How to use BLUEcloud Analytics (BCA) reports to fill out your IPLAR

All IPLAR reports can be found in BCA>SWANLIBS>SWAN Reports>IPLAR

User Reports 16.1-16.4

Total Number of Unexpired Resident Users Cards 16.1

If you use expiration dates for your users:

Use the **Count Unexpired Users by User Profile** report

- Select your library
- Select your User Profile(s)
- Select the last date of your fiscal year. For example, if you are a calendar library you will enter 12/31/2016.

If you do not use expiration dates for your users:

Use the **Count Users with Expiration Dates of NEVER by User Profile** report

- Select your library
- Select your User Profile(s)

If you have not updated all of your users to NEVER, you should run **both** of the above reports. BCA reads NEVER as 1/1/1900 so the NEVER report will not finds users with current expiration dates or expiration dates in the 2030s which is what some used before NEVER was an option.

Total Number of Unexpired Non-resident Users Cards 16.2a

If your library uses a User Profile to define your Non-Residents you can include that User Profile when you run the **Count Unexpired Users by User Profile** report for your Resident User Cards. The results will give you separate totals for each User Profile.

If your library uses User Category 9 to define your Non-residents, use the **Count Unexpired Users by User Category 9** report

- Select the last date of your fiscal year
- Select your library
- Select your User Profile(s)

The results will give you separate totals for each User Category 9.

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Resources Owned 17.1-17.9

Use the **Count Items Held at the End of the Fiscal Year** report

- Select your library
- Enter the first date of your new fiscal year. For example, if you are a calendar library you will enter 1/1/2017.

To find the totals for each group add the Item Types your library uses.

**For a count of your Electronic items you will need to contact your vendors, as they are not actually in the database.

Use of Resources 18.1-18.17

Use the **Use of Resources Total Checkouts and Renewals** report

- Select your Library Code
- Select the first date for your fiscal year
- Select the last date of your fiscal year

Please note that any item that was deleted after it circulated will show up as an exception. This number will be listed at the top of the report and will not have anything in the I Type and Item Cat2 fields. It is up to you to decide where you want to put those statistics.

Interlibrary Loan Questions 18.16 and 18.17

You will find the Annual ILL Sent and Received report on the SWAN website. Once you are logged in you will see it under the statistics tab. The totals on this report are only for SWAN items; you will need to add any Interlibrary Loan requests you obtained from sources outside of SWAN (for example, OCLC transactions) to the totals for IPLAR.