

How to Report Download Services

General Rule: If service is purchased as a package of titles with no selection on the part of the library or consortium, count as a database (6.10) and do **not** include usage in circulation.

Separate Circulation statistics into Circulation of Children's materials – Digital formats; and Circulation (Other than Children's) – Digital formats.

Count as Circulation?

What to Report



Yes

Report as eBooks (6.9)



Yes

Separate statistics into Downloadable Recordings - both Audiobooks and Music -(6.5), and eBooks (6.9) and report as appropriate.



No

Report as Local Database (6.10)



No

Report as Local Database (6.10)



No

Report as Local Database (6.10)



No

Report as Local Database (6.10)



Yes

Report as Downloadable Video titles (6.8)



No

Do not report any collection or circulation numbers on these



No

Report as Local Database (6.10)



Yes

Report as Downloadable Recordings (both Audiobooks and Music) (6.5)

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Separate Circulation statistics into Circulation of Children's materials – Digital formats; and Circulation (Other than Children's) – Digital formats.	Count as Circulation?	What to Report
	Yes	Include all titles to which your patrons have access, selected either by the local library or the consortium, in Downloadable Audio (6.5), Downloadable Video (6.8) or eBooks(6.9), as appropriate.
	Yes	Circulation; collection
	No	Do not report any collection or circulation numbers on these
	No	Report as Local Database (6.10)
	No	Report as Local Database (6.10)
	No	Report as Local Database (6.10)
	No	Report as Local Database (6.10)
	Yes	Report as eBooks (6.9)