ILS Instructions for the 2023 DPI Annual report.
Pre-Populated Data and Instructions for Manual Calculation

This document contains information about the Bibliovation ILS annual circulation and item report data that SCLS uses to pre-populate answers for:
- Section II Library Collection
- Section III Library Services and;
- Section XI Public Library Loans of Material to Nonresidents

of your DPI Annual report. This document also provides instructions on how to calculate the answers for those fields you must manually calculate (and enter). Instructions to manually calculate numbers that we pre-populate for you are also included.

The codes used to provide the pre-populated data in Sections II and III are available in Appendix A of these instructions. The codes used to pre-populate Section XI are available in the **SCLS PSTAT List** posted on our website.

Appendix B of these instructions provides information about libraries that have PSTAT codes in more than one county and SCLS communities that are in more than one county.

SECTION II: LIBRARY COLLECTION

1a. Books in Print: Number Owned/Leased: *data is pre-populated* (codes used are listed in Appendix A).
Manual calculation steps (optional):
- Use the report **Items Owned by Collection Code 2023**. Add up the numbers in the **Items** column for your library's book Collection Codes.

1b. Books in Print: Number Added: *data is pre-populated* (codes used are listed in Appendix A).
Manual calculation steps (optional):
- Use the report **Items Added by Collection Code 2023**. Add up the numbers in the **Items Added 2023** column for your library's book Collection Codes.

3a. Audio Materials: Number Owned/Leased: *data is pre-populated* (codes used are listed in Appendix A).
Manual calculation steps (optional):
- Use the report **Items Owned by Collection Code 2023**. Add up the numbers in the **Items** column for your library's audio Collection Codes (audiocassettes, CDs, PlayAways, audio-enabled books, etc.).

3b. Audio Materials: Number Added: *data is pre-populated* (codes used are listed in Appendix A).
Manual calculation steps (optional):
- Use the report **Items Added by Collection Code 2023**. Add up the numbers in the **Items Added 2023** column for your library's audio Collection Codes (audiocassettes, CDs, PlayAways, audio-enabled books, etc.).

5a. Video Materials: Number Owned/Leased: *data is pre-populated* (codes used are listed in Appendix A).
Manual calculation steps (optional):
- Use the report **Items Owned by Collection Code 2023.** Add up the numbers in the **Items** column for your library's video Collection Codes (DVD, Blu-ray, VHS, etc.).

5b. Video Materials: Number Added: *data is pre-populated* (codes used are listed in Appendix A).
Manual calculation steps (optional):
- Use the report **Items Added by Collection Code 2023**. Add up the numbers in the **Items Added 2023** column for your library's video Collection Codes. (DVD, Blu-ray, VHS, etc.).

7. Other Materials Owned: *data is pre-populated* (codes used are listed in Appendix A).
Manual calculation steps (optional):
- You must include any **physical** materials not already reported above. This might include toys, art prints, kits, computer software, video games etc. Do **NOT** count magazines.
- Use the report **Items Owned by Collection Code 2023**. Add the numbers in the **Items column for the appropriate Collection codes for your library**. (**Note:** Items cataloged in generic records in LINKcat may be counted for this question. Do not count materials if they are not cataloged in LINKcat.)

10. Subscriptions: *This field is not pre-populated.*
Manual calculation required:
- Use the report **Total Serial Titles 2023**.
  - **Use the number from the Titles column.** The Titles number does not include duplicate subscriptions for the same title, and it counts the annual and mid-year cloned titles only once, so you do not need to subtract cloned titles.
    - NOTE: Do not use the number from the Bibs column. The Bibs number includes all annual and mid-year clones.
  - If you added new subscriptions in 2023 for titles that will not be received until 2024, **subtract them from the total**.
  - If your library receives any duplicate subscriptions for the same title, **add the additional subscriptions to the total.**

- *Alternatively*, you can use the **List of Serial Titles 2023** report, which lists all bib records for the serials subscriptions that your library receives using Periodicals. This report includes each annual and mid-year cloned bib record for all titles. You will have to filter the report in order to view only titles received by your library.

  Clarification from DPI: *"The federal definitions of "library collection" and "current print serial subscriptions" has no requirement that "items the library has acquired as part of the collection whether purchased leased licensed or donated as gifts" must be cataloged. The library wouldn't count personal or staff subscriptions but I'd say they can otherwise count uncatalogued print serial subscriptions that are in their collection. (Don't count electronic serial subscriptions though.)"*

SECTION III: LIBRARY SERVICES

1. Circulation Transactions:

1a. Total circulation: *This field is pre-populated*.
Manual calculation steps ONLY if your library circulated materials without an item record in the database:
- Add the number of manual circulations you have tallied to the Total Circulation number.
- Inform Tracie Miller of the reason for the manual circulations
- This Total does not include Inter-library (ILL, OLL) circulations.
- This Total does not include Internal (INT) circulations.

1b. Children's Materials: *data is pre-populated* using **Item Types** (codes used are listed in Appendix A).
Manual calculation steps (optional):
- Use the **Total CKO by ITYPE 2023-annual** report.
  - Find the column for your library.
  - Add up the circulation numbers for Children's (and YA) materials.
  - Enter the total in 1b.

1c. Circulation of Other Physical Items: *data is pre-populated* using **Collection Codes** (codes used are listed in Appendix A).
Manual calculation steps (optional):
- Use the **Total CKO by Collection Code 2023-annual** report.
  - Find the column for your library.
  - Add up the circulation numbers for the Collection codes listed in Appendix A.
  - Enter the total in 1c.

2. Interlibrary Loans

2a. Items Loaned (Provided to): *This field is not pre-populated.*
Manual calculation required:
- Use the **Total Loaned and Borrowed 2023-annual** report.
- Find the column headed "LIB LOAN TO" where LIB equals your library's code.
  - Scroll down the report to the row labeled SUBTOTAL in column A.
  - This is the number of items you loaned to other LINKcat libraries.
- The number of interlibrary loans you calculated by adding your X-ILL O-OS-I and OTHER-ILLs for Question 1a are the items you loaned to other (not LINKcat) libraries.
- Add these "Other ILLs" to your TOTAL LOANED amount; enter the total in 2a.

2b. Items Received (Received from): *This field is not pre-populated.*
Manual calculation required:
- Use the **Total Loaned and Borrowed 2023-annual** report.
- Find the column headed "LIB BORR FROM" where LIB equals your library's code
  - Scroll down the report to the row labeled SUBTOTAL in column A.
  - This is the number of items you borrowed from other LINKcat libraries.
- Many libraries also borrowed items from other non- LINKcat libraries.
  - If you circulated them to your patrons by creating records in LINKcat they will

be found in your **Total CKO by Coll Code 2023-annual** report (IL code).
- o If you don't use LINKcat to circulate these interlibrary loan items you should have kept track of this number manually on paper.
- Add the total of manually tracked Items received from non-LINKcat libraries to the number of your "LIB BORR FROM" total (from other LINKcat libraries); enter the total in 2b.

3. Number of Registered Borrowers: Do not use the numbers listed for the X-INT or [County]-ILL to answer this question. X-UND numbers are counted as non-resident.

3a. Resident: *data is pre-populated* by counting patron records containing the PSTAT(s) associated with your municipality. If you count the population of another municipality as residents you will have to add them manually to the pre-populated number.
Manual calculation steps (optional):
- Use the report **LINKcat registered borrowers 2023**.
- Go to the row(s) for your municipality's PSTAT.
- The number in the LINKcat column is your total of registered Resident borrowers.
- o Libraries that count multiple municipalities or PSTATs will have to add the numbers together for their total.

3b. Nonresident: *data is pre-populated* by counting patron records listing your Library as their "home" library (default pickup location) and subtracting the patron records that also have the PSTAT(s) associated with your municipality. If you count another municipality as resident you will have to subtract them manually from the pre-populated number to get an accurate count.
Manual calculation steps (optional):
- Use the report **LINKcat registered borrowers 2023**.
- Go to the Column for your library and write down the Total for that column.
- Using the same column write down the number in the row for your municipality's PSTAT. Subtract the number for the PSTAT from the Total – this is your count of registered Nonresident borrowers. This number <u>will</u> include the X-UND numbers but **do not use the numbers listed for X-INT or any [County]-ILL PSTATs to answer this question.**

SECTION XI: PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

All of the answers to the questions in this Section are pre-populated, including Question 9.

Manual calculation steps (optional):
- Use your library's **Total CKO by PSTAT 2023-annual** report to answer the following questions. This report is sorted by PSTAT code, the first character(s) of which are an abbreviation for a Wisconsin County. See Appendix C for a complete list of Wisconsin County abbreviations.
  - o Each County in Wisconsin.
  - o Out-of-State walk-in circulations and Outer Library loans (preceded by an O-)
  - o Interlibrary Loan, Internal or Undetermined circulations (preceded by an X-).
- You may have to refer to the **SCLS PSTAT List** to determine which codes/municipal divisions support a library or not.

1. Total Nonresident Circulation:
After you have answered questions 2-6 add the subtotals for each of these to arrive at the total for #1.

2. Circulation to nonresidents living in your county:

    2a. Those with a library: Total the circulations for the codes in your County that represent municipal divisions that support a library. Enter this number for 2a.

    2b. Those without a library: Total the circulations for the codes in your County that represent municipal divisions that *do not* support a library. Enter this number for 2b.

3. Circulation to nonresidents living in another county in your system:

    3a. Those with a library: Total the circulations for the codes in the other six SCLS Counties that represent municipal divisions that support a library. *Because Adams and Portage are consolidated county libraries all residents of these libraries are considered to be with library.* Enter this total for 3a.

    3b. Those without a library: Total the circulations for the codes in the other six SCLS Counties that represent municipal divisions that *do not* support a library Enter this total for 3b.

4. Circulation to nonresidents in an adjacent county not in your system:
Identify the codes for Counties that are adjacent to your County that are not in SCLS. For this question **ONLY count the circulations for codes from counties adjacent to your county but not in SCLS**. For example, Green County libraries would ONLY count the circulation transactions for patrons that lived in Iowa, Lafayette, and Rock counties.

    4a. Those with a library: Total the circulations for the codes adjacent to your own county that represent municipal divisions that support a library. Enter this total for 4a.

    4b. Those without a library: Total the circulations for the codes adjacent to your own county that represent municipal divisions that *do not* support a library. Enter this total for 4b. [Save the breakdown of these numbers as you will also use them when answering question 9.]

5. Circulation to all other State Residents:
- Total the circulations for all remaining codes, except for Out of State and Interlibrary loan. Enter this total for #5.

6. Circulation to persons from out of state:
- Enter the number of circulations in the PSTAT labeled "O-OS". Do not include circulations for the "O-OS-I" PSTAT those circulations are counted as ILL transactions.

9. Circulation to non-residents in an adjacent county who do not have a local public library:
- This is a breakdown by county of circulation transactions to nonresidents in ALL counties adjacent to your county that do not have a local public library (circulations that were recorded in questions 3b and 4b of this section).

Section II Codes

Questions 1a and 1b. Books in Print. (Collection Codes)

BKAFI	BKAFIWL	BKANFPC	BKJFIMY	BKYFIMY	PAAFISF
BKAFICL	BKAGE	BKANFRE	BKJFISF	BKYFISF	PAAFIWE
BKAFICN	BKANF	BKANFSC	BKJFISP	BKYFIWL	PAANF
BKAFIFA	BKANFAR	BKANFSH	BKJFIWL	BKYNF	PAJFI
BKAFIGN	BKANFAU	BKANFSP	BKJHL	BKYNFWL	PAJNF
BKAFIHI	BKANFBU	BKANFSR	BKJNF	BKYNFGN	PAYFI
BKAFIHL	BKANFBY	BKANFTL	BKJNF14	ERJFI	PBJCN
BKAFIHO	BKANFCK	BKANFWL	BKJNFBI	ERJNF	PBJFI
BKAFIID	BKANFCR	BKARN	BKJNFBY	LPFI	PBJFIBB
BKAFIIN	BKANFED	BKJBG	BKJNFGN	LPFIMY	PBJFIBBSP
BKAFIMY	BKANFGN	BKJFI	BKJNFGNSP	LPFIWE	PBJFISP
BKAFIRO	BKANFHE	BKJFI14	BKJNFSP	LPJ	PBJFIWL
BKAFISF	BKANFHL	BKJFIAW	BKJNFWL	LPNF	PBJHL
BKAFISL	BKANFHM	BKJFIBE	BKYFI	LPPB	PBJNF
BKAFISP	BKANFHS	BKJFIBI	BKYFICL	PAAFI	PBJFIBI
BKAFISU	BKANFHT	BKJFICH	BKYFICO	PAAFICL	PBJNFBI
BKAFITH	BKANFID	BKJFICO	BKYFIFA	PAAFIFA	PBJBBBI
BKAFIUR	BKANFJO	BKJFIFA	BKYFIGN	PAAFIMY	SC
BKAFIWE	BKANFLM	BKJFIGN	BKYFIGNMG	PAAFIRO	

Questions 3a and 3b. Audio materials. (Collection Codes)

BAEJ	CAAFI	CDAID	CDJFI	DAPAFI	PH
BAEJWL	CAAMS	CDAMS	CDJMS	DAPANF	
BCDJ	CAANF	CDAMSID	CDJNF	DAPAWL	
BCJ	CAJ	CDANF	CDJWL	DAPJ	
BDAPJ	CAY	CDASP	CDY	DAPJWL	
CAA	CDAFI	CDAWL	DAPAID	DAPY	

Questions 5a and 5b. Video materials. (Collection Codes)

DBRAAN	DBRARN	DVDAFF	DVDATV	DVDJWL	VRA
DBRAFE	DBRATV	DVDAHL	DVDAWL	DVDYFE	VRJ
DBRAFF	DBRJ	DVDAID	DVDJFE		
DBRAID	DVDAAN	DVDANF	DVDJHL		
DBRANF	DVDAFE	DVDARN	DVDJNF		

Question 7. Other materials. (Collection Codes)

AR	KTA	SOAWL	VGJ	MF
EQ	KTJ	SOJ	VGY	MPA
TY	SOA	VGA	VF	SEEDS

Section III Codes

Question 1b. Circulation of children's materials (Item Types)

BKJ14	BKWIJ28	CDJMS	DVDSETJ14	KIT	TOY
BKJ28	CAJBK	DAPJ	DVDSETWIJ14	MAJ	VRJ
BKWIJ14	CDJBK CAJMS	DVDJ	DVDWIJ	SOJ	

LINKcat Libraries that have PSTAT codes in multiple counties.
- Belleville Public Library/Belleville Village: Dane County library (Dane and Green Counties) D-BEL-VD; G-BEL-VG
- Brodhead Memorial Library/Brodhead City: Green County library (Green and Rock Counties) G-BROD-C; RO-BRD-C
- Kilbourn Public Library/Wisconsin Dells City: Columbia County library (Columbia Adams and Sauk Counties) A-WID-C; C-WD-CC; S-WD-CS; J-WID-C
- Hutchinson Memorial Library/Randolph Village: Columbia County library (Columbia and Dodge Counties) C-RAN-VC; DG-RAN-V
- Cambridge Community Library/Cambridge Village: Dane County library (Dane and Jefferson Counties) D-CAM-VD; JF-CAM-V
- Columbus Public Library/ Columbus City: Columbia County library (Columbia and Dodge Counties) C-COL-C; DG-COL-C

Communities that share a border with a community within SCLS
- Brooklyn Village: no library (Dane and Green Counties): D-BRO-VD; G-BRO-VG
- Edgerton Public Library/Edgerton City: Rock County library (Dane and Rock Counties) D-EGD-C; RO-EDG-C

SCLS COUNTIES (DPI report questions 2 and 3)

Adams County	A		
Columbia County	C	Portage County	P
Dane County	D	Sauk County	S
Green County	G	Wood County	W

ADJACENT TO ONE OR MORE SCLS COUNTIES (DPI report question 4)

Clark County	CL	Marathon County	MN
Dodge County	DG	Marquette County	MQ
Green Lake County	GL	Richland County	RI
Iowa County	IO	Rock County	RO
Jackson County	JK	Shawano County	SH
Jefferson County	JF	Vernon County	VE
Juneau County	JU	Waupaca County	WP
Lafayette County	LF	Waushara County	WS

OTHER WISCONSIN COUNTIES (DPI report question 5)

Ashland County	AS	Menominee County	ME
Barron County	BA	Milwaukee County	MI
Bayfield County	BY	Monroe County	MO
Brown County	BR	Oconto County	OC
Buffalo County	BU	Oneida County	ON
Burnett County	BT	Outagamie County	OU
Calumet County	CA	Ozaukee County	OZ
Chippewa County	CH	Pepin County	PE
Crawford County	CR	Pierce County	PI
Door County	DO	Polk County	PO
Douglas County	DS	Price County	PR
Dunn County	DU	Racine County	RA
Eau Claire County	EC	Rusk County	RU
Florence County	FL	Saint Croix County	SC
Fond du Lac County	FO	Sawyer County	SA
Forest County	FR	Sheboygan County	SB
Grant County	GR	Taylor County	TA
Iron County	IR	Trempealeau County	TR
Kenosha County	KE	Vilas County	VI
Kewaunee County	KW	Walworth County	WA
La Crosse County	LC	Washburn County	WB
Langlade County	LN	Washington County	WG
Lincoln County	LI	Waukesha County	WK
Manitowoc County	MA	Winnebago County	WI
Marinette County	MT		