Using LibInsight for Reference Statistics

Login into your LibGuides account @ https://southalabama.libapps.com/libguides/.
From the bar at the top, use the pull down menu to choose LibInsight.

A toolbar with LibInsight Lite will appear

From here, you can add data and analyze it. To add a transaction, click on Record Data

Record Data

A three column page with a series of questions will appear. Anything with a red asterisk * is a required question. There is a pull-down menu for Pre-Defined Entries – ignore that. I can’t delete it but it has nothing in it.

Question Type: The Question Type field is required. You will get an error message after clicking on Submit if you have not filled out this field. The field consists of entries which correspond to the categories we use on the Reference Desk Statistics sheet. Using the pull down arrow will give you these options:

1. Directions/Institutional Information
2. Technical Assistance
3. Ready Reference
4. Reference Transaction
5. Referral

Most of you will only be using LibInsight for Reference Transactions and Referrals; however, the other choices are there as Hector will be entering the tick marks from the stats sheet at the end of the day. This will make sure that we can analyze the data in useful and consistent ways.

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**Entered By:** Since you are logged into LibGuides, your name will be the default next to Entered By.

![Entered By](image)

**Question Source:** The Question Source field is required. You will get an error message after clicking on Submit if you have not filled out this field. The choices correspond roughly to the current statistics sheet with some added categories as Government Documents and Circulation will also be using this form:

1. Reference Desk/In Person
2. Reference Desk/Phone
3. Reference Desk/Chat
4. Government Documents
5. Circulation Desk/Phone
6. Circulation Desk/In Person
7. Consultation
8. Referral
9. Other

![Question Source](image)

**Related Course and Subject Area(s):** If you know the course number associated with a particular question, add it to the Related Course field. The Subject Area(s) field is divided into the same subjects used by our liaison librarians, except for Nursing. Other is also a choice.

![Related Course and Subject Area](image)

**Is This a Repeat Question? and Did You Collect a Copy of the Assignment?:** Knowing that a question has occurred several times and having a copy of the assignment associated with that question can help us be

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prepared when several members of a class come in with the same question. If you get a copy of the assignment, please either leave it in the assignment basket at the reference desk or give it to Jason, who will add it to the Assignments folder on the Z drive.

**Referral fields:** If you refer a question somewhere else, please choose the person or place to which you referred it. If you refer it to the Biomedical Library and the question is from a nursing student, please choose Nursing from the Subject Areas field as well. I’m trying to keep some kind of track of how many questions we get from nursing students.

If you choose another librarian, please check that librarian’s name. You can choose more than one librarian if you need to. Librarian names are in alphabetical order.

**Sources Consulted:** If you refer a question to another librarian, it is very helpful to them to know where you may have already looked, so just put the names of the databases you used in this field: *SOUTHcat, OneSearch, MLA*, for example.

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**Start Date and End Date:** You do not need to fill out these fields – they just give us an idea of how long a transaction lasted and will use the date and time from the computer to automatically calculate this:

![Start Date and End Date](image)

**Number of Records:** You may notice that you can choose to submit more than one record; just remember that what is submitted is going to be exactly the same in each record.

![Number of Records](image)

**Submit:** After you are done entering any applicable information, choose either Submit or Submit & Clear. Either option gives a message that your record has been successfully submitted and leaves a screen available for you to submit another question.