

What Goes Where in the Annual Report? 2016

Electronic Material

General rule: If service is purchased as a package of titles with no selection on the part of the library, per PLS, count as a database [08-036] and do not include usage in circulation.

Circulation: If materials are downloaded for a specific time (e.g. 21 days) may generally be counted as collection.

3M Cloud e-books

Report collection in [09-013 (local) and/or 09-014 (consortium)], Circulation in [09-002], and Expenditure [05-026 (Op. fund) or 05-031 (Other fund)].

Ancestry.com Library Edition

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Axis 360 e-books

⇒ Report collection in [09-013 and/or 09-014], Circulation in [09-002], and Expenditure [05-026 or 05-031].

BookFLIX

⇒ Report collection in [09-013 and/or 09-014], Circulation in [09-002], and Expenditure [05-026 or 05-031].

E-readers or Music-Playing Devices (e.g. MP3 Players)

⇒ Report number owned in [09-025], Circulation in [09-009], and Expenditure in [05-027 or 05-032]

E-readers or Multiple Items Loaded on One Electronic Device

⇒ Count as one Circulated Item [09-009]

Flipster

Count as one Electronic Collection [08-036], number of titles held in [09-027], Expenditure in [05-026 or 05-031], and Use in [09-003]

Freeding

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Freegal

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Gale Databases

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Heritage Quest Online

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

HOOPLA

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

INSPIRE

⇒ PREFILLED [08-035]

Mango Languages

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Naxos Music Library

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

NewsBank

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

OneClickdigital (Recorded Books)

⇒ Report collection in [09-021 or 09-022], Circulation in [09-002], and Expenditure [05-026 or 05-031].

OverDrive - NOTE:

⇒ You will report total consortium holdings AND local holdings

OverDrive, Audio

Report collection in [09-021(local) or 09-022 (consortium)], Circulation in [09-002], and Expenditure [05-026 or 05-031].

OverDrive, E-Books

⇒ Report collection in [09-013 and/or 09-014], Circulation in [09-002], and Expenditure [05-026 or 05-031].

OverDrive, Music

Report collection in [09-021(local) or 09-022 (consortium)], Circulation in [09-002], and Expenditure [05-026 or 05-031].

OverDrive, Video

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⇒ Report collection in [09-017 and/or 09-018], Circulation in [09-002], and Expenditure [05-026 or 05-031].

Playaway Audio Books

⇒ Report number owned in [09-025], Circulation in [09-009], and Expenditure in [05-027 or 05-032]

Project Gutenberg/LibriVox

⇒ Do not report freely available ebooks.

Rocket Languages

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

TumbleBooks

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Tutor.com

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Westlaw

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

World Book Online

⇒ Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Zinio

⇒ Count as one Electronic Collection [08-036], number of titles held in [09-027], Expenditure in [05-026 or 05-031], and Use in [09-003]

Revenue and Expenditures

Bookkeeping Costs

⇒ If bookkeeper is a temp. or part time employee of the library, report in [05-003]. Otherwise, report in [05-007]

Debt Service

⇒ [05-014 if from Operating Fund; 05-044 if from other fund]

E-rate

⇒ Report in Other Federal Grants Operating Fund Income [04-018]

State Technology Grant

⇒ *Could* be reported in [04-012] Other State Operating Fund Income. If receipted to State Tech Grant fund, don't report.

Income from Loans and Bond Issues

⇒ Report in [04-026] Miscellaneous Operating Fund Income

Internet Access Costs

⇒ Report in [05-008] Communication and Transportation, but not E-Rate.

Landscaping Expenses

⇒ Report in [05-012] Repairs and Maintenance

Miscellaneous Expenditures

⇒ Report in [05-016] "Other"

Performers and Presenters Fees

⇒ Report in Professional Services [05-007]

Collection and Circulation

Circulation of YA Materials

⇒ Include with circulation of Adult Materials (National definition of Children's circ is 11 and under)

Evergreen transits

⇒ NEW: ISL will pre-fill these for you in early January.

Missing Items in Collection

⇒ Count as part of the collection -- until the decision is made to mark them lost

Renewals

⇒ Count as a circulation

Technology

AWE computers/Early Literacy Stations

⇒ Do NOT count them as Internet Computers [08-043] or in the Number of Uses of Internet Computers [08-039].

Indiana State Library - Library Development Office

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