



MONTANA PUBLIC LIBRARIES SURVEY ELECTRONIC MATERIALS INSTRUCTIONS

It can sometimes be difficult to determine how to count electronic materials for the Public Libraries Survey. Please refer to this document for tips on common electronic material platforms. If you have questions on a platform not listed here, or if you need clarification on any of the platforms listed, please contact Jessica Edwards, Montana State Library Data Coordinator, at jedwards@mt.gov.

In most cases, if the e-material has a circulation period, it should be counted in circulation. If it does not have a circulation period, it should be counted in database retrieval. For pay-per-use models, only report the number of titles that were actually used and therefore paid for.

Axis360

Circulation	Collection	Expenditures	Count as Database Retrieval (10.9)?
<ul style="list-style-type: none"> Circulation of E-Materials – Other <i>10.7</i> 	<ul style="list-style-type: none"> Other Electronic Books <i>7.3</i> Other Audio – Downloadable Units <i>7.6</i> 	<ul style="list-style-type: none"> Electronic Materials <i>6.5</i> 	No

Databases

Examples: Ancestry, Gale, Hulu, Lynda, Mango Languages, NewsBank, ProQuest, World Book Online

Circulation	Collection	Expenditures	Count as Database Retrieval (10.9)?
N/A	<ul style="list-style-type: none"> Licensed Databases – Local/Other Cooperative Agreements <i>7.12</i> 	<ul style="list-style-type: none"> Electronic Materials <i>6.5</i> 	Yes

Hoopla

Circulation	Collection	Expenditures	Count as Database Retrieval (10.9)?
<ul style="list-style-type: none"> Circulation of E-Materials – Other <i>10.7</i> 	<ul style="list-style-type: none"> Other Electronic Books <i>7.3</i> Other Audio – Downloadable Units <i>7.6</i> Video Downloadable Units <i>7.10</i> 	<ul style="list-style-type: none"> Electronic Materials <i>6.5</i> 	No



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Kanopy

Circulation	Collection	Expenditures	Count as Database Retrieval (10.9)?
<ul style="list-style-type: none"> Circulation of E-Materials – Other <i>10.7</i> 	<ul style="list-style-type: none"> Video Downloadable Units <i>7.10</i> 	<ul style="list-style-type: none"> Electronic Materials <i>6.5</i> 	No

MontanaLibrary2Go/OverDrive*

*MontanaLibrary2Go Circulation and Collection numbers will be pre-populated in Bibliostat Collect

Circulation	Collection	Expenditures	Count as Database Retrieval (10.9)?
<ul style="list-style-type: none"> Circulation of Children’s E-Materials Provided by MSL <i>10.4</i> Circulation of E-Materials Provided by MSL <i>10.6</i> 	<ul style="list-style-type: none"> Ebooks Provided by the State Library <i>7.2</i> Audios – Downloadable Units Provided by MSL <i>7.5</i> 	<ul style="list-style-type: none"> Electronic Materials <i>6.5</i> 	No

Zinio

Circulation	Collection	Expenditures	Count as Database Retrieval (10.9)?
N/A – Although this platform has “checkouts”, these are not the same as circulation periods and this should be treated as a database	<ul style="list-style-type: none"> Licensed Databases – Local/Other Cooperative Agreements <i>7.12</i> 	<ul style="list-style-type: none"> Electronic Materials <i>6.5</i> 	Yes