# How to count Self Directed or Passive Programming activities

If you have a designated event where a group of people meet to do something, then you would count it as a single program and count all attendees.

If the puzzle table is available all the time, it is a part of the library experience and not counted as a program

This is a good rule of thumb. Some of what we do is part of the library experience. Playing with the little kitchen in the children's area is part of the library experience. The table that holds a puzzle for the community to contribute to…library experience.

But if you have a **puzzle program** at a set time. Like Tuesdays at 10…then you count those puzzlers as attendees and the puzzle program as a program.

**Coloring pages and activity sheets**—if you change them up over the summer weekly they will count as a different program each week and you should count the total sheets you set out and the sheets remaining at the end of the week and that is how many you had participate.

**Displays** are generally part of the library experience but if you have an interactive feature like a sticky note poll or something similar then you can count the notes as participants and count the display as an event.

**Guessing Jars**--This one is tricky--You should decide how you will count for your library and be consistent in reporting.
Attendance scenario #1–Count each new jar as a specific program and the attendance is the number of guesses in the jar.
Attendance scenario #2–Call the program "Guessing Jars" and count it as a single program and the attendance is the total number of guesses.
Attendance scenario #3–Call the program "Guessing Jar" and count it as a single (Yearly, semester, SLP) program and total the guesses from all jars and divide by the number of jars to get the average. Record the average as the attendance.

**Polls/Voting for Your Favorite Something**–Each separate poll could be considered a program (or by a specific time period) and attendance is counted as all votes (could be in library or online).

**Bookmark Design Contest/Scavenger Hunt, etc**.–Events like these count as a single program and attendance is a total of all participants. (These activities may occur in or out of the building, but are considered legitimate library events. )

**Crafts**–(Most libraries follow this standard) Each new craft is considered a program and attendance is considered how many did the craft.

**Science or Craft clubs/classes**–If a group of people assemble at a  specific time to work on projects, share ideas, learn from one another, this is considered a program.  Generally, it is counted by program and attendance.

**Thanks to Patty Collins CKLS Youth Consultant for these Counting Benchmarks**