



Sitka Statistical Reports for BC Libraries Branch Annual Survey of BC Public Libraries

2022 Libraries Branch Annual Reports Explained

Prepared by BC Libraries Cooperative Support January, 2023

This year the reports that answer the 2022 Libraries Branch Annual Survey questions for public libraries are generated using the same method as last year. However, Library Branch adjusted its survey questions. Fewer reports are required. Thus, the report list and some formulas in the data sheet have been adjusted accordingly. Co-op Support staff reviewed the shelving locations and circulation modifiers libraries used to describe and identify resources and adjusted the program to reflect any changes. These reports are presented in one MS Excel file for each reporting library.

Each report contains one worksheet. The upper part of this worksheet contains a list of Libraries Branch report codes, names, and the statistics for each report. The raw data extracted from Evergreen is listed in the lower section. Formulas are built in the "Data" column to sum up the total number for each report. The values in the 'Count as' column decide which numbers are included for which report. The value in the 'Count as' column was assigned by a program based on Co-op Support's best understanding of your library's cataloguing practice. If there is any misunderstanding, you may change the value in the "Count as" column. The final statistics in the upper part will be automatically adjusted by the formulas. Libraries are strongly recommended to review all values in the 'Count as' column and adjust them, if necessary.

Total website and catalogue virtual visits

The total count covers two parts: the catalogue and library's website. The total in Line 19 is the sum of these two parts listed in the lower two lines. It will be automatically updated if the lower two lines are updated.

For the catalogue virtual visits, BiblioCommons libraries need to add virtual visits from BiblioCommons PAC to the numbers in the report. Follow the instruction in the report.

For website virtual visits, libraries hosting their own websites or using a third party host need to provide this statistics. Follow the instruction in the report.

What's in the reports?

There are total of 11 (15 for multi-branch libraries) reports from Evergreen used to generate the statistics for the 18 Libraries Branch Annual Survey questions that require input from Evergreen. (Statistics for Inter-library Connect ILL are included. It is reported to Libraries Branch on monthly basis.)

Report 1: New Patrons includes the number of patron records created from Jan 1 – Dec 31 of the reporting year with the home library of the reporting library.

Report 2: Opted-in Users includes the numbers of patrons who opted into the reporting library from Jan 1 – Dec 31 of the reporting year, indicating the first time use of the library card in the reporting library.

The above two reports are used to generate the statistics of new patrons.

Report 3 & 4: Active Patrons include the number of patrons who borrowed at least one physical item in the past three years at the reporting library (report 3 for patrons with home library of the

reporting library; and report 4 of other libraries). The numbers need to be grouped by the categories of Resident (ar, arj), Non-Resident (anr), BC One Card User (abc), and Juvenile and Youth Resident (arj) for the four active patron reports. Patron's home library and profile group are used to decide which category the patron belongs to. (BC One Card User includes **both within and outside the Federation** patrons.)

Report 5: Titles Held includes the numbers of titles held by the reporting library at the end of the reporting year. This report is for the two titles held reports: printed materials and AV materials. Shelving locations and circulation modifiers are used to decide material type: tp for printed materials and tav for AV materials. In-bound interlibrary loan titles are excluded.

Report 6: Volumes Held includes the numbers of volumes held by the reporting library at the end of the reporting year. This report is for the five volumes held reports:

- printed materials (vp for material in English/French printed)
- printed materials in other languages (vpm)
- restricted talking books (vtb)
- general audio materials (vav for audio visual material in English/French)
- AV materials in other languages (vavm)

Use the shelving location and circulation modifier to decide material type based on your library's cataloguing practice, as explained above. In-bound interlibrary loan items and pre-cat items are excluded.

Report 7, 8 & 9: Circulation Count by Patron's Home Library and Profile Group (report 7 for patrons with home library of the reporting library and report 8 other libraries) and Non-catalogued Circulation Count by Patron's Home Library and Group are used for the three circulation reports based on the patron categories of Resident (cr), Non-Resident (cnr), BC One Card User (cbc).

Report 10 & 11: Children Circulation & Restricted Materials Circulation by Shelving Location and Circulation Modifier, Non-catalogued Children Circulation & Restricted Materials by Item Type are used for reporting on Circulation of Children's Materials and Circulation of restricted circulation audio materials (includes Libraries Branch DAISY Books) (cda).

Report 12, 13, 14 & 15 are statistics by branch for multi-branch library systems.

How to categorize patrons:

1. For patrons with home library of the reporting library, follow the profile group. Different libraries may use different profile groups. Generally the following should work for most libraries.
 - Resident includes: all profile groups except PL ILL, PL Non-Resident, PL Federation and PL BC One Card.
 - Non-resident: PL Non-Resident
 - BC One Card patron: profile groups PL BC One Card and PL Federation

Please note that PL ILL should be excluded as it is for office use.

2. For patrons with home library other than the reporting library, they are BC One Card.

How to identify restricted circulation audio materials:

1. For local items, follow the cataloguing rule.
2. For Libraries Branch DAISY collection, look for shelving location of Libraries Branch DAISY Books or a non-Sitka library and circulation modifier of "alternate-format".

Please note that circulations to PL ILL accounts should be excluded, as outbound interlibrary loan is not included by Libraries Branch' requirements.