What Goes Where in the TN Public Libraries Survey

Electronic Material

3M Cloud e-books
⇨ Report collection in [3.9], Circulation in [4.6], and Expenditure [10.5]

ABCmouse
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Ancestry.com Library Edition
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Axis 360 e-books
⇨ Report collection in [3.9], Circulation in [4.6], and Expenditure [10.5].

BookFLIX
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

ComicsPlus
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Creative Bug
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Consumer Reports
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Database Usage
⇨ Enter usage in [8.9] "Successful Retrieval of Electronic Information"
Do not count searches
⇨ http://tsla.libguides.com/datacollection/PLSLibGuide to gather your TEL database usage and list of databases with field to count (full text,

Flipster
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Freading
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Freegal
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Gale Databases
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

GoodReads
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Heritage Quest Online
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Hoopla
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Hoopla FLEX: You must make sure to split Hoopla stats between traditional (Instant borrowers) and Flex!

Hoopla FLEX, Audio
⇨ Report collection in [3.22], Circulation in [4.6], and Expenditure [10.5]

Hoopla FLEX, E-Books
⇨ Report collection in [3.9], Circulation in [4.6], and Expenditure [10.5]

Hoopla FLEX, Music
⇨ Report collection in [3.22], Circulation in [4.6], and Expenditure [10.5]

Hoopla FLEX, Video
⇨ Report collection in [3.30], Circulation in [4.6], and Expenditure [10.5]

ILS (Integrated Library System)
⇨ Do not count as an Electronic Collection (database)

Kanopy
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

What Goes Where in the TN Public Libraries Survey

Law Depot
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Learning Express Library
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Mango Languages
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

National Geographic Virtual Library
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Naxos Music Library
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

NewsBank
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

OneClickdigital (Recorded Books)
⇨ Report collection in [3.22], Circulation in [4.6], and Expenditure [10.5]

OverDrive, Audio
⇨ Report collection in [3.22], Circulation in [4.6], and Expenditure [10.5]

OverDrive, E-Books
⇨ Report collection in [3.9], Circulation in [4.6], and Expenditure [10.5]

OverDrive, Music
⇨ Report collection in [3.22], Circulation in [4.6], and Expenditure [10.5]

OverDrive, Video
⇨ Report collection in [3.30], Circulation in [4.6], and Expenditure [10.5]

Playaway Audio Books
⇨ Circulation is reported in [4.4-4.5], Collection in [3.18], Expenditures in [10.5]

Project Gutenberg/LibriVox
⇨ Do not report these

RBDigital
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Regional eBook & Audiobook Download System (R.E.A.D.S.)
⇨ See "Overdrive" listings

Rocket Languages
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Rosetta Stone
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Tennessee Electronic Library (TEL)
⇨ Count as Electronic Collection (databases) [3.71]. Expenditure goes in [10.5], Use in [8.9]

Treehouse
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

TumbleBooks
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Tutor.com
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Universal Class
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Westlaw
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

World Book Online
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

What Goes Where in the TN Public Libraries Survey

Zinio
⇨ Count as one Electronic Collection (database) [3.56]. Expenditure goes in [10.5], Use in [8.9]

Revenue and Expenditures

Capital Expenditures
⇨ Example: new building, renovation, automation systems, one-time major project. Report in [11.6-11.7]

E-rate
⇨ If you receive a reimbursement, then report in revenue [9.13-9.14]

Grants
⇨ Report TOP & STEM grants in State [9.6] Report technology grants in Federal [9.7]

Income from Private (non-governmental funds) including Grants
⇨ Report in [9.11-9.12 or 9.15-9.16]

Material Purchased or Leased for use by the public
⇨ Report in [10.4-10.6b]

Miscellaneous Expenditures
⇨ Report in "Other Operating Expenditures" [10.8a-10.8b]

Other Material Expenditures
⇨ Report [10.6] Audio and video physical units, filmstrips, microfilm, DVD, subscriptions & materials in new forms.

Collection and Circulation

Annual Circulation
⇨ Report in Item [4.3-4.7a]
⇨ Usage report for TEL and READS can be found http://tsla.libguides.com/datacollection/PLS

Circulation of Electronic Materials
⇨ Report in Item [4.6]. Do not include digital magazines they are not a circulation transaction

Circulation of Other Physical Materials
⇨ Report in Item [4.7a]. Ex: wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games

Discarded Items
⇨ Do not report as part of collection

Hot Spots
⇨ Report in Item [4.3] Adult Circulation

Interlibrary Loan
⇨ Report items borrowed for users. [5.1] Do not include items checked out to another library as circulation

Missing Items in Collection
⇨ Report as part of the collection -- until the decision is made to mark them lost

Multiple Items Loaded on One Electronic Device
⇨ Report as one circulated item (Kindle, Chromebook, etc.)

Renewals
⇨ Report as circulation

Total Collection
⇨ Report in Item [3.60 and 12.31] it is the same number

Young Adult Material in Collection and Circulation
⇨ Include with Adult Materials

Library Board and Friend's Organization

Advisory Board and Legally Established Governance
⇨ Report in Item [1.25-1.30]

Friend's Organization
⇨ Report in Item [7.1-7.12]

Library Staff

Calculating FTEs

⇨ This is a national standard: Divide total hours by 40 to calculate Full Time Equivalent. To compute full-time equivalents of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40.

Unfilled Positions

⇨ Include all positions funded in the library's budget, whether these positions are filled or not

Programs

Adult Attendance

⇨ Include adults attending children's and young adult's programs

Attendance for In-Person Audience and Live Streamed on Social Media Platform

⇨ Report as one in-person program in the target age range. Count both the in-person attendance as well as the live virtual attendance. If recorded and watched later on demand, don't count program again but count number of views of that recording for a period of thirty (30) days after the recording was posted.

Childrens Programs

⇨ Report for ages 0-5 and 6-11

Book Club

⇨ If the library actually sponsors/organizes/conducts a book club, then count it as a program [4.10-4.30]

Programs Not Sponsored by the Library

⇨ Do not report. The library must, at minimum, be a co-sponsor

Programs with No Attendees

⇨ Report program if it was fully prepared but include an annotation in the note field to explain

Recorded (asynchronous) Programs

⇨ Report [4.50-4.51] Recorded events is content that cannot be viewed live as it unfolds

Self Directed Activities / Passive Programming (ex: grab-and-go, take & make kits, social media challenges, virtual escape rooms, self-guided story walk)

⇨ Do not report these on the PLS but feel free to retain stats for library records

Summer Reading

⇨ Report as Item [4.70-4.73]. Also, input program information into regular library programs. May include virtual programs

Virtual (synchronous) Programs

⇨ Report as Item [4.10-4.30] Live virtual program is streamed virtually and viewed live as it progresses.

Platform-Specific Guidance for Online Attendance and Views

Technology

Early Literacy Stations (ELS) from AWE computers

⇨ Do not report them as Internet Computers [8.5]

Website Visits

⇨ Report as Item [8.10]; If you don't have a website make sure to check Not Available

Wireless Sessions

⇨ Report as Item [8.8] sessions provided by library wireless service annually

Other Topics

Consortium?

⇨ Currently there are only 2 consortium in the regional library system. The "OWL" in Holston and "TLC" in Red River. Verso is not considered because there is no longer a state contract. Tenn-Share is also not considered because they are not sharing an electronic resource.

Databases

⇨ "Databases" are now referred to as "Electronic Collections" and do not have a circulation period

Estimated Population

⇨ This is the latest official service area population. The field is locked, and is read-only

In-House Use

⇨ These do not meet the definition of a Branch

Library Kiosks and Drop Boxes

⇨ These do not meet the definition of a Branch

Readers Advisory

⇨ Count as a Reference Transaction [4.2-4.2a]

Search Engines

⇨ Do not count Bing, Google, Yahoo, etc. as Electronic Collection (databases)