

**Companion Guide for the Preparation of the
Public Library Survey
and
Annual Report of Public Libraries in Alberta**

APPENDIX

Data Input

Review **Save**

Alberta Public Library Survey

Personnel
Collections/Resources
Circulation
Reference and Use
Programs
Cardholders, Fees, Facilities
Electronic Performance Measures
User Satisfaction
Comments

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Collection **Alberta Library Statistics** Period **2010** **Verify** **Submit/Lock**

Library **Alberta Public Library Service**

Location **ALBERTA PUBLIC LIBRARY SYSTEM**

Alberta Public Library Survey

Directory

<input type="checkbox"/>	Name of Library Board	
<input type="checkbox"/>	Name of Library	
<input type="checkbox"/>	Library phone	
<input type="checkbox"/>	Library fax	
<input type="checkbox"/>	Library Email	
<input type="checkbox"/>	National Library Code	
<input type="checkbox"/>	Website	
<input type="checkbox"/>	Library Manager	
<input type="checkbox"/>	Library Manager email	
<input type="checkbox"/>	Library Manager phone	
<input type="checkbox"/>	Library Manager Alternate Phone	
<input type="checkbox"/>	Respondent	
<input type="checkbox"/>	Respondent email	
<input type="checkbox"/>	Respondent phone	
<input type="checkbox"/>	Mailing/Street address of Library	
<input type="checkbox"/>	City/Town	
<input type="checkbox"/>	Province	
<input type="checkbox"/>	Postal Code	
<input type="checkbox"/>	Date Report Approved by Board	

Library Management - Board Members

	Name	Address	Email	Phone	Term Expiry	Councillor
Chairperson						
Board Member 1						
Board Member 2						
Board Member 3						
Board Member 4						
Board Member 5						
Board Member 6						
Board Member 7						
Board Member 8						
Board Member 9						

Library Management - General

<input type="checkbox"/>	Board meeting dates	
<input type="checkbox"/>	Volunteer hours - Board	<input type="checkbox"/> No Data
<input type="checkbox"/>	Sites	
<input type="checkbox"/>	Building Ownership	
<input type="checkbox"/>	Library System Membership	

Library Hours

Hours of Service

Provide the actual open hours for the library for each day of the week at the time of completing this report.

Also, enter the number of hours open per week based on the indicated library open hours. This information will be used for the provincial directory and to calculate the yearly hours of opening.

Only enter Summer Hours if they differ from Regular Hours

Use the following format: 10:00-5:00; 1:30-8:30; etc close

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Library Hours							
July and August Hours							

Total Number of library hours open per year

There are two possible calculations:

- If your library hours are the same all year: 50 regular weeks per year x number of hours
- If summer hours differ from regular hours: [(50 - # summer weeks) x number of hours] + (# summer weeks x number of hours)

Hours Open per Year

Plan of Service

Boards are required to deposit a copy of the current Plan of Service with Public Library Service Branch at least once every five years. What are the years covered by the current Plan of Service? (enter the year only)

Years covered by the current Plan of Service

From To

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Data Input

Review	Collection	Alberta Library Statistics	Period	2010	Verify	Submit/Lock
	Library	Alberta Public Library Service				
Alberta Public Library Survey Personnel Collections/Resources Circulation Reference and Use Programs Cardholders, Fees, Facilities Electronic Performance Measures User Satisfaction Comments « Hide	Location	-- Location --				
Personnel						
Paid and unpaid staff that worked in the library in the reporting period.						
Staff						
Report qualifications and the number of all paid staff who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., ...more						
		# Employees			Total Hours/Yr	
	Professional Librarian	<input type="text"/>			<input type="text"/>	
	Other University Degree	<input type="text"/>			<input type="text"/>	
	Library Technician	<input type="text"/>			<input type="text"/>	
	Library Operations Assistant	<input type="text"/>			<input type="text"/>	
	Other Tech/College	<input type="text"/>			<input type="text"/>	
	Other Paid Positions	<input type="text"/>			<input type="text"/>	
	Total Staff	<input type="text"/>			<input type="text"/>	
Volunteers						
Many public libraries in Alberta rely on volunteers to staff the library at least part of the time or to provide supplementary services. We are interested in how many volunteers hours are ...more						
		# Volunteers			Volunteer Hours/Yr	
	Library Operations	<input type="text"/>	<input type="checkbox"/> Not Applicable		<input type="text"/>	<input type="checkbox"/> Not Applicable
	Library Programming	<input type="text"/>	<input type="checkbox"/> Not Applicable		<input type="text"/>	<input type="checkbox"/> Not Applicable
	Fundraising	<input type="text"/>	<input type="checkbox"/> Not Applicable		<input type="text"/>	<input type="checkbox"/> Not Applicable
	Outreach	<input type="text"/>	<input type="checkbox"/> Not Applicable		<input type="text"/>	<input type="checkbox"/> Not Applicable
	Friends of the Library	<input type="text"/>	<input type="checkbox"/> Not Applicable		<input type="text"/>	<input type="checkbox"/> Not Applicable
	Total Volunteers	<input type="text"/>			<input type="text"/>	
Review						

[Home](#) [Menu](#) [Help](#) [Logout](#)
[Reports](#) [Manage Collections](#) [Prompts](#) [Print](#) [Import](#) [Export](#)

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Reference and Use

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Collection	Alberta Library Statistics	Period	2010	Verify	Submit/Lock
Library	Alberta Public Library Service				
Location	ALBERTA PUBLIC LIBRARY SYSTEM				

Collections/Resources

Print materials

Books - Print: In this section, include all books (in all categories) in print format. Include both catalogued and uncatalogued books. Do not include audiobooks, e-books or MP3 books. They will be recorded in subsequent categories.

<input type="checkbox"/> Print materials from previous year		
<input type="checkbox"/> Volumes acquired		
<input type="checkbox"/> Volumes withdrawn		
<input type="checkbox"/> Total print volumes		
<input type="checkbox"/> Subscriptions		

Non-print materials

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

<input type="checkbox"/> Audiobooks		
<input type="checkbox"/> Music recordings		
<input type="checkbox"/> Videos		
<input type="checkbox"/> CD-ROMS		
<input type="checkbox"/> Microforms/Microfiche/Microfilm		
<input type="checkbox"/> Other		
Total Non-print		0

Online/electronic collections (licensed by your Board)

If your library board licenses any electronic resources such as e-books, MP3 books, magazine subscriptions, movies or databases, include those items in this section. Count only items licensed by your board. Do not count databases licensed by your library system or consortia such as TAL in this section.

<input type="checkbox"/> Online/electronic books		
<input type="checkbox"/> Online/electronic magazines/newspapers		
<input type="checkbox"/> Online/electronic audio books		
<input type="checkbox"/> Online music recordings		
<input type="checkbox"/> Online movies		
<input type="checkbox"/> Online other		
<input type="checkbox"/> Other databases		

Totals

Total physical collections	0
Total electronic/licensed items	0
Total collections	0

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Data Input

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Collection	Alberta Library Statistics	Period	2010	Verify	Submit/Lock
Library	Alberta Public Library Service				
Location	ALBERTA PUBLIC LIBRARY SYSTEM				
Circulation					
Direct circulations					
Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.					
<input type="checkbox"/>	Adult print				
<input type="checkbox"/>	Juvenile print				
<input type="checkbox"/>	Adult non-print				
<input type="checkbox"/>	Juvenile non-print				
<input type="checkbox"/>	Magazines/newspapers				
<input type="checkbox"/>	Online/electronic circulation				
	Total Direct Circulation			0	
<input type="checkbox"/>	Bulk Loans				
	Total Circulation				
Interlibrary Loan					
Please report the source and destination of all items borrowed and lent between libraries.					
		Borrowed		Lent	
	within Alberta, including within library system				
	inter-provincial				
	outside Canada				
	Total		0		0
Ratios					
	Circulation per Capita			0.00	
	Turnover Rate			0.00	
Review	Save	Reset	Previous	Next	Save Submit/Lock

Data Input

<p>Review Save</p> <p>Alberta Public Library Survey Personnel Collections/Resources Circulation Reference and Use Programs Cardholders, Fees, Facilities Electronic Performance Measures User Satisfaction Comments</p> <p>Previous Next</p> <p style="text-align: right;">< Hide</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Collection</td> <td style="width: 30%;">Alberta Library Statistics</td> <td style="width: 15%;">Period</td> <td style="width: 15%;">2010</td> <td style="width: 15%; text-align: right;">Verify</td> <td style="width: 20%; text-align: right;">Submit/Lock</td> </tr> <tr> <td>Library</td> <td colspan="5">Alberta Public Library Service</td> </tr> <tr> <td>Location</td> <td colspan="5">ALBERTA PUBLIC LIBRARY SYSTEM</td> </tr> </table> <p>Reference and Use</p> <p>Reference Transactions Report the number of reference transactions for the year. Do not include directional or administrative questions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Person to person reference encounters</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td><input type="checkbox"/> Telephone or fax reference encounters</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Electronic/online reference encounters from email or website</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Non-electronic/online reference transactions during reporting year</td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td>Total of all reference transactions during reporting year</td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td>Electronic/online reference as a percentage of total reference</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Library Use Library users and in-house use of materials</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Annual Visits/Library Users</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td><input type="checkbox"/> Visits to library website</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;"><input type="checkbox"/> Not Applicable</td> </tr> <tr> <td><input type="checkbox"/> Visits to library catalogue</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;"><input type="checkbox"/> Not Applicable</td> </tr> <tr> <td>Virtual Visits</td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td><input type="checkbox"/> In Library Material Use</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: left;"> Review Save Reset Previous Next </p> <p style="text-align: right;">Save Submit/Lock</p>	Collection	Alberta Library Statistics	Period	2010	Verify	Submit/Lock	Library	Alberta Public Library Service					Location	ALBERTA PUBLIC LIBRARY SYSTEM					<input type="checkbox"/> Person to person reference encounters						<input type="checkbox"/> Telephone or fax reference encounters						<input type="checkbox"/> Electronic/online reference encounters from email or website						Non-electronic/online reference transactions during reporting year				0		Total of all reference transactions during reporting year				0		Electronic/online reference as a percentage of total reference						<input type="checkbox"/> Annual Visits/Library Users						<input type="checkbox"/> Visits to library website					<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Visits to library catalogue					<input type="checkbox"/> Not Applicable	Virtual Visits				0		<input type="checkbox"/> In Library Material Use					
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Collection	Alberta Library Statistics	Period	2010	Verify	Submit/Lock
Library	Alberta Public Library Service				
Location	ALBERTA PUBLIC LIBRARY SYSTEM				
Programs					
	Sessions	Participants			
Create Young Readers	[input]	[input]			
Learn to read and write	[input]	[input]			
Satisfy curiosity	[input]	[input]			
Build Successful Enterprises	[input]	[input]			
Make Career Choices	[input]	[input]			
Visit a Comfortable Place	[input]	[input]			
Know Your Community	[input]	[input]			
Make Informed Choices	[input]	[input]			
Celebrate Diversity	[input]	[input]			
Succeed in School	[input]	[input]			
Get Facts Fast	[input]	[input]			
Be an Informed Citizen	[input]	[input]			
Understand how to Find Evaluate & Use Information	[input]	[input]			
Discover Your Roots	[input]	[input]			
Connect to the Online World	[input]	[input]			
Express Creativity	[input]	[input]			
Stimulate Imagination	[input]	[input]			
Welcome to Canada	[input]	[input]			
Total	[input]	[input]			
Library Awareness	[input]	[input]			
Total (Calculated)	[input]	[input]			
<p>Review Save Reset Previous Next Save Submit/Lock</p>					

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Collection	Alberta Library Statistics	Period	2010	Verify	Submit/Lock
Library	Alberta Public Library Service				
Location	ALBERTA PUBLIC LIBRARY SYSTEM				
Cardholders, Fees, Facilities					
Cardholders					
	Resident		Non-resident		
Individual cardholders	<input type="text"/>	<input type="checkbox"/> No Data	<input type="text"/>	<input type="checkbox"/> No Data	
Family cards	<input type="text"/>	<input type="checkbox"/> No Data	<input type="text"/>	<input type="checkbox"/> No Data	
Total	<input type="text"/>	0	<input type="text"/>	0	
Total cardholders					
	Total Cardholders		<input type="text"/>	0	
Card fees					
<input type="checkbox"/>	Resident Adult	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Resident Juvenile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Resident Senior	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Resident Family	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Resident Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Resident - Other (explanation)	<input type="text"/>			
<input type="checkbox"/>	Nonresident Adult	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Nonresident Juvenile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Nonresident Senior	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Nonresident Family	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Nonresident Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Non-resident - Other (explanation)	<input type="text"/>			
Library facilities					
<input type="checkbox"/>	Library Area (Sq. Meters)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Library Area (Sq. Ft)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0

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Collection	Alberta Library Statistics	Period	2010	Verify	Submit/Lock
Library	Alberta Public Library Service				
Location	ALBERTA PUBLIC LIBRARY SYSTEM				
Electronic Performance Measures					
Workstations					
<input type="checkbox"/>	Workstations with internet access				
<input type="checkbox"/>	Workstations without internet access				
	Total Workstations				
<input type="checkbox"/>	Wireless Access (Y or N)				
Workstations sessions					
<input type="checkbox"/>	Number of workstation sessions				
<input type="checkbox"/>	Workstation hours				
<input type="checkbox"/>	Length of workstation sessions (minutes)				
Workstation users					
<input type="checkbox"/>	Workstation Users per Year				
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Library	Alberta Public Library Service				
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User Satisfaction					
Rating averages					
Please report the rating average from 1-5 for the survey questions					
<input type="checkbox"/>	Surveys completed			<input type="checkbox"/>	No Data
<input type="checkbox"/>	Satisfaction with Staff			<input type="checkbox"/>	No Data
<input type="checkbox"/>	Satisfaction with Collections			<input type="checkbox"/>	No Data
<input type="checkbox"/>	Satisfaction with Info Services			<input type="checkbox"/>	No Data
<input type="checkbox"/>	Satisfaction with Facilities			<input type="checkbox"/>	No Data
<input type="checkbox"/>	Satisfaction with e-Resources			<input type="checkbox"/>	No Data
<input type="checkbox"/>	Satisfaction with Hours			<input type="checkbox"/>	No Data
<input type="checkbox"/>	Overall Satisfaction			<input type="checkbox"/>	No Data
User success					
What percentage of people surveyed found what they were looking for?					
<input type="checkbox"/>	Yes			<input type="checkbox"/>	No Data
<input type="checkbox"/>	No			<input type="checkbox"/>	No Data
<input type="checkbox"/>	Partly			<input type="checkbox"/>	No Data
Comments					
Please share any comments or concerns expressed by your library users on the Library Satisfaction Survey					
<input type="checkbox"/>	Library user comments				

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