Statistics Definitions

- **Meeting Room Use, Non-Library** – Record the number of meetings and the attendance of those meetings if you have a meeting room that is available for the public to use. Do not include library programs, library board meetings, etc.

- **Outreach Events** – An Outreach Event is a planned event that takes place outside of library facilities that introduces a specific audience to a broad range of library services or activities, or which directly provides information to participants. Outreach events are usually presented to specific audiences that are otherwise unable to come into the library for services. Examples of an outreach event include: story times presented at the local Head Start, craft activities at an assisted living facility, a pop-up library at the senior center, a PuRL visit to a local neighborhood.

- **Programs** – A program is a planned event which introduces those attending to any of the broad range of library services or activities or which directly provides information to participants. Count all programs that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities. Most library programs occur inside library facilities, but if a program is held off-site due to space constraints in the library building, still count it as a library program. Most library programs are open to the public at-large, but occasionally may have a restricted or selective audience. Examples of a library program include: weekly story times, summer reading programs, book clubs, library tours, movie nights, etc.

- **Self-Directed Programs** – A self-directed program is an activity that is planned, created, and managed by library staff and provided for patrons without the expectation of staff interaction while the activity is being completed. These programs are usually provided on an occasional basis. Examples of a self-directed program include: an in-library scavenger hunt or a craft that is set out for independent completion. Do not include self-directed activities like coloring sheets, or pre-made puzzle sheets printed off the internet.

- **Special Collection Room Use** – Record the number of people that use the special collection room. Currently, the only special collection room in PRLS is the Heritage Room in Commerce. Record the number of people that use the room regardless of their purpose. For example, record people who use the room for study or for non-library meetings.

- **Study Room Use** – Record the number of times a study room is used, regardless of whether it is used for study or for non-library meetings. Do not record the number of people, just number of times it is used.