

2016 ANNUAL REPORT NOTES

Federal Definition of Age Groups

- Children are birth to age 11
- Young Adults/Teens are ages 12-17
- Adults are age 18 and up

If there is not a Young Adult category for the item then the federal definition says count them as Adults

Systemwide will no longer be reported separately. Please report all figures as systemwide and report branch figures under the individual branch.

L. CIRCULATION (L4-L11) In FY2015 item number I31 was *In-House and Remote Usage of Databases* i.e. *This will be a new question with a federal definition next year. If you have access to these statistics for your library's database usage, please include them here.*

Here are the official federal definitions and changes to help better tell the story of physical and electronic materials circulation and electronic use of databases. The definitions are also online and part of the pdf Instructions.

L6 Total Circulation (Now calculated from L4+L5+L8) The total annual circulation of all library materials of all types, including renewals. This includes your electronic materials circulation. Note: Count all 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.

L7 Annual Physical+Electronic Circulation per Capita (Sum of L6/A14 population)

L8 Circulation of Electronic Materials The total annual circulation of all electronic materials – Adult and Juvenile. Examples are e-books and downloadable electronic video and audio files. Please report juvenile electronic circulation below in L8a. 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. 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.

L8a Circulation of Children's Electronic Materials The total annual circulation of all juvenile electronic materials. Examples are e-books and downloadable electronic video and audio files. This is needed to accurately report to the feds your physical L5 and electronic L8a circulation for a total circulation of juvenile materials (under age 12.)

L9 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.

L10 Total Electronic Content Use Total ecirc of ematerials + use of electronic info (Sum L8+L9) auto calc.

L11 Total Collection Use (Sum L6+L9) auto calc / Total physical/electronic circulation plus e-information use.

Just a reminder...L13 Annual Library Visits This is the total number of persons entering the library for whatever purpose during the year. This is a federally gathered statistic and must be answered. In the past Oklahoma only asked for library visits once every four years as your state aid survey but it has been a required field for many years now. If you do not have a door counter, add up the number of persons who came into the library during one week and multiply this number by 52 (number of weeks in the year.) Then add the number of people who attended all programs during the year. Please take into account the number of reported annual internet users too but don't overinflate for an estimated grand total.