

## Schools and Public Libraries: How to get usage reports for the iCONN databases

### AP Images:

Contact: Mary Beth Snee, AccuWeather, Inc. Education Division  
Email: [snee@accuweather.com](mailto:snee@accuweather.com)  
Phone: 215-540-5676 or Toll Free: 888-438-9847 Ext:5676

### EBSCO – *History & Science Reference Centers, Student Research Center* (Statewide subscription ended June 30, 2009.)

Go to <http://eadmin.epnet.com>

Enter your EBSCO **User ID\*** and password. (Contact EBSCO Tech Support to set up your password.)  
Click on “Reports and Statistics” tab >> Select/Specify your report >> Show or email the report.

*Automatic monthly reports:* Click on the tab labeled “View/Edit Scheduled Reports” to set up automatic reports.

### Gale: *InfoTrac OneFile, Expanded Academic, Kids InfoBits, Health & Wellness, Business & Company, etc.*

Public Libraries: Go to [http://infotrac.galegroup.com/itconfig/iconn\\_1](http://infotrac.galegroup.com/itconfig/iconn_1)

School Libraries: Go to <http://infotrac.galegroup.com/itconfig/iconnk12>

Enter your username and password (if you don't have one, contact Gale tech support).

Click on Reports >> Choose View, Email or Configure Monthly Report under your **Location ID\***

*Automatic monthly reports:* Select Reports >> Click on Configure Monthly Report under your Location ID.  
After the report is created, you may specify one or more recipient email addresses.

### ProQuest – *iCONN Newsstand, National Newspapers, Hartford Courant (current and historical).*

Go to <http://lad.proquest.com/lad>

Enter your ProQuest LAD Account ID and password (Contact Proquest Customer Service to set these up.)  
Click on Usage Reports >> Specify the report criteria >> View or email the report.

*Automatic monthly reports:* Click on “Usage Report Delivery Schedules” and follow instructions.

### ProQuest – *HeritageQuest (Public Libraries Only)*

Go to <http://persi.heritagequestonline.com/hqoreports>

Reports are **IP-authenticated** and must be run from a PC in the library.

Click on the tab “Create a Usage Report”.

Specify and then display, download or email your report.

*Automatic monthly reports:* Click on the tab “Schedule Reports” and follow screen instructions.

Contact HeritageQuest Tech Support to register your computer's IP number or for assistance with the report.  
Go to <http://www.whatismyip.com> to determine your computer's IP.

\* **Library-specific info that is bolded and marked with an asterisk:** is available from the vendors' Technical Support or Stephen Cauffman, [scauffman@cslib.org](mailto:scauffman@cslib.org) or 1-860-704-2223.

**For all other usernames & passwords: Contact the vendors' Technical Support Centers.** This is library-specific information that iCONN does not have. Vendors also provide assistance using their statistics websites. For Contact Information see: <http://www.iconn.org/staff/DatabaseContacts.aspx>