

VITA and the 2016 Annual Survey of Ontario Public Libraries
How to make your collections count

Quick links:

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

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

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

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

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

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 2017.

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.

VITA and the 2016 Annual Survey of Ontario Public Libraries

How to make your collections count

Jess Posgate () LOGOUT SWITCH

Help

Main Menu >> Monthly Statistical Snapshot

Statistics for

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 Feb 2016	13	3	197	16	189	3	7	1	1	0	0	805.4	300.6	504.8
1 Mar 2016	2794	679	58868	5616	57510	108	2341	0	0	0	0	294925	329.4	294595.6
1 Apr 2016	2918	2877	79456	5616	73700	195	2876	1	1	0	0	435930.2	351	435579.2
1 May 2016	2919	2876	79454	5616	73700	195	2876	1	1	0	0	436625.8	408.6	436217.2
1 Jun 2016	2920	2877	79456	5616	73700	195	2877	3	3	0	0	436636.5	417.6	436218.9
1 Jul 2016	2920	2879	79462	5616	73700	195	2877	3	3	0	0	436636.5	417.6	436218.9
1 Aug 2016	2924	2883	79999	5616	74229	199	2881	2	2	0	0	450304	425.6	449878.4
1 Sep 2016	2924	2883	228457	5616	74229	199	2881	2	2	0	0	450304	425.6	449878.4
1 Oct 2016	2927	2886	228466	5616	74229	200	2884	2	2	0	0	450316.1	431.2	449884.9
1 Nov 2016	2927	2886	228466	5616	74229	200	2884	3	3	0	0	450316.1	431.2	449884.9
1 Dec 2016	2927	2886	228206	5616	74142	200	2884	3	3	0	0	450316.3	431.2	449885.1
1 Jan 2017	2941	2900	228248	5616	74142	200	2898	3	3	0	0	450357	445.3	449911.7
1 Feb 2017	2947	2906	228266	5616	74142	208	2904	3	3	0	0	450376.6	456.2	449920.5
1 Mar 2017	2959	2918	228302	5616	74142	209	2916	3	3	0	0	450524	570.6	449953.4
1 Apr 2017	2968	2926	228326	5616	74142	210	2924	3	3	0	0	450539.6	571.6	449968

VITA and the 2016 Annual Survey of Ontario Public Libraries

How to make your collections count

C3.2.0. Databases and Database Subscriptions

Your VITA Toolkit Subscription counts here! One subscription = 1

Submission Period List Data Collection Menu

ANNUAL SURVEY OF PUBLIC LIBRARIES - LIBRARY SYSTEM HOLDINGS

A. General Information Note: Titles Held must be less than or equal to Volumes Held for each language's column
CD and DVD Titles must be less than or equal to CD and DVD Copies for each language's column
Titles of E-resources must be less than or equal to Copies of E-resources

B. Financial Information

C. Library System Holdings

D. Library System Staffing

E. Library System Facilities

F/G. Library System Activities

H. Partnerships and Initiatives

I. Certification

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 Conditions - 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="radio"/> Yes <input checked="" type="radio"/> No		
C4.2 If yes, how many	<input type="text"/>		
C4.3 Indicate which Downloading and Streaming services are available at your library	<input type="text"/> <input type="button" value="+"/> <input type="button" value="x"/>		
Other	<input type="text"/>		
Comments:	<input type="text"/>		

← Previous → Next ✓ Save

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.

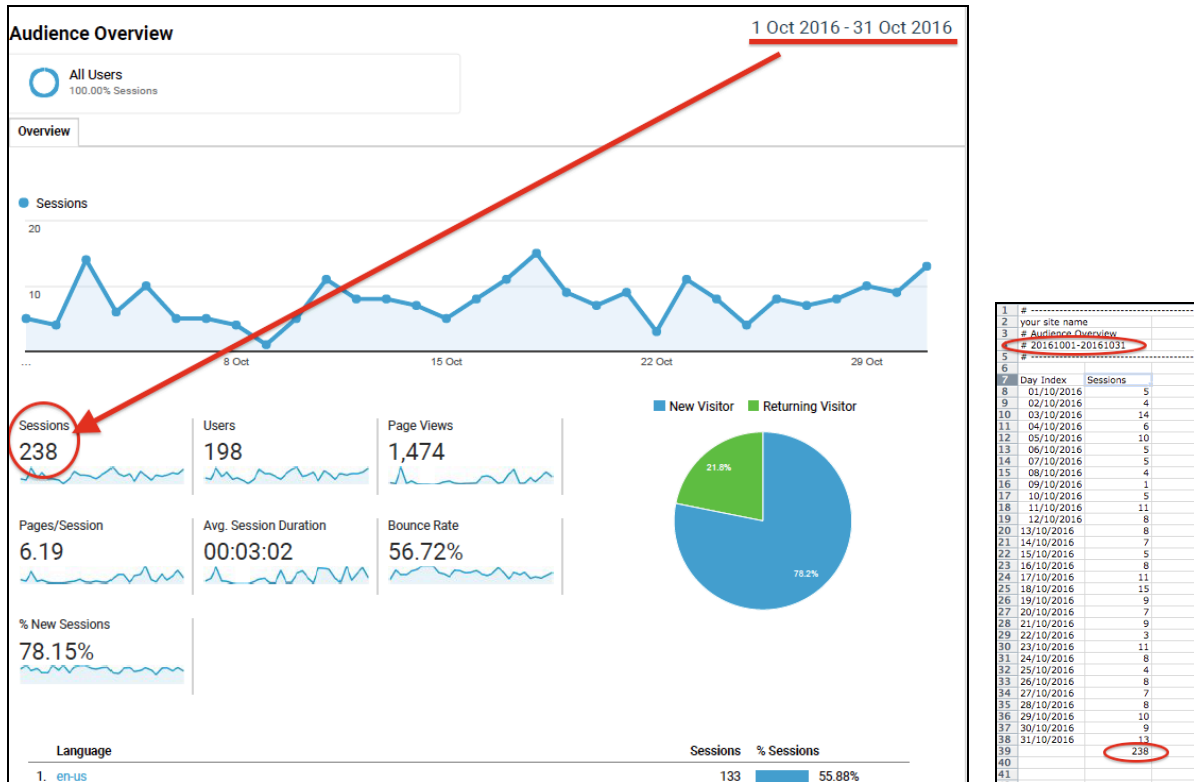
This is counted in the Typical Week calculation.

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.

VITA and the 2016 Annual Survey of Ontario Public Libraries

How to make your collections count



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.

VITA and the 2016 Annual Survey of Ontario Public Libraries How to make your collections count

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 2016, or are missing some data, please contact Jess at jposgate@ourdigitalworld.org and we can provide the missing reports or an annual report for 2016.

VITA and the 2016 Annual Survey of Ontario Public Libraries
How to make your collections count

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 drop-down categories 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.