

Filling out your 2017 NYS Annual Report using the Polaris Report for SALS Libraries Only

Use the numbers from the Polaris report with the following adjustments:

2.9 Print Serials – Enter a **manual count** of serial volumes (print & microform)

2.10 All Other Print materials- Enter a **manual count** of items that are not barcoded in Polaris, e.g. vertical file materials. Count vertical files by file; count individual items in each vertical file only if they are cataloged.

2.13 Electronic Books – There are **9,097** eBooks in Overdrive. If you use another vendor, **manually add**, E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit. Count each reader as one unit.

2.14 Local Electronic Collections - Enter the number of electronically stored data or unit records paid for by your library funds, remember to include 1 for Novelist Plus (paid for by your JA fees)

2.15 NovelNY Electronic Collection - Number prefilled and locked.

2.17 Audio-Downloadable- There are **3,578** eAudios in Overdrive. If you use another vendor, manually add, eAudioBooks packaged together as a unit (e.g., multiple titles on a single e- book reader) and checked out as a unit. Count each reader as one unit.

2.18 Video- Downloadable - Enter a manual count if your library has any.

2.19 All Other Electronic Materials – Enter the number of other materials in digital format.

Sections 2.27 – 2.30 – Additions to Holdings-

Reminder: Additions to holdings for all categories must be equal to or greater than the difference between last year's reported holdings and this year's reported holdings.

For example if you reported 70 Serials on line 2.9 in 2016 and 100 Serials on line 2.9 in 2017, then your additions to holdings on line 2.28 has to be at least 30 this year.

Use the numbers from the Polaris report with the following adjustments:

2.28 Other Print Materials – Add the manual count number of serial and other print materials added to your collection, but not barcoded, to the number in the POLARIS report.

2.29 Electronic Materials – There were **1,565** OverDrive electronic materials added in 2017. If you used another vendor, **manually add that number**.

3.29-3.33 Summer Reading Program – If you need another copy of your 2017 summer reading statistics email Jack, jscott@sals.edu and she will email you a PDF version of the survey.

Sections 4.1 – 4.13 – Transactions: Add any manual circulations to the appropriate material categories.

4.8 - Use the **Total Circulation of Adult Other Materials** from the Polaris report (Ignore 4.8A and 4.8B. These are fields necessary for the report to give you the total)

4.9 – Use the **Total Circulation of Children's Other Materials** from the Polaris report (Ignore 4.9A and 4.9B. These are fields necessary for the report to give you the total)

4.12 – Circulation of Electronic Materials Use Overdrive statistics report attached to the email announcing the NYS Annual report. If you use another vendor, manually add the statistics.