

## Survey and Annual Report Revisions

### Checklist for New Fields

The Annual Report has been revised, resulting in some new fields to complete. Please adjust your data collection methods to include the following for the 2022 reporting year:

- Collections: Number of wireless hotspots available for loan
- Collections: Number of mobile devices available for loan
- Circulation: Number of times electronic equipment (wireless hotspots or mobile devices) were checked out
- Library Use: Number of informal technology training assistance encounters (e.g., how to use email, print a document, access a website or e-resource, etc.)
- Library Use: Number of formal bookings of library meeting rooms or similar spaces
- Programming: Number of formal technology sessions and number of participants
- Programming: Number of virtual programs and number of participants
- Programming: Number of outreach sessions and number of participants

Definitions for these fields can be found in the Reference Key (which was sent along with this list).

For the fields labelled 'Collections' and 'Circulation' - these numbers may be available through an ILS report. If not, a manual count will be necessary.

For the remaining fields, there are two possible calculations:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

For the 2022 reporting year, you may wish to use option 2, as actual counts not be representative of the entire year.

These fields have been added to capture new services that Alberta's public libraries are delivering, demonstrating their ability to evolve to meet the diverse and ever-changing needs of Albertans.