

ACTIVITY OF LIBRARIES, SLOVENIA

METHODOLOGICAL EXPLANATIONS

PURPOSE OF THE STATISTICAL SURVEY
LEGAL BASIS FOR THE SURVEY
OBSERVATION UNITS
COVERAGE
SOURCES AND METHODS OF DATA COLLECTION
DEFINITIONS
EXPLANATIONS
PUBLISHING
REVISION OF THE DATA
OTHER METHODOLOGICAL MATERIALS
PREPARED BY
LAST UPDATED

PURPOSE OF THE STATISTICAL SURVEY

The purpose of monitoring the activity of libraries, which is a basis for planning and monitoring national policies, is to obtain information on their activities, i.e. general data on computer, audiovisual and other equipment, collection, increment and write-off of library materials, rent and visit, finance and library staff.

LEGAL BASIS FOR THE SURVEY

The Statistical Office of the Republic of Slovenia (hereinafter SURS) collects data on library activities based on the National Statistics Act (OJ RS, No. 45/1995 and No. 9/2001) and the Annual Programme of Statistical Surveys for the current year (Activity of libraries) and every third year it collects data also on the activity of School libraries.

OBSERVATION UNITS

Observation units, selected by SURS, are all school libraries (in primary schools, secondary schools, vocational schools, boarding schools, music schools and institutions for the education of children and youth with special needs).

Observation units of the administrative sources or respectively of the National and University Library (hereinafter NUK) are the following types of libraries: NUK, academic, special and public libraries.

COVERAGE

Coverage of libraries collected by the NUK is complete and based on administrative sources, whereas school libraries are collected by SURS according to NACE activities (types of schools - primary, secondary, school centers, music schools, boarding schools).

SOURCES AND METHODS OF DATA COLLECTION

Data on NUK, higher education, special and public libraries are collected and processed by NUK. SURS then takes the processed data and publishes them in its publications (Statistical Yearbook). Data on school libraries are still collected, processed and published by the SURS - from the questionnaire KU-BIB (Questionnaire on the activities of school libraries), with a three-year periodicity.

DEFINITIONS

Library is any organised collection of monographic and serial publications and other library material where staff enables and helps users to use this material. A library satisfies information, research, educational and leisure needs of users. We distinguish between the following types of libraries: national, higher education, school, general and specialised.

Library collection (synonyms: library fund or library stock) is the number of units of library material or documents of a certain kind (e.g. books and serial publications, microforms, electronic serial publications) that a library keeps and those that are available via remote access and for which the library has the right to access at least for a specific period of time.

Library material is all material in the library, both book and non-book material.

Book material includes monographic and serial publications (books, brochures, newspapers, magazines, almanacs, calendars, collections of papers, theses, patents, standards, etc.) multiplied on paper, having more than 4 pages.

Non-book material are publications printed on paper having fewer than 4 pages and publications on all other media. In view of the medium and in view of the contents, we distinguish between cartographic material, pictorial material, musical prints, manuscripts, electronic sources, small prints, etc.

For the purpose of the questionnaire, **other non-book material** includes manuscripts, musical prints, cartographic material, two-dimensional pictorial material, three-dimensional artefacts and objects, microforms and small prints.

Electronic publications are publications that are used with the help of computers. Electronic publications on physical media are monographic (theses, data collections, etc.) and serial (electronic newspapers and magazines, etc.) publications on disks, CD-ROMs, DVDs and similar.

Additions in school libraries – legal deposit copies are publications issued by the school.

Additions of serial publications in school libraries are titles of serial publications that the library was receiving in the reference year, i.e. titles of serial publications that the library was subscribed to prior to the reference year and titles of serial publications that the library subscribed to in the reference year. Every title is counted once, irrespective of the number of copies in the library. As regards units of serial publications, the year of the individual title is taken into account, irrespective if it was kept permanently.

Additions of non-book material in school libraries include only processed material.

Discarded library material is the number of inventory units that were discarded from the library collection according to a prescribed procedure.

Every physical unit of library material that was available to users is counted as many times as it was lent, counting also repeated lending of the same unit to the same user (reader).

Lending unit in serial publications can be an individual issue or an individual bound unit or a bound volume.

Interlibrary loans are counted separately, not as part of library lending.

As regards **visitors in the library**, users are counted as many times as they visited the library (they could even visit the library several times a day) to borrow material (either for home use or for use in the reading room), to return or reserve material or to extend the loan period or seek information.

Number of persons in paid employment in school libraries refers to 30 June of the reference year.

EXPLANATIONS

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PUBLISHING

Information on the activity of school libraries, expressed in absolute values, is published by SURS in the form of a three-year in the *First Release at*:

http://www.stat.si/eng/tema_demografsko_kultura.asp

and in the *SI-STAT data portal*

(<http://pxweb.stat.si/pxweb/Database/Demographics/Demographics.asp>)

Together with other libraries, the Statistical Office publishes selected data on libraries that are collected by NUK in the *Statistical Yearbook*. In addition, SURS publishes data on public libraries in *Slovenia in Figures*.

REVISION OF THE DATA

The revision of data on school libraries was held from the reference year 2004 and the next one is scheduled to take place for the reference years 2014 and 2015.

The methodological note on the audit data is available on the website:

http://www.stat.si/eng/metodologija_pojasnila.asp?pod=10

OTHER METHODOLOGICAL MATERIALS

The questionnaire on the activity of school libraries is available at the following website:

http://www.stat.si/metodologija_vpr_prikaz.asp?vpr_id=2501&pod=0&kon=0&leto=0_

Standard quality reports are available at the following website:

http://www.stat.si/metodologija_porocila-standardna.asp .

PREPARED BY:

Nadja Svetlin Kastelic

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