Electronic Materials:
What Goes Where in the Colorado Public Library Annual Report (PLAR)

A good rule of thumb for reporting e-material **use** is that if the item has a circulation period, it should be counted in "Circulation of Electronic Materials" (5.22). If the item does not have a circulation period, it should be counted in "Successful Retrieval of Electronic Information" (5.24).

For any e-materials that have "pay-per-use" models (for example, Hoopla), you should **only** report the number of titles that were actually used and therefore paid for.

Please see below for more information about various e-materials:

Material	Count Collection as…	Count Expenditure as…	Count as Circulation?	Count as Successful Retrieval of Electronic Information (5.24)?
Consortially purchased downloadable content including: • Across Colorado Digital Consortium (ACDC) • AspenCat eBooks • Front Range Downloadable Consortium • Marmot Library Network • Marmot ACS Collection	Separate statistics into the following categories and report as appropriate: • Electronic Books (5.2) • Downloadable Audio Books (5.7) • Downloadable Music (5.8) • Downloadable Video (5.13)	Electronic Materials Expenditures (4.7)	Yes: Circulation of Electronic Materials (5.22) & Total Circulation (5.20)	No
Databases including: • Ancestry.com Library Edition • Gale Virtual Reference Library • Hulu • Lynda.com • Mango Languages • NewsBank • Tudor.com • Tumble Books • Westlaw • World Book Online • Zinio Note: Although Zinio has "checkouts," these are more akin to downloads since there are no circulation periods.	Report as Local/Other cooperative agreements (5.17)	Electronic Materials Expenditures (4.7)	No. Any e-materials that have a circulation period are NOT databases and should NOT be counted in 5.17 and 5.22.	Yes – count the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but don't have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. The intent of this data element is to capture database use that goes beyond a search but is more discrete than a session. Report statistics that indicate the download/full display of a digital document or electronic resource. Terms vendors use to capture this activity include: full text

				retrieval, full text download, record view, full record accessed, videos watched, lessons viewed, etc. Do NOT include counts of searches or sessions in this data element. Learning databases such as Lynda.com can be included in this count.
Therefore, Zinio use should be reported in 5.24, not 5.22.				
Multiple Items Loaded on One Electronic Device (e.g., e-reader or iPad)	Report as one circulated item (5.20 & 5.22)	Materials: Electronic Materials Expenditures (4.7) Device: Other Operating Expenditures (4.10)	Yes: Report as one circulated item in Circulation of Electronic Materials (5.22) & Total Circulation (5.20)	No
3M Cloud E-Books	Report as Electronic Books (5.2)	Electronic Materials Expenditures (4.7)	Yes: Circulation of Electronic Materials (5.22) & Total Circulation (5.20)	No
Ebrary (downloadable option)	Report as Electronic Books (5.2)	Electronic Materials Expenditures (4.7)	Yes: Circulation of Electronic Materials (5.22) & Total Circulation (5.20)	No
Freegal and Freading	Report as appropriate: - Electronic Books (5.2) - Downloadable Music (5.8) Note: For a pay-per-use model, you should report the number of titles based on what was actually used and therefore paid for	Electronic Materials Expenditures (4.7)	Yes: Circulation of Electronic Materials (5.22) & Total Circulation (5.20)	Yes
Hoopla	Report as appropriate: - Electronic Books (5.2) - Downloadable Audio Books (5.7)	Electronic Materials Expenditures (4.7)	Yes: Circulation of Electronic Materials	No

	• Downloadable Music (5.8) • Downloadable Video (5.13) Note: For a pay-per-use model, you should report the number of titles based on what was actually used and therefore paid for		(5.22) & Total Circulation (5.20)	
Kanopy	Report as Downloadable Video (5.13) Note: For a pay-per-use model, you should report the number of titles based on what was actually used and therefore paid for	Electronic Materials Expenditures (4.7)	Yes: Circulation of Electronic Materials (5.22) & Total Circulation (5.20)	No
OneClickDigital (Recorded Books)	Report as appropriate: • Downloadable Audio Books (5.7) • Downloadable Music (5.8)	Electronic Materials Expenditures (4.7)	Yes: Circulation of Electronic Materials (5.22) & Total Circulation (5.20)	No
Overdrive	Separate statistics into the following categories and report as appropriate: • Electronic Books (5.2) • Downloadable Audio Books (5.7) • Downloadable Music (5.8) • Downloadable Video (5.13)	Electronic Materials Expenditures (4.7)	Yes: Circulation of Electronic Materials (5.22) & Total Circulation (5.20))	No
Project Gutenberg Titles	Colorado libraries that have added Project Gutenberg titles	n/a	Yes:	No

	with the MARC records to their OPAC should continue to include these titles in their count of ebooks (5.2). These titles meet the definition's criteria of being "selected as a part of the collection," whereas the whole Project Gutenberg database of books does not.		Circulation of Electronic Materials (5.22) & Total Circulation (5.20)	
Zinio (magazines) Note: Although Zinio has "checkouts," these are more akin to downloads since there are no circulation periods. Therefore, Zinio use should be reported in 5.24, not 5.22.	Report as Local/Other cooperative agreements (5.17)	Electronic Materials Expenditures (4.7)	No. Any e-materials that have a circulation period are NOT databases and should NOT be counted in 5.17 and 5.24.	Yes – count the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but don't have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. The intent of this data element is to capture database use that goes beyond a search but is more discrete than a session. Report statistics that indicate the download/full display of a digital document or electronic resource. Terms vendors use to capture this activity include: full text retrieval, full text download, record view, full record accessed, videos watched, lessons viewed, etc. Do NOT include counts of searches or sessions in this data element.

This is a living document that will need to be updated as e-resources change and evolve, so please let me know if you have suggestions, additions, or questions. All input is appreciated. Please contact me at: Linda Hofschire, Hofschire_L@cde.state.co.us or 303-866-6827. Thank you.