

**Data Base Documentation  
Federal Libraries and Information  
Centers Survey, FY 1994**

**U.S. Department of Education  
National Center for Education Statistics**

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## **I. Introduction**

**This data file contains 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 file come from the Federal libraries and information centers that meet certain criteria (see page 23), 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.**

**The data in this file reflect 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.**

## **II. User's Guide**

### **A. Survey 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.

**Data Collection.** The 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.

**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.

## **B. User Guidelines for Processing the Federal Libraries and Information Centers File**

The Federal Libraries and Information Centers Data File, FY 1994 (FLIC\_94.DBF) is in standard dBase IV format. The file contains final edited data for 1,161 survey respondents and 73 records with blank data for survey nonrespondents for the total 1,234 Federal libraries and information centers in the 50 states and the District of Columbia. To process

and/or view the data, the file can be imported into the application software of your choice.

NOTE: The file on disk is a ZIP file.

**APPENDIX A - 1994 FEDERAL LIBRARIES SURVEY  
DATABASE GLOSSARY AND KEYING INSTRUCTIONS**

<p>1. Key '0' for 'zero', 'none', or '----'.                  2. Key '888888888888' for 'NA' - Not Applicable (fill the field with '8's').                  3. Key '999999999999' for 'U/A' - Unavailable (fill the field with '9's').</p>			
MNEMONIC	KEY	VARIABLE LENGTH & TYPE 'X' Alphanumeric 'N' Numeric	DATA ELEMENT NAME
SELECTED	--	[1,X]	* - Selected for 1993 Pretest \$ - Selected for 1994 Pretest
CERT	--	[1,X]	<b>Certainty</b>  Marked in universe file for total or partial selection in 1993 Pretest sample with certainty:  H - Headquarters ( <i>total - all selected</i> ) I - Information Centers ( <i>partial-some selected</i> )
FILEID	--	[8,X]	File ID  The unique ID from each source file
SRCEID	--	[3,X]	Source ID  The identification number of the source list that the facility was obtained from:  001 - ORYX 002 - FEDLINK 003 - HEALTH 004 - NAVY 005 - LIBRARY DIRECTORS 006 - DOD SCHOOLS ( <i>excluded in 94 Universe</i> ) 007 - AIR FORCE LIST 008 - AGENCY LIST 009 - ADD FILE

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FEDLIBID	--	[13,X]	Unit ID  The unique unit identification number assigned to every facility in the universe. Digits 1 - 3 indicate the Department Code; digits 4 - 6 indicate the Agency Code; digits 7 - 10 indicate the individual facility ID number under the department and agency.
DEPTCODE	--	[3,X]	Department Code  Department of the U.S. Federal Government code ( <i>See Government Organization Codes list</i> )
AGENCYCODE	--	[3,X]	Agency Code  Agency of the U.S. Federal Government code ( <i>See Government Organization Codes list</i> )
NAME1	--	[38,X]	Name 1  Primary name used by this facility
NAME2	--	[38,X]	Name 2  Additional name, or primary name continuation, used by this facility.
STREET	--	[38,X]	Street  Number and street of the facility mailing address. May also include post office box numbers, rural routes, etc.
ADDRESS2	--	[38,X]	Address 2  Additional address information
PLCE	--	[38,X]	Place  City, town, village, borough, or post office name of the facility mailing address.
ST	--	[2,X]	State Abbreviation  A state abbreviation of the facility mailing address
ZIP	--	[10,X]	Zip Code  The Zip Code of the facility mailing address:  ZIP5        First five digits of the Zip Code [5,X] ZIP 6-9    Last four digits of the Zip Code [4,X]
COUNTRY	--	[19,X]	Country  Country of the facility mailing address

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GENTELE	--	[18,X]	General Information Telephone Number Telephone number with area code
GENTELEX	--	[5,X]	General Information Telephone Number Extension
FAXTELE	--	[18,X]	Fax Telephone Number Telephone number with area code
CHFNM	--	[38,X]	Chief Administrator name Name of facility representative
CHFTITLE	--	[30,X]	Title of Chief Administrator Chief Administrator title
LIBTYPE	--	[5,X]	Library Type The type of library ( <i>from ORYX file only</i> ): a - Presidential b - National c - Academic d - School (Elementary/Intermediate/Secondary)--excluded for 1994 e - Training Center and/or instructional (technical) school f - Special (Excluding any of the above) g - Health and medicine h - Law i - Engineering and Science j - General (except Hospital/Penal) k - Hospital (patient's) l - Penal
CONTRSTAT	--	[60,X]	Contract Status The contractor that administers the agency's library activities ( <i>from ORYX file only</i> )
STAFFSIZE	--	[12,X]	Staff Size The total staff size ( <i>from ORYX file only</i> )
COLECTSIZE	--	[12,X]	Collection Size The collection size in number of volumes ( <i>from ORYX file only</i> )



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CKIN	7, 8, 9, 10, 15, 19, <u>or</u> 20	[2,X]	<p>Check-in Status Code</p> <p>Form received--to record check-in information identifying the cases to be included in the follow-up operation:</p> <p>7 - Data reported 8 - Data reported by Parent - Child (combined) 9 - Delete - Closed or duplicate 10 - Out of Scope of the Universe 15 - Refusal 19 - Remail 20 - Post Master Returns</p>
CKINDAT	Date--MODAYR	[6,X]	<p>Check-in date</p> <p>The month, day, and year a facility is checked in as received.</p>
EXTDAT	Date--MODAYR	[6,X]	<p>Extension date for check-in</p> <p>The month, day, and year of the revised due date for receipt of the forms for this facility. (<i>Follow-up procedures resume after this date.</i>)</p>
ACT	<b>b, H, A, N, D, C, S, <u>or</u> O</b>	[1,X]	<p><b>Activity code</b></p> <p><b>Indicates present status of institution activity:</b></p> <p><b>b - Facility is active and not a current year add</b> <b>H - Headquarters--possibly reporting for multiple facilities</b> <b>A - Add--facility is active and was added during the current year</b> <b>N - Non-respondents to final follow-up</b> <b>D - Delete--facility is closed or is a duplicate of another facility</b> <b>C - Combined with another facility</b> <b>S - Split into more than one facility</b> <b>O - Out of scope of the universe</b></p>
DOC	Date--MODAYR	[6,X]	<p><b>Date of change</b></p> <p>The month, day, and year a facility is added, deleted, or the FEDLIBID or ACT changed.</p>
NOTES	Analyst Notes	[254,X]	Notes by analyst

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<b>Respondent Information</b>			
RSPNM	Name	[30,X]	Respondent name
RSPTITLE	Title	[30,X]	Respondent title
RSPTELE	Number XXX-XXX-XXXX	[18,X]	Respondent telephone number
DEPT	Name	[30,X]	U.S. Federal Government department name
AGENCY	Name	[30,X]	U.S. Federal Government agency name
RSPFAX	Number	[18,X]	Respondent fax telephone number
<b>Who Should Respond</b>			
	1 - Yes, 2 - No		
WHORSP1	1 <u>or</u> 2	[1,X]	Library or information center
WHORSP2	1 <u>or</u> 2	[1,X]	Staff of one or more
WHORSP3	1 <u>or</u> 2	[1,X]	Federal Government
WHORSP4	1 <u>or</u> 2	[1,X]	Support Federal agency
<b>Part A - ORGANIZATION AND STRUCTURE</b>			
FLA1	1, 2, <u>or</u> 3	[1,X]	1 - Autonomous 2 - Headquarters 3 - Branch
FLA2	No. of Entries	[2,X]	Number of entities or branches listed
FLA3	Box No. X'd	[1,X]	Primary nature of the organizational component to which the unit reports
FLA37S	Entry Specified	[30,X]	Other - Specify - Nature of organizational component
<b>Part B - MISSION AND CLIENTELE, FISCAL YEAR 1994</b>			
FLB1	Box No. X'd	[2,X]	Mission and subject area
FLB21	1 if X'd	[1,X]	Agency staff
FLB22	1 if X'd	[1,X]	Other Federal staff
FLB23	1 if X'd	[1,X]	Other government
FLB24	1 if X'd	[1,X]	Targeted populations
FLB25	1 if X'd	[1,X]	General public
FLB26	1 if X'd	[1,X]	Commercial entities
FLB27	1 if X'd	[1,X]	Other - Users (clientele)
FLB27S	Entry Specified	[30,X]	Other - Specify - Users (clientele)
<b>Part C - FACILITIES, FISCAL YEAR 1994</b>			

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DATABASE GLOSSARY AND KEYING INSTRUCTIONS**

FLC1	No. Entered	[12,N]	Net area in square feet
<b>Part D - COLLECTIONS, FISCAL YEAR 1994</b>			
FLD1	Box No. X'd	[1,X]	Classification system
FLD16S	Entry Specified	[30,X]	Other - Specify - Classification system
FLD2	1 <u>or</u> 2	[1,X]	Government depository 1 - Yes 2 - No
FLD21	a <u>or</u> b	[1,X]	a - Full b - Selective
FLD311	No. Entered	[12,N]	Books - VOLUMES - Print
FLD312	No. Entered	[12,N]	Books - VOLUMES - Microform
FLD313	No. Entered	[12,N]	Books - VOLUMES - Electronic
FLD321	No. Entered	[12,N]	Books - TITLES - Print
FLD322	No. Entered	[12,N]	Books - TITLES - Microform
FLD323	No. Entered	[12,N]	Books - TITLES - Electronic
FLD331	No. Entered	[12,N]	Periodicals -VOLUMES - Print
FLD332	No. Entered	[12,N]	Periodicals -VOLUMES - Microform
FLD333	No. Entered	[12,N]	Periodicals -VOLUMES - Electronic
FLD341	No. Entered	[12,N]	Periodicals - NONCURRENT TITLES - Print
FLD342	No. Entered	[12,N]	Periodicals - NONCURRENT TITLES - Microform
FLD343	No. Entered	[12,N]	Periodicals - NONCURRENT TITLES - Electronic
FLD351	No. Entered	[12,N]	Periodicals - CURRENT SUBSCRIPTIONS - Print
FLD352	No. Entered	[12,N]	Periodicals - CURRENT SUBSCRIPTIONS - Microform
FLD353	No. Entered	[12,N]	Periodicals - CURRENT SUBSCRIPTIONS - Electronic
FLD361	No. Entered	[12,N]	Periodicals - CURRENT LOOSELEAF SUBSCRIPTIONS - Print
FLD362	No. Entered	[12,N]	Periodicals - CURRENT LOOSELEAF SUBSCRIPTIONS - Microform
FLD363	No. Entered	[12,N]	Periodicals - CURRENT LOOSELEAF SUBSCRIPTIONS - Electronic
FLD371	No. Entered	[12,N]	Government documents/non-Government reports - NUMBER - Print
FLD372	No. Entered	[12,N]	Government documents/non-Government reports - NUMBER - Microform

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FLD373	No. Entered	[12,N]	Government documents/non-Government reports - NUMBER - Electronic
FLD381	No. Entered	[12,N]	Other materials - UNITS - Print
FLD382	No. Entered	[12,N]	Other materials - UNITS - Microform
FLD383	No. Entered	[12,N]	Other materials - UNITS - Electronic
FLD391	No. Entered	[12,N]	Audiovisual materials - UNITS - Print
FLD3101	No. Entered	[12,N]	Special format materials - UNITS - Print
FLD3103	No. Entered	[12,N]	Special format materials - UNITS - Electronic
<b>Part E - SERVICE ACTIVITIES, FISCAL YEAR 1994</b>			
<b>Section 1 - Hours of Service and Gate Count</b>			
FLE11	1 or 2	[1,X]	Services available to the general public 1 - Yes 2 - No
FLE12	No. Entered	[3,N]	Total hours open per typical week
FLE13	No. Entered	[12,N]	Gate count per typical week
<b>Section 2 - Reference and Other Services</b>			
FLE211	1 if X'd	[1,X]	By staff
FLE212	1 if X'd	[1,X]	Contracted services
FLE213	1 if X'd	[1,X]	By parent or other Government agency library
FLE214	1 if X'd	[1,X]	Other - Ways reference services provided
FLE214S	Entry Specified	[30,X]	Other - Specify - Ways reference services provided
FLE215	1 if X'd	[1,X]	None - Ways reference services provided
FLE221	No. Entered	[12,N]	Directional requests
FLE222	No. Entered	[12,N]	Substantive requests
FLE223	No. Entered	[12,N]	On-line searches
FLE224	No. Entered	[12,N]	CD-ROM searches
FLE225	No. Entered	[12,N]	Internet searches
FLE226	No. Entered	[12,N]	OPAC and other in-house database searches

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<b>Section 3 - Photocopying Transactions</b>			
<b>FLE31A</b>	<b>1, 2, or 3</b> <i>(If 1 &amp; 3 X'd, key 3)</i>	[1,X]	<b>On-site photocopy machines - Primary clientele</b> 1 - Yes 2 - No 3 - Charge users
<b>FLE31B</b>	<b>1, 2, or 3</b> <i>(If 1 &amp; 3 X'd, key 3)</i>	[1,X]	<b>On-site photocopy machines - Other users</b> 1 - Yes 2 - No 3 - Charge users
<b>FLE32</b>	<b>No. Entered</b>	[12,N]	<b>Number of photocopy exposures per typical week</b>
<b>Section 4 - Loan Transactions, Fiscal Year 1994</b>			
<b>FLE41</b>	<b>No. Entered</b>	[12,N]	<b>Number of transactions made in direct circulation</b>
<b>FLE42</b>	<b>No. Entered</b>	[12,N]	<b>Number of interlibrary loan (ILL) requests received</b>
<b>FLE431</b>	<b>1 if X'd</b>	[1,X]	<b>Phone</b>
<b>FLE432</b>	<b>1 if X'd</b>	[1,X]	<b>Mail</b>
<b>FLE433</b>	<b>1 if X'd</b>	[1,X]	<b>Fax</b>
<b>FLE434</b>	<b>1 if X'd</b>	[1,X]	<b>Electronic networks</b>
<b>FLE435</b>	<b>1 if X'd</b>	[1,X]	<b>OCLC</b>
<b>FLE436</b>	<b>1 if X'd</b>	[1,X]	<b>Special database</b>
<b>FLE437</b>	<b>1 if X'd</b>	[1,X]	<b>In Person</b>
<b>FLE438</b>	<b>1 if X'd</b>	[1,X]	<b>Other - Ways ILL requests received</b>
<b>FLE438S</b>	<b>Entry Specified</b>	[30,X]	<b>Other - Specify - Ways ILL requests received</b>
<b>FLE439</b>	<b>1 if X'd</b>	[1,X]	<b>None - Ways ILL requests received</b>
<b>FLE44</b>	<b>No. Entered</b>	[12,N]	<b>Number of ILL requests filled (sent out)</b>
<b>FLE451</b>	<b>1 if X'd</b>	[1,X]	<b>Phone</b>
<b>FLE452</b>	<b>1 if X'd</b>	[1,X]	<b>Mail</b>
<b>FLE453</b>	<b>1 if X'd</b>	[1,X]	<b>Fax</b>
<b>FLE454</b>	<b>1 if X'd</b>	[1,X]	<b>Electronic networks</b>
<b>FLE455</b>	<b>1 if X'd</b>	[1,X]	<b>Special database</b>
<b>FLE456</b>	<b>1 if X'd</b>	[1,X]	<b>In Person</b>
<b>FLE457</b>	<b>1 if X'd</b>	[1,X]	<b>Other - Ways ILL requests are filled</b>
<b>FLE457S</b>	<b>Entry Specified</b>	[30,X]	<b>Other - Specify - Ways ILL requests are filled</b>
<b>FLE458</b>	<b>1 if X'd</b>	[1,X]	<b>None - Ways ILL requests are filled</b>
	<b>1 - Yes, 2 - No</b>		

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FLE46A	1 <u>or</u> 2	[1,X]	Charge for providing ILL materials - Primary Clientele
FLE46B	1 <u>or</u> 2	[1,X]	Charge for providing ILL materials - Other libraries
FLE46C	1 <u>or</u> 2	[1,X]	Charge for providing ILL materials - Other individuals or organizations
<b>Section 5 - Other Services, Fiscal Year 1994</b>			
	1 - Yes, 2 - No, 3 - Charge users		
FLE511	1, 2, <u>or</u> 3	[1,X]	Centralized technical services
FLE512	1, 2, <u>or</u> 3	[1,X]	Prepares published bibliographies
FLE513	1, 2, <u>or</u> 3	[1,X]	Produces other publications
FLE514	1, 2, <u>or</u> 3	[1,X]	Produces on-line or CD-ROM databases
FLE515	1, 2, <u>or</u> 3	[1,X]	Translations
FLE516	1, 2, <u>or</u> 3	[1,X]	Selective Dissemination of Information (SDI)
FLE517	1, 2, <u>or</u> 3	[1,X]	Outreach services
FLE518	1, 2, <u>or</u> 3	[1,X]	Professional consultation
1 - Automated before 1991, 2 - Automated since 1991, 3 - Automation Under Development, 4 - Not Automated, 5 - Not Performed			
FLF11	1,2,3,4, <u>or</u> 5	[1,X]	On-line Public Access Catalog (OPAC)
FLF12	1,2,3,4, <u>or</u> 5	[1,X]	Acquisitions
FLF13	1,2,3,4, <u>or</u> 5	[1,X]	Cataloging
FLF14	1,2,3,4, <u>or</u> 5	[1,X]	Authority file control
FLF15	1,2,3,4, <u>or</u> 5	[1,X]	Interlibrary loan
FLF16	1,2,3,4, <u>or</u> 5	[1,X]	Circulation
FLF17	1,2,3,4, <u>or</u> 5	[1,X]	Serials control
FLF18	1,2,3,4, <u>or</u> 5	[1,X]	Other - Functions
FLF18S	Entry Specified	[30,X]	Other - Specify - Functions
FLF21	1 if X'd	[1,X]	Electronic mail (Email)
FLF22	1 if X'd	[1,X]	Fax
FLF23	1 if X'd	[1,X]	Local Area Network (LAN)
FLF24	1 if X'd	[1,X]	Wide Area Network (WAN)
FLF25	1 if X'd	[1,X]	INTERNET
FLF26	1 if X'd	[1,X]	Client/Server Interfaces

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FLF27	1 if X'd	[1,X]	Magnetic tape
FLF28	1 if X'd	[1,X]	CD-ROM
FLF29	1 if X'd	[1,X]	WORM
FLF210	1 if X'd	[1,X]	Other - Technology
FLF210S	Entry Specified	[30,X]	Other - Specify - Technology
FLF211	1 if X'd	[1,X]	None - Technology
<b>Part G - COOPERATIVE ARRANGEMENTS, FISCAL YEAR 1994</b>			
FLG11	1 if X'd	[1,X]	FEDLINK (Federal Library and Information Network)
FLG12	1 if X'd	[1,X]	Agency administrative networks
FLG13	1 if X'd	[1,X]	Local and regional cooperatives
FLG14	1 if X'd	[1,X]	Interstate and national cooperatives
FLG15	1 if X'd	[1,X]	Bibliographic service centers
FLG16	1 if X'd	[1,X]	Bibliographic utilities
FLG17	1 if X'd	[1,X]	Centralized processing centers
FLG18	1 if X'd	[1,X]	Cooperative collection resource facilities
FLG19	1 if X'd	[1,X]	Union catalog or union list
FLG110	1 if X'd	[1,X]	Other - Groups
FLG110S	Entry Specified	[30,X]	Other - Specify - Groups
FLG111	1 if X'd	[1,X]	None - Groups
<b>Part H - EXPENDITURES, FISCAL YEAR 1994</b>			
FLH11	No. Entered	[12,N]	Salaries and Wages
FLH12	No. Entered	[12,N]	Collection Resources
FLH13	No. Entered	[12,N]	All Other Operating Expenditures
FLH21	No. Entered	[12,N]	Capital Expenditures
<b>Part I - BUDGETED STAFF, FISCAL YEAR 1994</b>			
FLI11	No. Entered ( 1 decimal place)	[12.1,N]	GS 1-8
FLI12	No. Entered ( 1 decimal place)	[12.1,N]	GS 9-12
FLI13	No. Entered ( 1 decimal place)	[12.1,N]	GS 13-15

**APPENDIX A - 1994 FEDERAL LIBRARIES SURVEY  
DATABASE GLOSSARY AND KEYING INSTRUCTIONS**

FLI14	No. Entered ( 1 decimal place)	[12.1,N]	Above GS 15
FLI21	No. Entered ( 1 decimal place)	[12.1,N]	Contract Staff
<b>Part J - TRENDS</b>			
	1 - High, 2 - Medium, 3 - Low or None		
FLJ11	1, 2, <u>or</u> 3	[1,X]	Quality of space
FLJ12	1, 2, <u>or</u> 3	[1,X]	Quantity of space
FLJ13	1, 2, <u>or</u> 3	[1,X]	Reductions in staff size
FLJ14	1, 2, <u>or</u> 3	[1,X]	Increased demand for services
FLJ15	1, 2, <u>or</u> 3	[1,X]	Funding available for acquisition of materials
FLJ16	1, 2, <u>or</u> 3	[1,X]	Cost of interlibrary loan/document delivery service
FLJ17	1, 2, <u>or</u> 3	[1,X]	Ability to provide the level of service expected by clients
FLJ18	1, 2, <u>or</u> 3	[1,X]	Ability to provide clients access to electronic resources
FLJ19	1, 2, <u>or</u> 3	[1,X]	Ability to fund continued automation activities
FLJ110	1, 2, <u>or</u> 3	[1,X]	Ability to fund staff development activities
FLJ111	1, 2, <u>or</u> 3	[1,X]	Continued existence of the library/information center
FLJ112	1, 2, <u>or</u> 3	[1,X]	Contracting of more services
FLJ113	1, 2, <u>or</u> 3	[1,X]	Implementation of technological advances
FLJ114	1, 2, <u>or</u> 3	[1,X]	Charging for services to the public



**APPENDIX A - 1994 FEDERAL LIBRARIES SURVEY  
DATABASE GLOSSARY AND KEYING INSTRUCTIONS**

<b>1 - Significant Increase, 2 - Same, 3 - Significant Decrease, 4 - Not Applicable</b>			
FLJ21	1, 2, 3, <u>or</u> 4	[1,X]	Funding Federally appropriated funds
FLJ22	1, 2, 3, <u>or</u> 4	[1,X]	Federal, nonappropriated
FLJ23	1, 2, 3, <u>or</u> 4	[1,X]	Other funds
FLJ24	1, 2, 3, <u>or</u> 4	[1,X]	Allocated Federal Positions (FTE's) Management /supervisory Federal positions (FTE's)
FLJ25	1, 2, 3, <u>or</u> 4	[1,X]	Professional positions (FTE's)
FLJ26	1, 2, 3, <u>or</u> 4	[1,X]	Technicians and support staff positions (FTE's)
FLJ27	1, 2, 3, <u>or</u> 4	[1,X]	Library hours
FLJ28	1, 2, 3, <u>or</u> 4	[1,X]	Level of Service Offered Primary clientele
FLJ29	1, 2, 3, <u>or</u> 4	[1,X]	Others
FLJ210	1, 2, 3, <u>or</u> 4	[1,X]	Acquisitions Number of serial subscriptions
FLJ211	1, 2, 3, <u>or</u> 4	[1,X]	Dollars expended for serials
FLJ212	1, 2, 3, <u>or</u> 4	[1,X]	Volumes of monographs purchased
FLJ213	1, 2, 3, <u>or</u> 4	[1,X]	Dollars expended for monographs
FLJ214	1, 2, 3, <u>or</u> 4	[1,X]	Dollars expended for other collections
FLJ215	1, 2, 3, <u>or</u> 4	[1,X]	Contracting out for projects or functions
FLJ216	1, 2, 3, <u>or</u> 4	[1,X]	Charging other libraries for interlibrary loans
FLJ217	1, 2, 3, <u>or</u> 4	[1,X]	Charging user fees for other functions or services
FLJ218	1, 2, 3, <u>or</u> 4	[1,X]	Staff training/retraining
<b>Part K - PRESERVATION</b>			
FLK1	No. Entered (1 decimal place)	[12.1,N]	No. of FTE employees in preservation activities
FLK21	1 if X'd	[1,X]	Preservation survey
FLK22	1 if X'd	[1,X]	Preservation plan
FLK23	1 if X'd	[1,X]	Cooperative preservation activities
FLK24	1 if X'd	[1,X]	Disaster plan
FLK25	1 if X'd	[1,X]	Physical security plan
FLK26	1 if X'd	[1,X]	None - Preservation activities
FLK31	1 if X'd	[1,X]	Wear and tear to paper materials

**APPENDIX A - 1994 FEDERAL LIBRARIES SURVEY  
DATABASE GLOSSARY AND KEYING INSTRUCTIONS**

FLK32	1 if X'd	[1,X]	Wear and tear to bindings
FLK33	1 if X'd	[1,X]	Brittle paper
FLK34	1 if X'd	[1,X]	Electronic storage
FLK35	1 if X'd	[1,X]	Housing
FLK36	1 if X'd	[1,X]	Disaster preparedness
FLK37	1 if X'd	[1,X]	Environmental conditions
FLK38	1 if X'd	[1,X]	Contracting for preservation services
FLK39	1 if X'd	[1,X]	Minor in-house repairs
FLK310	1 if X'd	[1,X]	Preservation of microforms
FLK311	1 if X'd	[1,X]	Collection maintenance
FLK312	1 if X'd	[1,X]	Staff and patron education
FLK313	1 if X'd	[1,X]	Care/maintenance of nonprint materials
FLK314	1 if X'd	[1,X]	Preservation funding
FLK315	1 if X'd	[1,X]	None - Preservation problem areas
FLK41	1 if X'd	[1,X]	Collection maintenance
FLK42	1 if X'd	[1,X]	Disaster planning and recovery
FLK43	1 if X'd	[1,X]	Contracting for preservation services
FLK44	1 if X'd	[1,X]	Commercial binding
FLK45	1 if X'd	[1,X]	Preservation planning
FLK46	1 if X'd	[1,X]	Environmental monitoring
FLK47	1 if X'd	[1,X]	Microfilming
FLK48	1 if X'd	[1,X]	Care of nonprint materials
FLK49	1 if X'd	[1,X]	Staff/patron education in care and handling of library materials
FLK410	1 if X'd	[1,X]	None - Preservation training needs
FLK5	1 <u>or</u> 2	[1,X]	Specific Federal preservation policy 1 - Yes 2 - No
REMARKS	Respondent Remarks	[254,X]	Remarks by respondent
MINUTES	No. Entered	[12,N]	Minutes to complete the questionnaire

**APPENDIX B - FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY  
GOVERNMENTAL ORGANIZATION CODES**

<b><u>DEPT. CODE</u></b>	<b><u>DEPARTMENT NAME</u></b>
000	Legislative Branch
005	Judicial Branch
015	Executive Office of the President
020	Department of Agriculture
025	Department of Commerce
030	Department of Defense
040	Department of Education
045	Department of Energy
050	Department of Health and Human Services (HHS)
055	Department of Housing and Urban Development (HUD)
060	Department of the Interior
065	Department of Justice
070	Department of Labor
075	Department of State
080	Department of Transportation
085	Department of the Treasury
087	Department of Veterans Affairs
090	Independent Agencies
095	Other Boards, Committees, and Commissions
100	Quasi-Official Agencies
110	Bilateral Organizations

<u>DEPT. CODE</u>	<u>AGENCY CODE</u>	<u>AGENCY NAME</u>
<u>Legislative Branch</u>		
000	010	Congress
000	020	Architect of the Capitol
000	040	General Accounting Office
000	060	Library of Congress
000	070	Office of Technology Assessment
000	080	Congressional Budget Office
<u>Judicial Branch</u>		
005	010	Supreme Court of the United States
005	015	United States Court of Appeals
005	020	United States Court of Appeals for the Federal Court
005	050	United States Court of International Trade
005	055	United States Court of Military Appeals
005	060	United States Tax Court
005	070	Administrative Office of the United States Courts
005	080	Federal Judicial Center
005	090	United States Sentencing Commission
<u>Executive Office of the President</u>		
015	005	Departmental
<u>Department of Agriculture</u>		
020	010	Agricultural Research Service
020	015	Animal and Plant Health Inspection Service
020	020	Economic Research Service
020	025	Food and Nutrition Service
020	035	Forest Service
020	040	National Agricultural Library
020	045	Office of General Counsel
020	050	Office of International Cooperation and Development
020	999	Other
<u>Department of Commerce</u>		
025	005	Departmental
025	010	Bureau of the Census
025	015	Bureau of Economic Analysis
025	025	International Trade Administration
025	035	National Institute of Standards and Technology
025	040	National Oceanic and Atmospheric Administration (NOAA)
025	050	Patent and Trademark Office
025	060	National Technical Information Service
<u>Department of Defense</u>		
030	010	Department of the Air Force--Domestic
030	020	Department of the Army--Domestic
030	030	Department of the Navy--Domestic
030	040	United States Marine Corps--Domestic
030	050	Department of Defense Agencies and Joint Service Schools

<u>DEPT. CODE</u>	<u>AGENCY CODE</u>	<u>AGENCY NAME</u>
<u>Department of Education</u>		
040	005	Departmental
<u>Department of Energy</u>		
045	005	Departmental
045	010	Federal Energy Regulatory Commission
<u>Department of Health and Human Services (HHS)</u>		
050	005	Departmental
050	010	Agency for Toxic Substances and Disease Registry
050	020	Centers for Disease Control
050	025	Food and Drug Administration
050	027	Health Resources and Services Administration
050	030	National Institutes of Health
050	035	Public Health Service
050	040	Social Security Administration
050	045	Health Care Financing Administration
050	999	Other
<u>Department of Housing and Urban Development (HUD)</u>		
055	005	Departmental
055	010	Regional Office Libraries
055	999	Other
<u>Department of the Interior</u>		
060	005	Departmental
060	015	Bureau of Land Management
060	020	Bureau of Mines
060	023	Bureau of Reclamation
060	025	US Fish and Wildlife Service
060	030	Geological Survey
060	037	Minerals Management Service
060	040	National Park Service
060	050	Office of the Solicitor
060	055	Office of Surface Mining Reclamation and Enforcement
060	060	National Biological Service
<u>Department of Justice</u>		
065	005	Departmental
065	010	Bureau of Prisons--Federal Prison System Libraries
065	015	Drug Enforcement Administration
065	020	Federal Bureau of Investigation
065	030	Immigration and Nationalization Service
065	035	United States Attorney's Offices

<u>DEPT. CODE</u>	<u>AGENCY CODE</u>	<u>AGENCY NAME</u>
<u>Department of Labor</u>		
070	005	Departmental
070	010	Bureau of Labor Statistics
070	018	Mine Safety and Health Administration
070	020	Occupational Safety and Health Administration
<u>Department of State</u>		
075	005	Departmental
<u>Department of Transportation</u>		
080	005	Departmental
080	010	Federal Aviation Administration
080	015	Maritime Administration
080	020	National Highway Traffic Safety Administration
080	025	United States Coast Guard
<u>Department of the Treasury</u>		
085	005	Departmental
085	010	Bureau of Alcohol, Tobacco, and Firearms
085	015	Comptroller of the Currency
085	018	Federal Law Enforcement Training Center
085	020	Internal Revenue Service
085	025	United States Customs Service
085	030	Office of Thrift Supervision
085	035	Bureau of Engraving and Printing
085	999	Other
<u>Department of Veterans Affairs</u>		
087	005	Departmental
<u>Independent Agencies</u>		
090	010	Administrative Conference of the United States
090	030	Board for International Broadcasting
090	035	Central Intelligence Agency
090	040	Commission on Civil Rights
090	050	Commodity Futures Trading Commission
090	055	Consumer Product Safety Commission
090	060	Environmental Protection Agency
090	065	Equal Employment Opportunity Commission
090	070	Export-Import Bank of the United States
090	075	Farm Credit Administration
090	080	Federal Communications Commission
090	085	Federal Deposit Insurance Corporation
090	090	Federal Election Commission
090	095	Federal Emergency Management Agency
090	105	Federal Labor Relations Authority
090	110	Federal Maritime Commission
090	120	Federal Reserve System
090	125	Federal Trade Commission

<b>090</b>	<b>130</b>	<b>General Services Administration</b>
<b>DEPT.</b>	<b>AGENCY</b>	
<b>CODE</b>	<b>CODE</b>	<b><u>AGENCY NAME</u></b>
090	140	Interstate Commerce Commission
090	145	Merit Systems Protection Board
090	150	National Aeronautical and Space Administration
090	155	National Archives and Records Administration
090	165	National Credit Union Administration
090	170	National Foundation on the Arts and the Humanities
090	175	National Labor Relations Board
090	185	National Science Foundation
090	195	Nuclear Regulatory Commission
090	200	Occupational Safety and Health Review Commission
090	205	Office of Personnel Management
090	215	Peace Corps
090	225	Pension Benefit Guaranty Corporation
090	230	Postal Rate Commission
090	235	Railroad Retirement Board
090	240	Securities and Exchange Commission
090	250	Small Business Administration
090	255	Tennessee Valley Authority
090	260	United States Arms Control and Disarmament Agency
090	265	United States Information Agency
090	270	United States International Development Cooperation Agency
090	275	United States International Trade Commission
090	280	United States Postal Service
090	290	National Council on Aging, Inc.
090	295	Resolution Trust Corporation
090	300	University Corporation for Atmospheric Research
090	305	Inter-American Defense College
090	999	Other

**Other Boards, Committees, and Commissions**

095	020	Delaware River Basin Commission
095	040	Marine Mammal Commission
095	999	Other

**Quasi-Official Agencies**

100	005	Legal Services Corporation
100	015	Smithsonian Institution
100	025	United States Institute of Peace
100	030	Wilson International Center for Scholars

**APPENDIX C - FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY FORM AND INSTRUCTIONS**

<p><b>FORM FLIC</b> (12-05-94)</p> <p align="center">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</p> <p align="center"><b>FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY</b> <i>Fiscal Year ending September 30, 1994</i></p>	<p><b>NOTE</b> - 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.</p>	
<p><i>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.</i></p>	<p align="center"><i>Please correct any errors in the name, address, and ZIP Code.</i></p>	
<p>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</p>	<p><b>RETURN TO:</b> U.S. DEPARTMENT OF COMMERCE Bureau of the Census Governments Division ATTN: Patricia Garner Washington Plaza II, Room 508 Washington, DC 20233-6800</p>	
<p>Date due: March 3, 1995</p>		
<p>1. Name of respondent</p>	<p>2. Title of respondent</p>	<p>3. Telephone (Area code, number, ext.)</p>
<p>4. U.S. Federal Government Department</p>	<p>5. U.S. Federal Government Agency</p>	<p>6. Fax Telephone (Area code, number, ext.)</p>
<p align="center"><b>PURPOSE OF THE SURVEY</b></p> <p>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.</p>		



**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"/>	2 <input type="checkbox"/>
1 <input type="checkbox"/>	2 <input type="checkbox"/>
1 <input type="checkbox"/>	2 <input type="checkbox"/>
1 <input type="checkbox"/>	2 <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 D - COLLECTIONS, FISCAL YEAR 1994**

<p>1. Check the classification system used for classifying all or most of new acquisitions in the fiscal year 1994.</p> <p><b>MARK (X) ONLY ONE BOX.</b></p>	<p>1 <input type="checkbox"/> Library of Congress</p> <p>2 <input type="checkbox"/> Dewey Decimal Classification</p> <p>3 <input type="checkbox"/> National Library of Medicine</p> <p>4 <input type="checkbox"/> Superintendent of Documents Classification</p> <p>5 <input type="checkbox"/> Materials not classified</p> <p>6 <input type="checkbox"/> Other -- Specify -- ↙</p> <p>_____</p>
--	--

<p>2. Does your library/information center serve as a Government depository? If yes, also indicate whether the service is full or selective.</p>	<p>1 <input type="checkbox"/> Yes -----&gt;</p> <p style="padding-left: 150px;">a <input type="checkbox"/> Full</p> <p style="padding-left: 150px;">b <input type="checkbox"/> Selective</p> <p>2 <input type="checkbox"/> No</p>
--	---

<p>3. Show the total numbers held in collections at the end of the fiscal year. <i>Do not leave blank--enter 0, NA (not applicable), or U/A (unavailable).</i></p>
--

		Total Number Held at End of Fiscal Year		
		Print (1)	Microform (2)	Electronic (3)
01	<b>Books</b> VOLUMES OR VOLUME EQUIVALENT			
02	TITLES			
03	<b>Periodicals</b> VOLUMES OR VOLUME EQUIVALENT			
04	NONCURRENT TITLES			
05	CURRENT SUBSCRIPTIONS (Purchased and nonpurchased--exclude loose leaf)			
06	CURRENT LOOSE-LEAF SUBSCRIPTIONS			
07	Government documents or non-Government reports (Not reported elsewhere) NUMBER			
08	Other materials (Include manuscripts, cartographic materials, and others) UNITS			
09	Audiovisual materials (Include graphic materials, sound recordings, motion pictures, and video recordings) (Exclude computer/electronic media files or printed material photographically reduced in microfilm and special format materials) UNITS			

10	<b>Special format materials (For individuals unable to read standard print; e.g., braille, recordings, large print, electronic) (Exclude from line 09)</b> <b>UNITS</b>			
----	--	--	--	--

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

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

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

**Section 2 - REFERENCE AND OTHER SERVICES**

<b>1. Check all appropriate ways reference services are provided.</b>  MARK (X) ALL THAT APPLY.	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 *per typical week*: 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**

<b>1. Check whether or not on-site photocopy machines are available to the following users. If 'yes', check the '\$' box if charges are applied.</b>	<b>YES</b> (1)	<b>NO</b> (2)	<b>\$</b> (3)
a. Primary clientele			
b. Other users			
<b>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>.</b>	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>	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>	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>	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			

### 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)
01	Funding Federally appropriated funds				
02	Federal, nonappropriated				
03	Other funds				
04	Allocated Federal Positions (FTE'S) Management/supervisory positions (FTE's)				
05	Professional positions (FTE's)				
06	Technicians and support staff positions (FTE's)				
07	Library hours				
08	Level of Service Offered Primary clientele				
09	Others				
10	Acquisitions 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	Contracting out for projects or functions				
16	Charging other libraries for interlibrary loans				
17	Charging user fees for other functions or services				
18	Staff training/retraining				

### 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.

1. How many full-time equivalent employees (professional and nonprofessional) are engaged in preservation activities?

Number

2. Which of the following have you undertaken or developed?

MARK (X) ALL THAT APPLY.

- 1  Preservation survey
- 2  Preservation plan
- 3  Cooperative preservation activities
- 4  Disaster plan
- 5  Physical security plan
- 6  None

**Part K - PRESERVATION -- Continued**

**3. What are your *FOUR major* preservation problem areas?**

**MARK (X) ONLY FOUR BOXES.**

- 1  Wear and tear to paper materials
- 2  Wear and tear to bindings
- 3  Brittle paper
- 4  Electronic storage
- 5  Housing
- 6  Disaster preparedness
- 7  Environmental conditions
- 8  Contracting for preservation services
  
- 9  Minor in-house repairs
- 10  Preservation of microforms
- 11  Collection maintenance
- 12  Staff and patron education
- 13  Care/maintenance of nonprint materials
- 14  Preservation funding
- 15  None

**4. What are your *THREE major* preservation training needs?**

**MARK (X) ONLY THREE BOXES.**

- 1  Collection maintenance
- 2  Disaster planning and recovery
- 3  Contracting for preservation services
- 4  Commercial binding
- 5  Preservation planning
- 6  Environmental monitoring
- 7  Microfilming
- 8  Care of nonprint materials
- 9  Staff/patron education in care and handling of library materials
- 10  None

**5. Will you support or not support the inclusion of a specific Federal preservation policy in the development of a national preservation policy?**

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

- 1  Yes
- 2  No

**Provide remarks concerning the questionnaire and instructions (*reference Part and Item number--attach additional pages if necessary*):**


<b>How many minutes did it take to complete the questionnaire?</b>	<b>Minutes</b>

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*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.

**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

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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



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medical libraries in a single facility and under a single administration, combined general and educational 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.

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**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 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 title 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

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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 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

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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 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**

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**(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.

**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.

GENERAL INSTRUCTIONS  
FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--*Continued*

**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.

**GENERAL INSTRUCTIONS**  
**FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued**

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

**GENERAL INSTRUCTIONS**  
**FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued**

**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 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.



**GENERAL INSTRUCTIONS**  
**FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued**

**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.