temporary support staff) (ADA Q2)</th>
<th>Number (in FTEs) of other full-time professional staff (excluding librarians) in the library (ADA Q3)</th>
<th>Number (in FTEs of full-time Librarians including the Director)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia University Arthur W. Diamond Law Library</td>
<td>0.00</td>
<td>16.00</td>
<td>0.90</td>
<td></td>
</tr>
<tr>
<td>Cornell University Law School Library</td>
<td>0.00</td>
<td>2.25</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Harvard University School of Law Library</td>
<td>1.00</td>
<td>18.00</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>Stanford University Robert Crown Law Library</td>
<td>0.00</td>
<td>14.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>University of Pennsylvania Biddle Law Library</td>
<td>0.00</td>
<td>14.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>University of Virginia - Arthur J. Morris Law Library</td>
<td>0.00</td>
<td>9.75</td>
<td>3.25</td>
<td></td>
</tr>
<tr>
<td>Yale University Lillian Goldman Law Library</td>
<td>0.00</td>
<td>17.50</td>
<td>0.00</td>
<td>20.00</td>
</tr>
</tbody>
</table>

### End Note

**Locations:**

- Yale University Lillian Goldman Law Library
- Columbia University Arthur W. Diamond Law Library
- Cornell University Law School Library
- Harvard University School of Law Library
- Stanford University Robert Crown Law Library
- University of Pennsylvania Biddle Law Library
- University of Virginia - Arthur J. Morris Law Library

**END BENCHMARK EXAMPLE #1**
In-Class activity: After Benchmarking

1. Open a new report
2. Change the Report Name
3. Change the Description
4. SAVE
5. Select two indicators to do a benchmark study
   a. if they have a relationship, fine, but not essential
6. SAVE
7. Run and review (make sure there is data)
8. Report settings
9. Click on LOCATIONS
10. Find four or five of your institutional peers and check mark them
    a. make sure your library is check marked
    b. Apply
    c. portal returns to Report Settings
11. Click LOCATIONS
12. View Selection to see if all are there
13. Type in a filter name and SAVE
14. Close and return to Reports setting
15. SAVE
16. Click LOCATIONS
17. Select Filter name
18. View Selection to ensure the filter is applied
19. Close
20. SAVE
21. Run and review results
Best Practices
- Use best practices to discover which libraries are doing what yours would like to be doing.
- You want to improve a process or function OR you have an objective from your strategic plan you would like to reach:
  + process = how long to shelf a book (time and motion study)
  + objective = providing ___ of programs; open ___ number of hours
- Let’s look at from the perspective of meeting an objective.
- The question: which libraries are meeting or exceeding your objective?

Best Practices Example #1
- We are going to do a best practice study: Number of hours of reference service provided per week on a regular schedule
  + survey = ABA
  + period = FY 15-16 (has the most libraries for this example)
  + report name = Best Practices Example #1
  + description = ABA FY 15-16; reference hours
  + select Number of hours of reference service provided per week on a regular schedule (ABA Q6) under Section 2: Hours of Library Operations & Library Services
  + Add
  + SAVE

- Note that in the value column, 57.00 appears. This is the value for this performance indicator for your library, in this case Yale. This is really helpful feature when doing best practices.
- Run, to make sure the data is there
- We have 204 responses.

- What we are look for is libraries open longer than ours. Yale’s response to ABA Q6 in FY 15-16 was 57.00 hours.

- Let’s also look at the number of hours per week the library is open on a regular schedule (ABA Q5). Find the Indicator, highlight it, and click Add.
- SAVE

- Note that Yale reported 104.00 hours open for ABA Q5 for FY 15-16.
- So, let's use Filters to find other libraries with more hours of reference service while keeping hours open the same.

- Number of hours of reference service: we now provide 57, so set the low filter to 57. We think we can increase our staff hours by 10%, an additional 6 hours. So, set the high filter to 63.

- Number of hours open. We do not plan to open more hours per week, so put in 104 as both a low filter and a high filter.

- Our logic is “identify libraries providing equal to or greater 57 hours per week but equal to or less than 63 hours of staff reference in a library which is open no more than 104 hours per week.”
SAVE - Run
- There are 5 libraries of the 204 reporting.

**Best Practices Example #1**


<table>
<thead>
<tr>
<th>Library (5)</th>
<th>Number of hours of reference service provided per week - regular schedule (ABA Q6)</th>
<th>Operating hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia University Arthur W. Diamond Law Library</td>
<td>58.00</td>
<td>104.00</td>
</tr>
<tr>
<td>Harvard University School of Law Library</td>
<td>58.00</td>
<td>104.00</td>
</tr>
<tr>
<td>Pepperdine University Law School - Hamlish Law Library</td>
<td>58.00</td>
<td>104.00</td>
</tr>
<tr>
<td>University of New Hampshire School of Law Library</td>
<td>62.00</td>
<td>104.00</td>
</tr>
<tr>
<td>Yale University Lillian Goldman Law Library</td>
<td>57.00</td>
<td>104.00</td>
</tr>
</tbody>
</table>

**End Note**

<table>
<thead>
<tr>
<th>Filters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filters</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of hours of reference service provided per week - regular schedule (ABA Q6)</td>
<td>57 63</td>
</tr>
<tr>
<td>Number of hours per week library is open - regular schedule (ABA Q5) (USNews 120)</td>
<td>104 104</td>
</tr>
</tbody>
</table>

**Demonstrate:**
- Filters using percentage sign
- Combining Filters, Options Tab and Report Type
  - 10% low on serial subscriptions; Options = Percentage change; Report type = Trend/PI (second period)

**END BEST PRACTICE EXAMPLE #1**
In-Class activity: After Best Practices

1. Open a new report
2. Change the Report Name
3. Change the Description
4. SAVE
5. Select one indicator to do a best practices study
6. SAVE
7. Run to make sure there is data
8. Report settings
9. Based upon your institution, set low or high filters
10. SAVE
11. Run
12. Apply your peers location filter to see how the results change
Derived Ratios

A developing strength of ALLStAR will be the availability of derived ratios (also known as Key Metrics) through the portal. A derived ratio is the result of one indicator divided into another. Frequently-used ratios involve expenditures, staff, and students. The ratios are often used for benchmarking studies and to identify best practices.

Counting Opinions is adding Key Metrics (derived ratios) to the ABA data collection.

Derived Ratios Example #1

- What I have for the report
  + Survey = ABA
  + Period = FY 15-16
  + Report Name = Derived Ratios Example #1
  + Description = ABA, FY 15-16

- Let’s look at the new group for Key Ratios
  + under Group, click the down arrow, highlight Key Ratios and Percentages, and select

<table>
<thead>
<tr>
<th>GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- All groups --</td>
</tr>
<tr>
<td>-- All groups --</td>
</tr>
<tr>
<td>ABA</td>
</tr>
<tr>
<td>Section 1 Personnel</td>
</tr>
<tr>
<td>Section 2 Hours of Library Operation &amp; Library Services</td>
</tr>
<tr>
<td>Section 3 Library Facilities</td>
</tr>
<tr>
<td>Section 4 Library Operations</td>
</tr>
<tr>
<td>Section 5 Information Technology</td>
</tr>
<tr>
<td>Which departments are responsible for Law School IT? (ABA Q24)</td>
</tr>
<tr>
<td>Section 6 Comments</td>
</tr>
<tr>
<td>Faculty &amp; Administrators (Current Calendar Year)</td>
</tr>
<tr>
<td>Student Enrollment (Current Academic Year)</td>
</tr>
<tr>
<td>Curriculum (Prior Academic Year)</td>
</tr>
<tr>
<td>Curriculum (Prior Academic Year) Questions Retired in 15-16</td>
</tr>
<tr>
<td>Librarians (ABA Q4)</td>
</tr>
</tbody>
</table>

  + then, select Collections $ Per Student, and click Add
- What indicators are in this key ratio? Click on the indicator to see the definition.

+ a window open and the Derivation is defined.
- SAVE, and Run the report
  + the output comes from 208 libraries, and the right column shows the Collection $ per student in whole dollars

**Derived Ratios Example #1**

<table>
<thead>
<tr>
<th>Library (200)</th>
<th>Collections $ per student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Law School</td>
<td>1,740</td>
</tr>
<tr>
<td>American University - Pence Law Library</td>
<td>1,017</td>
</tr>
<tr>
<td>Appalachian School of Law</td>
<td>1,990</td>
</tr>
<tr>
<td>Arizona State University College of Law Library</td>
<td>1,213</td>
</tr>
<tr>
<td>Arizona Summit Law School Library</td>
<td>266</td>
</tr>
<tr>
<td>Atlanta's John Marshall Law School Library</td>
<td>877</td>
</tr>
<tr>
<td>Ave Maria School of Law Library</td>
<td>2,061</td>
</tr>
<tr>
<td>Barry University Law School - Eulliano Law Library</td>
<td>1,297</td>
</tr>
<tr>
<td>Baylor University Law Library</td>
<td>5,816</td>
</tr>
<tr>
<td>Belmont University College of Law Library</td>
<td>3,115</td>
</tr>
</tbody>
</table>

- Add other indicators to put this derived ratio into context
  + let’s add the collections costs reported
  + under Group, click the down arrow, and select Section 4 Library Operations
  + select SUM OF LIBRARY RESOURCES (SERIALS SUBTOTAL + MONOGRAPHS SUBTOTAL + ELECTRONIC RESOURCES SUBTOTAL)
- Click Add and then SAVE

<table>
<thead>
<tr>
<th>Locations</th>
<th>Indicators</th>
<th>Value</th>
<th>% Filter Low &gt;=</th>
<th>&lt;= Filter High</th>
<th>Sequence</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABA</td>
<td>Section 4 Library Operations</td>
<td>SUM OF LIBRARY RESOURCES (SERIALS SUBTOTAL + MONOGRAPHS SUBTOTAL + ELECTRONIC RESOURCES SUBTOTAL)</td>
<td>3,070,699</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Key Ratios and Percentages</td>
<td>COLLECTIONS $ PER STUDENT</td>
<td>4,895</td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

- Run
- Note the two columns:
You could also apply a Location Filter to the Report and benchmark the Key Ratios and Percentages with the libraries selected in the filter.

### Derived Ratios Example #1

**Survey:** ABA  
**Period:** FY 15-16, (Start 2016-07)  
**Months:** 12

<table>
<thead>
<tr>
<th>Library</th>
<th>Collections $ per student</th>
<th>SUM of Library Resources (Serials Subtotal + Monographs Subtotal + Electronic Resources Subtotal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Law School</td>
<td>1,740</td>
<td>720,188</td>
</tr>
<tr>
<td>American University - Prence Law Library</td>
<td>1,047</td>
<td>1,480,544</td>
</tr>
<tr>
<td>Appalachian School of Law</td>
<td>1,399</td>
<td>308,245</td>
</tr>
<tr>
<td>Arizona State University College of Law Library</td>
<td>1,243</td>
<td>877,514</td>
</tr>
<tr>
<td>Arizona Summit Law School Library</td>
<td>296</td>
<td>173,518</td>
</tr>
<tr>
<td>Atlanta’s John Marshall Law School Library</td>
<td>877</td>
<td>454,653</td>
</tr>
<tr>
<td>Ave Maria School of Law Library</td>
<td>2,006</td>
<td>593,820</td>
</tr>
<tr>
<td>Barry University Law School - Euliano Law Library</td>
<td>1,397</td>
<td>1,052,256</td>
</tr>
<tr>
<td>Baylor University Law Library</td>
<td>3,016</td>
<td>1,511,332</td>
</tr>
<tr>
<td>Belmont University College of Law Library</td>
<td>3,145</td>
<td>748,617</td>
</tr>
</tbody>
</table>

**End Note**

**Locations:**
- Yale University Lillian Goldman Law Library
- Columbia University Arthur W. Diamond Law Library
- Cornell University Law School Library
- Harvard University School of Law Library
- Stanford University Robert Crown Law Library
- University of Pennsylvania Bayldon Law Library
- University of Virginia - Arthur J. Morris Law Library

**END DERIVED RATIOS EXAMPLE #1**
What I have learned, AKA Hints

Some Hints
- You cannot break it!
- Explore the tool to get comfortable
- Start with one or two measures
- Experiment
- Remember to SAVE your changes
- It’s like we tell our students -- to get better at it, you must practice/do it.

END HINTS
In-Class activity: After Derived Ratios and Hints

1. No in-class activity

QUESTIONS