

Academic Libraries (AL) Reporting Electronic and Digital Materials Tutorial Script 2024-25 Data Collection

This tutorial discusses the reporting of electronic and digital materials in the Academic Libraries survey component. It reviews what types of materials to report, the difference between a single unit and a database, reporting circulation data, and how to report shared materials.

When reporting electronic and digital material in collection, only include titles where access rights have been acquired by the library itself, a consortium, or through external funding. This may include local material held by the institution or remote material for which access rights have been acquired. Only report e-book, e-media, and e-serial titles owned or leased by the library if individual titles are catalogued and/or searchable through the library catalog or discovery system. Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system, except do not count e-book titles from Hathi Trust, Center for Research Libraries, Internet Archive, and similar collections unless the library owns the digitized item and it is accessible under current copyright law.

When determining whether titles provided an e-service, such as Overdrive or Freading, should be counted as multiple e-books or as one database, the institution should follow this general rule:

If the service is purchased as a package of titles with no selection on the part of the library or the library consortia, count as a database and do not include usage in circulation. If specific items are selected, count these as e-books.

For counting digital/electronic usage and circulation, institutions should report usage/circulation of digital/electronic titles whether viewed, downloaded, or streamed. Institutions should not include institutional repository documents in digital/electronic usage and circulation. Institutions should include usage for e-books and e-media titles only, even if the title was purchased as part of a database.

When reporting digital/electronic usage and circulation, institutions should not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library. Do not include transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation".

Most vendors will provide usage statistics in COUNTER reports. As of January 2019, Release 5 became the current Code of Practice (see Project COUNTER Release 5 Code of Practice [Project COUNTER - Consistent, Credible, Comparable](#) Relevant COUNTER Release 5 reports for e-books are: TR_B1: Book Requests (Excluding OA_Gold). As to the COUNTER 5 metric type for e-books, report "unique title requests." For e-media, use IR_M1: Multimedia Item Requests, report metric type for "total_item_requests" is the most relevant.

Report usage of e-serial titles whether viewed, downloaded, or streamed. Include usage for e-serial titles only, even if the title was purchased as part of a database. Viewing a document is defined as having the full text of a digital

document or electronic resource downloaded. If available, include the count for open access e-journal usage if the title is accessible through the library's catalog or discovery system.

Libraries may need to ask vendors for e-serial usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library. Most vendors will provide usage statistics in COUNTER Release 5 reports. The most relevant COUNTER Release 5 report for e-serial usage is TR_J1: Journal Requests (Excluding OA_Gold). For the metric type, report "unique item requests." If COUNTER Release 5 reports are unavailable, the most relevant COUNTER Release 4 report is JR1 (defined as the "Number of Successful Full-Text Article Requests by Month and Journal").

Applicable COUNTER Release 5 definitions:

- Article: "An item of original written work published in a journal, other serial publication, or in a book."
- Database: "A collection of electronically stored data or unit records (facts, bibliographic data, texts) with a common user interface and software for the retrieval and manipulation of data (NISO)"
- Full-Text Article: "The complete text, including all references, figures and tables, of an article, plus links to any supplementary material published with it."
- Open access: "Online research outputs that are free of all restrictions on access (e.g. access tolls) and free of many restrictions on use (e.g. certain copyright and license restrictions). Open access can be applied to all forms of published research output, including peer-reviewed and non-peer-reviewed academic journal articles, conference papers, theses, book chapters, and monographs.

In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/ electronic circulation/usage (downloads, session views, transaction logs, etc.), or report zero. An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-serial usage statistics. Do not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library.

What if your library shares an electronic and digital collection across a consortium of libraries? If the library is part of a consortium and shares a common e-service (such as Overdrive), then it should report the number of digital and electronic titles it has access to as part of its collection. For example, if the library pays a set annual fee, as part of a consortium, for access rights to 1200 e-books that are shared across all members of the consortium, then your library should count the 1200 titles as part of its e-book collection.

Similarly, when reporting electronic and digital circulation data for libraries sharing resources in a consortium, institutions should count the number of digital and electronic circulation for their library's books, media, serial collection only. Do not include circulation of databases and institutional repository documents. If the circulation count for the individual institution is not available from the e-service provider, report using whichever method the library uses locally to monitor circulation. Do not include counts from other members of the consortium.

For more information on the material presented in this tutorial, please contact the IPEDS Help Desk.