How to Retrieve ILL data in OCLC Collection Analysis Tool:

- Go to: [http://firstsearch.oclc.org/](http://firstsearch.oclc.org/)
- On the login screen:
  - Login: [See your collection coordinator](http://firstsearch.oclc.org/)
  - Password: [See your collection coordinator](http://firstsearch.oclc.org/)
  - Click “Start” button
- When the WorldCat screen appears, select the “Collection Analysis” tab located in the top center.
- In the left panel, under “Usage Analyses”, select “My Library as Borrower”.
- When the spreadsheet appears on the screen, the data is arranged by “Request Date”.
  - To view different options, select the tab on top to change to “Request Frequency” or “Request Cost”

“Limit Analysis” is useful for limiting retrieval results by:
- Lending library
- Request date
- Request cost
- Subject division
- Language
- Publication date
- Holding status
- Format

Important points to consider:
- How often is the item requested (one time only, or more than 3 times?)
- When was it requested (in the recently 3 years or only within one quarter?)
- How much does it cost to borrow Vs. to buy?
- Publication date (is it still available anywhere on the market?)