

Vidyasagar University

Department of Library and Information Science

Course – Bachelor of Library and Information Science

Paper No: BLI - 202

Paper Name - Management of Libraries and Information Centres – II

Unit – 4: Library Statistics

Material No – 05

Library Statistics

It has two different meanings. In the plural sense, the word implies a set of numerical figures, usually obtained by measurement or counting. These are also collectively known as data.

In the singular sense, statistics refers to the subject of scientific activity which deals with the theories and methods of collection, organization, presentation, analysis and interpretation of such data.

In library statistics descriptive details are reduced to figures so that the important facts are brought to the notice of the public in a readable and intelligible manner. So, library statistics are those numerical figures which are kept in the various section of the library for consultation, evaluation and taking further steps of the activities of the library.

Descriptive statistics: The original record which is got by day to day work of a library.

Inferential statistics: In which data are got by experience or estimation (informal in nature).

Statistics can be presented in tables, graphs, maps or other diagrammatical forms.

Need of Library Statistics:

- i) Statistics is a fundamental instrument in planning and control.
- ii) Library statistics helps us in gauging the progress or regress of the library at a given time through a comparison of the figures of past services with those of the present.
- iii) It helps to control the current services and their evaluation.
- iv) It helps a library administrator to judge the work of the staff of the library and can have an overall picture of the library work.
- v) It helps to take further steps for development of library services.
- vi) It helps to prepare an annual report.

Kinds of Statistics:

- i) Statistics of technical departments.
- ii) Statistics of service departments.
- iii) Miscellaneous statistics.

- 1 Technical Services
- 11 Technical Section
- 111 Classification

Statement of books classified during the Month..... Year

Sl No	Name of the incumbent and designation	Number of books classified							
		Days of the month							
		1	2	3	4	30	31	Total
01	Mr ABC, Classifier								
02	Mr XYZ, Classifier								
..								

112 Cataloguing

Number of books catalogued and number of cards prepared for the Month of.....Year.....

Sl No	Name of the incumbent and designation	Number of books catalogued and no. of cards prepared							
		Days of the month							
		1	2	3	4	30	31	Total
1	Name of the cataloguer	-----	-----	-----	-----	-----	-----	-----	-----
2								
...									

12 Acquisition Section

It is essential to know the names of the books, pamphlets and other reading materials which have received in the library. For this, their division by subject will give a clear picture of library's book stock. Specimen of the statistical table is given below.

Specimen of Accession Statistics Month..... Year.....

Reading material	000	100	200	800	900	Total
By purchase								
Books								
Pamphlets								
Others								
Total								
By exchange								
Books								
Pamphlets								
Others								
Total								
By gift								
Books								
Pamphlets								
Others								
Total								
Grand total								
Books								
Pamphlets								
Others								
Total								

13 Periodical

In periodical section it is necessary to know as to how many periodicals received daily, how many are registered, for how many periodicals reminders are written and dispatched so that administration may take proper decision for subscription of periodicals.

Statistics of Periodicals

Month..... Year.....

Frequency of publication	Number of periodicals received	Number of periodicals registered	Number of reminders written	Number of reminders despatched
Daily				
Weekly				
Fortnightly				
Monthly				
Others				
Total				

131 Indexing, Abstracting and Documentation Service

Specimen of Statistical Table

Week No Month Year.....

Subject	Number of periodicals indexed	Number of articles abstracted	Number of articles reproduced
000			
100			
200			
...			
...			
800			
900			
Total			

2 Service Department

21 Technical Section

211 Daily Attendance Statistics

Date	Name of readers who visited the library	Occupation or class	Sex	Age group

212 Issue Statistics (Public library)

Date	Subject	No. of books issued	No. of books return	No. of books renewed	No. of books reported lost
	Poetry				
	Drama				
	Novel				
	Short stories				
	Other literature				
	Biographies				
	Useful arts				
	History				
	Travel				
	Other non-fiction				
	Total				

213 Classified Issue Statistics

Date	Subject	No. of books issued	No. of books return	No. of books renewed	No. of books reported lost
	000				
	100				
	200				
	..				
	800				
	900				
	Total				

214 Department wise Issue Statistics

Date	Subject	No. of books issued	No. of books return	No. of books renewed	No. of books reported lost
	Anthropology				
	Bengali				
	Commerce				
	...				
	Zoology				
	Total				

215 Language wise Issue Statistics

Date	Subject	No. of books issued	No. of books return	No. of books renewed	No. of books reported lost
	Bengali				
	English				
	Hindi				
	Others				
	Total				

216 Reader wise Issue Statistics

Date	Subject	No. of books issued	No. of books return	No. of books renewed	No. of books reported lost
	Adult				
	Male				
	Female				
	Adolescent				
	Male				
	Female				
	Children				
	Physically disabled				
	Total				

217 Material wise Issue Statistics

Date	Subject	No. of books issued	No. of books return	No. of books renewed	No. of books reported lost
	Books				
	Pamphlets				
	Others				
	Total				

22 Reference Department

221 Statistics of Books Consulted

Date	Number of Books Consulted							Total
	000	100	200	300	800	900	

222 Statistics of Reference Queries

No. of readers directed	No. of short range enquiries answered	No. of long range enquiries answered	No. of queries un-answered	Total

3 Miscellaneous Statistics

31 Statistics of Income and Expenditure

Item	Book Fund	Periodical Fund	Staff Fund	Other Funds	Total
Income					
Expenditure					

32 Staff Statistics

Month..... Year.....

Name of Posts	No. of Posts Filled	No. of Posts Laying Vacant	Amount Spent on Salaries	Amount Saved on Staff Salaries