GALE ANALYTICS TIPS

Data Needed to Create a Report in Digital Collections

To create a report in Digital Collections, you will need two files.

Data Input File #1 (Patron Information) – This is an Excel file that includes the following two pieces of data, in any order. Columns must have header names (the specific names are not important as long as the columns have names).

1. Unique library patron identifier code (could be a bar code, library card number, or a unique Overdrive code; this code must be identical in both files)
2. Patron address (if in one field, delimiters are necessary)

Example of File #1 with patron information in one column:

Address	Barcode
34505 BUNKER HILL DR$FARMINGTON HILLS MI 48331	2758893
35230 13 MILE RD$FARMINGTON HILLS MI 48331	2782499
29505 ANDOVER BLVD$FARMINGTON HILLS MI 48331	2286129
28641 AUBURN CT$FARMINGTON HILLS MI 48331	1815185

Data Input File #2 (Overdrive Information) – This is an Excel file that includes the following three pieces of data, in any order. Columns must have header names (the specific names are not important, as long as the columns have names).

1. Format (eBook, audiobook, etc.)
2. Subject field
3. Unique library patron identifier code (could be a bar code, library card number, or a unique Overdrive code; this code must be identical in both files in order to match for address locations

Example of File #2:

Format	Subjects	Barcode
eBook	Fiction, Mystery, Non-English Fiction	2758893
Audiobook	Fiction, Mystery	1064524
eBook	Home Design & Décor, Nonfiction	2758153
eBook	Nonfiction, Self Help, Sports & Recreations	1954906

The file should be saved in Excel (.xlsx) format.

Once you have your files and your login, you are ready to run your report in Digital Collections (https://analytics.gale.com/gallery)

In addition to this file, you will also need a Gale Analytics login. If you do not have one, please contact Allie Everett, Customer Success Manager, at allie.everett@cengage.com.

GALE

Gale, here for **everyone.**