LIBRARY MAP OF THE WORLD

DEFINITIONS

	Definitions (adapted from ISO 2789)	How to count
Libraries (library service points)	Library is an organization, or part of an organization, the main aim of which is to facilitate the use of such information resources, services and facilities as are required to meet the informational, research, educational, cultural or recreational needs of its users. Administrative unit is any independent library, or group of libraries, under a single directorate or a single administration. It typically contains a central/main library, branch libraries and administrative functions. Library service point is a fixed or mobile facility through which library provides a service to its users. Central libraries, branch libraries, mobile libraries, and external service points located in different geographical locations and managed by one administrative unit are all each individual service points.	Count each library service point or facility, fixed or mobile, through which a library provides a service to its users separately. Central libraries, branch libraries, mobile libraries, and external service points located in different geographical locations and managed by one administrative unit are all each individual service points and shall be counted as separate libraries. EXAMPLE: A library (administrative unit) consisting of central library, five branch libraries and two mobile libraries would comprise 8 library service points
National libraries	National library is a library that is responsible for acquiring and conserving copies of all relevant documents published in the country in which the library is located. The definition of "national library" allows for more than one national library in a country.	Each national library's service point shall be counted separately. Central/main libraries and those being branch libraries are all each individual service points.
Academic libraries	Academic library is a library whose primary function is to cover the information needs of learning and research. This includes libraries of institutions of higher education and general research libraries.	Each academic library's service point shall be counted separately. Central/main libraries and those being branch libraries and external service points are all each individual service points.

Public libraries	Public library is a general library that is open to the public (even if its services are primarily intended for a particular part of the population to be served, such as children, visually impaired persons, or hospital patients) and that serves the whole population of a local or regional community and is usually financed, in whole or in part, from public funds. Its basic services are free of charge or available for a subsidized fee.	Each public library's service point shall be counted separately. Central/main libraries, branch libraries, mobile libraries, and external service points are all each individual service points.
Community libraries	Community library is a library that is not part of an area's statutory library provision and is not managed or fully funded by a local or national government authority. A community library provides library services to the population of a local or regional community and may be managed and funded by community groups, charities, NGOs and others. However, they may still receive some public funding from the local authority to provide library services based on different funding models.	Each community library's service point shall be counted separately. Central/main libraries, branch libraries, mobile libraries, and external service points are all each individual service points.
School libraries	School library is a library attached to all types of schools below the third (tertiary) level of education whose primary function is to serve the pupils and teachers of such a school, however it may also serve the general public.	Each school library's service point shall be counted separately.
Other libraries	Other libraries are all other libraries that do not appear in one of other categories of libraries (national, academic, public, community and school libraries) and are not included elsewhere in this survey. Other libraries may include, for example, special libraries, government libraries, medical libraries, industrial and commercial libraries and other libraries that are not included elsewhere.	Count all other types of libraries together. Each library service point or facility, fixed or mobile, through which library provides a service to its user shall be counted separately.
Libraries providing internet access	Internet access is an Internet connection by a user from a workstation owned by the library or from a user's private computer in the library via the library's network.	Count each library service point that provides internet access from at least one workstation available to the public regardless of whether access is free, and/or provides a wireless network allowing users to connect to the Internet.

Full-time equivalent (FTE) staff	Full-time equivalent (FTE) staff are all library employees who work for the library in return for payment. It includes professional staff, qualified staff, project staff and assistants. Other staff (library employees who work in security and on domestic duties, for example, cleaners, porters, caretakers and catering staff) and volunteers are excluded.	In counting library employees, the concept of full-time equivalent (FTE) shall be used to convert figures for the number of part-time workers to the equivalent number of full-time workers. Count the full-time equivalent staff at the end of the year. EXAMPLE If, out of three persons employed as librarians, one works quarter-time, one works half-time and one works full-time, then the FTE of these three persons would be $0{,}25 + 0{,}5 + 1{,}0 = 1{,}75$ librarians (FTE).
Volunteers (headcount)	Volunteer is a person working on library tasks without payment.	In counting volunteers, the concept of headcount shall be used. Count the total number of volunteers at the end of the year.
Registered users	Registered user is a person or organization registered with a library in order to use its collection and/or services within or away from the library. Users may be registered upon their request or automatically when enrolling in the institution.	Count the number of registered users (users with a library card) at the end of the year.
Physical visits	Physical visit is a person (individual) entering the library premises.	One person entering the library 10 times counts as 10 visits. Count the number of physical visits made by persons (individuals) to the library premises at the end of the year. This may be counted at either entrance or exit by one of the following methods: turnstile count; electronic counter; manual count. Any of these methods, but particularly the manual count, may be used for one or more sample time periods and grossed up to give an annual estimate.
Number of loans and downloads	Loan is a direct lending or delivery transaction of an item in non-electronic form (e.g. book), of an electronic document on a physical carrier (e.g. CD-ROM) or other device (e.g. eBook reader), or transmission of an electronic document to one user for a limited time period (e.g. eBook). Download is a content unit that is successfully requested from a library-provided online service	Count the number of initial loans during the year. Exclude renewals (with exception to loans of eBooks) and inter-library loans. Count the number of downloads from the library's electronic collection (databases, serials, digital documents) during the year. Data for licenced electronic resources must be collected from the vendors. This will be easy if the

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