Library Statistics – Frequently Asked Questions

1. Does a circulation take place when a library lends a book to another library (i.e. an interlibrary loan)?
   No. A circulation only takes place when a library lends an item to a library user. So the circulation takes place only at the borrowing library when the item is lent to an actual library user.

2. Does an interlibrary loan take place when a library lends a book to another library but the library user requesting the item never checks out the item? Yes. The interlibrary loan is counted by the lending library and the borrowing library counts this as an interlibrary loan borrowed.

3. Are renewals counted as circulation? Yes.

4. Are renewals counted as borrowIT CT (i.e. non-resident loan) circulation? Yes.

5. Is e-book circulation considered a part of a library’s total circulation? Yes.

6. Is an electronic download of audios and videos considered a part of a library’s total circulation? Yes.

7. Is an electronic download or display of an article (usually from a database) or a partial section of a book, audio, or video considered a part of a library’s total circulation? No. The federal government has determined that this be counted in a new “retrieval of electronic information” category.

8. When counting attendance at a library program for children, should adults at the program be included in the count? Yes.

9. If the library sponsors a series of programs (e.g. summer reading program events, weekly story-hours), should each program in the series be counted as one program? Yes.

10. If a program by an outside group is being held in the library meeting room, does the library include the program in its program count? No. The library either must be a co-sponsor or co-organizer of the event.

11. If a library user asks library staff where the adult non-fiction section is located, or asks what the policy is for use of public access computers, is this a reference question? No. Directional and policy questions are not considered reference questions.

12. If a library user needs help using a computer, is this counted as a reference question? Yes, as long as the assistance is unscheduled and involves using some type of information service or knowledge gleaned from other resources.

13. Is the van we use to deliver books to elderly housing communities or other groups as-needed counted as a bookmobile? No. To be a bookmobile, these are required: 1. A truck or van that carries an organized collection of library materials; 2. Paid staff; and 3. Regularly scheduled hours (bookmobile stops) for being open to the public.


15. In the Annual Report, should a library include gifts by Friends Groups (or other groups) in the library’s income and expenditures? Cash payments should be included in the library’s “Other Sources” of income and should also show up as a library expenditure. If the Friends Group paid for something directly (for example, payment for a library program) then the gift should not be included as library income. You can, however, list these types of expenditures in Question 9.17 (monies outside the library’s operating budget) to help determine the total library cost.


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