Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	Green text: question has been revised or added since the previous Annual Survey.			
System				
2	Name of Library System	LLB		Official full name of the public library system.
3	Type of Library System	LLB		The type of library system. Differences between library types are outlined in the Library Act.
101	Library Symbol	LLB		Library symbol, as designated by Library & Archives Canada.
102	Library Federation	LLB		If the library system is a member of a BC library federation, list the name of the federation here.
104	Library ILS	LLB		Provide the name of the library's current ILS (integrated library system), also known as an LMS (library management system).
106	Service Plan	Library		Please indicate whether your library had an active service plan in place for the 2013 reporting period.
5	Population served	LLB		Population for annual per capita operating grant purposes. Supplied by LLB.
Registrations				
520	Resident cardholder new registrations	library		Report the number of library cards issued to residents of the library service area during the year. A resident cardholder is someone who lives in a muncipality or regional district that contributes funding to your library.
530	Non-resident cardholder new registrations	library		Report the number of full-privilege borrower cards issued to non-residents (or temporary residents) during the year. A non-resident is a cardholder who does not live or pay taxes within the library service area, and who does not hold an active library card from another BC public library. Non-residents may be charged a fee for full library service & borrowing privileges. Do not include Guest Internet cards.
526	BC OneCard new registrations from within the federation	library		Federation members only (others enter n.a.): Report the number of patrons from other libraries within your library's federation that used their card for the first time in your library this year. If you do not know the home library of the OneCard patron, please report as a BC OneCard cardholder from outside of the federation (#531).
531	BC OneCard new registrations from outside the federation	library		Report the number of patrons from BC libraries outside of your library's federation that used their card for the first time in your library this year. If you do not know the home library of the OneCard patron and/or your library does not belong to a federation, include them here.
532	Active resident cardholders at year-end	library		Report the number of active resident library cardholders who have used their library card during the past three (3) years. A resident cardholder is someone who lives in a muncipality or regional district that contributes funding to your library.
534	Active non-resident cardholders at year-end	library		Report the number of active non-resident (or temporary resident) library cardholders who have used their library card during the past three (3) years. A non-resident is a cardholder who does not live or pay taxes within the library service area, and who does not hold an active library card from another BC public library. Non-residents may be charged a fee for full library service & borrowing privileges. Do not include Guest Internet cards.
536	Active BC OneCard cardholders from within the federation, registered at year end	library		Federation members only (others enter n.a.): Report the number of cardholders from other libraries within your federation who have used their card at your library during the past three (3) years. If you do not know the home library of the borrower, please report as a BC OneCard cardholder from outside of the federation (question 537).
537	Active BC OneCard cardholders from outside of the federation, at year-end	library		Report the number of active BC OneCard cardholders at the end of the year, from libraries outside of your federation, who have used their BC OneCard in your library during the past three (3) years. For active OneCard patrons from libraries within your federation, record them on line #536. If your library is not part of a library federation, report ALL BC OneCard cardholders here.
538	Active BC OneCard cardholders at year-end	calculated	#536 + #537	Calculated value. Includes OneCard borrowers from other libraries in the federation (if applicable), plus OneCard borrowers from libraries outside of the federation.
540	Total active cardholders at year-end	calculated	#532 + #534 + #538	Calculated value. Includes active resident, non-resident, federation and OneCard cardholders
545	Number of registered children and youths with active cards.	library		Report the number of active resident cardholders who are aged 18 or younger. If your library does not track patron ages, you may supply the number of patrons holding children's or youth cards instead. In Sitka, the code "PL Juvenile" is used to identify non-adult cardholders. Please also count these patrons in the appropriate Active Cardholders questions above (#532-537). The value for #545 does not count towards the #540 "Total Active cardholders" calculation.
550	Active resident cardholders as % of population served	calculated	100 * (#532 / #5)	Calculated value. Includes only active resident cardholders. All other cardholder types are excluded. Used as a performance measure.
Circulation and Library Use				
551	Circulation of print and other physical materials to resident cardholders	library		Number of items, in print or other physical formats, from the library's collection that have been lent to resident cardholders for use outside of the library during the year. A resident cardholder is someone who lives in a muncipality or regional district that contributes funding to your library. Print and other physical formats include books, magazines, DVDs, CDs and any other formats that take up space in the library. Include: number of items checked-out and the number of items renewed; circulation for all library service points; the circulation of interlibrary loan items received from other libraries; and the initial circulation of rotating or bulk loan materials to a deposit collection. Exclude interlibrary loans to other libraries.
552	Circulation of print and other physical materials to non-resident cardholders	library		Report the number of items in print or other physical formats lent to non-resident or temporary resident cardholders. Do not include items lent to OneCard or federation cardholders.

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	Green text: question has been revised or added since the previous Annual Survey.			
553	Circulation of print and other physical materials to BC OneCard cardholders within the federation	library		Federation members only (others answer n.a.): Report the number of items in print or other physical formats lent to patrons from other libraries within your library's federation. Do not include items lent to resident or non-resident cardholders at your library. If you do not know the home library of the borrower, report as circulation to a BC OneCard cardholder from outside the federation (question #554).
554	Circulation of print and other physical materials to BC OneCard cardholders outside of the federation	library		Report the number of items in print or other physical formats lent to BC OneCard cardholders from libraries outside of your library federation. Do not include items lent to residents or non-resident cardholders at your library. If your library is not a member of a library federation, report all circulation to BC OneCard cardholders here.
555	Total circulation to OneCard cardholders	calculated	#553 + #554	Calculated value. Includes circulation to OneCard holders from within the federation and outside of the federation.
556	Total circulation of print and other physical materials	calculated	#551 + #552 + #555	Calculated value. Includes circulation of items to resident, non-resident, federation and OneCard cardholders
571	Circulation and/or Usage of eBooks and eAudiobooks	calculated	Sum of all #1135	Report the number of eBooks and eAudio titles from the library's online collections that have been a) circulated, b) downloaded, or c) viewed online in full-text format during the year. Sources may include Overdrive, Tumblebooks, SafariBooks, etc. This value is now calculated based on responses in the #1100 Electronic Materials section.
574	Circulation and/or usage of other electronic materials	calculated	Sum of all #1185	Report the usage figures of all electronic materials other than eBooks and eAudiobooks. Usage of electronic materials is defined as downloads or full-text views. Do not include raw search or session counts. Sources may include electronic material types such as: magazines, newspapers, music files, digital photos, database journals, podcasts, video files, and so on. This value is now calculated based on responses in the #1100 Electronic Materials section.
579	Total circulation and/or usage of all electronic materials	calculated	#571 + #574	Calculated value. Total usage stats for all electronic resource collections, including eBooks and eAudiobooks.
560	Circulation of all materials	calculated	#556 + #558 (ret.) + #579	Calculated value. Total circulation of physical materials + Total circulation/usage of electronic materials.
570	Circulation per capita	calculated	#560 / #5	Calculated value. Total circulation of all materials divided by the service population. Used as a performance measure.
580	Circulation per volume held	calculated	#560 / #490	Calculated value. Total circulation of all materials divided by the total volumes held. Used as a performance measure.
590	Circulation per hour open	calculated	#560 / #890	Calculated value. Total circulation of all materials divided by the annual hours open for all branches/service points. Used as a performance measure.
565	Circulation of children's materials	library		Number of items, in all formats, of children's materials from the library's collection that have been lent during the year. Children's materials are those aimed at patrons 12 years & under. Include: number of items checked-out and the number of items renewed; circulation of interlibrary loan items received from other libraries; initial circulation of rotating or bulk loan materials to a deposit collection. Exclude interlibrary loans to other libraries. Please also count these items in the appropriate circulation question by cardholder type above (#551-554). The value in #565 does not count towards the "Circulation of All Materials" (#560) total.
566	Circulation of books	library		Report only the total number of physical books that have been lent during the year, including hardcover and paperback books. Do not include periodicals, audio-visual materials, or electronic items. Please also count these items in the appropriate circulation question by cardholder type above (#551-554). The value in #566 does not count towards the "Circulation of All Materials" (#560) total.
563	Items returned to home library from BC OneCard cardholders at the end of the year	library		Report the number of materials returned by your library to the home library under the BC OneCard program. For libraries within a Federation, including InterLINK: include items returned to other libraries within your federation, as well as those returned to BC libraries outside of your federation.
591	In-library use of materials during typical week	LLB		Report the number of materials used inside the library and not checked out. Count any items removed from their usual location by staff or library users. Include reference materials, circulating materials, magazines, newspapers and all other materials used in the library. Do not count audio-visual items unless they were used at viewing/listening stations available in the branch.
592	In-library use of materials. Annual equivalent based on Typical Week.	calculated	#591 * 50	Calculated value. In library use of materials reported in the Typical Week survey (question #591) multiplied by 50.
593	In-library use of materials. Value to be published in annual statistics.	library		Give the annual in-library use of materials that you would like published in the annual survey. This value can be the annual equivalent calculated from the Typical Week measurement (question #592) or a value from year-round counting. Count any items removed from their usual location by staff or library users. Include reference materials, circulating materials, magazines, newspapers and all other materials used in the library. Do not count audio-visual items unless they were used at viewing/listening stations available in the branch.
594	Total circulation, including in-house use	calculated	#560 + #593	Circulation figure including annual loans outside of the library, plus estimated in-house use
773	In-person visits during typical week	LLB		Give the number of persons entering the service point for whatever reason. Persons should be counted each time they enter the service point. Staff should be excluded from the total if doing so is relatively simple (libraries using automatic counters on turnstiles should not try to subtract staff from these totals).
772	In-person visits. Annual equivalent based on Typical Week.	calculated	#773 * 50	Calculated value. In person visits reported in the Typical Week Survey (#773) multiplied by 50 weeks.

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	Green text: question has been revised or added since the previous Annual Survey.			
775	In-person visits. Value to be published in annual statistics.	library		Give the number of persons entering all service points, for any reason, during the year. Enter the value that you would like published in the annual survey. This value can be the annualized value from Typical Week (question #772), or a value from year-round counting. Persons should be counted each time they enter the service point. Staff should be excluded from the total if doing so is relatively simple (libraries using automatic counters on turnstiles should not try to subtract staff from these totals).
Collections				
270	Catalogued print volumes added	library		Report the number of catalogued volumes of print materials available for public use that were added during the year. A volume is a single physical unit of library material distinguished from other physical units by a separate binding, encasement or other clear distinction. Include books, government documents, maps, etc. Each copy of a particular title counts as a separate volume. For example, 10 copies of the 2nd edition of a novel would be 10 volumes and one title.
280	Catalogued print volumes held	library		Report the number of catalogued volumes of print materials available for public use that were held at the end of the year. A volume is a single physical unit of library material distinguished from other physical units by a separate binding, encasement or other clear distinction. Include books, government documents, maps, etc. Each copy of a particular title counts as a separate volume. For example, 10 copies of the 2nd edition of a novel would be 10 volumes and one title.
290	Uncatalogued print volumes held	library		Report the number of uncatalogued volumes (i.e. uncatalogued paperbacks) available for public use held at the end of the year.
300	Total print volumes held	calculated	#280 + #290	Calculated value. Catalogued print volumes held + Uncatalogued print volumes held.
320	Print volumes per capita	calculated	#300 / #5	Calculated value. Total print volumes held divided by the service population.
325	Total print titles held	library		Report the number of titles of catalogued print materials held at the end of the year. A title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes or parts. A 25 volume encyclopedia would be one title with 25 volumes. 10 copies of a particular edition of a novel would be one title and 10 volumes. The total number of titles should therefore always be less than or equal to the total number of volumes.
330	Print titles per capita	calculated	#325 / #5	Calculated value. Total print titles held divided by the service population.
340	Print periodicals, subscriptions held	library		Report the number of periodical and newspaper subscriptions received at the end of the year. Subscription refers to the number of periodical publications to which the library subscribes, including duplicate subscriptions to a single publication. For example, if your library receives 5 copies of Time magazine each delivery period, that would be 5 subscriptions and 1 title. Do not attempt to count issues of each subscription.
350	Print periodicals, titles held	library		Report the number of titles of periodicals and newspapers received at the end of the year. Title refers to the number of distinct periodical publications to which the library subscribes. For example, if your library receives 5 copies of Time magazine each delivery period, that would be 5 subscriptions and 1 title.
438	Total audio-visual materials, volumes added	library		Report the number of talking books, audio materials, videos, DVDs, Computer Games, CDROM and other AV materials added to your collection during the year.
360	Restricted circulation talking books, volumes held	library		A restricted circulation talking book is one that may only be lent to persons with a disability which prevents them from reading printed books. Report the number of volumes of restricted circulation talking books on cassette, CD, DAISY or other format at the end of the year. A container of eight talking book cassettes constituting one copy would be reported as one volume. Do not include talking books on deposit.
380	General circulation audio materials, volumes held	library		Report the total number of volumes of audiobooks, audio CDs, audio cassettes, and phonographic recordings. A container of 8 cassettes, CDs, etc constituting one copy would be reported as one volume. Report any restricted circulation talking books under line #360.
420	Videos and DVDs, volumes held	library		Report the number of videos on videocassette, DVDs and films. A container of 3 DVDs constituting one copy would be reported as one volume.
430	Computer software and video games, volumes held	library		Report the number of computer software programs (ex: CD-ROMs), computer games, and console video games available for public use. Include volumes available for loan outside the library and those available for use within the library only. Do not include programs already installed on library computers, or materials and software used exclusively by library staff.
450	Total audio-visual materials, volumes held	calculated	#360 + #380 + #420 + #430	Calculated value. Total audio-visual materials (restricted and general circulation).
454	Audio-visual materials, titles held	library		Report the number of unique or distinct titles of audio-visual materials held at the end of the year. Include all types of audio-visual materials. Ex: 10 copies of a particular DVD movie should be counted as one title and 10 volumes.
458	Total physical materials, volumes added	calculated	#270 + #438	Calculated value. Total print volumes added + Total AV materials added.
460	Total physical materials, volumes held	calculated	#300 + #340 + #450	Calculated value. Total print volumes held + Periodical subscriptions + Total AV materials held.
464	Total physical materials, titles held	calculated	#325 + #350 + #454	Calculated value. Total print titles held + periodical titles + Total AV titles held.

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	**Green text: question has been revised or added since the previous Annual Survey.**			
472	eBook and eAudiobook collections, volumes held	calculated	Sum of all #1125	Report the number of eBook and eAudiobook volumes acquired by purchase or subscription available for use by the public at the end of the year. Include volumes available for use on loanable or in-library use eReaders. Count multiple electronic copies of the same title as separate volumes. This value is now calculated based on responses in the #1100 Electronic Materials section.
474	eBook and eAudiobook collections, titles held	calculated	Sum of all #1127	Report the total number of eBook and eAudiobook titles acquired by purchase or subscription and available for use by the public at the end of the year. Include titles available for use on loanable or in-library use eReaders. This value is now calculated based on responses in the #1100 Electronic Materials section.
490	Total materials, volumes held	calculated	#460 + #472	Number of volumes of any format, including print, audio-visual and electronic materials, held at the end of the year.
494	Total materials, titles held	calculated	#464+ #474	Number of titles in print, audio-visual or electronic format held at the end of the year.
Electronic Resource Collection - repeating rows section				New for 2013: pre-supplied lists of electronic resource data. Known resource collections will have their data itemized and filled out by LLB, where available. Please sum up all other resource collections of the appropriate type (i.e. eBook/eAudiobook or Other eResource Collections) on one line in each of the sections below. Include in-house collections, such as those on loanable e-Readers, in your calculations. Counting Opinions will use the data you supply here to answer all electronic collection questions elsewhere in the Annual Survey. Optional: additional lines are available in each section should you wish to itemize your resource collections for easier verification later.
eBook/eAudiobook				
1105	Name of Resource eBook/eAudiobook	library		Enter the name of the electronic resource collection if itemizing your collections. Included to prevent duplication. If combining multiple resource collections under one heading, use "multiple eBook/eAudiobook collections".
1115	Subscription Style eBook/eAudiobook	library		Optional, for itemization only: designate the subscription model for this eBook/eAudiobook collection. Circulation Model: there are no limits on total views/uses/downloads, but each item in the e-collection can only be in use by one user at a time. Multiple copies of a single title may exist in the collection to permit multiple users to use the item concurrently. (Example: Overdrive) Limited Subscription: The subscription has a finite number of views/uses/downloads attached to it. Users may generally use the items in the collection freely and without restriction on concurrent uses, until the subscription limit is reached, at which point the subscription must be renewed by the library. (Example: Freegal) Unlimited Use: Items in the collection can be viewed/used/downloaded without restriction. Multiple users may use the same item in the collection concurrently. (Example: Tumblebooks)
1125	Collection Size (Volumes) eBook/eAudiobook	library		Record the total number of copies housed within your library's online and in-house eBook/eAudiobook collection(s). Where volume or copy counts are not available, use in place the number of titles in the collection. Include volumes available for use on loanable or in-library use eReaders. Count multiple electronic copies of the same title as separate volumes. (Ex: If your library has 10 loanable eReaders with the same 50 books loaded, you would count 500 volumes here, and 50 titles on line #1127).
1127	Collection Size (Titles) eBook/eAudiobook	library		Record the number of unique titles, where possible, housed within your library's online and in-house eBook/eAudiobook collection(s). Include titles available on loanable or in-library use eReaders. Some online collections may only include a unique item count -- you may consider this equivalent to a title count. For collections with multiple electronic copies of the same title, count here only once. (Ex: If your library has 10 loanable eReaders with the same 50 books loaded, you would count 500 volumes on line #1125, but only 50 titles here).
1130	Session Count eBook/eAudiobook	library		Record the number of sessions by patrons accessing your library's online and in-house eBook and eAudiobook electronic collection(s). If vendor-supplied statistics are available you may use these. As each session may include multiple searches for materials by the patron, do not attempt to count each search a patron makes.
1135	Circulation or Usage Count eBook/eAudiobook	library		Record the number of eBooks and eAudio items from the library's online and in-house electronic collection(s) that have been a) circulated, b) downloaded, or c) viewed online in full-text format during the year. Sources may include Overdrive, Tumblebooks, SafariBooks, EBSCO eBooks, etc.
Other Electronic Resource Collections				
1155	Name of Resource Other Electronic Resource	library		Enter the name of the electronic resource collection if itemizing your collections. Included to prevent duplication. If combining multiple resource collections under one heading, use "multiple Other eResource collections".

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	**Green text: question has been revised or added since the previous Annual Survey.**			
1165	Subscription Style Other Electronic Resource	library		Optional, for itemization only: designate the subscription model for this Other eResource collection. Circulation Model: there are no limits on total views/uses/downloads, but each item in the e-collection can only be in use by one user at a time. Multiple copies of a single title may exist in the collection to permit multiple users to use the item concurrently. (Example: Overdrive) Limited Subscription: The subscription has a finite number of views/uses/downloads attached to it. Users may generally use the items in the collection freely and without restriction on concurrent uses, until the subscription limit is reached, at which point the subscription must be renewed by the library. (Example: Freegal) Unlimited Use: Items in the collection can be viewed/used/downloaded without restriction. Multiple users may use the same item in the collection concurrently. (Example: Tumblebooks)
1180	Session Count Other Electronic Resource	library		Record the number of sessions by patrons accessing your library's online and in-house eResource collection(s), other than eBook and eAudiobook collections. If vendor-supplied statistics are available you may use these. As each session may include multiple searches for materials by the patron, do not attempt to count each search a patron makes.
1185	Circulation or Usage Count Other Electronic Resource	library		Report the usage figures of all other electronic materials asides from eBooks and eAudiobooks here. Usage of electronic materials is defined as downloads or full-text views. Do not include raw search or session counts. Sources may include electronic material types such as: magazines, newspapers, music files, digital photos, database journals, podcasts, video files, and so on.
Interlibrary Loan				
630	Interlibrary loan requests made to other libraries	LLB		Report the number of interlibrary loan requests directed to another library during the year. Value supplied by LLB.
635	Items borrowed from other libraries on interlibrary loan	LLB		Report the total number of items borrowed from other libraries on interlibrary loan during the year. Value supplied by LLB.
638	Interlibrary loan borrowing fill rate for loan requests made to other libraries	calculated	100 * (#635 / #630)	Calculated value. Items borrowed on ILL divided by the loan requests made
670	Interlibrary loans borrowed per 1,000 circulations	calculated	1,000 * (#635 / #560)	Calculated value. Items borrowed through ILL divided by 1/1000th of total circulation.
640	Interlibrary loan requests received from other libraries	LLB		Report the number of interlibrary loan requests received from another library during the year. Value supplied by LLB.
650	Items lent to other libraries on interlibrary loan	LLB		Report the number of items lent to other libraries on interlibrary loan during the year. Value supplied by LLB.
655	Interlibrary loan lending fill rate for requests received from other libraries	calculated	100 * (#650 / #640)	Calculated value. Items lent on ILL divided by loan requests received
660	Direct Holds, items borrowed from other libraries	LLB		This question relates to pilot projects operating in some federations using the direct holds function in Sitka. The projects allow Sitka library patrons and staff from one library to request items directly from other participating Sitka libraries as a faster and more local alternative to interlibrary loan. Report the number of items received (borrowed) at this library from other participating Sitka libraries. Value supplied by LLB.
665	Direct Holds, items lent to other libraries	LLB		This question relates to pilot projects operating in some federations using the direct holds function in Sitka. The projects allow Sitka library patrons and staff from one library to request items directly from other participating Sitka libraries as a faster and more local alternative to interlibrary loan. Report the number of items lent from this library to other participating Sitka libraries. Value supplied by LLB.
Reference				
602	Number of in-person adult reference transactions during typical week	LLB		Report the number of adult reference transactions conducted either in-person or over the phone during the week. A reference transaction is a request made by a library user that requires the knowledge, assistance, expertise, advice, referral, interpretation and/or instruction of a library staff member in response. Do not include strictly directional questions. For 2011, this value also includes children's and teen reference transactions.
603	In-person adult reference transactions. Annual estimate based on Typical Week.	calculated	#602 * 50	In-person adult reference transactions reported for Typical Week, multiplied by 50 to get an estimated annual equivalent.
604	In-person adult reference transactions. Value to be published in annual statistics.	library		Report the number of annual reference transactions conducted either in-person or over the phone during the year. A reference transaction is a request made by a library user that requires the knowledge, assistance, expertise, advice, referral, interpretation and/or instruction of a library staff member in response. Do not include strictly directional questions. Enter the value that you would like published in the final version of the annual statistics. Use the Annualized Typical Week value given in question #603 if you do not collect this information over the entire year.
601	Number of in-person children's and teen reference transactions during typical week	LLB		Report the number of reference transactions (definition in #602) asked by children and teens either in-person or over the phone during the week. Include questions asked by patrons who appear to be 18 years of age or younger. To respect patron privacy, staff should not ask patrons their age, but should use their judgement on which category to record the reference transaction.
605	In-person children and teen reference transactions. Annual estimate based on Typical Week	calculated	#601 * 50	In-person children and teen reference transactions reported for Typical Week, multiplied by 50 to get an estimated annual equivalent.

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	Green text: question has been revised or added since the previous Annual Survey.			
606	In-person children and teen reference transactions. Value to be published in annual statistics.	library		Report the number of reference questions asked by children and teens either in-person or over the phone during the year. Include questions asked by patrons who appear to be 18 years of age or younger. To respect patron privacy, staff should not ask patrons their age, but should use their judgement on which category to record the reference transaction. A reference transaction is a request made by a library user that requires the knowledge, assistance, expertise, advice, referral, interpretation and/or instruction of a library staff member in response. Do not include strictly directional questions. Enter the value that you would like published in the final version of the annual statistics. Use the Annualized Typical Week value given in question #605 if you do not collect this information over the entire year.
607	Number of electronic reference transactions during typical week	LLB		Report the number of reference transactions (definition in #602) received during the week by library staff via email, online chat, or the library website. InterLINK libraries should include JustAsk reference numbers here.
608	Electronic reference transactions. Annual estimate based on Typical Week	calculated	#607 * 50	Electronic reference transactions reported for Typical Week, multiplied by 50 to get an estimated annual equivalent
609	Electronic reference transactions. Value to be published in annual statistics.	library		Report the number of reference requests received by library staff via email, online chat, or the library website. InterLINK libraries should include JustAsk reference numbers here. Enter the value that you would like published in the final version of the annual statistics. Use the "Electronic reference transaction - Typical Week Annualized" value given in question #608 if you do not collect this information over the entire year.
610	Total reference transactions	calculated	#604 + #606 + #609	Calculated value. Includes reference questions received in all formats and to all patrons, including in-person, email, online chat, or the library website.
620	Reference transactions per capita	calculated	#610 / #5	Calculated value. Total reference transactions divided by the service population
Programming				
680	Adult programs offered at the library	library		Report the number of programs held in the library for people aged 18 years & over during the year. Count each session of an ongoing program separately. For example, a 3-part Resume Builder program would count as 3 programs.
682	Adult outreach programs	library		Report the number of programs run by library staff or volunteers for people aged 18 years & over offered outside of the library.
690	Attendance at adult programs	library		Report the total number of persons attending adult programs in and outside the library during the year. For a program that runs over multiple sessions, count the attendance at each session, and provide the cumulative attendance.
685	Total adult programs	calculated	#680 + #682	Calculated value. Programs for adults held inside the library + those held outside the library.
700	Children's programs offered at the library	library		Report number of children's programs, including summer reading programs, held in the library during the year. Children's programs are those aimed at children aged 12 and under. Count each session of an ongoing program separately. For example, a 6-week storytime program would count as 6 programs.
702	Children's outreach programs	library		Report the number of children's programs run by library staff or volunteers aimed at children 12 and under offered outside of the library, such as story times held at local StrongStart Centres or other locations. Include classroom visits here.
710	Attendance at children's programs	library		Report the total number of persons of all ages attending children's programs in and outside the library during the year. For a program that runs over multiple sessions, count the attendance at each session, and provide the cumulative attendance.
715	Young adult programs offered at the library	library		Report number of young adult programs , including summer reading programs, held in the library during the year. Young Adult (teen) programs are those aimed at persons aged 13-18. Count each session of an ongoing program separately. For example, a 2-day Creative Writing program would count as 2 programs.
717	Young adult outreach programs	library		Report the number of young adult programs run by library staff or volunteers aimed at persons aged 13-18 offered outside of the library.
716	Attendance at young adult programs	library		Report the total number of persons of all ages attending young adult programs in and outside the library during the year. For a program that runs over multiple sessions, count the attendance at each session, and provide the cumulative attendance.
718	Total children's and young adult program attendance	calculated	#710 + #716	Calculated value. Attendance at children's programs + attendance at YA programs.
719	Total library programs in library	calculated	#680 + #700 + #715	Calculated value. In library Adult programs + Children's programs + Teen programs
720	Total program attendance	calculated	#690 + #718	Calculated value. Total adult program attendance + Total children's & YA program attendance.
730	Children registered in Kids' Summer Reading Club	library		If the library conducted a summer reading program, report the number of children registered in the program. Include children aged 0-12.
743	Other outreach activities your library has engaged in and/or attended	library		Report the number of outreach activities, beyond programs already reported above, that your library has engaged in and/or attended, including presentations, displays, meetings related to literacy, children's services, working with community partners, home service, etc.
744	Total library outreach programs/activities	calculated	#682 + #702 + #717 + #743	Calculated value. Programs held outside of the library for adults + children + teens + other outreach activities.
745	Total library programs	calculated	#719 + #744	Calculated value. Total programs held inside the library + Total programs held outside of the library

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	Green text: question has been revised or added since the previous Annual Survey.			
Services to Specific Populations				Note: Values recorded in the Services to Specific Populations section are excluded from totals in other sections. Do not subtract statistics from other areas when reporting these values.
355	Print materials in non-official languages, volumes held	library		Report the number of print volumes in languages other than English or French held at the end of the year. A volume is a publication which forms a separate bibliographic whole, whether issued in one or several volumes or parts. A 25 volume encyclopedia would be one title with 25 volumes. 10 copies of a particular edition of a novel would be 1 title and 10 volumes.
455	Audio-visual materials in non-official languages, volumes held	library		Report the number of volumes of audio-visual materials in all formats in languages other than English or French.
456	Total physical materials in non-official languages, volumes held	calculated	#355 + #455	Calculated value. Number of items in languages other than English or French. Includes print and AV.
567	Circulation of restricted circulation audio materials (e.g. DAISY)	library		Report the number of times restricted-circulation audio materials (e.g. DAISY books) were lent for use by print disabled patrons during the year
671	Newcomer/ELL programs	library		Report number of adult, child or YA programs held in the library targeted to newcomers/immigrants, as well as to ELL (English Language Learning) learners. Include those offered by the library and ones offered in partnership with other community agencies/organizations.
672	Attendance at newcomer/ELL programs	library		Report the total number of persons attending newcomer/ELL (English Language Learning) programs in and outside of the library during the year. For a program that runs over multiple sessions, count the attendance at each session, and provide the cumulative attendance.
673	Number of newcomer/ELL programs offered outside of the library	library		Report the total number of newcomer/ELL (English Language Learning) programs offered outside the library.
Staff				
740	Professional Librarians, hours worked	library		Report the number of hours worked during the year by full time and part-time library employees holding a master's degree (or its historical antecedent) from a library education program accredited by the American Library Association or its equivalent and who are working in a position that requires this qualification.
741	Professional Librarians, FTE	calculated	#740 / 1820	FTE (full time equivalent) is calculated on the basis of 1,820 hours per year.
782	Full time equivalent professional librarians per 1,000 population served	calculated	1,000 * (#741 / #5)	Calculated total. The number of professional librarian FTEs divided by 1/1000th of the service population. Used as a performance measure.
742	Library Technicians, hours worked	library		Report the number of hours worked during the year by full time and part-time library employees holding a technical certificate or diploma from an accredited library technician program and who are working in a position that requires this qualification.
751	Library Technicians, FTE	calculated	#742 / 1820	FTE (full time equivalent) is calculated on the basis of 1,820 hours per year.
752	Community Librarians, hours worked	library		Report the number of hours worked during the year by full time and part-time library employees holding a program completion certificate from the Community Library Training Program conducted by Libraries and Literacy, and who are working in a position that requires this qualification.
761	Community Librarians, FTE	calculated	#752 / 1820	FTE (full time equivalent) is calculated on the basis of 1,820 hours per year.
770	Other Staff, hours worked	library		Report the number of hours worked during the year by all other full time and part-time library employees.
771	Other Staff, FTE	calculated	#770 / 1820	FTE (full time equivalent) is calculated on the basis of 1,820 hours per year.
780	Total Employees, hours worked	calculated	#740 + #742 + #752 + #770	Total number of employee hours worked. Calculated value.
781	Total Employees, FTE	calculated	#780 / 1820	FTE (full time equivalent) is calculated on the basis of 1,820 hours per year.
790	Full time equivalent employees per 1,000 population served	calculated	1,000 * (#781 / #5)	Calculated total. The number of total employee FTEs divided by 1/1000th of the service population. Used as a performance measure.
795	Full time equivalent employees per 10,000 circulation	calculated	10,000 * (#781 / #560)	Calculated total. The number of total employee FTEs divided by 1/10,000th of total circulation. Used as a performance measure.
820	Volunteers, hours worked	library		Report the scheduled number of hours worked during the year by volunteers working for the library in a staff-level capacity. Exclude Friends of the Library and members of the library board.
821	Volunteer FTEs	calculated	#820 / 1820	FTE (full time equivalent) is calculated on the basis of 1,820 hours per year.
800	Full-Time Employees	library		Report the number of persons employed by the library who are working on a full-time basis, defined as working 35 hours or more per week.
810	Part-Time Employees	library		Report the number of persons employed by the library who are working on a part-time basis, defined as working less than 35 hours per week.
815	Total employees	calculated	#800 + #810	Calculated value. Sum of full- and part-time employees.
830	Volunteers	library		Report the number of persons working as volunteers for the library in a staff-level capacity. Exclude Friends of the Library and members of the library board.
Online Web Presence				
500	Database and electronic collection subscriptions	library		Report the total number of electronic collection subscriptions, including licensed online databases, as of the end of the year. Libraries and Literacy will enter an estimated value for your library based on known subscriptions via the BC Libraries Cooperative. Review your library's number and update if necessary.
731	E-Book/E-Audiobook Electronic Collections: Session Total	calculated	Sum of all #1130	Report the number of sessions recorded by all of your library's eBook and eAudiobook resource collections. Do not attempt to count each search a user makes in a collection or database. This value is now calculated based on responses in the #1100 Electronic Materials section.

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	Green text: question has been revised or added since the previous Annual Survey.			
733	Other Electronic Collections: Session Total	calculated	Sum of all #1180	Report the number of sessions recorded by all non-eBook/eAudiobook electronic resource collections and databases. Do not attempt to count each search a user makes in a collection or database. This value is now calculated based on responses in the #1100 Electronic Materials section.
735	Total Sessions, all electronic collections	calculated	#731 + #733	Total number of sessions across all of your library's electronic collections and subscriptions, including databases. This value is now calculated based on responses in the #1100 Electronic Materials section.
750	Number of public access workstation sessions during typical week	LLB		Give the number of public access workstation sessions during the week, excluding those on workstations that can only be used to access the library catalogue (OPAC). Where possible, ignore the length of time of use (i.e. if the same person uses a workstation for two consecutive time periods, count it as one (1) use). In cases where two or more people use the same workstation at the same time, count it as one (1) use.
757	Public access workstation sessions. Annual estimate based on Typical Week	calculated	#750 * 50	Annual estimate based on question #750 in Typical Week survey (weekly value multiplied by 50)
748	Public access workstation sessions. Value to be published in annual statistics.	library		Give the number of public access workstation sessions during the year, excluding those on workstations that can only be used to access the library catalogue (OPAC). Where possible, ignore the length of time of use (i.e. if the same person uses a workstation for two consecutive time periods, count it as one (1) use). In cases where two or more people use the same workstation at the same time, count it as one (1) use. You may use figures recorded throughout the year or the annualized value from Typical Week (see question #757).
763	Total website and catalogue page views	library		The number of times any page of your library's website was viewed, including the catalogue. Equivalent to total page hits. Libraries and Literacy will report the value recorded by the Piwik software for your library's website. Please add page hits from your ILS' catalogue, where possible. Beginning in the 2014 reporting period, Sitka libraries will have their catalogue page hits included in the pre-filled total. Note: if your library uses its own tracking software, you may overwrite the pre-supplied value with your own.
764	Library website visits as recorded by LLB (Piwik).	LLB		LLB uses a virtual visit logger called Piwik to track site visits in participating public libraries. Libraries that do not have their own means to track site visits should make use of this service. More information on how to activate your libray's account can be found in the Commons.
766	Total virtual visits (website & catalogue). Value to be published in annual statistics.	library		Report the total number of visits to your library's website and catalogue (if separate). If your library does not track this total, use the LLB Piwik value in #764 above. A website visit is defined as a series of page requests from the same computer with a time of no more than 30 minutes between each page request. A visit ends after a 30 minute time delay. If someone leaves a site, then returns within 30 minutes, this will count as one visit. Report page hits on line #763.
IT and Computers				
930	Computer terminals available for public use that provide access to the library catalogue only	library		Report the number of computer terminals available for public use, as of the end of the year, that only provide access to the library catalogue. Include all relevant types of library-owned or leased computers, including desktops, laptops, and tablets. If one computer is used to run multiple patron terminals, count the number of terminals.
940	Computer terminals available for public use that provide access to the Internet only	library		Report number of computer terminals available for public use, as of the end of the year, that only provide access to the Internet. Include all relevant types of library-owned or leased computers, including desktops, laptops, and tablets. If one computer is used to run multiple patron terminals, count the number of terminals.
945	Computer terminals available for public use that provide access to the Internet as well as other application software and/or the library catalogue	library		Report the number of computer terminals available for public use, as of the end of the year, that provide access to the Internet and to application software or the library catalogue. Application software includes one or more word processing, spreadsheet, presentation software programs (i.e. Microsoft Word, Excel or PowerPoint). Include all relevant types of library-owned or leased computers, including desktops, laptops, and tablets. If one computer is used to run multiple patron terminals, count the number of terminals.
946	Public Internet access computers	calculated	#940 + #945	Calculated value. Sum of #940 and #945.
947	Public Internet access computers per 1,000 population served	calculated	1,000 * (#946 / #5)	Calculated value. Internet-capable computer terminals divided by 1/1000th of service population.
950	Other computers available for public use	library		Report the number of computers available for public use as of the end of the year that do not provide access to the library catalogue or to the Internet. This includes machines that only provide access to application software, databases, and/or CD-ROM software.
960	Total computers available for public use	calculated	#930 + #940 + #945 + #950	Calculated value. Includes all computer terminals in the library for public use.
970	Number of service points with wireless internet	library		Report the number of service points at which wireless internet access is available to patrons.
972	Number of times wireless Internet was used	library		Report the total number of logins, sessions, or times used for your library's wireless Internet services (i.e. WI-FI). This information may be acquired from your wireless router, or it can be tracked using software to set up a Wi-FI Splash page with authentication. Include access by all electronic devices capable of using the service, including smart phones. If your library's WI-FI service is available beyond opening hours, include all instances of use regardless of time of day the service was used.

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	Green text: question has been revised or added since the previous Annual Survey.			
975	Number of photocopiers in library	library		Report the number of photocopiers in the library. Include both public-use and staff-use-only copiers in the count. Do not include printers, unless they also have photocopy functionality. (ex: an MFD device can be used to both print and photocopy, and should be counted.) Included at the Branch level for multi-branch libraries.
980	Electronic equipment lending -- types offered	library		Report the types of electronic equipment the library offers on loan to its patrons. Do not include quantities. Options: eReaders, devices for the visually disabled (Daisy readers, braille readers), audio-visual players, laptops and/or tablets, projectors, cameras, game consoles, other
Facilities				
840	Service points	library		Report the number of service points occupied by the library, with services available to the public. Do not count locations at which there is either no permanent collection of library materials or no staff. For library facilities that do not provide service to the public, report them on line #850.
850	Other occupied facilities	library		Report the number of other facilities occupied by the library but not used to provide service to the public, e.g.. Administration office, technical services warehouse.
852	Do you have any LEED certified library buildings?	library		The LEED green building rating system stands for Leadership in Energy and Environmental Design. LEED certification is the recognized standard for measuring building sustainability. For more information, see: http://www.nrdc.org/buildinggreen/leed.asp
854	Do you have any Shared Space facilities?	library		Shared Space is defined as both co-location (i.e. a single space shared by two partner organizations such as a public and school library), and/or occupancy within the same building or complex as one or more other organizations (ex: art gallery, recreation centre, grocery store, community hall, etc.). Do not count the regular use of your program room as an instance of Shared Space.
860	Total square metres, all service points	library		Total area of all branches/service points in square metres. To convert square feet to square metres, multiply the number of square feet by 0.093
870	Total square metres per 1000 population	calculated	#860 / (#5 / 1000)	Calculated value. Total square metres divided by 1/1000th of the service population.
862	Public seating	library		Total count of individual chairs and stools including seating capacity for benches, sofas and window-area seating.
864	Public meeting room capacity	library		Seating capacity as determined by municipal fire code regulations or, for less structured spaces, maximum capacity use as determined by the library system.
890	Total hours open, all service points	library		Total number of actual hours service point/branch was open during the year.
900	Average hours open per week - all service points	calculated	#890 / 50	Calculated value. Total hours open divided by 50.
905	Average hours open per week - per service point	calculated	#890 / SPS / 50	Calculated value. Total hours open divided by the number of service points reported on line #840, then by 50.
920	Days open per year - all service points	library		Report the total number of actual days open of all service points, including the main library, for the year.
New Library Buildings & Renovations				
1001	Is this a renovation or a new facility?	library		If your library did not have renovations or new building projects this year, report "No Work"
1005	Name of facility	library		If more than one facility was built/renovated in the year, include only one facility in each answer.
1010	Address of facility	library		
1030	Area in square metres of new space (e.g. 444.69)	library		
1040	Description	library		
1050	Project cost	library		Include construction, site, equipment and other costs.
1060	Method of financing	library		Indicate how the project was financed, e.g.. Borrowing, capital reserve, current operating budget, donations, fundraising etc.
1070	Architect	library		
1075	Facility owner	library		Provide the name of the owner of the facility.
Revenue				
6	Municipal support, operating	library		Report revenue paid directly to the library board by the municipality or municipalities served by the library for the day-to-day operations of the library. Do not include the value of in-kind services provided by a municipality or library costs paid directly by a municipality.
8	Municipal support, capital	library		Funds from the municipality allocated to acquire or upgrade long-term assets, such as major library equipment, furniture, renovations and/or new buildings.
10	Municipal support	calculated	#6 + #8	Calculated value. Municipal operating support + capital support.
16	Regional district support, operating	library		Report revenue paid directly to the library board by the regional district(s) served by the library for the day-to-day operations of the library. Do not include the value of in-kind services provided by a regional district or library costs paid directly by a regional district.
18	Regional district support, capital	library		Funds from the regional district(s) allocated to acquire or upgrade long-term assets, such as major library equipment, furniture, renovations and/or new buildings.
20	Regional district support	calculated	#16 + #18	Calculated value. Regional operating support + capital support
30	Total local government support	calculated	#10 + #20	Calculated value. Municipal support + Regional district support
40	Local government support per capita	calculated	#30 / #5	Calculated value. Total local government support divided by the service population
50	Provincial operating grant	LLB		Annual provincial per capita operating grant amount supplied by LLB. Total grants issued in the calendar year.
51	Resource sharing grant	LLB		Resource sharing grant amount supplied by LLB. Total grants issued in the calendar year.
56	Literacy (Equity) grant	LLB		Literacy grant amount supplied by LLB in the calendar year.
58	OneCard grant	LLB		OneCard grant amount supplied by LLB in the calendar year.

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	Green text: question has been revised or added since the previous Annual Survey.			
60	Other LLB grants	LLB		Other grant amounts funded by Libraries and Literacy during the calendar year.
65	Total LLB grants	calculated	#50 + #51 + #56 + #58 + #60	Calculated value. Sum of all grants issued by LLB during the calendar year.
70	Provincial project grants, non-LLB	library		Report grants funded by a ministry or agency of the Province of British Columbia, other than those received from Libraries and Literacy. Report Legal Services Society grant here.
80	Federal project grants	library		Report grants funded by a department or agency of the Government of Canada to undertake projects. Report Industry Canada Community Access Program (CAP) grants here.
90	Other project grants	library		Report all project grants funded from sources other than the Provincial and Federal governments and their agencies. Include grants from corporate entities here.
95	Total Project Grants (excluding LLB grants)	calculated	#70 + #80 + #90	Calculated value. Total grants issued in the calendar year.
100	Library generated revenue	library		Report all revenue generated by the library, including overdue fines, non-resident fees, income from service contracts and reciprocal use agreements, photocopying charges, room and equipment rentals, sales of library assets and income from library programs and events, etc. Revenue from fundraising should be included at "Donations and Fundraising". InterLINK members: report compensation for net provision of library services within InterLINK here.
110	Donations and Fundraising	library		Report solicited and unsolicited donations of money by individuals and organizations, including Friends of the Library. Include revenue from library fundraising. Do not include in-kind gifts and donations.
130	Other revenue	library		Report any revenue that does not fall into any of the above categories. Report bank interest and income from investments here.
140	Total revenue	calculated	#30 + #65 + #95 + #100 + #110 + #130	Calculated value. Sum of all revenue sources listed above.
150	Transfers from reserve funds	library		Report revenue received by transfers from library reserve funds (restricted accounts) established in a previous year.
Expenditure				
155	Salaries and benefits	library		Report total expenditure on wages and benefits for all library employees, including those hired on regular, term, and project bases.
160	Physical library materials	library		Report total expenditures for the purchase, lease or subscription of library materials acquired in any physical format. Capitalized expenditure on materials should be included, even if this will result in a different total from material expenditure reported on your SOFI. Report expenditures on cataloguing, processing or binding of library materials under "Other Expenditure".
170	Electronic databases, online subscriptions, and eBooks	library		Report total expenditures on licensed online electronic databases, online subscription services, and eBook subscriptions.
180	Total library materials (physical and electronic) expenditure	calculated	#160 + #170	Calculated value. Sum of library materials and electronic materials expenditure.
190	Total library materials (physical and electronic) expenditure per capita	calculated	#180 / #5	Calculated value. Sum of library materials and electronic materials expenditure divided by the service population.
200	Computer systems and telecommunications	library		Report expenditures related to the operation of library computers and computer systems, provision of Internet access and the total cost of library telecommunications. Include hardware and software maintenance costs, Internet access costs and Internet service provider fees. Include the cost of all telecommunications, i.e.. Telephone (voice) and fax. Report expenditure on the acquisition of library software for public use here. Report capital costs related to the acquisition of computer systems hardware and software and telecommunications equipment under "Capital Expenditure".
210	Library facilities	library		Report library board expenditures related to the operation and maintenance of all buildings or parts of buildings occupied by the library, including lease or rent cost and the cost to the library of heat, electricity, insurance, janitorial, repairs and maintenance.
220	Capital expenditure	library		Report capital expenditures on buildings, library computer and telecommunications systems, furniture and equipment. Include expenditures on electronic devices such as DAISY readers and eReaders here.
240	Other expenditure	library		Report any expenditures that do not fall into any of the above categories. Include costs related to the acquisition, cataloguing and processing of library materials here, unless these costs cannot be separated out from the cost of library materials.
250	Total expenditure	calculated	#155 + #180 + #200 + #210 + #220 + #240	Calculated value. Sum of all expenditures listed above.
260	Total expenditure per capita	calculated	#250 / #5	Calculated value. Total expenditure divided by the service population
275	Transfers to reserve funds	library		Report transfers to library reserve funds (restricted accounts) for expenditure in a future year.
245	Amortization of tangible assets	library		If your library follows the Public Sector Accounting Board (PSAB) recommendation PS 3150 on reporting tangible capital assets, report as expenditure any asset amortization during the calendar year. Tangible capital assets may include books and other physical items in the collection, furniture and equipment. If your library does not amortize capital assets, report n/a.

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
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Branch-Level Questions				In the following section, give the annual totals for each library branch within your system. You may then use the calculated totals here to respond to the system-wide equivalent questions within the main survey. (ex: #460x here equates to #460 in the main survey).
2x	Branch or Service Point Name	LLB		Name of the branch or service point
4x	Branch or Service Point Location	LLB		Community in which the branch or service point is located
460x	Total branch materials, volumes held	library		Number of volumes of any physical format held at this branch/service point, including print and audio-visual materials held at the end of the year.
556x	Branch circulation of print and other physical materials	library		Number of items, in print or any other physical formats, from the branch/service point's collection that have been lent during the year. Print and other physical formats include books, magazines, DVDs, CDs and any other formats that take up physical space in the library. Include the number of items checked-out and the number of items renewed, and the circulation of interlibrary loan items received from other libraries. Exclude interlibrary loans to other libraries.
565x	Branch circulation of children's materials	library		Number of items, in all formats, of children's materials from the branch/service point's collection that have been lent during the year. Children's materials are those aimed at patrons 12 years & under. Include: number of items checked-out and the number of items renewed; circulation of interlibrary loan items received from other libraries; initial circulation of rotating or bulk loan materials to a deposit collection. Exclude interlibrary loans to other libraries. Please also count any physical children's materials in #556x "Branch circulation of print and other physical materials", as items in #565x do not count towards #560 "Circulation of all materials".
610x	Branch reference transactions	library		Number of reference transactions answered at this branch/service point. Include reference requests made by any mode of communication: in-person, by telephone, by regular mail, fax, email or library website.
775x	In person visits to this branch or service point	library		Give the number of persons entering the branch/service point for whatever reason, during the year. Persons should be counted each time they enter the service point. Staff should be excluded from the total if doing so is relatively simple (people using automatic counters on turnstiles should not try to subtract staff from these totals).
680x	Adult programs	library		Report the number of programs held in the branch/service point for people aged 18 years & over during the year. Count each session of an ongoing program separately. For example, a 3-part Resume Builder program would count as 3 programs.
690x	Attendance at adult programs	library		Total number of persons attending other adult programs in the branch/service point during the year. For a program that runs over multiple sessions, count the attendance at each session, and provide the cumulative attendance.
671x	Branch newcomer/ELL programs, all ages	library		Report number of adult, child or YA programs held in this branch/service point targeted to newcomers/immigrants, as well as to ELL (English Language Learning) learners. Include those offered by the library and ones offered in partnership with other community agencies/organizations.
672x	Attendance at branch newcomer/ELL programs	library		Total number of persons attending newcomer/ELL (English Language Learner) programs in the branch/service point during the year. For a program that runs over multiple sessions, count the attendance at each session, and provide the cumulative attendance.
700x	Children's programs	library		Report number of children's programs, including summer reading programs, held in the branch/service point during the year. Children's programs are those aimed at children aged 12 and under. Count each session of an ongoing program separately. For example, a 6-week storytime program would count as 6 programs.
710x	Attendance at children's programs	library		Total number of persons of all ages attending children's programs in the branch/service point during the year. For a program that runs over multiple sessions, count the attendance at each session, and provide the cumulative attendance.
715x	Young adult programs	library		Report number of young adult programs, including summer reading programs, held in the branch/service point during the year. Young Adult (teen) programs are those aimed at persons aged 13-18. Count each session of an ongoing program separately. For example, a 2-day Creative Writing program would count as 2 programs.
716x	Attendance at young adult programs	library		Total number of persons of all ages attending young adult programs in the branch/service point during the year. For a program that runs over multiple sessions, count the attendance at each session, and provide the cumulative attendance.
740x	Professional Librarians, hours worked	library		Number of hours worked during the year at this branch/service point by full time and part-time library employees holding a master's degree (or its historical antecedent) from a library education program accredited by the American Library Association or its equivalent and who are working in a position that requires this qualification.
742x	Library Technicians, hours worked	library		Number of hours worked at this branch/service point during the year by full and part-time library employees holding a technical certificate or diploma from an accredited library technician program and who are working in a position that requires this qualification.
752x	Community Librarians, hours worked	library		Number of hours worked at the branch/service point during the year by full and part-time library employees holding a program completion certificate from the Community Library Training Program conducted by Libraries and Literacy, and who are working in a position that requires this qualification.
770x	Other Staff, hours worked	library		Number of hours worked at the branch/service point during the year by other full and part-time library employees.
975x	Number of photocopiers in library	library		Report the number of photocopiers in this branch/service point. Include both public-use and staff-use-only copiers in the count. Do not include printers, unless they also have photocopy functionality. (ex: an MFD device can be used to both print and photocopy, and should be counted.)

Section / Question Number	Question Definition	Data Origin	Calculation	Description/Instructions
Notes	Green text: question has been revised or added since the previous Annual Survey.			
852x	Is this location LEED certified?	library		The LEED green building rating system stands for Leadership in Energy and Environmental Design. LEED certification is the recognized standard for measuring building sustainability. For more information, see: http://www.nrdc.org/buildinggreen/leed.asp
854x	Is this location a Shared Space facility?	library		Shared Space is defined as both co-location (i.e. a single space shared by two partner organizations such as a public and school library), and/or occupancy within the same building or complex as one or more other organizations (ex: art gallery, recreation centre, grocery store, community hall, etc.). Do not count the regular use of your program room as an instance of Shared Space.
860x	Space/size, total square metres	library		Total area of service point/branch in square metres. To convert square feet to square metres, multiply the number of square feet by 0.093.
890x	Hours open per year	library		Total number of actual hours service point/branch was open during the year.
920x	Days open per year	library		Total number of days service point/branch was open during the year.
	Question Totals	library	142	
		LLB	26	
		calculated	73	
		total	241	