COUNCIL OF POST-SECONDARY LIBRARY DIRECTORS B.C. LIBRARY/LEARNING RESOURCE CENTRE SURVEY

DEFINITIONS (Rev. June 9, 2009)

INTRODUCTION

This annual statistical survey is intended to provide a picture of the holdings and activities of Libraries in colleges, university/colleges, institutes, and universities of British Columbia for the fiscal year (**April 1 - March 31**). All information is based on the total count for one year.

The following activity, although under library jurisdiction in many institutions, is **excluded** from this report:

- audio-visual equipment distribution to classrooms
- audio-visual equipment maintenance
- Media production or instructional media services.

A word of caution:

Comparison among institutions should be made with the understanding that each library operates somewhat differently and counts activities within a context unique to the institution. In addition, as access to electronic information becomes more important, holdings information is not always readily quantifiable or entirely meaningful and expenditure information is not found within the same budget categories in each institutional library.

Note: Do not add text into any field that will be totalled automatically as this will prevent the system from performing this addition.

Note: use the "Explanatory Notes" section at the bottom of the survey to provide additional information or any variations from the norm.

1. **TYPE OF LIBRARY**
   Self explanatory.

2. **NUMBER OF CAMPUSES**
   Differentiate between those centres which have library staffing from those which are characterized as reading rooms and/or learning centres which have no staff or may have staff paid for by other parts of the institution.
   a. Number of campuses **with** library staff
   b. Number of campuses **without** library staff

3. **USERS**
   FTE students:
   NOTE – for sections a - f, this data will be completed for you based on data supplied by the Ministry of Advanced Education

   g. **FTE faculty:**
   - Provide FTE (not head count) of faculty employees (include librarians if applicable); approximate if actual number is not available;

Community Borrower Fee:
- Do not include the number of community borrowers as this figure does not represent active users for many institutions; provide only the annual fee if applicable.

h. Is there a community borrowers fee?

i. Fee $

4. LIBRARY PERSONNEL
- Count all personnel in FTE terms (not head-counts);

a. FTE librarians:
- include all part-time and contract librarian hours;
- include Library Director whether this is an administrative position or not;
- include any positions funded by special grants or university-college access funds;

b. FTE library staff:
- exclude personnel who are entirely devoted to AV equipment and media production/IMS activities;

c. FTE other professionals
- **Include staff who is not a librarian in the strict sense of the terms such as computer experts, systems analysts or budget officers.**

d. Subtotal – FTE Library Personnel: (system will total automatically)
- provide subtotal of personnel before counting student aides and work-study employees;

e. FTE student aides:
- include student aides and work-study employees

f. Total FTE Library Personnel: (system will total automatically)

5. COLLECTIONS
- **Volumes:** items that are barcoded separately or intended to be circulated as one unit, (e.g. a 20-volume set of encyclopedias = 20 units, 2 CDs plus booklet in one package = 1 unit; book plus CD = 1 unit; set of slides in a binder or a folio = 1 unit).

a. Monographs:
- a volume is a physical unit of any printed or processed work contained in one binding, encasement or other clear distinction, which has been catalogued as part of the collection and given an individual barcode;
- **include** titles in microform or CD (not individual cards of fiche except when 1 card = 1 title);
- **include** annuals;
- **exclude** periodicals;
- use explanatory notes for any unusual inclusions (e.g. documents, technical reports, individually catalogued maps).

b. Videos & Films:
- count all video & film formats;
- count physical items (e.g. 2 film reels = 2 units, series of 24 videos = 24 units);

c. Other Audio formats:
- count all sound recordings (e.g. LP records, cassette tapes, compact disks);
- count items intended to be used together as one unit (e.g. opera on 2 CDs = 1 unit);
- if two or more media are included (e.g. print and cassette tape), count as a single unit all items to be used in conjunction with each other.

d. Other Visual formats:
- count all visual formats (e.g. slides, snapshots)
- do not count individual slides unless they do not form part of a set (i.e. 1 slide set = 1 unit);
- if two or more media are included (e.g. print & slides), count as a single unit all items meant to be used in conjunction with each other.

e. Back Issues Periodicals:
- **include** journals, magazines, and newspapers received in print, microform, or CD formats;
- count volumes if they are known, otherwise 1 year = 1 volume;
- **include** annual index volumes.

f. Total Volumes in Library Collection: (system will total automatically)
- add a + b + c + d + e = f

Periodicals:
g. Total Current Print Subscriptions:
- count titles of journals, magazines, and newspapers currently received in print, microform, or CD formats (e.g. Canadian Newsdisc = 8 titles);
- **exclude** annuals (counted in **a)** above);
- **include** gift subscriptions and those being received on exchange;
- **include** departmental subscriptions only if they are accessible to the college community (i.e. listed in library catalogue and available for use);
- count duplicate subscriptions (i.e. if the library subscribes to two copies of a title count 2);
- **include** Statistics Canada periodicals if they are treated like a periodical;
- **exclude** subscriptions to electronic periodical indexes and abstracts (expenditures information only required in **7.** below).

Electronic Titles
h. Catalogued Electronic Titles
- **Include** all purchased e-books, NetLibrary, e-journal titles purchased independently (i.e. not included in database subscriptions) and free catalogued websites, e-texts and e-journals
- use explanatory notes for any unusual inclusions *(confusion re classed serials counted as monographs or serials)*

6. USE

a. Reference transactions:

An information contact that involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogues and other holdings, records and, through communication or referral, other libraries and institution, and persons both inside and outside the library. Include information and referral services. If a contact includes both reference and directional services, it should be reported as one reference transaction. When a staff member utilizes information gained from a previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during this transaction. Duration should not be an element in determining whether a transaction is a reference transaction. Sampling of a typical week may be used to extrapolate for a full year) CARL definition.

- count all questions handled (i.e. regular, and extended reference questions);
- **include** questions associated with electronic searching;
- **include** electronic reference questions
- **include** real-time-reference interactions (i.e. virtual reference)
- **exclude** questions associated specifically with a bibliographic instruction class.
- Exclude directional questions as these will be counted separately

  This is the way this question will appear on the stats collection form
  - 6a (i)   Reference questions
  - 6a (ii)   Directional questions
  - 6a (iii) Total

Library Instruction

b. Number of participants at group presentations:
- Report total number of participants in the presentations - count all students receiving bibliographic instruction whether in tutorial groups, tours, or library skills classes
- Personal one-on-one instruction in the use of sources should be counted as a reference transaction

c. Presentations to groups
- **Number of presentations to groups -** Report the total number of library instruction sessions during the year. Count sessions presented as part of formal bibliographic instruction programs including class presentations, orientation sessions and tours. If the library sponsors multi-session credit courses that meet several times over the course of a semester, each session should be counted. Presentations both on and off the premises should be included when they are sponsored by the library. If you are using sampling, please include a footnote
- **include** internet research or database searching classes;
- **include** classes taught to faculty and other employee groups.

Circulation:
d. Direct:
- count all items which are charged out for use, whether the use is inside (e.g. reserve) or outside the library;
- **include** self/online renewals
- **exclude** items charged out to other libraries on interlibrary loan (included in **g)** below).

e. In-library use:
- count those items being used in the library and re-shelved by library employees, but that have not been charged out for use in the direct circulation transaction.

f. Gate Count
- Count all traffic upon exit from the library (usually provided via an electric eye on the library security system)

Interlibrary loan:
- count all items actually received and sent via interlibrary loan;
- **include** items received or sent via any delivery method and from or to any type of library (including agencies with library holdings) in any part of the world;
- all NET, MEC, OJAC, and fileserver project figures are supplied by the ELN office;
- **exclude** intercampus loans within your institution.

g. Interlibrary loans received (include all formats)

h. Interlibrary loans sent (include all formats)

7. **LIBRARY EXPENDITURES (capital & operating)**
    For purposes of consistency "expenditures" means actual expenditures vs budgeted expenditures**.**

    a. Personnel (salaries & benefits):
    - count all salary & benefit expenditures for library personnel as listed in **4** above;
    - **exclude** personnel not covered by this survey (e.g. AV equipment distribution, Media Production or IMS);
    - **include** personnel working under special grant funding or university-college access funding.

    Collections:
    b. Monographs:
    - count all expenditures on items listed as monographs in **5a** above;

    c. Audio-Visual:
    - count all expenditures on items listed in **5b +5c + 5d** above excluding streaming video
    d. count all expenditures on streaming video (individual titles and compilations)

    e. Current Print Periodicals:
    - count all expenditures on current subscriptions to print periodicals and indexes as included in **5g** above.

f. Special Funding Envelopes for Collections
- **Include** all expenditures from special funding sources e.g. one time capital grants

g. Subtotal Collections: (system will total automatically)
- b + c + d + e +f= g

Electronic Materials:
h. ELN services:
- count all expenditures as a partner library to ELN subscription services.

i. Non-ELN subscriptions:
- count all expenditures on electronic subscription services (index, abstract, and full-text) that are not provided through the ELN service;
- **exclude** subscriptions which are included in **7d** above;
- **include** expenditures on databases (e.g. Wilson Indexes) if they are negotiated through your library and mounted on your local system.

j. Subtotal Electronic Products (system will total automatically)
- g + h = i

j. Total Collections Expenditures: (system will total automatically)
- **f + i = j**

k. Other:
- count all other library expenditures (i.e. those expenditures that are not related to personnel and collections);
- **include** only those other costs (e.g. printing, postage, interlibrary loans, mileage, conferences, supplies, etc.) if they are paid by the library's budget;
- use explanatory notes to indicate any variations from the norm.

l. Total Library Expenditures: (system will total automatically)
- **ii. a+j+k**

8. **INSTITUTIONAL BUDGET**
   a. **base ministry grant** as outlined in the grant allocation sent by the ministry to each institution in March (usually) for the next fiscal year;

   b. **Other operating revenues as reported from Audited Financial Statement for institution**
   - **i**nclude all items that are considered in calculating your institution's operating budget;
   - **exclude** institutional capital (i.e. new building funds, upgrading of present buildings, roads etc.)
   - use explanatory notes to provide details on any exceptions or variations from the norm.
   -

   c. **Total Institutional Budget: (system will total automatically)**
   - **a+b**

9. FACILITIES & HOURS (system will tally automatically for all sections)
   e. Total library area in square meters
   - for each campus with library personnel provide library area in square meters (to convert from square ft. to square meters multiply sq. ft. by .0920, e.g. 30,000 sq. ft. x .0929 = 2787 sq. meters);
   - **include** space for books and other library materials, space for storage of AV equipment if control of this equipment is the library's responsibility, library classrooms, study stations, seminar and study rooms, and workspace for library personnel;
   - **exclude** areas used solely for janitorial, custodial and mechanical storage or services, lobbies, vestibules, building corridors, and other general access areas;
   - add figures for each library to provide total for **e**.

   f.   Total number of seats: does this includes seats at public workstations, equipment carrels etc?
   - for each campus with library personnel count all study spaces for library users;
   - **exclude** seats in staff areas, offices, meeting rooms, and other areas not normally occupied by users of library materials;
   - add figures for each library to provide total for **f**.

   g. Total hours open per week: (September – April)
   - for each campus with library personnel count total operating hours per week;
   - add figures for each library to provide total for **g**.

   h. Total reference hours per week: (September – April)
   - for each campus with library personnel count total hours of reference service provided;
   - add figures for each library to provide total for **h.**

10.   COMPUTING INFRASTRUCTURE
   a.   Number of public workstations
   - For each campus library, count all public workstations that have Internet access
   b.   ~~Wireless available in each library? Y/N (use notes for clarification)~~
   c.   Number of laptops available for borrowing from library
   d.   Number of times laptops circulated from library
   e.   ~~Number of laptop ports/docking stations available for each campus library~~
   f.   Mobile devices other than laptops supported by library? Y/N if Y, please clarify

11.   LIBRARY AUTOMATED SYSTEMS
   - self explanatory;
   - use explanatory notes for any variations.