

Public Library Annual Report

What's New?!

Below is a brief rundown of the changes to the 2012 Public Library Annual Report. Made at the national level, most changes are minor and intended to clarify existing data element definitions. The exception is the e-books definition that underwent a much-needed update. For more about each data element (aka survey question), please reference the survey instructions and definitions. If you have questions or concerns, please do not hesitate to contact Nicolle Steffen at: 303-866-6927 or steffen_n@cde.state.co.us.

Library Collection

This section of the survey collects data on selected types of materials. Report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

What's changed? The definition was changed slightly to make it clearer that libraries should report only items "acquired as part of the collection."

E-books & Other Downloadables

For e-books and other downloadables, report the number of units, including duplicates, for all outlets. Report only the titles the library has selected as part of the collection.

What's changed? Previously the report asked for only titles catalogued and accessed through the OPAC, however, this is no longer the case. With the definition change, this data element now includes all e-books in the library's collection regardless of whether the title is in the library's OPAC or not. In other words, if your library selected the e-book title as part of the library's collection, report it. See definition for more details about how to report e-books and other downloadables.

Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access: 1) "Local and Other Cooperative Agreements" or 2) "State." Note, report Lynx (formerly AIRS) databases under "Local and Other Cooperative Agreements" databases.

What's changed? "Other Cooperative Agreements" is no longer collected separately and has been collapsed into "Local" purchases.

Electronic Materials Expenditures

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures.

What's changed? "Audio and video downloadables" were added to the list of expenditures in this category.

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Other Materials Expenditures

Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.

What's changed? "Audio and video physical units" were added to the list of expenditures in this category.

Number of Registered Users (Resident and Non-Resident)

A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.

What's changed? "Gain access to other library resources" was added to the definition this year.

Number of Unique Visitors to Library's Website

Unique visitors is the number of inferred individual people as determined by IP address (filtered for spiders and robots), within a designated reporting timeframe, with activity consisting of one or more visits to a site. Each individual is counted only once in the unique visitor measure for the reporting period, in this case, a month. This is calculated by summing the number of unique visitors for each month to get the annual total.

What's changed? This data element replaces "Number of page views of the library's home page."

Number of Uses (Sessions) of Public Internet Computers Per Year

Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or web-log tracking software also may provide a reliable count of uses (sessions).

What's changed? The definition was reworded slightly to make it clear that the count includes only the library's Internet computers and does not include Wi-Fi access using non-library computers.