

Annual Report for Public and Association Libraries – 2011 Outline of Major Changes

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LIBRARY DATA REPORT	
Question 1.6 and 1.7: Beginning and Ending Fiscal Reporting Year	Now Questions 1.6a and 1.7a
	Questions 1.6b and 1.7b: As a result of the State tax-cap, and the State Library’s collaboration with the Office of the State Comptroller, libraries are now asked to report the beginning and ending dates of the library’s <u>local</u> fiscal year.
Question 2.9: Total Print Serials	<p>Definition changed to: Volumes are a unit established by the publisher. Enter the number of volumes held, including duplicate copies of volumes, regardless of whether the material is bound, unbound or on microform. Do <u>not</u> count serials in electronic format here.</p> <p>The following was deleted from the definition: 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.</p>
Question 2.18: Other Electronic Materials	Since CD-ROMs are included under Databases (Questions 2.14 – 2.16), Audio – Physical Units (Question 2.20) and Video – Physical Units (Question 2.22), they are no longer included in this data element.
Question 2.22: Video – Physical Units	Second bullet of definition changed to: Report the number of units, including duplicates. Items packaged

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	together as a unit (<i>e.g.</i> , two videocassettes or DVDs for one movie) and checked out as a unit are counted as one physical unit.
Question 2.24: All Other Materials	Filmstrips are outdated and no longer included in this data element.
Questions 4.1-4.12: Circulation	Instructions revised.
Questions 4.14-4.15: Interlibrary Loan	Instructions revised.
Question 5.7: Number of Users of Public Internet Computers Per Year	<p>Now Question 5.6, and Changed to: Number of Uses (Sessions) of Public Internet Computers Per Year</p> <p>Definition: Report the total number of uses (sessions) 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).</p> <p>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.</p>
<p>Question 5.6: Total number of Internet terminals used by the general public</p> <p>Question 5.8: Type of connection on public Internet computers</p> <p>Question 5.9: Maximum speed of connection on public Internet computers</p> <p>Question 5.10: Do you offer WiFi to your patrons?</p> <p>Question 5.11: Do you have interactive video-conferencing capability for public use?</p>	<p>As a result of the State Library's partnership with the Office of Cyber-Security's federal mapping project, these questions are now asked at the outlet level on Part 9 – Service Outlet Information. Also, maximum speed of connection on the outlet's public Internet computers is now two questions – maximum download speed and maximum upload speed.</p> <ul style="list-style-type: none"> • Total number of Internet terminals used by the general public is now Q25 on Part 9 • Type of connection on public Internet computers is now Q26 on Part 9 • Maximum speed of connections on public Internet computers are now Q27 (download speed) and Q28 (upload speed) on Part 9 • Internet provider, Q29 on Part 9, is a new

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	question <ul style="list-style-type: none"> • WiFi is now Q30 on Part 9 • Interactive video-conferencing is now Q31 on Part 9
	New Questions 5.7 – 5.9 request the name, telephone number and email address of the person at the library to contact regarding Information Technology (IT) services.
Questions 10.5-10.6 Oath of Office	Added to information requested for the board president and in repeating group for trustees; must be answered for each trustee of public libraries.
FINANCIAL DATA REPORT	
No Changes	No Changes
CAPITAL FUND REPORT	
No Changes	No Changes