

SAILS FY2020 Online ARIS Guide (FY2020 Data)

*Note - non-curated collections are considered electronic subscriptions and they shouldn't be part of your holdings - hoopla, freegal, freading, etc.

Adult Holdings	Name of SAILS FY2020 Report	Comments
H1 - Books - Adult	Collection Count ItemCat3	BOOKS
H2 - Volumes of Print Periodicals, Newspapers and Other Print Serials - Adult	Periodicals Volumes	count # of rows/titles
H3 - Audio - physical units (Compact discs, cassettes, etc.) – Adult	Collection Count ItemCat3	AUDIO
H4 - Video - physical units (cassettes/discs/DVD) - Adult	Collection Count ItemCat3	VIDEO
H5 - E-books – Adult	Collection Count Digital* and Network Collection Count (Overdrive) and SAILS Advantage Holdings FY19-20	total Jump in network collection count may require explanation from ARIS. The jump is due to 1) state LEA grant increased our spending 2) purchase of SU collection with 5,000 titles after COVID hit 3) SU collections were not included in last year's count.
H6 - Downloadable audio titles - Adult	Collection Count Digital* and Network Collection Count (Overdrive) and SAILS Advantage Holdings FY19-20	total
H7 - Downloadable video titles - Adult	Collection Count Digital* and Network Collection Count (Overdrive)	total

	and SAILS Advantage Holdings FY19-20	
H8 - Materials in electronic format - Adult	Collection Count ItemCat3	ELECTRONIC
H9 - Materials in microforms - Adult	Collection Count ItemCat3	MICROFORMS
H10 - Miscellaneous (e.g. ebook readers, laptops, kits, library of things, puppets) - Adult	Collection Count ItemCat3	MISC
H11 - TOTAL Holdings - Adult		

Young Adult Holdings	Name of SAILS FY2020 Report	Comments
H12 - Books - YA	Collection Count ItemCat3	BOOKS
H13 - Volumes of Print Periodicals, Newspapers and Other Print Serials - YA	Periodicals Volumes	count # of rows/titles
H14 - Audio - physical units (Compact discs, cassettes, etc.) - YA	Collection Count ItemCat3	AUDIO
H15 - Video-physical units (cassettes/discs/DVD) - YA	Collection Count ItemCat3	VIDEO
H16 - E-books - YA	Collection Count Digital* and Network Collection Count (Overdrive) and SAILS Advantage Holdings FY19-20	total
H17 - Downloadable audio titles - YA	Collection Count Digital* and Network Collection Count (Overdrive) and SAILS Advantage Holdings FY19-20	total
H18 - Downloadable video titles - YA	Collection Count Digital* and Network Collection Count (Overdrive) and SAILS Advantage Holdings FY19-20	total
H19 - Materials in electronic format - YA	Collection Count ItemCat3	ELECTRONIC

H20 - Materials in microforms - YA	Collection Count ItemCat3	MICROFORMS
H21 - Miscellaneous (e.g. ebook readers, laptops, kits, puppets, library of things, etc.) - YA	Collection Count ItemCat3	MISC
H22 - TOTAL Holdings - YA		

Children's Holdings	Name of SAILS FY2020 Report	Comments
H23 - Books - Children's	Collection Count ItemCat3	BOOKS
H24 - Volumes of Print Periodicals, Newspapers and Other Print Serials - Children's	Periodicals Volumes	count # of rows/titles
H25 - Audio - physical units Compact discs (not CD-ROMs), cassettes - Children's	Collection Count ItemCat3	AUDIO
H26 - Video – physical units (cassettes/discs/DVD) - Children's	Collection Count ItemCat3	VIDEO
H27 - E-books - Children's	Collection Count Digital* and Network Collection Count (Overdrive) and SAILS Advantage Holdings FY19-20	total
H28 - Downloadable audio titles - Children's	Collection Count Digital* and Network Collection Count (Overdrive) and SAILS Advantage Holdings FY19-20	total
H29 - Downloadable video titles - Children's	Collection Count Digital* and Network Collection Count (Overdrive) and SAILS Advantage Holdings FY19-20	total
H30 - Materials in Electronic Format - Children's	Collection Count ItemCat3	ELECTRONIC
H31 - Materials in microforms - Children's	Collection Count ItemCat3	MICROFORMS

H32 - Miscellaneous (e.g. ebook readers, kits, laptops, puppets, library of things, etc.) - Children's	Collection Count ItemCat3	MISC
H33 - TOTAL Holdings - Children's	Collection Count ItemCat3	

Total Holdings	Name of SAILS FY2020 Report	Comments
H34 Total Books (H1+ H12 + H23)		
H35 Total Print Periodicals, newspapers & other print serials (H2 + H13 + H24)		
H36 Total Print Materials (H34 + H35)		
H37 - Total Audio (H3 + H14 + H25)		
H38 - Total Video (H4 + H15 + H26)		
H39 - Total E-books (H5 + H16 + H27)		
H40 Total Downloadable Audio (audiobooks, music, etc) (H6 + H17 + H28)		
H41 Total Downloadable Video (H7 + H18 + H29)		
H42 Total Materials in Electronic Format (H8 + H19 + H30)		
H43 Total Microforms (H9 + H20 + H31)		
H44 Total Miscellaneous (H10 + H21 + H32)		
H45 Total Non Print Materials (H37 + H38 + H39 + H40 + H41 + H42 + H43 + H44)		
H46 Total Holding Materials (H11 + H22 + H33)		

Subscriptions and Electronic Collections	Name of SAILS FY2020 Report	Comments
H47 Print serial subscriptions	Periodicals Volumes	Add any local information, any titles not included in SAILS reporting
H48 Electronic serial subscriptions	Network Collection Count (Overdrive) - Magazines	Add any local information, any titles not included in SAILS reporting

H49 Electronic collections		(including locally owned databases; freeing, hoopla, mango, ancestry, etc.)
H50 Other subscriptions		Museum Passes – report number of membership subscriptions, Museum of Science = 1
H51 Total Subscriptions and Electronic Collections (H47 + H48 + H49 + H50)		
H100 Other cooperative agreement databases		Novelist, NovelistSelect
H101 Local/Other Cooperative Elec Collections		none
H102 State electronic collections/Databases		
H103 Total electronic collections		

Circulation Information Usage of Electronic Collections	Name of SAILS FY2020 Report	Comments
C1 Usage of local electronic collections (excludes e-books, downloadable audio and video counted below in Circulation.)		The total annual usage by a library of electronic collections as defined by: 1) download of text, audio or video 2) view of an online record, document, text, or image 3) streaming of audio or video file
C2 Usage of network electronic collections (excludes e-books, downloadable audio and video counted below in Circulation.)	Overdrive Statistics ARIS Magazines checkouts + EBSCO Database Usage Report (Novelist total requests retrieved)	
C3 Usage of state-wide electronic collections (excludes e-books, downloadable audio and video counted below in Circulation.)		

C4 Total usage of electronic collections (C1 + C2 + C3)		
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Adult Circulation	Name of SAILS FY2020 Report	Comments
C5 - Books - Adult	Circ by ItemCat3	BOOKS
C6 - Print periodicals, newspapers and other print serials - Adult	Circ by ItemCat3	PERIODICALS
C7 - Audio - Compact discs (not CD-ROMs), cassettes - Adult	Circ by ItemCat3	AUDIO
C8 - Video (cassettes/disks/DVD's) - Adult	Circ by ItemCat3	VIDEO
C9 - E-Books - Adult	Overdrive Statistics ARIS	Ebooks - Total Adult
C10 - Downloadable audio - Adult	Overdrive Statistics ARIS	Audio Books - Total Adult
C11 - Downloadable video - Adult	Overdrive Statistics ARIS	Videos - Total Adult
C12 - Materials in electronic format (include CD-ROMS) - Adult	Circ by ItemCat3	ELECTRONIC
C13 - Materials in microforms - Adult	Circ by ItemCat3	MICROFORMS
C14 - Miscellaneous (e.g. museum passes , e-book readers, kits, library of things, etc.) - Adult	Circ by ItemCat3	MISC Museum Passes are the only items that are in a different category between Holdings and Circulation. Count Museum Passes as "Other Subscriptions" for Holdings (H50) but as Miscellaneous for Circulation.
C15 - Total Adult Circulation (C5 + C6 + C7 + C8 + C9 + C10 + C11 + C12 + C13 + C14)		

Young Adult Circulation	Name of SAILS FY2020 Report	Comments
C16 - Books - YA	Circ by ItemCat3	BOOKS

C17 - Print periodicals, newspapers and other print serials - YA	Circ by ItemCat3	PERIODICALS
C18 - Audio - Compact discs (not CD-ROMs), cassettes - YA	Circ by ItemCat3	AUDIO
C19 - Video – (cassettes/disks/ DVD's) - YA	Circ by ItemCat3	VIDEO
C20 - E-Books - YA	Overdrive Statistics ARIS	Ebooks - Total YA
C21 - Downloadable audio - YA	Overdrive Statistics ARIS	Audio Books - Total YA
C22 - Downloadable video - YA	Overdrive Statistics ARIS	Videos - YA
C23 - Materials in electronic format (include CD-ROMS) - YA	Circ by ItemCat3	ELECTRONIC
C24 - Materials in microforms - YA	Circ by ItemCat3	MICROFORMS
C25 - Miscellaneous (e.g. museum passes , e-book readers, kits, library of things, etc.) - YA	Circ by ItemCat3	MISC Museum Passes are the only items that are in a different category between Holdings and Circulation. Count Museum Passes as "Other Subscriptions" for Holdings (H50) but as Miscellaneous for Circulation.
C26 - Total Young Adult Circulation (C16 + C17 + C18 + C19 + C20 + C21 + C22 + C23 + C24 + C25)		

Children's Circulation	Name of SAILS FY2020 Report	Comments
C27 - Books - Children's	Circ by ItemCat3	BOOKS
C28 - Print periodicals, newspapers and other print serials - Children's	Circ by ItemCat3	PERIODICALS
C29 - Audio (Compact discs (not CD-ROMs), cassettes) - Children's	Circ by ItemCat3	AUDIO
C30 - Video cassettes/discs/DVD's – Children's	Circ by ItemCat3	VIDEO

C31 - E-books - Children's	Overdrive Statistics ARIS	Ebooks - Total Juvenile
C32 - Downloadable audio - Children's	Overdrive Statistics ARIS	Audio Books - Total Juvenile
C33 - Downloadable video - Children's	Overdrive Statistics ARIS	Videos - Juvenile
C34 - Materials in electronic format (include CD-ROMS) - Children's	Circ by ItemCat3	ELECTRONIC
C35 - Materials in microforms - Children's	Circ by ItemCat3	MICROFORMS
C36 - Miscellaneous - Miscellaneous (e.g. museum passes , e-book readers, kits, library of things, etc.) Children's	Circ by ItemCat3	MISC Museum Passes are the only items that are in a different category between Holdings and Circulation. Count Museum Passes as "Other Subscriptions" for Holdings (H50) but as Miscellaneous for Circulation.
C37 - Total Children's Circulation (C27 + C28 + C29 + C30 + C31 + C32 + C33 + C34 + C35 + C36)		

Total Circulation	Name of SAILS FY2020 Report	Comments
C38 Total Book Circulation (C5+ C16 + C27)		BOOKS
C39 Total Print Periodicals, Newspapers & Other Print Serials Circulation(C6 + C17 + C28)		PERIODICALS
C40 Total Print Circulation (C38 + C39)		
C41 Total Audio Circulation (C7 + C18 + C29)		AUDIO
C42 Total Video Circulation (C8 + C19 + C30)		VIDEO
C43 Total E-book Circulation (C9 + C20 + C31)		Grand Total

C44 Total Downloadable Audio Circulation (audiobooks, music, etc)(C10 + C21 + C32)		Grand Total
C45 Total Downloadable Video Circulation (C11 + C22 + C33)		Grand Total
C46 Total Materials in Electronic Format Circulation (C12 + C23 + C34)		ELECTRONIC
C47 Total Microform Circulation (C13 + C24 + C35)		MICROFORMS
C48 Total Miscellaneous Circulation (C14 + C25 + C36)		MISC
C49 Total Non Print Circulation (C41 + C42 + C43 + C44 + C45 + C46 + C47 + C48)		
C50 Total Circulation Materials(C15 + C26 + C37)		

*An ILL item is loaned between any type of separately administered library or library system within MA, across the US, or around the world.	Name of SAILS FY2020 Report	Comments
C51 ILL's also reported as patron circulation in the Circulation Information section above	skip	we remove ILL from above circ
C52 Of that total, how many were included in CHILDREN's circulation?	skip	we remove ILL from above circ

Total Interlibrary Loans - within SAILS - nonresident	Name of SAILS FY2020 Report	Comments
C53 ILL items RECEIVED that must be returned	Intranetwork Borrowing + Point to Point Borrowing + ComCat Borrower Transactions	subtract URSA from Intranetwork Borrowing
C54 ILL Items RECEIVED that need not be returned	none	
C55 Total (C53 + C54)		
C56 ILL items PROVIDED that must be returned	Intranetwork Lending + Point to Point Lending + ComCat Lender Transactions	subtract URSA from Intranetwork Lending

C57 ILL items PROVIDED that need not be returned	none	
C58 Total (C56 + C57)		

Nonresident Circulation	Name of SAILS FY2020 Report	Comments
C61 Number of items circulated at your library to residents of other MA municipalities certified for State Aid to Public Libraries	Loans by Residence Loans Decertified	Loans by Residence (total Your Town - NOMASS) - Loans Decertified
C62 Number of items circulated at your library to residents of other MA municipalities not certified for State Aid to Public Libraries	Loans Decertified	
C63 Number of items circulated at library to residents of other states	Loans by Residence	NOMASS
C64 Total Nonresident Circulation Transactions (C61 + C62 + C63)		
C100 Total Circulation of Materials		
C101 Circ. Of Children's Material		
C102 Use of Electronic Material		
C103 Total Physical Circ		
C104 Physical Item Circulation		
C105 Electronic Content Use		
C106 Total Collection Use		

	Name of SAILS FY2020 Report	Comments
S22 Number of registered borrowers	Patron Count by Barcode Prefix	Number of people registered to use the library on June 30, no matter where the card was issued.
S23 Number of registered borrowers that were residents of your municipality	Patron Count by BarcodePrefix	Your town/city
S24 Has the file of registered borrowers been purged by either the library or network since June 30, 2016?	Yes	Patron records are purged 36 months after the privilege expiration period has passed. Patrons with outstanding

		overdues and bills are stored indefinitely.
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