

Service Reporting Management (SRM)

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Library Metrics Report

Library Metrics Report – Overview

Report Title	Library Metrics Report
Service Provider	punctum books
Service	Metrics
Audience	Individual Library Customers
Delivery	CSV via email
Purpose	Inform Library Customers of access to our ebooks via their networks
Period	Annually or upon request
Date of Report	
Date of Next Report	
Related Agreements	Supporting Library Membership Agreements

Library Metrics Report – Process

We currently receive [Ebook Interaction Reports](#) with IP-level usage data from two platforms: [Project MUSE](#) and [JSTOR](#). It is expected the IP-level usage data from the [Thoth File Hosting](#) will become available by the end of 2025.

IP-level usage data are ingested on a monthly basis as part of the [Public Metrics Report](#) and can be accessed directly in [Metabase](#). Data from IP-level data are accessed from the main dashboard under [punctumbooks data](#). There are three relevant tables:

- [JSTOR Institution](#)
- [Project muse](#)
- [PROJECT MUSE2](#)

After collating the data these are sent by email to the particular library who requested them.

Supporting documents are filed in a folder numbered with the prefix **LR** in our [cloud storage](#) under **Punctum Admin > Reports > Library Reports**.

JSTOR

- Current JSTOR IP data are stored in the [JSTOR Institution](#) table.
- Filter the column **InstitutionName** for the institution(s) linked to a particular library or library consortium.
- Download the filtered data as CSV file with the export button in the lower right corner.

Project MUSE

Legacy IP data

- Legacy Project MUSE IP data are stored in the [Project muse](#) table.
- Filter the column **INSTITUTION** for the institution(s) linked to a particular library or library consortium.
- Download the filtered data as CSV file with the export button in the lower right corner.

Current IP data

- Current Project MUSE IP data are stored in the [PROJECT MUSE2](#) table.

- Filter the column **INSTITUTION** for the institution(s) linked to a particular library or library consortium.
- Download the filtered data as CSV file with the export button in the lower right corner.

Document Control

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Last Date of Change	October 28, 2025
Next Review Due Date	
Version & Change Tracking	

Activity and Financial Report

Activity and Financial Report – Overview

Report Title	Activity and Financial Report
Service Provider	punctum books
Service	Administration , Book Publication , Metrics , Outreach
Audience	Public
Delivery	Blog Post
Purpose	Provide public with an overview of the activities, publications, and financials of the previous year.
Period	Annually
Date of Report	June 28, 2025
Date of Next Report	May 2026
Related Agreements	Supporting Library Membership Agreements, Open Book Collective

Activity and Financial Report – Process

Work on our Annual Financial and Activity Report over the previous year is started in February each year with a target release date in May. The Report consists of the following main components:

- XXX
- Financial figures are compiled in this Google doc:
https://docs.google.com/spreadsheets/d/1Qtv-lsxOQjFn2k-IEaRq7M_NMilQgQyc78OzNCxtpOc/edit?usp=sharing
- Library figures are compiled in this Google doc:
https://docs.google.com/spreadsheets/d/1LHEUrkNWs2tGzvqdEYPTZDGlb-Ypm3_fpaCw-bWeeM/edit?gid=0#gid=0

The Report is published on our [blog](#). Individual reports are numbered with the prefix **AR** and the most recent version is saved in our [cloud storage](#) under **Punctum Admin > Reports > Financial and Activity Reports** .

Document Control

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[AR006] Punctum Books Activity and Financial Report 2024

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[AR005] Punctum Books Activity and Financial Report 2023

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[AR004] Punctum Books Activity and Financial Report 2022

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[AR003] Punctum Books Activity and Financial Report 2021

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[AR002] Punctum Books Activity and Financial Report 2020

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Document Owner	Eileen
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[AR001] We Got the Receipts: Punctum Books Activity and Financial Report 2016–2019

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Document Title	We Got the Receipts: Punctum Books Activity and Financial Report 2016-2019
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Post-Proofing Report