Zip Books Statistics Reporting Procedures

This is an overview of the statistics reporting procedures for all Zip Books libraries. The data 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.

Monthly Reporting

1. The majority of Zip Books statistics reporting is now required only once a year and is captured during the month of April. However, libraries are still required to track two statistics each month: the running total of first-time Zip Books users and the number of Zip Books items added to the library collection that month.

2. The monthly statistics should be emailed to nuesca@northnetlibs.org by the 10th day of the following month. For example, April’s statistics should be submitted by May 10th. Deadlines may be adjusted due to holidays or reporting schedules, and notification will be provided via email.

3. Use the provided “Zip Books FY19-20 Reporting” Excel spreadsheet to compile your library’s statistics for the month. Only the information indicated in the “Monthly” tab is needed each month. The “April 2020 Statistics” tab is for capturing the supplemental statistics. Save file using the following format: LibraryName_MonthYear_STATS. For example, your April stats report would be named ZipLibraryName_April2019_STATS.


Annual Reporting

5. Libraries are no longer required to track staff time on a daily basis except in April when this data is required as part of the supplemental statistics. During the month of April only, library staff are requested to keep track of the time spent processing Zip Books requests. This includes any activities completed prior to the item being returned to the library but does not include cataloging and statistics reporting. If some cataloging is done before the item is returned, such as assigning a barcode or importing a bibliographic record, this can be included in your time reported.

6. Other supplemental statistics that should be tracked in the month of April include: the total number of Zip Books requests received that month (both approved and denied) and item format/genre information. This additional data should be reported with your monthly April statistics to be submitted in May. A separate tab labeled “April 2020 Statistics” is included in the Excel spreadsheet for this data.
7. The “Zip Books FY19-20 Reporting” spreadsheet replaces all previous statistics reporting spreadsheets and the old “Patron Survey Tracking Worksheet”. Libraries are no longer required to distribute and compile patron satisfaction surveys.

8. 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.

9. 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/).

10. Additional surveys may be required in the future for grant reporting purposes. A pilot survey is currently being developed in cooperation with the State Library.

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