Statement of administrative sources used for statistical purposes

1. Data sources

When compiling official statistics, the Lead Official for Statistics (LO) within Libraries NI utilises data held in the following administrative system:

- Libraries NI Activity Database

2. Change management

When changes to the administrative system is considered, the LO within Libraries NI is consulted as part of the change management process.

3. Data access

The LO has access to the Libraries NI Activity Database and can download data directly from the system.

4. Arrangements for auditing quality of administrative data used for statistical purposes

A review of data quality is conducted annually. When downloads are received, the following validation steps are completed by the LO: (i) checking internal consistency and reliability of the data; (ii) analysis of trends; (iii) checking that values fall within acceptable ranges; (iv) assurance from subject matter experts; (v) cross-referencing with previous results.

5. Security

The data are only accessible through secure Libraries NI computers and only officials who need to access the data are granted permission.

6. Other administrative sources (as potential sources of Official Statistics)

The following administrative systems are not currently used in the production of official statistics but may have the potential to do so in future.

System/media	Organisation	Platform
Library Management System	Axiell	Spark
PC booking	iTS	MyPC
eBooks/eAudiobooks/ eMagazines/eNewspapers	OverDrive	Libby (Pressreader for eNewspapers)
eBooks/eAudiobooks	Bolinda	BorrowBox