



CPSLD Statistics Report

2017-2018

Prepared by
Langara College Library

Langara.

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Acknowledgements

On behalf of CPSLD members, I would like to extend our gratitude to Linda Ma for creating the CPSLD Statistics Report 2017-2018, as well as all the employees from each of our institutions who contributed in providing the statistics.

I would also like to acknowledge the help of John Bowden, Ministry of Advanced Education, Skills and Training, who provided us with the FTE student numbers.

Patricia Cia
Director, Academic Innovation
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Compiler, CPSLD Statistics, 2017/18

November 15, 2018

CPSLD Statistics Report

2017-2018

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Legend	
BCIT	BCIT
CAM	Camosun College
CAPU	Capilano University Library
CMC	Coast Mountain College (was Northwest Community College)
CNC	College of New Caledonia
COTR	College of the Rockies Library
DOUG	Douglas College Library
ECUAD	Ron Burnett Library + Learning Commons
JIBC	Justice Institute of BC Library
KPU	Kwantlen Polytechnic University Library (Coast Capital Savings Library)
LC	Langara College
NVIT	Nicola Valley Institute of Technology
NI	North Island College
NL	Northern Lights College
OC	Okanagan College
QUC	Quest University Canada Library
RR	Royal Roads University Library
SEL	Selkirk College Library
SFU	SFU Library
TRU	Thompson Rivers University Library
TWU	Norma Marion Alloway Library Trinity Western University
UBC	University of British Columbia
UFV	University of the Fraser Valley
UNBC	Geoffrey R. Weller Library
UVIC	University of Victoria
VCC	Vancouver Community College
VIU	Vancouver Island University

CPSLD Statistics Report 2017-2018

Explanatory Notes

General Notes

FTE Students

- 3.a) FTE AEST funded for information only, not used in ratios
- 3.c) FTE for ITA funded no longer supplied, not used in ratios, column suppressed
- 3.e) Total of a+c, no longer full data, not used in ratios, column suppressed
- 3.b) Actuals updated Nov2018 from Post-Secondary Central Data Warehouse.
- 3.b) Data includes Full-time Equivalent Enrolments funded by the Ministry of Advanced Education, Skills and Training only. Data excludes international education (except the international graduate students from the following research universities: Simon Fraser University, University of British Columbia, University of Northern British Columbia, and University of Victoria), offshore enrolments, and Full-time Equivalent Enrolments funded by the Industry Training Authority.

Institutional Expenditures

- 8. Institutional Expenses when not provided, were taken from published (institutional website) financial statements

Graph variance from last year

- q) Hours open per FTE Personnel 9g/4f corrected (last year was 9g/3f)

Additions to Graphs

All graphs traditionally supplied have been retained. This year, the following have been added to this report

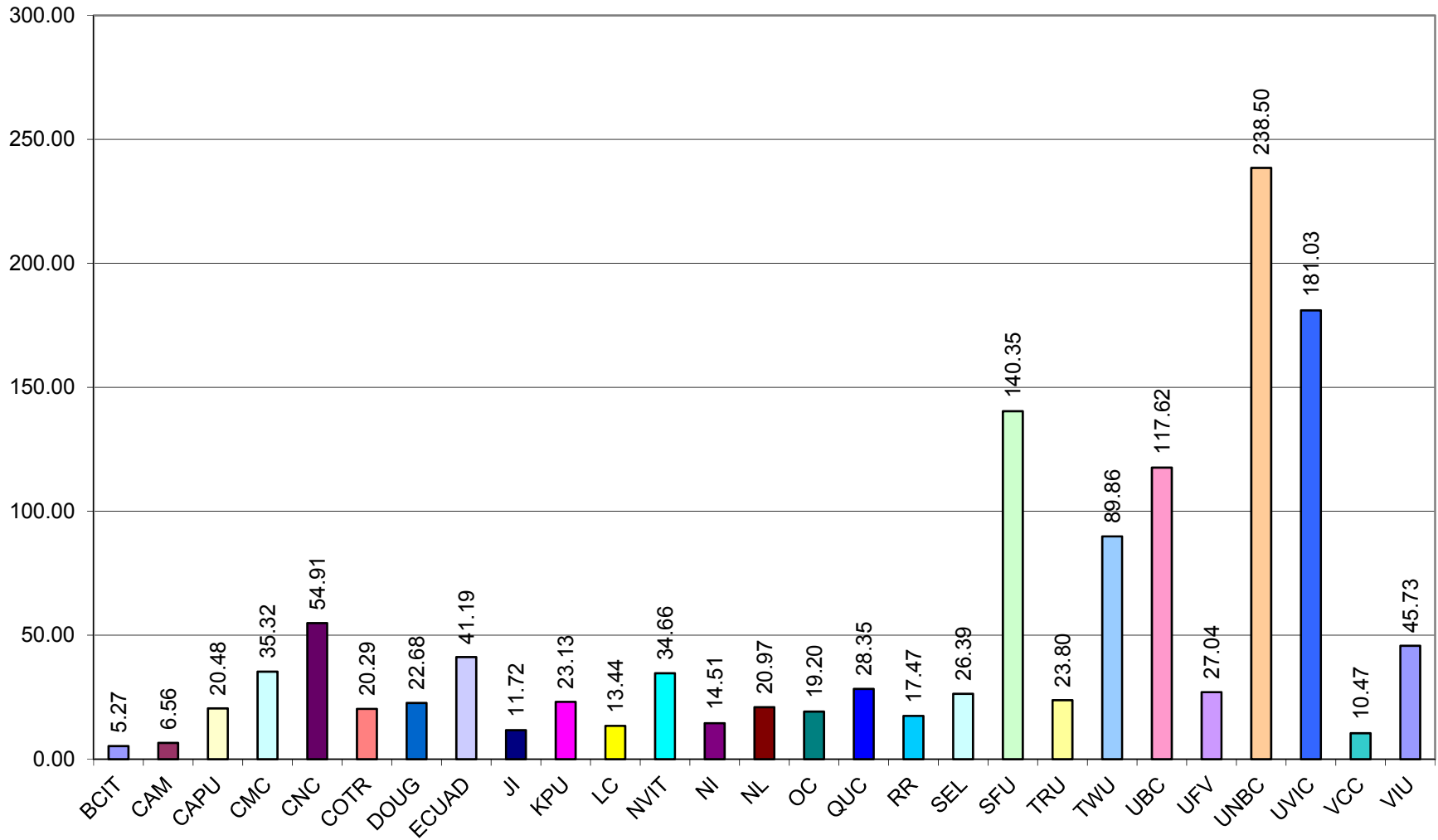
- e) Collection Exp per FTE Faculty: 7(b)/3(g)
- f) Personnel Exp per FTE Student: 7(a)/3(f)
- h) Library Exp per FTE Faculty: 7(e)/3(g)
- j) Collection Exp as % of Institution Exp: 7(b)/8
- k) Personnel Exp as % of Institution Exp: 7(a)/8
- v) Number of Workstations per 100 FTE Student: 10/3(f)

Comments for 2017-2018

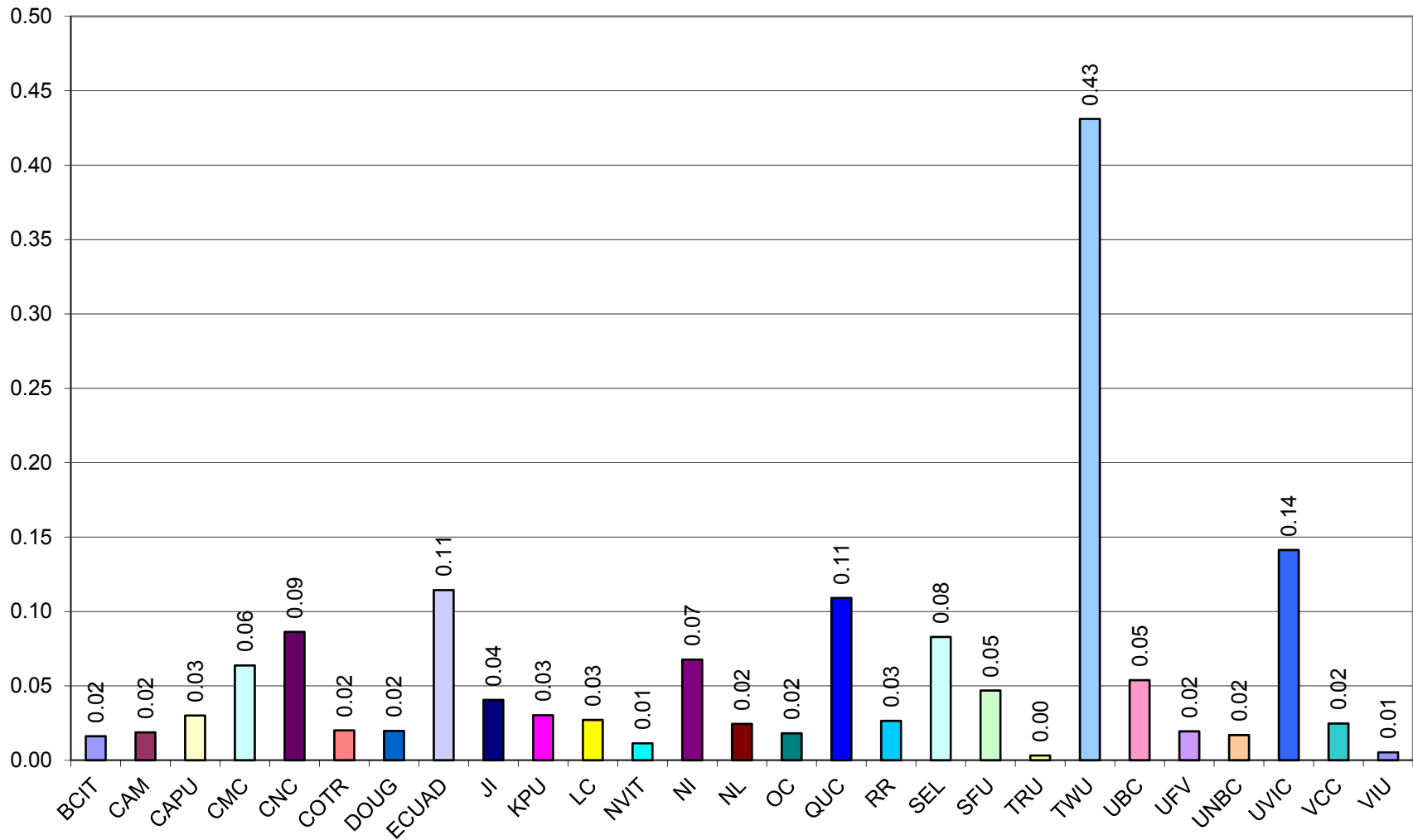
- BCIT**
 - 3.g. FTE faculty - reporting head count as FTE not available
 - 6.d. Article downloads not available
 - 6.e. Ebook section downloads not available
- CAM**
 - 3.g. FTE Faculty. Using 2016/17 data
 - 4.c. Other Professionals: Writing Centre staff now in separate budget--reported here last year
 - 4.c. Other Professionals includes Assistant to the Director, Copyright Advisor
- NW**
 - 1. Northwest Community College officially changed name to Coast Mountain College (CMNT) in April 2018. Noting both names here as operating under NWCC for 2017/18
- DOUG** 2016-17 Digital Resource use - Article Downloads: 41,341; Ebook Section Downloads: 11,922
- ECUAD**
 - 5.b. Streaming Media totals include 30,000 titles from Kanopy and 144,000 titles from Lynda.com
 - 5.c. Electronic Serials Titles includes data from EBSCO holdings report
 - 6.i. Gate Count: Note that Library was closed for two months during campus move (July and Aug 2017)

- KPU** 6.d. Article downloads increased by about 100,000 over last year. Usage has gone up for almost all of the article products, perhaps due to the switch to 360Link which made it easier for users to access content.
- 6.g. Increase in circulation due to increase in students, particularly international. There was a 47% increase in international students from the previous fall semester, and a 91% increase in the spring semester.
- 7.c. Special Funding Envelopes: We now receive these funds in our general collection budget.
- LC** 6.a. Reference transactions overreported last year, should be:
Reference=21,506; Directional=24,608; Total=46,114
- 6.i. Gate count over reported last year (should be 722,645)
- NI** 3.g. Faculty FTE 113; 100 Part-time
- 7.a. Personnel costs include 13,285.00 funding from International Education
- NLC** 2.b. NLC permanently closed the Fort Nelson Library
- 9.a. NLC's FSJ Library lost 4 square feet of its storage area to the IT Department
- SFU** 3.g. FTE faculty per 2016/17 data, 2017/18 pending later in November
- RRU** 4.f. Using last years' numbers because we are having trouble getting a logical number for this year and because our staffing did change very much for the year.
- 5.c. Electronic titles. Reporting same as last year. Numbers getting this year don't seem right
- 6.f. Digital Resource use not available/calculated
- 7.a. Using last years' number because we are having trouble getting a logical number for this year and because our staffing did change very much for the year.
- TWU** 5.1e+5.2a. Different people gathering stats. Number print subscriptions and electronic monographs big change from last year
- UFV** 3i. We do not charge a fee to community borrowers, but we do charge \$5.00 for the card.
- 6i. Due to renovations and new equipment at the Abbotsford library, meaningful gate counts are not available for this year.
- UBC** Figures include UBC Vancouver and UBC Okanagan campuses
- 3.g. Includes librarians.
- 5.2.a. Count of unique bibliographic records. Includes open access and free titles when catalogued in the ILS.
- 6.d-e. Count is for calendar year 2017; FY data not available by the survey deadline.
- 6.h. Partial count; in-library use is only recorded at selected branches
- 7.a. Excludes wage subsidy for student employees (Work Learn program)
- 9.c. Weekly open hours are the sum of hours at nine physical branches in Vancouver and two in Kelowna (Okanagan campus).
- UVIC** 6.e. Ebook sections based on calendar year
- 5.2.a. Correct figure for 2016/17 electronic monograph is: 1,619,593
- VIU** 2.b. In previous years, VIU reported 3 staffed library locations. With a retirement this year, there is no longer a dedicated library staff position at the Powell River location. Thus we are reporting 2 staffed and 2 unstaffed locations. This change accounts for the decrease in total square footage, seats available, and open hours between this year and last. There is still a physical collection and library room in Powell River, but it is opened as necessary by front line welcome centre staff.
- 6.f. Opted not to submit electronic usage statistics

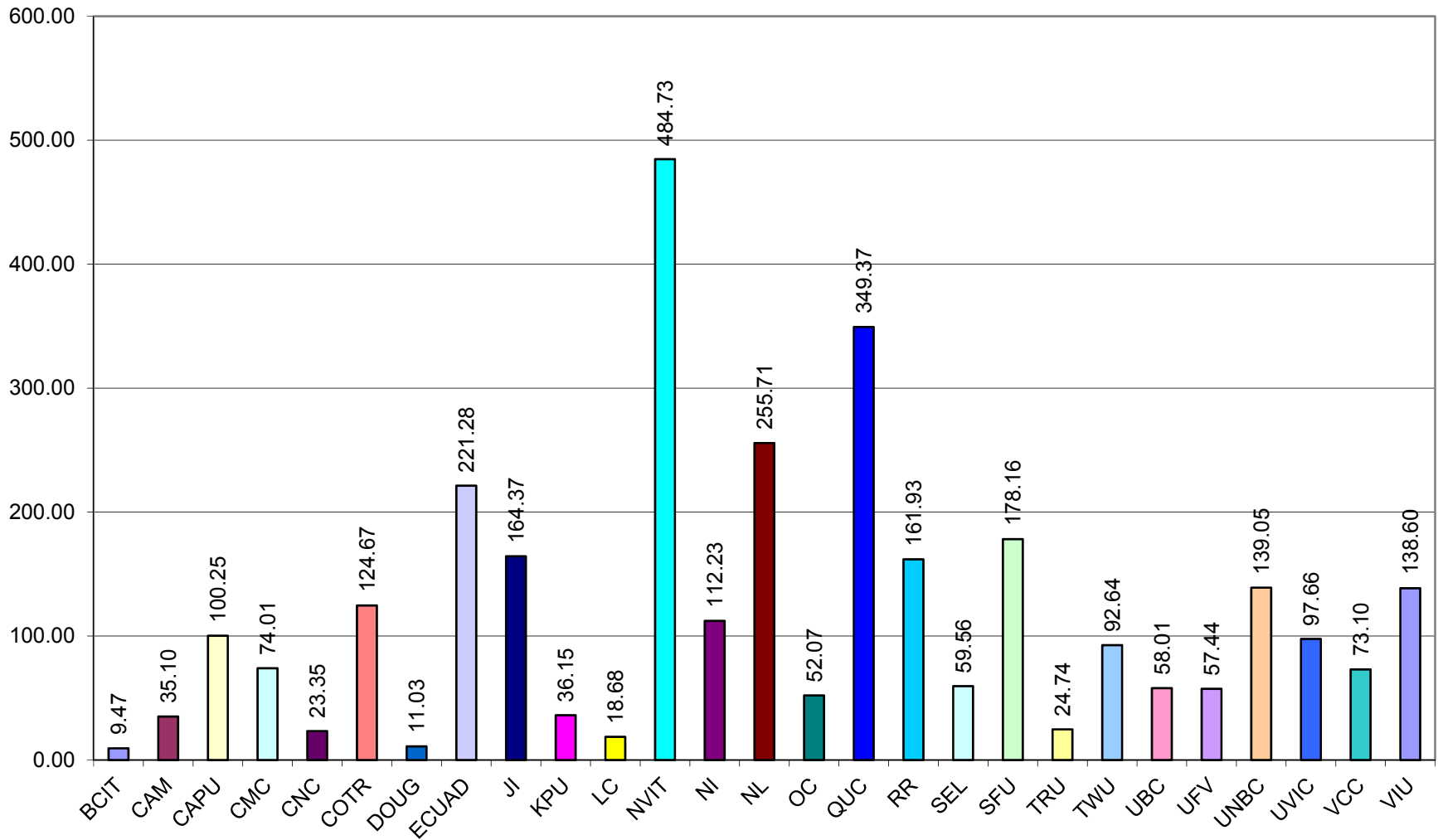
a) Volumes per FTE Student: 5.1(d)/3(f)



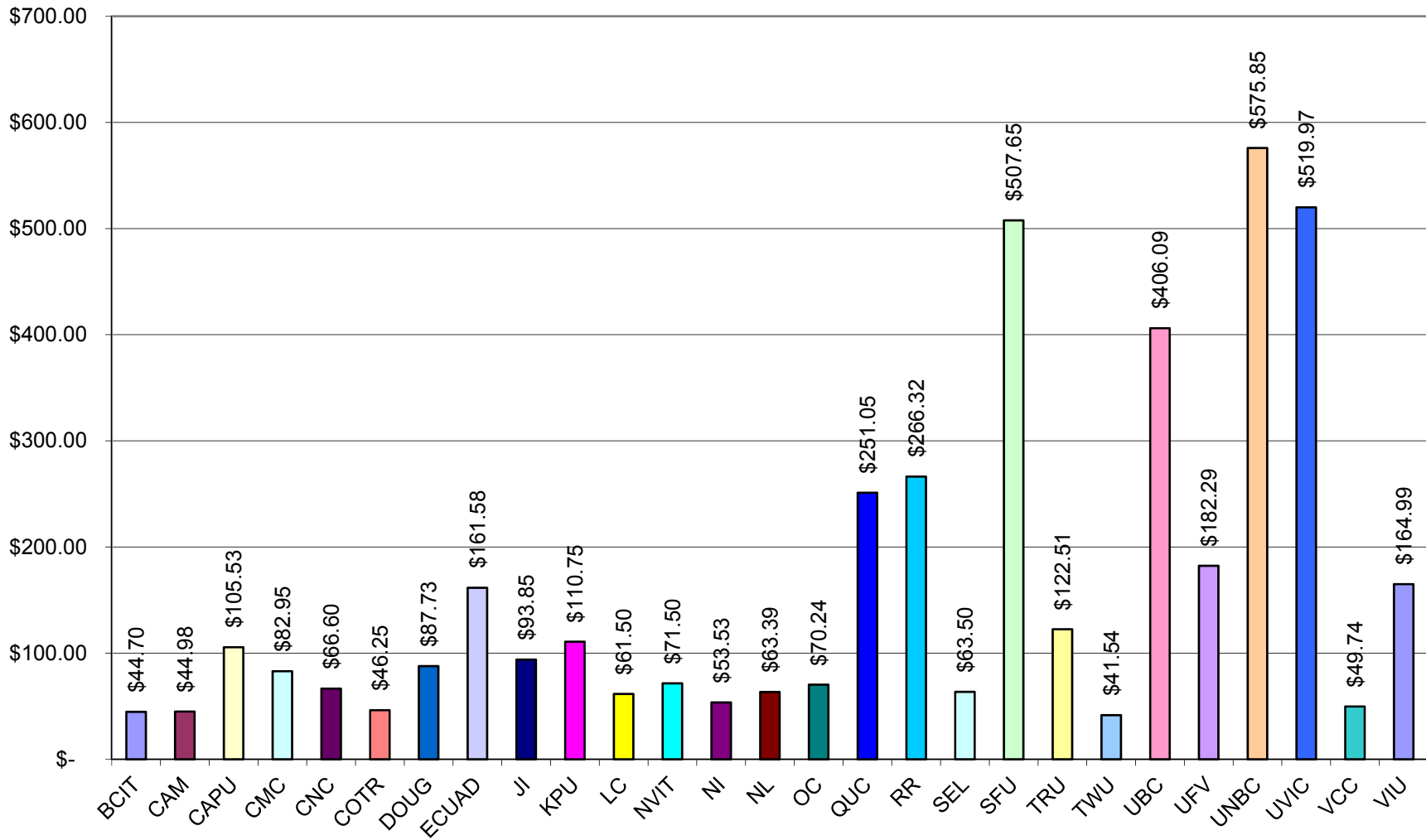
b) Physical Subscriptions per FTE Student: 5.1(e)/3(f)



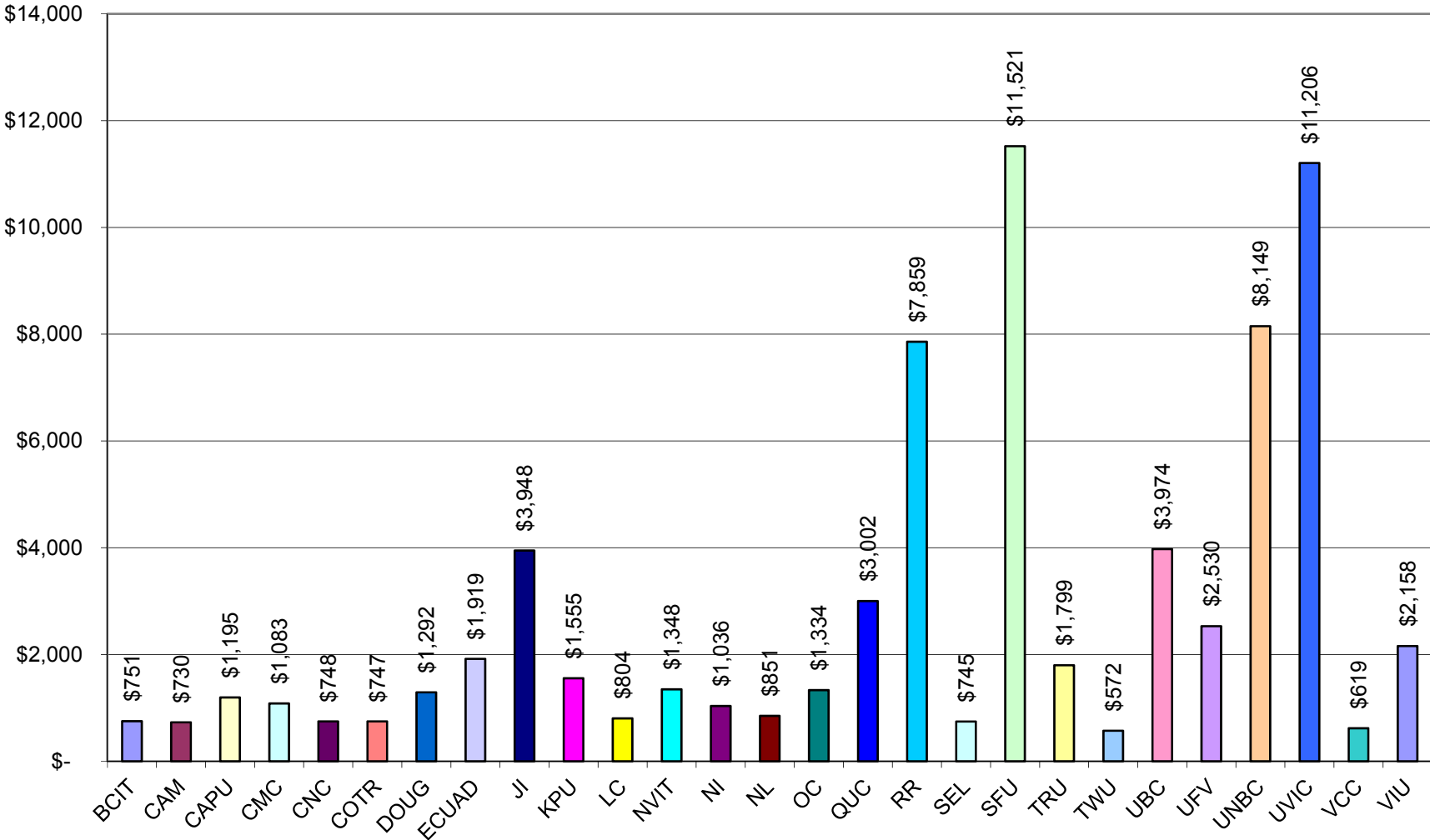
c) Electronic Titles per FTE Student: 5.2(d)/3(f)



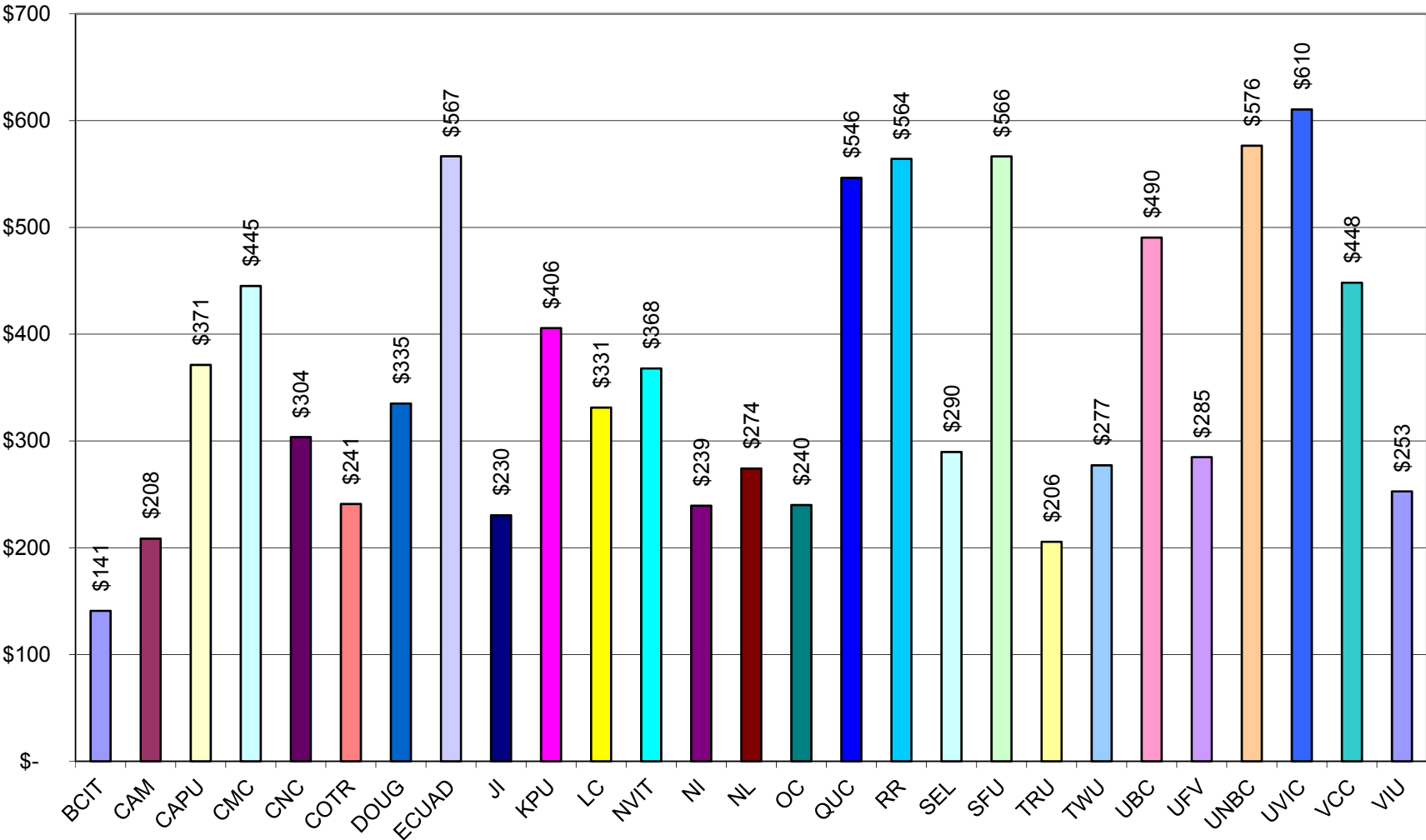
d) Collection Expenditures per FTE Student: 7(b)/3(f)



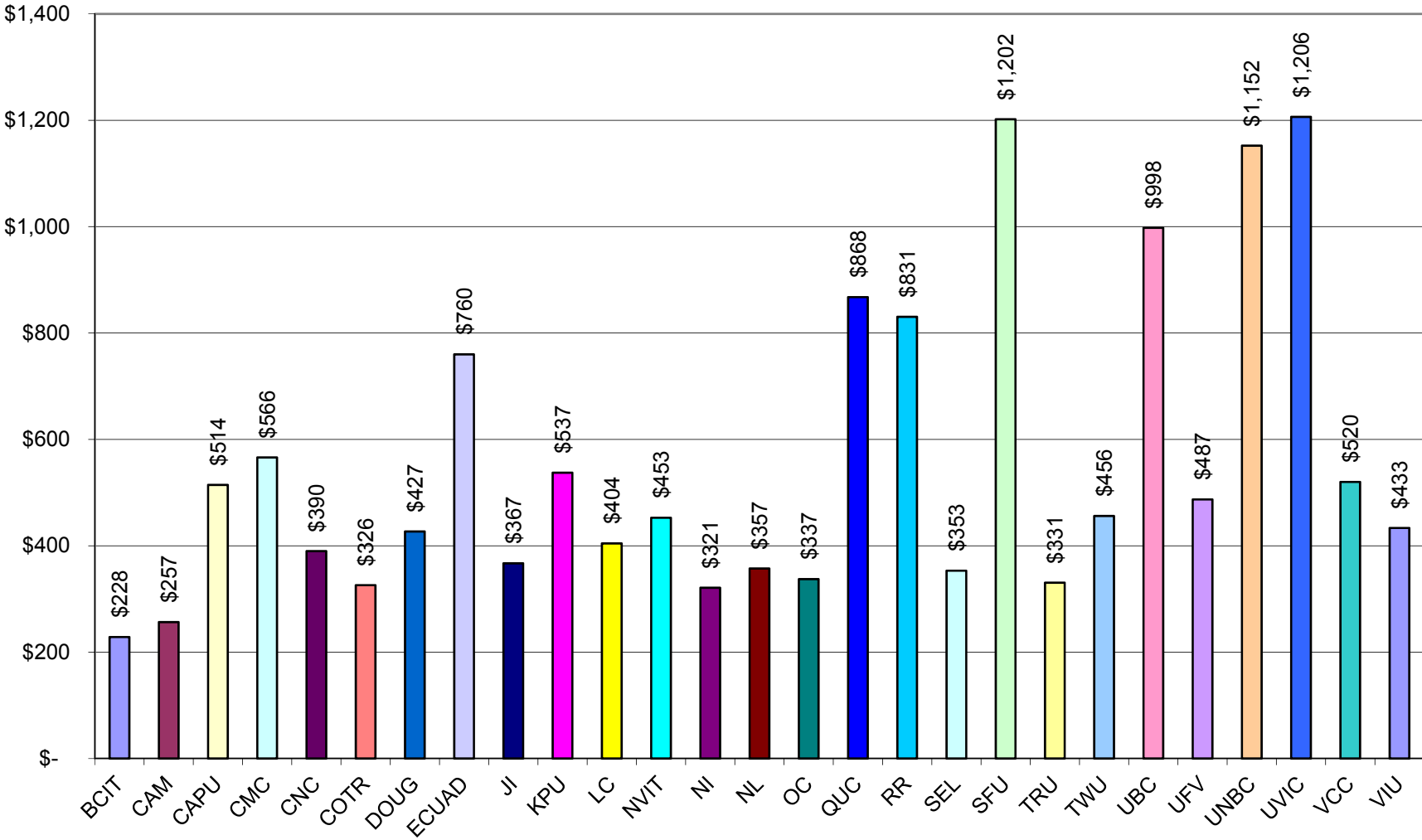
e) Collection Expenditures per FTE Faculty: 7(b)/3(g)



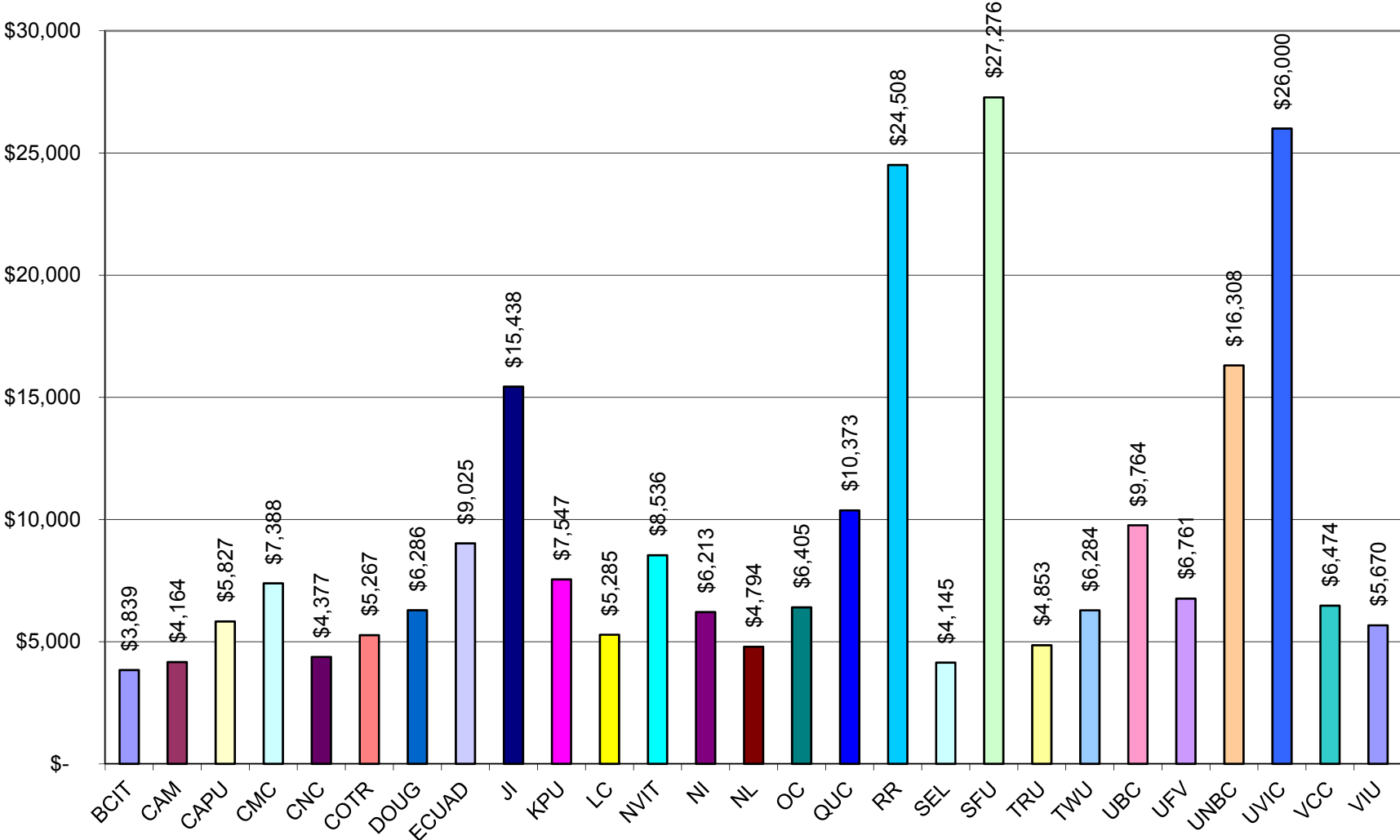
f) Personnel Expenditures per FTE Student: 7(a)/3(f)



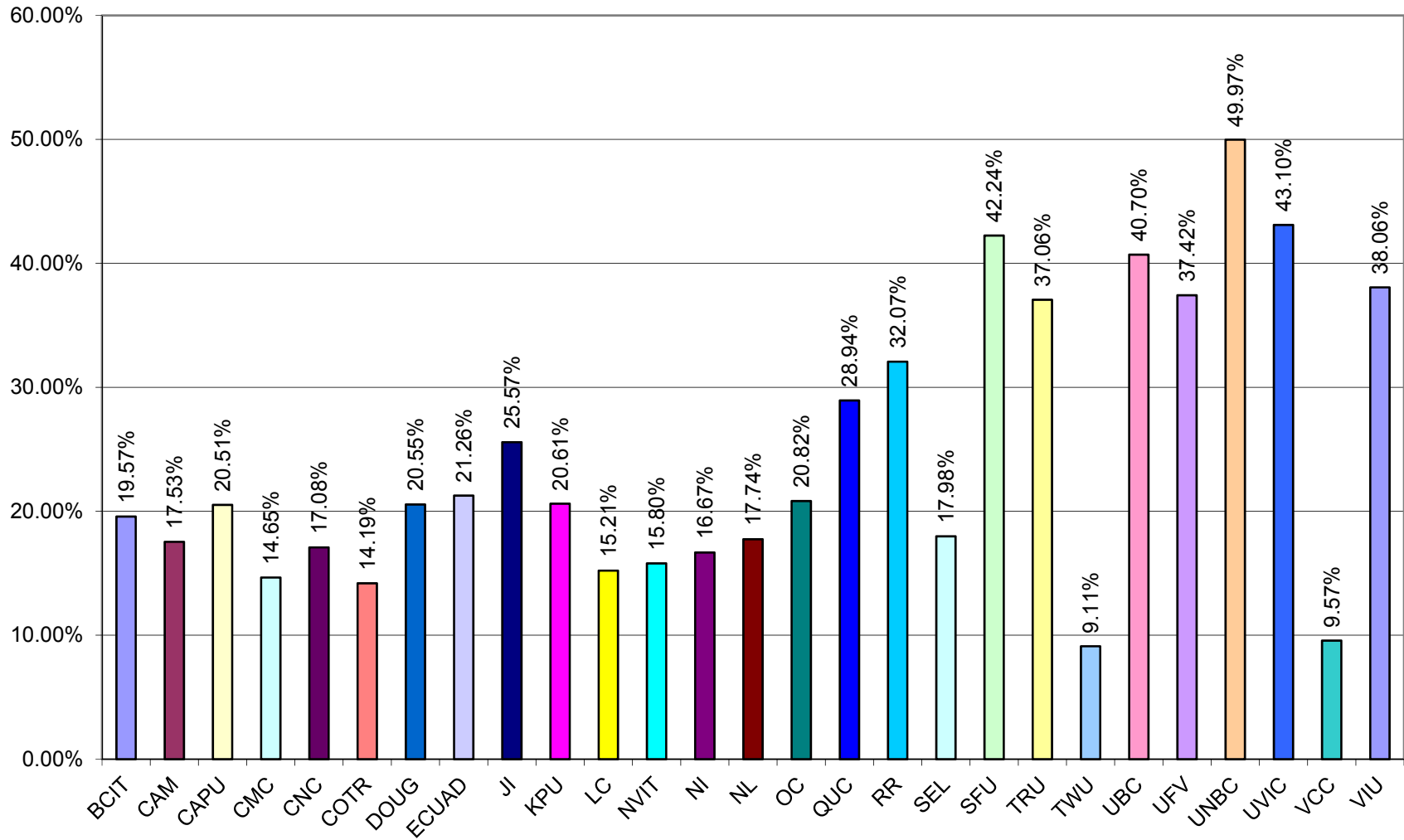
g) Library Expenditures per FTE Student: 7(e)/3(f)



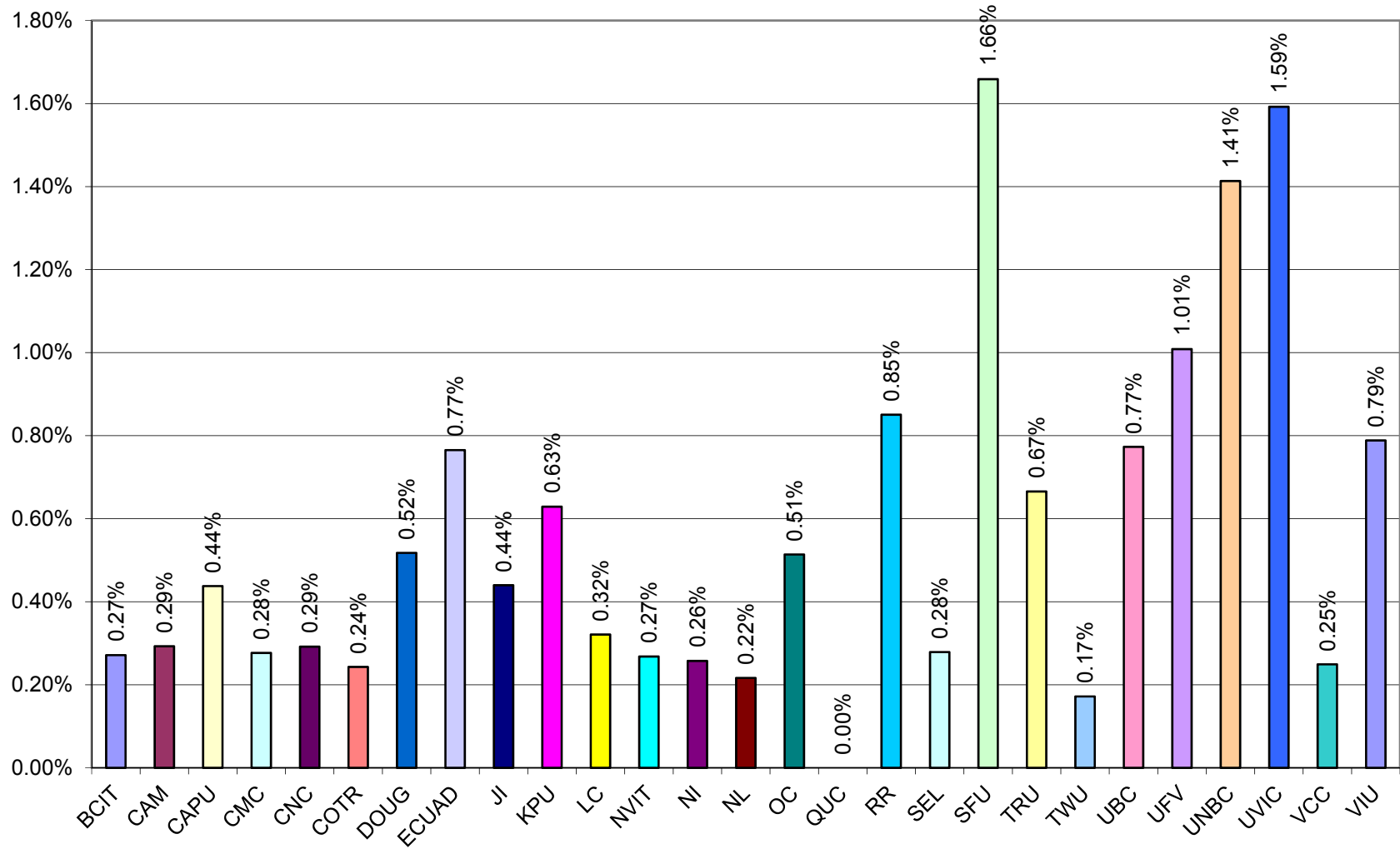
h) Library Expenditures per FTE Faculty: 7(e)/3(g)



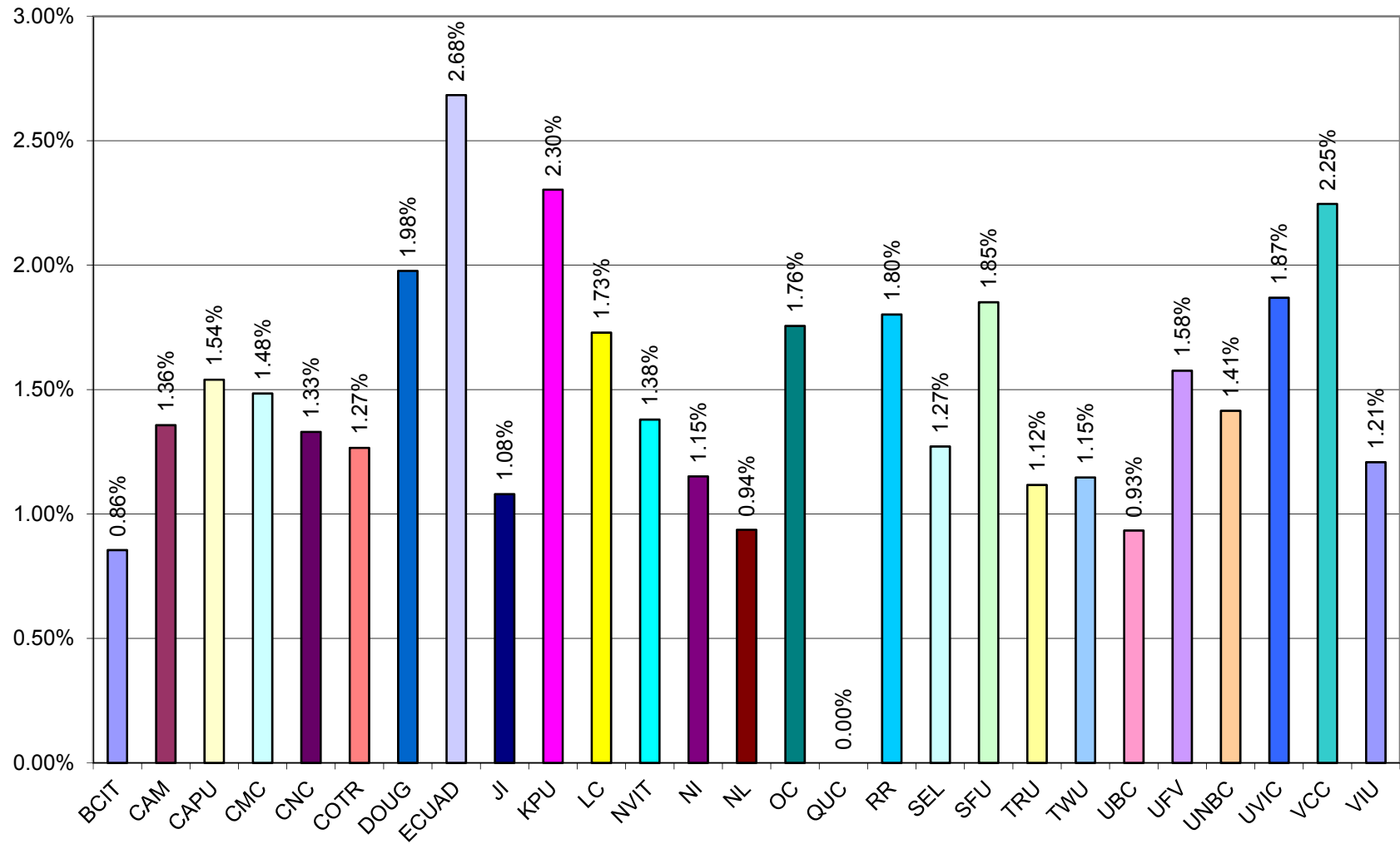
i) Collection Expenditures as % of Library Expenditures: 7(b)/7(e)



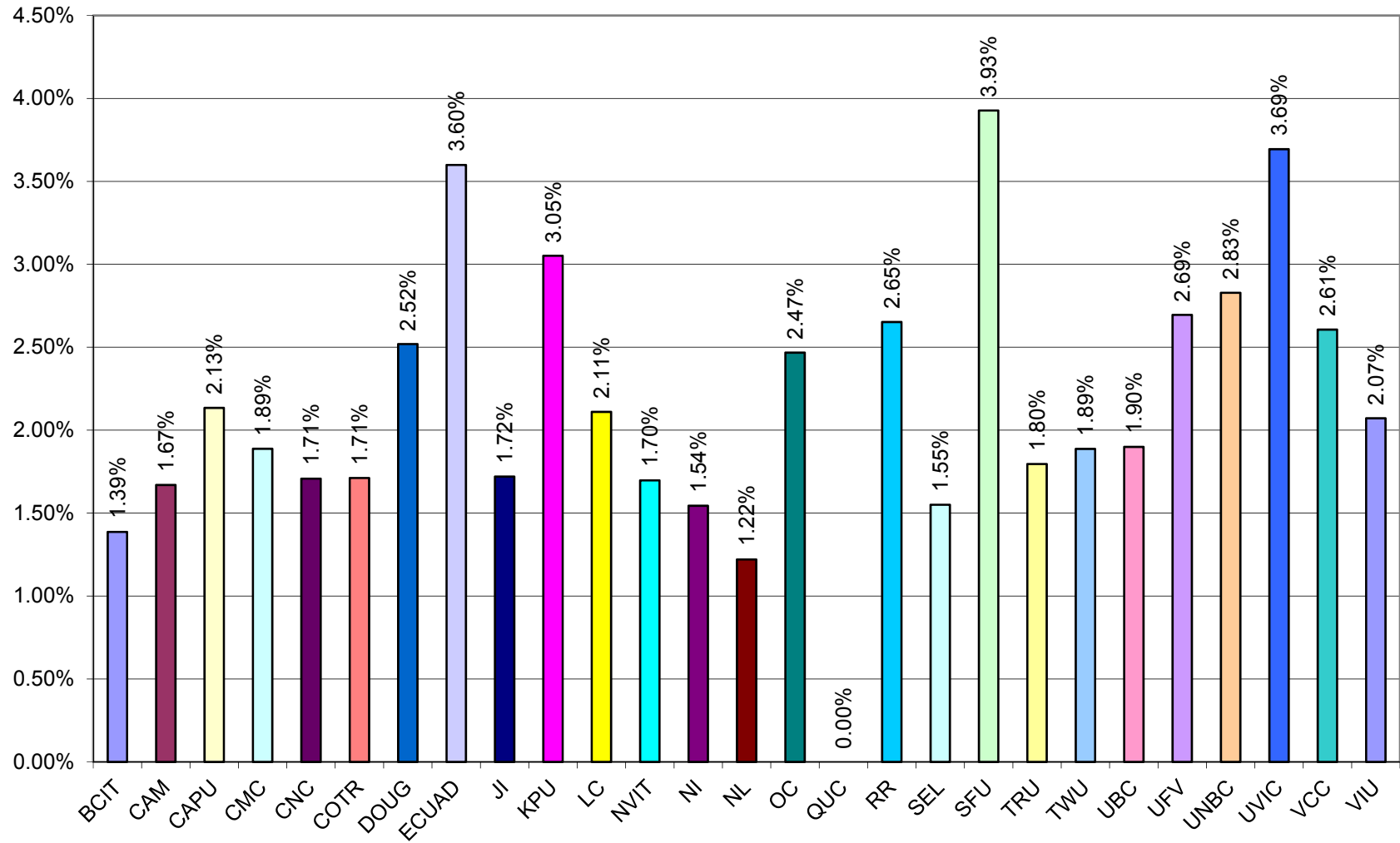
j) Collection Expenditures as % of Institution Expenditures: 7(b)/8



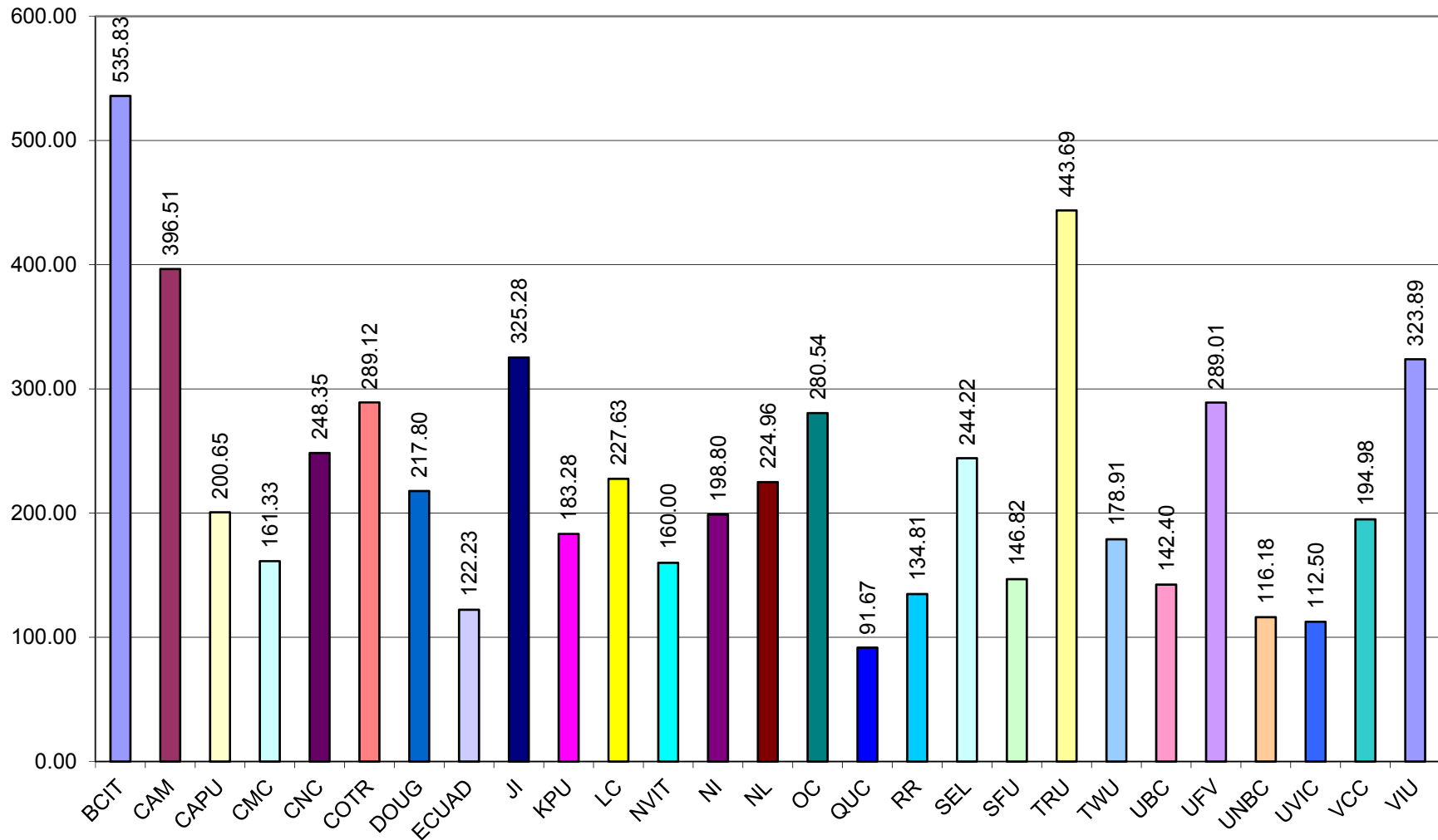
k) Personnel Expenditures as % of Institution Expenditures: 7(a)/8



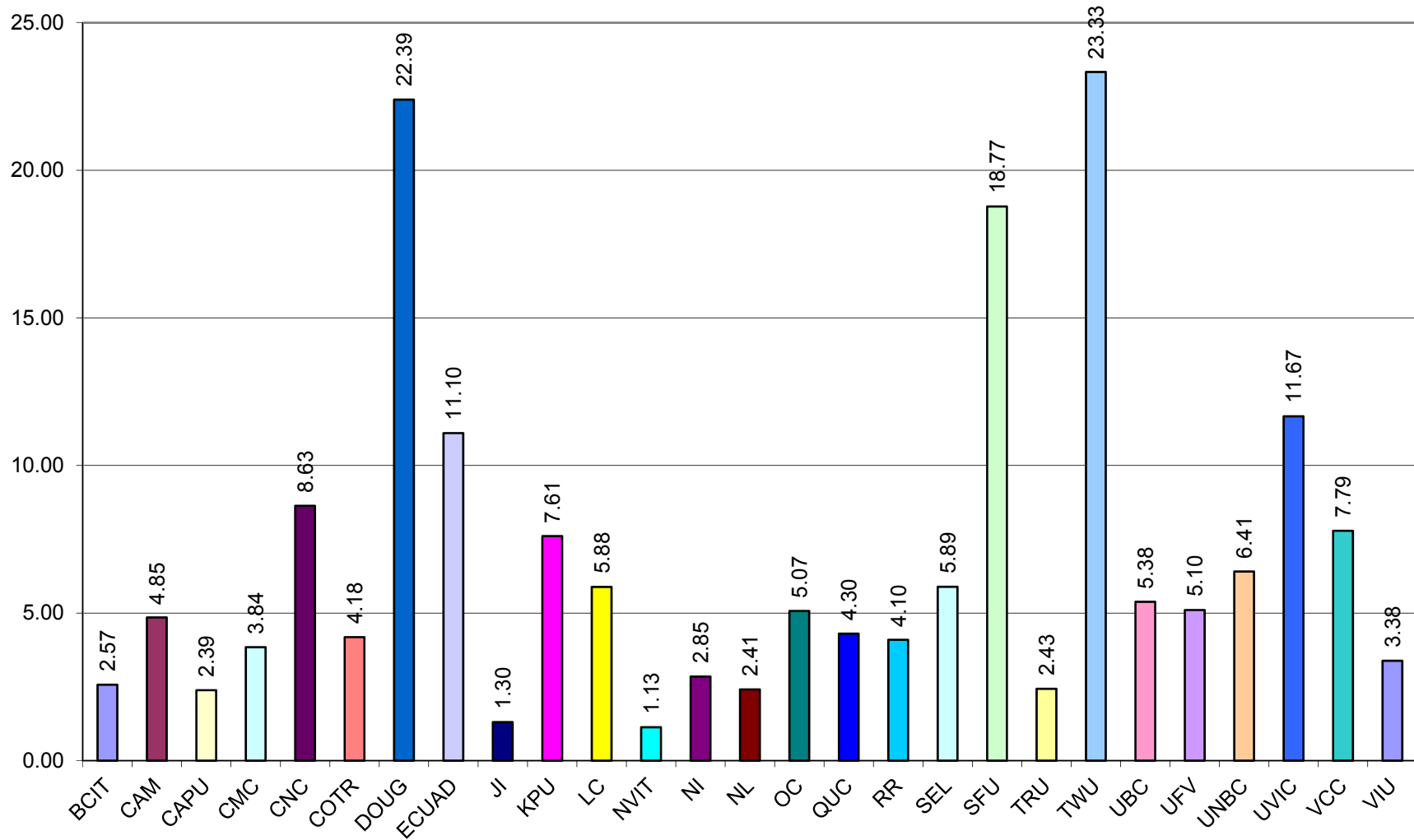
I) Library Expenditures as % of Institutional Expenditures: 7(n)/8



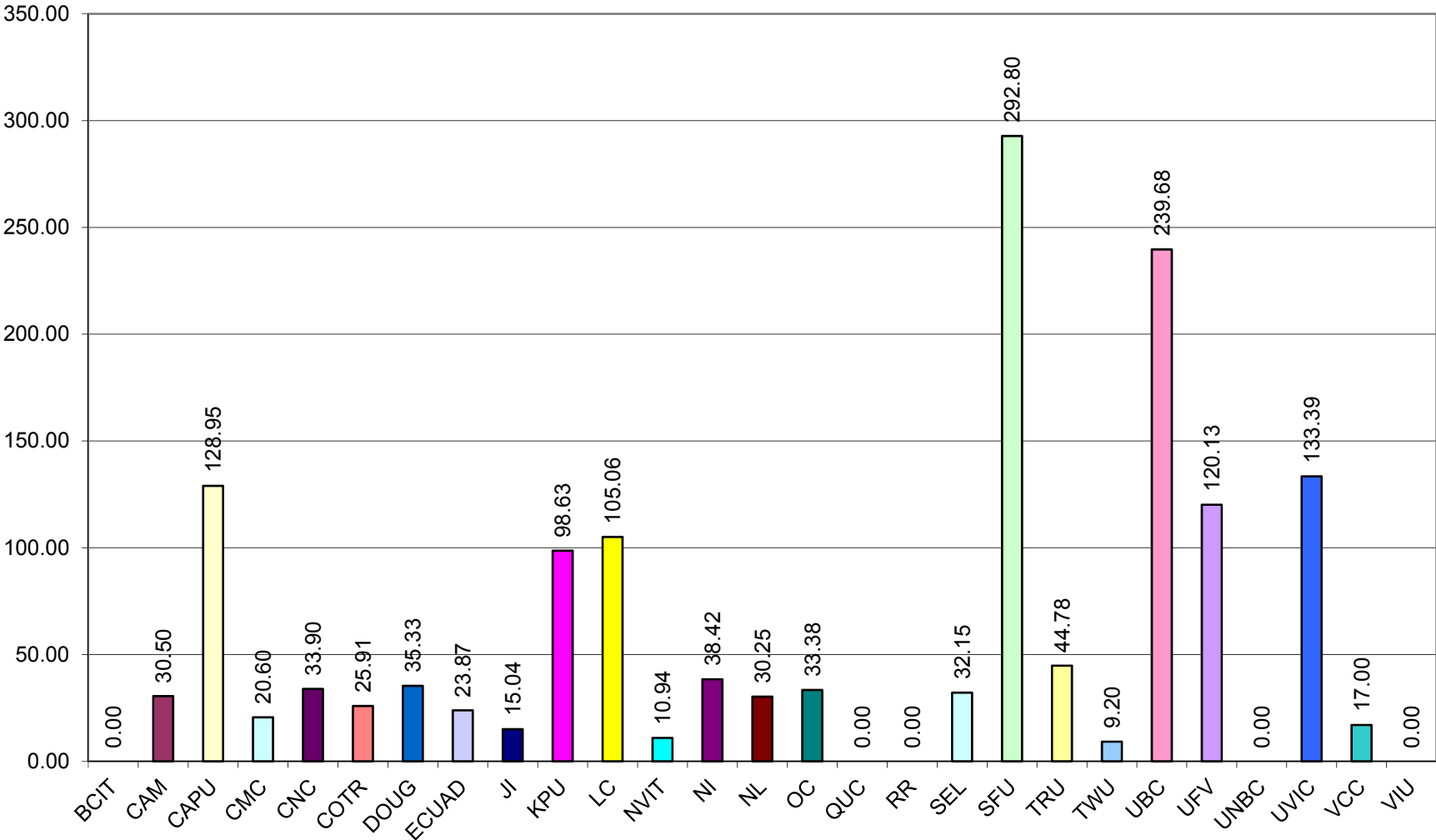
m) FTE Students per FTE Library Personnel: 3(f)/4(f)



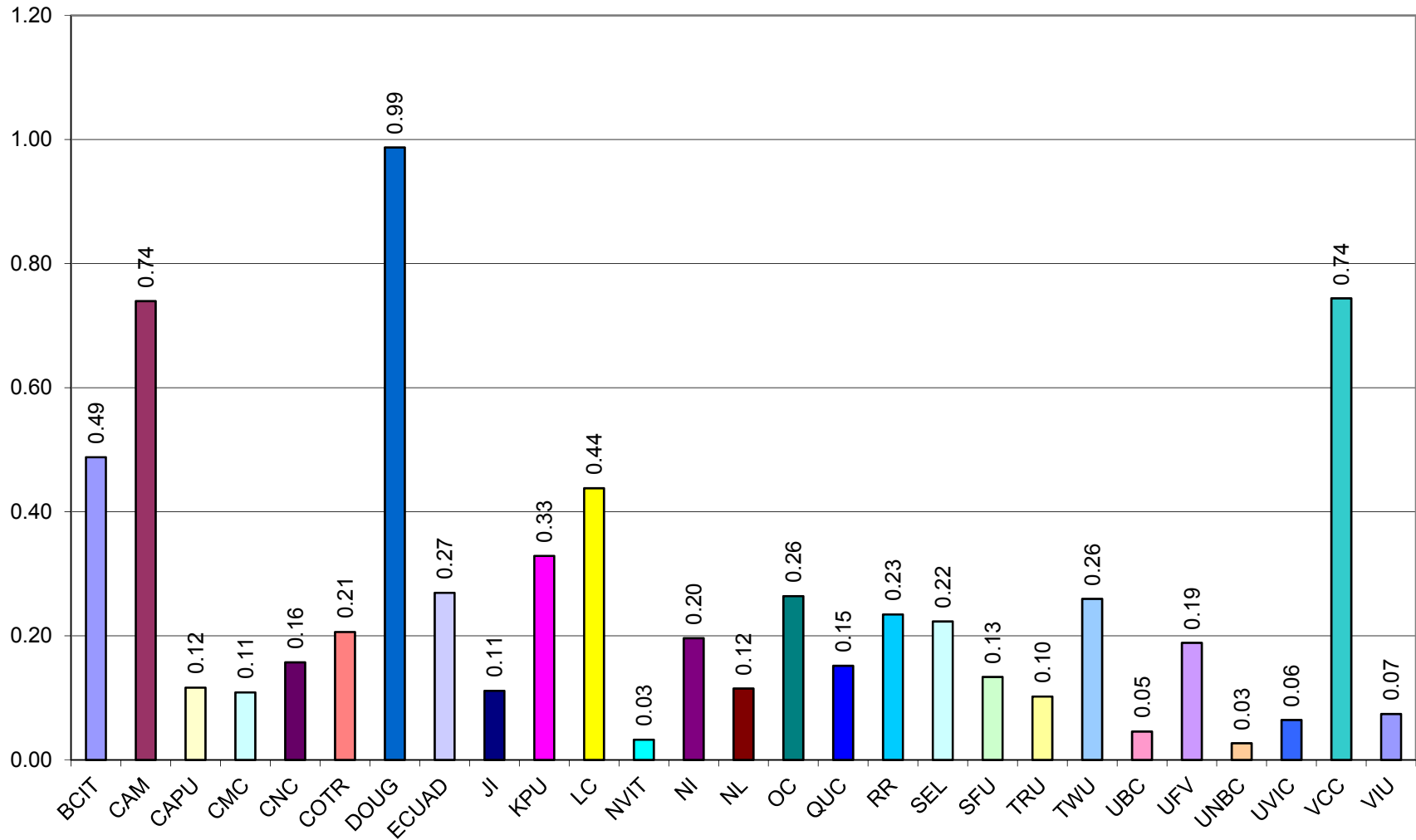
n) Direct Circulation per FTE Student: 6(g)/3(f)



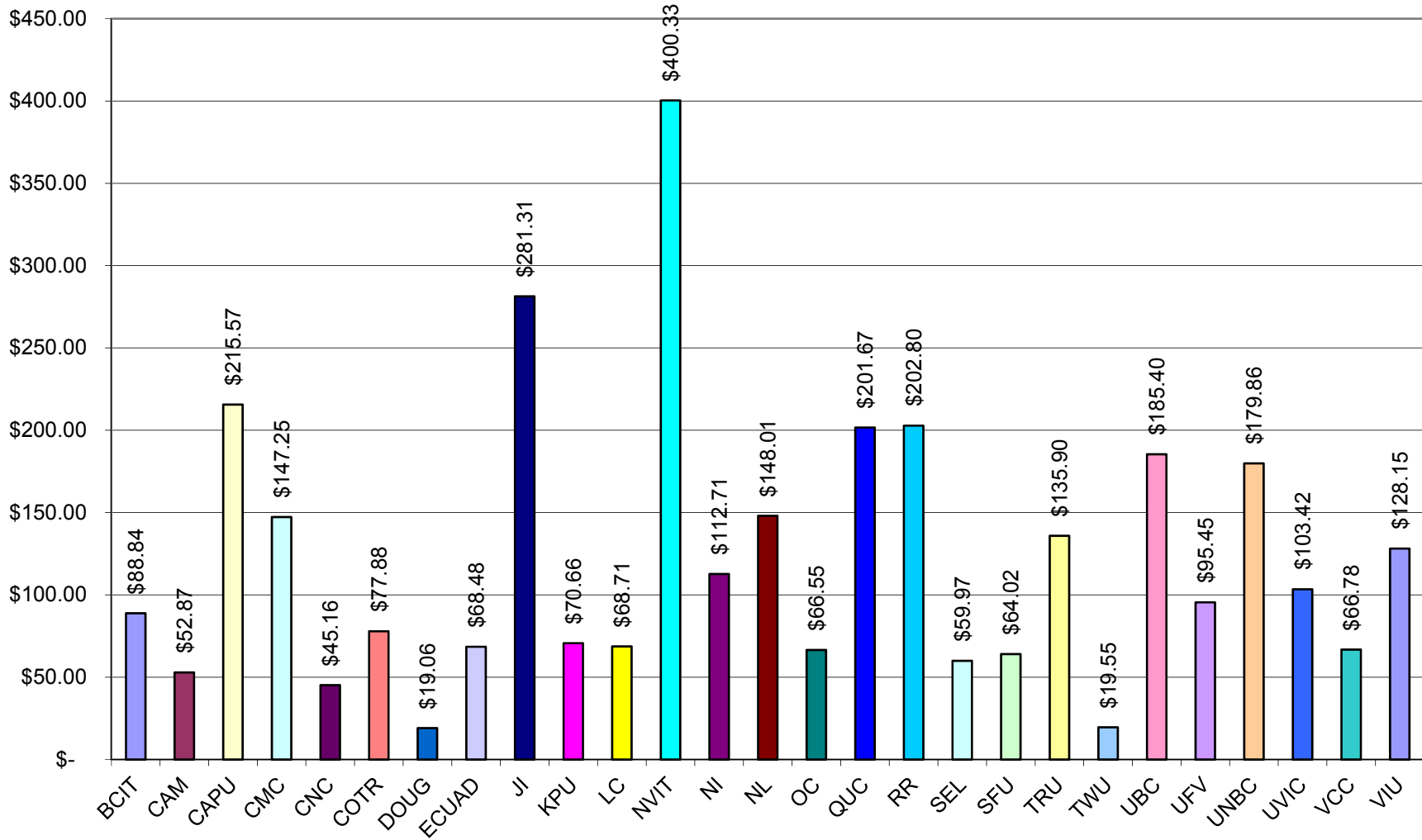
o) Digital Resource Use per FTE Student: 6(f)/3(f)



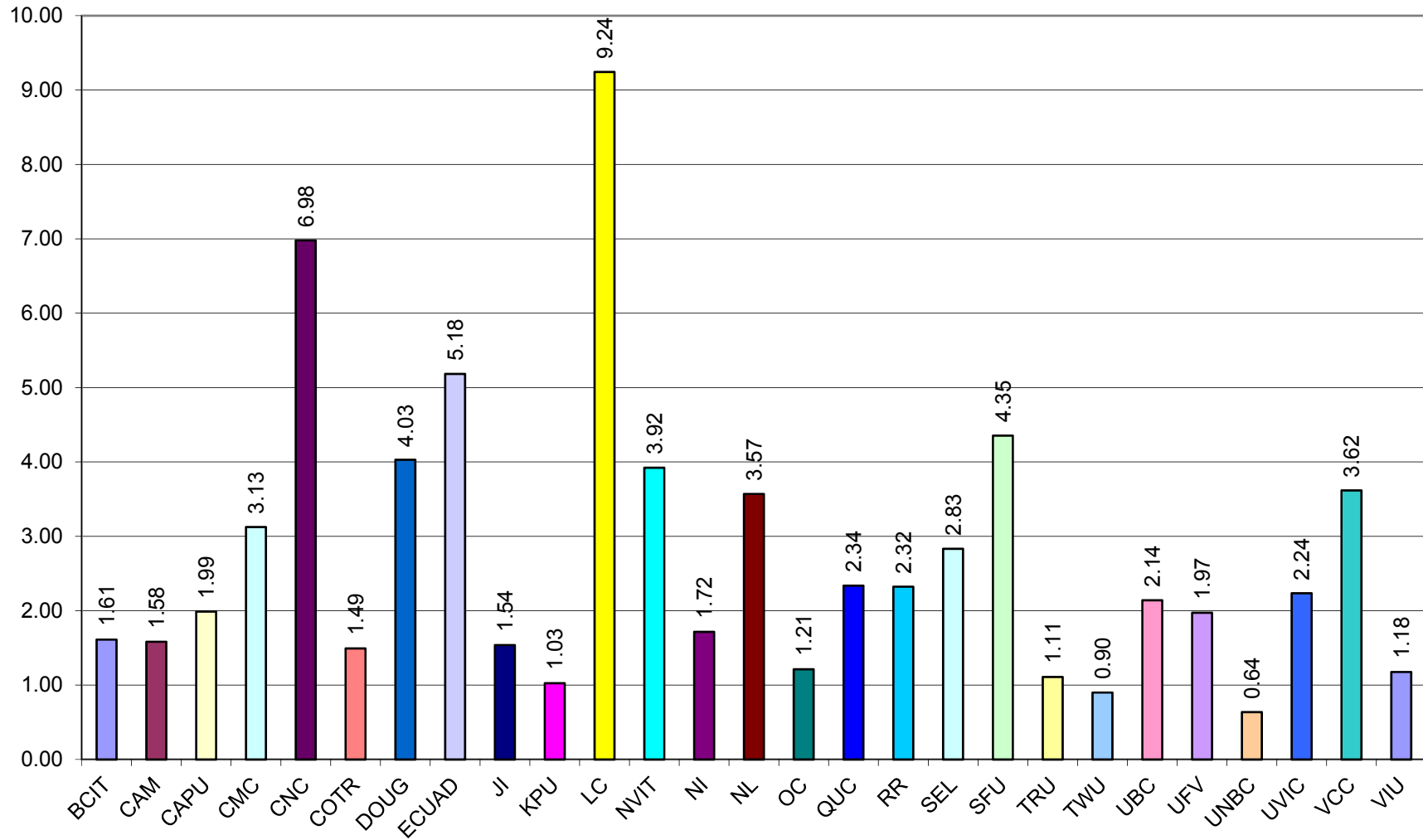
p) Direct Circulation per Total Volumes: 6(g)/5.1(d)



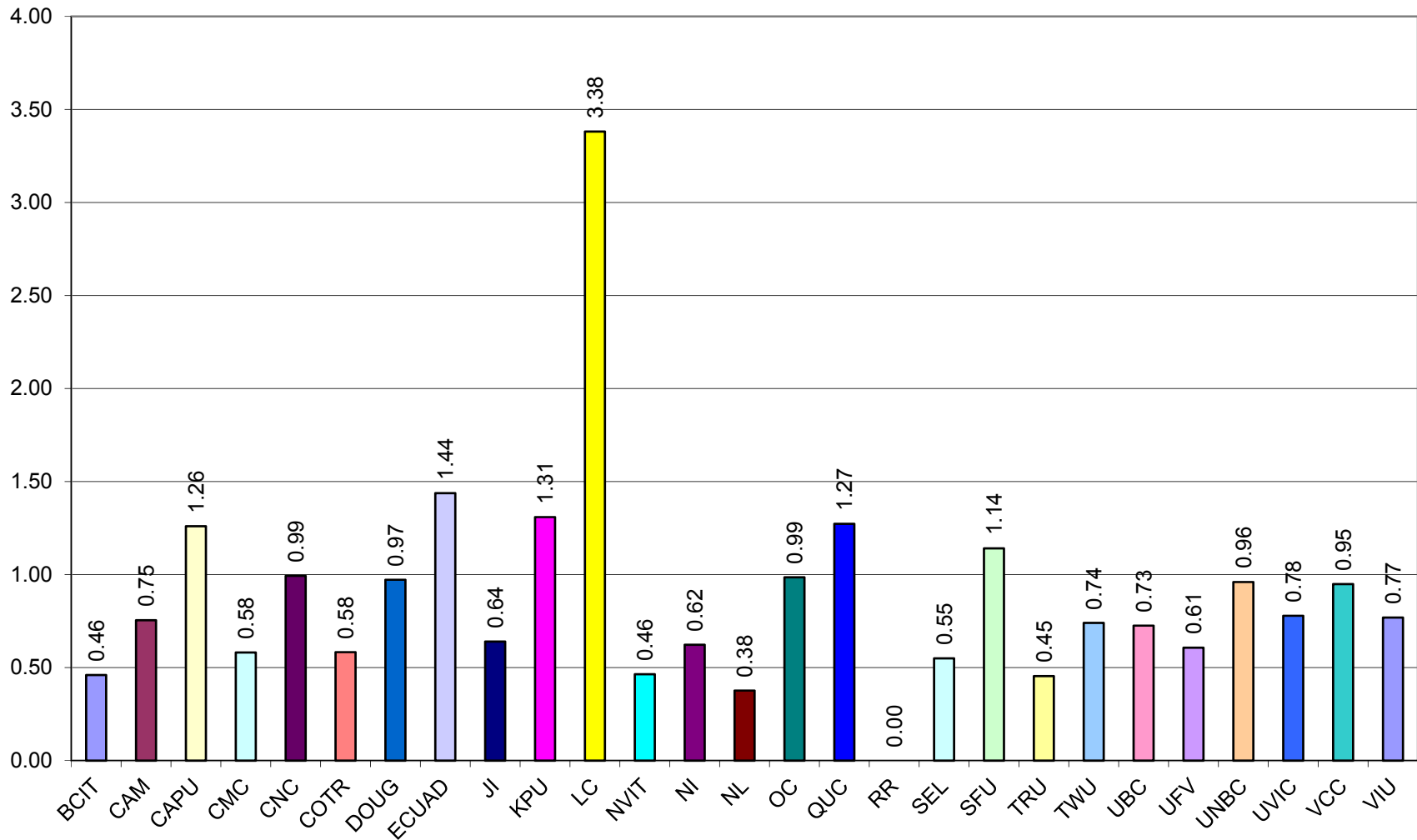
q) Total Library Expenditures per Circulation: 7(e)/6(g)



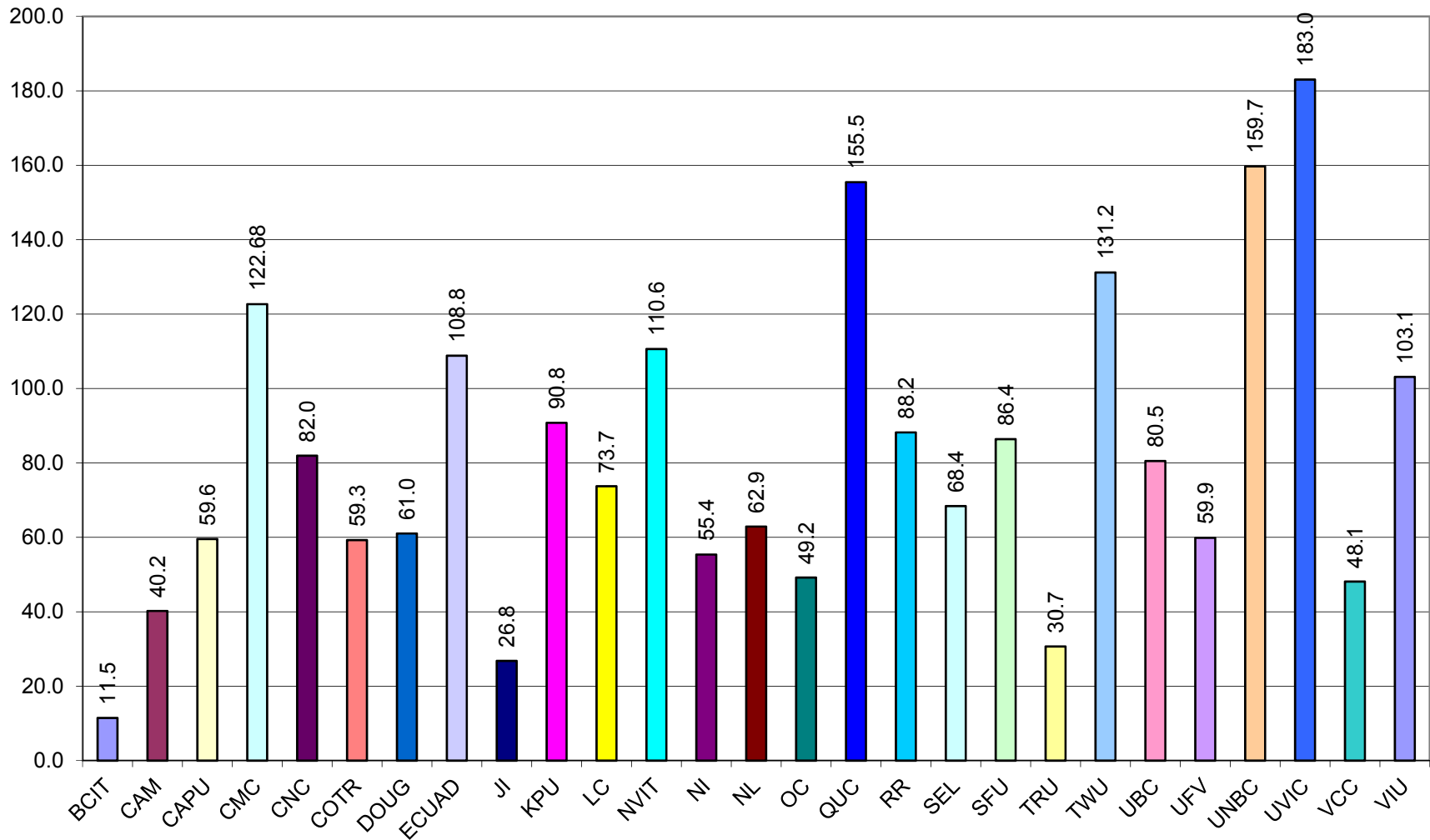
r) Reference Transactions per FTE Student: 6a(iii)/3(f)



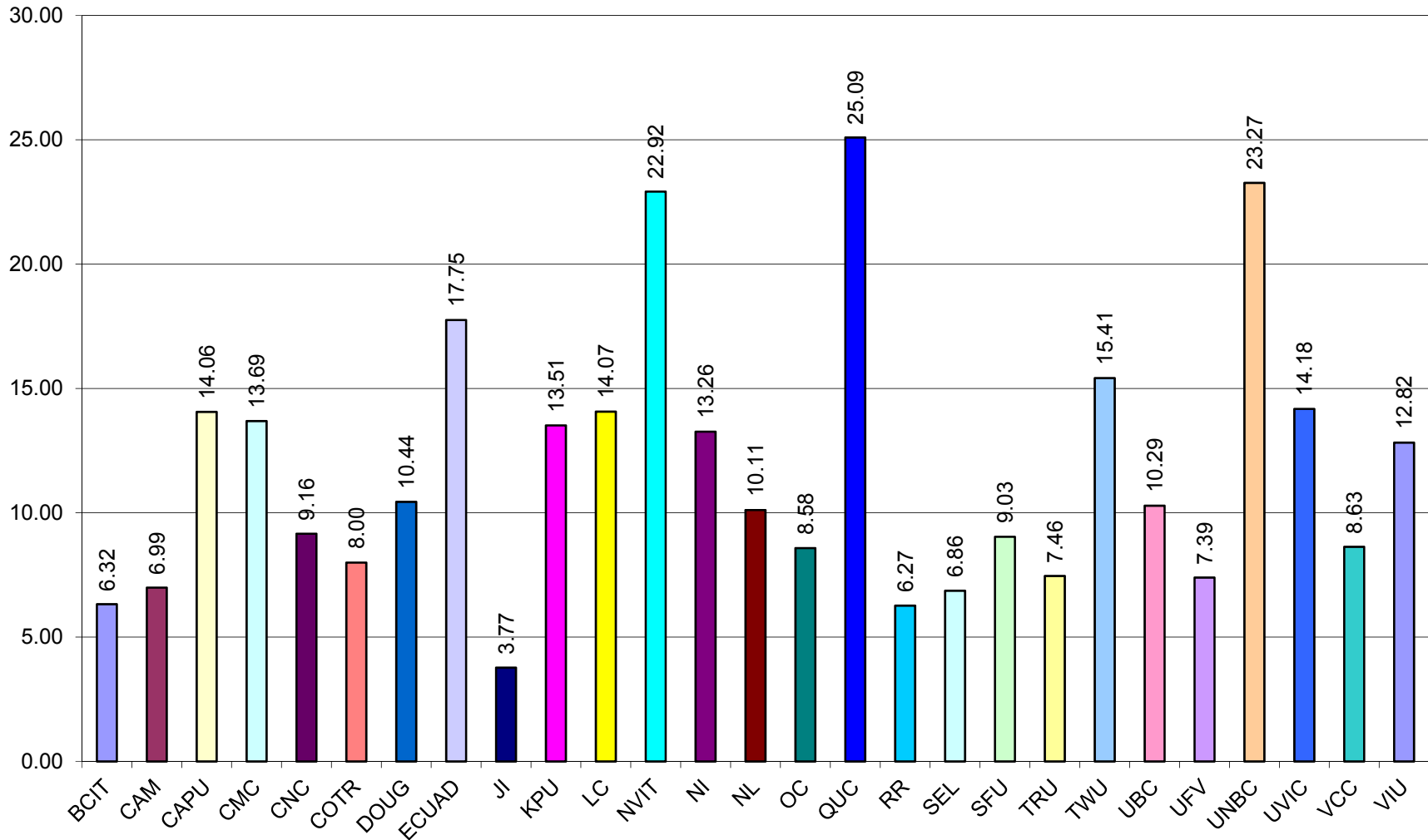
s) Number of Students Instructed per FTE Student: 6(b)/3(f)



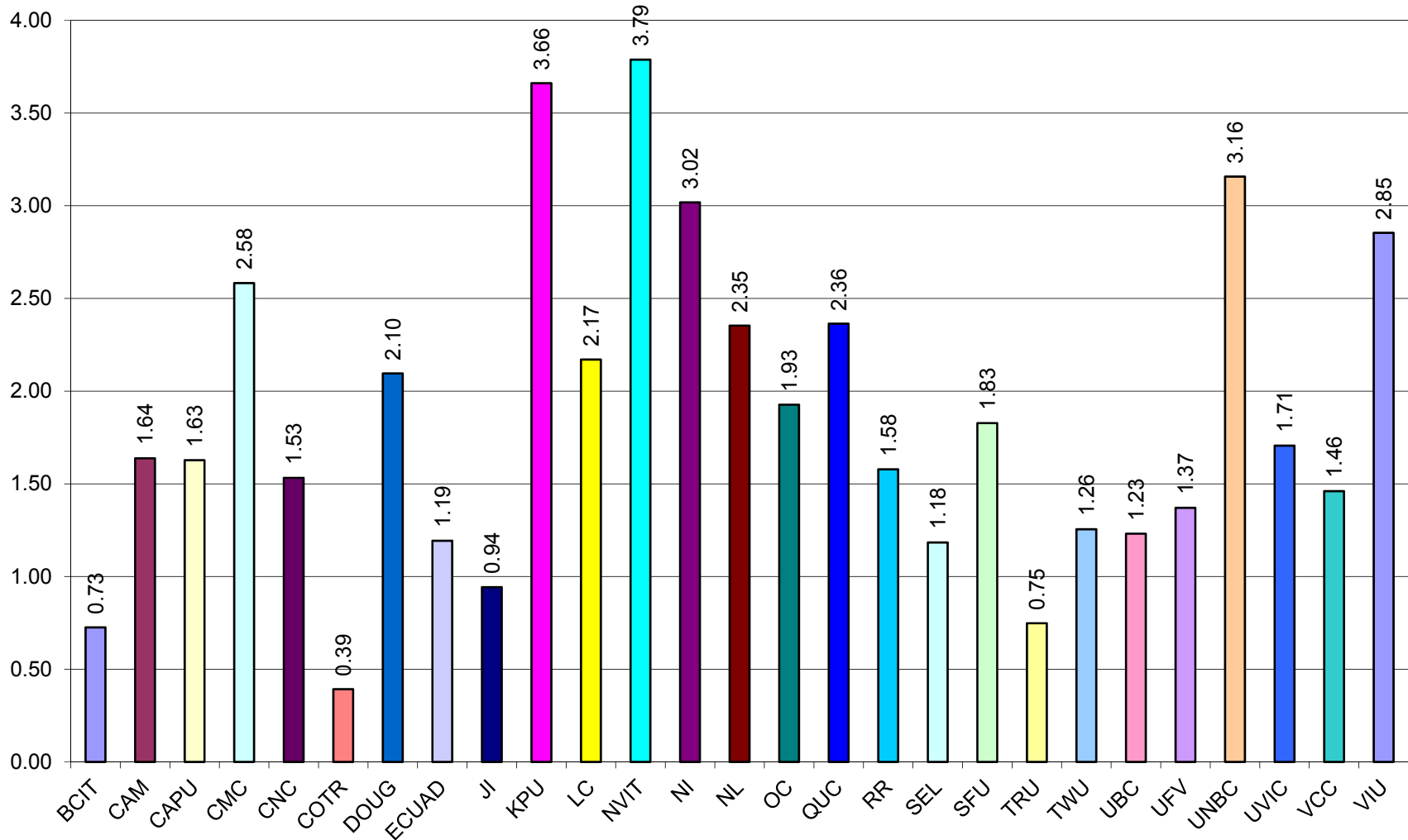
t) Total Library Area (m²) per 100 FTE Student: 9(e)/3(f)



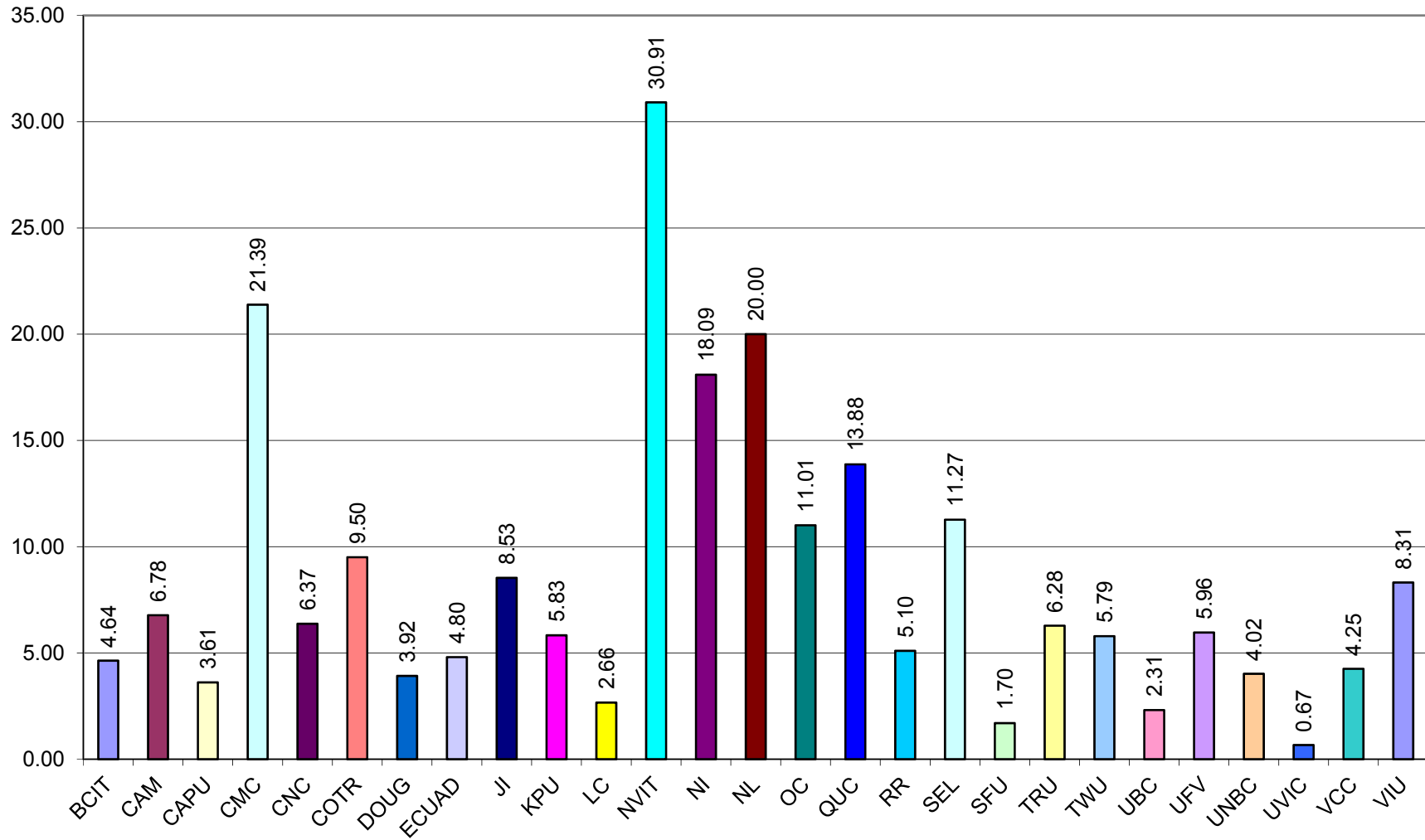
u) Number of Seats per 100 FTE Student: 9(f)/3(f)



v) Number of Workstations per 100 FTE Student: 10/3(f)



w) Hours Open (Sept-Apr) per FTE Personnel: 9(g)/4(f)



1. LIBRARY				
	Name of Library	Name of Library Director	Statistics contact	Library Type
BCIT	BCIT	James Rout	Mei Young	Institute
CAM	Camosun	Sybil Harrison	Sybil Harrison	College
CAPU	Capilano University Library	Debbie Schachter	Tania Alekson	Academic
CMC	Coast Mountain College (was Northwest Community College)	Melanie Wilke	Melanie Wilke	College
CNC	College of New Caledonia	Katherine Plett	Katherine Plett	College
COTR	College of the Rockies Library	Shahida Rashid	Shahida Rashid	College
DOUG	Douglas College Library	Trish Rosseel	Shelley Waldie	College
ECUAD	Ron Burnett Library + Learning Commons	Suzanne Rackover	Suzanne Rackover	University
JIBC	Justice Institute of BC Library	April Haddad	April Haddad	Institute
KPU	Kwantlen Polytechnic University Library (Coast Capital Savings Library)	Todd Mundle	Ann McBurnie	University
LC	Langara College	Patricia Cia	Patricia Cia	Academic
NVIT	Nicola Valley Institute of Technology	Linda Epps	Linda Epps	Aboriginal College
NI	North Island College	Mary Anne Guenther	Mary Anne Guenther	College
NL	Northern Lights College	Dawna Turcotte	Dawna Turcotte	Academic
OC	Okanagan College	Ross Tyner	Terry Tuck	College
QUC	Quest University Canada Library	Venessa Wallsten	Venessa Wallsten	Academic
RR	Royal Roads University Library	Rosie Croft	William Meredith	University
SEL	Selkirk College Library	Gregg Currie	Gregg Currie	College
SFU	SFU Library	Gwen Bird	Natalie Gick	University
TRU	Thompson Rivers University Library	Kathy Gaynor	Amy McLay Paterson	University
TWU	Norma Marion Alloway Library TWU	Ted Goshulak	Shawn Brouwer	University
UBC	University of British Columbia	Melody Burton	Jeremy Buhler	University
UFV	University of the Fraser Valley	Kim Isaac	Kim Isaac	University
UNBC	Geoffrey R. Weller Library	Heather Empey	David Layton	University
UVIC	University of Victoria	Jonathan Bengtson	In-In Po	University
VCC	Vancouver Community College	Shirley Lew	Shirley Lew	College
VIU	Vancouver Island University	Ben Hyman	Kathleen Reed	Academic

	2. NUMBER OF CAMPUSES		3. USERS				
	a	b	a	b	d	b+d=f	g
			completed for you based on the data supplied by the Ministry of				Faculty
	Campuses with Library Staff	Campuses without Library Staff	FTE AEST Ministry funded	FTE Students (audited)	+ Apprenticeship Actual	Service plan total Actual	FTE faculty
BCIT	3	2	12,196	12,962	6,333	19,295	1,148.0
CAM	2	-	7,049	6,194	2,232	8,426	519.0
CAPU	1	1	5,450	4,055	-	4,055	358.0
CMC	3	1	1,690	779	383	1,162	89.0
CNC	4	2	3,141	1,590	1,217	2,806	250.0
COTR	1	5	1,738	1,579	459	2,038	126.1
DOUG	2	-	8,354	8,113	-	8,113	551.0
ECUAD	1		1,351	1,425	-	1,425	120.0
JIBC	1	5	2,400	2,440	-	2,440	58.0
KPU	4	-	9,077	8,670	1,245	9,915	706.0
LC	1	-	7,056	6,497	-	6,497	497.0
NVIT	2		538	513	15	528	28.0
NI	4	-	2,248	1,535	652	2,187	113.0
NL	2	5	1,481	682	465	1,147	85.5
OC	4	-	4,738	5,365	2,420	7,785	410.0
QUC	1	-		550		550	46.0
RR	1		1,980	2,154	-	2,154	73.0
SEL	3	5	2,330	1,739	374	2,113	180.0
SFU	3	-	19,761	22,161	-	22,161	976.5
TRU	2		7,981	8,561	1,466	10,027	683.0
TWU	1	2		2,550		2,550	185.0
UBC	2		42,424	46,465	-	46,465	4,748.0
UFV	2	6	6,676	6,441	565	7,006	504.7
UNBC	1	-	3,424	2,661		2,661	188.0
UVIC	1	-	15,863	16,767	-	16,767	778.0
VCC	2	1	6,521	4,006	1,334	5,341	429.0
VIU	2	2	6,393	5,956	1,018	6,973	533.1

			4. LIBRARY PERSONNEL					
	h	i	a	b	c	a+b+c=d	e	d + e = f
Community Borrowers								
	Community Borrowers Card?	If Community Card, what is the fee?	FTE Librarians	FTE Library Staff	FTE Other Professionals	FTE Personnel (system will)	FTE Student Aides	Total Personnel in FTE (system)
BCIT	Yes	\$ 52.00	9.70	19.57	3.40	32.67	3.34	36.01
CAM	Yes	\$ -	6.50	12.50	2.00	21.00	0.25	21.25
CAPU	Yes	\$ -	7.50	12.71		20.21		20.21
CMC	Yes	\$ -	3.70	3.50	-	7.20	-	7.20
CNC	Yes	\$ -	4.00	7.30	-	11.30	-	11.30
COTR	Yes	\$ -	1.80	5.25		7.05		7.05
DOUG	Yes	\$ 25.00	10.25	26.00	1.00	37.25		37.25
ECUAD	Yes	\$ 60.00	3.80	7.60		11.40	0.26	11.66
JIBC	No		4.00	3.50	-	7.50	-	7.50
KPU	Yes	\$ -	15.96	35.61	1.95	53.52	0.58	54.10
LC	Yes	\$ 15.00	12.30	15.80		28.10	0.44	28.54
NVIT	Yes	\$ -	1.00	1.50		2.50	0.80	3.30
NI	Yes	\$ -	2.50	7.50	-	10.00	1.00	11.00
NL	Yes	\$ -	1.00	4.10		5.10		5.10
OC	Yes	\$ 10.00	9.25	17.50	-	26.75	1.00	27.75
QUC	No		3.00	1.00		4.00	2.00	6.00
RR	Yes	\$ -	5.57	4.00	6.41	15.98		15.98
SEL	Yes	\$ -	3.00	5.50		8.50	0.15	8.65
SFU	Yes	\$ 100.00	51.82	64.00	22.83	138.65	12.29	150.94
TRU	Yes	\$ -	8.60	13.00	1.00	22.60		22.60
TWU	Yes	\$ 60.00	6.00	6.00	-	12.00	2.25	14.25
UBC	Yes	\$ 120.00	86.50	148.90	45.20	280.60	45.70	326.30
UFV	Yes		9.39	14.53		23.92	0.32	24.24
UNBC	Yes	\$ 50.00	5.00	13.10	3.00	21.10	1.80	22.90
UVIC	Yes	\$ -	35.00	92.17	13.00	140.17	8.87	149.04
VCC	Yes	\$ 25.00	8.50	18.64		27.14	0.25	27.39
VIU	Yes	\$ -	9.00	12.53	-	21.53	-	21.53

5. COLLECTIONS									
	a	b	c	a + b + c = d	e	a	b	c	a+b+c=d
	5.1 COLLECTIONS - PHYSICAL					5.2 COLLECTIONS - ELECTRONIC			
	Monographs	Videos & Films	Other	Total Volumes in Library	Total Current Print Subscriptions	Electronic Monographs	Streaming Media	Electronic Serial Titles	Total Electronic Titles in
BCIT	73,652	4,592	23,432	101,676	311	91,627	51,778	39,236	182,641
CAM	51,749	3,365	164	55,278	158	242,489	46,061	7,222	295,772
CAPU	73,290	2,195	7,581	83,066	122	178,273	194,009	34,260	406,542
CMC	36,600	2,866	1,560	41,026	74	38,827	9,027	38,114	85,968
CNC	144,810	9,039	251	154,100	242	11,308	18	54,200	65,526
COTR	35,609	2,309	3,447	41,365	41	180,902	23,512	49,705	254,119
DOUG	160,339	8,783	14,910	184,032	160	4,697	34,138	50,624	89,459
ECUAD	38,578	4,503	15,629	58,710	163	66,457	192,248	56,667	315,372
JIBC	20,662	2,508	5,411	28,581	99	352,806	16,769	31,413	400,988
KPU	203,846	6,286	19,179	229,311	300	256,331	43,920	58,141	358,392
LC	81,580	4,966	756	87,302	176	78,715	7,870	34,760	121,345
NVIT	17,800	500		18,300	6	167,000		88,937	255,937
NI	29,362	1,124	1,251	31,737	148	174,649	29,753	41,015	245,417
NL	21,826	1,451	784	24,061	28	198,187	27,868	67,326	293,381
OC	140,682	7,445	1,325	149,452	141	259,960	62,520	82,874	405,354
QUC	14,271	1,324		15,595	60	192,151	-	-	192,151
RR	37,351	275		37,626	57	275,541	9,800	63,487	348,828
SEL	55,115	626		55,741	175	20,874	52,386	52,563	125,823
SFU	2,526,574	20,108	563,581	3,110,263	1,039	1,402,805	2,389,538	155,903	3,948,246
TRU	227,335	6,547	4,816	238,698	32	180,417	9,852	57,824	248,093
TWU	221,944	4,913	2,246	229,103	1,099	227,686	8,507		236,193
UBC	4,047,860	50,998	1,366,255	5,465,113	2,500	2,357,158		338,487	2,695,645
UFV	171,166	8,659	9,594	189,419	136	286,404	57,516	58,496	402,416
UNBC	631,282	2,725	548	634,555	45	302,511	6,538	60,920	369,969
UVIC	3,017,990	17,340		3,035,330	2,369	1,384,355	44,055	209,075	1,637,485
VCC	38,742	4,632	12,517	55,891	132	261,979	70,648	57,791	390,418
VIU	303,000	8,800	7,056	318,856	37	828,660	46,461	91,390	966,511

	6. USE							
	a (i)	a (ii)	a(i)+a(ii)=a (iii)	b	c	d	e	d + e = f
	Reference Transactions			Library Instruction		Digital Resource Use		
Reference Questions	Directional questions	Reference Transactions (will total)	Participants at group presentations	Number of Presentations to groups	Article Downloads	Ebook Section Downloads	Total Digital Resource Use	
BCIT	4,260	26,832	31,092	8,874	190	-	-	-
CAM	5,392	7,946	13,338	6,356	268	233,709	23,314	257,023
CAPU	2,302	5,761	8,063	5,109	238	198,072	324,847	522,919
CMC	1,475	2,155	3,630	675	57	21,928	2,000	23,928
CNC	19,585	-	19,585	2,786	141	89,299	5,830	95,129
COTR	2,359	683	3,042	1,188	64	50,197	2,618	52,815
DOUG	10,854	21,839	32,693	7,886	276	274,856	11,750	286,606
ECUAD	653	6,735	7,388	2,049	56	29,323	4,691	34,014
JIBC	2,501	1,251	3,752	1,561	95	34,322	2,377	36,699
KPU	7,036	3,132	10,168	12,977	545	555,166	422,801	977,967
LC	27,893	32,158	60,051	21,966	802	467,533	214,982	682,515
NVIT	784	1,287	2,071	245	12	5,335	441	5,776
NI	1,893	1,859	3,752	1,362	-	78,948	5,060	84,008
NL	563	3,533	4,096	432	27	33,673	1,034	34,707
OC	7,372	2,067	9,439	7,670	383	224,994	34,844	259,838
QUC	242	1,043	1,285	700	61	-	-	-
RR	2,461	2,544	5,005	-	55	-	-	-
SEL	1,901	4,083	5,984	1,161	54	63,635	4,289	67,924
SFU	69,990	26,497	96,487	25,280	1,248	3,295,379	3,193,345	6,488,724
TRU	5,554	5,564	11,118	4,554	287	449,012	-	449,012
TWU	1,994	299	2,293	1,887	150	-	23,460	23,460
UBC	55,241	44,198	99,439	33,704	1,341	6,586,443	4,550,436	11,136,879
UFV	7,651	6,167	13,818	4,250	170	542,135	299,491	841,626
UNBC	1,454	240	1,694	2,554	129	-	-	-
UVIC	25,260	12,215	37,475	13,052	724	1,536,317	700,249	2,236,566
VCC	16,661	2,657	19,318	5,067	246	87,008	3,761	90,769
VIU	6,206	1,996	8,202	5,361	232	-	-	-

	g	h	i	j	k
	Circulation				
	Circulation: Direct	Circulation: In-Library Use	Gate Count	loans received (include all formats)	loans sent (include all formats)
BCIT	49,609	15,250	737,610	2,448	928
CAM	40,879	1,993	615,714	645	381
CAPU	9,677	2,397	381,343	555	446
CMC	4,465	-	64,024	375	269
CNC	24,231	-	164,231	848	641
COTR	8,530	691	146,244	42	56
DOUG	181,681	6,233	868,407	537	887
ECUAD	15,814	6,663	135,490	155	183
JIBC	3,183	430	36,983	50	285
KPU	75,411	10,467	993,219	1,430	1,059
LC	38,228	18,442	773,262	2,156	465
NVIT	597	236	39,148	26	87
NI	6,229	933	187,278	1,632	269
NL	2,769	20	71,260	308	167
OC	39,458	-	412,869	519	1,248
QUC	2,366	555	43,414	439	-
RR	8,822		56,569	504	284
SEL	12,441	1,392	72,831	407	441
SFU	416,068	76,267	1,782,719	7,045	17,219
TRU	24,392		308,551	1,945	665
TWU	59,484		151,295	780	193
UBC	250,044	59,376	3,733,496	6,740	17,546
UFV	35,751	3,420		698	801
UNBC	17,046		7,307	2,900	1,818
UVIC	195,592	111,248	1,313,586	16,344	6,219
VCC	41,586	12,684	254,429	440	310
VIU	23,588	4,654	329,330	1,605	1,052

7. LIBRARY EXPENSES (CAPITAL AND OPERATING)						8. INSTITUTIONAL EXPENDITURES
	a	b	c	d	a + b+ c + d = e	
	Personnel (Salaries and benefits)	Collections	Special Funding Envelopes	Other	Total Library Expenditures (system will total)	Total Institutional Expenditures
BCIT	\$ 2,718,423.23	\$ 862,588.11	\$ 493,742.00	\$ 332,580.66	\$ 4,407,334.00	\$ 317,884,000.00
CAM	\$ 1,756,504.00	\$ 378,975.00		\$ 25,885.00	\$ 2,161,364.00	\$ 129,455,545.00
CAPU	\$ 1,505,109.62	\$ 427,918.72		\$ 153,053.25	\$ 2,086,081.59	\$ 97,749,471.00
CMC	\$ 517,010.00	\$ 96,352.00	\$ 44,130.00		\$ 657,492.00	\$ 34,831,000.00
CNC	\$ 852,165.00	\$ 186,919.00		\$ 55,081.00	\$ 1,094,165.00	\$ 64,075,000.00
COTR	\$ 491,219.97	\$ 94,279.00	\$ 17,000.00	\$ 61,800.00	\$ 664,298.97	\$ 38,809,331.00
DOUG	\$ 2,718,210.00	\$ 711,771.00		\$ 33,591.00	\$ 3,463,572.00	\$ 137,491,450.00
ECUAD	\$ 807,512.77	\$ 230,279.64		\$ 45,214.66	\$ 1,083,007.07	\$ 30,093,114.00
JIBC	\$ 562,128.00	\$ 228,964.00	\$ 36,270.00	\$ 68,034.00	\$ 895,396.00	\$ 52,064,681.00
KPU	\$ 4,022,414.00	\$ 1,098,113.00	\$ -	\$ 207,813.00	\$ 5,328,340.00	\$ 174,627,136.00
LC	\$ 2,151,926.92	\$ 399,543.00	\$ -	\$ 75,192.76	\$ 2,626,662.68	\$ 124,469,029.00
NVIT	\$ 194,245.92	\$ 37,750.00		\$ 7,000.00	\$ 238,995.92	\$ 14,081,308.00
NI	\$ 523,451.00	\$ 117,058.00		\$ 61,540.00	\$ 702,049.00	\$ 45,465,805.00
NL	\$ 314,574.51	\$ 72,725.95		\$ 22,549.88	\$ 409,850.34	\$ 33,586,252.00
OC	\$ 1,868,237.54	\$ 546,818.45	\$ 46,526.51	\$ 164,288.96	\$ 2,625,871.46	\$ 106,422,544.00
QUC	\$ 300,528.00	\$ 138,075.00		\$ 38,543.00	\$ 477,146.00	
RR	\$ 1,215,376.00	\$ 573,712.00			\$ 1,789,088.00	\$ 67,463,969.00
SEL	\$ 611,914.00	\$ 134,151.00			\$ 746,065.00	\$ 48,126,202.00
SFU	\$ 12,553,481.20	\$ 11,250,199.02	\$ 201,531.13	\$ 2,629,707.65	\$ 26,634,919.00	\$ 678,247,000.00
TRU	\$ 2,061,310.00	\$ 1,228,471.00	\$ 25,000.00		\$ 3,314,781.00	\$ 184,568,000.00
TWU	\$ 706,733.00	\$ 105,908.00	\$ 13,345.00	\$ 336,632.00	\$ 1,162,618.00	\$ 61,614,878.00
UBC	\$ 22,788,352.86	\$ 18,868,828.13		\$ 4,700,485.01	\$ 46,357,666.00	\$ 2,440,993,000.00
UFV	\$ 1,995,724.00	\$ 1,277,104.00		\$ 139,754.00	\$ 3,412,582.00	\$ 126,629,232.00
UNBC	\$ 1,533,736.00	\$ 1,532,098.98			\$ 3,065,834.98	\$ 108,407,000.00
UVIC	\$ 10,235,755.00	\$ 8,718,302.23	\$ 101,978.85	\$ 1,172,178.26	\$ 20,228,214.34	\$ 547,600,000.00
VCC	\$ 2,393,536.00	\$ 265,647.00	\$ 35,020.00	\$ 82,961.00	\$ 2,777,164.00	\$ 106,566,658.00
VIU	\$ 1,762,673.00	\$ 1,150,517.00		\$ 109,504.00	\$ 3,022,694.00	\$ 145,899,791.00

		a	b	c		a	b	c
	Campus Name	Total area in square metres	Total number of seats	Total hours open per week (Sept. - April)	Campus Name	Total area in square metres	Total number of seats	Total hours open per week (Sept. - April)
BCIT	Burnaby	1,722	1,083	84.50	BMC	232.00	50.00	25.00
CAM	Lansdowne	2,250	398	78.00	Interurban	1,139.00	191.00	66.00
CAPU	Lynnmour	2,415	570	73.00				
CMC	Terrace Campus	903	80	68.00	Prince Rupert Campus	389.00	59.00	56.00
CNC	Prince George	2,300	257	72.00				
COTR	Cranbrook	1,208	163	67.00				
DOUG	New Westminster	2,836	443	73.00	Coquitlam	2,116.00	404.00	73.00
ECUAD	University of Art + Design	1,551	253	56.00				
JIBC	New Westminster	654	92	64.00				
KPU	Cloverdale	546	75	60.00	Langley	1,190.00	229.00	78.50
LC	Langara College	4,791	914	76.00				
NVIT	Merritt	484	106	62.00	Burnaby	100.00	15.00	40.00
NI	Comox Valley	591	148	76.00	Campbell River	280.00	70.00	48.00
NL	Dawson Creek Library	376	58	50.00	Fort St. John	346.00	58.00	52.00
OC	Kelowna	2,383	375	83.25	Penticton	416.00	88.00	74.75
QUC	University Canada	855	138	83.25				
RR	Royal Roads	1,900	135	81.50				
SEL	Castlegar	1,250	124	57.50	Silver King	155.00	15.00	20.00
SFU	Burnaby	16,503	1,514	101.00	Vancouver	782.00	134.00	76.00
TRU	Kamloops	2,903	678	97.00	Williams Lake	172.00	70.00	45.00
TWU	Langley Campus	3,345	393	82.50				
UBC	Vancouver	33,953	4,135	644.00	Okanagan	3,454.00	644.00	110.00
UFV	Abbotsford	3,149	365	80.00	Chilliwack	1,044.56	153.00	64.50
UNBC	Weller Library	4,249	619	92.00				
UVIC	Main	30,687	2,377	99.5				
VCC	Broadway	1,660	262	56.00	Downtown	910.19	199.00	60.50
VIU	Nanaimo	6,812	810	119.00	Cowichan	378.30	84.00	60.00

9. FACILITIES & HOURS								
		a	b	c		a	b	c
	Campus Name	Total area in square metres	Total number of seats	Total hours open per week (Sept. - April)	Campus Name	Total area in square metres	Total number of seats	Total hours open per week (Sept. - April)
BCIT	ATC	257.90	87.00	57.50				
CAM								
CAPU								
CMC	Smithers Campus	133.00	20.00	30.00				
CNC								
COTR								
DOUG								
ECUAD								
JIBC								
KPU	Richmond	1,718.00	210.00	86.50	Surrey	5,547.00	826.00	90.50
LC								
NVIT								
NI	Port Alberni	274.00	62.00	40.00	Mt Waddington	66.00	10.00	35.00
NL	Fort Nelson Campus- LIBRARY CLOSED							
OC	Salmon Arm	383.00	70.00	72.00	Vernon	648.00	135.00	75.50
QUC								
RR								
SEL	Tenth Street	40.00	6.00	20.00				
SFU	Surrey	1,858.00	354.00	79.00				
TRU								
TWU								
UBC								
UFV								
UNBC								
UVIC								
VCC								
VIU								

				10. COMPUTING INFRASTRUCTURE		
	e	f	g	System will total automatically		
	Total square metres all campuses	Total seats all campuses	Total open hours per week all	Number of public workstations	Cataloguing	Primary source of bibliographic records
BCIT	2,211.90	1,220	167.00	140	Innovative Interfaces - Sierra	OCLC
CAM	3,389.00	589	144.00	138	Sirsi-Dynix	ProQuest Coutts
CAPU	2,415.10	570	73.00	66	Sierra (Innovative)	LC, OCLC
CMC	1,425.00	159	154.00	30	SIRSI Symphony	Outlook
CNC	2,300.00	257	72.00	43	Sirsi	LC
COTR	1,207.73	163	67.00	8	Evergreen	LC/OCLC/Outlook
DOUG	4,952.00	847	146.00	170	Innovative (Sierra)	OCLC, Amicus/Voila, LC
ECUAD	1,551.00	253	56.00	17	Evergreen	Bookwhere
JIBC	654.00	92	64.00	23	SirsiDynix	OCLC
KPU	9,001.00	1,340	315.50	363	Sirsi Dynix Symphony	LC, LAC, OCLC, Z39.50
LC	4,791.00	914	76.00	141	Innovative Interfaces Sierra	Var. Vendors, Z39.50, original cataloguing
NVIT	584.00	121	102.00	20	Sitka Evergreen	Z39.50
NI	1,211.00	290	199.00	66	Sirsi/Dynix	z39.50 targets
NL	721.69	116	102.00	27	Sitka Evergreen	Sitka Evergreen, Library of Congress
OC	3,830.00	668	305.50	150	Voyager	GOBI / OCLC
QUC	855.00	138	83.25	13	Voyager (Endeavor)	Library of Congress
RR	1,900.00	135	81.50	34	Share Discovery / OCLC	WorldCat
SEL	1,445.00	145	97.50	25	SirsiDynix Symphony	LC, LAC, Z39.50
SFU	19,143.00	2,002	256.00	405	Ex Libris Alma	OCLC
TRU	3,075.00	748	142.00	75	Sirsidynix Symphony	YBP Library Services
TWU	3,344.50	393	82.50	32	SirsiDynix Symphony	OCLC
UBC	37,407.00	4,779	754.00	572	Voyager	OCLC
UFV	4,193.56	518	144.50	96	SirsiDynix Symphony	OCLC, Outlook and vendor (for e-books)
UNBC	4,248.70	619	92.00	84	III Sierra	OCLC
UVIC	30,687.18	2,377	99.50	286	Voyager/ExLibris	OCLC; Vendor records; Serials Solutions
VCC	2,569.96	461	116.50	78	Innovative Interfaces Sierra	Z39.50
VIU	7,190.30	894	179.00	199	Sirsi	OCLC, Vendors

11. LIBRARY AUTOMATED SYSTEMS					
	Interlibrary Loans	Discovery Service	ERM	Link Resolver	ILS paid for from the Library budget? Y/N
BCIT	Relais	Summon	none	360 Link	Yes
CAM	Outlook	EDS	EDS	EDS	No
CAPU	Outlook Online, TitanFile	EBSCO Discovery Service	Sierra ERM Module	EBSCO Full Text Finder	Yes
CMC	Manual/Outlook	EDS	EDS	EDS	Yes
CNC	Outlook Online, Email	Ebsco	Ebsco	Ebsco	Yes
COTR	Outlook	EDS (Ebsco)	n/a	Ebsco LinkSource	Yes
DOUG	Outlook Online	Ebsco Discovery Service (EDS)	EDS	EBSCO linksource	No
ECUAD	Outlook Online, TitanFile	Ebsco Discovery Service		EBSCO	Yes
JIBC	Outlook Online, Docline	EDS (EBSCO)	EBSCO Full Text Finder	EBSCO Full Text Finder	Yes
KPU	Relais	Summon	LibGuides	360 Link (Ex Libris)	Yes
LC	Outlook, Amicus (to Oct18), Voila, Titanfile	EBSCO EDS	Innovative Interfaces Sierra	EBSCO Full Text Finder	Yes
NVIT	Outlook	EDS			No
NI	OLOL	Ebsco	Ebsco Pub Finder	Ebsco FT Finder	Yes
NL	Vendors	EBSCO EDS	EBSCO EDS	EBSCO Full-Text Finder	Yes
OC	EBSCO / In-house database	EDS	None	Full Text Finder	Yes
QUC	Manual, TitanFile	EDS			Yes
RR	VDX	Worldshare Discovery / OCLC	N/A	Worldshare Discovery / OCLC	Yes
SEL	Outlook	Ebsco Discovery	EDS	Ebsco Full Text Finder	Yes
SFU	Relais	Ex Libris Primo	Ex Libris Alma	Ex Libris Alma	Yes
TRU	Relais	Ebsco Discovery Service	CORAL	Ebsco Full Text Finder	Yes
TWU	Relais + OCLC Worldshare	EBSCO (EDS)	EBSCO/EDS "Journal finder	EBSCO Link Source	Yes
UBC	Relais	Summon	Serials Solutions	360 Link	Yes
UFV	Relais, Outlook	Ebsco Discovery Service	EBSCO Full Text Finder	EBSCO Full Text Finder	No
UNBC	Sharepoint	Summon	Sierra	360 Link	No
UVIC	OCLC; Relais	Summon	Serials Solutions, 360 Resource Manager	Serials Solutions, 360 Link	Yes
VCC	Outlook, Manual, MS Access	Ebsco Discovery Service	Trello, EDS, Spreadsheets	Ebsco Fulltext Finder	Yes
VIU	Relais	Summon	Serial Solutions 360 Link	Serial Solutions 360 Link	Yes

	a) Vols per FTE Student: 5.1(d)/3(f)	b) Physical Subscriptions per FTE Student: 5.1(e)/3(f)	c) Electronic Titles per FTE Student: 5.2(d)/3(f)	d) Collection Exp per FTE Student: 7(b)/3(f)	e) Collection Exp per FTE Faculty: 7(b)/3(g)	f) Personnel Exp per FTE Student: 7(a)/3(f)	g) Library Exp per FTE Student: 7(e)/3(f)	h) Library Exp per FTE Faculty: 7(e)/3(g)	i) Total Collection Exp as % of Library Exp.: 7(b)/7(e)	j) Collection Exp as % of Institution Exp: 7(b)/8	k) Personnel Exp as % of Institution Exp: 7(a)/8	l) Total Library Exp as % of Institutional Expenditures: 7(e)/8	m) FTE Students per FTE Library Personnel: 3(i)/4(f)	n) Direct Circulation per FTE Student: 6(g)/3(f)	o) Digital Resource Use per FTE: 6(f)/3(f)	p) Direct Circulation per Total Vols: 6(g)/5.1(d)	q) Total Library Exp per Circulation: 7(e)/6(g)	r) Ref Transactions per FTE Student: 6a(iii)/3(f)	s) Number of Students Instructed per FTE Student: 6(b)/3(f)	t) Total Library Area per 100 FTE Student: 9(e)/3(f)	u) Number of Seats per 100 FTE Student: 9(f)/3(f)	v) Number of Workstations per 100 FTE Student: 10/3(f)	w) Hours Open per FTE Personnel: 9(g)/4(f)
Library	Ratios																						
BCIT	5.27	0.02	9.47	\$ 44.70	\$ 751	\$ 141	\$ 228	\$ 3,839	19.57%	0.27%	0.86%	1.39%	535.83	2.57	0.00	0.49	\$ 88.84	1.61	0.46	11.5	6.32	0.73	4.64
CAM	6.56	0.02	35.10	\$ 44.98	\$ 730	\$ 208	\$ 257	\$ 4,164	17.53%	0.29%	1.36%	1.67%	396.51	4.85	30.50	0.74	\$ 52.87	1.58	0.75	40.2	6.99	1.64	6.78
CAPU	20.48	0.03	100.25	\$ 105.53	\$ 1,195	\$ 371	\$ 514	\$ 5,827	20.51%	0.44%	1.54%	2.13%	200.65	2.39	128.95	0.12	\$ 215.57	1.99	1.26	59.6	14.06	1.63	3.61
CMC	35.32	0.06	74.01	\$ 82.95	\$ 1,083	\$ 445	\$ 566	\$ 7,388	14.65%	0.28%	1.48%	1.89%	161.33	3.84	20.60	0.11	\$ 147.25	3.13	0.58	122.7	13.69	2.58	21.39
CNC	54.91	0.09	23.35	\$ 66.60	\$ 748	\$ 304	\$ 390	\$ 4,377	17.08%	0.29%	1.33%	1.71%	248.35	8.63	33.90	0.16	\$ 45.16	6.98	0.99	82.0	9.16	1.53	6.37
COTR	20.29	0.02	124.67	\$ 46.25	\$ 747	\$ 241	\$ 326	\$ 5,267	14.19%	0.24%	1.27%	1.71%	289.12	4.18	25.91	0.21	\$ 77.88	1.49	0.58	59.3	8.00	0.39	9.50
DOUG	22.68	0.02	11.03	\$ 87.73	\$ 1,292	\$ 335	\$ 427	\$ 6,286	20.55%	0.52%	1.98%	2.52%	217.80	22.39	35.33	0.99	\$ 19.06	4.03	0.97	61.0	10.44	2.10	3.92
ECUAD	41.19	0.11	221.28	\$ 161.58	\$ 1,919	\$ 567	\$ 760	\$ 9,025	21.26%	0.77%	2.68%	3.60%	122.23	11.10	23.87	0.27	\$ 68.48	5.18	1.44	108.8	17.75	1.19	4.80
JI	11.72	0.04	164.37	\$ 93.85	\$ 3,948	\$ 230	\$ 367	\$ 15,438	25.57%	0.44%	1.08%	1.72%	325.28	1.30	15.04	0.11	\$ 281.31	1.54	0.64	26.8	3.77	0.94	8.53
KPU	23.13	0.03	36.15	\$ 110.75	\$ 1,555	\$ 406	\$ 537	\$ 7,547	20.61%	0.63%	2.30%	3.05%	183.28	7.61	98.63	0.33	\$ 70.66	1.03	1.31	90.8	13.51	3.66	5.83
LC	13.44	0.03	18.68	\$ 61.50	\$ 804	\$ 331	\$ 404	\$ 5,285	15.21%	0.32%	1.73%	2.11%	227.63	5.88	105.06	0.44	\$ 68.71	9.24	3.38	73.7	14.07	2.17	2.66
NVIT	34.66	0.01	484.73	\$ 71.50	\$ 1,348	\$ 368	\$ 453	\$ 8,536	15.80%	0.27%	1.38%	1.70%	160.00	1.13	10.94	0.03	\$ 400.33	3.92	0.46	110.6	22.92	3.79	30.91
NI	14.51	0.07	112.23	\$ 53.53	\$ 1,036	\$ 239	\$ 321	\$ 6,213	16.67%	0.26%	1.15%	1.54%	198.80	2.85	38.42	0.20	\$ 112.71	1.72	0.62	55.4	13.26	3.02	18.09
NL	20.97	0.02	255.71	\$ 63.39	\$ 851	\$ 274	\$ 357	\$ 4,794	17.74%	0.22%	0.94%	1.22%	224.96	2.41	30.25	0.12	\$ 148.01	3.57	0.38	62.9	10.11	2.35	20.00
OC	19.20	0.02	52.07	\$ 70.24	\$ 1,334	\$ 240	\$ 337	\$ 6,405	20.82%	0.51%	1.76%	2.47%	280.54	5.07	33.38	0.26	\$ 66.55	1.21	0.99	49.2	8.58	1.93	11.01
QUC	28.35	0.11	349.37	\$ 251.05	\$ 3,002	\$ 546	\$ 868	\$ 10,373	28.94%	#DIV/0!	#DIV/0!	#DIV/0!	91.67	4.30	0.00	0.15	\$ 201.67	2.34	1.27	155.5	25.09	2.36	13.88
RR	17.47	0.03	161.93	\$ 266.32	\$ 7,859	\$ 564	\$ 831	\$ 24,508	32.07%	0.85%	1.80%	2.65%	134.81	4.10	0.00	0.23	\$ 202.80	2.32	0.00	88.2	6.27	1.58	5.10
SEL	26.39	0.08	59.56	\$ 63.50	\$ 745	\$ 290	\$ 353	\$ 4,145	17.98%	0.28%	1.27%	1.55%	244.22	5.89	32.15	0.22	\$ 59.97	2.83	0.55	68.4	6.86	1.18	11.27
SFU	140.35	0.05	178.16	\$ 507.65	\$ 11,521	\$ 566	\$ 1,202	\$ 27,276	42.24%	1.66%	1.85%	3.93%	146.82	18.77	292.80	0.13	\$ 64.02	4.35	1.14	86.4	9.03	1.83	1.70
TRU	23.80	0.00	24.74	\$ 122.51	\$ 1,799	\$ 206	\$ 331	\$ 4,853	37.06%	0.67%	1.12%	1.80%	443.69	2.43	44.78	0.10	\$ 135.90	1.11	0.45	30.7	7.46	0.75	6.28
TWU	89.86	0.43	92.64	\$ 41.54	\$ 572	\$ 277	\$ 456	\$ 6,284	9.11%	0.17%	1.15%	1.89%	178.91	23.33	9.20	0.26	\$ 19.55	0.90	0.74	131.2	15.41	1.26	5.79
UBC	117.62	0.05	58.01	\$ 406.09	\$ 3,974	\$ 490	\$ 998	\$ 9,764	40.70%	0.77%	0.93%	1.90%	142.40	5.38	239.68	0.05	\$ 185.40	2.14	0.73	80.5	10.29	1.23	2.31
UFV	27.04	0.02	57.44	\$ 182.29	\$ 2,530	\$ 285	\$ 487	\$ 6,761	37.42%	1.01%	1.58%	2.69%	289.01	5.10	120.13	0.19	\$ 95.45	1.97	0.61	59.9	7.39	1.37	5.96
UNBC	238.50	0.02	139.05	\$ 575.85	\$ 8,149	\$ 576	\$ 1,152	\$ 16,308	49.97%	1.41%	1.41%	2.83%	116.18	6.41	0.00	0.03	\$ 179.86	0.64	0.96	159.7	23.27	3.16	4.02
UVIC	181.03	0.14	97.66	\$ 519.97	\$ 11,206	\$ 610	\$ 1,206	\$ 26,000	43.10%	1.59%	1.87%	3.69%	112.50	11.67	133.39	0.06	\$ 103.42	2.24	0.78	183.0	14.18	1.71	0.67
VCC	10.47	0.02	73.10	\$ 49.74	\$ 619	\$ 448	\$ 520	\$ 6,474	9.57%	0.25%	2.25%	2.61%	194.98	7.79	17.00	0.74	\$ 66.78	3.62	0.95	48.1	8.63	1.46	4.25
VIU	45.73	0.01	138.60	\$ 164.99	\$ 2,158	\$ 253	\$ 433	\$ 5,670	38.06%	0.79%	1.21%	2.07%	323.89	3.38	0.00	0.07	\$ 128.15	1.18	0.77	103.1	12.82	2.85	8.31

Council of Post-Secondary Library Directors of B.C.

DEFINITIONS (Revised June 9, 2017)

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: 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. \$\$ amount

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.

b. FTE library staff:

- exclude personnel who are entirely devoted to AV equipment and media production/IMS activities.

c. FTE other professionals:

- include staff members who are not librarians 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)

5.1. 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).

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

c. Other formats:

- count all other items including other audio formats, other visual formats and back issue periodicals. Please refer to the definitions below to count the “other items”.
- count all physical 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.
- count all physical 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.
- **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.

d. Total Volumes in Library Collection: (system will total automatically)

- add $a + b + c = d$

Periodicals:

e. Total Current Print Subscriptions:

- count titles of journals, magazines, and newspapers currently received in print, microform, or CD formats (e.g. Canadian Newdisc = 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.

5.2 COLLECTIONS – ELECTRONIC

a. 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.

b. 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.

c. Electronic Serial Titles:

- report the total number of unique electronic serial titles that you currently acquire and to which you provide access;
- include both purchased and non-purchased titles;
- 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)

d. Total Electronic Titles in Collection: (system will total automatically)

- add $a + b + c = d$

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 (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 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. 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. Downloads of Digital Articles:

- This number should be gathered using Counter Report JR1

e. Downloads of e-book Sections:

- This number should be gathered using Counter Report BR2 if possible, but if not, BR1

f. Total Digital Resource Use:

Will calculate automatically $d + e = f$

g. 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);
- **exclude** renewals.

h. 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.

i. 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.

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

k. Interlibrary loans sent - Filled and unfilled (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.

b. Collections:

Count all:

- **Monographs** (count all expenditures on items listed as monographs in 5.1a above);
- **Audio-Visual** (count all expenditures on items listed in 5.1b above);
- **Current Print Periodicals** (count all expenditures on current subscriptions to print periodicals and indexes as included in 5.1e above);
- **Electronic Monographs**(count all expenditures on items listed in 5.2a above);
- **Streaming Media** (count all expenditures on items listed in 5.2b above);
- **Electronic Serial Titles** (count all expenditures on items listed in 5.2c above);
- **Other Electronic Resources** (we have included an Other Category to capture electronic resources not captured elsewhere. These would include, but may not be limited to: statistics, A&I, databases of art works etc).

c. Special Funding Envelopes:

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

d. 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".

e. Total Library Expenditures: (System will total automatically)

Add a + b + c + d = e

8. INSTITUTIONAL EXPENDITURES:

- a. Expenditures as reported from Audited Financial Statement for institution

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

a. 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;
- add figures for each library to provide total for e.

b. 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;
- add figures for each library to provide total for f.

c. 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.

10. COMPUTING INFRASTRUCTURE

NOTE: Other than (a), questions noted below will vary over time and may not be applicable for historical comparisons.

a. Number of public workstations:

- for each campus library, count all public workstations that have Internet access (these are also counted in 9b above as part of the seat count).

11. LIBRARY AUTOMATED SYSTEMS

- self explanatory;
- use explanatory notes for any variations.
- Discovery Service (e.g. Summon, Ebsco Discovery Service, Primo);
- ERM: Electronic Resource Management (e.g. CUFTS);
- Link Resolver (e.g. SFX, CUFTS/Godot).