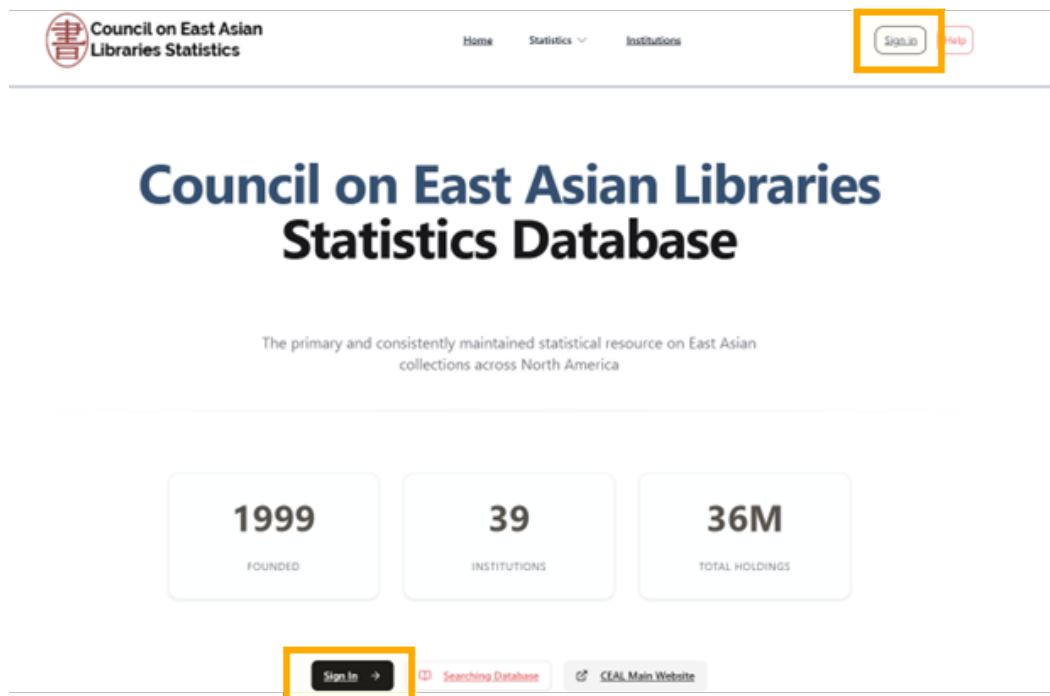


CEAL Statistics Database – Quick Guide for Institutional Users

This quick guide walks you through the basic steps to log in, view your institutional dashboard, and complete the annual survey forms in the new CEAL Statistics Database.

1. Log In



Example only, not real data.

Go to <https://cealstats.org>.

Click “**Sign In**” (top right or center button). Enter your institutional email address, then click Continue. If you are a first-time user, you’ll receive an email to set your password. *Please also check your Junk or Spam folder.* If needed, use 'Request password reset' to create a new password.

2. Access Your Dashboard

Hello

Welcome back to your dashboard

Last Login: 10/11/2025, 12:51:12 PM CDT

Name: No name set

Email:

Role: Member Institution

Institution: Wisconsin-Madison

Forms Management
Manage and access all system forms

Forms Page
Access all available forms and submissions

[Access Forms](#)

Example only, not real data.

After signing in, you will see your Dashboard, which displays **Institution** and **Role** (e.g., Member Institution). If you are a first-time user, please enter your “**Name**”. To update your institutional information, click the linked “**Institution**” name. To manage your forms, click **Access Forms** under *Forms Management*.

3. Complete Database Lists

• Complete These First Priority

Priority forms that need immediate attention

[Audio/Visual Database for Wisconsin-Madison in 2025](#)

[E-Book Databases for Wisconsin-Madison in 2025](#)

[E-Journal Databases for Wisconsin-Madison in 2025](#)

Under **Complete These First**, you will see three priority forms: **Audio/Visual Databases**, **E-Book Databases**, and **E-Journal Databases**.

Click each form to begin editing your institution's database lists for the current survey year. Please note that completing these forms first is *recommended but not required*. You can still access and complete other forms without finishing the database lists.

However, *since data from the database lists will be automatically imported into other forms, we recommend completing them first for accuracy and consistency.*

4. Access Database Lists

Home / Admin / **AV Database Subscriptions** / Wisconsin-Madison / 2025 - Manage Subscriptions

Wisconsin-Madison - AV Subscription Management

Year: 2025 • 4 subscriptions

Current Subscriptions

4 subscriptions for 2025

+ Add More Subscriptions

4 subscriptions

Actions	Record ID	CJK Title	English Title	Publisher	Type	Global	Language	Titles
<div> <div></div> <div></div> </div>	34	籍合网 - 中華書法數據庫	Ancient Books - Chinese Ca...	Zhonghua Book Comp...	Online Image/Photograph	Global	CHN	10,000
<div> <div></div> <div></div> </div>	35	臺灣百年寫真／GIS資料庫	Taiwan Image Explorer: Ge...	TBMC 漢珍數位圖書	Online Image/Photograph	Global	CHN	25,000
<div> <div></div> <div></div> </div>	188	test case #1 2025	Non deleniti volupta	Beatae voluptate opt	streaming audio/music	Global	KOR JPN	-
<div> <div></div> <div></div> </div>	192	中华数字书苑 - 图片库	China Digital Library - Imag...	Apabi	online image/photograph	Library	CHN	3,300

0 of 4 row(s) selected

Rows per page

Page 1 of 1

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Example only, not real data.

Each **Management** page displays the databases your institution has selected from the corresponding list.

You can add new entries by clicking “**+ Add More Subscriptions**” *if a digital resource your institution has access to is not already listed in the database.*

To view the full list of databases for the current category (Audio/Visual Databases, E-Book Databases, or E-Journal Databases), click the link at the top (e.g., **AV Databases Access**).

5. View Database List Entries Page

Select Year: 2025

Search in title, CJK, or romanized... Language

Create New Entry

Add to My Subscription (0) View

Counts	CJK Title	English Title	Romanized	Subtitle	Language	Type	Publisher	Description & Source	Notes
0		Films on Demand			NON-CJK	streaming film/video	Infobase	Edit for 2025	Enter the number of East Asian-related films your institution holds after clickin...
925		Asian Film Online			NON-CJK	streaming film/video	Alexander Street	https://video.alexanderstreet.com/channel/asian-film-on-line	
17	한국전쟁사문화 시리즈	History Culture Series	Chinjeon yuksa munhwa siriji		KOR	streaming film/video	Zinindin	http://www.hiculture.co.kr/ A multimedia contents database which contains Korean histor...	
0		Kanopy	Kanopy		NON-CJK	streaming film/video	Kanopy		Enter the number of East Asian-related films your institution holds after clickin...
330000	中华数字书苑 - 图片库	China Digital Library - Image Database	Zhonghua shu zi shu yuan - tu pian ku		CHN	online image/photograph	Apabi	Other name: 方正APABI图片库	
70000	民国图片资源库	Digital Image Collections of Republic of China (1911-1949)	Min guo tu pian zi yuan ku		CHN	online image/photograph	National Library Bookstore 国家书店	http://www.mingguotupian.com/index.php?m=content&c=index&a=list&catid=35	
10000	群舍网 - 中华善法数据库	Ancient Books - Chinese Calligraphy Database	Ji he wang - Zhong hua shu fa shu ju ku		CHN	online image/photograph	Zhonghua Book Company Gulian 中华书局古籍	http://www.gulianhe.com/product/intro?prodid=5356295872846a782e4029163aaf23e	
25000	臺灣百年写真 / GIS資料庫	Taiwan Image Explorer: Georeferenced Historical Photographs 1895-1945	Taiwan bai nian xie zhen / GIS zi liao ku		CHN	online image/photograph	TBMC 遠流數位圖書	https://www.tbmc.com.tw/index.php/en-us/product/248	
0	中國知識 - 中國藝術作品庫	CHKI: China Art Digital Library	Zhongguo zhi wang: Zhongguo yi shu zuo pin ku		CHN	online image/photograph	CHKI		Discontinued: no longer accessible. FY24 counts: 697.
413	中国语言文化数据库	Chinese Language & Culture Library	Zhongguo yu wen hua shu ju ku		CHN	streaming film/video	CEPEC 中国数图	https://www.cepec.com.cn/info/38.shtml	This database includes both Audio/Visual and ebook content. If your institution ha...

0 of 20 row(s) selected

Rows per page: 25

Page 1 of 2

Example only, not real data.

To filter databases by language, click “+ Language.”

To view some specific columns within the list, click “View.”

To adjust the number of databases displayed on a page, use “Rows per page.”

Please read the instructions in the “Notes” column carefully — they provide important information about how to select, edit, or handle specific databases.

6. Select New Database Entries

Select Year: 2025

Search in title, CJK, or romanized... Language

Create New Entry

Add to My Subscription (1) View

Counts	CJK Title	English Title	Romanized	Subtitle	Language	Type	Publisher	Description & Source	Notes
<input checked="" type="checkbox"/> 0		Films on Demand			NON-CJK	streaming film/video	Infobase	Edit for 2025	Enter the number of East Asian-related films your institution holds after clickin...
<input type="checkbox"/> 925		Asian Film Online			NON-CJK	streaming film/video	Alexander Street	https://video.alexanderstreet.com/channel/asian-film-on-line	

Example only, not real data.

To add databases your institution has access to: check the box beside the database name. then click “Add to My Subscription” at the top right. This will automatically move the selected item into your institution’s subscription list.

After adding, your database will appear under Current Subscriptions for the year. Use the edit (✎) or delete (🗑) icons to make changes as needed.

7. Review Updated Subscriptions

Home / Admin / AV Database Subscriptions / Wisconsin-Madison / 2025 - Manage Subscriptions

Wisconsin-Madison - AV Subscription Management











Year: 2025 • 5 subscriptions

Current Subscriptions

5 subscriptions for 2025

+ Add More Subscriptions

5 subscriptions

Actions	Record ID	CJK Title	English Title	Publisher	Type	Global	Language	Titles
 	3		Films on Demand	Infobase	streaming film/video	Global	NON-CJK	-
 	34	籍合网 - 中華書法數據庫	Ancient Books - Chinese Ca...	Zhonghua Book Comp...	Online Image/Photograph	Global	CHN	10,000
 	35	臺灣百年寫真／GIS資料庫	Taiwan Image Explorer: Ge...	TBMC 漢珍數位圖書	Online Image/Photograph	Global	CHN	25,000
 	188	test case #1 2025	Non deleniti volupta	Beatae voluptate opt	streaming audio/music	Global	KOR JPN	-
 	192	中华数字书苑 - 图片库	China Digital Library - Imag...	Apabi	online image/photograph	Library	CHN	3,300

0 of 5 row(s) selected



Rows per page

Page 1 of 1

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Example only, not real data.

After adding, your database will appear in **Database Management** for the year.

Use the edit () or delete () icons to make changes as needed.

From your dashboard, click **“Access Forms”** again to return to **My Forms**.

8. Main Forms Page

 **My Forms** 10 Available

All available forms for your library


1. Monographic Acquisitions ● In progress	2. Physical Volume Holdings ● In progress
3. Serial Titles: Purchased and Non-Purchased ● Ready to complete	4. Holdings of Other Materials ● Ready to complete
5. Unprocessed BackLog Materials (volumes or pieces) ● Ready to complete	6. Fiscal Support ● In progress
7. Personnel Support ● Ready to complete	8. Public Services ● Ready to complete
9. Electronic ● Ready to complete	10. Electronic Books ● Ready to complete

Example only, not real data.

From “My Forms” you can complete annual survey forms such as **Monographic Acquisitions**, **Fiscal Support**, etc. Each form shows its status (**In progress** or **Ready to complete**).


9. Admin Users

Serial Titles: Purchased and Non-Purchased

 View Instructions

1. Serial Titles: Purchased (including Subscriptions) - Electronic
Enter the number of purchased electronic serials by language.

BEFORE using the import feature, please fill out or update the “E-Journal Databases by Subscription - List of” in order for the system to provide the corresponding numbers automatically.

 Import from E-Journal Databases by Subscription

01. Purchased Chinese	02. Purchased Japanese
<input type="text" value="0"/>	<input type="text" value="0"/>
03. Purchased Korean	04. Purchased Non-CJK
<input type="text" value="0"/>	<input type="text" value="0"/>
05. Electronic Purchased Subtotal	
<div>(01 + 02 + 03 + 04)</div> <div>0</div>	

Example only, not real data.

Each form page (e.g., **Serial Titles: Purchased and Non-Purchased**) allows you to enter your institution's annual statistics directly into the fields provided. Click "**View Instructions**" in the upper left corner to see detailed definitions and examples for each data field. All subtotals (e.g., **Electronic Purchased Subtotal**) will be calculated automatically. Some sections include an "**Import from...**" button. *Click it to import relevant data from your selected database lists into the form.*

Be sure to save your work periodically to avoid data loss.

Need Help?

If you encounter login or data issues, please contact the CEAL Statistics Committee via CEAL - Statistics - Statistics Committee (<http://eastasianlib.org/newsite/statistics/>) or reach out to the Chair directly.