CEAL Statistics Database: Accessing Statistical Information of North American East Asian Library Collections

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Introduction

CEAL Statistics is an annual publication that lists library collections, expenditures, staffing, and library service activities for the North American member libraries of the Council on East Asian Libraries. The average participation in the last three years included 43 U.S. university libraries (28 state and 15 private), 6 to 10 non-university libraries (public and government libraries, private museum collections), and 7 Canadian libraries (5 university and 2 non profit). About half of the ARL libraries have East Asian collections, and the number has been growing since the early 1980s. At the end of 2001, the CEAL Statistics Database (http://www2.lib.ku.edu/ceal) was used to collect the 2000/2001 data via online input forms and the 1998/1999, 1999/2000 and 2000/2001 data can be retrieved online. This is a step-by-step introduction to the new CEAL Statistics Database.

The CEAL Statistics

CEAL Statistics have been collected and published annually in the *Journal of East Asian Libraries* since 1989 (1987/88 statistics). They were originally published as *Current Status of East Asian Collections in American Libraries*, based on the pioneering surveys accomplished by Tsuen-hsuin Tsien for 1974/1975 statistics, and followed by Thomas Kuo for 1979/80 statistics. CEAL statistics have been collected and published by many dedicated members for more than 25 years. It is the individual respondents who submit library collection surveys each year that make possible the annual compilation of statistical data. A new web based CEAL Statistics Database was implemented in 2001 for collecting and accessing the annual CEAL statistics. The East Asian studies community strongly believes that online availability of statistical figures is very useful for the operation and development of CEAL libraries. CEAL statistical figures reflect the collection resources, growth, and expansion of East Asian studies programs in North America. Web access makes current statistical data about East Asian collections available to a broader user population. It also encourages information sharing among the East Asian studies community. CEAL statistics are essential for historical research of collection growth and aid funding support for further collection development. They are important for the sharing of resources and services among member libraries. Participation from each CEAL North America member library is strongly encouraged.

ARL Statistics Questionnaire Adopted

In 1997, the CEAL Task Force for Annual Review and Survey of Library Resources to CEAL Statistics Committee, chaired by His-chu Bolick, was charged by the CEAL Executive Committee to adapt the ARL standardized statistical survey format for use by

East Asian libraries. A modified final format was approved in 1998 and the form was implemented in 1999 to collect the 1998/99 statistics. I have chaired the CEAL Task Force since 1999 and implemented the new survey forms. The first collection of 1998/99 data using the new form and the difference between the adapted ARL forms with the forms that had been used since 1987/88[1] survey were described in the "CEAL Statistics: Past and Present."[2]

The new forms were based on the established ARL statistical forms for East Asian collections. The new forms required all CJK language breakdowns and added contents on Access and Service. The ARL forms were actually very similar to that of Tsien's 1974/75 statistical surveys. Tsien probably followed the ARL forms of the time to collect his statistical data. One of his tables "Geographical Distribution of East Asian Resources" used the ARL Library Regions (New England Middle Atlantic, East North Central, West North Central, Pacific, etc.), which gives a clue. In 2001 the Executive Committee approved a name change from the CEAL Task Force for Annual Review and Survey of Library Resources to CEAL Statistics Committee[3] since the collection and compilation of annual statistics has been an ongoing task of CEAL.

Addition of the Electronic Resources Form in 2001

Since 1992/93 ARL has used a supplementary statistics questionnaire to collect information on new categories of public services, government documents, and electronic resources. Since 1995 CEAL has listed CD-ROMs under "Computer Files" under "Other Holdings." In 2001 CEAL adapted the ARL supplementary statistics questionnaire for a broader list of electronic resources. "Definitions of the statistical categories used in the ARL Statistics questionnaire can be found in *Library Statistics*, ANSI/NISO Z39.7-1995. (Bethesda, MD: NISO Press, 1997.) See also <http://www.techstreet.com/cgi-bin/pdf/free/152592/z39-7.pdf>. However, ANSI/NISO Z39.7-1995 does not address issues related to electronic resources."[4] NISO has made an effort to determine the future direction of the Library Statistics standard since the current survey forms do not include many new collection formats. ARL has gradually modified the interpretation of standard definitions to accommodate electronic resources. In recent years, many CEAL Survey Coordinators also questioned the sufficiency of the "Computer Files" category. The CEAL Task Force studied the ARL Supplementary Electronic Resources (ER) Form in 2000. An Electronic Resources form based on the ARL "Supplementary Statistics Questionnaire for Electronic Resources" and modified for the East Asian collections was proposed and implemented in fall of 2001 to replace the previous category of "Computer Files" in the "Other Holdings" table. Since the ARL Supplementary Statistics were first

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[1] The annual publication of CEAL statistics started in February 1990 in the *CEAL Bulletin*. The 1987/1988 statistics survey questionnaire was used for data collection from 1989 until 1997/1998, with minor additions.
[2] Vickie Fu Doll, "CEAL Statistics: Past and Present" *Journal of East Asian Libraries* (February 2000) 120:22-29.
[3] CEAL Statistics Committee is chaired by Vickie Fu Doll (Univ. of Kansas) with Fung-yin K. Simpson (Univ. of Ill. at U-C) as member, 2001-2003.
[4] "ARL Statistics, 1999-2000: A compilation of statistics from the one hundred and twenty-two members of the Association of Research Libraries" Compiled and edited by Martha Kyrillidou and Mark Young. p.6 <http://www.arl.org/stats/arlstat/00pub/00arlstat.pdf> (accessed Feb. 12, 2002)

reported in 1993, the percentage of the average library budget spent on electronic materials has increased almost fourfold, from an estimated 3.6% in 1992-93 to 12.9% in 1999-2000.[5] The electronic resources in East Asian collections have grown from 60 CD-ROMs in 1995 to 4,811 in 2001. The previous "Other Holdings" form did not request expenditures for CD-ROMs, but only the total holdings. The new Electronic Resources Form provides full data on the entire spectrum of electronic resource collections in East Asian libraries (Appendix A).

New CEAL Statistics Database

Digital data processing has finally arrived for East Asian collection statistics. The collection and compilation of statistics has been gradually automated since 1999. A Microsoft Excel electronic form was established in 1999 to collect 1998/99 and 1999/2000 data from every member through email. Since 2000, a web-based database has been in development to more fully automate the survey process both in collection and display of data. The database allows direct online input of annual statistics by each member library, and the searchable query of statistical data by the public. In spring 2001 the CEAL Task Force presented a test database containing 1998/1999 and 1999/2000 data to the CEAL Executive Committee. At the 2001 annual meeting in Chicago the Executive Committee approved the online collection of data for 2000/2001. The database was later finalized in the fall of 2001, and the implementation started in November 2001 to collect 2000/2001 statistical data. The process is new to CEAL member libraries and the CEAL Statistics Committee received many questions and comments during the data collecting time. A Question and Answer page has recorded major questions that the Committee received (Appendix B).

CEAL Statistics Database Features

The CEAL Statistics Database can be accessed from the CEAL Statistics home page at <http://www2.lib.ku.edu/ceal/stat> or direct access at <http://www2.lib.ku.edu/ceal>. The page has been hosted by the University of Kansas Libraries' web server since summer 2001. Prior to summer 2001, it was developed and tested on a staff personal computer from 2000 to 2001. The database is built for two purposes. One is to collect annual data, and the other is to display statistical data by query. The database was created to enable easy collection and compilation of new data, and easy access to CEAL statistics records. The current database contains three years data: 1998/99, 1999/2000 and 2000/2001. A plan to add back files and design back files tables is under development. Statistical data can be queried by statistical form category in any combination of years and participating libraries. The statistical survey form categories include Total Volume Holdings, Monographs Acquisitions, Serial Subscriptions, Holdings of Other Materials, Total Collections, Fiscal Support, Personnel Support, Public Services, and Electronic Resources. The database also contains individual library contact information. Contact information can be updated when necessary with password protection by each library.

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[5] "ARL Supplementary Statistics, 1999-2000" Compiled and edited by Martha Kyrillidou and Mark Young. p. 7 <http://www.arl.org/stats/sup/sup00.pdf> (accessed Feb. 11, 2002)

The first part of the database page (**Figure 1**) is for public access query of Previous Years Data, Participating Libraries, and Libraries Contact Information. The second part is the Enter/Edit New Records section used to input annual statistics data by designated CEAL statistics coordinators from each participating library. The Enter/Edit New Records section is password protected for use by the statistics coordinators until the deadline for statistics input is closed.
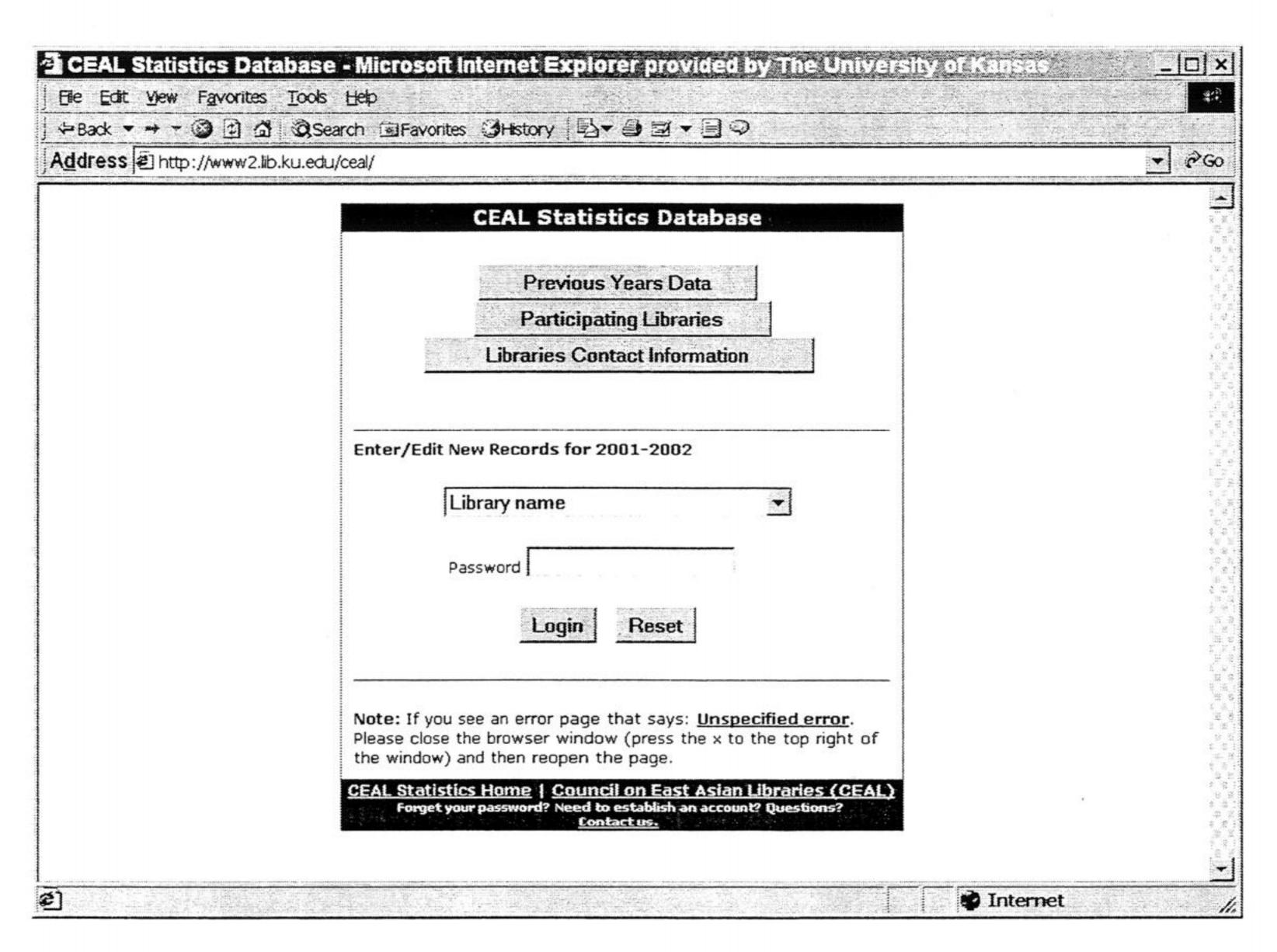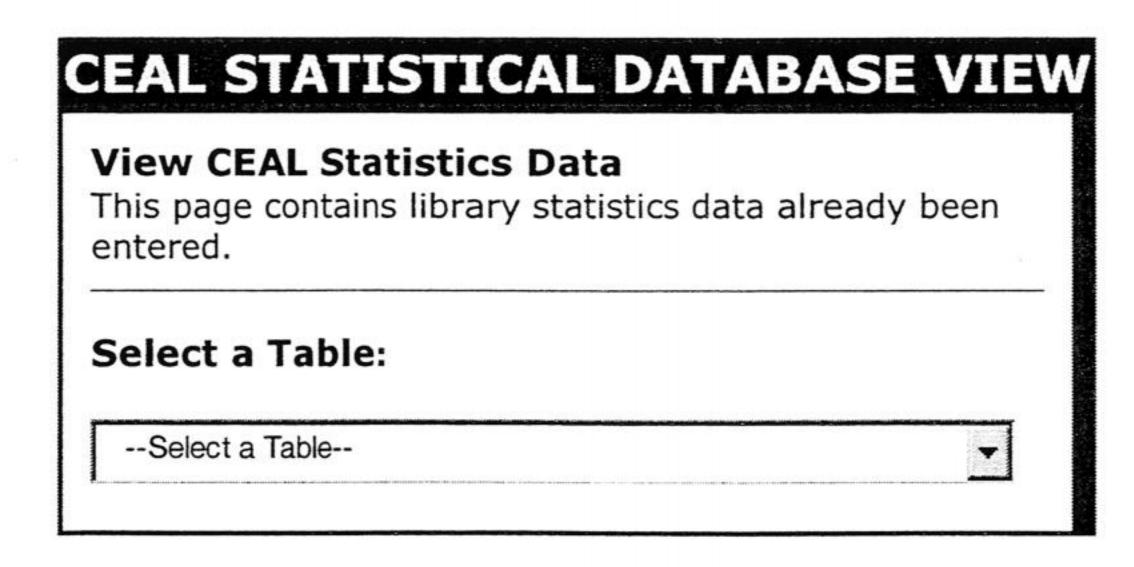

Figure 1 CEAL Statistics Database Home Page

I. Previous Years Data (Figure 2)

This feature allows the public to access previous years data. Current data includes the three years 1999, 2000, and 2001.

Select Library(s):
You can select multiple libraries by holding down the "Control" key.
Try the "Shift" key, if the "Control" key doesn't work for you.

Alberta
Arizona
Arizona State
Art Inst. of Chicago
Brigham Young
British Columbia
Brown

Select Year(s):
You can select multiple years by holding down the "Control" key.
Try the "Shift" key, if the "Control" key doesn't work for you.

1999
2000
2001

View By:

◉ Year

○ Library

[View] [Reset]

Note: Note: If you see an error page that says: **Unspecified Error**, please close the browser window (press the x at the top right of the window) and then reopen the page.

Main Menu | Another Query | Contact Us

Figure 2 Previous Years Data

You can select a statistics table, a library or multiple libraries, and select one year or multiple years. Multiple libraries/institutions and years can be selected in the pull down tables.

II.   View Participating Libraries (Figure 3)

CEAL PARTICIPANTS TABLE

View Participating Library Information

This page contains the list of CEAL participants along with information of CEAL forms submitted.

Note: To view information of a participating library, select a year and click on "View Libraries".

View Participating Libraries for the Year:

-Select a Year- ▼

View Libraries

Main Menu | View Another Year | Contact Us

Figure 3 View Participating Libraries

You can view participating libraries and statistics forms submitted in a certain year. This allows a user to choose a particular year and view which libraries participated in the survey and what forms were filled out (**Figure 4**).

CEAL PARTICIPANTS TABLE

View Participating Library Information
This page contains the list of CEAL participants along with information of CEAL forms submitted.

Note: To view information of a participating library, select a year and click on "View Libraries".

Institution	Fiscal Support	Monographic	Other Holdings	Personnel Support	Public Services	Serials	Backlog Materials	Volume Holdings	Electronic
Alberta	☑	☑	☑	☑	☑	☑	☑	☑	☑
Arizona	☑	☑	☑	☑	☑	☑	☑	☑	☑
Arizona State	☑	☑	☐	☑	☐	☑	☑	☑	☐

Figure 4 Top part Table of Participants of 2001

Figure 4 shows only the top portion of the 2001 table of participants. Check marks indicate which respective survey form was submitted by the library. Institutional libraries on the left column can be accessed by double clicking the library link. Library information can also be obtained by clicking on Participating Library Information from the CEAL Database front page. See **Figure 5**.

III.   View Participating Library Information (Figure 5)

CEAL PARTICIPANT INFORMATION

View Statistical Records
This page contains library information of CEAL participants

Select a Library:

-Select a Library- ▼

View Information

Note: If you see an error page that says: **Unspecified error**. Please close the browser window (press the x to the top right of the window) and then reopen the page.
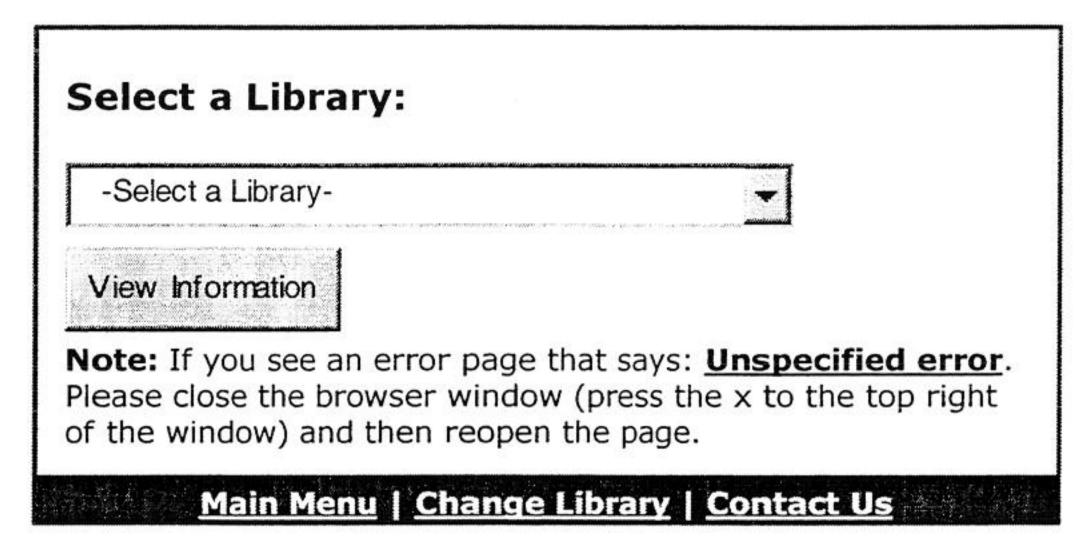
Main Menu | Change Library | Contact Us

Figure 5 View Library Contact Information

Figure 5 allows the user to view each CEAL library that has participated in the 1998/99, 1999/2000, or 2000/2001 surveys. Information includes the library name, type, region, address, person who submitted data, library bibliographic utility, library collection consortia, online catalog URL, library home page URL, etc. This part functions as an online directory. Each institution's coordinator for CEAL statistics can log onto the database with a password to update their library information at any time. Below is a sample page of Cornell University (**Figure 6**).

CEAL PARTICIPANT INFORMATION

View Statistical Records
This page contains library information of CEAL participants

Cornell

Library Type	Private U.S. University
Library Region	Middle Atlantic
Law	No
Medical	No
Contact Person	Thomas Hahn
Position/Title	Curator
Contact Phone	(607) 255-5759
Contact Email	th99@cornell.edu
Fax	(607) 255-8438
Bibliographic Utility	OCLC, RLIN
Consortia	NERL
Integrated System Vendor	Voyager
OPAC Capability	Yes
Home Page	http://www.library.cornell.edu/wason/index.html
Online Catalog	http://www.library.cornell.edu/

Main Menu | Change Library | Contact Us

Figure 6   Example of Cornell Library Information Page

IV.   Enter/Edit New Data

The second half of the front page contains the Enter/Edit New Records section. (**Figure 7**). This section is open only during the annual survey collection time from August through November of each year. Since the input database tables and forms are automatically date stamped, statistical data for each year must be completed within that calendar year. Statistical data of the fiscal year must be input in the same calendar year and cannot be input into the next year's database. Collection of data is open from August through November. Extended deadlines cannot be allowed.

The pull down list contains libraries that have participated in the survey since 1999. The designated statistics coordinator who is authorized to input data for their library should select their library name from the pull down list and enter with the password. A unique password is given to each library to allow entry and edit access to all online forms. The designated statistics coordinator can change the password to his choice immediately after logging into the database.
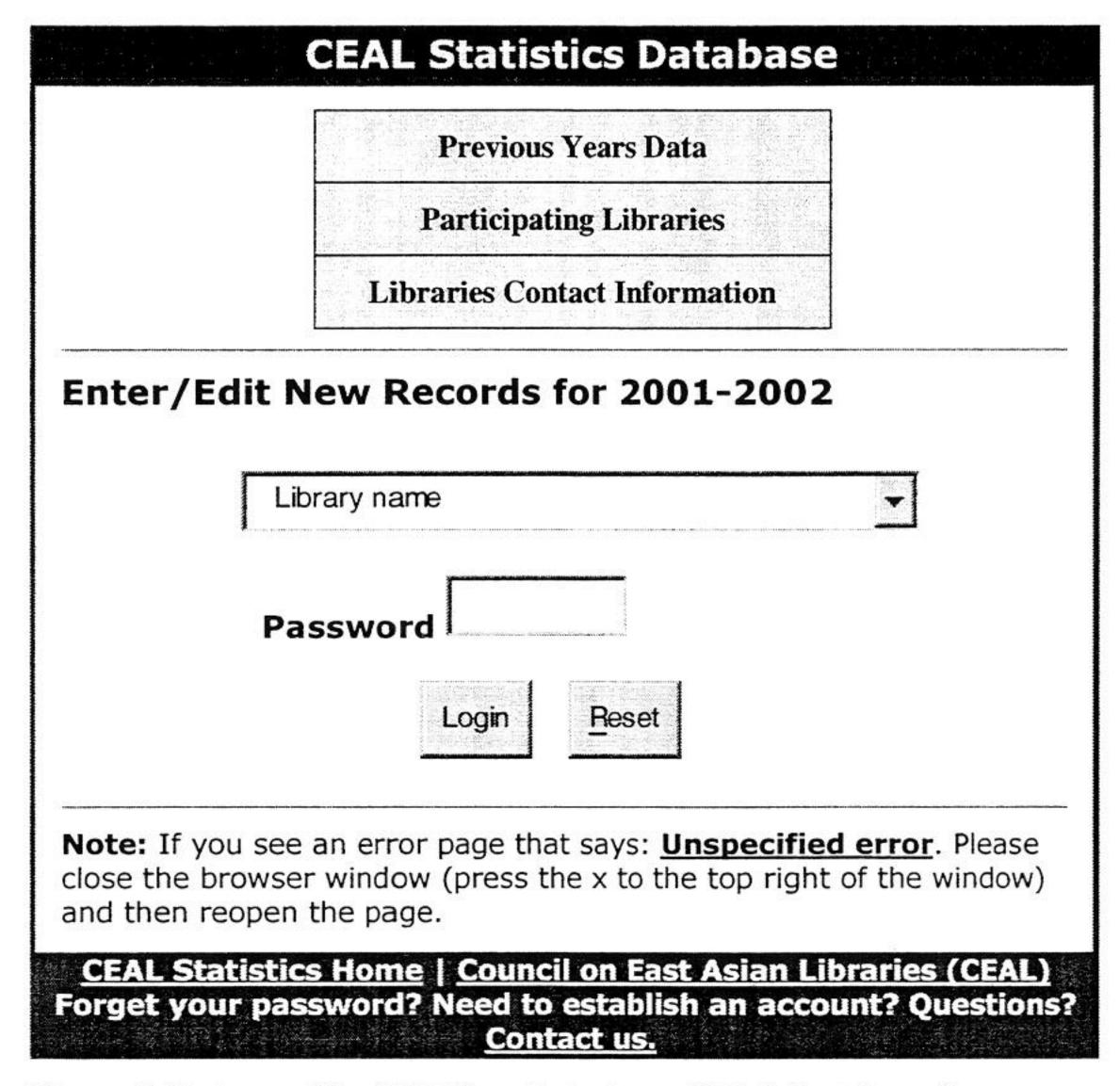
CEAL Statistics Database

Previous Years Data

Participating Libraries

Libraries Contact Information

Enter/Edit New Records for 2001-2002

Library name

Password

Login   Reset

Note: If you see an error page that says: **Unspecified error**. Please close the browser window (press the x to the top right of the window) and then reopen the page.

CEAL Statistics Home | Council on East Asian Libraries (CEAL)
Forget your password? Need to establish an account? Questions?
Contact us.

Figure 7 Enter and/or Edit New Data from CEAL Database front page

V.   New Library Information Form

Libraries not previously included in the database can contact the Statistics Committee for a password and log into the database as a "guest." The guest library logs into the

database and fills out the "Library Information Form" similar to Figure 6 above and submits the form to the database. Once the library has filled out the form, the committee assigns the new library an institution identification number similar to the ARL institution number. We realize that many CEAL member museum libraries, special libraries, and public libraries are not ARL member libraries, and don't have an ARL institution number.

VI.   Input Forms on the Main Menu

This mode contains online forms for each institution to fill out during the survey period. While the online input time frame is open, each library statistics coordinator can input and edit during that time frame as many times as needed. In each form, the program will calculate the subtotal and total sum in order to maintain the accuracy of the statistics data. Each library can only input, edit, and view its own input data by logging into the database during the online input time frame. No current year entered data will be available to the public for online viewing until the input deadline has passed.

The Main Menu contains two groups of input forms. The first group is online Entry Forms and the second group is Administration Forms. The online entry forms include Monographic Acquisitions, Total Volume Holdings, Serials Subscriptions and Non Purchased Serials, Holdings of Other Materials, Unprocessed Backlog Materials, Fiscal Support, Personnel Support, Public Services, and Electronic Resources (**Figure 8**). Online instructions to fill out entry forms in both html and pdf formats are available at the Main Menu and at the CEAL Statistics Home Page at <http://www2.lib.ku.edu/ceal/stat>.

CEAL Statistics Database

Main Menu

In order to increase security, please **LOG OFF** or close the browser when you are done.
*The Online Forms Will Not Be Available After Dec. 30, 2002

Entry Forms

Online Forms Instructions

Monographic Acquisitions Form	Incomplete
Total Volume Holdings Form	Incomplete
Serials Subscriptions and Non Purchased Serials Form (Titles)	Incomplete
Holdings of Other Materials Form	Incomplete
Unprocessed Backlog Materials Form (volumes or pieces)	Incomplete
Fiscal Support Form	Incomplete
Personnel Support Form	Incomplete
Public Services Form	Incomplete
Electronic Resources Form	Incomplete

Administration Forms

Change Institution Information

Change Password

Note: If you see an error page that says: **Unspecified error**. Please close the browser window (press the x to the top right of the window) and then reopen the page.

Log Out Main Menu Contact Info CEAL Statistics Home

Figure 8 Enter/Edit Online Main Menu

The Change Institution Information and Change Password administration forms can be entered and edited as frequently as needed. The administration forms do not have any input time frame restriction. The library statistics coordinator can access and edit their library information with security password all year round.

VII.   Library Information Form

This form contains CEAL member library information and identifies the statistics coordinator who submitted the data. It also has library bibliographic utility name, library integrated system name, whether the system can display CJK vernacular in its online catalog, online catalog URL, library home page URL, etc. General library information such as contact person, phone number, email address can be updated as needed. This form can be viewed by the public immediately after input or update. A sample of a completed form is **Figure 6**. A library password is required to edit the information, but viewing or retrieving library contact information does not require a password.

VIII.   Password with security control

To secure privacy and accuracy of input data, each statistics coordinator responsible for data input will create his/her own password after initial sign on. Initial password information is mailed to libraries separately. Libraries that wish to establish new accounts to participate in the survey should contact the CEAL Statistics Committee.

Conclusions

The committee implemented the Electronic Resources Form, the web-based CEAL Database, and online CEAL statistics survey input in 2001. It is the committee's hope that the database will provide easy access to statistical information. The CEAL statistics provide measurements of East Asian resources, uses, and expenditures for supporting services in North American research libraries. Such statistics and measures are essential for collections decisions, cost analysis, justification of services, services planning and evaluation, and a host of other activities.   The committee must work with CEAL member libraries to standardize data collection techniques, definitions, and procedures related to networked and electronic resources and services. The 1996 ARL publication *Scholarship, Research Libraries, and Global Publishing*, Part 1 "Trends in foreign acquisitions," Chapter 1 "Research libraries in a global context," notes *"The ARL foreign Acquisitions Project Task Force recommended that area associations should include annual statistics such as those published by the Council (formerly Committee) on East Asian Libraries. Examples of useful statistics would include: volumes added, serial titles, other materials, total holdings, personnel support, public service, etc...."* Among all area studies, the special value of the annual CEAL statistics was recognized.