Where and How to Count Electronic Stuff: Does It Circulate All the Way Around? Do you check it out, and do you return it?

Yes

Holdings: Count each full-text electronic item.

Electronic Books (E-Books)
Audio – Downloadable Units
Video – Downloadable Units
Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Include items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Circulation: How Do I show usage?

Electronic Books (E-Books)
Audio – Downloadable Units
Video – Downloadable Units
Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit. Include circulation only for items counted under Electronic Books (e-books), Audio Downloadable Units and Video Downloadable Units in the Library Collection data 450-460.

No

Holdings: Count each collection.

Electronic Collections (databases)

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Circulation: How do I show usage?

Usage of Electronic Collections (databases)

The total annual usage by a library of electronic collections, as defined by: 1) download of text, audio and video; 2) view of an online record, document, text, and/or image; and 3) streaming of audio or video files.

Include usage only for those items included in Electronic Collections. Do not include users or sessions. Report the usage of electronic collections acquired through curation, payment or formal agreement, by source of access.

At this time, there is no place to record logins and sessions.