

Minnesota Public Library Report, Successful Retrieval of Information from Electronic Collections

The purpose of this data element is to capture the use of online content that does not require a traditional check-out and return. This element will capture the use of purchased, commercial databases. Collecting statistics for electronic collections gives a more complete measurement of total library resource use.

Electronic Collections

Electronic collections include databases and some downloadable e-book, e-serials, audio and video platforms. Electronic collections are accessed via the Internet, a computer file or CD. Electronic collections include data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with an interface for retrieval and use of the data. Electronic collections do not have a circulation period. Search results or files may be kept by the patron and are not returned to the library.

If the library has no role in selecting titles or content, it is an electronic collection. Platforms with downloadable media may or may not be an electronic collection depending on whether or not the library selects titles.

Electronic collections may be funded by the library, or provided through cooperative agreements with other libraries or the State such as the Electronic Library of Minnesota (ELM) and E-books Minnesota. Do not include online resources that are provided by third parties and are freely available on the Internet such as Project Gutenberg.

Examples of resources that are or are not electronic collections

Electronic Resource	Electronic Collection?	Reason
A to Z Databases	Yes	Library does not select records
Ancestry Library Edition	Yes	Library does not select titles or content
Axis 360	No	Titles selected by library; loan period
BookFlix	Yes	Library does not select titles

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Electronic Resource	Electronic Collection?	Reason
Cloud Library	No	Titles selected by library; loan period
Consumer Reports	Yes	Library does not select titles or content
E-books Minnesota	Yes	No loan period
EBSCO databases	Yes	Library does not select titles or content
ELM databases	Yes	Library does not select titles or content
ePrep	Yes	Library does not select titles or content
Explora	Yes	Library does not select titles or content
Freading	Yes	Library does not select titles
Freegal	Yes	No loan period
Gale databases	Yes	Library does not select titles or content
Heritage Quest	Yes	Library does not select titles or content
Hoopla	Yes	Library does not select titles
LearningExpress Library	Yes	Library does not select titles or content
Library website homepage	No	Does not require user authentication
Mango Languages	Yes	Library does not select titles or content
Mitchell ProDemand	Yes	Library does not select titles or content
Naxos Music Library	Yes	Library does not select titles

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Electronic Resource	Electronic Collection?	Reason
NewsBank	Yes	Library does not select titles or content
Novelist	Yes	Library does not select titles or content
OCLC databases	Yes	Library does not select titles or content
Online library catalog	No	Does not require user authentication
OneClickdigital	No	Titles selected by library; loan period
OverDrive	No	Titles selected by library; loan period
Playaway Audio Books	No	Titles selected by library; loan period
Project Gutenberg	No	Titles in public domain
ProQuest	Yes	No loan period
Rbdigital magazines	Electronic Collection	No loan period
ReferenceUSA	Yes	Library does not select titles or content
Rocket Languages	Yes	Library does not select titles or content
TumbleBooks	Yes	Library does not select titles
Tutor.com	Yes	Library does not select titles or content
WestLaw	Yes	Library does not select titles or content
WorldBook Online	Yes	Library does not select titles or content

Definition

The definition for *Successful Retrieval of Information for Electronic Collections* is the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to users from electronic collections. Electronic collections require user authentication but do not have a circulation period. Include use both inside and outside the library.

Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading because simply viewing documents is normally sufficient for user needs.

Finding the numbers

Most database and downloadable platforms that provide electronic collections to libraries provide usage statistics. Annual use statistics can usually be found on the product’s administrative page. These administrative pages are generally password protected and accessed by an assigned staff member in reference or technical services.

Vendors provide use statistics in a variety of ways. For example, ReferenceUSA provides views, downloads and prints. The library reports whichever statistic or combination of statistics most accurately describes how the user examined or downloaded the content. For ReferenceUSA, report views. The number of logins, searches or sessions would not typically meet the definition of this new data element because they are not considered, in most cases, a retrieval. Online services use the term session in different ways, for some a session is a login, and for others a session is an interaction with content. Counting the number of sessions for education databases such as Rocket Languages or Learning Express would be an appropriate measure of use and would be counted. Full text retrievals, downloads and views are all considered retrievals. If sessions or page views are the only statistic provided, count it as a retrieval.

Libraries should use their best judgement in determining what statistic to report for any particular electronic collection.

Examples of what to count for electronic collections

ELECTRONIC COLLECTION	STATISTICAL CATEGORY	SOURCE
A to Z Databases	Number of Records Viewed	A to Z Usage Reporting
Ancestry Library Edition	Total (Document Usage Text + Citation Image)	ProQuest
EBSCO databases	Total Full Text Requests	EBSCO Standard Reports

ELECTRONIC COLLECTION	STATISTICAL CATEGORY	SOURCE
Explora	Total Full Text Requests	EBSCO Standard Reports
Gale databases	Full Text Retrievals	Gale Report Wizard – Usage by Database
Heritage Quest	Citations/Abstracts	ProQuest Database Activity
Mitchell ProDemand	Total Sessions	Mitchell User Access Activity Report
Morningstar Investment Research Center	Grand Total	Morningstar Report
NewsBank	Documents Viewed	NewsBank Vendor Report
Novelist	Total searches	Novelist Usage Report
OCLC databases	Searches Used	WorldCat Services—Usage Statistics
ProQuest	Full Text Retrievals	ProQuest – Database Report
ReferenceUSA	Views	ReferenceUSA Vendor Report
WorldBook Online	Content Views	World Book Vendor Report

Reporting the numbers in the online survey (LibPAS)

There are three data elements: P29, P30 and P31 related to *Successful Retrieval of Information for Electronic Collections*. All three are federal data elements approved by the Institute of Museum and Library Services. Reporting is required beginning 2017.

Enter the number of successful retrievals at the administrative entity level, not by outlet.

Filers will see the following in the online survey.

***P29) Number of Information Retrievals from Electronic Collections**

Enter the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Include use of licensed databases and downloadable media such as Rbdigital Magazines or Freegal. Do not include use of the online library catalog or library website homepage.

***P30) Electronic Content Use**

Total number of Electronic Materials Circulation and Information Retrievals from Electronic Collections. Calculated by LibPAS.

Locked ***P31) Total Collection Use**

Total number of Physical Item Circulation and Electronic Content Use. Calculated by LibPAS.

Please note that the numbering of these new data elements does not follow a logical order in the survey. In order to use past data to run trend reports, the original numbering is best left unchanged. Ideally these added data elements would follow use of electronic materials in the Circulation section of Public Service Counts. In order to preserve the numbering scheme, they follow the Program section and appear at the end of Public Service Counts instead.

If you have questions or concerns, please contact Joe Manion, State Data Coordinator, at 651-582-8640 or joe.manion@state.mn.us.



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.