

Guide to the 2018 Annual Survey of Ontario Public Libraries

Quick links:

[C0.5 Reference Special Collections – digital format](#)

[C3.2.0 Databases & Database Subscriptions](#)

[C3.2.4 No. of Individual Electronic Periodical Titles](#)

[G1.3.2 No. of times electronic databases are accessed by library users](#)

[H1.1 Consortia & Co-operative Purchasing](#)

[H1.6 Significant achievements](#)

The 2018 Annual Survey of Ontario Public Libraries is due May 31st, 2019. You should have received instructions about logging in to LibStats and submitting your library's information from the Ministry.

This guide is intended to help you include your VITA collection statistics & activities in this reporting. We have identified six fields where VITA information can be represented.

VITA and the 2018 Annual Survey of Ontario Public Libraries

How to make your collections count

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 **number of records** from your VITA Collection Monthly Statistical Snapshot from January 1 2019.

You can include items you've digitized, born-digital items you've uploaded to VITA, and user-contributed items that have been uploaded and approved for your site.

Log into VITA Data Management and view your Monthly Statistical Snapshot:

Manage Application

Agency Management

Site Management

Monthly Statistical Snapshot

Use the number of records in your collection—this will account for every record with or without a file, including a record for a photo, a record for a newspaper issue, and an index record with no file.

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

VITA and the 2018 Annual Survey of Ontario Public Libraries

How to make your collections count

C3.2.0 Databases and Database Subscriptions

Your VITA Toolkit Subscription counts as one subscription here.

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 Individual Electronic Periodicals Titles*

Newspaper access that your library provides can be included here. If you are the organization that digitizes the title and makes it available online, you can therefore count it as a title that you offer to your users, regardless of whether other communities get use out of it as well.

Related titles such as the *Waterloo Chronicle*, the *Chronicle Telegraph*, and the *County Chronicle* should be counted as separate, for a total of three periodicals in this case.

You can use Advanced Search in your VITA site to check how many publications you offer, by selecting Media Type “Publications” then scoping your results to Media Type “Newspaper.” Talk to Jess at jposgate@ourdigitalworld.org if you are uncertain about your Newspaper Publication numbers.

VITA and the 2018 Annual Survey of Ontario Public Libraries

How to make your collections count

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);

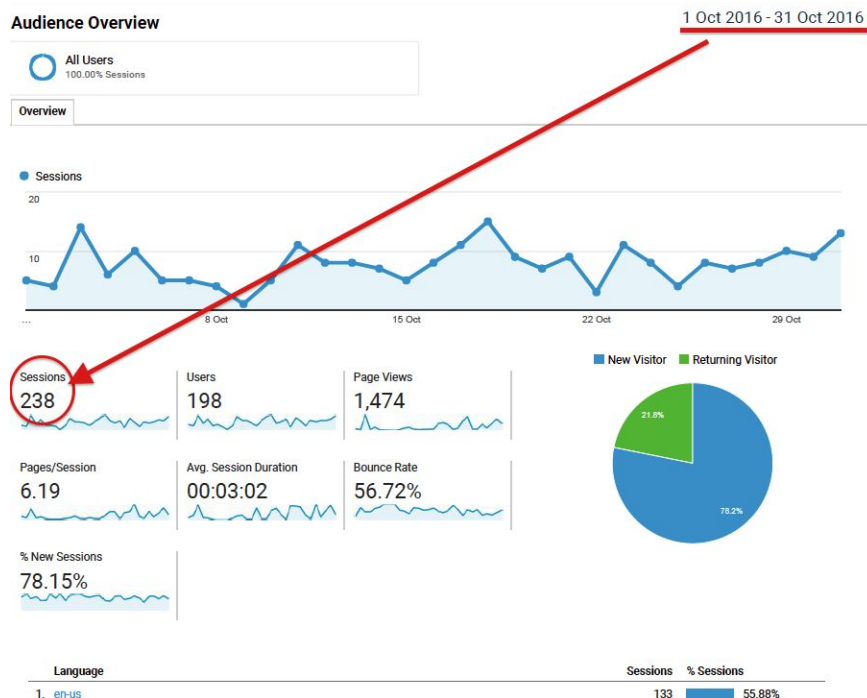
count the use of a CD-ROM or other database title as one use;
do not count each separate record accessed within the database; and
use a typical week count for those items for which statistics are not provided by a vendor or counted automatically.

This field is part of the Typical Week section.

As per the Ministry instructions: if the library has reliable annual data, and, given that access to the database 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. You should receive these reports in CSV and PDF formats. The report includes a count of **sessions**. Take each monthly report number and add them to get an annual figure.

Once you have your annual count, 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.



1	#	-----
2	your site name	
3	# Audience Overview	
4	# 20161001-20161031	
5	#	-----
6		
7	Day Index	Sessions
8	01/10/2016	5
9	02/10/2016	4
10	03/10/2016	14
11	04/10/2016	6
12	05/10/2016	10
13	06/10/2016	5
14	07/10/2016	5
15	08/10/2016	4
16	09/10/2016	1
17	10/10/2016	5
18	11/10/2016	11
19	12/10/2016	8
20	13/10/2016	8
21	14/10/2016	7
22	15/10/2016	5
23	16/10/2016	8
24	17/10/2016	11
25	18/10/2016	15
26	19/10/2016	9
27	20/10/2016	7
28	21/10/2016	9
29	22/10/2016	3
30	23/10/2016	11
31	24/10/2016	8
32	25/10/2016	4
33	26/10/2016	8
34	27/10/2016	7
35	28/10/2016	8
36	29/10/2016	10
37	30/10/2016	9
38	31/10/2016	13
39		238
40		
41		
42		

VITA and the 2018 Annual Survey of Ontario Public Libraries

How to make your collections count

Who counts which traffic stats?

- *One library with one site*



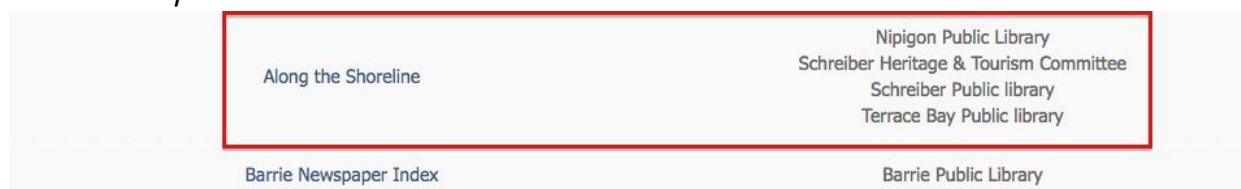
If your agency is the only one contributing to a site, the Google Analytics traffic report is all you need. See above.

- *One library with multiple sites*



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

- *Multiple libraries with a shared site*



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 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 2018, or are missing some data, contact Jess at jposgate@ourdigitalworld.org and we can provide the missing reports or an annual report for 2018.

VITA and the 2018 Annual Survey of Ontario Public Libraries

How to make your collections count

H1.1 Consortia and Co-operative Purchasing

The Type of Consortia are:

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.

- 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 Digital Toolkit collection and identify the Consortium as “OurDigitalWorld.”

If you’re a partner organization in a multi-agency VITA platform, whether regional or thematic, you should report these database partnerships here. Do not enter the name of each partner, only enter the name of the shared site as one Consortium to which you belong.

H1.6 Significant achievements

Many of our members can include significant digitization projects here, such as large runs of Ontario historical newspapers.

Also report the impact of your digital collections, community collaborations, milestones (such as “10,000 items digitized!”), or the use of your VITA platforms to share library-created materials.

Make sure the government knows about your good work!