

SVENSK STANDARD

SS-ISO 11620:2012



Fastställt/Approved: 2012-04-12
Publicerad/Published: 2012-04-17
Utgåva/Edition: 2
Språk/Language: engelska/English
ICS: 01.140.20

Dokumentation – Prestationsindikatorer för bibliotek (ISO 11620:2008, IDT)

Information and documentation – Library performance indicators (ISO 11620:2008, IDT)

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Denna standard ersätter SS-ISO 11620, utgåva 1.

The International Standard ISO 11620:2008 has the status of a Swedish Standard. This document contains the official version of ISO 11620:2008.

This standard supersedes the Swedish Standard SS-ISO 11620, edition 1.

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Information about the content of the standard is available from the Swedish Standards Institute (SIS), telephone +46 8 555 520 00. Standards may be ordered from SIS Förlag AB, who can also provide general information about Swedish and foreign standards.

Denna standard är framtagen av kommittén för Identifikation, interoperabilitet och statistik, SIS/TK 543.

Har du synpunkter på innehållet i den här standarden, vill du delta i ett kommande revideringsarbete eller vara med och ta fram andra standarder inom området? Gå in på www.sis.se - där hittar du mer information.

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 11620 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 8, *Quality — Statistics and performance evaluation*.

This second edition cancels and replaces the first edition (ISO 11620:1998), its Amendment 1 (ISO 11620:1998/Amd.1:2003) and ISO/TR 20983:2003, which have been technically revised. The revision incorporates performance indicators for electronic and traditional library services and resources into a single document, and includes technical updates to performance indicators of electronic and traditional library services and resources.

Introduction

This International Standard is concerned with the evaluation of libraries of all types.

The main purpose of this International Standard is to endorse the use of performance indicators in libraries and to spread knowledge about how to conduct performance measurement.

This international library community has expressed its commitment to the development of an International Standard for library performance indicators. By the establishment of this International Standard, the use of performance indicators can be advanced and libraries in developing and developed countries will benefit from the knowledge and skills associated with formal planning procedures and data collection processes.

The quality of library services is related to the broader topic of quality management and quality assurance. This International Standard acknowledges and supports the standards prepared by ISO/TC 176.

Every performance indicator in this International Standard is given a unique name. This name sometimes differs from the literature upon which its description is based. Such differences are documented in the descriptions of the performance indicators.

The performance indicators included in this International Standard are either in widespread use or well documented in the literature. Some of the descriptions of performance indicators incorporate modifications of performance indicators described elsewhere: these reflect practical experience or the need to generalize. Input and resource based ratios are very well documented in the literature and provide a context for library performance indicators as defined in this International Standard.

There are some library activities and services for which, during the development of this International Standard, there was a general lack of tested and well-documented performance indicators. These include outcome and impact measures for libraries. Electronic services will continue to develop and evolve, and such evolution will require monitoring as related to the performance indicators in this International Standard. The library and information community is encouraged to establish mechanisms and to give a high priority to developing relevant performance indicators for existing and emerging library services and resources.

This International Standard does not include performance indicators for the evaluation of the outcomes of library services either on individuals, the communities that libraries serve, or on society at this time. This is an evolving area of performance measurement for libraries. This International Standard will be maintained and developments monitored. Additional performance indicators will be incorporated as they are tested and validated.

Performance indicators may be used for comparison over time within the same library. Comparisons between libraries may also be made, but only with caution. Between library comparisons will need to take into account any differences in the constituencies of the libraries, with good understanding of the performance indicators used, and careful interpretation of the data (see 5.3.5).

There are other limitations to the performance indicators in this International Standard that depend on local factors such as the community the library serves, service mandates, and technology infrastructure configuration. It is advisable that results from the use of performance indicators listed in this International Standard be interpreted with regard to these factors.

The performance indicators included in this International Standard do not reflect all possible measures or evaluation techniques. The International Standard offers accepted, tested, and publicly accessible methodologies and approaches to measuring a range of library service performance.

This International Standard is not intended to exclude the use of performance indicators that have not been specified within it (see Clause 5).

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More detailed information concerning methodology and analysis in establishing performance indicators in libraries can be found in References [1] to [30] listed in the Bibliography.

A group operating under the auspices of ISO/TC 46/SC 8 is responsible for maintaining this International Standard. Newly developed performance indicators are vetted by an appointed group of experts and descriptions are published as amendments to this International Standard as rapidly as possible after ballot submitted to the national committees.

Information and documentation — Library performance indicators

1 Scope

This International Standard specifies the requirements of a performance indicator for libraries and establishes a set of performance indicators to be used by libraries of all types. It also provides guidance on how to implement performance indicators in libraries where such performance indicators are not already in use. The list of performance indicators are summarized in Annex A and details given in Annex B.

This International Standard provides a standardized terminology and concise definitions of the performance indicators. Furthermore, this International Standard contains concise descriptions of the performance indicators and of the collection and the analysis of data needed.

This International Standard is applicable to all types of libraries in all countries. However, not all performance indicators are applicable to all libraries. Limitations on the applicability of individual performance indicators are listed for each performance indicator in Annex B.

This International Standard does not specify performance indicators for all services, activities, and uses of the resources of the library, either because such performance indicators had not been proposed and tested at the time of formulation of this International Standard, or because they did not fulfil the criteria specified (see 4.2).

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1

accessibility

ease of reaching and using a service or facility

2.2

active borrower

registered user who has borrowed at least one item during the reporting period

2.3

active user

registered user who has visited or made use of library facilities or services during the reporting period

NOTE This may include the use of electronic library services.

2.4

appropriateness

suitability of any given performance indicator for evaluating a specific activity

2.5

availability

degree to which content, documents, facilities or services are actually provided by the library at the time required by users

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2.6
computer file
data or software program, e.g. computer game, language course and other application software that is available on computer-readable disks, tapes or other storage media to users for loan or in-house use

NOTE Adapted from ANSI/NISO Z39.7:2004.

2.7
content downloaded
content unit that is successfully requested from a database, electronic serial or digital document

[ISO 2789:2006, definition 3.3.3]

2.8
content unit
computer-processed uniquely identifiable textual or audiovisual piece of published work that may be original or a digest of other published work

NOTE 1 Adapted from **item** in COUNTER code of practice, Release 2:2004.

NOTE 2 Descriptive records are excluded.

NOTE 3 PDF, Postscript, HTML and other formats of the same content unit will be counted as separate items.

[ISO 2789:2006, definition 3.2.9]

2.9
database
collection of electronically stored descriptive records or content units (including facts, full texts, pictures, and sound) with a common user interface and software for the retrieval and manipulation of the data

NOTE 1 The units or records are usually collected with a particular intent and are related to a defined topic. A database can be issued on CD-ROM, diskette, or other direct-access method, or as a computer file accessed via dial-up methods or via the internet.

NOTE 2 Licensed databases are counted separately even if access to several licensed database products is effected through the same interface.

NOTE 3 A common interface providing access to a packet of serials or digital documents, usually offered by a publisher or vendor, is also to be counted as database. Additionally, the single serials or digital documents need to be counted as serials or digital documents.

[ISO 2789:2006, definition 3.2.10]

2.10
descriptive record
computer-processed bibliographic or other individual record in a standard format that references and/or describes a document in any physical form or a content unit

NOTE 1 A collection of descriptive records is usually published in the form of a database.

NOTE 2 The record can include elements such as title, author, subject, abstract, date of origin, etc.

[ISO 2789:2006, definition 3.2.11]

2.11
digital document
information unit with a defined content that has been digitized by the library or acquired in digital form as part of the library collection

NOTE 1 This includes eBooks, electronic patents, networked audiovisual documents and other digital documents, e.g. reports, cartographic and music documents, preprints, etc. Databases and electronic serials are excluded.

NOTE 2 Items incorporated in databases are covered by 2.9.

NOTE 3 A digital document can be structured into one or more files.

NOTE 4 A digital document consists of one or more content units.

[ISO 2789:2006, definition 3.2.12]

2.12

document

recorded information or material object, which can be treated as a unit in a documentation process

[ISO 5127:2001, definition 1.2.2]

NOTE Documents may differ in their physical form and characteristics.

2.13

download

successful request of a descriptive record or content unit, e.g. for displaying, printing, saving, or e-mailing

NOTE For web server logs, successful requests are those with specific return codes, as defined by NCSA (National Center for Supercomputing Applications).

[ISO 2789:2006, definition 3.3.4]

2.14

effectiveness

measure of the degree to which given objectives are achieved

NOTE An activity is effective if it maximizes the results it was established to produce.

2.15

efficiency

measure of the utilization of resources to realize a given objective

NOTE An activity is efficient if it minimizes the use of resources, or produces better performance with the same resources.

2.16

electronic book

eBook

digital document, licensed or not, where searchable text is prevalent, and which can be seen in analogy to a print book (monograph)

NOTE 1 The use of eBooks is, in many cases, dependent on a dedicated device and/or a special reader or viewing software.

NOTE 2 eBooks can be lent to users either on portable devices (eBook readers) or by transmitting the contents to the user's PC for a limited time period.

NOTE 3 Doctoral dissertations in electronic format are included.

NOTE 4 Documents digitized by the library are included.

[ISO 2789:2006, definition 3.2.15]

2.17

evaluation

process of estimating the effectiveness, efficiency, utility and relevance of a service or facility