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**NATIONAL CENTER FOR EDUCATION STATISTICS**

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**E. D. TABS**

**APRIL 1996**

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**FEDERAL LIBRARIES AND INFORMATION  
CENTERS IN THE UNITED STATES: 1994**

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U.S. Department of Education  
Office of Education Research and Improvement NCES 96-XXX

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STATISTICS**

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CENTERS IN THE UNITED STATES: 1994**

A Report Prepared for  
the National Center for Education Statistics  
by the Governments Division, Bureau of the Census

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U.S. Department of Education  
Office of Education Research and Improvement    NCES 96-XXX

**U.S. Department of Education**

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*Secretary*

**Office of Educational Research and Improvement**

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**National Center for Education Statistics**

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**National Center for Education Statistics**

The survey was conducted with the Center's mission "to collect current, up-to-date detailed data on library and information services in the Federal Government...", (The United States Code, Title 20).

April 1996

**Contact:**

For more information about obtaining the report and data files through Internet, Government Printing Office (GPO), .....

## Highlights

- In 1994, 1,234 Federal libraries and information centers were identified in the 50 states and the District of Columbia (Table 1).
- Of the 1,234 Federal libraries and information centers identified, 1,161 were survey respondents (Table 1).
- Library/Information Center users (clientele) were most often described as agency staff (81.5 percent), other Federal staff (61.9 percent), and targeted populations (59.5 percent) (Table 5).
- Of respondents, 40.0 percent reported the general public among major clientele (Table 5), and 52.7 percent reported that services are available to the general public (Table 6).
- Of respondents, 85.0 percent reported numbers of book volumes in print, 16.3 percent reported microform book volume equivalents, and 16.4 percent reported book volume equivalents in electronic format (Table 7).
- Volumes in book print collection of less than 25,000 were reported by 68.9 percent of respondents, with 1.5 percent reporting none (derived from Table 8).
- Of the responding Federal libraries and information centers, 95.8 percent reported that reference services are provided by staff, 20.6 percent reported by parent or other government agency library, and 15.6 percent reported contracted services (Table 9).
- On-line searches per typical week were reported by 68.0 percent of respondents, CD-ROM searches by 55.4 percent, OPAC (on-line public access catalog) and other in-house database searches by 25.8 percent, and Internet searches by 24.2 percent (Table 10).
- Of respondents, 51.4 percent reported providing Selective Dissemination of Information service, 38.4 percent reported preparing published bibliographies, 34 percent reported producing other publications, and 17.4 percent reported producing on-line or CD-ROM databases (derived from Table 13).
- Of a variety of technical functions, cataloging was automated or under development in the highest percentage of respondents (70.3 percent) (Table 14).
- As to technologies available, 84 percent of respondents reported FAX , 78.6 percent reported E-mail, 76.2 percent reported CD-ROM, 61.3 percent reported Local Area Network, and 55.1 percent reported Internet available (Table 15).
- Contract staff on site was reported by 18.8 percent of respondents (Table 16).
- Of respondents, 47.3 percent reported less than three total full-time equivalent (FTE) staff including contract staff on site (derived from Table 17).
- Finally, 42.7 percent of respondents reported having undertaken or developed preservation activities (derived from Table 18).

## ACKNOWLEDGMENTS

The collection and publication of a census of this magnitude has been a team effort. It would not have been accomplished without the support of the Federal information service personnel who provided data; the Executive Director and staff of the Federal Library and Information Center Committee (FLICC), Library of Congress; and the FLICC Survey Working Group and its task forces. FLICC works on behalf of Federal libraries and information centers around the world to achieve better utilization of resources and facilities through professional development, promotion of services, and resource sharing.

Thanks to the FLICC Survey Working Group (SWG) members who led the effort during the time frame these data were collected and processed. Past and present members are:

### Department of Agriculture

National Agricultural Library

Janice Kemp, 1991 - 1995

Maria Pisa, 1992 - 1996

Jerry Rafats, 1991

### Department of Commerce

Bureau of the Census

Theresa Brashears, 1994 - 1995

Patricia Garner (Census Project Officer), 1992 - 1995

National Institute of Standards and Technology

Marvin Bond, Office of Information Services, 1991 - 1995; Volunteer (retired), 1995 - 1996

### Department of Defense

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Department of the Army

Kathy Earnest, Pentagon Library, 1991 - 1993

Tracy Landfried, Ordnance Center and School Library, 1993 - 1996

Lee Porter, Community and Family Support Center, 1991 - 1992

Department of the Navy

Laurie Stackpole, Naval Research Laboratory, Ruth H. Hooker Technical Library, 1991 - 1996

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Elizabeth Gerald, 1994

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Carrol Kindel (NCES Project Officer for the survey), 1991 - 1995

Roslyn Korb (NCES Project Officer for special products), 1995 - 1996

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National Library of Medicine (NIH)

Ronald Gordner, 1991 - 1996

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Peter Galley, 1991 - 1992

Mary Levering (FLICC Executive Director), 1991 - 1993

Louis Mortimer (FLICC Acting Executive Director), 1994

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Carolyn Sung, 1991 - 1992

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Elizabeth Yeates (Chair, SWG), Office of the Secretary of the Commission, Public Documents Branch, 1991 - 1996

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Sheila Riley, Smithsonian Institution Libraries, 1992 - 1996

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Department of the Interior, National Biological Service: Ell-Piret Multer

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National Gallery of Art, Library: Lamia Doumato

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## **Introduction**

This report is based on information from the Federal Libraries and Information Centers Survey, FY 1994. This survey was conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education with additional support from the Federal Library and Information Center Committee of the Library of Congress. The Bureau of the Census acted as collecting agent for NCES. The data in this report come from the Federal libraries and information centers that meet certain criteria (see page 2 of the form), which includes having at least one paid part-time or full-time principal staff person. At the national level, 94.1 percent of the libraries and information centers responded. Data were not imputed for nonrespondents. Caution should be exercised when using estimates with lower response rates. Data were suppressed in the tables per NCES statistical standard when the total response rate was less than 70 percent. Total response equals unit response rate multiplied by item response rate. Response columns on each table represent both unit and item unit response. See Table 1 for the number and percent of responding Federal libraries and information centers by governmental organization.

The tables in this publication summarize staffing, collections, service per typical week, automation, technology, and preservation for Federal libraries and information centers in the 50 states and District of Columbia; excluding elementary and secondary school libraries (see Methodology section for more detail). The requests and searches service data are per typical week FY 1994; whereas, the remainder of the data are annual FY 1994. FY 1994 is defined as the most recent complete fiscal year that ended prior to October 1, 1994.

The Federal Libraries and Information Centers Survey updates the Federal library statistics last collected in 1978. The survey will also help establish a current national profile of Federal libraries and information centers.

# TABLES

## Methodology

**Background.** The Federal Libraries and Information Centers Survey is the sixth Federal library survey, the first since 1978, and the first to include information centers. Since 1991, the Federal Library and Information Center Committee (FLICC) and its Survey Working Group worked to develop the survey in cooperation with the National Center for Education Statistics (NCES) and the Bureau of the Census, the survey collection agent. Major projects involved in developing the survey instrument and defining the universe included dissemination of a survey pretest to a sample of 200 facilities in the fall of 1993, the mailing of a locator questionnaire to 3,000 facilities in the spring of 1994 to determine universe eligibility, revision of the survey instrument based on the pretest, and dissemination of a second pretest to a sample of 50 facilities in the fall of 1994.

A variety of sources were searched to develop the initial universe list of approximately 3,200 facilities used as the basis for the locator questionnaire mailing. The primary source lists are the Oryx Directory of Federal Libraries and the Federal Library and Information Network (FEDLINK) mailing list. Additional source lists include the Federal Health Care Libraries Directory, the U.S. Department of Navy Libraries list, a list of Government Agencies with Public Document Rooms, the Department of Defense (DOD) schools list, the Air Force Library and Information System Address list, and the U.S. Government Manual.

The final universe excludes approximately 800 facilities that are overseas (United States Information Service (USIS) and DOD) and/or elementary and secondary school libraries (DOD and Bureau of Indian Affairs). The overseas facilities were removed because of logistical problems in data collection. The elementary and secondary school libraries were excluded, since they have a different mission and function than most Federal libraries and to reduce reporting burden. NCES conducts a separate survey of School Library Media Centers and

Library Media Center Specialists which includes these schools.

In addition, approximately another 800 facilities were eliminated from the initial universe for any of the following reasons: out-of-scope of the survey definitions, combined with another facility, duplicated other facilities in the universe, or facility closed.

**Scope.** The Federal Libraries and Information Centers survey was mailed to 1,571 facilities in the United States in January 1995.

Of the 1,571 facilities, 337 facilities were excluded from the survey because they were not Federal libraries or information centers as defined by the survey. For the purposes of this survey, a library is defined as an organization that includes among its functions the following: selection, acquisition, organization, preservation, retrieval, and provision of access to information resources. An information center is defined as an organization that performs the function of linking requestors with appropriate information resources through established mechanisms, such as database searching, providing referrals, answering specific questions, or by other means. Facilities were included in the survey which (a) are either a library or an information center as defined above (not a public affairs office, an agency locator service, a records management facility, a publications distribution facility, or a computer center), (b) are staffed with at least one paid part-time or full-time librarian, technical information specialist, library technician, archivist, or other trained person whose principal function is to assist others in meeting their information needs, (c) are considered to be a Federal Government operation or receiving a majority (at least half) of its funding from Federal appropriations, and (d) support the information needs of a Federal agency or supply information as part of the agency's mission. Thus there were 1,234 Federal libraries and information centers in the 50 states and District of Columbia.

Note in Table 2 and in the 'A' tables (by type of library/information center) that the National libraries includes National Archives and Records Administration branch libraries/information centers.

**Data Collection.** Due date for return of questionnaires was March 3, 1995, but response was slow, with only 35 percent response by the due date. Repeated telephone reminders, additional mailings, and special appeals by the FLICC members had increased response to 73 percent by June 16. Because of the need to raise survey response to an acceptable level, an additional letter mailing with questionnaires was followed by an intensive telephone follow-up operation. Additional questionnaires were sent by fax and returns were encouraged by fax instead of mail. Follow-up efforts were closed out the end of August and brought final response by September 1 to 94 percent. Table 1 provides more information on unit response rate.

**Editing.** The data were manually edited before keying for reporting errors, such as more than one box marked for items allowing only one answer. dBASE computer programs included many edit checks and provided edit warning/error reports after the data were keyed. Examples of these edit checks are listed below:

1. 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 CD-ROM searches were reported, the program would expect CD-ROM technology available to be reported. If CD-ROM technology available is blank, the record is listed on the edit report as a possible error. Another example is if the number of contract staff is equal to the sum of other employees, the record is listed as a possible error.
2. Numeric checks--Numeric data were listed by size and data checks were established based on pretest data to verify the largest data values. For example, if total staff equals zero or is greater than 99, the record is listed as a possible error. One problem requiring

special follow-up by Census Bureau staff involved libraries/information centers reporting reference requests and searches on an annual or other basis instead of weekly. A sample of all cases was called to evaluate the extent of the problem. Based on the sample findings, all of the largest values were verified since they were most often incorrect.

*(NOTE: Approximately 10 percent of the requests and searches data required corrections. Caution should be exercised in using these data since only a sample of the lower values were verified.)*

When possible errors were identified by the edit checks, Bureau of the Census personnel contacted the facility to resolve the problem.

**Abbreviations.** The following abbreviations for governmental organizations are used throughout the tables:

HHS - Department of Health and Human Services  
HUD - Department of Housing and Urban Development  
EPA - Environmental Protection Agency  
NASA - National Aeronautics and Space Administration

Table 1.--Number and percent of responding libraries/  
information centers by governmental organization:  
Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers	Units responding	Unit response rate
All Libraries/ Information Centers	1,234	1,161	94.1
Judicial Branch	21	20	95.2
Legislative Branch	15	12	80.0
Executive Branch			
Civilian Departments			
Agriculture	27	26	96.3
Commerce	52	51	98.1
Education	5	5	100.0
Energy	37	36	97.3
HHS	50	45	90.0
HUD	4	4	100.0
Interior	93	86	92.5
Justice	26	23	88.5
Labor	9	8	88.9
State	4	3	75.0
Transportation	13	13	100.0
Treasury	10	10	100.0
Veterans Affairs	163	150	92.0
Other Civilian	1	1	100.0
Military Departments			
Air Force	138	132	95.7
Army	216	208	96.3
Navy	144	137	95.1
Other Defense	54	49	90.7
Independent Agencies			
EPA	32	29	90.6
NASA	15	15	100.0
National Archives and Records Admin	26	24	92.3
Smithsonian	7	7	100.0
Other Independent	72	67	93.1

- Notes: 1. Unit response rate is the percentage of libraries/  
information centers that provided data for any of  
the data items.
2. The universe of 1,234 libraries/information centers  
does not include overseas facilities or elementary  
and secondary school libraries. See Methodology  
Background for explanation.

Source: U.S. Department of Education, National Center for  
Education Statistics, Federal Libraries and  
Information Centers Survey, Fiscal Year 1994.

Table 3.--Percentage distribution of Federal libraries/information centers by type of reporting entity, and by governmental organization: Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers	Type of reporting entity			Response rate
		Autonomous	central/main	Branch or nonautonomous	
----- Percentage distribution -----					
All Libraries/Information Centers	1,234	72.3	15.6	12.1	93.9
Judicial Branch	21	50.0	45.0	5.0	95.2
Legislative Branch	15	75.0	8.3	16.7	80.0
Executive Branch					
Civilian Departments					
Agriculture	27	92.3	3.8	3.8	96.3
Commerce	52	54.9	3.9	41.2	98.1
Education	5	60.0	20.0	20.0	100.0
Energy	37	75.0	19.4	5.6	97.3
HHS	50	82.2	13.3	4.4	90.0
HUD	4	25.0	25.0	50.0	100.0
Interior	93	70.9	16.3	12.8	92.5
Justice	26	52.2	47.8	-	88.5
Labor	9	25.0	50.0	25.0	88.9
State	4	66.7	33.3	-	75.0
Transportation	13	76.9	15.4	7.7	100.0
Treasury	10	80.0	20.0	-	100.0
Veterans Affairs	163	84.7	9.3	6.0	92.0
Other Civilian	1	100.0	-	-	100.0
Military Departments					
Air Force	138	79.5	11.4	9.1	95.7
Army	216	74.9	14.0	11.1	95.8
Navy	144	78.8	12.4	8.8	95.1
Other Defense	54	63.3	28.6	8.2	90.7
Independent Agencies					
EPA	32	55.2	20.7	24.1	90.6
NASA	15	60.0	20.0	20.0	100.0
National Archives and Records Admin	26	4.2	8.3	87.5	92.3
Smithsonian	7	57.1	28.6	14.3	100.0
Other Independent	72	71.2	25.8	3.0	91.7

- Notes: 1. Percentage distribution is based on libraries/information centers that reported type of reporting entity. Percentages may not sum to 100 due to rounding.  
2. Response rate is the percentage of libraries/information centers that reported type of reporting entity.  
3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.



Table 4.--Percentage distribution of Federal libraries/information centers by type of organizational component to which entity reports, and by governmental organization: Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers	Type of organizational component to which entity reports							
		Library/information center	Administrative	Computer technology/information resources management	Education	Legal	Research/technical	Other	Response rate
All Libraries/Information Centers	1,234	31.2	32.1	7.0	8.5	5.8	14.7	.8	93.8
Judicial Branch	21	5.0	10.0	-	-	80.0	-	5.0	95.2
Legislative Branch	15	16.7	33.3	33.3	-	-	8.3	8.3	80.0
Executive Branch									
Civilian Departments									
Agriculture	27	23.1	30.8	3.8	-	3.8	38.5	-	96.3
Commerce	52	45.1	23.5	2.0	-	2.0	25.5	2.0	98.1
Education	5	40.0	20.0	-	20.0	-	20.0	-	100.0
Energy	37	19.4	36.1	22.2	-	5.6	13.9	2.8	97.3
HHS	50	26.7	31.1	6.7	6.7	2.2	20.0	6.7	90.0
HUD	4	25.0	50.0	-	-	25.0	-	-	100.0
Interior	93	27.9	25.6	2.3	9.3	1.2	33.7	-	92.5
Justice	26	8.7	30.4	4.3	-	56.5	-	-	88.5
Labor	9	12.5	37.5	-	12.5	-	37.5	-	88.9
State	4	66.7	-	33.3	-	-	-	-	75.0
Transportation	13	23.1	30.8	15.4	7.7	-	23.1	-	100.0
Treasury	10	22.2	44.4	11.1	-	11.1	11.1	-	90.0
Veterans Affairs	163	38.0	34.7	.7	21.3	-	5.3	-	92.0
Other Civilian	1	-	100.0	-	-	-	-	-	100.0
Military Departments									
Air Force	138	46.2	35.6	.8	9.1	-	8.3	-	95.7
Army	216	29.5	31.4	14.0	5.8	6.3	12.6	.5	95.8
Navy	144	30.9	30.1	4.4	14.0	.7	19.1	.7	94.4
Other Defense	54	38.8	30.6	2.0	12.2	4.1	12.2	-	90.7
Independent Agencies									
EPA	32	17.2	24.1	34.5	-	3.4	20.7	-	90.6
NASA	15	33.3	33.3	13.3	-	-	20.0	-	100.0
National Archives and Records Admin	26	4.2	95.8	-	-	-	-	-	92.3
Smithsonian	7	14.3	28.6	-	-	-	57.1	-	100.0
Other Independent	72	31.3	26.9	10.4	4.5	19.4	7.5	-	93.1

Notes: 1. Percentage distribution is based on libraries/information centers that reported type of organizational component. Percentages may not sum to 100 due to rounding.  
 2. Response rate is the percentage of libraries/information centers that reported type of organizational component.  
 3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 2.--Percentage distribution of Federal libraries/information centers by type of library, and by governmental organization: Fiscal year 1994

Governmental organization	Number of libraries/information centers	Type of library												Response rate
		National	Presidential	Multi-type	Science	Medical	Law	Special	General	Patient	Penal	Academic	Technical	
		Percentage distribution												
All Libraries/Information Centers	1,234	1.7	.8	4.6	19.3	22.0	7.8	19.2	15.9	2.1	.2	3.6	2.8	94.1
Judicial Branch	21	-	-	-	-	-	100.0	-	-	-	-	-	-	95.2
Legislative Branch	15	8.3	-	16.7	-	-	8.3	66.7	-	-	-	-	-	80.0
Executive Branch														
Civilian Departments														
Agriculture	27	3.8	-	3.8	46.2	3.8	3.8	34.6	3.8	-	-	-	-	96.3
Commerce	52	2.0	-	3.9	47.1	-	2.0	35.3	7.8	-	-	2.0	-	98.1
Education	5	20.0	-	-	-	-	-	40.0	-	-	-	40.0	-	100.0
Energy	37	-	-	8.3	61.1	5.6	8.3	13.9	-	-	-	-	2.8	97.3
HHS	50	2.2	-	4.4	-	68.9	2.2	15.6	2.2	2.2	-	-	2.2	90.0
HUD	4	-	-	-	-	-	25.0	75.0	-	-	-	-	-	100.0
Interior	93	-	-	3.5	30.2	-	1.2	52.3	9.3	-	-	3.5	-	92.5
Justice	26	-	-	-	4.3	-	82.6	13.0	-	-	-	-	-	88.5
Labor	9	-	-	12.5	25.0	-	-	37.5	12.5	-	-	-	12.5	88.9
State	4	-	-	-	-	-	33.3	33.3	-	-	-	-	33.3	75.0
Transportation	13	-	-	-	30.8	7.7	-	23.1	15.4	-	-	15.4	7.7	100.0
Treasury	10	-	-	10.0	10.0	-	10.0	60.0	10.0	-	-	-	-	100.0
Veterans Affairs	163	-	-	4.7	-	82.7	.7	1.3	-	10.7	-	-	-	92.0
Other Civilian	1	-	-	-	-	-	-	100.0	-	-	-	-	-	100.0
Military Departments														
Air Force	138	-	-	6.8	9.8	25.8	-	6.1	42.4	2.3	-	5.3	1.5	95.7
Army	216	-	-	3.8	24.0	16.3	5.3	10.6	26.9	1.4	.5	7.2	3.8	96.3
Navy	144	-	-	3.6	22.6	16.8	1.5	13.9	27.0	.7	.7	3.6	9.5	95.1
Other Defense	54	-	-	6.1	6.1	8.2	4.1	26.5	34.7	-	-	6.1	8.2	90.7
Independent Agencies														
EPA	32	-	-	3.4	51.7	3.4	3.4	37.9	-	-	-	-	-	90.6
NASA	15	-	-	6.7	80.0	-	-	13.3	-	-	-	-	-	100.0
National Archives and Records Admin	26	62.5	37.5	-	-	-	-	-	-	-	-	-	-	92.3
Smithsonian	7	-	-	-	-	-	-	71.4	-	-	-	28.6	-	100.0
Other Independent	72	-	-	6.0	11.9	1.5	34.3	40.3	1.5	-	-	3.0	1.5	93.1

- Notes: 1. Percentage distribution is based on libraries/information centers that reported type of library. Percentages may not sum to 100 due to rounding.  
 2. Response rate is the percentage of libraries/information centers that reported type of library.  
 3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 5.--Percentage of Federal libraries/information centers by type of users (clientele), and by governmental organization: Fiscal year 1994

Governmental organization	Type of users (clientele)								
	Number of libraries/information centers	Agency staff	Other Federal staff	Other government	Targeted populations	General public	Commercial entities	Other	Response rate
All Libraries/Information Centers	1,234	81.5	61.9	38.4	59.5	40.0	24.7	.3	93.9
Judicial Branch	21	90.0	85.0	50.0	60.0	60.0	10.0	-	95.2
Legislative Branch	15	100.0	41.7	25.0	16.7	50.0	33.3	-	80.0
Executive Branch									
Civilian Departments									
Agriculture	27	84.6	88.5	69.2	53.8	57.7	53.8	-	96.3
Commerce	52	90.2	82.4	78.4	49.0	78.4	74.5	-	98.1
Education	5	40.0	40.0	40.0	80.0	80.0	40.0	-	100.0
Energy	37	77.8	47.2	38.9	38.9	30.6	41.7	-	97.3
HHS	50	86.7	68.9	53.3	68.9	57.8	33.3	-	90.0
HUD	4	100.0	75.0	75.0	25.0	100.0	25.0	-	100.0
Interior	93	97.7	73.3	62.8	43.0	81.4	39.5	-	92.5
Justice	26	87.0	87.0	39.1	13.0	17.4	4.3	-	88.5
Labor	9	100.0	75.0	62.5	25.0	75.0	62.5	-	88.9
State	4	66.7	66.7	-	33.3	33.3	-	-	75.0
Transportation	13	61.5	53.8	46.2	61.5	69.2	30.8	-	100.0
Treasury	10	100.0	100.0	40.0	50.0	70.0	50.0	-	100.0
Veterans Affairs	163	88.7	46.7	31.3	86.7	36.0	6.7	-	92.0
Other Civilian	1	100.0	100.0	-	100.0	-	-	-	100.0
Military Departments									
Air Force	138	62.9	53.0	22.0	78.0	18.2	9.1	.8	95.7
Army	216	75.7	54.9	26.2	56.8	21.8	15.5	-	95.4
Navy	144	73.0	54.0	22.6	56.2	18.2	12.4	-	95.1
Other Defense	54	81.6	63.3	16.3	65.3	6.1	10.2	-	90.7
Independent Agencies									
EPA	32	96.6	79.3	82.8	37.9	82.8	72.4	3.4	90.6
NASA	15	86.7	46.7	26.7	20.0	20.0	40.0	-	100.0
National Archives and Records Admin	26	75.0	91.7	79.2	91.7	100.0	70.8	4.2	92.3
Smithsonian	7	100.0	85.7	42.9	42.9	85.7	57.1	-	100.0
Other Independent	72	94.0	79.1	50.7	47.8	61.2	32.8	-	93.1

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of users.  
 2. Response rate is the percentage of libraries/information centers that reported type of users.  
 3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 6.--Percentage of Federal libraries/information centers that serve as a government depository and the percentage with services available to the general public, and by governmental organization: Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers	Government depository service				Services to the general public			
		Total	Full service	Selective	Not available	Response rate	Available	Not available	Response rate
All Libraries/ Information Centers	1,234	11.8	.9	10.8	88.2	93.3	52.7	47.3	93.7
Judicial Branch	21	65.0	-	60.0	35.0	95.2	60.0	40.0	95.2
Legislative Branch	15	33.3	8.3	25.0	66.7	80.0	50.0	50.0	80.0
Executive Branch									
Civilian Departments									
Agriculture	27	19.2	-	19.2	80.8	96.3	76.0	24.0	92.6
Commerce	52	9.8	-	9.8	90.2	98.1	90.2	9.8	98.1
Education	5	20.0	-	20.0	80.0	100.0	100.0	-	100.0
Energy	37	8.6	-	8.6	91.4	94.6	44.4	55.6	97.3
HHS	50	4.5	-	4.5	95.5	88.0	75.6	24.4	90.0
HUD	4	50.0	-	50.0	50.0	100.0	100.0	-	100.0
Interior	93	22.6	-	21.4	77.4	90.3	95.3	4.7	92.5
Justice	26	9.1	-	9.1	90.9	84.6	26.1	73.9	88.5
Labor	9	12.5	-	12.5	87.5	88.9	100.0	-	88.9
State	4	66.7	-	66.7	33.3	75.0	66.7	33.3	75.0
Transportation	13	23.1	7.7	15.4	76.9	100.0	69.2	30.8	100.0
Treasury	10	20.0	-	20.0	80.0	100.0	40.0	60.0	100.0
Veterans Affairs	163	2.7	-	2.7	97.3	92.0	61.2	38.8	90.2
Other Civilian	1	100.0	-	100.0	-	100.0	-	100.0	100.0
Military Departments									
Air Force	138	3.1	-	3.1	96.9	94.9	25.8	74.2	95.7
Army	216	4.4	-	4.4	95.6	95.4	39.4	60.6	96.3
Navy	144	13.3	1.5	11.9	86.7	93.8	15.3	84.7	95.1
Other Defense	54	12.2	2.0	10.2	87.8	90.7	18.8	81.3	88.9
Independent Agencies									
EPA	32	10.3	-	10.3	89.7	90.6	93.1	6.9	90.6
NASA	15	20.0	-	20.0	80.0	100.0	73.3	26.7	100.0
National Archives and Records Admin	26	29.2	8.3	20.8	70.8	92.3	100.0	-	92.3
Smithsonian	7	-	-	-	100.0	100.0	85.7	14.3	100.0
Other Independent	72	25.4	4.5	20.9	74.6	93.1	77.6	22.4	93.1

Notes: 1. Response rate is the percentage of libraries/information centers for which the specific item was reported.  
2. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 7.--Percentage of Federal libraries/information centers by collection formats, and by governmental organization: Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers			Book volumes			Periodical Volumes			Current subscriptions		
	Centers	Print	Micro-	Elec-	Print	Micro-	Elec-	Print	Micro-	Elec-		
All Libraries/ Information Centers	1,234	85.0	16.3	16.4	63.3	25.8	9.6	88.4	18.5	20.5		
Judicial Branch	21	100.0	42.1	31.6	63.2	31.6	10.5	94.7	21.1	10.5		
Legislative Branch	15	--	--	--	--	--	--	--	--	--		
Executive Branch												
Civilian Departments												
Agriculture	27	69.6	30.4	13.0	39.1	13.0	21.7	82.6	8.7	30.4		
Commerce	52	78.3	15.2	17.4	58.7	15.2	8.7	78.3	10.9	15.2		
Education	5	100.0	60.0	40.0	80.0	40.0	40.0	100.0	40.0	20.0		
Energy	37	82.4	8.8	14.7	55.9	14.7	8.8	79.4	14.7	29.4		
HHS	50	75.6	14.6	19.5	63.4	24.4	7.3	90.2	22.0	24.4		
HUD	4	100.0	25.0	-	25.0	25.0	25.0	75.0	25.0	25.0		
Interior	93	91.5	32.9	13.4	70.7	15.9	3.7	89.0	8.5	14.6		
Justice	26	90.5	19.0	19.0	71.4	9.5	4.8	85.7	4.8	-		
Labor	9	75.0	25.0	12.5	75.0	-	-	62.5	25.0	37.5		
State	4	100.0	33.3	33.3	100.0	66.7	66.7	100.0	33.3	66.7		
Transportation	13	100.0	33.3	8.3	75.0	8.3	8.3	91.7	16.7	25.0		
Treasury	10	77.8	11.1	-	77.8	55.6	22.2	77.8	11.1	11.1		
Veterans Affairs	163	72.6	4.1	14.4	58.9	41.8	6.2	95.2	26.0	24.0		
Other Civilian	1	100.0	-	-	100.0	-	-	100.0	100.0	100.0		
Military Departments												
Air Force	138	86.8	13.2	17.1	53.5	25.6	10.1	93.0	19.4	25.6		
Army	216	94.1	17.3	15.3	74.3	35.1	12.9	94.6	21.8	20.3		
Navy	144	87.6	14.7	16.3	69.0	16.3	7.8	89.1	13.2	11.6		
Other Defense	54	87.2	19.1	23.4	59.6	31.9	17.0	87.2	19.1	27.7		
Independent Agencies												
EPA	32	79.3	10.3	10.3	58.6	10.3	10.3	82.8	17.2	31.0		
NASA	15	93.3	6.7	13.3	86.7	40.0	13.3	93.3	40.0	33.3		
National Archives and Records Admin	26	59.1	13.6	4.5	36.4	9.1	-	45.5	-	4.5		
Smithsonian	7	83.3	16.7	16.7	33.3	33.3	-	83.3	16.7	-		
Other Independent	72	81.5	16.9	26.2	56.9	21.5	6.2	76.9	21.5	16.9		

See footnotes at end of table.

Table 7.--Percentage of Federal libraries/information centers by collection formats, and by governmental organization: Fiscal year 1994--Continued

Governmental organization	Number of: Government documents		Other Materials				Special format		Response rate		
	libraries/information centers	Federal	Micro-Print	Elec-tronic form	Micro-Print	Elec-tronic form	Audio-visual materials	Elec-tronic			
All Libraries/Information Centers	1,234	39.3	15.5	5.7	27.9	5.9	3.5	64.7	14.3	1.7	89.8
Judicial Branch	21	57.9	15.8	15.8	10.5	5.3	-	36.8	-	-	90.5
Legislative Branch	15	--	--	--	--	--	--	--	--	--	66.7
Executive Branch											
Civilian Departments											
Agriculture	27	17.4	-	8.7	17.4	-	-	47.8	4.3	-	85.2
Commerce	52	41.3	13.0	13.0	43.5	10.9	13.0	43.5	2.2	2.2	88.5
Education	5	60.0	20.0	-	40.0	-	20.0	80.0	40.0	-	100.0
Energy	37	76.5	52.9	5.9	44.1	5.9	2.9	50.0	-	2.9	91.9
HHS	50	43.9	9.8	2.4	29.3	4.9	-	51.2	9.8	-	82.0
HUD	4	50.0	-	-	25.0	-	-	50.0	25.0	-	100.0
Interior	93	43.9	13.4	3.7	61.0	14.6	6.1	76.8	8.5	-	88.2
Justice	26	52.4	-	-	28.6	9.5	4.8	38.1	-	4.8	80.8
Labor	9	50.0	12.5	12.5	12.5	12.5	12.5	12.5	-	-	88.9
State	4	33.3	-	33.3	66.7	-	-	66.7	-	-	75.0
Transportation	13	75.0	16.7	-	25.0	16.7	8.3	41.7	-	-	92.3
Treasury	10	11.1	11.1	-	33.3	-	-	77.8	11.1	-	90.0
Veterans Affairs	163	21.9	4.8	2.1	9.6	-	.7	94.5	48.6	4.1	89.6
Other Civilian	1	-	-	-	-	-	-	-	-	-	100.0
Military Departments											
Air Force	138	24.8	10.1	2.3	18.6	3.1	3.1	82.9	14.0	.8	93.5
Army	216	42.6	18.8	3.5	27.2	5.4	2.0	68.3	11.4	1.5	93.5
Navy	144	39.5	18.6	8.5	23.3	1.6	5.4	54.3	12.4	1.6	89.6
Other Defense	54	40.4	14.9	10.6	34.0	4.3	4.3	61.7	14.9	6.4	87.0
Independent Agencies											
EPA	32	79.3	41.4	17.2	51.7	13.8	3.4	55.2	6.9	-	90.6
NASA	15	66.7	46.7	6.7	13.3	-	-	73.3	-	-	100.0
National Archives and Records Admin	26	27.3	13.6	4.5	54.5	50.0	4.5	36.4	-	-	84.6
Smithsonian	7	-	-	-	50.0	33.3	-	66.7	-	16.7	85.7
Other Independent	72	40.0	18.5	7.7	21.5	3.1	3.1	35.4	3.1	-	90.3

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of collections.  
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the collections item.  
 3. "-" represents zero.  
 4. "--" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 8.--Percentage distribution of Federal libraries/information centers by size of book print collection (volumes), and by governmental organization: Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers	Size of book print collection (volumes)						Response rate
		0 to 4,999	5,000 to 24,999	25,000 to 49,999	50,000 to 999,999	1,000,000 or more		
-----								
		Percentage distribution						
All Libraries/ Information Centers	1,234	1.5	31.0	36.4	17.1	13.6	.5	77.5
Judicial Branch	21	-	-	31.6	15.8	52.6	-	90.5
Legislative Branch	15	--	--	--	--	--	--	66.7
Executive Branch								
Civilian Departments								
Agriculture	27	--	--	--	--	--	--	59.3
Commerce	52	--	--	--	--	--	--	69.2
Education	5	-	60.0	-	-	40.0	-	100.0
Energy	37	-	28.6	32.1	14.3	25.0	-	75.7
HHS	50	--	--	--	--	--	--	68.0
HUD	4	-	75.0	-	-	25.0	-	100.0
Interior	93	1.3	46.1	36.8	10.5	5.3	-	81.7
Justice	26	-	5.3	57.9	26.3	10.5	-	73.1
Labor	9	--	--	--	--	--	--	66.7
State	4	-	-	33.3	33.3	33.3	-	75.0
Transportation	13	-	16.7	33.3	16.7	33.3	-	92.3
Treasury	10	12.5	25.0	-	37.5	25.0	-	80.0
Veterans Affairs	163	--	--	--	--	--	--	66.3
Other Civilian	1	-	-	-	-	100.0	-	100.0
Military Departments								
Air Force	138	4.3	23.9	20.5	39.3	12.0	-	84.8
Army	216	-	20.0	42.6	20.0	17.4	-	88.0
Navy	144	.9	30.7	43.0	18.4	7.0	-	79.2
Other Defense	54	-	19.5	43.9	17.1	19.5	-	75.9
Independent Agencies								
EPA	32	-	60.9	30.4	8.7	-	-	71.9
NASA	15	-	14.3	28.6	28.6	28.6	-	93.3
National Archives and Records Admin	26	--	--	--	--	--	--	50.0
Smithsonian	7	-	-	-	20.0	60.0	20.0	71.4
Other Independent	72	1.9	16.7	46.3	13.0	22.2	-	75.0

- Notes: 1. Percentage distribution is based on the libraries/information centers that reported values of zero or greater for the book volume print category of the collections item.  
2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the collections item.  
3. "--" represents zero.  
4. "---" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 9.--Percentage of Federal libraries/information centers by ways reference services are provided, and by governmental organization: Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers	Ways reference services are provided					Response rate
		By staff	Contracted Services	By parent or other government agency library	Other	None	
All Libraries/ Information Centers	1,234	95.8	15.6	20.6	4.0	.3	93.6
Judicial Branch	21	100.0	5.3	21.1	5.3	-	90.5
Legislative Branch	15	100.0	-	25.0	8.3	-	80.0
Executive Branch							
Civilian Departments							
Agriculture	27	96.2	7.7	42.3	3.8	3.8	96.3
Commerce	52	98.0	19.6	27.5	3.9	-	98.1
Education	5	100.0	20.0	20.0	-	-	100.0
Energy	37	91.7	27.8	11.1	5.6	-	97.3
HHS	50	86.7	26.7	13.3	-	2.2	90.0
HUD	4	75.0	50.0	25.0	-	-	100.0
Interior	93	96.5	9.3	24.4	2.3	1.2	92.5
Justice	26	100.0	-	13.0	8.7	-	88.5
Labor	9	87.5	12.5	25.0	-	-	88.9
State	4	100.0	33.3	-	-	-	75.0
Transportation	13	92.3	38.5	-	-	-	100.0
Treasury	10	100.0	20.0	30.0	-	-	100.0
Veterans Affairs	163	100.0	10.8	27.7	4.1	-	90.8
Other Civilian	1	100.0	-	-	-	-	100.0
Military Departments							
Air Force	138	98.5	15.4	22.3	3.8	-	94.2
Army	216	99.0	9.6	21.6	6.3	-	96.3
Navy	144	94.9	16.1	20.4	2.9	.7	95.1
Other Defense	54	98.0	14.3	18.4	4.1	-	90.7
Independent Agencies							
EPA	32	55.2	65.5	10.3	3.4	-	90.6
NASA	15	80.0	53.3	13.3	-	-	100.0
National Archives and Records Admin	26	100.0	4.2	12.5	8.3	-	92.3
Smithsonian	7	100.0	14.3	-	-	-	100.0
Other Independent	72	95.5	16.7	7.6	3.0	-	91.7

- Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported the item, ways reference services are provided.
2. Response rate is the percentage of libraries/information centers that reported ways reference services are provided.
3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.



Table 10.--Percentage of Federal libraries/information centers by type of requests or searches, and by governmental organization: Fiscal year 1994

Governmental organization	Number of libraries/information centers	Type of request		Type of search				Response rate
		Directional/reference requests	Substantive/reference requests	On-line searches	CD-ROM searches	Internet searches	OPAC and other in-house data base searches	
All Libraries/Information Centers	1,234	86.5	86.4	68.0	55.4	24.2	25.8	86.0
Judicial Branch	21	100.0	100.0	76.5	47.1	23.5	35.3	81.0
Legislative Branch	15	--	--	--	--	--	--	60.0
Executive Branch								
Civilian Departments								
Agriculture	27	71.4	76.2	85.7	81.0	28.6	33.3	77.8
Commerce	52	84.8	82.6	60.9	76.1	26.1	28.3	88.5
Education	5	100.0	80.0	60.0	80.0	80.0	40.0	100.0
Energy	37	93.5	93.5	83.9	48.4	54.8	41.9	83.8
HHS	50	88.1	85.7	76.2	45.2	28.6	28.6	84.0
HUD	4	75.0	100.0	100.0	-	-	-	100.0
Interior	93	89.3	88.0	52.0	33.3	22.7	36.0	80.6
Justice	26	100.0	100.0	100.0	22.7	18.2	36.4	84.6
Labor	9	100.0	100.0	100.0	62.5	12.5	25.0	88.9
State	4	--	--	--	--	--	--	50.0
Transportation	13	91.7	100.0	66.7	33.3	16.7	33.3	92.3
Treasury	10	85.7	100.0	100.0	71.4	28.6	14.3	70.0
Veterans Affairs	163	71.8	71.1	85.9	80.3	22.5	11.3	87.1
Other Civilian	1	100.0	100.0	100.0	-	-	-	100.0
Military Departments								
Air Force	138	78.5	78.5	66.1	58.7	12.4	17.4	87.7
Army	216	94.1	95.6	63.7	55.9	21.1	25.0	94.4
Navy	144	86.8	82.6	53.7	47.1	20.7	20.7	84.0
Other Defense	54	90.2	85.4	51.2	61.0	14.6	26.8	75.9
Independent Agencies								
EPA	32	96.2	92.3	84.6	80.8	61.5	73.1	81.3
NASA	15	93.3	100.0	86.7	53.3	60.0	53.3	100.0
National Archives and Records Admin	26	95.8	100.0	8.3	4.2	8.3	12.5	92.3
Smithsonian	7	85.7	85.7	57.1	28.6	28.6	42.9	100.0
Other Independent	72	86.2	89.7	77.6	48.3	36.2	34.5	80.6

- Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of requests or searches.
2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests or searches item.
3. "--" represents zero.
4. "---" Data are suppressed per NCES statistical standard (item response rate less than 70 percent.)

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 11.--Percentage distribution of Federal libraries/information centers by number of directional/ready reference requests per typical week, and by governmental organization: Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers	Directional/ready reference requests per typical week						Response rate
		0:	1: to 19:	20: to 39:	40: to 79:	80: to 199:	200: or more:	
----- Percentage distribution -----								
All Libraries/Information Centers	1,234	2.1	18.4	17.8	22.4	20.4	18.9	76.0
Judicial Branch	21	-	-	23.5	5.9	41.2	29.4	81.0
Legislative Branch	15	--	--	--	--	--	--	46.7
Executive Branch								
Civilian Departments								
Agriculture	27	--	--	--	--	--	--	63.0
Commerce	52	2.5	20.0	15.0	12.5	35.0	15.0	76.9
Education	5	-	-	20.0	20.0	20.0	40.0	100.0
Energy	37	-	37.9	10.3	13.8	17.2	20.7	78.4
HHS	50	2.6	13.2	13.2	28.9	21.1	21.1	76.0
HUD	4	25.0	25.0	-	-	25.0	25.0	100.0
Interior	93	2.9	53.6	18.8	15.9	5.8	2.9	74.2
Justice	26	-	13.6	27.3	27.3	9.1	22.7	84.6
Labor	9	-	25.0	37.5	-	-	37.5	88.9
State	4	--	--	--	--	--	--	50.0
Transportation	13	-	27.3	36.4	9.1	9.1	18.2	84.6
Treasury	10	--	--	--	--	--	--	60.0
Veterans Affairs	163	--	--	--	--	--	--	63.2
Other Civilian	1	-	-	-	-	-	100.0	100.0
Military Departments								
Air Force	138	3.1	12.2	12.2	22.4	27.6	22.4	71.0
Army	216	1.5	11.8	18.5	25.1	20.0	23.1	90.3
Navy	144	3.7	21.1	14.7	24.8	22.0	13.8	75.7
Other Defense	54	--	--	--	--	--	--	68.5
Independent Agencies								
EPA	32	-	12.0	32.0	20.0	20.0	16.0	78.1
NASA	15	-	28.6	7.1	7.1	14.3	42.9	93.3
National Archives and Records Admin	26	-	4.3	17.4	26.1	17.4	34.8	88.5
Smithsonian	7	-	50.0	16.7	16.7	-	16.7	85.7
Other Independent	72	3.8	11.5	23.1	25.0	23.1	13.5	72.2

- Notes: 1. Percentage distribution is based on libraries/information centers that reported values of zero or greater for this specific category of the requests/searches item. Percentages may not sum to 100 due to nonresponse to this specific category of the requests/searches item.
2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests/searches item.
3. "--" represents zero.
4. "---" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 12.--Percentage distribution of Federal libraries/information centers by number of substantive reference requests per typical week, and by governmental organization: Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers	Substantive reference requests per typical week						Response rate
		0 to 9	10 to 19	20 to 29	30 to 99	100 or more		
		----- Percentage distribution -----						
All Libraries/Information Centers	1,234	2.6	23.7	22.4	13.8	22.8	14.7	76.3
Judicial Branch	21	-	17.6	11.8	11.8	41.2	17.6	81.0
Legislative Branch	15	--	--	--	--	--	--	53.3
Executive Branch								
Civilian Departments								
Agriculture	27	--	--	--	--	--	--	63.0
Commerce	52	-	18.4	28.9	18.4	18.4	15.8	73.1
Education	5	-	-	25.0	50.0	25.0	-	80.0
Energy	37	3.3	13.3	33.3	3.3	33.3	13.3	81.1
HHS	50	2.7	16.2	27.0	24.3	16.2	13.5	74.0
HUD	4	-	25.0	25.0	-	-	50.0	100.0
Interior	93	4.3	59.4	14.5	7.2	10.1	4.3	74.2
Justice	26	-	36.4	9.1	22.7	22.7	9.1	84.6
Labor	9	-	12.5	25.0	-	25.0	37.5	88.9
State	4	--	--	--	--	--	--	50.0
Transportation	13	-	25.0	16.7	16.7	16.7	25.0	92.3
Treasury	10	-	28.6	14.3	14.3	14.3	28.6	70.0
Veterans Affairs	163	--	--	--	--	--	--	62.6
Other Civilian	1	-	-	-	-	-	100.0	100.0
Military Departments								
Air Force	138	3.1	15.3	16.3	14.3	29.6	21.4	71.0
Army	216	1.5	24.7	24.7	10.6	23.7	14.6	91.7
Navy	144	8.3	26.6	18.3	20.2	14.7	11.9	75.7
Other Defense	54	--	--	--	--	--	--	68.5
Independent Agencies								
EPA	32	-	16.7	20.8	12.5	37.5	12.5	75.0
NASA	15	-	26.7	6.7	26.7	33.3	6.7	100.0
National Archives and Records Admin	26	-	16.7	16.7	16.7	33.3	16.7	92.3
Smithsonian	7	-	-	16.7	66.7	-	16.7	85.7
Other Independent	72	-	9.6	26.9	9.6	25.0	28.8	72.2

- Notes: 1. Percentage distribution is based on libraries/information centers that reported values of zero or greater for this specific category of the requests/searches item. Percentages may not sum to 100 due to nonresponse to this specific category of the requests/searches item.
2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests/searches item.
3. "--" represents zero.
4. "---" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 13.--Percentage of Federal libraries/information centers by type of service performed, and by governmental organization: Fiscal year 1994

Governmental organization	Type of Service									
	Number of libraries/information centers	Prepares published bibliographies	Produce other publications	Produce on-line or CD-ROM databases	Users not charged	Users charged	Not performed	Users not charged	Users charged	Not performed
All Libraries/Information Centers	1,234	37.2	1.2	57.6	32.2	1.8	61.2	15.9	1.5	76.7
Judicial Branch	21	36.8	-	52.6	47.4	5.3	36.8	21.1	-	68.4
Legislative Branch	15	33.3	-	66.7	50.0	-	50.0	-	8.3	91.7
Executive Branch										
Civilian Departments										
Agriculture	27	23.1	3.8	69.2	26.9	-	69.2	26.9	7.7	61.5
Commerce	52	33.3	2.0	62.7	37.3	3.9	56.9	21.6	2.0	72.5
Education	5	40.0	40.0	20.0	80.0	20.0	-	40.0	-	60.0
Energy	37	19.4	-	75.0	22.2	2.8	66.7	22.2	2.8	66.7
HHS	50	46.7	4.4	46.7	48.9	8.9	40.0	31.1	2.2	60.0
HUD	4	50.0	-	50.0	75.0	-	25.0	25.0	-	75.0
Interior	93	19.3	-	78.3	16.9	1.2	78.3	15.7	1.2	79.5
Justice	26	40.9	-	59.1	36.4	-	63.6	40.9	4.5	54.5
Labor	9	50.0	-	50.0	62.5	-	37.5	37.5	-	62.5
State	4	33.3	-	66.7	66.7	-	33.3	-	-	100.0
Transportation	13	25.0	16.7	58.3	33.3	8.3	58.3	25.0	-	75.0
Treasury	10	12.5	-	87.5	37.5	12.5	50.0	25.0	12.5	50.0
Veterans Affairs	163	51.0	-	47.6	35.4	-	59.9	8.8	-	85.0
Other Civilian	1	-	-	-	100.0	-	-	-	-	-
Military Departments										
Air Force	138	45.7	-	51.2	24.0	.8	69.8	13.2	.8	82.2
Army	216	37.6	1.0	58.0	22.4	-	73.2	12.7	1.5	82.4
Navy	144	29.6	-	67.4	24.4	.7	71.1	8.1	-	86.7
Other Defense	54	28.3	2.2	58.7	26.1	2.2	65.2	19.6	4.3	63.0
Independent Agencies										
EPA	32	51.7	-	41.4	65.5	-	24.1	20.7	-	65.5
NASA	15	40.0	13.3	40.0	20.0	6.7	66.7	13.3	13.3	66.7
National Archives and Records Admin	26	20.8	-	62.5	45.8	12.5	29.2	-	-	83.3
Smithsonian	7	14.3	-	71.4	57.1	14.3	28.6	28.6	-	71.4
Other Independent	72	48.5	1.5	42.4	62.1	1.5	30.3	27.3	-	60.6

See footnotes at end of table.

Table 13.--Percentage of Federal libraries/information centers by type of service performed, and by governmental organization: Fiscal year 1994--Continued

Governmental organization	Number of Federal libraries/information centers	Type of Service						Response Rate
		Performed	Users not charged	Users charged	Not performed	Users not charged	Users charged	
All Libraries/Information Centers	1,234	4.7	1.4	86.5	49.1	2.3	45.0	92.2
Judicial Branch	21	10.5	-	68.4	78.9	-	21.1	90.5
Legislative Branch	15	8.3	-	91.7	50.0	-	50.0	80.0
Executive Branch								
Civilian Departments								
Agriculture	27	3.8	-	92.3	57.7	7.7	34.6	96.3
Commerce	52	9.8	3.9	82.4	52.9	2.0	43.1	98.1
Education	5	40.0	-	60.0	40.0	-	60.0	100.0
Energy	37	11.1	16.7	61.1	52.8	16.7	27.8	97.3
HHS	50	6.7	-	86.7	68.9	2.2	24.4	90.0
HUD	4	-	-	100.0	100.0	-	-	100.0
Interior	93	6.0	1.2	89.2	45.8	3.6	49.4	89.2
Justice	26	-	-	100.0	59.1	4.5	36.4	84.6
Labor	9	-	-	100.0	62.5	-	37.5	88.9
State	4	-	-	100.0	33.3	-	66.7	75.0
Transportation	13	-	-	100.0	41.7	16.7	41.7	92.3
Treasury	10	-	-	100.0	62.5	12.5	25.0	80.0
Veterans Affairs	163	3.4	-	87.8	77.6	-	19.0	90.2
Other Civilian	1	-	-	-	100.0	-	-	100.0
Military Departments								
Air Force	138	4.7	-	89.9	24.8	1.6	69.8	93.5
Army	216	2.9	1.0	91.2	44.4	1.5	51.2	94.9
Navy	144	3.0	1.5	89.6	35.6	-	59.3	93.8
Other Defense	54	4.3	-	80.4	39.1	2.2	52.2	85.2
Independent Agencies								
EPA	32	3.4	-	79.3	58.6	-	37.9	90.6
NASA	15	6.7	20.0	73.3	53.3	13.3	33.3	100.0
National Archives and Records Admin	26	-	-	83.3	8.3	-	75.0	92.3
Smithsonian	7	28.6	-	57.1	14.3	-	71.4	100.0
Other Independent	72	6.1	-	77.3	62.1	1.5	30.3	91.7

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of service performed.  
 2. Response rate is the percentage of libraries/information centers that reported any of the categories in the type of service performed item.  
 3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 14.--Percentage of Federal libraries/information centers by automation of functions, and by governmental organization:  
Fiscal year 1994

Governmental organization	Function									
	Number of Federal libraries/ information centers	On-line Public Access		Acquisitions		Cataloging		Authority file control		
		Automated: or under: development:	Not: automated or: not performed:	Automated: or under: development:	Not: automated or: not performed:	Automated: or under: development:	Not: automated or: not performed:	Automated: or under: development:	Not: automated or: not performed:	
All Libraries/ Information Centers	1,234	50.7	47.8	42.1	55.8	70.3	28.5	38.1	56.4	
Judicial Branch	21	20.0	80.0	70.0	30.0	80.0	20.0	30.0	70.0	
Legislative Branch	15	41.7	58.3	41.7	58.3	50.0	50.0	25.0	58.3	
Executive Branch										
Civilian Departments										
Agriculture	27	38.5	53.8	26.9	73.1	69.2	30.8	38.5	53.8	
Commerce	52	53.2	46.8	29.8	68.1	63.8	36.2	23.4	70.2	
Education	5	80.0	20.0	60.0	40.0	100.0	-	80.0	20.0	
Energy	37	80.6	19.4	66.7	33.3	83.3	16.7	50.0	47.2	
HHS	50	53.3	46.7	44.4	55.6	66.7	33.3	37.8	55.6	
HUD	4	50.0	50.0	50.0	50.0	75.0	25.0	25.0	50.0	
Interior	93	52.9	47.1	27.1	71.8	77.6	21.2	38.8	58.8	
Justice	26	47.8	52.2	30.4	69.6	60.9	39.1	34.8	65.2	
Labor	9	75.0	25.0	12.5	87.5	75.0	25.0	37.5	62.5	
State	4	66.7	33.3	33.3	66.7	100.0	-	33.3	66.7	
Transportation	13	61.5	38.5	46.2	53.8	53.8	46.2	46.2	53.8	
Treasury	10	66.7	33.3	44.4	44.4	77.8	22.2	77.8	22.2	
Veterans Affairs	163	32.4	62.8	43.4	53.8	57.9	40.0	24.1	69.0	
Other Civilian	1	100.0	-	100.0	-	100.0	-	100.0	-	
Military Departments										
Air Force	138	58.8	40.5	48.1	46.6	67.2	31.3	45.8	48.1	
Army	216	50.7	48.3	41.1	57.5	77.3	22.7	45.9	49.8	
Navy	144	35.6	63.0	36.3	60.7	59.3	37.8	29.6	64.4	
Other Defense	54	56.3	43.8	45.8	54.2	81.3	18.8	47.9	45.8	
Independent Agencies										
EPA	32	86.2	6.9	31.0	69.0	86.2	13.8	20.7	75.9	
NASA	15	100.0	-	80.0	20.0	100.0	-	66.7	33.3	
National Archives and Records Admin	26	42.9	52.4	38.1	61.9	52.4	42.9	19.0	71.4	
Smithsonian	7	85.7	14.3	85.7	14.3	71.4	14.3	42.9	57.1	
Other Independent	72	56.3	43.8	48.4	48.4	81.3	17.2	45.3	42.2	

See footnotes at end of table.

Table 14.--Percentage of Federal libraries/information centers by automation of functions, and by governmental organization:  
Fiscal year 1994--Continued

Governmental organization	Number of Federal libraries/information centers	Function								Response rate
		Interlibrary loan		Circulation		Serials control		Other		
		Automated or under development	Not automated or not performed	Automated or under development	Not automated or not performed	Automated or under development	Not automated or not performed	Automated or under development	Not automated or not performed	
All Libraries/ Information Centers	1,234	58.5	39.4	46.1	52.2	45.4	52.5	3.8	.7	92.3
Judicial Branch	21	55.0	45.0	20.0	80.0	40.0	60.0	15.0	-	95.2
Legislative Branch	15	50.0	50.0	50.0	50.0	41.7	58.3	-	-	80.0
Executive Branch										
Civilian Departments										
Agriculture	27	50.0	50.0	23.1	76.9	42.3	57.7	3.8	-	96.3
Commerce	52	48.9	51.1	34.0	66.0	34.0	66.0	-	2.1	90.4
Education	5	60.0	40.0	60.0	40.0	60.0	40.0	-	-	100.0
Energy	37	52.8	47.2	72.2	27.8	63.9	36.1	11.1	-	97.3
HHS	50	44.4	55.6	31.1	66.7	40.0	60.0	6.7	2.2	90.0
HUD	4	25.0	50.0	25.0	50.0	25.0	50.0	-	-	100.0
Interior	93	41.2	57.6	32.9	65.9	37.6	61.2	3.5	1.2	91.4
Justice	26	17.4	82.6	8.7	91.3	39.1	60.9	4.3	-	88.5
Labor	9	62.5	37.5	37.5	62.5	12.5	87.5	-	-	88.9
State	4	33.3	66.7	66.7	33.3	100.0	-	-	-	75.0
Transportation	13	46.2	53.8	38.5	61.5	46.2	53.8	-	-	100.0
Treasury	10	33.3	66.7	44.4	55.6	66.7	33.3	22.2	-	90.0
Veterans Affairs	163	86.9	10.3	35.2	62.1	58.6	41.4	1.4	-	89.0
Other Civilian	1	100.0	-	100.0	-	100.0	-	-	-	100.0
Military Departments										
Air Force	138	62.6	35.1	60.3	38.2	55.0	41.2	2.3	.8	94.9
Army	216	76.3	21.3	54.1	44.4	43.5	53.6	3.4	-	95.8
Navy	144	37.8	59.3	46.7	49.6	34.1	61.5	2.2	-	93.8
Other Defense	54	52.1	45.8	62.5	37.5	43.8	54.2	2.1	4.2	88.9
Independent Agencies										
EPA	32	75.9	24.1	69.0	31.0	48.3	51.7	3.4	3.4	90.6
NASA	15	86.7	13.3	100.0	-	86.7	13.3	13.3	-	100.0
National Archives and Records Admin	26	14.3	81.0	19.0	76.2	14.3	81.0	19.0	4.8	80.8
Smithsonian	7	71.4	28.6	57.1	42.9	28.6	71.4	-	-	100.0
Other Independent	72	46.9	46.9	40.6	57.8	43.8	51.6	4.7	-	88.9

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported automation of functions.  
2. Response rate is the percentage of libraries/information centers that reported any of the categories in the automation of functions item.  
3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 15.--Percentage of Federal libraries/information centers by type of technology available, and by governmental organization:  
Fiscal year 1994

Governmental organization	Number of libraries/information centers	Type of technology available											Response rate
		Email	FAX	Local Area Network	Wide Area Network	INTERNET	Client/Server Inter-faces	Magnetic tape	CD-ROM	WORM	Other	None	
All Libraries/Information Centers	1,234	78.6	84.0	61.3	23.1	55.1	32.1	8.3	76.2	1.9	1.1	4.0	93.3
Judicial Branch	21	100.0	100.0	84.2	47.4	63.2	21.1	5.3	84.2	5.3	-	-	90.5
Legislative Branch	15	41.7	66.7	66.7	16.7	58.3	33.3	8.3	75.0	-	-	-	80.0
Executive Branch													
Civilian Departments													
Agriculture	27	80.8	96.2	65.4	19.2	65.4	42.3	11.5	92.3	3.8	-	3.8	96.3
Commerce	52	74.5	84.3	70.6	35.3	66.7	43.1	7.8	88.2	-	-	2.0	98.1
Education	5	100.0	100.0	80.0	-	100.0	100.0	20.0	80.0	-	-	-	100.0
Energy	37	88.9	91.7	83.3	36.1	80.6	55.6	33.3	77.8	2.8	-	-	97.3
HHS	50	84.4	91.1	75.6	31.1	71.1	48.9	6.7	66.7	-	-	4.4	90.0
HUD	4	100.0	100.0	100.0	25.0	50.0	50.0	-	50.0	-	-	-	100.0
Interior	93	74.1	80.0	51.8	21.2	47.1	28.2	7.1	52.9	1.2	1.2	10.6	91.4
Justice	26	81.8	68.2	50.0	59.1	54.5	27.3	-	50.0	-	-	-	84.6
Labor	9	100.0	87.5	75.0	25.0	75.0	50.0	-	87.5	-	-	-	88.9
State	4	66.7	100.0	66.7	33.3	100.0	66.7	-	100.0	-	-	-	75.0
Transportation	13	76.9	84.6	61.5	23.1	69.2	53.8	15.4	53.8	-	7.7	15.4	100.0
Treasury	10	88.9	88.9	88.9	11.1	44.4	22.2	-	100.0	22.2	-	-	90.0
Veterans Affairs	163	97.3	97.3	45.3	17.6	48.6	18.9	6.1	93.2	-	-	-	90.8
Other Civilian	1	100.0	100.0	100.0	-	-	-	-	100.0	-	-	-	100.0
Military Departments													
Air Force	138	53.4	84.0	53.4	20.6	36.6	19.1	6.9	81.7	1.5	-	3.8	94.9
Army	216	86.1	79.3	62.5	17.3	58.2	30.8	6.3	80.3	1.9	1.0	3.8	96.3
Navy	144	60.0	66.7	53.3	16.3	38.5	21.5	6.7	61.5	2.2	2.2	12.6	93.8
Other Defense	54	67.3	77.6	71.4	22.4	36.7	20.4	16.3	85.7	6.1	2.0	-	90.7
Independent Agencies													
EPA	32	93.1	93.1	82.8	27.6	86.2	62.1	3.4	89.7	-	-	-	90.6
NASA	15	86.7	100.0	86.7	46.7	93.3	80.0	26.7	86.7	6.7	6.7	-	100.0
National Archives and Records Admin	26	95.8	95.8	75.0	54.2	95.8	75.0	8.3	29.2	-	4.2	4.2	92.3
Smithsonian	7	85.7	85.7	42.9	14.3	85.7	28.6	-	57.1	-	-	-	100.0
Other Independent	72	86.4	87.9	66.7	22.7	65.2	43.9	12.1	74.2	4.5	4.5	-	91.7

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of technology available.  
2. Response rate is the percentage of libraries/information centers that reported type of technology available.  
3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.



Table 16.--Percentage of Federal libraries/information centers by type of FTE staff, and by governmental organization:  
Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers	Paid FTE staff				Contract staff on-site	Response rate
		GS 1-8:	GS 9-12:	GS 13-15:	Above GS 15:		
All Libraries/Information Centers	1,234	77.8	74.1	20.9	3.2	18.8	89.4
Judicial Branch	21	85.0	95.0	75.0	65.0	15.0	95.2
Legislative Branch	15	54.5	90.9	45.5	9.1	9.1	73.3
Executive Branch							
Civilian Departments							
Agriculture	27	73.1	69.2	23.1	3.8	26.9	96.3
Commerce	52	72.3	72.3	19.1	2.1	21.3	90.4
Education	5	--	--	--	--	--	60.0
Energy	37	71.0	58.1	38.7	12.9	45.2	83.8
HHS	50	57.9	65.8	50.0	2.6	47.4	76.0
HUD	4	--	--	--	--	--	50.0
Interior	93	83.8	60.0	15.0	-	11.3	86.0
Justice	26	65.2	91.3	17.4	4.3	21.7	88.5
Labor	9	50.0	75.0	25.0	-	12.5	88.9
State	4	33.3	66.7	100.0	-	66.7	75.0
Transportation	13	50.0	66.7	33.3	-	33.3	92.3
Treasury	10	66.7	77.8	55.6	-	44.4	90.0
Veterans Affairs	163	89.9	95.3	8.1	-	7.4	90.8
Other Civilian	1	-	-	-	-	-	-
Military Departments							
Air Force	138	90.1	70.2	8.4	-	8.4	94.9
Army	216	84.0	78.0	10.0	.5	11.0	92.6
Navy	144	80.9	59.5	12.2	1.5	18.3	91.0
Other Defense	54	77.1	70.8	12.5	-	8.3	88.9
Independent Agencies							
EPA	32	20.8	25.0	12.5	-	91.7	75.0
NASA	15	21.4	42.9	35.7	-	92.9	93.3
National Archives and Records Admin	26	100.0	100.0	95.8	16.7	16.7	92.3
Smithsonian	7	100.0	100.0	85.7	42.9	-	100.0
Other Independent	72	57.1	85.7	49.2	3.2	25.4	87.5

- Notes:
1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of FTE staff.
  2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the staff item.
  3. GS (General Schedule) levels or ratings are the employment classification system for the Federal pay scale.
  4. "--" represents zero.
  5. "--" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 17.--Percentage distribution of Federal libraries/information centers by number of paid full-time equivalent (FTE) staff (including contract staff on site), and by governmental organization: Fiscal year 1994

Governmental organization	Number of Federal libraries/information centers	Number of paid FTE staff (including contract staff on site)							Response rate
		.1 to .9	1.0 to 1.9	2.0 to 2.9	3.0 to 4.9	5.0 to 10.9	11.0 or more		
		----- Percentage distribution -----							
All Libraries/Information Centers	1,234	2.3	25.5	19.5	18.7	21.8	12.1	89.4	
Judicial Branch	21	-	10.0	10.0	-	20.0	55.0	95.2	
Legislative Branch	15	9.1	45.5	-	-	18.2	27.3	73.3	
Executive Branch									
Civilian Departments									
Agriculture	27	-	30.8	19.2	15.4	23.1	11.5	96.3	
Commerce	52	10.6	29.8	36.2	8.5	6.4	8.5	90.4	
Education	5	--	--	--	--	--	--	60.0	
Energy	37	-	22.6	12.9	22.6	16.1	25.8	83.8	
HHS	50	2.6	15.8	26.3	7.9	26.3	21.1	76.0	
HUD	4	--	--	--	--	--	--	50.0	
Interior	93	12.5	41.3	18.8	8.8	11.3	7.5	86.0	
Justice	26	-	30.4	43.5	13.0	8.7	4.3	88.5	
Labor	9	-	37.5	25.0	12.5	12.5	12.5	88.9	
State	4	-	-	33.3	33.3	-	33.3	75.0	
Transportation	13	-	41.7	8.3	8.3	25.0	16.7	92.3	
Treasury	10	-	11.1	33.3	11.1	11.1	33.3	90.0	
Veterans Affairs	163	-	14.2	25.7	31.1	27.7	1.4	90.8	
Other Civilian	1	-	-	-	-	-	-	-	
Military Departments									
Air Force	138	.8	26.0	7.6	13.7	43.5	8.4	94.9	
Army	216	.5	26.5	21.5	23.5	18.0	10.0	92.6	
Navy	144	1.5	29.0	25.2	23.7	12.2	8.4	91.0	
Other Defense	54	-	37.5	12.5	22.9	18.8	8.3	88.9	
Independent Agencies									
EPA	32	4.2	25.0	12.5	20.8	29.2	8.3	75.0	
NASA	15	-	21.4	14.3	7.1	-	57.1	93.3	
National Archives and Records Admin	26	-	-	4.2	-	54.2	41.7	92.3	
Smithsonian	7	-	-	14.3	-	28.6	57.1	100.0	
Other Independent	72	4.8	25.4	12.7	23.8	19.0	14.3	87.5	

1. Percentage distribution is based on libraries/information centers that reported values greater than zero for staff. Percentages may not sum to 100 due to rounding.
2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the staff item.
3. "--" represents zero.
4. "--" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 18.--Percentage of Federal libraries/information centers by type of preservation activity, and by governmental organization: Fiscal year 1994

Governmental organization	Number of:		Type of preservation activity					Response rate
	libraries/information centers	Preservation survey	Preservation plan	Cooperative preservation activities	Disaster plan	Physical security plan	None	
All Libraries/ Information Centers	1,234	9.0	10.9	5.9	24.7	28.3	57.3	88.8
Judicial Branch	21	-	5.6	-	38.9	27.8	55.6	85.7
Legislative Branch	15	16.7	8.3	16.7	16.7	16.7	75.0	80.0
Executive Branch								
Civilian Departments								
Agriculture	27	16.7	12.5	4.2	12.5	16.7	75.0	88.9
Commerce	52	14.0	12.0	8.0	30.0	22.0	56.0	96.2
Education	5	20.0	20.0	20.0	20.0	-	60.0	100.0
Energy	37	6.1	6.1	-	15.2	33.3	51.5	89.2
HHS	50	6.8	9.1	6.8	6.8	13.6	77.3	88.0
HUD	4	-	-	-	33.3	66.7	33.3	75.0
Interior	93	21.7	15.7	15.7	27.7	37.3	49.4	89.2
Justice	26	-	13.0	-	8.7	8.7	82.6	88.5
Labor	9	-	-	-	-	14.3	85.7	77.8
State	4	33.3	-	33.3	-	-	66.7	75.0
Transportation	13	-	-	-	20.0	10.0	80.0	76.9
Treasury	10	22.2	33.3	11.1	22.2	22.2	44.4	90.0
Veterans Affairs	163	2.9	4.3	2.9	55.4	30.2	37.4	85.3
Other Civilian	1	-	-	-	-	-	-	-
Military Departments								
Air Force	138	4.0	6.4	3.2	13.6	23.2	70.4	90.6
Army	216	5.5	8.0	5.0	14.9	35.3	58.2	93.1
Navy	144	8.5	16.9	6.9	21.5	30.0	57.7	90.3
Other Defense	54	4.4	6.7	4.4	22.2	33.3	57.8	83.3
Independent Agencies								
EPA	32	-	-	-	24.0	20.0	72.0	78.1
NASA	15	-	13.3	-	20.0	13.3	60.0	100.0
National Archives and Records Admin	26	58.3	54.2	29.2	87.5	70.8	4.2	92.3
Smithsonian	7	57.1	71.4	42.9	71.4	28.6	14.3	100.0
Other Independent	72	13.1	11.5	-	13.1	16.4	67.2	84.7

- Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of preservation activity.  
 2. Response rate is the percentage of libraries/information centers that reported type of preservation activity.  
 3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 3A.--Percentage distribution of Federal libraries/information centers by type of reporting entity, and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of: Federal: libraries/ information: centers:	Type of reporting entity			Response rate
		Autonomous:	central/main:	Branch or: nonautonomous:	
----- Percentage distribution -----					
All Libraries/ Information Centers	1,234	72.3	15.6	12.1	93.9
National	20	25.0	15.0	60.0	100.0
Presidential	9	-	-	100.0	100.0
Multi-type	53	67.3	19.2	13.5	98.1
Special or Technical					
Science	224	69.2	14.7	16.1	100.0
Medical	256	83.6	10.2	6.3	100.0
Law	90	57.8	32.2	10.0	100.0
Special	223	72.6	15.2	12.1	100.0
General					
General	185	71.7	17.9	10.3	99.5
Patient	24	83.3	8.3	8.3	100.0
Penal	2	-	50.0	50.0	100.0
Educational					
Academic	42	76.2	19.0	4.8	100.0
Technical School	33	93.9	6.1	-	100.0
Type not reported	73	-	-	-	-

- Notes:
1. Percentage distribution is based on libraries/information centers that reported type of reporting entity. Percentages may not sum to 100 due to rounding.
  2. Response rate is the percentage of libraries/information centers that reported type of reporting entity.
  3. "-" represents zero.
  4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 4A.--Percentage distribution of Federal libraries/information centers by type of organizational component to which entity reports, and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of Federal libraries/ information centers	Type of organizational component to which entity reports							Response rate
		Library/ information center	Administrative	management	Education	Legal	Research/ technical	Other	
-----									
Percentage distribution -----									
All Libraries/ Information Centers	1,234	31.2	32.1	7.0	8.5	5.8	14.7	.8	93.8
National	20	10.0	80.0	-	-	-	-	10.0	100.0
Presidential	9	-	100.0	-	-	-	-	-	100.0
Multi-type	53	50.9	17.0	15.1	5.7	1.9	9.4	-	100.0
Special or Technical									
Science	224	24.7	24.2	16.6	.4	-	33.2	.9	99.6
Medical	256	33.6	30.9	2.0	19.1	-	13.3	1.2	100.0
Law	90	5.6	20.0	2.2	-	70.0	1.1	1.1	100.0
Special	223	32.1	32.6	10.9	3.6	.9	19.9	-	99.1
General									
General	185	44.9	45.9	2.2	2.7	-	3.8	.5	100.0
Patient	24	37.5	41.7	-	16.7	-	4.2	-	100.0
Penal	2	100.0	-	-	-	-	-	-	100.0
Educational									
Academic	42	23.8	23.8	-	42.9	2.4	7.1	-	100.0
Technical School	33	33.3	30.3	3.0	30.3	-	3.0	-	100.0
Type not reported	73	-	-	-	-	-	-	-	-

Notes: 1. Percentage distribution is based on libraries/information centers that reported type of organizational component. Percentages may not sum to 100 due to rounding.  
2. Response rate is the percentage of libraries/information centers that reported type of organizational component.  
3. "-" represents zero.  
4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 5A.--Percentage of Federal libraries/information centers by type of users (clientele), and by type of library/  
information center: Fiscal year 1994

Type of library/ information center	Type of users (clientele)								
	Number of: Federal: libraries/ information: centers	Agency: staff	Other: Federal: staff	Other: government:	Targeted: populations:	General: public:	Commercial: entities:	Other:	Response rate
All Libraries/ Information Centers	1,234	81.5	61.9	38.4	59.5	40.0	24.7	.3	93.9
National	20	90.0	100.0	100.0	85.0	100.0	90.0	5.0	100.0
Presidential	9	55.6	77.8	44.4	100.0	100.0	44.4	-	100.0
Multi-type	53	77.4	71.7	37.7	69.8	50.9	34.0	-	100.0
Special or Technical									
Science	224	93.3	65.9	48.4	33.2	42.2	43.5	-	99.6
Medical	256	82.0	46.9	32.0	77.3	28.5	9.8	-	100.0
Law	90	93.3	81.1	32.2	31.1	37.8	10.0	-	100.0
Special	223	91.9	72.5	55.4	42.3	58.1	40.5	.5	99.6
General									
General	185	56.8	53.5	16.2	85.4	25.9	7.6	.5	100.0
Patient	24	75.0	33.3	20.8	83.3	25.0	-	-	100.0
Penal	2	-	-	-	100.0	-	-	-	100.0
Educational									
Academic	42	64.3	61.9	42.9	71.4	47.6	16.7	-	100.0
Technical School	33	75.8	57.6	18.2	69.7	12.1	12.1	-	100.0
Type not reported	73	-	-	-	-	-	-	-	-

- Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of users.  
2. Response rate is the percentage of libraries/information centers that reported type of users.  
3. "-" represents zero.  
4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 6A.--Percentage of Federal libraries/information centers that serve as a government depository and the percentage with services available to the general public, and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of Federal libraries/ information centers	Government depository service				Services to the general public			
		Total	Full service	Selective	Not available	Response rate	Available	Not available	Response rate
All Libraries/ Information Centers	1,234	11.8	.9	10.8	88.2	93.3	52.7	47.3	93.7
National	20	40.0	10.0	30.0	60.0	100.0	100.0	-	100.0
Presidential	9	33.3	11.1	22.2	66.7	100.0	100.0	-	100.0
Multi-type	53	15.4	1.9	13.5	84.6	98.1	50.9	49.1	100.0
Special or Technical									
Science	224	8.6	-	8.6	91.4	99.1	56.5	43.5	99.6
Medical	256	2.0	-	2.0	98.0	99.6	50.2	49.8	99.6
Law	90	30.3	-	29.2	69.7	98.9	46.7	53.3	100.0
Special	223	18.9	2.7	16.2	81.1	99.6	65.8	34.2	99.6
General									
General	185	2.8	-	2.8	97.2	97.8	35.9	64.1	99.5
Patient	24	-	-	-	100.0	100.0	34.8	65.2	95.8
Penal	2	-	-	-	100.0	100.0	-	100.0	100.0
Educational									
Academic	42	38.1	-	35.7	61.9	100.0	61.9	38.1	100.0
Technical School	33	9.1	-	9.1	90.9	100.0	33.3	66.7	100.0
Type not reported	73	-	-	-	-	-	-	-	-

Notes: 1. Response rate is the percentage of libraries/information centers for which the specific item was reported.  
2. "-" represents zero.  
3. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 7A.--Percentage of Federal libraries/information centers by collection formats, and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of:		Book volumes			Periodical volumes			Current subscriptions	
	Federal:	libraries/ information: centers:	Print:	Micro- form:	Elec- tronic:	Print:	Micro- form:	Elec- tronic:	Print:	Micro- form:
All Libraries/ Information Centers	1,234	85.0	16.3	16.4	63.3	25.8	9.6	88.4	18.5	20.5
National	20	55.6	27.8	16.7	16.7	11.1	-	38.9	16.7	16.7
Presidential	9	77.8	22.2	-	77.8	11.1	-	77.8	-	11.1
Multi-type	53	78.7	19.1	23.4	59.6	27.7	10.6	83.0	27.7	21.3
Special or Technical										
Science	224	84.5	16.9	16.0	62.9	23.5	9.4	93.9	17.8	23.9
Medical	256	79.9	4.8	11.2	67.9	33.7	7.2	94.8	17.3	19.3
Law	90	92.9	26.2	20.2	65.5	22.6	7.1	81.0	16.7	6.0
Special	223	84.4	19.0	18.5	59.2	16.6	11.8	80.6	15.6	23.2
General										
General	185	92.3	18.2	11.6	61.9	28.7	10.5	90.6	21.5	20.4
Patient	24	72.7	4.5	22.7	63.6	36.4	9.1	90.9	13.6	18.2
Penal	2	100.0	-	-	100.0	-	-	50.0	-	-
Educational										
Academic	42	95.1	36.6	34.1	70.7	39.0	9.8	97.6	39.0	26.8
Technical School	33	93.5	19.4	32.3	74.2	19.4	22.6	90.3	9.7	25.8
Type not reported	73	-	-	-	-	-	-	-	-	-

See footnotes at end of table.



Table 7A.--Percentage of Federal libraries/information centers by collection formats, and by type of library/  
information center: Fiscal Year 1994--Continued

Type of library/ information center	Number of Federal libraries/ information centers	Government documents			Other Materials			Special format			Response rate
		Print	Micro-	Elec-	Print	Micro-	Elec-	Audio- visual	Print	Elec-	
All Libraries/ Information Center	1,234	39.3	15.5	5.7	27.9	5.9	3.5	64.7	14.3	1.7	89.8
National	20	22.2	16.7	11.1	38.9	44.4	-	33.3	16.7	-	90.0
Presidential	9	44.4	11.1	-	100.0	33.3	11.1	66.7	-	-	100.0
Multi-type	53	29.8	17.0	-	21.3	4.3	2.1	66.0	21.3	-	88.7
Special or Technical											
Science	224	61.5	31.9	9.4	38.5	8.9	6.6	60.6	1.9	1.4	95.1
Medical	256	26.9	4.8	1.2	10.4	1.2	.8	76.3	25.7	3.2	97.3
Law	90	48.8	11.9	7.1	16.7	3.6	2.4	31.0	-	2.4	93.3
Special	223	48.3	20.9	9.0	37.0	7.1	5.2	52.1	5.7	.5	94.6
General											
General	185	15.5	5.5	2.2	24.9	4.4	2.8	84.0	29.8	1.7	97.8
Patient	24	13.6	-	4.5	9.1	-	-	86.4	36.4	-	91.7
Penal	2	-	-	-	-	-	-	-	-	-	100.0
Educational											
Academic	42	58.5	22.0	12.2	56.1	7.3	4.9	58.5	7.3	4.9	97.6
Technical School	33	54.8	22.6	9.7	41.9	3.2	3.2	77.4	-	-	93.9
Type not reported	73	-	-	-	-	-	-	-	-	-	-

- Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of collections.  
2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the collections item.  
3. "-" represents zero.  
4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 8A.--Percentage distribution of Federal libraries/information centers by size of book print collection (volumes), and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of Federal libraries/ information centers	Size of book print collection (volumes)						Response rate
		0:	1: to: 4,999:	5,000: to: 24,999:	25,000: to: 49,999:	50,000: to: 999,999:	1,000,000: or: more:	
-----								
Percentage distribution -----								
All Libraries/ Information Centers	1,234	1.5	31.0	36.4	17.1	13.6	.5	77.5
National	20	--	--	--	--	--	--	50.0
Presidential	9	-	-	57.1	42.9	-	-	77.8
Multi-type	53	2.6	18.4	39.5	26.3	13.2	-	71.7
Special or Technical								
Science	224	1.1	27.5	41.8	16.5	12.6	.5	81.3
Medical	256	2.0	60.1	33.0	3.4	1.5	-	79.3
Law	90	-	14.1	46.2	15.4	24.4	-	86.7
Special	223	1.7	36.5	35.4	12.2	14.4	-	81.2
General								
General	185	1.2	8.9	29.0	41.4	19.5	-	91.4
Patient	24	11.1	50.0	38.9	-	-	-	75.0
Penal	2	-	50.0	50.0	-	-	-	100.0
Educational								
Academic	42	-	12.8	35.9	5.1	43.6	2.6	92.9
Technical School	33	-	24.1	44.8	24.1	6.9	-	87.9
Type not reported	73	-	-	-	-	-	-	-

- Notes: 1. Percentage distribution is based on the libraries/information centers that reported values of zero or greater for the book volume print category of the collections item.
2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the collections item.
3. "-" represents zero.
4. "--" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
5. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 9A.--Percentage of Federal libraries/information centers by ways reference services are provided, and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of Federal libraries/ information centers	Ways reference services are provided					Response rate
		By staff	Contracted Services	By parent or other government agency library	Other	None	
All Libraries/ Information Centers	1,234	95.8	15.6	20.6	4.0	.3	93.6
National	20	100.0	10.0	10.0	10.0	-	100.0
Presidential	9	100.0	-	22.2	-	-	100.0
Multi-type	53	90.6	26.4	24.5	5.7	1.9	100.0
Special or Technical							
Science	224	94.6	25.0	21.4	3.6	-	100.0
Medical	256	97.6	13.4	25.2	3.5	-	99.2
Law	90	95.5	4.5	20.5	6.8	-	97.8
Special	223	93.7	18.5	19.8	2.3	-	99.6
General							
General	185	97.8	8.6	17.3	4.9	.5	100.0
Patient	24	100.0	13.0	34.8	8.7	-	95.8
Penal	2	100.0	-	-	-	-	100.0
Educational							
Academic	42	100.0	9.5	9.5	-	-	100.0
Technical School	33	90.9	18.2	9.1	6.1	6.1	100.0
Type not reported	73	-	-	-	-	-	-

- Notes:
- Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported the item, ways reference services are provided.
  - Response rate is the percentage of libraries/information centers that reported ways reference services are provided.
  - "-" represents zero.
  - The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 10A.--Percentage of Federal libraries/information centers by type of requests or searches, and by type of library/information center: Fiscal year 1994

Type of library/ information center	Type of request			Type of Search				Response rate
	Number of Federal libraries/ information centers	Directional/ ready: reference: requests:	Substantive: reference: requests:	On-line: searches:	CD-ROM: searches:	Internet: searches:	in-house data- base searches:	
All Libraries/ Information Centers	1,234	86.5	86.4	68.0	55.4	24.2	25.8	86.0
National	20	95.0	95.0	25.0	20.0	20.0	10.0	100.0
Presidential	9	88.9	100.0	11.1	-	11.1	22.2	100.0
Multi-type	53	76.0	74.0	56.0	56.0	12.0	26.0	94.3
Special or Technical								
Science	224	88.9	92.0	85.9	65.8	39.2	41.7	88.8
Medical	256	79.9	79.1	85.8	64.4	25.9	14.2	93.4
Law	90	93.5	96.1	81.8	41.6	20.8	24.7	85.6
Special	223	89.3	90.4	62.9	52.8	27.4	40.1	88.3
General								
General	185	87.4	82.9	34.9	46.9	10.3	12.6	94.6
Patient	24	81.0	71.4	71.4	57.1	9.5	14.3	87.5
Penal	2	100.0	50.0	-	-	-	-	100.0
Educational								
Academic	42	90.2	95.1	73.2	53.7	19.5	22.0	97.6
Technical School	33	90.3	90.3	58.1	61.3	25.8	25.8	93.9
Type not reported	73	-	-	-	-	-	-	-

- Notes:
- Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of requests or searches.
  - Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests or searches item.
  - "-" represents zero.
  - The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 11A.--Percentage distribution of Federal libraries/information centers by number of directional/ready reference requests per typical week, and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of Federal libraries/ information centers	Directional/ready reference requests per typical week						Response rate
		0:	1: to: 19:	20: to: 39:	40: to: 79:	80: to: 199:	200: or: more:	
----- Percentage distribution -----								
All Libraries/ Information Centers	1,234	2.1	18.4	17.8	22.4	20.4	18.9	76.0
National	20	-	-	5.3	21.1	21.1	52.6	95.0
Presidential	9	-	12.5	37.5	25.0	12.5	12.5	88.9
Multi-type	53	2.6	20.5	10.3	15.4	23.1	28.2	73.6
Special or Technical								
Science	224	1.1	19.0	21.8	25.1	17.3	15.6	79.9
Medical	256	2.6	19.4	18.4	28.6	19.4	11.7	76.6
Law	90	1.4	16.4	24.7	21.9	17.8	17.8	81.1
Special	223	3.3	26.4	17.6	18.1	22.0	12.6	81.6
General								
General	185	3.2	10.1	12.0	19.6	25.9	29.1	85.4
Patient	24	-	23.5	23.5	29.4	17.6	5.9	70.8
Penal	2	-	-	100.0	-	-	-	100.0
Educational								
Academic	42	-	16.2	16.2	16.2	16.2	35.1	88.1
Technical School	33	-	21.4	10.7	21.4	17.9	28.6	84.8
Type not reported	73	-	-	-	-	-	-	-

- Notes:
1. Percentage distribution is based on libraries/information centers that reported values of zero or greater for this specific category of the requests/searches item. Percentages may not sum to 100 due to nonresponse to this specific category of the requests/searches item.
  2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests/searches item.
  3. "-" represents zero.
  4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 12A.--Percentage distribution of Federal libraries/information centers by number of substantive reference requests per typical week, and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of Federal libraries/ information centers	Substantive reference requests per typical week						Response or: more: rate
		0:	1: to: 9:	10: to: 19:	20: to: 29:	30: to: 99:	100: or: more:	
----- Percentage distribution -----								
All Libraries/ Information Centers	1,234	2.6	23.7	22.4	13.8	22.8	14.7	76.3
National	20	-	15.8	21.1	15.8	10.5	36.8	95.0
Presidential	9	-	11.1	-	22.2	66.7	-	100.0
Multi-type	53	5.1	15.4	15.4	10.3	30.8	23.1	73.6
Special and Technical								
Science	224	2.1	21.9	24.6	16.0	24.1	11.2	83.5
Medical	256	3.6	26.0	26.0	17.9	19.9	6.6	76.6
Law	90	-	27.0	20.3	17.6	23.0	12.2	82.2
Special	223	1.7	28.2	25.4	11.6	14.4	18.8	81.2
General								
General	185	4.0	19.9	20.5	7.9	28.5	19.2	81.6
Patient	24	--	--	--	--	--	--	62.5
Penal	2	50.0	-	50.0	-	-	-	100.0
Educational								
Academic	42	-	20.5	12.8	10.3	28.2	28.2	92.9
Technical School	33	3.4	17.2	10.3	17.2	34.5	17.2	87.9
Type not reported	73	-	-	-	-	-	-	-

- Notes:
1. Percentage distribution is based on libraries/information centers that reported values of zero or greater for this specific category of the requests/searches item. Percentages may not sum to 100 due to nonresponse to this specific category of the requests/searches item.
  2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests/searches item.
  3. "-" represents zero.
  4. "--" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
  5. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 13A.--Percentage of Federal libraries/information centers by type of service performed, and by type of library/  
information center: Fiscal year 1994

Type of library/ information center	Type of Service												
	Number of Federal libraries/ information centers	Prepares published bibliographies Performed	Produces other publications Performed	Produces on-line or CD-ROM databases Performed	Users not charged	Users charged	Not performed	Users not charged	Users charged	Not performed	Users not charged	Users charged	Not performed
All Libraries/ Information Centers	1,234	37.2	1.2	57.6	32.2	1.8	61.2	15.9	1.5	76.7			
National	20	25.0	10.0	45.0	50.0	20.0	15.0	5.0	20.0	55.0			
Presidential	9	33.3	-	66.7	44.4	11.1	44.4	-	-	100.0			
Multi-type	53	23.1	-	73.1	26.9	5.8	63.5	15.4	9.6	73.1			
Special or Technical													
Science	224	34.7	1.8	58.1	32.0	1.4	59.5	21.2	.9	70.7			
Medical	256	45.5	.4	51.0	34.8	1.6	58.1	15.4	.4	77.5			
Law	90	30.2	-	64.0	38.4	1.2	58.1	23.3	1.2	68.6			
Special	223	31.3	1.4	65.0	35.5	1.8	59.9	19.4	.9	75.6			
General													
General	185	39.1	.6	57.5	16.8	-	79.3	3.9	1.1	89.9			
Patient	24	39.1	-	52.2	21.7	-	73.9	4.3	-	87.0			
Penal	2	-	-	100.0	-	-	100.0	-	-	100.0			
Educational													
Academic	42	59.5	2.4	33.3	54.8	-	42.9	31.0	-	64.3			
Technical School	33	39.4	6.1	54.5	36.4	3.0	57.6	9.1	-	87.9			
Type not reported	73	-	-	-	-	-	-	-	-	-			

See footnotes at the end of the table.

Table 13A.--Percentage of Federal libraries/information centers by type of service performed, and by type of library/information center: Fiscal year 1994--Continued

Type of library/ information center	Type of Service							Response Rate
	Number of Federal libraries/ information centers	Perform- ed Users not charged	Transla- tions Users charged	Per- formed Not performed	Users not charged	Per- formed Users charged	Not performed Users charged	
All Libraries/ Information Centers	1,234	4.7	1.4	86.5	49.1	2.3	45.0	92.2
National	20	10.0	-	70.0	20.0	15.0	45.0	100.0
Presidential	9	-	-	100.0	-	-	100.0	100.0
Multi-type	53	-	1.9	92.3	32.7	5.8	57.7	98.1
Special or Technical								
Science	224	7.7	5.0	79.7	55.0	6.3	36.5	99.1
Medical	256	5.1	.4	85.4	68.0	.8	27.7	98.8
Law	90	3.5	-	87.2	53.5	1.2	43.0	95.6
Special	223	6.0	1.4	88.0	53.5	.9	43.3	97.3
General								
General	185	1.1	-	92.7	19.0	-	77.1	96.8
Patient	24	8.7	-	82.6	56.5	-	30.4	95.8
Penal	2	-	-	100.0	-	-	100.0	100.0
Educational								
Academic	42	2.4	-	85.7	42.9	-	47.6	100.0
Technical School	33	3.0	-	93.9	51.5	3.0	45.5	100.0
Type not reported	73	-	-	-	-	-	-	-

- Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of service performed.
2. Response rate is the percentage of libraries/information centers that reported any of the categories in the type of service performed item.
3. "-" represents zero.
4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.



Table 14A.--Percentage of Federal libraries/information centers by automation of functions, and by type of library/information center:  
Fiscal year 1994

Type of library/ information center	Function								
	Number of Federal libraries/ information centers	On-line Public Access Catalog (OPAC)	Automated: or under: development:	Not: automated or not performed:	Automated: or under: development:	Not: automated or not performed:	Automated: or under: development:	Not: automated or not performed:	Automated: or under: development:
All Libraries/ Information Centers	1,234	50.7	47.8	42.1	55.8	70.3	28.5	38.1	56.4
National	20	52.9	41.2	47.1	52.9	52.9	41.2	35.3	52.9
Presidential	9	50.0	50.0	50.0	50.0	75.0	25.0	25.0	75.0
Multi-type	53	43.4	54.7	43.4	54.7	64.2	35.8	37.7	54.7
Special or Technical									
Science	224	70.1	27.7	45.1	52.7	89.3	10.3	48.7	46.4
Medical	256	40.1	57.5	41.7	56.0	59.9	38.1	29.0	65.1
Law	90	31.8	68.2	43.2	56.8	56.8	43.2	28.4	69.3
Special	223	54.6	44.9	43.1	56.5	73.6	25.0	36.6	57.4
General									
General	185	50.0	48.9	34.1	62.6	69.8	29.1	43.4	51.1
Patient	24	17.4	78.3	30.4	65.2	30.4	65.2	21.7	69.6
Penal	2	-	100.0	-	100.0	-	100.0	-	100.0
Educational									
Academic	42	65.9	34.1	61.0	31.7	85.4	14.6	61.0	31.7
Technical School	33	45.5	54.5	42.4	57.6	69.7	30.3	33.3	63.6
Type not reported	73	-	-	-	-	-	-	-	-

See footnotes at end of table.

Table 14A.--Percentage of Federal libraries/information centers by automation of functions, and by type of library/information center:  
Fiscal year 1994--Continued

Type of library/ information center	Function									
	Number of Federal libraries/ information centers	Interlibrary loan Automated: or under: development:	Not: automated or: not performed:	Circulation Automated: or under: development:	Not: automated or: not performed:	Serials control Automated: or under: development:	Not: automated or: not performed:	Other Automated: or under: development:	Not: automated or: not performed:	Response rate
All Libraries/ Information Centers	1,234	58.5	39.4	46.1	52.2	45.4	52.5	3.8	.7	92.3
National	20	23.5	70.6	29.4	64.7	29.4	64.7	11.8	5.9	85.0
Presidential	9	25.0	75.0	37.5	62.5	25.0	75.0	37.5	-	88.9
Multi-type	53	54.7	43.4	49.1	49.1	37.7	60.4	5.7	-	100.0
Special or Technical										
Science	224	71.9	26.3	59.4	38.4	54.9	41.5	4.9	-	100.0
Medical	256	75.4	22.6	37.7	59.5	52.0	46.8	2.4	.8	98.4
Law	90	23.9	75.0	17.0	83.0	35.2	64.8	8.0	1.1	97.8
Special	223	48.1	50.5	43.1	56.0	41.7	57.4	3.2	-	96.9
General										
General	185	53.3	43.4	58.2	40.7	38.5	57.7	.5	1.1	98.4
Patient	24	60.9	30.4	26.1	69.6	39.1	56.5	-	4.3	95.8
Penal	2	-	100.0	-	100.0	-	100.0	-	-	100.0
Educational										
Academic	42	75.6	22.0	65.9	34.1	58.5	39.0	2.4	2.4	97.6
Technical School	33	39.4	60.6	48.5	51.5	36.4	63.6	6.1	-	100.0
Type not reported	73	-	-	-	-	-	-	-	-	-

- Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported automation of functions.  
2. Response rate is the percentage of libraries/information centers that reported any of the categories in the automation of functions item.  
3. "-" represents zero.  
4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 15A--Percentage of Federal libraries/information centers by type of technology available, and by type of library/information center:  
Fiscal year 1994

Type of library/ information center	Number of Federal libraries/ information centers	Type of technology available											Response rate
		Email:	FAX:	Local Area:	Wide Area:	INTERNET:	Client/ Server: Inter- faces:	Magnetic tape:	CD-ROM:	WORM:	Other:	None:	
All Libraries/ Information Centers	1,234	78.6	84.0	61.3	23.1	55.1	32.1	8.3	76.2	1.9	1.1	4.0	93.3
National	20	95.0	95.0	70.0	25.0	95.0	65.0	30.0	50.0	5.0	-	5.0	100.0
Presidential	9	100.0	100.0	100.0	100.0	100.0	100.0	-	22.2	-	11.1	-	100.0
Multi-type	53	67.9	79.2	64.2	18.9	41.5	30.2	5.7	79.2	1.9	3.8	1.9	100.0
Special or Technical													
Science	224	89.3	88.8	83.9	36.6	78.1	54.5	14.7	85.7	3.6	1.3	1.8	100.0
Medical	256	86.7	87.8	52.5	18.0	52.2	27.1	5.1	78.4	1.2	.8	3.5	99.6
Law	90	89.7	83.9	69.0	35.6	47.1	18.4	1.1	75.9	2.3	-	1.1	96.7
Special	223	79.1	85.9	65.0	21.4	58.2	33.2	8.6	74.1	2.3	1.8	3.6	98.7
General													
General	185	49.2	73.2	39.3	9.3	30.1	12.6	3.3	69.4	.5	.5	9.3	98.9
Patient	24	78.3	78.3	26.1	17.4	26.1	8.7	-	73.9	-	-	4.3	95.8
Penal	2	-	-	-	-	-	-	-	-	-	-	100.0	100.0
Educational													
Academic	42	83.3	85.7	61.9	31.0	66.7	47.6	14.3	78.6	-	-	-	100.0
Technical School	33	75.8	72.7	57.6	6.1	54.5	21.2	27.3	75.8	3.0	-	6.1	100.0
Type not reported	73	-	-	-	-	-	-	-	-	-	-	-	-

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of technology available.  
2. Response rate is the percentage of libraries/information centers that reported type of technology available.  
3. "-" represents zero.  
4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 16A.--Percentage of Federal libraries/information centers by type of FTE staff, and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of: Federal: libraries/ information: centers	Paid FTE staff				Contract: staff: on-site	Response rate
		GS 1-8:	GS 9-12:	GS 13-15:	Above GS 15:		
All Libraries/ Information Centers	1,234	77.8	74.1	20.9	3.2	18.8	89.4
National	20	100.0	100.0	94.7	26.3	15.8	95.0
Presidential	9	100.0	100.0	100.0	33.3	44.4	100.0
Multi-type	53	84.6	75.0	17.3	1.9	25.0	98.1
Special or Technical							
Science	224	64.0	70.6	21.0	2.3	35.5	95.5
Medical	256	83.7	78.0	11.8	-	10.6	96.1
Law	90	62.9	84.3	42.7	15.7	18.0	98.9
Special	223	74.3	66.8	26.7	2.0	20.8	90.6
General							
General	185	89.3	73.0	5.1	-	8.4	96.2
Patient	24	87.0	69.6	-	-	8.7	95.8
Penal	2	--	--	--	--	--	50.0
Educational							
Academic	42	89.7	84.6	46.2	7.7	10.3	92.9
Technical School	33	71.0	58.1	6.5	-	19.4	93.9
Type not reported	73	-	-	-	-	-	-

- Notes:
1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of FTE staff.
  2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the staff item.
  3. GS (General Schedule) levels or ratings are the employment classification system for the Federal pay scale.
  4. "-" represents zero.
  5. "--" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
  6. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 17A.--Percentage distribution of Federal libraries/information centers by number of paid full-time equivalent (FTE) staff (including contract staff on site), and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of Federal libraries/ information centers	Number of paid FTE staff (including contract staff on site)						Response rate
		.1: to: .9:	1.0: to: 1.9:	2.0: to: 2.9:	3.0: to: 4.9:	5.0: to: 10.9:	11.0: or: more:	
----- Percentage distribution -----								
All Libraries/ Information Centers	1,234	2.3	25.5	19.5	18.7	21.8	12.1	89.4
National	20	-	-	5.3	-	63.2	31.6	95.0
Presidential	9	-	-	-	-	11.1	88.9	100.0
Multi-type	53	-	21.2	21.2	21.2	25.0	11.5	98.1
Special or Technical								
Science	224	3.3	29.4	18.7	17.3	16.4	15.0	95.5
Medical	256	1.2	30.1	22.0	22.0	22.0	2.8	96.1
Law	90	2.2	30.3	21.3	16.9	12.4	15.7	98.9
Special	223	4.5	26.7	20.8	15.3	19.3	12.9	90.6
General								
General	185	1.7	16.9	17.4	20.2	34.8	9.0	96.2
Patient	24	4.3	26.1	26.1	26.1	13.0	4.3	95.8
Penal	2	--	--	--	--	--	--	50.0
Educational								
Academic	42	-	17.9	12.8	17.9	12.8	38.5	92.9
Technical School	33	-	25.8	19.4	29.0	16.1	9.7	93.9
Type not reported	73	-	-	-	-	-	-	-

- Notes:
1. Percentage distribution is based on libraries/information centers that reported values greater than zero for staff. Percentages may not sum to 100 due to rounding.
  2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the staff item.
  3. "-" represents zero.
  4. "--" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
  5. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 18A.--Percentage of Federal libraries/information centers by type of preservation activity, and by type of library/information center: Fiscal year 1994

Type of library/ information center	Number of: Federal libraries/ information centers	Type of preservation activity						Response rate
		Preservation: survey	Preservation: plan	Cooperative: preservation: activities	Disaster: plan	Physical: security: plan	None	
All Libraries/ Information Centers	1,234	9.0	10.9	5.9	24.7	28.3	57.3	88.8
National	20	65.0	65.0	35.0	80.0	55.0	5.0	100.0
Presidential	9	55.6	55.6	33.3	88.9	88.9	-	100.0
Multi-type	53	10.0	8.0	6.0	26.0	30.0	64.0	94.3
Special or Technical								
Science	224	8.0	9.9	7.5	18.9	27.4	60.4	94.6
Medical	256	2.5	7.1	2.9	35.7	27.0	50.6	94.1
Law	90	4.7	11.6	1.2	17.4	19.8	66.3	95.6
Special	223	11.8	10.0	8.1	20.4	28.4	58.8	94.6
General								
General	185	6.3	9.2	1.7	9.8	21.3	70.1	94.1
Patient	24	13.6	-	13.6	31.8	36.4	50.0	91.7
Penal	2	--	--	--	--	--	--	50.0
Educational								
Academic	42	20.0	25.0	10.0	42.5	32.5	45.0	95.2
Technical School	33	3.3	3.3	3.3	30.0	56.7	43.3	90.9
Type not reported	73	-	-	-	-	-	-	-

- Notes:
1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of preservation activity.
  2. Response rate is the percentage of libraries/information centers that reported type of preservation activity.
  3. "-" represents zero.
  4. "---" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
  5. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

**FORM FLIC**  
(12-05-94)

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

**FEDERAL LIBRARIES AND  
INFORMATION CENTERS SURVEY**  
*Fiscal Year ending September 30, 1994*

**NOTE** - This form is authorized by law (20 U.S.C. 1221e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

*Please read the accompanying instructions before completing this survey form. Report exact data or estimates for the library or information center listed in the address label and for any other domestic libraries, information centers, or branch locations that it operates. Please provide a list of these locations in Part A, Item 2 on page 2. Exclude foreign branch operations and all other entities located outside the United States.*

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

If there are any questions about this form, contact Carrol Kindel, NCES, at (202) 219-1371 or Bureau of the Census representative at (301) 457-1566 or (800) 451-6236 or Jeffersonville, Indiana representative at (800) 972-5650 FAX (812) 288-3494

**RETURN TO:** U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Governments Division  
ATTN: Patricia Garner  
Washington Plaza II, Room 508  
Washington, DC 20233-6800

**Date due: March 3, 1995**

1. Name of respondent	2. Title of respondent	3. Telephone (Area code, number, ext.)
4. U.S. Federal Government Department	5. U.S. Federal Government Agency	6. Fax Telephone (Area code, number, ext.)

**PURPOSE OF THE SURVEY**

The National Center for Education Statistics (NCES) is collecting these data to update Federal library and information center statistics, last collected in 1978, by getting current, up-to-date detailed data on library and information services in the Federal Government during 1994. This is to be a comprehensive survey dealing with the full range of functions, sources, services, staff, and expenditures of Federal libraries and information centers that serve their Federal agencies by providing library-type services. Need for current data is critical at this time because of the changing character of libraries and information services under the impetus of technological innovation with resulting changes in responsibilities of information professionals and support staff.

**USES OF DATA**

Collection of these data over time will enable effective planning for the development and use of Federal library and information center resources. The data will be used to support assessment of Federal libraries and information centers by providing descriptive information and by obtaining information on identified policy issues. The data are also needed to provide a basis for comparisons and for trend analysis. Finally, the survey results will help determine the status of Federal library and information center operations and of the professions represented in them.

## WHO SHOULD RESPOND

1. Is your facility thought of as either a library <sup>1</sup> or an information center <sup>2</sup>? (Do not answer 'Yes' if you are a public affairs office, an agency locator service, a records management facility, a publications distribution facility, or a computer center.)
2. Is your facility staffed with at least one paid part-time or full-time librarian, technical information specialist, library technician, archivist, or other trained person **whose principal function is to assist others in meeting their information needs?**
3. Is your facility **either**: a) considered to be a Federal Government operation **or** b) receiving a majority (at least half) of its funding from Federal appropriations?  
(Check 'yes' if either a or b is true.)
4. Does your facility **either** support the information needs of a Federal agency **or** supply information as part of the agency's mission?

	Yes	No
1	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: For the purposes of this survey, a facility is included whether it is open to the public or not.

<sup>1</sup>For the purposes of this survey, a **library** is an organization that includes among its functions the following: selection, acquisition, organization, preservation, retrieval, and provision of access to information resources.

<sup>2</sup>For the purposes of this survey, an **information center** is an organization that performs the function of linking requestors with appropriate information resources through established mechanisms, such as database searching, providing referrals, answering specific questions, or by other means.

**Complete this survey and continue below if you answered 'Yes' to ALL the above questions.**

**If you answered 'No' to ANY of the above questions, STOP HERE and return this form to the address shown on page 1.**

### Part A - ORGANIZATION AND STRUCTURE

1. Check the box which best describes your library/information center. (See Instructions.)

**MARK (X) ONLY ONE BOX.**

- 1  Autonomous library/information center
- 2  Headquarters or central/main library/information center  
(List other locations included in this report below.)
- 3  Branch or nonautonomous library/information center  
(Reporting independently.)

2. If your unit is a headquarters or central/main library information center, identify the subordinate entities or branches included in this report. (Attach additional pages if necessary.)

Line No.	Name (1)	Address (2)	City (3)	State (4)	ZIP Code (5)
01					
02					
03					
04					
05					
06					



**Part A - ORGANIZATION AND STRUCTURE *Continued***

**3. Specify the primary nature of the organizational component to which your unit reports.**

**MARK (X) ONLY ONE BOX.**

- 1  Library/information center
- 2  Administrative
- 3  Computer technology/Information Resources Management
- 4  Education
- 5  Legal
- 6  Research/technical
- 7  Other -- Specify -- ✓

\_\_\_\_\_

-

**Part B - MISSION AND CLIENTELE, FISCAL YEAR 1994**

**1. Check the box which most closely resembles your mission and subject area. (See Instructions.)**

**MARK (X) ONLY ONE BOX.**

- 1  Presidential
- 2  National
- 3  Academic
- 4  Engineering and science
- 5  General (exclude hospital and penal)
- 6  Health and medicine
- 7  Hospital (patient's)
- 8  Law
- 9  Multi-type
- 10  Penal
- 11  Special (excluding engineering and science, health and medicine, and law)
- 12  Training center and/or instructional (technical) school

**2. Check all boxes which best describe your users (clientele).**

**MARK (X) ALL THAT APPLY.**

- 1  Agency staff
- 2  Other Federal staff
- 3  Other government (state, local, international)
- 4  Targeted populations (e.g., specialized professionals, military dependents, hospital patients)
- 5  General public
- 6  Commercial entities (e.g., business, industry)
- 7  Other -- Specify -- ✓

\_\_\_\_\_

-

**Part C - FACILITIES, FISCAL YEAR 1994**

**1. Show in square feet the net area assigned to library/information center purposes in all facilities.**

Square Feet



## Part E - SERVICE ACTIVITIES, FISCAL YEAR 1994

### Section 1 - HOURS OF SERVICE AND GATE COUNT

1. Are services available to the general public?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
2. How many total hours is your library or information center open <i>per typical week</i> (use whole hours) under staff supervision?	Hours
3. What is your gate count <i>per typical week</i> within fiscal year 1994?	Gate count

### Section 2 - REFERENCE AND OTHER SERVICES

1. Check all appropriate ways reference services are provided.  <b>MARK (X) ALL THAT APPLY.</b>	1 <input type="checkbox"/> By staff 2 <input type="checkbox"/> Contracted services 3 <input type="checkbox"/> Services provided by parent or other Government agency library 4 <input type="checkbox"/> Other -- Specify -- ✓ _____ _____ 5 <input type="checkbox"/> None
2. Show the number of requests or searches <i>per typical week</i> : Note: Exclude OPAC from lines 01 through 05. Do not leave blank--enter 0, NA (not applicable), or U/A (unavailable).	

Line No.	For	Total Number Requests or Searches
01	Directional/ready reference requests	
02	Substantive reference requests	
03	On-line searches	
04	CD-ROM searches	
05	Internet searches	
06	OPAC and other in-house database searches	

### Section 3 - PHOTOCOPYING TRANSACTIONS

1. Check whether or not on-site photocopy machines are available to the following users. If 'yes', check the '\$' box if charges are applied.	YES (1)	NO (2)	\$ (3)
a. Primary clientele			
b. Other users			
2. Show the number of photocopy exposures made for users by staff or contractors (include routing tables of contents and overnight services) <i>per typical week</i> .	Number		

**Part E - SERVICE ACTIVITIES, FISCAL YEAR 1994 *Continued***

**Section 4 - LOAN TRANSACTIONS, FISCAL YEAR 1994**

<b>1. Show the number of transactions made in direct circulation of materials to users (include routing of periodicals to users outside library/information center; i.e., number of people on routing list).</b>	Number																											
<b>2. Show the total number of interlibrary loan requests received (borrowed) from other libraries.</b>	Number																											
<b>3. Check all ways interlibrary loan requests are received (borrowed) from other libraries.</b>  <b>MARK (X) ALL THAT APPLY.</b>	<table style="width:100%; border: none;"> <tr><td style="width: 10px;">1</td><td><input type="checkbox"/></td><td>Phone</td></tr> <tr><td>2</td><td><input type="checkbox"/></td><td>Mail</td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td>Fax</td></tr> <tr><td>4</td><td><input type="checkbox"/></td><td>Electronic networks</td></tr> <tr><td>5</td><td><input type="checkbox"/></td><td>OCLC</td></tr> <tr><td>6</td><td><input type="checkbox"/></td><td>Special database (i.e., DOCLINE or VALNET)</td></tr> <tr><td>7</td><td><input type="checkbox"/></td><td>In Person</td></tr> <tr><td>8</td><td><input type="checkbox"/></td><td>Other -- Specify -- ✓ _____</td></tr> <tr><td>9</td><td><input type="checkbox"/></td><td>None</td></tr> </table>	1	<input type="checkbox"/>	Phone	2	<input type="checkbox"/>	Mail	3	<input type="checkbox"/>	Fax	4	<input type="checkbox"/>	Electronic networks	5	<input type="checkbox"/>	OCLC	6	<input type="checkbox"/>	Special database (i.e., DOCLINE or VALNET)	7	<input type="checkbox"/>	In Person	8	<input type="checkbox"/>	Other -- Specify -- ✓ _____	9	<input type="checkbox"/>	None
1	<input type="checkbox"/>	Phone																										
2	<input type="checkbox"/>	Mail																										
3	<input type="checkbox"/>	Fax																										
4	<input type="checkbox"/>	Electronic networks																										
5	<input type="checkbox"/>	OCLC																										
6	<input type="checkbox"/>	Special database (i.e., DOCLINE or VALNET)																										
7	<input type="checkbox"/>	In Person																										
8	<input type="checkbox"/>	Other -- Specify -- ✓ _____																										
9	<input type="checkbox"/>	None																										
<b>4. Show the total number of interlibrary loan requests filled (sent out).</b>	Number																											
<b>5. Check all ways interlibrary loan requests are filled (sent out).</b>  <b>MARK (X) ALL THAT APPLY.</b>	<table style="width:100%; border: none;"> <tr><td style="width: 10px;">1</td><td><input type="checkbox"/></td><td>Phone</td></tr> <tr><td>2</td><td><input type="checkbox"/></td><td>Mail</td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td>Fax</td></tr> <tr><td>4</td><td><input type="checkbox"/></td><td>Electronic networks</td></tr> <tr><td>5</td><td><input type="checkbox"/></td><td>Special database (i.e., DOCLINE or VALNET)</td></tr> <tr><td>6</td><td><input type="checkbox"/></td><td>In Person</td></tr> <tr><td>7</td><td><input type="checkbox"/></td><td>Other -- Specify -- ✓ _____</td></tr> <tr><td>8</td><td><input type="checkbox"/></td><td>None</td></tr> </table>	1	<input type="checkbox"/>	Phone	2	<input type="checkbox"/>	Mail	3	<input type="checkbox"/>	Fax	4	<input type="checkbox"/>	Electronic networks	5	<input type="checkbox"/>	Special database (i.e., DOCLINE or VALNET)	6	<input type="checkbox"/>	In Person	7	<input type="checkbox"/>	Other -- Specify -- ✓ _____	8	<input type="checkbox"/>	None			
1	<input type="checkbox"/>	Phone																										
2	<input type="checkbox"/>	Mail																										
3	<input type="checkbox"/>	Fax																										
4	<input type="checkbox"/>	Electronic networks																										
5	<input type="checkbox"/>	Special database (i.e., DOCLINE or VALNET)																										
6	<input type="checkbox"/>	In Person																										
7	<input type="checkbox"/>	Other -- Specify -- ✓ _____																										
8	<input type="checkbox"/>	None																										
<b>6. Does your library/information center charge for providing interlibrary loan materials to:</b> <b>Mark 'yes' if you ever charge; mark 'no' if you never charge.</b>  <b>a. Primary clientele</b>  <b>b. Other libraries</b>  <b>c. Other individuals or organizations</b>	<table style="width:100%; border: none;"> <tr> <td style="width: 10px;">1</td><td><input type="checkbox"/></td><td>Yes</td> <td style="width: 100px;"></td> <td>2</td><td><input type="checkbox"/></td><td>No</td> </tr> <tr> <td>1</td><td><input type="checkbox"/></td><td>Yes</td> <td></td> <td>2</td><td><input type="checkbox"/></td><td>No</td> </tr> <tr> <td>1</td><td><input type="checkbox"/></td><td>Yes</td> <td></td> <td>2</td><td><input type="checkbox"/></td><td>No</td> </tr> </table>	1	<input type="checkbox"/>	Yes		2	<input type="checkbox"/>	No	1	<input type="checkbox"/>	Yes		2	<input type="checkbox"/>	No	1	<input type="checkbox"/>	Yes		2	<input type="checkbox"/>	No						
1	<input type="checkbox"/>	Yes		2	<input type="checkbox"/>	No																						
1	<input type="checkbox"/>	Yes		2	<input type="checkbox"/>	No																						
1	<input type="checkbox"/>	Yes		2	<input type="checkbox"/>	No																						

**Section 5 - OTHER SERVICES, FISCAL YEAR 1994**

<b>1. Check whether or not you perform each of the following services. If 'yes', check the '\$' box if you charge to any user groups.</b>				
Line No.	Services	YES (1)	NO (2)	\$ (3)
01	Centralized technical services			
02	Prepares published bibliographies			
03	Produces other publications			
04	Produces on-line or CD-ROM databases			
05	Translations			
06	Selective Dissemination of Information (SDI)			
07	Outreach services			
08	Professional consultation			

## Part F - AUTOMATION AND TELECOMMUNICATIONS, FISCAL YEAR 1994

**1. Check when the following functions were automated in your library/information center either through in-house development, a bibliographic utility (e.g., OCLC and RLIN), or a vendor system.**

Line No.	Function	Automated before 1991 (1)	Automated since 1991 (2)	Automation Under Development (3)	Not Automated (4)	Not Performed (5)
01	On-line Public Access Catalog (OPAC)					
02	Acquisitions					
03	Cataloging					
04	Authority file control					
05	Interlibrary loan					
06	Circulation					
07	Serials control					
08	Other -- Specify -- ✓					

**2. Check all of the technology available to any staff and/or users in your library/information center.**  
**MARK (X) ALL THAT APPLY.**

- 1  Electronic mail (Email)
- 2  FAX
- 3  Local Area Network (LAN)
- 4  Wide Area Network (WAN)
- 5  INTERNET
- 6  Client/Server Interfaces (e.g., Gopher, WAIS)
- 7  Magnetic tape
- 8  CD-ROM
- 9  WORM
- 10  Other -- Specify -- ✓  
\_\_\_\_\_
- 11  None

## Part G - COOPERATIVE ARRANGEMENTS, FISCAL YEAR 1994

**1. Check all of the groups in which your library/information center participates.**  
**MARK (X) ALL THAT APPLY.**

- 1  FEDLINK (Federal Library and Information Network)
- 2  Agency administrative networks
- 3  Local and regional cooperatives (include metropolitan, intrastate, and statewide cooperatives)
- 4  Interstate and national cooperatives
- 5  Bibliographic service centers
- 6  Bibliographic utilities
- 7  Centralized processing centers
- 8  Cooperative collection resource facilities
- 9  Union catalog or union list other than a national union catalog or list, but including a regional or special catalog or list that may also report nationally
- 10  Other -- Specify -- ✓  
\_\_\_\_\_
- 11  None

## Part H - EXPENDITURES, FISCAL YEAR 1994

**1. Report your OPERATING EXPENDITURES from all sources.** *Note: Do not report the same expenditures more than once.*

Line No.	Purpose	Amount (Whole dollars)
01	Salaries and Wages (include benefits)	\$
02	Collection Resources	\$
03	All Other Operating Expenditures	\$

**2. Report your CAPITAL EXPENDITURES.**

Line No.	Purpose	Amount (Whole dollars)
01	Capital expenditures (include nonrecurring expenditures for the acquisition of or additions to fixed assets exclusive of above)	\$

## Part I - BUDGETED STAFF, FISCAL YEAR 1994

**1. Show the number of paid full-time equivalent (FTE) employees in filled positions (excluding building maintenance, volunteers, and contract staff), including Federal and non-Federal staff, assigned military personnel, and trust fund employees as of the end of fiscal year 1994.**

Line No.	GS Rating (or equivalent)	Number of FTE Employees
01	GS 1-8	
02	GS 9-12	
03	GS 13-15	
04	Above GS 15	

**2. Show the number of on-site contract staff in full-time equivalents (FTE) positions as of the end of fiscal year 1994.**

Line No.	GS Rating (or equivalent)	Number of FTE Employees
01	Contract staff on site (include cooperative and interagency agreements)	

## Part J - TRENDS

**1. Identify the level of significance each issue is anticipated to have in the next 5 years.**

Line No.	Issue	Level of Significance		
		High (1)	Medium (2)	Low or None (3)
01	Quality of space			
02	Quantity of space			
03	Reductions in staff size			
04	Increased demand for services			
05	Funding available for acquisition of materials			
06	Cost of interlibrary loan/document delivery service			
07	Ability to provide the level of service expected by clients			
08	Ability to provide clients access to electronic resources			
09	Ability to fund continued automation activities			
10	Ability to fund staff development activities			
11	Continued existence of the library/information center			
12	Contracting of more services			
13	Implementation of technological advances			
14	Charging for services to the public			

**Part J - TRENDS --Continued**

2. Indicate whether each item below has significantly changed over the last 3 years. Check "significant increase" or "significant decrease" if the change has been greater than 10 percent over the last 3 years. Check "same" if the change has been less than 10 percent over the last 3 years. If the element does not apply to your situation, select "not applicable."

Line No.	Element	Significant Increase (1)	Same (2)	Significant Decrease (3)	Not Applicable (4)
	<b>Funding</b>				
01	Federally appropriated funds				
02	Federal, nonappropriated				
03	Other funds				
	<b>Allocated Federal Positions (FTE'S)</b>				
04	Management/supervisory positions (FTE's)				
05	Professional positions (FTE's)				
06	Technicians and support staff positions (FTE's)				
	<b>Library hours</b>				
	<b>Level of Service Offered</b>				
08	Primary clientele				
09	Others				
	<b>Acquisitions</b>				
10	Number of serial subscriptions				
11	Dollars expended for serials				
12	Volumes of monographs purchased				
13	Dollars expended for monographs				
14	Dollars expended for other collections				
15	<b>Contracting out for projects or functions</b>				
16	<b>Charging other libraries for interlibrary loans</b>				
17	<b>Charging user fees for other functions or services</b>				
18	<b>Staff training/retraining</b>				

**Part K - PRESERVATION**

Preservation is defined as the provision of adequate facilities to protect, care for, or maintain collections; it includes specific measures, undertaken individually or collectively to maintain, repair, restore, or protect all materials in whatever form (books, periodicals, manuscripts, artworks, graphics, motion pictures, sound recordings, still photographs, video records, computer tapes and disks, and optical storage media). Maintenance includes binding.

<p>1. How many full-time equivalent employees (professional and nonprofessional) are engaged in preservation activities?</p>	<p>Number</p>
<p>2. Which of the following have you undertaken or developed?   <b>MARK (X) ALL THAT APPLY.</b></p>	<p>1 <input type="checkbox"/> Preservation survey                  2 <input type="checkbox"/> Preservation plan                  3 <input type="checkbox"/> Cooperative preservation activities                  4 <input type="checkbox"/> Disaster plan                  5 <input type="checkbox"/> Physical security plan                  6 <input type="checkbox"/> None</p>





**GENERAL INSTRUCTIONS**  
**FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY**  
*Fiscal Year ending September 30, 1994*

Please respond to each item on this report in the space provided. Please do not leave any lines blank. If the appropriate answer is zero or none, use 0. If a figure is unavailable, use U/A. If not applicable, use NA. Please provide an estimate if exact data are not available. Include data for the main or central library and all branch and independent libraries that were open all or part of fiscal year 1994.

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code, telephone number of the person responsible for completing the report, the Federal Government department and agency, and the fax area code and telephone number.

## SURVEY SCOPE

Include data for domestic locations only (within the United States). Exclude foreign branch operations and all other entities located outside the United States. Report for all parts of the library/information center that are located in the 50 states and the District of Columbia. For purposes of this survey, data for Puerto Rico, the Virgin Islands, and U.S. territories should be excluded.

## WHO SHOULD RESPOND

This report is not applicable to your institution if the answer is 'No' to ANY of the four 'Who Should Respond' questions listed on page 2 of the survey form. If this is the case, return the form to the address shown on page 1.

## PRINCIPLES TO FOLLOW IN PREPARING YOUR REPORT

- Moneys should be reported as operating expenditures at the level at which they are spent for library services, materials, or equipment.
- Shared personnel should be reported as staff by the receiving library.
- Materials given to or placed on permanent deposit in a library should be reported as holdings by the paying library.

## PERIOD OF REPORT

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

- **Fiscal year 1994** -The most recent complete fiscal year that ended prior to October 1, 1994.
- **Typical week in fiscal year 1994** Choose a typical week in the past year, which is one in which the Federal library or information center is open its regular hours and which contains no holidays, and which reflects the regular activities of the library/information center.
- **Next 5 years** -The next 5 fiscal years from 1995 (ended prior to October 1, 1995) through 1999 (ending prior to October 1, 1999).
- **Last 3 years** -The last 3 fiscal years from 1992 (ended prior to October 1, 1992) through 1994 (ended prior to October 1, 1994).

## Part A - ORGANIZATION AND STRUCTURE

### Item 1 - Reporting Entity

Report whether the entity completing this report is an autonomous library/information center, or a headquarters or central/main library/information center reporting data for itself and/or other branches, or a branch or nonautonomous library/information center reporting data independently. Complete Item 2.

**Autonomous library/information center** One which has a separate facility, collection, staff, a defined clientele, and full operational control. The principal operating budget would, in general, derive from the institution served.

**Headquarters library/information center** Either a single-unit library serving administrative headquarters, or the central user unit, with administrative and directional control of other libraries.

**Central/main library/information center** The single-unit library or the administrative center of a multiunit library where the principal collections are kept and handled.

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**Branch or nonautonomous library/information center**--This is a user-service unit which has all of the following:

- Quarters that are separate from the central library.
- A permanent basic collection of materials.
- A permanent staff provided by the central library or the institution or organization of which the library is a part.
- A regular schedule for opening.

They are administered from the central library and are not autonomous. However, some units may report independently for the purpose of this survey.

**Item 2 - Subordinate Entities**

Identify the subordinate entities or branches included in this report.

**Item 3 - Controlling Entity**

Mark one category that best describes the department, office, area, etc., that your library/information center directly reports.

**Box 1 - Library/information center** A **library** is an organization that includes among its functions the following: selection, acquisition, organization, preservation, retrieval, and provision of access to information resources. An **information center** is an organization that performs the function of linking requestors with appropriate information resources through established mechanisms, such as database searching, providing referrals, answering specific questions, or by other means.

**Box 2 - Administrative** -An office in your agency clearly administrative in nature (e.g., planning, finance, facilities).

**Box 3 - Computer technology/Information Resources Management** -The agency's Office of Information Resource Management or similar management office for information systems.

**Box 4 - Education** -An office in your agency clearly educational in nature (e.g., outreach, public programs, training).

**Box 5 - Legal** -An office in your agency clearly legal in nature (e.g., legal counsel).

**Box 6 - Research/technical** -An office in your agency which oversees research (other than legal) and

medical libraries in a single facility and under a single

technical (other than computer) operations (e.g., sciences, mechanics, industrial arts, historical, cultural).

**Part B - MISSION AND CLIENTELE,  
FISCAL YEAR 1994**

**Item 1 - Mission**

Check only ONE type to describe your library's or information center's mission and subject area.

**Box 1 - Presidential** -Specializes in the official records, memorabilia, literature, and other materials concerning the affairs of Presidents of the United States.

**Box 2 - National** -(Library of Congress, National Library of Medicine, National Agricultural Library, National Technical Information Service) Have Government-wide responsibilities and missions which include concern for both National and international matters.

**Box 3 - Academic** -Serve the faculty and students in colleges, universities, graduate, and postgraduate schools (e.g., U.S. Military Academy, U.S. Naval Academy).

**Box 4 - Engineering and science** Collections are devoted predominantly to engineering and the sciences.

**Box 5 - General** -Provide service to meet cultural, informational, educational, and recreational needs of a defined clientele (e.g., libraries on military bases). Report libraries serving patients in hospitals, and penal libraries under those classifications.

**Box 6 - Health and medicine** -Libraries or information centers whose collections are predominantly devoted to medicine and the health sciences.

**Box 7 - Hospital (patient's)** -Autonomous service units which are located in hospital facilities and are operated primarily to serve library needs of patients in the facility, but which are NOT part of post or base library systems.

**Box 8 - Law** -House collections which are predominantly devoted to legal materials.

**Box 9 - Multi-type (systems)** -Nonautonomous or semi-autonomous collections, branches, or facilities of more than one type as defined in this section, under a single administration (e.g., libraries which include patients' and

administration, combined general and educational

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libraries, a science library with a medical branch, etc.) These libraries are usually the result of combining several libraries under one administration and direction, and fulfill dual missions, with each component serving separately defined user groups which may or may not overlap.

**Box 10 - Penal** -Libraries or information centers which serve penal institutions (e.g., Federal Youth Centers, Federal Reformatories, U.S. Penitentiaries, Federal Correctional Institutions). Military libraries which provide service to military penal facilities will not be included in this category UNLESS they are operated separately from a base or post library system.

**Box 11 - Special** -Technical or research libraries or information centers which serve a specialized clientele and whose mission plan and scope of collections and services are limited to the subject interests of the host or parent organization or agency, but are not predominantly devoted to Engineering and Science, Health and Medicine, or Law, and do not fall within any of the other definitions in this section.

**Box 12 - Training center and/or instructional (technical) school** -Support nondegree-granting educational (vocational) centers. Included in this group are military libraries or information centers which support an instructional mission (e.g., U.S. Army Language Training Facility, Amphibious Warfare Library).

**Item 2 - Clientele**

Check ALL that apply to identify your library's or information center's clientele.

**Part C - FACILITIES, FISCAL YEAR 1994**

**Item 1 - Net area**

Net area, in square feet, of space assigned for library purposes is the total space which can be put to use in furtherance of the library's mission. It consists of the sum of all areas on all floors of the buildings that have been assigned to or are used for library functions or purposes. It includes space for readers and reading areas, bookstack and related storage areas for the book collections, audiovisual materials, and other materials, working spaces for staff, space for services to users (include the card catalog and computer terminals), public-service desks, copying equipment, audiovisual equipment, other library equipment, aisles between bookstack ranges and library furnishings, and similar useful space. Such space does NOT include vestibules, lobbies, or traffic areas, janitorial or custodial storage or service areas, toilets, elevator or stairway space, building

corridors, or similar space not specifically used for library functions.

The number of square feet in the net assignable area is determined by measuring the space between the permanent interior walls. Floor areas occupied by built-in furnishings, such as service counters, closets, and shelving, are included in the wall-to-wall net square feet. No deductions are made for columns or for projections necessary to the building structure.

**Part D - COLLECTIONS, FISCAL YEAR 1994**

**Item 1 - Classification System**

Show the ONE classification system which was used for classifying all or most of your library materials in fiscal year 1994. If materials in your library are not classified, check box 5.

**Item 2 - Government Depository**

Check whether or not your library/information center serves as a Government depository. If yes, check either full or selective service.

**Item 3 - Numbers Held in Collections**

Show the total number in the collection on September 30, 1994 for each type of material listed. Where no materials of this type are held in the library, enter NA. If specific data requested are unavailable, be sure to provide estimates. Suggestions for determining estimated numbers are shown under the definitions of types of materials.

**General Definitions:**

**VOLUMES** -A physical unit of any printed, handwritten, typewritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, that has been catalogued, classified, and made ready for use.

**VOLUME EQUIVALENT** -The paper equivalent in another medium such as microform or compact disk.

**TITLES** - As generally accepted a title is the distinguishing name of a work whether it be printed, on microfilm, or in electronic form and whether issued in one or several volumes, reels, slides, disks, or parts. In the case of reporting numbers of titles, multiple copies of the same edition of a title in the same format are reported as one title. If the title is duplicated in a different medium such as in compact disk as well as paper, it is counted

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under each medium.

**UNITS** - An individual physical item of library material. Examples include a reel, card, slide, disk, sheet, volume, cartridge, etc.

**Column (2) - Microform** -Materials that have been photographically reduced in size for storage and protection purposes, and which must be read with the help of enlarging equipment (readers). Examples of microforms are: microfilm, microcard, and microfiche. These forms are also referred to as microcopy and microtext.

**Column (3) - Electronic** -Electronic media are machine readable serials, monographs, or databases in electronic form, such as compact disk, magnetic disk, or magnetic tape, which are designed to be processed by a local computer. Examples include U.S. Census Bureau data tapes, CD-ROM products, or subscriptions to individual electronic journals or books. Do not include titles in which a floppy disk is included as part of a book or journal. Do not include on-line products provided by large database utilities such as Mead Data Central, OCLC, or Dialog Information Services.

**Lines 01 and 02 - Books** -Exclude bound periodicals, microforms, documents, and technical reports. A library's organized (cataloged or recorded) collection(s) of books, monographs, paper-bound books, pamphlets, and such other items as classified and cataloged documents, manuscripts, memoirs, proceedings, transactions of societies, monographic and publishers series, and serials (with the exception of bound periodicals and microforms) prepared, organized into the general collections, and recorded in the same way as books, and which may be shelved with books. Items that are not prepared or organized in the same manner as books such as unbound magazines, journals, and newspapers, should not be reported as part of the book collection.

**Line 01 - Book Volumes** -A volume for this purpose is any number of printed or written sheets, sections, pamphlets, manuscripts, maps, or sheets of music that are bound together. In other words, report in this category the number of physical units of the book collection contained in one binding or portfolio. Do not report here photographically reduced volumes.

**Line 02 - Book Titles** -The title is the distinguishing name of any written or printed work as shown on the page of a volume (as described above). Report in this category the number of items for which a separate shelflist\* card has been made. However, observe the following guidelines:

Six copies of the same edition of an item should be counted as one title; two editions of the same title which have been cataloged or recorded separately are to be counted as two titles; a set of six items for which six shelflist cards have been made should be counted as six titles; and two sets of the same edition for which one shelflist card has been made will be counted as one title.

\*Note: A record of the books in a library arranged in the order in which they stand on the shelves, and where the various copies may be located in the library. It also serves as an inventory of the collection.

**Method for Estimating the Number of Titles in the Collections** -A library which does not keep a title count for its various collections or that finds it difficult to count the number of separate shelflist cards may use the following acceptable method for estimating this count:

- Count the number of titles in 1 inch of shelflist cards in the shelflist;
- Repeat step one at random intervals (e.g., count 1 inch in every foot) through the shelflist;
- Average the number of titles per inch;
- Multiply the average titles per inch by the number of inches of cards in the shelflist.

**Lines 03-06 - Periodicals** -A periodical collection comprises magazines, newspapers, and other serial publications that are processed as magazines and newspapers, and located in a newspaper and periodicals reading room or section of the library. Serial publications that have been cataloged, recorded, or classified into collections in such a manner that they cannot readily be identified as serial publications should not be reported as part of the periodical collection; e.g., a newspaper or a yearbook that has been cataloged as a volume of the book collection is to be recorded in the book collection category. Do not report a magazine or annual report produced by an agency and classified with general documents in the documents section of the library.

**Line 03 - Periodical volumes** -A periodical volume is the publisher's volume (i.e., the unit established by the publisher as a volume). A periodical volume may or may not correspond to 1 year's issue of a title; i.e., Time magazine, v. 95 and 96, 1990, are two periodical volumes.

**How to estimate periodical volumes** -In general, a periodical volume corresponds to 1 year's issue of a title. If it is difficult to count the number of periodical volumes, report the number of whole years for which the library or information center has holdings. Do not report fractions of a year.

**Line 04 - Periodical noncurrent titles** -The number of

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titles held in the periodical collection for which new issues are no longer being received.

**Line 05 - Periodical current subscriptions (exclude looseleaf)** - List the number of titles, exclusive of duplicates, for which current subscriptions are held.

**Line 06 - Periodical current looseleaf subscriptions** - Information, especially current data, in easy-to-use form, not readily available otherwise, issued by various types of agencies and organizations. This type of data and information may be issued in printed multigraphed, looseleaf, or other form, and made available to libraries regularly on a subscription basis.

**Line 07 - Government documents or non-Government reports** - Include here the number of publications bearing a Government imprint, technical reports, and classified (security controlled) materials that have not been reported under the book or periodical categories.

**Line 08 - Other materials (i.e., manuscripts, cartographic materials, flat pictures, study printsets, games, etc.)** - Include in this category all other types of materials not included in any of the other previously described categories, such as manuscripts, maps/charts (number of sheets), flat pictures, study printsets, all kinds of prints, photographs, plates, etchings, posters, cartoons, games, etc. Maps may be of cities, villages, or smaller areas; a map may be pictorial, or it may be used as background for exhibiting various facts. Maps/charts may also be meteorological (star maps), hydrographic maps, and those for navigators. Record here the number of items of such material held during the reporting period in each form in the appropriate columns.

**Line 09 - Audiovisual materials** - Include all materials which are produced to be viewed or heard through the use of special equipment. This does not include computer/electronic media files or printed material photographically reduced in microfilm. Do not include special format audiovisual materials reported on line 10.

**Line 10 - Special format materials** - Report the number of print units and electronic units of special format materials for individuals unable to read standard print; e.g., braille, recordings, large print, electronic. Include special format audiovisual materials here; not on line 09.

## **Part E - SERVICE ACTIVITIES, FISCAL YEAR 1994**

### **Section 1 - HOURS OF SERVICE AND GATE COUNT**

#### **Item 1 - Services**

Indicate whether or not services are available to the general public (not primary clientele).

#### **Item 2 - Hours of service**

Show the number of hours the library or information center is open to general users in a typical week in the past year. Show only hours open under staff supervision. Use the nearest whole hour; omit fractions.

#### **Item 3 - Gate count**

The number of persons counted either entering or leaving the library/information center in a typical week in the past year. If not regularly counted, results of samplings may be entered.

### **Section 2 - REFERENCE AND OTHER SERVICES**

#### **Item 1 - Ways reference services are provided**

Check all that apply.

#### **Item 2 - Number of requests or searches per typical week**

Report the number of reference, directional, and on-line transactions made in person, by telephone, electronically, and through correspondence regardless of whether the information was supplied from materials in your library or another source.

**Lines 01 and 02 - Reference transactions** These are transactions which call for professional library staff skill in (a) locating and supplying information from own or outside sources, (b) analysis or interpretation of literature, (c) selection and assemblage of library material to answer inquiry, (d) acting as a clearinghouse; referring to another expert source.

These transactions may involve, but are not limited to, extensive research. Do NOT include reference transactions involving only on-line database searches or OPAC.

#### **Line 01 - Directional/ready reference requests**

Reference time spent on each query is usually 10 minutes or less. Simple on-line searching may be necessary for verifications or holdings. Count each query as a separate intellectual unit.

**Line 02 - Substantive reference requests** Reference requiring more time and work than ready reference, such as substantive subject searches, research, and the use of more than basic reference tools. Usually more than 10 minutes time may be needed. Not mutually exclusive from the on-line search counts. Count each query as a

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separate intellectual unit.

**Line 03 - On-line searches** -Staff mediated on-line searching for substantive searches requiring more than a simple verification or collection holding for which users are not charged fees. Not mutually exclusive from substantive reference requests. Count includes all on-line access points (i.e., each database searched).

**Line 04 - CD-ROM searches** -Transactions that provide information via CD-ROM. Exclude OPAC.

**CD-ROM** -Compact disc-read only memory. An optical storage technology on which data, audio or video, can be stored.

**Line 05 - Internet Searches** -Transactions that provide information via Internet. Exclude OPAC.

**Line 06 - OPAC and other in-house database searches** -Transactions that provide information via OPAC (on-line public access catalog of library holdings).

### **Section 3 - PHOTOCOPYING TRANSACTIONS**

Self-explanatory.

### **Section 4 - LOAN TRANSACTIONS, FISCAL YEAR 1994**

**Item 1 - Number of transactions made in direct circulation of materials to users (includes routing of periodicals to users outside library/ information center)**

Only loan transactions of items charged directly to library users for use outside the library should be reported here. Do not include a count of the call slips used to obtain materials from closed stacks or other counts of use within the library. Do not count in this category materials lent in bulk loans or lent to other libraries on interlibrary loan.

**Number of transactions** - Report each book charged as a single transaction. In the case of sound recordings, five discs contained in one sound recording album and charged out as an album count as one transaction. A box of slides charged as a box counts as one transaction. Several pages of photocopy lent in reply to one request should also be counted as one transaction. Count routing of periodicals as the number of people on routing list.

#### **Items 2-6 - Interlibrary loans**

These are items (library materials of various kinds) received by your library in answer to specific title, author, or subject requests, or materials lent to other libraries not under your library's administration in response to specific

title, author, or subject requests. Bulk loan or rental collection transactions are not included.

**Note:** In counting the number of transactions for materials provided to other libraries or received from other libraries, be sure to count several items received or lent as a single unit, as one transaction. As indicated above, a box of slides received or lent as a single unit, counts as one transaction, etc.

### **Section 5 - OTHER SERVICES, FISCAL YEAR 1994**

#### **Item 1 - Definitions of services listed below:**

**Line 06 - Selective Dissemination of Information (SDI)** - Performance of ongoing research for patrons on areas of interest, which may include scanning and routing of new materials, tables of contents, periodic database searching, and other means to update patrons to current awareness in areas of broad and specific interest.

**Line 07 - Outreach services** -Library services provided to patrons within and outside the primary facilities served. They may include services charges outside affiliated and unaffiliated institutions and clientele. Examples are bookmobiles, clinical and circuit librarians, and regional services.

### **Part F - AUTOMATION AND TELECOMMUNICATIONS, FISCAL YEAR 1994**

#### **Item 1 - Automation of functions**

Check only one category for each function.

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**Item 2 - Definitions of technologies listed below:**

**Box 1 - Electronic mail (Email)**- The electronic transmission of messages or documents in a computer system or between computers.

**Box 2 - FAX** -An abbreviation commonly used for facsimile transmission (telefacsimile). It represents the technology used to digitally transmit graphic material over the public telephone network.

**Box 3 - Local Area Network (LAN)** A cluster of PCs and other computer peripherals in a relatively small area interconnected for the purpose of communications, file transfer, and sharing of peripheral hardware.

**Box 4 - Wide Area Network (WAN)** A communications network that spans large areas (hundreds or thousands of miles) by using telecommunications lines provided by a common carrier (e.g., the phone company).

**Box 5 - INTERNET** -The collection of networks that connect Government, university, and commercial agencies (e.g., NSFNET, WestNet, BITNET, etc.). The term is also more broadly used to designate any set of interconnected, logically independent networks.

**Box 6 - Client/Server Interfaces (e.g., Gopher, WAIS)** - A program operating on a microcomputer, workstation, or timesharing computer system that is accessed by a person and which provides an interface to remote information systems (e.g., databases). The end-user is insulated from the remote system database access protocols so that a common-user interface is supplied to the person.

**Box 7 - Magnetic tape** -A tape of any material coated with magnetic particles on which audio, video, and digital data can be recorded as magnetic variations and used with a computer for input and output of data stored on the tape.

**Box 8 - CD-ROM** -Compact disc-read only memory. An optical storage technology on which data, audio or video, can be stored.

**Box 9 - WORM (WRITE ONCE-READ MANY)** An acronym for optical disc technology in which data can be written once but the data cannot be erased.

**Part G - COOPERATIVE ARRANGEMENTS,  
FISCAL YEAR 1994**

**Item 1 - Definitions of groups listed below:**

**Box 1 - FEDLINK** -(Federal Library and Information Network) A cooperative network program established by the Federal Library and Information Center Committee (FLICC) of the Library of Congress. Through FEDLINK, FLICC offers all Federal agencies cost-effective access to information and library operations support services from commercial sources.

**Boxes 2-4 - Networks and cooperatives** Total of two or more independent libraries of any type(s) engaging in cooperative activities to perform library services for mutual benefit, according to some agreement on common purposes while retaining individual autonomy. The activities extend beyond reciprocal borrowing and beyond the scope of the national (American Library Association) interlibrary loan code.

**Box 5 - Bibliographic service centers** Organizations that serve a network of libraries as a distributor of computer based bibliographic services. A service center gains access to bibliographic data through a bibliographic utility.

**Box 6 - Bibliographic utilities** -Organizations that maintain on-line databases provided by various libraries individually or cooperatively through networks. The utility provides a standard interface by which bibliographic data are accessible to libraries either directly or through bibliographic service centers.

**Box 7 - Centralized processing centers** A library or other agency that orders library materials, prepares them for use, and prepares cataloguing records for them on behalf of a group of libraries.

**Box 8 - Cooperative collection resource facilities** - Facilities supported cooperatively by a group of libraries to acquire, maintain, and provide access to collection resources not generally available in any or all of the cooperating libraries. Materials may be acquired through cooperative purchase or through depository arrangements to maintain little-used materials furnished by participating libraries. Services typically include interlibrary lending, photocopying, and materials preservation. An example is the Center for Research Libraries. It is distinguished from a storage facility in which materials stored cooperatively remain the property of each library rather than becoming common property of the facility.

**Box 9 - Union catalog or union list** A catalog or list of titles that describes the contents of physically separate

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library collections. Location data indicate the libraries in which a given item can be found.

**Part H - EXPENDITURES, FISCAL  
YEAR 1994**

**Item 1 - OPERATING EXPENDITURES**

The current and recurrent costs necessary to the provision of library service, such as personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and cost incurred in the operation and maintenance of the physical facility.

**Line 01 - Salaries and Wages** -Report the salaries and wages paid to all except maintenance employees, including full- and part-time employees assigned to work ON A REGULAR SCHEDULE in another library or agency. If salaries and wages are paid by the library (i.e., from the library budget) with some additional expenditures from an outside component, enter the total amount expended. Do NOT include fees paid to outside consultants hired in connection with the library program or special projects. Maintenance staff salaries and wages are to be reported with "All Other Operating Expenditures" on line 03. Fringe benefits for wages and salaries reported on line 01 will also be included on line 03.

**Line 02 - Collection Resources** -Report expenditures for the purchase or rental of all library materials. Include expenditures for library materials that were purchased for the library's permanent collections and for gifts. The cost of materials provided from centrally-held funds (e.g., book kits purchased by a system headquarters) will not be included. General definitions of what to include are as follows:

**Books and periodical back files** -Report expenditures for all published and photocopies of written works that are not reduced in microform, and for all other graphic works that are produced by printing processes. These include books, pamphlets, reports, documents, sheet music, and unframed art prints.

**Periodicals** -Report expenditures for current subscriptions (fiscal year 1994).

**Microform materials** -Report expenditures for materials that have been photographically reduced in size for storage and protection purposes.

**Audiovisual materials** -These are materials, such as graphic materials, sound recordings, motion picture films, video recordings, filmstrips, and slides, that are produced to be viewed or heard and that require special equipment in order to be utilized. DO NOT REPORT EXPENDITURES FOR PRINTED MATERIALS THAT HAVE BEEN PHOTOGRAPHICALLY REDUCED IN MICROFORM.

**Commercial electronic media** -Report expenditures for materials 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. Examples are U.S. Census Bureau data tapes, locally-mounted databases, and reference tools on CD-ROM, tape, or disk. Include current serials. 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.

**Other materials** -Report expenditures for those materials that do NOT belong in the categories of materials cited above. These include manuscripts, cartographic materials, mixed media (such as kits containing both printed and audiovisual materials), games, globes, framed art prints, photographs, and original art works, art objects, realia, etc.

**Line 03 - Other operating expenditures** Report all expenditures for the operation of the library other than those already specified. These include expenditures for maintenance of the plant including salaries and wages for maintenance staff); personnel insurance and fringe benefits (e.g., social security, retirement, pensions, life insurance, health insurance, etc.); utilities, rent, interest on loans; recruiting expenses, in-service training; travel, dues; property insurance; and supplies. DO NOT REPORT MONEYS SPENT FOR INVESTMENTS, THE REPAYMENT OF THE PRINCIPAL ON LOANS, MONEYS TRANSFERRED AS GRANTS TO OTHER LIBRARIES AND LIBRARY AGENCIES, OR MONEYS TRANSFERRED TO OTHER FUNDS OR RETURNED TO GOVERNMENT SOURCES OR TO THE PARENT INSTITUTION. General definitions of what to include are as follows:

**Preservation** - Report total expenditures during the fiscal year for the binding and rebinding of any library materials. The specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion, boxing, deacidification, and lamination. Include expenditures for supplies such as boxes and acid free materials. Include equipment costs directly related to preservation, such as ultraviolet light



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filters, humidifiers, dehumidifiers, hygrothermographs, and nonwater fire suppression systems. Exclude equipment such as sprinkler systems and smoke and water detectors.

**Furnishings, equipment** -Report costs for purchase, rentals, and maintenance of all other furnishings and equipment, except computer and preservation equipment. Includes audiovisual equipment and equipment used with microforms.

**Computer hardware, software, and supplies** 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.

**Hardware** -Mechanical, electrical, or electronic equipment required in a computer system.

**Software** -Programs and instructions required for directing the operation of a computer system.

**Bibliographic utilities, networks, and consortia** Include dues, fees, and operating expenses (not reference related expenses).

**Contract costs** -Fees paid to outside consultants hired in connection with the library program and/or special projects, and moneys expended for contracts with nonlibrary and library agencies. Include interagency and cooperative costs.

**Item 2 - CAPITAL EXPENDITURES**

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

**Part I - BUDGETED STAFF, FISCAL YEAR 1994**

**Item 1 - Number of Employees**

Report the number of full-time equivalent employees in filled positions (excluding building maintenance, volunteers, and contract staff), including Federal and non-Federal staff, assigned military personnel, and trust fund employees as of September 30, 1994. INCLUDE full- and part-time employees permanently assigned to work in your library but paid by another library or agency.

For example, the "full-time equivalent" (FTE) for a part-time employee who works 25 hours per week in a 40-hour week is computed as follows:

$25 \div 40 = .625$ . Add the total of all FTE for each category of employee and round the sum to one decimal point. Report this amount in the appropriate spaces. For example, the above employee working 25 hours per week and one other part-time employee in the same category working 20 hours per week are computed as follows:  
 $.625 + .500 = 1.1$ .

**Part J - TRENDS**

Self-explanatory.

**Part K - PRESERVATION**

Self-explanatory.