New York State Library

Annual Report for Public & Association Libraries 2017
Outline of Major Changes

LIBRARY DATA REPORT

Following are changes to the 2017 Public & Association Library Annual Report – Questions and Instructions

NOTES:
- Please expect a minimal amount of re-numbering due to questions added or re-ordered since the 2016 Annual Report. Not all instances of re-numbering are noted in this outline.
- Please see updates in instructions and rewording in questions and instructions. Not all changes are noted in this outline.
- Instructions intended for more than one question are marked as such.
- Responses to new questions may be estimated or left blank for the first year.
- Reminder: All Notes are now encompassed in one note field (rather than Federal/State/Local).
- See notes in red type at beginning of report and instructions regarding Collect browser compatibility, in particular the **incompatibility** of the Chrome and Microsoft Edge browsers.

2017 Changes to Part 2: Library Collection

2.13 and 2.14 (Electronic Materials) – See updated instructions

2017 Changes to Part 3: Library Programs, Policies, and Services

3.15 New Question – Talking Book and Braille Library services

"Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?"

2017 Changes to Part 4: Library Transactions

4.1 – 4.13, 4.15 – 4.17 (Circulation/Electronic Use) – See updated instructions

2017 Changes to Part 6: Staff Information

6.14 – 6.19 (Salary Information) – See updated instructions

2017 Changes to Part 10: Officers and Trustees

10.2 through 10.6 regarding range of trustees will now be locked fields. If information is incorrect in these questions please indicate changes in the Note field. See updated instructions also.

Spreadsheet Option

A template will be available (via a link) with last year's data. The template may be updated with the current year's data and then e-mailed to Baker & Taylor to upload into the library's report. Libraries may also enter the data as in the past if that is preferred.

This is similar to the spreadsheet option added to Outlets, Section 9 last year.

2017 Changes to Part 15: CENTRAL LIBRARIES ONLY

Note new instructions paragraph at the beginning of the Central Book Aid (CBA) and Central Library Development Aid (CLDA) sections.