

1998 IPEDS ACADEMIC LIBRARY SURVEY FILE

The Academic Library Survey is conducted biennially by the National Center for Education Statistics (NCES). Beginning in 1996, the survey has been conducted through the Integrated Postsecondary Education Data System (IPEDS). The U.S. Bureau of the Census is the data collection agent for IPEDS. Data are collected from postsecondary education institutions in the United States and its territories.

The 1998 IPEDS Academic Library Survey was sent to 4,547 institutions. Of those, 325 were not 2- or 4-year degree-granting postsecondary institutions. Those 325 institutions are not included in the final data file. Of the remaining 4,222 institutions, 81 were not located within the 50 states and D.C., and 325 did not have academic libraries as defined in the survey. Those groups are also excluded from the final data file, bringing the total number of records in the 1998 IPEDS Academic Library Survey File to 3,816.

The academic library statistics on this data file are for fiscal year 1998 and include library operating expenditures, library collection, and library loan transactions. Information on library staff and services and electronic services as of the fall of 1998 is also included.

There are 3,816 records on the file. Each record contains information on a degree-granting postsecondary institution in the United States. Approximately 2.9%, or 111 institutions, had all variables imputed on the final academic library file.

Of the 3,816 institutions in the 1998 data file, 158 were “child” institutions, which had no library of their own but shared a library with a “parent” institution. All library data fields for these 158 “child” institutions are blank, and the variable UNITIDX can be used to link to the “parent” institutions (see below for a discussion of the variable PARCHILD). Approximately 3.0% of the 3,658 institutions with academic libraries, had all variables imputed. The highest number of institutions with all variables imputed in a state was 12%, or 16 institutions in Ohio. The highest percentage of nonresponse in a state was 29%, or 8 nonresponding institutions in Montana.

The 1998 Academic Library data are available in: 1) Access format, 2) in SAS format, and 3) in ASCII format (flat file). These files have been compressed using a program called WinZIP.

Prior to 1996, the variable RSTATUS was used to indicate both response status and parent/child relationship. In 1996, a new variable, PARCHILD, was added to show parent/child relationship. PARCHILD can have a value of 1 or 2 as described below, and will be blank if the institution is neither a parent nor a child. The addition of the PARCHILD variable resulted in RSTATUS values 2 and 5 being unneeded on the 1998 Academic Library file. RSTATUS value 3 indicates that an institution did not respond to the 1998 Academic Library Survey and has not been imputed. This value of RSTATUS is used only on the preliminary file, prior to imputation, and is no longer needed or used on the final file. The institutional records fall into the following response categories (RSTATUS) and parent/child categories (PARCHILD) for the 1998 IPEDS Academic Library survey:

RSTATUS-1 Academic library respondent – 3,705

- RSTATUS-4 Institution did not respond to the 1998 Academic Library Survey and was imputed – 111 (an RSTATUS of 3 on the unimputed file is changed to 4 after imputation)
- PARCHILD-1 Joint library respondents (parent institutions) – 161¹ (formerly RSTATUS = 5)
- PARCHILD-2 Institution has no library of its own but provides support to, and uses the academic library of, another institution. The host institution is identified by the UNITIDX and has a PARCHILD of 1 (child institutions) – 158 (formerly RSTATUS = 2)

Due to changes in the Academic Library Survey form between 1996 and 1998, several variable names have changed, and several variables that have the same name now have a different definition. File users should be sure to consult the relevant variable lists and survey forms before making comparisons across years.

Note about confidentiality and removal of data: Because public use data must protect the confidentiality of respondents, changes have been made in the public use file. For libraries where Librarians and Other Professional Staff is less than or equal to 2.00 FTE, expenditures data for Librarians and Other Professional Staff have been removed.

Similarly, expenditures data for All Other Paid Staff and Student Assistants have been removed for those libraries where All Other Paid Staff and Student Assistants respectively are less than or equal to 2.00 FTE. In addition, the expenditures data for Employee Fringe Benefits Paid by Library have been removed to prevent users from inferring these data.

The following files are available to be downloaded:

98_ACC.ZIP – Compressed data file. This file decompresses to an Access file. The institution's UNITID code provides the link to data to 1998 IPEDS surveys.

98_TXT.ZIP – Compressed data file. This file decompresses to an ASCII or flat file for the user who prefers this to an Access or SAS file.

98_SAS.ZIP – Compressed data file. This file decompresses to a SAS data file.

The Documentation.pdf file included in each zipped file contains the following information.

¹ Not all “parent” institutions had “children” that were among the 4,547 institutions included in the original 1998 IPEDS Academic Library Survey mailing.

Methodology – A description of the methodology used to conduct the 1998 Academic Library study. This description is taken from the 1998 Academic Libraries ED-TABS report (NCES2001341).

Tables – A presentation of the 1998 Academic Library study methodology tables as published in the ED-TABS report (NCES2001341).

Variable list – A list of 1998 Academic Library variables with their definitions and their location in the data file (record layout). The data items are in the order that they appear on the 1998 IPEDS Academic Library Survey form.

1998 IPEDS Academic Library Survey File

Methodology Information

Table of Contents

Introduction	2
Changes in the Survey Form and Definitions of Key Terms for 1998	2
Definition of Academic Library	3
Library Services	3
Library Collections	4
Library Staff.....	4
Library Expenditures	5
Electronic Services	7
Other Key Terms	7
Procedures and Response	8
Scope and Overall Response Rate.....	8
Data Collection Procedures	8
Editing and Imputation.....	8
Unit and Item Response Rates	10
Confidentiality	10
Public- and Restricted-Use Data Files.....	11

Introduction

This document provides both background information, including key terms and definitions, and information on survey methodology, including data collection and imputation procedures, for the 1998 Academic Library Survey.

In 1998, the Academic Library Survey was conducted as part of the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education's National Center for Education Statistics (NCES).¹ The Academic Library Survey has been conducted by NCES since 1966 at irregular intervals. Beginning with the 1990 survey, the Academic Library Survey has been conducted on a 2-year cycle.

The 1998 IPEDS Academic Library Survey was sent to 4,547 institutions. Of those, 325 were not 2- or 4-year degree-granting postsecondary institutions and are not included in the final data file. Of the remaining 4,222 institutions, 81 were not located within the 50 states and D.C., and 325 did not have academic libraries as defined in the survey. Those groups are also excluded from the final data file, bringing the total number of records in the 1998 IPEDS Academic Library Survey File to 3,816. Note: The Academic Library Survey File is available in two versions: public use data (available to all data users) and restricted-use data (available only to NCES-licensed data users). See *Confidentiality and Public- and Restricted-Use Data Files* in the *Procedures and Response* section for more information.

Changes in the Survey Form and Definitions of Key Terms for 1998

The NCES Academic Library Project Advisory Committee periodically revises the survey form to reflect changes that have occurred in the services, collections, expenditure accounting, and staffing of academic libraries. For example, in 1996 for the first time a number of questions were added on electronic services. In 1998, a substantial number of additional changes were made, especially in the collections and expenditures sections. These changes reflect the extensive changes in library services that have occurred with regard to the development of electronic media. We note below the definitions of key terms and where applicable, we also note any changes that were made to the survey form in 1998. File users should be sure to consult the relevant variable lists and survey forms before making comparisons with previous data due to changes in categories as indicated below.

¹ IPEDS is the U.S. Department of Education's vehicle for collecting data from all postsecondary institutions in the United States. Other topics included within IPEDS are institutional characteristics, fall enrollment, completions, finance, faculty salaries, and fall staff. From 1988 to 1998, the Academic Library Survey was a part of the IPEDS system. Beginning in the year 2000, the Academic Library Survey began collecting data independent from the IPEDS data collection; however, data from the Academic Library Survey can still be linked to IPEDS data using the institution identification variable (UNITID). IPEDS also provides the frame used in the Academic Library Survey.

Definition of Academic Library

The definition of academic library used in previous academic library surveys was not changed in 1998. However, in 1998 the definition of a library was reformatted as a checklist and the possibilities of reporting data for another library or having data reported by another library were clarified. The definition below was included as part of the survey form.

An Academic Library is defined in part A of the survey form as an entity in a postsecondary institution that provides all of the following:

- organized collection of printed or other materials, or a combination thereof;
- a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele;
- an established schedule in which services of the staff are available to clientele;
- the physical facilities necessary to support such a collection, staff, and schedule.

This definition includes libraries that are part of learning resource centers.

Branch libraries (variable LA1) are defined as auxiliary library service outlets with quarters separate from the central library of an institution which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Branch libraries are administered either by the central library or, as in the case of some libraries (such as law, medical, etc.), through the administrative structure of other units within the university. Departmental study/reading rooms are not included. Libraries on branch campuses that have separate NCES identification numbers are reported as separate libraries.

Library Services

The service-related sections of the survey form (parts E and F) did not change in content from 1996 to 1998. The definitions used in this section are as follows:

- *General and reserve circulation* (variables LE39 and LE40) includes initial charging out of items, either manually or electronically, by patrons. The count also includes renewals of items, each of which is a circulation transaction. Reserve materials include those items that have been removed from circulation and set aside so they could be available for a certain course or activity.
- *Interlibrary loan transactions* (variables LE33-LE38) are the numbers of filled requests for materials provided to other libraries or received by the library from another library. This includes originals and copies, and materials sent by electronic submission.
- *Public service hours per typical week* (variable LF43) are the numbers of hours the physical facility is open for service.
- *Gate count of visitors to library per typical week* (variable LF44) is the number of persons who physically enter library facilities over the course of a week. A single person can be counted

more than once.

- *Reference transactions (including computer searches)* (variable LF45) are information contacts that involve the knowledge, use, commendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources may include printed (e.g., book volumes) and non-printed (e.g., microforms) materials and machine-readable databases (e.g., those on CD-ROMS). The transaction may include providing direction to services outside the library.
- *Number served in information services/presentations to groups* (variable LE42) is the number of individuals served in presentations that were sponsored by the library and planned in advance. The presentation may cover instruction in library use, or cultural, recreational or educational presentations. Presentations given off the library site are included, as long as the library is the sponsor.

Library Collections

The collections section (part D) had the largest number of changes between the 1996 and 1998 form. The section was reduced from 18 items in 1996 to 7 items in 1998. The simplification involved two kinds of changes. First, in 1998 counts were requested for selected types of material only, rather than for all materials. Second, for items other than books and bound serials, respondents were asked to provide a physical count or a bibliographical count but not both types of counts as had been the case for certain items in previous years. Deleted items included manuscripts and archives (linear feet) and other library materials. Cartographic materials, graphic materials, sound recordings, and film and video materials were combined with “Audiovisual materials.” The computer files category was modified and became the broader “Electronic” titles category. The list below gives the categories used in the 1998 form.

- *Books, serial backfiles, and other materials* including government documents:
 - *Paper materials* (variables LD26_1, LD26_2, LD27_1, LD27_2)---defined as those materials produced by making impression on paper (for this category only information is requested on the number of volumes and titles);
 - *Microform units* (variables LD28_1 and LD28_2)---defined as units of photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification;
 - *Electronic titles* (variables LD29_1 and LD29_2)---defined as titles of materials that are not current serials and are considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks (this category does not include bibliographic records).
- *Current serial subscriptions* (variables LD30_1, LD30_2, LD31_1, LD31_2)---represents the total number of current serials received, including those that are paid and those received without payment (government documents received serially and electronic current serials are included); and
- *Audio-visual materials* (variables LD32_1 and LD32_2)---includes library materials that are

displayed by visual projections or magnification or through sound reproduction.

Library Staff

There was only one change in 1998 to the section of the form on library staff (part B). For fall 1998, the category “Librarians and Other Professional Staff” reported together in previous surveys was separated into two categories “Librarians” and “Other professional staff.” The total of the two categories was also requested. Key staff definitions are as follows.

- *Full-time equivalent (FTE) employees* (variable LB8) is the number of filled or temporarily vacant full-time equivalent (FTE) library positions. Part-time work is totaled and converted to FTE based on the number of hours the library uses as a full-time workweek.
- *Librarians* (variable LB2) are FTE employees whose duties require professional education (the master’s degree or its equivalent) in the theoretical and scientific aspects of librarianship.
- *Other professional staff* (variable LB3) are the total FTE whose duties require an education and or training in related fields (e.g., academic disciplines, archives, media, computing).
- *Contributed services staff* (variable LB6) are total FTE, such as members of religious orders, whose services are valued by bookkeeping entries rather than by full cash transactions (volunteers are not included here).
- *Other paid staff* (variable LB5) is all other FTE staff, except student assistants. This category includes clerical and technical staff but excludes maintenance and custodial staff.
- *Student assistants* (variable LB7) are FTE students employed on an hourly basis to work on library-related tasks. This group includes both students whose wages are paid from funds under the library budget and those paid from other budgets, including the College Work-Study Program.

Library Expenditures

There were two major changes to the expenditures section (part C). First, the title was changed from “Operating Expenditures” to “Library Expenditures.” This change reflects the fact that for many academic libraries the term operating expenditures does not include expenditures for “staff” or for “information resources.” The second change is that the expenditure categories were revised to be consistent with the new collection categorizations and to reflect expenditures for electronic-related activities and services. Books, serial backfiles, and other materials are now reported in two categories “paper and microform” and “electronic.” Current serials were also reported for “paper and microform” and “electronic.” Expenditures for search services and current serials were reported together. As with collections, an important rule is to count each of the expenditures only in one category. The categories used are summarized below.

- *Salaries and wages* (variables LC9, LC10, and LC11) are expenditures for full-time and part-time salaries and wages before deductions and include hourly pay to student assistants.

- *Information resources expenditures* are expenditures for the following materials:
 - *Books, serial backfiles and other materials* includes bound journal articles but does not include current serial subscriptions
 - *Paper and microform* (variable LC12) includes books, serial backfiles, and other materials made with impression on paper and microforms (i.e., photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification);
 - *Electronic materials* (variable LC13) are materials considered part of the collection that are purchased or leased such as CD-ROMs, magnetic tapes, and magnetic disks and are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes or electronic journals, and reference tools (e.g., dictionary) on CD-ROM.
 - *Current serial subscriptions and search services* includes serials that are publications issued in parts (e.g., periodicals, newspapers, annuals, proceedings, and transactions of societies); this expenditure category also includes the costs of search services such as First Search or Dialog
 - *Paper and microform* (variable LC14) is the same format category defined above but for current serial subscriptions and search services;
 - *Electronic* (variable LC15) is the same format category defined above but for current serial subscriptions and search services.
 - *Audiovisual materials* (variable LC16) are those that are displayed by visual projection or magnification or through sound reproduction or both; and
 - *Document delivery and interlibrary loan* (variable LC17) expenditures include fees paid for photocopies, costs of telefacsimile transmission, royalties and access fees paid to bibliographic utilities.
 - *Preservation* (variable LC18) includes the expenditures associated with maintaining library and archival materials for use in their original form or some other usable way. Examples of this are rebinding, de-acidification, lamination, and materials conservation.
 - *Other materials* (variable LC19) include collection expenses that are not included above.
- *Operating Expenditures*:
 - *Furniture and equipment* (variable LC20) includes such things as microform equipment, audiovisual equipment, and related costs. This category excludes computer equipment.
 - *Computer hardware and software* (variable LC21) includes expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. It includes expenditures for maintenance and the expenditure to run information services when it cannot be separated from the price of the product. The category excludes those expenses reported under electronic collection expenditures.
 - *Bibliographic utilities, networks and consortia* (variable LC22) include expenditures for services

provided by national, regional, and local bibliographic utilities networks, and consortia.

- *All other operating expenditures* (variable LC23) includes all expenditures not already reported elsewhere except employee fringe benefits.
- *Total expenditures* (variable LC24) include the sum of all expenditures listed in Part C.

Electronic Services

In addition to the items initiated in 1996, a number of new items were added to this section (part G) in 1998, including video-desktop conferencing, satellite broadcasting, scanning equipment and services for distance education students:

- *Electronic services* cover information about the availability of electronic services in the library and elsewhere on campus and off campus access by primary clientele and other users. Services in addition to those listed above include: Internet access, reference services by e-mail, full-texts of periodicals and academic course reserve materials available electronically, and electronic library indexes such as citation indexes.

Other Key Terms

In addition to the library terms noted above, the following three definitions are also important.

- *Full-time equivalent student* is calculated based on the number of full-time students enrolled plus one-third of the number of part-time students.
- *Education and general expenditures* are the total expenditures for operating the institution, and include expenditures for instruction, administration, student services, research, libraries, public services, operation and maintenance of plant, scholarships and fellowships, and mandatory transfers (money legislatively earmarked for postsecondary education).
- *Carnegie Classification* is a grouping of degree-granting postsecondary institutions into categories developed by the Carnegie Foundation for the Advancement of Teaching. The categorization is based on a combination of levels of degrees awarded and research funding levels. The Carnegie Classification categories used are as follows: Research I and II; Doctoral I and II; Master's I and II; Baccalaureate I and II; Associate of Arts; and Specialized.² (The Carnegie Foundation for the Advancement of Teaching, *A Classification of Institutions of Higher Education, 1994 Edition*, Princeton, N.J).

² Specialized institutions offer degrees ranging from the bachelor's to the doctorate, at least 50 percent of which are in a single specialized field, e.g., theological seminaries, Bible Colleges, and other institutions offering degrees in religion, and schools of art, music, and design.

Procedures and Response

Scope and Overall Response Rate

The Academic Library Survey was mailed in August 1998 to 4,547 postsecondary institutions. The Academic Library data file is limited to 2-year and 4-year degree-granting postsecondary institutions. Of the 3,816 degree-granting postsecondary institutions in the United States, there were 158 institutions that did not have their own library but shared a library with one or more other institutions. Thus there were 3,658 degree-granting postsecondary institutions in the 50 states and the District of Columbia that had academic libraries in 1998. Of these, 3,547 institutions responded resulting in a 97% response rate.

Data Collection Procedures

The Academic Library Survey data are collected and processed by the U.S. Bureau of Census Government Division, for NCES. In 1990, an NCES/IPEDS (Integrated Postsecondary Education Data System) Academic Library Survey improvement project was begun with the assistance of the National Commission on Libraries and Information Science (NCLIS) and the American Library Association's Office of Research and Statistics (ALA-ORS). The project identified a librarian in each state to work with IPEDS Coordinators in submitting library data to NCES. For the 1990, 1992, 1994, 1996, and 1998 data collections many of those library representatives took major responsibility for collecting data in their state. Others were available to promote prompt responses from librarians and to assist in problem resolution when anomalies were discovered in completed questionnaires.

The project also assisted NCES in developing microcomputer software packages prepared for use by states in reporting library data to NCES. The software package was named Input and Data Editing for Academic Library Statistics (IDEALS). Academic librarians within each state completed hard copy forms as in the past and returned them to the state's library representative or the IPEDS Coordinator. States were given the option of submitting the library forms to NCES, but were encouraged to enter those data into IDEALS and submit the data on diskette to NCES.

The IDEALS package features some internal consistency edit checks as well as a few range checks and summation checks. Library representatives at the state level could run edit/error reports and make corrections before submitting the data on diskette to NCES.

Editing and Imputation

The IDEALS computer program described above includes many edit checks that provide warnings as the data are being keyed. It also provides an edit/error report after the data have been keyed. The types of edit checks are listed below:

- *Summations*--reported totals are compared with the sums of the constituent data items. If they are not equal, an error message is generated.

- *Relational edit checks*--the program compares data entries from one section of the questionnaire with data entries from another section of the questionnaire for consistency. For example, if books and bound serials were added during the fiscal year the program would expect some expenditure to be reported for books and bound serials. If one is reported without the other an error message is generated. Another example is that the number of volumes of print materials added during the fiscal year cannot exceed the total number of volumes held at the end of the fiscal year.
- *Range checks*--for example, if the average salary of librarians is less than \$20,000 or greater than \$100,000, an error message is generated. If any of the collections data, except for volumes held at the end of the year, is greater than 1,000,000, an error message is generated. If the reported hours of service is less than 10 hours per week or greater than 168 hours per week, an error message is generated.

When probable errors were identified by the IDEALS edit checks, state or Census Bureau personnel contacted the institution to resolve the problem.

After the data were received by NCES from every state, the data files were merged and general edits and imputations were performed. Some examples of general edits and imputations follow:

- If a total was blank or zero, but there were one or more positive subtotals the total was changed to equal the sum of the subtotals.
- If a value or item were missing and prior year (1996) data were available, the data were used to impute a value for the missing item. A ratio adjustment was done, taking into account the average amount of change that occurred in the variable within the imputation stratum to which the institution was assigned. These ratios were then applied to the prior year data used for imputation. The strata were based upon the highest level of degree (doctor's, master's, bachelor's, and associate), and control and size of institution. The four control/size imputation categories were: public, less than median number of degrees for institutions in that category; public, equal to or greater than the median; private, less than the median; private, equal to or greater than the median.
- If prior year data were unavailable, for purposes of imputation, the Academic Library file was divided into the 8 imputation classes noted above and averages for the class were applied.
- To calculate the imputed value for a subtotal, the average estimate was calculated across the set of respondents in each class, including ones for which the total was obtained by adding the subtotals, but excluding those for which the sum of the subtotals did not originally equal the total. The average subtotal value was divided by the average total value within each imputation class to obtain an average proportion. The average proportion was multiplied by the reported total to obtain the imputed subtotal value.

- If for total staff (Part B, line 8) and total expenditures (Part C, line 24), the total and all subtotals were blank or zero, they were imputed by taking the average of the imputation class.
- Values were imputed for all data items in Parts B through F, except contributed services staff (Part B, line 6 on the survey form) and employee fringe benefits (Part C, line 25 on the survey form). These categories were applicable to only a few institutions.
- Values were not imputed for electronic services (Part G).

The imputation procedure of using a ratio adjustment to prior year data for imputation represented a change from that followed in cycles prior to 1996, and may have resulted in some small differences in estimates. The change for 1996 to the use of ratio adjustments allowed use of information about actual changes in the data, which enabled more accurate imputation. While checks indicate that the effect of the change in imputation procedure was not large, caution should be exercised in making comparisons with pre-1996 or earlier data. The reader is referred to the NCES report on the *Status of Academic Libraries in the United States: Results from the 1996 Academic Library Survey with Historical Comparisons* (NCES2001301). This report uses data from institutions reporting in each reference year, to make comparisons over time.

Unit and Item Response Rates

Of the 3,658 college and university libraries, 111 or 3.0 percent were unit nonrespondents. Thus all survey data for these 111 libraries has been imputed. Tables A and B present further information on unit and item response rates. The first three rows of table A present the number of academic libraries, and the number and percentage of nonrespondents and respondents by level and control of institution. In addition, the remaining rows show the number and percentage of libraries responding for each item.

Caution on the analysis of data by state and by level and control of institution. The number of unit nonresponses can vary by state and affect the reliability of the state data. Table B presents the distribution of the set of unit nonrespondents by state and by level and control of institution. Table C gives the number of academic libraries by state, level, and control of institution. The data user should be especially cautious in using data at a level of detail where the nonresponse rate was 30 percent or greater.

Confidentiality

The ALS data are released in accordance with the provisions of the Privacy Act of 1974 and the National Education Statistics Act of 1994, to ensure the confidentiality of individually identifiable respondents. NCES releases data to the public for statistical purposes only. Record matching or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in

preparing public-use data for release. Every effort has been made to provide the maximum research information that is consistent with reasonable confidentiality protections.

Public- and Restricted-Use Data Files

Two versions of the Academic Library Survey data file are available: public-use data (available to all data users) and restricted-use data (available only to NCES-licensed data users).

Public-use data. On the Academic Library Survey data file (LIBFIN98.MDB, LIBFIN98.DAT, and LIBFIN98.SD2), selected expenditures data (i.e., Salaries and Employee Fringe Benefits Paid by Library) for academic libraries have been removed (i.e., the field is blank) when total full-time equivalent (FTE) staff is less than or equal to 2.00, to protect the confidentiality of respondents. The library's Total Operating Expenditures are not affected by the suppression of these data.

Restricted-use data. The restricted-use Academic Library Survey data file (LIBFIN98.MDB, LIBFIN98.DAT, and LIBFIN98.SD2) contains all expenditures data, regardless of the number of employees, enabling the identification of individual salary data. Researchers requiring access to the restricted-use data must obtain a license from NCES to use the data. To obtain a license, the following information is necessary:

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

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

Table A.- Number and percentage of responding academic libraries by item and by level and control of institution: 1998

	Total post-secondary degree-granting institutions	Pct responding	4-year institutions								Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree						Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding
			Total responding	Pct responding	Doctor's		Master's		Bachelor's							
					Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding				
Unit response																
All institutions	3,658	100.0%	2,220	100.0%	570	100.0%	944	100.0%	703	100.0%	1,438	100.0%	1,583	100.0%	2,075	100.0%
Non-responding libraries	111	3.0	50	2.3	7	1.2	28	3.0	15	2.1	61	4.2	29	1.8	82	4.0
Responding libraries	3,547	97.0	2,170	97.7	563	98.8	916	97.0	688	97.9	1,377	95.8	1,554	98.2	1,993	96.0
Item response																
Part B-Library staff																
Librarians	3,333	91.1	2,053	92.5	531	93.2	872	92.4	647	92.0	1,280	89.0	1,485	93.8	1,848	89.1
Other professional staff	2,828	77.3	1,734	78.1	464	81.4	740	78.4	527	75.0	1,094	76.1	1,303	82.3	1,525	73.5
Librarians & professional staff	3,070	83.9	1,880	84.7	493	86.5	794	84.1	590	83.9	1,190	82.8	1,373	86.7	1,697	81.8
All other paid staff	2,972	81.2	1,837	82.7	496	87.0	771	81.7	568	80.8	1,135	78.9	1,371	86.6	1,601	77.2
Contributed services staff	2,541	69.5	1,532	69.0	404	70.9	635	67.3	491	69.8	1,009	70.2	1,183	74.7	1,358	65.4
Student assistants/all funding	3,189	87.2	1,983	89.3	512	89.8	845	89.5	623	88.6	1,206	83.9	1,435	90.7	1,754	84.5
Total FTE staff	2,975	81.3	1,828	82.3	479	84.0	776	82.2	570	81.1	1,147	79.8	1,329	84.0	1,646	79.3
Part C-Library operating expenditures																
Librarians/professional staff	3,174	86.8	1,956	88.1	519	91.1	838	88.8	596	84.8	1,218	84.7	1,449	91.5	1,725	83.1
All other paid staff	2,988	81.7	1,855	83.6	509	89.3	791	83.8	553	78.7	1,133	78.8	1,429	90.3	1,559	75.1
Student assistants	3,036	83.0	1,917	86.4	500	87.7	817	86.5	599	85.2	1,119	77.8	1,395	88.1	1,641	79.1
Books, serial backfiles-paper and microform	3,368	92.1	2,078	93.6	536	94.0	882	93.4	657	93.5	1,290	89.7	1,509	95.3	1,859	89.6
Books, serial backfiles-electronic	2,642	72.2	1,565	70.5	403	70.7	650	68.9	511	72.7	1,077	74.9	1,226	77.4	1,416	68.2
Current serials-paper and microform	3,326	90.9	2,049	92.3	531	93.2	877	92.9	638	90.8	1,277	88.8	1,502	94.9	1,824	87.9
Current serials-electronic	2,959	80.9	1,794	80.8	465	81.6	784	83.1	543	77.2	1,165	81.0	1,361	86.0	1,598	77.0
Audiovisual materials	2,998	82.0	1,800	81.1	460	80.7	777	82.3	561	79.8	1,198	83.3	1,380	87.2	1,618	78.0
Document delivery/interlibrary loan	2,819	77.1	1,752	78.9	470	82.5	744	78.8	536	76.2	1,067	74.2	1,303	82.3	1,516	73.1
Other information resources	2,416	66.0	1,434	64.6	389	68.2	586	62.1	457	65.0	982	68.3	1,158	73.2	1,258	60.6
Preservation	2,885	78.9	1,844	83.1	485	85.1	797	84.4	561	79.8	1,041	72.4	1,314	83.0	1,571	75.7
Furniture and equipment	2,975	81.3	1,827	82.3	474	83.2	786	83.3	566	80.5	1,148	79.8	1,370	86.5	1,605	77.3
Computer hardware and software	3,118	85.2	1,914	86.2	503	88.2	815	86.3	594	84.5	1,204	83.7	1,415	89.4	1,703	82.1
Bibliographic utilities, networks, consortia	3,049	83.4	1,907	85.9	509	89.3	833	88.2	563	80.1	1,142	79.4	1,391	87.9	1,658	79.9
All other operating expenditures	3,151	86.1	1,958	88.2	514	90.2	837	88.7	604	85.9	1,193	83.0	1,455	91.9	1,696	81.7
Total operating expenditures	2,564	70.1	1,584	71.4	408	71.6	664	70.3	510	72.5	980	68.2	1,181	74.6	1,383	66.7
Part D-Library collections																
Books/serials paper vols. added	3,236	88.5	2,021	91.0	530	93.0	859	91.0	629	89.5	1,215	84.5	1,457	92.0	1,779	85.7
Books/serials paper vols. eofy ¹	3,323	90.8	2,060	92.8	541	94.9	872	92.4	644	91.6	1,263	87.8	1,484	93.7	1,839	88.6
Books/serials paper titles added	2,874	78.6	1,740	78.4	418	73.3	767	81.2	553	78.7	1,134	78.9	1,298	82.0	1,576	76.0
Books/serials paper titles eofy	2,901	79.3	1,745	78.6	419	73.5	762	80.7	562	79.9	1,156	80.4	1,302	82.2	1,599	77.1

¹ EOFY = held at End of Fiscal Year

NOTE: Caution should be exercised when using data at a level of detail where the response rate was less than 70 percent.

SOURCE: United States Department of Education, National Center for Education Statistics (NCES), Integrated Postsecondary Education Data System (IPEDS), "Academic Library Survey, 1998."

Table A.- Number and percentage of responding academic libraries by item and by level and control of institution: 1998 (continued)

Item response	Total post-secondary degree-granting institutions	Pct responding	4-year institutions								Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree						Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding
			Total responding	Pct responding	Doctor's		Master's		Bachelor's							
					Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding						
Part D-Library collections																
Books/serials microform units added	2,920	79.8%	1,843	83.0%	492	86.3%	796	84.3%	552	78.5%	1,077	74.9%	1,363	86.1%	1,557	75.0%
Books/serials microform units eofy ..	2,981	81.5	1,882	84.8	508	89.1	804	85.2	567	80.7	1,099	76.4	1,393	88.0	1,588	76.5
Books/serials electronic titles added	2,385	65.2	1,445	65.1	364	63.9	617	65.4	462	65.7	940	65.4	1,029	65.0	1,356	65.3
Books/serials electronic titles eofy ..	2,389	65.3	1,465	66.0	390	68.4	612	64.8	461	65.6	924	64.3	1,023	64.6	1,366	65.8
Current serials paper/microform added	3,064	83.8	1,873	84.4	475	83.3	798	84.5	597	84.9	1,191	82.8	1,386	87.6	1,678	80.9
Current serials paper/microform eofy ..	3,365	92.0	2,078	93.6	535	93.9	880	93.2	660	93.9	1,287	89.5	1,509	95.3	1,856	89.4
Current serials electronic subs added	2,776	75.9	1,678	75.6	421	73.9	727	77.0	528	75.1	1,098	76.4	1,245	78.6	1,531	73.8
Current serials electronic subs eofy ..	3,005	82.1	1,829	82.4	460	80.7	788	83.5	579	82.4	1,176	81.8	1,357	85.7	1,648	79.4
Audiovisual materials units added	2,901	79.3	1,796	80.9	469	82.3	770	81.6	555	78.9	1,105	76.8	1,337	84.5	1,564	75.4
Audiovisual materials units eofy ..	3,053	83.5	1,904	85.8	491	86.1	815	86.3	595	84.6	1,149	79.9	1,384	87.4	1,669	80.4
Part E-Library services, fiscal year																
Circulation trans. general	3,292	90.0	2,040	91.9	527	92.5	869	92.1	641	91.2	1,252	87.1	1,490	94.1	1,802	86.8
Circulation trans. reserve	2,940	80.4	1,826	82.3	472	82.8	778	82.4	573	81.5	1,114	77.5	1,336	84.4	1,604	77.3
Inter-loans provided to	3,159	86.4	1,950	87.8	517	90.7	836	88.6	595	84.6	1,209	84.1	1,447	91.4	1,712	82.5
Inter-loans received from	3,188	87.2	1,967	88.6	517	90.7	848	89.8	599	85.2	1,221	84.9	1,456	92.0	1,732	83.5
Info serv. no. of presentations	3,196	87.4	1,957	88.2	513	90.0	833	88.2	608	86.5	1,239	86.2	1,457	92.0	1,739	83.8
Info serv. no. of persons	3,139	85.8	1,915	86.3	506	88.8	818	86.7	588	83.6	1,224	85.1	1,446	91.3	1,693	81.6
Part F-Library service per typical week																
Public service hours	3,391	92.7	2,090	94.1	534	93.7	886	93.9	667	94.9	1,301	90.5	1,487	93.9	1,904	91.8
Gate count	2,772	75.8	1,683	75.8	435	76.3	702	74.4	544	77.4	1,089	75.7	1,266	80.0	1,506	72.6
Reference transactions	2,935	80.2	1,819	81.9	478	83.9	776	82.2	563	80.1	1,116	77.6	1,329	84.0	1,606	77.4
Part G-Electronic services																
Electronic catalog that includes library's holdings																
Access from within library	3,439	94.0	2,121	95.5	553	97.0	896	94.9	669	95.2	1,318	91.7	1,518	95.9	1,921	92.6
Access from elsewhere on campus	3,265	89.3	2,036	91.7	540	94.7	865	91.6	628	89.3	1,229	85.5	1,469	92.8	1,796	86.6
Access off campus by primary clientele	3,190	87.2	2,004	90.3	540	94.7	857	90.8	604	85.9	1,186	82.5	1,449	91.5	1,741	83.9
Access off campus by others	3,161	86.4	1,988	89.5	539	94.6	847	89.7	599	85.2	1,173	81.6	1,432	90.5	1,729	83.3
Electronic indexes and reference tools																
Access from within library	3,422	93.5	2,112	95.1	550	96.5	892	94.5	667	94.9	1,310	91.1	1,510	95.4	1,912	92.1

¹ EOFY = held at End of Fiscal Year

NOTE: Caution should be exercised when using data at a level of detail where the response rate was less than 70 percent.

SOURCE: United States Department of Education, National Center for Education Statistics (NCES), Integrated Postsecondary Education Data System (IPEDS), "Academic Library Survey, 1998."

Table A.- Number and percentage of responding academic libraries by item and by level and control of institution: 1998 (continued)

Item response	Total post-secondary degree-granting institutions	Pct responding	4-year institutions								Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree						Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding
			Total responding	Pct responding	Doctor's		Master's		Bachelor's							
					Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding						
Part G-Electronic services																
Electronic indexes and reference tools																
Access from elsewhere on campus	3,231	88.3%	2,012	90.6%	535	93.9%	855	90.6%	619	88.1%	1,219	84.8%	1,455	91.9%	1,776	85.6%
Access off campus by primary clientele	3,146	86.0	1,981	89.2	537	94.2	847	89.7	594	84.5	1,165	81.0	1,421	89.8	1,725	83.1
Access off campus by others	3,074	84.0	1,922	86.6	514	90.2	827	87.6	578	82.2	1,152	80.1	1,399	88.4	1,675	80.7
Electronic full text periodicals																
Access from within library	3,409	93.2	2,101	94.6	549	96.3	885	93.8	664	94.5	1,308	91.0	1,503	94.9	1,906	91.9
Access from elsewhere on campus	3,223	88.1	2,006	90.4	534	93.7	855	90.6	614	87.3	1,217	84.6	1,448	91.5	1,775	85.5
Access off campus by primary clientele	3,139	85.8	1,969	88.7	536	94.0	841	89.1	589	83.8	1,170	81.4	1,425	90.0	1,714	82.6
Access off campus by others	3,058	83.6	1,907	85.9	511	89.6	820	86.9	573	81.5	1,151	80.0	1,391	87.9	1,667	80.3
Electronic full text course reserves																
Access from within library	3,361	91.9	2,069	93.2	542	95.1	877	92.9	647	92.0	1,292	89.8	1,484	93.7	1,877	90.5
Access from elsewhere on campus	3,171	86.7	1,971	88.8	520	91.2	850	90.0	599	85.2	1,200	83.4	1,428	90.2	1,743	84.0
Access off campus by primary clientele	3,068	83.9	1,929	86.9	520	91.2	833	88.2	573	81.5	1,139	79.2	1,383	87.4	1,685	81.2
Access off campus by others	3,037	83.0	1,900	85.6	504	88.4	827	87.6	566	80.5	1,137	79.1	1,373	86.7	1,664	80.2
Electronic files other than catalog																
Access from within library	3,380	92.4	2,078	93.6	543	95.3	878	93.0	654	93.0	1,302	90.5	1,495	94.4	1,885	90.8
Access from elsewhere on campus	3,192	87.3	1,985	89.4	526	92.3	851	90.1	605	86.1	1,207	83.9	1,440	91.0	1,752	84.4
Access off campus by primary clientele	3,108	85.0	1,951	87.9	528	92.6	841	89.1	579	82.4	1,157	80.5	1,410	89.1	1,698	81.8
Access off campus by others	3,084	84.3	1,935	87.2	522	91.6	835	88.5	575	81.8	1,149	79.9	1,399	88.4	1,685	81.2
Internet access																
Access from within library	3,435	93.9	2,115	95.3	553	97.0	897	95.0	662	94.2	1,320	91.8	1,520	96.0	1,915	92.3
Access from elsewhere on campus	3,267	89.3	2,024	91.2	535	93.9	861	91.2	625	88.9	1,243	86.4	1,476	93.2	1,791	86.3
Access off campus by primary clientele	3,112	85.1	1,951	87.9	531	93.2	838	88.8	579	82.4	1,161	80.7	1,406	88.8	1,706	82.2
Access off campus by others	3,018	82.5	1,883	84.8	511	89.6	807	85.5	562	79.9	1,135	78.9	1,373	86.7	1,645	79.3
Library reference service by e-mail																
Access from within library	3,390	92.7	2,087	94.0	545	95.6	884	93.6	655	93.2	1,303	90.6	1,494	94.4	1,896	91.4
Access from elsewhere on campus	3,216	87.9	2,008	90.5	534	93.7	856	90.7	615	87.5	1,208	84.0	1,439	90.9	1,777	85.6
Access off campus by primary clientele	3,131	85.6	1,967	88.6	534	93.7	844	89.4	586	83.4	1,164	80.9	1,411	89.1	1,720	82.9
Access off campus by others	3,080	84.2	1,924	86.7	520	91.2	824	87.3	577	82.1	1,156	80.4	1,398	88.3	1,682	81.1

¹ EOFY = held at End of Fiscal Year

NOTE: Caution should be exercised when using data at a level of detail where the response rate was less than 70 percent.

SOURCE: United States Department of Education, National Center for Education Statistics (NCES), Integrated Postsecondary Education Data System (IPEDS), "Academic Library Survey, 1998."

Table A.- Number and percentage of responding academic libraries by item and by level and control of institution: 1998 (continued)

Item response	Total post-secondary degree-granting institutions	Pct responding	4-year institutions								Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree						Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding
			Total responding	Pct responding	Doctor's		Master's		Bachelor's							
					Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding						
Part G-Electronic services																
Capacity to place interlibrary loan/doc deliv requests electronically																
Access from within library	3,396	92.8%	2,093	94.3%	547	96.0%	884	93.6%	659	93.7%	1,303	90.6%	1,494	94.4%	1,902	91.7%
Access from elsewhere on campus	3,203	87.6	1,996	89.9	532	93.3	855	90.6	606	86.2	1,207	83.9	1,440	91.0	1,763	85.0
Access off campus by primary clientele	3,124	85.4	1,958	88.2	532	93.3	842	89.2	581	82.6	1,166	81.1	1,423	89.9	1,701	82.0
Access off campus by others	3,079	84.2	1,922	86.6	520	91.2	827	87.6	572	81.4	1,157	80.5	1,408	88.9	1,671	80.5
Technology to assist patrons with disabilities																
Access from within library	3,387	92.6	2,085	93.9	549	96.3	879	93.1	654	93.0	1,302	90.5	1,501	94.8	1,886	90.9
Access from elsewhere on campus	3,098	84.7	1,906	85.9	497	87.2	818	86.7	588	83.6	1,192	82.9	1,390	87.8	1,708	82.3
Access off campus by primary clientele	2,953	80.7	1,837	82.7	486	85.3	792	83.9	556	79.1	1,116	77.6	1,321	83.4	1,632	78.7
Access off campus by others	2,932	80.2	1,821	82.0	477	83.7	787	83.4	554	78.8	1,111	77.3	1,316	83.1	1,616	77.9
Instruction by library staff on use of internet resources																
Access from within library	3,422	93.5	2,105	94.8	547	96.0	889	94.2	666	94.7	1,317	91.6	1,506	95.1	1,916	92.3
Access from elsewhere on campus	3,154	86.2	1,955	88.1	518	90.9	837	88.7	597	84.9	1,199	83.4	1,412	89.2	1,742	84.0
Access off campus by primary clientele	3,010	82.3	1,872	84.3	499	87.5	809	85.7	561	79.8	1,138	79.1	1,354	85.5	1,656	79.8
Access off campus by others	2,973	81.3	1,842	83.0	489	85.8	796	84.3	554	78.8	1,131	78.7	1,342	84.8	1,631	78.6
Electronic document delivery by the library to patron's account/address																
Access from within library	3,405	93.1	2,090	94.1	544	95.4	882	93.4	661	94.0	1,315	91.4	1,512	95.5	1,893	91.2
Access from elsewhere on campus	3,197	87.4	1,976	89.0	519	91.1	842	89.2	612	87.1	1,221	84.9	1,433	90.5	1,764	85.0
Access off campus by primary clientele	3,087	84.4	1,916	86.3	517	90.7	823	87.2	573	81.5	1,171	81.4	1,405	88.8	1,682	81.1
Access off campus by others	3,052	83.4	1,895	85.4	507	88.9	815	86.3	570	81.1	1,157	80.5	1,386	87.6	1,666	80.3
Video/desktop conferencing by or for the library																
Access from within library	3,382	92.5	2,080	93.7	540	94.7	885	93.8	652	92.7	1,302	90.5	1,494	94.4	1,888	91.0
Access from elsewhere on campus	3,188	87.2	1,970	88.7	517	90.7	841	89.1	609	86.6	1,218	84.7	1,435	90.7	1,753	84.5
Access off campus by primary clientele	3,039	83.1	1,881	84.7	498	87.4	812	86.0	568	80.8	1,158	80.5	1,376	86.9	1,663	80.1
Access off campus by others	3,020	82.6	1,869	84.2	494	86.7	806	85.4	566	80.5	1,151	80.0	1,367	86.4	1,653	79.7

¹ EOFY = held at End of Fiscal Year

NOTE: Caution should be exercised when using data at a level of detail where the response rate was less than 70 percent.

SOURCE: United States Department of Education, National Center for Education Statistics (NCES), Integrated Postsecondary Education Data System (IPEDS), "Academic Library Survey, 1998."

Table A.- Number and percentage of responding academic libraries by item and by level and control of institution: 1998 (continued)

Item response	Total post-secondary degree-granting institutions	Pct responding	4-year institutions								Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree						Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding
			Total responding	Pct responding	Doctor's		Master's		Bachelor's							
					Total responding	Pct responding	Total responding	Pct responding	Total responding	Pct responding						
Part G-Electronic services																
Satellite broadcasting by or for the library																
Access from within library	3,384	92.5%	2,077	93.6%	537	94.2%	881	93.3%	656	93.3%	1,307	90.9%	1,496	94.5%	1,888	91.0%
Access from elsewhere on campus	3,202	87.5	1,982	89.3	520	91.2	848	89.8	611	86.9	1,220	84.8	1,441	91.0	1,761	84.9
Access off campus by primary clientele	3,040	83.1	1,887	85.0	504	88.4	814	86.2	566	80.5	1,153	80.2	1,368	86.4	1,672	80.6
Access off campus by others	3,024	82.7	1,880	84.7	502	88.1	810	85.8	565	80.4	1,144	79.6	1,364	86.2	1,660	80.0
Computers not dedicated to library functions for patron use inside library	3,408	93.2	2,094	94.3	544	95.4	880	93.2	667	94.9	1,314	91.4	1,505	95.1	1,903	91.7
Computer software for patron use inside the library	3,407	93.1	2,092	94.2	543	95.3	879	93.1	667	94.9	1,315	91.4	1,505	95.1	1,902	91.7
Scanning equipment for patron use in the library	3,392	92.7	2,080	93.7	541	94.9	878	93.0	658	93.6	1,312	91.2	1,501	94.8	1,891	91.1
Services to your institution's distance education students	2,575	70.4	1,493	67.3	449	78.8	641	67.9	401	57.0	1,082	75.2	1,381	87.2	1,194	57.5

¹ EOFY = held at End of Fiscal Year

NOTE: Caution should be exercised when using data at a level of detail where the response rate was less than 70 percent.

SOURCE: United States Department of Education, National Center for Education Statistics (NCES), Integrated Postsecondary Education Data System (IPEDS), "Academic Library Survey, 1998."

Table B.- Number and percentage of non-responding academic libraries by state, level and control of institution: 1998

	Total post-secondary degree-granting institutions	Pct	4-year institutions								Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree						Total	Pct	Total	Pct	Total	Pct
			Total	Pct	Doctor's		Master's		Bachelor's							
					Total	Pct	Total	Pct	Total	Pct						
Libraries with all items imputed	111	3.0%	50	2.3%	7	1.2%	28	3.0%	15	2.1%	61	4.2%	29	1.8%	82	4.0%
Alabama	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Alaska	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Arizona	2	3.8	0	.0	0	.0	0	.0	0	.0	2	6.1	0	.0	2	6.9
Arkansas	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
California	13	3.7	8	4.1	3	5.5	4	4.3	1	2.3	5	3.1	1	.7	12	5.6
Colorado	1	1.7	0	.0	0	.0	0	.0	0	.0	1	4.5	1	3.7	0	.0
Connecticut	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Delaware	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
District of Columbia	1	5.9	1	5.9	0	.0	1	12.5	0	.0	0	.0	1	50.0	0	.0
Florida	5	4.0	1	1.4	0	.0	0	.0	1	3.2	4	7.7	0	.0	5	5.8
Georgia	3	3.2	3	5.2	1	7.1	1	4.2	1	5.0	0	.0	0	.0	3	6.5
Hawaii	1	5.9	1	11.1	1	33.3	0	.0	0	.0	0	.0	0	.0	1	12.5
Idaho	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Illinois	2	1.2	1	1.0	0	.0	0	.0	1	2.5	1	1.7	0	.0	2	1.9
Indiana	2	2.7	2	3.7	0	.0	2	7.4	0	.0	0	.0	0	.0	2	4.3
Iowa	2	3.2	0	.0	0	.0	0	.0	0	.0	2	9.1	2	11.1	0	.0
Kansas	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Kentucky	1	1.5	0	.0	0	.0	0	.0	0	.0	1	3.6	0	.0	1	2.3
Louisiana	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Maine	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Maryland	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Massachusetts	6	4.8	5	5.3	0	.0	5	11.6	0	.0	1	3.4	0	.0	6	6.5
Michigan	9	8.8	4	5.7	1	7.7	1	3.8	2	6.5	5	15.6	6	13.3	3	5.3
Minnesota	1	.9	1	2.0	0	.0	0	.0	1	4.8	0	.0	0	.0	1	1.8
Mississippi	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Missouri	1	1.0	0	.0	0	.0	0	.0	0	.0	1	3.4	0	.0	1	1.5
Montana	8	28.6	2	16.7	0	.0	1	25.0	1	16.7	6	37.5	3	17.6	5	45.5
Nebraska	3	8.1	1	4.3	0	.0	1	9.1	0	.0	2	14.3	2	12.5	1	4.8
Nevada	1	9.1	0	.0	0	.0	0	.0	0	.0	1	14.3	0	.0	1	20.0
New Hampshire	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
New Jersey	1	1.8	0	.0	0	.0	0	.0	0	.0	1	4.0	0	.0	1	4.3
New Mexico	3	7.7	1	5.9	0	.0	1	9.1	0	.0	2	9.1	1	3.8	2	15.4
New York	1	.4	1	.6	0	.0	1	1.1	0	.0	0	.0	0	.0	1	.5
North Carolina	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
North Dakota	1	5.0	0	.0	0	.0	0	.0	0	.0	1	10.0	1	6.7	0	.0
Ohio	16	11.5	10	11.5	1	4.8	7	18.4	2	7.1	6	11.5	7	13.5	9	10.3
Oklahoma	1	2.2	1	3.4	0	.0	0	.0	1	14.3	0	.0	0	.0	1	5.9
Oregon	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Pennsylvania	9	4.0	1	.7	0	.0	1	1.6	0	.0	8	10.3	0	.0	9	5.4
Rhode Island	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
South Carolina	1	1.6	1	2.7	0	.0	0	.0	1	6.7	0	.0	0	.0	1	3.3
South Dakota	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Tennessee	4	4.9	3	5.4	0	.0	2	8.3	1	5.6	1	3.8	1	4.2	3	5.2
Texas	6	3.1	2	1.9	0	.0	0	.0	2	9.5	4	4.5	1	.9	5	5.8
Utah	3	14.3	0	.0	0	.0	0	.0	0	.0	3	25.0	0	.0	3	25.0
Vermont	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Virginia	1	1.2	0	.0	0	.0	0	.0	0	.0	1	3.2	1	2.6	0	.0
Washington	1	1.4	0	.0	0	.0	0	.0	0	.0	1	2.8	0	.0	1	3.6
West Virginia	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Wisconsin	1	1.5	0	.0	0	.0	0	.0	0	.0	1	5.0	1	3.2	0	.0
Wyoming	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0

NOTE: Percentages are derived using Table C counts.

SOURCE: United States Department of Education, National Center for Education Statistics (NCES), Integrated Postsecondary Education Data System (IPEDS), "Academic Library Survey, 1998."

Table C.- Total number of academic libraries by state, level, and control of institution: 1998

	Total post-secondary degree-granting institutions	4-year institutions				Less than 4-year	Public	Private
		Total 4-year institutions	Highest level of degree					
			Doctor's	Master's	Bachelor's			
Libraries	3,658	2,220	570	944	703	1,438	1,583	2,075
Alabama	67	37	11	12	14	30	43	24
Alaska	6	5	1	2	2	1	3	3
Arizona	53	20	4	6	10	33	24	29
Arkansas	45	21	5	8	8	24	33	12
California	353	193	55	94	44	160	137	216
Colorado	59	37	12	10	15	22	27	32
Connecticut	43	27	8	13	6	16	19	24
Delaware	9	6	2	3	1	3	5	4
District of Columbia	17	17	7	8	2	0	2	15
Florida	124	72	16	25	31	52	38	86
Georgia	93	58	14	24	20	35	47	46
Hawaii	17	9	3	4	2	8	9	8
Idaho	13	8	3	1	4	5	7	6
Illinois	165	105	31	34	40	60	61	104
Indiana	74	54	12	27	15	20	27	47
Iowa	63	41	6	15	20	22	18	45
Kansas	54	28	5	11	12	26	30	24
Kentucky	66	38	6	18	14	28	22	44
Louisiana	38	28	11	12	5	10	22	16
Maine	33	20	2	8	10	13	15	18
Maryland	55	31	7	20	4	24	34	21
Massachusetts	124	95	28	43	23	29	32	92
Michigan	102	70	13	26	31	32	45	57
Minnesota	109	51	10	20	21	58	54	55
Mississippi	40	20	6	8	6	20	25	15
Missouri	96	67	18	23	26	29	31	65
Montana	28	12	2	4	6	16	17	11
Nebraska	37	23	4	11	8	14	16	21
Nevada	11	4	2	0	2	7	6	5
New Hampshire	26	18	4	6	8	8	8	18
New Jersey	55	30	13	15	2	25	32	23
New Mexico	39	17	3	11	3	22	26	13
New York	271	181	48	90	43	90	87	184
North Carolina	120	58	14	20	24	62	74	46
North Dakota	20	10	2	2	6	10	15	5
Ohio	139	87	21	38	28	52	52	87
Oklahoma	46	29	7	15	7	17	29	17
Oregon	50	33	7	18	8	17	21	29
Pennsylvania	227	149	34	63	51	78	61	166
Rhode Island	13	12	5	4	3	1	3	10
South Carolina	63	37	8	14	15	26	33	30
South Dakota	24	18	5	9	4	6	14	10
Tennessee	82	56	14	24	18	26	24	58
Texas	192	104	43	39	21	88	106	86
Utah	21	9	4	3	2	12	9	12
Vermont	24	22	2	12	8	2	6	18
Virginia	83	52	18	17	17	31	39	44
Washington	69	33	6	18	9	36	41	28
West Virginia	26	22	2	8	12	4	15	11
Wisconsin	65	45	5	28	12	20	31	34
Wyoming	9	1	1	0	0	8	8	1

SOURCE: United States Department of Education, National Center for Education Statistics (NCES), Integrated Postsecondary Education Data System (IPEDS), "Academic Library Survey, 1998."

VARIABLE LIST AND DESCRIPTIONS FOR 1998 ACADEMIC LIBRARY FILE

General notes concerning this variable list:

1. All numeric (N) fields are right-justified. All alphanumeric (AN) fields are left-justified.
2. The data field names are those used as variable names in the corresponding ASCII flat file or ACCESS file.
3. Some data field codes may refer to generally recognized or accepted external coding systems, i.e., the FIPS and Post Office state codes which are readily available in other documents.
4. The record positions apply only to the ASCII flat file

Variable Name	Field Length	Record Position	Data Type	Description
UNITID	06	1 6	AN	This is a unique identifier for each institution
INSTNM	50	7 56	AN	Institution (entity) name
CITY	20	57 76	AN	City
STABBR	02	77 78	AN	Post Office Code State Abbreviations
FIPS	02	79 80	AN	FIPS State Code.
OBereg	02	81 82	AN	OBE Region Code.
FICE	06	83 88	AN	Identifies schools accredited at the college level by an agency recognized by the Secretary of Education (formerly included in HEGIS); Blank for non-HEGIS schools
RSTATUS	01	89 89	AN	1 = Respondent 3 = Nonrespondent, not imputed 4 = Nonrespondent, imputed
IMPTYPE	01	90 90	AN	This is an impute indicator (yes for imputing and blank for not imputed)
PARCHILD	01	91 91	AN	Parent/child indicator 1 - Parent 2 - Child blank - not a parent or child
UNITIDX	06	92 97	AN	UNITID of institution where data is recorded for PARCHILD=2 institutions
SECTOR	02	98 99	AN	Generated Sector (based on response to IC survey) 00 - Central, System or Corporate Offices 01 - Public, 4 year or above 02 - Private, nonprofit, 4 year or above 03 - Private, for-profit, 4 year or above 04 - Public, 2 year 05 - Private, nonprofit, 2 year 06 - Private, for-profit, 2 year 07 - Public, less than 2 year

					08 - Private, nonprofit, less than 2 year 09 - Private for-profit, less than 2 year
LEVEL	01	100	100	AN	1 = 4 or more years (Baccalaureate or higher) 2 = At least 2 but less than 4 years (Below baccalaureate) 3 = Less than 2 years (Below associate)
CONTROL	01	101	101	AN	1 = Public 2 = Private, nonprofit 3 = Private, for-profit
AFFIL	01	102	102	AN	1 = Public 2 = Private, for-profit 3 = Private, nonprofit, no religious affiliation 4 = Private, nonprofit, Catholic 5 = Private, nonprofit, Jewish 6 = Private, nonprofit, Protestant 7 = Private, nonprofit, Other religious affiliation blank = no response
HLOFFER	02	103	104	AN	Highest level of offering 01 = Postsecondary Award, Certificate or Diploma of less than one academic year 02 = Postsecondary Award, Certificate, Diploma of at least 1 but less than 2 academic yrs 03 = Associate's Degree 04 = Postsecondary Award, Certificate, Diploma of at least 2 but less than 4 academic yrs. 05 = Bachelor's Degree 06 = Postbaccalaureate Certificate 07 = Master's Degree 08 = Post-Master's Certificate 09 = Doctor's Degree 00 = Other blank = Not applicable or non-response
FPOFFER	01	105	105	AN	First-Professional Offering 1 = First-Professional Degree or post-degree certificate blank= No First-Professional offering
LOCALE	01	106	106	AN	Degree of Urbanization b – blank 1- large city 2- mid-size city 3- urban fringe of large city 4- urban fringe of mid-size city 5- large town 6- small town 7- rural 8- non-MA, other urban 9- not assigned
PCTMIN1	02	107	108	AN	Percent of Minority Enrollment-Black
PCTMIN2	02	109	110	AN	Percent of Minority Enrollment - American Indian/Alaskan Native
PCTMIN3	02	111	112	AN	Percent of Minority Enrollment - Asian/Pacific Islander
PCTMIN4	02	113	114	AN	Percent of Minority Enrollment – Hispanic
HBCU	01	115	115	AN	Historically Black Colleges & Universities (1=yes, blank=no)
HOSPITAL	01	116	116	AN	Institution has a hospital (1 = yes, blank = none)
MEDICAL	01	117	117	AN	Institution grants a medical degree (1 = yes, blank = none)
TRIBAL	01	118	118	AN	Tribal college (1 =yes, blank = no)
CARNEGIE	02	119	120	AN	Carnegie Classification Code

SOURCE	01	121	121	AN	Data Source - Medium used to collect data 1 – Internet 2 – Email 3 – Tape/Diskette 4 – Form 5 – Form Facsimile 7 – Other blank – Not returned
OPEID	08	122	129	AN	Office of Postsecondary Education identification number for those institutions eligible to participate in Title IV (financial aid) programs
OPEIND	01	130	130	AN	OPE eligibility indicator code 1=institutions eligible 2=not listed separately as being an eligible institution by OPE, but is a branch campus or system office of a main campus that is eligible; or a U.S. Service school not listed by OPE as being eligible. IPEDS will consider these institutions as eligible institutions. 3=institution is not eligible in current year but was eligible in the previous year blank=not eligible
HDEGOFFR	02	131	132	AN	Highest Degree Offered
NCESEDIT	01	133	133	AN	NCES-EDIT Indicates the release status of the academic library given to NCES blank-Not edited 1-Record has been edited with no edit or critical flags 2-Record has been edited with critical edit flags, analyst accept 3-Record has been edited with critical edit flags remaining, NCES override 4-Record is on hold 5-Record failed the edits
FORMRT	03	134	136	AN	Survey form (L)
AREA	01	137	137	AN	AREASEARCH
ACT	01	138	138	AN	Activity code Indicates present status of institution activity. blank - Institution is active and is not a current year add A - Add - institution is active and was added during the current year S - Split - institution split into more than one institution R - Restore – institution restored to the current universe P - Potential add – institution has been mailed an IC form to determine whether it should be added to the IPEDS universe; data will not be included in totals until the ACT code has been changed to an 'A' Q - Potential restore - institution has been mailed an IC form to determine whether it should be restored to the IPEDS universe; data will not be included in totals until the ACT code has been changed to an 'R' H - Area search on hold pending verification D - Delete – institution is out of business or is a duplicate of another institution C - Combined – institution has merged with another institution O - Out-of-scope – institution is not within the scope of the IPEDS universe U - Duplicate – UNITID was assigned to an entity already in the IPEDS universe W - Wipe out - a potential add institution that has been determined to be closed or out-of-scope of IPEDS X - Potential restore institution not added to the universe M - Current year death with data - institution will be deleted before the next year mailout I – Inactive Z - Universe III – institution is eligible for Title IV student financial aid funding, but is out-of-scope of IPEDS.
NCESDATE	06	139	144	AN	Indicates the most recent date for editing or imputation (MMDDYY)

OPETYPE	01	145	145	AN	Type of OPE Number on IPEDS Institutional Characteristics file 1 – Pell 2 – Stafford 3 – Other 9 – Multiple types b – blank
SFAELIG	01	146	146	AN	Indication on Institutional Characteristics form whether or not an institution is eligible to participate in Title IV Financial Aid programs. 1 = eligible, 2 = not eligible, b = blank
REFUSAL	01	147	147	AN	Refusal Indicator blank-Not a refusal 1-Refusal
A_IMP	01	148	148	AN	(impute variable) blank - not imputed 1- imputed using current year mean average method 2- imputed using previous year's data 9- partial imputation (done for nonresponding data items only)
B_IMP	01	149	149	AN	blank - not imputed 1- imputed using current year mean average method 2- imputed using previous year's data 9- partial imputation (done for nonresponding data items only)
C_IMP	01	150	150	AN	blank - not imputed 1- imputed using current year mean average method 2- imputed using previous year's data 9- partial imputation (done for nonresponding data items only)
D_IMP	01	151	151	AN	blank - not imputed 1- imputed using current year mean average method 2- imputed using previous year's data 9- partial imputation (done for nonresponding data items only)
E_IMP	01	152	152	AN	blank - not imputed 1- imputed using current year mean average method 2- imputed using previous year's data 9- partial imputation (done for nonresponding data items only)
F_IMP	01	153	153	AN	blank - not imputed 1- imputed using current year mean average method 2- imputed using previous year's data 9- partial imputation (done for nonresponding data items only)
FILLER	01	154	154	AN	Filler
ASSOCDG	08	155	162	AN	Total number of associate degrees from Completions
BACHDEG	08	163	170	AN	Total number of bachelor's degrees from Completions
MASTDEG	08	171	178	AN	Total number of master's degrees from Completions
DOCTDEG	08	179	186	AN	Total number of doctor's degrees from Completions
PROFDEG	08	187	194	AN	Total number of first professional's degrees from Completions
OWNLIB	01	195	195	AN	1 - has own library 2 - has own library, but reports with another library 3 - contributes financial support to a shared library with other institutions 4 - does not have own library
LIBSHAR1	06	196	201	AN	UNITID for shared library
LIBNAME1	50	202	251	AN	Name of shared library
LIBSHAR2	06	252	257	AN	UNITID for second shared library
LIBNAME2	50	258	307	AN	Name of second shared library

LIBSHAR3	06	308	313	AN	UNITID for third shared library
LIBNAME3	50	314	363	AN	Name of third shared library

Part A – Number of Public Service Outlets, Fiscal Year 1998

LA1	06	364	369	N	Number of Branch Libraries
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Part B – Library Staff, Fall 1998 in FTE reported to 2 decimal places

LB2	10	370	379	N	Librarians
LB3	10	380	389	N	Other professional Staff
LB4	10	390	399	N	Total Librarians & professional staff (Sum of LB2 and LB3)
LB5	10	400	409	N	All other paid staff
LB6	10	410	419	N	Contributed services staff
LB7	10	420	429	N	Student assistants from all funding sources
LB8	10	430	439	N	Total FTE Staff (Sum of LB4 through LB7)

Part C – Library Expenditures, Fiscal Year 1998

SALARIES AND WAGES

LC9	12	440	451	N	Librarians & other professional staff
LC10	12	452	463	N	All other paid staff (except students)
LC11	12	464	475	N	Student assistants

INFORMATION RESOURCES

LC12	12	476	487	N	Books — paper and microforms
LC13	12	488	499	N	Books — electronic
LC14	12	500	511	N	Current serials — paper and microform
LC15	12	512	523	N	Current serials — electronic
LC16	12	524	535	N	Audiovisual materials
LC17	12	536	547	N	Document delivery/interlibrary loan
LC18	12	548	559	N	Preservation

OPERATING EXPENDITURES

LC19	12	560	571	N	All other Collection Expenditures
LC20	12	572	583	N	Furniture and equipment (except Computers)
LC21	12	584	595	N	Computer hardware and software
LC22	12	596	607	N	Bibliographic utilities, networks, and consortia
LC23	12	608	619	N	All other operating expenditures

TOTAL EXPENDITURES

LC24	12	620	631	N	Total Operating Expenditures (Sum of LC9 through LC23)
LC25	12	632	643	N	Employee fringe benefits (paid from library budget)

Part D – Library Collections, Fiscal Year 1998

BOOKS, SERIAL BACKFILES, AND OTHER MATERIALS (includes government documents)

LD26-1	12	644	655	N	Number of volumes (books-paper) added during the fiscal year
LD26-2	12	656	667	N	Number of volumes (books-paper) held at the end of the fiscal year
LD27-1	12	668	679	N	Number of titles (books-paper) added during the fiscal year
LD27-2	12	680	691	N	Number of titles (books-paper) held at the end of the fiscal year
LD28-1	12	692	703	N	Number of units (books -microforms) added during the fiscal year
LD28-2	12	704	715	N	Number of units (books -microforms) held at the end of the fiscal year
LD29-1	12	716	727	N	Number of titles (books-electronic) added during the fiscal year
LD29-2	12	728	739	N	Number of titles (books-electronic) held at the end of the fiscal year

CURRENT SERIAL SUBSCRIPTIONS (includes periodicals, newspapers, and government documents)

LD30-1	12	740	751	N	Number of units (current serials- paper/microforms) added during the fiscal year
LD30-2	12	752	763	N	Number of units (current serials- paper/microforms) held at the end of the fiscal year
LD31-1	12	764	775	N	Number of units (current serials- electronic) added during the fiscal year
LD31-2	12	776	787	N	Number of units (current serials- electronic) held at the end of the fiscal year

AUDIOVISUAL MATERIALS

LD32-1	12	788	799	N	Number of units (Audiovisual materials) added during the fiscal year
LD32-2	12	800	811	N	Number of units (Audiovisual materials) held at the end of the fiscal year

Part E – Library Services, Fiscal Year 1998

LOAN TRANSACTIONS

LE33	12	812	823	N	Document delivery/interlibrary loans provided to other libraries – returnables
LE34	12	824	835	N	Document delivery/interlibrary loans provided to other libraries – non-returnables
LE35	12	836	847	N	Total document delivery/interlibrary loans provided to other libraries
LE36	12	848	859	N	Document delivery/interlibrary loans received from other libraries – returnables
LE37	12	860	871	N	Document delivery/interlibrary loans received from other libraries – non-returnables
LE38	12	872	883	N	Total document delivery/interlibrary loans received from other libraries
LE39	12	884	895	N	Circulation transactions - general collection
LE40	12	896	907	N	Circulation transactions - reserve collection
FILLER2	12	908	919	N	Filler

INFORMATION SERVICES TO GROUPS

LE41	12	920	931	N	Number of presentations during the fiscal year
LE42	12	932	943	N	Number of persons served in presentations for the fiscal year

Part F – Library Services Per Typical Week, Fall 1998

LF43	08	944	951	N	Public service hours per typical week
FILLER3	04	952	955	N	Filler
LF44	12	956	967	N	Gate count per typical week
LF45	12	968	979	N	Reference transactions per typical week

Part G – Electronic Services (1=yes, 2=no)

LG46-1	01	980	980	AN	Access of Electronic catalog from within the library
LG46-2	01	981	981	AN	Access of Electronic catalog from elsewhere on campus
LG46-3	01	982	982	AN	Access of Electronic catalog off campus by primary clientele
LG46-4	01	983	983	AN	Access of Electronic catalog off campus by others
LG47-1	01	984	984	AN	Access of Electronic indexes and reference tools from within the library
LG47-2	01	985	985	AN	Access of Electronic indexes and reference tools from elsewhere on campus
LG47-3	01	986	986	AN	Access of Electronic indexes and reference tools off campus by primary clientele
LG47-4	01	987	987	AN	Access of Electronic indexes and reference tools off campus by others
LG48-1	01	988	988	AN	Access of Electronic full text periodicals from within the library
LG48-2	01	989	989	AN	Access of Electronic full text periodicals from elsewhere on campus
LG48-3	01	990	990	AN	Access of Electronic full text periodicals off campus by primary clientele
LG48-4	01	991	991	AN	Access of Electronic full text periodicals off campus by others
LG49-1	01	992	992	AN	Access of Electronic full text course reserves from within the library
LG49-2	01	993	993	AN	Access of Electronic full text course reserves from elsewhere on campus
LG49-3	01	994	994	AN	Access of Electronic full text course reserves off campus by primary clientele
LG49-4	01	995	995	AN	Access of Electronic full text course reserves off campus by others
LG50-1	01	996	996	AN	Access of Electronic files other than catalog from within the library
LG50-2	01	997	997	AN	Access of Electronic files other than catalog from elsewhere on campus
LG50-3	01	998	998	AN	Access of Electronic files other than catalog off campus by primary clientele
LG50-4	01	999	999	AN	Access of Electronic files other than catalog off campus by others
LG51-1	01	1000	1000	AN	Internet access from within the library
LG51-2	01	1001	1001	AN	Internet access from elsewhere on campus
LG51-3	01	1002	1002	AN	Internet access off campus by primary clientele
LG51-4	01	1003	1003	AN	Internet access off campus by others
LG52-1	01	1004	1004	AN	Library reference service by e-mail from within the library
LG52-2	01	1005	1005	AN	Library reference service by e-mail from elsewhere on campus
LG52-3	01	1006	1006	AN	Library reference service by e-mail off campus by primary clientele
LG52-4	01	1007	1007	AN	Library reference service by e-mail off campus by others

LG53-1	01	1008	1008	AN	Interlibrary loan requests electronically from within the library
LG53-2	01	1009	1009	AN	Interlibrary loan requests electronically from elsewhere on campus
LG53-3	01	1010	1010	AN	Interlibrary loan requests electronically off campus by primary clientele
LG53-4	01	1011	1011	AN	Interlibrary loan requests electronically off campus by others
LG54-1	01	1012	1012	AN	Technology in library to assist patrons with disabilities from within the library
LG54-2	01	1013	1013	AN	Technology in library to assist patrons with disabilities elsewhere on campus
LG54-3	01	1014	1014	AN	Technology in library to assist patrons with disabilities off campus by primary clientele
LG54-4	01	1015	1015	AN	Technology in library to assist patrons with disabilities off campus by others
LG55-1	01	1016	1016	AN	Instruction by library staff on the use of internet resources from within the library
LG55-2	01	1017	1017	AN	Instruction by library staff on the use of internet resources elsewhere on campus
LG55-3	01	1018	1018	AN	Instruction by library staff on the use of internet resources off campus by primary clientele
LG55-4	01	1019	1019	AN	Instruction by library staff on the use of internet resources off campus by others
LG56-1	01	1020	1020	AN	Electronic doc. delivery by the library to the patron's account/address from within the library
LG56-2	01	1021	1021	AN	Electronic doc. delivery by the library to the patron's account/address elsewhere on campus
LG56-3	01	1022	1022	AN	Electronic doc. delivery by the library to the patron's account/address off campus by primary clientele
LG56-4	01	1023	1023	AN	Electronic doc. delivery by the library to the patron's account/address off campus by others
LG57-1	01	1024	1024	AN	Video/desktop conferencing by or for the library from within the library
LG57-2	01	1025	1025	AN	Video/desktop conferencing by or for the library from elsewhere on campus
LG57-3	01	1026	1026	AN	Video/desktop conferencing by or for the library off campus by primary clientele
LG57-4	01	1027	1027	AN	Video/desktop conferencing by or for the library off campus by others
LG58-1	01	1028	1028	AN	Satellite broadcasting by or for the library from within the library
LG58-2	01	1029	1029	AN	Satellite broadcasting by or for the library from elsewhere on campus
LG58-3	01	1030	1030	AN	Satellite broadcasting by or for the library off campus by primary clientele
LG58-4	01	1031	1031	AN	Satellite broadcasting by or for the library off campus by others
LG59	01	1032	1032	AN	Computers (other than library functions) for patron use in the library
LG60	01	1033	1033	AN	Computer software for patron use in the library
LG61	01	1034	1034	AN	Scanning equipment patron use in the library
LG62	01	1035	1035	AN	Services to your institution's distance education students

Status Flag Descriptions	
N -	Original data field was blank (nonresponse)
R -	Original data value was a reported value, including reported zero
A -	Analyst adjusted a reported value
C -	Analyst corrected a cell that was previously a nonresponse
P -	Imputation for a cell that was previously a nonresponse, using prior year data as the base for imputation
Q -	Imputation for a cell that was previously reported, using prior year data as the base for imputation
I -	Imputation for a cell that was previously a nonresponse, using a method other than prior year
J -	Data adjusted in scan edits in Jeffersonville
X -	Imputation for a cell that was previously reported, using a method other than prior year
S -	Details are adjusted (raked) to sum to the total
T -	Total adjusted to equal the sum of the detail
U -	Data suppressed to assure confidentiality (public use file only)
Z -	Implied reported zero

ILA1	01	1037	1037	AN	Status flag for LA1
ILB2	01	1038	1038	AN	Status flag for LB2
ILB3	01	1039	1039	AN	Status flag for LB3
ILB4	01	1040	1040	AN	Status flag for LB4
ILB5	01	1041	1041	AN	Status flag for LB5
ILB6	01	1042	1042	AN	Status flag for LB6
ILB7	01	1043	1043	AN	Status flag for LB7
ILB8	01	1044	1044	AN	Status flag for LB8
ILC9	01	1045	1045	AN	Status flag for LC9
ILC10	01	1046	1046	AN	Status flag for LC10
ILC11	01	1047	1047	AN	Status flag for LC11
ILC12	01	1048	1048	AN	Status flag for LC12
ILC13	01	1049	1049	AN	Status flag for LC13
ILC14	01	1050	1050	AN	Status flag for LC14
ILC15	01	1051	1051	AN	Status flag for LC15
ILC16	01	1052	1052	AN	Status flag for LC16
ILC17	01	1053	1053	AN	Status flag for LC17
ILC18	01	1054	1054	AN	Status flag for LC18
ILC19	01	1055	1055	AN	Status flag for LC19
ILC20	01	1056	1056	AN	Status flag for LC20
ILC21	01	1057	1057	AN	Status flag for LC21
ILC22	01	1058	1058	AN	Status flag for LC22
ILC23	01	1059	1059	AN	Status flag for LC23
ILC24	01	1060	1060	AN	Status flag for LC24

ILC25	01	1061	1061	AN	Status flag for LC25
ILD26-1	01	1062	1062	AN	Status flag for LD26-1
ILD26-2	01	1063	1063	AN	Status flag for LD26-2
ILD27-1	01	1064	1064	AN	Status flag for LD27-1
ILD27-2	01	1065	1065	AN	Status flag for LD27-2
ILD28-1	01	1066	1066	AN	Status flag for LD28-1
ILD28-2	01	1067	1067	AN	Status flag for LD28-2
ILD29-1	01	1068	1068	AN	Status flag for LD29-1
ILD29-2	01	1069	1069	AN	Status flag for LD29-2
ILD30-1	01	1070	1070	AN	Status flag for LD30-1
ILD30-2	01	1071	1071	AN	Status flag for LD30-2
ILD31-1	01	1072	1072	AN	Status flag for LD31-1
ILD31-2	01	1073	1073	AN	Status flag for LD31-2
ILD32-1	01	1074	1074	AN	Status flag for LD32-1
ILD32-2	01	1075	1075	AN	Status flag for LD32-2
ILE33	01	1076	1076	AN	Status flag for LE33
ILE34	01	1077	1077	AN	Status flag for LE34
ILE35	01	1078	1078	AN	Status flag for LE35
ILE36	01	1079	1079	AN	Status flag for LE36
ILE37	01	1080	1080	AN	Status flag for LE37
ILE38	01	1081	1081	AN	Status flag for LE38
ILE39	01	1082	1082	AN	Status flag for LE39
ILE40	01	1083	1083	AN	Status flag for LE40
FILLER4	01	1084	1084	AN	Filler
ILE41	01	1085	1085	AN	Status flag for LE41
ILE42	01	1086	1086	AN	Status flag for LE42
ILF43	01	1087	1087	AN	Status flag for LF43
ILF44	01	1088	1088	AN	Status flag for LF44
ILF45	01	1089	1089	AN	Status flag for LF45
Additional variables					
FTUNDER	09	1090	1098	N	Full-time undergraduate students 1997-98
FTGRAD	09	1099	1107	N	Full-time graduate students 1997-98
PTUNDER	09	1108	1116	N	Part-time undergraduate students 1997-98
PTGRAD	09	1117	1125	N	Part-time graduate students 1997-98
ENROLL	09	1126	1134	N	Total enrollment 1997-98
B121	12	1135	1146	N	Unrestricted E&G expenditures 1998

B122	12	1147	1158	N	Restricted E&G expenditures 1998
B123	12	1159	1170	N	Total E&G expenditures 1998
FB12_1	12	1171	1182	N	E&G for private, non-profits, 1997
XB121	1	1183	1183	AN	Status flag for B121
XB122	1	1184	1184	AN	Status flag for B122
XB123	1	1185	1185	AN	Status flag for B123
XFB12_1	1	1186	1186	AN	Status flag for FB12_1
A74	9	1187	1195	N	Total number of faculty 9/10
A149	9	1196	1204	N	Total number of faculty 11/12
IMPA74	1	1205	1205	AN	Imputation Indicator for A74
IMPA149	1	1206	1206	AN	Imputation Indicator for A149

FORM IPEDS-L
(7-1-98)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

NOTE - The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).
For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM

ACADEMIC LIBRARIES SURVEY
1998

Please read the accompanying instructions before beginning this survey. Report data for the institution in the address label. If data for any other institutions or branch campuses are included in this survey because they CANNOT be reported separately, please provide the names of these institutions as instructed below.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: November 15, 1998

1. Name of respondent	2. Title of respondent	3. Telephone Area code, number, extension
4. E-Mail address		FAX number (include area code)

Please answer the following questions to determine if you need to complete this survey:

a. Do you have an organized collection of printed or other materials or a combination thereof?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
b. Do you have a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
c. Do you have an established schedule in which services of the staff are available to clientele?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
d. Does the library have the physical facilities necessary to support such a collection, staff, and schedule?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No

*If you answered "Yes" to all of the questions above, please go to question e.
If you have answered "No" to any of the questions, do you provide financial support to another library? If "Yes", complete Part III on page 4. If "No", please return this survey to the address above.*

e. Do you report data for yourself and for another library?	1 <input type="checkbox"/> Yes → Go to page 4, Part I and complete the entire survey, and return it to the address above.
	2 <input type="checkbox"/> No → Go to question f below.
f. Are your library data reported by another library?	1 <input type="checkbox"/> Yes → Go to page 4, complete Part II, and return the survey to the address above.
	2 <input type="checkbox"/> No → Go to Part A, line 01 and complete this survey.

Changes from the 1996 form for 1998 ACADEMIC LIBRARIES SURVEY

▶ Cover sheet – Library definition

The definition of the library has been reformatted as a checklist. Also, the possibilities of reporting data FOR another library or having data reported BY another library have been clarified in connections with related changes on page 4.

▶ Part B – Library Staff

In addition to reporting a total full-time equivalent (FTE) for librarians and other professionals, respondents are asked to report separate counts for librarians and for other professionals on the library staff.

▶ Part C – Library Expenditures

- The title of this part has been changed to reflect the fact that in many academic libraries the term "operating expenditures" does not cover expenditures for staff or for information resources. Expenditures for "operating" (lines 20–23) are grouped under that subheading.
- Expenditures for "books, serial backfiles, and other materials" are reported in two categories: paper and microform and electronic.
- All expenditures for current serials are now reported on two lines: paper and microform and electronic.
- Expenditures for search services and current serials are reported together.

▶ Part D – Library Collections

This section has been reduced from 18 lines to 7 lines. Deleted items include manuscripts and archives (linear feet), computer files, and other library materials. Cartographic materials, graphic materials, sound recordings, and film and video materials are now combined under Audiovisual materials. The simplification involves two kinds of changes. Counts are now requested for selected types of material only, rather than for all. Also, for each type, respondents are asked to provide a physical count or a bibliographical count but not both.

▶ Part E – Library services

No content changes.

▶ Part F – Library Services, typical week

No content changes.

▶ Part G – Electronic Services

Video/desktop conferencing, satellite broadcasting, scanning equipment and services for distance education students questions were added to this part.

PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES) collects these data periodically to obtain and report a comprehensive picture on the status of collections, transactions, staff, service per typical week, and library operating expenditures in postsecondary institutions. The survey is being conducted in compliance with the Center's mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States . . .", (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

USES OF DATA

Collection of these data over time will enable the nation to plan effectively for the development and use of postsecondary education library resources. Congress uses the data to assess the need for revisions of existing legislation concerning libraries and the allocation of Federal funds. Federal agencies need the data to evaluate and administer library programs. State education agencies and college librarians and administrators use the data for regional and national comparisons of library resources to plan for the effective use of funds. Finally, library associations and researchers use the survey results to determine the status of library operations and the profession.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 6.0 hours per response, with an average of 2.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

NOTICE OF COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH CAMPUS

L

I. The institution named on page 1 of this survey is including Academic Libraries survey data for other institutions/branch campuses with separate UNITIDs¹.

Please indicate below, the UNITID, name, and address of the institutions branch campuses for which data are included then complete the survey.

UNITID	Institution name	Address	City	State	ZIP Code

II. The Academic Libraries survey data for this institution are reported by another institution.

Please list the UNITID, name, and address of the reporting institution and return this survey to address indicated on page 1.

UNITID	Institution name	Address	City	State	ZIP Code

III. This institution contributes financial support to a joint library with the following Postsecondary institution or public library.

Please list the UNITID, name, and address of the reporting institutions and return this survey to address indicated on page 1.

UNITID	Institution name	Address	City	State	ZIP Code

¹UNITID code is a unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

Part A — NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1998		
Line No.	Item	Number
01	Branch and independent libraries — <i>Exclude main or central library</i>	

Part B — LIBRARY STAFF, FALL 1998 (<i>Exclude maintenance and custodial staff.</i>) <i>NOTE: Report data to two decimals.</i>		
Line No.	Staff	Number of full-time equivalents (FTEs)
	Librarians and other professional staff:	
02	Librarians	.
03	Other professional staff	.
04	Total librarians and other professional staff (<i>Sum lines 02 and 03</i>)	.
05	All other paid staff (except student assistants)	.
06	Contributed services staff	.
07	Students assistants from all funding sources	.
08	Total full-time equivalent (FTE) staff (<i>Sum lines 04 through 07</i>)	.

Part C — LIBRARY EXPENDITURES, FISCAL YEAR 1998

L

NOTE: Do not report the same expenditures more than once.

Line No.	Category	Amount (Whole dollars only)
Salaries and wages:		
09	Librarians and other professional staff	\$
10	All other paid staff (except student assistants)	\$
11	Student assistants	\$
Information resources:		
Books, serial backfiles, and other materials:		
12	Paper and microform	\$
13	Electronic	\$
Current serial subscriptions and search services:		
14	Paper and microform	\$
15	Electronic	\$
16	Audiovisual materials	\$
17	Document delivery/interlibrary loan	\$
18	Preservation	\$
19	Other materials	\$
Operating expenditures:		
20	Furniture and equipment (exclude computer equipment)	\$
21	Computer hardware and software (include maintenance)	\$
22	Bibliographic utilities, networks, and consortia	\$
23	All other operating expenditures	\$
24	TOTAL EXPENDITURES (Sum lines 09 through 23)	\$
25	Employee fringe benefits (if paid from the library budget)	\$

Part D — LIBRARY COLLECTIONS, FISCAL YEAR 1998

L

Line No.	Category	Added during the fiscal year (1)	Held at end of fiscal year (2)
	Books, serial backfiles, and other materials (include government documents):		
26	Paper – Volumes		
27	Paper – Titles		
28	Microform – Units		
29	Electronic – Titles		
	Current serial subscriptions:		
30	Number of paper and microform subscriptions		
31	Number of electronic subscriptions		
32	Audiovisual materials – Units		

Part E — LIBRARY SERVICES, FISCAL YEAR 1998

Line No.	Category	Number
	Document delivery/interlibrary loans <u>provided</u> to other libraries:	
33	Returnable	
34	Non-returnable	
35	Total provided (<i>Sum lines 33 and 34</i>)	
	Document delivery/interlibrary loans <u>received</u> from other libraries or commercial services:	
36	Returnable	
37	Non-returnable	
38	Total received (<i>Sum lines 36 and 37</i>)	
	Circulation transactions:	
39	General collection	
40	Reserve collection	
	Information services to groups:	
41	Number of presentations	
42	Total attendance at all presentations	

Part F — LIBRARY SERVICES, TYPICAL WEEK, FALL 1998

L

Line No.	Category	Number in a typical week
43	Hours open in a typical week	
44	Gate count in a typical week	
45	Reference transactions in a typical week	

Part G — ELECTRONIC SERVICES

This section requests information about the availability of electronic services in the library and elsewhere on campus and off campus access by your primary clientele, and other users.

Please respond to each item by marking an (X) in the appropriate column.

Line No.	Category	Mark (X) appropriate column							
		Access from				Access off campus by			
		Within library		Elsewhere on campus		Primary clientele		Others	
		(1)	(2)	(3)	(4)				
	Does the library or parent institution make available the following services?	Yes	No	Yes	No	Yes	No	Yes	No
46	An electronic catalog that includes the library's holdings								
47	Electronic indexes and reference tools								
48	Electronic full-text periodicals								
49	Electronic full-text course reserves								
50	Electronic files other than the catalog (e.g., finding aids, indices, manuscripts) created by library staff								
51	Internet access								
52	Library reference service by e-mail								
53	Capacity to place interlibrary loan/document delivery requests electronically								
54	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)								
55	Instruction by library staff on use of internet resources								
56	Electronic document delivery by the library to patron's account/address								
57	Video/desktop conferencing by or for the library								
58	Satellite broadcasting by or for the library								

GENERAL INSTRUCTIONS — L

Please respond to each item on this form in the space provided. If the appropriate answer is zero or none, use "0." If you do not collect data for an item, provide your best estimate. PLEASE DO NOT LEAVE ANY LINES BLANK. If a line is left blank, NCES will impute a figure using the average for institutions with similar characteristics. Include data for the main or central library and all branch and independent libraries that were open all or part of fiscal year 1998.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

Report information for the following time periods as specified in each section:

1. Fiscal year 1998 – Any 12-month period between June 1, 1997 and September 30, 1998 which corresponds to your institution's fiscal year. (For Parts A, C, D, E, and G)
2. Typical week, Fall 1998 – A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days. (For Part F)
3. Fall 1998 – The period during the fall of 1998 when the survey form is being completed. (For Parts B, F, and G)

PART A – NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1998

Library – An entity that provides all of the following:

1. An organized collection of printed or other materials or a combination thereof;
2. A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele;
3. An established schedule in which services of the staff are available to clientele;
4. The physical facilities necessary to support such a collection, staff, and schedule.

This includes libraries that are part of learning resource centers.

Branch and independent libraries (line 01) – Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 1998. EXCLUDE THE MAIN OR CENTRAL LIBRARY. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Branch and independent libraries are administered either by the central library or, as in the case of some libraries (such as law, medical, etc.), through the administrative structure of other units within the university. Departmental study/reading rooms are not included. Include data for all branch and independent libraries on the campus. Include libraries on branch campuses (i.e., located in another community) if those campuses are registered under the same NCES UNITID number as the main campus.

PART B – LIBRARY STAFF, FALL 1998

Full-time equivalent (FTE) employees (lines 02-08) – Report the number of filled or temporarily vacant FTE positions during Fall 1998 paid from funds under library control. To compute FTEs of part-time employees and student assistants, take the TOTAL number of hours worked per week by part-time employees IN EACH CATEGORY and divide it by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK WEEK (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Data should be reported to two decimal places.

Librarians (line 02) – Report the total FTE of staff whose duties require professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship.

Other professional staff (line 03) – Report the total FTE of staff whose duties require education and/or training in related fields (e.g., academic disciplines, archives, media, computing).

Total librarians and other professional staff (line 04) – Report the sum of lines 02 and 03.

All other paid staff (except student assistants) (line 05) – Report the total FTE of all other library staff who are paid annual salaries or hourly wages except students, who are reported on line 05. Include technical and clerical staff, but exclude maintenance and custodial staff.

Contributed services staff (line 06) – Report the total FTE for contributed services staff. Contributed services staff are those, such as members of religious orders, whose services are valued by bookkeeping entries rather than by full cash transactions. Do not include volunteers.

Student assistants from all funding sources (line 07) – Report the total FTE of student assistants, employed on an hourly basis whose wages are paid from funds under library control or from a budget other than the library budget, including College Work Study Program. Exclude maintenance and custodial staff.

Total FTE staff (line 08) – Report the sum of lines 04 through 07.

PART C – LIBRARY EXPENDITURES, FISCAL YEAR 1998

Expenditures (lines 09-25) – Report funds expended by the library in fiscal year 1998 (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. Expenditures should be reported for the 12-month period which corresponds to your library's fiscal year between the calendar period June 1, 1997, to September 30, 1998. All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures. Exclude expenditures for new buildings and building renovation. DO NOT REPORT ANY EXPENDITURES MORE THAN ONCE.

GENERAL INSTRUCTIONS – L – Continued

PART C – LIBRARY EXPENDITURES, FISCAL YEAR 1998 – Continued

Salaries and wages (lines 09-11) – Report expenditures for full-time and part-time salaries and wages before deductions. Exclude employee fringe benefits provided by your institution for all regular library staff which may be reported on line 25. Include salaries and wages from all sources paid to students serving on an hourly basis, if available; e.g., College Work Study Program. Exclude contributed services and maintenance and custodial staff.

Information resources (lines 12-19):

Books, serial backfiles, and other materials (lines 12 and 13) – Report expenditures for all published materials. Do not include current serial subscriptions.

Paper (line 12) – Report expenditures for all materials produced by making an impression with ink on paper.

Microform (line 12) – Report expenditures for all photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, microcard, microfiche, and ultrafiche.

Electronic (line 13) – Report expenditures for materials that are considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks, that are designed to be processed by a computer or similar machine. Include material available remotely. Include expenditures for materials purchased jointly if such expenditures can be separated from other charges for joint services. Include expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude expenses for library system software and microcomputer software used only by the library staff which are reported on line 21.

Current serial subscriptions and search services (lines 14 and 15) – Report expenditures for current subscriptions to serials. These are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include leases to collections of electronic serials. Include cost of search services such as First Search or Dialog.

Paper (line 14) – Report expenditures for all materials produced by making an impression with ink on paper.

Microform (line 14) – Report expenditures for all photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, microcard, microfiche, and ultrafiche.

Electronic (line 15) – Report expenditures for materials that are considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks, that are designed to be processed by a computer or similar machine. Include material available remotely. Include expenditures for materials purchased jointly if such expenditures can be separated from other charges for joint services. Include expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude expenses for library system software and microcomputer software used only by the library staff which are reported on line 21.

Audiovisual materials (line 16) – Report expenditures for all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as three-dimensional materials.

Document delivery/interlibrary loan (line 17) – Report expenditures for document delivery and interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmission, royalties and access fees paid to provide document delivery or interlibrary loan. Include fees paid to bibliographic utilities if the portion paid for interlibrary loan can be separately counted. Do not count expenditures related to transactions between the main or central library and any libraries reported in Part A, transactions between libraries reported in Part A, or expenditures for on campus delivery.

Preservation (line 18) – Report expenditures associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, deacidification, lamination, and restoration. Do not include staff salaries and wages.

Other materials (line 19) – Report any other collection expenditures not already included on lines 12 through 18, such as expenditures for cartographic materials and manuscripts.

Operating Expenditures (lines 20-23)

Furniture and equipment (line 20) – Report expenditures for all library furniture and equipment purchased during the 1998 fiscal year. Include microform equipment, audiovisual equipment, and related maintenance costs. Exclude computer equipment.

Computer hardware and software (line 21) – Report expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Include expenditures for maintenance. Include the expenditure for equipment used to run information service products when that expenditure can be separated from the price of the product. Exclude expenditures reported on line 15.

Bibliographic utilities, networks, and consortia (line 22) – Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, and consortia. Exclude expenditures already reported on lines 15 and 17.

All other operating expenditures (line 23) – Report all other expenditures not already reported on lines 09 through 22 except employee fringe benefits which are reported on line 25. Exclude expenditures for new buildings and building renovations.

Total (line 24) – Report the sum of lines 09 through 23.

Employee fringe benefits (line 25) – If benefits are paid from the library budget, report the amount here.

PART D – LIBRARY COLLECTIONS, FISCAL YEAR 1998

NOTE – This section of the survey collects data on selected types of material. It does not cover all materials.

Column (1), Total number added during fiscal year – Report the gross number of each category added. Do not subtract the number withdrawn.

GENERAL INSTRUCTIONS - L - Continued

PART D - LIBRARY COLLECTIONS, FISCAL YEAR 1998 - Continued

Column (2), Total number held at end of fiscal year - Report the total number of each category held at end of fiscal year. To get this figure, take the total number held at the end of the previous fiscal year, add the number added during the fiscal year just ended and subtract the number withdrawn during that period.

Units (lines 28 and 32) - An individual physical item of library material. Examples of units are: a volume (books and serials); a reel, sheet, or card (microforms); disk, cassette, reel, slide, chart, picture, tape, or cartridge (audiovisual material).

Volumes (line 26) - Report the number of volumes of any printed, mimeographed, or processed work contained in one binding or portfolio, hardbound or paper bound, which has been cataloged, classified, or otherwise made ready for use. Include any government documents that are accessible through the library's catalog regardless of whether or not they are separately shelved. This includes documents for which records are provided by the library or downloaded from other sources into the library catalog.

Titles (lines 27 and 29) - Report the number of titles of publications which form a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. The term "publication" applies to printed materials, such as books, periodicals, and government documents, as well as to such formats as microforms, audiovisual materials, and computer files. To determine the number of titles, count each unique bibliographic record in the library's catalog.

NOTE - For libraries which have card catalogs, a unique bibliographic record is represented by a shelf list entry. Libraries with electronic catalogs should be careful to distinguish between the BIBLIOGRAPHIC record which describes the title and the ITEM records which describe the individual volumes, parts, reels, disks, etc., associated with the title. Examples: Six copies of the same edition of a title count as one title or bibliographic record; two editions of the same title which have been cataloged or recorded separately count as two bibliographic records; a set of six monographs for which there are six bibliographic records counts as six titles; and two multi-volume sets of the same edition for which one bibliographic record has been made count as one title.

Books, serial backfiles, and other materials including government documents (lines 26-29) - Report the number of paper volumes and/or titles; microform units and electronic media titles.

Paper (line 26 and 27) - Materials produced by making an impression with ink on paper. For government documents, please use the following guides from the ARL Statistics: "if a volume count has not been kept, it may be estimated through sampling a representative group of title records and determining the corresponding number of volumes, then extrapolating to the rest of the collection. As an alternative, an estimate may be made using the following formulae: 52 document pieces per foot; 10 'traditional' volumes per foot; 5.2 document pieces per volume."

Microform (line 28) - Report the number of units of photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. Examples of microforms are: roll microfilm, microcard, microfiche, and ultrafiche.

Electronic (line 29) - Report the number of titles of materials that are not current serials and are considered part of the collection, whether purchased or leased, such as CD-ROMS, magnetic tapes and magnetic disks, that are designed to be processed by a computer or similar machine. Include materials available remotely. Include materials purchased jointly. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff. Include government documents.

Current serial subscriptions (lines 30 and 31) - Report the total number of current serials received including those that are paid for and those received without payment. Include government documents issued serially. Each available title counts as one when titles are received as part of an electronic subscription.

Audiovisual materials (line 32) - All library materials that are displayed by visual projections of magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as three-dimensional materials.

PART E - LIBRARY SERVICES, FISCAL YEAR 1998

Document delivery/interlibrary loans (lines 33-38) - On lines 33, 34, and 35, report the number of filled requests for material provided to other libraries. On lines 36, 37, and 38, report the number of filled requests for material received from other libraries or document delivery services. Do not include transactions between the main or central library and any libraries reported in Part A or transactions between libraries reported in Part A.

Returnables (lines 33 and 36) - Report materials that the supplier/lending library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

Non-returnables (lines 34 and 37) - Report materials that the supplier/lending library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.

Total loans (lines 35 and 38) - Sum lines 33 and 34 for line 35, and sum lines 36 and 37 for line 38.

Circulation transactions (lines 39 and 40) - Report the number of items lent from the general collection on line 39 and from the reserve collection on line 40 for use usually (although not always) outside the library. These activities include initial charges, either manual or electronic, and also renewals, each of which is reported as a circulation transaction.

General collection (line 39) - Those materials that are available for circulation from the general library collection.

Reserve collection (line 40) - Those materials that have been removed from the general library collection and set aside in a library so they will be on hand for a certain course of study or activity in process. Usually, the circulation and length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of them within a limited time period.

GENERAL INSTRUCTIONS - L - Continued

PART E - LIBRARY SERVICES, FISCAL YEAR 1998 - Continued

Information services to groups (lines 41 and 42) - Report the total number of presentations (line 41) and the total number of persons attending or served by those presentations (line 42). Information services to groups are presentations at which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. These services may be either bibliographic instruction or library use presentations, or cultural, recreational, or educational presentations. Presentations both on and off the library premises should be included, as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms.

PART F - LIBRARY SERVICES - TYPICAL WEEK, FALL 1998

Collect data during a typical week in the fall. A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days. If waiting for a typical week in Fall 1998 will delay this form, please use typical week data from the preceding fiscal year. If you have data for the entire year, divide by the number of weeks that the library was open.

Hours open in a typical week (line 43) - Report an unduplicated count of hours open in a typical week for both main library and branches reported in Part A using the following method. If a library is open from 9 a.m. to 5 p.m., Monday through Friday, it should report 40 hours per week. If several of its branches are also open during those hours, the figure remains 40 hours per week. Should Branch A also be open one evening from 7:00 to 9:00, the total hours during which users can find service becomes 42. If Branch B is open the same hours on the same evening, the total remains 42, but if it is open two hours on another evening, or from 5:00 to 7:00 on the evening when Branch A is open later, the total becomes 44 hours during which users can find service.

Gate count in a typical week (line 44) - Report the number of persons who physically enter library facilities in a typical week. It is understood that a single person may be counted more than once.

Reference transactions in a typical week (line 45) - Report the total number of reference transactions in a typical week. A reference transaction is an information contact that involves the knowledge, use, commendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including assistance with computer searching), catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Include information and referral services. If a contact includes both reference and directional services, it should be reported as one reference transaction. When a staff member utilizes information gained from a 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. Duration should not be an element in determining whether a transaction is a reference transaction.

Do not report directional transactions here. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library; such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a nonbibliographic nature with machines.

PART G - ELECTRONIC SERVICES

This section requests information about the availability of electronic services in the library and elsewhere on campus and off campus access by your primary clientele, and other users. The questions require a "yes" or "no" response to the availability of the various services listed.