

VITA and the 2017 Annual Survey of Ontario Public Libraries
How to make your collections count

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C0.5 Reference Special Collections – digital format

Your VITA collection content counts!

Ministry hints:

'Original' items the item in original formats (e.g. an original photograph or pamphlet). 'Digital' items include digitized copies of original items (e.g. a digital version of an original photograph). Note: every photograph, or other record or piece of information in a collection counts as 1 item.

Include the **no. of records** from your VITA Collection Monthly Statistical Snapshot from January 1 2018.

Go to your Monthly Statistical Snapshot



Use the number of records in your collection—this will account for every record with our without a file, i.e. record for a photo, record for a scrapbook, index record with no file, etc.

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Jess Posgate (OurDigitalWorld) [LOGOUT](#) [SWITCH](#)

Main Menu >> [Monthly Statistics Query](#) >> Monthly Statistical Snapshot

Statistics for [Your organization]

Date	Records	Records With Files	Total Files	News Pages	Total Pages	Groups	Unique Records in Groups	comments	Records with comments	Total Zoomifies	Zoomify storage space (Mbs)	Total Storage (File System) (Mbs)	Upload Folder (Mbs)	Net Storage including backup(Mbs)
1 Nov 2016	2	0	0	0	0	0	0	0	0	0	0	0	0	0
1 Dec 2016	2	1	2	0	0	0	0	0	0	0	0	2.3	2.1	0.2
1 Jan 2017	2	1	2	0	0	0	0	0	0	0	0	2.3	2.1	0.2
1 Feb 2017	1033	1029	28074	8672	8672	3	1029	0	0	0	0	227255.8	2.1	227253.7
1 Mar 2017	1045	1040	28102	8671	8671	4	1031	0	0	0	0	226821.4	7.7	226813.7
1 Apr 2017	1048	1043	28109	8671	8671	4	1034	0	0	0	0	226802.8	23.7	226779.1
1 May 2017	1048	1043	28109	8671	8671	4	1034	0	0	0	0	226802.8	23.7	226779.1
1 Jun 2017	1048	1043	28109	8671	8671	4	1034	0	0	0	0	226802.8	23.7	226779.1
1 Jul 2017	1052	1045	28113	8671	8671	3	1033	0	0	0	0	226803.3	23.9	226779.4
1 Aug 2017	1063	1057	28137	8671	8671	3	1036	0	0	0	0	226863.5	79.1	226784.4
1 Oct 2017	1063	1057	28137	8671	8671	3	1036	0	0	0	0	226863.5	79.1	226784.4
1 Nov 2017	1063	1057	28137	8671	8671	3	1036	0	0	0	0	226863.5	79.1	226784.4
1 Dec 2017	1063	1057	28137	8671	8671	3	1036	0	0	0	0	226863.5	79.1	226784.4
1 Jan 2018	1063	1057	28137	8671	8671	3	1036	0	0	0	0	226863.5	79.1	226784.4
1 Feb														

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C3.2.0. Databases and Database Subscriptions

Your VITA Toolkit Subscription counts here! One subscription = 1

ANNUAL SURVEY OF PUBLIC LIBRARIES – LIBRARY SYSTEM HOLDINGS			
C0.0 Circulating and Reference	English	French	Other
C0.1 Print Titles Held			
C0.2 Print Volumes Held			
C0.3 Electronic Resources			
C0.3.1 CD and DVD Titles			
C0.3.2 CD and DVD Copies			
C0.3.3 E-book and E-audio Titles			
C0.3.4 E-book and E-audio Copies			
C0.4 Special Collections - Original Format			
C0.5 Special Collections - Digital Format			
C3.0 Periodicals, Databases and Downloadable Items	English	French	Other
C3.1 Print Periodical Titles Held			
C3.2 Electronic Resources			
C3.2.0 Databases and Database Subscriptions			
C3.2.4 No. of Individual Electronic Periodicals Titles			
C4.0 Streaming and Downloading services and subscriptions			
C4.1 Does your library offer Downloading and Streaming Services:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
C4.2 If yes, how many?	_____		
C4.3 Indicate which streaming and downloading services are available at your library:			

Ministry hints:

Report locally created databases such as for archive, municipal records, newspaper, local history, special collections and genealogy records, and databases subscribed to whether by the library or through consortia purchasing such as by SOLS.

For multi-agency subscriptions, i.e. a shared VITA account, each Public Library can identify 1 subscription in this field.

C3.2.4 No. of electronic periodicals titles

This field is currently under review: For VITA Users with full run newspaper collections, please be patient while we ascertain how your online publications might be calculated for this field

G1.3.2 Number of times electronic databases are accessed by library users

Ministry hints:

*Count the number of searches (or **number of sessions** if number of searches is not available) conducted in the online databases that are accessible at the library. If the library cannot provide this information enter zero. When you calculate this number:*

- include vendor provided statistics on the total use of all databases licensed by the library for use by library users;*
- include networked CD-*ROM databases and locally created databases (e.g. local newspaper indexes, local history collections or community information);*
- count the use of a CD-ROM or other database title as one use;*
- do not count each separate record accessed within the database; and*
- use a typical week count for those items for which statistics are not provided by a vendor or counted automatically.*

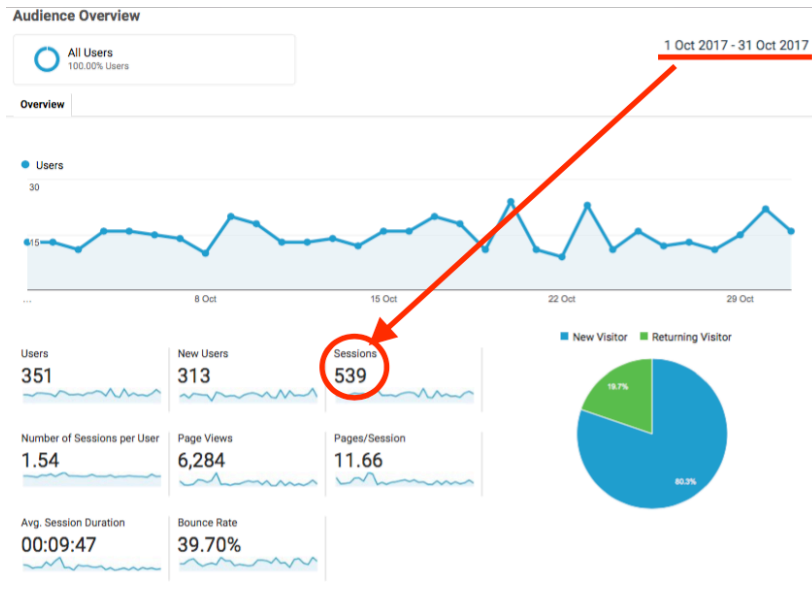
This is counted in the Typical Week calculation.

If the library has reliable annual data and given the field is not dependent on the library being physically open, the library can take its annual figure and divide by 52.

ODW sends monthly reports to the “owner” agency for every site from Google Analytics. The report includes a count of sessions. You should receive these reports in CSV and PDF format. In either case, you can total the number of sessions to get your annual count and then divide by 52 to calculate the number of sessions in a typical week. This is the number to enter in the G1.3.2 field.

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Day Index	Sessions
17-10-01	15
17-10-02	15
17-10-03	12
17-10-04	16
17-10-05	20
17-10-06	18
17-10-07	19
17-10-08	11
17-10-09	27
17-10-10	27
17-10-11	15
17-10-12	15
17-10-13	16
17-10-14	13
17-10-15	18
17-10-16	21
17-10-17	22
17-10-18	20
17-10-19	12
17-10-20	30
17-10-21	11
17-10-22	10
17-10-23	25
17-10-24	13
17-10-25	18
17-10-26	13
17-10-27	14
17-10-28	11
17-10-29	20
17-10-30	24
17-10-31	18
	539

Who counts which traffic stats?

One Library with one site

Along the Shoreline	Nipigon Public Library Schreiber Heritage & Tourism Committee Schreiber Public library Terrace Bay Public library
Barrie Newspaper Index	Barrie Public Library
Belleville History Alive – Belleville Histoire Vivante	Belleville Public Library Community Archives of Belleville & Hastings County
Blind River Digital Collections	Blind River Public Library Timber Village Museum
Brampton — Our Past, Our Present Brampton Newspaper Index	Brampton Public Library

If your agency is the only one contributing to a site, the Google Analytics traffic report is all you need. See above.

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One Library with multiple sites

Along the Shoreline	Nipigon Public Library Schreiber Heritage & Tourism Committee Schreiber Public library Terrace Bay Public library
Barrie Newspaper Index	Barrie Public Library
Belleville History Alive – Belleville Histoire Vivante	Belleville Public Library Community Archives of Belleville & Hastings County
Blind River Digital Collections	Blind River Public Library Timber Village Museum
Brampton — Our Past, Our Present Brampton Newspaper Index	Brampton Public Library

If your agency has multiple sites (i.e. a multimedia collection site and a newspaper collection site), gather the Google Analytics traffic reports for both sites, add **all** the monthly sessions for both sites and divide that number by 52 to calculate the number of sessions in a typical week to your online database. Enter that number in the G1.2.3 field.

Multiple Libraries with a shared site

Along the Shoreline	Nipigon Public Library Schreiber Heritage & Tourism Committee Schreiber Public library Terrace Bay Public library
Barrie Newspaper Index	Barrie Public Library
Belleville History Alive – Belleville Histoire Vivante	Belleville Public Library Community Archives of Belleville & Hastings County
Blind River Digital Collections	Blind River Public Library Timber Village Museum
Brampton — Our Past, Our Present Brampton Newspaper Index	Brampton Public Library

For libraries working with other Public Libraries, the “owner” agency—whoever is the project lead—receives monthly Google Analytics traffic reports for the total site traffic. To calculate each agency’s traffic, the owner agency can divide the total site traffic (no. of sessions) by the number of agencies (Public Libraries **and** other organizations) who contribute to the site (e.g. four agencies in the example above).

If you have not received your monthly traffic reports for 2017, or are missing some data, please contact Jess at jposgate@ourdigitalworld.org and we can provide the missing reports or an annual report for 2017.

H1.1 Consortia and Co-operative Purchasing

Ministry Hints:

Report on any active consortia and cooperative initiatives that your library participates in. Include initiatives led or administered by Ontario Library Service Agencies such as for e-resources, databases and Integrated Library Systems. Select from the drop-down list to identify those categories relevant to your library and identify specific consortia further by name. There is also an option to add additional consortia types and identify them by name.

The Type of Consortia are:

- Books
- E-books
- **Databases and other downloadable services (such as music or other digital content)**
- Computer software
- Connectivity
- Integrated Library Systems (ILS)
- Corporate discount programs (e.g. office supplies with an office retailer or library vendor)
- Municipal and Local government services
- Other

Choose “databases” for your VITA Collection (database) and identify the Consortia as OurDigitalWorld.