

Repository Tracking Form and Basic Questions

The first step in using metrics to make repository decisions is to start collecting information in a systematic way. Below is a simple example of where to start: download counts.

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2015												
2014												
2013												
2012												

Feel free to create other ways to track items including collections and/or visits.

What type of questions or topics are important to your community or repository program?

Below are few examples that I often ask (usually based on downloads or visits for the past year or month).

What is the total annual downloads?

Which month had the most downloads? Does this change year to year?

Which collection has the most downloads?

What is the average number of visits per month?

Geographically, where do most visitors come from?

What are the 5 most downloaded papers?