



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

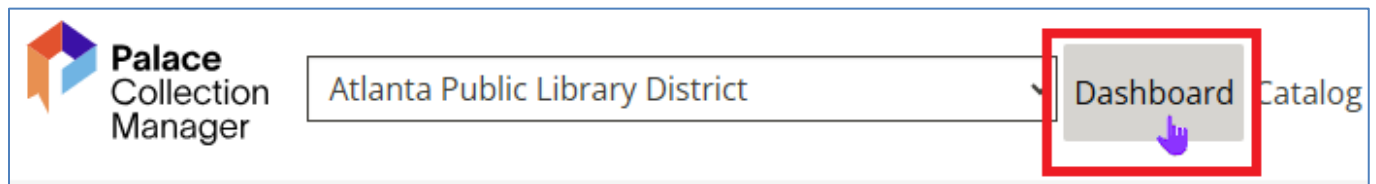
Palace Project Circulation Statistics Procedure

Last updated: May 6, 2026

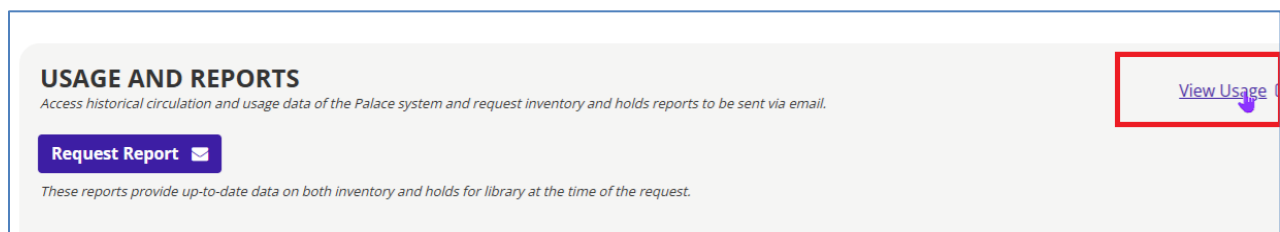
This procedure explains the steps needed to retrieve circulation statistics by RSA library staff with administrative credentials for The Palace Project.

Refer to [The Snapshot Collection Manager Dashboard and Reports](#) instructions from The Palace Project for detailed use of the Collection Manager Reports. For Palace Project support email support@thepalaceproject.org

1. Login to the [Palace Collection Manager](#) portal.
2. Select Dashboard.



3. Select View Usage under Usage and Reports.



4. Select the Collection Circulation Details tab.
5. Select your library.

6. Under Time frame select Absolute date range.

The screenshot displays the 'Palace Collection Manager' interface. At the top, the navigation bar includes 'Start Here!', 'Patron Details', 'Current Circulation', 'Year to Date Circulation', 'Collection Circulation Details' (highlighted with a red box), 'Title Circulation Details', and 'Export: All Usage Data'. Below the navigation bar is the 'Controls' section, which contains a 'Select Library/Libraries:' dropdown menu (highlighted with a red box) currently set to 'Alpha Park Public Library District', and a 'Time Frame:' dropdown menu (highlighted with a red box) currently set to 'Year to date'. The main content area features a large heading 'Collection Circulation Details' and a sub-section 'Monthly Circulation Events'. A modal window is open over the 'Time Frame' dropdown, showing options for 'Relative date' and 'Absolute date range' (highlighted with a red box). The 'Relative date' section includes a date range '2026/01/01 to 2026/05/06', a 'Relative by' dropdown set to 'Years', and radio buttons for 'Previous year', 'This year', and 'Year to date' (selected). There are also input fields for 'Last number of years' and 'Next number of years', both set to '1'. The 'Exclude previous' dropdown is set to 'None'. The 'Absolute date range' option is highlighted with a red box and a mouse cursor.

8. In the Monthly Circulation Events by Format section use the 3-dot menu and select Export to Excel.

Month	Format	Hold Count	Check Out Count
Nov 2025	Audio		3
	Book		3
	Subtotal		6
Dec 2025	Audio	5	37
	Book	1	49
	Subtotal	6	86
Jan 2026	Audio	9	46
	Book	3	23

9. Open the downloaded file.

data being reported below, click the dropdown arrow in the top right of the screen above this description and adjust the "Time Frame" settings

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	Subtotal	6	86
Jan 2026	Audio	9	46
	Book	3	23

Now you have a spreadsheet of circulation statistics for ebooks and eaudiobooks for IPLAR reporting!

Contact the RSA Help Desk at help@librariesofrsa.org or by phone at 866-940-4083 or 309-315-9123 if you need assistance.