Attachment B: List of Changes

Revised Data Elements for FY 2024 PLS

Table 1 shows the data elements that have been revised. The first column provides the unique data element number. The second two columns contain the 2023 and the 2024 data elements in their entirety. Red text indicates new and/or modified text. Please refer to 2023 data elements to see any text that may have been removed in 2024.

Table 1. Revised Data Elements for FY 2024 PLS

Data Element #	2023 Data Element	2024 Data Element	Revision Affects
354	Electronic Materials Expenditures (ELMATEXP) Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]	Electronic Content Expenditures (ELMATEXP) Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format. Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data	Name, definition, and Edit Checks

Data Element #	2023 Data Element	2024 Data Element	Revision Affects
	Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).	element #357).	
355	Other Materials Expenditures (OTHMATEX) Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.	Other Physical Materials Expenditures (OTHMATEX) Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, circulating portable electronic devices, and materials in new formats	Name, definition, and Edit Checks
502	Reference Transactions (REFERENC) Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements. NOTES: (1) A reference transaction includes information and referral service, unscheduled	Reference Transactions (REFERENC) Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements. NOTES: (1) A reference transaction includes information and	Definition only

Data Element #	2023 Data Element	2024 Data Element	Revision Affects
	individual instruction and assistance in using information sources (including websites and computer-assisted instruction). (2) Count Readers Advisory questions as reference transactions. (3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. (4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. (5) If a contact includes both reference and directional services, it should be reported as one reference transaction. (6) Duration should not be an element in determining whether a transaction is a reference transaction. (7) Do not include transactions that include only a directional service, such as instruction for	referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction). (2) Count Readers Advisory questions as reference transactions. (3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. (4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. (5) If a contact includes both reference and directional services, it should be reported as one reference transaction. (6) Duration should not be an element in determining whether a transaction is a reference transaction. (7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the	

Data Element #	2023 Data Element	2024 Data Element	Revision Affects
	locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?" Annual Count vs. Annual Estimate If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.	library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?" Annual Count vs. Annual Estimate If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.	
550	Total Circulation of Materials	Total Circulation of Materials	In 2024, this

Data Element #	2023 Data Element	2024 Data Element	Revision Affects
	(TOTCIR) This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).	(TOTCIR) This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).	will become a calculated sum in Web Portal
552	Use of Electronic Material (ELMATCIR) Electronic Materials are materials that are distributed digitally online 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 use. Include circulation only for items that require a user authentication and have a limited period of use.	Use of Electronic Material (ELMATCIR) This is the sum of E-book Circulation, E-serial Circulation, E-audio Circulation, and E-video Circulation (data elements #545, #546, #547, and #548).	In 2024, this will become a calculated sum in Web Portal
620	Total Number of Asynchronous Program Presentations (TOTPRES) An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include	Total Number of Asynchronous Program Presentations (TOTPRES) Asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of	Definition only

Data Element #	2023 Data Element	2024 Data Element	Revision Affects
	program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.	the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.	
630	Total Views of Asynchronous Program Presentations within 30 Days (TOTVIEWS) The count of views of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For program presentations that are recordings of synchronous virtual program sessions, exclude synchronous attendance; these should be counted under Synchronous In-Person Onsite Program Attendance, Synchronous In-Person Offsite Program Attendance, or Synchronous Virtual Program Attendance (data elements 616, 617, or 618).	Total Views of Asynchronous Program Presentations within 30 Days (TOTVIEWS) Report the count of views or plays of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For other platforms, count unique views or plays of each video or audio recording.	Definition only

Added Data Elements

The FY 2024 PLS data collection will include 24 new data elements (see **Table 2**). The first year in the life cycle of a new PLS data element is a trial collection year to allow states adequate time to add the elements to their state surveys and train their libraries on how to collect the new data elements.

Table 2: Data Elements Additions for FY 2024 PLS

Data Element #	Data Element (Variable Name)	Data Element Definition
505	Automatic Renewal of Physical Materials (AUTORENEW)	Answer <Y>es or <N>o to the following question: "*Did your library offer automatic renewal for any physical materials during the reporting period?*" If unknown, report <M>issing. NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System (ILS) rules determine how/when automatic renewals occur.
Electronic Books		
		E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.
525	E-Books via AE (EBOOK_AE)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-books purchased solely by the administrative entity?*" If unknown, report <M>issing.
526	E-Books via Collective (EBOOK_CO)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?*" If unknown, report <M>issing.

Data Element #	Data Element (Variable Name)	Data Element Definition
527	E-Books via State (EBOOK_SL)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?*" If unknown, report <M>issing.

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

528	E-Serials via AE (ESERIAL_AE)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-serials purchased solely by the administrative entity?*" If unknown, report <M>issing.
529	E-Serials via Collective (ESERIAL_ CO)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?*" If unknown, report <M>issing.
530	E-Serials via State (ESERIAL_SL)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?*" If unknown, report <M>issing.

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

Data Element #	Data Element (Variable Name)	Data Element Definition
531	E-Audio via AE (EAUDIO_AE)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-audio purchased solely by the administrative entity?*" If unknown, report <M>issing.
532	E-Audio via Collective (EAUDIO_CO)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?*" If unknown, report <M>issing.
533	E-Audio via State (EAUDIO_SL)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?*" If unknown, report <M>issing.

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

Data Element #	Data Element (Variable Name)	Data Element Definition
534	E-Video via AE (EVIDEO_AE)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-videos purchased solely by the administrative entity?*" If unknown, report <M>issing.
535	E-Video via Collective (EVIDEO_CO)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?*" If unknown, report <M>issing.

Data Element #	Data Element (Variable Name)	Data Element Definition
536	E-Video via State (EVIDEO_SL)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the administrative entity?*" If unknown, report <M>issing.

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

Data Element #	Data Element (Variable Name)	Data Element Definition
537	Research Databases via AE (RESDB_AE)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to research databases purchased solely by the administrative entity?*" If unknown, report <M>issing.
538	Research Databases via Collective (RESDB_CO)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?*" If unknown, report <M>issing.
539	Research Databases via State (RESDB_SL)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to research databases provided by the state library agency or another state agency at no or minimal cost to the administrative entity?*" If unknown, report <M>issing.

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

Data Element #	Data Element (Variable Name)	Data Element Definition
540	Online Learning Platforms via AE (OLP_AE)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?*" If unknown, report <M>issing.
541	Online Learning Platforms via Collective (OLP_CO)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?*" If unknown, report <M>issing.
542	Online Learning Platforms via State (OLP_SL)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity provide access to online learning platforms provided by the state library agency or another state agency at no or minimal cost to the administrative entity?*" If unknown, report <M>issing.

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

Data Element #	Data Element (Variable Name)	Data Element Definition
545	E-book Circulation (EBOOK_CIR)	The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. If unknown, report <-1>.

Data Element #	Data Element (Variable Name)	Data Element Definition
546	E-serial Circulation (ESERIAL_CIR)	The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. If unknown, report <-1>.
547	E-audio Circulation (EAUDIO_CIR)	The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. If unknown, report <-1>.
548	E-video Circulation (EVIDEO_CIR)	The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device. If unknown, report <-1>.
549	Circulation of Children's Physical Material (KIDPHYSCIR)	The total annual circulation of all children's materials in all physical formats to all users, including renewals. Include circulation of other physical items for children (e.g., kits, games, technology). If possible, do not include materials for teens/young adults. If unknown, report <-1>.

Deleted Data Elements

For the FY 2024 PLS data collection, the following 11 data elements were deleted from earlier administrations:

- Data Element 451, Electronic Books (EBOOK)
- Data Element 453, Audio - Downloadable Units (AUDIO_DL)

- Data Element 455, Video - Downloadable Units (VIDEO_DL)
- Data Element 456, Local/Other Cooperative Agreements (EC_LO_OT)
- Data Element 457, State (state government or state library) (EC_ST)
- Data Element 458, Total Electronic Collections (ELECCOLL)
- Data Element 551, Circulation of Children's Materials (KIDCIRCL)
- Data Element 554, Successful Retrieval of Electronic Information (ELINFO)
- Data Element 555, Electronic Content Use (ELCONT)
- Data Element 556, Total Collection Use (TOTCOLL)
- Data Element 653, Website Visits (WEBVISIT)