

Information Request

A form for Liaisons and staff to request information from Access Services or Collection Management.

Your email address (gibbslm@rowan.edu) will be recorded when you submit this form. Not [gibbslm?](#) [Sign out](#)

* Required

1. Name:

2. What type of information do you need? *

Mark only one oval. Each request should be submitted separately, since it will be handled by a different part of Access Services/Collection Management.

Mark only one oval.

- ☐ Interlibrary Loan Requests *Skip to question 3.*
- ☐ Circulation Statistics *Skip to question 4.*
- ☐ Number of Resources by Subject (Print) *Skip to question 6.*
- ☐ Number of Resources by Subject (Electronic) *Skip to question 11.*
- ☐ Usage Statistics *Skip to question 8.*
- ☐ Resource available in Alma? (For Collection Development Requests) *Skip to question 13.*
- ☐ Resource indexed in the Primo Central Index (PCI)? *Skip to question 17.*
- ☐ Other:

Skip to question 20.

Interlibrary Loan Requests

3. Which ILL report do you need

Mark only one oval.

- ☐ Most requested journals
- ☐ Most requested books

Skip to question 20.

Circulation Statistics

Circulation statistics are available by subject, call number, title/ISBN, Patron Group, and Item type.

4. Describe the Circulation Statistics you need: *

5. What date range do you need circulation statistics for? *

Mark only one oval.

- ☐ Last 6 months
- ☐ Last year
- ☐ Other:

Skip to question 20.

Number of Print Resources by Call Number

6. Which type of print resources? *

Check all that apply.

- ☐ Print Monographs
- ☐ Current Print Serials
- ☐ Other:

7. Which LC call number range do you need? *

Skip to question 20.

Usage Statistics

8. What type of resource do you need usage statistics for? *

Check all that apply.

☐ Database usage (including trials)

☐ Ejournal usage

☐ Ebook usage

☐ Other:

9. Which resource/resources do you need usage statistics for? *

10. What date range do you need usage statistics for? *

Mark only one oval.

☐ Last 1 month

☐ Last 6 months

☐ Year to date

☐ Last Fiscal year

☐ Other:

Skip to question 20.

Number of Electronic Resources by Subject

11. Which type of electronic resources? *

Check all that apply.

☐ Subscribed Ebooks

☐ Purchased Ebooks

☐ Ejournals

☐ Other:

12. Which subjects do you need? *

Skip to question 20.

Is this Resource available in the Alma Knowledgebase?

Before submitting a Collection Development request, please submit this form so Eresources staff can determine if the resource is available in the Alma Knowledgebase. Please include the name of the resource and any other important information for identifying the resource (ex. ISSN/ISBN, url to website, title list, or other supporting document).

13. Name of Resource: *

14. Other information:

15. Url to website:

16. Title list or supporting document:

Files submitted:

Skip to question 20.

Is this resource indexed in the Primo Central Index (PCI)?

This question can be used to determine if a resource is indexed in the Primo Central Index and to what extent (ex. article level linking vs. journal level, percentage of the collection's coverage in the PCI, etc.). For more information on the PCI, please visit

https://knowledge.exlibrisgroup.com/Primo/Content_Corner/Product_Documentation/Primo_Central/PC_Index_Configuration_Guide/010Overview/010What_is_Prime_Central_Index%3F

17. Name of Resource: *

18. Vendor: *

19. Other information:

Skip to question 20.

20. When do you need this information?

Disclaimer: Running reports of this nature takes time and has to be worked in to normal workflows. Please allow 2 business days for a reply.

21. How will this information be used?
