



# Data File, Public Use: Public Libraries Survey Fiscal Year 2003



**Library  
Statistics  
Program**

**U.S. Department of Education**  
Institute of Education Sciences  
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# Data File, Public Use: Public Libraries Survey Fiscal Year 2003



June 2005

**U.S. Department of Education**  
Institute of Education Sciences  
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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) 2003 survey is the 16th 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 state data coordinators appointed by the chief officers of state library agencies.

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, 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 (libraries with no central outlet are listed in appendix G). The data for a multiple-outlet library are provided to NCES as aggregate data. The survey instrument is in appendix E--see item 17 in the Administrative Entity Data Element Definitions for the FSCS definition of a public library.

The FY 2003 PLS collected the following information:

- Sixty items were collected on each public library (identifying information and basic data). Identifying items include the public library's name, address, telephone number, county, interlibrary relationship, legal basis, administrative structure, FSCS public library status, geographic service area, and legal service area boundary change. The basic data include population of legal service area, service outlets, full-time equivalent staff, operating revenue and expenditures, capital revenue and expenditures, library collections, public service hours, library visits, reference transactions, total circulation, circulation of children's materials, children's program attendance, interlibrary loans, public-use Internet terminals, and users of electronic resources.
- 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>1</sup>) from the FY 2003 PLS. These are the final data files. The files are as follows:

1. Public Library Data File (pupld03a.mdb and pupld03a.txt). This file includes data for 9,214 public libraries (9,211 public libraries in the 50 states and the District of Columbia and 3 public libraries in the outlying areas of Guam, the Northern Mariana Islands, and the U.S. Virgin Islands). Each library's data consists of one record (a total of 9,214 records). Appendix A contains the record layout. Note: The Public Library Data File is available in two versions: a public-use data file (available to all data users with some data suppressed) and a restricted-use data file (available only to NCES-licensed data users with no data suppressed). This is the documentation for the public-use data file. See *Confidentiality and Public- and Restricted-Use Data Files* in the next section for more information.

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<sup>1</sup>The Microsoft Access data file has the .mdb extension, and the ASCII data file has the .txt extension.

2. Public Library State Summary/State Characteristics Data File (pusum03a.mdb and pusum03a.txt). The data for each state or outlying area consists of one record (a total of 54 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 File.
  - 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 (puout03a.mdb and puout03a.txt). This file includes identifying information and a few basic data items for 17,314 public library service outlets (centrals, branches, bookmobiles, and books-by-mail only) (17,299 outlets in the 50 states and the District of Columbia and 15 outlets in the outlying areas). The data for each outlet consists of one record (a total of 17,314 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 9,214 public libraries (9,211 public libraries in the 50 states and the District of Columbia and 3 public libraries in the outlying areas of Guam, the Northern Mariana Islands, and the U.S. Virgin Islands), as identified by state library agencies.<sup>2</sup> Included in the frame (and in the survey response rates) are 291 public libraries that do not meet all the criteria in the FSCS definition of a public library (see appendix E, Administrative Entity definitions, item 17). These libraries are included because they qualify as public libraries under state law. 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--41 such libraries were reported.

#### Survey Response

**Unit response.** A total of 8,955 of the 9,214 public libraries in the survey frame responded to the FY 2003 PLS (8,952 public libraries in the 50 states and the District of Columbia and 3 public libraries in the outlying areas), for a unit response rate of 97.2 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 revenue, total operating expenditures, print materials, 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. At the national level, response rates fell below 85 percent<sup>3</sup> for the following 5 items (these were new survey items, so the response rates should increase in future years):

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<sup>2</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 either.

<sup>3</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.



<b>Item</b>	<b>Response rate</b>
operating expenditures for other materials	82.0
capital revenue	77.9
electronic books	63.0
databases	66.8
current electronic serial subscriptions	65.2

At the state and outlying area levels, response rates fell below 85 percent in 35 states, the District of Columbia, and the Northern Mariana Islands for one or more items (see below). The state abbreviations are listed in appendix D.

STATE ABBREVIATION=AK<sup>4</sup>

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ESUBSCR	ELEC SUBSCRIPTIONS	4.7
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	78.8

STATE ABBREVIATION=AL

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	73.1

STATE ABBREVIATION=AZ

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	68.9

STATE ABBREVIATION=CA

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	79.7

STATE ABBREVIATION=CO

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	74.8

STATE ABBREVIATION=DC

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	0.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0

STATE ABBREVIATION=DE

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
MASTER	ALA-MLS	81.0
PRMATEXP	OP EXP FOR PRINT MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
CAP_REV	CAPITAL REVENUE	28.6
EBOOK	ELECTRONIC BOOKS	0.0
DATABASE	DATABASES	0.0
ESUBSCR	ELEC SUBSCRIPTIONS	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	61.9

STATE ABBREVIATION=FL

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	84.1

<sup>4</sup>The state codes are in appendix D.

## STATE ABBREVIATION=HI

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	0.0

## STATE ABBREVIATION=IL

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
OTHMATEX	OP EXP FOR OTHER MAT	15.5
CAP_REV	CAPITAL REVENUE	0.0
EBOOK	ELECTRONIC BOOKS	0.0
DATABASE	DATABASES	0.0
ESUBSCR	ELEC SUBSCRIPTIONS	0.0

## STATE ABBREVIATION=IN

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
CAP_REV	CAPITAL REVENUE	42.0
EBOOK	ELECTRONIC BOOKS	36.1
ESUBSCR	ELEC SUBSCRIPTIONS	36.1

## STATE ABBREVIATION=KS

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
CAP_REV	CAPITAL REVENUE	0.0
EBOOK	ELECTRONIC BOOKS	0.0
DATABASE	DATABASES	0.0
ESUBSCR	ELEC SUBSCRIPTIONS	0.0

## STATE ABBREVIATION=KY

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
CAP_REV	CAPITAL REVENUE	0.0
EBOOK	ELECTRONIC BOOKS	0.0
DATABASE	DATABASES	0.0
ESUBSCR	ELEC SUBSCRIPTIONS	0.0

## STATE ABBREVIATION=MA

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
BENEFIT	EMPLOYEE BENEFITS	66.2
STAFFEXP	TOTAL STAFF EXP	66.2
TOTOPEXP	TOTAL OPERATING EXP	66.2
EBOOK	ELECTRONIC BOOKS	0.0
DATABASE	DATABASES	0.0
VISITS	LIBRARY VISITS	65.4
REFERENC	REFERENCE TRANS	76.1

## STATE ABBREVIATION=MD

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
VISITS	LIBRARY VISITS	83.3

## STATE ABBREVIATION=ME

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	76.3
ELMATEXP	OP EXP FOR ELECTRONIC MAT	76.7
OTHMATEX	OP EXP FOR OTHER MAT	76.7
REFERENC	REFERENCE TRANS	79.8
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	82.1

## STATE ABBREVIATION=MI

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	0.3
OTHMATEX	OP EXP FOR OTHER MAT	0.3
EBOOK	ELECTRONIC BOOKS	0.3
DATABASE	DATABASES	0.3
ESUBSCR	ELEC SUBSCRIPTIONS	0.0

STATE ABBREVIATION=MN

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	84.3

STATE ABBREVIATION=MO

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
CAP_REV	CAPITAL REVENUE	0.0
EBOOK	ELECTRONIC BOOKS	0.0
ESUBSCR	ELEC SUBSCRIPTIONS	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	55.6

STATE ABBREVIATION=MP

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
REFERENC	REFERENCE TRANS	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0

STATE ABBREVIATION=NC

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
CAP_REV	CAPITAL REVENUE	0.0
EBOOK	ELECTRONIC BOOKS	0.0
DATABASE	DATABASES	0.0
ESUBSCR	ELEC SUBSCRIPTIONS	0.0

STATE ABBREVIATION=ND

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	4.9
OTHMATEX	OP EXP FOR OTHER MAT	4.9
CAP_REV	CAPITAL REVENUE	1.2
EBOOK	ELECTRONIC BOOKS	15.9
DATABASE	DATABASES	15.9
ESUBSCR	ELEC SUBSCRIPTIONS	15.9
REFERENC	REFERENCE TRANS	78.0

STATE ABBREVIATION=NE

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
OTHMATEX	OP EXP FOR OTHER MAT	61.1
CAP_REV	CAPITAL REVENUE	55.6
EBOOK	ELECTRONIC BOOKS	15.2
DATABASE	DATABASES	23.7
ESUBSCR	ELEC SUBSCRIPTIONS	26.3

STATE ABBREVIATION=NH

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
TOTOPEXP	TOTAL OPERATING EXP	78.9
REFERENC	REFERENCE TRANS	84.7
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	84.7

STATE ABBREVIATION=NJ

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
DATABASE	DATABASES	83.1
ESUBSCR	ELEC SUBSCRIPTIONS	83.1

STATE ABBREVIATION=NM

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
EBOOK	ELECTRONIC BOOKS	80.5
DATABASE	DATABASES	82.8
ESUBSCR	ELEC SUBSCRIPTIONS	80.5

## STATE ABBREVIATION=NV

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
CAP_REV	CAPITAL REVENUE	0.0
EBOOK	ELECTRONIC BOOKS	0.0
DATABASE	DATABASES	0.0
ESUBSCRP	ELEC SUBSCRIPTIONS	0.0

## STATE ABBREVIATION=OH

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	72.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	70.0
EBOOK	ELECTRONIC BOOKS	0.0
DATABASE	DATABASES	0.0
ESUBSCRP	ELEC SUBSCRIPTIONS	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	80.8

## STATE ABBREVIATION=OR

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
VISITS	LIBRARY VISITS	82.3
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	75.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	82.3

## STATE ABBREVIATION=RI

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
OTHMATEX	OP EXP FOR OTHER MAT	0.0
EBOOK	ELECTRONIC BOOKS	0.0
DATABASE	DATABASES	0.0
ESUBSCRP	ELEC SUBSCRIPTIONS	0.0

## STATE ABBREVIATION=SD

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
SALARIES	SALARIES & WAGES EXP	84.6
BENEFIT	EMPLOYEE BENEFITS	84.6

## STATE ABBREVIATION=TN

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
SALARIES	SALARIES & WAGES EXP	75.5
BENEFIT	EMPLOYEE BENEFITS	75.5
EBOOK	ELECTRONIC BOOKS	1.6
DATABASE	DATABASES	1.6
ESUBSCRP	ELEC SUBSCRIPTIONS	1.6

## STATE ABBREVIATION=UT

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
VISITS	LIBRARY VISITS	84.7
REFERENC	REFERENCE TRANS	76.4

## STATE ABBREVIATION=VA

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
CAP_REV	CAPITAL REVENUE	0.0
EBOOK	ELECTRONIC BOOKS	0.0
DATABASE	DATABASES	0.0
ESUBSCRP	ELEC SUBSCRIPTIONS	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	55.6

## STATE ABBREVIATION=VT

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	76.2
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	80.2

STATE ABBREVIATION=WA

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	79.7
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	75.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	60.9

STATE ABBREVIATION=WI

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	75.3
ELMATEXP	OP EXP FOR ELECTRONIC MAT	75.3
OTHMATEX	OP EXP FOR OTHER MAT	75.3
ESUBSCR	ELEC SUBSCRIPTIONS	82.1

### Caveats for Using these Data

Using the data to make comparisons. The FY 2003 PLS data file includes imputations for nonresponding libraries, for unit and item nonresponse. See the *Imputation* section beginning on page 11 for a discussion of the imputation methodology. Comparisons to data prior to FY 92 should be made with caution, as earlier data 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 table on *States by 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. For information on these reports, visit 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 all public library data are reported under one entity, the Hawaii State Public Library System.

**Reporting period.** The FY 2003 PLS requested data for state fiscal year 2003. States provided the earliest starting date and latest ending date reported by their public libraries. The reporting period spans more than a 12-month period in some states because the fiscal year varies among localities (these states are listed in the *Other* column in table below). However, each public library provided data for a 12-month period.

### States by Reporting Period

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

\*GU—Guam, MP—Northern Mariana Islands, and 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 for each state, and (3) Official State Total Population Estimate. The population data are provided by the state library agency. The methods of calculation of the first two items vary significantly among states, and the state reporting periods also vary. 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., the 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 that serve the same population (for example, a county library and a city library within the county serve, and therefore count, the same population. Twenty-six states had such overlapping service areas in FY 2003. (See appendix F for a list of these states.)

To enable meaningful state comparisons using total Population of Legal Service Area data (for example, the number of print materials 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 includes a derived unduplicated population of legal service area figure 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. (The latter item is a single, state-reported figure found 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) of public libraries have been removed (i.e., the field is blank) when their 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 and other expenditures data 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.

## "WARNING"

Under law, public-use data collected and distributed by the National Center for Education Statistics (NCES) may be used only for statistical purposes.

Any effort to determine the identity of any reported case by public-use data users is prohibited by law. Violations are subject to Class E felony charges of a fine up to \$250,000 and/or a prison term up to 5 years.

NCES does all it can to assure that the identity of data subjects cannot be disclosed. All direct identifiers, as well as any characteristics that might lead to identification, are omitted or modified in the dataset to protect the true characteristics of individual cases. Any intentional identification or disclosure of a person or institution violates the assurances of [confidentiality](#) given to the providers of the information. Therefore, users shall:

- Use the data in this dataset for statistical purposes only.
- Make no use of the identity of any person or institution discovered inadvertently, and advise NCES of any such discovery.
- Not link this dataset with [individually identifiable data](#) from other NCES or non-NCES datasets.
- To proceed you must signify your agreement to comply with the above-stated statutorily based requirements."

**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 2003 PLS was released to the states over the Internet on November 17, 2003.<sup>5</sup> States were placed into one of three reporting groups (with survey due dates of April 15, July 30, or August 31, 2004), 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) that they

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<sup>5</sup>The survey instrument is in appendix E.

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 January of 2005. 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 Revenue is not equal to the sum of its parts (Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Revenue).
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 Print Materials is 0 or -2.

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 a state). Respondents were encouraged to review the tables for data quality issues before submitting their data to NCES. State data submissions also 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. Imputations for nonresponding libraries were performed using the data calculated from their imputation cells. 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 2002 but not 2003 (or in 2001 but not in 2002 or 2003):

- A1. The growth rates were calculated for institutions that reported in both 2002 and 2003 (or in both 2001 and 2003). The mean (average) growth rate was calculated for each imputation cell.
- A2. The average changes computed in step A1 were applied to the 2002 data (or 2001 data) of 2003 nonresponding libraries to obtain an estimate for 2003.

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



- A3. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step A2.
- A4. Other operating expenditures were derived by subtracting total operating expenditures from the sum of total collection expenditures and total staff expenditures estimated in step A2.
- A5. For revenue variables (i.e., other revenue and revenue 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 2002 (or 2001) 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 2003 and 2002 (or 2003 and 2001). This growth rate was applied to the nonresponding library's 2002 (or 2001) data to obtain an estimate for 2003. If no prior year growth rate was available for the next smallest library, the growth rate was assumed to be 1.00.
- A6. Total revenue was derived by adding revenue from federal, state, and local sources and other revenue. Total paid employees was derived by adding librarians and 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 expenditures was set to zero if Total Collection Expenditures was equal to zero.
- A10. For Internet terminals used by the general public, if the number of outlets equals zero, it was set to zero.
- A11. For Internet terminals used by the general public, if there was 2002 or 2001 reported data, the data were carried forward as an estimate for 2003.
- A12. For population variables, the prior year data were carried forward in the current year.
- A13. Electronic users was estimated by multiplying the current-year Internet terminals used by the general public by the prior-year (2002 or 2001) ratio of the annualized value of electronic users to Internet terminals used by the general public.

**B. For libraries with no reported data in 2001, 2002, or 2003:**

- B1. The "growth rate" method (described in steps A1 and A2) was used to impute for 2003 if the prior year data (2002 or 2001) 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, other paid employees, print materials, current print serial subscriptions, audio, public service hours, reference transactions, total circulation, other revenue, revenue from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and electronic materials expenditures.

- B2. The mean of the imputation cell was calculated for all libraries that responded in 2003. 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, other paid employees, print materials, current print serial subscriptions, audio, public service hours, reference transactions, total circulation, other revenue, revenue from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and electronic materials expenditures.

- 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. Total staff expenditures were derived by adding salaries and employee benefits determined in step B1 (or step B2). Total revenue was derived by adding revenue from federal, state, and local sources and other revenue. Total paid employees was derived by adding librarians and other 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. The median of the imputation cell was calculated for all libraries that responded in 2003. The cell median was not adjusted. This method was used for imputing Internet terminals used by the general public and electronic users when there was no reported prior year (2002 or 2001) 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: There were seven records that had total staff expenditures imputed to a value greater than zero and total paid employees imputed to zero. The imputed value for total staff expenditures was derived to be zero. The imputed value for total operating expenditures was recalculated.
- Finding 2: There was one record for which the imputation flag F\_ELMATX was not set. The imputation program was corrected and the imputation flag was set.
- Finding 3: There were three records where the print materials expenditures plus electronic materials expenditures plus other materials expenditures did not add to total collection expenditures. These records were corrected.
- Finding 4: There was one record where the data for total paid employees and total staff expenditures were inconsistent. This record was corrected.
- Finding 5: There were two records where the ratio of electronic users to visits was questioned. There was nothing done to these records because the number appeared reasonable in relation to the number of General Public Terminals.
- Finding 6: There were three records where the value for hours open appeared low. The value for hours open was set equal to the prior year value. It was strongly suggested to obtain reported data for these libraries in 2004.
- Finding 7: There were two records where the ratio of reference transactions to visits appeared high. One record was not changed since the ratio was consistent with the same ratio in a previous year. The other record had reference transactions reimputed using the adjusted cell median which lowered the ratio so that it was more in line with data in a previous year.
- Finding 8: There was one record where the ratio of total circulation to visits was questioned. This record had the variable total circulation reimputed using the median ratio of total circulation to visits. The new imputed value for total circulation is more in line with prior year data.
- Finding 9: There were eighteen records where the ratio of total operating expenditures to total revenue appeared high. For the majority of these records the variable other operating expenditures was set to zero and the detail was resummed to get the new imputed value for total operating expenditures.
- Finding 10: There was one record where the imputed value for employee benefits was extremely high compared to the reported value for salaries. Nothing was done to this record since the value for total staff expenditures was in line with prior year data and the number of total paid staff had not changed. The suggestion was made to verify the data from the library.
- Finding 11: There was one record where the imputed value for other operating expenditures appeared high. This record was reimputed using prior year data.
- Finding 12: There were four records where the imputed value for video appeared high. These records were reimputed using prior year data.

## 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 the variables 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 were imputed on the Public Library Data File and Public Library State Summary/State Characteristics Data File. Missing data were not imputed for outlying areas. See *Imputation* section above for a discussion of the imputation methodology. See appendixes H–N 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 2003  
(pupld03a.mdb and pupld03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, fiscal year 2003</b> <b>Number of records = 9,214 (one record per observation)</b> <b>Number of fields per record = 110</b> <b>ASCII file (pupld03a.txt) is fixed-width (record size = 6.96 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	60	29	A	02	Name of library (administrative entity)
<b>STREET ADDRESS</b>					
ADDRESS	35	89	A	03	Street address of administrative entity
CITY	20	124	A	04	City or town (of street address) of administrative entity
ZIP	05	144	A	05	Standard five-digit postal zip code (of street address) of administrative entity. M = Missing (unknown, not reported)
ZIP4	04	149	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	153	A	07	Mailing address of administrative entity
CITY_M	20	188	A	08	City or town (of mailing address) of administrative entity
ZIP_M	05	208	A	09	Standard five-digit postal zip code (of mailing address) of administrative entity M = Missing (unknown, not reported)
ZIP4_M	04	213	A	10	Four-digit postal zip code extension (of mailing address) of administrative entity M = Missing (unknown, not reported)
CNTY	20	217	A	11	County of library
PHONE	10	237	A	12	Telephone number, in following format: area code/exchange/number (for example, 7037315072) M = Missing (unknown, not reported) -3 = Not applicable
WEB_ADDR	80	247	A	13	Web address of the administrative entity. M = Missing (unknown, not reported) -3 = Not applicable

**Appendix A—Record Layout for Public Library Data File, FY 2003  
(pupld03a.mdb and pupld03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
C_RELATN	02	327	A	14	Interlibrary Relationship Code HQ—Headquarters of a Federation or Cooperative ME—Member of a Federation or Cooperative NO—Not a Member of a Federation or Cooperative
C_LEGBAS	02	329	A	15	Legal Basis Code CC—City/County CI—Municipal Government (city, town, or village) CO—County/Parish LD—Library District (authority, board, commission) MJ—Multi-jurisdictional NL—Native American Tribal Government NP—Non-profit Association or Agency SD—School District OT—Other (Note: Prior to FY 98, this variable was called C_LEGBASE.)
C_ADMIN	02	331	A	16	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—Administrative Entity with a Single Direct Service Outlet
C_FSCS	01	333	A	17	FSCS Public Library Definition (Public library meets all criteria in the definition.) Y—Yes N—No
GEOCODE	03	334	A	18	Geographic Code CI1—Municipal Government (city, town or village) (exactly) CI2—Municipal Government (city, town or village) (most nearly) CO1—County/Parish (exactly) CO2—County/Parish (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
LSABOUND	01	337	A	19	Legal service area boundary change in last year Y—Yes N—No  (Note: Items 20 and 21 are reserved for future use.)
POPU_LSA	09	338	N	22	<b>POPULATION</b> Population of the Legal Service Area
F_POPLSA	02	347	A	†	POPU_LSA imputation flag. (See appendix H for definitions of flags.)

**Appendix A—Record Layout for Public Library Data File, FY 2003  
(pupld03a.mdb and pupld03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
POPU_UND	09	349	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 (POPU_LSA) to the state's total population of legal service areas (total POPU_LSA), 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 coordinator, is also named POPU_UND but is located on the State Summary/State Characteristics Data File.
F_POPUND	02	358	A	†	POPU_UND imputation flag. (See appendix H for definitions of flags.)
CENTLIB	03	360	N	23	<b>SERVICE OUTLETS</b> Number of central libraries
F_CENTLIB	02	363	A	†	CENTLIB imputation flag. (See appendix H for definitions of flags.)
BRANLIB	03	365	N	24	Number of branch libraries
F_BRLIB	02	368	A	†	BRANLIB imputation flag. (See appendix H for definitions of flags.)
BKMOB	03	370	N	25	Number of bookmobiles
F_BKMOB	02	373	A	†	BKMOB imputation flag. (See appendix H for definitions of flags.)
MASTER	09	375	N	26	<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b> "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.
F_MASTER	02	384	A	†	MASTER imputation flag. (See appendix H for definitions of flags.)
LIBRARIA	09	386	N	27	Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point.
F_LIBRAR	02	395	A	†	LIBRARIA imputation flag. (See appendix H for definitions of flags.)
OTHPAID	09	397	N	28	All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point.
F_OTHSTF	02	406	A	†	OTHPAID imputation flag. (See appendix H for definitions of flags.)
TOTSTAFF	10	408	N	29	Total paid FTE employees (i.e., LIBRARIA and OTHPAID). This field consists of seven integers and two decimals, with an explicit decimal point.

**Appendix A—Record Layout for Public Library Data File, FY 2003  
(pupld03a.mdb and pupld03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
F_TOTSTF	02	418	A	†	TOTSTAFF imputation flag. (See appendix H for definitions of flags.)
LOGGVT	09	420	N	30	<b>OPERATING REVENUE</b> Local government revenue
F_LOCGVT	02	429	A	†	LOGGVT imputation flag. (See appendix H for definitions of flags.)
STGVT	09	431	N	31	State government revenue
F_STGVT	02	440	A	†	STGVT imputation flag. (See appendix H for definitions of flags.)
FEDGVT	09	442	N	32	Federal government revenue
F_FEDGVT	02	451	A	†	FEDGVT imputation flag. (See appendix H for definitions of flags.)
OTHINCM	09	453	N	33	Other operating revenue (i.e., revenue not included in LOGGVT, STGVT, and FEDGVT)
F_OTHINC	02	462	A	†	OTHINCM imputation flag. (See appendix H for definitions of flags.)
TOTINCM	10	464	N	34	Total operating revenue (i.e., LOGGVT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	02	474	A	†	TOTINCM imputation flag. (See appendix H for definitions of flags.)
SALARIES	09	476	N	35	<b>OPERATING EXPENDITURES</b> <b>Staff expenditures</b> Salaries and wages for all library staff
F_SALX	02	485	A	†	SALARIES imputation flag. (See appendix H for definitions of flags.)
BENEFIT	09	487	N	36	Employee benefits for all library staff
F_BENX	02	496	A	†	BENEFIT imputation flag. (See appendix H for definitions of flags.)
STAFFEXP	09	498	N	37	Total staff expenditures (i.e., SALARIES and BENEFIT)
F_TOSTFX	02	507	A	†	STAFFEXP imputation flag. (See appendix H for definitions of flags.)
PRMATEXP	09	509	N	38	<b>Collection expenditures</b> Print materials expenditures (including books, serial back files, current serial subscriptions, government documents)
F_PRMATX	02	518	A	†	PRMATEXP imputation flag. (See appendix H for definitions of flags.)



**Appendix A—Record Layout for Public Library Data File, FY 2003  
(pupld03a.mdb and pupld03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
ELMATEXP	09	520	N	39	Electronic (digital) materials expenditures (including e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, and pictures)
F_ELMATX	02	529	A	†	ELMATEXP imputation flag. (See appendix H for definitions of flags.)
OTHMATEX	09	531	N	40	Other materials expenditures (microform, audio, video, DVD, and new formats)
F_OTMATX	02	540	A	†	OTHMATEX imputation flag. (See appendix H for definitions of flags.)
TOTEXPCO	09	542	N	41	Total expenditures on library collection (i.e., PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	02	551	A	†	TOTEXPCO imputation flag. (See appendix H for definitions of flags.)
OTHOPEXP	09	553	N	42	<b>Other operating expenditures</b> Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO)
F_OTHOPX	02	562	A	†	OTHOPEXP imputation flag. (See appendix H for definitions of flags.)
TOTOPEXP	10	564	N	43	Total operating expenditures (i.e., STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	02	574	A	†	TOTOPEXP imputation flag. (See appendix H for definitions of flags.)
CAP_REV	09	576	N	44	<b>CAPITAL</b> Capital revenue for major capital expenditures
F_TCAPRV	02	585	A	†	CAP_REV imputation flag. (See appendix H for definitions of flags.)
CAPITAL	09	587	N	45	Capital expenditures (major)
F_TCAPX	02	596	A	†	CAPITAL imputation flag. (See appendix H for definitions of flags.)
BKVOL	09	598	N	46	<b>LIBRARY COLLECTION</b> Print materials (including books, serial back files, and government documents)
F_BKVOL	02	607	A	†	BKVOL imputation flag. (See appendix H for definitions of flags.)
EBOOK	09	609	N	47	Electronic books (E-books) (digital documents, including non-serial government documents in digital format)
F_EBOOK	02	618	A	†	EBOOK imputation flag. (See appendix H for definitions of flags.)

**Appendix A—Record Layout for Public Library Data File, FY 2003  
(pupld03a.mdb and pupld03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
AUDIO	09	620	N	48	Audio materials (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMs, audio reels, talking books, and other sounding recordings)
F_AUDIO	02	629	A	†	AUDIO imputation flag. (See appendix H for definitions of flags.)
VIDEO	09	631	N	49	Video materials (including video tapes, DVDs, video CD-ROMs, etc.)
F_VIDEO	02	640	A	†	VIDEO imputation flag. (See appendix H for definitions of flags.)
DATABASE	09	642	N	50	Databases (locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired)
F_DBASE	02	651	A	†	DATABASE imputation flag. (See appendix H for definitions of flags.)
SUBSCRIP	09	653	N	51	Current print serial subscriptions
F_PRSUB	02	662	A	†	SUBSCRIP imputation flag. (See appendix H for definitions of flags.)
ESUBSCRIP	09	664	N	52	Current electronic serial subscriptions
F_ESUB	02	673	A	†	ESUBSCRIP imputation flag. (See appendix H for definitions of flags.)
					<b>PUBLIC SERVICE HOURS</b>
HRS_OPEN	09	675	N	53	Total annual public service hours for all service outlets
F_HRS_OP	02	684	A	†	HRS_OPEN imputation flag. (See appendix H for definitions of flags.)
					<b>LIBRARY SERVICES</b>
VISITS	09	686	N	54	Total annual library visits
F_VISITS	02	695	A	†	VISITS imputation flag. (See appendix H for definitions of flags.)
REFERENC	09	697	N	55	Total annual reference transactions
F_REFER	02	706	A	†	REFERENC imputation flag. (See appendix H for definitions of flags.)
					<b>CIRCULATION</b>
TOTCIR	09	708	N	56	Total annual circulation transactions
F_TOTCIR	02	717	A	†	TOTCIR imputation flag. (See appendix H for definitions of flags.)

**Appendix A—Record Layout for Public Library Data File, FY 2003  
(pupld03a.mdb and pupld03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
					<b>INTER-LIBRARY LOANS</b>
LOANTO	06	719	N	57	Total annual loans provided to other libraries
F_LOANTO	02	725	A	†	LOANTO imputation flag. (See appendix H for definitions of flags.)
LOANFM	06	727	N	58	Total annual loans received from other libraries
F_LOANFM	02	733	A	†	LOANFM imputation flag. (See appendix H for definitions of flags.)
					<b>CHILDREN'S SERVICES</b>
KIDCIRCL	09	735	N	59	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	02	744	A	†	KIDCIRCL imputation flag. (See appendix H for definitions of flags.)
KIDATTEN	09	746	N	60	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children.
F_KIDATT	02	755	A	†	KIDATTEN imputation flag. (See appendix H for definitions of flags.)
					<b>ELECTRONIC TECHNOLOGY</b>
GPTEMS	06	757	N	61	Internet terminals used by general public
F_GPTEMS	02	763	A	†	GPTEMS imputation flag. (See appendix H for definitions of flags.)
ERES_USR	09	765	N	62	Users of electronic resources per typical week
F_ER_USR	02	774	A	†	ERES_USR imputation flag. (See appendix H for definitions of flags.)
					<b>OTHER</b>
PUB_FIPS	02	776	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
CNTYFIPS	03	778	A	†	Three-digit FIPS County Code M =Missing
YR_SUB	04	781	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBereg	02	785	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)

**Appendix A—Record Layout for Public Library Data File, FY 2003  
(pupld03a.mdb and pupld03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
					08—Far West (AK CA HI NV OR WA) 09—Outlying Areas (AS GU MP PR VI)
RSTATUS	01	787	A	†	1—Respondent, with no imputed data 2—Respondent, with both reported and imputed data 3—Nonrespondent, not imputed 4—Nonrespondent with imputed data

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey instrument is in appendix E.

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2003 (pusum03a.mdb and pusum03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, fiscal year 2003</b>					
<b>Number of records = 54 (one record per observation)</b>					
<b>Number of fields per record = 94</b>					
<b>ASCII file (pusum03a.txt) is fixed-width (record size = 28.5 KB)</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.
<b>POPULATION</b>					
POPU_LSA	10	3	N	22	Population of the legal service area
F_POPLSA	02	13	A	†	POPU_LSA imputation flag. (See appendix J for definitions of flags.)
POPU_UND	10	15	N	04	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.)
F_POPUND	02	25	A	†	POPU_UND imputation flag. (See appendix J for definitions of flags.)
POPU_ST	10	27	N	03	Official state total population estimate (Note: This item is on the State Characteristics data entry screen.)
F_POPST	02	37	A	†	POPU_ST imputation flag. (See appendix J for definitions of flags.)
<b>SERVICE OUTLETS</b>					
CENTLIB	05	39	N	23	Number of central libraries
F_CENTLIB	02	44	A	†	CENTLIB imputation flag. (See appendix J for definitions of flags.)
BRANLIB	05	46	N	24	Number of branch libraries
F_BRLIB	02	51	A	†	BRANLIB imputation flag. (See appendix J for definitions of flags.)
BKMOB	05	53	N	25	Number of bookmobiles
F_BKMOB	02	58	A	†	BKMOB imputation flag. (See appendix J for definitions of flags.)
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>					
MASTER	11	60	N	26	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.
F_MASTER	02	71	A	†	MASTER imputation flag. (See appendix J for definitions of flags.)
LIBRARIA	11	73	N	27	Total number of FTE employees holding the title of librarian. This field consists of eight integers and two decimals, with an explicit decimal point.

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2003 (pusum03a.mdb and pusum03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
F_LIBRAR	02	84	A	†	LIBRARIA imputation flag. (See appendix J for definitions of flags.)
OTHPAID	11	86	N	28	All other paid FTE employees. This field consists of eight integers and two decimals with an explicit decimal point.
F_OTHSTF	02	97	A	†	OTHPAID imputation flag. (See appendix J for definitions of flags.)
TOTSTAFF	12	99	N	29	Total paid FTE employees (i.e., LIBRARIA and OTHPAID). This field consists of nine integers and two decimals with an explicit decimal point.
F_TOTSTF	02	111	A	†	TOTSTAFF imputation flag. (See appendix J for definitions of flags.)
					<b>OPERATING REVENUE</b>
LOGGVT	11	113	N	30	Operating revenue from local government
F_LOGGVT	02	124	A	†	LOGGVT imputation flag. (See appendix J for definitions of flags.)
STGVT	11	126	N	31	Operating revenue from state government
F_STGVT	02	137	A	†	STGVT imputation flag. (See appendix J for definitions of flags.)
FEDGVT	11	139	N	32	Operating revenue from federal government
F_FEDGVT	02	150	A	†	FEDGVT imputation flag. (See appendix J for definitions of flags.)
OTHINCM	11	152	N	33	Other operating revenue (i.e., revenue not included in LOGGVT, STGVT, and FEDGVT)
F_OTHINC	02	163	A	†	OTHINCM imputation flag. (See appendix J for definitions of flags.)
TOTINCM	12	165	N	34	Total operating revenue (i.e., LOGGVT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	02	177	A	†	TOTINCM imputation flag. (See appendix J for definitions of flags.)
					<b>OPERATING EXPENDITURES</b>
					<b>Staff expenditures</b>
SALARIES	11	179	N	35	Salaries and wages for all library staff
F_SALX	02	190	A	†	SALARIES imputation flag. (See appendix J for definitions of flags.)
BENEFIT	11	192	N	36	Employee benefits for all library staff
F_BENX	02	203	A	†	BENEFIT imputation flag. (See appendix J for definitions of flags.)
STAFFEXP	11	205	N	37	Total staff expenditures (i.e., SALARIES and BENEFIT)

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2003 (pusum03a.mdb and pusum03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
F_TOSTFX	02	216	A	†	STAFFEXP imputation flag. (See appendix J for definitions of flags.)
PRMATEXP	09	218	N	38	<b>Collection expenditures</b> Operating expenditures for print materials (including books, serial back files, current serial subscriptions, government documents)
F_PRMATX	02	227	A	†	PRMATEXP imputation flag. (See appendix J for definitions of flags.)
ELMATEXP	09	229	N	39	Operating expenditures for electronic (digital) materials (including e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, and pictures)
F_ELMATX	02	238	A	†	ELMATEXP imputation flag. (See appendix J for definitions of flags.)
OTHMATEX	09	240	N	40	Operating expenditures for all other library materials (microform, audio, video, DVD, and new formats)
F_OTMATX	02	249	A	†	OTHMATEX imputation flag. (See appendix J for definitions of flags.)
TOTEXPCO	11	251	N	41	Total expenditures on library collection (i.e., PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	02	262	A	†	TOTEXPCO imputation flag. (See appendix J for definitions of flags.)
OTHOPEXP	11	264	N	42	<b>Other operating expenditures</b> Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO)
F_OTHOPX	02	275	A	†	OTHOPEXP imputation flag. (See appendix J for definitions of flags.)
TOTOPEXP	12	277	N	43	Total operating expenditures (i.e., STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	02	289	A	†	TOTOPEXP imputation flag. (See appendix J for definitions of flags.)
CAP_REV	11	291	N	44	<b>CAPITAL</b> Capital revenue for major capital expenditures
F_TCAPRV	02	302	A	†	CAP_REV imputation flag. (See appendix J for definitions of flags.)
CAPITAL	11	304	N	45	Capital expenditures (major)
F_TCAPX	02	315	A	†	CAPITAL imputation flag. (See appendix J for definitions of flags.)
BKVOL	11	317	N	46	<b>LIBRARY COLLECTION</b> Print materials (including books, serial back files, and government documents)

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2003 (pusum03a.mdb and pusum03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
F_BKVOL	02	328	A	†	BKVOL imputation flag. (See appendix J for definitions of flags.)
EBOOK	09	330	N	47	Electronic books (E-books) (digital documents, including non-serial government documents in digital format)
F_EBOOK	02	339	A	†	EBOOK imputation flag. (See appendix J for definitions of flags.)
AUDIO	11	341	N	48	Audio materials (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMs, audio reels, talking books, and other sounding recordings)
F_AUDIO	02	352	A	†	AUDIO imputation flag. (See appendix J for definitions of flags.)
VIDEO	11	354	N	49	Video materials (including video tapes, DVDs, video CD-ROMs, etc.)
F_VIDEO	02	365	A	†	VIDEO imputation flag. (See appendix J for definitions of flags.)
DATABASE	09	367	N	50	Databases (locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired)
F_DBASE	02	376	A	†	DATABASE imputation flag. (See appendix J for definitions of flags.)
SUBSCRIP	11	378	N	51	Current print serial subscriptions
F_PRSUB	02	389	A	†	SUBSCRIP imputation flag. (See appendix J for definitions of flags.)
ESUBSCRIP	09	391	N	52	Current electronic serial subscriptions
F_ESUB	02	400	A	†	ESUBSCRIP imputation flag. (See appendix J for definitions of flags.)
HRS_OPEN	11	402	N	53	<b>PUBLIC SERVICE HOURS</b> Total annual public service hours for all service outlets
F_HRS_OP	02	413	A	†	HRS_OPEN imputation flag. (See appendix J for definitions of flags.)
VISITS	11	415	N	54	<b>LIBRARY SERVICES</b> Total annual library visits
F_VISITS	02	426	A	†	VISITS imputation flag. (See appendix J for definitions of flags.)
REFERENC	11	428	N	55	Total annual reference transactions
F_REFER	02	439	A	†	REFERENC imputation flag. (See appendix J for definitions of flags.)



**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2003 (pusum03a.mdb and pusum03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
					<b>CIRCULATION</b>
TOTCIR	11	441	N	56	Total annual circulation transactions
F_TOTCIR	02	452	A	†	TOTCIR imputation flag. (See appendix J for definitions of flags.)
					<b>INTER-LIBRARY LOANS</b>
LOANTO	08	454	N	57	Total annual loans provided to other libraries
F_LOANTO	02	462	A	†	LOANTO imputation flag. (See appendix J for definitions of flags.)
LOANFM	08	464	N	58	Total annual loans received from other libraries
F_LOANFM	02	472	A	†	LOANFM imputation flag. (See appendix J for definitions of flags.)
					<b>CHILDREN'S SERVICES</b>
KIDCIRCL	09	474	N	59	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	02	483	A	†	KIDCIRCL imputation flag. (See appendix J for definitions of flags.)
KIDATTEN	09	485	N	60	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children.
F_KIDATT	02	494	A	†	KIDATTEN imputation flag. (See appendix J for definitions of flags.)
					<b>ELECTRONIC TECHNOLOGY</b>
GPTERMS	06	496	N	61	Internet terminals used by general public
F_GPTERM	02	502	A	†	GPTERMS imputation flag. (See appendix J for definitions of flags.)
ERES_USR	09	504	N	62	Users of electronic resources per typical week
F_ER_USR	02	513	A	†	ERES_USR imputation flag. (See appendix J for definitions of flags.)
					<b>OTHER</b>
STARTDAT	07	515	A	01	Reporting period starting date, in month/year format (e.g., 07/2002). (Note: This item is on the State Characteristics data entry screen.)
F_STDAT	02	522	A	†	STARTDAT imputation flag. (See appendix J for definitions of flags.)
ENDDATE	07	524	A	02	Reporting period ending date, in month/year format (e.g., 06/2003). (Note: This item is on the State Characteristics data entry screen.)
F_ENDDAT	02	531	A	†	ENDDATE imputation flag. (See appendix J for definitions of flags.)

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2003 (pusum03a.mdb and pusum03a.txt)**

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Variable name	Field length	Start position	Data type	Survey item	Description
PUB_FIPS	02	533	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
YR_SUB	04	535	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBereg	02	539	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 VI)

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey instrument is in appendix E.

**Appendix C—Record Layout for Public Library Outlet Data File, FY 2003  
(puout03a.mdb and puout03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
<p><b>Data Source: Public Libraries Survey, fiscal year 2003</b>  <b>Number of records = 17,314 (one record per observation)</b>  <b>Number of fields per record = 20</b>  <b>ASCII file (puout03a.txt) is fixed-width (record size = 3.59 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 separately identified by a unique 3-digit suffix called FSCS_SEQ.
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	60	32	A	02	Name of outlet
ADDRESS	35	92	A	03	Complete street address of outlet
CITY	20	127	A	04	City or town of outlet
ZIP	05	147	A	05	Standard five-digit postal zip code for street address of Outlet M = Missing (unknown, not reported)
ZIP4	04	152	A	06	Four-digit postal zip code extension for street address of Outlet M = Missing (unknown, not reported)
CNTY	20	156	A	07	County of outlet
PHONE	10	176	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	186	A	09	Outlet Type CE—Central Library BR—Branch Library BS—Bookmobile(s) BM—Books-by-Mail Only
C_MSA	02	188	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)

**Appendix C—Record Layout for Public Library Outlet Data File, FY 2003  
(puout03a.mdb and puout03a.txt)**

Variable name	Field length	Start position	Data type	Survey item	Description
SQ_FEET	08	190	N	11	Area in square feet of the public library outlet.
F_SQ_FT	02	198	A	†	SQ_FEET imputation flag. (See appendix K for definitions of flags.)
L_NUM_BM	02	200	N	12	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS)
F_BKMOB	02	202	A	†	L_NUM_BM imputation flag. (See appendix K for definitions of flags.)
PUB_FIPS	02	204	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
CNTYFIPS	03	206	A	†	Three-digit FIPS County Code M =Missing
YR_SUB	04	209	A	†	FSCS submission year of public library data in 4-digit format (YYYY)

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey instrument is in appendix E.

## 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
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 Instrument

### State Characteristics Data Entry Screen

WinPLUS 2.5 - State Characteristics   Alabama   FY-2003

Alabama State Characteristics  
FSCS Submission Year 2004

01 Reporting Period Starting Date (MM/YYYY):	<input type="text" value="10/2002"/>
02 Reporting Period Ending Date (MM/YYYY):	<input type="text" value="09/2003"/>
03 Official State Total Population Estimate:	<input type="text" value="4,447,100"/>
04 Total Unduplicated Population of Legal Service Areas:	<input type="text" value="4,447,100"/>

## Appendix E—Survey Instrument

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

WinPLUS - View/Update Administrative Entity
Alabama    FY-2003

File   Edit   View   Help
Page 1

01 LIB ID:     Admin. Entity:

1A FSCS ID:     City:

Identification

02 Name:

03 Address:     07 Address:

04 City:     08 City:

05 ZIP:     06 ZIP+4:     09 ZIP:     10

11 County:

12 Phone:     13 Web Address:

Population

22 Population of the Legal Service Area:

Service Outlets

23 Number of Centrals:

24 Number of Branches:

25 Number of Bookmobiles:

14 Interlib. Rel.:

15 Legal Basis:

16 Admin. Struc.:

17 FSCS:

18 Geo.:

19 Boundary Change:

Navigate Records

## Appendix E—Survey Instrument

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

WinPLUS - View/Update Administrative Entity    Alabama    FY-2003
\_ □ ×

File   Edit   View   Help

<b>01 LIB ID:</b>	<input type="text" value="999-033"/>	<b>Admin. Entity:</b>	<input type="text" value="ABBEVILLE MEMORIAL LIBRARY"/>	Page 2
<b>1A FSCS ID:</b>	<input type="text" value="AL0022"/>	<b>City:</b>	<input type="text" value="ABBEVILLE"/>	

FTE Staff	Operating Expenditures																																				
<table style="width: 100%; border-collapse: collapse;"> <tr><td>26 ALA-MLS:</td><td style="text-align: right;"><input type="text" value="0.00"/></td></tr> <tr><td>27 Total Librarians:</td><td style="text-align: right;"><input type="text" value="1.00"/></td></tr> <tr><td>28 All Other Paid Staff:</td><td style="text-align: right;"><input type="text" value="2.00"/></td></tr> <tr><td>29 Total Paid Employees:</td><td style="text-align: right;"><input type="text" value="3.00"/></td></tr> </table>	26 ALA-MLS:	<input type="text" value="0.00"/>	27 Total Librarians:	<input type="text" value="1.00"/>	28 All Other Paid Staff:	<input type="text" value="2.00"/>	29 Total Paid Employees:	<input type="text" value="3.00"/>	<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="font-size: x-small;"><u>Staff Expenditures</u></td></tr> <tr><td>35 Salaries &amp; Wages Exp.:</td><td style="text-align: right;"><input type="text" value="38,508"/></td></tr> <tr><td>36 Employee Benefits Exp.:</td><td style="text-align: right;"><input type="text" value="11,822"/></td></tr> <tr><td>37 Total Staff Exp.:</td><td style="text-align: right;"><input type="text" value="50,330"/></td></tr> <tr><td colspan="2" style="font-size: x-small;"><u>Collection Expenditures</u></td></tr> <tr><td>38 Print Materials Exp.:</td><td style="text-align: right;"><input type="text" value="0"/></td></tr> <tr><td>39 Electronic Materials Exp.:</td><td style="text-align: right;"><input type="text" value="0"/></td></tr> <tr><td>40 Other Materials Exp.:</td><td style="text-align: right;"><input type="text" value="0"/></td></tr> <tr><td>41 Total Collection Exp.:</td><td style="text-align: right;"><input type="text" value="26,883"/></td></tr> <tr><td>42 Other Operating Exp.:</td><td style="text-align: right;"><input type="text" value="14,793"/></td></tr> <tr><td>43 Total Operating Exp.:</td><td style="text-align: right;"><input type="text" value="92,006"/></td></tr> <tr><td colspan="2" style="font-size: x-small; text-align: center;">Capital</td></tr> <tr><td>44 Capital Revenue:</td><td style="text-align: right;"><input type="text" value="0"/></td></tr> <tr><td>45 Capital Exp.:</td><td style="text-align: right;"><input type="text" value="0"/></td></tr> </table>	<u>Staff Expenditures</u>		35 Salaries & Wages Exp.:	<input type="text" value="38,508"/>	36 Employee Benefits Exp.:	<input type="text" value="11,822"/>	37 Total Staff Exp.:	<input type="text" value="50,330"/>	<u>Collection Expenditures</u>		38 Print Materials Exp.:	<input type="text" value="0"/>	39 Electronic Materials Exp.:	<input type="text" value="0"/>	40 Other Materials Exp.:	<input type="text" value="0"/>	41 Total Collection Exp.:	<input type="text" value="26,883"/>	42 Other Operating Exp.:	<input type="text" value="14,793"/>	43 Total Operating Exp.:	<input type="text" value="92,006"/>	Capital		44 Capital Revenue:	<input type="text" value="0"/>	45 Capital Exp.:	<input type="text" value="0"/>
26 ALA-MLS:	<input type="text" value="0.00"/>																																				
27 Total Librarians:	<input type="text" value="1.00"/>																																				
28 All Other Paid Staff:	<input type="text" value="2.00"/>																																				
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Capital																																					
44 Capital Revenue:	<input type="text" value="0"/>																																				
45 Capital Exp.:	<input type="text" value="0"/>																																				

Operating Revenue											
<table style="width: 100%; border-collapse: collapse;"> <tr><td>30 Local Government:</td><td style="text-align: right;"><input type="text" value="70,260"/></td></tr> <tr><td>31 State Government:</td><td style="text-align: right;"><input type="text" value="8,254"/></td></tr> <tr><td>32 Federal Government:</td><td style="text-align: right;"><input type="text" value="1,933"/></td></tr> <tr><td>33 Other Revenue:</td><td style="text-align: right;"><input type="text" value="11,042"/></td></tr> <tr><td>34 Total Operating Revenue:</td><td style="text-align: right;"><input type="text" value="91,489"/></td></tr> </table>	30 Local Government:	<input type="text" value="70,260"/>	31 State Government:	<input type="text" value="8,254"/>	32 Federal Government:	<input type="text" value="1,933"/>	33 Other Revenue:	<input type="text" value="11,042"/>	34 Total Operating Revenue:	<input type="text" value="91,489"/>	
30 Local Government:	<input type="text" value="70,260"/>										
31 State Government:	<input type="text" value="8,254"/>										
32 Federal Government:	<input type="text" value="1,933"/>										
33 Other Revenue:	<input type="text" value="11,042"/>										
34 Total Operating Revenue:	<input type="text" value="91,489"/>										

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 Outlets	Sort By...	Structure Changes	Exit
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# Appendix E—Survey Instrument

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

WinPLUS - View/Update Administrative Entity Alabama FY-2003

File Edit View Help

01 LIB ID: 999-033 Admin. Entity: ABBEVILLE MEMORIAL LIBRARY Page 3

1A FSCS ID: AL0022 City: ABBEVILLE

Library Collection		Public Service Hours Per Year	
46 Print Materials:	29,630	53 Public Service Hrs/Yr:	2,192
47 Electronic Books:	1,052	Services Per Typical Year	
48 Audio:	914	54 Library Visits:	15,125
49 Video:	330	55 Reference Transactions:	325
50 Databases:	2	Circulation	
<u>Current Serial Subscriptions</u>		56 Total Circulation:	3,489
51 Print Serial Sub:	21	Inter-Library Loans	
52 Electronic Serial Sub:	6	57 Provided To:	43
		58 Received From:	18
		Children's	
		59 Children's Circulation:	8,697
		60 Children's Program Attendance:	-1
		Other Electronic Information	
		61 Internet Terminals Used by General Public:	3
		62 Users of Electronic Resources per Year:	1,820

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By... Structure Changes Exit

## Appendix E—Survey Instrument

### Outlet Screen

**WinPLUS - View/Update Administrative Entity**    Alabama    FY-2003

File Edit View Help

01 LIB ID: 999-033    Admin. Entity: ABBEVILLE MEMORIAL LIBRARY    Page 1

1A FSCS ID: AL0022    City: ABBEVILLE

02 Name: AB... MEMORIAL LIBRARY

03 Address: 30... STREET    07 Address: 301 KIRKLAND STREET

04 City: AB...    08 City: ABBEVILLE

05 ZIP: 36310    06 ZIP+4: 2419    09 ZIP: 36310    10    2419

11 County: HENRY

12 Phone: 334-585-2818    13 Web Address: http:// M

14 Interlib. Rel.: NO    17 FSCS: Y

15 Legal Basis: CI    18 Geo.: CI1

16 Admin. Struc.: SO    19 Boundary Change: Y

22 Population of the Legal Service Area: 2,987

23 Number of Centrals: 1

24 Number of Branches: 0

25 Number of Bookmobiles: 0

Save Work    Cancel Changes    Previous Page    Next Page    Navigate Records    View Outlets    Sort By...    Structure Changes    Exit

## Appendix E—Survey Instrument

### State Characteristics Data Element Definitions

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

#	Data Element Name	Data Element Definition
01	Reporting Period Starting Date	<p>This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
02	Reporting Period Ending Date	<p>This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
03	Official State Total Population Estimate	<p>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.</p>
04	Total Unduplicated Population of Legal Service Areas	<p>This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by 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 separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service area.</p>

## Appendix E—Survey Instrument

### 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.

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
01	LIB ID (Optional)	This is the state-assigned identification code for the administrative entity.
02	Name**	This is the legal name of the administrative entity.  Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.

#### Street Address

03	Street Address	This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
04	City (of street address)	This is the city or town in which the administrative entity is located.
05	Zip (of street address)	This is the standard five-digit postal zip code for the street 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.

#### Mailing Address

07	Mailing Address	This is the mailing address of the administrative entity.
08	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
09	Zip (of mailing address)	This is the standard five-digit postal zip code for the mailing address of the administrative entity.
10	Zip4 (of mailing address)	This is the four-digit postal zip code extension for the mailing address of the administrative entity.
11	County of the Entity	This is the county in which the administrative entity is located.

## Appendix E—Survey Instrument

- 12 Phone\*\* This is the telephone number of the administrative entity, including area code.
- Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter “-3” (for Not Applicable).
- 13 Web Address\*\* This is the Web address of the administrative entity.  
http://\_\_\_\_\_
- Note: If the Administrative Entity has no web address, enter “-3” (for Not Applicable).
- 14 Interlibrary Relationship Code\*\* Select one of the following:
- HQ—Headquarters of a Federation or Cooperative  
ME—Member of a Federation or Cooperative  
NO—Not a Member of a Federation or Cooperative
- HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.
- Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.
- ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.
- 15 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:
- CC—City/County  
CI—Municipal Government (city, town or village)  
CO—County/Parish  
LD—Library District (authority, board, commission)  
MJ—Multi-jurisdictional  
NL—Native American Tribal Government  
NP—Non-profit Association or Agency  
SD—School District  
OT—Other

## Appendix E—Survey Instrument

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

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.

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

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.

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.

SD—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.

OT—Other.

### 16 Administrative Structure Code\*\*

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

An administrative entity 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.

## Appendix E—Survey Instrument

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 one central library, branch(es), book-mobile(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 one central library, branch(es), book-mobile(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.

### 17 FSCS Public Library Definition

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

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

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

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a <N>o.

### 18 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 revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The Population of the Legal Service Area (data element #22) should be reflected in the geographic code selected. For further

## Appendix E—Survey Instrument

clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #15). For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits,” (data element #10 in Appendix E—Outlet Data Element Definitions).

CI1—Municipal Government (city, town or village) (exactly)  
CI2—Municipal Government (city, town or village) (most nearly)  
CO1—County/Parish (exactly)  
CO2—County/Parish (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

19 Legal Service Area  
Boundary Change\*

Answer <Y>es or <N>o to the following question: “Did the administrative entity’s legal service area boundaries change since last year?”

Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county’s geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

20

(Reserved for future use.)

21

(Reserved for future use.)

22 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 revenue, 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.

23 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



## Appendix E—Survey Instrument

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.

- 24 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.
- 25 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.

### 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.

- 26 ALA-MLS Librarians with master’s degrees from programs of library and information studies accredited by the American Library Association.
- 27 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 #26).
- 28 All Other Paid Staff This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
- 29 Total Paid Employees This is the sum of total librarians (data element #27) and all other paid staff (data element #28).

## Appendix E—Survey Instrument

### OPERATING REVENUE\*\*

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (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.)

- 30 Local Government Revenue\*\* This includes all local government funds 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, library fines, fees, or grants.
- Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.
- 31 State Government Revenue\*\* 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.
- Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).
- 32 Federal Government Revenue\*\* This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.
- 33 Other Operating Revenue\*\* This is all operating revenue other than that reported under local, state, and federal (data elements #30, #31, and #32). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.
- 34 Total Operating Revenue\*\* This is the sum of local government revenue, state government revenue, federal government revenue, and other operating revenue (data elements #30 through #33).

## Appendix E—Survey Instrument

### 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. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

#### Staff Expenditures

- |    |                                |  |
|----|--------------------------------|--|
| 35 | 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.  |
| 36 | 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 revenue protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. |
| 37 | Total Staff Expenditures       | This is the sum of salaries and wages (data element #35) and employee benefits (data element #36).   |

#### Collection Expenditures\*\*

This includes all operating expenditures from the library budget for materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

- |    |                                     |  |
|----|-------------------------------------|--|
| 38 | Print Materials Expenditures*       | Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.   |
| 39 | Electronic Materials Expenditures** | Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.] |

## Appendix E—Survey Instrument

- 40 Other Materials Expenditures\* Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.
- 41 Total Collection Expenditures\*\* This is the sum of all expenditures for print materials, electronic materials, and other materials (data elements #38, #39, and #40).
- 42 Other Operating Expenditures This includes all expenditures other than those for staff (data element #37) and collection (data element #41).
- 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.
- 43 Total Operating Expenditures This is the sum of total staff expenditures, total collection expenditures, and other operating expenditures (data elements #37, #41, and #42).

### CAPITAL

- 44 Capital Revenue\* Report all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.
- 45 Capital Expenditures\*\* Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

## Appendix E—Survey Instrument

### LIBRARY COLLECTION\*\*

This section of the survey collects data on selected types of materials. It does not cover all materials. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

#### 46 Print Materials\*\*

Report a single figure that includes both of the following:

1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. 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. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

#### 47 Electronic Books (E-Books)\*

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

#### 48 Audio\*\*

These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.

## Appendix E—Survey Instrument

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

### 49 Video\*\*

These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

### 50 Databases\*

Report the number of databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO Host and OCLC FirstSearch, but do not include other electronic serial databases (e.g., Project MUSE, OCLC ECO Project).

Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch).

## Current Serial Subscriptions\*\*

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.

### 51 Current Print Serial Subscriptions\*\*

Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

### 52 Current Electronic Serial Subscriptions\*

Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes.

## Appendix E—Survey Instrument

Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

### SERVICES

#### 53 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 #23), branches (data element #24), bookmobiles (data element #25), 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.

#### 54 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).

#### 55 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, by phone, by fax, mail, electronic mail, or through live or networked electronic reference service 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

## Appendix E—Survey Instrument

slow. Avoid holiday times, vacation periods for key staff, or 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).

56 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

57 Provided To\*\*

These are library materials, or copies of the materials, provided by one autonomous 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.

58 Received From\*\*

These are library materials, or copies of the materials, received by one autonomous library from another 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

59 Circulation of Children's Materials

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

60 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.

### OTHER ELECTRONIC INFORMATION

61 Number of Internet Terminals  
Used by General Public\*\*

Report the number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.

62 Number of Users of Electronic  
Resources Per Year\*\*

Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

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



## Appendix E—Survey Instrument

uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

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\* New data element.

\*\* Data element name, category, definition, or note was revised.

## Appendix E—Survey Instrument

### Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
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.
01	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
02	Name**	This is the name of the outlet.  Note: Provide the name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.
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	Zip	This is the standard five-digit postal zip code for the street address of the outlet.
06	Zip4	This is the four-digit postal zip code extension for the street address of the outlet.
07	County of the Outlet	This is the county in which the outlet is located.
08	Phone	This is the telephone number of the outlet, including area code.  Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter “-3” (for Not Applicable).
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

## Appendix E—Survey Instrument

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:

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)

## Appendix E—Survey Instrument

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.

### 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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\*\* Note revised.

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

Arizona  
Arkansas  
Colorado  
Connecticut  
Delaware

Illinois  
Indiana  
Louisiana  
Maine  
Maryland

Michigan  
Minnesota  
Mississippi  
Missouri  
Nebraska

New Hampshire  
New Jersey  
New York  
North Dakota  
Oklahoma

Pennsylvania  
Rhode Island  
South Carolina  
South Dakota  
Tennessee  
Vermont

## Appendix G—Libraries with No Central Outlet

### LIBRARIES REPORTING NO CENTRAL OUTLET

Obs	FSCS ID#	LIBRARY NAME	TOTAL	CENTRALS	BRANCHES	BOOK-MOBILES
1	AL0123	MARSHALL COUNTY COOPERATIVE LIBRARY	1	0	0	1
2	AZ0001	APACHE COUNTY LIBRARY DISTRICT	6	0	6	0
3	AZ0009	COCHISE COUNTY LIBRARY DISTRICT	6	0	4	2
4	AZ0028	MARICOPA COUNTY LIBRARY DISTRICT	17	0	12	5
5	AZ0107	NAVAJO COUNTY LIBRARY DISTRICT	3	0	3	0
6	AR0002	WASHINGTON COUNTY LIBRARY SYSTEM	8	0	8	0
7	AR0003	NORTH ARKANSAS REGIONAL LIBRARY	2	0	2	0
8	AR0007	WHITE RIVER REGIONAL LIBRARY	14	0	14	0
9	AR0049	CARROLL AND MADISON LIBRARY SYSTEM	6	0	6	0
10	CA0047	IMPERIAL COUNTY LIBRARY	8	0	8	0
11	CA0062	COUNTY OF LOS ANGELES PUBLIC LIBRARY	88	0	84	4
12	CA0071	MONO COUNTY FREE LIBRARY	7	0	6	1
13	CA0073	MONTEREY COUNTY FREE LIBRARIES	20	0	17	3
14	CA0084	ORANGE COUNTY PUBLIC LIBRARY	30	0	30	0
15	CA0109	SAN BERNARDINO COUNTY LIBRARY	30	0	28	2
16	CA0112	SAN DIEGO COUNTY LIBRARY	34	0	32	2
17	CA0120	SAN MATEO COUNTY LIBRARY	13	0	12	1
18	CA0126	SANTA CLARA COUNTY LIBRARY	11	0	9	2
19	CA0136	SOLANO COUNTY LIBRARY	6	0	6	0
20	CA0152	VENTURA COUNTY LIBRARY	16	0	16	0
21	CA0157	YOLO COUNTY LIBRARY	7	0	7	0
22	CA0199	RIVERSIDE COUNTY LIBRARY SYSTEM	29	0	27	2
23	CO0037	DOUGLAS PUBLIC LIBRARY DISTRICT	4	0	4	0
24	CO0039	EAGLE VALLEY LIBRARY DISTRICT	3	0	3	0
25	CO0040	ELBERT COUNTY LIBRARY	3	0	3	0
26	CO0049	GARFIELD CO PUBLIC LIBRARY SYSTEM	6	0	6	0
27	CO0051	GRAND COUNTY LIBRARY DISTRICT	5	0	5	0
28	CO0060	JEFFERSON COUNTY PUBLIC LIBRARY	11	0	10	1
29	CO0103	SOUTH ROUTT LIBRARY DISTRICT	3	0	3	0
30	CO0143	CLEAR CREEK LIBRARY DISTRICT	2	0	2	0
31	CO0144	DELTA COUNTY PUBLIC LIBRARY DISTRICT	5	0	5	0
32	CO0145	WELD LIBRARY DISTRICT	12	0	10	2
33	CO9026	NORTHEAST COLORADO BOOKMOBILE SERVICES	1	0	0	1
34	DE0030	SUSSEX COUNTY DEPT. OF LIBRARIES	4	0	3	1
35	DE0046	DEPARTMENT OF COMMUNITY SERVICES	8	0	8	0
36	FL0018	CITRUS COUNTY LIBRARY SYSTEM	5	0	5	0
37	FL0019	CLAY COUNTY PUBLIC LIBRARY SYSTEM	5	0	4	1
38	FL0039	LAKE COUNTY LIBRARY SYSTEM	11	0	11	0
39	FL0065	PASCO COUNTY LIBRARY COOPERATIVE	8	0	8	0
40	FL0095	SEMINOLE COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
41	FL0099	VOLUSIA COUNTY PUBLIC LIBRARY	16	0	15	1
42	FL0127	PINELLAS PUBLIC LIBRARY COOPERATIVE	24	0	24	0
43	FL0135	WILDERNESS PUBLIC LIBRARIES	5	0	4	1
44	FL0136	PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM	11	0	11	0
45	FL0146	SUMTER COUNTY PUBLIC LIBRARY SYSTEM	7	0	7	0
46	FL0147	THREE RIVERS REGIONAL LIBRARY SYSTEM	3	0	3	0
47	FL0149	NEW RIVER PUBLIC LIBRARY COOPERATIVE	5	0	3	2
48	FL0150	HEARTLAND LIBRARY COOPERATIVE	6	0	6	0
49	FL8001	POLK COUNTY LIBRARY COOPERATIVE	17	0	16	1
50	FL8003	OKALOOSA COUNTY PUBLIC LIBRARY COOPERATIVE	7	0	6	1
51	FL8007	LEVY COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
52	ID0062	JEFFERSON COUNTY DISTRICT	3	0	3	0
53	ID0120	KOOTENAI-SHOSHONE DISTRICT	7	0	6	1
54	MD0002	ANNE ARUNDEL COUNTY PUBLIC LIBRARY	15	0	15	0
55	MD0004	BALTIMORE COUNTY PUBLIC LIBRARY	19	0	16	3
56	MD0007	CARROLL COUNTY PUBLIC LIBRARY	6	0	5	1
57	MD0013	HARFORD COUNTY PUBLIC LIBRARY	9	0	9	0
58	MD0016	MONTGOMERY COUNTY PUBLIC LIBRARIES	22	0	21	1
59	MD0017	PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM	19	0	19	0
60	MD0024	WORCESTER COUNTY LIBRARY	5	0	5	0
61	MI0021	BAY COUNTY LIBRARY SYSTEM	6	0	5	1
62	MI0171	IOSCO-ARENAC DISTRICT LIBRARY	9	0	8	1
63	MI0190	LAPEER COUNTY LIBRARY	8	0	8	0
64	MI0240	MUSKEGON COUNTY LIBRARY	10	0	9	1
65	MI0356	WARREN PUBLIC LIBRARY	5	0	5	0
66	MN0001	ARROWHEAD LIBRARY SYSTEM	1	0	0	1
67	MN0038	CARVER COUNTY LIBRARY SYSTEM	5	0	5	0
68	MN0041	HENNEPIN COUNTY LIBRARY	27	0	26	1
69	MN0045	SCOTT COUNTY LIBRARY SYSTEM	7	0	7	0
70	MN0046	WASHINGTON COUNTY LIBRARY	9	0	9	0
71	MN0051	PIONEERLAND LIBRARY SYSTEM	32	0	32	0
72	MN0068	SOUTHEASTERN LIBRARIES COOPERATING	1	0	0	1
73	MN0109	VIKING LIBRARY SYSTEM	2	0	0	2
74	MN0145	KITCHIGAMI REGIONAL LIBRARY	10	0	9	1
75	MN0152	PLUM CREEK LIBRARY SYSTEM	1	0	0	1
76	MN9030	SIBLEY COUNTY LIBRARY SYSTEM	5	0	5	0
77	MS0006	CENTRAL MISSISSIPPI REGIONAL LIBRARY	21	0	21	0
78	MO0137	REYNOLDS COUNTY LIBRARY DISTRICT	5	0	5	0
79	MO0147	JEFFERSON COUNTY LIBRARY	3	0	3	0
80	NV0008	LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT	24	0	24	0
81	NV0025	WASHOE COUNTY LIBRARY SYSTEM	14	0	13	1
82	NV0027	ESMERALDA COUNTY LIBRARY	3	0	3	0
83	NY0041	SENECA NATION LIBRARY	2	0	2	0
84	NC0002	APPALACHIAN REGIONAL LIBRARY	7	0	6	1

## Appendix G—Libraries with No Central Outlet

LIBRARIES REPORTING NO CENTRAL OUTLET—Continued

Obs	FSCS ID#	LIBRARY NAME	TOTAL	CENTRALS	BRANCHES	BOOK- MOBILES
85	NC0003	AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	5	0	4	1
86	NC0006	CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY	10	0	9	1
87	NC0008	FONTANA REGIONAL LIBRARY	6	0	6	0
88	NC0011	NANTAHALA REGIONAL LIBRARY	5	0	4	1
89	NC0013	NORTHWESTERN REGIONAL LIBRARY	14	0	13	1
90	NC0014	PETTIGREW REGIONAL LIBRARY	4	0	4	0
91	NC0015	SANDHILL REGIONAL LIBRARY SYSTEM	17	0	15	2
92	NC0018	BRUNSWICK COUNTY LIBRARY	4	0	4	0
93	NC0054	ROCKINGHAM COUNTY PUBLIC LIBRARY	7	0	6	1
94	NC0063	WAKE COUNTY PUBLIC LIBRARIES	19	0	17	2
95	ND0078	SIOUX COUNTY LIBRARY	1	0	0	1
96	OH0018	CLERMONT COUNTY PUBLIC LIBRARY	10	0	10	0
97	OH0046	GEAUGA COUNTY PUBLIC LIBRARY	7	0	6	1
98	OH0052	CUYAHOGA COUNTY PUBLIC LIBRARY	29	0	29	0
99	OH0075	PREBLE COUNTY DISTRICT LIBRARY	7	0	7	0
100	OH0099	SOUTHWEST PUBLIC LIBRARIES	3	0	3	0
101	OH0242	WILLOUGHBY-EASTLAKE PUBLIC LIBRARY	3	0	3	0
102	OR0091	DESCHUTES PUBLIC LIBRARY SYSTEM	6	0	5	1
103	OR0115	COOS COUNTY LIBRARY SERVICE DISTRICT	0	0	0	0
104	OR0135	OREGON TRAIL LIBRARY DISTRICT	2	0	2	0
105	SC0002	ABBE REGIONAL LIBRARY SYSTEM	15	0	14	1
106	UT0001	BEAVER COUNTY BOOKMOBILE LIBRARY	2	0	0	2
107	UT0005	BOX ELDER COUNTY BOOKMOBILE LIBRARY	3	0	1	2
108	UT0009	CACHE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
109	UT0015	CARBON COUNTY BOOKMOBILE LIBRARY	2	0	1	1
110	UT0018	DAGGETT COUNTY BOOKMOBILE LIBRARY	1	0	0	1
111	UT0022	EMERY COUNTY LIBRARY	8	0	8	0
112	UT0025	IRON COUNTY BOOKMOBILE LIBRARY	2	0	1	1
113	UT0028	JUAB COUNTY BOOKMOBILE LIBRARY	1	0	0	1
114	UT0030	KANE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
115	UT0032	MILLARD COUNTY BOOKMOBILE LIBRARY	1	0	0	1
116	UT0036	PIUTE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
117	UT0037	RICH COUNTY BOOKMOBILE LIBRARY	2	0	1	1
118	UT0038	SANPETE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
119	UT0043	SEVIER COUNTY BOOKMOBILE LIBRARY	1	0	0	1
120	UT0049	SALT LAKE COUNTY LIBRARY SYSTEM	18	0	18	0
121	UT0050	SAN JUAN COUNTY LIBRARY	3	0	2	1
122	UT0053	TOOELE COUNTY BOOKMOBILE LIBRARY	3	0	2	1
123	UT0056	UTAH COUNTY BOOKMOBILE LIBRARY	2	0	1	1
124	UT0068	WAYNE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
125	VT0216	WINDHAM CO. READS	1	0	0	1
126	VA0026	FAIRFAX COUNTY PUBLIC LIBRARY	21	0	21	0
127	VA0036	HENRICO COUNTY PUBLIC LIBRARY	11	0	10	1
128	VA0044	LOUDOUN COUNTY PUBLIC LIBRARY	7	0	6	1
129	VA0050	MIDDLESEX COUNTY PUBLIC LIBRARY	2	0	2	0
130	VA0051	MONTGOMERY-FLOYD REGIONAL LIBRARY	5	0	3	2
131	VA0053	NEWPORT NEWS PUBLIC LIBRARY SYSTEM	5	0	4	1
132	VA0055	NOTTOWAY COUNTY LIBRARY SYSTEM	3	0	3	0
133	VA0057	PAMUNKEY REGIONAL LIBRARY	11	0	10	1
134	VA0064	PRINCE WILLIAM PUBLIC LIBRARY SYSTEM	10	0	10	0
135	VA0078	SOUTHSIDE REGIONAL LIBRARY	6	0	6	0
136	VA0086	WILLIAMSBURG REGIONAL LIBRARY	3	0	2	1
137	VA0091	CENTRAL VIRGINIA REGIONAL LIBRARY	2	0	2	0
138	WA0047	WALLA WALLA COUNTY LIBRARY DISTRICT	3	0	3	0
139	WA0057	WHATCOM COUNTY LIBRARY SYSTEM	10	0	9	1
140	WA0059	KING COUNTY LIBRARY SYSTEM	45	0	42	3
141	WA0061	MID-COLUMBIA LIBRARY DISTRICT	12	0	11	1
142	WA0063	PIERCE COUNTY LIBRARY SYSTEM	19	0	16	3
143	WA0065	SNO-ISLE LIBRARIES	21	0	20	1
144	WA0066	SPOKANE COUNTY LIBRARY DISTRICT	10	0	10	0
145	WA0069	TIMBERLAND REGIONAL LIBRARY	27	0	27	0
146	WA8002	STEVENS COUNTY RURAL LIBRARY DISTRICT	9	0	9	0
147	WI0148	KENOSHA PUBLIC LIBRARY	5	0	4	1
148	WI0153	KIMBERLY--LITTLE CHUTE PUBLIC LIBRARY	2	0	2	0
149	WI0390	LA CROSSE COUNTY LIBRARY	5	0	5	0
150	VI0002	DPNR/DIVISION OF LIBRARIES, ARCHIVES & MUS.	6	0	5	1
			=====	=====	=====	=====
			1,383	0	1,277	106

## Appendix H—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 2002 data.
- 2 If Method 1 is used with 2001 data.
- 3 If Method 2 (hot-deck growth rate) is used with 2002 data.
- 4 If Method 2 is used with 2001 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 2003 total library visits to total population of legal service area for the respondents in the imputation cell was multiplied by the nonrespondent's 2003 population value.
- 8 If, for children's program attendance, the ratio of the nonrespondent's 2002 children's program attendance to library visits was multiplied by the nonrespondent's 2003 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 2002 children's circulation to total circulation was multiplied by the nonrespondent's 2003 total circulation. Likewise for other variables.
- 9 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 2003 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 2003 total circulation. Likewise for other variables.
- 10 If, for children's program attendance, there is no prior year data, the ratio of 2003 total children's program attendance to total library visits for the respondents in the imputation cell was multiplied by the nonrespondent's 2003 library visits. Likewise, for children's circulation, the ratio of 2003 total children's circulation to total circulation for the respondents in the imputation cell was multiplied by the nonrespondent's 2003 total circulation. Likewise for other variables.
- 11 If, for a derived variable, the variable was imputed through a derivation or consistency check prior to imputation.
- 12 If, for library visits, (F\_VISITS–library visits > 0 and F\_KIDATT–children's program attendance = 0) and (children's program attendance > library visits), the ratio of the nonrespondent's 2002 library visits to children's program attendance was multiplied by the nonrespondent's 2003 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 2002 total circulation to children's circulation was multiplied by the nonrespondent's 2003 children's circulation. Likewise for other variables.
- 13 If, for library visits, (F\_VISITS–library visits > 0 and F\_KIDATT–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 2003 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 2001 total circulation to children's circulation was multiplied by the nonrespondent's 2003 children's circulation. Likewise for other variables.
- 14 If, for library visits, (F\_VISITS–library visits > 0 and F\_KIDATT–children's program attendance = 0) and (children's program attendance > library visits) and, in addition, there is no prior year data, the ratio of 2003 total library visits to total children's program attendance for the respondents in the imputation cell was multiplied by the nonrespondent's 2003 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 2003 total



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

circulation to total children's circulation for the respondents in the imputation cell was multiplied by the respondent's 2003 children's circulation. Likewise for other variables.

- 15 If, for population of legal service area, the 2003 data are missing, a prior year value was used or a value was obtained from NCES.
- 16 If, for a derived variable, the variable was imputed through a derivation during the imputation process.
- 17 If, for a derived variable, the variable was imputed through a derivation during the post-imputation verification check process.
- 18 If, for detail expenditure variables, the value was imputed by nonrespondent's 2002 ratio of the detail expenditure variables to the total expenditure variable multiplied by the 2003 total expenditure variable.
- 19 If, for detail expenditure variables, the value was imputed by nonrespondent's 2001 ratio of the detail expenditure variables to the total expenditure variable multiplied by the 2003 total expenditure variable.
- 20 If there were no reported data. Used for variables that will be imputed in future years. Also used for outlying areas (missing data are not imputed).
- 21 If a detail variable (i.e., salaries, total collection expenditures) was adjusted by the current year respondent mean/median ratio of the detail variable to the total.
- 22 If total staff expenditures was imputed using the nonrespondents 2002 ratio of total staff expenditures to salaries multiplied by 2003 salaries.
- 24 If annual public service hours was adjusted by multiplying this year's total outlets by the ratio of 2002 annual public service hours to 2002 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 2001 annual public service hours to 2001 total outlets. This method was used when the number of total outlets changed.
- 26 If loans to or loans from was imputed using the 2002 ratio of loans to/loans from or the 2002 inverse ratio and multiplying the ratio or inverse ratio by the nonrespondent's 2003 loans to or loans from.
- 27 If loans to or loans from was imputed using the 2001 ratio of loans to/loans from or the 2001 inverse ratio and multiplying the ratio or inverse ratio by the nonrespondent's 2003 loans to or loans from.
- 28 Value obtained from reported data (CAPITAL + TOTOPEXP) for imputation purpose.
- 29 Not used.
- 30 If the same method as imputation method 1 was used but with 2002 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 2001 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.
- 32 If adjusted by 2002 response to state total.
- 33 If adjusted cell median is used.
- 34 If unadjusted cell median is used.
- 35 If 2002 data is carried forward.
- 36 If 2001 data is carried forward.

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

- 37 If after NCES review of imputed file a special imputation procedure was used.
- 38 If electronic users was imputing using the 2003 general public terminals times the 2002 ratio of electronic users to general public terminals.
- 39 If electronic users was imputing using the 2003 general public terminals times the 2001 ratio of electronic users to general public terminals.
- 40 If electronic users was imputed using the 2003 general public terminals times the 2003 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 I—Imputation Flag Frequencies for Public Library Data File

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

### POPU\_LSA - IMPUTATION FLAG

F_POPLSA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9214	100.00	9214	100.00

### POPU\_UND - IMPUTATION FLAG

F_POPUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9214	100.00	9214	100.00

### CENTLIB - IMPUTATION FLAG

F_CENLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9214	100.00	9214	100.00

### BRANLIB - IMPUTATION FLAG

F_BRLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9214	100.00	9214	100.00

### BKMOB - IMPUTATION FLAG

F_BKMOB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9214	100.00	9214	100.00

### MASTER - IMPUTATION FLAG

F_MASTER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8991	97.58	8991	97.58
1	115	1.25	9106	98.83
2	50	0.54	9156	99.37
5	50	0.54	9206	99.91
16	5	0.05	9211	99.97
17	1	0.01	9212	99.98
30	2	0.02	9214	100.00

### LIBRARIA - IMPUTATION FLAG

F_LIBRAR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8981	97.47	8981	97.47
1	95	1.03	9076	98.50
2	8	0.09	9084	98.59
5	86	0.93	9170	99.52
16	2	0.02	9172	99.54
30	37	0.40	9209	99.95
31	5	0.05	9214	100.00

### OTHPAID - IMPUTATION FLAG

F_OTHSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8978	97.44	8978	97.44
1	100	1.09	9078	98.52
2	30	0.33	9108	98.85
5	106	1.15	9214	100.00

### TOTSTAFF - IMPUTATION FLAG

F_TOTSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8975	97.41	8975	97.41
16	239	2.59	9214	100.00

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

### LOGVGT - IMPUTATION FLAG

F_LOGVGT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8936	96.98	8936	96.98
3	130	1.41	9066	98.39
4	36	0.39	9102	98.78
5	112	1.22	9214	100.00

### STGVGT - IMPUTATION FLAG

F_STGVGT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8967	97.32	8967	97.32
3	98	1.06	9065	98.38
4	21	0.23	9086	98.61
5	94	1.02	9180	99.63
11	34	0.37	9214	100.00

### FEDGVGT - IMPUTATION FLAG

F_FEDGVGT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8968	97.33	8968	97.33
3	110	1.19	9078	98.52
4	28	0.30	9106	98.83
5	108	1.17	9214	100.00

### OTHINCM - IMPUTATION FLAG

F_OTHINCM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8928	96.90	8928	96.90
3	131	1.42	9059	98.32
4	32	0.35	9091	98.67
5	123	1.33	9214	100.00

### TOTINCM - IMPUTATION FLAG

F_TOTINCM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8924	96.85	8924	96.85
16	290	3.15	9214	100.00

### SALARIES - IMPUTATION FLAG

F_SALX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5552	60.26	5552	60.26
1	30	0.33	5582	60.58
5	21	0.23	5603	60.81
22	3	0.03	5606	60.84
30	4	0.04	5610	60.89
31	4	0.04	5614	60.93
99	3600	39.07	9214	100.00

### BENEFIT - IMPUTATION FLAG

F_BENX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5461	59.27	5461	59.27
16	153	1.66	5614	60.93
99	3600	39.07	9214	100.00

### STAFFEXP - IMPUTATION FLAG

F_TOSTFX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5486	59.54	5486	59.54
1	41	0.44	5527	59.98
5	21	0.23	5548	60.21
22	60	0.65	5608	60.86
30	3	0.03	5611	60.90
31	3	0.03	5614	60.93
99	3600	39.07	9214	100.00

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

### PRMATEXP - IMPUTATION FLAG

F_PRMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8130	88.24	8130	88.24
20	1084	11.76	9214	100.00

### ELMATEXP - IMPUTATION FLAG

F_ELMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8650	93.88	8650	93.88
5	413	4.48	9063	98.36
11	41	0.44	9104	98.81
17	3	0.03	9107	98.84
18	86	0.93	9193	99.77
19	21	0.23	9214	100.00

### OTHMATEX - IMPUTATION FLAG

F_OTMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	7552	81.96	7552	81.96
20	1662	18.04	9214	100.00

### TOTEXPCO - IMPUTATION FLAG

F_TOCOLX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8861	96.17	8861	96.17
1	119	1.29	8980	97.46
5	123	1.33	9103	98.80
11	33	0.36	9136	99.15
16	19	0.21	9155	99.36
21	16	0.17	9171	99.53
30	31	0.34	9202	99.87
31	12	0.13	9214	100.00

### OTHOPEXP - IMPUTATION FLAG

F_OTHOPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5573	60.48	5573	60.48
16	39	0.42	5612	60.91
20	1	0.01	5613	60.92
31	1	0.01	5614	60.93
99	3600	39.07	9214	100.00

### TOTOPEXP - IMPUTATION FLAG

F_TOTOPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8699	94.41	8699	94.41
1	98	1.06	8797	95.47
2	27	0.29	8824	95.77
5	121	1.31	8945	97.08
16	240	2.60	9185	99.69
17	28	0.30	9213	99.99
20	1	0.01	9214	100.00

### CAP\_REV - IMPUTATION FLAG

F_TCAPRV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	7179	77.91	7179	77.91
20	2035	22.09	9214	100.00

### CAPITAL - IMPUTATION FLAG

F_TCAPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8913	96.73	8913	96.73
5	301	3.27	9214	100.00

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

### BKVOL - IMPUTATION FLAG

F_BKVOL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8973	97.38	8973	97.38
1	85	0.92	9058	98.31
5	109	1.18	9167	99.49
30	31	0.34	9198	99.83
31	16	0.17	9214	100.00

### EBOOK - IMPUTATION FLAG

F_EBOOK	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5809	63.05	5809	63.05
20	3405	36.95	9214	100.00

### AUDIO - IMPUTATION FLAG

F_AUDIO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8960	97.24	8960	97.24
1	73	0.79	9033	98.04
2	1	0.01	9034	98.05
5	133	1.44	9167	99.49
30	32	0.35	9199	99.84
31	15	0.16	9214	100.00

### VIDEO - IMPUTATION FLAG

F_VIDEO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8967	97.32	8967	97.32
1	4	0.04	8971	97.36
5	243	2.64	9214	100.00

### DATABASE - IMPUTATION FLAG

F_DBASE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	6152	66.77	6152	66.77
20	3062	33.23	9214	100.00

### SUBSCRIP - IMPUTATION FLAG

F_PRSUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8857	96.13	8857	96.13
1	169	1.83	9026	97.96
2	3	0.03	9029	97.99
5	138	1.50	9167	99.49
30	22	0.24	9189	99.73
31	25	0.27	9214	100.00

### ESUBSCRIP - IMPUTATION FLAG

F_ESUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	6011	65.24	6011	65.24
20	3203	34.76	9214	100.00

### HRS\_OPEN - IMPUTATION FLAG

F_HRS_OP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9058	98.31	9058	98.31
1	65	0.71	9123	99.01
2	23	0.25	9146	99.26
5	61	0.66	9207	99.92
6	7	0.08	9214	100.00

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

## VISITS - IMPUTATION FLAG

F_VISITS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8485	92.09	8485	92.09
1	187	2.03	8672	94.12
7	403	4.37	9075	98.49
14	2	0.02	9077	98.51
30	78	0.85	9155	99.36
31	59	0.64	9214	100.00

## REFERENC - IMPUTATION FLAG

F_REFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8396	91.12	8396	91.12
1	202	2.19	8598	93.31
5	445	4.83	9043	98.14
20	1	0.01	9044	98.15
30	101	1.10	9145	99.25
31	68	0.74	9213	99.99
33	1	0.01	9214	100.00

## TOTCIR - IMPUTATION FLAG

F_TOTCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8916	96.77	8916	96.77
1	126	1.37	9042	98.13
2	1	0.01	9043	98.14
5	116	1.26	9159	99.40
30	34	0.37	9193	99.77
31	20	0.22	9213	99.99
37	1	0.01	9214	100.00

## LOANTO - IMPUTATION FLAG

F_LOANTO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8846	96.01	8846	96.01
5	328	3.56	9174	99.57
20	1	0.01	9175	99.58
26	39	0.42	9214	100.00

## LOANFM - IMPUTATION FLAG

F_LOANFM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8866	96.22	8866	96.22
5	328	3.56	9194	99.78
20	1	0.01	9195	99.79
26	19	0.21	9214	100.00

## KIDCIRCL - IMPUTATION FLAG

F_KIDCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8634	93.71	8634	93.71
8	173	1.88	8807	95.58
9	64	0.69	8871	96.28
10	343	3.72	9214	100.00

## KIDATTEN - IMPUTATION FLAG

F_KIDATT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8829	95.82	8829	95.82
8	132	1.43	8961	97.25
9	36	0.39	8997	97.64
10	217	2.36	9214	100.00

## GP TERMS - IMPUTATION FLAG

F_GP_TERM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8952	97.16	8952	97.16
34	20	0.22	8972	97.37
35	242	2.63	9214	100.00

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

ERES\_USR - IMPUTATION FLAG

F_ER_USR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8242	89.45	8242	89.45
16	109	1.18	8351	90.63
38	793	8.61	9144	99.24
40	70	0.76	9214	100.00



## Appendix J—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

F_POPLSA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	54	100.00	54	100.00

### POPU\_UND - IMPUTATION FLAG

F_POPUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	54	100.00	54	100.00

### POPU\_ST - IMPUTATION FLAG

F_POPST	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	54	100.00	54	100.00

### CENTLIB - IMPUTATION FLAG

F_CENLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	54	100.00	54	100.00

### BRANLIB - IMPUTATION FLAG

F_BRLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	54	100.00	54	100.00

### BKMOB - IMPUTATION FLAG

F_BKMOB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	54	100.00	54	100.00

### MASTER - IMPUTATION FLAG

F_MASTER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	57.41	31	57.41
1	23	42.59	54	100.00

### LIBRARIA - IMPUTATION FLAG

F_LIBRAR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	61.11	33	61.11
1	21	38.89	54	100.00

### OTHPAID - IMPUTATION FLAG

F_OTHSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	59.26	32	59.26
1	22	40.74	54	100.00

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

### TOTSTAFF - IMPUTATION FLAG

F_TOTSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	61.11	33	61.11
1	21	38.89	54	100.00

### LOGGVT - IMPUTATION FLAG

F_LOGGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	57.41	31	57.41
1	23	42.59	54	100.00

### STGVT - IMPUTATION FLAG

F_STGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	59.26	32	59.26
1	22	40.74	54	100.00

### FEDGVT - IMPUTATION FLAG

F_FEDGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	59.26	32	59.26
1	22	40.74	54	100.00

### OTHINCM - IMPUTATION FLAG

F_OTHINC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	57.41	31	57.41
1	23	42.59	54	100.00

### TOTINCM - IMPUTATION FLAG

F_TOTINC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	57.41	31	57.41
1	23	42.59	54	100.00

### SALARIES - IMPUTATION FLAG

F_SALX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	28	51.85	28	51.85
1	26	48.15	54	100.00

### BENEFIT - IMPUTATION FLAG

F_BENX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	25	46.30	25	46.30
1	29	53.70	54	100.00

### STAFFEXP - IMPUTATION FLAG

F_TOSTFX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	26	48.15	26	48.15
1	28	51.85	54	100.00

### PRMATEXP - IMPUTATION FLAG

F_PRMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	21	38.89	21	38.89
1	29	53.70	50	92.59
2	4	7.41	54	100.00

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

### ELMATEXP - IMPUTATION FLAG

F_ELMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	24	44.44	24	44.44
1	29	53.70	53	98.15
2	1	1.85	54	100.00

### OTHMATEX - IMPUTATION FLAG

F_OTMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	22	40.74	22	40.74
1	27	50.00	49	90.74
2	5	9.26	54	100.00

### TOTEXPCO - IMPUTATION FLAG

F_TOCOLX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	53.70	29	53.70
1	25	46.30	54	100.00

### OTHOPEXP - IMPUTATION FLAG

F_OTHOPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	53.70	29	53.70
1	24	44.44	53	98.15
3	1	1.85	54	100.00

### TOTOPEXP - IMPUTATION FLAG

F_TOTOPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	23	42.59	23	42.59
1	30	55.56	53	98.15
3	1	1.85	54	100.00

### CAP\_REV - IMPUTATION FLAG

F_TCAPRV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	20	37.04	20	37.04
1	27	50.00	47	87.04
2	7	12.96	54	100.00

### CAPITAL - IMPUTATION FLAG

F_TCAPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	50.00	27	50.00
1	27	50.00	54	100.00

### BKVOL - IMPUTATION FLAG

F_BKVOL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	50.00	27	50.00
1	27	50.00	54	100.00

### EBOOK - IMPUTATION FLAG

F_EBOOK	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	13	24.07	13	24.07
1	30	55.56	43	79.63
2	11	20.37	54	100.00

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

### AUDIO - IMPUTATION FLAG

F_AUDIO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	25	46.30	25	46.30
1	29	53.70	54	100.00

### VIDEO - IMPUTATION FLAG

F_VIDEO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	50.00	27	50.00
1	27	50.00	54	100.00

### DATABASE - IMPUTATION FLAG

F_DBASE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	19	35.19	19	35.19
1	25	46.30	44	81.48
2	10	18.52	54	100.00

### SUBSCRIP - IMPUTATION FLAG

F_PRSUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	25	46.30	25	46.30
1	29	53.70	54	100.00

### ESUBSCR - IMPUTATION FLAG

F_ESUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	13	24.07	13	24.07
1	30	55.56	43	79.63
2	11	20.37	54	100.00

### HRS\_OPEN - IMPUTATION FLAG

F_HRS_OP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	59.26	32	59.26
1	22	40.74	54	100.00

### VISITS - IMPUTATION FLAG

F_VISITS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	16	29.63	16	29.63
1	38	70.37	54	100.00

### REFERENC - IMPUTATION FLAG

F_REFERER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	15	27.78	15	27.78
1	38	70.37	53	98.15
3	1	1.85	54	100.00

### TOTCIR - IMPUTATION FLAG

F_TOTCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	26	48.15	26	48.15
1	28	51.85	54	100.00

### LOANTO - IMPUTATION FLAG

F_LOANTO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	17	31.48	17	31.48
1	36	66.67	53	98.15
3	1	1.85	54	100.00

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

### LOANFM - IMPUTATION FLAG

F_LOANFM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	19	35.19	19	35.19
1	34	62.96	53	98.15
3	1	1.85	54	100.00

### KIDCIRCL - IMPUTATION FLAG

F_KIDCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	12	22.22	12	22.22
1	42	77.78	54	100.00

### KIDATTEN - IMPUTATION FLAG

F_KIDATT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	22	40.74	22	40.74
1	32	59.26	54	100.00

### GPTERMS - IMPUTATION FLAG

F_GPTERM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	50.00	27	50.00
1	27	50.00	54	100.00

### ERES\_USR - IMPUTATION FLAG

F_ER_USR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	12	22.22	12	22.22
1	41	75.93	53	98.15
2	1	1.85	54	100.00

### STARTDAT - IMPUTATION FLAG

F_STDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	54	100.00	54	100.00

### ENDDATE - IMPUTATION FLAG

F_ENDDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	54	100.00	54	100.00

## Appendix K—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

### L\_NUM\_BM - IMPUTATION FLAG

F_BKMOB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	17314	100.00	17314	100.00

### SQ\_FEET - IMPUTATION FLAG

F_SQ_FT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	16206	93.60	16206	93.60
20	1108	6.40	17314	100.00

## Appendix L—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	117	1.27	117	1.27
ME	6950	75.43	7067	76.70
NO	2147	23.30	9214	100.00

HQ—Headquarters of federation or cooperative  
 ME—Member of a federation or cooperative  
 NO—Not a member of a federation or cooperative  
 M—Missing (unknown, not reported)

#### LEGAL BASIS

C_LEGBAS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC	125	1.36	125	1.36
CI	4862	52.77	4987	54.12
CO	926	10.05	5913	64.17
LD	1286	13.96	7199	78.13
MJ	314	3.41	7513	81.54
NL	41	0.44	7554	81.98
NP	1392	15.11	8946	97.09
OT	89	0.97	9035	98.06
SD	179	1.94	9214	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
MA	139	1.51	139	1.51
MO	1645	17.85	1784	19.36
SO	7430	80.64	9214	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	291	3.16	291	3.16
Y	8923	96.84	9214	100.00

Y—Yes  
 N—No

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

### GEOGRAPHIC CODE

GEOCODE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CI1	3148	34.17	3148	34.17
CI2	1535	16.66	4683	50.82
CO1	1061	11.52	5744	62.34
CO2	501	5.44	6245	67.78
MA1	42	0.46	6287	68.23
MA2	48	0.52	6335	68.75
MC1	142	1.54	6477	70.30
MC2	34	0.37	6511	70.66
OTH	2229	24.19	8740	94.86
SD1	430	4.67	9170	99.52
SD2	44	0.48	9214	100.00

CI1—Municipal Government (city, town or village) (exactly)  
 CI2—Municipal Government (city, town or village) (most nearly)  
 CO1—County/parish (exactly)  
 CO2—County/parish (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)

### LSA BOUNDARY CHANGE FROM PY

LSABOUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	9162	99.44	9162	99.44
Y	52	0.56	9214	100.00

Y—Yes  
 N—No

### OBE REGION CODE

OBereg	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01	1303	14.14	1303	14.14
02	1559	16.92	2862	31.06
03	1881	20.41	4743	51.48
04	1655	17.96	6398	69.44
05	1100	11.94	7498	81.38
06	844	9.16	8342	90.54
07	393	4.27	8735	94.80
08	476	5.17	9211	99.97
09	3	0.03	9214	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 GU MP PR VI)



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

### RESPONDENT STATUS

RSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1	6816	73.97	6816	73.97
2	2139	23.21	8955	97.19
4	259	2.81	9214	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	9214	30804.34	122053.19	23.00	3864400.00
POPU_UND	TOTAL UNDUPLICATED POP OF LSA	9214	30466.49	121743.45	23.00	3864400.00
CENTLIB	# OF CENTRAL LIBRARIES	9214	0.98	0.13	0.00	1.00
BRANLIB	# OF BRANCH LIBRARIES	9214	0.81	3.44	0.00	87.00
BKMOB	# OF BOOKMOBILES	9214	0.09	0.36	0.00	9.00
MASTER	ALA-MLS	9214	3.31	15.00	0.00	546.10
LIBRARIA	TOTAL LIBRARIANS	9214	4.90	16.36	0.00	546.10
OTHPAID	ALL OTHER PAID STAFF	9214	9.89	40.10	0.00	1811.86
TOTSTAFF	TOTAL PAID EMPLOYEES	9214	14.79	55.39	0.00	2357.96
LOCGVT	LOCAL GOVERNMENT REVENUE	9214	758801.90	3271388.32	0.00	102275849.00
STGVT	STATE GOVERNMENT REVENUE	9214	103315.53	904263.33	0.00	47749554.00
FEDGVT	FEDERAL GOVERNMENT REVENUE	9214	5226.48	48962.06	0.00	2299462.00
OTHINCM	OTHER OPERATING REVENUE	9214	81646.88	1002247.90	0.00	89198923.00
TOTINCM	TOTAL OPERATING REVENUE	9214	948990.79	4350706.45	0.00	215399019.00
SALARIES	SALARIES & WAGES EXP	5614	762540.62	2722888.20	0.00	99204722.00
BENEFIT	EMPLOYEE BENEFITS	5614	197222.96	810940.45	0.00	34576877.00
STAFFEXP	TOTAL STAFF EXP	5614	959763.58	3496977.88	0.00	133781599.00
PRMATEXP	OP EXP FOR PRINT MAT	8130	98679.96	452204.76	0.00	21179301.00
ELMATEXP	OP EXP FOR ELECTRONIC MAT	9214	9400.09	51151.08	0.00	1251790.00
OTHMATEX	OP EXP FOR OTHER MAT	7552	22426.08	122812.84	0.00	4838182.00
TOTEXPCO	COLLECTION EXP	9214	125252.44	545481.27	0.00	21981574.00
OTHOPEXP	OTHER OPERATING EXP	5613	292216.72	1125244.63	0.00	46422548.00
TOTOPEXP	TOTAL OPERATING EXP	9213	900913.54	4132494.01	0.00	202185721.00
CAP_REV	CAPITAL REVENUE	7179	146225.97	1687950.98	0.00	93168327.00
CAPITAL	CAPITAL EXPENDITURES	9214	140358.68	1395883.19	0.00	93231435.00
BKVOL	PRINT MATERIALS	9214	87086.63	367111.04	30.00	19681803.00
EBOOK	ELECTRONIC BOOKS	5809	758.79	3209.15	0.00	69697.00
AUDIO	AUDIO	9214	4055.35	27084.95	0.00	1709265.00
VIDEO	VIDEO	9214	3535.00	13542.71	0.00	459711.00
DATABASE	DATABASES	6152	28.11	182.03	0.00	8723.00
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	9214	206.56	1012.77	0.00	46781.00
ESUBSCRIP	ELEC SUBSCRIPTIONS	6011	2.99	66.52	0.00	4970.00
HRS_OPEN	PUBLIC SERV HRS/YR	9214	4006.72	8352.52	20.00	232856.00
VISITS	LIBRARY VISITS	9214	139391.38	523553.13	0.00	14945031.00
REFERENC	REFERENCE TRANS	9213	32817.57	210502.12	0.00	9175525.00
TOTCIR	TOTAL CIRCULATION	9214	213274.99	824546.21	19.00	17854110.00
LOANTO	LOAN TO	9213	2894.75	12031.82	0.00	490887.00
LOANFM	LOAN FROM	9213	2885.78	11817.77	0.00	541620.00
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	9214	75972.12	292316.39	0.00	7137057.00
KIDATTEN	KIDS PROGRAM ATTENDANCE	9214	5780.95	19192.33	0.00	491148.00
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	9214	17.00	56.71	0.00	2188.00
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	9214	36025.32	214664.47	0.00	9630456.00

Note: Fields coded with -1 (nonresponse) were excluded from the distributions. Zero (0) data were included in the calculation of the mean and standard deviation.

## Appendix M—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
01/2002	1	1.85	1	1.85
01/2003	13	24.07	14	25.93
02/2002	1	1.85	15	27.78
03/2002	1	1.85	16	29.63
07/2002	28	51.85	44	81.48
10/2002	8	14.81	52	96.30
12/2001	1	1.85	53	98.15
12/2002	1	1.85	54	100.00

REPORTING PERIOD END DATE				
ENDDATE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
06/2003	26	48.15	26	48.15
09/2003	9	16.67	35	64.81
12/2003	19	35.19	54	100.00

OBE REGION CODE				
OBereg	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01	6	11.11	6	11.11
02	6	11.11	12	22.22
03	5	9.26	17	31.48
04	7	12.96	24	44.44
05	12	22.22	36	66.67
06	4	7.41	40	74.07
07	5	9.26	45	83.33
08	6	11.11	51	94.44
09	3	5.56	54	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 GU MP PR VI)

## Appendix N—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	4	0.02	4	0.02
BR	7490	43.26	7494	43.28
BS	756	4.37	8250	47.65
CE	9064	52.35	17314	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	3075	17.76	3075	17.76
M	30	0.17	3105	17.93
NC	5539	31.99	8644	49.92
NO	8670	50.08	17314	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	15446	10614.62	22664.85	40.00	756640.00
L_NUM_BM	NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV	17314	0.05	0.26	0.00	9.00

Note: Fields coded with -1 (nonresponse) were excluded from the distributions. Zero (0) data were included in the calculation of the mean and standard deviation.