

STATISTICS

POLICY QUESTIONS TO ADDRESS

1. Why does the library collect statistics?
2. How does the collection and use of statistics support the library's goals and objectives?

REGULATIONS QUESTIONS TO ADDRESS

1. Is the library required to report statistical information to the Federal government? If so, what data elements need to be reported? Who is responsible for collecting and reporting the data in a timely manner? In what format is the report submitted?
2. Is the library required to report statistical information to the State Library or other state agency? If so, what data elements need to be reported? Who is responsible for collecting and reporting the data in a timely manner? In what format is the report submitted?
3. Is the library required to report statistical information to local government? If so, what data elements need to be reported? Who is responsible for collecting and reporting the data in a timely manner? In what format is the report submitted?
4. Is the library required to report statistical information to the Library Board? If so, what data elements need to be reported? Who is responsible for collecting and reporting the data in a timely manner? In what format is the report submitted?
5. Is the library required to report statistical information to the Friends of the Library or the Library Foundation? If so, what data elements need to be reported? Who is responsible for collecting and reporting the data in a timely manner? In what format is the report submitted?
6. Is the library required to report statistical information to any other organization, funding source, etc.? If so, what data elements need to be reported? Who is responsible for collecting and reporting the data in a timely manner? In what format is the report submitted?
7. Does the library produce an annual report for distribution to the public? If so, who is responsible for producing the report? What statistical information is reported?
8. What statistics are staff collecting and reporting to library administration? Who is responsible for collecting and consolidating the data? In what format is the consolidated data reported? To whom is the report distributed?
9. Has the library developed guidelines for the collection and reporting of all of the statistics? Do these guidelines contain clear definitions for each of the data elements that is being collected?
10. How does the library use the statistics it is collecting to manage and evaluate the services that it is offering?
11. Does the library conduct a periodic review of the statistics that are being collected to make certain that the data which is needed is being collected and data that is no

longer needed is no longer being collected? If so, who is responsible for conducting this review and to whom are the results of the review reported?

12. Does the library conduct periodic training sessions on this topic? Is this topic addressed in new employee orientation?

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