Appendix A – Web Instructions

1. The State Characteristics data must be keyed. Select **View/Key/Update** and **State Char** from the **Tools** menu to create a record for keying. Press the "Save" button to save your data. To print a copy of your state data press the "Print" button.

2. Import or Key Administrative Entity data by selecting **File Import/Log/Delete** or **View/Key/Update** and **AE** from the **Tools** menu. Import errors will be displayed on your computer screen. Review and resolve all import errors, correct your data files and load the revised data files.

   Note: Import errors must be fixed before you can proceed any further.

3. Outlet data are preloaded from last year's file. Minor changes can be made by selecting **View/Key/Update** and **Outlets** from the **Tools** menu. If there are major changes to the data, a new outlet file can be imported by selecting **File Import/Log/Delete** from the **Tools** menu.

4. Select **Run Match Report** from the **Reports** menu after all data have been imported or keyed.

   The Match process will run in a pop-up window. When completed, the Match Report will be available. Although most browsers will let you open the report in the browser window, their implementation of Excel features is usually incomplete. Census recommends saving the workbook to your hard drive in order to write your comments during your review of the reports.

   Note: Match errors must be corrected before you can proceed to editing the data. Correct your data file(s) and re-import the revised data. Some problems can be corrected by using View/Key/Update or Structure Changes. Either is accessible from the Tools menu.

5. Select **Run Edit Report** from the **Reports** menu.

   The Edit process runs like the Match process. Review all of the Edit Worksheets. Fix any critical edit warnings by re-importing corrected data files or keying corrections, and rerun the Edit Report. Annotate any non-critical edit warnings, either in the worksheets or in a separate text file. Then import the annotations by selecting **File Import/Log/Delete** under the **Tools** menu and uploading the annotated spreadsheet or text file.

6. Once you are satisfied with your data, select **Lock Data** from the **Tools** menu.

   Note: Data can only be locked if there are no critical edit warnings, and annotations for non-critical warnings are present.

7. After you have locked your PLS submission, you will not be allowed to change any data. If you need to make revisions, please contact us at **govs.pls@census.gov** or 800-451-6235 and we will unlock your data submission.

Appendix B – Survey Instrument (Data Entry Screens and Data Element Definitions)

	State Characteristics Page		

Item No.	Item	Current Year	Prior Year
100	Reporting Period Start Date (MM/YYYY)		
101	Reporting Period End Date (MM/YYYY)		
102	Official State Total Population Estimate		
103	Total Unduplicated Population of Legal Service Areas		

Administrative Entity – Name/Addresses

Item No.	Item	Current Year	Prior Year
150	FSCS ID		
151	LIB ID		
152	Library Name		
152a	Name Status		
	Street Address		
153	Address		
153a	Address status		
154	City		
155	ZIP Code		
	Mailing Address		
157	Address		
158	City		
159	ZIP Code		
160	ZIP+4		

Administrative Entity – Other Identification

Item No.	Item	Current Year		Prior Year
161	County			
162	Phone			
163	Web Address			
200	Interlibrary Relationship Code		▽	
201	Legal Basis Code		▽	
202	Administrative Structure Code		▽	
203	FSCS Public Library Definition		▽	
204	Geographic Code		▽	
205	Legal Service Area Boundary Change		▽	
206	Reporting Period Start Date (MM/DD/YYYY)			
207	Reporting Period End Date (MM/DD/YYYY)			

Administrative Entity – Pop/Outlets/Staff

Item No.	Item	Current Year	Prior Year
208	Population of the Legal Service Area		
	Service Outlets		
209	Number of Centrals		
210	Number of Branches		
211	Number of Bookmobiles		
	Paid Staff (Full-Time Equivalent)		
250	ALA-MLS Librarians		
251	Total Librarians		
252	All Other Paid Staff		
253	Total Paid Employees		

Administrative Entity – Operating Revenue

Item No.	Item	Current Year	Prior Year
300	Local Government Operating Revenue		
301	State Government Operating Revenue		
302	Federal Government Operating Revenue		
303	Other Operating Revenue		
304	Total Operating Revenue		

Administrative Entity – Operating Expenditures

Item No.	Item	Current Year	Prior Year
	Staff Expenditures		
350	Salaries and Wages Expenditures		
351	Employee Benefits		
352	Total Staff Expenditures		
	Collection Expenditures		
353	Print Materials Expenditures		
354	Electronic Materials Expenditures		
355	Other Materials Expenditures		
356	Total Collection Expenditures		
357	Other Operating Expenditures		
358	Total Operating Expenditures		

Administrative Entity – Capital

Item No.	Item	Current Year	Prior Year
	Capital Revenue		
400	Local Government Capital Revenue		
401	State Government Capital Revenue		
402	Federal Government Capital Revenue		
403	Other Capital Revenue		
404	Total Capital Revenue		
	Capital Expenditures		
405	Total Capital Expenditures		

Administrative Entity – Library Collections

Item No.	Item	Current Year	Prior Year
450	Print Materials		
451	Electronic Books		
452	Audio		
453	Video		
454	Databases		
455	Current Print Serial Subscriptions		
456	Current Electronic Serial Subscriptions		

Administrative Entity – Service Measures

Item No.	Item	Current Year	Prior Year
500	Public Service Hours Per Year		
501	Library Visits		
502	Reference Transactions		
550	Total Circulation		
551	Children's Circulations		
552	Interlibrary Loans Provided to		
553	Interlibrary Loans Received From		

Administrative Entity – Programs/Other Electronic

Item No.	Item	Current Year	Prior Year
	Library Programs		
600	Total Library Programs		
601	Children's Programs		
602	Total Program Attendance		
603	Children's Program Attendance		
	Other Electronic Information		
650	Internet Terminals Used by the General Public		
651	Users of Electronic Resources Per Year		

Outlets Page

Outlet			
Item No.	Item	Current Year	Prior Year
700	FSCS ID and SEQ		
701	LIB ID		
702	Name		
702a	Name Status		
	Street Address		
703	Address		
703a	Address Status		
704	City		
705	ZIP Code		
706	ZIP+4		
707	County		
708	Phone		
709	Outlet Type Code	▽	
710	Metropolitan Status Code	▽	
711	Square Footage of Outlet		
712	Number of Bookmobiles		

State Characteristics Data Element Definitions

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

#	Data Element Name	Data Element Definition
100	Reporting Period Starting Date	This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.
101	Reporting Period Ending Date	This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.
102	Official State Total Population Estimate	This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.
103	Total Unduplicated Population of Legal Service Areas	This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure. Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WebPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WebPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WebPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately. Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

Administrative Entity Data Element Definitions

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

#	Data Element Name	Data Element Definition
150	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
151	LIB ID	This is the state-assigned identification code for the administrative entity.
152	Name	This is the legal name of the administrative entity.
		Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the WebPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for WebPLUS.)

Street Address

#	Data Element Name	Data Element Definition
153	Street Address	This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
154	City (of street address)	This is the city or town in which the administrative entity is located.
155	ZIP Code (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
156	ZIP+4 (of street address)	This is the four-digit postal ZIP code extension for the street address of the administrative entity.

Mailing Address

#	Data Element Name	Data Element Definition
157	Mailing Address	This is the mailing address of the administrative entity.
158	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
159	ZIP Code (of mailing address)	This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.
160	ZIP+4 (of mailing address)	This is the four-digit postal ZIP code extension for the mailing address of the administrative entity.
161	County of the Entity	This is the county in which the administrative entity is located.

162	Phone	This is the telephone number of the administrative entity, including area code.
		Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter "–3" (for Not Applicable).
163	Web Address	This is the Web address of the administrative entity. http:/_____
		Note: If the Administrative Entity has no web address, enter "–3" (for Not Applicable).
200	Interlibrary Relationship Code	Select one of the following:
		HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.
		Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.
		ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.
		NO—Not a Member of a Federation or Cooperative.
201	Legal Basis Code	The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.
		Select one of the following:
		CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.
		CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.
		CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

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

NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

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

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

OT—Other.

202 Administrative Structure Code

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

An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

Select one of the following:

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

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

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

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

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

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

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

Note: The Population of Legal Service Area (data element #208) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #201). For further clarification of metropolitan area, see Metropolitan Status Code "NC—Metropolitan Area, but Not Within Central City Limits" (data element #710—Outlet Data Element Definitions).

CI1—Municipal Government (city, town or village) (exactly)
CI2—Municipal Government (city, town or village) (most nearly)
CO1—County/Parish (exactly)
CO2—County/Parish (most nearly)
MA1—Metropolitan Area (exactly)
MA2—Metropolitan Area (most nearly)
MC1—Multi-County (exactly)
MC2—Multi-County (most nearly)
SD1—School District (exactly)
SD2—School District (most nearly)
OTH—Other

205   Legal Service Area Boundary Change

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

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

206   Reporting Period Starting Date

This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to NCES.

Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

207   Reporting Period Ending Date

This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to NCES.

Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

208   Population of the Legal Service Area

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

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

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

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

210	Number of Branch Libraries	A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. Separate quarters;
2. An organized collection of library materials;
3. Paid staff; and
4. Regularly scheduled hours for being open to the public.

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

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

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

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

250	ALA-MLS	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
251	Total Librarians	Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #250).

| 252 | All Other Paid Staff | This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. |
| 253 | Total Paid Employees | This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252). |

OPERATING REVENUE

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

300	Local Government Revenue	This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.
		Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.
301	State Government Revenue	These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.
		Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).
302	Federal Government Revenue	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.
303	Other Operating Revenue	This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.
304	Total Operating Revenue	This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

Staff Expenditures

350	Salaries & Wages Expenditures	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
351	Employee Benefits Expenditures	These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
352	Total Staff Expenditures	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

Collection Expenditures

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

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

		Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).
355	Other Materials Expenditures	Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new formats.
356	Total Collection Expenditures	This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355).
357	Other Operating Expenditures	This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356).
		Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.
358	Total Operating Expenditures	This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).

CAPITAL REVENUE

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

400	Local Government Capital Revenue	Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
401	State Government Capital Revenue	Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
402	Federal Government Capital Revenue	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.

| 403 | Other Capital Revenue | Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures. |

| 404 | Total Capital Revenue | This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403).

Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal. |

CAPITAL EXPENDITURES

| 405 | Total Capital Expenditures | Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries. |

LIBRARY COLLECTION

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

| 450 | Print Materials | Report a single figure that includes both of the following:

1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit. |

2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

451   Electronic Books (E-Books)

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

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

452   Audio

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

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

453   Video

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

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

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

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (data element #456). Each database is counted individually even if access to several databases is supported through the same vendor interface.

Current Serial Subscriptions

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

455	Current Print Serial Subscriptions	Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.
456	Current Electronic Serial Subscriptions	Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), news-papers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

SERVICES

500	Public Service Hours Per Year	This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

501	Library Visits	This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

502	Reference Transactions	A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "*Where are the children's books?*" and "*I'm looking for a book with the call number 811.2G.*" An example of a question of rules or policies is "*Are you open until 9:00 tonight?*"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

550	Total Circulation	The total annual circulation of all library materials of all types, including renewals.

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

551	Circulation of Children's Materials	The total annual circulation of all children's materials in all formats to all users, including renewals.

INTER-LIBRARY LOANS

552	Provided To	These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.
553	Received From	These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are report-ed as annual figure.

LIBRARY PROGRAMS

600	Total Number of Library Programs	A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

601   Number of Children's Programs

A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).

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

602   Total Attendance at Library Programs

This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #600, for the definition of a library program.)

603   Children's Program Attendance

The count of the audience at all programs for which the primary audience is children 14 years and under. Include adults who attend programs intended primarily for children.

Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #601, for the definition of a children's library program.)

OTHER ELECTRONIC INFORMATION

650   Number of Internet Terminals Used by General Public

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

| 651 | Number of Users of Electronic Resources Per Year | Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources. |
| | | Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it. |

Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
700	FSCS ID (Automatic Display)	This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
701	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
702	Name	This is the name of the outlet. Note: Provide the name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the WebPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for WebPLUS.)
703	Street Address	This is the complete street address of the outlet. Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
704	City	This is the city or town in which the outlet is located.
705	ZIP Code	This is the standard five-digit postal ZIP code for the street address of the outlet.
706	ZIP+4	This is the four-digit postal ZIP code extension for the street address of the outlet.
707	County of the Outlet	This is the county in which the outlet is located.
708	Phone	This is the telephone number of the outlet, including area code. Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter "–3" (for Not Applicable).

709   Outlet Type Code

An outlet is a unit of an administrative entity that provides direct public library service.

Select one of the following:

BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1.   Separate quarters;
2.   An organized collection of library materials;
3.   Paid staff; and
4.   Regularly scheduled hours for being open to the public.

BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:

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

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #710). Alternatively, a bookmobile outlet record may include more than one bookmobile.

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

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

710   Metropolitan Status Code

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

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

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

NC—Metropolitan Area, but Not Within Central City Limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

NO—Not in a Metropolitan Area.

711   Square Footage of Outlet

Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

712 Number of Bookmobiles in the Bookmobile Outlet Record

The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #709). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

Appendix C – Import File Specifications

Administrative Entity Import File Specifications			
Field Name	**Field Type**	**Field Length**	**Description**
FSCSKEY	Text	6	NCES assigned identification number
STATSTRU	Text	2	Status of AE record current to prior year
STATNAME	Text	2	Status of LIBNAME current to prior year
STATADDR	Text	2	Status of ADDRESS current to prior year
LINKID	Text	20	User Defined, used to link two or more AE together.
OLDID	Text	6	Old FSCSKEY z
LIBID	Text	20	State assigned identification number **MUST BE UNIQUE.**
LIBNAME	Text	60	Legal Name
ADDRESS	Text	35	Physical Street Address
CITY	Text	20	City
ZIP	Text	5	ZIP
ZIP4	Text	4	ZIP4
ADDRES_M	Text	35	Mailing Address
CITY_M	Text	20	Mailing City
ZIP_M	Text	5	Mailing Zip Code
ZIP4_M	Text	4	Mailing Zip+4 Code
CNTY	Text	20	County
PHONE	Text	10	Phone
WEB_ADDR	Text	80	Web Address
C_RELATN	Text	2	Interlibrary Relationship Code
C_LEGBAS	Text	2	Legal Basis Code
C_ADMIN	Text	2	Administrative Structure Code
C_FSCS	Text	1	FSCS Public Library Definition
GEOCODE	Text	3	Geographic Code
LSABOUND	Text	1	Legal Service Area Boundary Change
STARTDAT	Text	10	Report Period Start Date (mm/dd/yy)
ENDDATE	Text	10	Report Period End Date (mm/dd/yy)
POPU_LSA	Long Integer	9	Population of the Legal Service Area
CENTLIB	Long Integer	3	Number of Central Libraries
BRANLIB	Long Integer	3	Number of Branch Libraries
BKMOB	Long Integer	3	Number of Bookmobiles
MASTER	Double	9	ALA-MLS
LIBRARIA	Double	9	Total Librarians
OTHPAID	Double	9	All Other Paid Staff
TOTSTAFF	Double	10	Total Paid Employees
LOCGVT	Long Integer	9	Local Government Revenue
STGVT	Long Integer	9	State Government Revenue
FEDGVT	Long Integer	9	Federal Government Revenue
OTHINCM	Long Integer	9	Other Revenue
TOTINCM	Long Integer	10	Total Revenue
SALARIES	Long Integer	9	Salaries & Wages Expenditures

Administrative Entity Import File Specifications			
Field Name	**Field Type**	**Field Length**	**Description**
BENEFIT	Long Integer	9	Employee Benefits Expenditures
STAFFEXP	Long Integer	9	Total Staff Expenditures
PRMATEXP	Long Integer	9	Print Materials Expenditures
ELMATEXP	Long Integer	9	Electronic Materials Expenditures
OTHMATEX	Long Integer	9	Other Materials Expenditures
TOTEXPCO	Long Integer	9	Total Collection Expenditures
OTHOPEXP	Long Integer	9	Other Operating Expenditures
TOTOPEXP	Long Integer	10	Total Operating Expenditures
LCAP_REV	Long Integer	9	Local Government Capital Revenue
SCAP_REV	Long Integer	9	State Government Capital Revenue
FCAP_REV	Long Integer	9	Federal Government Capital Revenue
OCAP_REV	Long Integer	9	Other Capital Revenue
CAP_REV	Long Integer	9	Total Capital Revenue
CAPITAL	Long Integer	9	Total Capital Expenditures
BKVOL	Long Integer	9	Print Materials
EBOOK	Long Integer	9	Electronic Books
AUDIO	Long Integer	9	Audio
VIDEO	Long Integer	9	Video
DATABASE	Long Integer	9	Databases
SUBSCRIP	Long Integer	9	Current Print Serial Subscriptions
ESUBSCRP	Long Integer	9	Current Electronic Serial Subscriptions
HRS_OPEN	Long Integer	9	Public Service Hours Per Year
VISITS	Long Integer	9	Library Visits
REFERENC	Long Integer	9	Reference Transactions
TOTCIR	Long Integer	9	Total Circulation
KIDCIRCL	Long Integer	9	Circulation of Children's Materials
LOANTO	Long Integer	6	Provided To
LOANFM	Long Integer	6	Received From
TOTPRO	Long Integer	9	Total Library Programs
KIDPRO	Long Integer	9	Children's Programs
TOTATTEN	Long Integer	9	Total Program Attendance
KIDATTEN	Long Integer	9	Children's Program Attendance
GPTERMS	Long Integer	6	Internet Terminals Used by General Public
ERES_USR	Long Integer	9	Users of Electronic Resources Per Year

Outlet Import File Specifications			
Field Name	**Field Type**	**Field Length**	**Description**
FSCSKEY	Text	6	NCES assigned identification number
FSCS_SEQ	Text	3	NCES assigned identification number suffix
STATSTRU	Text	2	Status of Outlet record current to prior year
STATNAME	Text	2	Status of LIBNAME current to prior year
STATADDR	Text	2	Status of ADDRESS current to prior year
LINKID	Text	20	User Defined, used to link two or more outlets together.
PARENTID	Text	20	LIBID of parent AE
OLDID	Text	10	Old FSCSKEY – FSCS_SEQ
LIBID	Text	20	State assigned identification number
LIBNAME	Text	60	Legal Name
ADDRESS	Text	35	Physical Street Address
CITY	Text	20	City
ZIP	Text	5	ZIP
ZIP4	Text	4	ZIP4
CNTY	Text	20	County
PHONE	Text	10	Phone
C_ OUT_TY	Text	2	Outlet Type Code
C_MSA	Text	2	Metropolitan Status Code
SQ_FEET	Long Integer	8	Area in Square Footage
L_NUM_BM	Long Integer	2	Number of Bookmobiles

Annotation Import File Specifications			
Field Name	**Field Type**	**Field Length**	**Description**
RECORD_TYPE	Text	4	Entry must always be 'ANNO'
FSCSKEY-FSCS_SEQ	Text	10	NCES assigned identification number with suffix for outlets
EDITID	Text	5	Edit number
COMMENT	Text	255	Respondent annotation

Appendix D – Name, Address, and Structure Changes

In direct data entry, changes to the name and address information for an administrative entity/outlet can be made through the appropriate View/Update/Key screens. Note: If you make a change to either field you must also select the appropriate status code (the codes and their values are listed below) to identify whether the change is an official name change or whether the address change indicated an actual location change. For administrative entities, status code changes are made in survey item 152a – Name Status or item 153a – Address Status. For outlets, status code changes are entered in survey item 702a – Name Status and item 703a – Address Status.

If you are importing your data, the name and address status codes for all administrative entities and outlets should be recorded in the STATNAME and STATADDR fields on the import files.

Name Changes for Administrative Entities and Outlets

Name changes do not require any additional information other than the FSCS ID# information and the code indicating the status (STATNAME) of the field.

No Change from Last Year
- STATNAME is '00'

Official Name Change
- STATNAME is '06'

Preferred Spelling for Library Name
- STATNAME is '14'

Address Changes for Administrative Entities and Outlets

Address changes do not require any additional information other than the FSCS ID# information and the code indicating the status (STATADDR) of the field.

No Change from Last Year
- STATADDR is '00'

Move to New Location
- STATADDR is '07'

Preferred Street Address
- STATADDR is '15'

Administrative Entity Structure Changes

Diagrams are included for each type of structure change to clearly indicate what the fields on the file should contain. The diagrams are only partial representations of the file. An 'X' means that information must be supplied for that field. If the information in that column is not needed for the change, please use '-3' to indicate not applicable.

00 – No Change from Last Year

This simply means that nothing about the library's structure has changed from the previous year. The only information required is the FSCSKEY and STATSTRU.

- FSCSKEY = the prior year FSCSKEY
- STATSTRU = 00
- LINKID = -3
- OLDID = -3

FSCSKEY	STATSTRU	LINKID	OLDID
X	00	-3	-3

Example:

The New York Public Library is still the New York Public Library. The FSCSKEY is provided since the library will be included on the current-year file. No other records are involved so the LINKID is not needed. The OLDID field is not needed since no information is required for the historical tracking.

The record appears as follows:

FSCSKEY	STATSTRU	LINKID	OLDID
NY0778	00	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

01 – Existing Administrative Entity Absorbs Another Administrative Entity (Adoption)

When one or more administrative entities is no longer functioning independently and now operates as part of an existing administrative entity, the LINKID is required so that we can identify which records are involved. At least two records must exist for a valid adoption to occur.

Note: All outlet records for an adopted administrative entity must be dispatched. Please see the section on preparing outlet import files for details. Options for the existing outlets are:
- **Adopted by another outlet of the adopting or a different parent administrative entity**
- **Closed**
- **Moved to another administrative entity**

For the record that is 'adopting' other administrative entities:
- FSCSKEY = the prior year FSCSKEY
- STATSTRU = 01
- LINKID is user defined but must be the same as the adopted entity
- OLDID = -3

For the record(s) being 'adopted':
- FSCSKEY = -3
- STATSTRU = 01
- LINKID is user defined but must be the same as the adopting entity
- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
Adopting	X	01	X	-3
Adopted	-3	01	X	X

Example:

The Hershey Public Library and the Middletown Public Library operated under the administrative entity of the Dauphin County Library System to form one county library in FY 2005.

Three records are required to adequately resolve the match. The record for Dauphin should contain the current year data because this is the currently active administrative entity. The other two administrative entities will not be included on the final release files but will be maintained on the WebPLUS file so the structure change must be properly tracked.

The resulting records appear as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Dauphin	PA0222	01	PA1	-3
Hershey	-3	01	PA1	PA0221
Middletown	-3	01	PA1	PA0223

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

02 – Newly Created Administrative Entity (Birth)

When a completely new library has opened in the current year we track that as a birth.

We need the following information in the following fields:

- FSCSKEY = -3
- STATSTRU = 02
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	02	-3	-3

Since the FSCSKEY has not been assigned there is no information for the respondent to provide. Adding a new record for a new library does not involve another library so the LINKID is unnecessary. Since this is a new record, no OLDID exists from the previous year file.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

03 – Closed   (Death)

If an administrative entity closed in the current year we track the change simply with the STATSTRU = 03. The record should include the following information:

- FSCSKEY = -3
- STATSTRU = 03
- LINKID = -3
- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
Closed AE	-3	03	-3	X

Example:

The River Bluffs Regional Library did not operate in FY 2005. The FSCSKEY is not included on the record because it will not be included in the current-year. There is no other record involved so the LINKID is not needed. However, the historical file needs to be updated so the FSCSKEY from the prior year must be supplied in the OLDID field.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
River Bluffs	-3	03	-3	MO0148

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

04 – Move Outlet to a Newly Created Administrative Entity (Divorce)

If an outlet has broken away from a parent administrative entity to form its own independent library we must create a parent administrative entity record to establish the new FSCSKEY.
.

Note: Please see instructions for Outlet Structure Changes to create the outlet record.

- FSCSKEY = -3
- STATSTRU = 04
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	04	-3	-3

Example:

The Chino Valley Public Library left the Yavapai County Library administration to form an autonomous entity. A record with the current-year data should be on the file for administrative entities.

The FSCSKEY is not yet assigned, there is no OLDID, and the LINKID is not relevant since no other records are involved. Therefore these fields should have nothing but '-3'.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

05 – Merge Two or More Administrative Entities to Form a New Library (Marriage)

When two or more administrative entities merge into a newly formed library at least three records should exist on the file. One includes information for the new library and current year data. Additionally, at least two records must exist for the libraries that will be forming the new library.

Note: Outlet records for merged administrative entities must be dispatched. Please see the section on preparing outlet import files for details. Options for the existing outlets are:
- **Adopted by another outlet of a different parent administrative entity**
- **Closed**
- **Merged to another administrative entity**
- **Moved to another administrative entity**

New administrative entity (New AE):
- FSCSKEY = -3
- STATSTRU = 05
- LINKID is the same as the LINKID for the records (below) that are merging.
- OLDID = -3

Two (or more) administrative entities that are merging out of existence (Old AEs):
- FSCSKEY = -3
- STATSTRU = 05
- LINKID is the same as the LINKID of the New AE.
- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	05	X	-3
Old AE	-3	05	X	X
Old AE	-3	05	X	X

Example:

The Bloomfield Public Library, Aztec Public Library, and Farmington Public Library dissolved as administrative entities and formed a wholly new administrative entity under the name of the San Juan Public Library in FY 2005. This change requires four records to process. One record will contain all the information for the new San Juan Public Library along with the current year data. Each of the administrative entities that are no longer in operation must be included with the same LINKID as the new record. A new FSCSKEY must be assigned to the new library so that field is not applicable. The OLDID field is valid only for the previously existing records.

	FSCSKEY	STATSTRU	LINKID	OLDID
San Juan	-3	05	NM1	-3
Bloomfield	-3	05	NM1	NM0074
Aztec	-3	05	NM1	NM0004
Farmington	-3	05	NM1	NM0014

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

08 – Restore/Undo Was a 03 (Reopen a Closed Administrative Entity)

If a library was closed for a time and is reopening you want to keep the previously assigned FSCSKEY identification number. You can obtain a list of administrative entities that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEYs with historical code of 03 to find the correct identification number for your record.

- FSCSKEY = FSCSKEY from the list of previously closed entities
- STATSTRU = 08
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
Restored AE	X	08	-3	-3

Example:

The Old Harbor Library reopened in FY 2005 and needs to be included on the data file. Since the administrative entity existed previously we want to maintain the FSCSKEY so that needs to be entered on the record. The LINKID field is not necessary because no other records are involved. The OLDID is not needed because the record will be on the current-year file.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Old Harbor	AK0108	08	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

09 – Restore/Undo Was a 10 (Undo a Deleted Administrative Entity)

Libraries removed from the survey for other reasons than a closure can also be restored. You can obtain a list of administrative entities that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEYs with historical code of 10 to find the correct identification number for your record.

- FSCSKEY = the FSCSKEY from the list of previously deleted entities
- STATSTRU = 09
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
Restored AE	X	09	-3	-3

Example:

The Winding Rivers Library System should be included in the current year submission but was deleted previously. Since the administrative entity existed at one time the FSCSKEY should be used for the current-year file. The LINKID field is not necessary because no other records are involved. The OLDID is not needed because the record will be on the current-year file.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Winding Rivers	WI9013	09	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

10 – Delete an Incorrect Record

If a library record should not be on the survey, include a record on the file with the following information to indicate the record is no longer on the file:

- FSCSKEY = -3
- STATSTRU = 10
- LINKID = -3
- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
Deleted AE	-3	10	-3	X

Example:

The Scotia Public Library was removed from the survey. The FSCSKEY field is not applicable because the record will not be on the current-year file. There is no other record involved so the LINKID is not necessary. The OLDID field must contain the FSCSKEY from the prior year file in order to update the historical file.

The resulting record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Scotia	-3	10	-3	NE9038

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

13 – Add an Existing Administrative Entity Not Previously Reported

To add a library that is not brand new but now meets the FSCS requirements for a public library we require the following information:

- FSCSKEY = -3
- STATSTRU = 13
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	13	-3	-3

Since the FSCSKEY has not been assigned the respondent has no information to provide.
Adding a new record for a library does not involve another library so the LINKID is unnecessary.
And again, because it is a new record, the OLDID field is not needed.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

Outlet Structure Changes

Diagrams are included for each type of structure change to clearly indicate what the fields on the file should contain. The diagrams are only partial representations of the file. An 'X' means that information must be supplied for that field. If the information in that column is not needed for the change, please use '-3' to indicate not applicable.

00 – No Change from Last Year

This simply means that nothing about the outlet's structure has changed from the previous year. The only information required is the FSCSKEY, FSCS_SEQ and STATSTRU.

- FSCSKEY = the prior year FSCSKEY
- FSCS_SEQ = the prior year FSCS_SEQ
- STATSTRU = 00
- LINKID = -3
- PARENTID = -3
- OLDID is = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Outlet	X	X	00	-3	-3	-3

Example:

The Greenbrier County library operated in FY 2005 just as it did the prior year. The FSCSKEY is provided since the outlet will be included on the current-year file. No other records are involved so the LINKID is not needed. The PARENTID is not necessary since the FSCSKEY will associate the outlet with the correct administrative entity record. The OLDID field is not needed since no information is required for the historical tracking.

The resulting record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Greenbrier	WV0082	002	00	-3	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

01 –Existing Outlet Absorbs Another Outlet (Adoption)

If one or more outlets no longer function independently and now operates as part of another existing outlet, we require the following information for the records involved, i.e., you should have at least 2 records.

Outlet 'adopting' one or more outlets:
- FSCSKEY = the prior year FSCSKEY
- FSCS_SEQ = the prior year FSCS_SEQ
- STATSTRU = 01
- LINKID is the same as the LINKID of the outlet that it is being absorbed.
- PARENTID = the LIBID of the parent administrative entity
- OLDID = -3

Outlet(s) being 'adopted':
- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 01
- LINKID is the same as the LINKID of the existing outlet
- PARENTID = -3
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Adopting	X	X	01	X	-3	-3
Adopted	-3	-3	01	X	-3	X

Example:

The Ira Township Library moved its collection to the Yale Public Library and did not operate in FY 2005. Since the Yale Public Library was open a current year record should be included on the outlet file with the same FSCSKEY/FSCS_SEQ as the prior year. The LINKID is required for both outlet records to make the appropriate connection. The PARENTID is not necessary for either record. Yale has FSCSKEY value as an active outlet that associates it with the parent record and Ira Township will not be on the current-year file. The OLDID is required for Ira Township in order to make the necessary updates to the historical table.

The resulting records appear as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Yale	MI0321	011	01	MI01	-3	-3
Ira	-3	-3	01	MI01	-3	MI0321-006

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

02 – Newly Created Outlet (Birth)

When a completely new library has opened in the current year we track that as a birth. We need the following information in the following fields:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 02
- LINKID = -3
- PARENTID = LIBID of the parent administrative entity
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	-3	-3	02	-3	X	-3

Example:

The Oneida County District added a bookmobile. While the FSCSKEY exists for the parent administrative entity the sequence number (FSCS_SEQ) needs to be assigned. The LINKID is not necessary because no other record is involved. The PARENTID must be the LIBID of the parent administrative entity to determine the FSCSKEY and next available sequence number. An OLDID does not exist.

The resulting record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Oneida	-3	-3	02	-3	IDMA	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

03 – Closed   (Death)

If an outlet is closed in the current year we track the change simply with the STATSTRU = 03.
Include a record on the file with the following information:
- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 03
- LINKID = -3
- PARENTID = -3
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Closed Outlet	-3	-3	03	-3	-3	X

Example:

The Kitsap Regional Library stopped its bookmobile service. Since the bookmobile outlet will not
be on the current-year file the FSCSKEY and FSCS_SEQ fields are not needed. No other record
is involved so the LINKID is not needed. The PARENTID field is also not needed. The OLDID is
required for historical tracking.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Kitsap	-3	-3	03	-3	-3	WA0060-012

**NOTE: If you are preparing an import file, it is important to remember that you cannot
have any empty or blank fields on your file. Fill all non-applicable fields with –3.**

04 – Move Outlet to Newly Created Administrative Entity (Divorce)

If an outlet has broken away from a parent administrative entity to form its own independent library we require the following information on the outlet file:

   Note: Please see instructions for Administrative Entity Structure Changes for creating the record for the parent.

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 04
- LINKID = -3
- PARENTID = the LIBID of the administrative entity above.
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Moved Outlet	-3	-3	04	-3	X	X

Example:

The Chino Valley Public Library left the Yavapai County Library administration to form an autonomous entity. A new FSCSKEY and FSCS_SEQ must be assigned and so are not required on the record. The LINKID is not needed because there is only one record involved. The PARENTID must be the LIB ID of the parent administrative entity so that the outlet is associated with the correct parent record. The OLDID field is needed to track the historical change.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Chino Valley	-3	-3	04	-3	CHINO	AZ0146-002

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

05 – Merge Two or More Outlets to Form a New Outlet (Marriage)

When two or more outlets merge into a newly formed library you should include a record for the new library that contains the current year data as well as records for the outlets that are merging, i.e., you should have at least three records. We require the following information:

New outlet:
- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 05
- LINKID = the LINKID of the outlets that are merging.
- PARENTID = the LIBID of parent administrative entity
- OLDID = -3

Two (or more) outlets that are merging out of existence:
- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 05
- LINKID = the LINKID of the new outlet
- PARENTID = -3
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	-3	-3	05	X	X	-3
Old Outlet	-3	-3	05	X	-3	X
Old Outlet	-3	-3	05	X	-3	X

Example:

The Cimarron City Library consolidated all of its collection into a new central facility in the county. A record for the new outlet with the current-year information must be on the file and a record for each of the outlets that will be closing as a result of the merge. The FSCSKEY and FSCS_SEQ fields will be assigned. The LINKID ensures that the correct records are included in the structure change. The PARENTID is required for the new record only. The LIB ID of the administrative entity provides the association to the correct parent record. The OLDID is required for the old outlet records for historical tracking.

The records appear as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Gray County	-3	-3	05	KS1	KS0048	-3
Cimarron City 1	-3	-3	05	KS1	-3	KS0299-002
Cimarron City 2	-3	-3	05	KS1	-3	KS0299-004
Cimarron City 3	-3	-3	05	KS1	-3	KS0299-005

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

08 – Restore/Undo Was a 03 (Reopen a Closed Outlet)

If a library was closed for a time and is reopening you want to keep the previously assigned FSCSKEY/FSCS_SEQ identification number. You can obtain a list of outlets that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEY/FSCS_SEQ with historical code of '03' to find the correct identification number for your record.

- FSCSKEY = FSCSKEY from the list of previously closed entities
- FSCS_SEQ = FSCS_SEQ from the list of previously closed entities for the FSCSKEY
- STATSTRU = 08
- LINKID = -3
- PARENTID = -3
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Restored Outlet	X	X	08	-3	-3	-3

Example:

The Old Harbor library is restored on the administrative entity file and so the outlet record is also restored. The FSCSKEY and FSCS_SEQ fields are required because the record will be on the current-year file. The LINKID is not needed because no other records are involved. The PARENTID is not needed because the outlet can be associated to the parent record from the FSCSKEY field. The OLDID is also not needed.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Old Harbor	AK0108	002	08	-3	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

09 – Restore/Undo Was a 10 (Undo a Deleted Outlet)

Libraries removed from the survey for other reasons than a closure can also be restored. You can obtain a list of outlets that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEY/FSCS_SEQ with historical code of 10 to find the correct identification number for your record.

- FSCSKEY = the FSCSKEY from the list of previously deleted outlet records
- FSCS_SEQ = the FSCS_SEQ from the list of previously deleted outlets for the FSCSKEY
- STATSTRU = 09
- LINKID = -3
- PARENTID = -3
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Restored Outlet	X	X	09	-3	-3	-3

Example:

The Winding River Library System was restored to the administrative entity file and the outlet should also be restored. The FSCSKEY and FSCS_SEQ fields are required since it will be on the current-year file. The LINKID field is not necessary because no other records are involved. The PARENTID is not necessary because the FSCSKEY provides the association to the parent record. The OLDID is also not needed.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Winding River	WI9013	003	09	-3	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

10 – Delete an Incorrect Record

If a library record should not be on the survey, include a record on the file with the following information to indicate the record is no longer on the file:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 10
- LINKID = -3
- PARENTID = -3
- OLDID = the prior year FSCSKEY/FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Deleted Outlet	-3	-3	10	-3	-3	X

Example:

The Scotia Public Library was removed from the survey. The FSCSKEY and FSCS_SEQ fields are not applicable because the record will not be on the current-year file. There is no other record involved so the LINKID is not necessary. The OLDID field must contain the FSCSKEY/FSCS_SEQ from the prior year file in order to update the historical file.

The resulting record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Scotia	-3	-3	10	-3	-3	NE9038-001

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

11 – Outlet Moves to Different Previously Existing Administrative Entity

If an outlet comes under the jurisdiction of another administrative entity that currently exists we require the following information:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 11
- LINKID = -3
- PARENTID = the LIBID of the parent administrative entity the outlet is moving
- OLDID = the prior year FSCSKEY-FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Moved Outlet	-3	-3	11	-3	X	X

Example:

Going back to the merge example for administrative entities where the Bloomfield, Aztec, and Farmington Public libraries merged to form a county library we need to resolve the outlets. For simplicity we'll say that all of the outlets will be operating under the newly created administrative entity called San Juan Public Library. The FSCSKEY and FSCS_SEQ fields will be assigned by the application. The LINKID is not necessary because even though there are several records they are processed independently in this structure change. The PARENTID is the LIB ID of the new San Juan Public Library so that the outlets can be associated with the correct parent record. The OLDID field is necessary for historical tracking.

The records appear as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Bloomfield	-3	-3	11	-3	SANJUAN	NM0074-002
Aztec	-3	-3	11	-3	SANJUAN	NM0004-002
Farmington	-3	-3	11	-3	SANJUAN	NM0014-002
Shiprock	-3	-3	11	-3	SANJUAN	NM0014-005

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

13 – Add an Existing Outlet Not Previously Reported

To add an outlet that is not brand new but now meets the FSCS definition for a public library, we require the following information:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 13
- LINKID = -3
- PARENTID = the LIBID of the parent administrative entity
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	-3	-3	13	-3	103-445	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.