INSTRUCTIONS FOR 2007-2008 ONLINE FORMS

Year 2008 Online input/edit time frame: Oct. 18 through Dec. 12, 2008

A print version of annual statistics will be published in the February issue of next year's *Journal of East Asian Libraries*.

General Instructions:

- Definitions of the statistical categories used in this questionnaire are based on American National Standard for Library and Information Sciences and Related Publishing Practices-Library Statistics Z39.7-1995.
- This questionnaire assumes a fiscal year from **July 1, 2007 to June 30, 2008**.
- Please do not use decimals unless instructed otherwise. All figures should be rounded to the nearest whole number.
- Non-CJK items in this survey refer to non-CJK language materials on East Asia.
- All currencies should be converted to US dollars. Please cooperate with all branch libraries and report one combined library statistics for each institution. An exception is given for law libraries. If an appropriate entry is zero or none, use 0.
- Please use the automatic summation function supplied by the application. Leave all Subtotals and Totals BLANK, and this application will calculate the total.

CEAL Statistics Database (online forms): http://www.lib.ku.edu/ceal/default.asp [login is required to access forms]

- Member access via **login**. Find your library name from the list and enter your password from last year. You can change your password once you get into your library page, and scroll down to the bottom where the Administrative Form is located. Library survey coordinators should contact Wen-ling Liu (wliu [at] indiana.edu) to obtain old password information.
- New member libraries that wish to establish accounts in order to participate in CEAL annual statistics should contact Vickie Doll (vdoll [at] @ku.edu). See instructions for new library: http://www.lib.ku.edu/ceal/info_newuser.asp#new
- Consult Calvin Hsu (ch8xy [at] virginia.edu) for all other questions concerning forms and data input.
- FAQ for online forms can be found here.
- 1957 to 2007 CEAL published stats data: http://lib.ku.edu/ceal/stat/

Entry Form (listed in sequence of tables published in JEAL)

Note: The application will calculate all Subtotals (bold fields) automatically if you leave them BLANK (zero "0" is not a blank value). When you change a previous input, you need to BLANK out the previous total or Subtotal for the application to re-calculate a new total. Although you can supply your own totals, it is best to use the automatic calculation feature for data integrity.

Note: Canadian currency needs to be converted into U.S. Dollars.

- Total Volume Holdings Form

- Monographic Acquisitions Form
- Serials Subscriptions and Non Purchased Serials Form (title counts)
- Holdings of Other Materials Form
- Unprocessed Backlog Materials Form (volumes or pieces)
- Fiscal Support Form
- Personnel Support Form
- Public Services Form
- Electronic Resources Form
- Electronic Books Form (new 2008-)
- Administrative Form
- Library Information Form (update library Information)
- Change Password

Total Volume Holdings Form

Previous monographs and bound serials holdings held by the libraries will be supplied by the CEAL database.

The same datasets are at http://www.lib.ku.edu/ceal/Stat/20062007/cealstat06_07.pdf (Table 1). New libraries and libraries that didn't participate in year 2006-2007, will need to fill out the data according to your collection information.

Include: duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified.
Exclude: microforms, maps, non print materials, and un-cataloged items.

See the ANSI Z39.7-1995 definition for volume as follows:

Volume. A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Either a serial volume is bound, or it comprises the serial issues that would be bound together if the library bound all serials.

Volumes added:
Include: only volumes cataloged, classified, and made ready for use; government documents if they have been included in the count of volumes on line 1a.
Do not include as part of Volumes Added Gross any government documents or other collections (such as large gift collections or e-book packages) that were added to the collection as the result of a one time download or addition to the OPAC. Include these items in Volumes Held of the previous year (Line 1a) and provide a footnote explaining the revision of Line 1a.

The values of fields 01-05 are automatically filled with previous year's data from CEAL Database (if available). (since 2005-)
01. Previous Chinese*: (integer amount e.g. 70)
02. Previous Japanese*: (integer amount e.g. 70)
03. Previous Korean*: (integer amount e.g. 70)
04. Previous NonCJK: (integer amount e.g. 70)
05. Previous Subtotal: (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

06. Added Chinese
07. Added Japanese

08. Added Korean
09. Added NonCJK
10. Added Subtotal: (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.

11. Withdrawn Chinese
12. Withdrawn Japanese
13. Withdrawn Korean
14. Withdrawn NonCJK
15. Withdrawn Subtotal: (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.

16. Grand Total: (05 + 10 - 15) Leave the field BLANK and the application will sum up the total.

Monographic Acquisitions Form

This form is primarily concerned with volumes purchased rather than volumes received or cataloged.

Monographic volumes purchased:
Report number of titles (if available) and volumes purchased;
Include: all titles and volumes for which an expenditure was made during the report year, including titles and volumes paid for in advance but not received during the fiscal year.
Include: monographs in series and continuations.
Include: e-books that fit the NetLibrary® model, i.e., electronic manifestations of physical entities and/or units; provide a footnote explaining how many e-books you are reporting, preferably by specifying the products and the number of titles. If only number of titles purchased can be reported, please report the data and provide an explanatory footnote.

01. Purchased Title Chinese: (integer amount e.g. 70)
02. Purchased Title Japanese: (integer amount e.g. 70)
03. Purchased Title Korean: (integer amount e.g. 70)
04. Purchased Title NonCJK: (integer amount e.g. 70)
05. Purchased Title Subtotal: (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

06. Purchased Volume Chinese:
07. Purchased Volume Japanese:
08. Purchased Volume Korean:
09. Purchased Volume NonCJK:
10. Purchased Volume Subtotal: (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.

11. NonPurchased Title Chinese: Gift titles
12. NonPurchased Title Japanese: Gift titles
13. NonPurchased Title Korean: Gift titles
14. NonPurchased Title NonCJK: Gift titles
15. NonPurchased Title Subtotal: (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.

16. NonPurchased Volume Chinese: Gift volumes and Bindery returned periodical added volumes
17. NonPurchased Volume Japanese: Gift volumes and Bindery returned periodical added volumes
18. NonPurchased Volume Korean: Gift volumes and Bindery returned periodical added volumes
19. NonPurchased Volume NonCJK: Gift volumes and Bindery returned periodical added volumes
20. NonPurchased Volume Subtotal: (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.

21. Title Total: (05 + 15) Leave the field BLANK and the application will sum up the total.
22. Volume Total: (10 + 20) Leave the field BLANK and the application will sum up the total.

Serials Form

Report the total number of unique serial titles, NOT SUBSCRIPTIONS, that you currently acquire. **Do not include** duplicate counts of serial titles. To the extent possible, report **all government document serials** even if housed in a separate documents collection. Verify the inclusion or exclusion of document serials. Exclude unnumbered monographic and publishers' series. Electronic serials acquired as part of a bundle or an aggregated package should be counted by title, even if they are not cataloged, as long as they are made accessible by the library.

See the ANSI Z39.7-1995 definition for serial as follows:

Serial. *A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This definition includes periodicals, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.*

Serial Titles Currently Purchased:
In the case of consortial agreements, count under 'serial titles currently purchased' those titles for which the library pays any amount from its budgeted expenditures. Include all titles that are part of bundles or aggregated packages, even if your library makes a partial payment for access to those titles. If a purchased title includes electronic access to the tile, count that title ONLY ONCE (DEDUPED) as electronic only. If a database includes full-text and abstracted titles, the number of full-text titles can be counted.

    01. Purchased Chinese (integer amount e.g. 70)
    02. Purchased Japanese (integer amount e.g. 70)
    03. Purchased Korean (integer amount e.g. 70)
    04. Purchased NonCJK (integer amount e.g. 70)
    05. Purchased Total (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

Serials Not Purchased:
If separate counts of non-purchased and purchased serials are not available, report only the total number (titles) of current serials subscribed and received on line 15, and others "0".

    06. Non Purchased Chinese
    07. Non Purchased Japanese
    08. Non Purchased Korean
    09. Non Purchased NonCJK
    10. Non Purchased Total (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.

Total Serials:

11. Total Chinese (01 + 06) Leave the field BLANK and the application will sum up the total.
12. Total Japanese (02 + 07) Leave the field BLANK and the application will sum up the total.
13. Total Korean (03 + 08) Leave the field BLANK and the application will sum up the total.
14. Total NonCJK (04 + 09) Leave the field BLANK and the application will sum up the total.
15. Grand Total (05 + 10) Leave the field BLANK and the application will sum up the total.

Holdings of Other Materials Form

The Computer files section have been moved to the Electronic Resources Form, since 2001.

Microforms:
Report the total number of physical units: reels of microfilm, microcards, microprint and microfiche sheets.
Include all government documents in microform; provide a footnote if documents are excluded.

  01. Microform Chinese: (integer amount e.g. 70)
  02. Microform Japanese: (integer amount e.g. 70)
  03. Microform Korean: (integer amount e.g. 70)
  04. Microform NonCJK: (integer amount e.g. 70)
  05. Microform Subtotal (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

Cartographic and graphic materials:
Include: the number of pieces of two- and three- dimensional maps and globes.
Include: satellite and aerial photographs and images.
Include: the number of pieces of prints, pictures, photographs, postcards, slides, transparencies, film strips, and the like.

  06. Graphic Chinese
  07. Graphic Japanese
  08. Graphic Korean
  09. Graphic NonCJK
  10. Graphic Subtotal (06 + 07+ 08 + 09) Leave the field BLANK and the application will sum up the total.

Audio, film and video materials:
Include: the number of pieces of audiocassettes, phonodiscs, audio compact discs, reel-to-reel tapes, and other sound recordings.
Include: the number of pieces of motion pictures, videocassettes, video laser discs, and similar visual materials.

  11. Audio Chinese
  12. Audio Japanese
  13. Audio Korean
  14. Audio NonCJK
  15. Audio Subtotal (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.

  16. Video Chinese
  17. Video Japanese
  18. Video Korean
  19. Video NonCJK
  20. Video Subtotal (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.

  21. DVD Chinese
  22. DVD Japanese
  23. DVD Korean
  24. DVD NonCJK
  25. DVD Subtotal: (21 + 22 + 23 + 24) Leave the field BLANK and the application will sum up the total.

26. Other Holdings Total: (05 + 10 + 15 + 20 + 25) Leave the field BLANK and the application will sum up the total.

Unprocessed/Backlog Form

Report only number of volumes, pieces, etc. that are backlogged.
Include: materials in all formats.

01. Unprocessed Chinese: (integer amount e.g. 70)
02. Unprocessed Japanese: (integer amount e.g. 70)
03. Unprocessed Korean: (integer amount e.g. 70)
04. Unprocessed NonCJK: (integer amount e.g. 70)
05. Unprocessed Total: (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

Fiscal Support Form

Report all funds that come to the library from the regular institutional budget, and from sources such as research grants, endowments, and East Asian programs support for acquisition of library materials. Please round figures to the nearest dollar. Convert Canadian currency to U.S. dollars.

Note: No comma in the amount.

Appropriations:
Report funds from the library for monographs, serials, and other materials for CJK and non-CJK languages. If figures for specific language areas are not available, report only in total.

01. Chinese Appropriations Monographic (currency amount e.g. 123.50, 7600.70)
02. Chinese Appropriations Serial (currency amount e.g. 123.50, 7600.70)
03. Chinese Appropriations Other Materials (currency amount e.g. 123.50, 7600.70)
04. Chinese Appropriations Electronic Resources (currency amount e.g. 123.50, 7600.70)
05. Chinese Appropriations Total (01 + 02 + 03 +04) Leave the field BLANK and the application will sum up the total.

06. Japanese Appropriations Monographic
07. Japanese Appropriations Serial
08. Japanese Appropriations Other Materials
09. Japanese Appropriations Electronic Resources
10. Japanese Appropriations Total (06 + 07 + 08 +09) Leave the field BLANK and the application will sum up the total.

11. Korean Appropriations Monographic
12. Korean Appropriations Serial
13. Korean Appropriations Other Materials
14. Korean Appropriations Electronic Resources
15. Korean Appropriations Total (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.

16. NonCJK Appropriations Monographic
17. NonCJK Appropriations Serial
18. NonCJK Appropriations Other Materials
19. NonCJK Appropriations Electronic Resources
20. NonCJK Appropriations Total (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.

21. Total Appropriations (05 + 10 + 15 + 20) Leave the field BLANK and the application will sum up the total.

Endowments:
Report funds from endowments. If figures for specific area studies are not available, report only total.

22. Endowments Chinese
23. Endowments Japanese
24. Endowments Korean
25. Endowments Total (22 + 23 + 24) Leave the field BLANK and the application will sum up the total.

Grants:
Report funds from grants. If figures for specific area studies are not available, report only total.

26. Grants Chinese
27. Grants Japanese
28. Grants Korean
29. Grants Total (26 + 27 + 28) Leave the field BLANK and the application will sum up the total.

East Asian program support:
Report funds from East Asian program. If figures for specific area studies are not available, report only total.

30. East Asian Program Support Chinese
31. East Asian Program Support Japanese
32. East Asian Program Support Korean
33. East Asian Program Support Total (30 + 31 + 32) Leave the field BLANK and the application will sum up the total.

34. Total Acquisitions Budget (21 + 25 + 29 + 33) Leave the field BLANK and the application will sum up the total.

Personnel Support Form

Personnel
Report the number of FTE (full-time equivalent) staff in filled positions, or positions that are only temporarily vacant.
Estimate percentiles worked under each CJK language category for employees working for more than one language. Report in decimals.

Professional Staff
Each library should report those staff members it considers professional, including, when appropriate, staff who are not librarians in the strict sense of the term, for example computer experts, systems analysts, or budget officers.

01. Professional Chinese (integer or decimal e.g. 10, 0.4, 5.4)
02. Professional Japanese (integer or decimal e.g. 10, 0.4, 5.4)
03. Professional Korean (integer or decimal e.g. 10, 0.4, 5.4)
04. Professional Total (01 + 02 + 03) Leave the field BLANK and the application will sum up the total.

Support Staff
Report the total FTE of staff not included in Professional Staff.

05. Support Chinese
06. Support Japanese
07. Support Korean
08. Support Total (05 + 06 + 07) Leave the field BLANK and the application will sum up the total.

Student Assistants
Report the total FTE of student assistants employed on an hourly basis whose wages are paid from funds

under library control **or from a budget other** than the library's, including federal work-study programs. Exclude maintenance and custodial staff.

  09. Student Chinese
  10. Student Japanese
  11. Student Korean
  12. Student Total (09 + 10 + 11) Leave the field BLANK and the application will sum up the total.

Others, FTE:
Report the number of staff in the parent institution significantly involved in processing and servicing East Asian materials or hired for special projects.

  13. Other

14. Total Personnel FTE (04 + 08 + 12 + 13) Leave the field BLANK and the application will sum up the total.

15. Acquisition Outsourcing (check box if your instition used outsourcing company to select materials in reporting year)

16. Cataloging/Processing Outsourcing (check box if your institution used outsourcing company to catalog and/or process <u>materials</u> in the reporting year)

<u>Exclude</u>: Materials excluded e-books.

Public Services Form

Number of Library Presentations:

Presentations to Groups
Report the total number of sessions during the year of presentations made as part of formal bibliographic instruction programs and through other planned class presentations, orientation sessions, and tours. If the library sponsors multi-session or credit courses that meet several times over the course of a semester, each session should be counted. Presentations to groups may be for either bibliographic instruction, cultural, recreational, or educational purposes. Presentations both on and off the premises should be included as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms. Do not include training for library staff. Please indicate if the figure is based on sampling. <u>Report the number of presentations given by East Asian staff for instruction, orientation, or public relation purposes, including library tours. Sampling and/or estimation is acceptable.</u>

Participants in Group Presentations
Report the total number of participants in the presentations. For multi-session classes with a constant enrollment, count each person only once. Personal, one-to-one instruction in the use of sources should be counted as reference transactions.

  01. Library Presentations (Number of presentations)
  02. Participants (Number of participants in presentations)

Reference transactions:
Report the total number of reference transactions. A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. When a staff

Report the total number of reference transactions handled in person, online or over the telephone.

> 03. Reference Transactions

Total circulation:

Report total circulation for the fiscal year including initial transactions reported and renewal transactions. Exclude reserve circulations; these are no longer reported.

> 04. Total Circulations

Interlibrary loans:

Report the numbers of filled and unfilled requests provided to and received from other libraries. When appropriate, include document delivery statistics.

> 05. Lending Request Filled
> 06. Lending Request Unfilled
> 07. Borrowing Request Filled
> 08. Borrowing Request Unfilled

Electronic Resources Form(2000/2001-)

Questions 1 to 3 are intended to gather a complete picture of collection for electronic resources. Please use the Comments section to indicate any comments and suggestions that you believe are not covered by these questions. For each question, use the following general inclusion and exclusion guidelines:

Include: Paid subscriptions or one-time purchases of electronic indexes and reference tools, electronic full-text periodical collections and electronic journal back-files, online searches of remote databases -- whether accessed remotely or installed locally from CD-ROM, magnetic tapes, magnetic disks, etc.

Also include: materials purchased jointly with other institutions if such expenditures can be separated from other charges for joint services; fees paid to bibliographic utilities if the portion paid for computer files and search services can be separately counted; and equipment costs when they are inseparably bundled into the price of the information product. **Note : A total expenditures on electronic resources of the statistical year is required in this form.**

Exclude: bibliographic utilities, networks, and consortia that are unrelated to end-user database access, which should be reported in the Library Information Form; and library system software and software used only by the library staff.

1. COMPUTER FILES

Include: the number of pieces of computer-readable disks, tapes, CD-ROMs, and similar machine-readable files comprising data or programs that are **locally held as part of the library's collections** available to library clients. Examples are U.S. Census data tapes, sample research software, locally-mounted databases, and reference tools on CD-ROM, tape, or disk.
Exclude: bibliographic records used to manage the collection (i.e., the library's own catalog in machine-readable form), library system software, and microcomputer software used only by the library staff.

1.1 Computer Files (one-time/monographic purchase)

    01. Chinese Number of Titles and discs (integer amount e.g. 70)
    02. Japanese Number of Titles and discs (integer amount e.g. 70)
    03. Korean Number of Titles and discs (integer amount e.g. 70)
    04. Non-CJK Number of Titles and discs (integer amount e.g. 70)
    05. Subtotal Number of Titles and discs (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

    Comments for 1.1:
Report the numbers of titles and expenditures of computer files that are not current serials (i.e. are non-subscription, one-time, or monographic in nature) for software or machine-readable materials considered part of the collections.
Include: CD-ROMs that were reported previously in "Other Library Materials" of the CEAL Statistics Questionnaire.

Examples include periodical backfiles, literature collections such as Er shi wu shi (二十五史, by Jinan Huiwei), Si ku quan shu (四庫全書, CD-ROM), Zhongguo bai ke da ci dian (中国百科大辞典), Zhonghua bo shuo shi lun wen jian suo guang die (Chinese Dissertation Reference CD, 中華博碩士論文檢索光碟), Genji monogatari honbun kenkyū dētabēsu, Kugyok Choson wangjo sillok = Annals of the Chosun dynasty, Hanguk hyondae munhak 100-yon = Korean modern literature 100 years, Koryo taejanggyong (高麗大藏經).

1.2 Computer Files (Accompanying monographic purchase or serials subscription)

    06. Chinese Number of Titles and number of discs (integer amount e.g. 70)
    07. Japanese Number of Titles and number of discs (integer amount e.g. 70)
    08. Korean Number of Titles and number of discs (integer amount e.g. 70)
    09. Non-CJK Number of Titles and number of discs (integer amount e.g. 70)
    10. Subtotal Number of Titles and number of discs (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.

    Comments for 1.2:
Include: CD-ROMs that accompany a primary format such as printed serials subscriptions and monographic purchases. Examples include CDs that come with Japanese government's annual hakusho (白書), Chinese yearbook (年鉴), and Korean periodical title of Shin Donga (新東亞). These expenditures have already been included in either monographic or serials subscriptions.

1.3 Computer Files (One time gift items that come either alone or accompanying a printed gift)

    11. Chinese Number of Titles and number of discs (integer amount e.g. 70)
    12. Japanese Number of Titles and number of discs (integer amount e.g. 70)

13. Korean Number of Titles and number of discs (integer amount e.g. 70)
14. Non-CJK Number of Titles and number of discs (integer amount e.g. 70)
15. Subtotal Number of Titles and number of discs (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.

Comments for 1.3
<u>Include:</u> gift items that were not included in subscriptions in 1.1 nor 1.2. Examples include Dazheng xin xiu Da zang jing (大正新脩大藏經) by CBETA 電子佛典系列 ; Bakumatsu Meiji-ki kaigai tokōsha rai-Nichi gaikokujin (幕末明治期海外渡航者来日外国人) by Kanazawa Kōgyō Daigaku.

1.4 Total Computer Files (1.1 + 1.2 + 1.3)

16. Chinese Number of Titles and number of discs (01 + 06 + 11) (integer amount e.g. 70)
17. Japanese Number of Titles and number of discs (02 + 07 + 12) (integer amount e.g. 70)
18. Korean Number of Titles and number of discs (03 + 08 + 13) (integer amount e.g. 70)
19. Non-CJK Number of Titles and number of discs (04 + 09 + 14) (integer amount e.g. 70)
20. Total Number of Titles and number of discs (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.

1.5 Previous Total Computer Files (since 2002-)
(Starting 2006, the values of 21-25 will be obtained from previous year records in the CEAL database)

21. Chinese Number of Titles and number of discs (integer amount e.g. 70)
22. Japanese Number of Titles and number of discs (integer amount e.g. 70)
23. Korean Number of Titles and number of discs (integer amount e.g. 70)
24. Non-CJK Number of Titles and number of discs (integer amount e.g. 70)
25. TOTAL (of previous years) Number of Titles and number of discs (21 + 22 + 23 + 24) Leave the field BLANK and the application will sum up the total.

1.5.1 Grand Total Computer Files (since 2005-)

Note: 21.1 to 25.1 are grayed out. Values will be calculated automatically after the submission. (Grand Total = Previous Year + Current Year).
New libraries and libraries that did not have the "previous Year" figures, will be able to fill in figures at the current year survey table.

21.1. Chinese (16 + 21)
22.1. Japanese (17 + 22)
23.1. Korean (18 + 23)
24.1. Non-CJK (19 + 24)
25.1. Total (21.1 + 22.1 + 23.1 + 24.1)

2. ELECTRONIC DATABASES AND SERIALS (remote access on-going/leases/subscriptions)

Note: Majority of electronic resources (2.1-2.3) via online access are considered as subscriptions. The following should be filled as up-to-date library holdings and not data that applies only to the current year.

Report the numbers of titles and subscription expenditures (or those which are expected to be ongoing commitments) for serial publications whose primary format is electronic and for online searches of remote databases.
<u>Exclude:</u> print serials that are accompanied by CD-ROMs (use 1.2). Examples include paid subscriptions for electronic journals and indexes/abstracts available via the Internet, CD-ROM serials and annual access fees for resources purchased on a "one-time" basis, such as literature collections, etc. See 2.1 and 2.2 for details.

2.1 Electronic databases indexes and reference tools

26. Chinese Number of Databases (integer amount e.g. 70)
27. Japanese Number of Database (integer amount e.g. 70)
28. Korean Number of Database (integer amount e.g. 70)
29. Non-CJK Number of Database (integer amount e.g. 70)
30. Subtotal Number of Databases (26 + 27 + 28 + 29) Leave the field BLANK and the application will sum up the total.

Comments for 2.1:
Include: Paid subscriptions or one-time purchases for reference tools such as encyclopedias, almanacs, indexes and abstracts.
Exclude: expenditures for indexes and abstracts which include substantial access to ASCII text or full images of serial content, which should be reported in 2.2. In 2.1, the primary content is of abstract or index in nature.

Examples include Ren Da fu yin bao kan zi liao suo yin (人大复印报刊资料索引), Quan guo bao kan zi liao suo yin (全国报刊资料索引), Duxiu Search Engine(读秀图书搜索), MagazinePlus, JapanKnowledge, Nihon rekishi chimei taikei (日本歴史地名大系), Bookplus（ブック・プラス）,Sanseido jirin, Chonggi Kanhaengmul Kisa Saegin, Hanguk Paksa mit Soksa hagwi nonmun chong mongnok, Harvard Korean studies bibliography, etc.

2.2 Electronic full-text databases and periodicals

31. Chinese Number of Database (integer amount e.g. 70)
32. Japanese Number of Database (integer amount e.g. 70)
33. Korean Number of Database (integer amount e.g. 70)
34. Non-CJK Number of Database (integer amount e.g. 70)
35. Subtotal Number of Databases (31 + 32 + 33 + 34) Leave the field BLANK and the application will sum up the total.

Comments and/or Footnotes for 2.2:
Include: Paid subscriptions or one-time purchase of scholarly journals and newspapers unless inseparably bundled with print subscription costs; expenditures for e-journal aggregation services; expenditures for indexes and abstracts that include substantial access to the ASCII text or full images of serial content; annual access fees for resources purchased on a "one-time" basis, such as literature collections, etc.

Examples: Chinese Ancient Texts (CHANT) Database, Scripta Sinica (中央研究院漢籍全文資料庫), Wenyuange Siku quanshu dianzi ban, (文淵閣四庫全書電子版),Ren min ri bao (人民日報数据庫), Ren da fu yin bao kan zi liao quan wen shu ju (人大复印报刊资料全文数据), Zhongguo xue shu qi kan wang (China Academic Journals) (中国学术期刊网), China Online Journals (数字化期刊数据库), Apabi E-Newspaper (爱读爱看中文读报社区), NACSIS ELS, Asahi Shinbun, Yomiuri Shinbun Online, 1874-1970 (読売新聞オンライン), Kikuzo 聞蔵 II, Ch angjak kwa pip yŏng (創作과批評), Chosŏn ilbo （朝鮮日報）, Changjak kwa pipyong (창작과비평), KISS (Koreanstudies Information Service System, KISS 한국의핵심지식정보자원) and KRpia (한국의지식콘텐츠) Korean databases.

NOTE: Combine 2.1 and 2.2 data and figures above. Report the total in 2.3.

2.3 Electronic Subscriptions Total (2.1 + 2.2)

36. Chinese electronic subscription total (26 + 31) Number of Titles (integer amount e.g. 70)
37. Japanese electronic subscriptions total (27 + 32) Number of Titles (integer amount e.g. 70)

38. Korean electronic subscriptions total (28 + 33) Number of Titles (integer amount e.g. 70)
39. Non-CJK electronic subscriptions (29 + 34) Number of Titles (integer amount e.g. 70)
40. Electronic subscription Total (30 + 35) Leave the field BLANK and the application will sum up the total.

3. TOTAL Electronic Resources Expenditures (expenditures for the electronic resources in U.S. Dollars)

41. Grand Total Electronic Resource Expenditures
(includes expenditures for the above resources and also expenditures for Electronic Books.)

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3. Electronic Books Form (new 2007/2008-)

01. Purchased E-Books Title Chinese (integer amount e.g. 70)
02. Purchased E-Books Title Japanese (integer amount e.g. 70)
03. Purchased E-Books Title Korean (integer amount e.g. 70)
04. Purchased E-Books Title NonCJK (integer amount e.g. 70)
05. Purchased E-Books Title Subtotal (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

06. Purchased E-Books Volume Chinese
07. Purchased E-Books Volume Japanese
08. Purchased E-Books Volume Korean
09. Purchased E-Books Volume NonCJK
10. Purchased E-Books Volume Subtotal (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.

11. NonPurchased E-Books Title Chinese
12. NonPurchased E-Books Title Japanese
13. NonPurchased E-Books Title Korean
14. NonPurchased E-Books Title NonCJK
15. NonPurchased E-Books Title Subtotal (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.

16. NonPurchased E-Books Volume Chinese
17. NonPurchased E-Books Volume Japanese
18. NonPurchased E-Books Volume Korean
19. NonPurchased E-Books Volume NonCJK
20. NonPurchased E-Books Volume Subtotal (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.

21. E-Books Title Total (05 + 15) Leave the field BLANK and the application will sum up the total.
22. E-Books Volume Total (10 + 20) Leave the field BLANK and the application will sum up the total.

23. E-Books Expenditure Total (in U.S. Dollars)
Field #41 (Grand Total Expenditures) in Electronic Form includes expenditures for Electronic Books. Please enter data there.

24. Memo for E-Books form

Examples: Perpetual e-books housed locally or e-books (perpetual or access only) that are accessed via the Internet of subscribed databases: ChinaMaxx (中文集献) by SuperStar (超星集团), Apabi (阿帕比）E-Book, E-Reference, etc.

Administrative Forms

Change Institution Information:
This will lead you to the Library Information Form and allow you to update your own library information.

Library Information Form

Previously participated libraries consult information about name, library number, type, and region at: http://www.lib.ku.edu/ceal/stat/20062007/cealstat06_07.pdf

Library Name:
The names of libraries in the pull down list. Use the short name instead of full name:
Ex. *Kansas* instead of the *University of Kansas*.

Library Type (Typ):
Choose one from the pull-down list: (refer to this document, Appendix I, pp. 25-26)

- Canadian university
- Private U.S. University
- State controlled or Public University
- U.S. non-University
- Canadian non-University

Library Region (Reg):
Choose one from the pull-down list. For individual library region code, refer to this document (Appendix I, pp. 25-26)

- New England
- Middle Atlantic
- East North Central
- West North Central
- South Atlantic
- East South Central
- West South Central
- Mountain
- Pacific
- Canada

Law library included (LAW):
Choose Yes *or No* from the pull down list to indicate whether a law library is included in the reported data.

Medical library included (MED):
Choose Yes or No from the pull down list to indicate whether a medical library is included.

Submitted by (Name): First Name and Last Name.
Position Title currently held by the one who submits data: e.g. Head, Asian Library
Phone Number (with Area Code): e.g. (234) 123-4567
E-mail Address: e.g. user@server.edu
Fax Number (with Area Code): e.g. (123) 123-6789

Bibliographic Utilities: e.g. OCLC, RLG, etc.

Networks or Consortia: e.g. Ohiolink, Illinet, GWLA, etc.

Integrated System Vendor: e.g. Sirsis, DRA, Ex-Libris-USA, Endeavor, etc.

OPAC Capability of CJK Display:
Choose Yes or No from the pull-down list.

Library HomePage: e.g. http://www.server.edu

Library Online Catalog:
URL of your library online catalog: e.g. http://www.library_catalog.server.edu

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Change Password

To increase security, please choose a password that does not relate directly to you. Do not use your first name or birthday. Your password is NOT case sensitive. You can use both numeric and character values.

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