

British Columbia Public Library Statistics, 2005 – Survey Questions

British Columbia Public Library Statistics is an annual publication of the Public Library Services Branch (PLSB), Ministry of Education. It provides a compilation of statistical and financial data summarizing the activities of British Columbia public libraries for the calendar year. Terms in angular brackets <> indicate that a definition can be found in the Glossary appendix of the British Columbia Public Library Statistics report.

The complete survey questions (listed below by category) and the statistics are published on the Ministry of Education web site at: <http://www.bced.gov.bc.ca/pls/>

If you have any comments and suggestions, please contact:

Public Library Services Branch
Ministry of Education
PO Box 9831 STN PROV GOVT
Victoria, BC V8W 9T1
Tel: 250.356.1791 or 1.800.663.7051
Fax: 250 953.3225
Email: PLSB@gov.bc.ca

Revenue

10. Municipal support

Report all revenue from grants and contributions paid directly to the library board by the municipality or municipalities served by the library. Do not include the value of in-kind services provided by a municipality or library costs paid directly by a municipality.

20. Regional district support

Report all revenue from grants and contributions paid directly to the library board by the regional district or regional districts served by the library. Do not include the value of in-kind services provided by a regional district or costs paid directly by a regional district. Cariboo and Thompson-Nicola Regional Districts: report the annual regional district contribution for provision of library service.

30. Total local government support

Calculated field

40. Local government support per capita

Calculated field

50. Provincial operating grant

Annual provincial per capita operating grant amount supplied by PLSB

51. Resource sharing grant

Resource sharing grant amount supplied by PLSB.

52. Secondment grant

Secondment grant (paid to seconding library) amount supplied by PLSB.

53. Writers in libraries grant

Writers in libraries grant amount supplied by PLSB.

55. Technology grant
Technology grant amount supplied by PLSB.

56. Equity grant
Equity grant amount supplied by PLSB.

60. Other provincial public library grants
Other grant amounts funded by Public Library Services Branch during the calendar year.

65. Provincial PLSB grants
Calculated field.

70. Provincial project grants
Report grants funded by a ministry or agency of the Province of British Columbia other than Public Library Services. Report Legal Services Society grant here.

80. Federal project grants
Report grants funded by a department or agency of the Government of Canada to undertake projects. Report Industry Canada Urban CAP and Human Resources Development Canada Summer Careers Placement grants here.

90. Other project grants
Report grants funded by other organizations to undertake projects. Report Gates Foundation grant here.

95. Project Revenue
Calculated field

100. Library generated revenue
Report all revenue generated by the library, including overdue fines, non-resident fees, income from service contracts and reciprocal use agreements, photocopying charges, room and equipment rentals, sales of library assets and income from library programs and events, etc. Revenue from fundraising should be included at Donations and Fundraising. InterLINK members: report compensation for net provision of library services within InterLINK here.

110. Donations and Fundraising
Report solicited and unsolicited donations of money by individuals and organizations, including Friends of the Library. Include revenue from library fundraising. Do not include in-kind gifts and donations.

130. Other revenue
Report any revenue that does not fall into any of the above categories. Report bank interest and income from investments here.

140. Total revenue
Calculated field

150. Transfers from reserve funds
Report revenue received by transfers from library reserve funds (restricted accounts) established in a previous year.

Expenditure

150. Salaries and benefits

Report total expenditure on wages and benefits for all library employees, including those hired on regular, term, and project bases.

160. Library materials

Report total expenditures for the purchase, lease or subscription of library materials acquired in the following categories: print, audio-visual, microform and <CD-ROM>. Report expenditures on cataloguing, processing or binding of library materials under Other Expenditure.

170. Electronic databases and subscriptions

Report total expenditures on licensed online electronic databases and online subscription services.

200. Computer systems and telecommunications

Report expenditures related to the operation of library computers and computer systems, provision of Internet access and the total cost of library telecommunications. Include hardware and software maintenance costs, Internet access costs and Internet service provider fees. Include the cost of all telecommunications, i.e., Telephone (voice) and fax. Report expenditure on the acquisition of library software for public use here. Report capital costs related to the acquisition of computer systems hardware and software and telecommunications equipment under Capital Expenditure.

210. Library facilities

Report library board expenditures related to the operation and maintenance of all buildings or parts of buildings occupied by the library, including lease or rent cost and the cost to the library of heat, electricity, insurance, janitorial, repairs and maintenance.

220. Capital expenditure

Report <capital expenditure>s on buildings, library computer and telecommunications systems, furniture and equipment.

240. Other expenditure

Report any expenditures that do not fall into any of the above categories. Include costs related to the acquisition, cataloguing and processing of library materials here, unless these costs cannot be separated out from the cost of library materials.

250. Total expenditure

Calculated field

260. Total expenditure per capita

Calculated field

270. Transfers to reserve funds

Report transfers to library reserve funds (restricted accounts) for expenditure in a future year.

Collections (Print)

270. Catalogued volumes added

Report the number of catalogued <volume>s of print materials available for public use that were added during the year.

280. Catalogued volumes held

Report the number of catalogued <volume>s of print materials available for public use that were held at the end of the year.

290. Uncatalogued paperbacks, volumes held

Report the number of uncatalogued <volume>s of paperbacks available for public use held at the end of the year.

300. Total print volumes held

Calculated field

310. Total print titles held

Report the number of <title>s of catalogued print materials held at the end of the year.

340. Periodicals, subscriptions held

Report the number of periodical and newspaper subscriptions received at the end of the

350. Periodicals, titles held

Report the number of <title>s of periodicals and newspapers being received at the end of the year.

Collections (Audio-Visual)

360. Restricted circulation talking books, volumes held

Report the number of <volume>s of <restricted circulation talking book>s on cassette or compact disc at the end of the year. A container of eight talking book cassettes constituting one title would be reported as one volume. Do not include audiobooks on deposit.

370. General circulation talking books, volumes held

Report the number of <volume>s of general, that is, unrestricted, circulation talking books on cassette or compact disc held at the end of the year. A container of eight talking book cassettes constituting one title would be reported as one volume.

390. Other audio titles on cassette or compact disc [CD], volumes held

Report the number of <volume>s of other audio recordings, including recorded music, on cassette or compact disc [CD] held at the end of the year. A container of multiple cassettes or compact discs constituting one title would be reported as one volume.

400. Videos on cassette, volumes held

Report the number of <video>s on video cassette at the end of the year. A box of two video cassettes constituting one video title would be reported as one <volume>.

410. Videos on digital versatile disc [DVD], volumes held

Report the number of <video>s on digital versatile disc [DVD] at the end of the year. A box of two DVDs constituting one video title would be reported as one <volume>.

440. Other audio-visual materials, volumes held

Report the number of <volume>s of other audio-visual materials available for public use held at the end of the year. Include films, phono recordings, multi-media sets, etc.

450. Total audio-visual materials, volumes held

Calculated field

452. Microforms held

Report the total number of sheets of microfiche and reels of microfilm held at the end of the year.

454. Audio-visual materials and microforms, titles held

Report the number of <titles> audio-visual materials held at the end of the year. Include restricted circulation talking books, general circulation talking books, other audio titles on cassette or compact disk [CD], videos on cassette, DVDs, other audio-visual materials, and microforms.

Collections (Electronic)

460. CD-ROMs held

Report the number of <CD-ROM>s (not music CDs), acquired by purchase or by subscription, available for use by the public at the end of the year. Exclude CD-ROMs used by library staff only.

470. CD-ROMs, titles held

Report the number of <CD-ROM> <title>s (not music CDs) acquired by purchase or subscription and available for use by the public at the end of the year.

480. Total physical materials, titles held

Report the number of titles of catalogued print and audio-visual materials, microforms and <CD-ROM>s held at the end of the year.

490. Total materials, volumes held

Calculated field

500. Licensed on-line database subscriptions available for use in the library

Report the number of licensed on-line database and subscriptions available for public use in the library at the end of the year.

510. Licensed on-line database subscriptions available for use outside the library

Report the number of licensed on-line databases and subscriptions available for remote use at the end of the year.

Registrations and Circulation

5. Population served

Population for annual per capita operating grant purposes. Supplied by PLSB.

520. <Resident> cardholders registered during the year

Report the number of library cards issued to <resident>s who joined or re-joined the library during the year

532. Active <resident> cardholders registered at the end of the year

Report the number of active <resident> library cardholders at the end of the year who have used their library card during the past three years.

534. Active <non-resident> cardholders at the end of the year

Report the number of active <non-resident> cardholders at the end of the year. InterLINK members: include only non-residents living outside the InterLINK service area.

536. InterLINK <non-resident> cardholders registered at the end of the year

InterLINK members only (others enter n.a.): Report the number of library cards issued to <non-resident>s living within the InterLINK service area at the end of the year and that have been used during the past three years.

539. Total active cardholders

Report the total number of library cards at the end of the year and that have been used within the past three years. Report n.d. if the file has not been purged within the past three years.

540. Total active cardholders registered at the end of the year

Calculated field

550. Active resident cardholders as % of population served

Calculated field

560. Circulation of all materials

Report of the number of items, in all formats, from the library's collection that have been lent for use outside of the library during the year. Include the number of items checked-out and the number of items renewed. Include circulation for all library service points. Include the circulation of interlibrary loan items received from other libraries. Exclude interlibrary loans to other libraries. Include the initial circulation of rotating or bulk loan materials to a deposit collection.

565. Circulation of children's materials

Report of the number of items, in all formats, of children's materials from the library's collection that have been lent for use outside of the library during the year. Include the number of items checked-out and the number of items renewed. Include circulation for all library service points. Include the circulation of interlibrary loan items received from other libraries. Exclude interlibrary loans to other libraries. Include the initial circulation of rotating or bulk loan materials to a deposit collection.

570. Circulation per capita

Calculated field

580. Circulation per volume held

Calculated field

Interlibrary Loan

630. Interlibrary loan requests made to other libraries

Report the number of <interlibrary loan> requests directed to another library during the year.

635. Items borrowed from other libraries on interlibrary loan

Report the total number of items borrowed from other libraries on <interlibrary loan> during the year.

638. Interlibrary loan borrowing fill rate for loan requests made to other libraries

Calculated field

640. Interlibrary loan requests received from other libraries

Report the number of <interlibrary loan> requests received from another library during the year.

650. Items lent to other libraries on interlibrary loan

PLSB will calculate the number of items lent to other libraries on <interlibrary loan> during the year from ILL monthly lending statistical returns.

655. Interlibrary loan lending fill rate for requests received from other libraries

Calculated field

Reference

600. Reference transactions

Report the number of <reference transaction>s.

602. Number of in person reference transactions during <typical week survey>

Give the number of in person <reference transaction>s. Include reference requests made in-person, by telephone, by regular mail or by FAX.

603. Number of in person reference transactions during <typical week survey>, annual equivalent

Calculated field

605. Electronic reference transactions

Report the number of reference requests received by library staff via email or via the library website. Include requests received via a virtual reference service.

607. Number of electronic <reference transaction>s during <typical week survey>

Give the number of electronic <reference transaction>s. Include reference requests made by email or by using a form over the Internet.

608. Number of electronic <reference transaction>s during <typical week survey>, annual equivalent

Calculated field

610. Total reference transactions

Calculated field

Programming

680. Adult programs

Report number of adult <program>s held during the year.

690. Attendance at adult programs

Report the total number of persons attending adult programs during the year. For a program that runs over multiple sessions, count the attendance at each session, and provide the cumulative attendance.

700. Children's/young adult programs

Report number of children's and young adult programs, including summer reading programs, held during the year.

710. Attendance at children's/young adult programs

Report the total number of persons of all ages attending children's and young adult programs during the year. For a program that runs over multiple sessions, count the attendance at each session, and provide the cumulative attendance.

730. Children registered in a summer reading program

If the library conducted a summer reading program, report the number of children registered in the program.

735. Number of times online databases accessed during the year

Give the total number of visits made, during the year, to licensed subscription databases available over the Internet. If vendor supplied statistics are available you may use these. Do not attempt to count each search a user makes in a database.

740. Number of times online databases accessed during <typical week survey>

Give the total number of visits made to licensed subscription databases available over the Internet. If vendor supplied statistics are available you may use these. Do not attempt to interpolate vendor supplied monthly statistics. Do not attempt to count each search a user makes in a database.

742. Number of times online databases accessed during <typical week survey>, annual equivalent
Calculated field

748. Number of patrons using public access workstations during the year

Give the number of people using public access workstations during the year, excluding workstations that can only be used to access the library catalogue (OPAC). Ignore the length of time of use (i.e. if the same person uses a workstation for two consecutive time periods count it as one (1) use). In cases where two or more people use the same workstation at the same time count it as one (1) use.

750. Number of patrons using public access workstations during <typical week

Give the number of people using public access workstations excluding workstations that can only be used to access the library catalogue (OPAC). Ignore the length of time of use (i.e. if the same person uses a workstation for two consecutive time periods count it as one (1) use). In cases where two or more people use the same workstation at the same time count it as one (1) use.

752. Number of patrons using public access workstations during <typical week survey>, annual equivalent

Calculated field

758. Website hits during the year

Give the total number of hits to the library website during the year. The number of hits is typically recorded in the website log file. Include all hits recorded, for any page, document, image, query, etc. If the web site is externally hosted, this statistic should be available from the hosting organization. If the library has no website, select "Not Applicable", and leave the value "0". If the library has no access to web logs or statistics, select "No Data", and leave the value "0".

760. Number of hits to the library website during <typical week survey>

Give the total number of hits to the library website. The number of hits is typically recorded in the website log file. Include all hits recorded, for any page, document, image, query, etc. If the web site is externally hosted, this statistic should be available from the hosting organization. If the library has no website, select "Not Applicable", and leave the value "0". If the library has no access to web logs or statistics, select "No Data", and leave the value "0".

760. Number of <visits> to the library website during <typical week survey>, as reported by the PLSB web visit logging service

Provided by PLSB from data collected by the PLSB web visit logging service.

761. Number of <web visits> to the library website during <typical week survey>, as reported by the library. *The number of <web visits> calculated by the library. Enter n.a. if the library uses the PLSB web visit logging service.*

762. tw_website_visits

763. tw_a_website_visits

764. a_website_visits_plsb

As measured by PLSB visit logger

765. a_website_visits_lib

Number of <web visits> measured by library.

766. a_website_visits

767. Number of hits to the library website during <typical week survey>, annual equivalent

Calculated field

768. Number of visits made in person during the year

Give the number of persons entering the service point for whatever reason, during the year. Persons should be counted each time they enter the service point. Staff should be excluded from the total if doing so is relatively simple (people using automatic counters on turnstiles should not try to subtract staff from these totals).

770. Number of visits made in person during <typical week survey>

Give the number of persons entering the service point for whatever reason. Persons should be counted each time they enter the service point. Staff should be excluded from the total if doing so is relatively simple (people using automatic counters on turnstiles should not try to subtract staff from these totals).

772. Number of visits made in person during <typical week survey>, annual

Calculated field

775. Number of visits made in person during the year

This number is either the measured number of in person visits, or if that number is not available, an estimate which is the annual equivalent of the number of in person visits during the typical week survey.

Staff

740. Professional Librarians, hours worked

Report the number of budgeted hours worked during the year by full time and part-time library employees holding a master's degree (or its historical antecedent) from a library education program accredited by the American Library Association or its equivalent and who are working in a position that requires this qualification.

741. Professional Librarians, FTE

<FTE> (full time equivalent) is calculated on the basis of 1,820 hours per year.

750. Library Technicians, hours worked

Report the number of budgeted hours worked during the year by full time and part-time library employees holding a technical certificate or diploma from an accredited library technician program and who are working in a position that requires this qualification.

751. Library Technicians, FTE

<FTE> (full time equivalent) is calculated on the basis of 1,820 hours per year.

760. Community Librarians, hours worked

Report the number of budgeted hours worked during the year by full time and part-time library employees holding a program completion certificate from the Community Library Training Program of the Public Library Services Branch and who are working in a position that requires this qualification.

761. Community Librarians, FTE

<FTE> (full time equivalent) is calculated on the basis of 1,820 hours per year.

770. Other Staff, hours worked

Report the number of budgeted hours worked during the year by other full time and part-time library employees.

771. Other Staff, FTE

<FTE> (full time equivalent) is calculated on the basis of 1,820 hours per year.

780. Total Employees, hours worked

Calculated field

781. Total Employees, FTE

<FTE> (full time equivalent) is calculated on the basis of 1,820 hours per year.

800. Full-Time Employees

Report the number of persons employed by the library who are working on a full-time basis, defined as working 35 hours or more per week.

810. Part-Time Employees

Report the number of persons employed by the library who are working on a part-time basis, defined as working less than 35 hours per week.

815. Total employees

calculated field

820. Volunteers, hours worked

Report the scheduled number of hours worked during the year by volunteers working for the library, excluding members of the library board.

821. Volunteer FTEs.

FTE (full time equivalent) is calculated on the basis of 1,820 hours per year.

830. Volunteers

Report the number of persons working as volunteers for the library, excluding members of the library board.

Facilities

840. Service points

Report the number of <service point>s occupied by the library. Do not count locations at which there is either no permanent collection of library materials or no staff.

850. Other occupied facilities

Report the number of other facilities occupied by the library but not used to provide service to the public, eg. Administration office, technical services warehouse.

860. Total square metres - all service points and other facilities

Report the total area of all occupied <service point>s and other facilities in square

870. Square metres per capita

Calculated field

880. Hours open per year - main library

Report the total number of the actual hours open of the main library for the year. For a multi-branch library, the main library is the designated central library or the library with the largest collection.

885. Average hours open per week - main service point
Calculated field

890. Hours open per year - all service points
Report the total number of the actual hours open of all <service point>s, including the main library, for the year.

895. Average hours open per week - per service point
Calculated field

900. Average hours open per week - all service points
Calculated field

910. Days open per year - main library
Report the total number of actual days that the main library was open for the year.

920. Days open per year - all service points
Report the total number of actual days open of all <service point>s, including the main library, for the year.

Electronic Access to Information

930. Computers available for public use that provide access to the library catalogue
Report the number of computers available for public use, as of the end of the year, that provide exclusive access to the library catalogue, that is, that can only provide access to the library catalogue.

940. Computers available for public use that provide access to the Internet only
Report number of computers available for public use as of the end of the year that provide access to the Internet only. Do not include computers available for public Internet access that also provide access to application software.

945. Computers available for public use that provide access to the Internet and to application software
Report the number of computers available for public use as of the end of the year that provide access to the Internet and to application software.

946. Public Internet access computers
Calculated field

947. Public Internet access computers per 1,000 service population
Calculated field

950. Other computers available for public use
Report the number of computers available for public use as of the end of the year that do not provide access to the library catalogue or to the Internet.

960. Total computers available for public use
Calculated field

New Library Buildings & Renovations

1001. Is this a renovation or a new facility?

1005. Name of facility

If more than one facility was built/renovated in the year, please include all facilities in each answer.

1010. Address of facility

1030. Area in square metres of new space (e.g. 444.69)

1040. Description

1050. Project cost

Include construction, site, equipment and other costs.

1060. Method of financing

Indicate how the project was financed, eg. Borrowing, capital reserve, current operating budget, donations, fundraising etc.

1070. Architect

1075. Facility owner

Provide the name of the owner of the facility.

Hidden Calculations

1. circs_per_hour

Calculated field

1. Full time equivalent professional librarians per 1,000 population

Calculated field

180. Total library materials and electronic information expenditure

Calculated field

190. Library materials and electronic information expenditure per capita

Calculated field

320. Print volumes per capita

Calculated field

330. Print titles per capita

Calculated field

380. Total talking books, volumes held

Calculated field

420. Videos, volumes held

Calculated field

606. Electronic reference transactions

calculated field

608. Reference transactions

calculated field

620. Reference transactions per capita

Calculated field

670. Interlibrary loans received per 1000 circulations.

Calculated field

720. Total program attendance

Calculated field

790. Full time equivalent employees per 1,000 population served

Calculated field

795. Full time equivalent employees per 10,000 circulation

Calculated field