

Data Base Documentation for
Data File: Public Libraries Survey, FY 1992

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

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I. Introduction

The Public Libraries Survey (PLS) is conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System (FSCS) for Public Library Data. The PLS collects identifying information and basic data on the universe of public libraries and their outlets in the 50 States and the District of Columbia; identifying information on library entities that provide public library services but do not meet the definition of a public library (i.e., state library agencies, and systems, federations, and cooperative services); selected data on state library outlets; and a few items on characteristics of the state data submission.

The reporting unit is the *administrative entity*, defined as the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet (for example, a public library with no branch outlet), multiple outlets, or it may be administrative only and have no public library service outlets (i.e., a system, federation, or cooperative service).

The fiscal year (FY) 1992 PLS collected data on 44 items for each public library--33 basic data items and 11 identification items. The basic data items include data on population of legal service area, service outlets, staffing, operating income and expenditures, capital outlay, size of collection, annual public service hours for outlets, and service measures such as reference transactions, interlibrary loans, circulation, library visits, circulation of children's materials and children's program attendance. The identification items include name, address, telephone, county, library system relationship, type of governance, and type of administrative structure. The survey also collected 12 data items about public library service outlets. These items include type of outlet, their metropolitan location, their population of legal service area, and number of bookmobiles in each bookmobile service. The survey collected 11 identifying items on some state library agencies and federations, systems, and cooperatives. Finally, 4 basic data items were collected on characteristics of the state's data submission, including the reporting period starting and ending dates, official state total population estimate, and total unduplicated population of the legal service area.

State Data Coordinators appointed by the Chief Officer of the State Library Agency submitted the data to NCES on an electronic survey form known as DECPLUS. The survey is voluntary. NCES conducted the survey in fulfillment of its legislative mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States and in other nations."--Section 406(b) of the General Education Provisions Act, as amended (20 U.S.C. 1221e-1).

Terminology Used to Describe the Structures and Relationships of Public Libraries

Administrative entities. An administrative entity is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group. The administrative entity may be administrative only and have no public library service outlets, it may have a single outlet, or it may have more than one outlet. These types of administrative structures for public libraries are identified by data element 7C "Administrative Structure Code" on the administrative entity file.

Public libraries. Public libraries are one of the three types of administrative entities, described above, and the focus of this data collection. The survey defines a public library as follows: "A public library is established under state enabling laws or regulations to serve the residents of a community, district, or region. A public library is an entity that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) a paid staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and/or educational needs of a clientele; 3) an established schedule in which services of the staff are available to clientele; and 4) the facilities necessary to support such a collection, staff, and schedule." For purposes of the PLS, however, state law prevails in the determination of a public library, and not all states' definitions are the same as the FSCS definition.

Public library service outlets. Public libraries can have one or more service outlets. The three types of public library service outlets are central library outlets, branch library outlets, and bookmobile outlets. See appendix G for definitions of these terms.

State library agencies. State library agencies are one of the three types of administrative entities identified above. A state library agency is the agency within each of the states and territories authorized to develop library services in the state. It may also provide direct services to the public. Some state library agencies also have service outlets.

System, federation, or cooperative service. These are one of the three types of administrative entities described above. A system, federation, or cooperative service is an autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. Under the FSCS, although a public library may have the word "system" in its legal name, it does not identify itself as a headquarters of or a member of a system, federation or cooperative service, unless it has an agreement with another autonomous library. These agreements can be with other public libraries or with other types of libraries, such as school or academic libraries.

Five data files were generated from the FY 92 PLS. The files are provided in MS-Access and ASCII format.

(Note: Data missing from the FY 92 file were imputed as part of a trends analysis study. The imputed file is being released along with the report and replaces the previous file which included reported data only. The report, *Public Library Trends Analysis, 1992-1996*, is available on the Web at: <http://nces.ed.gov/surveys/libraries/public.html>.)

The files are as follows:

1. Public Library Data File (PUBLIB92.MDB and PUBLIB92.TXT).¹ This data file includes data for the universe of 8,944 public libraries in the 50 states and the District of Columbia.
2. Public Library State Summary/State Characteristics Data File (SUMCHR92.MDB AND SUMCHR92.TXT).¹ This data file includes:
 - a. State summary data. These are state totals of the numeric data reported on the PUBLIB92 file for all public libraries in each of the 50 states and the District of Columbia.
 - b. State characteristics data. These data are from a state characteristics record that is completed by the State Data Coordinator, consisting of four items for each of the 50 states and the District of Columbia: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. Public Library Outlet Data File (PLOUT92.MDB and PLOUT92.TXT).¹ This data file includes identifying information and a few basic data items for the universe of 16,840 public library service outlets (centrals/main, branches, and bookmobiles) in the 50 states and the District of Columbia.
4. Administrative Entities Only/State Library Data File (PLAOSL92.MDB and PLAOSL92.TXT).¹ This data file includes identifying information on 165 administrative entities only and state library agencies in the 50 states and the District of Columbia. (Note: Not all states reported all such entities.)
5. State Library Outlet Data File (SLOUT92.MDB and SLOUT92.TXT).¹ This data file includes identifying information and a few basic data items on 14 state library outlets. (Note: Not all states reported all such entities.)

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

II. User's Guide

A. Survey Methodology

Survey Universe

The survey universe consists of 8,944 public libraries in the 50 states and the District of Columbia as identified by state library agencies. (Note: Two libraries reported by New Hampshire on their original data submission were not included on the file, with state concurrence, as they did not meet the FSCS public library definition. They were Dimond Library, University of New Hampshire, and Lamson Library, Plymouth State College. This accounts for the difference in universe size from the previously released file which had 8,946.) Data were not systematically collected from public libraries on Indian reservations. Data were not collected from military libraries that provide public library services or from libraries that serve the residents of institutions because FSCS considers these to be special libraries.

Note: In FY 1991, 9,050 public libraries were reported. This apparent decrease of 106 public libraries from FY 1991 to FY 1992 is mostly explained by changes in two states, Arizona and Tennessee, where a number of public libraries previously reported separately were merged.

Survey Response

Unit Response. A total of 8,767 of the 8,944 public libraries in the survey universe responded to the PLS, for a unit response rate of 98.0 percent. Respondents to the survey are defined as public library administrative entities for which population of legal service area was reported (this item is provided by the State Data Coordinator) and which responded to at least three of the five following survey items: total paid employees, total income, total operating expenditures, book/serial volumes, and total circulation.

Item Response. NCES statistical standards state that items with response rates below 70 percent cannot be used in analysis. For nationwide totals, response rates did not fall below 70 percent for any item. For state totals, a few items had response rates below 70 percent (listed below). All missing data for numeric items were imputed except for annual public service hours (see *Imputation* at the end of this section).

Items with state response rates below 70 percent:

Library <u>visits</u>	Response <u>rate</u>	Circulation of children's <u>materials</u>	Response <u>rate</u>	Children's program <u>attendance</u>	Response <u>rate</u>
Alabama	65.2	Arizona	0.0	Arizona	0.0
Florida	54.5	Georgia	64.8	Idaho	1.9
Massachusetts	39.3	Maryland	0.0	Illinois	0.0
Nebraska	68.8	Nevada	0.0	Maine	0.0
New Mexico	67.6	Rhode Island	68.6	Maryland	0.0
Oklahoma	0.9	Tennessee	0.0	Mississippi	0.0
Oregon	56.8	Utah	44.9	Nebraska	59.9
Utah	63.8	Vermont	62.4	Nevada	0.0
Vermont	69.3	Virginia	0.0	New Jersey	0.0
Washington	62.9	West Virginia	0.0	New Mexico	31.1
Reference <u>transactions</u>	Response <u>rate</u>			Ohio	68.8
Massachusetts	50.8			Tennessee	0.0
Maine	65.5			Utah	65.2
Nebraska	55.0			Vermont	67.8
New Mexico	64.9			Virginia	0.0
Oregon	68.8			West Virginia	0.0
Utah	62.3			Wyoming	4.3
Vermont	65.4				
Washington	61.4				

Caveats for Using these Data

Using the Data to Make Comparisons. The FY 1992 PLS data file includes imputations for nonresponding libraries at the unit and item levels. (Note: This imputed file replaces the previously released FY 1992 file that included reported data only.) Comparisons to data prior to FY 1992 should be made with caution, as earlier files have data for responding libraries only (that is, no imputation was performed at the unit or item level), and the percentage of libraries responding to a given item varied widely among states. State comparisons should be made with caution because of differences in reporting periods (see following section on *Reporting Period*). Also, the definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluation in the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. These reports are available on the NCES Web site at: <http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052>.

The District of Columbia, while not a state, is included in this report, and special care should be used in comparing the District's data to state data. Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the state.

Reporting Period. One methodological issue in using these data is the time period covered by the data. The FSCS definition for reporting period used in this data collection was data for a 12-month period whose fiscal year ended in 1992. There were 9 different reporting periods used by states for the FY 1992 data. Collectively, these reporting periods spanned a 2-year time period (January 1, 1991-December 1992) (see following table). However, each public library provided data for a 12-month period.

States by Reporting Date

01/91 - 08/92	07/91 - 06/92	10/91 - 09/92	01/92 - 12/92	Other	
NE VT	AK AZ AR CA CT DE GA HI IA IL KY MD MA	MT NC NM NV OK OR RI SC TN VA WV WY	AL DC FL ID MS	CO IN KS LA MN MO NJ ND OH SD WA WI	01/91 - 06/92: PA 01/91 - 09/92: MI 02/91 - 12/92: TX 03/91 - 06/92: ME 07/91 - 12/92: NH, NY, UT

Survey Data Items

The definitions of PLS data items are provided in appendix G.

The PLS collects three items on population: 1) Population of the Legal Service Area (a state-reported figure for *each* public library), 2) Total Unduplicated Population of Legal Service Areas (a single state-reported figure), and 3) Official State Total Population Estimate (a single state-reported figure). There are significant methodological differences in calculation of these items among states (discussed below). Also, the time period for which the population data are provided varies among states.

The total Population of Legal Service Area for all public libraries in a state may, in some cases, exceed the Total Unduplicated Population of Legal Service Areas for the state or the Official State Total Population Estimate. This is because geographically adjacent libraries may serve, and therefore count, the same (or some of the same) population. For example, a county library and a city library within the county may both receive income from the same city, so both may serve and count the same (or some of the same) population. Thus, in states with overlapping Population of Legal Service Areas, the total Population of Legal Service Area will exceed the Total Unduplicated Population of Legal Service Areas, and may exceed the Official State Total Population Estimate. For this reason, each state library agency was asked to provide the Total Unduplicated Population of the Legal Service Areas that receive public library service. The populations of unserved areas were not included in this figure. These unduplicated population figures were calculated individually by each state and may vary from sources (e.g., Census) that use standard methodology.

Twenty-six states and the District of Columbia had the same figure for Total Unduplicated Population of the Legal Service Areas and total Population of the Legal Service Area because they do not have overlapping population in legal service areas. These twenty-six states are: Alabama, Alaska, Arizona, Arkansas, Delaware, Florida, Georgia, Hawaii, Illinois, Kentucky, Maryland, Minnesota, Missouri, Montana, Nevada, New Mexico, North Carolina, Ohio, Oregon, South Dakota, Texas, Utah, Virginia, Washington, Wisconsin, and Wyoming. All other states had an unduplicated count that was different from the total Population of Legal Service Area. In one state, West Virginia, the Total Unduplicated Population of Legal Service Area exceeds the total Population of Legal Service Area due to a less than 100 percent response rate to the latter item.

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

Data Collection and Use of Technology

Data requested by the FSCS are usually only part of the data most states collect from their local public libraries. Generally, states collect these data using paper forms, rather than in machine readable form.

For reporting to NCES, State Data Coordinators used version 1.0 of a personal computer software, known as DECPLUS. DECPLUS merged the collection of items under its predecessor DECTOP with the capabilities of collecting additional public library universe data. States used DECPLUS to report data for the public library universe including identifying information for each public library and, for the first time, their service outlets. States also used DECPLUS for direct data entry (from questionnaires used with their public libraries) and/or to assemble their existing machine readable data in a given format (e.g., Lotus 1-2-3, dBASE, or ASCII). States also used DECPLUS to edit their data (including making historical comparisons, checking for mathematical accuracy and for missing and out-of-range data) before submitting them to NCES on diskette. DECPLUS was then used by NCES to merge files from all 50 states and the District of Columbia, edit them, and produce the tables for NCES' annual E.D. TABS.²

²*Public Libraries in the United States, 1992* (August 1994: NCES 94-030).

Follow-up and Editing

State Level. During data entry, DECPLUS automatically performed error checks and provided error messages and warnings to the user. The user was alerted to five main types of errors based on predetermined criteria. The first type, relational errors, indicated that two or more related data elements were inconsistent. For example, users would receive an error message if Total Operating Expenditures were less than 75 percent of Total Operating Income, or if ALA-MLS Librarians were greater than Total Librarians. The second type were out-of-range error messages (e.g., "Average Public Service Hours per Outlet per week is less than 10"). For the third type of error, DECPLUS automatically checked reported totals by summing particular sections during data entry, to verify that totals were correct. The fourth error check was that DECPLUS alerted the user if an item was left blank.

States could also perform the four types of error checks above after data entry, by generating an error listing. In addition, DECPLUS performed a fifth error check, the automatic historical check. This step compared changes in data reported for certain data elements between the current (FY 1992) and previous (FY 1991) FSCS submission years. Changes outside an acceptable range were identified. Other features of DECPLUS enabled states to generate a short summary of their state's data and up to 16 tables showing their state's data by population ranges. States could also generate up to 13 single library tables, showing data for individual public libraries. These DECPLUS features allowed states to review and correct their data before submitting them to NCES. After State Data Coordinators prepared the FSCS submissions, Chief Officers of State Library Agencies signed forms authorizing their state's submission. The FY 1992 data were due July 31, 1993. From August to October 1993, NCES systematically performed nonresponse follow-up of states.

National Level. NCES staff conducted three major data editing operations, working directly with State Data Coordinators and the FSCS Steering Committee. Prior to data collection, NCES sought assistance from the FSCS Steering Committee in contacting states to resolve specific issues that had been raised during the NCES review of the prior year's data. The purpose was to assure that these data quality issues did not recur. Throughout the data collection and nonresponse follow-up period, as states' submissions were received, NCES ran DECPLUS edits (the same error and historical checks described above) and in cases where errors were suspected mailed the results to each state for verification, correction and comment. This effort highlighted data quality issues for states. The last state's data submission was received in October 1993. After the files for the 50 states and the District of Columbia were merged, preliminary tabulations were reviewed by NCES and the FSCS Steering Committee in October and early November 1993. In November 1993 NCES provided each State Data Coordinator written comments from the review along with the state data in tabular form, for correction, comment, and final review prior to publication.

Finally, NCES staff, with the assistance of Dr. E. Walter Terrie of the Center for Study of Population, Florida State University, performed systematic analysis of missing entries and data "outliers." In addition, NCES checked the data again for programming errors and reviewed the corrections provided by states in their final review. The last state submitted its final corrections in late January 1994.

Imputation

The FY 1992 data include imputations for nonresponding libraries. The imputation methodology is described below (Note: annual public service hours were not imputed.):

A. For libraries that did not respond in 1992:

1. All libraries, including nonresponding libraries, were sorted into imputation cells based on region and size of population served.
2. Average changes in values of data (the growth rates) were calculated for institutions that reported in both 1992 and 1993 (or in both 1992 and 1994).³
3. The average changes computed in step 2 were applied to the 1993 data (or 1994 data) of 1992 nonresponding libraries to obtain an estimate for 1992.

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

4. Children's program attendance was estimated by multiplying the current-year total library visits by the 1993 or 1994 ratio of children's program attendance to total library visits. (Note: FY 1992 was the first year this item was collected.) If the 1993 or 1994 ratio was not available, the average 1992 ratio in the nonrespondent's imputation cell was multiplied by total library visits. Children's program attendance was imputed after total library visits.
5. Children's circulation was estimated by multiplying the current-year total circulation by the 1993 or 1994 ratio of children's circulation to total circulation. (Note: FY 1992 was the first year this item was collected.) If the 1993 or 1994 ratio was not available, the average 1992 ratio in the nonrespondent's imputation cell was multiplied by total circulation.
6. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step 3.
7. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step 3.
8. A "hot-deck growth rate" method was used for income variables (total income and income from federal, state, and local government sources). In this method, responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 1993 (or 1994) data were used, and a growth rate was determined by calculating the growth rate of the next smallest library to the nonresponding library that had data for both 1992 and 1993 (or 1992 and 1994). If the donor did not have a growth rate due to missing 1993 or 1994 data, the nonrespondent's 1993 or 1994 response, if available, was used as the imputed value. For those units not having forward year reported data, the adjusted mean of the reported values in the cell was used.
9. Other income was derived by subtracting income from federal, state, and local sources from total income. If the derived other income was a negative value, other income was changed to zero, and federal, state, and local income were adjusted to sum to total income.

³ Forward imputations were used for the FY 1992 data, as this method yielded the best data and enabled the imputation of the variables children's program attendance and children's circulation.

B. For libraries with no data in 1992, 1993, or 1994:

1. The mean of the imputation cell was calculated for all libraries that responded in 1992. 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 cell mean size of population served for all responding libraries. If the population was missing, then the cell mean was used.

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

2. To impute total library visits, 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.
3. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step 1.
4. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step 1.

C. For all nonresponding libraries:

1. 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 to arrive at 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.
2. 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.

B. Guidelines for Processing Public Libraries Survey Data

The data were reported to NCES on an electronic survey form called DECPLUS. Before mail-out of DECPLUS, all data cells were initialized with "-2". DECPLUS does not permit a data file to be saved by a respondent if -2s remain in any data cells. On the final survey files, data fields with "-1" and blank data fields indicate nonresponse to the data item. Missing data were imputed for numeric items, except for annual public service hours. A zero (0) response indicates the library, outlet, or other administrative entity had none of the item. A total of 5 files were generated from the survey (see Introduction).

**Appendix A—Record Layout for Public Library Data File, FY 1992
(PUBLIB92.MDB and PUBLIB92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					IDENTIFICATION
LIBID	20	001	A	01	Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	45	021	A	02	Name of library.
ADDRESS	35	066	A	03	Street address of library.
CITY	17	101	A	04	City or town of library.
ZIP1	05	118	A	05	Standard five-digit postal zip code.
ZIP2	04	123	A	06	Four-digit postal zip code extension.
PHONE	10	127	A	07	Telephone number in following format: area code/exchange/number (for example, 7037315072).
					POPULATION
POPU	09	137	N	08	Population of the Legal Service Area.
					SERVICE OUTLETS
CENTLIB	03	146	N	09	Number of central libraries.
BRANLIB	03	149	N	10	Number of branch libraries.
BKMOB	03	152	N	11	Number of bookmobiles.
					FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	09	155	N	13	Number of FTE paid librarians with a Master of Library Science degree from an American Library Association (ALA) accredited program. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	09	164	N	14	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	10	173	N	15	All other paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	10	183	N	16	Total paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
					OPERATING INCOME
LOGVGT	09	193	N	17	Operating income from local government.
STGVT	09	202	N	18	Operating income from state government.
FEDGVT	09	211	N	19	Operating income from federal government.

**Appendix A—Record Layout for Public Library Data File, FY 1992
(PUBLIB92.MDB and PUBLIB92.TXT)**

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

**Appendix A—Record Layout for Public Library Data File, FY 1992
(PUBLIB92.MDB and PUBLIB92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LOANFM	06	380	N	41	Annual number of loans from other libraries.
					CIRCULATION OF CHILDREN'S MATERIALS AND CHILDREN'S PROGRAM ATTENDANCE
KIDCIRCL	09	386	N	43	Total circulation (including renewals) of children's materials in all formats to all users.
KIDATTEND	09	395	N	43	Total attendance at programs intended primarily for children. Includes adults who attend programs intended primarily for children.
C_RELATN	02	404	A	7A	Library System Relationship Code HQ - Headquarters of a system (federation) NO - Not part of a system (federation) SP - System (federation) member that receives and provides system services. SR - System (federation) member that receives system services. OT - Other
C_LEGBASE	02	406	A	7B	Legal Basis Code CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NP - Non-profit Association or Agency SC - School District SL - State Library Agency SD - Special Library District (authority, board, or commission) SP - Combined School Media Center/Public Library AP - Combined Academic/Public Library UK - Unknown
C_ADMIN	02	408	A	7C	Administrative Structure Code SO - Single Outlet Administrative Entity MO - Multiple Outlet Administrative Entity (is an outlet) MA - Multiple Outlet Administrative Entity (is not an outlet) AO - Administrative Entity Only
CNTY	17	410	A	4A	County of library.
POPU_UNDUP	09	427	N	--	Unduplicated population of the legal service area for the library. NCES prorated this value 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.
FSCSKEY	06	436	A	1A	Library identification code assigned by NCES.

**Appendix A—Record Layout for Public Library Data File, FY 1992
(PUBLIB92.MDB and PUBLIB92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
STABR	02	442	A	--	Post Office state abbreviation code. See appendix F for list of State Codes.
PUB_FIPS	02	444	A	--	Two-digit FIPS State Code. See appendix F for list of FIPS Codes.
YR	02	446	A	--	FSCS submission year of public library data.
OBereg	02	448	A	--	OBE REGION CODE Bureau of Economic Analysis Code (formerly called Office of Business Economics) 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI
RSTATUS	01	450	A	--	Respondent Status 1 = Respondent, with no imputed data 2 = Respondent, with both reported and imputed data 3 = Nonrespondent, not imputed 4 = Nonrespondent with imputed data
and definitions):					Item imputation flags (see appendix H for flag values)
IMP0	02	451	A	--	POPU - IMPUTATION FLAG
IMP1	02	453	A	--	CENTLIB - IMPUTATION FLAG
IMP2	02	455	A	--	BRANLIB - IMPUTATION FLAG
IMP3	02	457	A	--	BKMOB - IMPUTATION FLAG
IMP4	02	459	A	--	MASTER - IMPUTATION FLAG
IMP5	02	461	A	--	LIBRARIAN - IMPUTATION FLAG
IMP6	02	463	A	--	OTHPAID - IMPUTATION FLAG
IMP7	02	465	A	--	TOTPEMP - IMPUTATION FLAG
IMP8	02	467	A	--	LOCGVT - IMPUTATION FLAG
IMP9	02	469	A	--	STGVT - IMPUTATION FLAG
IMP10	02	471	A	--	FEDGVT - IMPUTATION FLAG
IMP11	02	473	A	--	OTHINCM - IMPUTATION FLAG
IMP12	02	475	A	--	TOTINCM - IMPUTATION FLAG
IMP13	02	477	A	--	SALARIES - IMPUTATION FLAG
IMP14	02	479	A	--	BENEFIT - IMPUTATION FLAG
IMP15	02	481	A	--	TOTEXP - IMPUTATION FLAG
IMP16	02	483	A	--	TOTEXPCOL - IMPUTATION FLAG
IMP17	02	485	A	--	OTHOPEXP - IMPUTATION FLAG
IMP18	02	487	A	--	TOTOPEXP1 - IMPUTATION FLAG
IMP19	02	489	A	--	CAPITAL - IMPUTATION FLAG

**Appendix A—Record Layout for Public Library Data File, FY 1992
(PUBLIB92.MDB and PUBLIB92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP20	02	491	A	--	BKVOL - IMPUTATION FLAG
IMP21	02	493	A	--	AUDIO - IMPUTATION FLAG
IMP22	02	495	A	--	VIDEO - IMPUTATION FLAG
IMP23	02	497	A	--	SUBSCRIPT - IMPUTATION FLAG
FILLER	--		--	--	BLANK (reserved for future use)
IMP25	02	501	A	--	ATTEND - IMPUTATION FLAG
IMP26	02	503	A	--	REFERENCE - IMPUTATION FLAG
IMP27	02	505	A	--	TOTCIR - IMPUTATION FLAG
IMP28	02	507	A	--	LOANTO - IMPUTATION FLAG
IMP29	02	509	A	--	LOANFM - IMPUTATION FLAG
IMP30	02	511	A	--	KIDCIRCL - IMPUTATION FLAG
IMP31	02	513	A	--	KIDATTEND - IMPUTATION FLAG
IMP32	02	515	A	--	POPU_UNDUP - IMPUTATION FLAG

NOTES:

1. The Public Library Data File was generated from the Administrative Entity File of DECPLUS, the electronic survey and source of the raw data.
2. In the record layout:
 N = Numeric field. Only the digits 0-9 are allowed.
 A = Alpha character field; may include digits 0-9.
 -- = Not applicable.

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1992
(SUMCHR92.MDB and SUMCHR92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
POPU	11	001	N	08	Population of the Legal Service Areas.
					SERVICE OUTLETS
CENTLIB	05	012	N	09	Number of central libraries.
BRANLIB	05	017	N	10	Number of branch libraries.
BKMOB	05	022	N	11	Number of bookmobiles.
					FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	11	027	N	13	Number of FTE paid librarians with a Master of Library Science degree from an American Library Association (ALA) accredited program. This field consists of 8 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	11	038	N	14	Total number of FTE employees holding the title of librarian. This field consists of 8 integers and 2 decimals, with an explicit decimal point.
OTHPAID	12	049	N	15	All other paid FTE employees. This field consists of 9 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	12	061	N	16	Total paid FTE employees. This field consists of 9 integers and 2 decimals, with an explicit decimal point.
					OPERATING INCOME
LOGVGT	11	073	N	17	Operating income from local government.
STGVT	11	084	N	18	Operating income from state government.
FEDGVT	11	095	N	19	Operating income from federal government.
OTHINCM	11	106	N	20	Other operating income (i.e., income not included in LOGVGT, STGVT, and FEDGVT).
TOTINCM	12	117	N	21	Total income (includes LOGVGT, STGVT, FEDGVT, and OTHINCM).
					OPERATING EXPENDITURES
SALARIES	11	129	N	22	Salaries and wages for all library staff.
BENEFIT	11	140	N	23	Employee benefits for all library staff.
TOTEXP	11	151	N	24	Total staff expenditures (includes SALARIES and BENEFIT).
TOTEXPCOL	11	162	N	25	Total expenditures on library collection.
OTHOPEXP	11	173	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL).

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1992
(SUMCHR92.MDB and SUMCHR92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
TOTOPEXP1	12	184	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP).
CAPITAL	11	196	N	28	CAPITAL OUTLAY Expenditures for capital outlay.
BKVOL	11	207	N	29	LIBRARY COLLECTION Number of books and serial volumes.
AUDIO	11	218	N	30	Number of audio materials.
VIDEO	11	229	N	32	Number of video materials.
SUBSCRIPT	11	240	N	33	Number of current serial subscriptions.
DUPLI	10	251	N	35	PUBLIC SERVICE HOURS Total annual public service hours for all outlets of the public library.
ATTEND	11	261	N	36	LIBRARY SERVICES Annual attendance in library.
REFERENCE	11	272	N	38	Number of annual reference transactions.
TOTCIR	11	283	N	39	CIRCULATION Total annual circulation transactions.
LOANTO	08	294	N	40	INTER-LIBRARY LOANS Annual number of loans to other libraries.
LOANFM	08	302	N	41	Annual number of loans from other libraries.
KIDCIRCL	09	310	N	42	CIRCULATION OF CHILDREN'S MATERIALS AND CHILDREN'S PROGRAM ATTENDANCE Total circulation (including renewals) of children's materials in all formats to all users.
KIDATTEND	09	319	N	43	Total attendance at programs intended primarily for children. Includes adults who attend programs intended primarily for children.
PERIOD_POP	10	328	N	5A	Total unduplicated population of legal service areas. Note: This is a state-reported figure (on the State Characteristics data entry screen).
PERIOD_EST	10	338	N	05	Official state total population estimate (on the State Characteristics data entry screen).

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1992
(SUMCHR92.MDB and SUMCHR92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
PERIOD_PSM	05	348	A	03	Reporting period starting date (on the State Characteristics data entry screen), in following format: month/year (for example, 07/91).
PERIOD_PEM	05	353	A	04	Reporting period ending date (on the State Characteristics data entry screen), in following format: month/year (for example, 06/92).
STABR	02	358	A	--	Two-character Post Office State Code. See appendix F for list of State Codes.
PUB_FIPS	02	360	A	--	Two-digit FIPS State Code. See appendix F for list of FIPS Codes.
YR	02	362	A	--	FSCS submission year of public library data.
OBereg	02	364	A	--	OBE REGION CODE Bureau of Economic Analysis Code (formerly called Office of Business Economics) 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI
					Item imputation flags for: 0 = All detail comprising total is reported data 1 = Some detail comprising total is imputed data 2 = All detail comprising total is imputed data
IMP0	02	366	A	--	POPU - IMPUTATION FLAG
IMP1	02	368	A	--	CENTLIB - IMPUTATION FLAG
IMP2	02	370	A	--	BRANLIB - IMPUTATION FLAG
IMP3	02	372	A	--	BKMOB - IMPUTATION FLAG
IMP4	02	374	A	--	MASTER - IMPUTATION FLAG
IMP5	02	376	A	--	LIBRARIAN - IMPUTATION FLAG
IMP6	02	378	A	--	OTHPAID - IMPUTATION FLAG
IMP7	02	380	A	--	TOTPEMP - IMPUTATION FLAG
IMP8	02	382	A	--	LOCGVT - IMPUTATION FLAG
IMP9	02	384	A	--	STGVT - IMPUTATION FLAG
IMP10	02	386	A	--	FEDGVT - IMPUTATION FLAG
IMP11	02	388	A	--	OTHINCM - IMPUTATION FLAG
IMP12	02	390	A	--	TOTINCM - IMPUTATION FLAG
IMP13	02	392	A	--	SALARIES - IMPUTATION FLAG
IMP14	02	394	A	--	BENEFIT - IMPUTATION FLAG

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1992
(SUMCHR92.MDB and SUMCHR92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP15	02	396	A	--	TOTEXP - IMPUTATION FLAG
IMP16	02	398	A	--	TOTEXPCOL - IMPUTATION FLAG
IMP17	02	400	A	--	OTHOPEXP - IMPUTATION FLAG
IMP18	02	402	A	--	TOTOPEXP1 - IMPUTATION FLAG
IMP19	02	404	A	--	CAPITAL - IMPUTATION FLAG
IMP20	02	406	A	--	BKVOL - IMPUTATION FLAG
IMP21	02	408	A	--	AUDIO - IMPUTATION FLAG
IMP22	02	410	A	--	VIDEO - IMPUTATION FLAG
IMP23	02	412	A	--	SUBSCRIPT - IMPUTATION FLAG
FILLER	--		--	--	BLANK (reserved for future use)
IMP25	02	416	A	--	ATTEND - IMPUTATION FLAG
IMP26	02	418	A	--	REFERENCE - IMPUTATION FLAG
IMP27	02	420	A	--	TOTCIR - IMPUTATION FLAG
IMP28	02	422	A	--	LOANTO - IMPUTATION FLAG
IMP29	02	424	A	--	LOANFM - IMPUTATION FLAG
IMP30	02	426	A	--	KIDCIRCL - IMPUTATION FLAG
IMP31	02	428	A	--	KIDATTEND - IMPUTATION FLAG
IMP32	02	430	A	--	POPU_UNDUP - IMPUTATION FLAG

NOTES:

1. The Public Library State Summary/State Characteristics File is generated from the Administrative Entity File and State Characteristics data of DECPLUS, the electronic survey and source of the raw data.
2. In the record layout:
 N = Numeric field. Only the digits 0-9 are allowed.
 A = Alpha character field; may include digits 0-9.
 -- = Not applicable.

**Appendix C—Record Layout for Outlet Data File, FY 1992
(PLOUT92.MDB and PLOUT92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
K_DECTOP	06	001	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ. Note: The K_DECTOP code is the same as the FSCSKEY code on the Public Library Data File.
LIB_CODE	20	007	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	027	A	02	Name of outlet.
LIB_ADDR	35	072	A	03	Complete street address of outlet.
LIB_CITY	17	107	A	04	City or town of outlet.
LIB_ZIP	05	124	A	06	Standard five-digit postal zip code for the street address or mailing address of outlet.
LIB_ZIP4	04	129	A	07	Four-digit postal zip code extension for the street address or mailing address of outlet.
LIB_PHONE	10	133	A	08	Telephone number of the outlet in following format: area code/exchange/number (for example, 7037315072).
LIB_CNTY	17	143	A	05	County of outlet.
C_OUT_TYP	02	160	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile Service
C_MSA	02	162	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area UK - Unknown
C_SER_POP	01	164	A	11	Population of the Legal Service Area by Outlet A - 1-999 B - 1,000-2,499 C - 2,500-4,999 D - 5,000-9,999 E - 10,000-24,999 F - 25,000-49,999 G - 50,000-99,999 H - 100,000-249,999 I - 250,000-499,999

**Appendix C—Record Layout for Outlet Data File, FY 1992
(PLOUT92.MDB and PLOUT92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					J - 500,000 or more U - Unknown
LIB_NUM_BM	02	165	N	12	Number of bookmobiles in the Bookmobile Service. (See C_OUT_TYP.)
K_SEQ	03	167	A	1A	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	170	A	--	Two-character Post Office State Code for the outlet. See appendix F for list of State Codes.
PUB_FIPS	02	172	A	--	Two-digit FIPS State Code. See appendix F for list of FIPS Codes.
YR	02	174	A	--	FSCS submission year of public library data.

NOTES:

1. The Public Library Outlet File was generated from the Outlet File of DECPLUS, the electronic survey and source of the raw data.
2. In the record layout:
 - N = numeric field. Only the digits 0-9 are allowed.
 - A = Alpha character field; may include digits 0-9.
 - = Not applicable.

**Appendix D—Record Layout for Administrative Entities Only/State Library Data File, FY 1992
(PLAOSL92.MDB and PLAOSL92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIBID	20	001	A	01	Administrative Entity Only/State Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state does not assign a code.
LIBNAME	45	021	A	02	Name of library.
ADDRESS	35	066	A	03	Street address of library.
CITY	17	101	A	04	City or town of library.
ZIP1	05	118	A	05	Standard five-digit postal zip code.
ZIP2	04	123	A	06	Four-digit postal zip code extension.
PHONE	10	127	A	07	Telephone number in following format: area code/exchange/number (for example, 7037315072).
POPU	09	137	N	08	Population of the Legal Service Area.
C_RELATN	02	146	A	7A	Library System Relationship Code HQ - Headquarters of a system (federation) NO - Not part of a system (federation) SP - System (federation) member that receives and provides system services. SR - System (federation) member that receives system services. OT - Other
C_LEGBASE	02	148	A	7B	Legal Basis Code CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NP - Non-profit Association or Agency SC - School District SL - State Library Agency SD - Special Library District (authority, board, or commission) SP - Combined School Media Center/Public Library AP - Combined Academic/Public Library UK - Unknown
C_ADMIN	02	150	A	7C	Administrative Structure Code SO - Single Outlet Administrative Entity MO - Multiple Outlet Administrative Entity (is an outlet) MA - Multiple Outlet Administrative Entity (is not an outlet) AO - Administrative Entity Only
CNTY	17	152	A	4A	County of library.

**Appendix D—Record Layout for Administrative Entities Only/State Library Data File, FY 1992
(PLAOSL92.MDB and PLAOSL92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
FSCSKEY	06	169	A	1A	Administrative Entity Only/State Library identification code assigned by NCES.
STABR	02	175	A	--	Post Office state abbreviation code. See appendix F for list of State Codes.
PUB_FIPS	02	177	A	--	Two-digit FIPS State Code. See appendix F for list of FIPS Codes.
YR	02	179	A	--	FSCS submission year of public library data.

NOTES:

1. The Administrative Entities Only\State Library File was generated from the Administrative Entity File of DECPLUS, the electronic survey and source of the raw data.
2. In the record layout:
 N = Numeric field. Only the digits 0-9 are allowed.
 A = Alpha character field; may include digits 0-9.
 -- = Not applicable.

**Appendix E—Record Layout for State Library Outlet Data File, FY 1992
(SLOUT92.MDB and SLOUT92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
K_DECTOP	06	001	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ. Note: The K_DECTOP code is the same as the FSCSKEY code on the Administrative Entities Only/State Library File.
LIB_CODE	20	007	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	027	A	02	Name of outlet.
LIB_ADDR	35	072	A	03	Complete street address of outlet.
LIB_CITY	17	107	A	04	City or town of outlet.
LIB_ZIP	05	124	A	06	Standard five-digit postal zip code for the street address or mailing address of outlet.
LIB_ZIP4	04	129	A	07	Four-digit postal zip code extension for the street address or mailing address of outlet.
LIB_PHONE	10	133	A	08	Telephone number of the outlet in following format: area code/exchange/number (for example, 7037315072).
LIB_CNTY	17	143	A	05	County of outlet.
C_OUT_TYP	02	160	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile Service
C_MSA	02	162	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area
C_SER_POP	01	164	A	11	Population of the Legal Service Area by Outlet A - 1 - 999 B - 1,000 - 2,499 C - 2,500 - 4,999 D - 5,000 - 9,999 E - 10,000 - 24,999 F - 25,000 - 49,999 G - 50,000 - 99,999 H - 100,000 - 249,999 I - 250,000 - 499,999

**Appendix E—Record Layout for State Library Outlet Data File, FY 1992
(SLOUT92.MDB and SLOUT92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					J - 500,000 or more U – Unknown
LIB_NUM_BM	02	165	N	11	Number of bookmobiles in the Bookmobile Service. (See C_OUT_TYP.)
K_SEQ	03	167	A	1A	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	170	A	--	Two-character Post Office State Code for the outlet. See appendix F for list of State Codes.
PUB_FIPS	02	172	A	--	Two-digit FIPS State Code. See appendix F for list of FIPS Codes.
YR	02	174	A	--	FSCS submission year of public library data.

NOTES:

1. The State Library Outlet File is generated from the Outlet File of DECPLUS, the electronic survey and source of the raw data.
2. In the record layout:
 - N = Numeric field. Only the digits 0-9 are allowed.
 - A = Alpha character field; may include digits 0-9.
 - = Not applicable.

Appendix F—State Codes

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

Appendix G—Survey Facsimile (Data Entry Screens and Data Element Definitions)

Administrative Entity Data Entry Screen (p. 1)

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+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 --+
|----- IDENTIFICATION -----|
|01 LIB ID: 002                1A FSCS ID:WY0001                [ FY92] |
|02 Name:  ALBANY COUNTY LIBRARY SYSTEM                       |
|03 Address:310 SOUTH 8TH ST                                04City:LARAMIE |
|04 County:ALBANY COUNTY                                    05Zip1:82070  06 Zip2:3969 |
|07 Phone:  (307) 721-2580                                     |
|7A Lib. System Relationship: NO  +-----FTE STAFF -----|
|7B Legal Basis:                  CO |
|7C Administrative Structure: MO |
|----- POPULATION -----|
|13 ALA-MLS:                      -2.00 |
|14 Total Librarians:              -2.00 |
|15 All Other Paid Staff:          -2.00 |
|16 Total Paid Employees:          -2.00 |
|08 Population of the Legal      |
|   Service Area:                -2 |----- OPERATING INCOME -----|
|----- SERVICE OUTLETS -----|
|17 Local Government              -2 |
|09 Number of Centrals:           -2 |18 State Government:          -2 |
|10 Number of Branches:           -2 |19 Federal Government:       -2 |
|11 Number of Bookmobiles:        -2 |20 Other Income:              -2 |
|12 Number of Books-by-Mail        0 |21 Total Income:              -2 |
|-----|
|<Esc> Exit  <F5> Save Record  <F7> Errors |
|<F1> Help  <F3> List Outlets  <F9> Prev Record  <F10> Next Record |

```

Appendix G—Survey Facsimile (Data Entry Screens and Data Element Definitions)

Administrative Entity Data Entry Screen (p. 2)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 2 --+
|LIB ID#: 002          FSCS ID#: WY0001  NAME: ALBANY COUNTY LIBRARYSYSTEM|
|                                                              [ FY92] |
|----- OPERATING EXPENDITURES ----- PUBLIC SERVICE HOURS PER YEAR -----|
|22 Salary & Wages Exp:          -2| 35 Public Service Hrs/Yr:          -2 |
|23 Employee Benefits:          -2|                                     |
|24 Total Staff Exp:            -2|                                     |
|25 Collection Exp:             -2|----- SERVICES PER TYPICAL YEAR -----|
|26 Other Operating Exp:        -2| 36 Library Visits:              -2 |
|27 Total Operating Exp:        -2| 38 Reference Transactions:      -2 |
|                                     |                                     |
|----- CAPITAL OUTLAY -----|                                     |
|28 Capital Outlay:             -2|----- CIRCULATION -----|
|                                     | 39 Total Circulation:          -2 |
|----- LIBRARY COLLECTION -----|                                     |
|29 Book/Serial Volumes:        -2|----- INTER-LIBRARY LOANS -----|
|30 Audio:                      -2| 40 Provided To:                -2 |
|32 Video:                      -2| 41 Received From:              -2 |
|33 Subscriptions:              -2|                                     |
|                                     |----- CHILDREN'S -----|
|                                     | 42 Children's Circulation:     -2 |
|                                     | 43 Children's Program Attend:  -2 |
|                                     |                                     |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
<Esc> Exit  <F5> Save Record  <F7> Errors
<F1> Help  <F3> List Outlets  <F9> Prev Record  <F10> Next Record

```


Appendix G—Survey Facsimile (Data Entry Screens and Data Element Definitions)

State Characteristics Data Element Definitions and Instructions, Fiscal Year 1992

See notes at end of data element definitions and instructions.

#	Data Element Name	Definitions and instructions
01	State	Two-letter state abbreviation automatically assigned by DECPLUS. See appendix F for list of State Codes.
02	FSCS Submission Year	Submission year of public library data to the National Center for Education Statistics (NCES) under the Federal-State Cooperative System (FSCS). Automatically assigned by DECPLUS.
03	Reporting Period Starting Date	<p>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 a 12-month period whose fiscal year ended in 1992. If data are collected for several local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>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 a 12-month period whose fiscal year ended in 1992. If data are collected for several local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	Most recent official total population figure for the state that matches the local population figures submitted to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official sources.
05A	Total Unduplicated Population of Legal Service Areas	<p>Total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by DECPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the DECPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by DECPLUS. For states which do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>

NOTE: "Data Element Number" is the number of the data item in DECPLUS, the electronic survey and source of the raw data. "Data element" is the name of the data item in DECPLUS.

Appendix G—Survey Facsimile (Data Entry Screens and Data Element Definitions)

Administrative Entity Data Element Definitions and Instructions, Fiscal Year 1992

Public Library (This is not a DECPLUS data element.)

Definition: A public library is established under state enabling laws or regulations to serve the residents of a community, district, or region. A public library is an entity that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) a paid staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and/or educational needs of a clientele; 3) an established schedule in which services of the staff are available to clientele; and 4) the facilities necessary to support such a collection, staff, and schedule. Note: State law determines whether an entity is a public library.

See notes at end of data element definitions and instructions.

#	Data element	Definitions and instructions
01	LIB ID#	Administrative Entity identification number. This number is assigned by the state; however, if a number is not assigned by the state, NCES assigns the FSCS ID# to this field.
1A	FSCS ID#	NCES-assigned number for the administrative entity.
02	Name	Name of administrative entity. Note: Provide the name of the public library. If the administrative entity is a state library agency or a system (federation), provide its name.
03	Address	Complete street address of administrative entity. Note: If there is not a street address, report the mailing address.
04	City	City or town of administrative entity.
4A	County of the Entity	County in which administrative entity is located.
05	Zip1	Standard five-digit postal zip code for the street address or mailing address of the administrative entity.
06	Zip2	Four-digit postal zip code extension for the street address or mailing address of the administrative entity.
07	Phone	Telephone number of administrative entity, including area code.
7A	Library System Relationship Code	Select one of the following: HQ - Headquarters of a system (federation). The library or entity that provides the physical space and staff who manage, coordinate, or administer the cooperative programs of the system (federation). NO - Not part of a system (federation). SP - System (federation) member that receives and provides system services. A group of autonomous library entities joined together by formal or informal agreements to perform various services cooperatively such as resource sharing,

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communications, etc. Includes multitype library systems (federations). Does not include a multiple outlet administrative entity. See definition for "MA - Multiple Outlet Administrative Entity (is not an outlet)" under Administrative Structure Code (data element 7C).

SR - System (federation) member that receives system services.

OT - Other.

7B Legal Basis Code

The type of local government structure within which the administrative entity functions.

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

Select one of the following:

CI - Municipal government (city, town, or village). 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.

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 with contracts to serve other jurisdictions and from special library districts.

NP - Non-profit Association or Agency. Privately controlled but meeting the statutory definition of a public library in a given state. Includes association libraries.

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

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

SD - Special Library District (authority, board, commission). A district, authority, board, or commission authorized by state law to provide library services.

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SP - Combined School Media Center/Public Library. A library serving as both a school media center and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

AP - Combined Academic/Public Library. A library serving as both a college or university library and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

UK - Unknown.

7C Administrative Structure Code

Identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

SO - Single Outlet Administrative Entity. A library entity that serves the public directly with one building, bookmobile, or books by mail.

MO - Multiple Outlet Administrative Entity (is an outlet). A library entity that serves the public directly with more than one service outlet (branch and/or bookmobile).

MA - Multiple Outlet Administrative Entity (is not an outlet). A library entity that serves the public directly with more than one service outlet (branch and/or bookmobile). The offices are separate and do not provide direct library services.

AO - Administrative Entity Only. A library entity that does not serve the public directly (i.e., no outlets) but may provide staff, materials, and services to other libraries; may receive and spend funds on behalf of other libraries; or may contract with other libraries to provide various library services. Examples are: federated or cooperative System Headquarters and county administrative entities.

08 Population of the Legal Service Area

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

Note: The determination of this population figure is the responsibility of the State Library Agency. This population figure should be based on the most recent official state population figures available from the State Data Center for jurisdictions in your state. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. For administrative entities that do not serve the public directly and have no outlets (e.g., federation or cooperative headquarters), this number shall be zero.

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09	Number of Central Libraries	<p>SERVICE OUTLETS (Also called main library). The single unit library (SO) or the unit of a "multiple outlet administrative entity (is an outlet)" where the principal collection is maintained.</p> <p>Note: Some county, multi-county, and regional libraries may not have a central library. Some libraries may have a separate administrative office that is not open to the public. These are not reported here.</p>
10	Number of Branch Libraries	<p>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.</p>
11	Number of Bookmobiles	<p>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.</p> <p>Note: Count vehicles in use, not the number of stops the vehicle makes.</p>
12	No longer collected	
		<p>PAID STAFF (FULL-TIME EQUIVALENT) Note: Report figures as of the last day of the fiscal year. Include unfilled but budgeted positions. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE) for the Federal-State Cooperative System for Public Library Data.</p>
13	ALA-MLS	<p>Librarians with master's degrees from graduate library education programs accredited by the American Library Association.</p>
14	Total Librarians	<p>Persons who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element 13).</p>
15	All Other Paid Staff	<p>All other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.</p>
16	Total Paid Employees	<p>The sum of total librarians (data element 14) and all other paid staff (data element 15).</p>
		<p>OPERATING INCOME Note: Report income used for operating expenditures as defined below. Include federal, state, or other grants other than those for major capital expenditures. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year.</p>

Appendix G—Survey Facsimile (Data Entry Screens and Data Element Definitions)

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|----|--------------------|---|
| 17 | Local Government | Include all tax and non-tax receipts designated by the community, district, or region of the public library and available for expenditure by the public library. It does not include the value of any contributed or in-kind services nor the value of any gifts and donations, fines, or fees. |
| 18 | State Government | All funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights. |
| 19 | Federal Government | Includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State. |
| 20 | Other Income | All income other than that reported in data elements 17, 18, and 19. Include, for example, gifts and donations received in the current year, interest, library fines, and fees for library services. Exclude the value of any contributed services or the value of "in-kind" gifts and donations. |
| 21 | Total Income | Includes income from the local government, the State government, the federal government, and all other income (data elements 17 through 20). |

OPERATING EXPENDITURES

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

- | | | |
|----|-------------------------------|--|
| 22 | Salaries & Wages Expenditures | The salaries and wages for all library staff, including plant operation, security, and maintenance staff for the fiscal year. Include salaries and wages before deductions but exclude "employee benefits". |
| 23 | Employee Benefits | Benefits outside of salaries and wages paid and accruing to employees, including plant operations, security, and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the reporting unit for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the public library budget should be reported. |
| 24 | Total Staff Expenditures | Includes salaries and wages (data element 22) and employee benefits (data element 23). |
| 25 | Collection Expenditures | Includes all expenditures for materials purchased or leased for use by the public. Includes print materials, microforms, machine-readable materials, audiovisual materials, etc. |
| 26 | Other Operating Expenditures | Includes all expenditures other than those reported for staff (data element 24) and collection (data element 25). |

Appendix G—Survey Facsimile (Data Entry Screens and Data Element Definitions)

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

27 Total Operating Expenditures

Includes total expenditures on staff, total expenditures on collection, and other operating expenditures (data elements 24, 25, and 26).

28 Capital Outlay

CAPITAL OUTLAY

Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. Excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

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

LIBRARY COLLECTION

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

29 Book/Serial Volume

Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length found in hard or soft covers.

Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as volumes when the library has at least half of the issues in a publisher's volume.

30 Audio

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

31 Films

(Not included on the file.)

32 Video

Materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sound, or both using a television receiver or monitor.

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- 33 Subscriptions
Include subscriptions received, both purchased and as gifts. The count does not include the number of individual issues, but rather, each serial title. The total number of subscriptions in the library system, including duplicates, is included.
- 34 No longer collected.
- 35 Public Service Hours Per Year
PUBLIC SERVICE HOURS
The sum of annual public service hours for outlets.

Note: Include centrals (data element 9), branches (data element 10), and bookmobiles (data element 11). For bookmobiles, report only the hours during which the bookmobile is open to the public. Minor variations in scheduled public service hours need not be included.

LIBRARY SERVICES
Note: If annual counts are available for data elements 36 and 38, please report them. Otherwise, provide annual estimates based on a count taken during a typical week in October, and then multiply that number by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, and 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.
- 36 Attendance
The total number of persons per year entering the library, including persons attending activities, meetings, and those persons requiring no staff services.
- 37 No longer collected
- 38 Reference Transactions
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. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other holdings, records, and through communication or referral, other libraries and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during this transaction.

Note: It is essential that libraries do not include directional transactions in the reporting of reference transactions. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs but does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional

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transactions include giving instruction for locating within the library, staff, library users, or physical features, etc., and giving assistance of a nonbibliographical nature with machines.

- 39 Total circulation
- CIRCULATION**
- Transactions that involve lending an item from the library's collection or borrowed from another library for use generally (although not always) outside the library. This activity includes charging materials manually or electronically. Each renewal is also reported as a circulation transaction. These data are reported as annual figures.
- Note: This count should not include items checked out to another library, i.e., interlibrary loans.
- 40 Loan To
- INTER-LIBRARY LOANS**
- Library materials, or copies of the materials, lent by one library to another upon request. The libraries involved in inter-library loans are not under the same library administration. These data are reported as annual figures.
- 41 Loan From
- Library materials, or copies of the materials, borrowed by one library from another library upon request. The libraries involved in inter-library loans are not under the same library administration. These data are reported as annual figures.
- CIRCULATION OF CHILDREN'S MATERIALS AND
CHILDREN'S PROGRAM ATTENDANCE**
- 42 Circulation of Children's Materials
- The total circulation of all children's materials in all formats to all users. Includes renewals.
- 43 Children's Program Attendance
- The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.
- Note: *Output Measures for Public Library Service to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.

NOTE: "Data Element Number" is the number of the data item in DECPLUS, the electronic survey. "Data element" is the name of the data item in DECPLUS.

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Outlet Data Element Definitions and Instructions, Fiscal Year 1992

See notes at end of data element definitions and instructions.

#	Data element	Definitions and instructions
01	LIB ID#	Outlet identification number. This number is assigned by the state; however, if a number is not assigned by the state, NCES assigns the FSCS ID# to this field.
01A	FSCS ID#	Number assigned by National Center for Education Statistics (NCES). Outlets of an administrative entity have the same FSCS identification number as the administrative entity, plus a unique three-digit suffix identifying the outlet.
02	Name	Name of outlet.
03	Address	Complete street address of outlet. Note: If there is no street address, report the mailing address.
04	City	City or town of outlet.
05	County	County in which outlet is located.
06	Zip1	Standard five-digit postal zip code for the street address or mailing address of outlet.
07	Zip2	Four-digit postal zip code extension for the street address or mailing address of outlet.
08	Phone	Telephone number of outlet, including area code. Note: Report telephone number without spacing or punctuation.
09	Outlet Type Code	An outlet is a unit of an administrative entity that provides direct public library service. Select one of the following: BR - Branch Library. 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 Service. An auxiliary public service unit consisting of one or more 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) a paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

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CE - Central Library (also called Main Library). The single unit library (SO) or the unit of a "multiple outlet administrative entity (is an outlet)" (MO) where the principal collection is maintained.

Note: Some county, multi-county, and regional libraries may not have a central library. Some libraries may have a separate administrative office that is not open to the public. These are not reported here.

10 Metropolitan Status Code

Select one of the following:

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

NO - Not in a Metropolitan Area.

UK - Unknown

11 Population of the Legal Service Area by Outlet

The estimate of the portion of the legal service area population targeted for services by the outlet.

Select one of the following ranges:

A - 1-999

B - 1,000 - 2,499

C - 2,500 - 4,999

D - 5,000 - 9,999

E - 10,000 - 24,999

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F - 25,000 - 49,999
G - 50,000 - 99,999
H - 100,000 - 249,999
I - 250,000 - 499,999
J - 500,000 or more
U – Unknown

12 Number of Bookmobiles in
the Bookmobile Service

Number of bookmobiles used in each bookmobile service.

Note: A bookmobile service is an auxiliary public service unit consisting of one or more 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) a paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

Note: This data element is completed only if the outlet has a bookmobile service. If the outlet has more than one bookmobile service, provide the number of bookmobiles in each.

Note: "Data Element Number is the number of the data item in DECPLUS, the electronic survey. "Data element" is the name of the data item in DECPLUS.

Appendix H—Imputation Flags and Definitions

Flag # Definition

0	No Imputation.
1	Used FY 1993 mean growth rate.
2	Used FY1994 mean growth rate.
3	Used FY1993 hot-deck growth rate.
4	Used FY 1994 hot-deck growth rate.
5	Used adjusted cell mean.
6	Used unadjusted cell mean
7	For library visits, adjusted by ratio of total library visits to total population.
8	For children's program attendance, adjusted by FY 1993 ratio of children's program attendance to library visits. For children's circulation, adjusted by FY 1993 ratio of children's circulation to total circulation.
9	For children's program attendance, adjusted by FY 1994 ratio of children's program attendance to library visits.
10	Adjusted by FY 1992 mean ratio (of children's program attendance to library visits, or of children's circulation to total circulation).
11	For a derived variable, the variable was imputed.
12	For library visits, adjusted by FY 1993 ratio of library visits to children's program attendance.
13	For library visits, adjusted by FY 1994 ratio of library visits to children's program attendance.
14	For library visits, adjusted by FY 1992 mean ratio of library visits to children's program attendance.
15	Population value carried forward from prior year.
16	Used reported value in prior year for centrals.
17	Used FY 1991 mean growth rate for library visits.
18	(Not used)
19	(Not used)
20	Changed value to FY 1993 imputed value for library visits.
21	(Not used)
22	Used FY 1993 value for children's circulation.
23	Used FY 1993 data to imputed children's program attendance.