

Iowa County Library Plan for Library Services

I. Mission Statement

To make library service available to all Iowa County residents and to provide for equitable funding of that service.

II. Background

A. The Iowa County Library Planning Committee is established under Section 43.11 of the Wisconsin State Statutes as revised by 1997 Wisconsin Act 150. *See Appendix C.*

B. Iowa County has eight public libraries.

1. Public libraries located wholly in Iowa County.
 - a. Barneveld Public Library (pop. 1,231) was established in 1958.
 - b. Cobb Public Library (pop. 458) began in 1931.
 - c. Dodgeville Public Library (pop. 4,693) was founded in 1900.
 - d. Mineral Point Public Library (pop. 2,487) was founded in 1893.
2. Public libraries located partly in Iowa and partly in Grant Counties.
 - a. Livingston Public Library (pop. 664) was established in 1934.
 - b. Montfort Public Library (pop. 718) was established in 1937.
 - c. Muscoda Public Library (pop. 1,299) was established in 1928.
3. Public library located partly in Iowa and partly in Lafayette Counties.
 - a. Blanchardville Public Library (pop. 825) was established in 1950.

- In 1961, the Public Library Service Center of Southwestern Wisconsin was created by five counties including Crawford, Iowa, Lafayette, Grant, and Richland to help provide library service to county residents. This entity became the Southwest Wisconsin Library System in 1974.
- An Iowa County Library Planning Committee was appointed by the Iowa County Board of Supervisors in 1991. The twelve-member committee had one member from each of the four public libraries, one representative from each of the four geographical quadrants, one county board member, one library system member and two representatives-at-large. The committee developed the “Iowa County Long-Range Plan of Library Service 1991-2001”.
- Iowa County is part of the unglaciated area of southwestern Wisconsin with a total population of 23,687 (2010 census) a 907 increase over the 2000 census. It is primarily a rural county with two cities, nine villages and fourteen townships wholly within the county, and includes parts of 4 villages: Blanchardville (partly in Lafayette County), and Livingston, Montfort, and Muscoda (all partly in Grant County). The populations of the villages vary from 288 (Hollandale) to 1,231 (Barneveld). The populations of the townships vary from 306 (Clyde) to 834 (Arena). Many citizens are employed in retail trade, farming and related fields, or commute to Madison, WI and Dubuque, IA.

C. Iowa County is a member of the Southwest Wisconsin Library System (SWLS). The method for allocating system board representation is by population. The Iowa County Board of Supervisors appoints three county residents to serve on the SWLS Board, one being a county board supervisor. An ad hoc Library Planning Committee was appointed in December 2017 and held its first meeting in April 2018 to revise the Iowa County Library

Plan for Library Services. The committee consisted of Vickie Stangel, Director of Dodgeville Public Library; Barbara Polizzi, Director of Mineral Point Public Library; Linda Gard, Director of Cobb Public Library; Alex LeClair, Director of Barneveld Public Library, Daniel Nankee, Iowa County representative and Judy Lindholm, Iowa County representative.

III. Current Library Services to County Residents

A. Libraries and Governance:

Iowa County is currently served by four public libraries completely within its borders: Barneveld Public Library, Cobb Public Library, Dodgeville Public Library, and Mineral Point Public Library. It also is served by Blanchardville, Livingston, Montfort and Muscoda. Each of the eight municipal libraries is administered by a Library Board of Trustees. These boards are created and maintained according to Wisconsin State Statute 43.54 based on municipality size.

See Appendix A for an inventory of current county library services.

B. Method for determining nonresident usage:

Libraries in Iowa County use automated integrated library systems and at any time, reports may be generated showing, by taxing municipality, the nonresident usage of libraries in the county. In all Iowa County municipal libraries, customers are asked to provide their taxing municipality and proof of address upon registering for a library card. Statistics on county residents' usage of system libraries outside the county are obtained through the same methods as referenced above and reciprocal agreements among the counties will be utilized for matters of reimbursement.

IV. Funding of Library Services to County Residents

See Appendix B for current comparison of funding amounts.

V. Goals and Objectives

A. Learn -- Iowa County libraries are key players in the advancement of educational achievement in Iowa County.

1. Support early learning to promote school readiness.
 - a. Provide parents and caregivers with quality story times and materials that encourage them to talk, sing, read, write, and play with their children.
 - b. Reach out to Pre-K classrooms, childcare facilities, and stay-at-home parents.
 - c. Investigate and invest in technology, resources, and creative tools that support early literacy.
2. Support a strong partnership with local schools.
 - a. Cooperatively work with teachers, school administrators, and school support staff to expand the reach of marketing efforts, increase the attendance at library programs, and improve the quality of library services.
 - b. Promote attendance in summer reading programs and summer activities.
 - c. Attend community school events to promote library services and gain insight into community needs.
 - d. Develop strong relationships with homeschoolers and homeschool networks.
3. Support personal growth and lifelong learning through high quality programs, materials, and services.

- a. Collaborate with public, private, and nonprofit partners to promote reading for pleasure, expand self-directed learning opportunities, and provide a variety of cultural experiences for all ages.
- b. Develop strategies that better support distance learning, e.g. exam proctoring.
- 4. Help library staff to develop the skills to search for, locate, evaluate, and effectively use information to meet the community's needs.
 - a. Ensure public service staff can readily assist patrons in finding what they need to know.
 - b. Develop and encourage a problem-solving network among Iowa County libraries.
 - c. Develop a staff training and professional development program.
- 5. Ensure that public concerns about library services, as well as the unique challenges of providing library services to rural populations, are communicated to government representatives.
 - a. Encourage the county board representative on the Iowa County Library Committee to keep the Iowa County Board of Supervisors informed on library issues.
 - b. Encourage the county board representative on the Southwest Wisconsin System Board to keep County Board informed on library issues.
 - c. Encourage Library Directors and Library Board members to communicate to government representatives regarding the area's library issues.
 - d. Publicize library issues to the general public and encourage them to contact their elected representatives about these issues.

B. Connect -- Iowa County libraries are open, thriving spaces where people can link to the universe of possibilities and enrich their lives.

- 1. Provide safe and welcoming spaces for people of all ages, cultures, and backgrounds to connect with others and engage in individual pursuits. Solicit patron and staff feedback to assess customer satisfaction about the quality of the customer experience.
- 2. Customize hours, spaces, services, and collections to meet community needs.
 - a. Apply data analytics to ensure more relevant collections, programs, services, hours, and space utilization.
 - b. Create intelligent displays that highlight aspects of the collections.
 - c. Evaluate the condition of the collection and move forward with a collection maintenance program.
 - d. Include such things as makerspaces, a learning commons, and/or other non-traditional materials in the library experience.
- 3. Use a variety of media and community connections to develop and promote library programs and services.
 - a. Create and distribute a brochure promoting library services available to county residents.
 - b. Work with local community groups to better reach under-served populations.
 - c. Explore ways to improve the digital presence of county libraries, including the re-design of websites, the use of social media, and the promotion of digital collections.
 - d. Promote volunteer opportunities and grow a network of quality volunteers.
- 4. Support cooperative activities, agreements, and evaluation among the county, member public libraries, Southwest Wisconsin Library System, and beyond.

- a. Ensure that Iowa County member agreement with Southwest Wisconsin Library System is in place and is current.
- b. Iowa County will appoint the required number of members to serve on the Southwest Wisconsin Library System Board of Trustees. One of the members shall be a Supervisor and other members will be from the general public.
- c. Annually in April, review and evaluate existing agreements and assist in development of future agreements among county libraries.

C. Grow – Iowa County public libraries are committed to the economic vitality of our communities.

1. Explore and develop 21st century literacies. Develop programs and services to foster innovation and creativity to support science, technology, engineering, arts, and math (S.T.E.A.M.) skills.
2. Educate for digital literacy and marketable workplace skills to improve prospects for employment.
 - a. Create programs and offer resources that help with job seeking and career development.
 - b. Promote proctoring services for local distance education students.
3. Leverage business, political, and professional relationships to properly represent the changing nature of library services and resources.
 - a. Identify viable businesses and economic development partnerships that will pave the way for the library to share resources and co-promote programs and services.
 - b. Coordinate an advocacy message and approach with other county libraries.
 - c. Recommend and advocate for changes in state law, county ordinance, and contractual agreements that will enable library services in Iowa County to be delivered equitably, effectively, and efficiently.
4. Ensure fair and equitable compensation for library services provided to all county residents.
 - a. Iowa County will continue to reimburse municipal libraries-for loans of materials made by the library during the prior calendar year to Iowa County residents who do not reside in the municipality maintaining the public library and whose own residence is in a municipality which does not maintain its own library. Per Wisconsin Statute 43.12 this amount shall be at least seventy percent of the cost of library service provided to nonresidents.
 - b. Iowa County agrees to use the same nonresident usage statistics defined in 4.a. to reimburse the Iowa County Library Committee at 2% starting in 2019 in order to provide funding for the county-wide promotion of library services available to Iowa County residents. This plan will be evaluated annually to recommend reimbursement levels for future years.
 - c. Iowa County agrees to reimburse libraries operated wholly or partly in Iowa County for library usage by Iowa County residents whose residence is in a municipality which does not maintain its own public library at 72% starting in 2019. This plan will be reevaluated afterward to recommend for future years.
 - d. Annually, a statement will be provided on behalf of each library to the Iowa County Clerk that reports the number of loans of material made by

that library to nonresidents of that municipality in the previous year.

This statement shall show the cost of the individual loan and the formula used to determine that cost; the number of loans made to nonresidents who live in Iowa County; and the number of loans made to nonresidents who live in a county other than Iowa, showing the number of loans to residents of each individual county.

- e. Four of the eight Iowa County libraries are located in municipalities that cross county lines. These libraries only will report Iowa County non-resident use figures to Iowa County.

VI. Future Plans


- A. An Iowa County Library Committee will be appointed and shall be composed of four of the eight Library Directors in Iowa County, one Southwest Wisconsin Library System Board Member, one Iowa County Board Supervisor, and one Citizen-at-Large.
 1. The Committee will review the Iowa County Library Plan for Library Service annually.
 2. The Committee will monitor its progress in implementing its goals and objectives.
 3. The Committee will explore non-traditional ways to serve Iowa County residents through cooperation with other types of existing library and non-library services.
 4. The Committee will create an annual report to present to the Iowa County Board of Supervisors each year by the end of May.

Respectfully submitted by the Iowa County Library Committee.

Adopted by the Iowa County Board of Supervisors this 13th day of November, 2018.



John M. Meyers, Chairman



Greg Klusendorf, County Clerk

APPENDIX A: INVENTORY OF CURRENT COUNTY LIBRARY SERVICES SUMMARY

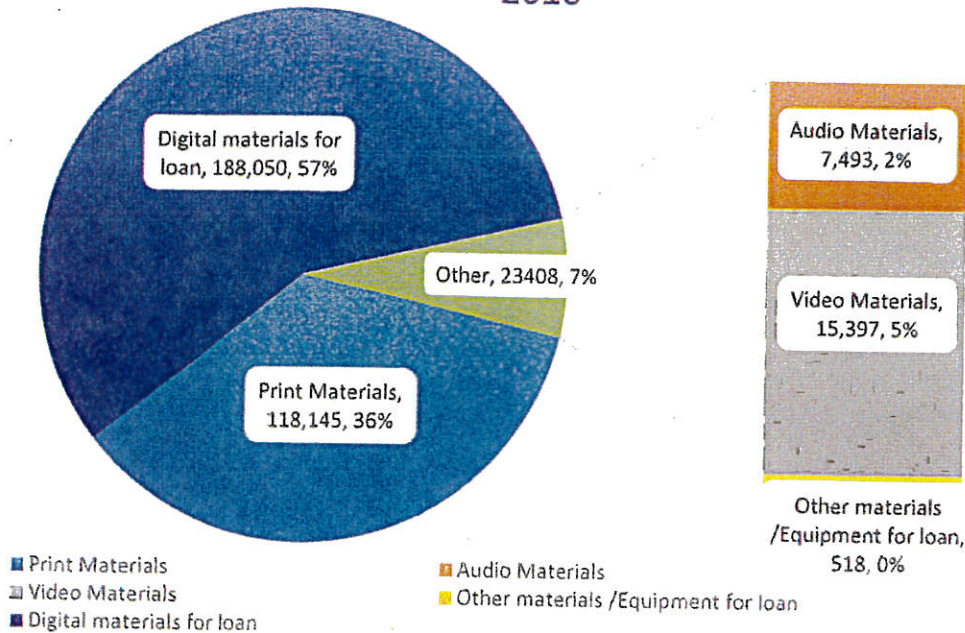
POPULATION:

Iowa County Libraries	2010 Census		Final 1/1/2017 Estimate	
Barneveld	1,231 Iowa		1,247 Iowa	
Cobb	458 Iowa		465 Iowa	
Dodgeville	4,693 Iowa		4,715 Iowa	
Mineral Point	2,487 Iowa		2,486 Iowa	
Livingston*	7 Iowa	657 Grant	7 Iowa	647 Grant
Montfort*	96 Iowa	622 Grant	97 Iowa	628 Grant
Muscoda*	50 Iowa	1,249 Grant	37 Iowa	1,229 Grant
Blanchardville*	177 Iowa	648 Lafayette	178 Iowa	641 Lafayette

*Time Series Population Estimates (1970 - 2017) Civil Divisions within Counties. Prepared by Demographic Services Center, Wisconsin Department of Administration. An * indicates that the municipality crosses into another county https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx*

LIBRARY SERVICES:

Combined Collection Totals for Iowa County Libraries :
2016

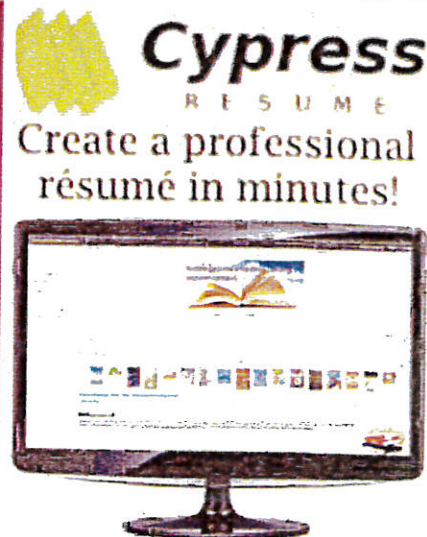
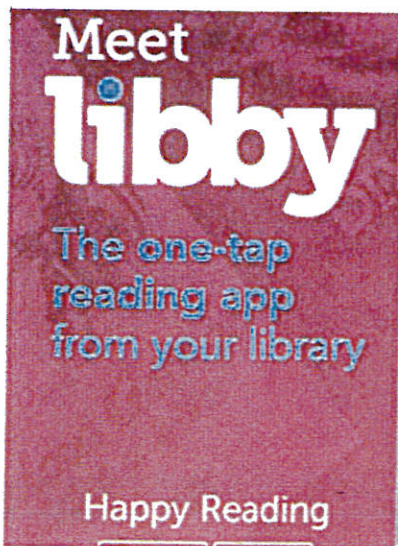


- Iowa County’s eight public libraries served a combined 28,929 people in 2016.
- Iowa County libraries used Interlibrary Loan Services to borrow 24,799 items from libraries outside of Southwest Wisconsin Library System (SWLS) and to lend 26,636 items to libraries outside of SWLS.

DIGITAL / ELECTRONIC RESOURCES AVAILABLE AT IOWA COUNTY LIBRARIES:

There is a wide variety of digital resources available through the Iowa County libraries including magazines, foreign language programs, ebooks, audiobooks, job resources, auto repair manuals, career guides, travel guides, historical maps, genealogy databases and health databases.

In 2016 the patrons of the Iowa County libraries downloaded 21,802 eBooks, audio books and videos from OverDrive. The number increased to 25,115 in 2017. The Libby app was added in 2017 to make OverDrive's thousands of ebooks and audiobooks available using a smart phone or other device.



Learn a new language



IOWA COUNTY LIBRARY PLAN FOR LIBRARY SERVICES
APPENDIX A

Libraries located in Iowa County	# People Served	# Hours Open per Week	Physical Library Collection*		Library Programs	
			# Items	# Checked-Out	# Programs Offered	Program Attendance
Municipalities lying wholly in Iowa County:						
Barneveld	4,484	46	13,735	22,848	118	2,714
Cobb	1,825	25	9,795	8,016	117	1,974
Dodgeville	11,955	48	53,237	72,203	228	5,425
Mineral Point	5,250	46	22,444	31,297	111	3,922
Sub-total	23,514	165	99,211	134,364	574	14,035
Municipalities lying partly in Iowa County:						
Livingston	774	20	7,306	4,845	34	536
Montfort	922	25	6,720	4,804	11	465
Muscoda	2,158	35	16,552	17,743	23	308
Blanchardville	1,561	26	11,764	9,981	9	266
Sub-total	5,415	106	42,342	37,373	77	1,575
TOTAL	28,929	271	141,553	171,737	651	15,610

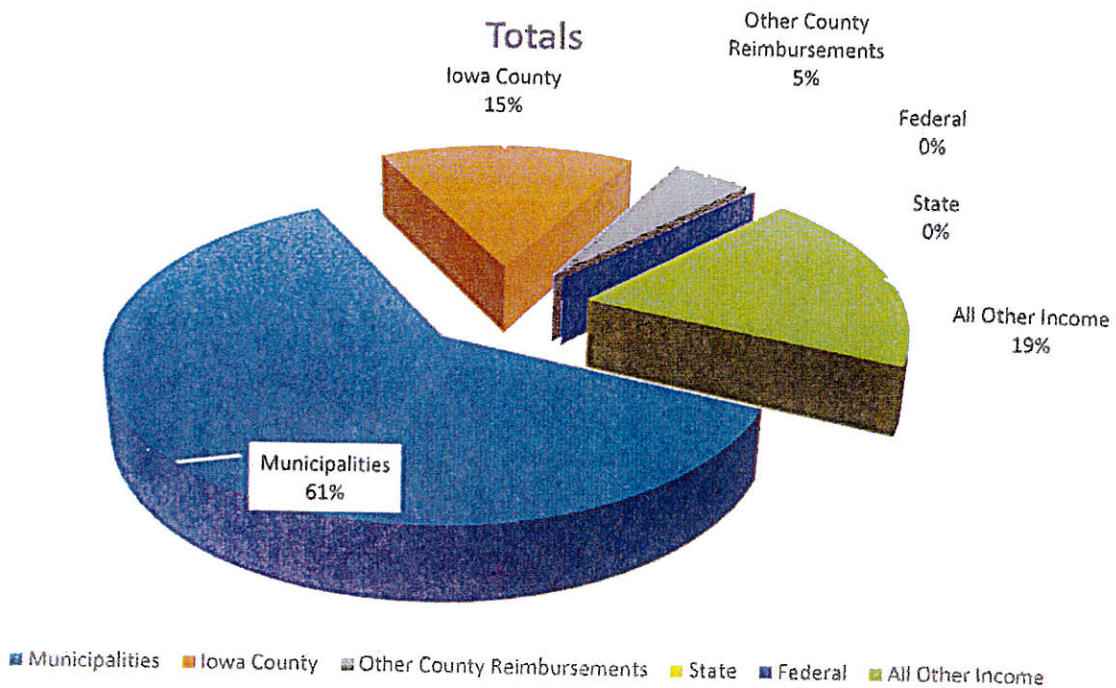
Source: Preliminary 2016 Wisconsin Public Library Service Data

*Does not include electronic items.

OF ITEMS CHECKED OUT BY IOWA COUNTY RESIDENTS LIVING WITHIN IOWA COUNTY BUT OUTSIDE MUNICIPALITIES WITH A LIBRARY IN 2016

Library	# Item Check-Outs	Home County	Method of Determination
Barneveld	9,701	Iowa	Verso Automation System
Cobb	4,063	Iowa	Verso Automation System
Dodgeville	21,752	Iowa	Verso Automation System
Mineral Point	8,246	Iowa	Verso Automation System
Livingston	1,041	Iowa / Grant	Verso Automation System
Montfort	281	Iowa / Grant	Verso Automation System
Muscoda	1,782	Iowa / Grant	Verso Automation System
Blanchardville	1,721	Iowa / Lafayette	Verso Automation System
Totals	48,587		

APPENDIX B: COMPARISONS OF FUNDING LEVELS FOR COUNTY LIBRARIES



Library	Municipal Appropriation	Iowa County Reimbursement	Other County Reimbursements	Total Operating Income	Resident Support Per Capita
Barneveld	67,115	27,518	3,550	152,939	\$54.21
Cobb	20,772	9,836	337	31,613	\$44.67
Dodgeville	272,344	84,415	6,693	400,107	\$58.24
Mineral Point	177,141	32,901	3,857	331,062	\$71.11
Livingston	16,890	5,600	2,511	30,940	\$25.55
Montfort	32,208	1,095	2,565	36,306	\$44.49
Muscoda	53,549	3,721	16,859	75,196	\$42.70
Blanchardville	54,266	8,456	16,080	79,405	\$66.18
Totals	\$694,285	\$173,542	\$52,452	\$1,137,568	

Source: Preliminary 2016 Wisconsin Public Library Service Data

APPENDIX C: OVERVIEW OF THE WISCONSIN COUNTY LIBRARY PLANNING LAW



WISCONSIN STATE LEGISLATURE Wisconsin Statutes s. 43.11

43.11 County library planning committees.

- (1) CREATION. Any county board may appoint a county library planning committee under this section. If a county board, in a county where all public library service is administered or coordinated by an existing county library board or where there is a single-county public library system board, determines to appoint a committee under this section, the existing library board may serve as the county library planning committee. The county board shall notify the division immediately upon appointment of the committee.
- (3) DUTIES AND POWERS.
 - (a) The committee may prepare a new plan for the organization of a county or multicounty system, revise an existing plan or change the boundaries of a public library system. It shall conduct public hearings concerning these plans, revisions and changes to which representatives of all libraries in the county shall be invited.
 - (b) The committee's final report, including a new plan, revisions to an existing plan or changes to the boundaries of a public library system and copies of any written agreements necessary to implement the proposal, shall be filed with the county board and submitted to the division. Plans for multicounty systems shall include a method for allocating system board membership among the member counties.
 - (c) The plan of library service for a county, whether for a single county or a multicounty system, shall provide for library services to residents of those municipalities in the county not maintaining a public library under this chapter. The services shall include full access to public libraries participating in the public library system and the plan shall provide for reimbursement for that access. Services may include books-by-mail service, bookmobile service, the establishment of additional libraries or other services deemed appropriate by the committee. Services may be provided by contracting with existing public libraries in the county or in adjacent counties or with the public library system or by creating a county library organization under this chapter. The plan of library service for a county may provide for improving public library service countywide and in municipalities that have libraries. The plan shall specify the method and level of funding to be provided by the county to implement the services described in the plan, including the reimbursement of public libraries for access by residents of those municipalities in the county not maintaining a public library.
 - (d) The plan of library services for a county may include minimum standards of operation for public libraries in the county. The county shall hold a public hearing on any standards proposed under this paragraph. The standards shall take effect if they are approved by the county and the public library boards of at least 50 percent of the participating municipalities in the county that contain, according to the most recent estimate prepared under s. 16.96, at least 80 percent of the population of participating municipalities in the county.
 - (e) The plan of library services for a county may require that a municipality located in whole or in part within the county that operates a public library compensate another municipality located in whole or in part within the county that operates a public library whenever the latter public library provides library services to residents of the municipality that operates the former public library. The plan's compensation for each loan may not exceed the actual cost of the loan, as defined by the department by rule.

History: 1971 c. 152; 1981 c. 20; 1985 a. 29, 177; 1993 a. 184; 1997 a. 150; 2005 a. 420.

43.12 County payment for library services.

- (1)
 - (a) By March 1 of each year, each of the following payments of not less than the minimum amount calculated under par. (b) shall be made:
 1. Except as provided in subd. 2., by a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a

public library under s. 43.52 or 43.53, to each public library in the county and to each public library in an adjacent county, other than a county with a population of at least 750,000 or a county that maintains a consolidated public library for the county.

2. If the adjacent county maintains a consolidated public library and provides the notice under sub. (1m), by a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, to the consolidated public library for the adjacent county providing the notice under sub. (1m).
3. If a county maintains a consolidated public library and provides a notice under sub. (1m), by that county to each public library in an adjacent county, other than a county with a population of at least 750,000, that provides a statement to the county under sub. (2).
 - (b) The minimum amount under par. (a) shall be calculated to equal 70 percent of the amount computed by multiplying the number of loans of material made by the library during the prior calendar year, for par. (a) 1. or 3., to residents of the county who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, or, for par. (a) 2., to residents of the county who are not residents of a municipality that contains a branch of the consolidated library, as reported under sub. (2), by the amount that results from dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditures of federal funds, by the total number of loans of material made by the public library during the calendar year for which the loans are reported.
 - (c) The library board of the public library entitled to a payment under this subsection may direct the county to credit all or a portion of the payment to a county library service or library system for shared services.
- (1m) If a county maintains a consolidated public library, the library shall provide a notice not later than April 1 to any public library from which it requests payment under sub. (1).
 - (2) By July 1 of each year, each public library lying in whole or in part in a county shall provide a statement to the county clerk of that county and to the county clerk of each adjacent county, other than a county with a population of at least 750,000, that reports all of the following:
 - (a) The number of loans of material made by that library during the prior calendar year to residents of the county, or adjacent county, who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53.
 - (b) If the library is in a county that is adjacent to a county with a consolidated library system, the number of loans of material made by that library during the prior calendar year to residents of the adjacent county who are not residents of a municipality that contains a branch of the consolidated library.
 - (c) The total number of loans of material made by that library during the previous calendar year.
 - (3) A county may enter into an agreement with its participating municipalities or with a public library system to pay no less than the amounts determined under sub. (1) to the public library system for distribution to the public libraries that participate in that system.
 - (4) Upon request of a county clerk, a public library shall provide access to all books and records used to determine the amount computed under sub. (2).
 - (5m) Nothing in this section prohibits a county from providing funding for capital expenditures.
 - (6) The county library board or, if no county library board exists, the county itself, shall either distribute the aid provided by the county to the public libraries, as provided in the plan prepared under s. 43.11, or shall transfer the aid for distribution to the public library system in which it participates.
 - (7) This section does not apply to a county having a population of 750,000 or more.
 - (8) For the purposes of this section, a county that provides library service solely under s. 43.57 (2m) is a county that maintains a consolidated public library, and a tribal college-county joint library under s. 43.57 (2m) is a branch of the consolidated library.

History: 1997 a. 150; 2005 a. 226, 420; 2007 a. 97; 2013 a. 157; 2015 a. 306; 2017 a. 207 s. 5.

APPENDIX D: GLOSSARY OF LIBRARY TERMS

GENERAL TERMS

- **Library Board of Trustees:** A legally appointed and constituted library board governs the operation of the public library. The library board has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund, per Wis. Stat. § 43.58(1). The library board supervises the administration of the library, hires the library director, and delegates active management of the library to the director.
- **Library Patron:** someone who "patronizes the library". Also called library user or borrower.
- **Public Library System:** means a system established as either a federated public library system under s. 43.19 or a consolidated public library system under s. 43.21. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals. In Section 43.24(2) the statutes clearly state that the public library system must provide the following in order to receive state aid:
 - Technology and resource sharing planning
 - Referral or routing of reference and interlibrary loan requests
 - Electronic delivery of information and physical delivery of library materials
 - Training for member library staff and trustees
 - Professional consultant services
 - Support for library service to users with special needs
 - Backup reference, information, and interlibrary loan services from the system resource library
 - Planning with other types of libraries in the system area
 - Service agreements with all adjacent library systems
 - Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents
- **Service Population:** The municipal population plus an estimated value for an additional service area population.

FUNDING TERMS

- **Circulation transaction.** The act of lending an item from the library's physical collection to a registered user, generally (although not always) for use outside the library. This activity includes checking material out and renewing the loan of materials previously borrowed. Each of these is reported as a circulation transaction. Items included are those circulated from all library units (such as main library, branches, bookmobiles, and book-by-mail programs) administered by the library board. Interlibrary loan items provided to the library and then circulated by the library to a registered user should be included, but interlibrary loan items sent to other libraries are not to be reported as circulation transactions. "Bulk loans," such as the placement of collections of materials in a nursing home or preschool, are not to be included. Circulation of a multi-part item representing a single title (such as a book-on-CD title containing more than one disc) should be counted as a single circulation transaction.
- **Library taxing unit.** A municipality that has established a public library under Wis. Stat. s. 43.52; a group of two or more municipalities that have established a joint library under Wis. Stat. s. 43.53; or a county taxing as a consolidated county public library under Wis. Stat. s. 43.57(1). Residents of a county who reside outside these library taxing units are not residents of a library municipality.

- **Public library use.** The circulation of a legally established public library's materials (physical checkouts) to users of that public library. Although public libraries provide a wide range of services, for practical reasons of data collection, circulation is now the measure that state law provides for total library use.
- **Resident user.** A resident borrower is an individual who resides within the library's legal service jurisdiction. Each library will define resident borrowers according to local policy. Some libraries may consider as a "resident borrower" an individual who owns property in the jurisdiction of the library taxing unit, even though the individual may maintain a primary residence elsewhere, arguing that the individual, as a local property owner, is supporting the library through taxes. For purposes of usage statistics, such individuals may be considered resident borrowers, if this is the policy adopted by the local library board.
- **Residency of user.** The residency of a user must be properly identified and classified in order for a library to tally resident and nonresident use. In most instances, classifying residency is not complicated and is based on identifying the taxing jurisdiction to which the patron pays taxes to support library service. Residents of a joint library comprised of municipalities are considered residents of that particular library taxing unit. Residents of a town that is not part of a joint library but instead makes annual "contributions" to a municipal library are not residents of a library municipality; rather, they are considered county residents of municipalities which do not maintain a library.

RESOURCES & SERVICES TERMS

- **Interlibrary loan:** A transaction in which library material is loaned by one library to another outside its branch system for the use of an individual patron.
- **Library collection** is an aggregation of physical and electronic items purchased or licensed or leased by the library for use by library patrons e.g. books, DVDs, digital audio players, music CDs, electronic books, downloadable audio books, multimedia kits, software, magazines, databases, etc.
 - **Physical materials** include books in print, books on CD, DVDs, music CDs, etc.
 - **Electronic books, audio materials & video materials** (e.g. e-books) are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph).
 - **Electronic collection** is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data, e.g. Ancestry.com, Britannica Learning Zone, Learning Express Library, NoveList, Explora, etc.
 - **Digital collection** consists of digital materials and services. Digital materials are items that are stored, processed and transferred via digital (binary) devices and networks, e.g. OverDrive, Libby, etc. Digital services are services (such as reference assistance) that are delivered digitally over computer networks.
- **Library makerspace:** is an area and/or service that offers library patrons an opportunity to create intellectual and physical materials using resources such as computers, 3-D printers, audio and video capture and editing tools, and traditional arts and crafts supplies.
- **Library program:** a planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. A children's program is a planned event for which the primary audience is children age 11 and younger.
- **Library visits:** the total number of persons entering the library for whatever purpose during the year.