

## 2007 Special Libraries Report: Appendix A

### Definitions for Data in the Special Library Statistics Report, FY2007

Column Heading	Definition
Region	Regional Library System of which the library is a current or former member. B=Boston, C=Central, M=Metrowest, N=Northeast, S=Southeastern, W=Western
Holdings: Books	Number of non-periodical printed publications bound in hard or soft covers, or in loose leaf format.
Holdings: Other	Number of print serials, curricular materials, video and audio cassettes, materials in electronic format, electronic database and journal subscriptions.
Records Mgmt./Archives	Does the library provide a records management and/or archives function for the organization?
Circulation	The total annual circulation of all types of library materials in all formats. Note, includes data from some libraries that reported for calendar year 2006 or for a fiscal year other than 7/1/06-6/30/07. N/A (not applicable) indicates the library did not circulate materials from its collection. A blank field indicates the library did not track circulation.
Interlibrary Loans Provided To	These are library materials, or copies of materials, provided to the library from another library upon request.
Interlibrary Loans Received From	These are library materials, or copies of materials, received by the library from another library upon request.
Annual Hours Open	Sum of hours the library was open and staffed during the year. May be staffed by paid and/or volunteer personnel.
Annual Visits	The number of persons entering the library for whatever purpose during the year.
Open to Public	Was the library open to the public during the year?
Ref. Trans.	Reference Transaction - An information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the library staff.
No. of Staff	Head count of the number of paid library staff (excludes volunteers) as of 6/30/07.
Staff with MLS	The number of paid staff who have earned an ALA accredited Masters degree as of 6/30/07.
Mats. Exps.	The sum of operating expenditures from the library's budget for library materials including print, non-print, and electronic resources.
Salaries Exps.	The sum of salary and wages expended from the library's budget for all library staff including plant operations, security and maintenance staff.