

List of performance indicators for research libraries and data calculated in the AFBN project, analyzed collectively and published each year

2012 (the data from 31.12.2011 surveys)

Budget indicators reported in the survey questionnaire:

1. Income – as percentage of the entire budget calculated for the following categories:
 - a. funds allocated to current activities by the funding institution
 - b. staff cost
 - c. subsidies, grants, projects, donations for the current activities
 - d. subsidies, grants, projects, donations for the special tasks of the current year
 - e. financial resources generated by the library
 - f. others

2. Expenditures for the functioning of the library - percentage of expenditures in the following categories to the entire budget:
 - a. collections in total, including: Polish and foreign books, Polish periodicals, foreign periodicals, special collections, electronic resources
 - b. computer equipment
 - c. software
 - d. equipment
 - e. wages (including derivatives)
 - f. supplemental payroll fund (including derivatives)
 - g. services, administrative costs
 - h. personnel training
 - i. maintenance of premises
 - j. promotion
 - k. renovation
 - l. depreciation costs
 - m. others

Other indicators reported in the survey questionnaire

1. Library expenditures per user in PLN
2. Expenditures for the purchase of library materials per user in PLN
3. Expenditures for the purchase of electronic resources per user in PLN
4. Expenditures for the purchase of books per user in PLN
5. Expenditures for the purchase of computer equipment per user in PLN
6. The library budget as a percentage of the university budget
7. Time of making the books accessible
8. Catalogued collection as a percentage of total number of the collection
9. Percentage of bibliographic records taken from external sources
10. Number of hours (per week) in which library services are available
11. Standard borrowing period according to the rules
12. Standard borrowing limit of books in volumes according to the rules

Indicators calculated automatically by the computer

1. Number of library staff as a percentage of total university staff number
2. Registered library users who are institution students as a percentage of potential users
3. Number of volumes (units in inventory) per user
4. Number of volumes (units in inventory) per student
5. Number of volumes (units in inventory) per student (full-time studies)
6. Number of books per user
7. Number of books per student
8. Number of books per student (full-time studies)
9. Number of new acquisitions (books - purchase) per user
10. Number of new acquisitions (books - purchase) per student
11. Number of new acquisitions (books - purchase) per student (full-time studies)
12. Number of national and foreign periodicals (printed and electronic) subscribed per user
13. Number of electronic books (own + licensed) per user
14. Expenditures for printed books as a percentage of total expenditures for collections
15. Expenditures for electronic collections as a percentage of total expenditures for collections
16. Number of users per library staff
17. Number of students per library staff
18. Number of students (full-time studies) per library staff
19. Library area per user
20. Library area per student
21. Library area per student (full-time studies)
22. Number of users per workplace in the library
23. Number of students per workplace in the library
24. Number of students (full-time studies) per workplace in the library
25. Number of loans per registered user
26. Number of loans per library staff
27. Number of visits to reading rooms per user
28. Number of visits to reading rooms per student
29. Number of visits to reading rooms per student (full-time studies)
30. Collection turnover
31. Number of completed interlibrary loans as a percentage of all interlibrary loans
32. Number of completed interlibrary loans as a percentage of all outside interlibrary loans
33. Number of logins to the databases
34. Number of documents downloaded from electronic journals and full-text databases per user
35. Number of visits to the library website per user
36. Number of views of the publication from the own digital library per user
37. Number of hours of user training (library skills training) per staff
38. Number of hours assigned for user training (excluding of the library skills training) and other classes per staff
39. Staff with the higher education in librarianship (including postgraduate) as a percentage of total staff number
40. Staff with other higher education as a percentage of total staff number
41. Staff with higher vocational education as a percentage of total staff number
42. Staff with secondary education as a percentage of total staff number
43. Staff with vocational or primary education as a percentage of total staff number

44. Number of certified librarian as a percentage of total number of staff with the higher education
45. Number of staff with a PhD degree as a percentage of total number of staff with the higher education
46. Staff aged less than 30 years as a percentage of total staff number
47. Staff aged 31-40 years as a percentage of total staff number
48. Staff aged 41-50 years as a percentage of total staff number
49. Staff aged over 50 years as a percentage of total staff number
50. Acquisition department staff as a percentage of total staff number
51. Cataloguing department staff as a percentage of total staff number
52. Information services department staff as a percentage of total staff number
53. Circulation and stacks departments staff as a percentage of total staff number
54. User services (circulation, stacks, information services) staff as a percentage of total staff number
55. IT services staff as a percentage of total staff number
56. Staff responsible for other forms of the library activities as a percentage of total staff number
57. Growth of the library collection (books)
58. Growth of the library collection (printed periodicals)
59. Growth of the library collection (special collection)
60. Growth of the library collection (databases)
61. Number of users per workstation
62. Number of users per workstation with Internet access
63. Number of volumes of books on the open shelves as a percentage of total number of books
64. Trained users as a percentage of total number of users
65. Number of staff publications per staff
66. Number of attendance hours at vocational training per library staff
67. Library expenditures per student in PLN
68. Library expenditures per student (full-time studies) in PLN
69. Expenditures for the purchase of the library materials per student in PLN
70. Expenditures for the purchase of the library materials per student (full-time studies) in PLN
71. Expenditures for the purchase of electronic resources per student in PLN
72. Expenditures for the purchase of electronic resources per student (full-time studies) in PLN
73. Expenditures for the purchase of books per student in PLN
74. Expenditures for the purchase of books per student (full-time studies) in PLN
75. Expenditures for the purchase of computer equipment per student in PLN
76. Expenditures for the purchase of computer equipment per student (full-time studies) in PLN

Questions about selected e-services (responses given as % of YES)

1. Electronic ordering/making book reservations via OPAC
2. Electronic renewal via OPAC
3. Electronic notification of the books return due date
4. Remote access to the subscribed electronic resources from the outside of the university network

5. Number of photocopiers (regardless of their owner) - question removed in 2007
6. Providing of catalogues on the Internet - question removed in 2007
7. Electronic registration of the borrowed books and returns - question removed in 2007
8. Providing of the card catalogue on the Internet in digital version
9. Interactive on-line training
10. Interactive information services (instant messaging, chat) via library webpage
11. RSS or blogs hosted by the library for public via library webpage
12. Participating in operating the institutional repository

Questions about interlibrary cooperation and events organizing activities (minimum and maximum values are given)

1. Number of library self-published materials
2. Number of objects digitized by the library and added to the regional / institutional digital library or available locally
3. Number of full-text items held in the institutional repository managed by the library on behalf of university
4. Number of databases created by the library
5. Number of completed projects
6. Number of organized and co-organized conferences:
 - a. on a local and national scale
 - b. on an international scale
7. Number of events organized and co-organized by the library
8. Number of working stations for disabled people