

INFORMATSIOON JA DOKUMENTATSIOON
Rahvusvaheline raamatukogustatistika

Information and documentation
International library statistics
(ISO 2789:2013)

EVS

EESTI STANDARDI EESSÕNA**NATIONAL FOREWORD**

See Eesti standard EVS-ISO 2789:2014 „Informatsioon ja dokumentatsioon. Rahvusvaheline raamatukogustatistika“ sisaldab rahvusvahelise standardi ISO 2789:2013 „Information and documentation. International library statistics“ identset ingliskeelset teksti.	This Estonian Standard EVS-ISO 2789:2014 consists of the identical English text of the International Standard ISO 2789:2013 „Information and documentation. International library statistics“.
Ettepaneku rahvusvahelise standardi ümbertrüki meetodil ülevõtuks on esitanud EVS/TK 22, standardi avaldamist on korraldanud Eesti Standardikeskus.	Proposal to adopt the International Standard by reprint method has been presented by EVS/TK 22, the Estonian standard has been published by the Estonian Centre for Standardisation.
Standard EVS-ISO 2789:2014 on jõustunud sellekohase teate avaldamisega EVS Teataja 2014. aasta septembrikuu numbris.	This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation.
Standard on kättesaadav Eesti Standardikeskusest.	The standard is available from the Estonian Centre for Standardisation.

Käsitlusala

See standard sisaldab juhiseid raamatukogu- ja infoteenuste osutajaile statistika kogumiseks ja esitamiseks eesmärgiga:

- esitada andmeid rahvusvaheliseks aruandluseks;
- tagada riikidevaheline vastavus nende statistiliste näitajate puhul, mida raamatukogude juhid sageli kasutavad, ent mida rahvusvahelised aruanded ei hõlma;
- edendada head tava kasutada statistikat raamatukogu- ja infotöö korraldamisel.

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Contents

Page

Foreword	iv
Introduction	v
1 Scope	1
2 Terms and definitions	1
2.1 Libraries.....	1
2.2 Library services and use.....	4
2.3 Collections.....	10
2.4 Access and facilities	17
2.5 Management.....	19
2.6 Funding and expenditure.....	20
2.7 Library staff	21
3 Current tasks of libraries	22
3.1 General.....	22
3.2 Types of libraries.....	22
3.3 Changes in user activities	23
4 Uses and benefits of statistics	24
4.1 Background	24
4.2 Developments in library practice.....	24
4.3 Selection of statistics for the library.....	25
4.4 Use of statistics	25
4.5 Presenting statistics to stakeholders.....	26
5 Reporting statistical data	26
5.1 General.....	26
5.2 Time period to which data refer	27
5.3 Data estimated by sample	27
6 Collecting statistical data	27
6.1 Libraries.....	27
6.2 Services and use.....	29
6.3 Collection	39
6.4 Access and facilities	46
6.5 Management.....	48
6.6 Funding and expenditure (during the reporting period).....	49
6.7 Library staff (at the end of the reporting period).....	51
Annex A (informative) Recommended categories for further statistical analysis	55
Annex B (informative) Grossing up	62
Annex C (informative) Alphabetical index	64
Bibliography	71

Introduction

This International Standard provides guidance to the library and information services community on the collection and reporting of statistics.

[Clauses 2](#) and [6](#) form the core of this International Standard. [Clause 2](#) provides definitions for most of the elements which constitute a library service; these are for statistical purposes only. [Clause 6](#) recommends how each of these elements should be counted. Users will need to consult both clauses for the complete picture.

This International Standard includes definitions and counting procedures for all types of resources and services that libraries offer to their users. The former [Annex A](#), including definitions and procedures for electronic resources and services, has been integrated into the main part of the standard, as these resources and services have become a normal part of library activities.

In order to explain the reasons for incorporating a number of new library services into this International Standard, [Clause 3](#) has been added to describe the current tasks of libraries.

It is recognized that not all measures specified in this International Standard can be collected by libraries of different types and sizes. To give greater completeness, several additional measures (important for some sectors only) are described in [Annex A](#). The aim is to ensure that, where a particular statistic is collected, the same definitions and methods are used.

[Annex B](#) is important for the compilation and publication of national statistics so that they can be truly comparable between countries and over time.

The strong requirement to describe and publicize library activities can only be satisfied if data collection in libraries follows the lines of this International Standard. As far as possible, it is advisable that libraries collect all data named in this International Standard that concern their activities.

Developments in relation to this International Standard will be monitored and additional statistical measures will be incorporated as needed.

An alphabetical index is given in [Annex C](#).

EVS

Information and documentation — International library statistics

1 Scope

This International Standard specifies rules for the library and information services community on the collection and reporting of statistics:

- for the purposes of international reporting;
- to ensure conformity between countries for those statistical measures that are frequently used by library managers, but do not qualify for international reporting;
- to encourage good practice in the use of statistics for the management of library and information services.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1 Libraries

2.1.1

academic library

library whose primary function is to cover the information needs of learning and research

Note 1 to entry: This includes libraries of institutions of higher education and general research libraries.

2.1.2

administrative unit

any independent library, or group of libraries, under a single directorate or a single administration

Note 1 to entry: The term “independent” does not imply legal or financial independence but only that the library is a recognizably separate unit, typically within a larger organization.

Note 2 to entry: The administrative unit can be a single library or a larger organization, typically containing a central/main library, branch libraries and administrative functions. See the Example in [6.1.1](#).

2.1.3

branch library

part of a larger administrative unit providing, in separate quarters, a service for a particular user group (e.g. children, faculties) or for a locally defined clientele

Note 1 to entry: Institute, departmental and other affiliated libraries are included. Mobile libraries and external service points are excluded.

2.1.4

central library

main library

usually that part or those parts of an administrative unit where the main administrative functions and the important parts of the library collection and services are located

Note 1 to entry: An administrative unit comprising several branch libraries does not necessarily include a central library.