

- **O53 -- Number of Live In-Person Onsite Program Sessions.**

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

- **O54 -- Number of Live In-Person Offsite Program Sessions.**

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

- **O60 -- Live In-Person Onsite Program Attendance.**

The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Live Virtual Program Attendance (data element #O64).

- **O61 -- Live In-Person Offsite Program Attendance.**

The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Live Virtual Program Attendance (data element #O64).

- **O63 -- Number of Live Virtual Program Sessions**

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Live In-Person Onsite Program Sessions or Number of Live In-Person Offsite Program Sessions (data elements #O60 or #O61).

- **O64 -- Virtual Program Attendance**

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.

For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Recorded Program Presentations (data element #O65). For program sessions that also have an in-person component, exclude in-person attendance; this should be counted under Live In-Person Onsite Program Attendance or Live In-Person Offsite Program Attendance (data elements O61 or O62).

- **O65 -- Total Views of Recorded Program Presentations within 7 Days**

The count of views of asynchronous program presentations for a period of seven (7) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video.

For program presentations that are recordings of live virtual program sessions, exclude live attendance; these should be counted under Live In-Person Onsite Program Attendance, Live In-Person Offsite Program Attendance, or Live Virtual Program Attendance (data elements O60, O61 or O64).

- Section P -- **Self-Directed Activities (Passive Programs).**

A Self-directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.

Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and *Do Science at Home STEAM Kits*.

This does not include informal services such as homework help.

Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

- The first heading in this section is:

**Self-Directed Activities (Passive Programs), Children (under age 12)**

P1 is Number of Programs

P2 is Number of Participants

- The next heading in this section is:

**Self-Directed Activities (Passive Programs), Young Adult (ages 12 to 18)**

P3 is Number of Programs

P4 is Number of Participants

- The third heading in this section is:

**Self-Directed Activities (Passive Programs), Other (all ages)**

P5 is Number of Programs

P6 is Number of Participants

- P7 is **Total Number of Self-Directed Activities** ( $P1 + P3 + P5$ ) (This is read-only auto calculated)
- P8 is **Total Participants in Self-Directed Activities** ( $P2 + P4 + P6$ ) (This is read-only auto calculated).