

Zip Books Statistics Reporting Procedures

This is an overview of the reporting procedures for all Zip Books libraries. The statistics provided will give us a better understanding of your library's Zip Books program and will be used in our reports to the California State Library.

1. Use the provided "Zip Books Monthly Reporting" Excel spreadsheet to compile your library's statistics for the month. Save file using the following format: LibraryName_MonthYear_STATS.
2. Review the "Sample Completed Statistics Report" Excel spreadsheet for clarification on statistics questions (available at <https://northnetlibs.org/zip-books/>).
3. The completed statistics spreadsheet should be emailed to nuesca@northnetlibs.org by the 4th day of the following month. For example, November's statistics should be submitted on December 4th.
4. The "Zip Books Monthly Reporting" spreadsheet replaces the old "Patron Survey Tracking Worksheet". Libraries are no longer required to distribute and compile patron satisfaction surveys.
5. Any comments or feedback received from patrons, such as those that normally would be captured in the patron satisfaction surveys, can be included at the end of the statistics spreadsheet. Library staff are also encouraged to provide feedback.
6. Note that individual libraries are responsible for developing and maintaining their own tool to internally track Zip Books. A sample spreadsheet is included under Attachment M in the "Getting Started with Zip Books" document (available at <https://northnetlibs.org/zip-books/>).
7. Additional surveys may be required in the future for grant reporting purposes. A pilot survey is currently being developed through the State Library.

If you have any questions, please contact the Zip Books Project Coordinator (nuesca@northnetlibs.org).

