

DATA COLLECTION FOR 2016 PLS

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Tennessee State Library and Archives
Secretary of State Tre Hargett

September 7, 2016

What We Will Cover



- Dates and Deadlines
- Review and Reminders
- New Data Collection Elements
- Modifications to Definitions



Release Date:
TODAY
September 7

Deadline Date:
October 5



Enough Said...



Review: General Information

Welcome Tennessee State Library and Archives

Data Collection

Standards Survey

✗ - Red Xs enable you to delete a note

Data Collection

Standards Survey

[Survey Worksheet](#)
[Survey Instructions](#)
[Instructional Videos](#)

[Standards Survey Instructions](#)

[Reports Instructions](#)





















REVIEW:

If information has changed add a note



Part I: GENERAL (1.1 - 1.38)

Please review the pre-filled data in #s 1.1-1.16 regarding Library Director, Official Library Name, Mailing Address, Street Address, Phone (and 21 applicable), Director's Fax, Director's Email, Library Webpage, and Accessible Hours to make sure the information is up to date. If changes/updates please notify the State Library in the Notes Field. Please note items 1.14 – 1.16 will be provided by the State Library. [close](#)

<input type="checkbox"/>	1.1 Director's Last Name			
<input type="checkbox"/>	1.2 Director's First Name			
<input type="checkbox"/>	1.3 Library's Official (Legal) Name			
<input type="checkbox"/>	1.4 Street Address			
<input type="checkbox"/>	1.5 City			
<input type="checkbox"/>	1.6 Zip			
<input type="checkbox"/>	1.7 Mailing Address			
<input type="checkbox"/>	1.8 City			
<input type="checkbox"/>	1.9 Zip			
<input type="checkbox"/>	1.10 Phone			<input type="checkbox"/> Not available
<input type="checkbox"/>	1.11 Director's FAX			
<input type="checkbox"/>	1.12 Director's E-Mail			
<input type="checkbox"/>	1.13 Library Webpage URL			<input type="checkbox"/> Not available
<input type="checkbox"/>	1.14 County		<input type="text"/>	
<input type="checkbox"/>	1.15 Region		<input type="text"/>	
<input type="checkbox"/>	1.16 Official Service Area Population			
<input type="checkbox"/>	1.17 Respondent Name			
<input type="checkbox"/>	1.18 Respondent Title			
<input type="checkbox"/>	1.19 Respondent Phone			
<input type="checkbox"/>	1.20 Respondent Email			

REMINDER:

Files should have been purged within the past three (3) years.

Please estimate if no exact count and enter a note explaining the figure is an estimate.



REGISTERED BORROWERS

Registered borrowers

A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. (Output Measures for Public Libraries, 2nd Edition.) NOTE: Files should have been purged within the past three (3) years. (Please estimate if no exact count and enter a state note explaining the figure is an estimate.)

- Adult borrowers are over 14 years of age
- Juvenile borrowers are under 14 years of age [close](#)

<input type="checkbox"/>	1.36 # Adult Borrowers	<input type="text"/>	<input type="checkbox"/> Not available
<input type="checkbox"/>	1.37 # Juvenile Borrowers	<input type="text"/>	
<input type="checkbox"/>	1.38 Total Registered Borrowers (1.36 + 1.37)	<input type="text"/>	3,399,560

REMINDER: Existing Notes to Reuse



1.38 # Adult Borrowers

Input note here to explain the anomalous value, or select any existing note(s) (shown below, if applicable) to apply the selected note to the PI value.

Notes

*** Existing notes from your location, Check to reuse!***

- ☐ [2013-12-17] - The library only employs one regular staff person, at 30 hours per week.

REMINDER: Salary Information



Salary Information

This section replaces the Annual Salary Survey conducted by the State Library and Regional Library System. Please use **ONLY** the job titles provided. Only use the "Other" option if there is truly a [...more](#)

Sum	2		\$35,350	50.0	1,590.0	2	2	9	2	2.0
	2.9 JOB TITLE	2.10 OTHER, PLEASE SPECIFY	2.11 ANNUAL SALARY	2.12 HOURS WORKED PER WEEK	2.13 LIBRARY HOURS OPEN PER WEEK	2.14 EDUCATION	2.15 MASTER OF LIBRARY & INFORMATION SCIENCE	2.16 LIBRARY EXPERIENCE IN YEARS	2.17 CERTIFIED PUBLIC LIBRARY MANAGER	2.18 YEARS IN CURRENT POSITION
	LIBRARY DIRECTOR		\$25,210	30.0	1,560.0	SOME COLLEGE	NO	8	NO	1.0
	LIBRARY ASSISTANT		\$10,140	20.0	30.0	HIGH SCHOOL DIPLOMA	NO	1	NO	1.0

- Please report money **BUDGETED** (NOT paid) for the year 2017.

REMINDER:

Please

Read

Definitions



**"NICE TRY, BILLY, BUT DOGMA
IS NOT A PUPPY'S MOTHER!"**

REVIEW: Library Collection







Part III: LIBRARY COLLECTION (3.1 - 3.71)

Please refer to ending inventory on last year's report and use the same figures for beginning inventory on this year's.

Print Materials - # Locally Owned

Print Materials - PLCS guidelines - Report a single number as follows:

1. Books in print. Books are non-serial printed publications (including music and maps) that are ...[more](#)

<input type="checkbox"/> 3.1 Beginning inventory (as of July 1st)		3,279	3,154
<input type="checkbox"/> 3.2 # Added during year		332	362
<input type="checkbox"/> 3.3 # Deleted during year		282	237
<input type="checkbox"/> 3.4 Owned as of fiscal year end date (June 30th)		3,329	3,279

The beginning number is locked!

- The Beginning Inventory will be locked.
- Explain your Total Numbers in the **Notes Field!**

Reminder: E-Book Collection



Local

- Report R.E.A.D.S. Advantage collection, and other locally held e-collections.

Regional

- The State Library will populate these fields with R.E.A.D.S. numbers.

Reminder: Electronic Collections (Databases)



- Is a collection of electronically stored data or unit records with a common user interface and software for the retrieval and use of the data
- Do not have a circulation period
- Examples: Freegal, Gale, Heritage Quest, Hoopla, Flipster, ComicsPlus

Reminder: What is a Reference Transaction?



A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). You can count Readers Advisory questions as reference transactions.

Reminder: Summer Reading Program



- Counting programs
- Example: if you are hosting a summer reading program during your regularly scheduled story time, please remember to include in both sections of the survey

REMINDER: Library Income by Source

- If Total Local Revenue is the **same, less, or more** than last year, please add a note.

Income

9.5 Total Local Revenue (Operating
Appropriations) (all public funds) (9.1 + 9.4)

\$140,458,359



New Data Elements



1. Physical Item Circulation

The total annual circulation of all physical library materials of all types, including renewals.

Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

Rationale: *By separating out physical circulation, electronic circulation (those materials that can only be loaned for a given time frame) and use of electronic information, we will then be able to look at use patterns across different types of materials, track change, and better project future use patterns.*

<input type="checkbox"/>	4.4 Adult Circulation (includes all formats)		
<input type="checkbox"/>	4.5 Juvenile Circulation (includes all formats)		
<input type="checkbox"/>	4.6 Total Circulation (4.4+4.5)		
<input type="checkbox"/>	4.7 Electronic Materials Circulation		
<input type="checkbox"/>	4.8 Physical Item Circulation		

NEW!

New Data Elements



NEW!

2. Successful Retrieval of Electronic Information

The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.



Rationale: This proposed new element is designed to capture the use of online content provided by libraries, but does not require a traditional circulation. Primarily, this element will capture the use of paid, commercial databases. (TEL and any other database library subscribes to individually)

New Data Elements




Successful Retrieval of Electronic Information Cont.

Part VIII: ELECTRONIC TECHNOLOGY (8.1 - 8.10)







<input type="checkbox"/>	8.1 Do you have an automated circulation system?		<input type="text"/>
<input type="checkbox"/>	8.2 If yes, which system?		<input type="text"/>

What type of internet connection does your library have?

Select the type of Internet connection that your library has. If the library or library system uses more than one type, select all that applies: Dialup, DSL, Cable, Fiber, T-1, T-2, or T-3, Satellite or Other. If your library does not have Internet access, select None.

8.3	 <input type="checkbox"/> Dial-up	 <input type="checkbox"/> DSL	 <input type="checkbox"/> Cable	 <input type="checkbox"/> Fiber	 <input type="checkbox"/> Satellite	 <input type="checkbox"/> T-1, T-2, T-3
------------	--	--	--	--	--	--

Computers

<input type="checkbox"/>	8.4 Number of Computers with Internet access which are used by Staff Only		<input type="text"/>
<input type="checkbox"/>	8.5 Number of Computers with Internet access used by General Public		<input type="text"/>
<input type="checkbox"/>	8.6 Number of uses of electronic resources per year		<input type="text"/>
<input type="checkbox"/>	8.7 Is your library part of a consortium?		<input type="text"/>
<input type="checkbox"/>	8.9 Wireless Sessions Per Year		<input type="text"/>
<input type="checkbox"/>	8.10 Successful Retrieval of Electronic Information		<input type="text"/>

NEW!



1. Link to individual TEL databases



Careers

[Back to Online Resources Page](#)



Career Transitions (TEL)

Search jobs, internships and more. Write a resume. Write a cover letter. Find tips & advice. Prepare for job interviews with an interview simulation.



Vocations & Careers Collections (TEL)

Customized collection of journals from InfoTrac of interest to vocational education.



Learning Express Library Career Center

Prepare for a career exam, explore occupations, and improve your workplace skills here. You will need to set up a username and password in order to use Learning Express Library. If you have an existing account, please note that there has been an update to a new platform which will require you to re-register your account.



Looking For:

Arts & Humanities

Business

Current Events

Education

Elementary School

Environment

Foreign Language

Genealogy

General Reference

Health & Nutrition

High School

History & Social
Studies

Job/Careers

Literature & Language
Arts

Medicine

Middle School

Multi-Cultural Studies

Newspapers

Science

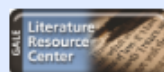
Technology

Test Preparation

High School



Student Resources in Context provides information from multiple subject areas on a broad range of topics, people, places, and events. You'll find authoritative reference content with full-text magazines, academic journals, news articles, primary source documents, images, videos, audio files and links to authoritative websites.



Literature Resource Center – A one-stop-shop for your Literature research. Access author information, overviews, literary criticism and reviews on nearly 130,000 writers in all disciplines, from all time periods.



Literature Criticism Online – *Print material delivered in a digital format!* Dig deeper into literature criticism with the largest, most extensive compilation of literary commentary available with tens of thousands of hard-to-find essays at your fingertips.



¡Hola! Bonjour! Hallo! Whether you want to learn a language for travel, business, or personal enrichment, **[PowerSpeak Languages](#)** is an entertaining and effective way to learn a new language. The highly engaging courses utilize an arsenal of progressive language learning methods. Includes Spanish, French, German, Italian, Russian, Chinese, Mandarin, Japanese, Korean. Also includes English for Spanish-speakers and for Mandarin-speakers.



Opposing Viewpoints in Context – Information and opinions on hundreds of today's hottest social issues. In this resource, you will find up-to-date viewpoint articles, topic overviews, full-text magazines, academic journals, news articles, primary source documents, statistics, images, videos, audio files and links to authoritative websites. Great for students!



2. Use library-specific URLs

http://galesupport.com/telGeo/telGeoLink.php?loc=tel_p_whpl&db=CART

<http://www.galesupport.com/telGeo/telGeoLink.php?db=LECPC&LEtoken=0720B4C3-82E5-4A18-B36A-B0BB607D5B70>



free access to great resources for Tennesseans

TEL Link Generator for Library Staff

Use this link generator to create customized TEL database URLs for your library. These URLs are unique to your library, allow you to collect usage statistics for your institution, and include geolocation authentication so your patrons can access TEL resources without entering a username or password. For each TEL vendor, enter your library's account information (e.g., Location ID for Gale; Token for Learning Express) and click Go. Simply copy and paste the URLs when building your library's web site. If you don't know your institution's account information, please contact the vendors directly for that information.

[What is Geo-IP authentication?](#)

Need help? View a short [instructional video](#).

Gale Databases

[Gale eBooks](#)

[Gale Journals](#)

[Ancestry.com](#)

[Learning Express](#)

[Proquest](#)

[WorldBook](#)

Gale Databases

Please enter your location id:

go





Need your Location ID?

Try our [lookup tool](#) or Contact:

Gale Technical Support
Available 24/7
(800)877-4253 option 4

This site will generate URLs for all of your Gale databases including any that your library may subscribe to on its own. Only TEL databases will be given URLs that are authenticated by geolocation. Databases purchased by your library will be given standard Gale access URLs.

Fayetteville-Lincoln Co.Public Library

#	Resource Name	Direct URL	Try It
1	Gale Common Menu	http://galesupport.com/telGeo/telGeoLink.php?loc=tel_p_fayette	
2	Gale PowerSearch	http://galesupport.com/telGeo/telGeoLink.php?loc=tel_p_fayette&db=GPS	
3	Gale Virtual Reference Library - TEL eBooks	http://galesupport.com/telGeo/telGeoLink.php?loc=tel_s_tsla&db=GVRL	
4	Academic OneFile	http://galesupport.com/telGeo/telGeoLink.php?loc=tel_p_fayette&db=AONE	
5	Agriculture Collection	http://galesupport.com/telGeo/telGeoLink.php?loc=tel_p_fayette&db=PPAG	
6	Artemis Literary Sources	http://galesupport.com/telGeo/telGeoLink.php?loc=tel_p_fayette&db=GLS	

more tel info

Especially for Libraries

Especially for Educators

Especially for TEL Trainers

TEL Tutorials and Pathfinders

TEL Workshops & Webinars

TEL Thanks You!

Usage Reports

If you are using an access method that allows your library's statistics to be compiled, you can retrieve those statistics every month by going to the database vendors' statistical services Web sites. The following are links to sites where you can find usage reports. **If you do not know your username and password information, you will need to contact the vendors ([Vendor Contacts](#)).**

Gale Admin: <http://admin.galegroup.com/galeadmin/login.gale>

- Having trouble downloading reports via Firefox? [Here are instructions](#) for configuring your browser settings to access the Gale Usage website.

HeritageQuest Online: <http://persi.heritagequestonline.com/hqoreports>

Tennessean: <http://admin.proquest.com>

LearningExpress: <http://reports.learningexpressllc.com/login/Login.aspx>

WorldBook: <http://www.worldbookonline.com/myaccount/home>

Data Collection and Statistics

Tags: [archived webinars](#), [data](#), [data collection](#), [infographic](#), [libpas](#), [reports](#), [standards survey](#), [statistics](#), [training](#), [webinar](#)

On this guide you will find information regarding upcoming survey changes, training tools and documentation and FAQs.

Last Updated: Aug 31, 2016

URL: <http://tsla.libguides.com/datacollection>

[Print Guide](#)

[RSS Updates](#)

[Public Library Survey](#)

[Standards Survey](#)

[Create Your Own Reports](#)

[Data Resources and Tools](#)

[Data Webinars](#)

[Public Library Survey](#)

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Search:

This Guide

Search

Public Library Statistics

The State Library and Archives participates in the national [Public Library Survey](#) administered by the Institute of Museum and Library Services (IMLS). Many data elements in the Tennessee Public Library Survey form correspond to those required for participation in the national survey, ensuring that Tennessee's public library statistics are comparable to those of the other 49 states and the District of Columbia.

Important Dates

Release Date: September 7, 2016

Deadline: October 5, 2016

The FY2015-2016 Public Library Survey data must be submitted through Counting Opinions.

Contact: [Christy Chandler](#), State Data Coordinator or your [Regional Office](#)

Taxpayer Return on Investment in TN Public Libraries

What is your Library worth to you?

How much would you pay out-of-pocket for your library services?

- Enter in the left-hand column the number of times **per month** you or your family use each service.
- Estimated retail value of each service will be calculated on the right.
- Total value of your library use is shown at the bottom of the worksheet.
- **Tip:** Use the "Tab" key to move between entries. Enter numbers into the form only, and do not use commas.

Value of Library Services

Input Your Use

Library Service

Value of Service

<input type="text"/>	Books Borrowed	<input type="text" value="\$ 0.00"/>
<input type="text"/>	Magazines Borrowed	<input type="text" value="\$ 0.00"/>
<input type="text"/>	Movies Borrowed	<input type="text" value="\$ 0.00"/>

Data Collection Links

- [Public Library Survey](#)
- [FY 2015-16 TEL & READS Public Library Usage](#)
- [FY 2016-17 READS Public Library Monthly Usage](#)

Resources

-  [What Goes Where in the TN Public Library Survey](#)
-  [Instructions: How to Run READS by Age Report](#)
-  [Survey Instructions](#)
-  [2016 Approved Data Elements](#)
-  [2016 Summer Reading Questions](#)

Last edit was yesterday at 12:57 PM



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FY 2015-2016 Gale Usage Statistics

	A	B	C
1	FY 2015-2016 Gale Usage Statistics		
2	Use to calculate Successful Retrieval of Electronic Information Part XIII [8.10] of the Public Library Survey.		
3			
4	Location ID	Library Name	[8.10]
5			Full-text Retrievals
6	tel_p_alexandria	Alexandria Branch Library (TEL)	1
7	tel_p_algood	Algood Branch Library (TEL)	4
8	tel_p_annappl	Anna Porter Public Library	31
9	tel_p_ardmore	Ardmore Community Library	121
10	tel_p_argiecp	Argie Cooper Public Library	18
11	tel_p_artcircle	Art Circle Public Library	5
12	tel_p_bspl	Bean Station Public Library	10
13	tel_p_benton	Benton County Library	8
14	tel_p_bcpl	Blount County Public Library	611
15	tel_p_brentwood	Brentwood Library	2,696
16	tel_p_briceville	Briceville Public Library	1
17	tel_p_weldon	C. E. Weldon Public Library	18
18	tel_p_chcblm	Chattanooga Hamilton County Public Lib	952
19	tel_p_chcbl	Chattanooga Public Library	880
20	tel_p_claiborne	Claiborne Couty Public Library	17
21	tel_p_cmcpl	Clarksville Montgomery Cty Pub Library	1,022
22	tel_p_claycp	Clay County Public Library (TEL)	1
23	tel_p_cpl	Cleveland Public Library (TEL)	471
24	tel_a_clscc	Cleveland State Community College	24,923
25	tel_p_cplib	Clinton Public Library	8
26			

The screenshot shows the bottom of the spreadsheet with a navigation bar. A red circle highlights the search engines: Gale, Learning Express, World Book, READS 4.0, and READS 8.10. The 'READS 8.10' option is currently selected.

	A	B	C
1	FY 2015-2016 Gale Usage Statistics		
2	Use to calculate Successful Retrieval of Electronic Information Part XIII [8.10] of the Public Library Survey.		
3			
4	Location ID	Library Name	[8.10] Full-text Retrievals
5			
25	tel_p_cpl	Cleveland Public Library	471

	A	B
1	FY 2015-2016 Learning Express Library Usage Statistics	
2	Use to calculate Successful Retrieval of Electronic Information Part XIII [8.10] of the Public Library Survey.	
3		
4	Library Name	[8.10] Total # of Resources
5		
34	Cleveland Public Library	31

	A	B	C
1	FY 2015-2016 World Book Usage Statistics		
2	Use to calculate Successful Retrieval of Electronic Information Part XIII [8.10] of the Public Library Survey.		
3			
4	Account ID	Library Name	[8.10] Content Views
5			
44	M7481	CLEVELAND PUBLIC LIBRARY	80

	A	B	C
1	FY 2015-2016 READS Usage Statistics		
2	Include with all other Annual Circulation Part IV of the Public Library Survey.		
3		Formats include Nook periodicals (magazines)	
4			
5		<i>Advantage circulation included for participating libraries</i>	
6	Region	Library Name	[8.10] Nook Checkouts
7			
45	Ocoee River Region	Cleveland Bradley County Public Library	61,472

**What
about us?**

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**THE
TENNESSEAN**



FY 2015-16 TEL & READS Public Library Usage



File Edit View Insert Format Data Tools Add-ons Help Last edit was yesterday at 12:57 PM

Print Undo Redo Paste \$ % .0 .00 123 Calibri 14 B I A



FY 2015-2016 READS Usage Statistics

	A	B	C	D	E
1	FY 2015-2016 READS Usage Statistics				
2	Include with all other Annual Circulation Part IV of the Public Library Survey.				
3	Formats include audiobooks, ebooks, video, streaming video				
4					
5	Advantage circulation included for participating libraries				
6	Region	Library Name	[4.4] Adult Checkouts	[4.5] Juvenile Checkouts	[4.7] Total Checkouts
7					
8	Stones River	Adams Memorial Library	6,146	251	6,397
9	Falling Water River Region	Alexandria Branch Library	992	55	1,047
10	Falling Water River Region	Algood Branch Library	507	10	517
11	Stones River Region	Altamont Public Library	598	23	621
12	Clinch River Region	Anna Porter Public Library	4,112	77	4,189
13	Buffalo River Region	Ardmore Public Library	4,425	174	4,599
14	Falling Water River Region	Art Circle Public Library	55,035	1,814	56,849
15	Stones River Region	Auburntown Public Library	113	25	138
16	Ocoee River Region	Audrey Pack Memorial Library	3,107	297	3,404
17	Holston River Region	Avoca Branch Library	4,156	113	4,269
18	Falling Water River Region	Baxter Branch Library	791	28	819
19	Clinch River Region	Bean Station Public Library	3,445	80	3,525
20	Stones River Region	Beene	2,641	135	2,776
21	Stones River Region	Beersheba Springs Public Library	1,125	24	1,149
22	Buffalo River Region	Bethesda Public Library	2,391	108	2,499
23	Obion River Region	Big Sandy Branch Library	2,043	29	2,072
24	Clinch River Region	Blaine Community Library	1,118	23	1,141
25	Falling Water River Region	Bledsoe County Public Library	2,960	104	3,064
26	Holston River Region	Bloomington Branch Library	2,744	157	2,901
27	Ocoee River Region	Blount County Public Library	120,655	7,767	128,422
28	Hatchie River Region	Bolivar	4,971	330	5,301
29					
30					
Gale Learning Express World Book READS 4.0 READS 8.10					

Section IV: ANNUAL CIRCULATION



Part IV: LIBRARY SERVICE (4.1 - 4.31)

<input type="checkbox"/>	4.1 # Total Service Hours Per Year		<input type="text" value="626,859"/>	
<input type="checkbox"/>	4.2 # Attendance (Library Visits)		<input type="text" value="18,700,411"/>	
<input type="checkbox"/>	4.3 # Reference Transactions		<input type="text" value="3,495,150"/>	<input type="checkbox"/> Not available
<input type="checkbox"/>	# Attendance (Library Visits) - OLD		<input type="text" value="19,778,243"/>	

Annual circulation transaction

Annual circulation transactions - The lending of library materials to registered library borrowers for a specified period of time and under clearly identified rules and regulations. This activity includes charging, either manually or electronically, and also renewals, each of which is reported as a circulation transaction. Do not count in-house use of library materials. For juvenile circulation count the total annual circulation of all children's materials in all formats to all users. (If records by age are not kept, use estimates based on percentages of typical week. Indicate if records or estimates are used). Suggestion: use monthly figures previously sent to region, so these numbers agree. For Systems: include circulation at main library, branches and bookmobiles. Enter individual branch circulation in PART XI.

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. Do not include items not specified under those definitions. [close](#)

<input type="checkbox"/>	4.4 Adult Circulation (includes all formats)		<input type="text" value="14,811,410"/>	<input type="checkbox"/> Not available
<input type="checkbox"/>	4.5 Juvenile Circulation (includes all formats)		<input type="text" value="8,808,461"/>	<input type="checkbox"/> Not available
<input type="checkbox"/>	4.6 Total Circulation (4.4+4.5)		<input type="text" value="23,649,871"/>	
<input type="checkbox"/>	4.7 Electronic Materials Circulation		<input type="text" value=""/>	<input type="checkbox"/> Not available
<input type="checkbox"/>	4.8 Physical Item Circulation		<input type="text" value=""/>	<input type="checkbox"/> Not available

Content Use

<input type="checkbox"/>	4.9 Electronic Content Use (4.7 + 8.10)		<input type="text" value=""/>	<input type="checkbox"/> Not available
<input type="checkbox"/>	4.10 Total Collection Use (4.7 + 4.8 + 8.10)		<input type="text" value=""/>	<input type="checkbox"/> Not available

Clarification: ANNUAL CIRCULATION



ADD your electronic materials circulation to
your physical circulation

<input type="checkbox"/>	4.4 Adult Circulation (includes all formats)		74,753
<input type="checkbox"/>	4.5 Juvenile Circulation (includes all formats)		24,388



**These two sections total
the SAME number!
(99,141)**

<input type="checkbox"/>	4.7 Electronic Materials Circulation		16,438
<input type="checkbox"/>	4.8 Physical Item Circulation		82,703

Hang in there...



New Data Elements – Nothing for you to enter!



3. 4.9 Electronic Content Use (Total of 4.7 and 8.10)

Rationale: *This new element is a calculated field: the total of Circulation of Electronic Material AND Successful Retrieval of Electronic Information.*

4. 4.10 Total Collection Use (Total of 4.8, 4.7, and 8.10)

Rationale: *This new element is a calculated field: the total of Physical Item Circulation, Circulation of Electronic Material AND Successful Retrieval of Electronic Information.*

Content Use

<input type="checkbox"/>	4.9 Electronic Content Use		<input type="text"/>	<input type="checkbox"/> Not available
<input type="checkbox"/>	4.10 Total Collection Use		<input type="text"/>	<input type="checkbox"/> Not available





Modifications:

We removed fields for easier reporting!

E-Books


You only need to report the fiscal year end number. We have removed *Added during year* and *Deleted during year* fields.

Electronic Books (E-Books) - # Locally owned

3.9 Beginning inventory (as of July 1st)	
3.10 # Added during year	
3.11 # Deleted during year	
3.12 Owned as of fiscal year end date (June 30th)	

 BEFORE

Electronic Books (E-Books) - # Locally owned

3.12 Owned as of fiscal year end date (June 30th)		<input type="text"/>
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 AFTER



The Last Part...

The Forgotten Part.

System Data Form

Part XII is often forgotten and causes an edit check.

Please remember to complete each question before you submit the survey.



You can do it!
I am here to help.

Login at tn.countingopinions.com
Data Collection LibGuide at tsla.libguides.com/PLS

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