



California State Library
Annual Public Library Survey - FY15/16
Updates (rev. 8/18/16)

This document has been prepared to provide an overview of changes to the 15/16 California Public Library Survey elements and instructions. The complete Instructions document will be available when the survey opens September 1, 2016.

Public library data for California is collected and submitted as part of national report coordinated by the Institute for Museum and Library Services (IMLS). Please note, with the exception of two CSL only, pre-populated fields, all new elements have been established by IMLS.

The state library and IMLS understand that effectively capturing and accurately reporting data for new elements can take up to two years. The state library is happy to provide guidance to ensure your data collection methods are updated as needed during this reporting period.

New Policy

An additional change to the 15/16 Public Library Survey is a new policy that addresses those libraries that choose to not report their library's data, skewing overall results, and presenting an incomplete picture of the scope of public library service. Because of the importance of this data to all of California's libraries, **any library that doesn't complete the survey beginning with the fiscal year starting July 1 will not be awarded additional Library Services and Technology Act grants.**

New 15/16 Elements

1. System Membership (CSL only)

Definition: Cooperative Library System membership.

Rationale: *This new element will enable the generation of system-specific reports.*

2. Governance Structure (CSL only) – NOT NEW (Renamed County General Fund)

Definition: Municipal, County (General Fund), County (Dedicated Property Tax), JPA, or Special District.

Rationale: *This new element will enable libraries to run benchmark and comparison reports of "like" structures.*

3. Physical Item Circulation

Definition: 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 for Total Circulation of Material. While the definition calls for “annual circulation of all types,” there has been inconsistency in counting electronic circulation. This element will be a step toward clarifying that count. 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 be able to look at use patterns across different types of materials, track change, and better project future use patterns.*

4. Successful Retrieval of Electronic Information

Definition: The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but 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.

Rationale: *This 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 borrows heavily from NISO standards.*

5. Electronic Content Use

Rationale: *This new element will be a calculated field: the total of Circulation of Electronic Material AND Successful Retrieval of Electronic Information.*

6. Total Collection Use

Rationale: *This new element will be a calculated field: the total of Physical Item Circulation, Circulation of Electronic Material AND Successful Retrieval of Electronic Information.*

Updates to Instructions (changes noted in BOLD Italics)

POPULATION

Children Borrowers.

Number of children registered with the library for circulation and other services, as of June 30 of the Report Year. Report individual rather than household registration. Files should have been purged at least once within the last three years. ***Children borrowers are those who receive a designated child/youth library card. Specific age can vary by library system, although age is generally up to age 14.***

LIBRARY SERVICE ANNUAL.

Technology Assistance.

Number of individual transactions for technical assistance in use of technology related resources such as hardware, software, or online resources **included in the previous question**. Count is for how to use the ***information*** resource, ***or*** how to extract information from the ***information*** resource, e.g. how to set up an email account, how to save a file to a thumb drive, ***how to search a database, etc.*** ***These transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use technology to obtain information. A Technology Assistance transaction includes instruction and assistance in using information sources as defined in Reference Questions and including websites and computer-assisted instruction.***

NOTE: Examples of directional technology transactions that should not be counted include, "Where are your public computers? How do I apply for a library card (if application is online)? Can you help me use the self-checkout machine?"

Programs.

Note: If a program serves multiple age groups, select the one age group below that best matches the program's target or majority audience.

Off-site.

Note: These programs ***may should*** also ***have-been be*** included in responses for above age-related programming/attendance.

OUTLETS

Volumes.

Number of volumes held by outlet ***in all physical formats***. Include rotation collections if normally available.

Questions?

Please direct any Public Library Survey questions to State Data Coordinator, Lisa Dale, lisa.dale@library.ca.gov, 916-653-7743.