

# **Council of Post-Secondary Library Directors BC (CPSLD) Annual Statistics Survey - Definitions**

(Revised April 12, 2021)

## **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.

### **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.

## **DEFINITIONS AND DATA ENTRY**

The titles and definitions below correspond to the fields in the data entry form for the [CPSLD Statistical Database](#). Use the "Notes" section at the bottom of the form to provide additional information or any variations from the norm.

### **FISCAL YEAR**

- Enter the year in which the fiscal year being reported ends, e.g. enter 2020-21 as 2021.

### **1. LIBRARY**

#### **Name of Library**

#### **Library Director**

- Enter the name of the Library Director, or other administrator with authority for Library Services.

#### **Statistics Contact**

- If other than Library Director, enter the name of the library's primary contact for the CPSLD Survey.

### **2. 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 AEST Ministry Funded

FTE Students (Audited)

ITA (Foundation + Apprenticeship) Actual

FTE International

- Optional, at the discretion of each library

**Service Plan Total Actual**

- System will total automatically

**FTE Faculty:**

- Provide Full Time Equivalent (FTE) not head count of faculty employees (include librarians if applicable); approximate if actual number is not available.

**Is there a community borrowers card?**

- Yes / No

**If Community Card, what is the fee?**

- Enter amount in \$

**Do not enter data in the first three (3) fields.**

**This information is provided by the Ministry of Advanced Education and Skills Training (AEST) and will be entered for you.**

### 4. LIBRARY PERSONNEL

- Count all personnel in FTE terms (not head-counts).

**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.

**FTE library staff:**

- Exclude personnel who are entirely devoted to AV equipment, media production/IMS activities, or other non-library activities such as Writing/Learning Centres that report to the library.

**FTE other professionals:**

- Include staff members who are not librarians in the strict sense of the term such as computer experts, systems analysts or budget officers.

**FTE student aides:**

- Include student aides and work-study employees.

**Total FTE Library Personnel: (system will total automatically)**

## 5 COLLECTIONS

### 5.1. COLLECTIONS - PHYSICAL

- **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).

#### **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).

#### **Videos & Films:**

- Count all physical video & film formats;
- count physical items (e.g. 2 DVDs = 2 units, series of 24 videos = 24 units).

#### **Other:**

- Count all other items including other audio formats, other visual formats and back issue periodicals.

#### **Total Titles in Library Collection: (system will total automatically)**

#### **Total Current Print Subscriptions:**

- Count titles of journals, magazines, and newspapers currently received in print, microform, or CD formats;
- **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.

### 5.2 COLLECTIONS – ELECTRONIC

#### **Electronic Monographs:**

- Count the titles that would be monographs if issued in print format, i.e. non-serial publications of any length issued in electronic format instead of or in addition to, print format. Include books owned or leased by the library. Government publications are included as are free monographs on the Web catalogued in the OPAC or specifically linked to the library's web site.

**Streaming Media:**

- Count streaming videos or other media listed in the library catalogue or linked to the library's web site, whether purchased, leased or free on the Web.

**Electronic Serial Titles:**

- Report the total number of unique electronic serial titles that you currently acquire and to which you provide access, whether purchased, licensed, or open access;
- do not include duplicate counts of serial titles; report each title once, regardless of how many subscriptions or means of access you provide for that title – i.e. if a title is accessible through multiple databases, count it only once;
- include titles from aggregated packages;
- Electronic serials acquired as part of a bundle or an aggregated package should be counted at the title level, even if they are not catalogued, as long as the title is made accessible directly by the library (e.g. through a finding aid)

**Total Electronic Titles in Collection: (system will total automatically)****6. USE****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 (including technology based questions, if your reference staff is responsible for answering technology based questions). 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, AskAway);
- **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 data entry form

- 6a (i) Reference questions
- 6a (ii) Directional questions
- 6a (iii) Total reference transactions (calculated automatically)

## **Library Instruction**

### **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.

### **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;
- **include** classes regardless of delivery mode, e.g. online or in-person

### **Article Downloads:**

- This number should be gathered using Counter 5 Report TR\_J1 (unique requests).

### **Ebook Section Downloads:**

- This number should be gathered using Counter 5 Report TR\_B1 (unique requests).

### **Digital learning object usage (New for 2021)**

- Count use of library-created digital learning objects, including, but not limited to, online tutorials, subject and course-specific guides, and recorded video presentations.

### **Total Digital Resource Use:**

- System will calculate automatically.

### **Circulation:**

#### **Direct:**

- Count all items which are charged out for use, whether the use is inside (e.g. reserve) or outside the library;
- **exclude** items charged out to other libraries on interlibrary loan (included in **g** below);
- **exclude** renewals.

#### **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 as a direct circulation transaction.

**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;
- **exclude** intercampus loans within your institution.

**Interlibrary loans received** – Filled and unfilled (include all formats)

**Interlibrary loans sent** - Filled and unfilled (include all formats)

**7. LIBRARY EXPENDITURES (capital & operating)**

In all cases, enter actual expenditures as opposed to budgeted expenditures.

**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.

**Collections:**

Count all expenditures related to library collections, including but not limited to:

- Monographs
- Videos and Films
- Current Print Periodicals
- Electronic Monographs
- Streaming Media
- Electronic Serial Titles
- Other Electronic Resources

**Special Funding Envelopes:**

- **Include** all expenditures from special funding sources e.g. one time capital grants.

**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;
- **exclude** one-time funding for building renovations  
use explanatory notes to indicate any variations from the norm.  
include all library expenditures not included in collections section or staffing under "Other".

**Total Library Expenditures: (System will total automatically)**

## 8. INSTITUTIONAL EXPENDITURES:

Expenditures as reported from Audited Financial Statement for institution

## 9. FACILITIES & HOURS (system will tally automatically for all sections)

### 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 .0929, 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;
- Total area for all campuses will be calculated automatically.

### Total number of seats:

- For each campus with library personnel count all study spaces for library users;
- **include** seats at computer workstations, equipment carrels, etc. **exclude** seats in staff areas, offices, meeting rooms, and other areas not normally occupied by users of library materials;
- Total seats for all campuses will be calculated automatically.

### Total hours open per week: (September – April)

- For each campus with library personnel count total operating hours per week;
- Total open hours for all campuses will be calculated automatically.

## 10. COMPUTING INFRASTRUCTURE

### Number of public workstations:

- Across campus libraries, count all public computer workstations (these are also counted in 9b above as part of the seat count).

## 11. LIBRARY AUTOMATED SYSTEMS

- Enter names of systems used for each purpose (It is possible to enter multiple systems in each box);
- Cataloguing;
- Primary source of bibliographic records;
- Interlibrary loans;
- Discovery Service (e.g. Summon, Ebsco Discovery Service, Primo);
- ERM: Electronic Resource Management (e.g. 360 Resource Manager, WMS, CORAL);
- Link Resolver (e.g. 360 Link, Fulltext Finder).

### Is ILS paid for from the Library budget?

- Yes / No