

Annual Survey of Public Libraries - Points to Remember

The statistics gathered through the Annual Survey of Public Libraries provide both the Ministry and its stakeholders with valuable information about Ontario's public libraries, their collections and activities. As such, we are interested in ensuring that the quality of these statistics is high.

In reviewing the responses to the Annual Survey of Public Libraries, the Ministry found some common errors. This list has been created to provide those who complete the Survey with additional assistance in order to reduce the number of most frequent mistakes. Please review this information and consult the Survey instructions before completing the 2008 Annual Survey.

Should you require help answering survey questions, please contact your local Ontario Library Service office.

Ontario Library Service-North

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First Nations libraries should contact the Ontario Library Service consultant for their area if assistance is needed to complete the Annual Survey.

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▪ *Reporting the number of active library cardholders; (Section A – General Information A5.5)*
Please state the number of library cardholders who have used their library card in the past two years. A public library card is one that provides an individual with access to all the library services that are available to residents under the Public Libraries Act.

▪ *Reporting ‘other’ expenditures (Section B - Financial Information, B4.10)*
If you report spending on this line, you must also specify the purpose of the expenditure.

▪ *Reporting ‘other’ sources of funds (Section B – Other Sources of Funds, B2.8)*
If you report the receipt of other sources of funding on this line, you must also specify the source of the funding.

▪ *Reporting the number of volumes and titles (Section C – Library System Holdings)*
The number of volumes will always be equal to or more than the number of titles. This is because some titles will have more than one volume, for example the Encyclopaedia Britannica is one title, but it has many volumes.

▪ *Reporting CD ROM copies and titles (Section C – Library System Holdings)*
Because a library may have multiple copies of a CD ROM title, the number of CD ROM copies will always be equal or more than the number of CD ROM titles.

▪ *Reporting electronic periodical titles (Section C – Library System Holdings, C3.24)*
Calculate this number by adding the number of individual periodical titles on your CD-ROMs to the number of individual titles accessed through your database subscriptions. Remember that one database subscription usually provides access to a large number of individual periodical titles (i.e. one database subscription doesn’t count as one individual periodical title). This information is collected to acquire a complete count of the number of periodicals available through public libraries.

▪ *Reporting number of library staff (Section D – Library System Staffing - Number of People Column)*
This is a ‘head count’ of the number of people in each job class. Please note that you are no longer required to report staffing in ‘full-time equivalents’ (FTEs) for the annual survey, as that calculation is done automatically by the database.

• *Reporting how many hours per week constitutes a full time position (Section D – Library System System Staffing)*
State how many hours per-week constitutes a full time position in your library. Please note that question D1.0 must be completed with a number of 35 or more.

If your library does not have any job classes that work 35 hours or more per week, please complete Q D1.0 stating how many hours a full-time position would be if your library had full time staff, report that you have no full time job classes staff in section D1.1, and report all job classes as part-time in D1.2.

If your library does not have any full time job classes that work 35 hours or more per week, and you do not know how many hours a full time position would be if your library had full time staff, please complete question D1.0 using the number 35, as that is the figure employed by the annual survey system to calculate full time equivalents. Then report that you have no full time job classes staff in section D1.1, and report all job classes as part-time in D1.2.

- *Reporting on public access workstations (Section E – Library System Facilities, E1.0)*
We want to know how many computer workstations are available to the public in your library. Please do not leave any line of this question blank. If, for example, your library does not provide OPAC access (automated catalogue), report '0' on line E1.12.

- *Reporting on library automation (Section E – Library System Facilities, E2.0)*
If you report that the library has an automated catalogue system, you must also specify the name of the system used.

- *Reporting inter library loans (Section F Library System Activities – F3.0)*
If you report borrowing or loaning materials in F3.11 and F3.12, that information must be consistent with ILLO (Inter Library Loan) Request Activities in F3.21 and F3.22. For example, if a library reports borrowing an item on ILLO on line F3.11, it must also report the request of that item on line F3.21).

Please remember that if you have any questions about these or any other parts of the Survey to contact the Ontario Library Service for help. If we collectively invest in the quality of the information entered on the Survey forms, then we will all have the most accurate picture of public libraries in Ontario and the contribution being made to their communities.

Thank you.