



**U.S. Department of Education**  
Institute of Education Sciences  
NCES 2004-327

# **Data File, Public Use: Public Libraries Survey Fiscal Year 2002**

**(Revised)**

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**March 2005**

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## I. Introduction

The Public Libraries Survey (PLS) is a voluntary survey conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System (FSCS) for Public Library Data. The Fiscal Year (FY) 2002 survey is the 15th in the series. NCES is authorized to collect these data under the Education Sciences Reform Act of 2002. The PLS data were submitted to NCES by a network of state data coordinators appointed by the chief officers of state library agencies.

Note: The file was previously released in August 2004. This revised file is identical except for a net increase of 1,263 Web Addresses on the Public Library Data File (1,709 Web Addresses were inadvertently omitted from the previous file and are now included; in addition, an improved edit program determined that 446 Web Addresses on the previous file were invalid so these were omitted from the revised file). The Public Library Outlet Data File and the State Summary/State Characteristics Data File did not change.

The data file includes all public libraries identified by state library agencies in the 50 States, the District of Columbia, and the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands. The reporting unit for the survey is the *administrative entity*, defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. In this survey, the term public library means an administrative entity. The administrative entity may have a single outlet or multiple outlets. The data for a multiple-outlet library are provided to NCES as aggregate data. The survey questionnaire is in appendixes E (data entry screens) and F (definitions). See item 7G in the Administrative Entity Data Element Definitions for the FSCS definition of a public library. The FY 2002 PLS collected the following information:

- Sixty items were collected on each public library (identifying information and basic data).<sup>1</sup> Identifying items include the public library's name, address, telephone number, county, interlibrary relationship, legal basis, administrative structure, FSCS public library status, and geographic service area. The basic data include population of legal service area, full-time equivalent staff, service outlets, public service hours, library materials, operating income and expenditures, capital outlay, total circulation, circulation of children's materials, library visits, reference transactions, children's program attendance, interlibrary loans, and several items on electronic services.
- Twelve items were collected on each public library service outlet. These items include the outlet's name and address, telephone number, county, type of outlet, metropolitan status, square footage of outlet, and number of bookmobiles.
- Four items were collected on characteristics of the state data submission. These items include the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas for the state. The state library agency provided these data on a separate record since they are not library-level data.

Three data files were generated (in Microsoft Access and ASCII format<sup>2</sup>) from the FY 2002 PLS. These are the final data files. The files are as follows:

1. Public Library Data File (pupld02b.mdb and pupld02b.txt). This file includes data for 9,141 public libraries (9,137 public libraries in the 50 states and the District of Columbia and 4 public libraries in the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands). Each library's data consists of one record (a total of 9,141 records). 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).

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<sup>1</sup>The fax number and e-mail address of the library director were collected but not included on the data file. These items will no longer be collected due to confidentiality issues.

<sup>2</sup>The Microsoft Access data file has the .mdb extension, and the ASCII data file has the .txt extension.

This is the documentation for the public-use file. See *Confidentiality and Public- and Restricted-Use Data Files* in next section for more information.

2. Public Library State Summary/State Characteristics Data File (pusum02a.mdb and pusum02a.txt). The data for each state or outlying area consists of one record (a total of 55 records). Appendix B contains the record layout. No data are suppressed. The file includes:
  - a. State summary data. These are state and outlying area totals of the numeric data reported on the restricted-use Public Library Data.
  - b. State characteristics data. These data consist of four items reported by each state or outlying area on a “state characteristics” record: the earliest reporting period starting date and the latest reporting period ending date for their public libraries, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. Public Library Outlet Data File (puout02a.mdb and puout02a.txt). This file includes identifying information and a few basic data items for 17,270 public library service outlets (centrals, branches, bookmobiles, and books-by-mail only) (17,253 outlets in the 50 states and the District of Columbia and 17 outlets in the outlying areas). The data for each outlet consists of one record (a total of 17,270 records). Appendix C contains the record layout. No data are suppressed.

## II. User's Guide

### II. A. Survey Methodology

#### Survey Universe

The survey frame consists of 9,141 public libraries (9,137 public libraries in the 50 states and the District of Columbia and 4 public libraries in the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands), as identified by state library agencies.<sup>3</sup> Military libraries that provide public library service and libraries that serve residents of institutions are not included. Data were not systematically collected from public libraries on Native American reservations; a total of 39 such libraries was reported.

#### Survey Response

**Unit response.** A total of 8,969 of the 9,141 public libraries in the survey frame responded to the FY 2002 PLS (8,968 public libraries in the 50 states and the District of Columbia and 1 public library in the outlying areas), for a unit response rate of 98.1 percent. Respondents to the survey are defined as public libraries for which the following data were reported: population of the legal service area and at least three of the five following items: total paid employees, total operating income, total operating expenditures, book/serial volumes, and total circulation.

**Total response.** The base for calculating response rates for specific items is the total number of libraries in the survey frame, including unit nonrespondents. For national totals, total response rates did not fall below 85 percent for any items.<sup>4</sup> For state and outlying area totals, total response rates fell below 85 percent in 25 states, the District of Columbia, and the outlying areas for one or more items (see below). Missing data for were imputed only for the 50 states and the District of Columbia. The imputation methodology is included in the *Imputation* section (p. 12).

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<sup>3</sup>Public libraries in two outlying areas, American Samoa and Puerto Rico, are not included in the survey frame because their state library agencies have never responded to NCES's request for participation in the survey. Since their public libraries have not been identified, they cannot be included in the response rate calculations.

<sup>4</sup>The NCES Statistical Standards stipulate that if the item response rate is below 85 percent for any items used in a report, a nonresponse bias analysis is required for each of those items.



**States with Total Response Rates below 85 Percent for Specific Items**

**Note: State codes are listed in appendix D.**

STATE ABBREVIATION=AK

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	67.1

STATE ABBREVIATION=AL

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	82.6

STATE ABBREVIATION=AZ

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	82.9

STATE ABBREVIATION=CA

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	83.8
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	74.3
ELACCEXP	ELECTRONIC ACCESS EXP	81.6
ELMATS	MATERIALS IN ELEC FORMAT	76.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	73.2

STATE ABBREVIATION=CO

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	75.7

STATE ABBREVIATION=CT

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	76.3
ELMATS	MATERIALS IN ELEC FORMAT	80.4
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	80.4

STATE ABBREVIATION=DC

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	0.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

STATE ABBREVIATION=FL

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	83.3
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	83.3

STATE ABBREVIATION=GU

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARI A	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOGGVT	LOCAL GOVERNMENT	0.0
STGVT	STATE GOVERNMENT	0.0
FEDGVT	FEDERAL GOVERNMENT	0.0
OTHINCM	OTHER INCOME	0.0
TOTINCM	TOTAL INCOME	0.0
SALARIES	SALARIES & WAGES EXP	0.0

BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
TOTEXPCO	COLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
CAPITAL	CAPITAL OUTLAY	0.0
BKVOL	BOOK SERIAL VOLUME	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
SUBSCRIP	SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	ATTENDANCE	0.0
REFERENC	REFERENCE TRANS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	0.0
ELACCEXP	ELECTRONIC ACCESS EXP	0.0
ELMATS	MATERIALS IN ELEC FORMAT	0.0
STFTERMS	INTERNET TERMINALS USED BY STAFF ONLY	0.0
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	0.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

STATE ABBREVIATION=IA

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	82.2
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	68.6
ELACCEXP	ELECTRONIC ACCESS EXP	82.3

STATE ABBREVIATION=ID

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	79.2
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	75.5

STATE ABBREVIATION=IL

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ELMATS	MATERIALS IN ELEC FORMAT	0.0

STATE ABBREVIATION=IN

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
LOANTO	LOAN TO	55.2

STATE ABBREVIATION=MA

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	65.1
REFERENC	REFERENCE TRANS	74.9
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	78.9

STATE ABBREVIATION=MD

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	70.8
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	83.3

STATE ABBREVIATION=ME

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	75.2
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	83.9
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	81.4

## STATE ABBREVIATION=MO

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
SUBSCRIP	SUBSCRIPTIONS	72.3
ELMATS	MATERIALS IN ELEC FORMAT	81.1
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	52.7

## STATE ABBREVIATION=MP

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARI A	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOGGVT	LOCAL GOVERNMENT	0.0
STGGVT	STATE GOVERNMENT	0.0
FEDGVT	FEDERAL GOVERNMENT	0.0
OTHINCM	OTHER INCOME	0.0
TOTINCM	TOTAL INCOME	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
TOTEXPCO	COLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
CAPITAL	CAPITAL OUTLAY	0.0
BKVOL	BOOK SERIAL VOLUME	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
SUBSCRIP	SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	ATTENDANCE	0.0
REFERENC	REFERENCE TRANS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	0.0
ELACCEXP	ELECTRONIC ACCESS EXP	0.0
ELMATS	MATERIALS IN ELEC FORMAT	0.0
STFTERMS	INTERNET TERMINALS USED BY STAFF ONLY	0.0
GPATERMS	INTERNET TERMINALS USED BY GEN PUBLIC	0.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

## STATE ABBREVIATION=ND

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	79.3

## STATE ABBREVIATION=NE

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
OTHINCM	OTHER INCOME	82.2
TOTINCM	TOTAL INCOME	82.2
SALARIES	SALARIES & WAGES EXP	84.7
BENEFIT	EMPLOYEE BENEFITS	80.4
STAFFEXP	TOTAL STAFF EXP	80.4
TOTEXPCO	COLLECTION EXP	81.1
TOTOPEXP	TOTAL OPERATING EXP	77.1
SUBSCRIP	SUBSCRIPTIONS	84.4
VISITS	ATTENDANCE	84.4
REFERENC	REFERENCE TRANS	82.9
TOTCIR	TOTAL CIRCULATION	82.9
LOANTO	LOAN TO	83.6
LOANFM	LOAN FROM	83.6
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	82.5
KIDATTEN	KIDS PROGRAM ATTENDANCE	84.0
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	81.8
ELACCEXP	ELECTRONIC ACCESS EXP	83.3
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	80.0

## STATE ABBREVIATION=NH

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
SALARIES	SALARIES & WAGES EXP	80.0
BENEFIT	EMPLOYEE BENEFITS	80.0
VISITS	ATTENDANCE	79.6
REFERENC	REFERENCE TRANS	77.4
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	80.4

## STATE ABBREVIATION=OH

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	71.2
ELACCEXP	ELECTRONIC ACCESS EXP	70.0
ELMATS	MATERIALS IN ELEC FORMAT	80.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	78.8

## STATE ABBREVIATION=OR

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	79.8
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	72.6
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	76.6

## STATE ABBREVIATION=PW

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARI A	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOGGVT	LOCAL GOVERNMENT	0.0
STGVT	STATE GOVERNMENT	0.0
FEDGVT	FEDERAL GOVERNMENT	0.0
OTHINCM	OTHER INCOME	0.0
TOTINCM	TOTAL INCOME	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
TOTEXPCO	COLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
CAPITAL	CAPITAL OUTLAY	0.0
BKVOL	BOOK SERIAL VOLUME	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
SUBSCRIP	SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	ATTENDANCE	0.0
REFERENC	REFERENCE TRANS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	0.0
ELACCEXP	ELECTRONIC ACCESS EXP	0.0
ELMATS	MATERIALS IN ELEC FORMAT	0.0
STFTERMS	INTERNET TERMINALS USED BY STAFF ONLY	0.0
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	0.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

## STATE ABBREVIATION=SD

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
MASTER	ALA-MLS	81.6
LIBRARI A	TOTAL LIBRARIANS	79.2
OTHPAID	ALL OTHER PAID STAFF	80.0
TOTSTAFF	TOTAL PAID EMPLOYEES	79.2
LOGGVT	LOCAL GOVERNMENT	79.2
STGVT	STATE GOVERNMENT	79.2
FEDGVT	FEDERAL GOVERNMENT	79.2
OTHINCM	OTHER INCOME	80.0
TOTINCM	TOTAL INCOME	79.2
SALARIES	SALARIES & WAGES EXP	80.0
BENEFIT	EMPLOYEE BENEFITS	71.2

STAFFEXP	TOTAL STAFF EXP	71.2
TOTEXPCO	COLLLECTION EXP	80.0
OTHOPEXP	OTHER OPERATING EXP	80.0
TOTOPEXP	TOTAL OPERATING EXP	71.2
CAPITAL	CAPITAL OUTLAY	80.0
BKVOL	BOOK SERIAL VOLUME	80.0
AUDIO	AUDIO	80.0
VIDEO	VIDEO	80.0
SUBSCRIP	SUBSCRIPTIONS	80.0
HRS_OPEN	PUBLIC SERV HRS/YR	80.0
VISITS	ATTENDANCE	79.2
REFERENC	REFERENCE TRANS	73.6
TOTCIR	TOTAL CIRCULATION	80.0
LOANTO	LOAN TO	80.0
LOANFM	LOAN FROM	80.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	78.4
KIDATTEN	KIDS PROGRAM ATTENDANCE	76.0
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	76.8
ELACCEXP	ELECTRONIC ACCESS EXP	78.4
ELMATS	MATERIALS IN ELEC FORMAT	79.2
STFTERMS	INTERNET TERMINALS USED BY STAFF ONLY	80.0
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	80.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	64.8

STATE ABBREVIATION=UT

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	83.3
REFERENC	REFERENCE TRANS	72.2
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	84.7

STATE ABBREVIATION=VA

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	82.2
ELACCEXP	ELECTRONIC ACCESS EXP	84.4
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	56.7

STATE ABBREVIATION=VI

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

STATE ABBREVIATION=VT

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	76.2
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	72.5
KIDATTEN	KIDS PROGRAM ATTENDANCE	80.4

STATE ABBREVIATION=WA

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	82.8
REFERENC	REFERENCE TRANS	76.6
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	84.4
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	84.4
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	56.3

## Caveats for Using these Data

Using the data to make comparisons. The FY 2002 PLS data file includes imputations for nonresponding libraries, for unit and item nonresponse. 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 the states.

State data comparisons should be made with caution because of differences in reporting periods (see following *Reporting Period* below) and adherence to survey definitions. 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>.

The District of Columbia, while not a state, is included in this report. Special care should be used in comparing the District of Columbia's data to state data. Caution should also be used in comparing Hawaii's data to other states, as the state reports all public library data under one entity, the Hawaii State Public Library System.

**Reporting period.** The FY 2002 PLS requested data for state fiscal year 2002. In some states, the fiscal year reporting period varies among localities. These states were requested to report the earliest starting date and latest ending date reported by their public libraries. Although the reporting period spans more than a 12-month period in these states (see *Other* column in table below), each public library provided data for a 12-month period.

### States by Reporting Period

07/01 to 06/02		01/02 to 12/02	Other
AK	MO	AR	12/00 to 09/02: MI
AZ	MT	CO	01/01 to 06/02: VT
CA	NC	IN	03/01 to 12/02: NY
CT	NM	KS	07/01 to 12/02: NH, PA, UT
DE	NV	LA	10/01 to 09/02: AL, DC, FL, ID, MS, VI*
GA	OK	ME	12/01 to 12/02: NE
HI	OR	MN	02/01 to 12/02: TX
IA	RI	ND	
IL	SC	NJ	
KY	TN	OH	
MA	VA	SD	
MD	WV	WA	
	WY	WI	

\*VI-Virgin Islands

## Survey Population Items

The PLS has three population items: (1) Population of Legal Service Area for each public library, (2) Total Unduplicated Population of Legal Service Areas in the state that receive public library services, and (3) Official State Total Population Estimate. The data for all population items are provided by the state library agency. There are significant methodological differences in the ways states calculate the first two items, and the time periods for these counts varies among states. The Total Unduplicated Population of Legal Service Areas does not include unserved areas and may vary from data provided by sources using standard methodology (e.g., U.S. Census Bureau).

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. Twenty-two states had such overlapping service areas in FY 2002. (See appendix B for a list of these states.)

To enable meaningful state comparisons using total Population of Legal Service Area data (for example, the number of books/serial volumes per capita), the Population of Legal Service Area data were adjusted to eliminate duplicative reporting due to overlapping service areas. The public library data file has a derived unduplicated population of legal service area for *each library* for this purpose (the variable is called POPU\_UND). 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.

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\_UND. This value was prorated for each library by calculating the ratio of a library's Population of Legal Service Area to the total Population of Legal Service Area for all libraries in the state, and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas. (The latter item is a single, state-reported figure. This item is on the Public Library State Summary/State Characteristics Data File; the variable is called POPU\_UND on this file also.)

## Confidentiality

Four separate laws (see <http://nces.ed.gov/statprog/confid3.asp>) cover the protection of the confidentiality of individually identifiable information collected by the National Center for Education Statistics—the Privacy Act of 1974, the Education Sciences Reform Act of 2002, the USA Patriot Act of 2001, and the E-Government Act of 2002. 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.

## 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 public-use versions of the Public Library State Summary/State Characteristics Data File or Public Library Outlet Data File.

**Restricted-use data.** No data are suppressed on the restricted-use versions of the Public Library Data File, Public Library State Summary/State Characteristics Data File, or Public Library Outlet Data File. Since the inclusion of all expenditures data irrespective of the number of employees enables the identification of individual salary data for some libraries, 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 FY 2002 PLS was released to the states over the Internet on November 15, 2002.<sup>5</sup> States were placed into one of three reporting groups (with survey due dates of April 15, July 31, or August 29, 2003), based on their fiscal cycles or claim of extraordinary reporting hardship. States reported their data using personal computer data collection software called WinPLUS (Windows Public Library Universe System) which they downloaded from the Internet. WinPLUS was developed for NCES by the U.S. Census Bureau (the data collection agent). Edit follow-up was completed in mid-December of 2003. The editing process is described below.

## Editing

**State level.** The survey software has an edit check program that generates on-screen warnings during the data entry/import process, enabling the respondent to review the data and correct many errors immediately. Following data entry/import, the respondent generates an on-screen or printed edit report for further review and correction of the data before submitting the final file to NCES. Four types of edit checks were performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit 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 the data reported for an item to the "acceptable range" of numeric values for the item. For example, an edit message is generated if average Public Service Hours per outlet per week is less than 10, or if the past year to current year change in Children's Circulation is greater than  $\pm 5,000$  and greater than -30% to +50%.
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 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).

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<sup>5</sup>The survey instrument is included in appendixes E (Survey Data Entry Screens) and F (Survey Definitions).



4. *Blank, zero, or invalid data edit checks.* This is a check of reported data against acceptable values. For example, an edit message is generated if Book/Serial Volumes is 0 or blank.

The WinPLUS software generates state summary tables (showing state totals for all numeric data items) and single-library tables (showing data for individual public libraries in their state). Respondents were encouraged to review the tables for data quality issues before submitting their data to NCES. State data submissions included a signed form from the Chief Officer of the State Library Agency certifying the accuracy of the data.

**National level.** The U.S. Census Bureau and NCES reviewed and edited the state data submissions, working closely with the State Data Coordinators and the FSCS Steering Committee.

### **Imputation**

All libraries, including nonresponding libraries, were sorted into imputation cells based on the region and size of population served. Item imputation was performed on each record with nonresponse variables. The data are identified as either imputed (estimated) or reported (actual) on the survey data file through the use of imputation codes. The following imputation rules were applied:

#### **A. For libraries that responded in 2001 but not 2002 (or in 2000 but not in 2001 or 2002):**

- A1. The growth rates were calculated for institutions that reported in both 2001 and 2002 (or in both 2000 and 2002). The mean (average) growth rate was calculated for each imputation cell.
- A2. The average changes computed in step A1 were applied to the 2001 data (or 2000 data) of 2002 nonresponding libraries to obtain an estimate for 2002.

This “growth rate” method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, public service hours, library visits, reference transactions, total circulation, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and total expenditures.

- A3. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step A2.
- A4. Total operating expenditures were derived by summing total staff expenditures, total collection expenditures, and other operating expenditures estimated in step A2.
- A5. For income variables (i.e., total income and income from federal, state, and local government sources) both responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 2001 (or 2000) data were pulled forward, and a growth rate was determined by calculating the growth of the next smallest library to the nonresponding library that had data for both 2002 and 2001 (or 2002 and 2000). This growth rate was applied to the nonresponding library's 2001 (or 2000) data to obtain an estimate for 2002. If no prior year growth rate was available for the next smallest library, the growth rate was assumed to be 1.00.
- A6. Other income was derived by subtracting income from federal, state, and local sources from total income. Other paid employees was derived by subtracting librarians from total paid employees.
- A7. Children's program attendance was estimated by multiplying the current-year total library visits by the prior-year ratio of children's program attendance to total library visits.
- A8. Children's circulation was estimated by multiplying the current-year total circulation by the prior-year ratio of children's circulation to total circulation.
- A9. Materials in electronic format was set to zero if materials in electronic format expenditures equals zero or Internet Access equals 'N'.

- A10. For materials in electronic format and materials in electronic format expenditures, if only one of these variables needed imputation and if 2001 or 2000 reported data was greater than zero for both variables, the reported variable was multiplied by the ratio or inverse ratio to obtain an estimate for 2002. If the ratio/inverse ratio cannot be used but there was 2001 or 2000 reported data then that data was multiplied by the appropriate growth rate to obtain an estimate for 2002.
- A11. If the value for materials in electronic format was imputed to be zero or the sum of other operating expenditures and total collection expenditures equals zero and the value for materials in electronic format expenditures needs imputing, it was set to zero.
- A12. For electronic access expenditures, if access to electronic services was “No” and access to the Internet was “No”, and the sum of other operating expenditures plus total collection expenditures was zero, then electronic access expenditures’ imputed value was zero. Otherwise, the current year sum of other operating expenditures times the prior year ratio of electronic access expenditures to the prior year sum of other operating expenditures plus total collection expenditures was the imputed value. If only electronic access expenditures was reported in the prior year (2001 or 2000), then it was multiplied by the appropriate growth rate to obtain an estimate for 2002.
- A13. Access to electronic services and access to the Internet were imputed based on the prior-year response of “Yes” or “No”.
- A14. For Internet terminals used by the general public and Internet terminals used by staff only, if Internet access equals “No”, they were set to zero.
- A15. For Internet terminals used by the general public, if the number of outlets equals zero, it was set to zero.
- A16. For Internet terminals used by the general public and Internet terminals used by staff only, if there was 2001 or 2000 reported data, the data were carried forward as an estimate for 2002.
- A17. For population variables, the prior year data were carried forward in the current year.
- A18. Electronic Users was estimated by multiplying the current-year Internet terminals used by the general public by the prior-year (2001 or 2000) ratio of electronic users to Internet terminals used by the general public.

**B. For libraries with no reported data in 2000, 2001, or 2002:**

- B1. The “growth rate” method (described in steps A1 and A2) was used to impute for 2002 if the prior year data (2001 or 2000) were imputed using prior year reported data and the imputed value was greater than zero.

This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, public service hours, reference transactions, circulation, total income, income from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, library materials in electronic format, operating expenditures for library materials in electronic format, and operating expenditures for electronic access.

- B2. The mean of the imputation cell was calculated for all libraries that responded in 2002. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent’s total population served to the mean size of population served for all responding libraries.

This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, public service hours,

reference transactions, circulation, total income, income from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, library materials in electronic format, operating expenditures for library materials in electronic format, and operating expenditures for electronic access.

- B3. To impute total library visits when the prior year imputed data were not based on reported data, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.
- B4. Children's program attendance was estimated using the method described in step B3 where the ratio of total children's program attendance to total library visits for the responding libraries in an imputation cell was multiplied by the nonrespondent's current-year library visits.
- B5. Children's circulation was estimated by calculating the ratio of children's circulation to total circulation for the responding libraries in an imputation cell and multiplying the ratio by the current-year total circulation of the nonresponding library.
- B6. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step B1 (or step B2). Other income was derived by subtracting income from federal, state, and local sources from total income. Other paid employees was derived by subtracting librarians from total paid employees.
- B7. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step B1 (or step B2).
- B8. Access to electronic services and access to the Internet were imputed based on the current-year response to electronic access expenditures and materials in electronic format expenditures. (The value was set to "Yes" if electronic access expenditures or materials in electronic format expenditures was greater than 0; otherwise, the value was set to "No".)
- B9. The median of the imputation cell was calculated for all libraries that responded in 2002. The cell median was not adjusted. This method was used for imputing Internet terminals used by the general public, Internet terminals used by staff only, and electronic users when there was no reported prior year (2001 or 2000) data. If the cell median was zero but based on the value of other electronic data items it was determined that the value should be greater than zero then the imputed value was equal to the unadjusted cell mean.

**C. For all nonresponding libraries:**

- C1. Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, other operating expenditures, and capital outlay) and subtracting total operating expenditures in order to get capital outlay. 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 staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.
- C2. The mean of the imputation cell was used to estimate videos and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

## Post-Imputation Edit Findings

After the basic imputation methodology was applied, edits were performed to locate records that potentially fell outside reasonable parameters. The following changes were made to the data file.

Finding 1: Two records were imputed with extreme values for salaries and wages in the initial imputation file. The two records were re-imputed using the current year total paid employees times the 2001 ratio of salaries and wages to total paid employees.

Finding 2: Eight records were imputed with extreme values for benefits. One record was not changed because it was derived from other related variables that were reported. Five records were re-imputed using the adjusted cell mean. The remaining two records were not changed.

Finding 3: Three records were imputed with extreme values for books and serial volumes. One record was re-imputed using the current year total circulation times the prior year ratio of book and serial volumes to total circulation.

Finding 4: Nine records were imputed with extreme values for the variable materials in electric format. Seven records were re-imputed using the cell mean. No change was made to the remaining two records.

Finding 5: Three records were imputed with extreme values for the variable public service hours. Two records were re-imputed using 2001 prior year imputed data which was based on reported data times the cell growth factor. The remaining record was not changed.

Finding 6: Twenty-seven records were imputed with extreme values for the variable library visits. One record was re-imputed using prior year (2000) reported data times the cell growth factor. Five records were re-imputed using the adjusted cell mean. Four records were re-imputed using the cell mean. The remaining seventeen records were not changed.

Finding 7: One record had a large ratio of reference transactions to library visits. This record had the variable reference transactions re-imputed using the 2001 reported data times the cell growth factor.

Finding 8: Twenty-eight records were imputed with extreme values for the variable children's program attendance. Two records were re-imputed using prior year reported data times the cell growth factor. The remaining twenty-six records were not changed.

Finding 9: Seven records had the variable access to electronic services imputed 'No' based on no current year expenditures. Since the prior year value for access to electronic services was 'Yes' it should remain that way for the current year. Six records were re-imputed setting access to electronic services to 'Yes' based on their prior year response. One record was corrected due to revisions made to the imputation program.

Finding 10: Thirty-nine records should have Internet access imputed 'Yes' since the sum of Internet terminals used by general public and Internet terminals used by staff only was greater than zero. After revising the program, there were eight records identified that still need Internet access imputed to 'Yes' based on the number of general public and staff-only Internet terminals. The eight records had the variable Internet access derived to be 'Yes'.

Finding 11: Fourteen records had electronic access expenditures greater than zero but had 'No' for both electronic services access and Internet access. The fourteen records were re-imputed with the variable electronic access expenditures derived to be zero based on the 'No' response to both electronic services access and Internet access.

Finding 12: Nineteen records had electronic users imputed and the electronic users/library visits ratio exceeded 2.0. Five records were not changed because the current year ratio of electronic users/library visits is less than the prior year ratio and the prior data was reported. For the remaining records, if the prior year data was reported then electronic users was changed so that the electronic users/library visits ratio is the same as it was in the previous year; otherwise, electronic users was adjusted so that the electronic users/library visits ratio did not exceed 2.0.

Finding 13: Imputed records in Indiana for the variable loans provided to had a lot of imputed values greater than zero, but had a prior year value of zero, causing a tremendous change in the state total. The imputes for Indiana were adjusted. If the prior year reported value was zero, that value was carried forward to the current year. For the remaining records the imputed value was set equal to that record's current year value for loans received from times that record's prior year ratio of loans provided to/loans received from.

Finding 14: Nine records that had a large increase for the variable loans provided to. The nine records were re-imputed using prior year times a growth factor.

Finding 15: There are four records that had a large increase for the variable loans received from. The four records were re-imputed using prior year times a growth factor. The records are NH0049, WV0011, WA0056, and CA0055.

Finding 16: For two records, the value for Internet terminals for staff use only did not appear consistent with the value for total paid staff. The imputed value for Internet terminals for staff use only as adjusted by taking the current year value of total paid staff times the cell mean ratio of staff terminals for Internet use/total paid staff.

Finding 17: The imputed value for total circulation for the record NH0165 appeared high. The imputed value for total circulation for this record was set to be the record's current year value for library visits times the records prior year ratio of total circulation/library visits.

Finding 18: For 12 records, the electronic users/public service hour ratio was greater than four, and consideration was given to adjusting the imputation methodology so that this ratio would not exceed 4.0. The imputed value for one record was adjusted so that the electronic users/hour ratio is around 4.0. The remaining records were not adjusted because the electronic users/hours ratio is about the same as it was in the prior year. The prior year data for the eleven records was reported.

Finding 19: There is one record that had library visits imputed to be lower than children's attendance. The imputed value was adjusted so that it is greater than Children's Attendance. The record was adjusted using the prior year ratio of Library Visits to Children's Attendance.

## 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 the PLS data using survey software developed by the U.S. Census Bureau. At survey mail-out, all numeric data fields were initialized with “-2”, and respondents were instructed to replace the -2s with valid data. Alphanumeric fields that are blank or that contain “M” and numeric fields that contain “-1” indicate nonresponse. A zero (0) response is reported data and indicates the library or outlet had none of the item. (Note: On the public-use file, blank fields for SALARIES, BENEFIT, STAFFEXP, and OTHOPEXP indicate that the data have been removed to protect the confidentiality of individual respondents.) For the 50 states and the District of Columbia, missing data for numeric items (and selected alphanumeric items) were imputed on the Public Library Data File and Public Library State Summary/State Characteristics Data File. Missing data were not imputed for nonresponding outlying areas. See *Imputation* section above for a discussion of the imputation methodology. See appendixes I–O for imputation flags and definitions, and frequencies and distributions of the data.

**How to remove imputed values from the data.** Every variable that has the possibility of being imputed has a flag. If the value of that flag is “0”, then the value for the associated variable was reported. If the value of the flag is greater than “0”, then the value for the associated variable was imputed. To remove all imputed values from the data, the values of variables that have an imputation flag greater than “0” should be removed. (Note: The flag variable is a two-character, right-justified field. Consequently, single-digit values are preceded by a space.)

**Appendix A—Record Layout for Public Library Data File, FY 2002  
(pupld02b.mdb and pupld02b.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, Fiscal Year 2002</b> <b>Number of records = 9,141 (one record per observation)</b> <b>Number of fields = 107</b> <b>ASCII file (pupld02b.txt) is fixed-width; record size = 6.39 MB</b>					
<b>IDENTIFICATION</b>					
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
FSCSKEY	06	3	A	1A	Library identification code assigned by NCES
LIBID	20	9	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	29	A	02	Name of library (administrative entity)
<b>STREET ADDRESS AND COUNTY</b>					
ADDRESS	35	74	A	03	Street address of administrative entity
CITY	17	109	A	04	City or town (of street address) of administrative entity
ZIP	05	126	A	05	Standard five-digit postal zip code (of street address) of administrative entity. M = Missing (unknown, not reported)
ZIP4	04	131	A	06	Four-digit postal zip code extension (of street address) of administrative entity. M = Missing (unknown, not reported)
<b>MAILING ADDRESS</b>					
ADDRES_M	35	135	A	3M	Mailing address of administrative entity
CITY_M	17	170	A	4M	City or town (of mailing address) of administrative entity
ZIP_M	05	187	A	5M	Standard five-digit postal zip code (of mailing address) of administrative entity M = Missing (unknown, not reported)
ZIP4_M	04	192	A	6M	Four-digit postal zip code extension (of mailing address) of administrative entity M = Missing (unknown, not reported)
CNTY	17	196	A	4A	County of library
PHONE	10	213	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072) M = Missing (unknown, not reported) -3 = Not applicable
WEB_ADDR	80	223	A	7A	Web address of the administrative entity. M = Missing (unknown, not reported) -3 = Not applicable

(Note: Items 7B—Fax and 7C—E-mail address were collected but not included on the data file due to

**Appendix A—Record Layout for Public Library Data File, FY 2002  
(pupld02b.mdb and pupld02b.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
					confidentiality issues. These items will no longer be collected.)
C_RELATN	02	303	A	7D	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_LEGBAS	02	305	A	7E	Legal Basis Code CI—Municipal government (city, town, or village) CO—County/Parish CC—City/County 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) OT—Other
C_ADMIN	02	307	A	7F	Administrative Structure Code 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
C_FSCS	01	309	A	7G	FSCS Public Library Definition (Public library meets all criteria in the definition.) Y—Yes N—No
GEOCODE	03	310	A	7H	Geographic Code C11—City (exactly) C12—City (most nearly) CO1—County (exactly) CO2—County (most nearly) MA1—Metropolitan area (exactly) MA2—Metropolitan area (most nearly) MC1—Multi-County (exactly) MC2—Multi-County (most nearly) SD1—School District (exactly) SD2—School District (most nearly) OTH—Other
POPULSA	09	313	N	08	<b>POPULATION</b> Population of the Legal Service Area
POPUND	09	322	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 (POPULSA) to the state's total population of legal service areas (total POPULSA), and applying the ratio to the state-reported total unduplicated population of legal service areas. The latter item, a single figure reported by the state data



**Appendix A—Record Layout for Public Library Data File, FY 2002  
(pupld02b.mdb and pupld02b.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
					coordinator, is also named POPU_UND but is located on the State Summary/State Characteristics Data File.
					<b>SERVICE OUTLETS</b>
CENTLIB	03	331	N	09	Number of central libraries
BRANLIB	03	334	N	10	Number of branch libraries
BKMOB	03	337	N	11	Number of bookmobiles
					<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>
MASTER	09	340	N	13	ALA-MLS Librarians. 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 six integers and two decimals, with an explicit decimal point.
LIBRARIA	09	349	N	14	Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point.
OTHPAID	09	358	N	15	All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point.
TOTSTAFF	10	367	N	16	Total paid FTE employees (i.e., LIBRARIA and OTHPAID). This field consists of seven integers and two decimals, with an explicit decimal point.
					<b>OPERATING INCOME</b>
LOGVGT	09	377	N	17	Operating income from local government
STGVT	09	386	N	18	Operating income from state government
FEDGVT	09	395	N	19	Operating income from federal government
OTHINCM	09	404	N	20	Other operating income (i.e., income not included in LOGVGT, STGVT, and FEDGVT)
TOTINCM	10	413	N	21	Total income (i.e., LOGVGT, STGVT, FEDGVT, and OTHINCM)
					<b>OPERATING EXPENDITURES</b>
SALARIES	09	423	N	22	Salaries and wages for all library staff
BENEFIT	09	432	N	23	Employee benefits for all library staff
STAFFEXP	09	441	N	24	Total staff expenditures (i.e., SALARIES and BENEFIT)
TOTEXPCO	09	450	N	25	Total expenditures on library collection.
OTHOPEXP	09	459	N	26	Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO)
TOTOPEXP	10	468	N	27	Total operating expenditures (i.e., STAFFEXP, TOTEXPCO, and OTHOPEXP)

**Appendix A—Record Layout for Public Library Data File, FY 2002  
(pupld02b.mdb and pupld02b.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
CAPITAL	09	478	N	28	<b>CAPITAL OUTLAY EXPENDITURES</b> Expenditures for capital outlay
BKVOL	09	487	N	29	<b>LIBRARY COLLECTION</b> Number of books and serial volumes
AUDIO	09	496	N	30	Number of audio materials
VIDEO	09	505	N	32	Number of video materials
SUBSCRIP	09	514	N	33	Number of current serial subscriptions
HRS_OPEN	09	523	N	35	<b>PUBLIC SERVICE HOURS</b> Total annual public service hours for all service outlet
VISITS	09	532	N	36	<b>LIBRARY SERVICES</b> Total annual library visits
REFERENC	09	541	N	38	Total annual reference transactions
TOTCIR	09	550	N	39	<b>CIRCULATION</b> Total annual circulation transactions
LOANTO	06	559	N	40	<b>INTER-LIBRARY LOANS</b> Total annual loans provided to other libraries
LOANFM	06	565	N	41	Total annual loans received from other libraries
KIDCIRCL	09	571	N	42	<b>CHILDREN'S SERVICES</b> Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEN	09	580	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children.
ELMATEXP	09	589	N	44	<b>ELECTRONIC TECHNOLOGY</b> Operating expenditures for library materials in electronic format
ELACCEXP	09	598	N	45	Operating expenditures for electronic access
ELMATS	09	607	N	34	Number of library materials in electronic format
ELVCACC	01	616	A	47	Library access to electronic services Y–Yes N–No M–Missing (unknown, not reported)
INETACC	01	617	A	48	Library access to the Internet Y–Yes N–No M–Missing (unknown, not reported)
STFTERMS	06	618	N	50	Internet terminals used by staff only
GPTERMS	06	624	N	51	Internet terminals used by general public

**Appendix A—Record Layout for Public Library Data File, FY 2002  
(pupld02b.mdb and pupld02b.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
ERES_USR	09	630	N	52	Users of electronic resources per typical week
PUB_FIPS	02	639	A	†	<b>OTHER</b> Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
CNTYFIPS	03	641	A	†	Three-digit FIPS County Code M =Missing
YR_SUB	04	644	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBereg	02	648	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 GU MP PR PW VI)
RSTATUS	01	650	A	†	1–Respondent, with no imputed data 2–Respondent, with both reported and imputed data 3–Nonrespondent, not imputed 4–Nonrespondent with imputed data
					<b>Item imputation flags</b> (See appendix I.)
IMP0	02	651	A	†	POPULSA
IMP1	02	653	A	†	CENTLIB
IMP2	02	655	A	†	BRANLIB
IMP3	02	657	A	†	BKMOB
IMP4	02	659	A	†	MASTER
IMP5	02	661	A	†	LIBRARIA
IMP6	02	663	A	†	OTHPAID
IMP7	02	665	A	†	TOTSTAFF
IMP8	02	667	A	†	LOGGVT
IMP9	02	669	A	†	STGGVT
IMP10	02	671	A	†	FEDGGVT
IMP11	02	673	A	†	OTHINCM
IMP12	02	675	A	†	TOTINCM
IMP13	02	677	A	†	SALARIES
IMP14	02	679	A	†	BENEFIT
IMP15	02	681	A	†	STAFFEXP
IMP16	02	683	A	†	TOTEXPCO
IMP17	02	685	A	†	OTHOPEXP
IMP18	02	687	A	†	TOTOPEXP
IMP19	02	689	A	†	CAPITAL
IMP20	02	691	A	†	BKVOL
IMP21	02	693	A	†	AUDIO
IMP22	02	695	A	†	VIDEO
IMP23	02	697	A	†	SUBSCRIP
IMP24	02	699	A	†	HRS_OPEN
IMP25	02	701	A	†	VISITS

**Appendix A—Record Layout for Public Library Data File, FY 2002  
(pupld02b.mdb and pupld02b.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP26	02	703	A	†	REFERENC
IMP27	02	705	A	†	TOTCIR
IMP28	02	707	A	†	LOANTO
IMP29	02	709	A	†	LOANFM
IMP30	02	711	A	†	KIDCIRCL
IMP31	02	713	A	†	KIDATTEN
IMP32	02	715	A	†	POPU_UND
IMP33	02	717	A	†	ELMATEXP
IMP34	02	719	A	†	ELACCEXP
IMP35	02	721	A	†	ELMATS
IMP36	02	723	A	†	ELVCACC
IMP37	02	725	A	†	INETACC
IMP39	02	727	A	†	STFTERMS
IMP40	02	729	A	†	GPTERMS
IMP41	02	731	A	†	ERES_USR

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey items are displayed on the Administrative Entity data entry screens in appendix E. The survey definitions are in appendix F.

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2002 (pusum02a.mdb and pusum02a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
<p><b>Data Source: Public Libraries Survey, Fiscal Year 2002</b>  <b>Number of records = 55 (one record per observation)</b>  <b>Number of fields = 88</b>  <b>ASCII file (pusum02a.txt) is fixed-width; record size = 27.4 KB</b></p>					
<b>IDENTIFICATION</b>					
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
<b>POPULATION</b>					
POPU_LSA	10	3	N	08	Population of the legal service area
POPU_UND	10	13	N	5A	Total unduplicated population of legal service areas. (Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.)
POPU_ST	10	23	N	05	Official state total population estimate (Note: This item is on the State Characteristics data entry screen.)
<b>SERVICE OUTLETS</b>					
CENTLIB	05	33	N	09	Number of central libraries
BRANLIB	05	38	N	10	Number of branch libraries
BKMOB	05	43	N	11	Number of bookmobiles
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>					
MASTER	11	48	N	13	ALA-MLS Librarians. 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 eight integers and two decimals, with an explicit decimal point.
LIBRARIA	11	59	N	14	Total number of FTE employees holding the title of librarian. This field consists of eight integers and two decimals, with an explicit decimal point.
OTHPAID	11	70	N	15	All other paid FTE employees. This field consists of eight integers and two decimals with an explicit decimal point.
TOTSTAFF	12	81	N	16	Total paid FTE employees (i.e., LIBRARIA and OTHPAID). This field consists of nine integers and two decimals with an explicit decimal point.
<b>OPERATING INCOME</b>					
LOCGVT	11	93	N	17	Operating income from local government
STGVT	11	104	N	18	Operating income from state government
FEDGVT	11	115	N	19	Operating income from federal government
OTHINCM	11	126	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT)

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2002 (pusum02a.mdb and pusum02a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
TOTINCM	12	137	N	21	Total income (i.e., LOCGVT, STGVT, FEDGVT, and OTHINCM)
<b>OPERATING EXPENDITURES</b>					
SALARIES	11	149	N	22	Salaries and wages for all library staff
BENEFIT	11	160	N	23	Employee benefits for all library staff
STAFFEXP	11	171	N	24	Total staff expenditures (i.e., SALARIES and BENEFIT)
TOTEXPCO	11	182	N	25	Total expenditures on library collection
OTHOPEXP	11	193	N	26	Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO)
TOTOPEXP	12	204	N	27	Total operating expenditures (i.e., STAFFEXP, TOTEXPCO, and OTHOPEXP)
<b>CAPITAL OUTLAY EXPENDITURES</b>					
CAPITAL	11	216	N	28	Expenditures for capital outlay
<b>LIBRARY COLLECTION</b>					
BKVOL	11	227	N	29	Number of books and serial volumes
AUDIO	11	238	N	30	Number of audio materials
VIDEO	11	249	N	32	Number of video materials
SUBSCRIP	11	260	N	33	Number of current serial subscriptions
<b>PUBLIC SERVICE HOURS</b>					
HRS_OPEN	11	271	N	35	Total annual public service hours for all service outlets
<b>LIBRARY SERVICES</b>					
VISITS	11	282	N	36	Total annual library visits
REFERENC	11	293	N	38	Total annual reference transactions
<b>CIRCULATION</b>					
TOTCIR	11	304	N	39	Total annual circulation transactions
<b>INTER-LIBRARY LOANS</b>					
LOANTO	08	315	N	40	Total annual loans provided to other libraries
LOANFM	08	323	N	41	Total annual loans received from other libraries
<b>CHILDREN'S SERVICES</b>					
KIDCIRCL	09	331	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEN	09	340	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children.
<b>ELECTRONIC TECHNOLOGY</b>					
ELMATEXP	11	349	N	44	Operating expenditures for library materials in electronic format

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2002 (pusum02a.mdb and pusum02a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
ELACCEXP	11	360	N	45	Operating expenditures for electronic access
ELMATS	11	371	N	34	Number of library materials in electronic format
STFTERMS	06	382	N	50	Internet terminals used by staff only
GPTERMS	06	388	N	51	Internet terminals used by general public
ERES_USR	09	394	N	52	Users of electronic resources per typical week
STARTDAT	07	403	A	03	<b>OTHER</b> Reporting period starting date, in month/year format (e.g., 07/2001). (Note: This item is on the State Characteristics data entry screen.)
ENDDATE	07	410	A	04	Reporting period ending date, in month/year format (e.g., 06/2002). (Note: This item is on the State Characteristics data entry screen.)
PUB_FIPS	02	417	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
YR_SUB	04	419	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBereg	02	423	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 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 GU MP PR PW VI)
					<b>Item imputation flags</b> 0–All detail comprising total is reported data 1–Some detail comprising total is imputed data 2–All detail comprising total is imputed data 3–Nonrespondent, not imputed (outlying areas only) 99–Total is suppressed (public-use file only)
IMP0	02	425	A	†	POPU_LSA
IMP1	02	427	A	†	CENTLIB
IMP2	02	429	A	†	BRANLIB
IMP3	02	431	A	†	BKMOB
IMP4	02	433	A	†	MASTER
IMP5	02	435	A	†	LIBRARIA
IMP6	02	437	A	†	OTHPAID
IMP7	02	439	A	†	TOTSTAFF
IMP8	02	441	A	†	LOGVGT
IMP9	02	443	A	†	STGVT
IMP10	02	445	A	†	FEDGVT
IMP11	02	447	A	†	OTHINCM

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2002 (pusum02a.mdb and pusum02a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP12	02	449	A	†	TOTINCM
IMP13	02	451	A	†	SALARIES
IMP14	02	453	A	†	BENEFIT
IMP15	02	455	A	†	STAFFEXP
IMP16	02	457	A	†	TOTEXPCO
IMP17	02	459	A	†	OTHOPEXP
IMP18	02	461	A	†	TOTOPEXP
IMP19	02	463	A	†	CAPITAL
IMP20	02	465	A	†	BKVOL
IMP21	02	467	A	†	AUDIO
IMP22	02	469	A	†	VIDEO
IMP23	02	471	A	†	SUBSCRIP
IMP24	02	473	A	†	HRS_OPEN
IMP25	02	475	A	†	VISITS
IMP26	02	477	A	†	REFERENC
IMP27	02	479	A	†	TOTCIR
IMP28	02	481	A	†	LOANTO
IMP29	02	483	A	†	LOANFM
IMP30	02	485	A	†	KIDCIRCL
IMP31	02	487	A	†	KIDATTEN
IMP32	02	489	A	†	POPU_UND
IMP33	02	491	A	†	ELMATEXP
IMP34	02	493	A	†	ELACCEXP
IMP35	02	495	A	†	ELMATS
IMP39	02	497	A	†	STFTERMS
IMP40	02	499	A	†	GPTERMS
IMP41	02	501	A	†	ERES_USR
IMPSC03	02	503	A	†	STARTDAT
IMPSC04	02	505	A	†	ENDDATE
IMPSC05	02	507	A	†	POPU_ST

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey items are displayed on the State Characteristics or Administrative Entity data entry screens in appendix E. The survey definitions are in appendix F.



**Appendix C—Record Layout for Public Library Outlet Data File, FY 2002  
(puout02a.mdb and puout02a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
<p><b>Data Source: Public Libraries Survey, Fiscal Year 2002</b>  <b>Number of records = 17,270 (one record per observation)</b>  <b>Number of fields = 20</b>  <b>ASCII file (puout02a.txt) is fixed-width; record size = 3.17 MB</b></p>					
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
FSCSKEY	06	3	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same FSCSKEY as their administrative entity. The outlet is identified by a unique 3-digit suffix called FSCS_SEQ (next variable).
FSCS_SEQ	03	9	A	†	Outlet's unique three-digit suffix to FSCSKEY, assigned by NCES.
LIBID	20	12	A	01	Outlet identification code assigned by the state. If the state did not assign a code, NCES assigns a combination of FSCSKEY and FSCS_SEQ, separated by a dash (e.g., AK0003-002).
LIBNAME	45	32	A	02	Name of outlet
ADDRESS	35	77	A	03	Complete street address of outlet
CITY	17	112	A	04	City or town of outlet
CNTY	17	129	A	05	County of outlet
ZIP	05	146	A	06	Standard five-digit postal zip code for street address of Outlet M = Missing (unknown, not reported)
ZIP4	04	151	A	07	Four-digit postal zip code extension for street address of Outlet M = Missing (unknown, not reported)
PHONE	10	155	A	08	Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072) M = Missing (unknown, not reported) -3 = Not applicable
C_OUT_TY	02	165	A	09	Outlet Type CE—Central Library BR—Branch Library BS—Bookmobile(s) BM—Books-by-Mail Only
C_MSA	02	167	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 M—Missing (unknown, not reported)
SQ_FEET	08	169	N	11	Area in square feet of the public library outlet.

**Appendix C—Record Layout for Public Library Outlet Data File, FY 2002  
(puout02a.mdb and puout02a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
L_NUM_BM	02	177	N	12	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS)
PUB_FIPS	02	179	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
CNTYFIPS	03	181	A	†	Three-digit FIPS County Code M =Missing
YR_SUB	04	184	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
					<b>Item imputation flags</b> 0–Reported 20–Nonrespondent, not imputed 35–Nonrespondent with imputed data
IMP1	02	188	A	†	L_NUM_BM
IMP2	02	190	A	†	SQ_FEET

N Numeric field.  
A Alpha character field.  
† Not applicable.

NOTE: The survey items are displayed on the Outlet data entry screen in appendix E. The survey definitions are in appendix F.

## Appendix D—State Codes

FIPS 2-Letter State Code	State	FIPS 2-Digit State Code <sup>6</sup>
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
<b>Outlying Areas</b>		
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78

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<sup>6</sup> Federal Information Processing Standards codes (FIPS codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies.

## Appendix E—Survey Data Entry Screens

### State Characteristics Data Entry Screen

WinPLUS 2.4 - State Characteristics   Alabama   FY-2002

01 Alabama State Characteristics  
02 FSCS Submission Year 2003

03 Reporting Period Starting Date (MM/YYYY):	<input type="text" value="1"/>
04 Reporting Period Ending Date (MM/YYYY):	<input type="text" value="-1"/>
05 Official State Total Population Estimate:	<input type="text" value="-1"/>
5A Total Unduplicated Population of Legal Service Areas:	<input type="text" value="-1"/>

## Appendix E—Survey Data Entry Screens

### Administrative Entity Data Entry Screen (p. 1)

WinPLUS - View/Update Administrative Entity    Alabama    FY-2002
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File   Edit   View   Help

<small>01 LIB ID:</small>	<input type="text" value="999-033"/>	<small>Admin. Entity:</small>	<input type="text" value="ABBEVILLE MEMORIAL LIBRARY"/>	<small>Page 1</small>
<small>1A FSCS ID:</small>	<input type="text" value="AL0022"/>	<small>City:</small>	<input type="text" value="ABBEVILLE"/>	

Identification

<small>02 Name:</small> <input type="text" value="ABBEVILLE MEMORIAL LIBRARY"/>	
<small>Street Address</small>	<small>Mailing Address</small>
<small>03 Address:</small> <input type="text" value="301 KIRKLAND STREET"/>	<small>3M Address:</small> <input type="text" value="301 KIRKLAND STREET"/>
<small>04 City:</small> <input type="text" value="ABBEVILLE"/>	<small>4M City:</small> <input type="text" value="ABBEVILLE"/>
<small>05 Zip:</small> <input type="text" value="36310"/> <small>06 Zip4:</small> <input type="text" value="2419"/>	<small>5M Zip:</small> <input type="text" value="36310"/> <small>6M Zip4:</small> <input type="text" value="2419"/>
<small>4A County:</small> <input type="text" value="HENRY"/>	
<small>07 Phone:</small> <input type="text" value="(334)585-2818"/>	<small>7A Web Address:</small> <input type="text" value="http://-2"/>
<small>7B Fax:</small> <input type="text" value="( ) - -2"/>	<small>7C E-mail Address:</small> <input type="text" value="-2"/>

Population

<small>7D Interlib. Rel.:</small> <input type="text" value="NO"/>	<small>7G FSCS PL:</small> <input type="text" value="Y"/>	<small>08 Population of the Legal Service Area:</small> <input type="text" value="-2"/>
<small>7E Legal Basis:</small> <input type="text" value="CI"/>	<small>7H Geo.:</small> <input type="text" value="CI1"/>	<small>09 Number of Centrals:</small> <input type="text" value="-2"/>
<small>7F Admin. Struc.:</small> <input type="text" value="SO"/>		<small>10 Number of Branches:</small> <input type="text" value="-2"/>
		<small>11 Number of Bookmobiles:</small> <input type="text" value="-2"/>

<small>Save Work</small>	<small>Cancel Changes</small>	<small>Previous Page</small>	<small>Next Page</small>	<input type="button" value="⏪"/> <input type="button" value="⏩"/> <input type="button" value="⏴"/> <input type="button" value="⏵"/>	<small>View Outlets</small>	<small>Sort By...</small>	<small>Structure Changes</small>	<small>Exit</small>
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Navigate Records

## Appendix E—Survey Data Entry Screens

### Administrative Entity Data Entry Screen (p. 2)

WinPLUS - View/Update Administrative Entity
Alabama FY-2002

File Edit View Help

01 LIB ID:  Admin. Entity:  Page 2

1A FSCS ID:  City:

FTE Staff	Operating Expenditures
13 ALA-MLS: <input style="width: 100%;" type="text" value="-2.00"/>	22 Salaries & Wages Exp: <input style="width: 100%;" type="text" value="-2"/>
14 Total Librarians: <input style="width: 100%;" type="text" value="-2.00"/>	23 Employee Benefits: <input style="width: 100%;" type="text" value="-2"/>
15 All Other Paid Staff: <input style="width: 100%;" type="text" value="-2.00"/>	24 Total Staff Exp.: <input style="width: 100%;" type="text" value="-2"/>
16 Total Paid Employees: <input style="width: 100%;" type="text" value="2.00"/>	25 Collection Exp.: <input style="width: 100%;" type="text" value="-2"/>
	26 Other Operating Exp.: <input style="width: 100%;" type="text" value="-2"/>
	27 Total Operating Exp.: <input style="width: 100%;" type="text" value="-2"/>
Operating Income	Capital Outlay
17 Local Government: <input style="width: 100%;" type="text" value="-2"/>	28 Capital Outlay: <input style="width: 100%;" type="text" value="-2"/>
18 State Government: <input style="width: 100%;" type="text" value="-2"/>	
19 Federal Government: <input style="width: 100%;" type="text" value="-2"/>	Library Collection
20 Other Income: <input style="width: 100%;" type="text" value="-2"/>	29 Book/Serial Volumes: <input style="width: 100%;" type="text" value="-2"/>
21 Total Income: <input style="width: 100%;" type="text" value="-2"/>	30 Audio: <input style="width: 100%;" type="text" value="-2"/>
	32 Video: <input style="width: 100%;" type="text" value="-2"/>
	33 Subscriptions: <input style="width: 100%;" type="text" value="-2"/>
	34 Materials in Electronic Format: <input style="width: 100%;" type="text" value="-2"/>

<input type="button" value="Save Work"/>	<input type="button" value="Cancel Changes"/>	<input type="button" value="Previous Page"/>	<input type="button" value="Next Page"/>	<input type="button" value="Navigate Records"/>	<input type="button" value="View Outlets"/>	<input type="button" value="Sort By..."/>	<input type="button" value="Structure Changes"/>	<input type="button" value="Exit"/>
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## Appendix E—Survey Data Entry Screens

### Administrative Entity Data Entry Screen (p. 3)

WinPLUS - View/Update Administrative Entity
Alabama FY-2002

File Edit View Help

01 LIB ID:  Admin. Entity:  Page 3

1A FSCS ID:  City:

Public Service Hours Per Year	Electronic Technology Operating Expenditures
35 Public Service Hrs/Yr: <input type="text" value="2"/>	44 Materials in Electronic Format Exp: (also include in #25 or #26) <input type="text" value="-2"/>
Services Per Typical Year	45 Electronic Access Exp: (also include in #25 or #26) <input type="text" value="-2"/>
36 Library Visits: <input type="text" value="-2"/>	Access and Use
38 Reference Transactions: <input type="text" value="-2"/>	47 Electronic Services Access: <input type="text" value="Y"/>
Circulation	48 Internet Access: <input type="text" value="Y"/>
39 Total Circulation: <input type="text" value="-2"/>	Internet Terminals:
Inter-Library Loans	50 Used by Staff Only: <input type="text" value="-2"/>
40 Provided To: <input type="text" value="-2"/>	51 Used by General Public: <input type="text" value="-2"/>
41 Received From: <input type="text" value="-2"/>	52 Users of Electronic Resources per Typical Week: <input type="text" value="-2"/>
Children's	
42 Children's Circulation: <input type="text" value="-2"/>	
43 Children's Program Attendance: <input type="text" value="-2"/>	

Save Work	Cancel Changes	Previous Page	Next Page	<input type="button" value="⏪"/> <input type="button" value="⏩"/> <input type="button" value="⏴"/> <input type="button" value="⏵"/>	View Outlet	Sort By	Structure Changes	Exit
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Navigate Records

## Appendix E—Survey Data Entry Screens

### Outlet Screen

WinPLUS - View/Update Outlet      Alabama      FY-2002

File Edit View Help

01 LIB ID: 514-001      Admin. Entity: ANNISTON-CALHOUN COUNTY PUBLIC LIB.

1A FSCS ID: AL0154      City: ANNISTON

Outlets

LIB ID: 514-001      Select Affiliated Outlet: ANNISTON-CALHOUN COUNTY PUBLIC LIB.

01 LIB ID: 514-001      1A FSCS ID: AL0154      002

02 Name: ANNISTON-CALHOUN COUNTY PUBLIC LIB.

03 Address: 108 EAST 10TH STREET

04 City: ANNISTON      05 County: CALHOUN


06 Zip: 36202      07 Zip4: 0308      08 Phone: (256)237-8501

09 Outlet Type Code: CE

10 Metropolitan Status Code: CC

11 Square Footage: -1

12 Number of Bookmobiles: 0

Save Work    Cancel Changes    Previous Page    Next Page        Hide Outlet    Sort Outlets    Structure Changes    Exit



## Appendix F—Survey Definitions

### State Characteristics Data Element Definitions

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

#	Data Element Name	Data Element Definition
01	State (Automatic Display) WinPLUS.	This is the standard two-letter state abbreviation automatically assigned by
02	FSCS Submission Year (Automatic Display)	This is the year in which these FSCS data are submitted to NCES and is automatically assigned by WinPLUS.
03	Reporting Period Starting Date	This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.  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.
04	Reporting Period Ending Date	This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.  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.
05	Official State Total Population Estimate	This is the most recent official total population figures 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.
5A	Total Unduplicated Population of Legal Service Areas	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.  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 WinPLUS. 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 WinPLUS 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 WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated sepa- rately.  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.

## Appendix F—Survey Definitions

### Administrative Entity Data Element Definitions

**Administrative Entity.** (This is not a WinPLUS Data Element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

Note: Do not report “administrative entities only” for purposes of this survey.

#	Data Element Name	Data Element Definition
01	LIB ID (Optional)	This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
02	Name	This is the legal name of the administrative entity.  Note: Provide the name of the public library.
03	Street Address	This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
3M	Mailing Address	Definition: This is the mailing address of the administrative entity.
04	City (of street address)	This is the city or town in which the administrative entity is located.
4A	County of the Entity	This is the county in which the administrative entity is located.
4M	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
05	Zip (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
5M	Zip (of mailing address)	This is the standard five-digit postal zip code for the mailing address of the administrative entity.
06	Zip4 (of street address)	This is the four-digit postal zip code extension for the street address of the administrative entity.
6M	Zip4 (of mailing address)	This is the four-digit postal zip code extension for the mailing address of the administrative entity.
07	Phone	This is the telephone number of the administrative entity, including area code.  Note: Report telephone number without spacing or punctuation.
7A	Web Address *	This is the Web address of the administrative entity. http://_____
7B	Fax Number of Director *	(This item was collected but not included on the data file.)
7C	E-mail Address of Director *	(This item was collected but not included on the data file.)
7D	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.

## Appendix F—Survey Definitions

NO—Not a Member of a System, Federation, or Cooperative Service.

HQ—Headquarters of a System, Federation, or Cooperative Service. 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. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

ME—Member of a System, Federation, or Cooperative Service. An autonomous library joined by formal or informal agreement(s) with other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of national, multi-state or statewide library systems, federations, or cooperative services. (Do not respond 'Yes' if you belong to OCLC.) This does not include multiple-outlet administrative entities (e.g., libraries with branches that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

### 7E Legal Basis Code

The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

Select one of the following:

CI—Municipal Government (city, town or village)  
CO—County/Parish  
CC—City/County  
MJ—Multi-jurisdictional  
NL—Native American Tribal Government  
NP—Non-profit Association or Agency  
SC—School District  
SD—Special Library District (authority, board, commission)  
OT—Other

CI—Municipal Government (city, town or village). 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. An organized local government authorized in a state's constitution and statutes and established to provide general government.

CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

MJ—Multi-jurisdictional. 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 distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL—Native American Tribal Government. 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.

## Appendix F—Survey Definitions

NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC—School District. 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.

SD—Special Library District (authority, board, commission). This is a district, authority, board or commission authorized by state law to provide library services.

OT—Other.

7F Administrative Structure Code

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

Select one of the following:

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

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of central library(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. An administrative entity that serves the public directly with two or more service outlets, including some combination of a central library(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

7G 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.

## Appendix F—Survey Definitions

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.

### 7H Geographic Code

Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives income and any areas served under contract for which the library is the primary service provider.

Note: The Population of Legal Service Area (data element #08) should be reflected in the geographic code selected.

C11—City (exactly)  
C12—City (most nearly)  
CO1—County (exactly)  
CO2—County (most nearly)  
MA1—Metropolitan Area (exactly)  
MA2—Metropolitan Area (most nearly)  
MC1—Multi-County (exactly)  
MC2—Multi-County (most nearly)  
SD1—School District (exactly)  
SD2—School District (most nearly)  
OTH—Other

### 08 Population of the Legal Service Area

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. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.

### 09 Number of Central Libraries

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: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting “0” or “1” for central library. Where two or more libraries are considered “centrals” for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

### 10 Number of Branch Libraries

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.

## Appendix F—Survey Definitions

- 11 Number of Bookmobiles 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 The automatic display of this outlet record item was discontinued.

### 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). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

- 13 ALA-MLS Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- 14 Total Librarians 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 This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
- 16 Total Paid Employees This is the sum of total librarians (data element #14) and all other paid staff (data element #15).

### 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 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 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 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 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.

## Appendix F—Survey Definitions

- 21 Total Income 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. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported.

- 22 Salaries & Wages Expenditures 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 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 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.
- 24 Total Staff Expenditures This includes salaries and wages (data element #22), and employee benefits (data element #23).
- 25 Collection Expenditures This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audiovisual materials, etc..
- 26 Other Operating Expenditures This includes all expenditures other than those for staff (data element #24) and collection (data element #25).
- 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 This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (data elements #24, #25, and #26).
- Note: Includes Operating Expenditures for Electronic Access (data element #45) and Operating Expenditures for Library Materials in Electronic Format (data element #44).
- 28 Capital Outlay 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 29–34. 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.

## Appendix F—Survey Definitions

- 29 Book/Serial Volumes 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, year-books, 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 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 (This item is reserved for future use.)
- 32 Video 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 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. These are print and microfilm subscriptions only; not electronic or digital subscriptions.
- Note: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.
- 34 Materials in Electronic Format \*\* Report the number of physical units such as CD-ROMS, diskettes, etc., that are designed to be processed by a computer. Examples are government documents, reference tools or serials distributed on CD-ROM or other portable digital carrier, locally mounted databases, diskettes or magnetic tapes. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

### SERVICES

- 35 Public Service Hours per Year 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. 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 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 (This item is reserved for future use.)



## Appendix F—Survey Definitions

38 Reference Transactions

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, or by phone, fax, mail, or 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).

39 Total Circulation

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

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

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

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

43 Children's Program Attendance

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.

## Appendix F—Survey Definitions

### ELECTRONIC TECHNOLOGY

- 44 Operating Expenditures for Library Materials in Electronic Format (also include in #25 or #26)
- Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, 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) or Other Operating Expenditures (data element #26) on the administrative entity screen.
- 45 Operating Expenditures for Electronic Access (also include in #25 or #26)
- 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 with such services as OCLC FirstSearch or electronic document delivery.
- Note: Report only operating expenditures for access. These expenditures should also be included in Collection Expenditures (data element #25) or Other Operating Expenditures (data element #26) on the administrative entity screen. Do NOT report capital expenditures for items in this category.
- 46
- (This item is reserved for future use.)
- 47 Access to Electronic Services
- Answer <Y>es, <N>o, or <M>issing (unknown, not reported) 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 due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.
- 48 Access to Internet
- Answer <Y>es, <N>o, or <M>issing (unknown, not reported) 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.
- 49
- (This item is reserved for future use.)
- 50 Number of Internet Terminals Used by Staff Only
- Number of computer terminals (PC, 'dumb terminal', etc.) used by staff only in the library that are used to connect to the Internet (text only, graphical, etc.).

## Appendix F—Survey Definitions

- |    |  |  |
|----|--|--|
| 51 | Number of Internet Terminals Used by General Public      | Number of computer terminals (PC, 'dumb terminal', etc.) used by the general public in the library that are used to connect to the Internet (text only, graphical, etc.).  |
| 52 | Number of Users of Electronic Resources Per Typical Week | Count the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources.<br><br>Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a week would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. |

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\* New data item.

\*\*Definition revised. This item (Materials in Electronic Format) is also renumbered and relocated.

Note: Internet Use Code was deleted. Some of the data element names that appear on the WinPLUS data entry screens are abbreviated.

## Appendix F—Survey Definitions

### Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
01	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
1A	FSCS ID (Automatic Display)	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	This is the name of the outlet.
03	Street Address	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	This is the city or town in which the outlet is located.
05	County of the Outlet	This is the county in which the outlet is located.
06	Zip	This is the standard five-digit postal zip code for the street address of the outlet.
07	Zip4	This is the four-digit postal zip code extension for the street address of the outlet.
08	Phone	This is the telephone number of the outlet, including area code.  Note: Report telephone number without spacing or punctuation.
09	Outlet Type Code	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. 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.  BR—Branch Library. 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). A bookmobile is a traveling branch library. It consists of at least all of the following:

## Appendix F—Survey Definitions

1. a truck or van that carries an organized collection of library materials;
2. a paid staff; and
3. regularly 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. 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: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

### 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.

M—Missing (Unknown, Not Reported)

Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.

CC—Central City. 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.

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

## Appendix F—Survey Definitions

- 11 Square Footage of Outlet \* Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
- 12 Number of Bookmobiles in the Bookmobile Outlet Record The number of bookmobiles in the bookmobile 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.

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**\* New data item.**

NOTE: Web Address was deleted from outlet file (now collected on administrative entity file).

## Appendix G—States with Libraries with Overlapping Population of Legal Service Areas

Arkansas  
Colorado  
Connecticut  
Florida  
Indiana

Iowa  
Louisiana  
Maryland  
Michigan  
Minnesota

Mississippi  
New Hampshire  
New Jersey  
North Dakota  
Oklahoma

Pennsylvania  
Rhode Island  
South Carolina  
South Dakota  
Tennessee  
Vermont  
Washington

## Appendix H—Libraries with No Central Outlet

### LIBRARIES REPORTING NO CENTRAL OUTLET

Obs	FSCS ID#	LIBRARY NAME	TOTAL	CENTRALS	BRANCHES	BOOK-MOBILES
1	ALO123	MARSHALL COUNTY COOPERATIVE LIBRARY	1	0	0	1
2	AZ0001	APACHE COUNTY LIBRARY DISTRICT	6	0	6	0
3	AZ0009	COCHISE COUNTY LIBRARY DISTRICT	13	0	11	2
4	AZ0028	MARICOPA COUNTY LIBRARY DISTRICT	17	0	12	5
5	AZ0050	PINAL COUNTY LIBRARY DISTRICT	13	0	13	0
6	AZ0067	YAVAPAI COUNTY LIBRARY DISTRICT	18	0	18	0
7	AZ0102	GILA COUNTY LIBRARY DISTRICT	8	0	8	0
8	AZ0107	NAVAJO COUNTY LIBRARY DISTRICT	8	0	8	0
9	AR0002	WASHINGTON COUNTY LIBRARY SYSTEM	8	0	8	0
10	AR0003	NORTH ARKANSAS REGIONAL LIBRARY	2	0	2	0
11	AR0049	CARROLL AND MADISON LIBRARY SYSTEM	6	0	6	0
12	AR0061	LAFAYETTE COUNTY LIBRARY	2	0	2	0
13	CA0047	IMPERIAL COUNTY LIBRARY	8	0	8	0
14	CA0062	COUNTY OF LOS ANGELES PUBLIC LIBRARY	88	0	84	4
15	CA0071	MONO COUNTY FREE LIBRARY	7	0	6	1
16	CA0073	MONTEREY COUNTY FREE LIBRARIES	19	0	17	2
17	CA0084	ORANGE COUNTY PUBLIC LIBRARY	27	0	27	0
18	CA0109	SAN BERNARDINO COUNTY LIBRARY	28	0	26	2
19	CA0112	SAN DIEGO COUNTY LIBRARY	34	0	32	2
20	CA0120	SAN MATEO COUNTY LIBRARY	13	0	12	1
21	CA0126	SANTA CLARA COUNTY LIBRARY	11	0	9	2
22	CA0136	SOLANO COUNTY LIBRARY	6	0	6	0
23	CA0152	VENTURA COUNTY LIBRARY	16	0	16	0
24	CA0157	YOLO COUNTY LIBRARY	7	0	7	0
25	CA0199	RIVERSIDE COUNTY LIBRARY SYSTEM	28	0	26	2
26	CO0037	DOUGLAS PUBLIC LIBRARY DISTRICT	4	0	4	0
27	CO0039	EAGLE VALLEY LIBRARY DISTRICT	3	0	3	0
28	CO0040	ELBERT COUNTY LIBRARY	3	0	3	0
29	CO0049	GARFIELD CO PUBLIC LIBRARY SYSTEM	6	0	6	0
30	CO0051	GRAND COUNTY LIBRARY DISTRICT	5	0	5	0
31	CO0060	JEFFERSON COUNTY PUBLIC LIBRARY	12	0	11	1
32	CO0103	SOUTH ROUTT LIBRARY DISTRICT	3	0	3	0
33	CO0143	CLEAR CREEK LIBRARY DISTRICT	2	0	2	0
34	CO0144	DELTA COUNTY PUBLIC LIBRARY DISTRICT	5	0	5	0
35	CO0145	WELD LIBRARY DISTRICT	12	0	10	2
36	CO9026	NORTHEAST COLORADO BOOKMOBILE SERVICES	1	0	0	1
37	DE0030	SUSSEX COUNTY DEPARTMENT OF LIBRARIES	4	0	3	1
38	DE0046	DEPARTMENT OF COMMUNITY SERVICES	8	0	8	0
39	FLO018	CITRUS COUNTY LIBRARY SYSTEM	5	0	5	0
40	FLO019	CLAY COUNTY PUBLIC LIBRARY SYSTEM	5	0	4	1
41	FLO039	LAKE COUNTY LIBRARY SYSTEM	11	0	11	0
42	FLO065	PASCO COUNTY LIBRARY COOPERATIVE	8	0	8	0
43	FLO095	SEMINOLE COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
44	FLO099	VOLUSIA COUNTY PUBLIC LIBRARY	16	0	15	1
45	FLO127	PI NELLSA PUBLIC LIBRARY COOPERATIVE	24	0	24	0
46	FLO135	WILDERNESS PUBLIC LIBRARIES	5	0	4	1
47	FLO136	PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM	14	0	13	1
48	FLO146	SUMTER COUNTY PUBLIC LIBRARY SYSTEM	6	0	6	0
49	FLO147	THREE RIVERS REGIONAL LIBRARY SYSTEM	3	0	3	0
50	FLO149	NEW RIVER PUBLIC LIBRARY COOPERATIVE	5	0	3	2
51	FLO150	HEARTLAND LIBRARY COOPERATIVE	6	0	6	0
52	FL8001	POLK COUNTY LIBRARY COOPERATIVE	17	0	16	1
53	FL8003	OKALOOSA COUNTY PUBLIC LIBRARY COOPERATIVE	7	0	6	1
54	FL8007	LEVY COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
55	ID0062	JEFFERSON COUNTY DISTRICT	3	0	3	0
56	ID0120	KOOTENAI-SHOSHONE DISTRICT	7	0	6	1
57	MD0002	PL OF ANNAPOLIS AND ANNE ARUNDEL COUNTY, INC.	15	0	15	0
58	MD0004	BALTIMORE COUNTY PUBLIC LIBRARY	19	0	16	3
59	MD0007	CARROLL COUNTY PUBLIC LIBRARY	8	0	5	3
60	MD0013	HARFORD COUNTY PUBLIC LIBRARY	9	0	9	0
61	MD0016	MONTGOMERY COUNTY PUBLIC LIBRARIES	23	0	21	2
62	MD0017	PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY	19	0	19	0
63	MD0024	WORCESTER COUNTY LIBRARY	5	0	5	0
64	MI0021	BAY COUNTY LIBRARY SYSTEM	6	0	5	1
65	MI0171	IOSCO-ARENAC DISTRICT LIBRARY	9	0	8	1
66	MI0190	LAPEER COUNTY LIBRARY	8	0	8	0
67	MI0240	MUSKEGON COUNTY LIBRARY	10	0	9	1
68	MI0356	WARREN PUBLIC LIBRARY	5	0	5	0
69	MNO001	ARROWHEAD LIBRARY SYSTEM	1	0	0	1
70	MNO038	CARVER COUNTY LIBRARY SYSTEM	5	0	5	0
71	MNO041	HENNEPIN COUNTY LIBRARY	27	0	26	1
72	MNO045	SCOTT COUNTY LIBRARY SYSTEM	7	0	7	0
73	MNO046	WASHINGTON COUNTY LIBRARY	9	0	9	0
74	MNO068	SOUTHEASTERN LIBRARIES COOPERATING	1	0	0	1
75	MNO109	VIKING LIBRARY SYSTEM	2	0	0	2
76	MNO145	KITCHI GAMI REGIONAL LIBRARY	10	0	9	1
77	MNO152	PLUM CREEK LIBRARY SYSTEM	1	0	0	1
78	MN9030	SIBLEY COUNTY LIBRARY SYSTEM	5	0	5	0
79	MS0006	CENTRAL MISSISSIPPI REGIONAL LIBRARY	21	0	21	0
80	MO0039	BOONSLICK REGIONAL LIBRARY	5	0	4	1
81	MO0137	REYNOLDS COUNTY LIBRARY DISTRICT	5	0	5	0
82	MO0147	JEFFERSON COUNTY LIBRARY	3	0	3	0
83	NV0008	LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT	24	0	24	0
84	NV0025	WASHOE COUNTY LIBRARY SYSTEM	14	0	13	1
85	NV0027	ESMERALDA COUNTY LIBRARY	3	0	3	0
86	NY0041	SENECA NATION LIBRARY	2	0	2	0



## Appendix H—Libraries with No Central Outlet

LIBRARIES REPORTING NO CENTRAL OUTLET—Continued

Obs	FSCS ID#	LIBRARY NAME	TOTAL	CENTRALS	BRANCHES	BOOK- MOBILES
87	NC0002	APPALACHIAN REGIONAL LIBRARY	7	0	6	1
88	NC0003	VERY-MITCHELL-YANCEY REGIONAL LIBRARY	5	0	4	1
89	NC0006	CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY	11	0	9	2
90	NC0008	FONTANA REGIONAL LIBRARY	6	0	6	0
91	NC0011	NANTAHALA REGIONAL LIBRARY	5	0	4	1
92	NC0013	NORTHWESTERN REGIONAL LIBRARY	14	0	13	1
93	NC0014	PETTI GREW REGIONAL LIBRARY	4	0	4	0
94	NC0015	SANDHILL REGIONAL LIBRARY SYSTEM	17	0	15	2
95	NC0018	BRUNSWICK COUNTY LIBRARY	4	0	4	0
96	NC0054	ROCKINGHAM COUNTY PUBLIC LIBRARY	7	0	6	1
97	NC0063	WAKE COUNTY PUBLIC LIBRARIES	19	0	17	2
98	ND0078	SI OUX COUNTY LIBRARY	1	0	0	1
99	OH0018	CLERMONT COUNTY PUBLIC LIBRARY	10	0	10	0
100	OH0046	GEAUGA COUNTY PUBLIC LIBRARY	7	0	6	1
101	OH0052	CUYAHOGA COUNTY PUBLIC LIBRARY	29	0	29	0
102	OH0075	PREBLE COUNTY DISTRICT LIBRARY	7	0	7	0
103	OH0099	SOUTHWEST PUBLIC LIBRARIES	2	0	2	0
104	OH0242	WILLOUGHBY-EASTLAKE PUBLIC LIBRARY	3	0	3	0
105	OR0091	DESCHUTES PUBLIC LIBRARY SYSTEM	6	0	5	1
106	OR0115	COOS COUNTY LIBRARY SERVICE DISTRICT	0	0	0	0
107	OR0135	OREGON TRAIL LIBRARY DISTRICT	2	0	2	0
108	SC0002	ABBE REGIONAL LIBRARY SYSTEM	15	0	14	1
109	UT0001	BEAVER COUNTY BOOKMOBILE LIBRARY	2	0	0	2
110	UT0005	BOX ELDER COUNTY BOOKMOBILE LIBRARY	3	0	1	2
111	UT0009	CACHE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
112	UT0015	CARBON COUNTY BOOKMOBILE LIBRARY	2	0	1	1
113	UT0018	DAGGETT COUNTY BOOKMOBILE LIBRARY	1	0	0	1
114	UT0022	EMERY COUNTY LIBRARY	8	0	8	0
115	UT0025	IRON COUNTY BOOKMOBILE LIBRARY	2	0	1	1
116	UT0028	JUAB COUNTY BOOKMOBILE LIBRARY	1	0	0	1
117	UT0030	KANE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
118	UT0032	MILLARD COUNTY BOOKMOBILE LIBRARY	1	0	0	1
119	UT0036	PIUTE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
120	UT0037	RICH COUNTY BOOKMOBILE LIBRARY	1	0	0	1
121	UT0038	SANPETE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
122	UT0043	SEVIER COUNTY BOOKMOBILE LIBRARY	1	0	0	1
123	UT0049	SALT LAKE COUNTY LIBRARY SYSTEM	17	0	17	0
124	UT0050	SAN JUAN COUNTY LIBRARY	3	0	2	1
125	UT0053	TOOELE COUNTY BOOKMOBILE LIBRARY	3	0	2	1
126	UT0056	UTAH COUNTY BOOKMOBILE LIBRARY	2	0	1	1
127	UT0068	WAYNE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
128	VT0216	WINDHAM CO. READS	1	0	0	1
129	VA0026	FAIRFAX COUNTY PUBLIC LIBRARY	21	0	21	0
130	VA0036	HENRICO COUNTY PUBLIC LIBRARY	11	0	10	1
131	VA0044	LOUDOUN COUNTY PUBLIC LIBRARY	7	0	6	1
132	VA0050	MIDDLESEX COUNTY PUBLIC LIBRARY	2	0	2	0
133	VA0053	NEWPORT NEWS PUBLIC LIBRARY SYSTEM	5	0	4	1
134	VA0055	NOTTOWAY COUNTY LIBRARY SYSTEM	3	0	3	0
135	VA0057	PAMUNKEY REGIONAL LIBRARY	11	0	10	1
136	VA0064	PRINCE WILLIAM PUBLIC LIBRARY SYSTEM	10	0	10	0
137	VA0078	SOUTHSIDE REGIONAL LIBRARY	6	0	6	0
138	VA0086	WILLIAMSBURG REGIONAL LIBRARY	3	0	2	1
139	VA0091	CENTRAL VIRGINIA REGIONAL LIBRARY	2	0	2	0
140	WA0047	WALLA WALLA COUNTY RURAL LIBRARY DISTRICT	3	0	3	0
141	WA0057	WHATCOM COUNTY RURAL LIBRARY DISTRICT	10	0	9	1
142	WA0059	KING COUNTY	44	0	42	2
143	WA0061	MID-COLUMBIA	12	0	11	1
144	WA0063	PIERCE COUNTY	19	0	17	2
145	WA0065	SNO-ISEL REGIONAL LIBRARY	21	0	20	1
146	WA0066	SPOKANE COUNTY	10	0	10	0
147	WA0069	TIMBERLAND REGIONAL LIBRARY	27	0	27	0
148	WA8002	STEVENS COUNTY LIBRARY DISTRICT	8	0	8	0
149	WI0148	KENOSHA PUBLIC LIBRARY	5	0	4	1
150	WI0153	KIMBERLY--LITTLE CHUTE PUBLIC LIBRARY	2	0	2	0
151	WI0390	LA CROSSE COUNTY LIBRARY	5	0	5	0
152	VI0002	DPNR/DIVISION OF LIBRARIES, ARCHIVES & MUS.	6	0	5	1
			=====	=====	=====	=====
			1,385	0	1,278	107

## Appendix I—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 2001 data.
- 2 If Method 1 is used with 2000 data.
- 3 If Method 2 (hot-deck growth rate) is used with 2001 data.
- 4 If Method 2 is used with 2000 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, the ratio of 2002 total library visits to total population of legal service area for the respondents in the imputation cell was multiplied by the nonrespondent's 2002 population value.
- 8 If, for children's program attendance, the ratio of the nonrespondent's 2001 children's program attendance to library visits was multiplied by the nonrespondent's 2002 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 2001 children's circulation to total circulation was multiplied by the nonrespondent's 2002 total circulation. Likewise for other variables.
- 9 If, for children's program attendance, the ratio of the nonrespondent's 2000 children's program attendance to library visits was multiplied by the nonrespondent's 2002 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 2000 children's circulation to total circulation was multiplied by the nonrespondent's 2002 total circulation. Likewise for other variables.
- 10 If, for children's program attendance, there is no prior year data, the ratio of 2002 total children's program attendance to total library visits for the respondents in the imputation cell was multiplied by the nonrespondent's 2002 library visits. Likewise, for children's circulation, the ratio of 2002 total children's circulation to total circulation for the respondents in the imputation cell was multiplied by the nonrespondent's 2002 total circulation. Likewise for other variables.
- 11 If, for a derived variable, the variable is imputed.
- 12 If, for library visits, (IMP25—library visits > 0 and IMP31—children's program attendance = 0) and (children's program attendance > library visits), the ratio of the nonrespondent's 2001 library visits to children's program attendance was multiplied by the nonrespondent's 2002 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 8 above. Likewise, for total circulation, the ratio of the nonrespondent's 2001 total circulation to children's circulation was multiplied by the nonrespondent's 2002 children's circulation. Likewise for other variables.
- 13 If, for library visits, (IMP25—library visits > 0 and IMP31—children's program attendance = 0) and (children's program attendance > library visits), the ratio of the nonrespondent's 2000 library visits to children's program attendance was multiplied by the nonrespondent's 2002 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 9 above. Likewise, for total circulation, the ratio of the nonrespondent's 2000 total circulation to children's circulation was multiplied by the nonrespondent's 2002 children's circulation. Likewise for other variables.

## Appendix I—Imputation Flags and Definitions for Public Library Data File

- 14 If, for library visits, (IMP25—library visits > 0 and IMP31—children’s program attendance = 0) and (children’s program attendance > library visits) and, in addition, there is no prior year data, the ratio of 2002 total library visits to total children’s program attendance for the respondents in the imputation cell was multiplied by the nonrespondent’s 2002 children’s program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 10 above. Likewise, for total circulation, the ratio of 2002 total circulation to total children’s circulation for the respondents in the imputation cell was multiplied by the respondent’s 2002 children’s circulation. Likewise for other variables.
- 15 If, for population of legal service area, the 2002 data are missing, a prior year value was used or a value was obtained from NCES.
- 16 If, for electronic services access, and Internet access, the value was imputed using a prior year response.
- 17 If, for either electronic access or Internet access, the value was imputed using the current year response to electronic access expenditures and materials in electronic format expenditures. If electronic access expenditures was > 0 or materials in electronic format expenditures was >0, the value was set to ‘Y’. Otherwise, the value was set to ‘N’.
- 18 If, for materials in electronic format expenditures or electronic access expenditures, the value was imputed by taking the sum of other operating expenditures and collection expenditures and multiplying it by the 2001 ratio of either materials in electronic format expenditures to other operating/collection expenditures or electronic access expenditures to other operating/collection expenditures.
- 19 If, for materials in electronic format expenditures or electronic access expenditures, the value was imputed by taking the sum of other operating expenditures and collection expenditures and multiplying it by the 2000 ratio of either materials in electronic format expenditures to other operating/collection expenditures or electronic access expenditures to other operating/collection expenditures.
- 20 If there were no reported data, and the missing data were not imputed (used for variables that might be imputed in future years, and for outlying areas that were partial or total nonrespondents).
- 21 If materials in electronic format expenditures was adjusted by the mean ratio of materials in electronic format expenditures to materials in electronic format.
- 22 If materials in electronic format was adjusted by the mean ratio of materials in electronic format to materials in electronic format expenditures. Same principle was applied to materials in electronic format expenditures.
- 23 If materials in electronic format expenditures was adjusted by the ratio of the record’s prior year materials in electronic format expenditures to materials in electronic format. Same principle was applied to materials in electronic format.
- 24 If annual public service hours was adjusted by multiplying this year’s total outlets by the ratio of 2001 annual public service hours to 2001 total outlets. This method was used when the number of total outlets changed.
- 25 If annual public service hours was adjusted by multiplying this year’s total outlets by the ratio of 2000 annual public service hours to 2000 total outlets. This method was used when the number of total outlets changed.
- 26 if, for salaries and wages, the 2002 total paid employees times the 2001 ratio of salaries and wages to total paid employees.
- 27 Not used.
- 28 Not used.
- 29 Not used.

## **Appendix I—Imputation Flags and Definitions for Public Library Data File**

- 30 If the same method as imputation method 1 was used but with 2001 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.
- 31 If the same method as imputation method 2 was used but with 2000 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.
- 32 Not used.
- 33 If adjusted cell median is used.
- 34 If unadjusted cell median is used.
- 35 If 2001 data is carried forward.
- 36 If 2000 data is carried forward.
- 37 If after NCES review of imputed file a special imputation procedure was used.
- 38 If electronic users was imputing using the 2002 general public terminals times the 2001 ratio of electronic users to general public terminals.
- 39 If electronic users was imputing using the 2002 general public terminals times the 2000 ratio of electronic users to general public terminals.
- 40 if electronic users was imputed using the 2002 general public terminals times the 2002 cell median ratio of electronic users to general public terminals.
- 99 If data are suppressed (to protect confidentiality of respondents) (public-use file only).

## Appendix J—Imputation Flag Frequencies for Public Library Data File

See appendix I for the imputation flag definitions and appendix A for the record layout.

POPU\_LSA - IMPUTATION FLAG

IMP0	Frequency	Cumulative Frequency
0	9138	9138
20	3	9141

CENTLIB - IMPUTATION FLAG

IMP1	Frequency	Cumulative Frequency
0	9138	9138
20	3	9141

BRANLIB - IMPUTATION FLAG

IMP2	Frequency	Cumulative Frequency
0	9138	9138
20	3	9141

BKMOB - IMPUTATION FLAG

IMP3	Frequency	Cumulative Frequency
0	9138	9138
20	3	9141

MASTER - IMPUTATION FLAG

IMP4	Frequency	Cumulative Frequency
0	8979	8979
1	20	8999
2	1	9000
5	123	9123
11	15	9138
20	3	9141

LIBRARI A - IMPUTATION FLAG

IMP5	Frequency	Cumulative Frequency
0	8981	8981
1	57	9038
2	8	9046
5	84	9130
11	2	9132
20	3	9135
30	5	9140
31	1	9141

OTHPAID - IMPUTATION FLAG

IMP6	Frequency	Cumulative Frequency
0	8986	8986
11	152	9138
20	3	9141

TOTSTAFF - IMPUTATION FLAG

IMP7	Frequency	Cumulative Frequency
0	8979	8979
1	41	9020
2	3	9023
5	60	9083
11	52	9135
20	3	9138
30	3	9141

LOGGVT - IMPUTATION FLAG

IMP8	Frequency	Cumulative Frequency
0	8965	8965
3	68	9033
4	16	9049
5	89	9138
20	3	9141

STGVT - IMPUTATION FLAG

IMP9	Frequency	Cumulative Frequency
0	8988	8988
3	38	9026
4	13	9039
5	73	9112
11	26	9138
20	3	9141

FEDGVT - IMPUTATION FLAG

IMP10	Frequency	Cumulative Frequency
0	8988	8988
3	50	9038
4	12	9050
5	88	9138
20	3	9141

OTHINCM - IMPUTATION FLAG

IMP11	Frequency	Cumulative Frequency
0	8962	8962
11	176	9138
20	3	9141

TOTINCM - IMPUTATION FLAG

IMP12	Frequency	Cumulative Frequency
0	8951	8951
3	9	8960
4	1	8961
5	13	8974
11	164	9138
20	3	9141

SALARIES - IMPUTATION FLAG

IMP13	Frequency	Cumulative Frequency
0	5542	5542
1	22	5564
5	17	5581
11	2	5583
20	3	5586
30	1	5587
99	3554	9141

BENEFIT - IMPUTATION FLAG

IMP14	Frequency	Cumulative Frequency
0	5541	5541
11	43	5584
20	3	5587
99	3554	9141

## Appendix J—Imputation Flag Frequencies for Public Library Data File

### STAFFEXP - IMPUTATION FLAG

IMP15	Frequency	Cumulative Frequency
0	5556	5556
1	10	5566
5	17	5583
20	3	5586
30	1	5587
99	3554	9141

### TOTEXPCO - IMPUTATION FLAG

IMP16	Frequency	Cumulative Frequency
0	8948	8948
1	69	9017
2	1	9018
5	94	9112
11	1	9113
20	3	9116
30	17	9133
31	8	9141

### OTHOPEXP - IMPUTATION FLAG

IMP17	Frequency	Cumulative Frequency
0	5555	5555
1	11	5566
5	17	5583
20	3	5586
30	1	5587
99	3554	9141

### TOTOPEXP - IMPUTATION FLAG

IMP18	Frequency	Cumulative Frequency
0	8914	8914
11	224	9138
20	3	9141

### CAPITAL - IMPUTATION FLAG

IMP19	Frequency	Cumulative Frequency
0	8931	8931
5	166	9097
11	41	9138
20	3	9141

### BKVOL - IMPUTATION FLAG

IMP20	Frequency	Cumulative Frequency
0	8941	8941
1	70	9011
5	99	9110
11	1	9111
20	3	9114
30	20	9134
31	7	9141

### AUDIO - IMPUTATION FLAG

IMP21	Frequency	Cumulative Frequency
0	8929	8929
1	62	8991
2	2	8993
5	112	9105
20	3	9108
30	25	9133
31	8	9141

### VIDEO - IMPUTATION FLAG

IMP22	Frequency	Cumulative Frequency
0	8937	8937
5	201	9138
20	3	9141

### SUBSCRIP - IMPUTATION FLAG

IMP23	Frequency	Cumulative Frequency
0	8899	8899
1	60	8959
2	3	8962
5	113	9075
20	3	9078
30	57	9135
31	6	9141

### HRS\_OPEN - IMPUTATION FLAG

IMP24	Frequency	Cumulative Frequency
0	9002	9002
1	54	9056
2	16	9072
5	64	9136
20	3	9139
30	2	9141

### VISITS - IMPUTATION FLAG

IMP25	Frequency	Cumulative Frequency
0	8428	8428
1	144	8572
2	1	8573
5	5	8578
6	4	8582
7	422	9004
12	1	9005
14	1	9006
20	3	9009
30	87	9096
31	45	9141

### REFERENC - IMPUTATION FLAG

IMP26	Frequency	Cumulative Frequency
0	8311	8311
1	221	8532
5	430	8962
20	3	8965
30	101	9066
31	75	9141

### TOTCIR - IMPUTATION FLAG

IMP27	Frequency	Cumulative Frequency
0	8924	8924
1	73	8997
5	102	9099
11	1	9100
20	3	9103
30	28	9131
31	9	9140
37	1	9141

### LOANTO - IMPUTATION FLAG

IMP28	Frequency	Cumulative Frequency
0	8716	8716
1	9	8725
5	306	9031
16	85	9116
20	3	9119
37	22	9141

## Appendix J—Imputation Flag Frequencies for Public Library Data File

LOANFM - IMPUTATION FLAG

IMP29	Frequency	Cumulative Frequency
0	8844	8844
1	3	8847
5	290	9137
20	3	9140
30	1	9141

ELSVACC - IMPUTATION FLAG

IMP36	Frequency	Cumulative Frequency
0	9005	9005
11	10	9015
16	55	9070
17	68	9138
20	3	9141

KIDCIRCL - IMPUTATION FLAG

IMP30	Frequency	Cumulative Frequency
0	8609	8609
8	130	8739
9	82	8821
10	317	9138
20	3	9141

INETACC - IMPUTATION FLAG

IMP37	Frequency	Cumulative Frequency
0	9028	9028
11	22	9050
16	35	9085
17	53	9138
20	3	9141

KIDATTEN - IMPUTATION FLAG

IMP31	Frequency	Cumulative Frequency
0	8809	8809
1	2	8811
8	81	8892
9	47	8939
10	199	9138
20	3	9141

STFTERMS - IMPUTATION FLAG

IMP39	Frequency	Cumulative Frequency
0	8957	8957
11	47	9004
20	3	9007
34	89	9096
35	38	9134
36	5	9139
37	2	9141

POPU\_UND - IMPUTATION FLAG

IMP32	Frequency	Cumulative Frequency
0	9138	9138
20	3	9141

GPTERMS - IMPUTATION FLAG

IMP40	Frequency	Cumulative Frequency
0	8986	8986
5	9	8995
11	38	9033
20	3	9036
34	4	9040
35	101	9141

ELMATEXP - IMPUTATION FLAG

IMP33	Frequency	Cumulative Frequency
0	8475	8475
1	121	8596
2	35	8631
5	136	8767
11	107	8874
20	3	8877
23	58	8935
30	192	9127
31	14	9141

ERES\_USR - IMPUTATION FLAG

IMP41	Frequency	Cumulative Frequency
0	8232	8232
11	95	8327
20	4	8331
37	12	8343
38	173	8516
40	625	9141

ELACCEXP - IMPUTATION FLAG

IMP34	Frequency	Cumulative Frequency
0	8639	8639
1	143	8782
2	53	8835
5	107	8942
11	24	8966
20	3	8969
30	172	9141

ELMATS - IMPUTATION FLAG

IMP35	Frequency	Cumulative Frequency
0	8068	8068
1	36	8104
2	18	8122
5	680	8802
6	7	8809
11	56	8865
20	3	8868
22	27	8895
23	13	8908
30	17	8925
31	4	8929
35	212	9141

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

The imputation flags and definitions are listed below, followed by the frequencies. See appendix B for the record layout.

- 0 All detail comprising total is reported data.
- 1 Some detail comprising total is imputed data.
- 2 All detail comprising total is imputed data.
- 3 Nonrespondent, not imputed (outlying areas only).
- 99 Total is suppressed (public-use file only)

POPU\_LSA - IMPUTATION FLAG

IMP0	Frequency	Cumulative Frequency
0	52	52
3	3	55

CENTLIB - IMPUTATION FLAG

IMP1	Frequency	Cumulative Frequency
0	52	52
3	3	55

BRANLIB - IMPUTATION FLAG

IMP2	Frequency	Cumulative Frequency
0	52	52
3	3	55

BKMOB - IMPUTATION FLAG

IMP3	Frequency	Cumulative Frequency
0	52	52
3	3	55

MASTER - IMPUTATION FLAG

IMP4	Frequency	Cumulative Frequency
0	31	31
1	21	52
3	3	55

LIBRARI A - IMPUTATION FLAG

IMP5	Frequency	Cumulative Frequency
0	32	32
1	20	52
3	3	55

OTHPAID - IMPUTATION FLAG

IMP6	Frequency	Cumulative Frequency
0	33	33
1	19	52
3	3	55

TOTSTAFF - IMPUTATION FLAG

IMP7	Frequency	Cumulative Frequency
0	32	32
1	20	52
3	3	55

LOGGVT - IMPUTATION FLAG

IMP8	Frequency	Cumulative Frequency
0	31	31
1	21	52
3	3	55

STGVT - IMPUTATION FLAG

IMP9	Frequency	Cumulative Frequency
0	33	33
1	19	52
3	3	55

FEDGVT - IMPUTATION FLAG

IMP10	Frequency	Cumulative Frequency
0	34	34
1	18	52
3	3	55

OTHINCM - IMPUTATION FLAG

IMP11	Frequency	Cumulative Frequency
0	31	31
1	21	52
3	3	55

TOTINCM - IMPUTATION FLAG

IMP12	Frequency	Cumulative Frequency
0	30	30
1	22	52
3	3	55

SALARIES - IMPUTATION FLAG

IMP13	Frequency	Cumulative Frequency
0	29	29
1	23	52
3	3	55

BENEFIT - IMPUTATION FLAG

IMP14	Frequency	Cumulative Frequency
0	29	29
1	23	52
3	3	55



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

STAFFEXP - IMPUTATION FLAG

IMP15	Frequency	Cumulative Frequency
0	30	30
1	22	52
3	3	55

HRS\_OPEN - IMPUTATION FLAG

IMP24	Frequency	Cumulative Frequency
0	30	30
1	22	52
3	3	55

TOTEXPCO - IMPUTATION FLAG

IMP16	Frequency	Cumulative Frequency
0	29	29
1	23	52
3	3	55

VISITS - IMPUTATION FLAG

IMP25	Frequency	Cumulative Frequency
0	16	16
1	36	52
3	3	55

OTHOPEXP - IMPUTATION FLAG

IMP17	Frequency	Cumulative Frequency
0	29	29
1	23	52
3	3	55

REFERENC - IMPUTATION FLAG

IMP26	Frequency	Cumulative Frequency
0	13	13
1	39	52
3	3	55

TOTOPEXP - IMPUTATION FLAG

IMP18	Frequency	Cumulative Frequency
0	29	29
1	23	52
3	3	55

TOTCIR - IMPUTATION FLAG

IMP27	Frequency	Cumulative Frequency
0	26	26
1	26	52
3	3	55

CAPITAL - IMPUTATION FLAG

IMP19	Frequency	Cumulative Frequency
0	28	28
1	24	52
3	3	55

LOANTO - IMPUTATION FLAG

IMP28	Frequency	Cumulative Frequency
0	17	17
1	35	52
3	3	55

BKVOL - IMPUTATION FLAG

IMP20	Frequency	Cumulative Frequency
0	28	28
1	24	52
3	3	55

LOANFM - IMPUTATION FLAG

IMP29	Frequency	Cumulative Frequency
0	18	18
1	34	52
3	3	55

AUDIO - IMPUTATION FLAG

IMP21	Frequency	Cumulative Frequency
0	23	23
1	29	52
3	3	55

KIDCIRCL - IMPUTATION FLAG

IMP30	Frequency	Cumulative Frequency
0	12	12
1	40	52
3	3	55

VIDEO - IMPUTATION FLAG

IMP22	Frequency	Cumulative Frequency
0	24	24
1	28	52
3	3	55

KIDATTEN - IMPUTATION FLAG

IMP31	Frequency	Cumulative Frequency
0	18	18
1	34	52
3	3	55

SUBSCRIP - IMPUTATION FLAG

IMP23	Frequency	Cumulative Frequency
0	26	26
1	26	52
3	3	55

POPU\_UND - IMPUTATION FLAG

IMP32	Frequency	Cumulative Frequency
0	52	52
3	3	55

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

### ELMATEXP - IMPUTATION FLAG

IMP33	Frequency	Cumulative Frequency
0	16	16
1	35	51
2	1	52
3	3	55

### ELACCEXP - IMPUTATION FLAG

IMP34	Frequency	Cumulative Frequency
0	17	17
1	35	52
3	3	55

### ELMATS - IMPUTATION FLAG

IMP35	Frequency	Cumulative Frequency
0	16	16
1	35	51
2	1	52
3	3	55

### STFTERMS - IMPUTATION FLAG

IMP39	Frequency	Cumulative Frequency
0	30	30
1	22	52
3	3	55

### GPTERMS - IMPUTATION FLAG

IMP40	Frequency	Cumulative Frequency
0	30	30
1	22	52
3	3	55

### ERES\_USR - IMPUTATION FLAG

IMP41	Frequency	Cumulative Frequency
0	10	10
1	40	50
2	2	52
3	3	55

### STARTDAT - IMPUTATION FLAG

IMPSC03	Frequency	Cumulative Frequency
0	52	52
3	3	55

### ENDDATE - IMPUTATION FLAG

IMPSC04	Frequency	Cumulative Frequency
0	52	52
3	3	55

### POPU\_ST - IMPUTATION FLAG

IMPSC05	Frequency	Cumulative Frequency
0	52	52
3	3	55

## Appendix L—Imputation Flags, Definitions, and Frequencies for Public Library Outlet Data File

The imputation flags and definitions are listed below, followed by the frequencies. See appendix C for the record layout.

- 0—Reported.
- 20—Nonrespondent, not imputed (outlying areas only).
- 35—Nonrespondent with imputed data.

### NUMBER OF BOOKMOBILES - IMPUTATION FLAG

IMP1	Frequency	Cumulative Frequency
0	17259	17259
20	11	17270

### SQUARE FOOTAGE - IMPUTATION FLAG

IMP2	Frequency	Cumulative Frequency
0	14763	14763
20	2507	17270

## Appendix M—Frequencies and Distributions of Selected Variables on Public Library Data File

### Frequencies of Categorical Variables

#### INTERLIBRARY RELATIONSHIP

C_RELATN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
HQ	119	1.30	119	1.30
M	1	0.01	120	1.31
ME	6943	75.95	7063	77.27
NO	2078	22.73	9141	100.00

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

M—Missing (unknown, not reported)

#### LEGAL BASIS

C_LEGBAS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC	89	0.97	89	0.97
CI	4953	54.18	5042	55.16
CO	951	10.40	5993	65.56
M	1	0.01	5994	65.57
MJ	322	3.52	6316	69.10
NL	39	0.43	6355	69.52
NP	1359	14.87	7714	84.39
OT	90	0.98	7804	85.37
SC	310	3.39	8114	88.76
SD	1027	11.24	9141	100.00

CI—Municipal government (city, town, or village)

CO—County/Parish

CC—City/County

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)

OT—Other

M—Missing (unknown, not reported)

#### ADMINISTRATIVE STRUCTURE

C_ADMIN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M	1	0.01	1	0.01
MA	147	1.61	148	1.62
MO	1635	17.89	1783	19.51
SO	7358	80.49	9141	100.00

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

M—Missing (unknown, not reported)

#### FSCS PUBLIC LIBRARY

C_FSCS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	280	3.06	280	3.06
Y	8861	96.94	9141	100.00

Y—Yes

N—No

## Appendix M—Frequencies and Distributions of Selected Variables on Public Library Data File

### GEOGRAPHIC CODE

GEOCODE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CI 1	3114	34.07	3114	34.07
CI 2	1496	16.37	4610	50.43
CO1	1066	11.66	5676	62.09
CO2	516	5.64	6192	67.74
M	1	0.01	6193	67.75
MA1	26	0.28	6219	68.03
MA2	49	0.54	6268	68.57
MC1	144	1.58	6412	70.15
MC2	33	0.36	6445	70.51
OTH	2219	24.28	8664	94.78
SD1	435	4.76	9099	99.54
SD2	42	0.46	9141	100.00

CI 1—City (exactly)  
 CI 2—City (most nearly)  
 CO1—County (exactly)  
 CO2—County (most nearly)  
 MA1—Metropolitan area (exactly)  
 MA2—Metropolitan area (most nearly)  
 MC1—Multi-County (exactly)  
 MC2—Multi-County (most nearly)  
 SD1—School District (exactly)  
 SD2—School District (most nearly)  
 OTH—Other  
 M—Missing (unknown, not reported)

### ELECTRONIC SERVICES ACCESS

ELSVACC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M	3	0.03	3	0.03
N	624	6.83	627	6.86
Y	8514	93.14	9141	100.00

Y—Yes  
 N—No  
 M—Missing (unknown, not reported)

### INTERNET ACCESS

INETACC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M	3	0.03	3	0.03
N	261	2.86	264	2.89
Y	8877	97.11	9141	100.00

Y—Yes  
 N—No  
 M—Missing (unknown, not reported)

### OBE REGION CODE

OBereg	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01	1305	14.28	1305	14.28
02	1557	17.03	2862	31.31
03	1879	20.56	4741	51.87
04	1633	17.86	6374	69.73
05	1102	12.06	7476	81.79
06	791	8.65	8267	90.44
07	395	4.32	8662	94.76
08	475	5.20	9137	99.96
09	4	0.04	9141	100.00

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 M—Frequencies and Distributions of Selected Variables on Public Library Data File

### RESPONDENT STATUS

RSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1	5919	64.75	5919	64.75
2	3050	33.37	8969	98.12
3	3	0.03	8972	98.15
4	169	1.85	9141	100.00

1—Respondent, with no imputed data  
 2—Respondent, with both reported and imputed data  
 3—Nonrespondent, not imputed (outlying areas only)  
 4—Nonrespondent with imputed data

### Distributions of Continuous Variables

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	9138	30694.42	121132.29	25.00	3807400.00
POPU_UND	UNDUPLICATED POP OF LSA	9138	30352.67	120672.19	25.00	3807400.00
CENTLIB	# OF CENTRAL LIBRARIES	9138	0.98	0.13	0.00	1.00
BRANLIB	# OF BRANCH LIBRARIES	9138	0.82	3.45	0.00	86.00
BKMOB	# OF BOOKMOBILES	9138	0.10	0.36	0.00	9.00
MASTER	ALA-MLS	9138	3.33	15.41	0.00	644.00
LIBRARIA	TOTAL LIBRARIANS	9138	4.92	16.83	0.00	644.00
OTHPAID	ALL OTHER PAID STAFF	9138	9.99	40.80	0.00	1764.88
TOTSTAFF	TOTAL PAID EMPLOYEES	9138	14.91	56.68	0.00	2408.88
LOCGVT	LOCAL GOVERNMENT	9138	743278.65	3260267.13	0.00	115489421.00
STGVT	STATE GOVERNMENT	9138	109679.11	925155.20	0.00	48939873.00
FEDGVT	FEDERAL GOVERNMENT	9138	5312.84	47793.88	0.00	2869571.00
OTHCNM	OTHER INCOME	9138	81521.98	865595.88	0.00	74766128.00
TOTNCM	TOTAL INCOME	9138	939792.57	4321362.96	0.00	214596483.00
SALARIES	SALARIES & WAGES EXP	5584	738727.38	2723097.64	0.00	104484678.00
BENEFIT	EMPLOYEE BENEFITS	5584	177825.04	706514.44	0.00	26572414.00
STAFFEXP	TOTAL STAFF EXP	5584	916552.43	3398996.43	0.00	131057092.00
TOTEXPCO	COLLECTION EXP	9138	126805.89	577922.72	0.00	26482810.00
OTHOPEXP	OTHER OPERATING EXP	5584	293710.13	1155180.58	0.00	51294205.00
TOTOPEXP	TOTAL OPERATING EXP	9138	878323.86	4113768.02	0.00	208834107.00
CAPITAL	CAPITAL OUTLAY	9138	124620.21	927789.50	0.00	33500218.00
BKVOL	BOOK SERIAL VOLUME	9138	85934.22	361245.44	12.00	19386559.00
AUDIO	AUDIO	9138	3912.03	26504.34	0.00	1656031.00
VIDEO	VIDEO	9138	3142.83	11636.02	0.00	423930.00
SUBSCRIP	SUBSCRIPTIONS	9138	212.97	1147.02	0.00	79695.00
HRS_OPEN	PUBLIC SERV HRS/YR	9138	4024.44	8492.72	20.00	234936.00
VISITS	ATTENDANCE	9138	136175.64	518075.62	0.00	16202787.00
REFERENC	REFERENCE TRANS	9138	33022.37	218114.35	0.00	8962758.00
TOTCIR	TOTAL CIRCULATION	9138	207692.44	800198.93	0.00	16860455.00
LOANTO	LOAN TO	9138	2544.45	10261.95	0.00	399852.00
LOANFM	LOAN FROM	9138	2552.90	10033.72	0.00	486340.00
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	9138	74728.34	285982.95	0.00	7253862.00
KIDATTEN	KIDS PROGRAM ATTENDANCE	9138	5706.20	19445.45	0.00	542602.00
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	9138	7287.59	44201.32	0.00	1106504.00
ELACCEXP	ELECTRONIC ACCESS EXP	9138	23897.00	96828.90	0.00	2977534.00
ELMATS	MATERIALS IN ELEC FORMAT	9138	199.34	1309.57	0.00	49368.00
STFTERMS	INTERNET TERMINALS USED BY STAFF ONLY	9138	13.06	47.90	0.00	1857.00
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	9138	15.45	53.37	0.00	1951.00
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	9137	616.02	3180.15	0.00	125000.00

Note: All fields with missing data are coded with -1 on the Public Library Data File; records with -1s in these fields were not included in the distributions. Zero (0) data were included in the calculation of the mean and standard deviation.

## Appendix N—Frequencies of Selected Variables on State Summary/State Characteristics Data File

### Frequencies of Categorical Variables

#### REPORTING PERIOD START DATE

STARTDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-1	3	5.45	3	5.45
01/2001	1	1.82	4	7.27
01/2002	13	23.64	17	30.91
02/2001	1	1.82	18	32.73
03/2001	1	1.82	19	34.55
07/2001	28	50.91	47	85.45
10/2001	6	10.91	53	96.36
12/2000	1	1.82	54	98.18
12/2001	1	1.82	55	100.00

#### REPORTING PERIOD END DATE

ENDDATE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-1	3	5.45	3	5.45
06/2002	26	47.27	29	52.73
09/2002	7	12.73	36	65.45
12/2002	19	34.55	55	100.00

#### OBE REGION CODE

OBereg	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01	6	10.91	6	10.91
02	6	10.91	12	21.82
03	5	9.09	17	30.91
04	7	12.73	24	43.64
05	12	21.82	36	65.45
06	4	7.27	40	72.73
07	5	9.09	45	81.82
08	6	10.91	51	92.73
09	4	7.27	55	100.00

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 O—Frequencies and Distributions of Selected Variables on Public Library Outlet Data File

### Frequencies of Categorical Variables

#### OUTLET TYPE

C_OUT_TY	Frequency	Percent	Cumulative Frequency	Cumulative Percent
BM	5	0.03	5	0.03
BR	7512	43.50	7517	43.53
BS	764	4.42	8281	47.95
CE	8989	52.05	17270	100.00

CE—Central Library  
BR—Branch Library  
BS—Bookmobile(s)  
BM—Books-by-Mail Only

#### METROPOLITAN STATUS

C_MSA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC	3077	17.82	3077	17.82
M	21	0.12	3098	17.94
NC	5495	31.82	8593	49.76
NO	8677	50.24	17270	100.00

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  
M—Missing (unknown, not reported)

### Distributions of Continuous Variables

Variable: L\_NUM\_BM  
Label: NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
SQ_FEET	SQUARE FOOTAGE OF OUTLET	13995	10260.48	21002.94	25.00	646733.00
L_NUM_BM	NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV	17259	0.05	0.26	0.00	9.00

Note: All fields with missing data are coded with -1 on the Public Library Outlet Data File; records with -1s in these fields were not included in the distributions. Zero (0) data were included in the calculation of the mean and standard deviation.