

Justification for Change

3137-0074 Public Libraries Survey

IMLS is requesting a change to a previously approved clearance in order to revise, add and delete data elements. This change is requesting the same expiration date of 12/31/2016.

Previous request abstract:

The Public Libraries Survey has been conducted by the Institute of Museum and Library Services under the clearance number 3137-0074, which expires 12/31/2016. Pursuant to P.L. 107-279, this Public Libraries Survey collects annual descriptive data on the universe of public libraries in the U.S. and the Outlying Areas. Information such as public service hours per year, circulation of library books, number of librarians, population of legal service area, expenditures for library collection, programs for children and young adults, staff salary data, and access to technology, etc., would be collected.

Justification for changing, data elements:

Change overall description of Library Collection 450-460—This section of the survey (450-460) collects data on selected types of materials: This item includes a more definitive description of how the items are acquired by the library and counted for the PLS.

Change Item 451—Electronic Books (E-Books): This item changes the definition asking that unit count not be duplicated for each branch library and how to count for smaller libraries. It also provides a more definitive description of how the items are acquired by the library as explained in the overall description of Library Collection.

Change Item 453—Audio – Downloadable Units: This item changes the definition for a more up-to-date description of how audio-downloadable units should be reported given the changes in electronic measures in today's libraries. It also provides a more definitive description of how the items are acquired by the library as explained in the overall description of Library Collection.

Change Item 455—Video – Downloadable Units: This item changes the definition or a more up-to-date description of how video-downloadable units should be reported given the changes in electronic measures in today's libraries and how to count for smaller libraries. It also provides a more definitive description of how the items are acquired by the library as explained in the overall description of Library Collection.

Change Item Licensed Databases (456-458): This item changes the variable name to Electronic Collections and changes the definition to remove licensed databases and the description. Item 458 variable name is changed from Total Licensed Databases to Total Electronic Collections.

Change Item 552—Circulation of Electronic Materials: The total annual circulation of all electronic materials. This item changes the definition to include circulation only for items counted under Electronic Books (E-Books), Audio-Downloadable Units and Video-Downloadable Units in the LIBRARY COLLECTION data elements 450-460. This data element will not include items not specified under those definitions.

FY2014 Data Element Definitions:

http://www.ims.gov/assets/1/AssetManager/PLS_Defs_FY2014.pdf

See pages 3-6 for clean version of data element definitions with changes. See pages 7-11 for data element definitions changes showing deletions and new language.

Clean version:

Approved FY 2015 PLS Data Elements Changes

Approved **Changed** Data Elements:

This document shows the new definition.

Library Collection

This section of the survey (450-460) collects data on selected types of materials.

It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

1. 451 Electronic Books (E-Books)

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set

circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

2. 453 Audio – Downloadable Units

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

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3. 455 Video – Downloadable Units

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

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4. Electronic Collections (456-458):

Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user

interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

- 456 Local/Other cooperative agreements
- 457 State (state government or state library)
- 458 Total Electronic Collections.

This is the sum of Local/Other cooperative agreements, and State electronic collections (data elements #456 and #457).

5. 552 Circulation of Electronic Materials - The total annual circulation of all electronic materials

Definition:

Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit. Include circulation only for items counted under Electronic Books (E-Books), Audio-Downloadable Units and Video-Downloadable Units in the LIBRARY COLLECTION data elements 450-460. Do not include items not specified under those definitions.

This document shows the changes in the approved data elements.

FY 2015 Approved PLS Data Elements Changes

Approved by SDCs April 13-May 1, 2015

New changes are highlighted in yellow. Deletions – strikethrough

Approved **Changed** Data Elements:

This section of the survey (450-460) collects data on selected types of materials.

It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items ~~the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts.~~ that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

1. 451 Electronic Books (E-Books)

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). ~~Include non-serial government documents.~~ E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of ~~physical or~~ electronic units, including duplicates, ~~for all outlets~~ at the administrative entity level; do not duplicate unit count for each branch. ~~For smaller libraries, if volume data are not available, the number of titles may be counted.~~ E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do

not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

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Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

2. 453 Audio - Downloadable Units

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio - Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio - Downloadable Units held locally and remote Audio - Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

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5. ~~Licensed Databases~~ Electronic Collections (456-458):

Report the number of ~~licensed databases~~ electronic collections. ~~(including locally mounted or remote, full text or not) for which temporary or permanent access rights and/or the platform have been acquired through payment by the library (directly or through a cooperative agreement within the state or region), or acquired by formal agreement with the State Library.~~

An electronic collection ~~database~~ is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and ~~manipulation~~ use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally ~~mounted~~ hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. ~~A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial up methods or via the Internet. Each database electronic collection is counted individually even if access to several databases electronic collections is supported through the same vendor interface.~~

Report the number of ~~licensed databases~~ electronic collections acquired through curation, payment or formal agreement, by source of access:

- 456 Local/Other cooperative agreements
- 457 State (state government or state library)
- 458 Total ~~Licensed Databases~~ Electronic Collections.

This is the sum of Local/Other cooperative agreements, and State licensed databases electronic collections (data elements #456 and #457).