

## ANPlan Key Indicators for measuring progress

### Collecting

**Indicator 1:** Number of *significant finds* of newspapers from your state/territory.

**Indicator 2:** Number of newspaper titles from your state/territory which are: (a) known to be entirely missing (b) to have significant portions missing.

*Note:* For your library to consider a find to be *significant*, material must also have been *acquired* by your library. A significant find is not defined by the amount of material which has been found – e.g. possibly only a couple of pages of a hitherto unknown newspaper may still be classed as a significant find. Finding any newspaper material listed in the Five Year Plan or on the ANPlan website as being missing would constitute a significant find.

A *significant portion*, likewise, is a subjective measure but once again is not necessarily defined by the amount of material which is missing but by its significance to the total collection.

### Reformatting

**Indicator 3:** Percentage of your state/territory's hard copy newspaper titles which has been: (a) microfilmed (b) microfilmed to current preservation standards (i.e. microfilmed onto polyester with three generation of microfilm produced and of a quality suitable to support subsequent digitisation and OCR).

*Note:* Titles included in (b) should be limited to those *known* to be microfilmed to current preservation standards. Where the standard of microfilming is unknown, then the title should not be deemed to be to current preservation standard. Where part of a title is to standard and part is not to standard, then the title will be deemed to be not to standard.

**Indicator 4:** Number of your state/territory's newspaper pages and titles (a) digitised but not accessible through the Australian Newspapers Digitisation Program (b) digitised and accessible through the Australian Newspapers Digitisation Program.

*Note:* Titles that are known to be digitised should be included. Titles included in (a) might have been either just scanned or scanned and OCR'ed.

### Acetate replacement

**Indicator 5:** Number of 1<sup>st</sup> generation master newspaper reels on acetate copied to polyester.

*Note:* If replacement of first generation acetate masters of newspaper microfilm has been completed, please indicate this along with the date of completion.

### Storage

**Indicator 6:** Percentage of your library's hard copy newspaper titles stored under optimal environmental conditions to preserve permanent access.

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*Note:* 'Optimal environmental conditions' should include controlled temperature and humidity. Please state what environmental conditions your library's hard copy newspaper titles are stored under. Please consider only the hard copy newspaper titles which your library holds responsibility for under ANPlan.

**Indicator 7:** Percentage of your library's 1<sup>st</sup> generation newspaper microfilm master titles stored under optimal environmental conditions to preserve permanent access.

*Note:* 'Optimal environmental conditions' should include controlled (low) temperature and humidity. Please state what environmental conditions your library's 1<sup>st</sup> generation newspaper microfilm master titles are stored under. Please consider only the 1<sup>st</sup> generation newspaper microfilm master titles which your library holds responsibility for under ANPlan.

#### **Location of master microfilm**

**Indicator 8:** Number and percentage, if known, of newspaper titles from your state/territory which have been microfilmed (a) that you don't own the masters for; (b) of these, number that have been catalogued onto Libraries Australia with the location of the masters.

*Note:* If only a portion of the masters are owned by your library, this situation should be recorded as your library *not* owning the masters.

#### **Cataloguing on the National Bibliographic Database**

**Indicator 9:** Percentage of your library's newspaper titles (hard copy):

- (a) which has been catalogued onto Libraries Australia;
- (b) which has been catalogued onto Libraries Australia and includes detailed and up-to-date holdings information;
- (c) which is catalogued in local systems and not Libraries Australia.

*Note:* While it is not possible to list all individual issue gaps on Libraries Australia, *detailed holdings* means that any significant gaps are recorded as well as accurate start and end dates. If holdings change, i.e. issues are acquired to fill gaps or the title ceases or a new period is microfilmed, then holdings on Libraries Australia are amended to reflect this.

*Discussion between cataloguing staff from ANPlan libraries in September 2006 has resulted in the development of revised microform cataloguing guidelines:*

([http://www.nla.gov.au/librariesaustralia/descriptive\\_cat\\_pol.html](http://www.nla.gov.au/librariesaustralia/descriptive_cat_pol.html))

**Indicator 10:** Percentage of your library's first generation master newspaper microfilm titles catalogued onto Libraries Australia according to the new guidelines.

**Indicator 11:** Percentage of your library's newspaper microfilm titles (this includes all generations of microfilm) which has been catalogued onto Libraries Australia according to the new guidelines (with holdings attached to the correct format).

**Note 1:** These key indicators are based on the following definition of a newspaper:

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A newspaper is a serial publication which contains news on current events of special or general interest. The individual parts are listed chronologically or numerically and appear frequently, usually at least once a week but sometimes fortnightly or monthly.

Newspapers are printed on newsprint paper, usually appear without a cover, folded rather than bound together, with a masthead, and are normally larger than 297 mm x 420 mm in size. They may occasionally include supplements such as colour magazines, or other inserts for special features or events.

With the advent of digital technologies, electronic newspapers are being produced. An electronic newspaper is a serial publication containing news on current events of special or general interest, issued in a machine-readable format, and 'accessed via input/output devices connected electronically to a computer' (AACR2).

E-newspapers are accessed most frequently via the Internet---online newspapers. E-newspapers are often associated with an existing newspaper in print. Most e-newspapers do not have enumeration, though they do have chronology, and many maintain archives of back issues online.

**Note 2:** These key indicators are based on the definition of a title according to AACR2's successive title rules:

21.2C1. If a major change occurs in the title proper of a serial, make a new entry.

21.2C2. Definition of major and minor title changes for serials

a) Major changes. In general, consider as a major change in a title proper of a serial the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed in 21.2C2b.

Consider also as a major change the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter.

Also consider as a major change in title proper a change in a corporate body name given anywhere in the title if it is a different corporate body.

b) Minor changes. In general, consider the following to be a minor change in a title proper of a serial:

i) a difference in the representation of a word or words anywhere in the title (e.g., one spelling vs. another; abbreviated word or sign or symbol vs. spelled-out form; arabic numeral(s) vs. roman numeral(s); numbers or dates vs. spelled-out form; hyphenated words vs. unhyphenated words; one-word compounds vs. two-word compounds, whether hyphenated or not; an acronym or initialism vs. full form; or a change in grammatical form (e.g., singular vs. plural))

ii) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title

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- iii) a difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body or the substitution of a variant form)
- iv) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title
- v) a different order of titles when the title is given in more than one language in the chief source of information, provided that the title chosen as title proper still appears as a parallel title
- vi) the addition, deletion, or change of words anywhere in the title that link the title to the numbering
- vii) two or more titles proper used on different issues of a serial according to a regular pattern
- viii) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter
- ix) the addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource such as "magazine," "journal," or "newsletter" or their equivalent in other languages.

In case of doubt, consider the change to be a minor change.