Global Library Statistics

2008/11/20

All data to be collected separately for public libraries and higher education institution libraries

		Definitions (adapted from ISO 2789 and ISO 11620)	How to count
1	**Libraries: Access and facilities**		
1.1	**Number of libraries - public libraries - libraries of higher education institutions**	**public library** general library that serves the whole population of a local or regional community and is usually financed, in whole or in part, from public funds. Its basic services are free of charge or available for a subsidized fee. **library of an institution of higher education** library whose primary function is to serve students, academic and professional staff in universities and other institutions of education at the tertiary level and above. It may also serve the general public.	
1.2	**Number of user workplaces**	**user workplace** workplace provided for users for reading or studying, with or without table and equipment. Includes seats in carrels, in seminar and study rooms and the audiovisual and children's departments of the library; excludes seats in halls, lecture and auditory theatres intended for audiences of special events. Also excludes floor space on which users may sit and similar informal seating.	Count the number of workplaces available in the library to users at the end of the year.
1.3	**Weekly opening hours** - less than or equal to 20 - 20 to 40 - 40 to 60 - over 60	**opening hours** hours in a normal week when the main services of the library (e.g. reference and loan services, reading rooms) are available to users	In a library system count the opening hours of the central library or, if there is no central library, the longest hours in a branch library.

1.4	**Electronic services** (number of libraries offering these services) - **Internet access** for users - **online catalogues** - **library websites**	**Internet session** Internet access by a user from a workstation owned by the library or from a user's private computer in the library, using the library's network **online catalogue** database of bibliographical records describing the collection usually of one particular library or library system **library website** domain on the Internet consisting of a collection of web pages that is published by a library to provide access to the library's services and resources	**Internet access**: State whether the library offers the possibility of Internet access in its building, either by workstations or by access to the library's network. The number of workstations is irrelevant. **Online catalogue**: State whether the library's catalogue is available on the web. It is irrelevant whether the online catalogue covers the total collection. **Library website:** State whether the library has an individual website, hosted either by the library or the library's institution.
2	**Collection**		
2.1	**Number of volumes**	**volume** physical unit for a printed document assembling a certain number of leaves under one cover to form a whole or part of a set	Count the number of printed documents (books and bound volumes of serials) in the collection at the end of the year.
2.2	**Number of electronic collections** - **electronic serials** (subscriptions) - **eBooks** (titles) - **databases** (purchased or licensed)	**electronic serial** Serial published in electronic form only or in both electronic and another format. Comprises serials held locally and remote resources for which access rights have been acquired, at least for a certain period of time. Open access journals (free Internet resources) are excluded. **eBook** digital document, licensed or not, where searchable text is prevalent, and which can be seen in analogy to a print book (monograph) **database** collection of electronically stored descriptive records or content units (including facts, full texts, pictures, and sound) with a common user interface and software for the retrieval and manipulation of the data	**Electronic serials** Count the number of subscriptions to electronic journals and newspapers at the end of the year .Include titles acquired for remote access and additional electronic licenses for access to titles held in print format .Include titles comprised in "additional access" or "cross access" in consortia agreements for the time of the contractual agreement. Exclude electronic journals that are free on the Internet. **eBooks** Count the number of purchased or licensed e-books (titles) in the collection at the end of the year. The number of titles can be higher than the number of subscriptions, as there may be several titles comprised in one eBook. **Databases** Count the number of purchased or licensed databases in the collection at the end of the year. This includes databases on the local network or

			installed on stand-alone workstations and on other servers where the library has acquired access rights at least for a certain period of time.
3	**Library activities and events**		
3.1	**Number of events**	**Events** exhibitions or other pre-announced events, typically with a literary, cultural or educational intent, that are organized or co-organized by the library. User training lessons are excluded	Count the number of library events during the year. Exclude events for which another institution as rented the library premises.
3.2	**Total annual attendance at user training sessions**	**user training** training programme set up with a specified lesson plan, which aims at specific learning outcomes for the use of library and other information services User training can be offered as a tour of the library or as library tuition The duration of lessons is irrelevant.	Count the number of user training sessions offered by all libraries during the year. For annual attendance count the number of attendants at each user training session and add up at the end of the year.
4	**Library use and users**		
4.1	**Total registered users**	**registered user** person or organization registered with a library in order to use its collection and/or services within or away from the library Users may be registered upon their request or automatically when enrolling in the institution.	Count the number of registered users (users with a library card) at the end of the year.
4.2	**Loans and usage** **- number of loans** **- number of downloads** **- number of visits**	**loan** direct lending or delivery transaction of an item in non-electronic form (e.g. book), of an electronic document on a physical carrier (e.g. CD-ROM) or other device (e.g. eBook reader), or transmission of an electronic document to one user for a limited time period (e.g. eBook) **download** content unit that is successfully requested from a database, electronic serial or digital document.	**Loans** Count the number of initial loans during the year. Exclude renewals. Exclude inter-library loans. **Downloads** Count the number of downloads from the library's electronic collection (databases, serials, digital documents) during the year. Data for licensed electronic resources must be collected from the vendors. This will be easy if the vendors use the

		visit person (individual) entering the library premises	COUNTER code of practice. Downloads might also be called "items requested" in vendor statistics. Downloading content units from the library collection indicates that the users have found items that they consider relevant. Sessions (access to an electronic resource) are not to be counted as downloads. **Visit** Count the number of visits made by persons (individuals) to the library premises annually. This may be counted at either entrance or exit by one of the following methods: - turnstile count; - electronic counter; - manual count. Any of these methods, but particularly the manual count, may be used for one or more sample time periods and grossed up to give an annual estimate. The method used should be reported. Where necessary, the count should be adjusted to deduct entrances and exits of library staff.
5	**Library staff**		
5.1	**Number of employees (headcounts)** - **of which female** - **of which male**	**library employee** person who works for a library in return for payment	Count the total number of library employees at the end of the year, including part-time staff, project staff, student assistants and volunteers.
5.2	**Hours of training per staff member**	**staff training** Training is organized in formal pre-planned lessons which can be held in-house or externally and hosted by library staff or external experts.	The number of attendance hours at formal training lessons is identified by keeping a record of library staff attending these lessons and by counting the hours of duration of these lessons. This number is then divided by the total number of persons on the staff. .
6	**Expenditure**		
6.1	**- total operating**	**operating expenditure (ordinary expenditure)**	**Staff costs**

| | **expenditure**
- staff costs
- expenditure on
literature and
information
- other costs | Expenditure incurred in the running of a library. Money spent on staff and resources that are used and replaced regularly. This includes expenditure on employees, rent, acquisitions and licensing, binding, computer network(operations and maintenance), telecommunication, building maintenance, repair or replacement of existing furnishings and equipment, etc. May also be termed 'current' or 'recurrent' expenditure. When applicable, local and national sales/purchase taxes (e.g. Value Added Tax (VAT)) are included.

staff costs
Total amount of money spent on salaries and wages, allowances and other employee benefits, and other related expenditure. Staffing costs spent on training are excluded.

expenditure on literature and information
Expenditure on literature and information includes the library's acquisition, subscription and licensing costs, excludes cost of binding and costs of infrastructure such as hardware and software. | Calculate the yearly expenditure on salaries and wages of library employees, including project staff and student helps.
If the actual expenditure cannot be calculated, average rates could be used, or the annual staff budget could be taken as an estimate.

Expenditure on literature and information
Calculate the yearly expenditure on acquisitions, subscriptions and licensing. If databases or electronic serials are financed within a consortium or partially by central funding, only the library's own expenditure should be counted. |
| | | | **23 questions** |