

UNIVERSITY OF CALIFORNIA
SYSTEMWIDE LIBRARY PLANNING

GENERAL INFORMATION FOR REPORTING STATISTICS OF HOLDINGS
OF LIBRARY MATERIALS AND INTERLIBRARY TRANSACTIONS

SCHEDULE A - REPORT OF HOLDINGS

"HOLDINGS as of ... " and "SERIALS as of ... " The figures written in these columns are those reported or computed for last year's tables. These figures may be revised if there has been a recount during the past year or if previous errors are detected. Such changes should be distinguished from actual additions or withdrawals and should be briefly explained in footnotes under "REMARKS." Transfers among units during the reporting year should be included as adjustments to last year's total and identified with suitable footnotes.

"ADDED during ... " The total count of material added to the collection during the past year for each category as explained below should be entered in this column.

"WITHDRAWN during ... " Material for which records are withdrawn and material already counted but not to become part of a permanent collection should be represented in the figure entered in this column.

"(TOTAL) HOLDINGS as of ... " The figure to be entered in this column is equal to the sum of the figures given under "HOLDINGS as of ... " and "ADDED during ... " less the figure under "WITHDRAWN during ... "

STATISTICS OF HOLDINGS

These instructions are intended to summarize the bases for the count of holdings, as amended by:

- C Library Council Circular no. 90-24, March 26, 1970, containing the recommendations of the Library Statistics Subcommittee of Library Council, and adopted by that body at its spring meeting, April 9-10, 1970.
 - C Report of the Library Council Collection Development Committee Statistics Subcommittee, May 6, 1985.
 - C Guidelines for Counting Manuscripts and Archives, May, 1989.
 - C Guidelines for Counting Machine Readable Data Files, June, 1992.
 - C Consultation with the University of California Library Council, Heads of Public Services Committee, regarding treatment of photocopies supplied by commercial document suppliers as interlibrary transactions (July-August, 1996).
1. **VOLUMES.** A volume is defined as a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use. Count brief-cataloged volumes, including such permanently brief-cataloged bound or unbound material as foreign theses. Count separate items treated as volumes if they are formally organized, integrated into the collection, and available for use, e.g., bound serials, manuscripts, government documents, maps, pamphlets, theses, scores, and supplements, indices, and appendices if bound separately. Do not count these items again in other categories, which should include only items not counted under "Volumes."

In general, do not count material until it is decided to retain it in a permanent collection. If your unit regularly binds serials, do not count unbound serials. If unbound serials will be retained unbound permanently, count the volume equivalent and include with "Volumes." Do not count organized pamphlet collections, miscellaneous government documents, microforms, unprocessed collections, or material for which a decision on treatment is pending.

2. **SERIALS RECEIVED CURRENTLY.** Count all current subscriptions and standing orders, including gifts, exchanges, newspapers, government documents, and P.L. 480 continuation orders.

Subscriptions and standing orders previously counted but later canceled or cleared from your records for any

reason, e.g., because the publication ceased, was not supplied, was discarded, etc., should be represented in the figure entered in the column, "withdrawn."

3. **PERSONAL MANUSCRIPTS.** Any text in handwriting or typescript (including printed forms completed by hand or typewriter) which may not be part of a collection of such texts. Examples may include letters, diaries, ledgers, minutes, speeches, marked or corrected galley and page proofs, manuscript books, and legal papers; in the aggregate they may include correspondence, memoranda, maps, drawings, near-print materials, and such printed items as pamphlets, periodical tear-sheets, broadsides, and newspaper clippings. Count by manuscript unit.
4. **UNIVERSITY OF CALIFORNIA ARCHIVAL MATERIALS.** The preserved documentary records of the University of California. Count by manuscript unit.
5. **OTHER ARCHIVAL MATERIALS.** The preserved documentary records of a corporate body, governmental agency or office, or any organization or group, which are the direct result of administrative or organizational activity of the originating body and which are maintained according to their original provenance. Count by manuscript unit.
6. **MAPS.** Maps are sheets portraying a surface area of the earth, the moon, a planet, etc., or portraying schematically the solar system, the universe, the stars, etc. Count under "MAPS" both charts (sheets portraying features on the floor of a body of water or portraying geographical features such as climatic regions, magnetic variations, etc.) and cross sections (sheets portraying the contours or layers of the earth's crust as if seen from right angles to the surface.) Count each processed bibliographic unit. Bound sheets of maps, charts, or cross sections should be counted under "VOLUMES."
7. **MICROCOPY.** Count each physical unit: microfilm by reel, microcard by card, microprint by print, microfiche by fiche.
8. **PAMPHLETS.** Count pamphlets under this category only if part of an organized pamphlet collection. "Organized" may refer to some minimal filing device, such as the numbering system of the issuing body. Though pieces in pamphlet collections are usually unbound and slight in size, other items in the collection should also be counted, e.g., stray bound volumes, individual numbers of a serial publication and serial documents. Do not count unbound issues of serials intended to be bound as such. Do not count unbound government documents not in organized pamphlet collections (see the next category), but count an organized pamphlet collection even if composed exclusively of government documents. Examples of organized pamphlet collections to be counted here might include: city and regional planning pamphlets, trade catalogs, examination files, curriculum materials, telephone directories, college and school catalogs, art exhibition catalogs, corporation annual reports, and reprint collections. Quandaries arising from difficulty in assigning pamphlet collections to "Volumes" or "Pamphlets" should be resolved by deciding whether or not they have received adequate permanent treatment, e.g., cataloging and incorporation into the general collections.
9. **GOVERNMENT DOCUMENTS NOT COUNTED AS "VOLUMES."** Count government documents which are being kept for use indefinitely and which are not counted in other categories that ordinarily include some government documents, e.g., serials, volumes, pamphlets, microforms, maps, etc. The material counted in this category should be government documents which:
 - a. Are not counted in the general collection of counted volumes.
 - b. Are not in organized pamphlet collections.
 - c. Are not unbound issues of serials intended to be bound as such.
 - d. Are essentially monographic in character, although they may bear serial designations or be multi-volume.

The material may include bound or unbound, large and small, current or retrospective, but it must be available for use by some arrangement.

10. **AUDIODISCS.** Discs, usually of vinyl, on which a continuous, fine spiral groove is impressed. As the audiodisc revolves, it causes a stylus on the playback device to vibrate. The mechanical energy thus produced is transferred to electric currents that are then converted to sound. Also called phonodisc, phonograph record, recording, and variants of these forms. Count by disc.
11. **AUDIOCASSETTES.** Permanently encased audiotapes that wind and rewind from reel to reel. Count by cassette. Accompanying audiocassettes physically attached to and used in conjunction with a monograph or serial is to be counted with the monograph or serial it comes with.

12. **AUDIOREELS.** Audiotapes mounted on open reels and designed to play from reel to reel. Count by reel.
13. **COMPACT DISCS, DIGITAL AUDIO.** Discs employing digital pulse modulation; audio material is encoded in binary form and designed to be read by a laser beam for playback. Count by disc.
14. **VIDEOTAPES.** Magnetic tapes upon which audio or video signals, or both, are recorded for television use. Videotapes may be on open reels or in cartridges or cassettes. Count by reel, cartridge, or cassette.
15. **VIDEODISCS.** Discs, usually plastic, on which are recorded video or audio signals, or both. Some videodiscs are digitally recorded and used for listening or viewing or in computer recording and playback systems. Others are non-digital and are used for listening and viewing. DVD's (Data Versatile Disk/Data Visual Disc) are counted as videodiscs. Count by disc.
16. **MULTI-MEDIA KITS.** Collections of resources including more than one type of medium, intended for use as units in which no medium is clearly dominant. Multimedia kits consist of two or more of the following in one unit: slides, audio cassettes or tapes, computer discs (excluding operational materials such as word processing systems), audiodiscs, videotapes, microforms, and printed materials. Count as kits.
17. **MOTION PICTURES.** Lengths of film, with or without recorded sound, bearing sequences of images that create the illusion of movement when projected in rapid succession (usually 18-24 frames per second.) The terms "motion picture" and "film" are often used interchangeably. Motion pictures are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70mm) and a variety of formats (cartridge, cassette, loop, and reel.) Count by title.
18. **FILMSTRIPS.** Rolls of film, usually 35 millimeters wide, on which there is a succession of still pictures intended for projection one at a time. Count by title.
19. **35mm SLIDES.** Single transparent photographic images usually incased in cardboard or metal mountings and intended for projection. Count by slide.
20. **OTHER PICTORIAL MATERIALS.** 1) Drawings and paintings in all media, or 2) Printed pictures produced by relief, planographic, intaglio, or mixed techniques, or 3) Still photographic images produced by any technique, excluding 35mm slides. Count by item.

MACHINE-READABLE DATA FILES

The following are general guidelines applicable to data files reported as:

Computer Tapes
 Monographic CD-ROM discs
 Serial CD-ROM discs
 Floppy disks

a. Count only those machine-readable data files physically available to the public. Exclude datasets such as machine-readable catalogs, serials lists, and other files loaded into central systems and available only through terminals (NOTIS, MELVYL®, INNOPAC, etc.) If data is available on a tape which needs to be loaded by staff for use by a patron, such a tape would be included in a count of machine-readable data files. For example, if census data came on 9 track tapes which need to be loaded by a trained computer operator to provide the user with access to the census files, such tapes would be included in the count of holdings.

Also exclude any software owned by the library for purely administrative use. If the library holds a copy of "public domain" software available for patron use, however, that would be counted.

b. Count machine-readable data files by format -- not by content. For example, a CD-ROM disc of the Oxford English Dictionary would not be differentiated from a CD-ROM disc with visual images. Modes of information storage (tape density, reel size) should not be considered. The same file available on both a 5 1/4" and a 3 1/2" diskette would count as two floppy disks in the holdings.

c. Count by item, without regard for "volumes" and "titles." With the type of information available on machine-readable data files, the concept of "volumes vs. titles" may be meaningless in most cases. One CD-ROM could contain multiple volumes of an index, or one database on CD-ROM may be comprised of multiple

discs. It would be artificial and unproductive to attempt to force machine-readable data into counting categories which are appropriate to other formats.

d. The number of CD-ROM serial discs should be counted as the number of discs available for use in the library at a time. Thus, if a CD-ROM subscription for a title is contained on one disc that is updated (i.e., replaced) once a month, count the title as one disc, not twelve.

e. "Laser disc" is not a specific format to be counted here, but instead refers to any medium that is encoded and read with a laser beam. CD-ROMs, compact audio discs, and video discs are all laser discs. The latter format, video disc, is not a digital format; it is a recording of an analog television (video) signal, sometimes with digital audio and digital frame addresses, laid down on a 12" shiny platter by means of a laser beam. The image obtained on the screen is not a digital image; you cannot manipulate it with a computer, copy it into another digital format, etc. Video discs should be counted separately, as video formats.

f. An "interactive media" package is not a specific format to be counted here, and may be hard to fit neatly into a category for the statistics report. The most typical example of an interactive package is a computer program (such as HyperCard) that allows a user to control the sequence of events and images on a video disc; a computer is used to control a video disc player. Sometimes in an interactive package, the video disc can stand alone from the computer software (i.e., one can use a standard remote control to control the sequence of images on the disc). In other cases, neither the software nor the video disc predominates; the package most closely resembles a multi-media kit. Libraries should choose a suitable category on the basis of the characteristics of each individual package.

g. Count only physical items received by the library; do not count machine-readable data files for which there is no physical surrogate retained by the library. For example, do not count data files transferred via network and stored on library or campus computers.

h. In cases of multi-format items where one component is a machine-readable data file, count the machine-readable data file separately only if it represents the predominant part of the item. In cases where the separate formats in a multi-format package are equally significant, libraries may choose to count the various formats separately. Do not count machine-readable data files that are supplementary accompaniments to printed texts (e.g., a demonstration or practice disk accompanying a textbook). Do not count a machine-readable data file that is already counted in another format, such as a multi-media kit.

21. **COMPUTER TAPES.** Magnetically encoded tapes used to store computer programs, data, or other digital, machine-readable information. Computer tapes are usually 9 track, range in width from 4mm to .50 inches, and may be stored on open reels, cassettes, or in cartridges of various sizes and shapes. Count only those tapes that are exclusively or primarily intended for patron use. Count by reel.
22. **CD-ROM DISCS.** 12 centimeter (4.75") plastic discs with reflective polymer coatings, digitally encoded and read by a laser beam, and used to store textual, numeric, graphic, or program information. CD-ROMs typically hold approximately 540 megabytes of data and provide "read-only" access to the information encoded on them. CD-ROMs fall into one of two categories:
 - a. MONOGRAPHIC CD-ROMs are outright purchases of completed works, such as dictionaries.
 - b. SERIAL CD-ROMs are not purchased by the library, but instead are licensed for use in the library. They are updated at regular intervals.

Count only those discs that are exclusively or primarily intended for patron use. Count by disc. Count separately from compact audio discs (Compact Discs, Digital Audio). Accompanying CD-ROM physically attached to and used in conjunction with a monograph or serial is to be counted with the monograph or serial it comes with.

23. **FLOPPY DISKS.** 3.5" or 5.25" magnetically encoded disks encased in plastic or mylar, used to store computer programs, data, and other digital, machine-readable data. Count only those disks that are exclusively or primarily intended for patron use. Count by disk, even if the data on the disk has subsequently been transferred to a fixed (hard) disk and is primarily used in that format. Accompanying floppy disks physically attached to and used in conjunction with a monograph or serial is to be counted with the monograph or serial it comes with.

**SCHEDULE B - DUPLICATE ITEMS WITHDRAWN IN LIEU OF STORAGE
AT NRLF OR SRLF**

Materials reported in this schedule are those selected by the reporting campus for deposit at the Northern or the Southern Regional Library Facility and had been discovered to be duplicated at that regional facility, therefore, were withdrawn from the campus collection. Total number of volume equivalents withdrawn during the reporting year should be credited toward the reporting campus' "annual volume commitment for storage" for that year.

SCHEDULE C - INTERLIBRARY TRANSACTIONS

Interlibrary loan statistics are supplied by each University campus library, combining data from its Interlibrary Loan and Interlibrary Borrowing units. All interlibrary loan transactions should be reported by total number of titles. Count each journal article as one title. Photocopies in lieu of loan should also be counted by title. Photocopies in lieu of loan consist of photocopy sent to other UC campuses under the Inter-campus Library Program, and all other photocopy produced as a result of mail orders from non-UC sources. Direct and messenger loans to personnel of other UC Campuses shall not be considered interlibrary loans even when the messenger is supported by the Intercampus Library Program. *A photocopy purchased and received from a commercial document supplier is treated as an interlibrary borrowing transaction if the copy is not permanently retained by the library for its collection.*

For this report, treat the following locations as shown:

Bioagricultural Library, Riverside	Report as Riverside
Biomedical Library, UCLA	Report as Los Angeles
Biomedical Library, San Diego	Report as San Diego
California College of Medicine	Report as Irvine
Hastings College of Law	Report as San Francisco
Hopland Field Station	Report as Davis
Langley Porter Institute	Report as San Francisco
Lick Observatory	Report as Santa Cruz
Radiation Laboratories, Berkeley and Livermore	Report as Berkeley
Richmond Field Station	Report as Berkeley
Scripps Institution of Oceanography	Report as San Diego

**SCHEDULE D - LIBRARY MATERIALS BY BUILDING LOCATION
FOR RISK MANAGEMENT**

Use relevant definition for library materials from Schedule A for this Schedule. Building numbers can be obtained through campus facilities or capital planning offices.