

**Data File (Public-Use): Public Libraries Survey,
Fiscal Year 1995**

**Federal-State Cooperative System
for Public Library Data**

U.S. Department of Education

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I. Introduction

The Public Libraries Survey (PLS) is conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System for Public Library Data (FSCS). The survey collects data on the universe of public libraries and their outlets via state library agencies in the 50 States and the District of Columbia. In addition, identifying information only (i.e., name, address, legal basis, and type of library) is collected on library entities that provide public library services but do not meet the FSCS definition of a public library—state library agencies and their outlets, and library systems, federations, and cooperative services. A few items are also collected on the characteristics of the state data submission—reporting period, official state population estimate, and total unduplicated population of legal services areas. See appendix G, item 7D in the Administration Entity Data Element Definitions, for the FSCS definition of a public library.

The reporting unit for the survey is the *administrative entity*, defined as the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The administrative entity may be administrative only and have no outlets, it may have a single outlet, or it may have more than one outlet. Some public libraries have no central outlet or have more than one central outlet. These libraries are identified in appendix J.

The fiscal year (FY) 1995 PLS collected a total of 50 items for each library—38 basic items and 12 identifying items. (The basic data for a multiple-outlet library are provided to NCES as aggregate data.) The basic data include population of legal service area, number of full-time equivalent staff, outlets, library materials, operating income and expenditures, capital outlay, circulation, reference transactions, library visits, public service hours, interlibrary loans, circulation of children's materials, children's program attendance, and new items on electronic technology (i.e., expenditures for materials in electronic format, expenditures for electronic access, materials in electronic format, access to electronic services, access to Internet access, and type of Internet use). Identifying information includes the entity's name, address, telephone number, county, interlibrary relationship, type of governance, type of administrative structure, and the new item, FSCS public library.

In addition, the survey collected 12 items on each public library outlet and state library outlet. These items include type of outlet, metropolitan location, population of legal service area, and number of bookmobiles. The survey collects 11 identifying items on state library agencies, systems, federations, and cooperatives. Finally, four items were collected on characteristics of the state data submission (i.e., the starting and ending dates of the fiscal year reporting period, the official state population estimate, and the total unduplicated population of legal service areas for the state).

State data coordinators appointed by the chief officers of state library agencies submitted the data to NCES using survey software known as DECPLUS. This voluntary survey was conducted by NCES in fulfillment of its legislative mission "to collect, analyze, and disseminate statistics and other information related to education in the United States...", P.L. 103-382, Title IV, National Education Statistics Act of 1994, Sec. 404(a).

Five data files were generated (in Microsoft Access and ASCII format¹) from the FY 95 PLS, as follows:

1. Public Library Data File (PUPLDF95.MDB and PUPLDF95.TXT). This file includes data for the universe of 8,981 public libraries in the 50 states and the District of Columbia, as identified by state library agencies. Appendix A contains the record layout. Note: The Public Library Data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data (available only to NCES-licensed data users with no data suppressed). PUPLDF95.MDB and PUPLDF95.TXT are the public-use files. See *Confidentiality and Public- and Restricted-Use Data Files* in next section for more information.

¹ The Microsoft Access data file has the .MDB extension, and the ASCII data file has the .TXT extension.

2. State Summary/State Characteristics Data File (PISUM95.MDB and PUSUM95.TXT). The data for each state are in one record. Appendix B contains the record layout. No data are suppressed. The file includes:
 - a. State summary data. These are state totals of the numeric data reported on the restricted-use Public Library Data File for all public libraries in the 50 states and the District of Columbia.
 - b. State characteristics data. These data are from a state characteristics record that is completed by the state data coordinator, consisting of four items for each of the 50 states and the District of Columbia: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. Public Library Outlet Data File (PUOUT95.MDB and PUOUT95.TXT). This file includes data for the universe of 16,848 public library outlets (central/main, branches, bookmobiles, and books-by-mail only) in the 50 states and the District of Columbia. Appendix C contains the record layout. No data are suppressed.
4. Administrative Entities Only/State Library File (PUAOSL95.MDB and PUAOSL95.TXT). This file includes data for 130 “administrative entities only” and state libraries. (Not all states reported all such entities). Appendix D contains the record layout. No data are suppressed.
5. State Library Outlet File (PUSLO95.MDB and PUSLO95.TXT). This files includes data for 12 state library outlets. (Not all states reported all such entities). Appendix E contains the record layout. No data are suppressed.

II. User’s Guide

II. A. Survey Methodology

Survey Universe

The survey universe is composed of the 8,981 public libraries in the 50 states and the District of Columbia identified by the state library agencies. Military libraries that provide public library service and libraries that serve residents of institutions are not included. Data were not collected systematically from libraries on Native American reservations.

Survey Response

Unit Response. A total of 8,763 of the 8,981 public libraries responded to the Public Libraries Survey, a response rate of 97.6 percent. Respondents to the survey are defined as public library administrative entities for which population of legal service area was reported (by the state data coordinator) and which reported at least three of the five following items (total paid employees, total operating income, total operating expenditures, book/serial volumes, and total circulation).

Item Response. For national totals, response rates fell below 70 percent (the NCES statistical standard for data tabulation and analysis) for a few items (listed below). These items, added to the survey in FY 95, were not adjusted for nonresponse so the user should exercise caution when making inferences or forming conclusions about the data. These items will be imputed in a few years, when the response rates are higher, and the data considered of good quality. See *Imputation* for a discussion of the imputation methodology.

Items with total (national) response rates below 70 percent:

	<u>Response rate</u>
Expenditures for materials in electronic format	50.5
Expenditures for electronic access	56.0
Materials in electronic format	56.0
Internet use code	39.5

For state totals, response rates fell below 70 percent for the items listed below. Library visits, reference transactions, circulation of children's materials, and children's program attendance were adjusted for nonresponse; the other items were new to the FY 95 survey and will be adjusted in future years.

Items with state response rates below 70 percent:

<u>Library visits</u>	<u>Response rate</u>	<u>Reference transactions</u>	<u>Response rate</u>
Florida	61.9	Iowa	69.3
Maine	65.0	Maine	62.8
Massachusetts	46.0	Massachusetts	62.4
Oklahoma	0	New Mexico	66.7
Oregon	57.3	South Dakota	56.3
Utah	62.3	Utah	59.4
Washington	58.0	Vermont	65.5
		Washington	65.2

<u>Circulation of children's materials</u>	<u>Response rate</u>	<u>Children's program attendance</u>	<u>Response rate</u>
Hawaii	0	Hawaii	0
Vermont	67.5	Maine	54.5
		Vermont	67.5
		Virginia	0

<u>Expenditures for materials in electronic format</u>	<u>Response rate</u>	<u>Expenditures for electronic access</u>	<u>Response rate</u>
Alaska	25.0	Alaska	10.7
Arizona	0	Arizona	0
California	0	California	0
Connecticut	0.5	Connecticut	0
Delaware	0	Florida	0
Florida	1.0	Georgia	0
Georgia	0	Idaho	0
Idaho	0	Maine	0
Illinois	0	Massachusetts	0
Iowa	26.0	Mississippi	6.4
Maine	0	Nebraska	68.8
Massachusetts	0	Nevada	43.5
Mississippi	2.1	New Mexico	0
Nebraska	56.9	New York	46.4
Nevada	43.5	North Carolina	0
New Mexico	0	Ohio	52.4
New York	46.7	Oklahoma	0
North Carolina	0	Oregon	0
Ohio	59.6	Rhode Island	0
Oklahoma	0	South Dakota	57.1
Rhode Island	0	Tennessee	0
South Dakota	59.8	Texas	0
Tennessee	0	Virginia	0
Texas	0	Vermont	38.5
Virginia	0	Wisconsin	64.0
Vermont	50.5	West Virginia	56.7
West Virginia	68.0		

Materials in electronic format	Response rate	Internet use code	Response rate
Arizona	0	Alabama	18.8
California	0	Alaska	41.7
Connecticut	0	Arizona	0
Delaware	0	Arkansas	45.7
Florida	0	Connecticut	28.2
Georgia	0	Delaware	20.0
Idaho	0	Florida	0
Illinois	0	Hawaii	0
Iowa	29.6	Idaho	0
Maine	0	Illinois	64.8
Massachusetts	0	Indiana	30.7
Nevada	47.8	Iowa	28.8
New Jersey	0	Kansas	45.7
New Mexico	0	Kentucky	0
North Carolina	0	Maine	0
Oklahoma	0	Massachusetts	0
Rhode Island	0	Michigan	60.5
Tennessee	0	Minnesota	50.8
Texas	0	Missouri	6.8
Virginia	0	Mississippi	6.4
Vermont	49.0	Montana	26.8
		Nebraska	30.1
		Nevada	0
		New Hampshire	37.1
		New Jersey	48.7
		New Mexico	9.7
		New York	63.4
		North Dakota	67.1
		Oregon	0
		Pennsylvania	26.8
		Rhode Island	0
		South Dakota	6.3
		Tennessee	21.4
		Texas	0
		Utah	29.0
		Vermont	57.5
		Virginia	0
		Washington	63.8
		Wisconsin	43.3
		Wyoming	65.2

Internet access	Response rate
Arizona	0
Connecticut	52.3
Florida	0
Idaho	0
Kentucky	0
Massachusetts	0
Oregon	0
Rhode Island	0
Texas	0
Virginia	0

Caveats for Using these Data

Using the Data to Make Comparisons. The FY 95 PLS data file includes imputations for nonresponding libraries, at the unit and item levels. Comparisons to data prior to FY 92 should be made with caution, as earlier data files do not include imputations for nonresponse, and the percentage of libraries responding to a given item varied widely among states. The District of Columbia, while not a state, is included in the survey. Special care should be used in comparing District of Columbia data with state data. The state of Hawaii reports as one public library. State comparisons should be made with caution because of differences in reporting periods (see following section on *Reporting Period*). The definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluation in the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. These reports are available on the NCES Web Site at: <http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052>

Reporting Period. The FY 95 PLS requested data for state fiscal year 1995. A total of 10 different reporting periods were used by states (see table below). The reporting period for some states spanned more than a 12-month period due to different fiscal-year reporting periods of local jurisdictions. In such cases, the state provided the earliest starting date and latest ending date reported. However, in these states, each public library reported data for a 12-month period. In five states, some public libraries reported data for FY 93 or FY 94 (Maine, Michigan, Pennsylvania, Texas, and Vermont).

States by Reporting Period

07/94 to 06/95		01/95 to 12/95		Other
AK	MT	AR		01/93 to 11/95: ME
AZ	NC	CO		11/93 to 09/95: MI
CA	NM	IN		01/94 to 06/95: PA
CT	NV	KS		01/94 to 09/95: VT
DE	OK	LA		01/94 to 12/95: TX
GA	OR	MN		03/94 to 12/95: NY
HI	RI	MO		07/94 to 12/95: NE, NH, UT
IA	SC	ND		10/94 to 09/95: AL, DC, FL, ID, MS
IL	TN	NJ		
KY	VA	OH		
MA	WV	SD		
MD	WY	WA		
		WI		

Survey Population Items

The Public Libraries Survey has three population items: (1) Population of Legal Service Area (reported for each public library by the state library agency), (2) Total Unduplicated Population of Legal Service Areas (a single figure, reported by the state library agency), and (3) Official State Total Population Estimate (reported by the state library agency).² The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the Official State Total Population Estimate. This occurs when the state has one or more geographically adjacent libraries (for example, a county library and a city library within the county) that serve, and therefore count, the same population. A total of 28 states had such overlapping service areas in FY 95 (see appendix I). Although West Virginia's total population of legal service area exceeds the total unduplicated population of legal service areas, the state does not have overlapping service areas. The state reports the population of legal service area for Old Charles Town Library but excludes the population from its unduplicated total because the library does not receive state aid.

In order to do meaningful analysis using population of legal service area data (for example, the number of books/serial volumes per capita), the data were adjusted to eliminate duplicative reporting in states with overlapping service areas. The Public Library Data File has a derived unduplicated population of legal service area for *each library* for this purpose, called POPU_UNDUP. This value was prorated for each library by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area, and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas.

Confidentiality

The PLS data are released in accordance with the provisions of the Privacy Act of 1974 and the National Education Statistics Act of 1994, so as to ensure the confidentiality of individually identifiable respondents. NCES releases data to the public to use for statistical purposes only. Record matching or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in preparing public-use data for release. Every effort has been made to provide the maximum research information that is consistent with reasonable confidentiality protections.

Public- and Restricted-Use Data Files

The Public Library Data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data (available only to NCES-licensed data users with no data suppressed).

Public-use data. On the public-use Public Library Data File, selected expenditures data (i.e., Salaries, Benefits, Total Staff Expenditures, and Other Operating Expenditures) for public libraries have been removed (i.e., the field is blank) when total full-time equivalent (FTE) staff is less than or equal to 2.00, to protect the confidentiality of respondents. These data may also be suppressed for other libraries, to ensure that all states that have suppressed data have a minimum of 3 suppressed records. The library's Total Operating Expenditures are not affected by the suppression of these data. No data are suppressed on the other public-use data files (i.e., the State Summary/State Characteristics Data File, Public Library Outlet Data File, Administrative Entities Only/State Library Data File, and State Library Outlet Data File).

² The survey definitions are provided in appendix G.

Restricted-use data. No data are suppressed on the restricted-use Public Library Data File or on the other restricted-use files (i.e., the State Summary/State Characteristics Data File, Public Library Outlet Data File, Administrative Entities Only/State Library Data File, and State Library Outlet Data File). The inclusion of all expenditures data, regardless of the number of employees, enables the identification of individual salary data. Researchers requiring access to the restricted-use data must obtain a license from NCES to use the data. To obtain a license, the following information is necessary:

1. The title of the database(s) the organization wants to access;
2. A description of the statistical research project necessitating access to the restricted-use database;
3. The name and title of the senior official having authority to bind the organization to the provisions of the license agreement;
4. The name and title of the principal project officer(s) who will oversee the daily operations;
5. The names, titles, and telephone numbers of the professional/technical and support staff who will have access to the data;
6. The estimated loan period (not to exceed five years) for accessing the data; and
7. The desired computer media format.

NCES will review the submitted documents for content and completeness and inform the requestor whether a license to use the restricted data is approved. See the following NCES Web site for more information: <http://nces.ed.gov/statprog/confid5.asp>

Survey Processing

The Public Libraries Survey, FY 1995 was mailed to the states in late May, 1996 and had a due date of July 31, 1996. States reported their data using personal computer software provided by NCES known as DECPLUS (Data Entry Conversion, Public Library Universe System). DECPLUS permits direct data entry or the import of data from external files (e.g., Lotus 1-2-3, dBASE, or ASCII).

Editing

State level. The DECPLUS software generates on-screen error/warnings during the data entry/import process, enabling the respondent to review their data and correct many errors immediately. Following data entry/import, the respondent generated an on-screen or printed error/warning report of data falling outside established limits, for additional review before submission of the final file to NCES.

Respondents also used DECPLUS to generate state summary tables of their data and single-library tables. States were encouraged to review the tables for data quality problems before submitting their final data. States submitted their final data with a signed form from the Chief Officer of the State Library Agency certifying its accuracy.

Four types of edit checks are performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit check message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.

2. *Out-of-range edit checks.* This is a comparison of data reported for an item to the "acceptable range" of values. Performed on current-year and historical (current-year vs. past-year) data. For example, an edit check message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within $\pm 5,000$ or -10% to $+25\%$ of last year's value for Total Circulation.
3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit check message is generated if Total Operating Income is not equal to the sum of its parts (Local Government Income, State Government Income, Federal Government Income, and Other Income).
4. *Blank, zero, or invalid data edit checks.* This is a check of reported data against acceptable values. For example, an edit check message is generated if Book/Serial Volumes is 0 or blank.

National level. NCES and the U. S. Census Bureau (the data collection agent for the survey) reviewed and edited the data soon after receipt, working directly with the State Data Coordinators. Nonresponse follow-up was conducted shortly after the survey due date. After data were received from all 50 states and the District of Columbia, the preliminary data file and draft tabulations for the publication *Public Libraries in the United States: FY 1995* were reviewed by NCES, Census, and the FSCS Steering Committee for data quality. The findings of questionable data from this review were mailed to the States. The States submitted data corrections in response to this review, and the final file was generated.

Imputation

The FY 95 Public Libraries Survey data file was the first file to include imputations for nonresponding libraries. (The FY92 to FY94 files were imputed subsequently.) The imputation methodology was developed for NCES by the Census Bureau. Annual public service hours were not imputed, due to an oversight, and will be imputed beginning in FY 96. The survey items on electronic technology, added in FY 95, will not be imputed until the data are more fully reported and considered of good quality.

The following imputation methods were used:

- Method 1 (mean growth rate) is used for audio, bookmobiles, book/serial volumes, branches, centrals, librarians, ALA-MLS librarians, other operating expenditures, reference transactions, salaries, subscriptions, total circulation, total staff expenditures, total collection expenditures, total paid employees, total operating expenditures, and library visits.

Method 1 involves pulling forward the prior year data and applying a growth rate to it, using the mean of the growth rates in the imputation cell (OBE region code/population stratifications were used to determine imputation cells). If no prior-year data existed, the [current-year] cell mean of the reported values in the cell was used, adjusted for size by taking the ratio of the library's population to the cell mean of the populations (for all variables other than library visits). For library visits, the ratio of total library visits to total population for the respondents in a cell was used, and this ratio was multiplied by the nonrespondent's population value to get the nonrespondent's imputed library visits. Because library visits is highly correlated with population this procedure produced better results than using the cell mean of reported library visits. Children's program attendance and circulation of children's materials were imputed after total library visits and total circulation. These were imputed similar to library visits—a ratio of children's program attendance to total library visits, and a ratio of children's circulation to total circulation, were used.

Expenditures items for nonrespondents were imputed as follows:

- Method 1 was used to impute total collection expenditures, salaries, total staff expenditures, total paid employees, librarians, and other operating expenditures.
 - Benefits were derived by subtracting salaries from total staff expenditures.
 - Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures.
 - Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, and other operating expenditures and capital outlay) and subtracting total operating expenditures in order to get capital outlay. An alternative method for capital outlay is the cell mean. If the derived capital outlay had a negative value, it was changed to zero, total operating expenditures were changed to equal total expenditures, and total collection expenditures, total staffing, and other operating expenditures were raked to total operating expenditures.
- Method 2 (hot-deck growth rate) was used for income variables. The second method is very similar to the first method. The prior year data were pulled forward, and the growth rate was calculated by hot-decking the growth rate of the next respondent in the cell (when the units are arranged in decreasing population order). For those units not having prior year data, the mean of the reported values in the cell was used. The data were first sorted by population in descending order and the next smallest record was selected as the donor. If the donor did not have a growth rate for a variable due to missing prior year data, the nonrespondent's prior year data were used as the imputed value if available (i.e., the growth rate was assumed to be 1.0).

Income items were imputed for nonrespondents as follows:

- Method 2 was used to impute total income, federal government, state government, and local government.
 - Other income was derived by subtracting federal, state, and local government income from total income. If the derived other income was a negative value, other income was changed to zero, and federal, state, and local income were raked to total income.
- Method 3 (cell mean) was used for videos and interlibrary loans.

II. B. Guidelines for Processing the Data Files

See *Introduction, Confidentiality, and Public- and Restricted-Use Data Files* above for a description of the files.

The States reported their Public Libraries Survey data using survey software provided by NCES. At survey mail-out, all numeric data cells were initialized with -2, and the states were instructed to replace all -2s with valid data. On the final file, alphanumeric data fields that are blank or that contain -1 represent nonresponse. A zero (0) response is reported data and indicates the library, outlet, or other administrative entity had none of the item. Missing data were imputed (see exceptions under *Item Response* and *Imputation* above). On the public-use file, numeric fields that are blank indicate that the data have been removed to protect the confidentiality of individual respondents.

**Appendix A—Record Layout for Public Library Data File, FY 1995
(PUPLDF95.MDB and PUPLDF95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					IDENTIFICATION
LIBID	20	1	A	01	Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	45	21	A	02	Name of library
ADDRESS	35	66	A	03	Street address of library
CITY	17	101	A	04	City or town of library
ZIP1	05	118	A	05	Standard five-digit postal zip code for street address of administrative entity
ZIP2	04	123	A	06	Four-digit postal zip code extension for street address of administrative entity
PHONE	10	127	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
					POPULATION
POPU	09	137	N	08	Population of the Legal Service Area
					SERVICE OUTLETS
CENTLIB	03	146	N	09	Number of central libraries
BRANLIB	03	149	N	10	Number of branch libraries
BKMOB	03	152	N	11	Number of bookmobiles
					FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	09	155	N	13	Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	09	164	N	14	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	10	173	N	15	All other paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	10	183	N	16	Total paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
					OPERATING INCOME
LOGVGT	09	193	N	17	Operating income from local government
STGVT	09	202	N	18	Operating income from state government

**Appendix A—Record Layout for Public Library Data File, FY 1995
(PUPLDF95.MDB and PUPLDF95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
FEDGVT	09	211	N	19	Operating income from federal government
OTHINCM	09	220	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT)
TOTINCM	10	229	N	21	Total income (includes LOCGVT, STGVT, FEDGVT, and OTHINCM)
OPERATING EXPENDITURES					
SALARIES	09	239	N	22	Salaries and wages for all library staff
BENEFIT	09	248	N	23	Employee benefits for all library staff
TOTEXP	09	257	N	24	Total staff expenditures (includes SALARIES and BENEFIT)
TOTEXPCOL	09	266	N	25	Total expenditures on library collection
OTHOPEXP	09	275	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL)
TOTOPEXP1	10	284	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP)
CAPITAL OUTLAY EXPENDITURES					
CAPITAL	09	294	N	28	Expenditures for capital outlay
LIBRARY COLLECTION					
BKVOL	09	303	N	29	Number of books and serial volumes
AUDIO	09	312	N	30	Number of audio materials
VIDEO	09	321	N	32	Number of video materials
SUBSCRIPT	09	330	N	33	Number of current serial subscriptions
PUBLIC SERVICE HOURS					
DUPLI	08	339	N	35	Total annual public service hours for all outlets of the public library
LIBRARY SERVICES					
ATTEND	09	347	N	36	Total annual library visits
REFERENCE	09	356	N	38	Total annual reference transactions
CIRCULATION					
TOTCIR	09	365	N	39	Total annual circulation transactions
INTER-LIBRARY LOANS					
LOANTO	06	374	N	40	Total annual loans provided to other libraries

**Appendix A—Record Layout for Public Library Data File, FY 1995
(PUPLDF95.MDB and PUPLDF95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LOANFM	06	380	N	41	Total annual loans received from other libraries
					CHILDREN'S SERVICES
KIDCIRCL	09	386	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEND	09	395	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children
					IDENTIFICATION (continued)
C_RELATN	02	404	A	7A	Interlibrary Relationship Code HQ—Headquarters of a system, federation, or cooperative service ME—Member of a system, federation, or cooperative service, but not the headquarters NO—Not a member of a system, federation, or cooperative service
C_LEGBASE	02	406	A	7B	Legal Basis Code AP—Combined Academic/Public Library CI—Municipal government (city, town, or village) CO—County/Parish MJ—Multi-jurisdictional NL—Native American Tribal Government NP—Non-profit Association or Agency SC—School District SD—Special Library District (authority, board, or commission) SL—State Library Agency SP—Combined School Media Center/Public Library OT—Other
C_ADMIN	02	408	A	7C	Administrative Structure Code AO—Administrative Entity Only MA—Administrative Entity with multiple direct service outlets where administrative offices are separate MO—Administrative Entity with multiple direct service outlets where administrative offices are not separate SO—Single Outlet Administrative Entity
CNTY	17	410	A	4A	County of library
C_FSCS	01	427	A	7D	FSCS Public Library Definition (public library meets all criteria) Y—Yes N—No

**Appendix A—Record Layout for Public Library Data File, FY 1995
(PUPLDF95.MDB and PUPLDF95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					ELECTRONIC TECHNOLOGY
ELMATEXP	09	428	N	44	Operating expenditures for library materials in electronic format
ELACCEXP	09	437	N	45	Operating expenditures for electronic access
ELMATS	09	446	N	46	Number of library materials in electronic format
ELSVACC	01	455	A	47	Library access to electronic services Y—Yes N—No
INETACC	01	456	A	48	Library access to the Internet Y—Yes N—No
INETUSE	02	457	A	49	Internet Use Code ST—Library staff only PI—Patrons through a staff intermediary only PE—Patrons either directly or through a staff intermediary
					OTHER
POPUN_DUP	09	459	N	(†)—	Unduplicated population of the legal service area for the library. NCES calculated this value by prorating the library's population of legal service area to the state's total population of legal service areas, and applying the ratio to the state's unduplicated population of legal service areas.
FSCSKEY	06	468	A	1A	Library identification code assigned by NCES
STABR	02	474	A	(†)	Post Office state abbreviation code. See appendix H for list of Post Office State Codes.
PUB_FIPS	02	476	A	(†)	Two-digit FIPS State Code. See appendix H for list of FIPS State Codes.
YR	02	478	A	(†)	FSCS submission year of public library data
OBereg	02	480	A	(†)	Bureau of Economic Analysis Code (formerly Office of Business Economics) 00—U.S. Service Schools 01—New England—CT ME MA NH RI VT 02—Mid East—DE DC MD NJ NY PA 03—Great Lakes—IL IN MI OH WI 04—Plains—IA KS MN MO NE ND SD 05—Southeast—AL AR FL GA KY LA MS NC SC TN VA WV 06—Southwest—AZ NM OK TX 07—Rocky Mountains—CO ID MT UT WY 08—Far West—AK CA HI NV OR WA 09—Outlying Areas—AS FM GU MH MP PR PW VI

**Appendix A—Record Layout for Public Library Data File, FY 1995
(PUPLDF95.MDB and PUPLDF95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
RSTATUS	01	482	A	(†)	1 = Respondent, with no imputed data 2 = Respondent, with both reported and imputed data 3 = Nonrespondent, not imputed 4 = Nonrespondent with imputed data
					Item imputation flags (see appendix K)
IMP1	02	483	A	(†)	CENTLIB—IMPUTATION FLAG
IMP2	02	485	A	(†)	BRANLIB—IMPUTATION FLAG
IMP3	02	487	A	(†)	BKMOB—IMPUTATION FLAG
IMP4	02	489	A	(†)	MASTER—IMPUTATION FLAG
IMP5	02	491	A	(†)	LIBRARIAN—IMPUTATION FLAG
IMP6	02	493	A	(†)	OTHPAID—IMPUTATION FLAG
IMP7	02	495	A	(†)	TOTPEMP—IMPUTATION FLAG
IMP8	02	497	A	(†)	LOGGVT—IMPUTATION FLAG
IMP9	02	499	A	(†)	STGVT—IMPUTATION FLAG
IMP10	02	501	A	(†)	FEDGVT—IMPUTATION FLAG
IMP11	02	503	A	(†)	OTHINCM—IMPUTATION FLAG
IMP12	02	505	A	(†)	TOTINCM—IMPUTATION FLAG
IMP13	02	507	A	(†)	SALARIES—IMPUTATION FLAG
IMP14	02	509	A	(†)	BENEFIT—IMPUTATION FLAG
IMP15	02	511	A	(†)	TOTEXP—IMPUTATION FLAG
IMP16	02	513	A	(†)	TOTEXPCOL—IMPUTATION FLAG
IMP17	02	515	A	(†)	OTHOPEXP—IMPUTATION FLAG
IMP18	02	517	A	(†)	TOTOPEXP1—IMPUTATION FLAG
IMP19	02	519	A	(†)	CAPITAL—IMPUTATION FLAG
IMP20	02	521	A	(†)	BKVOL—IMPUTATION FLAG
IMP21	02	523	A	(†)	AUDIO—IMPUTATION FLAG
IMP22	02	525	A	(†)	VIDEO—IMPUTATION FLAG
IMP23	02	527	A	(†)	SUBSCRIPT—IMPUTATION FLAG
Filler	02	529	A	(†)	Reserved for DUPLI (imputed as of FY 96 file)
IMP25	02	531	A	(†)	ATTEND—IMPUTATION FLAG
IMP26	02	533	A	(†)	REFERENCE—IMPUTATION FLAG
IMP27	02	535	A	(†)	TOTCIR—IMPUTATION FLAG
IMP28	02	537	A	(†)	LOANTO—IMPUTATION FLAG
IMP29	02	539	A	(†)	LOANFM—IMPUTATION FLAG
IMP30	02	541	A	(†)	KIDCIRCL—IMPUTATION FLAG
IMP31	02	543	A	(†)	KIDATTEND—IMPUTATION FLAG

N Numeric field. Only the digits 0–9 are allowed.

A Alpha character field, which may include digits 0–9.

† Not applicable.

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1995
(PUSUM95.MDB and PUSUM95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
POPU	11	1	N	08	Population of the Legal Service Areas
					SERVICE OUTLETS
CENTLIB	05	12	N	09	Number of central libraries
BRANLIB	05	17	N	10	Number of branch libraries
BKMOB	05	22	N	11	Number of bookmobiles
					FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	11	27	N	13	Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of 8 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	11	38	N	14	Total number of FTE employees holding the title of librarian. This field consists of 8 integers and 2 decimals, with an explicit decimal point.
OTHPAID	12	49	N	15	All other paid FTE employees. This field consists of 9 integers and 2 decimals with an explicit decimal point.
TOTPEMP	12	61	N	16	Total paid FTE employees. This field consists of 9 integers and 2 decimals with an explicit decimal point.
					OPERATING INCOME
LOGVGT	11	73	N	17	Operating income from local government
STGVT	11	84	N	18	Operating income from state government
FEDGVT	11	95	N	19	Operating income from federal government
OTHINCM	11	106	N	20	Other operating income (i.e., income not included in LOGVGT, STGVT, and FEDGVT)
TOTINCM	12	117	N	21	Total income (includes LOGVGT, STGVT, FEDGVT, and OTHINCM)
					OPERATING EXPENDITURES
SALARIES	11	129	N	22	Salaries and wages for all library staff
BENEFIT	11	140	N	23	Employee benefits for all library staff
TOTEXP	11	151	N	24	Total staff expenditures (includes SALARIES and BENEFIT)
TOTEXPCOL	11	162	N	25	Total expenditures on library collection
OTHOPEXP	11	173	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL)

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1995
(PUSUM95.MDB and PUSUM95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
TOTOPEXP1	12	184	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP)
					CAPITAL OUTLAY EXPENDITURES
CAPITAL	11	196	N	28	Expenditures for capital outlay
					LIBRARY COLLECTION
BKVOL	11	207	N	29	Number of books and serial volumes
AUDIO	11	218	N	30	Number of audio materials
VIDEO	11	229	N	32	Number of video materials
SUBSCRIPT	11	240	N	33	Number of current serial subscriptions
					PUBLIC SERVICE HOURS
DUPLI	10	251	N	35	Total annual public service hours for all outlets of the public library
					LIBRARY SERVICES
ATTEND	11	261	N	36	Total annual library visits
REFERENCE	11	272	N	38	Total annual reference transactions
					CIRCULATION
TOTCIR	11	283	N	39	Total annual circulation transactions
					INTER-LIBRARY LOANS
LOANTO	08	294	N	40	Total annual loans provided to other libraries
LOANFM	08	302	N	41	Total annual loans received from other libraries
					CHILDREN'S SERVICES
KIDCIRCL	09	310	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEND	09	319	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children
					ELECTRONIC TECHNOLOGY
ELMATEXP	11	328	N	44	Operating expenditures for library materials in electronic format
ELACCEXP	11	339	N	45	Operating expenditures for electronic access
ELMATS	11	350	N	46	Number of library materials in electronic format

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1995
(PUSUM95.MDB and PUSUM95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
STATE CHARACTERISTICS					
PERIOD_POP	10	361	N	5A	Total unduplicated population of legal service areas Note: This is a state-reported figure (this item is on the State Characteristics data entry screen).
PERIOD_EST	10	371	N	05	Official state total population estimate (this item is on the State Characteristics data entry screen).
PERIOD_PSM	05	381	A	03	Reporting period starting date, in following format: month/year (for example, 07/94) (This item is on the State Characteristics data entry screen).
PERIOD_PEM	05	386	A	04	Reporting period ending date, in following format: month/year (for example, 06/95) (This item is on the State Characteristics data entry screen).
OTHER					
STABR	02	391	A	(†)	Two-character Post Office State Code. See appendix H for list of Post Office State Codes.
PUB_FIPS	02	393	A	(†)	Two-digit FIPS State Code. See appendix H for list of FIPS State Codes.
YR	02	395	A	(†)	FSCS submission year of public library data
OBereg	02	397	A	(†)	Bureau of Economic Analysis Code (formerly Office of Business Economics) 00—U.S. Service Schools 01—New England—CT ME MA NH RI VT 02—Mid East—DE DC MD NJ NY PA 03—Great Lakes—IL IN MI OH WI 04—Plains—IA KS MN MO NE ND SD 05—Southeast—AL AR FL GA KY LA MS NC SC TN VA WV 06—Southwest—AZ NM OK TX 07—Rocky Mountains—CO ID MT UT WY 08—Far West—AK CA HI NV OR WA 09—Outlying Areas—AS FM GU MH MP PR PW VI
Item imputation flags: 0 = All detail comprising total is reported data 1 = Some detail comprising total is imputed data 2 = All detail comprising total is imputed data					
IMP1	02	399	A	(†)	CENTLIB—IMPUTATION FLAG
IMP2	02	401	A	(†)	BRANLIB—IMPUTATION FLAG
IMP3	02	403	A	(†)	BKMOB—IMPUTATION FLAG
IMP4	02	405	A	(†)	MASTER—IMPUTATION FLAG
IMP5	02	407	A	(†)	LIBRARIAN—IMPUTATION FLAG
IMP6	02	409	A	(†)	OTHPAID—IMPUTATION FLAG
IMP7	02	411	A	(†)	TOTPEMP—IMPUTATION FLAG

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1995
(PUSUM95.MDB and PUSUM95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP8	02	413	A	(†)	LOGGVT—IMPUTATION FLAG
IMP9	02	415	A	(†)	STGVT—IMPUTATION FLAG
IMP10	02	417	A	(†)	FEDGVT—IMPUTATION FLAG
IMP11	02	419	A	(†)	OTHINCM—IMPUTATION FLAG
IMP12	02	421	A	(†)	TOTINCM—IMPUTATION FLAG
IMP13	02	423	A	(†)	SALARIES—IMPUTATION FLAG
IMP14	02	425	A	(†)	BENEFIT—IMPUTATION FLAG
IMP15	02	427	A	(†)	TOTEXP—IMPUTATION FLAG
IMP16	02	429	A	(†)	TOTEXPCOL—IMPUTATION FLAG
IMP17	02	431	A	(†)	OTHOPEXP—IMPUTATION FLAG
IMP18	02	433	A	(†)	TOTOPEXP1—IMPUTATION FLAG
IMP19	02	435	A	(†)	CAPITAL—IMPUTATION FLAG
IMP20	02	437	A	(†)	BKVOL—IMPUTATION FLAG
IMP21	02	439	A	(†)	AUDIO—IMPUTATION FLAG
IMP22	02	441	A	(†)	VIDEO—IMPUTATION FLAG
IMP23	02	443	A	(†)	SUBSCRIPT—IMPUTATION FLAG
Filler	02	445	A	(†)	Reserved for DUPLI (imputed as of FY 96 file)
IMP25	02	447	A	(†)	ATTEND—IMPUTATION FLAG
IMP26	02	449	A	(†)	REFERENCE—IMPUTATION FLAG
IMP27	02	451	A	(†)	TOTCIR—IMPUTATION FLAG MPUTATION FLAG
IMP28	02	453	A	(†)	LOANTO—IMPUTATION FLAG
IMP29	02	455	A	(†)	LOANFM—IMPUTATION FLAG
IMP30	02	457	A	(†)	KIDCIRCL—IMPUTATION FLAG
IMP31	02	459	A	(†)	KIDATTEND—IMPUTATION FLAG

N Numeric field. Only the digits 0–9 are allowed.

A Alpha character field, which may include digits 0–9.

† Not applicable.

**Appendix C—Record Layout for Public Library Outlet Data File, FY 1995
(PUOUT95.MDB and PUOUT95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
K_DECTOP	06	1	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ. Note: The K_DECTOP code is the same as the FSCSKEY code on the Public Library Data File.
LIB_CODE	20	7	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	27	A	02	Name of outlet
LIB_ADDR	35	72	A	03	Complete street address of outlet
LIB_CITY	17	107	A	04	City or town of outlet
LIB_ZIP	05	124	A	06	Standard five-digit postal zip code for street address of outlet
LIB_ZIP4	04	129	A	07	Four-digit postal zip code extension for street address of outlet
LIB_PHONE	10	133	A	08	Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072)
LIB_CNTY	17	143	A	05	County of outlet
C_OUT_TYP	02	160	A	09	Outlet Type CE—Central Library BR—Branch Library BS—Bookmobile(s) BM—Books-by-Mail Only
C_MSA	02	162	A	10	Metropolitan Status Code CC—Within the city limits of the central city of a Metropolitan Area NC—Metropolitan Area, but not within central city limits NO—Not in a Metropolitan Area UK—Unknown
C_SER_POP	01	164	A	11	Population of the Legal Service Area by Outlet A—1–999 B—1,000–2,499 C—2,500–4,999 D—5,000–9,999 E—10,000–24,999 F—25,000–49,999 G—50,000–99,999 H—100,000–249,999 I—250,000–499,999

**Appendix C—Record Layout for Public Library Outlet Data File, FY 1995
(PUOUT95.MDB and PUOUT95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					J—500,000 or more U—Unknown
LIB_NUM_BM	02	165	N	12	Number of bookmobiles in the bookmobile outlet record (record with C_OUT_TYP = BS)
K_SEQ	03	167	A	(†)	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	170	A	(†)	Two-character Post Office State Code for the outlet. See appendix H for list of Post Office State Codes.
PUB_FIPS	02	172	A	(†)	Two-digit FIPS State Code. See appendix H for list of FIPS State Codes.
YR	02	174	A	(†)	FSCS submission year of public library data

N Numeric field. Only the digits 0–9 are allowed.

A Alpha character field, which may include digits 0–9.

† Not applicable.

**Appendix D—Record Layout for Administrative Entities Only/State Library Data File,
FY 1995 (PUAOSL95.MDB and PUAOSL95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIBID	20	1	A	01	Administrative Entity Only/State Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state does not assign a code.
LIBNAME	45	21	A	02	Name of library
ADDRESS	35	66	A	03	Street address of library
CITY	17	101	A	04	City or town of library
ZIP1	05	118	A	05	Standard five-digit postal zip code for the street address of administrative entity
ZIP2	04	123	A	06	Four-digit postal zip code extension for the street address of administrative entity
PHONE	10	127	A	07	Telephone number, in following format: area code/ exchange/ number (for example, 7037315072)
C_RELATN	02	137	A	7A	Library System Relationship Code HQ—Headquarters of a system, federation, or cooperative service ME—Member of a system, federation, or cooperative service, but not the headquarters NO—Not a member of a system, federation, or cooperative service
C_LEGBASE	02	139	A	7B	Legal Basis Code AP—Combined Academic/Public Library CI—Municipal government (city, town, or village) CO—County/Parish MJ—Multi-jurisdictional NL—Native American Tribal Government NP—Non-profit Association or Agency SC—School District SD—Special Library District (authority, board, or commission) SL—State Library Agency SP—Combined School Media Center/Public Library OT—Other
C_ADMIN	02	141	A	7C	Administrative Structure Code AO—Administrative Entity Only MA—Administrative Entity with multiple direct service outlets where administrative offices are separate MO—Administrative Entity with multiple direct service outlets where administrative offices are not separate SO—Administrative Entity with a single direct service outlet
CNTY	17	143	A	4A	County of library

**Appendix D—Record Layout for Administrative Entities Only/State Library Data File,
FY 1995 (PUAOSL95.MDB and PUAOSL95.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
C_FSCS	01	160	A	7D	FSCS Public Library Definition (public library meets all criteria) Y—Yes N—No
FSCSKEY	06	161	A	1A	Identification code assigned by NCES
STABR	02	167	A	(†)	Post Office state abbreviation code. See appendix H for list of State Codes
PUB_FIPS	02	169	A	(†)	Two-digit FIPS State Code. See appendix H for list of FIPS State Codes.
YR	02	171	A	(†)	FSCS submission year of public library data

N Numeric field. Only the digits 0–9 are allowed.

A Alpha character field, which may include digits 0–9.

† Not applicable.

**Appendix E—Record Layout for State Library Outlet Data File, FY 1995
(PUSLO95.MDB and PUSL095.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
K_DECTOP	06	1	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ. Note: The K_DECTOP code is the same as the FSCSKEY code on the Administrative Entities Only/State Library File.
LIB_CODE	20	7	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	27	A	02	Name of outlet
LIB_ADDR	35	72	A	03	Complete street address of outlet
LIB_CITY	17	107	A	04	City or town of outlet
LIB_ZIP	05	124	A	06	Standard five-digit postal zip code for street address of outlet
LIB_ZIP4	04	129	A	07	Four-digit postal zip code extension for street address of outlet
LIB_PHONE	10	133	A	08	Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072)
LIB_CNTY	17	143	A	05	County of outlet
C_OUT_TYP	02	160	A	09	Outlet Type CE—Central Library BR—Branch Library BS—Bookmobile(s) BM—Books-by-Mail Only
C_MSA	02	162	A	10	Metropolitan Status Code CC—Within the city limits of the central city of a Metropolitan Area NC—Metropolitan Area, but not within central city limits NO—Not in a Metropolitan Area
C_SER_POP	01	164	A	11	Population of the Legal Service Area by Outlet A—1–999 B—1,000–2,499 C—2,500–4,999 D—5,000–9,999 E—10,000–24,999 F—25,000–49,999 G—50,000–99,999 H—100,000–249,999 I—250,000–499,999 J—500,000 or more U—Unknown

**Appendix E—Record Layout for State Library Outlet Data File, FY 1995
(PUSLO95.MDB and PUSL095.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIB_NUM_BM	02	165	N	12	Number of bookmobiles in the Bookmobile Service. (See C_OUT_TYP.)
K_SEQ	03	167	A	(†)	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	170	A	(†)	Two-character Post Office State Code for the outlet. See appendix H for list of Post Office State Codes.
PUB_FIPS	02	172	A	(†)	Two-digit FIPS State Code. See appendix H for list of FIPS State Codes.
YR	02	174	A	(†)	FSCS submission year of public library data

N Numeric field. Only the digits 0–9 are allowed.

A Alpha character field, which may include digits 0–9.

† Not applicable.

Appendix F—Survey Data Entry Screens

Administrative Entity Data Entry Screen (p. 1)

```

----- IDENTIFICATION -----
_01 LIB ID: 002                      1A FSCS ID:WY0001                      [FY95]
_02 Name: ALBANY COUNTY LIBRARY SYSTEM
_03 Address:310 SOUTH 8TH ST          04 City:LARAMIE
_4A County:ALBANY COUNTY              05 Zip1:82070    06 Zip2:3969
_07 Phone: (307) 721-2580
_7A Interlibrary Relationship: NO      +----- FTE STAFF -----
_7B Legal Basis: CO                   -
_7C Administrative Structure: MO      - 13 ALA-MLS: -2.00
_7D FSCS Public Library:              - 14 Total Librarians: -2.00
----- POPULATION -----          - 15 All Other Paid Staff: -2.00
_08 Population of the Legal           - 16 Total Paid Employees: -2.00
    Service Area: -2 ----- OPERATING INCOME -----
----- SERVICE OUTLETS -----
_09 Number of Centrals: -2            - 17 Local Government -2
_10 Number of Branches: -2           - 18 State Government: -2
_11 Number of Bookmobiles: -2        - 19 Federal Government: -2
_12 Number of Books-by-Mail Only: 0  - 20 Other Income: -2
    (Display Only)                   - 21 Total Income: -2
+-----+
<Esc> Exit      <F5> Save Record    <F7> Errors
<F1> Help      <F3> List Outlets   <F9> Prev Record   <F10> Next Record
  
```

Appendix F—Survey Data Entry Screens

Administrative Entity Data Entry Screen (p. 2)

```

_LIB ID#: 002 FSCS ID#: WY0001 NAME: ALBANY COUNTY LIBRARY SYSTEM
                                                    [FY95]
----- OPERATING EXPENDITURES ----- PUBLIC SERVICE HOURS PER YEAR -----
_22 Salary & Wages Exp: -2_
_23 Employee Benefits: -2_ 35 Public Service Hrs/Yr: -2
_24 Total Staff Exp: -2_
_25 Collection Exp: -2_----- SERVICES PER TYPICAL YEAR -----
_26 Other Operating Exp: -2_ 36 Library Visits: -2
_27 Total Operating Exp: -2_
_ 38 Reference Transactions: -2
----- CAPITAL OUTLAY -----
_28 Capital Outlay: -2_----- CIRCULATION -----
_ 39 Total Circulation: -2
----- LIBRARY COLLECTION -----
_29 Book/Serial Volumes: -2_----- INTER-LIBRARY LOANS -----
_30 Audio: -2_ 40 Provided To: -2
_32 Video: -2_ 41 Received From: -2
_33 Subscriptions: -2_----- CHILDREN'S -----
_ 42 Children's Circulation: -2
_ 43 Children's Program Attend: -2
-----
<Esc> Exit <F5> Save Record <F7> Errors
<F1> Help <F3> List Outlets <F9> Prev Record <F10> Next Record
    
```

Appendix F—Survey Data Entry Screens

Administrative Entity Data Entry Screen (p. 3)

```
_LIB ID#: 002          FSCS ID#: WY0001  NAME: ALBANY COUNTY LIBRARY SYSTEM_
_                                                                [FY95] _
_----- ELECTRONIC TECHNOLOGY -----_
_----- OPERATING EXPENDITURES -----_
_44 Materials in Electronic      _
_   Format Exp:                  -2_
_   (also include in #25)       _
_
_45 Electronic Access Exp:      -2_
_   (also include in #26)       _
_
_----- LIBRARY COLLECTION -----_
_46 Materials in Electronic      _
_   Format:                      -2_
_
_----- ACCESS AND USE -----_
_47 Electronic Services Access  _
_   (exclude Internet):         _
_48 Internet Access:            _
_49 Internet Use Code:          _
_-----_
_<Esc> Exit    <F5> Save Record    <F7> Errors
_<F1> Help    <F3> List Outlets    <F9> Prev Record    <F10> Next Record
```


Appendix F—Survey Data Entry Screens

Outlet Data Entry Screen

```
----- IDENTIFICATION -----
_01 LIB ID: 002                      1A FSCS ID:WY0001          [FY95]
_02 Name:  ALBANY COUNTY LIBRARY SYSTEM
_03 Address:3310 SOUTH 8TH ST          04 City:LARAMIE
_4A County:ALBANY COUNTY              05 Zip1:82070    06 Zip2:3969
_07 Phone:  (307) 745-3365
_7A Interlibrary Relationship: NO      +----- FTE STAFF -----
_7B Legal Basis:                      CO
_7C Administrative Structure: MO      _ 13 ALA-MLS:                -2.00
---+-[ VIEW/UPDATE DATA ENTRY SCREEN - OUTLET ]-----

_  _ 01 Lib ID: WY0001-007              1A FSCS ID:  WY0001-007
_  _ 02 Name:  SENTENNIAL LIBRARY BRANCH
_  _ 03 Address:(NO STREET ADDRESS)
_  _ 04 City:  CENTENNIAL              05 County: ALBANY
_  _ 06 Zip1:82055  07 Zip2:9998      08 Phone: (307) 000-0000
_  _ 09 Outlet Type Code: BR          10 Metropolitan Status Code: NO
_  _ 11 Population of the Legal      12 Number of Bookmobiles: 0
_  _   Service Area by Outlet: A

-----
+-----+
<Esc> Exit  <Alt-R> Replicate Administrative Entity
<F1> Help  <F3> List Outlets  <F5> Save  <F9> Prev Record  <F10> Next Record
```

Appendix G—Survey Definitions

State Characteristics Data Element Definitions

Note: These items below are answered by the state library agency.

#	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	State (Automatic Display)	<p>Definition: This is the standard two-letter state abbreviation automatically assigned by DECPLUS.</p> <p>Note: See appendix H.</p>
02	FSCS Submission Year (Automatic Display)	<p>Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by DECPLUS.</p>
03	Reporting Period Starting Date	<p>Definition: This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>Definition: This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	<p>Definition: This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
5A	Total Unduplicated Population of Legal Service Areas	<p>Definition: This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by DECPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the DECPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by DECPLUS. For states which do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>

Appendix G—Survey Definitions

Administrative Entity Data Element Definitions

Administrative Entity (This is not a DECPLUS data element)

Definition: This is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The Administrative Entity may be administrative only and have no outlets, it may have a single outlet, or it may have more than one outlet.

#	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES to the administrative entity.
02	Name	Definition: This is the legal name of the administrative entity. Note: Provide the name of the public library. If the administrative entity is a state library agency or a system, federation, or cooperative service, provide its name.
03	Street Address	Definition: This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
04	City	Definition: This is the city or town in which the administrative entity is located.
4A	County of the Entity	Definition: This is the county in which the administrative entity is located.
05	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the administrative entity.
07	Phone	Definition: This is the telephone number of the administrative entity, including area code. Note: Report telephone number without spacing or punctuation.
07A	Interlibrary Relationship Code	Select one of the following: HQ—Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.) ME—Member of a System, Federation, or Cooperative Service, but not the headquarters. NO—Not a Member of a System, Federation, or Cooperative Service. HQ—Headquarters of a System, Federation, or Cooperative Service Definition: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service.

Appendix G—Survey Definitions

ME—Member of a System, Federation, or Cooperative Service

Definition: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of multitype library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

Note: For the purposes of this classification, networks such as OCLC and Internet are not considered systems, federations, or cooperative services.

7B Legal Basis Code

Definition: The legal basis is the type of local government structure within which the entity functions.

Note: For combined libraries (i.e., combined school/public libraries or academic/public libraries) use the specific SP or AP codes instead of the other legal basis codes.

Select one of the following:

AP—Combined Academic/Public Library

CI—Municipal Government (city, town or village)

CO—County/Parish

MJ—Multi-jurisdictional

NL—Native American Tribal Government

NP—Non-profit Association or Agency

SC—School District

SL—State Library Agency

SD—Special Library District (authority, board, commission)

SP—Combined School Media Center/Public Library

OT—Other

AP—Combined Academic/Public Library

Definition: A library serving as both a college or university library and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

CI—Municipal Government (city, town or village)

Definition: A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO—County/Parish

Definition: An organized local government authorized in a state's constitution and statutes and established to provide general government.

MJ—Multi-jurisdictional

Definition: An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be

Appendix G—Survey Definitions

distinguished from a library which contracts to serve other jurisdictions and from special library districts.

NL—Native American Tribal Government

Definition: An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP—Non-profit Association or Agency

Definition: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC—School District

Definition: An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

SL—State Library Agency

Definition: That agency within each of the states and territories which administers the Federal Library Services and Construction Act funds and which is authorized by a state to develop library services in the state. It may also provide direct services to the public.

SD—Special Library District (authority, board, commission)

Definition: This is a district, authority, board or commission authorized by state law to provide library services.

SP—Combined School Media Center/Public Library

Definition: A library serving as both a school media center and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

OT—Other

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

AO—Administrative Entity Only

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO—Administrative Entity with a Single Direct Service Outlet

7C Administrative Structure Code

Appendix G—Survey Definitions

AO—Administrative Entity Only

Definition: An Administrative Entity that does not serve the public directly and has no direct service outlets but may provide staff, materials, and services to other libraries; may receive and spend funds on behalf of other libraries; or may contract with other libraries to provide various library services. Examples are headquarters of systems, federations, or cooperative services.

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet

Definition: An Administrative Entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

7D FSCS Public Library Definition **

Answer <Y>es or <N>o to the following question: Does this public library meet all the criteria of the FSCS public library definition?

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials, or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

08 Population of the Legal Service Area

Definition: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center.

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The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. For administrative entities that do not serve the public directly and have no outlets (e. g., a system, federation, or cooperative service), this number shall be zero.

09 Number of Central Libraries

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all administrative entities have a central library and some administrative entities have more than one central library.

10 Number of Branch Libraries

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

11 Number of Bookmobiles

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

12 Number of Books-by-Mail Only
(Automatic Display)

This is a count generated automatically by DECPLUS (Automatic Display) based on response to Outlet Type Code (See Data Element #9 on the Outlet file.)

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

13 ALA-MLS

Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

14 Total Librarians

Definition: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (Data Element #13).

15 All Other Paid Staff

Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

16 Total Paid Employees

Definition: This is the sum of total librarians (Data Element #14) and all other paid staff (Data Element #15).

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OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

- | | | |
|----|---------------------------|---|
| 17 | Local Government Income | Definition: This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees. |
| 18 | State Government Income | Definition: These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights. |
| 19 | Federal Government Income | Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State. |
| 20 | Other Income | Definition: This is all income other than that reported by Local, State, and Federal (Data Elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations. |
| 21 | Total Income | Definition: This includes income from the Local government, the State government, the Federal government, and all other income (The sum of Data Elements #17 through #20). |

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

- | | | |
|----|--------------------------------|--|
| 22 | Salaries & Wages Expenditures | Definition: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits. |
| 23 | Employee Benefits Expenditures | Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the reporting unit for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the public library budget should be reported. |
| 24 | Total Staff Expenditures | Definition: This includes salaries and wages (Data Element #22), and employee benefits (Data Element #23). |
| 25 | Collection Expenditures * | Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, |

Appendix G—Survey Definitions

machine-readable materials, audiovisual materials, etc. It also includes operating expenditures for library materials in electronic format (Data Element #44).

26 Other Operating Expenditures *

Definition: This includes all expenditures other than those for staff (Data Element #24) and collection (Data Element #25). It also includes operating expenditures for electronic access (Data Element #45).

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

27 Total Operating Expenditures

Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (Data Elements #24, #25, and #26).

28 Capital Outlay

Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

LIBRARY COLLECTION

Note: Report physical units for items 29–33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit, e.g., two compact discs or two video cassettes, and are generally checked out as a unit, should be counted as one physical unit.

29 Book/Serial Volumes

Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.

30 Audio

Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.

31 Film ***

No longer collected.

32 Video

Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

33 Subscriptions

Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues.

Note: Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including

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duplicates, not individual issues. Include the total number of subscriptions for all outlets.

SERVICES

- 34 Unduplicated Hours No longer collected
- 35 Public Service Hours per Year Definition: This is the sum of annual public service hours for outlets.
- Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), and books-by-mail only (data element # 12). For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.
- 36 Library Visits Definition: This is the total number of persons entering the library for whatever purpose during the year.
- Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).
- 37 In-Library Use No longer collected.
- 38 Reference Transactions Definition: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non- printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child.
- Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"
- Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

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39 Total Circulation

Definition: The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

INTER-LIBRARY LOANS

40 Provided To

Definition: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

41 Received From

Definition: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

CHILDREN'S SERVICES

42 Circulation of Children's Materials

Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.

43 Children's Program Attendance

Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: Output Measures for Public Library Service to Children; A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

ELECTRONIC TECHNOLOGY

44 Operating Expenditures for Library Materials in Electronic Format ** (also include in #25)

Definition: Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Note: These expenditures should also be included in Collection Expenditures (Data Element #25) on the Administrative Entity screen.

45 Operating Expenditures for Electronic Access ** (also include in #26)

Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated

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with such services as OCLC FirstSearch or electronic document delivery.

Note: Report only operating expenditures. These expenditures should also be included in Other Operating Expenditures, item #26 on the administrative entity screen. Do NOT report capital expenditures for items in this category.

46 Number of Library Materials
in Electronic Format **

Report the number of physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

47 Access to Electronic Services **

Answer <Y>es or <N>o to the following question: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

These are electronic services provided either in the library or by remote access to the library. Include resources owned or leased by the library and access to remote databases and commercial services. Included are both direct patron access and staff access on behalf of patrons. Do **not** include Internet access.

48 Access to Internet **

Answer <Y>es or <N>o to the following question: Does the public library have access to the Internet?

The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

If the public library has access to the Internet as defined in the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (Data Element #49). If the library does not have access to the Internet, respond <N>o, and leave Data Element #49 blank.

49 Internet Use Code **

If the library has Internet access, is Internet used by (select one):

ST—library staff only
PI—patrons through a staff intermediary only
PE—patrons either directly or through a staff intermediary

* Definition of data element has been revised since the collection of fiscal year 1994 data.

** New data element as of fiscal year 1995 data collection.

*** Data element has been deleted as of fiscal year 1995 data collection.

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.

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Outlet Data Element Definitions

<u>#</u>	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	LIB ID (OPTIONAL)	Definition: This is the state-assigned identification code for the Outlet.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the Administrative Entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
02	Name	Definition: This is the name of the Outlet.
03	Street Address	Definition: This is the complete street address of the Outlet. Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
04	City	Definition: This is the city or town in which the Outlet is located.
05	County of the Outlet	Definition: This is the county in which the Outlet is located.
06	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the Outlet.
07	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the Outlet.
08	Phone	Definition: This is the telephone number of the Outlet, including area code. Note: Report telephone number without spacing or punctuation.
09	Outlet Type Code	Definition: An outlet is a unit of an Administrative Entity that provides direct public library service. Select one of the following: BM—Books-by-Mail Only BR—Branch Library BS—Bookmobile(s) CE—Central Library BM—Books-by-Mail Only Definition: A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

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BR—Branch Library

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

BS—Bookmobile(s)

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. a paid staff; and
3. regular scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE—Central Library

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all Administrative Entities have a central library and some Administrative Entities have more than one central library.

10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC—Within the city limits of the central city of a Metropolitan Area.

NC—Metropolitan Area, but not within central city limits.

NO—Not in a Metropolitan Area.

UK—Unknown

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

CC—Central City

Definition: The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

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NC—Metropolitan Area, but not within central city limits.

Definition: A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

11 Population of the Legal Service Area by Type of Outlet

Definition: This is the estimate of the portion of the service area population targeted for services by the outlet.

Select one of the following ranges:

A—1–999

B—1,000–2,499

C—2,500–4,999

D—5,000–9,999

E—10,000–24,999

F—25,000–49,999

G—50,000–99,999

H—100,000–249,999

I—250,000–499,999

J—500,000 or more

U—Unknown

12 Number of Bookmobiles in the Bookmobile Outlet Record

Definition: The number of bookmobiles in the book mobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet Data Element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. a paid staff; and
3. regular scheduled hours (bookmobile stops) for being open to the public.

Count vehicles in use, not the number of stops the vehicle makes.

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.

Appendix H—State Codes

Post Office State Code	State	FIPS State Code
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56
Outlying Areas		
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72

Appendix I—States with Libraries with Overlapping Population of Legal Service Areas

Alabama
Arizona
California
Colorado
Connecticut

Florida
Idaho
Indiana
Iowa
Louisiana

Maine
Massachusetts
Michigan
Mississippi
Montana

Nebraska
New Hampshire
New Jersey
New York
North Dakota

Oklahoma
Pennsylvania
Rhode Island
South Carolina
South Dakota

Tennessee
Vermont
Virginia

Appendix J—Libraries with No Central Outlet or More Than One Central Outlet

Libraries with No Central Outlet:

OBS	FSCS ID#	LIBRARY NAME	Total	Centrals	Branches	Bookmobiles
1	AL0010	Cheaha Regional Library	2	0	0	2
2	AL0036	Cross Trails Regional Library	0	0	0	0
3	AL0048	Horseshoe Bend Regional Library	2	0	0	2
4	AL0065	Northwest Regional Library	1	0	0	1
5	AL0113	Escambia Co. Coop. Library System	0	0	0	0
6	AL0120	Marengo Library System	1	0	0	1
7	AL0123	Marshall County Cooperative Library	1	0	0	1
8	AL0128	Harrison Regional Library System	0	0	0	0
9	AL0183	Clarke County Library Dev. Board	0	0	0	0
10	CA0062	County of Los Angeles Public Library	88	0	85	3
11	CA0073	Monterey County Free Libraries	17	0	15	2
12	CA0079	Nevada County Library	4	0	4	0
13	CA0084	Orange County Public Library	28	0	28	0
14	CA0109	San Bernardino County Library	29	0	27	2
15	CA0112	San Diego County Library	33	0	31	2
16	CA0120	San Mateo County Library	13	0	12	1
17	CA0126	Santa Clara County Library	11	0	9	2
18	CA0157	Yolo County Library	8	0	7	1
19	CO0060	JEFFERSON CO PL	11	0	10	1
20	CO0071	LINCOLN CO BOOKMOBILE	1	0	0	1
21	CO0076	LOWER ARKANSAS VALLEY RL BOOKMOBILE	1	0	0	1
22	CO0086	NE COLO BOOKMOBILE SERVICE	1	0	0	1
23	CO0103	SOUTH ROUTT LD	4	0	4	0
24	CO0107	SOUTH TELLER CO S/PLD	2	0	2	0
25	DE0030	SUSSEX COUNTY BOOKMOBILE	1	0	0	1
26	DE0032	KENT COUNTY DEPARTMENT OF LIBRARIES	1	0	0	1
27	FL0095	Seminole County Public Library System	5	0	5	0
28	FL0099	Volusia County Public Library	15	0	14	1
29	FL0146	SUMTER COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
30	GA0025	GWINNETT-FORSYTH REGIONAL LIBRARY	10	0	10	0
31	GA0035	Uncle Remus Regional Library System	8	0	8	0
32	ID0062	JEFFERSON DISTRICT	3	0	3	0
33	ID0112	BENEWAH DISTRICT [TRI-COMMUNITY]	1	0	1	0
34	ID0120	KOOTENAI COUNTY DISTRICT	6	0	5	1
35	MD0002	ANNAPOLIS AND ANNE ARUNDE	15	0	15	0
36	MD0004	BALTIMORE COUNTY PUBLIC LIBRARY	15	0	15	0
37	MD0007	CARROLL COUNTY LIBRARY	8	0	5	3
38	MD0009	CHARLES COUNTY PUBLIC LIB	3	0	3	0
39	MD0013	HARFORD COUNTY LIBRARY	10	0	10	0
40	MD0016	MONTGOMERY CNTY DEPT. OF	23	0	22	1
41	MD0017	PRINCE GEORGE'S COUNTY ME	20	0	20	0
42	MN0001	ARROWHEAD LIBRARY SYSTEM	1	0	0	1
43	MN0033	KITCHIGAMI REGIONAL LIBRARY	10	0	9	1
44	MN0035	ANOKA COUNTY LIBRARY	11	0	11	0
45	MN0038	CARVER COUNTY LIBRARY SYSTEM	5	0	5	0
46	MN0039	DAKOTA COUNTY LIBRARY	7	0	6	1
47	MN0041	HENNEPIN COUNTY	28	0	26	2
48	MN0043	RAMSEY COUNTY PUBLIC LIBRARY	7	0	7	0
49	MN0045	SCOTT COUNTY LIBRARY SYSTEM	7	0	7	0
50	MN0046	WASHINGTON COUNTY LIBRARY	9	0	9	0

Appendix J—Libraries with No Central Outlet or More Than One Central Outlet

51	MN0068	SELCO	2	0	0	2
52	MN0109	VIKING LIBRARY SYSTEM	2	0	0	2
53	MO0035	Saint Charles City-County Library District	10	0	9	1
54	MO0147	Jefferson County Library	2	0	2	0
55	NE0272	Overton Community Library	0	0	0	0
56	NC0001	Albemarle Regional Library	7	0	7	0
57	NC0002	APPALACHIAN REGIONAL LIBRARY	5	0	5	0
58	NC0003	Avery-Mitchell-Yancey Regional Library	5	0	4	1
59	NC0005	Central North Carolina Regional Library	8	0	7	1
60	NC0006	Craven-Pamlico-Carteret Regional Library	10	0	8	2
61	NC0007	East Albemarle Regional Library	7	0	5	2
62	NC0008	Fontana Regional Library	6	0	5	1
63	NC0009	Gaston-Lincoln Regional Library	11	0	10	1
64	NC0010	Hyconeechee Regional Library	6	0	4	2
65	NC0011	Nantahala Regional Library	5	0	4	1
66	NC0012	Neuse Regional Library	8	0	8	0
67	NC0013	Northwestern Regional Library	13	0	12	1
68	NC0014	Pettigrew Regional Library	4	0	4	0
69	NC0015	Sandhill Regional Library System	16	0	14	2
70	NC0018	Brunswick County Library	4	0	4	0
71	NC0054	Rockingham County Public Library	7	0	6	1
72	NC0063	Wake County Department of Library	17	0	15	2
73	ND0078	Sioux County Library	1	0	0	1
74	OH0018	CLERMONT COUNTY PUBLIC LIBRARY	9	0	9	0
75	OH0046	GEAUGA COUNTY PUBLIC LIBRARY	7	0	6	1
76	OH0052	CUYAHOGA COUNTY PUBLIC LIBRARY	28	0	28	0
77	OH0099	SOUTHWEST PUBLIC LIBRARIES	3	0	2	1
78	OH0242	WILLOUGHBY-EASTLAKE PUBLIC LIBRARY	3	0	3	0
79	UT0001	BEAVER CO. BOOKMOBILE SERVICE	2	0	0	2
80	UT0005	BOX ELDER CO. BOOKMOBILE SERVICE	3	0	1	2
81	UT0009	CACHE CO. BOOKMOBILE SERVICE	1	0	0	1
82	UT0015	CARBON CO. BOOKMOBILE SERVICE	1	0	0	1
83	UT0018	DAGGETT CO. BOOKMOBILE SERVICE	1	0	0	1
84	UT0022	EMERY COUNTY LIBRARY	8	0	8	0
85	UT0025	IRON CO. BOOKMOBILE SERVICE	1	0	0	1
86	UT0028	JUAB CO. BOOKMOBILE SERVICE	1	0	0	1
87	UT0030	KANE CO. BOOKMOBILE SERVICE	1	0	0	1
88	UT0032	MILLARD CO. BOOKMOBILE SERVICE	1	0	0	1
89	UT0036	PIUTE CO. BOOKMOBILE SERVICE	1	0	0	1
90	UT0037	RICH CO. BOOKMOBILE SERVICE	1	0	0	1
91	UT0038	SANPETE CO. BOOKMOBILE SERVICE	1	0	0	1
92	UT0043	SEVIER CO. BOOKMOBILE SERVICE	1	0	0	1
93	UT0049	SALT LAKE COUNTY LIBRARY SYSTEM	16	0	16	0
94	UT0050	SAN JUAN COUNTY LIBRARY	3	0	2	1
95	UT0051	SUMMIT CO. BOOKMOBILE SERVICE	4	0	3	1
96	UT0053	TOOELE CO. BOOKMOBILE SERVICE	2	0	1	1
97	UT0056	UTAH CO. BOOKMOBILE SERVICE	2	0	0	2
98	UT0068	WAYNE CO. BOOKMOBILE SERVICE	1	0	0	1
99	VA0026	Fairfax County Public Library	23	0	23	0
100	VA0036	Henrico County Public Library	10	0	9	1
101	VA0044	Loudoun County Public Library	7	0	6	1
102	VA0053	Newport News Public Library System	6	0	5	1
103	VA0057	Pamunkey Regional Library	9	0	8	1
104	VA0064	Prince William Public Library	10	0	10	0
105	VA0078	Southside Regional Library	6	0	6	0

Appendix J—Libraries with No Central Outlet or More Than One Central Outlet

106	VA0091	Central Virginia Regional Library	2	0	2	0
107	WA0047	Walla Walla County Library	2	0	2	0
108	WA0057	Whatcom County Rural Library District	11	0	10	1
109	WA0059	King County Library System	40	0	38	2
110	WA0061	Mid-Columbia Library	11	0	10	1
111	WA0063	Pierce County Rural Library District	18	0	16	2
112	WA0065	Sno-Isle Regional Library	22	0	18	4
113	WA0066	Spokane County Library District	9	0	9	0
114	WA0069	Timberland Regional Library	27	0	27	0
115	WI0148	Kenosha Public Library	5	0	4	1
116	WI0153	Kimberly-Little Chute Public Library	2	0	2	0
117	WI0371	Oneida County Mailbox Library	0	0	0	0
118	WI0390	La Crosse County Library	5	0	5	0
119	WI0393	Dane County Library Service	1	0	0	1
120	WI0398	PRICE COUNTY LIBRARY	0	0	0	0
			=====	=====	=====	=====
			976	0	877	99

Libraries with More Than One Central Outlet:

FSCS						
OBS	ID#	LIBRARY NAME	Total	Centrals	Branches	Bookmobiles
1	AZ0002	Flagstaff City/Coconino County Library Dist.	10	7	1	2
2	AZ0009	Cochise County Library District	14	7	5	2
3	AZ0026	Safford City - Graham County Library	2	2	0	0
4	AZ0050	Pinal County Library District	14	14	0	0
5	AZ0067	Yavapai County Library District	17	17	0	0
6	AZ0102	GILA COUNTY LIBRARY DISTRICT	8	8	0	0
7	AR0040	MISSISSIPPI\CRITTENDEN COUNTY REG. LIBRARY	12	2	10	0
8	FL0039	Lake County Library System	5	5	0	0
9	FL0127	Pinellas Public Library Cooperative	23	13	10	0
10	FL0135	WILDERNESS COAST PUBLIC LIBRARIES	6	3	1	2
11	FL0136	PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM	11	4	6	1
12	NV0008	Las Vegas-Clark County District Library	25	3	22	0
13	NV0027	ESMERALDA COUNTY LIBRARY	3	3	0	0
14	OR0135	Oregon Trail Library District	2	2	0	0
			=====	=====	=====	=====
			152	90	55	7

Appendix K—Imputation Flags and Definitions for Public Library Data File

- 0 If the variable is not imputed.
- 1 If Method 1 (mean growth rate) is used with 1994 data.
- 2 If Method 1 is used with 1993 data.
- 3 If Method 2 (hot-deck growth rate) is used with 1994 data.
- 4 If Method 2 is used with 1993 data.
- 5 If adjusted cell mean is used (i.e., population of legal service area > 0).
- 6 If unadjusted cell mean is used (i.e., population of legal service area <= 0).
- 7 If for library visits, there is no prior year data, we used the ratio of 1995 total library visits to total duplicated population for the respondents in the imputation cell, and multiplied the ratio by the nonrespondent's 1995 population value.
- 8 For children's program attendance, we used the ratio of the nonrespondent's 1994 children's program attendance to library visits and multiplied the ratio by the nonrespondent's 1995 library visits. Likewise, for children's circulation, we used the ratio of the nonrespondent's 1994 children's circulation to total circulation and multiply the ratio by the nonrespondent's 1995 total circulation.
- 9 For children's program attendance, we use the ratio of the nonrespondent's 1993 children's program attendance to library visits and multiply the ratio by the nonrespondent's 1995 library visits. Likewise, for children's circulation, we use the ratio of the nonrespondent's 1993 children's circulation to total circulation and multiply the ratio by the nonrespondent's 1995 total circulation.
- 10 If, for children's program attendance, we have no prior year data, we used the ratio of 1995 total children's program attendance to total library visits for the respondents in the imputation cell, and multiplied the ratio by the nonrespondent's 1995 library visits. Likewise, for children's circulation, we used the ratio of 1995 total children's circulation to total circulation for the respondents in the imputation cell, and multiplied the ratio by the nonrespondent's 1995 total circulation.
- 11 If, for a derived variable, the variable is imputed.
- 12 If, for library visits, we have (imputation flag 1 > 0 and imputation flag 11 = 0) and (children's program attendance > library visits), we used the ratio of the nonrespondent's 1994 library visits to children's program attendance and multiplied the ratio by the nonrespondent's 1995 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 8 above. Likewise, for total circulation, we used the ratio of the nonrespondent's 1994 total circulation to children's circulation and multiplied the ratio by the nonrespondent's 1995 children's circulation.
- 13 If, for library visits, we have (imputation flag 1 > 0 and imputation flag 11 = 0) and (children's program attendance > library visits), we used the ratio of the nonrespondent's 1993 library visits to children's program attendance and multiplied the ratio by the nonrespondent's 1995 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 9 above. Likewise, for total circulation, we used the ratio of the nonrespondent's 1993 total circulation to children's circulation and multiplied the ratio by the nonrespondent's 1995 children's circulation.
- 14 If, for library visits, we have (imputation flag 1 > 0 and imputation flag 11 = 0) and (children's program attendance > library visits), and, in addition, we have no prior year data, we used the ratio of 1995 total library visits to total children's program attendance for the respondents in the imputation cell and multiplied the ratio by the nonrespondent's 1995 children's program attendance.

Appendix K—Imputation Flags and Definitions for Public Library Data File

This is tantamount to using the inverse of the ratio used in imputation flag 10 above. Likewise, for total circulation, we used the ratio of 1995 total circulation to total children's circulation for the respondents in the imputation cell and multiplied the ratio by the respondent's 1995 children's circulation.

99 If data are suppressed (to protect confidentiality of respondents) (public-use file only).

Appendix L—Imputation Flag Frequencies for Public Library Data File

Note: See appendix A for a description of the variables and appendix K for the imputation flags and definitions.

PUPLDF95

CENTLIB - IMPUTATION FLAG

IMP1	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8955	99.71	8955	99.71
1	26	0.29	8981	100.00

BRANLIB - IMPUTATION FLAG

IMP2	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8954	99.70	8954	99.70
1	9	0.10	8963	99.80
5	18	0.20	8981	100.00

BKMOB - IMPUTATION FLAG

IMP3	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8954	99.70	8954	99.70
1	4	0.04	8958	99.74
5	23	0.26	8981	100.00

MASTER - IMPUTATION FLAG

IMP4	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8859	98.64	8859	98.64
1	20	0.22	8879	98.86
2	13	0.14	8892	99.01
5	88	0.98	8980	99.99
11	1	0.01	8981	100.00

LIBRARIAN - IMPUTATION FLAG

IMP5	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8784	97.81	8784	97.81
1	62	0.69	8846	98.50
2	24	0.27	8870	98.76
5	111	1.24	8981	100.00

OTHPAID - IMPUTATION FLAG

IMP6	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8803	98.02	8803	98.02
11	178	1.98	8981	100.00

TOTPEMP - IMPUTATION FLAG

IMP7	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8784	97.81	8784	97.81
1	34	0.38	8818	98.19
2	13	0.14	8831	98.33
5	112	1.25	8943	99.58
11	38	0.42	8981	100.00

LOGGVT - IMPUTATION FLAG

IMP8	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8755	97.48	8755	97.48
3	77	0.86	8832	98.34
4	24	0.27	8856	98.61
5	123	1.37	8979	99.98
11	2	0.02	8981	100.00

Appendix L—Imputation Flag Frequencies for Public Library Data File

STGVT - IMPUTATION FLAG

IMP9	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8839	98.42	8839	98.42
3	55	0.61	8894	99.03
4	9	0.10	8903	99.13
5	77	0.86	8980	99.99
11	1	0.01	8981	100.00

FEDGVT - IMPUTATION FLAG

IMP10	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8873	98.80	8873	98.80
3	44	0.49	8917	99.29
4	8	0.09	8925	99.38
5	56	0.62	8981	100.00

OTHINCM - IMPUTATION FLAG

IMP11	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8747	97.39	8747	97.39
3	18	0.20	8765	97.59
4	1	0.01	8766	97.61
11	215	2.39	8981	100.00

TOTINCM - IMPUTATION FLAG

IMP12	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8754	97.47	8754	97.47
3	18	0.20	8772	97.67
4	13	0.14	8785	97.82
5	66	0.73	8851	98.55
11	130	1.45	8981	100.00

SALARIES - IMPUTATION FLAG

IMP13	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5055	56.29	5055	56.29
1	11	0.12	5066	56.41
2	4	0.04	5070	56.45
5	34	0.38	5104	56.83
11	6	0.07	5110	56.90
99	3871	43.10	8981	100.00

BENEFIT - IMPUTATION FLAG

IMP14	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5053	56.26	5053	56.26
11	57	0.63	5110	56.90
99	3871	43.10	8981	100.00

TOTEXP - IMPUTATION FLAG

IMP15	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5058	56.32	5058	56.32
1	13	0.14	5071	56.46
2	3	0.03	5074	56.50
5	34	0.38	5108	56.88
11	2	0.02	5110	56.90
99	3871	43.10	8981	100.00

Appendix L—Imputation Flag Frequencies for Public Library Data File

TOTEXPCOL - IMPUTATION FLAG

IMP16	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8742	97.34	8742	97.34
1	79	0.88	8821	98.22
2	24	0.27	8845	98.49
5	124	1.38	8969	99.87
11	12	0.13	8981	100.00

OTHOPEXP - IMPUTATION FLAG

IMP17	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5061	56.35	5061	56.35
1	11	0.12	5072	56.47
2	3	0.03	5075	56.51
5	34	0.38	5109	56.89
11	1	0.01	5110	56.90
99	3871	43.10	8981	100.00

TOTOPEXP1 - IMPUTATION FLAG

IMP18	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8750	97.43	8750	97.43
11	231	2.57	8981	100.00

CAPITAL - IMPUTATION FLAG

IMP19	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8748	97.41	8748	97.41
5	44	0.49	8792	97.90
11	189	2.10	8981	100.00

BKVOL - IMPUTATION FLAG

IMP20	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8689	96.75	8689	96.75
1	91	1.01	8780	97.76
2	32	0.36	8812	98.12
5	169	1.88	8981	100.00

AUDIO - IMPUTATION FLAG

IMP21	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8689	96.75	8689	96.75
1	103	1.15	8792	97.90
2	45	0.50	8837	98.40
5	144	1.60	8981	100.00

VIDEO - IMPUTATION FLAG

IMP22	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8692	96.78	8692	96.78
5	289	3.22	8981	100.00

SUBSCRIPT - IMPUTATION FLAG

IMP23	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8723	97.13	8723	97.13
1	92	1.02	8815	98.15
2	29	0.32	8844	98.47
5	137	1.53	8981	100.00

BLANK

FILLER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
	8981	100.00	8981	100.00

Appendix L—Imputation Flag Frequencies for Public Library Data File

ATTEND - IMPUTATION FLAG

IMP25	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	7529	83.83	7529	83.83
1	348	3.87	7877	87.71
2	164	1.83	8041	89.53
7	929	10.34	8970	99.88
11	1	0.01	8971	99.89
12	1	0.01	8972	99.90
14	9	0.10	8981	100.00

REFERENCE - IMPUTATION FLAG

IMP26	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	7827	87.15	7827	87.15
1	377	4.20	8204	91.35
2	138	1.54	8342	92.88
5	639	7.12	8981	100.00

TOTCIR - IMPUTATION FLAG

IMP27	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8699	96.86	8699	96.86
1	87	0.97	8786	97.83
2	26	0.29	8812	98.12
5	169	1.88	8981	100.00

LOANTO - IMPUTATION FLAG

IMP28	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8709	96.97	8709	96.97
5	272	3.03	8981	100.00

LOANFM - IMPUTATION FLAG

IMP29	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8721	97.10	8721	97.10
5	260	2.90	8981	100.00

KIDCIRCL - IMPUTATION FLAG

IMP30	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8329	92.74	8329	92.74
8	166	1.85	8495	94.59
9	55	0.61	8550	95.20
10	431	4.80	8981	100.00

KIDATTEND - IMPUTATION FLAG

IMP31	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8241	91.76	8241	91.76
8	180	2.00	8421	93.76
9	59	0.66	8480	94.42
10	501	5.58	8981	100.00

Appendix M—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

Note: See appendix B for a description of the variables. The imputation flags and definitions are listed below, followed by the frequencies.

- 0 If all detail comprising total is reported data.
- 1 If some detail comprising total is imputed data.
- 2 If all detail comprising total is imputed data.
- 99 If total is suppressed (public-use file only).

PUSUM05

CENTLIB - IMPUTATION FLAG

IMP1	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	50	98.04	50	98.04
1	1	1.96	51	100.00

BRANLIB - IMPUTATION FLAG

IMP2	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	49	96.08	49	96.08
1	2	3.92	51	100.00

BKMOB - IMPUTATION FLAG

IMP3	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	49	96.08	49	96.08
1	2	3.92	51	100.00

MASTER - IMPUTATION FLAG

IMP4	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	36	70.59	36	70.59
1	15	29.41	51	100.00

LIBRARIAN - IMPUTATION FLAG

IMP5	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	64.71	33	64.71
1	18	35.29	51	100.00

OTHPAID - IMPUTATION FLAG

IMP6	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	64.71	33	64.71
1	18	35.29	51	100.00

TOTPEMP - IMPUTATION FLAG

IMP7	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	64.71	33	64.71
1	18	35.29	51	100.00

LOGGVT - IMPUTATION FLAG

IMP8	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	60.78	31	60.78
1	20	39.22	51	100.00

Appendix M—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

STGVT - IMPUTATION FLAG

IMP9	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	35	68.63	35	68.63
1	16	31.37	51	100.00

FEDGVT - IMPUTATION FLAG

IMP10	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	37	72.55	37	72.55
1	14	27.45	51	100.00

OTHINCM - IMPUTATION FLAG

IMP11	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	60.78	31	60.78
1	20	39.22	51	100.00

TOTINCM - IMPUTATION FLAG

IMP12	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	62.75	32	62.75
1	19	37.25	51	100.00

SALARIES - IMPUTATION FLAG

IMP13	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	60.78	31	60.78
1	20	39.22	51	100.00

BENEFIT - IMPUTATION FLAG

IMP14	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	60.78	31	60.78
1	20	39.22	51	100.00

TOTEXP - IMPUTATION FLAG

IMP15	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	62.75	32	62.75
1	19	37.25	51	100.00

TOTEXPCOL - IMPUTATION FLAG

IMP16	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	60.78	31	60.78
1	20	39.22	51	100.00

OTHOPEXP - IMPUTATION FLAG

IMP17	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	64.71	33	64.71
1	18	35.29	51	100.00

TOTOPEXP1 - IMPUTATION FLAG

IMP18	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	62.75	32	62.75
1	19	37.25	51	100.00

Appendix M—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

CAPITAL - IMPUTATION FLAG

IMP19	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	58.82	30	58.82
1	21	41.18	51	100.00

BKVOL - IMPUTATION FLAG

IMP20	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	25	49.02	25	49.02
1	26	50.98	51	100.00

AUDIO - IMPUTATION FLAG

IMP21	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	22	43.14	22	43.14
1	29	56.86	51	100.00

VIDEO - IMPUTATION FLAG

IMP22	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	22	43.14	22	43.14
1	29	56.86	51	100.00

SUBSCRIPT - IMPUTATION FLAG

IMP23	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	22	43.14	22	43.14
1	29	56.86	51	100.00

BLANK

FILLER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
	51	100.00	51	100.00

ATTEND - IMPUTATION FLAG

IMP25	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9	17.65	9	17.65
1	41	80.39	50	98.04
2	1	1.96	51	100.00

REFERENCE - IMPUTATION FLAG

IMP26	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	12	23.53	12	23.53
1	39	76.47	51	100.00

TOTCIR - IMPUTATION FLAG

IMP27	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	22	43.14	22	43.14
1	29	56.86	51	100.00

LOANTO - IMPUTATION FLAG

IMP28	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	18	35.29	18	35.29
1	33	64.71	51	100.00

**Appendix M—Imputation Flags, Definitions, and Frequencies for
State Summary/State Characteristics Data File**

LOANFM - IMPUTATION FLAG

IMP29	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	21	41.18	21	41.18
1	30	58.82	51	100.00

KIDCIRCL - IMPUTATION FLAG

IMP30	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9	17.65	9	17.65
1	41	80.39	50	98.04
2	1	1.96	51	100.00

KIDATTEND - IMPUTATION FLAG

IMP31	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	12	23.53	12	23.53
1	37	72.55	49	96.08
2	2	3.92	51	100.00