

Minnesota Public Library Report, 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.

Report 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 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). Do not include online resources that are provided by third parties and are freely available on the Internet such as Project Gutenberg.

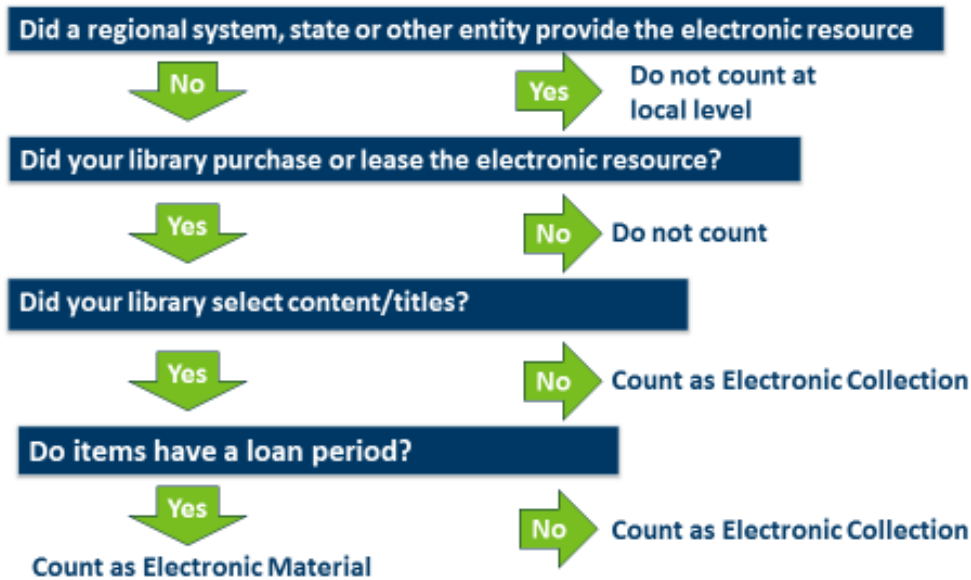
If the library has multiple electronic collections through one vendor interface, each electronic collection is counted separately.

Electronic collections do not count towards collection size.

Report the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user in P29) *Number of Information Retrievals from Electronic Collections*.

Decision Tree

Electronic Material or Collection?



Examples

Electronic Resource	Report as...	Reason
3M Cloud Library	Electronic Material	Titles selected by library; loan period
Ancestry Library Edition	Electronic Collection	Library does not select titles or content
Axis 360	Electronic Material	Titles selected by library; loan period
BookFlix	Electronic Collection	Library does not select titles
Consumer Reports	Electronic Collection	No loan period
EBSCO databases	Electronic Collection	Library does not select content

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Electronic Resource	Report as...	Reason
E-Books Minnesota	Electronic Collection	No loan period
ELM databases	Electronic Collection	Library does not select titles or content
ePrep	Electronic Collection	Library does not select titles or content
Freading	Electronic Collection	No loan period
Freegal	Electronic Collection	No loan period
Gale databases	Electronic Collection	Library does not select titles or content
Google (or any other search engine)	Neither	Resources available for unlimited use
Heritage Quest	Electronic Collection	Library does not select titles or content
Hoopla	Electronic Collection	Library does not select titles
LearningExpress Library	Electronic Collection	Library does not select titles or content
Lynda.com	Electronic Collection	Library does not select content
Mango Languages	Electronic Collection	Library does not select titles or content
Multiple items loaded on portable device	Electronic Materials	Titles selected by library; loan period
Naxos Music Library	Electronic Collection	Library does not select titles
NewsBank	Electronic Collection	Library does not select titles or content
OverDrive	Electronic Material	Titles selected by library; loan period
Playaway Audio Books	Electronic Material	Titles selected by library; loan period

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Electronic Resource	Report as...	Reason
Project Gutenberg	Neither	Titles in public domain
Rbdigital magazines	Electronic Collection	No loan period
Rocket Languages	Electronic Collection	Library does not select titles
TumbleBooks	Electronic Collection	Library does not select titles
Tutor.com	Electronic Collection	Library does not select titles
WestLaw	Electronic Collection	Library does not select titles
WorldBook Online	Electronic Collection	Library does not select titles



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