

eContent Usage Report: eBook/Digital Audio Circulation Data

Create a report to gather circulation data for eBooks and Digital Audio.

1. Go to www.destiny.bcps.org and **Log In**.

2. Select the **Reports Tab**

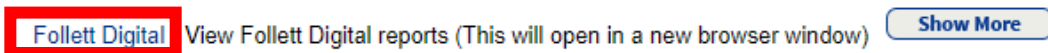


3. Select **Library Reports**

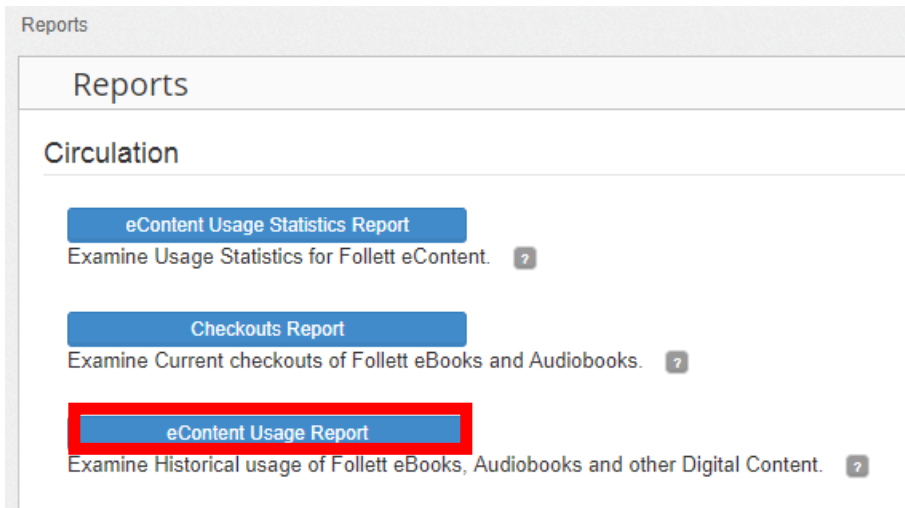


4. Under the heading **Follett Digital and eContent**, select **Follett Digital**. A new window will open.

Follett Digital and eContent



5. Under the heading **Circulation**, select **eContent Usage Report**.



6. Input **Dates –From: 9/1/2018 To: 9/1/2019**. Leave other pre-selected items as is. Click **Run Report**.

eContent Usage Report

Date From: 09/01/2018 To: 09/01/2019

Content Type All

Checkout Type All

Patron Type All

Last Name From: To:

Output Type PDF

Cancel Run Report

7. Once the report status shows Completed, select **View** from the Action dropdown menu on the right.

Job	Submitted By	Started	Status	Action
eContent Usage Report [PDF]	lanzaa1504813211807 (09/07/2017 3:40 PM)	09/07/2017 3:40 PM	Completed (09/07/2017 3:40 PM)	View

8. Scroll to the bottom of the document to view **Totals**. Obtain the **total number of circulations** for eBooks and Digital Audio by **adding the numbers listed for Download + Online + Accessed**. Record the total in the **# of Circulations** column on the Collection Analysis by Category chart on your Collection Development Plan.

Totals

Read/Play Online: 185

Download: 0

Online: 218

Accessed: 724