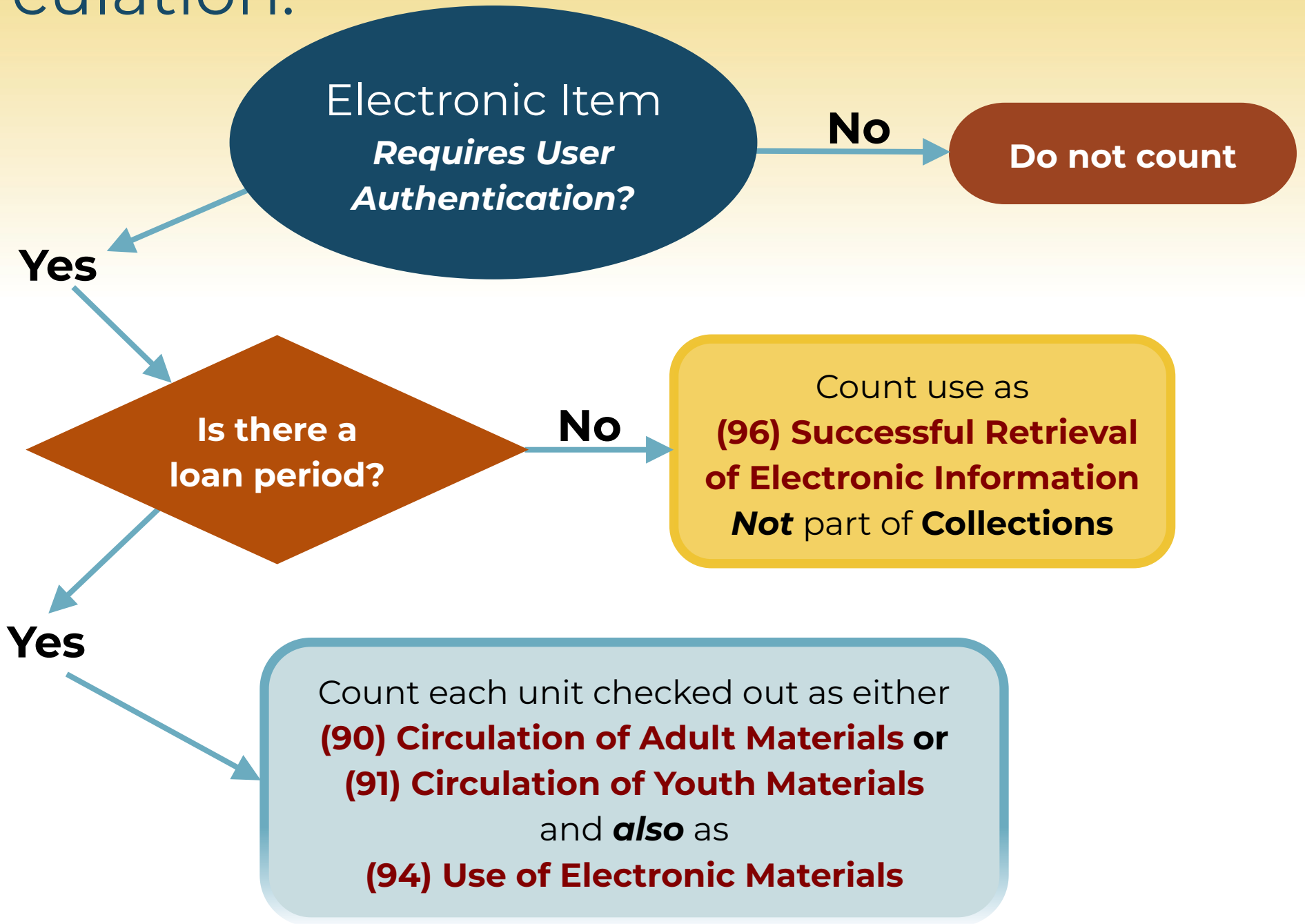
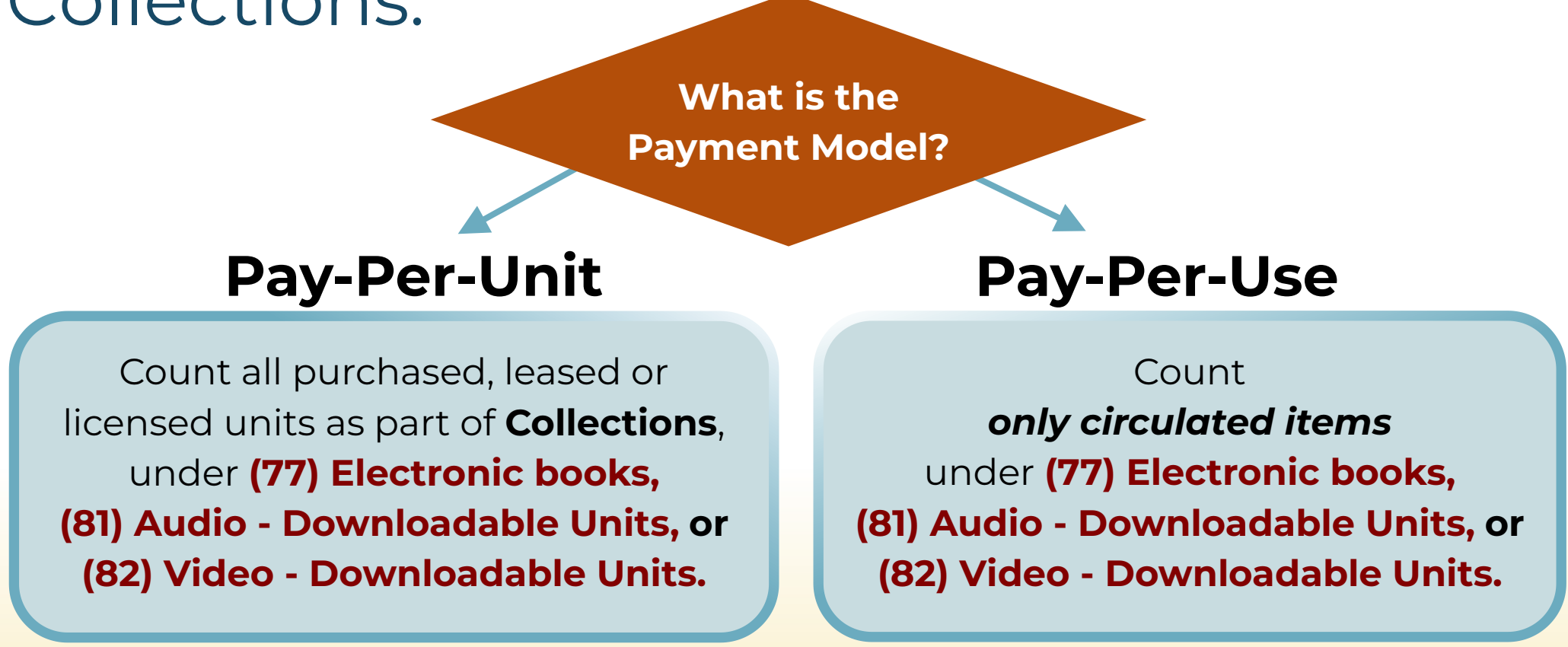


Counting Electronic Circulation & Collections

Circulation:



Collections:



DIVISION OF
LIBRARY and
INFORMATION SERVICES



INSTITUTE of
Museum and **Library**
SERVICES

This presentation has been funded under the provisions of the Library Services and Technology Act, from the Institute of Museum and Library Services. Florida's LSTA program is administered by the Department of State's Division of Library and Information Services.

During FY2022-23, the percentage of total costs for the Florida Library Data and Statistics program financed with federal money is 66%; the federal dollar amount to be spent on the program is \$155,485. This program does not receive any non-governmental funding.

Counting Electronic Circulation & Collections

1. Determine Access and Ownership of Material

Electronic Items that do not require User Authentication

Examples: LibriVox, Project Gutenberg

These are items in the public domain. Do not count use of **Electronic Items that do not require User Authentication** as Circulation of Material or as part of Collections.

Electronic Items without a Loan Period

Examples: Tumblebooks, Zinio, Freegal, resources provided by the Florida Electronic Library. Count items used as **(96) Successful Retrieval of Electronic Information**.

Also, count each resource available under **(78) Number of Electronic Collections**, unless that resource is provided by the State Library. The number of databases provided by the Division of Library and Information Services through the Florida Electronic Library (FLeLibrary.org) is pre-filled and totaled with those obtained by each library system. Do not count use of **Electronic Items without a Loan Period** as Circulation of Material or as part of Collections.

Electronic Items with a Loan Period

Examples: Overdrive, Hoopla

Payment or ownership model of service decides inclusion in Collections.

Pay-Per-Unit

Example: OverDrive

Count all units whether purchased, licensed or leased, under **(77) Electronic books, (81) Audio - Downloadable Units, or (82) Video - Downloadable Units**. Count all uses of these materials under **(90) Circulation of Adult Materials** or **(91) Circulation of Youth Materials**. Also count all uses under **(94) Use of Electronic Materials**.

Pay-Per-Use

Example: Hoopla

Do not count entire catalog, include only circulated items as part of the collection, i.e. 1 circulation = 1 holding, under **(77) Electronic books, (81) Audio - Downloadable Units, or (82) Video - Downloadable Units**.

2. Count Circulation Totals

Total Circulation equals the sum of (90) Circulation of Adult Materials and (91) Circulation of Youth Materials

Total Circulation also equals the sum of (93) Physical Item Circulation (Subset of Total Annual Circulation of Materials), **(94) Use of Electronic Materials** (Subset of Total Annual Circulation of Materials), and **(95) Circulation of Other Physical Items** (Subset of Total Annual Circulation of Materials).

The sums of these sections must be the same. If you cannot attribute circulation of an item to either Adult or Youth Materials, please count it under Adult Materials. Not counting one component of Circulation will result in a Total Circulation of "Not Counted" for reporting at the Federal level.

(96) Successful Retrieval of Electronic Information

For the total, count items retrieved from all databases included in both **(78) Number of Electronic Collections acquired locally or through a cooperative agreement within the region (Electronic Database)** and **(79) Number of Electronic Collections Acquired by Formal Agreement with the Division (Number Prefilled by the Division)**.

Successful Retrieval of Electronic Information is defined as the number of full-content units or descriptive records examined, downloaded or otherwise received by 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 users' needs. Include use both inside and outside the library. Do not include use of the OPAC or website.

If you need assistance, please contact the State Data Coordinator at nancy.guidryhall@dos.myflorida.com.