

COUNCIL ON EAST ASIAN LIBRARIES (CEAL) STATISTICS 2000-2001 Instructions for Completing Online Forms

FY 2000-2001 Online input/edit time frame: Nov. 22-Dec. 22, 2001.

All data will be available online for public viewing January 1, 2002.

A printed copy of annual statistics will appear in *Journal of East Asian Libraries* Feb. 2002 issue.

General Instructions:

Definitions of the statistical categories used in this questionnaire are based on American National Standard for Library and Information Sciences and Related Publishing Practices-Library Statistics. Z39.7-1983. (New York, American National Standards Institute, 1983.) The questionnaire assumes a fiscal year from July 1, 2000 to June 30, 2001. Please do not use decimals unless instructed otherwise. All figures should be rounded to the nearest whole number. Non-CJK items in this survey refer to materials in non-CJK languages. **All currency should be converted to US dollars.** Please cooperate with all branch libraries and **report one combined library statistics** for each institution. An exception is given for law libraries. **If an appropriate entry is zero or none, use 0. Please use the automatic sum functions that are supplied by the application. Leave all SubTotals and Totals BLANK.**

CEAL Statistics Database : <http://www2.lib.ku.edu/ceal>

Instructions on password will be mailed to each library separately.

Entry Form

Monographic Acquisitions Form
Total Monographic Volume Holdings Form
Holdings of Other Materials Form
Serials Subscriptions and Non Purchased Serials Form (Titles)
Unprocessed BackLog Materials Form (volumes or pieces)
Fiscal Support Form
Personnel Support Form
Public Services Form
Electronic Resources Form

Administration Form

Change Institution Information
Change Password

Monographic Acquisitions Form

Use the ANSI Z39.7-1983 definition for **volume** as follows:

a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, that has been cataloged, classified, and made ready for use.

Note: Each unit/fascicle (ts'e, satsu 册) in traditional format or contained in a case is counted as one volume.

Include duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified. Exclude microforms, maps, nonprint materials, and uncataloged items.

Volumes added. Include only volumes cataloged, classified, and made ready for use.

Monographic volumes purchased.

Report number of titles (if available) and volumes purchased. Include all titles and volumes for which an expenditure was made during the report year, including titles and volumes paid for in advance but not received during the fiscal year. Include monographs in series and continuations.

Note: This question is concerned with **volumes purchased** rather than volumes received or cataloged.

01. Purchased Title Chinese : *integer amount e.g. 70*

02. Purchased Title Japanese *integer amount e.g. 70*

03. Purchased Title Korean: *integer amount e.g. 70*

04. Purchased Title NonCJK: *integer amount e.g. 70*

05. Purchased Title SubTotal : *(01 + 02 + 03 + 04)* Leave the field BLANK and the application will sum up the total.

06. Purchase Volume Chinese:

07. Purchased Volume Japanese:

08. Purchased Volume Korean:

09. Purchased Volume NonCJK:

10. Purchased Volume Sub Total: *(06 + 07 + 08 + 09)* Leave the field BLANK and the application will sum up the total.

11. NonPurchased Title Chinese: Gift titles

12. NonPurchased Title Japanese

13. NonPurchased Title Korean

14. NonPurchased Title NonCJK

15. NonPurchased Title SubTotal: *(11 + 12 + 13 + 14)* Leave the field BLANK and the application will sum up the total.

16. NonPurchased Volume Chinese: Gift volumes and Bindery returned periodical added volumes

17. NonPurchased Volume Japanese

18. NonPurchased Volume Korean

19. NonPurchased Volume NonCJK

20. NonPurchased Volume SubTotal: *(16 + 17 + 18 + 19)* Leave the field BLANK and the application will sum up the total.

21. Title Total : *(05 + 15)* Leave the field BLANK and the application will sum up the total.

22. Volume Total: *(10 + 20)* Leave the field BLANK and the application will sum up the total.

Total Monographic Holdings Form

Previous Monographic and Bound Serial Holdings Held by the library can be found at http://www2.lib.ku.edu/ceal/stat/19992000/cealstat99_00.pdf (pp. 1-3, Table 1)

01. Previous Chinese*: *(integer amount e.g. 70)*

02. Previous Japanese*: *(integer amount e.g. 70)*

03. Previous Korean*: *(integer amount e.g. 70)*

04. Previous NonCJK: *(integer amount e.g. 70)*

05. Previous Sub Total*: *(01 + 02 + 03 + 04)* Leave the field BLANK and the application will sum up the total.

06. Added Chinese

07. Added Japanese

08. Added Korean

09. Added NonCJK

10. Added Sub Total: *(06 + 07 + 08 + 09)* Leave the field BLANK and the application will sum up the total.

11. Withdrawn Chinese

12. Withdrawn Japanese

13. Withdrawn Korean

14. Withdrawn NonCJK

15. Withdrawn Sub Total: *(11 + 12 + 13 + 14)* Leave the field BLANK and the application will sum up the total.

16. GrandTotal*: *(05 + 10 - 15)* Leave the field BLANK and the application will sum up the total.

Holdings of Other Materials Form

The Computer files have been included in the new Electronic Resources Form since 2001.

Microforms. Report the total number of physical units: reels of microfilm, microcards, microprint and microfiche sheets.

01. Microform Chinese: *(integer amount e.g. 70)*
02. Microform Japanese: *(integer amount e.g. 70)*
03. Microform Korean: *(integer amount e.g. 70)*
04. Microform NonCJK: *(integer amount e.g. 70)*
- 05. Microform SubTotal** *(01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.*

Cartographic and graphic materials:

Include the numbers of pieces of two- and three- dimensional maps and globes. Include satellite and aerial photographs and images. Include the number of pieces of prints, pictures, photographs, postcards, slides, transparencies, film strips, and the like.

06. Graphic Chinese
07. Graphic Japanese
08. Graphic Korean
09. Graphic NonCJK
- 10. Graphic SubTotal** *(06 + 07+ 08 + 09) Leave the field BLANK and the application will sum up the total.*

Audio, film and video materials.

Include the number of pieces of audio cassettes, phono discs, audio compact discs, reel-to-reel tapes, and other sound recordings. Include the number of pieces of motion pictures, video cassettes, video laser discs, and similar visual materials.

11. Audio Chinese
12. Audio Japanese
13. Audio Korean
14. Audio NonCJK
- 15. Audio SubTotal:** *(11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.*
16. Video Chinese
17. Video Japanese
18. Video Korean
19. Video NonCJK
- 20. Video SubTotal:** *(16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.*
- 21. Other Holdings Total :** *(05 + 10 + 15 + 20) Leave the field BLANK and the application will sum up the total.*

Serials Form

Report the total number in **title** of subscriptions. Include duplicate subscriptions.

Exclude monographic and publishers' series. A **serial** is:

a publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies.

01. Purchased Chinese *(integer amount e.g. 70)*
02. Purchased Japanese *(integer amount e.g. 70)*
03. Purchased Korean *(integer amount e.g. 70)*
04. Purchased NonCJK *(integer amount e.g. 70)*
- 05. Purchased Total** *(01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.*

Serials: Not purchased.

If separate counts of non-purchased and purchased serials are not available, report only the total Number (Titles) of current serials subscribed and received on line 15, and others "0"

- 06. Non Purchased Chinese
- 07. Non Purchased Japanese
- 08. Non Purchased Korean
- 09. Non Purchased NonCJK
- 10. Non Purchased Total** (06 + 07 + 08 + 09) *Leave the field BLANK and the application will sum up the total.*

- 11. Total Chinese** (01 + 06) *Leave the field BLANK and the application will sum up the total.*
- 12. Total Japanese** (02 + 07) *Leave the field BLANK and the application will sum up the total.*
- 13. Total Korean** (03 + 08) *Leave the field BLANK and the application will sum up the total.*
- 14. Total NonCJK** (04 + 09) *Leave the field BLANK and the application will sum up the total.*
- 15. Grand Total** (05 + 10) *Leave the field BLANK and the application will sum up the total.*

Unprocessed/Backlog Form

Report only number of **volumes, pieces**, etc. that are backlogged. Include materials in all formats.

- 01. Unprocessed Chinese: *(integer amount e.g. 70)*
- 02. Unprocessed Japanese: *(integer amount e.g. 70)*
- 03. Unprocessed Korean: *(integer amount e.g. 70)*
- 04. Unprocessed NonCJK *(integer amount e.g. 70)*
- 05. Unprocessed Total** (01 + 02 + 03 + 04) *Leave the field BLANK and the application will sum up the total.*

Fiscal Support Form

Report all funds that come to the library from the regular institutional budget, and from sources such as research grants, endowments, and East Asian programs for acquisition of library materials. Please round figures to the nearest dollar. Convert all Canadian currency to U.S. dollars.

Appropriations.

Report funds from the library for monographs, serials, and other materials for CJK and non-CJK languages. If figures for specific language area are not available, report only in total.

- 01. Chinese Appropriations Monographic *(currency amount e.g. 123.50, 7600.70)*
- 02. Chinese Appropriations Serial *(currency amount e.g. 123.50, 7600.70)*
- 03. Chinese Appropriations Other *(currency amount e.g. 123.50, 7600.70)*
- 04. Chinese Appropriations Total** (01 + 02 + 03) *Leave the field BLANK and the application will sum up the total.*

- 05. Japanese Appropriations Monographic
- 06. Japanese Appropriations Serial
- 07. Japanese Appropriations Other
- 08. Japanese Appropriations Total** (05 + 06 + 07) *Leave the field BLANK and the application will sum up the total.*

- 09. Korean Appropriations Monographic
- 10. Korean Appropriations Serial
- 11. Korean Appropriations Other
- 12. Korean Appropriations Total** (09 + 10 + 11) *Leave the field BLANK and the application will sum up the total.*

- 13. NonCJK Appropriations Monographic
- 14. NonCJK Appropriations Serial
- 15. NonCJK Appropriations Other
- 16. NonCJK Appropriations Total** (13 + 14 + 15) *Leave the field BLANK and the application will sum up the total.*
- 17. Total Appropriations** (04 + 08 + 12 + 16) *Leave the field BLANK and the application will sum up the total.*

Endowments.

Report funds from endowments. If figures for specific area studies are not available, report only total and specify it in the Footnote section.

- 18. Chinese Endowments
- 19. Japanese Endowments
- 20. Korean Endowments

21. Endowments Total (18 + 19 + 20) *Leave the field BLANK and the application will sum up the total.*

Grants.

Report funds from grants. If figures for specific area studies are not available, report only total and specify it in the Footnote section.

- 22. Chinese Grants
- 23. Japanese Grants
- 24. Korean Grants

25. Grants Total (22 + 23 + 24) *Leave the field BLANK and the application will sum up the total.*

East Asian program support.

Report funds from East Asian program. If figures for specific area studies are not available, report only total and specify it in the Footnote section.

- 26. Chinese East Asian Program Support
- 27. Japanese East Asian Program Support
- 28. Korean East Asian Program Support

29. East Asian Program Support Total (26 + 27 + 28) *Leave the field BLANK and the application will sum up the total.*

30. Total Acquisitions Budget (17 + 21 + 25 + 29) *Leave the field BLANK and the application will sum up the total.*

Personnel Support Form

Report the number of staff in filled positions or positions that are only temporarily vacant. Report full-time equivalents (FTE) of part time employees. Estimate percentiles worked under each CJK language category for employees working for more than one language. Report in decimals.

01. Professional Chinese *(integer or decimal e.g. 10, 0.4, 5.4)*

02. Professional Japanese *(integer or decimal e.g. 10, 0.4, 5.4)*

03. Professional Korean *(integer or decimal e.g. 10, 0.4, 5.4)*

04. Professional Total (01 + 02 + 03) *Leave the field BLANK and the application will sum up the total.*

05. Support Chinese

06. Support Japanese

07. Support Korean

08. Support Total (05 + 06 + 07) *Leave the field BLANK and the application will sum up the total.*

09. Student Chinese

10. Student Japanese

11. Student Korean

12. Student Total (09 + 10 + 11) *Leave the field BLANK and the application will sum up the total.*

Others, FTE.

Report the number of staff in the parent institution significantly involved in processing and servicing East Asian materials or hired for special projects.

13. Other

14. Total Personnel (04 + 08 + 12 + 13) *Leave the field BLANK and the application will sum up the total.*

Public Services Form

Number of library presentations. Report the number of presentations given by East Asian staff for instruction, orientation, or public relation purposes, including library tours. Sampling and/or estimation is acceptable.

01. Library Presentations

Number of participants in presentations. Report the total number of participants in presentations reported in 01.

02. Participants

Reference transactions. Report the total number of reference transactions handled in person, online or over the telephone.

03. Reference Transactions

Total circulation. Report the total number of initial circulations, renewals, reserve and special collection circulations if applicable and available.

04. Total Circulations

Interlibrary loans. Report the numbers of filled and unfilled requests provided to and received from other libraries. When appropriate, includes document delivery statistics.

05. Lending Request Filled

06. Lending Request Unfilled

07. Borrowing Request Filled

08. Borrowing Request Unfilled

Electronic Resources Form (new since 00/01-)

Note: The application will calculate all SubTotals (bold fields) automatically if you leave them BLANK (0 is not a blank value). Although you can supply your own totals, it is best to use the automated calculation feature for data integrity. All Canadian currency needs to be converted into U.S. Dollars.

Questions 1 and 2 are intended to gather a complete picture of collection and expenditures for electronic resources. Please use the Comments section to indicate any comments and suggestions that you believe are not covered by these questions. For each question, use the following general inclusion and exclusion guidelines:

Include: electronic indexes and reference tools, electronic full-text periodical collections and electronic journal back-files and online searches of remote databases -- whether accessed remotely or installed locally from CD-ROM, magnetic tapes, magnetic disks, etc.

Also include expenditures for materials purchased jointly with other institutions if such expenditures can be separated from other charges for joint services; fees paid to bibliographic utilities if the portion paid for computer files and search services can be separately counted; and equipment costs when they are inseparably bundled into the price of the information product.

Exclude: bibliographic utilities, networks, and consortia that are unrelated to end-user database access, which should be reported in the [Library Information Form](#); and library system software and software used only by the library staff.

1. COMPUTER FILES

1.1 Computer Files (one-time/monographic purchase)

	Number of Titles	Number of CD-ROMs	Expenditures (currency amount)
01 Chinese			
02 Japanese			
03 Korean			

04 Non-CJK			
05 SubTotal (01+02+03+04)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

Comments and/or Footnotes for 1.1

Report the numbers of titles and expenditures of computer files that **are not** current serials (e.g. are **non-subscription, one-time, or monographic in nature**) for software and machine-readable materials considered part of the collections. **Include** CD-ROMs that were reported previously in "Other Library Materials" of the CEAL Statistics Questionnaire.

Examples include periodical backfiles, literature collections, such as Ershiwu shi 二十五史 (by Jinan Huiwei), Si ku quan shu 四库全书 (CD-ROM), Zhongguo bai ke da ci dian 中国百科大辞典, Zhonghua buo shuo shi lun wen jian suo guang die (Chinese Dissertation Reference CD) 中華博碩士論文檢索光碟, Genji mongogatari honbun kenkyu deta besu, Kugyok Choson wangjo sillok= Annals of the Chosun dynasty, Hanguk hyondae munhak 100-yon = Korean modern literature 100 years, Koryo taejanggyong 高麗大藏經.

1.2 Computer Files (Accompanying monographic purchase or serials subscription)

	Number of Titles	Number of CD-ROMs
06 Chinese		
07 Japanese		
08 Korean		
09 Non-CJK		
10 SubTotal (06+07+08+09)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

Comments and/or Footnotes for 1.2

Include CD-ROMs that accompany a primary format such as printed serials subscriptions and monographic purchases. Examples such as CDs come with Japanese government's annual hakusho (白書), Chinese yearbook (nian jian 年鑑), and Korean periodical title of Shin Donga (新東亞). These expenditures have already been included in either monographic or serials subscriptions.

1.3 Computer Files (One time gift items that come either alone or accompanying a gift monograph)

	Number of Titles	Number of CD-ROMs
11 Chinese		
12 Japanese		
13 Korean		
14 Non-CJK		
15 SubTotal (11+12+13+14)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

Comments and/or Footnotes for 1.3

Include gift items that were not included in subscriptions in 1.1 nor 1.2. Examples such as Dazheng xin xiu Dazangjing (大正新脩大藏經) by CBETA 電子佛典系列; Bakumatsu Meiji-ki kaigai tokōsha rai-Nichi gaikokujin (幕末明治期海外渡航者来日外国人) by Kanazawa Kōgyō Daigaku.

2. ELECTRONIC DATABASES AND SERIALS (remote access on-going/leases/subscriptions)

Report the numbers of titles and subscription expenditures (or those which are expected to be ongoing commitments) for serial publications whose **primary format** is electronic and for online searches of remote databases. **Exclude** print serials that are accompanied by CD-ROMs. (See 1.2). Examples

include paid subscriptions for electronic journals and indexes/abstracts available via **the Internet, CD-ROM serials** and **annual access fees** for resources purchased on a “one-time” basis, such as literature collections, etc. See 2.1 and 2.2 for details.

2.1 Electronic databases indexes and reference tools

	Number of Titles	Expenditures (currency amount)
16 Chinese		
17 Japanese		
18 Korean		
19 Non-CJK		
20 SubTotal (16+17+18+19)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

Comments and/or Footnotes for 2.1

Include subscription expenditures for **purchase of** or **access to** reference tools such as encyclopedias, almanacs, indexes and abstracts. **Exclude** expenditures for indexes and abstracts which include **substantial access** to ASCII text or full images of serial content, which should be reported in 2.2. In 2.1, the Primary content is of abstract or index in nature.

Examples such as Ren Da fu yin bao kan zi liao suo yin 人大复印报刊资料索引, Da lu ren wen she hui qi kan mu ci suo yin zi liao ku 大陆人文社会期刊目次索引资料库, Index to Chinese periodical literature 中文期刊文献索引(1993-), Zasshi Kiji Sakuin 雜誌記事索引 <<http://web.nichigai.co.jp/>>, Sanseido Eijirin, Chonggi Kanhaengmul Kisa Saegin, Hanguk Paksa mit Soksa hagwi nonmun chong mongnok, Harvard Korean studies bibliography, etc.

2.2 Electronic full-text database and periodicals

	Number of Titles	Expenditures (currency amount)
21 Chinese		
22 Japanese		
23 Korean		
24 Non-CJK		
25 SubTotal (21+22+23+24)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

Comments and/or Footnotes for 2.2

Include: subscription expenditures for **access to electronic versions of scholarly journals** unless inseparably bundled with print subscription costs; expenditures for **e-journal’s aggregation services**; expenditures for indexes and abstracts that include substantial access to the ASCII text or full images of serial content; **annual access fees** for resources purchased on a “one-time” basis, such as literature collections, etc.

Examples: Ren min ri bao 人民日报综合数据库, Ren da fu yin bao kan zi liao quan wen shu ju guang pan 人大复印报刊资料全文数据库, Zhongguo xue shu qi kan 中国学术期刊 (CD-ROM), Si ku quan shu wang luo ban 四库全书网络版, NACSIS ELS, Hanguk Chongchi Hakhoe po, Choson ilbo, Changjak kwa pipyeong.

NOTE: Combine 2.1 and 2.2 data and figures above. Report the total in 2.3.

2.3 Electronic Subscriptions Total (2.1 + 2.2)

	Number of Titles (2.1 + 2.2)	Expenditures (currency amount) (2.1 + 2.2)
26 Chinese		
27 Japanese		

28 Korean		
29 Non-CJK		
*30 Electronic Resources Total (20 +25)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

Comments and/or footnotes for 2.3

3. TOTAL Electronic Resources (1.1 + 2.3)

	Number of Titles (1.1+2.3)	Number of CD-ROMS (from 1.1)	Expenditures (currency amount) (1.1+2.3)
31 Chinese (01 + 26)			
32 Japanese (02 +27)			
33 Korean (03 + 28)			
34 Non-CJK (04 + 29)			
*35 Grand Total (05 + 30)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

Comments and/or Footnotes for 3.1

Administrative Forms

Change Institution Information:

This will lead you to the [Library Information Form](#) and allow you to update your own library information.

Library Information Form

Library Name: The names of libraries in the pull down list. Use the short name instead of full name: Kansas instead of the University of Kansas.

Library Type: Choose one from the pull-down list:

- Canadian university
- Private U.S. university
- State controlled or public U.S. university
- U.S. non-university
- Canadian non-university

Library Region: Choose one from the pull-down list. For individual library region code see http://www2.lib.ukans.edu/ceal/stat/19992000/library_list99_00.pdf

- New England
- Middle Atlantic
- East North Central
- West North Central
- South Atlantic
- East South Central
- West South Central
- Mountain
- Pacific
- Canada

Law library included (LAW):

Choose **Yes** or **No** from the pull down list to indicate whether a law library is included in the reported data.

Medical library included (MED):

Choose **Yes** or **No** from the pull down list to indicate whether a medical library is included.

Submitted by (Name): First Name and Last Name.

Position Title currently held by the one who submits data: *e.g. Head, Asian Library*

Phone Number (with Area Code): *e.g. (785) 123-4567*

E-mail Address: *e.g. user@server.edu*

Fax Number (with Area Code): *e.g. (785) 123-6789*

Bibliographic Utilities: *e.g. OCLC, RLG, etc.*

Networks or Consortia: *e.g. Ohiolink, Illinet, etc.*

Integrated System Vendor: *e.g. Sirsis, DRA, Ex-Libris-USA etc.*

OPAC Capability of CJK Display: Choose **Yes** or **No** from the pull-down list

Library HomePage: *e.g. <http://www.server.edu>*

Library Online Catalog: URL of your library online catalog: *e.g. http://www.library_catalog.server.edu*

Change Password

To increase security, please choose a password that does not relate directly to you. Do not use your first name or birthday. Your password is NOT case sensitive. You can use both numeric and character values.

CEAL Statistics Committee

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CEAL Statistics Home Page: <http://www2.lib.ku.edu/ceal/stat>

CEAL Statistics Database: <http://www2.lib.ku.edu/ceal>