Electronic Materials versus Electronic Collections

Electronic Materials

Electronic materials include downloadable materials distributed digitally and accessed via a computer or mobile device (e-readers, tablets, etc.). Types of electronic materials include e-books and electronic video and audio files. Electronic materials include only items that the library has selected as part of its collection. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in a catalog.

Include circulation numbers for electronic materials that meet the criteria above. A circulating device such as an iPad or Kindle that has more than one title (e-books, e-serials, e-audiobooks, etc.) on it is counted as one item.

Do not include electronic materials that are in the public domain or not copyrighted. Electronic resources that are available for unlimited use or are kept by the user and not returned to the library are included in electronic collections (see below).

Electronic Collections

Electronic collections include databases and some downloadable e-book, e-serials, audio and video. 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, and search results or files may be kept by the patron.
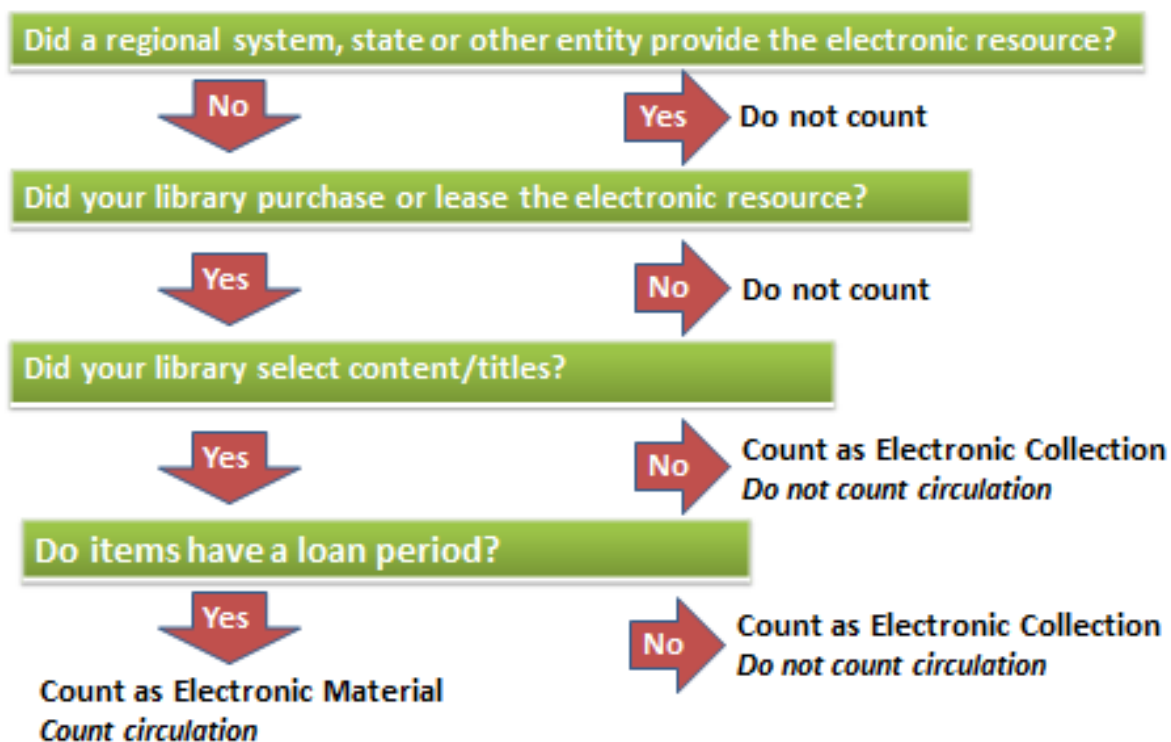
If the library has no role in selecting titles, it is an electronic collection. Platforms with downloadable media may or may not be an electronic collection depending on whether or not the library selects titles.

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

If the library has multiple electronic collections through one vendor interface, each electronic collection is counted separately.

Electronic collections do not count towards collection size or circulation.

Decision Tree

Examples

ELECTRONIC RESOURCE	REPORT AS	COUNT CIRC?	REASON
3M Cloud Library	Electronic Material	Yes	Titles selected by library; loan period
Ancestry Library Edition	Electronic Collection	No	Library does not select titles
Axis 360	Electronic Material	Yes	Titles selected by library; loan period
BookFlix	Electronic Collection	No	Library does not select titles
EBSCO databases	Electronic Collection	No	Library does not select titles
ELM databases	Electronic Collection	No	Library does not select titles
ePrep	Electronic Collection	No	Library does not select titles
Freegal	Electronic Collection	No	No loan period
Gale databases	Electronic Collection	No	Library does not select titles
Heritage Quest	Electronic Collection	No	Library does not select titles
LearningExpress Library	Electronic Collection	No	Library does not select titles
Mango Languages	Electronic Collection	No	Library does not select titles
Multiple items loaded on portable device	Electronic Materials	Yes	Titles selected by library; loan period
Naxos Music Library	Electronic Collection	No	Library does not select titles
NewsBank	Electronic Collection	No	Library does not select titles
OneClickdigital	Electronic Material	Yes	Titles selected by library; loan period
OverDrive	Electronic Material	Yes	Titles selected by library; loan period
Playaway Audio Books	Electronic Material	Yes	Titles selected by library; loan period
Project Gutenberg	Neither	No	Titles in public domain

ELECTRONIC RESOURCE	REPORT AS	COUNT CIRC?	REASON
Rocket Languages	Electronic Collection	No	Library does not select titles
TumbleBooks	Electronic Collection	No	Library does not select titles
WestLaw	Electronic Collection	No	Library does not select titles
WorldBook Online	Electronic Collection	No	Library does not select titles
Zinio	Electronic Collection	No	No loan period