Electronic Materials Guide for the Annual Report:
Where to Count in Library Collection (Part 2) and Library Transactions [Circulation/Electronic Use] (Part 4)

Is the library getting the whole collection or selecting titles?

- **Whole collection**
  - No
    - Part 4: Count successful retrievals in 4.13.
  - Yes
    - Part 2: Count number of items selected in 2.13 (e-books), 2.17 (audio), 2.18 (video) and/or 2.19 (other-includes e-serials).
    - Part 4: Count circulations (use) in 4.12.

- **Selecting titles**
  - No
    - Part 4: Count successful retrievals in 4.13.
  - Yes
    - Part 2: Count circulations as collection in 2.13 (e-books), 2.17 (audio), 2.18 (video) and/or 2.19 (other-includes e-serials).
    - Part 4: Count circulations (use) in 4.12.

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