Data Elements passed
1990-Current

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<div align="center">

Year 1990
(February 16, 1990 FSCS Memo #13)

</div>

The members of the two committees, after considerable discussion, unanimously recommended that two data elements be dropped in future reporting of public library data at the national level. The two data elements to be dropped are on pages 40 and 41 of the Action Plan:

1. Public Service Hours per Week (unduplicated)
(Rationale for dropping #34: Difficult to compute and not meaningful at the national level.)

2. In-library use of materials
(Rationale for dropping #37: Difficult to collect valid, reliable, meaningful data on a national basis.)

It should be noted that this recommendation need not in any way impact on local library reporting and local and state library agency use of these data elements.

Despite these changes, the DECTOP input format will not be changed. The DECTOP edit program will zero out these input fields.

<div align="center">

Year 1992
(voted on in May)

</div>

New Data Elements:

1. Circulation of children's materials
Definition: The total circulation of all children's materials in all formats to all users. It includes renewals.

2. Children's program attendance
Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

<div align="center">

Year 1993
(no definitions voted on)

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<center>**Year 1994**</center>
<center>(voted on in fall 1994)</center>

Defeated :

In-Library Use

Definition: This is the use in the library of any item from the library's collection or borrowed from another library. Use is described as any item that is removed from the shelf (or from its usual location) by staff or public or any document that is printed out in the library. All formats of library materials are included. Each physical item (periodical issue or bound volume, microfilm reel, pamphlet, print-out, etc.) counts as one.

<center>**Year 1995**</center>
<center>(voted on in March)</center>

New Data Elements

1. Does this public library meet all the criteria of the FSCS public library definition?

Definition: A public library is an entity that is:

1. established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
2. an organized collection of printed or other library materials, or a combination thereof;
3. paid staff;
4. an established schedule in which services of the staff are available to the public;
5. the facilities necessary to support such a collection, staff, and schedule; and
6. is supported in the whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meeting one of more of these requirements, respond with a no.

2. Does the public library have access to the Internet?

Definition: The Internet is the collection of networks that connect government, university and commercial agencies (e.g., NSFNET, NSFNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one of more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

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If the public library has access to the Internet as defined in the three preceding sentences, respond yes and answer the following questions [see item #4]. If the library does not have access to the Internet, respond with a no, and leave the following questions blank.

If the library had Internet access, is Internet access used by (select one):

-library staff only?
-patrons through a staff intermediary only?
Patrons either directly or through a staff intermediary

Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?
Definition: These are electronic services provided either in the library or by remote access to the library. Include resources owned by or leased by the library and access to remote databases and commercial services. Included are both direct patron access and staff access on behalf of patrons. Do not include Internet access.

Number of library materials in electronic format
(as a subset of collection)
Definition: Report the number of physical units such as CD-ROMs, magnetic tapes and magnetic disks, that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on the CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

Operating expenditures for library materials in electronic format
Definition: Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes and magnetic disks that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparable bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Operating expenditures for electronic access
Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure cannot be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLS FirstSearch or electronic document delivery.

Note: Report only operating expenditures. Do NOT report capital expenditures for items in this category.

Year 1996
(no definitions voted on)

Year 1997
Ballot (voted on in November)

[Italicized words are added. Words with strike-throughs are deleted.]

Changes in Data Elements:

1. Operating Expenditures (change in definition)
Operating Expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may me included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents) such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported.

Employee Benefits Expenditures (23.)
[These two items are interdependent and must be voted on as one unit.]
Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts ~~spent by the reporting unit~~ for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. ~~Only that part of any employee benefits paid out of the public library budget should be reported.~~

Note: This modification changes the definition of Operating Expenditures and Employee Benefits Expenditures to provide that documentable funds for any employee benefits paid "on behalf of" the public library by any taxing authority shall be included as an expenditure, if that information is available to the reporting public library agency.

2. Subscriptions (33.) (Change in definition.)
Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. *These are print and microfilm subscriptions only; not electronic or digital subscriptions.*

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Note: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

3. Access to Electronic Services (47)
Definition: Answer <Y>es or <N>o to the following questions: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

These are electronic services provided either in the library or by remote access to the library. Include resources owned or leased by the library and access to remote databases and commercial services. Included are both direct patron access and staff access on behalf of patrons. Do not include Internet access.

These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.

4. Access to Internet (48a.)
Answer <Y>es or <N>o to the following questions: Does the public library have access to the Internet?

[Change Data Item 48 to 48a and program to skip 48b and other questions relating to Internet Access if the library responds NO to 48a.]

Addition to Outlet File:

1. (13.) (Outlet file) Web Address: http://_____
Note: This data item is to be added to the outlet file.

Defeated

Deletions:
28. CAPITAL OUTLAY
13-16. PAID STAFF (FULL-TIME EQUIVALENT)
Additions:
48b. Internet connection type - Type of Internet Connection: _____
48c. Type(s) of Providers of Internet Access
50. Web Server Hits
51. Total Number of Terminals (by Type of Format)
52. Number of Public Use Terminals Available for Digital Services
53. Access to Digital Services from Outside the Library
54. Number of Databases

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Year 1998

(voted on in October)

New Data Elements

1. Geographic Code
Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives income and any areas served under contract for which the library is the primary service provider.

	Exactly	Most Nearly
CI (City)	[ ]	[ ]
CO (County)	[ ]	[ ]
MA (Metropolitan Area)	[ ]	[ ]
MC (Multi-County)	[ ]	[ ]
SD (School District)	[ ]	[ ]
OT (Other)	[ ]	[ ]

Note: The Population of the Legal Service Area (Data Element 08) should be reflected in the geographic code selected.

2. Number of Internet Terminals
Definition: Number of computer terminals (PC, 'dumb terminal,' etc.) in the library that are used to connect to the Internet (text only, graphical, etc.).

Number of Internet Terminals	
a) Used by staff only	
b) Used by general public	

Revisions:

1. (Administrative Entity Definition)
DEFINITION: This is the **agency** that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The Administrative Entity may have a single outlet, or it may have more than one outlet.
Note: Do not report Administrative Entities Only, for purposes of this survey.

2. (Administrative Structure Code 7C)
Delete: AO- Administrative Entity Only.

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3. (Interlibrary Relationship Code 7A)
DEFINITION: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

4. (Interlibrary Relationship Code 7A)
DEFINITION: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc. This does not include libraries that are part of national, multi-state or statewide library systems, federations, or cooperative services. (Do not respond 'yes' if you belong to OCLC). This does not include multiple outlet administrative entities (e.g., libraries with branches that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

5. (Legal Basis Code 7B)
DEFINITION: The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

6. (Legal Basis Code 7B)
Delete: AP (combined academic/public) code
SP (combined school/public) code

7. (Legal Basis Code 7B)
Delete: SL (state library agency code)

8. (Legal Basis Code 7B)
ADD:
CC – City/County
DEFINITION: A multi-jurisdictional entity that is operated jointly by a county and a city.

Deleted Data Elements

(Outlet Data Element #11)
Delete: 11 Population of the Legal Service Area by Type of Outlet.

Housekeeping changes:

1. Include note under Multi-Jurisdictional in 7B Legal Basis Code:

NOTE: Please put City/County combinations under CC, rather than under Multi-jurisdictional.

2. Delete last sentence under Population of the Legal Service Area 08:

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For administrative entities that do not serve the public directly and have no outlets (e.g., a system, federation, or cooperative service), the number shall be zero.

3. Delete last sentence under Name 02:
If the administrative entity is a state library agency or a system, federation, or cooperative service, provide its name.

4a. Change language in notes under Operating Expenditures for Library Materials in Electronic Format, #44 and Operating Expenditures for Electronic Access, #45.
44, 45 NOTE: These expenditures should also be included in Total Operating Expenditures (Data Element #27) on the Administrative Entity screen.

4b. Delete language under Collection Expenditures, #25, and Other Operating Expenditures, #26, that refers to Data Elements #44 and #45.

4c. Include note under Total Operating Expenditures, 27.
NOTE: Includes Operating Expenditures for Electronic Access (Data Element #45) and Operating Expenditures for Library Materials in Electronic Format (Data Element #44).

Year 1999

(voted on in November)

1. Number of users of electronic resources in a typical week
Definition: Count the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user, who uses the library's electronic resources three times a week, would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal.

2. Administrative Entity Mailing Address
Definition: The current data element "Street Address" is important for mapping purposes, however, the element does not necessarily give an acceptable address to contact the Administrative Entity. A number of influences may cause Street Address and Mailing Address to be different. Providing both elements will give the best description of the location and contact point of the library.

3. Central Library ("0" OR "1" ONLY)
Definition: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library.

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In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

Year 2000

(voted on in June)

New Data Elements

1. Square footage of public library outlets (main and branches)
Definition: Provide the area, in square feet, of the public library outlet (main library or branch). Report the total area in square feet for each library outlet (main library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has us of that area.

2. Email address of the Director
Definition: This element is the email address of the director of the administrative entity.

3. Fax number of the Director
Definition: The fax number of the director of the administrative entity.

Year 2001

(no definitions voted on)

Year 2002

(voted on in February)

New Data Elements

1. Library Materials in Electronic Format
Definition: Report the number of physical units such as CD-ROMS, diskettes, etc., that are designed to be processed by a computer. Examples are government documents, reference tools or serials distributed on CD-ROM or other portable digital carrier, locally mounted databases, diskettes or magnetic tapes. Exclude bibliographic records used to

manage the collection, library system software, and microcomputer software used only by the library staff.

2. Internet access code
Data element #49 eliminated

Year 2003

(voted on in March)

New Data Elements

1. LEGAL SERVICE AREA BOUNDARY CHANGE

No edit checks will be associated with this new data element.

Definition: Answer Yes to this question, if there has been any change to the administrative entity's legal service area boundaries during the past year.

Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

2. ADD PRINT MATERIALS EXPENDITURES, ELECTRONIC MATERIALS EXPENDITURES, AND OTHER MATERIALS EXPENDITURES (REDEFINE TOTAL COLLECTION EXPENDITURES TO BE THE SUM OF THESE THREE NEW DATA ELEMENTS & DELETE EXPENDITURES FOR MATERIALS IN ELECTRONIC FORMAT & EXPENDITURES FOR ELECTRONIC ACCESS)

Definitions

Print Materials Expenditures
Report all operating expenditures for the following print materials: books, serial backfiles, current serial subscriptions, government documents, and any other print acquisitions.

Electronic Materials Expenditures
Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, 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,

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via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [NOTE: Based on ISO 2789 definition.]

Other Materials Expenditures
Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.

Total Collection Expenditures
Report the sum of all expenditures for print materials, electronic materials, and other materials.

3. ADD CAPITAL REVENUE
Definition: Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) library automation systems; f) new vehicles; and g) and other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

4. ADD ELECTRONIC BOOKS, DATABASES, AND CURRENT ELECTRONIC SERIALS
DELETE MATERIALS IN ELECTRONIC FORMAT (REPLACED BY 3 ABOVE)
MODIFY BOOK/SERIAL VOLUMES TO PRINT MATERIALS

Definitions

This section of the survey collects data on selected types of materials. It does not cover all materials. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

Print Materials
Report a single figure that includes both of the following:

Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books

packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

Serial backfiles in print. Serials are publications issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

Electronic Books (E-Books)
E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Databases
Report the number of databases, including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO Host and OCLC FirstSearch, but do not include other electronic serial databases (e.g., Project MUSE, OCLC ECO Project).

Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch)

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Current Electronic Serial Subscriptions
Current serial subscriptions are arrangements by which, in return for a sum p[aid in advance, serials are provided for a specified number of issues. Report the number of electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), b) on CD-ROM or other portable digital carrier, c) on databases (including locally mounted databases), and d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

If the above definition is adopted, Current Serial Subscriptions will become Current Print Serial Subscriptions. The definition will then read:

Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

Note: In altering the existing subscriptions data element to become print subscriptions, the reference to microform was removed.

Existing items for other collection formats (i.e., audio, video) remain unchanged.

Changes to Existing Data Element

1. REPORT ANNUAL NUMBER OF USERS OF ELECTRONIC RESOURCES (INSTEAD OF USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK)

Definition: Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, that figure should be multiplied by 52 to annualize it.

Deleted Data Elements

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1. ACCESS TO ELECTRONIC SERVICES (Yes-No Question)
2. ACCESS TO INTERNET (Yes-No Question)
3. NUMBER OF INTERNET TERMINALS USED BY STAFF ONLY

Year 2004
(voted on in April)

New Data Elements

1. TOTAL NUMBER OF LIBRARY PROGRAMS

Rationale
More people are using public libraries than in the past. Library visits per capita have increased from 2.6 visits in 1989 to 4.3 visits per capita in 2001. Reference and circulation have increased modestly since 1989 and may partially explain the increase in attendance at the library. Internet access is frequently cited as another factor in explaining this increase in usage.

Library programs for adults as well as children may also be attracting more people to libraries. This proposed data element will capture the total number of library programs for all age groups and will provide data supporting the idea that libraries are becoming community centers with programs designed to meet the needs of adults and children.

According to a 2003 poll of State Data Coordinators (SDCs), 29 out of 45 responding SDCs indicated that they already have this proposed new FSCS data element on their surveys, so its addition to FSCS should require little additional effort.

Addition

Total number of library programs

Definition
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

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If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

2. TOTAL NUMER OF CHILDREN'S PROGRAMS

Rationale
FSCS has collected Attendance at Children's Programs since 1992. While this figure alone is somewhat useful, it would be more informative if the number of children's programs was also known. Given both figures, for instance, one could calculate the average attendance at children's programs. The attendance figure would be more meaningful if the number of programs involved was known. For example: If attendance at children's programs was 10,000, did 10 programs draw an average of 1,000 children each, did 100 programs draw an average of 100 children each, or did 1,000 programs draw an average of 10 children each? Because many children's programs are part of program series (e.g., story hours, summer reading programs), knowing something about the frequency of programs would make it easier to assess attendance at children's programs as an indicator of the popularity of such programs. Note that if this definition passes, then the existing Attendance at Children's Programs definition will be edited as appropriate to conform to these definitions.

Proposed Addition

Total number of children's programs
Definition
A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities.

If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs.

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Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

This figure is a subset of the Total Number of Library Programs.

Notes:
Output Measures for Public Library Services to Children: A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

3. TOTAL ATTENDANCE AT LIBRARY PROGRAMS

Rationale
FSCS has collected Attendance at Children's Programs since 1992. By collecting total program attendance at the national level, libraries will be able to show that programs for all age groups are drawing people into the library. This will partially serve to explain the increase in Library Visits to the library from 2.6 visits per capita in 1989 to 4.3 visits per capita in 2001. According to a 2003 poll of State Data Coordinators (SDCs), 35 out of 46 reporting SDCs indicated that they already have this proposed new FSCS data element on their surveys, so its addition to FSCS should require little additional effort.

Addition

Total attendance at library programs

Definition
This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs for the definition of a library program.)

Changes to Existing Data Elements

1. BREAKDOWN CAPITAL REVENUE BY SOURCE

Rationale
In its last ballot on data elements, FSCS added a new data element, capital revenue, corresponding to operating revenue. To be consistent, and to make the data more informative and useful, capital revenue should be reported by source, just as operating revenue is.

Change
Break down capital revenue by source: local government, state government, federal government, and other. Existing Capital Revenue item becomes Total Capital Revenue.

The following proposed definitions of capital revenue sources are almost identical to their operating revenue counterparts, with the additional specification that the funds are for the purpose of major capital expenditures.

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Definition
Report all revenue to be used for major capital expenditures. Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

1. **Local Government Capital Revenue**. Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

2. **State Government Capital Revenue**. Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.

3. **Federal Government Capital Revenue**. Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid, received by the library for the purpose of major capital expenditures.

4. **Other Capital Revenue**. Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.

5. **Total Capital Revenue**. This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue.

Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

2. REDEFINE LIBRARY DISTRICT BASED ON CENSUS OF GOVERNMENTS DEFINITION

Rationale
One of the FSCS legal basis types is Library District. A comparison of 2001 FSCS counts of library districts by state identified several states whose counts were greatly at variance with those available from the 2002 Census of Governments (CoG). The reason

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for some states reporting no library districts when the CoG indicates they have several and the reason for some states reporting many library districts when the CoG indicates they have none appears to be the same: the FSCS definition of a library district is different from the one utilized in the CoG. The CoG definition of a library district is better than the existing FSCS definition, which seems to be creating some confusion around this issue. The most fundamental concept in the CoG definition is "administrative and fiscal autonomy" from other types of local government. The common understanding of a library district is a type of local government devoted exclusively to public library service and having its own taxing authority. The CoG's "administrative and fiscal autonomy" language embodies these points.

Change
Replace the existing FSCS definition of a library district with excerpts from the Census of Governments definition for the concepts of administrative and fiscal autonomy.

Definition
A library district is a local entity other than a county, municipality, township, or school district that is authorized by State law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g. a library tax).

3. UPDATE ELECTRONIC MATERIALS EXPENDITURES BY DELETING HARDWARE/SOFTWARE SENTENCE

Rationale
The existing definition of Electronic Materials Expenditures reads: Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, 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 equipment expenditures bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

This definition contains an unnecessary sentence: Include equipment expenditures bundled into the price of the information service product. The inclusion of this sentence has been likened to saying "Include expenditures for buggy whips when reporting transportation costs." While once common, the assumed circumstance—that costs of equipment are bundled into a price of a database license—is rare, if not non-existent. In short, it is an issue that does not merit addressing in this definition.

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Change

Delete the sentence reading: Include equipment expenditures bundled into the price of the information service product.

Definition

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, 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 electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

4. UPDATE OTHER OPERATING EXPENDITURES TO ADDRESS CONTRACTS-FOR-SERVICES

Rationale

The current definition of Other Operating Expenditures reads as follows: This includes all expenditures other than those for staff and collection. Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

Many libraries contract for some services rather than employing the required personnel directly. For example, many libraries contract with an auditor or attorney when their services are needed rather than employing such personnel on an ongoing basis. Because of employment-related tax liabilities (i.e., FICA, Social Security, and Medicare deductions), it is important that such contractors not be confused with, or represented as, library employees. The additional statement directed at this issue is intended to remove any doubt about where expenditures on contracts-for-services should be reported.

Change

Amend the definition of Other Operating Expenditures to add language addressing contracts-for-services.

Definition

This includes all expenditures other than those for staff and collection. Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

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Change:

1. BREAKDOWN CAPITAL EXPENDITURES BY TYPE

Year 2005

(no definitions were added, deleted, or changed)

Year 2006
(Voted on in April)

Addition:

1. Number of Registered Borrowers.

Definition
REGISTERED BORROWERS
A registered borrower 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 and gain access to other library resources. (Output Measures for Public Libraries, 2nd edition).   **Note: Files should have been purged within the past three (3) years.**

Change:

1. Users of Electronic Resources Per Year (WebPLUS #651) to Users of Public Internet Computers Per Year

Definition
Users of public Internet computers (per year). Report the total number of individuals that have used 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 users 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 users.

2. Databases (WebPLUS #454)
Revise current definition as follows:
- Add licensed to the title and the definition;

- Add clarifying text regarding acquisition requirements or formal agreement; and,
- Report database counts by source of access (e.g., local; state government or state library; other cooperative agreement within state or region)

Definition
Licensed databases (WebPLUS #454)
Report the number of **licensed** databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have **been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region**. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under **Current Electronic Serial Subscriptions (WebPLUS #456)**. Each database is counted individually even if access to several databases is supported through the same vendor interface.

Number of Licensed Databases acquired through payment or formal agreement:
54 a. Local _____
54 b. State (state government or State library) _____
54 c. Other cooperative agreements (or consortia) within state or region _____

Year 2007
(Voted on in April)

FY2007: The definition that was voted on and agreed upon did not move forward because the survey is frozen in the transition.

FSCS Blog message sent by Kit Keller, FSCS Steering Committee Chair, July 5, 2007; 9:47 a.m. CST
http://fscsfaq.blogspot.com/2007/07/audiovideo-definition-update.html
Subject: [FSCS FAQs] Audio/Video Definition Update
The definition that we voted on and agreed upon did not move forward because the survey is frozen in the transition.
As a result SDCs need to do one of the following:
a) If the form has not yet been changed--leave it as is, but consider introducing downloadable audio and video as separate items to get libraries started thinking about it;
b) If the forms are already designed to separate out the downloadable items so you can introduce concepts, collect data on downloadable audio and video but exclude it from the next federal submission.

c) If downloadable audio and video counts have already been collected as part of the existing audio and video elements and cannot be separated, go ahead and use the data at the state level, but report -1s for both audio and video for the federal submission. Use the manual received in December for the definition that is still in effect. (See below) If you have any questions please contact your mentor.
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Changes to Existing Data Elements

452 Audio - These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings, such as web-based or downloaded audiobooks and MP3 files.

Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

453 Video - These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc.

Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

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Rationale
Downloaded audios and videos should be counted in the totals regardless of whether or not the subtotals for this specialized delivery method are reported separately. By adding terms such as "electronic units," downloads," and "web-based" to the definitions for both Audios (452) and Videos (453), new electronic formats can be included in the totals for these types of materials.

These changes do not require new data elements. No new elements were created for tapes, CDs, DVDs etc. in part because of a general agreement that while the delivery method may change, the essential format itself remains the same, i.e., one still listens to audio, views video, or reads text. Whether something comes on a CD or tape (physical unit) or as a web-based "electronic unit" and is downloaded to the computer is irrelevant.

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One still needs a device to play the tune, listen to the audiobook, see the movie, or in the case of e-books, read the text.

It has never been deemed necessary to collect circulation data by type of material at the national level. Many if not all libraries that offer access to downloadable audios and videos are including usage data in their annual circulation. While it would be nice to see the impact of new formats on usage patterns, this level of detail is really beyond the scope of FSCS.

Also, while the language is not so specific as to include the term "electronic unit" the NISO definition (see **Box 1**) would appear to already allow the inclusion of units that don't fit the "physical unit" mold.

Count Methodology
Count titles (or number of copies) available to library users that are accessible through the library's online catalog (OPAC) and add to the totals for audio or video as appropriate.

States with Experience
Idaho and Wisconsin added "electronic unit" term to definitions for audio and video in 2006.

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From Ballot document:
Proposed Definition Edits

452 Audio - These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings, such as web-based or downloaded audiobooks and MP3 files.
Report the number of ~~physical~~ units, both physical and electronic, including duplicates. ~~For smaller libraries, if physical unit data are not available, count the number of titles.~~ Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

453 Video - These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc.

Report the number of ~~physical~~ units, both physical and electronic, including duplicates. ~~For smaller libraries, if physical unit data are not available, count the number of titles.~~

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Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

Year 2008

The definition edits (452 Audio and 453 Video) that were passed in 2007 but held due to the transition of the Public and State library surveys from NCES to IMLS (October 2007) were included in the survey for FY 2008. The changes will be included in WebPLUS 1.3 (Dec 2008). For those who waited this year this means that you may now change the definitions for FY 2008 in your survey form (see below). Those who already added a separate item for "electronic units" to your 2007 surveys, or who plan to track electronic formats separately, will simply include those subtotals in the next cycle. This is still a three process (Policy and Procedures for Review of Data Elements).

Year 2009

Add: Number of Young Adult Programs; Young Adult Program Attendance (age 12-18 years)
Change: Age of Children in: Number of Children's Programs; Children's Program Attendance (11 and under from 14 and under)

These additions were clarified in 2010.

ADD

1. 602 Number of Young Adult Programs

A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults

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delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).

Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds. Click on the following links to view information:

- The **Young Adult Library Services Association** (YALSA) defines young adults as age 12 through 18.

2. 605 Young Adult Program Attendance

The count of the audience at all programs for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults* who attend programs intended primarily for young adults.

Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

* Please count all patrons that attend the young adult program regardless of age.
(See Number of Young Adult Programs, data element #602, for the definition of a young adult library program.)

CHANGES

1. 601 Number of Children's Programs

A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).

Note: Children's age is defined as 11 years and under. Click on the following link to view information:

- [The National Center for Education Statistics (NCES): Children and Young Adults Defined](#) [*Services and Resources for Children and Young Adults in Public Libraries*, August 1995, NCES 95357]

2. 604 Children's Program Attendance

The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults* who attend programs intended primarily for children.

Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

* Please count all patrons that attend the children's program regardless of age.

(See Number of Children's Programs, data element #601, for the definition of a children's library program.)

Year 2010

Additions:

1. Public Service Hours Per Year (actual hours; collected and reported out at the outlet level)

Definition:
This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only)

Note: Include the **actual** hours open for public service for centrals (data element #209), branches (data element #210), and bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

2.. Number of Weeks a Library is Open (actual weeks; collected and reported out at the outlet level)

Definition:
This is the number of weeks during the year that an outlet was open to the public.

Note: Include the number of weeks open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. **Do not** calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

How it will appear in WebPLUS:
Anticipate numeric entry.

Changes:

1. 452 Audio / 453Video Downloadables

Definition:
  Audio – physical units
These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

  Audio – downloadable titles
These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically.

Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

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Definition:
2. Video – physical units
These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

> Video – downloadable titles

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.

Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

These changed data elements will be renumbered.

Deletion:

1. 459 Current Electronic Serial Subscriptions

Definition:
Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), news-papers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

Beginning with FY2010 PLS Survey this item will no longer be collected and reported.

Please note the changes in the numbering/names of the data elements listed below:

	Old	New	Data Element
Library Collections			
same number, (revised name)	452	452	Audio - Physical Units
NEW ELEMENT		453	Audio - Downloadable Titles
change number, (revised name)	453	454	Video - Physical Units
NEW ELEMENT		455	Video - Downloadable Titles
Licensed Databases			
change number	454	456	Local
change number	455	457	State (state government of state library)
change number	456	458	Other cooperative agreements (or consortia) within state or region
change number	457	459	Total Licensed Databases
Serial Subscriptions			
change number	458	460	Current Print Serial Subscriptions
DELETE	459		Current Electronic Serial Subscriptions
Outlet Information			
NEW ELEMENT		713	Public Service Hours Per Year
NEW ELEMENT		714	Number of Weeks a Library is Open

Year 2011

Changes:

450 Print Materials

(Report ONLY BOOKS IN PRINT)
1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

The following (part 2 of the definition) will be deleted beginning with the FY2011 PLS:

2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include

periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

Reason for change:
A library director pointed out that the current definition harks back to olden times when libraries bound volumes and used print copies *of Reader's Guide to Periodical Literature* to locate individual articles. Most libraries no longer bind periodicals and now rely on databases such as ProQuest to locate and obtain individual articles if the publisher itself does not provide past articles online. Due to space constraints, printed back issues are typically kept for just several years, circulated, and, relative to the pre-online database era, weeded quickly. The library director contends, and I agree, that it's time wasted to count and calculate how many single issues she has and how many total more than half a subscription and then add volumes and subtract individual issues from her ILS to come up with an accurate number. "If it has a bar code, it's a volume" and the ILS system delivers the number pronto.

Year 2012

The following data elements passed for FY2012. The data element and new wording are included in this document.

Changes:

1. #201 Legal Basis Code
The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.

Select one of the following:
CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP— Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with 501(c) designation.

SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

OT—Other.

2. (#450-460) Library Collection (general definition)
This section of the survey (450-460) collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category, report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

(See clarification on page 4)

3. #451 Electronic Books (E-Books)
E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on

portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items the library has selected as part of the collection.

(See clarification below; the definition text has changed in second paragraph "Report the number of units……..")

4. #453 Audio – Downloadable Titles
These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically.

Report the number of titles. Report only items the library has selected as part of the collection.

(See clarification on page 5)

5. #455 Video – Downloadable Titles
These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.

Report the number of titles. Report only items the library has selected as part of the collection.

(See clarification below)

6. #456 - 458 (Licensed Databases) (general definition)

Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library (directly or through a cooperative agreement within the state or region), or acquired by formal agreement with the State Library. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each

database is counted individually even if access to several databases is supported through the same vendor interface.

Report the number of licensed databases acquired through payment or formal agreement, by source of access:

7. #456 Local/==Other cooperative agreements==

#457 State (stays the same)

Delete:
8. #458 Other cooperative agreements:
add into 456 and is no longer to be collected separately.

9. ~~#459~~ 458 Total Licensed Databases
==This is the sum of Local/Other cooperative agreements, and State licensed databases (data elements #456 and #457).==

10. #503 Number of Registered ==Users==
==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.==

Note: Files should have been purged within the past three (3) years.

Deletions

1. **#156 ZIP+4 (of street address)**
This is the four-digit postal ZIP code extension for the street address of the administrative entity.

2. **#160 ZIP+4 (of mailing address)**
This is the four-digit postal ZIP code extension for the mailing address of the administrative entity.

3. **#163 Web Address**
This is the Web address of the administrative entity.
http://_____

Note: If the Administrative Entity has no web address, enter "–3"
(for Not Applicable).

4. **#706 ZIP+4**
This is the four-digit postal ZIP code extension for the street address of the outlet.

The above four items will no longer collected on the federal PLS.

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Clarifications:

1. 354 Electronic Materials Expenditures
Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, eserials (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: Based on ISO 2789 definition.]
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 (data element #357).

2. 355 Other Materials Expenditures
Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.

3. 450-460 Library Collection (general definition) (Ballot Change for FY2012)
This section of the survey (450-460) collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category, report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

Note to the SDCs: The definition has changed, but the edits will remain the same: if data is flagged in the edit report and annotations are not provided, Census will follow up with the SDC.

4. 451 Electronic Books (E-Books) (Ballot Change for FY2012)
E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items the library has selected as a part of the collection (exclude public domain / uncopyrighted e-books that have unlimited access (e.g., Project Gutenberg)).

Note to SDCs for FY2012 data submission: With the definition change, this data element now also includes E-books in the library's collection that are not catalogued or made accessible through the OPAC.

5. 453 Audio – Downloadable Titles (Ballot Change for FY2012)
These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically.

Report the number of titles. Report only items the library has selected as part of the collection.

Note to SDCs for FY2012 data submission: With the definition change, this data element now also includes downloadables in the library's collection that are not catalogued or made accessible through the OPAC.

6. 455 Video – Downloadable Titles (Ballot Change for FY2012)
These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.

Report the number of titles. Report only items the library has selected as part of the collection.

Note to SDCs for FY2012 data submission: With the definition change, this data element now also includes downloadables in the library's collection that are not catalogued or made accessible through the OPAC.

7. 503 Number of Registered Users (Ballot Change for FY2012)

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.

Note: Files should have been purged within the past three (3) years.

Note to SDCs for FY2012 data submission: Due to the definition change, please provide annotations if there is a significant difference in your numbers from the prior year.

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8. INTER-LIBRARY LOANS
552 Provided To

These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

553 Received From

These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

Reminder: "library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity.

9. 651 Number of Uses (Sessions) of Public Internet Computers Per Year

Report the total number of uses (sessions) of the library's ~~for~~ 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).

Note: The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

Reminder: This count includes only the library's Internet computers. Do not include wifi access using non-library computers.

New:

1. Circulation of Electronic Materials – The total annual circulation of all electronic materials

Definition:
Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit.

Note: Do not include databases.

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Additional information

Rationale: We would like to see this placed in the survey because of the great increase in electronic materials. Adding this statistic would allow us to calculate electronic materials circulation as a percentage of total circulation (Item # 550). This is a trend worth measuring on a national level. (The definition borrows from electronic materials collection, item #451.)

Definitions for 550 Total Circulation and 551 Children's Circulation will remain the same with all formats including electronic. Circulation of Electronic Materials will be another subset of Total Circulation as is Children's Circulation. Respondents will continue to report Total and Children's as before.

This new item would be added under "Services" as 552 Circulation of Electronic Materials. ILL numbers "552 Provided to" and "553 Received From" would be changed to "553 Provided to and "554 Received From."

Changed:

1. #451 Electronic Books (E-Books)
E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as

a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items the library has selected as part of the collection (exclude public domain / uncopyrighted e-books that have unlimited access.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

2. #453 Audio – Downloadable Units
These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically.

Report the number of units. Report only items the library has selected as part of the collection.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

3. #455 Video – Downloadable Units
These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.

Report the number of units. Report only items the library has selected as part of the collection.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

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Added information:

Library Collections (Items 450 - 455) (Redefine e-collections 'unit' of purchase for unlimited use of titles.) There are no written changes for 450 Print Materials, 452 Audio – Physical Units, & 454 Video – Physical Units.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

Clarification after the ballot vote:

1. 250 ALA-MLS
Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

Clarification (9/30/2013):

NOTE: Report only those positions that require a master's degree from an American Library Association accredited library and information studies program. Do not include staff who have a master's degree from an American Library Association accredited library and information studies program in positions that do not require an MLS degree.

The above note added for clarification was removed after discussion at the 2013 December 10-12 SDC Annual Meeting.

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2. 300 Local Government Revenue:

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or inkind services or the value of any gifts and donations, library fines, fees, or grants.

Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

Clarification (9/30/2013):
Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.).

Year 2014
(voted on March 26 - April 18, 2014)

All 3 items endorsed at the SDC Annual Meeting, December 2013 were approved.

Add:

1. Wireless Sessions – Annually

Definition: Report the number of wireless sessions provided by the library wireless service annually.

Rationale: Wireless internet service is a key and increasing service of libraries. It makes sense to have a national statistic regarding the level of service to monitor trends and to inform local, state and national broadband policies and initiatives. The information would come from wireless service providers and/or software.

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This data element will be # 652 under "Other Electronic Information" beginning with the FY2014 PLS federal survey

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Changed:

1. Reference Transaction (see current definition: 502 Reference Transactions)

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

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Deleted:

1. 710 Metropolitan Status Code

IMLS would obtain the Metropolitan Status Code during the geocoding process of the data in the compilation phase of the survey cycle. The C_MSA data will be placed on the file for release. This item would not appear in WebPLUS.

Year 2015
(Voted on April 17-May 1)

==New changes are highlighted in yellow==. Deletions - ~~strikethrough~~

Approved Changed Data Elements:

This section of the survey (450-460) collects data on selected types of materials.

It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items ~~the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts.~~ ==that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.== ==Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.==

1. 451 Electronic Books (E-Books)
E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). ~~Include non-serial government documents~~. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of ~~physical or~~ electronic units, including duplicates, ~~for all outlets~~ ==at the administrative entity level; do not duplicate unit count for each branch==. ~~For smaller libraries, if volume data are not available, the number of titles may be counted~~. E-books packaged together as a unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

2. 453 Audio – Downloadable Units
These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

3. 455 Video – Downloadable Units
These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

4. ~~Licensed Databases~~ Electronic Collections (456-458):
Report the number of ~~licensed~~ databases electronic collections. ~~(including locally mounted or remote, full-text or not) for which temporary or permanent access rights and/or the platform have been acquired through payment by the library (directly or through a cooperative agreement within the state or region), or acquired by formal agreement with the State Library.~~

An electronic collection ~~database~~ is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and ~~manipulation~~ use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally ~~mounted~~ hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. ~~A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each database electronic collection is counted individually even if access to several databases electronic collections is supported through the same vendor interface.~~

Report the number of ~~licensed databases~~ electronic collections acquired through curation, payment or formal agreement, by source of access:

456 Local/Other cooperative agreements
457 State (state government or state library)
458 Total ~~Licensed Databases~~ Electronic Collections.

This is the sum of Local/Other cooperative agreements, and State ~~licensed databases~~ electronic collections (data elements #456 and #457).

5. 552 Circulation of Electronic Materials – The total annual circulation of all electronic materials
Definition:
Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader.   Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as

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one unit. ==Include circulation only for items counted under Electronic Books (E-Books), Audio-Downloadable Units and Video-Downloadable Units in the LIBRARY COLLECTION data elements 450-460. Do not include items not specified under those definitions.==

Defeated (new proposed data elements):
1. 459 Usage of Electronic Collections
2. Virtual Visits to library website

Year 2016
(Voted on January 26-February 17)

New Data Elements:

1. 553 Physical Item Circulation

The total annual circulation of all physical library materials of all types, including renewals.

Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

Rationale: *Currently, we have a data element 550 Total Circulation of Material. While the definition calls for "annual circulation of all types," SDCs have indicated inconsistency on whether electronic circulation is counted. This proposed element would be a step toward clarifying that. By separating out physical circulation, electronic circulation (those materials that can only be loaned for a given time frame) and use of electronic information, we will then be able to look at use patterns across different types of materials, track change, and better project future use patterns.*

2. 554 Successful Retrieval of Electronic Information

The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require ~~library~~ user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

Rationale: *This proposed new element is designed to capture the use of online content provided by libraries, but does not require a traditional circulation. Primarily, this element will capture the use of paid, commercial databases. The definition borrowed heavily from NISO standards.*

3. 555 Electronic Content Use (Total of 552 and 554)

Rationale: *This proposed new element would be a calculated field: the total of 552 Circulation of Electronic Material AND 5CC Successful Retrieval of Electronic Information.*

4. 556 Total Collection Use (Total of 553, 552, and 554)

Rationale: *This proposed new element would be a calculated field: the total of 5AA Physical Item Circulation, 552 Circulation of Electronic Material AND 5CC Successful Retrieval of Electronic Information.*

Changed Data Elements:

1. LIBRARY COLLECTION

This section of the survey (450-460) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

450 Print Materials

"Report a single figure that includes the following:

Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

2. 552 ~~Circulation~~ Use of Electronic Material (change to existing measure)

Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one ~~unit circulation~~ use. Include circulation only for items **that require a ~~library~~ user authentication, and have a ~~defined circulation period~~ limited period of use**. ~~counted under Electronic Books (E-Books), Audio-Downloadable Units and Video-Downloadable Units in the LIBRARY COLLECTION data elements 450-460. Do not include items not specified under those definitions.~~

Rationale: *This proposed change clarifies language in this element, which was approved last year.*

3. 550 Total Circulation of Materials (The total of 553, and 552)

Rationale: *This proposed new element would be a calculated field: the total of 5AA Physical Item Circulation, AND 552 Circulation of Electronic Material.*

Voting results:

Proposed Additions (4 items)	YES	NO
1. 5AA Physical Item Circulation	49	2
2. 5CC Successful Retrieval of Electronic Information	43	8
3. 555 Electronic Content Use (Total of 552 and 5CC)	42	9
4. 55D Total Collection Use (Total of 5AA, 552, and 5CC)	42	9
Proposed Changes (3 items)	YES	NO
1. LIBRARY COLLECTION introductory paragraph changes due to changes in 450 Print Materials	49	2
2. 552 Use of Electronic Material	47	4
3. 550 Total Circulation of Materials (The total of 5AA and 552)	48	3

FY 2016 PLS item numbers for approved additions/changes & Interlibrary Loans items

550 ~~Total Circulation~~ Total Circulation of Materials (total of ~~5AA~~553 and 552)
551 Circulation of Childrens Materials
552 ~~Circulation of Electronic Materials~~ Use of Electronic Material
(~~5AA~~553) Physical Item Circulation
(~~5CC~~554) Successful Retrieval of Electronic Information
555 Electronic Content Use (total of 552 & ~~5CC~~554)
~~55D~~556 Total Collection Use (total of ~~5AA~~553, 552, and ~~5CC~~554)
INTER-LIBRARY LOANS
~~552~~~~553~~ 575 Provided To
~~553~~~~554~~576 Received From