University of California
Systemwide Library Planning

CHANGES IN STATISTICAL REPORTING BEGINNING IN THE 2005-06 FISCAL YEAR

1. BACKGROUND

In fall 2004, the University Librarians endorsed a two-phase plan to revise and update the statistics collection processes conducted annually by the Office of Systemwide Library Planning (SLP).

The data collected by SLP – including collections resources, financial resources, and transactions – are used for a variety of purposes at the systemwide level and at the campuses, including public information (publication), budgeting, and administrative purposes such as risk management and facilities planning and budgeting.

The University Librarians agreed that the current practices should be updated to account for the emergence of electronic collection resources and services, and for the establishment and growth of shared systemwide collections and services. In addition, seven UC libraries are members of ARL and face an additional reporting burden owing to differences between UC and ARL categories and definitions. The UC Libraries can avoid duplicate administrative effort by relying, to the extent possible, on ARL's existing infrastructure for defining and documenting statistical categories and for resolving reporting problems. Finally, alignment of UC with ARL will help ensure that UC's practices and data are consistent with national practices and trends, and positions the UC Libraries to provide more effective national leadership in addressing these issues.

1.1. Phase I

In Phase I, which began in early 2005, the Office of Systemwide Library Planning analyzed the two annual data collection processes that it manages:

1. Data on library budgets, expenditures, and certain components of workload activity are collected for the annual Regents' and Governor's Budgets. This process is jointly managed by SLP and the UCOP Budget Office through campus Budget and Planning offices. The data are collected on Forms 3a-3c (http://www.slp.ucop.edu/stats/materials/budget_forms_2004-05_3a_3c.xls).

SLP determined that the "workload" information collected in Form 3c is not regularly used by the Budget Office and some of that data more appropriately belongs with the collections and ILL data collected from campus libraries in Schedules A-D.

FTE data needed for the Governor's Budget are now provided by the Budget Office and will no longer be collected on Forms 3a or 3b.

2. Data on holdings (collections) and interlibrary transactions are collected on Schedules A-D (http://www.slp.ucop.edu/stats/materials/Statistics_Forms_A-D_03-04.xls).

For the data on holdings, SLP compared UC definitions to ARL definitions, analyzed the possibility of combining UC categories in order to reconcile with broader ARL categories, and examined the impact on unit values and space allocations for each category. This process also allowed SLP to reconcile individual campus anomalies between UC and ARL data.

Our findings during Phase I have resulted in some changes for the 2005-06 data collection process:

- UC will align with ARL whenever possible in collections reporting, acknowledging that it is not possible to completely align due to unit value (Risk Management) and space planning differences that cannot be easily reconciled.
- ARL definitions will be used where categories are the same.
- A "serials not purchased" category will be added to the collections survey.
- SLP will collect "services" data with the collections survey rather than with the budget forms.
- FTE will no longer be collected with the budget forms.
- Budget and expenditures for library materials will be divided into "current serials" and "other library materials."

New forms will be distributed for the 2005-06 collection process, to be submitted in fall, 2006. **Current forms should be used for 2004-05 data.** The new forms are attached for your review. Comments are welcome until June, 2006, when the forms will be distributed. Substantive change requests should be made as soon as possible.

1.2. Phase II

For 2005-06, Phase II of the Statistical Reporting Development Plan will include further investigation into space planning and risk management issues, and development of a plan for accommodating digital and shared collections. Phase II will also address Interlibrary Loan statistics, incorporating the reporting capabilities of the VDX system.

SLP will consult with University Librarians regarding the need for and composition of an advisory group for Phase II. A final report will be submitted to University Librarians in Spring 2006, with planned implementation effective for the 2006-07 fiscal year.

2. DESCRIPTION OF CHANGES EFFECTIVE WITH THE 2005-06 FISCAL YEAR

The tables below show the *data elements* that will be reported beginning with the 2005-06 fiscal year; specific definitions for each data element are provided in *General Information for Reporting Statistics of Holdings of Library Materials....* Each table displays, where relevant, the "New UC" data element (i.e., the data elements to be reported beginning with 2005-06), and for the sake of providing a "crosswalk" with current reporting practices, the "Current UC" and "Current ARL" data elements. Where the "New UC" data element is identical in scope and definition to the "Current ARL" data element, the entry is highlighted in **bold** type.

2.1. Revised List of Elements – Collections

[NOTE: for all categories of collections, UC will continue its current practice of asking for data on total holdings at the end of the prior reporting period, items added and withdrawn, and total holdings at the end of the current reporting period, and will ask for these separately for General, Health Sciences, Law, and Affiliated libraries.]

New UC	Current UC	Current ARL
Volumes	Volumes	Volumes
		Monographic volumes purchased
Current serials purchased	Serials (subscriptions)	Current serials purchased
Current serials not purchased		Current serials not purchased
Current serials total		Current serials total
Personal manuscripts	Personal manuscripts	Archives and manuscript units
UC archive materials	UC archive materials	
Other archive materials	Other archive materials	
Maps	Maps	Cartographic materials
Microfilm	Microfilm	Microform Units
Microcard	Microcard	
Microprint	Microprint	
Microfiche	Microfiche	
Pamphlets	Pamphlets	None
Government documents	Government documents	Government documents
Audiodiscs	Audiodiscs	Audio materials
Audiocassettes	Audiocassettes	
Audioreels	Audioreels	
Compact discs, digital audio	Compact discs, digital audio	
Videotape	Videotape	Video and film
Videodiscs	Videodiscs	
Multi-media kits	Multi-media kits	
Motion pictures	Motion pictures	
Film strips	Film strips	Graphic materials
35mm slides	35mm slides	
Other pictorial materials	Other pictorial materials	

New UC	Current UC	Current ARL
Computer tapes	Computer tapes	Computer files
Monographic CD-ROMs	Monographic CD-ROMs	
Serial CD-ROMs	Serial CD-ROMs	
Floppy disks	Floppy disks	

2.2. Revised List of Elements – Library Services

New UC	Current UC	Current ARL
Number of items checked out, by user category	Number of items checked out, by user category	Initial circulation transactions
		Total circulation transactions
Number of staffed library service points	(None)	(New for 2003-04)
Number of weekly public service hours	Library operating hours	(New for 2003-04)
Number of reference transactions	None	Number of reference transactions
Number of presentations to groups	None	Number of presentations to groups
Number of total participants in group presentations	None	Number of total participants in group presentations

2.3. List of Elements – Budget and Staff

Current UC	New UC
I. Salaries & Wages	I. Salaries & Wages
a. Reference/Circulation	a. Reference/Circulation
1. Academic	1. Academic
2. Staff	2. Staff
3. General Assistance	3. General Assistance
4. Employee Benefits	4. Employee Benefits
b. Acquisition/Processing	b. Acquisition/Processing
1. Academic	1. Academic
2. Staff	2. Staff
3. General Assistance	3. General Assistance
4. Employee Benefits	4. Employee Benefits
II. Library Materials	II. Library Materials
	a. Current Serials
	b. Other Library Materials
	c. Total
III. Binding	III. Binding

IV. Supplies, Expense & Equipment, and Special Items	IV. Supplies, Expense & Equipment, and Special Items
a. Reference/Circulation	a. Reference/Circulation
b. Acquisition/Processing	b. Acquisition/Processing
V. Subtotal, Budgeted Funds	V. Subtotal, Budgeted Funds
VI. Ed Fee Adjustment	VI. Ed Fee Adjustment
VII. Revised Total	VII. Revised Total

Changes to Forms 3a and 3b are the addition of **Expenditures for Current Serials** as a subset of the current Library Materials expenditure item and the removal of all FTE data collection.