

INSTITUTO NACIONAL DE ESTADISTICA



**Library Statistics
2012
Methodology**

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1 Objectives

The fundamental objectives of these statistics are the following:

- To provide information relating to the physical and human equipping of all categories of library (except school libraries).
- To measure the biennial variations that take place in the activity of the libraries.
- To evaluate the financing for this activity.
- To facilitate international comparability.

1.1.2 ADJUSTING FOR MOVING HOLIDAYS

The adjustment to moving holidays intends to eliminate those values that are affected by events following a complex pattern over the years from the series. The moving holiday that most affects our series is the Easter holiday. In addition, in this case, this effect is partially seasonal, in that on average, it is celebrated more often in April than in March. Given that the seasonal part must be captured in the seasonal component, it must not also be eliminated with the correction of the Easter holiday effect.

The best alternative in the *ESS guidelines on Seasonal Adjustment*: regARIMA approach, with tests to determine the effect of the Easter holiday and other moving holidays. The length of the effect of the moving holiday must be made, based on the results of the previous tests. Carry out a test of the plausibility of the effect.

INE Standard:

Regressor for the Easter holiday. The regressor(s) for the Easter holiday must be built in such a way that they intend to capture the effect that this moving holiday can have on the economic series that is being analysed. It is not possible to specify a standard way of preparing this regressor, because the repercussion that this holiday may have is very different from one series to another.

The effect of the regressor for the Easter holiday and the regressor for working days is accumulative. That is, the regressor for working days must be calculated considering the days of the Easter holiday to be either working or non-working, as pertinent in each statistical operation. In turn, the regressor for the Easter holiday will quantify the additional effect that this holiday has on the economic series, by the fact of being the Easter holiday, and may be defined as the survey team deems appropriate.

2 Scope of the Library Statistics

2.1 Population scope

This statistical research covers all libraries, regardless of their administrative dependence, except private libraries (belonging to individuals or entities), the use of which is not permitted to the public, even under special conditions. School libraries are not included.

2.2 Territorial scope

The research covers the entire Spanish territory: the fifty peninsular and island provinces, and Ceuta and Melilla.

2.3 Time scope

The reference period of the statistics will be the calendar year; although for certain characteristics, the situation at 31 December of the year studied is requested.

3 Units of analysis

The unit of analysis is the **library**, whose definition is as follows (ISO Standard 2789):

A library is understood to be any organisation or part of an organisation, whose main objective is to gather and maintain an organised collection of documents, and facilitate the use of the information resources for the purpose of satisfying the informational, research, educational, cultural or recreational needs of the users.

In order to carry out these statistics, a library is considered to be the administrative unit, which may be comprised of one or several service points.

Administrative unit: any independent library, or group of libraries, under a single management, or under a single administration. For the purposes of this research, an administrative unit is considered to be any library, or group of libraries, with the capacity for its own technical and administrative management.

Service point: each one of the libraries, whether they are independent libraries or part of a broader administrative unit, from which services are offered to users. Fixed and mobile service points should be accounted for, understanding a mobile service point to be every one of the vehicles used to provide library services, rather than the number of stops made by said vehicles.

4 Classification

Libraries are classified in the following categories:

National library

That which fulfils the following criteria:

- Gathers, catalogues and preserves the bibliographic, print, manuscript and non-library collections collected in any medium, and in the Spanish co-official languages and dialects.
- Has established by law, the Copyright of the entire national territory, for the purpose of compiling and disseminating the information regarding Spanish bibliographic production, using the entries derived from the copyright.
- Performs, coordinates and promotes research and development programmes in the areas of its jurisdiction.

Central libraries of Autonomous Communities

Those which service a specific Autonomous Community, and carry out national library functions within their territorial scope. Some of them provide public library services.

Public libraries

A library is public when it fulfils the following criteria:

- Has a collection of a general nature, offering cultural, educational, recreational and social information services that are accessible to all citizens.
- Offers free and gratis loan and document-consultation services.
- The collections of public libraries are freely accessed and available for loan. However, when it is necessary, due to security and preservation reasons, access to part of these collections may be limited.

Libraries for specific groups of users (not specialised)

Those which have a collection of a general nature, and offer services exclusively to certain categories of users, such as inmates, hospital patients, company employees, soldiers, etc.

Libraries of Higher Education Institutions

Those which offer services to students and to the academic and professional staff of the university and of other higher education institutions; they may also provide service to the public in general.

Specialised libraries

Those which possess a collection concerning a specific discipline or field of knowledge. Specialised libraries are classified according to the institution on which they depend, as:

- *Libraries of religious institutions:* libraries dependent on cathedral delegations, convents, etc.
- *Libraries of the Administration:* libraries maintained to service any organisation of the administration, department or parliament, including international, national, regional and local organisations. They may also provide service to the public in general.
- *Libraries of research centres:* libraries dependent on institutions dedicated to research, which have a collection that is specialised in the topic or in topics that are the object of research of the institutions on which they depend. The libraries of the Royal Academies and the university-company foundations should be included herein. This group does not include libraries of higher education institutions.
- *Libraries of professional associations and schools:* libraries maintained by professional associations, trade unions and other similar associations whose main objective is to offer their services to the members and workers of a certain trade or profession.
- *Libraries of company or trade firms:* libraries maintained by an organisation, to cover the information needs of its workers in the development of their work.
- *Libraries of archives and museums:* libraries whose collections are related to the objective of the archive or museum that they service, and which service both workers from the Centre and researchers in that area.
- *Libraries of health centres:* libraries at the service of health professionals in hospitals or similar institutions. This includes libraries from both the public and the private sectors. (Libraries of pharmaceutical companies are not included here, and should be included in libraries of company or trade firms.).
- *Other specialised libraries:* any library not included in the previous categories.

5 Characteristics of the libraries

We distinguish between the characteristics that might be considered structural, and those that reflect the specific activity of the library during the year.

The following have been considered as structural characteristics:

1. Identification of the library.
2. Type of library.
3. Ownership of the library.
4. Financing of the library.
5. Service points.
6. Means of access.
7. Usage time by users.
8. Physical and IT equipment.
9. Automation.
10. Internet and external services.

The following have been considered as structural characteristics:

11. Collections and movements.
12. Volumes prior to 1901 (books and leaflets).
13. Titles of periodical publications.
14. Visitors.
15. Registered users.
16. Library consultation services.
17. Loans to take home.
18. Inter-library loans.
29. Library service personnel.
20. Current and investment expenditure.

5.1 Identification of the library

Identification data of the library are the following:

- Complete name.
- Address (street, number, floor, postal code).
- Municipality.
- Province.
- Telephone number.
- Fax Number.
- E-mail address
- Identification code assigned by the National Statistical Institute (INE).

5.2 Type of library

We distinguish the following types of library:

- National.
- Central of Autonomous Communities.

- Public.
- For special groups of users (not specialised).
- Of higher education institutions.

- Specialised libraries:
 - Of religious institutions.
 - Of the Administration.
 - Of research centres.
 - Of professional associations and schools.
 - Of company or trade firms.
 - Of archives and museums.
 - Of health centres.
 - Other specialised libraries.
- Identification code assigned by the National Statistical Institute (INE).

5.3 Ownership of the library

Ownership is understood to be the individual or legal entity that appears as the owner of the library, although at times, this does not coincide with the institution that finances or manages the library.

The classification of libraries, according to the institution that appears as the owner, is the following:

- General State Administration.
- Autonomous Administration.
- Local Administration.
- Private.
- University.
- Another type of ownership.

5.4 Financing of the library

This studies the source of financing contributions for library expenditure (several options may be assigned).

According to the source of said contributions, the following sources of financing are considered:

- General State Administration.
- Autonomous Administration.
- Provincial councils, town councils, ...
- Town councils and local institutions.
- Private.

5.5 Service points

Each one of the libraries, whether they are independent libraries or part of a broader administrative unit, from which services are offered to users. Fixed and mobile service points should be accounted for, understanding a mobile service point to be every one of the vehicles used to provide library services, rather than the number of stops made by said vehicles.

5.6 Means of access

The library will have access within the room if there is a physical place where the user can have access to its collections and/or services.

The library will have internet access if the catalogue and/or collections are accessible (totally or partially) throughout the website (of the library, of the network...).

- Free access

Those libraries that allow any person access to their collections and services, although this access is carried out through the presentation of cards issued by the library to its users.

- Restricted access

Those libraries that only allow a certain category of user (for example, hospital patients, inmates, employees of the institution on which they depend, researchers, etc.) access to their collections and services.

5.7 Usage time by users

This reflects the average number of hours per week that libraries are open to users, assigning the number of hours per week that their services, or part of their services, are available to the public.

5.8 Physical and IT equipment

The physical and IT equipment of the library is analysed, through the situation at 31 December of the year in question, of the following characteristics:

5.8.1 USEFUL BUILT AREA OF THE LIBRARY

This will include the surface areas of all of the service points of which an Administrative Unit is comprised.

- Total useful built area

The whole of the area of which the library is comprised. In the case that the library shares the building with another institution, or with the institution on which it depends, only the total useful built area of the library will be indicated.

- Useful built area for library use

The useful built area for library use includes space for readers and areas for reading, stacks and storage areas, staff working areas, service spaces for users, counters, exhibition hall, equipment areas, and all those other spaces used for library services and resources.

It excludes: halls, waiting and rest rooms, staff rest areas, cafeterias, restrooms, lifts, stairways, cloakrooms and occupied spaces for heating or air-conditioning devices.

5.8.2 TOTAL NUMBER OF INFORMATION DESKS

The number of desks available to users for reading or consultation in the library, with or without equipment (audiovisual, IT, ...) will be accounted for. This excludes those seats located in the halls, auditoriums, function rooms or spaces for special activities.

5.8.3 NUMBER OF REPRODUCTION APPARATUS

The numbers of the following will be noted:

- Microform readers.
- Readers/image reproducers (videos, videodisks, DVD-video, etc.).
- Readers/sound reproducers (cassettes, vinyl disks, compact disks, etc.).
- Reprography machines (photocopiers)
- E-book readers
- Bar code reader

5.8.4 TOTAL NUMBER OF COMPUTERS AND IT TERMINALS

The total number of computers and IT terminals will be classified as follows:

- Exclusively for public use, if only the external public of the library uses it in order to have access to the collections and services of the library
- For internal management, only if the library staff have access.
- Mixed, if they are used for both internal management and for public use.

5.8.5 TOTAL NUMBER OF PRINTERS

5.8.6 TOTAL NUMBER OF SCANNERS

5.9 Automation

5.9.1 AUTOMATED FUNCTIONS

The existence of different types of functions (acquisitions management, cataloguing, loans, management of periodical publications, public consultation catalogue (OPAC), obtaining statistics, self loan, inter-library loan and other automated functions) will be registered.

OPAC: a service that facilitates for library users the localisation of the information contained in the catalogue and the carrying out of complementary functions such as user reservation applications, requests for collections in the case of materials on deposit that are not accessible to the user, etc.

5.9.2 NUMBER OF COPIES REGISTERED IN THE AUTOMATED CATALOGUE

5.10 Internet and external services

- Existence of Internet access.

Firstly, this reflects whether the library has an Internet connection.

- Total number of computers and IT terminals with Internet access. Distinguishing those for public use from those for internal management and mixed use.

- Does the library charge a fee for Internet use?

This reflects whether or not the library offers this service free of charge.

- Does the library have WIFI zone?

A WIFI zone is considered to be an area where the users, with their own portable devices (PCs, tablets, mobile phones...). have Internet access (including WIFI and other connexions).

- Number of hits on the website during the year.

Each hit on the library website will be accounted for, without considering the number of pages, files or elements visualised once the site has been accessed.

- Does the library give access to any of these services on the Internet?

- Catalogue: this will account for those libraries whose catalogue of collections may be consulted online, whether individually or as part of a group catalogue or groups of catalogues (for example, the Public Libraries of the State, the Public Libraries of Cataluña, etc.).
- Collections: this will account if all the collections or part of them can be consulted and/or downloaded (whether it is free or not) by means of their own website (of their network or of other related entity).

5.11 Collections and movements

For each type of document that the library has, the following characteristics are assigned:

5.11.1 COLLECTION

The group of documents that comprise the collection of the library at the end of the reference period (31 December of the year in question).

5.11.2 NUMBER OF REGISTRATIONS

The group of documents that have been added to the collection during the reference year, via purchase, donation, exchange or any other means.

5.11.3 NUMBER OF DE-REGISTRATIONS

The group of documents that have ceased to belong to the collection during the reference year, having been expurgated, lost, etc.

Documents are quantified by volumes or physical units.

Volume: the material unit of printed or manuscript documents contained in a bound book or folder. For the rest of the non-printed documents, the physical unit is considered.

The types of documents for which this information is requested separately are the following:

- Books and leaflets (number of volumes): bound, printed documents that are not in a series. If there are fewer than fifty pages, it is called a leaflet.
- Periodical publications (number of volumes): Print-format publication whose volumes or numbers are presented in numerical or chronological order, under a common title and an indefinite number. This section will include those bound columns of printed periodical publications.
- E-book: digital document, with or without license, that can be considered equivalent of a printed book. It can be borrowed to the users as e-book readers or providing the content to the user's computer for a limited period

of time. This include regular publications in electronic format if it can be accessible to the full text of the articles. Free magazines, summary services will not be considered regular electronic publications, as well as the access to databases that imply the recovery of full text articles as an integrated package.

- Manuscripts and documents (number of volumes): A manuscript is considered to be the paper or book that is handwritten, or an original or a copy of a text destined for printing, even when it is not handwritten.
- Audio documents (number of units): sound registers (long-playing records and compact disks, audio tapes and cassettes).
- Audiovisual documents (number of units): documents in which image prevails, with or without soundtrack, regardless of the hardware and registration or recording process, such as films, microfilms, magnetic tapes, video recording, laser discs, CD, DVD. Carried out for public dissemination throughout the radio or TV, by means of screen projection or by any other mean and in order to make them available for the public. Videogames and CD-Rom multimedia are excluded.
- Microforms (number of units): photographic documents that require amplification for consultation. This includes microfilm rolls and microfiches.
- Cartographic documents (number of units): documents that contain conventional representations, on a smaller scale, of concrete or abstract phenomena that may be located in space and in time. This definition includes documents such as two- and three-dimensional maps, world globes, maps, topographic maps, relief maps and aerial representations, excluding atlases and cartographic documents in the form of books, as well as in microform, audiovisual and electronic formats.
- Printed music documents (number of units): includes those documents whose content is music, normally represented by notes, whether in the form of single sheets or a book, in any format, except microforms.
- Games (number of units): playful elements for fun and entertainment, whether they are board games (Parcheesi, Roll Playing Games, Monopoly.), electronic games (videogames for PC or console), interactive CD-Rom.
- Databases (number of units): collection of organized and electronically-stored information. It does not include the databases of the library, which are not accessible to the users (staff databases, for example), as well as those databases that are free on the Internet.
- Applications (number of units): IT programs without playful content, which can be borrowed or downloaded by the users for its use. Not including those used exclusively in the library (the librarian's word-processor, the staff management program...).
- Graphic documents (number of units): Printed documents in which graphic representation is the most important characteristic. This includes artistic prints, artistic originals, artistic copies, photographs, posters and technical drawings.
- Other documents (number of units).

5.12 Volumes prior to 1901 (Books and Leaflets)

5.13 Titles of periodical publications

- Periodical publication: publication in a series or with a fixed periodicity. The periodicity should not be greater than one year.
- Titles of periodical publications being received: this should assign the number of titles of periodical publications, both in print format and microfiche, of which numbers or instalments have been received throughout the year.
- Titles of periodical publications no longer received: this will assign the titles of the periodical publications that are no longer received at the library, or that have ceased publication during the year.
- Titles of electronic periodical publications: This includes periodical publications to which the complete text of their articles may be accessed. The section does not include free magazines available online, access to summary services, nor access to databases that include the recuperation of full-text articles as an integrated package.

5.14 Visitors

Persons who visit the library to use any of the library services or participate in any of the library activities: study of one's own books or notes, consultation of library work, consultation of catalogues, loan, information, cultural activities, etc.

5.15 Number of registered members

- Registered members: those persons who have a library card or a card for any of the library services or sections, or who are registered in the user database of the library.
- Adult members: registered members who, at the end of the reference period, have an adult reader card.
- Child members: registered members who, at the end of the reference period, have a child reader card.

5.16 Library consultation services

This section studies the existence of this type of service for:

- Audiovisual documents.
- Audio documents.
- Electronic documents.

- Electronic games.
- Databases, applications and other electronic documents.

5.17 Loans to take home

Transaction through which the user may take a document outside of the library installations, during an established period of time. This section records the physical units loaned for each material:

- Number of books.
- Number of periodical publications.
- Number of electronic books.
- Number of audio documents.
- Number of audiovisual documents.
- Number of electronic games.
- Number of databases, applications and other electronic documents.
- Other documents.

5.18 Inter-library loans

The process by which a library obtains, from another library, a document, or part of a document, requested by its users, and unavailable in the collection of the library itself. The material requested may be sent as a temporary loan, or may be supplied through a substitution copy, via photocopy or microfilm.

Both loans granted and loans received will be registered.

- Loans granted: those documents sent to other libraries.
- Loans received: those documents received by the library, from a loan request made out to other libraries.

5.19 Library service personnel

The following library service personnel is considered at the end of the reference year.

- Personnel included in the staff.

1. Professional librarians: personnel hired as professional librarians, according to the academic degree or diploma, required to carry out functions of responsibility, such as planning, organisation, administration and evaluation of library and information services and systems. In the case of personnel dependent on the Public Administration, this should include those civil servants of the Special librarian corps, scales A and B (Higher professionals and Library Assistants), as well as the labour personnel at equivalent levels.

2. Library assistants: Personnel hired according to the academic title required of the completion of secondary education, or the equivalent. In the case of personnel dependent on the Public Administration, this should include those civil servants of groups C and D, as well as the labour personnel at equivalent levels.

3. Specialised personnel: personnel included in the library staff, specialised in some discipline other than Library Science and Documentation, such as accounting, staff management, administrative tasks, information technologies, bookbinding, socio-cultural animation, etc.

4. Other personnel: personnel included in the library staff that carry out tasks for which it is not necessary to have knowledge of library science or another specialisation: subordinates, cleaning personnel, porters, security guards, cafeteria personnel, etc.

- Personnel not included in the staff.

1. Interns: persons who have been granted a training, research and improvement grant, whose objective is to train specialists in library techniques. The intern does not have any contractual or statutory relationship, and does not imply a labour or civil servant link with the organisation or department that provides the grant.

2. Volunteers: persons who carry out library tasks without receiving wages.

For each of the aforementioned categories, the number of persons is counted, as well as the full-time equivalent.

- Full-time equivalent: this is obtained by added the fractions of time that the personnel dedicate to their work in the library, considering full-time to be the number of hours established as such in the company or administration for which they work.

5.20 Current and investment expenditure

To this end, we distinguish between:

5.20.1 PERSONNEL COSTS

The total of the salaries, payments and other amounts received by the personnel in payment of their work, including quotas paid to Social Security, during the reference year.

5.20.2 EXPENDITURE ON ACQUISITIONS

All of the expenditure, during the reference year, towards increasing the library collection.

This does not include expenses to constitute the initial collection of the Library.

5.20.3 OTHER CURRENT EXPENSES

These should include those expenses, during the reference year, derived from the letting of lots, buildings, furniture, etc.; repairs, maintenance and preservation of the buildings, furniture, IT equipment; office material, electricity, water, fuel, telephone and postal communications, transport costs, cleaning, etc., as well as those arising from the holding of meetings, conferences, courses and cultural activities.

5.20.4 EXPENDITURE ON INVESTMENT

This includes expenditure on lots and buildings and other investment expenses. Expenditure on lots and buildings includes those expenses on the acquisition of lots for building the library, the enlargement of existing buildings, or repair and rehabilitation work on the same.

Other investment expenses include those derived from the acquisition of furniture and office equipment; IT equipment (hardware and software), the substitution of existing goods for other similar goods, and founding library collections.

6 Carrying out the statistics

6.1 Survey framework

The INE has a directory of libraries, ordered by province and municipality, that was compiled and used in order to carry out the Library Statistics in previous years. It includes identification, geographical and main-characteristics data (type, ownership and number of service points) for all of the libraries, whether public or private, located in Spain.

This directory has been submitted to the Ministry of Education, Culture and Sports and to the Ministry of Culture of the Autonomous Communities and the autonomous cities of Ceuta and Melilla for review and update, as necessary. Such has likewise been requested of the Ministry of Defence and the General Directorate of the Civil Guard.

The libraries included in the updated directory constitute the framework of the Library Statistics.

6.2 Questionnaire

The questionnaire of these Statistics was created in partnership with the Department of Books, Archives and Libraries of the Ministry of Education, Culture and Sport, including the suggestions and recommendations made by the Library Working Group, comprised of representatives of the Cultural Councils of the Autonomous Communities.

In addition, new variables and concepts have been introduced in order to analyse and quantify the adaptation of the Libraries to the new technologies.

For the collection of data from the libraries located in Autonomous Communities with co-official languages, the respective bilingual questionnaires have been compiled.

6.3 Collection and filtering of the data

A cover letter is sent to the libraries by post, where they will find the access direction of the application available for the informant units (libraries) in order to fulfil the questionnaire. This letter also provides the user codes and the password in order to have access to said application.

This web application has been facilitated to enable both the completion and recording of questionnaires and the filtering of the information contained therein.

The informant units (libraries) may fill out the questionnaire on paper, or opt for the online questionnaire (which in addition, includes a series of controls of inconsistencies, which allows, interactively, for the simultaneous recording and filtering of the questionnaire).

Once the information is received (in paper format or in real time online), the Provincial Delegations of the INE proceed to its recording (for the paper questionnaires) and its subsequent filtering, through the errors reports (by questionnaire and by type of error) generated by the application itself.

Simultaneously, from the Central Services of the INE, the appropriate coverage and content controls of the questionnaires are performed, as well as several analyses regarding the evolution of the data, as compared with the previous statistical operation.

Partnership agreements have been signed with the Statistics Institutes of the Autonomous Communities of Cataluña, Aragón, Madrid and Navarra, and with the Ministry of Defence and Civil Guard, which consider the undertaking of work such as the updating of the centres directory, the mailing and collection of questionnaires and the recording and validation of the data from the web application developed by the INE. Two exceptions are established, with the Institut d'Estadística de Cataluña and with the Ministry of Defence, given that in both cases, they directly mail a file to the INE with the data from the statistics, which at the time of its reception, is uploaded to the web application for validation.

6.4. Obtaining results tables and the analysis thereof

With the corrected registers, we proceed to the general tables programme.

Tables are obtained for the different variables considered. In each one of them, results are provided for the national total, as well as for the different types of library and Autonomous Community.

6.5 Publication plan

The results of these statistics will be published on the website of the National Statistics Institute (www.ine.es). Likewise, a summary of the same will be presented in the Statistical Yearbook of Spain and in the "Spain in figures" publication of the INE.