# Data File, Public Use: Public Libraries Survey: Fiscal Year 2001

# (Revised)

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

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

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# Contents

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# I. Introduction

The Public Libraries Survey (PLS) is a voluntary survey conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System (FSCS) for Public Library Data. The Fiscal Year (FY) 2001 survey is the 14th in the series. The PLS is conducted in compliance with the NCES mission "to collect, analyze, and disseminate statistics and other information related to education in the United States and in other nations, including … the learning and teaching environment, including data on libraries…", (P.L. 103-382, Title IV, National Education Statistics Act of 1994, Sec 404 [a]).

Note: The file was previously released in June 2003. This revised file is identical except for ZIP Code and ZIP + 4 Code changes to the physical location address and mailing address of most Indiana libraries on the Public Library Data File. The Public Library Outlet Data File and the State Summary/State Characteristics Data File did not change.

The data file includes all public libraries identified by state library agencies in the 50 States, the District of Columbia, and the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands. (The FSCS definition of a public library is provided in appendix F, in item 7D of the Administration Entity Data Element Definitions.) The PLS data were collected for NCES by a network of state data coordinators appointed by the chief officers of state library agencies.

The reporting unit for the survey is the *administrative entity*, defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or multiple outlets. The data for a multiple-outlet library are provided to NCES as aggregate data. (Note: Some public libraries have no central outlet. These libraries are identified in appendix H.)

The FY 2001 PLS collected the following information. (The survey data entry screens are included in appendix E and the survey definitions in appendix F.)

- Fifty-eight items were collected on each public library (identifying information and basic data). Identifying items include the public library's name, address, telephone number, county, interlibrary relationship, legal basis, administrative structure, FSCS public library status, and geographic service area. The basic data include population of legal service area, full-time equivalent staff, service outlets, public service hours, library materials, operating income and expenditures, capital outlay, total circulation, circulation of children's materials, reference transactions, library visits, children's program attendance, interlibrary loans, and several items on electronic services.

- Twelve items were collected on each public library service outlet. These items include the outlet's name and address, telephone number, county, type of outlet, metropolitan status, number of bookmobiles, and Web address.

- Four items were collected on characteristics of the state data submission. These items include the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas for the state. The state library agency provided these data on a separate record since they are not library-level data.

Three data files were generated (in Microsoft Access and ASCII format[1]) from the FY 2001 PLS. These are the final data files. The files are as follows:

1. Public Library Data File (pupld01b.mdb and pupld01b.txt[2]). This file includes data for 9,133 public libraries (9,129 public libraries in the 50 states and the District of Columbia and four public libraries in the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands). Each library's data consists of one record. Appendix A contains the record layout. Note: The Public Library Data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data (available only to NCES-licensed data users with no data suppressed). This is the documentation for the public-use file. See *Confidentiality* and *Public- and Restricted-Use Data Files* in next section for more information.

2. State Summary/State Characteristics Data File (pusum01.mdb and pusum01.txt). The data for each state or outlying area consists of one record. Appendix B contains the record layout. No data are suppressed. The file includes:

   a. State summary data. These are state or outlying area totals of the numeric data reported on the restricted-use Public Library Data File.

   b. State characteristics data. These data consist of four items reported for each state or outlying area on a "state characteristics" record: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.

3. Public Library Outlet Data File (puout01.mdb and puout01.txt). This file includes identifying information and a few basic data items for 17,217 public library service outlets (centrals/main, branches, bookmobiles, and books-by-mail only) (17,200 outlets in the 50 states and the District of Columbia and 17 outlets in the outlying areas). The data for each outlet consists of one record. Appendix C contains the record layout. No data are suppressed.

**II.      User's Guide**

**II. A.      Survey Methodology**

**Survey Universe**

The survey frame consists of 9,133 public libraries (9,129 public libraries in the 50 states and the District of Columbia and four public libraries in the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands), as identified by state library agencies.[3] Military libraries that provide public library service and libraries that serve residents of institutions are not included. Data were not systematically collected from public libraries on Native American reservations; a total of 35 such libraries was reported.

**Survey Response**

**Unit response**. A total of 8,808 of the 9,133 public libraries in the survey frame responded to the FY 2001 PLS (8,806 public libraries in the 50 states and the District of Columbia and two in the outlying areas), for a unit response rate of 96.4 percent. Minnesota did not respond to the survey—all of its data are imputed (estimated). Missing data were not imputed for nonresponding outlying areas. Respondents to the survey are defined as public libraries for which the following data were reported: population of the legal service

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[1]The Microsoft Access data file has the .mdb extension, and the ASCII data file has the .txt extension.

[2]The data files names were revised to indicate that this is a new version of a previously released file.

[3]Public libraries in two outlying areas, American Samoa and Puerto Rico, are not included in the survey frame because their state library agencies have never responded to NCES's request for participation in the survey. Their public libraries have not been identified and cannot be included in the response rate calculations.

area and at least three of the five following items: total paid employees, total operating income, total operating expenditures, book/serial volumes, and total circulation.

**Total response**.  The base for calculating response rates for specific items is the total number of libraries in the survey frame, including unit nonrespondents.  For national totals, total response rates fell below 85 percent for only one item—the number of users of electronic resources per typical week (79.9 percent response rate).[4] For state totals, total response rates fell below 85 percent in 24 states for one or more items (see below). Missing data were imputed (estimated) with the exception of users of electronic resources per typical week; this item was added to the survey in FY 99, and some state response rates were too low for reliable imputations. (See *Imputation* section for a discussion of the imputation methodology.)

**States with Total Response Rates below 85 Percent:**
**Note: Appendix D contains the state codes.**

--------------------------------------------- STATE ABBREVIATION=AK ---------------------------------------------

|          |                                | RESPONSE |
| VARIABLE | DESCRIPTION OF VARIABLE        | RATE     |
|----------|--------------------------------|----------|
| KIDCIRCL | CIRCULATION OF KIDS MATERIALS  | 72.1     |

--------------------------------------------- STATE ABBREVIATION=AL ---------------------------------------------

|          |                                      | RESPONSE |
| VARIABLE | DESCRIPTION OF VARIABLE              | RATE     |
|----------|--------------------------------------|----------|
| VISITS   | ATTENDANCE                           | 76.8     |
| KIDATTEN | KIDS PROGRAM ATTENDANCE              | 80.7     |
| ERES_USR | ELECTR. RESOURCE USERS PER TYPICAL WEEK | 77.8  |

--------------------------------------------- STATE ABBREVIATION=AR ---------------------------------------------

|          |                                      | RESPONSE |
| VARIABLE | DESCRIPTION OF VARIABLE              | RATE     |
|----------|--------------------------------------|----------|
| ERES_USR | ELECTR. RESOURCE USERS PER TYPICAL WEEK | 0.0   |

--------------------------------------------- STATE ABBREVIATION=AZ ---------------------------------------------

|          |                                      | RESPONSE |
| VARIABLE | DESCRIPTION OF VARIABLE              | RATE     |
|----------|--------------------------------------|----------|
| ERES_USR | ELECTR. RESOURCE USERS PER TYPICAL WEEK | 82.9  |

--------------------------------------------- STATE ABBREVIATION=CA ---------------------------------------------

|          |                                      | RESPONSE |
| VARIABLE | DESCRIPTION OF VARIABLE              | RATE     |
|----------|--------------------------------------|----------|
| VISITS   | ATTENDANCE                           | 81.6     |
| ELMATS   | MATERIALS IN ELEC FORMAT             | 75.4     |
| ERES_USR | ELECTR. RESOURCE USERS PER TYPICAL WEEK | 53.1  |

--------------------------------------------- STATE ABBREVIATION=CO ---------------------------------------------

|          |                                      | RESPONSE |
| VARIABLE | DESCRIPTION OF VARIABLE              | RATE     |
|----------|--------------------------------------|----------|
| ERES_USR | ELECTR. RESOURCE USERS PER TYPICAL WEEK | 84.5  |

--------------------------------------------- STATE ABBREVIATION=CT ---------------------------------------------

|          |                                      | RESPONSE |
| VARIABLE | DESCRIPTION OF VARIABLE              | RATE     |
|----------|--------------------------------------|----------|
| KIDCIRCL | CIRCULATION OF KIDS MATERIALS        | 84.5     |
| ELMATEXP | MATERIALS IN ELEC FORMAT EXP         | 79.4     |
| ELMATS   | MATERIALS IN ELEC FORMAT             | 67.0     |

[4] The NCES Statistical Standards stipulate that if the item response rate is below 85 percent for any items used in a report, a nonresponse bias analysis is required for each of those items.

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------------------------------------------- STATE ABBREVIATION=DC -------------------------------------------
                                                                        RESPONSE
                    VARIABLE          DESCRIPTION OF VARIABLE            RATE

                    ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK     0.0


------------------------------------------- STATE ABBREVIATION=DE -------------------------------------------
                                                                        RESPONSE
                    VARIABLE    DESCRIPTION OF VARIABLE                  RATE

                    ELACCEXP    ELECTRONIC ACCESS EXP                      81.1
                    ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK    64.9


------------------------------------------- STATE ABBREVIATION=FL -------------------------------------------
                                                                        RESPONSE
                    VARIABLE    DESCRIPTION OF VARIABLE                  RATE

                    KIDCIRCL    CIRCULATION OF KIDS MATERIALS              81.9
                    ELMATS      MATERIALS IN ELEC FORMAT                   80.6
                    ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK    80.6


------------------------------------------- STATE ABBREVIATION=HI -------------------------------------------
                                                                        RESPONSE
                    VARIABLE          DESCRIPTION OF VARIABLE            RATE

                    ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK     0.0


------------------------------------------- STATE ABBREVIATION=IA -------------------------------------------
                                                                    RESPONSE
                    VARIABLE    DESCRIPTION OF VARIABLE              RATE

                    BENEFIT     EMPLOYEE BENEFITS                       83.1
                    CAPITAL     CAPITAL OUTLAY                          68.0
                    REFERENC    REFERENCE TRANS                         82.7
                    ELMATEXP    MATERIALS IN ELEC FORMAT EXP            65.4
                    ELACCEXP    ELECTRONIC ACCESS EXP                   78.2


------------------------------------------- STATE ABBREVIATION=ID -------------------------------------------
                                                                        RESPONSE
                    VARIABLE    DESCRIPTION OF VARIABLE                  RATE

                    REFERENC    REFERENCE TRANS                            77.4
                    ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK    79.2


------------------------------------------- STATE ABBREVIATION=IL -------------------------------------------
                                                                        RESPONSE
                    VARIABLE          DESCRIPTION OF VARIABLE            RATE

                    ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK     0.0


------------------------------------------- STATE ABBREVIATION=MA -------------------------------------------
                                                                        RESPONSE
                    VARIABLE    DESCRIPTION OF VARIABLE                  RATE

                    VISITS      ATTENDANCE                                 60.9
                    REFERENC    REFERENCE TRANS                            76.0
                    ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK    75.2


------------------------------------------- STATE ABBREVIATION=MD -------------------------------------------
                                                                        RESPONSE
                    VARIABLE    DESCRIPTION OF VARIABLE                  RATE

                    VISITS      ATTENDANCE                                 75.0
                    ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK    83.3
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4

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--------------------------------------------- STATE ABBREVIATION=ME ---------------------------------------------

                                                            RESPONSE
                VARIABLE     DESCRIPTION OF VARIABLE         RATE

                REFERENC     REFERENCE TRANS                     76.2
                KIDCIRCL     CIRCULATION OF KIDS MATERIALS       84.6
                ERES_USR     ELECTR. RESOURCE USERS PER TYPICAL WEEK    72.9


--------------------------------------------- STATE ABBREVIATION=MN ---------------------------------------------

                                                            RESPONSE
                    VARIABLE     DESCRIPTION OF VARIABLE         RATE

                    POPU_LSA     POPULATION OF LSA                   0.0
                    POPU_UND     UNDUPLICATED POP OF LSA             0.0
                    CENTLIB      # OF CENTRAL LIBRARIES              0.0
                    BRANLIB      # OF BRANCH LIBRARIES               0.0
                    BKMOB        # OF BOOKMOBILES                    0.0
                    MASTER       ALA-MLS                             0.0
                    LIBRARIA     TOTAL LIBRARIANS                    0.0
                    OTHPAID      ALL OTHER PAID STAFF                0.0
                    TOTSTAFF     TOTAL PAID EMPLOYEES                0.0
                    LOCGVT       LOCAL GOVERNMENT                    0.0
                    STGVT        STATE GOVERNMENT                    0.0
                    FEDGVT       FEDERAL GOVERNMENT                  0.0
                    OTHINCM      OTHER INCOME                        0.0
                    TOTINCM      TOTAL INCOME                        0.0
                    SALARIES     SALARIES & WAGES EXP                0.0
                    BENEFIT      EMPLOYEE BENEFITS                   0.0
                    STAFFEXP     TOTAL STAFF EXP                     0.0
                    TOTEXPCO     COLLLECTION EXP                     0.0
                    OTHOPEXP     OTHER OPERATING EXP                 0.0
                    TOTOPEXP     TOTAL OPERATING EXP                 0.0
                    CAPITAL      CAPITAL OUTLAY                      0.0
                    BKVOL        BOOK SERIAL VOLUME                  0.0
                    AUDIO        AUDIO                               0.0
                    VIDEO        VIDEO                               0.0
                    SUBSCRIP     SUBSCRIPTIONS                       0.0
                    HRS_OPEN     PUBLIC SERV HRS/YR                  0.0
                    VISITS       ATTENDANCE                          0.0
                    REFERENC     REFERENCE TRANS                     0.0
                    TOTCIR       TOTAL CIRCULATION                   0.0
                    LOANTO       LOAN TO                             0.0
                    LOANFM       LOAN FROM                           0.0
                    KIDCIRCL     CIRCULATION OF KIDS MATERIALS       0.0
                    KIDATTEN     KIDS PROGRAM ATTENDANCE             0.0
                    ELMATEXP     MATERIALS IN ELEC FORMAT EXP        0.0
                    ELACCEXP     ELECTRONIC ACCESS EXP               0.0
                    ELMATS       MATERIALS IN ELEC FORMAT            0.0
                    STFTERMS     INTERNET TERMINALS--STAFF USE ONLY  0.0
                    GPTERMS      INTERNET TERMINALS--GEN PUBLIC USE  0.0
                    ERES_USR     ELECTR. RESOURCE USERS/TYPICAL WEEK 0.0


--------------------------------------------- STATE ABBREVIATION=MO ---------------------------------------------

                                                            RESPONSE
                VARIABLE     DESCRIPTION OF VARIABLE         RATE

                SUBSCRIP     SUBSCRIPTIONS                       66.7
                ELMATS       MATERIALS IN ELEC FORMAT            84.0
                ERES_USR     ELECTR. RESOURCE USERS PER TYPICAL WEEK    52.0


--------------------------------------------- STATE ABBREVIATION=MP ---------------------------------------------

                                                            RESPONSE
                    VARIABLE     DESCRIPTION OF VARIABLE         RATE

                    POPU_LSA     POPULATION OF LSA                   0.0
                    POPU_UND     UNDUPLICATED POP OF LSA             0.0
                    CENTLIB      # OF CENTRAL LIBRARIES              0.0
                    BRANLIB      # OF BRANCH LIBRARIES               0.0
                    BKMOB        # OF BOOKMOBILES                    0.0
                    MASTER       ALA-MLS                             0.0
                    LIBRARIA     TOTAL LIBRARIANS                    0.0
                    OTHPAID      ALL OTHER PAID STAFF                0.0
                    TOTSTAFF     TOTAL PAID EMPLOYEES                0.0
                    LOCGVT       LOCAL GOVERNMENT                    0.0
                    STGVT        STATE GOVERNMENT                    0.0
                    FEDGVT       FEDERAL GOVERNMENT                  0.0
                    OTHINCM      OTHER INCOME                        0.0
                    TOTINCM      TOTAL INCOME                        0.0
                    SALARIES     SALARIES & WAGES EXP                0.0
                    BENEFIT      EMPLOYEE BENEFITS                   0.0
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---------------------------------------------- STATE ABBREVIATION=MP ----------------------------------------------
                                    (continued)

                STAFFEXP    TOTAL STAFF EXP                              0.0
                TOTEXPCO    COLLLECTION EXP                              0.0
                OTHOPEXP    OTHER OPERATING EXP                          0.0
                TOTOPEXP    TOTAL OPERATING EXP                          0.0
                CAPITAL     CAPITAL OUTLAY                               0.0
                BKVOL       BOOK SERIAL VOLUME                           0.0
                AUDIO       AUDIO                                        0.0
                VIDEO       VIDEO                                        0.0
                SUBSCRIP    SUBSCRIPTIONS                                0.0
                HRS_OPEN    PUBLIC SERV HRS/YR                           0.0
                VISITS      ATTENDANCE                                   0.0
                REFERENC    REFERENCE TRANS                              0.0
                TOTCIR      TOTAL CIRCULATION                            0.0
                LOANTO      LOAN TO                                      0.0
                LOANFM      LOAN FROM                                    0.0
                KIDCIRCL    CIRCULATION OF KIDS MATERIALS                0.0
                KIDATTEN    KIDS PROGRAM ATTENDANCE                      0.0
                ELMATEXP    MATERIALS IN ELEC FORMAT EXP                 0.0
                ELACCEXP    ELECTRONIC ACCESS EXP                        0.0
                ELMATS      MATERIALS IN ELEC FORMAT                     0.0
                STFTERMS    INTERNET TERMINALS USED BY STAFF ONLY        0.0
                GPTERMS     INTERNET TERMINALS USED BY GEN PUBLIC        0.0
                ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK      0.0


---------------------------------------------- STATE ABBREVIATION=ND ----------------------------------------------

                                                        RESPONSE
                      VARIABLE    DESCRIPTION OF VARIABLE   RATE

                      REFERENC       REFERENCE TRANS         76.8


---------------------------------------------- STATE ABBREVIATION=NE ----------------------------------------------

                                                        RESPONSE
                      VARIABLE    DESCRIPTION OF VARIABLE   RATE

                      LIBRARIA     TOTAL LIBRARIANS         82.0
                      OTHPAID      ALL OTHER PAID STAFF     73.5
                      TOTSTAFF     TOTAL PAID EMPLOYEES     73.5
                      LOCGVT       LOCAL GOVERNMENT         82.0
                      STGVT        STATE GOVERNMENT         82.0
                      FEDGVT       FEDERAL GOVERNMENT       82.0
                      OTHINCM      OTHER INCOME             82.0
                      TOTINCM      TOTAL INCOME             82.0
                      SALARIES     SALARIES & WAGES EXP     82.0
                      BENEFIT      EMPLOYEE BENEFITS        81.6
                      STAFFEXP     TOTAL STAFF EXP          82.0
                      TOTEXPCO     COLLLECTION EXP          82.0
                      OTHOPEXP     OTHER OPERATING EXP      82.0
                      TOTOPEXP     TOTAL OPERATING EXP      82.0
                      CAPITAL      CAPITAL OUTLAY           82.0
                      BKVOL        BOOK SERIAL VOLUME       80.9
                      AUDIO        AUDIO                    80.9
                      VIDEO        VIDEO                    80.9
                      SUBSCRIP     SUBSCRIPTIONS            80.9
                      HRS_OPEN     PUBLIC SERV HRS/YR       84.2
                      VISITS       ATTENDANCE               78.3
                      REFERENC     REFERENCE TRANS          72.4
                      TOTCIR       TOTAL CIRCULATION        79.4
                      LOANTO       LOAN TO                  81.3
                      LOANFM       LOAN FROM                82.0
                      KIDCIRCL     CIRC OF KIDS MATERIALS   79.4
                      KIDATTEN     KIDS PROGRAM ATTENDANCE  82.0
                      ELMATEXP     MATERIALS IN ELEC FORMAT EXP 79.8
                      ELACCEXP     ELECTRONIC ACCESS EXP    79.8
                      ELMATS       MATERIALS IN ELEC FORMAT  83.1
                      ERES_USR     ELECTR. RESOURCE USRS/TYP WK 74.6


---------------------------------------------- STATE ABBREVIATION=NH ----------------------------------------------

                                                           RESPONSE
                   VARIABLE    DESCRIPTION OF VARIABLE        RATE

                   VISITS      ATTENDANCE                     79.0
                   REFERENC    REFERENCE TRANS                77.3
                   ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK   84.3
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------------------------------------------------- STATE ABBREVIATION=NV -------------------------------------------------

                                                        RESPONSE
                VARIABLE     DESCRIPTION OF VARIABLE       RATE

                KIDCIRCL     CIRCULATION OF KIDS MATERIALS     82.6


------------------------------------------------- STATE ABBREVIATION=OH -------------------------------------------------

                                                        RESPONSE
            VARIABLE     DESCRIPTION OF VARIABLE             RATE

            LOANTO      LOAN TO                                84.0
            ELMATEXP    MATERIALS IN ELEC FORMAT EXP           74.4
            ELACCEXP    ELECTRONIC ACCESS EXP                  69.6
            ELMATS      MATERIALS IN ELEC FORMAT               79.6
            ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK   75.6


------------------------------------------------- STATE ABBREVIATION=OR -------------------------------------------------

                                                        RESPONSE
            VARIABLE     DESCRIPTION OF VARIABLE             RATE

            VISITS      ATTENDANCE                             70.4
            REFERENC    REFERENCE TRANS                        82.4
            KIDCIRCL    CIRCULATION OF KIDS MATERIALS          75.2
            ELMATEXP    MATERIALS IN ELEC FORMAT EXP           84.0
            ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK   82.4


------------------------------------------------- STATE ABBREVIATION=PW -------------------------------------------------

                                                        RESPONSE
                VARIABLE     DESCRIPTION OF VARIABLE    RATE

                POPU_LSA    POPULATION OF LSA              0.0
                POPU_UND    UNDUPLICATED POP OF LSA        0.0
                CENTLIB     # OF CENTRAL LIBRARIES         0.0
                BRANLIB     # OF BRANCH LIBRARIES          0.0
                BKMOB       # OF BOOKMOBILES               0.0
                MASTER      ALA-MLS                        0.0
                LIBRARIA    TOTAL LIBRARIANS               0.0
                OTHPAID     ALL OTHER PAID STAFF           0.0
                TOTSTAFF    TOTAL PAID EMPLOYEES           0.0
                LOCGVT      LOCAL GOVERNMENT               0.0
                STGVT       STATE GOVERNMENT               0.0
                FEDGVT      FEDERAL GOVERNMENT             0.0
                OTHINCM     OTHER INCOME                   0.0
                TOTINCM     TOTAL INCOME                   0.0
                SALARIES    SALARIES & WAGES EXP           0.0
                BENEFIT     EMPLOYEE BENEFITS              0.0
                STAFFEXP    TOTAL STAFF EXP                0.0
                TOTEXPCO    COLLLECTION EXP                0.0
                OTHOPEXP    OTHER OPERATING EXP            0.0
                TOTOPEXP    TOTAL OPERATING EXP            0.0
                CAPITAL     CAPITAL OUTLAY                 0.0
                BKVOL       BOOK SERIAL VOLUME             0.0
                AUDIO       AUDIO                          0.0
                VIDEO       VIDEO                          0.0
                SUBSCRIP    SUBSCRIPTIONS                  0.0
                HRS_OPEN    PUBLIC SERV HRS/YR             0.0
                VISITS      ATTENDANCE                     0.0
                REFERENC    REFERENCE TRANS                0.0
                TOTCIR      TOTAL CIRCULATION              0.0
                LOANTO      LOAN TO                        0.0
                LOANFM      LOAN FROM                      0.0
                KIDCIRCL    CIRCULATION OF KIDS MATERIALS  0.0
                KIDATTEN    KIDS PROGRAM ATTENDANCE        0.0
                ELMATEXP    MATERIALS IN ELEC FORMAT EXP   0.0
                ELACCEXP    ELECTRONIC ACCESS EXP          0.0
                ELMATS      MATERIALS IN ELEC FORMAT       0.0
                STFTERMS    INTERNET TERMINALS-STAFF ONLY  0.0
                GPTERMS     INTERNET TERMINALS-GEN PUBLIC  0.0
                ERES_USR    ELECTR. RESOURCE USERS/TYP WK  0.0


------------------------------------------------- STATE ABBREVIATION=SD -------------------------------------------------

                                                        RESPONSE
            VARIABLE     DESCRIPTION OF VARIABLE             RATE

            OTHPAID     ALL OTHER PAID STAFF                   77.8
            TOTSTAFF    TOTAL PAID EMPLOYEES                   76.2
            LOCGVT      LOCAL GOVERNMENT                       83.3
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--------------------------------------------- STATE ABBREVIATION=SD ---------------------------------------------
                                   (continued)
              STGVT       STATE GOVERNMENT                                     84.9
              FEDGVT      FEDERAL GOVERNMENT                                   73.8
              OTHINCM     OTHER INCOME                                         81.0
              TOTINCM     TOTAL INCOME                                         69.8
              SALARIES    SALARIES & WAGES EXP                                 84.9
              BENEFIT     EMPLOYEE BENEFITS                                    77.8
              STAFFEXP    TOTAL STAFF EXP                                      78.6
              TOTOPEXP    TOTAL OPERATING EXP                                  79.4
              BKVOL       BOOK SERIAL VOLUME                                   83.3
              AUDIO       AUDIO                                                81.0
              VIDEO       VIDEO                                                81.7
              SUBSCRIP    SUBSCRIPTIONS                                        78.6
              HRS_OPEN    PUBLIC SERV HRS/YR                                   84.9
              VISITS      ATTENDANCE                                           84.1
              REFERENC    REFERENCE TRANS                                      77.0
              TOTCIR      TOTAL CIRCULATION                                    84.9
              LOANTO      LOAN TO                                              73.8
              LOANFM      LOAN FROM                                            79.4
              KIDCIRCL    CIRCULATION OF KIDS MATERIALS                        83.3
              KIDATTEN    KIDS PROGRAM ATTENDANCE                              70.6
              ELMATEXP    MATERIALS IN ELEC FORMAT EXP                         77.0
              ELACCEXP    ELECTRONIC ACCESS EXP                                73.0
              ELMATS      MATERIALS IN ELEC FORMAT                             70.6
              STFTERMS    INTERNET TERMINALS USED BY STAFF ONLY                83.3
              GPTERMS     INTERNET TERMINALS USED BY GEN PUBLIC                83.3
              ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK              69.0


--------------------------------------------- STATE ABBREVIATION=UT ---------------------------------------------

                                                      RESPONSE
                  VARIABLE    DESCRIPTION OF VARIABLE    RATE

                  VISITS         ATTENDANCE                81.4
                  REFERENC       REFERENCE TRANS           74.3


--------------------------------------------- STATE ABBREVIATION=VA ---------------------------------------------

                                                          RESPONSE
                VARIABLE          DESCRIPTION OF VARIABLE    RATE

                ELMATEXP    MATERIALS IN ELEC FORMAT EXP             83.3
                ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK  45.6


--------------------------------------------- STATE ABBREVIATION=VI ---------------------------------------------

                                                      RESPONSE
                VARIABLE   DESCRIPTION OF VARIABLE      RATE

                AUDIO      AUDIO                                    0.0
                ERES_USR    ELECTR. RESOURCE USERS PER TYPICAL WEEK  0.0


--------------------------------------------- STATE ABBREVIATION=VT ---------------------------------------------

                                                      RESPONSE
                  VARIABLE    DESCRIPTION OF VARIABLE    RATE

                  REFERENC    REFERENCE TRANS                76.6
                  KIDCIRCL    CIRCULATION OF KIDS MATERIALS  74.5
                  KIDATTEN    KIDS PROGRAM ATTENDANCE        78.2
                  ELMATS      MATERIALS IN ELEC FORMAT       81.9


--------------------------------------------- STATE ABBREVIATION=WA ---------------------------------------------

                                                          RESPONSE
                VARIABLE   DESCRIPTION OF VARIABLE          RATE

                VISITS     ATTENDANCE                               78.5
                REFERENC   REFERENCE TRANS                          75.4
                KIDCIRCL   CIRCULATION OF KIDS MATERIALS            81.5
                ERES_USR   ELECTR. RESOURCE USERS PER TYPICAL WEEK  58.5
```

**Caveats for Using these Data**

**Using the data to make comparisons.**  The FY 2001 PLS data file includes imputations for nonresponding libraries, for unit and item nonresponse.  Comparisons to data prior to FY 92 should be made with caution, as earlier data files do not include imputations for nonresponse, and the percentage of libraries responding to a given item varied widely among states.

State data comparisons should be made with caution because of differences in reporting periods (see following section on *Reporting Period*) and adherence to survey definitions. The definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluation in the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. These reports are available on the NCES web site at:  http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052 .

The District of Columbia, while not a state, is included in this report. Special care should be used in comparing the District of Columbia's data to state data.  Caution should also be used in comparing Hawaii's data to other states, as the state reports all public library data under one entity, the Hawaii State Public Library System.

**Reporting period.**  The FY 2001 PLS requested data for state fiscal year 2001.  In some states, the fiscal year reporting period varies among localities.  These states were requested to report the earliest starting date and latest ending date reported by their public libraries.  Although the reporting period spans more than a 12-month period in these states (see *Other* column in table below), each public library provided data for a 12-month period.

**States by Reporting Period**

| 07/00 to 06/01 | | 01/01 to 12/01 | Other |
|---|---|---|---|
| AK | MT | AR | 12/99 to 09/01: MI |
| AZ | NC | CO | 01/00 to 06/01: VT |
| CA | NM | IN | 03/00 to 12/01: NY |
| CT | NV | KS | 06/00 to 12/01: PA |
| DE | OK | LA | 07/00 to 12/01: NH, UT |
| GA | OR | ME | 10/00 to 09/01: AL, DC, FL, ID, MS, GU*,VI* |
| HI | RI | MN | 12/00 to 12/01: NE |
| IA | SC | ND | 02/00 to 12/01: TX |
| IL | TN | NJ | |
| KY | VA | OH | |
| MA | WV | SD | |
| MD | WY | WA | |
| MO | | WI | |

*GU–Guam
 VI–Virgin Islands

**Survey Population Items**

The PLS has three population items: (1) Population of Legal Service Area (reported for each public library by the state library agency), (2) Total Unduplicated Population of Legal Service Areas (a single figure, reported by the state library agency), and (3) Official State Total Population Estimate (reported by the state library agency).[5] The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the Official State Total Population Estimate. This occurs when the state has one or more geographically adjacent libraries (for example, a county library and a city library within the county) that serve, and therefore count, the same population. Twenty-six states had such overlapping service areas in FY 2001. (See appendix G for a list of these states).

In order to do meaningful analysis using Population of Legal Service Area data (for example, the number of books/serial volumes per capita), the data were adjusted to eliminate duplicative reporting in states with overlapping service areas. The Public Library Data File has a derived unduplicated population of legal service area for *each library* for this purpose, called POPU_UND. This value was prorated for each library by calculating the ratio of a library's Population of Legal Service Area to the total Population of Legal Service Area for all libraries in the state, and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas. (The latter item is a single, state-reported figure. It is on the State Summary/State Characteristics Data File and is also called POPU_UND.)

**Confidentiality**

Four separate laws (see http://nces.ed.gov/statprog/confid3.asp) cover the protection of the confidentiality of individually identifiable information collected by the National Center for Education Statistics—the Privacy Act of 1974, the Education Sciences Reform Act of 2002, the USA Patriot Act of 2001, and the E-Government Act of 2002. NCES releases data to the public to use for statistical purposes only. Record matching or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in preparing public-use data for release.

**Public- and Restricted-Use Data Files**

The Public Library Data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data (available only to NCES-licensed data users with no data suppressed).

**Public-use data.** On the public-use Public Library Data File, selected expenditures data (i.e., Salaries, Benefits, Total Staff Expenditures, and Other Operating Expenditures) for public libraries have been removed (i.e., the field is blank) when total full-time equivalent (FTE) staff is less than or equal to 2.00, to protect the confidentiality of respondents. These data may also be suppressed for other libraries to ensure that all states that have suppressed data have a minimum of 3 suppressed records. The library's Total Operating Expenditures are not affected by the suppression of these data. No data are suppressed on the public-use State Summary/State Characteristics Data File or Public Library Outlet Data File.

**Restricted-use data.** No data are suppressed on the restricted-use Public Library Data File or on the other restricted-use files (i.e., the State Summary/State Characteristics Data File and the Public Library Outlet Data File). The inclusion of all expenditures data irrespective of the number of employees enables the identification of individual salary data at some libraries. Researchers requiring access to the restricted-use data must obtain a license from NCES to use the data. To obtain a license, the following information is necessary:

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[5] The survey definitions are provided in appendix F.

1. The title of the database(s) the organization wants to access;

2. A description of the statistical research project necessitating access to the restricted-use database;

3. The name and title of the senior official having authority to bind the organization to the provisions of the license agreement;

4. The name and title of the principal project officer(s) who will oversee the daily operations;

5. The names, titles, and telephone numbers of the professional/technical and support staff who will have access to the data;

6. The estimated loan period (not to exceed five years) for accessing the data; and

7. The desired computer media format.

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

**Survey Processing**

States reported their data using a personal computer data collection software program called WinPLUS (Windows Public Library Universe System) which they downloaded from the Internet. WinPLUS was developed for NCES by the U.S. Census Bureau. Census is the data collection agent for NCES.

The FY 2001 PLS was released to the states over the Internet on November 15, 2001. States were placed into one of three reporting groups (with survey due dates of April 15, July 31, or August 31, 2002), based on their fiscal cycles and whether or not they claimed an extraordinary reporting hardship. Edit follow-up was completed in mid-December of 2002. The editing process is described below.

Edit follow-up was completed in mid-December of 2002. The editing process is described below.

**Editing**

**State level.** The survey software generates on-screen edit messages during the data entry process, enabling the respondent to review the data and correct any errors immediately. Following data entry, the respondent generates an edit report which lists all data falling outside established limits, for additional review before submission of the final file to NCES. The following types of edits were performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit check message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.

2. *Out-of-range edit checks.* This is a comparison of data reported for an item to the "acceptable range" of values. Performed on current-year and historical (current-year vs. past-year) data. For example, an edit check message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within $\pm$5,000 or –10% to +25% of last year's value for Total Circulation.

3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit check message is generated if Total Operating Income is not equal to the sum of its parts (Local Government Income, State Government Income, Federal Government Income, and Other Income).

4. *Blank, zero, or invalid data edit checks.* This is a check of reported data against acceptable values. For example, an edit check message is generated if Book/Serial Volumes is 0 or blank.

Respondents also used the survey software to generate state summary tables (corresponding to the tables in this report but limited to their state's data) and single-library tables (showing data for individual public libraries in their state). States were encouraged to review the tables for data quality before submitting their final data to NCES. States submitted their final data with a signed form from the Chief Officer of the State Library Agency certifying its accuracy.

**National level**. The U.S. Census Bureau and NCES reviewed and edited the state data submissions, working closely with the State Data Coordinators and the FSCS Steering Committee.

**Imputation**

All libraries, including nonresponding libraries, were sorted into imputation cells based on the region and size of population served. Item imputation was performed on each record with nonresponse variables. The data are identified as either imputed (estimated) or reported (actual) on the survey data file through the use of imputation codes. The following imputation rules were applied:

A. For libraries that responded in 2000 but not 2001 (or in 1999 but not in 2000 or 2001):

A1. The growth rates were calculated for institutions that reported in both 2000 and 2001 (or in both 1999 and 2001). The mean (average) growth rate was calculated for each imputation cell.

A2. The average changes computed in step A1 were applied to the 2000 data (or 1999 data) of 2001 nonresponding libraries to obtain an estimate for 2001.

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

A3. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step A2.

A4. Total operating expenditures were derived by summing total staff expenditures, total collection expenditures, and other operating expenditures estimated in step A2.

A5. For income variables (i.e., total income and income from federal, state, and local government sources) both responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 2000 (or 1999) data were pulled forward, and a growth rate was determined by calculating the growth of the next smallest library to the nonresponding library that had data for both 2001 and 2000 (or 2001 and 1999). This growth rate was applied to the nonresponding library's 2000 (or 1999) data to obtain an estimate for 2001. If no prior year growth rate was available for the next smallest library, the growth rate was assumed to be 1.00.

A6. Other income was derived by subtracting income from federal, state, and local sources from total income. Other paid employees was derived by subtracting librarians from total paid employees.

A7. Children's program attendance was estimated by multiplying the current-year total library visits by the prior-year ratio of children's program attendance to total library visits.

A8.  Children's circulation was estimated by multiplying the current-year total circulation by the prior-year ratio of children's circulation to total circulation.

A9.  Materials in electronic format expenditures was set to zero if the sum of other operating expenditures and total collection expenditures equals zero.

A10. For materials in electronic format and materials in electronic format expenditures, if only one of these variables needed imputation and if 2000 or 1999 reported data was greater than zero for both variables, the reported variable was multiplied by the ratio or inverse ratio to obtain an estimate for 2001. If the ratio/inverse ratio cannot be used but there was 2000 or 1999 reported data then that data was multiplied by the appropriate growth rate to obtain an estimate for 2001.

A11. If the value for materials in electronic format was imputed to be zero and the value for materials in electronic format expenditures needs imputing, it was set to zero.

A12. Access to electronic services and access to the Internet were imputed based on the prior-year response of "Yes" or "No".

A13. For electronic access expenditures, if access to electronic services was "No" and access to the Internet was "No", or the sum of other operating expenditures plus total collection expenditures was zero, then electronic access expenditures' imputed value was zero. Otherwise, the current year sum of other operating expenditures times the prior year ratio of electronic access expenditures to the prior year sum of other operating expenditures plus total collection expenditures was the imputed value. If only electronic access expenditures was reported in the prior year (2000 or 1999), then it was multiplied by the appropriate growth rate to obtain an estimate for 2001.

A14. If access to the Internet is "No", the imputed value of Internet use code is "NA" (not applicable). If the value for access to the Internet is "Yes", the imputed value for Internet use code is the prior-year value. If there is no prior year value, the imputed value is equal to the most frequent response in the same state.

A15. For Internet terminals used by the general public and Internet terminals used by staff only, if there was 2000 or 1999 reported data, the data were carried forward as an estimate for 2001.

A16. For population variables, the prior year data were carried forward in the current year.

B.  For libraries with no reported data in 1999, 2000, or 2001:

B1.  The "growth rate" method (described in steps A1 and A2) was used to impute for 2001 if the prior year data (2000 or 1999) were imputed using prior year reported data and the imputed value was greater than zero.

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

B2.  The mean of the imputation cell was calculated for all libraries that responded in 2001. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

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

B3.   To impute total library visits when the prior year imputed data were not based on reported data, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.

B4.   Children's program attendance was estimated using the method described in step B3 where the ratio of total children's program attendance to total library visits for the responding libraries in an imputation cell was multiplied by the nonrespondent's current-year library visits.

B5.   Children's circulation was estimated by calculating the ratio of children's circulation to total circulation for the responding libraries in an imputation cell and multiplying the ratio by the current-year total circulation of the nonresponding library.

B6.   Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step B1 (or step B2). Other income was derived by subtracting income from federal, state, and local sources from total income. Other paid employees was derived by subtracting librarians from total paid employees.

B7.   Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step B1 (or step B2).

B8.   Access to electronic services and access to the Internet were imputed based on the current-year response to operating expenditures for electronic access. (The value was set to "Yes" if electronic access expenditures was greater than 0; otherwise, the value was set to "No".)

B9.   If there was no prior year value for Internet use, the imputed value is equal to the most frequent response for that variable in the same state.

B10.  The median of the imputation cell was calculated for all libraries that responded in 2001. The cell median was not adjusted. This method was used for imputing Internet terminals used by the general public and Internet terminals used by staff only when there was no reported prior year (2000 or 1999) data. If the cell median was zero but based on the value of other electronic data items it was determined that the value should be greater than zero then the imputed value was equal to the unadjusted cell mean.

C.   For all nonresponding libraries:

C1.   Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, other operating expenditures, and capital outlay) and subtracting total operating expenditures in order to get capital outlay. If the derived capital outlay had a negative value, it was changed to zero, total operating expenditures were changed to equal total expenditures, and total collection expenditures, total staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.

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C2. The mean of the imputation cell was used to estimate videos and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

**Post-Imputation Edit Findings**

After the basic imputation methodology was applied, edits were performed to locate records that potentially fell outside reasonable parameters. The following changes were made to the data file.

Finding 1: Six records for loans provided to were imputed with extreme values in the initial imputation file. Since all six records had reported data for the previous two cycles, we used the prior year times the growth factor to re-impute.

Finding 2: One record for loans received from was imputed with a very low value in FY 2000 and the NCES asked that the value be re-imputed. Census reviewed the NCES comments from the previous year and noted the same problem with the same record. Since the prior year value was imputed we used the FY 1999 reported value times the growth rate to re-impute.

Finding 3: The imputed value for capital on record CA0063 was too high and we were asked to verify the program. The record was re-imputed using the adjusted cell mean method.

Finding 4: Sixty-two records were imputed to zero for other paid employees for the current year but greater than zero in the previous year. For these records, if the prior year value was reported then that value was carried forward and the total paid employees variable was recalculated.

Finding 5: Five records were imputed with values inconsistent to the prior year for annual visits. There is no children's program attendance for the current year. All of these records have total circulation reported for both the current and prior years. To impute these records, the ratio of attendance to total circulation was used.

Finding 6: Two records, AL0123 and AL0048, had very high imputations for annual reference transactions. These records have been imputed the past two years using prior year data that was based on reported data. This is the first year using the adjusted cell mean.

Finding 7: One record, ND0035, had a low imputed value for children's program attendance. Since the prior year figure was reported, the prior year times a growth factor was used to re-impute.

Finding 8: Twenty-eight records were imputed with zero Internet terminals for general public but the Internet access code indicated that the general public had direct access. Internet terminals for general public access was re-imputed using the adjusted cell mean for these records.

Finding 9: For NY0113, the Internet use code was imputed to an inconsistent value. For this record, the use code was changed to 'PE' and the imputation flag was set to '27'.

Finding 10: The annual visits were considered high for three records producing an unacceptable ratio of electronic users per visit. The unadjusted cell mean was used to re-impute for ME0295, NE0086, and NH0056.

Finding 11: The total of loans provided to and loans received from for Minnesota was too low. Since Minnesota was a special circumstance in FY 2001, we used the prior year figure if it was reported and applied a growth factor. Otherwise, the original imputed value was retained.

## II. B.  Guidelines for Processing the Data Files

See *Introduction, Confidentiality,* and *Public- and Restricted-Use Data Files*  above for a description of the files.  The revisions to the Public Library Data File are described in the second paragraph of the *Introduction.*

The states reported the PLS data using survey software developed by the U.S. Census Bureau.  At survey mail-out, all numeric data fields were initialized with "–2", and respondents were instructed to replace the –2s with valid data.  Alphanumeric fields that are blank or that contain "M" and numeric fields that contain "-1" indicate nonresponse.  A "0" (zero) response is reported data and indicates the library or outlet had none of the item.  For the 50 states and the District of Columbia, missing numeric data were imputed except for one item—the number of users of electronic resources per typical week.  (Numeric fields that are blank on the public-use file indicate that the data have been removed to protect the confidentiality of individual respondents.)  Missing data for selected alphanumeric items were imputed. Missing data were not imputed for nonresponding outlying areas.  See *Imputation* above for a discussion of the imputation methodology and appendixes I–O for frequencies and distributions of the data.

**How to remove imputed values from the data.** Every variable that has the possibility of being imputed has a flag.  If the value of that flag is "0", then the value for the associated variable was reported.  If the value of the flag is greater than "0", then the value for the associated variable was imputed.  To remove all imputed values from the data, the values of variables that have an imputation flag greater than "0" should be removed. (Note: The flag variable is a two-character, right-justified field.  Consequently, single-digit values are preceded by a space.)

# Appendix A—Record Layout for Public Library Data File:  FY 2001
## (pupld01b.mdb and pupld01b.txt)

| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| | | | | | **IDENTIFICATION** |
| STABR | 02 | 1 | A | † | Two-letter Federal Information Processing Standards (FIPS) State Code.  See appendix D for list of State Codes. |
| FSCSKEY | 06 | 3 | A | 1A | Library identification code assigned by NCES |
| LIBID | 20 | 9 | A | 01 | Library identification code assigned by the state.  NCES assigns the FSCSKEY to this field if the state did not assign a code. |
| LIBNAME | 45 | 29 | A | 02 | Name of library (administrative entity) |
| | | | | | **STREET ADDRESS AND COUNTY** |
| ADDRESS | 35 | 74 | A | 03 | Street address of administrative entity |
| CITY | 17 | 109 | A | 04 | City or town (of street address) of administrative entity |
| CNTY | 17 | 126 | A | 4A | County of library |
| ZIP | 05 | 143 | A | 05 | Standard five-digit postal zip code (of street address) of administrative entity. |
| ZIP4 | 04 | 148 | A | 06 | Four-digit postal zip code extension (of street address) of administrative entity. |
| | | | | | **MAILING ADDRESS** |
| ADDRES_M | 35 | 152 | A | 3M | Mailing address of administrative entity |
| CITY_M | 17 | 187 | A | 4M | City or town (of mailing address) of administrative entity |
| ZIP_M | 05 | 204 | A | 5M | Standard five-digit postal zip code (of mailing address) of administrative entity. |
| ZIP4_M | 04 | 209 | A | 6M | Four-digit postal zip code extension (of mailing address) of administrative entity |
| PHONE | 10 | 213 | A | 07 | Telephone number, in following format:  area code/exchange/number (for example, 7037315072) |
| C_RELATN | 02 | 223 | A | 7A | Interlibrary Relationship Code<br>HQ–Headquarters of a system, federation, or cooperative service<br>ME–Member of a system, federation, or cooperative service, but not the headquarters<br>NO–Not a member of a system, federation, or cooperative  service |
| C_LEGBAS | 02 | 225 | A | 7B | Legal Basis Code<br>CI–Municipal government (city, town, or village)<br>CO–County/Parish<br>CC–City/County<br>MJ–Multi-jurisdictional<br>NL–Native American Tribal Government<br>NP–Non-profit Association or Agency<br>SC–School District<br>SD–Special Library District (authority, board, or commission)<br>OT–Other |

# Appendix A—Record Layout for Public Library Data File: FY 2001
## (pupld01b.mdb and pupld01b.txt)

| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| C_ADMIN | 02 | 227 | A | 7C | Administrative Structure Code<br>MA–Administrative Entity with multiple direct service outlets where administrative offices are separate<br>MO–Administrative Entity with multiple direct service outlets where administrative offices are not separate<br>SO–Single Outlet Administrative Entity |
| C_FSCS | 01 | 229 | A | 7D | FSCS Public Library Definition (Public library meets all criteria in the definition.)<br>Y–Yes<br>N–No |
| GEOCODE | 03 | 230 | A | 7E | Geographic Code<br>CI1–City (exactly)<br>CI2–City (most nearly)<br>CO1–County (exactly)<br>CO2–County (most nearly)<br>MA1–Metropolitan area (exactly)<br>MA2–Metropolitan area (most nearly)<br>MC1–Multi-County (exactly)<br>MC2–Multi-County (most nearly)<br>SD1–School District (exactly)<br>SD2–School District (most nearly)<br>OTH–Other |
| | | | | | **POPULATION** |
| POPU_LSA | 09 | 233 | N | 08 | Population of the Legal Service Area |
| POPU_UND | 09 | 242 | N | † | Unduplicated population of the legal service area for the library (constructed variable). NCES calculated this value by prorating the library's population of legal service area (POPU_LSA) to the state's total population of legal service areas (total POPU_LSA), and applying the ratio to the state-reported total unduplicated population of legal service areas. The latter item, a single figure reported by the state data coordinator, is also named POPU_UND but is located on the State Summary/State Characteristics Data File. |
| | | | | | **SERVICE OUTLETS** |
| CENTLIB | 03 | 251 | N | 09 | Number of central libraries |
| BRANLIB | 03 | 254 | N | 10 | Number of branch libraries |
| BKMOB | 03 | 257 | N | 11 | Number of bookmobiles |
| | | | | | **FULL-TIME EQUIVALENT (FTE) PAID STAFF** |
| MASTER | 09 | 260 | N | 13 | ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of six integers and two decimals, with an explicit decimal point. |
| LIBRARIA | 09 | 269 | N | 14 | Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point. |

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| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| OTHPAID | 10 | 278 | N | 15 | All other paid FTE employees.  This field consists of seven integers and two decimals, with an explicit decimal point. |
| TOTSTAFF | 10 | 288 | N | 16 | Total paid FTE employees (i.e., LIBRARIA and OTHPAID).  This field consists of seven integers and two decimals, with an explicit decimal point. |
| | | | | | **OPERATING INCOME** |
| LOCGVT | 09 | 298 | N | 17 | Operating income from local government |
| STGVT | 09 | 307 | N | 18 | Operating income from state government |
| FEDGVT | 09 | 316 | N | 19 | Operating income from federal government |
| OTHINCM | 09 | 325 | N | 20 | Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT) |
| TOTINCM | 10 | 334 | N | 21 | Total income (i.e., LOCGVT, STGVT, FEDGVT, and OTHINCM) |
| | | | | | **OPERATING EXPENDITURES** |
| SALARIES | 09 | 344 | N | 22 | Salaries and wages for all library staff |
| BENEFIT | 09 | 353 | N | 23 | Employee benefits for all library staff |
| STAFFEXP | 09 | 362 | N | 24 | Total staff expenditures (i.e., SALARIES and BENEFIT) |
| TOTEXPCO | 09 | 371 | N | 25 | Total expenditures on library collection. |
| OTHOPEXP | 09 | 380 | N | 26 | Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO) |
| TOTOPEXP | 10 | 389 | N | 27 | Total operating expenditures (i.e., STAFFEXP, TOTEXPCO, and OTHOPEXP) |
| | | | | | **CAPITAL OUTLAY EXPENDITURES** |
| CAPITAL | 09 | 399 | N | 28 | Expenditures for capital outlay |
| | | | | | **LIBRARY COLLECTION** |
| BKVOL | 09 | 408 | N | 29 | Number of books and serial volumes |
| AUDIO | 09 | 417 | N | 30 | Number of audio materials |
| VIDEO | 09 | 426 | N | 32 | Number of video materials |
| SUBSCRIP | 09 | 435 | N | 33 | Number of current serial subscriptions |
| | | | | | **PUBLIC SERVICE HOURS** |
| HRS_OPEN | 08 | 444 | N | 35 | Total annual public service hours for all service outlets |
| | | | | | **LIBRARY SERVICES** |
| VISITS | 09 | 452 | N | 36 | Total annual library visits |
| REFERENC | 09 | 461 | N | 38 | Total annual reference transactions |
| | | | | | **CIRCULATION** |
| TOTCIR | 09 | 470 | N | 39 | Total annual circulation transactions |

| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| | | | | | **INTER-LIBRARY LOANS** |
| LOANTO | 06 | 479 | N | 40 | Total annual loans provided to other libraries |
| LOANFM | 06 | 485 | N | 41 | Total annual loans received from other libraries |
| | | | | | **CHILDREN'S SERVICES** |
| KIDCIRCL | 09 | 491 | N | 42 | Total annual circulation (including renewals) of all children's materials in all formats to all users |
| KIDATTEN | 09 | 500 | N | 43 | Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children. |
| | | | | | **ELECTRONIC TECHNOLOGY** |
| ELMATEXP | 09 | 509 | N | 44 | Operating expenditures for library materials in electronic format |
| ELACCEXP | 09 | 518 | N | 45 | Operating expenditures for electronic access |
| ELMATS | 09 | 527 | N | 46 | Number of library materials in electronic format |
| ELSVCACC | 01 | 536 | A | 47 | Library access to electronic services<br>Y–Yes<br>N–No<br>M–Missing (unknown, not reported) |
| INETACC | 01 | 537 | A | 48 | Library access to the Internet<br>Y–Yes<br>N–No<br>M–Missing (unknown, not reported) |
| INETUSE | 02 | 538 | A | 49 | Internet Use Code<br>ST–Library staff only<br>PI–Patrons through a staff intermediary only<br>PE–Patrons either directly or through a staff intermediary<br>NA–Not applicable<br>M–Missing (unknown, not reported) |
| STFTERMS | 06 | 540 | N | 50 | Internet terminals used by staff only |
| GPTERMS | 06 | 546 | N | 51 | Internet terminals used by general public |
| ERES_USR | 09 | 552 | N | 52 | Users of electronic resources per typical week |
| | | | | | **OTHER** |
| PUB_FIPS | 02 | 561 | A | † | Two-digit FIPS State Code. See appendix D for list of State Codes. |
| CNTYFIPS | 03 | 563 | A | † | Three-digit FIPS County Code |
| YR_SUB | 04 | 566 | A | † | FSCS submission year of public library data in 4-digit format (YYYY) |

| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| OBEREG | 02 | 570 | A | † | Bureau of Economic Analysis Code (formerly, Office of Business Economics)<br>00–U.S. Service Schools<br>01–New England (CT ME MA NH RI VT)<br>02–Mid East (DE DC MD NJ NY PA)<br>03–Great Lakes (IL IN MI OH WI)<br>04–Plains (IA KS MN MO NE ND SD)<br>05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)<br>06–Southwest (AZ NM OK TX)<br>07–Rocky Mountains (CO ID MT UT WY)<br>08–Far West (AK CA HI NV OR WA)<br>09–Outlying Areas (AS FM GU MH MP PR PW VI) |
| RSTATUS | 01 | 572 | A | † | 1–Respondent, with no imputed data<br>2–Respondent, with both reported and imputed data<br>3–Nonrespondent, not imputed<br>4–Nonrespondent with imputed data |
|  |  |  |  |  | **Item imputation flags** (See appendix I.) |
| IMP0 | 02 | 573 | A | † | POPU_LSA |
| IMP1 | 02 | 575 | A | † | CENTLIB |
| IMP2 | 02 | 577 | A | † | BRANLIB |
| IMP3 | 02 | 579 | A | † | BKMOB |
| IMP4 | 02 | 581 | A | † | MASTER |
| IMP5 | 02 | 583 | A | † | LIBRARIA |
| IMP6 | 02 | 585 | A | † | OTHPAID |
| IMP7 | 02 | 587 | A | † | TOTSTAFF |
| IMP8 | 02 | 589 | A | † | LOCGVT |
| IMP9 | 02 | 591 | A | † | STGVT |
| IMP10 | 02 | 593 | A | † | FEDGVT |
| IMP11 | 02 | 595 | A | † | OTHINCM |
| IMP12 | 02 | 597 | A | † | TOTINCM |
| IMP13 | 02 | 599 | A | † | SALARIES |
| IMP14 | 02 | 601 | A | † | BENEFIT |
| IMP15 | 02 | 603 | A | † | STAFFEXP |
| IMP16 | 02 | 605 | A | † | TOTEXPCO |
| IMP17 | 02 | 607 | A | † | OTHOPEXP |
| IMP18 | 02 | 609 | A | † | TOTOPEXP |
| IMP19 | 02 | 611 | A | † | CAPITAL |
| IMP20 | 02 | 613 | A | † | BKVOL |
| IMP21 | 02 | 615 | A | † | AUDIO |
| IMP22 | 02 | 617 | A | † | VIDEO |
| IMP23 | 02 | 619 | A | † | SUBSCRIP |
| IMP24 | 02 | 621 | A | † | HRS_OPEN |
| IMP25 | 02 | 623 | A | † | VISITS |
| IMP26 | 02 | 625 | A | † | REFERENC |
| IMP27 | 02 | 627 | A | † | TOTCIR |
| IMP28 | 02 | 629 | A | † | LOANTO |
| IMP29 | 02 | 631 | A | † | LOANFM |
| IMP30 | 02 | 633 | A | † | KIDCIRCL |
| IMP31 | 02 | 635 | A | † | KIDATTEN |
| IMP32 | 02 | 637 | A | † | POPU_UND |
| IMP33 | 02 | 639 | A | † | ELMATEXP |
| IMP34 | 02 | 641 | A | † | ELACCEXP |
| IMP35 | 02 | 643 | A | † | ELMATS |
| IMP36 | 02 | 645 | A | † | ELSVCACC |
| IMP37 | 02 | 647 | A | † | INETACC |
| IMP38 | 02 | 649 | A | † | INETUSE |

| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| IMP39 | 02 | 651 | A | † | STFTERMS |
| IMP40 | 02 | 653 | A | † | GPTERMS |
| IMP41 | 02 | 655 | A | † | ERES_USR |

N   Numeric field.

A   Alpha character field.

†   Not applicable.

NOTE:  The survey items are displayed on the Administrative Entity data entry screens in appendix  E.  The survey definitions are in appendix F.

## Appendix B—Record Layout for State Summary/State Characteristics Data File:  FY 2001 (pusum01.mdb and pusum01.txt)

| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| | | | | | **IDENTIFICATION** |
| STABR | 02 | 1 | A | † | Two-letter Federal Information Processing Standards (FIPS) State Code.  See appendix D for list of State Codes. |
| | | | | | **POPULATION** |
| POPU_LSA | 11 | 3 | N | 08 | Population of the legal service area |
| POPU_UND | 10 | 14 | N | 5A | Total unduplicated population of legal service areas. (Note:  This is a single, state-reported figure.  This item is on the State Characteristics data entry screen.) |
| POPU_ST | 10 | 24 | N | 05 | Official state total population estimate (Note:  This item is on the State Characteristics data entry screen.) |
| | | | | | **SERVICE OUTLETS** |
| CENTLIB | 05 | 34 | N | 09 | Number of central libraries |
| BRANLIB | 05 | 39 | N | 10 | Number of branch libraries |
| BKMOB | 05 | 44 | N | 11 | Number of bookmobiles |
| | | | | | **FULL-TIME EQUIVALENT (FTE) PAID STAFF** |
| MASTER | 11 | 49 | N | 13 | ALA-MLS Librarians.  Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of eight integers and two decimals, with an explicit decimal point. |
| LIBRARIA | 11 | 60 | N | 14 | Total number of FTE employees holding the title of librarian.  This field consists of eight integers and two decimals, with an explicit decimal point. |
| OTHPAID | 12 | 71 | N | 15 | All other paid FTE employees.  This field consists of nine integers and two decimals with an explicit decimal point. |
| TOTSTAFF | 12 | 83 | N | 16 | Total paid FTE employees (i.e., LIBRARIA and OTHPAID).  This field consists of nine integers and two decimals with an explicit decimal point. |
| | | | | | **OPERATING INCOME** |
| LOCGVT | 11 | 95 | N | 17 | Operating income from local government |
| STGVT | 11 | 106 | N | 18 | Operating income from state government |
| FEDGVT | 11 | 117 | N | 19 | Operating income from federal government |
| OTHINCM | 11 | 128 | N | 20 | Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT) |
| TOTINCM | 12 | 139 | N | 21 | Total income (i.e., LOCGVT, STGVT, FEDGVT, and OTHINCM) |
| | | | | | **OPERATING EXPENDITURES** |
| SALARIES | 11 | 151 | N | 22 | Salaries and wages for all library staff |
| BENEFIT | 11 | 162 | N | 23 | Employee benefits for all library staff |

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## Appendix B—Record Layout for State Summary/State Characteristics Data File:  FY 2001 (pusum01.mdb and pusum01.txt)

| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| STAFFEXP | 11 | 173 | N | 24 | Total staff expenditures (i.e., SALARIES and BENEFIT) |
| TOTEXPCO | 11 | 184 | N | 25 | Total expenditures on library collection |
| OTHOPEXP | 11 | 195 | N | 26 | Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO) |
| TOTOPEXP | 12 | 206 | N | 27 | Total operating expenditures (i.e., STAFFEXP, TOTEXPCO, and OTHOPEXP) |
| CAPITAL | 11 | 218 | N | 28 | **CAPITAL OUTLAY EXPENDITURES**<br>Expenditures for capital outlay |
| BKVOL | 11 | 229 | N | 29 | **LIBRARY COLLECTION**<br>Number of books and serial volumes |
| AUDIO | 11 | 240 | N | 30 | Number of audio materials |
| VIDEO | 11 | 251 | N | 32 | Number of video materials |
| SUBSCRIP | 11 | 262 | N | 33 | Number of current serial subscriptions |
| HRS_OPEN | 10 | 273 | N | 35 | **PUBLIC SERVICE HOURS**<br>Total annual public service hours for all service outlets |
| VISITS | 11 | 283 | N | 36 | **LIBRARY SERVICES**<br>Total annual library visits |
| REFERENC | 11 | 294 | N | 38 | Total annual reference transactions |
| TOTCIR | 11 | 305 | N | 39 | **CIRCULATION**<br>Total annual circulation transactions |
| LOANTO | 08 | 316 | N | 40 | **INTER-LIBRARY LOANS**<br>Total annual loans provided to other libraries |
| LOANFM | 08 | 324 | N | 41 | Total annual loans received from other libraries |
| KIDCIRCL | 09 | 332 | N | 42 | **CHILDREN'S SERVICES**<br>Total annual circulation (including renewals) of all children's materials in all formats to all users |
| KIDATTEN | 09 | 341 | N | 43 | Total annual attendance at all programs intended primarily for children.  Includes adults who attend programs intended primarily for children. |
| ELMATEXP | 11 | 350 | N | 44 | **ELECTRONIC TECHNOLOGY**<br>Operating expenditures for library materials in electronic format |
| ELACCEXP | 11 | 361 | N | 45 | Operating expenditures for electronic access |
| ELMATS | 11 | 372 | N | 46 | Number of library materials in electronic format |
| STFTERMS | 06 | 383 | N | 50 | Internet terminals used by staff only |
| GPTERMS | 06 | 389 | N | 51 | Internet terminals used by general public |

# Appendix B—Record Layout for State Summary/State Characteristics Data File:  FY 2001
## (pusum01.mdb and pusum01.txt)

| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| ERES_USR | 09 | 395 | N | 52 | Users of electronic resources per typical week |
| | | | | | **OTHER** |
| STARTDAT | 07 | 404 | A | 03 | Reporting period starting date, in month/year format (e.g., 07/2000).  (Note:  This item is on the State Characteristics data entry screen.) |
| ENDDATE | 07 | 411 | A | 04 | Reporting period ending date, in month/year format (e.g., 06/2001).  (Note:  This item is on the State Characteristics data entry screen.) |
| PUB_FIPS | 02 | 418 | A | † | Two-digit FIPS State Code.  See appendix D for list of State Codes. |
| YR_SUB | 04 | 420 | A | † | FSCS submission year of public library data in 4-digit format (YYYY) |
| OBEREG | 02 | 424 | A | † | Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01–New England (CT ME MA NH RI VT) 02–Mid East (DE DC MD NJ NY PA) 03–Great Lakes (IL IN MI OH WI) 04–Plains (IA KS MN MO NE ND SD) 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06–Southwest (AZ NM OK TX) 07–Rocky Mountains (CO ID MT UT WY) 08–Far West (AK CA HI NV OR WA) 09–Outlying Areas (AS FM GU MH MP PR PW VI) |
| | | | | | **Item imputation flags** 0–All detail comprising total is reported data 1–Some detail comprising total is imputed data 2–All detail comprising total is imputed data 3–Nonrespondent, not imputed (outlying areas only) 99–Total is suppressed (public-use file only) |
| IMP0 | 02 | 426 | A | † | POPU_LSA |
| IMP1 | 02 | 428 | A | † | CENTLIB |
| IMP2 | 02 | 430 | A | † | BRANLIB |
| IMP3 | 02 | 432 | A | † | BKMOB |
| IMP4 | 02 | 434 | A | † | MASTER |
| IMP5 | 02 | 436 | A | † | LIBRARIA |
| IMP6 | 02 | 438 | A | † | OTHPAID |
| IMP7 | 02 | 440 | A | † | TOTSTAFF |
| IMP8 | 02 | 442 | A | † | LOCGVT |
| IMP9 | 02 | 444 | A | † | STGVT |
| IMP10 | 02 | 446 | A | † | FEDGVT |
| IMP11 | 02 | 448 | A | † | OTHINCM |
| IMP12 | 02 | 450 | A | † | TOTINCM |
| IMP13 | 02 | 452 | A | † | SALARIES |
| IMP14 | 02 | 454 | A | † | BENEFIT |
| IMP15 | 02 | 456 | A | † | STAFFEXP |
| IMP16 | 02 | 458 | A | † | TOTEXPCO |
| IMP17 | 02 | 460 | A | † | OTHOPEXP |
| IMP18 | 02 | 462 | A | † | TOTOPEXP |
| IMP19 | 02 | 464 | A | † | CAPITAL |
| IMP20 | 02 | 466 | A | † | BKVOL |
| IMP21 | 02 | 468 | A | † | AUDIO |

## Appendix B—Record Layout for State Summary/State Characteristics Data File:  FY 2001 (pusum01.mdb and pusum01.txt)

| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| IMP22 | 02 | 470 | A | † | VIDEO |
| IMP23 | 02 | 472 | A | † | SUBSCRIP |
| IMP24 | 02 | 474 | A | † | HRS_OPEN |
| IMP25 | 02 | 476 | A | † | VISITS |
| IMP26 | 02 | 478 | A | † | REFERENC |
| IMP27 | 02 | 480 | A | † | TOTCIR |
| IMP28 | 02 | 482 | A | † | LOANTO |
| IMP29 | 02 | 484 | A | † | LOANFM |
| IMP30 | 02 | 486 | A | † | KIDCIRCL |
| IMP31 | 02 | 488 | A | † | KIDATTEN |
| IMP32 | 02 | 490 | A | † | POPU_UND |
| IMP33 | 02 | 492 | A | † | ELMATEXP |
| IMP34 | 02 | 494 | A | † | ELACCEXP |
| IMP35 | 02 | 496 | A | † | ELMATS |
| IMP39 | 02 | 498 | A | † | STFTERMS |
| IMP40 | 02 | 500 | A | † | GPTERMS |
| IMP41 | 02 | 502 | A | † | ERES_USR |
| IMPSC03 | 02 | 504 | A | † | STARTDAT |
| IMPSC04 | 02 | 506 | A | † | ENDDATE |
| IMPSC05 | 02 | 508 | A | † | POPU_ST |

N   Numeric field.

A   Alpha character field.

†   Not applicable.

NOTE:  The survey items are displayed on the State Characteristics or Administrative Entity data entry screens in appendix E.  The survey definitions are in appendix F.

# Appendix C—Record Layout for Public Library Outlet Data File:  FY 2001
## (puout01.mdb and puout01.txt)

| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| STABR | 02 | 1 | A | † | Two-letter Federal Information Processing Standards (FIPS) State Code.  See appendix D for list of State Codes. |
| FSCSKEY | 06 | 3 | A | 1A | Outlet identification code assigned by NCES.  Outlets of an administrative entity have the same FSCSKEY as their administrative entity.  The outlet is separately identified by a unique 3-digit suffix called FSCS_SEQ. |
| FSCS_SEQ | 03 | 9 | A | † | Outlet's unique three-digit suffix to FSCSKEY, assigned by  NCES. |
| LIBID | 20 | 12 | A | 01 | Outlet identification code assigned by the state.  If the state did not assign a code, NCES assigns a combination of FSCSKEY and FSCS_SEQ, separated by a dash (e.g., AK0003-002). |
| LIBNAME | 45 | 32 | A | 02 | Name of outlet |
| ADDRESS | 35 | 77 | A | 03 | Complete street address of outlet |
| CITY | 17 | 112 | A | 04 | City or town of outlet |
| CNTY | 17 | 129 | A | 05 | County of outlet |
| ZIP | 05 | 146 | A | 06 | Standard five-digit postal zip code for street address of outlet |
| ZIP4 | 04 | 151 | A | 07 | Four-digit postal zip code extension for street address of outlet |
| PHONE | 10 | 155 | A | 08 | Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072) |
| C_OUT_TY | 02 | 165 | A | 09 | Outlet Type<br>CE–Central Library<br>BR–Branch Library<br>BS–Bookmobile(s)<br>BM–Books-by-Mail Only |
| C_MSA | 02 | 167 | A | 10 | Metropolitan Status Code<br>CC–Within the city limits of the central city of a        Metropolitan Area<br>NC–Metropolitan Area, but not within central city limits<br>NO–Not in a Metropolitan Area<br>M–Missing (unknown, not reported) |
| L_NUM_BM | 02 | 169 | N | 12 | Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS) |
| WEB_ADDR | 50 | 171 | A | 13 | Web address of the outlet |
| PUB_FIPS | 02 | 221 | A | † | Two-digit FIPS State Code.  See appendix D for list of State Codes. |
| CNTYFIPS | 03 | 223 | A | † | Three-digit FIPS County Code |
| YR_SUB | 04 | 226 | A | † | FSCS submission year of public library data in 4-digit format (YYYY) |

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| Variable name | Field length | Start position | Data type | Survey item | Description |
|---|---|---|---|---|---|
| | | | | | **Item imputation flags**<br> 0–Reported<br>20–Nonrespondent, not imputed (outlying areas only)<br>35–Nonrespondent with imputed data |
| IMP1 | 02 | 230 | A | † | L_NUM_BM |

N   Numeric field.
A   Alpha character field.
†   Not applicable.
NOTE:  The survey items are displayed on the Outlet data entry screen in appendix  E.  The survey definitions are in appendix F.

# Appendix D—State Codes

| FIPS 2-Letter State Code | State | FIPS 2-Digit State Code[6] |
|---|---|---|
| AL | Alabama | 01 |
| AK | Alaska | 02 |
| AZ | Arizona | 04 |
| AR | Arkansas | 05 |
| CA | California | 06 |
| CO | Colorado | 08 |
| CT | Connecticut | 09 |
| DE | Delaware | 10 |
| DC | District of Columbia | 11 |
| FL | Florida | 12 |
| GA | Georgia | 13 |
| HI | Hawaii | 15 |
| ID | Idaho | 16 |
| IL | Illinois | 17 |
| IN | Indiana | 18 |
| IA | Iowa | 19 |
| KS | Kansas | 20 |
| KY | Kentucky | 21 |
| LA | Louisiana | 22 |
| ME | Maine | 23 |
| MD | Maryland | 24 |
| MA | Massachusetts | 25 |
| MI | Michigan | 26 |
| MN | Minnesota | 27 |
| MS | Mississippi | 28 |
| MO | Missouri | 29 |
| MT | Montana | 30 |
| NE | Nebraska | 31 |
| NV | Nevada | 32 |
| NH | New Hampshire | 33 |
| NJ | New Jersey | 34 |
| NM | New Mexico | 35 |
| NY | New York | 36 |
| NC | North Carolina | 37 |
| ND | North Dakota | 38 |
| OH | Ohio | 39 |
| OK | Oklahoma | 40 |
| OR | Oregon | 41 |
| PA | Pennsylvania | 42 |
| RI | Rhode Island | 44 |
| SC | South Carolina | 45 |
| SD | South Dakota | 46 |
| TN | Tennessee | 47 |
| TX | Texas | 48 |
| UT | Utah | 49 |
| VT | Vermont | 50 |
| VA | Virginia | 51 |
| WA | Washington | 53 |
| WV | West Virginia | 54 |
| WI | Wisconsin | 55 |
| WY | Wyoming | 56 |

**Outlying Areas**

| | | |
|---|---|---|
| GU | Guam | 66 |
| MP | Northern Mariana Islands | 69 |
| PW | Palau | 70 |
| PR | Puerto Rico | 72 |
| VI | Virgin Islands | 78 |

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[6] Federal Information Processing Standards codes (FIPS codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies.

# Appendix E—Survey Data Entry Screens

**State Characteristics Data Entry Screen**



WinPLUS 2.3 - State Characteristics     Wyoming     FY-2001

01  Wyoming State Characteristics

02  FSCS Submission Year 2002

03  Reporting Period Starting Date (MM/YYYY):     -2

04  Reporting Period Ending Date (MM/YYYY):     -2

05  Official State Total Population Estimate:     -2

5A  Total Unduplicated Population of Legal Service Areas:     -2

Continue     Exit

# Appendix E—Survey Data Entry Screens

**Administrative Entity Data Entry Screen (p. 1)**

# Appendix E—Survey Data Entry Screens

**Administrative Entity Data Entry Screen (p. 2)**

# Appendix E—Survey Data Entry Screens

**Administrative Entity Data Entry Screen (p. 3)**



WinPLUS - View/Update Administrative Entity    Wyoming    FY-2001

File   Edit   View   Help

01 LIB ID: [016 ▼]   Admin. Entity: [BIG HORN COUNTY LIBRARY SYSTEM ▼]   Page 3

1A FSCS ID: [WY0010 ▼]   City: [BASIN ▼]

**Circulation**

39  Total Circulation: [-2]

**Inter-Library Loans**

40  Provided To: [-2]

41  Received From: [-2]

**Children's**

42  Children's Circulation: [-2]

43  Children's Program Attendance: [-2]

**Electronic Technology**

**Operating Expenditures**

44  Materials in Electronic Format Exp: (also include in #25 or #26) [-2]

45  Electronic Access Exp: (also include in #25 or #26) [-2]

**Library Collection**

46  Materials in Electronic Format: [-2]

**Access and Use**

47  Electronic Services Access: [Y ▼]

48  Internet Access: [Y ▼]

49  Internet Use Code: [PE ▼]

Internet Terminals:

50  Used by Staff Only: [-2]

51  Used by General Public: [-2]

52  Users of Electronic Resources per Typical Week: [-2]

[Save Now]  [Cancel Changes]  [Previous Page]  [Next Page]  [◄◄ ◄ ► ►►]  Navigate Records  [View Outlets]  [Sort By...]  [Structure Changes]  [Exit]

# Appendix E—Survey Data Entry Screens

**Outlet Screen**

# Appendix F—Survey Definitions

## State Characteristics Data Element Definitions

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

| # | Data Element Name | Data Element Definitions |
|---|---|---|
| 01 | State (Automatic Display) | Definition: This is the standard two-letter state abbreviation automatically assigned by WinPLUS. |
| 02 | FSCS Submission Year (Automatic Display) | Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by WinPLUS. |
| 03 | Reporting Period Starting Date | Definition: This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.<br><br>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date. |
| 04 | Reporting Period Ending Date | Definition: This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.<br><br>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date. |
| 05 | Official State Total Population Estimate | Definition: This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources. |
| 5A | Total Unduplicated Population of Legal Service Areas | Definition: This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.<br><br>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.<br><br>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas. |

# Appendix F—Survey Definitions

## Administrative Entity Data Element Definitions

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

Note: Do not report "administrative entities only" for purposes of this survey.

| # | Data Element Name | Data Element Definitions |
|---|---|---|
| 01 | LIB ID (Optional) | Definition: This is the state-assigned identification code for the administrative entity. |
| 1A | FSCS ID (Automatic Display) | Definition: This is the identification code assigned by NCES to the administrative entity. |
| 02 | Name | Definition: This is the legal name of the administrative entity. |
| | | Note: Provide the name of the public library. |
| 03 | Street Address | Definition: This is the complete street address of the administrative entity. |
| | | Note: Do not report a post office box or general delivery. |
| 3M | Mailing Address | Definition: This is the mailing address of the administrative entity. |
| 04 | City (of street address) | Definition: This is the city or town in which the administrative entity is located. |
| 4A | County of the Entity | Definition: This is the county in which the administrative entity is located. |
| 4M | City (of mailing address) | Definition: This is the city or town of the mailing address for the administrative entity. |
| 05 | Zip (of street address) | Definition: This is the standard five-digit postal zip code for the street address of the administrative entity. |
| 5M | Zip (of mailing address) | Definition: This is the standard five-digit postal zip code for the mailing address of the administrative entity. |
| 06 | Zip4 (of street address) | Definition: This is the four-digit postal zip code extension for the street address of the administrative entity. |
| 6M | Zip4 (of mailing address) | Definition: This is the four-digit postal zip code extension for the mailing address of the administrative entity. |
| 07 | Phone | Definition: This is the telephone number of the administrative entity, including area code. |
| | | Note: Report telephone number without spacing or punctuation. |
| 7A | Interlibrary Relationship Code | Select one of the following: |
| | | HQ—Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.) |
| | | ME—Member of a System, Federation, or Cooperative Service, but not the headquarters. |

# Appendix F—Survey Definitions

NO—Not a Member of a System, Federation, or Co-operative Service.

HQ—Headquarters of a System, Federation, or Cooperative Service

Definition (HQ): The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

ME—Member of a System, Federation, or Cooperative Service

Definition (ME): An autonomous library joined by formal or informal agreement(s) with other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of national, multi-state or statewide library systems, federations, or cooperative services. (Do not respond 'Yes' if you belong to OCLC). This does not include multiple-outlet administrative entities (e.g., libraries with branches that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

7B  Legal Basis Code

Definition: The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

Select one of the following:
CI—Municipal Government (city, town or village)
CO—County/Parish
CC—City/County
MJ—Multi-jurisdictional
NL—Native American Tribal Government
NP—Non-profit Association or Agency
SC—School District
SD—Special Library District (authority, board, com-
        mission)
OT—Other

CI—Municipal Government (city, town or village)

Definition (CI): A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO—County/Parish

Definition (CO): An organized local government authorized in a state's constitution and statutes and established to provide general government.

CC—City/County

Definition (CC): A multi-jurisdictional entity that is operated jointly by a county and a city.

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# Appendix F—Survey Definitions

MJ—Multi-jurisdictional

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

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

NL—Native American Tribal Government

Definition (NL): An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP—Non-profit Association or Agency

Definition (NP): An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC—School District

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

SD—Special Library District (authority, board, commission)

Definition (SD): This is a district, authority, board or commission authorized by state law to provide library services.

OT—Other

7C   Administrative Structure Code

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO—Administrative Entity with a Single Direct Service Outlet

# Appendix F—Survey Definitions

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition (MA): An administrative entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

Definition (MO): An administrative entity that serves the public directly with two or more service outlets, including some combination of a central library(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet

Definition (SO): An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

7D   FSCS Public Library Definition

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

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

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

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

7E   Geographic Code

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

Note:  The Population of Legal Service Area (data element #08) should be reflected in the geographic code selected.

CI1—City (exactly)
CI2—City (most nearly)
CO1—County (exactly)
CO2—County (most nearly)
MA1—Metropolitan Area (exactly)
MA2—Metropolitan Area (most nearly)
MC1—Multi-County (exactly)
MC2—Multi-County (most nearly)
SD1—School District (exactly)
SD2—School District (most nearly)
OTH—Other

# Appendix F—Survey Definitions

08  Population of the
    Legal Service Area

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

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

09  Number of Central Libraries

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

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

10  Number of Branch Libraries

Definition:  A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1.  separate quarters;
2.  an organized collection of library materials;
3.  paid staff; and
4.  regularly scheduled hours for being open to the public.

11  Number of Bookmobiles

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

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

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

12  Number of Books-by-Mail Only

The automatic display of this outlet record item was discontinued.

## PAID STAFF (FULL-TIME EQUIVALENT)

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

13  ALA-MLS

Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

14  Total Librarians

Definition: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #13).

# Appendix F—Survey Definitions

| 15 | All Other Paid Staff | Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. |
|---|---|---|
| 16 | Total Paid Employees | Definition: This is the sum of total librarians (data element #14) and all other paid staff (data element #15). |

## OPERATING INCOME

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

| 17 | Local Government Income | Definition: This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees. |
|---|---|---|
| 18 | State Government Income | Definition: These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights. |
| 19 | Federal Government Income | Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State. |
| 20 | Other Income | Definition: This is all income other than that reported by Local, State, and Federal (data elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations. |
| 21 | Total Income | Definition: This includes income from the Local government, the State government, the Federal government, and all other income (the sum of data elements #17 through #20). |

## OPERATING EXPENDITURES

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

| 22 | Salaries & Wages Expenditures | Definition: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits. |
|---|---|---|
| 23 | Employee Benefits Expenditures | Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. |
| 24 | Total Staff Expenditures | Definition: This includes salaries and wages (data element #22) and employee benefits (data element #23). |

# Appendix F—Survey Definitions

25   Collection Expenditures

Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audio-visual materials, etc..

26   Other Operating Expenditures

Definition: This includes all expenditures other than those for staff (data element #24) and collection (data element #25).

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

27   Total Operating Expenditures

Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (data elements #24, #25, and #26).

Note: Includes Operating Expenditures for Electronic Access (data element #45) and Operating Expenditures for Library Materials in Electronic Format (data element #44).

28   Capital Outlay

Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

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

## LIBRARY COLLECTION

Note: Report physical units for items 29–33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit (e.g., two compact discs or two video cassettes) and are generally checked out as a unit, should be counted as <u>one</u> physical unit.

29   Book/Serial Volumes

Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.

30   Audio

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

31   Film

No longer collected.

32   Video

Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

33   Subscriptions

Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions.

Note: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

# Appendix F—Survey Definitions

**SERVICES**

| | | |
|---|---|---|
| 34 | Unduplicated Hours | No longer collected. |

35    Public Service Hours per Year

Definition: This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), and books-by-mail only. For each bookmobile, count only the hours during which the book-mobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

36    Library Visits

Definition: This is the total number of persons entering the library for whatever purpose during the year.

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

37    In-Library Use

No longer collected.

38    Reference Transactions

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

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

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

39    Total Circulation

Definition: The total annual circulation of all library materials of all types, including renewals.

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

# Appendix F—Survey Definitions

**INTER-LIBRARY LOANS**

40   Provided To

Definition: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

41   Received  From

Definition: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

**CHILDREN'S SERVICES**

42   Circulation of Children's Materials

Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.

43   Children's Program Attendance

Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

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

**ELECTRONIC TECHNOLOGY**

44   Operating Expenditures
     for Library Materials in
     Electronic Format
     (also include in #25 or #26)

Definition:  Report operating expenditures for materials considered part of the the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Note:  These expenditures should also be included in Collection Expenditures (data element #25)  or  Other Operating Expenditures (data element #26) on the administrative entity screen.

45   Operating Expenditures
     for Electronic Access
     (also include in #25 or #26)

Definition:  Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can not be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.

Note: Report only operating expenditures. These expenditures should also be included in Collection Expenditures (data element #25) or Other Operating Expenditures (data element #26) on the administrative entity screen. Do NOT report capital expenditures for items in this category.

46   Number of Library Materials
     in Electronic Format

Report the number of physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

# Appendix F—Survey Definitions

| | | |
|---|---|---|
| 47 | Access to Electronic Services | Answer <Y>es, <N>o, or <M>issing (unknown, not reported) to the following question: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)? |

These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.

| | | |
|---|---|---|
| 48 | Access to Internet | Answer <Y>es, <N>o, or <M>issing (unknown, not reported) to the following question: *Does the public library have access to the Internet?* |

The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

If the public library has access to the Internet as defined in the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (data element #49). If the library does not have access to the Internet, respond <N>o to this data element and respond NA (Not Applicable) to data element #49.

| | | |
|---|---|---|
| 49 | Internet Use Code | If the library has Internet access, is Internet used by (select one): |

ST—Library Staff Only
PI—Patrons through a Staff Intermediary Only
PE—Patrons either Directly or through a Staff Intermediary
NA—Not Applicable
M—Missing (Unknown, Not Reported)

| | | |
|---|---|---|
| 50 | Number of Internet Terminals Used by Staff Only | Definition: Number of computer terminals (PC, 'dumb terminal', etc.) used by staff only in the library that are used to connect to the Internet (text only, graphical, etc.). |
| 51 | Number of Internet Terminals Used by General Public | Definition: Number of computer terminals (PC, 'dumb terminal', etc.) used by general public in the library that are used to connect to the Internet (text only, graphical, etc.). |
| 52 | Number of Users of Electronic Resources Per Typical Week | Definition: Count the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources. |

Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a week would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal.

# Appendix F—Survey Definitions

## Outlet Data Element Definitions

| # | Data Element Name | Data Element Definitions |
|---|---|---|
| 01 | LIB ID (Optional) | Definition: This is the state-assigned identification code for the outlet. |
| 1A | FSCS ID (Automatic Display) | Definition: This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet. |
| 02 | Name | Definition: This is the name of the outlet. |
| 03 | Street Address | Definition: This is the complete street address of the outlet. |
| | | Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night. |
| 04 | City | Definition: This is the city or town in which the outlet is located. |
| 05 | County of the Outlet | Definition: This is the county in which the outlet is located. |
| 06 | Zip | Definition: This is the standard five-digit postal zip code for the street address of the outlet. |
| 07 | Zip4 | Definition: This is the four-digit postal zip code extension for the street address of the outlet. |
| 08 | Phone | Definition: This is the telephone number of the outlet, including area code. |
| | | Note: Report telephone number without spacing or punctuation. |
| 09 | Outlet Type Code | Definition: An outlet is a unit of an administrative entity that provides direct public library service. |
| | | Select one of the following: |
| | | BM—Books-by-Mail Only<br>BR—Branch Library<br>BS—Bookmobile(s)<br>CE—Central Library |
| | | BM—Books-by-Mail Only |
| | | Definition (BM): A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here. |

# Appendix F—Survey Definitions

BR—Branch Library

Definition (BR): A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

BS—Bookmobile(s)

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

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

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

CE—Central Library

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

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

10 Metropolitan Status Code

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

CC—Within the City Limits of the Central City of a Metro-
    politan Area.
NC—Metropolitan Area, but Not Within Central City Limits.
NO—Not in a Metropolitan Area.
M—Missing (Unknown, Not Reported)

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

CC—Central City

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

# Appendix F—Survey Definitions

NC—Metropolitan Area, but not within central city limits.

Definition (NC): A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

| 11 | Population of the Legal Service Area by Type of Outlet | No longer collected. |

| 12 | Number of Bookmobiles in the Bookmobile Outlet Record | Definition: The number of bookmobiles in the bookmobile outlet record. |

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

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

| 13 | Web Address | Definition: This is the Web address of the outlet. |

http:// _____ .

# Appendix G—States with Libraries with Overlapping Population of Legal Service Areas

Arkansas
Colorado
Connecticut
Florida
Indiana

Kansas
Louisiana
Maryland
Michigan
Minnesota

Mississippi
Missouri
Nebraska
Nevada
New Hampshire

New Jersey
New York
North Carolina
Oklahoma
Pennsylvania

Rhode Island
South Carolina
South Dakota
Tennessee
Vermont
West Virginia

# Appendix H—Libraries with No Central Outlet

| Obs | FSCS ID# | LIBRARY NAME | TOTAL | CENTRALS | BRANCHES | BOOKMOBILES |
|---|---|---|---|---|---|---|
| 1 | AL0123 | MARSHALL COUNTY COOPERATIVE LIBRARY | 1 | 0 | 0 | 1 |
| 2 | AZ0001 | APACHE COUNTY LIBRARY DISTRICT | 6 | 0 | 6 | 0 |
| 3 | AZ0009 | COCHISE COUNTY LIBRARY DISTRICT | 13 | 0 | 11 | 2 |
| 4 | AZ0028 | MARICOPA COUNTY LIBRARY DISTRICT | 18 | 0 | 12 | 6 |
| 5 | AZ0050 | PINAL COUNTY LIBRARY DISTRICT | 13 | 0 | 13 | 0 |
| 6 | AZ0067 | YAVAPAI COUNTY LIBRARY DISTRICT | 18 | 0 | 18 | 0 |
| 7 | AZ0102 | GILA COUNTY LIBRARY DISTRICT | 8 | 0 | 8 | 0 |
| 8 | AZ0107 | NAVAJO COUNTY LIBRARY DISTRICT | 8 | 0 | 8 | 0 |
| 9 | AR0002 | WASHINGTON COUNTY LIBRARY SYSTEM | 8 | 0 | 8 | 0 |
| 10 | AR0003 | NORTH ARKANSAS REGIONAL LIBRARY | 2 | 0 | 2 | 0 |
| 11 | AR0049 | CARROLL AND MADISON LIBRARY SYSTEM | 6 | 0 | 6 | 0 |
| 12 | CA0047 | IMPERIAL COUNTY LIBRARY | 8 | 0 | 8 | 0 |
| 13 | CA0062 | COUNTY OF LOS ANGELES PUBLIC LIBRARY | 88 | 0 | 84 | 4 |
| 14 | CA0071 | MONO COUNTY FREE LIBRARY | 7 | 0 | 6 | 1 |
| 15 | CA0073 | MONTEREY COUNTY FREE LIBRARIES | 19 | 0 | 17 | 2 |
| 16 | CA0084 | ORANGE COUNTY PUBLIC LIBRARY | 27 | 0 | 27 | 0 |
| 17 | CA0109 | SAN BERNARDINO COUNTY LIBRARY | 28 | 0 | 26 | 2 |
| 18 | CA0112 | SAN DIEGO COUNTY LIBRARY | 33 | 0 | 31 | 2 |
| 19 | CA0120 | SAN MATEO COUNTY LIBRARY | 13 | 0 | 12 | 1 |
| 20 | CA0126 | SANTA CLARA COUNTY LIBRARY | 11 | 0 | 9 | 2 |
| 21 | CA0136 | SOLANO COUNTY LIBRARY | 6 | 0 | 6 | 0 |
| 22 | CA0152 | VENTURA COUNTY LIBRARY | 16 | 0 | 16 | 0 |
| 23 | CA0157 | YOLO COUNTY LIBRARY | 7 | 0 | 7 | 0 |
| 24 | CA0199 | RIVERSIDE COUNTY LIBRARY SYSTEM | 26 | 0 | 24 | 2 |
| 25 | CO0001 | ADAMS COUNTY LIBRARY SYSTEM | 7 | 0 | 6 | 1 |
| 26 | CO0037 | DOUGLAS PUBLIC LIBRARY DISTRICT | 4 | 0 | 4 | 0 |
| 27 | CO0039 | EAGLE VALLEY LIBRARY DISTRICT | 3 | 0 | 3 | 0 |
| 28 | CO0049 | GARFIELD CO PUBLIC LIBRARY SYSTEM | 6 | 0 | 6 | 0 |
| 29 | CO0051 | GRAND COUNTY LIBRARY DISTRICT | 5 | 0 | 5 | 0 |
| 30 | CO0060 | JEFFERSON COUNTY PUBLIC LIBRARY | 12 | 0 | 11 | 1 |
| 31 | CO0103 | SOUTH ROUTT LIBRARY DISTRICT | 3 | 0 | 3 | 0 |
| 32 | CO0143 | CLEAR CREEK LIBRARY DISTRICT | 2 | 0 | 2 | 0 |
| 33 | CO0145 | WELD LIBRARY DISTRICT | 11 | 0 | 9 | 2 |
| 34 | CO9024 | LOWER ARKANSAS VALLEY REGIONAL LIBRARY | 1 | 0 | 0 | 1 |
| 35 | CO9026 | NORTHEAST COLORADO BOOKMOBILE SERVICES | 1 | 0 | 0 | 1 |
| 36 | FL0018 | CITRUS COUNTY LIBRARY SYSTEM | 5 | 0 | 5 | 0 |
| 37 | FL0019 | CLAY COUNTY PUBLIC LIBRARY SYSTEM | 5 | 0 | 4 | 1 |
| 38 | FL0039 | LAKE COUNTY LIBRARY SYSTEM | 9 | 0 | 9 | 0 |
| 39 | FL0065 | PASCO COUNTY LIBRARY COOPERATIVE | 8 | 0 | 8 | 0 |
| 40 | FL0095 | SEMINOLE COUNTY PUBLIC LIBRARY SYSTEM | 5 | 0 | 5 | 0 |
| 41 | FL0099 | VOLUSIA COUNTY PUBLIC LIBRARY | 16 | 0 | 15 | 1 |
| 42 | FL0127 | PINELLAS PUBLIC LIBRARY COOPERATIVE | 24 | 0 | 24 | 0 |
| 43 | FL0135 | WILDERNESS PUBLIC LIBRARIES | 5 | 0 | 4 | 1 |
| 44 | FL0136 | PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM | 14 | 0 | 13 | 1 |
| 45 | FL0146 | SUMTER COUNTY PUBLIC LIBRARY SYSTEM | 6 | 0 | 6 | 0 |
| 46 | FL0147 | THREE RIVERS REGIONAL LIBRARY SYSTEM | 3 | 0 | 3 | 0 |
| 47 | FL0149 | NEW RIVER PUBLIC LIBRARY COOPERATIVE | 5 | 0 | 3 | 2 |
| 48 | FL0150 | HEARTLAND LIBRARY COOPERATIVE | 6 | 0 | 6 | 0 |
| 49 | FL8001 | POLK COUNTY LIBRARY COOPERATIVE | 17 | 0 | 16 | 1 |
| 50 | FL8003 | OKALOOSA COUNTY PUBLIC LIBRARY COOPERATIVE | 7 | 0 | 6 | 1 |
| 51 | FL8007 | LEVY COUNTY PUBLIC LIBRARY SYSTEM | 5 | 0 | 5 | 0 |
| 52 | ID0062 | JEFFERSON COUNTY DISTRICT | 3 | 0 | 3 | 0 |
| 53 | ID0120 | KOOTENAI-SHOSHONE DISTRICT | 7 | 0 | 6 | 1 |
| 54 | KS0274 | COFFEY COUNTY LIBRARY | 6 | 0 | 6 | 0 |
| 55 | MD0002 | PL OF ANNAPOLIS AND ANNE ARUNDEL COUNTY, INC. | 15 | 0 | 15 | 0 |
| 56 | MD0004 | BALTIMORE COUNTY PUBLIC LIBRARY | 19 | 0 | 16 | 3 |
| 57 | MD0007 | CARROLL COUNTY PUBLIC LIBRARY | 8 | 0 | 5 | 3 |
| 58 | MD0013 | HARFORD COUNTY PUBLIC LIBRARY | 9 | 0 | 9 | 0 |
| 59 | MD0016 | MONTGOMERY COUNTY PUBLIC LIBRARIES | 24 | 0 | 21 | 3 |
| 60 | MD0017 | PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY | 19 | 0 | 19 | 0 |
| 61 | MD0024 | WORCESTER COUNTY LIBRARY | 5 | 0 | 5 | 0 |
| 62 | MI0021 | BAY COUNTY LIBRARY SYSTEM | 6 | 0 | 5 | 1 |
| 63 | MI0171 | IOSCO-ARENAC DISTRICT LIBRARY | 9 | 0 | 8 | 1 |
| 64 | MI0190 | LAPEER COUNTY LIBRARY | 8 | 0 | 8 | 0 |
| 65 | MI0240 | MUSKEGON COUNTY LIBRARY | 10 | 0 | 9 | 1 |
| 66 | MI0356 | WARREN PUBLIC LIBRARY | 5 | 0 | 5 | 0 |
| 67 | MN0001 | ARROWHEAD LIBRARY SYSTEM | 1 | 0 | 0 | 1 |
| 68 | MN0038 | CARVER COUNTY LIBRARY | 5 | 0 | 5 | 0 |
| 69 | MN0039 | DAKOTA COUNTY LIBRARY | 9 | 0 | 8 | 1 |
| 70 | MN0041 | HENNEPIN COUNTY LIBRARY | 27 | 0 | 26 | 1 |
| 71 | MN0043 | RAMSEY COUNTY LIBRARY | 7 | 0 | 7 | 0 |
| 72 | MN0045 | SCOTT COUNTY LIBRARY SYSTEM | 7 | 0 | 7 | 0 |
| 73 | MN0046 | WASHINGTON COUNTY LIBRARY | 9 | 0 | 9 | 0 |
| 74 | MN0051 | PIONEERLAND LIBRARY SYSTEM | 31 | 0 | 31 | 0 |
| 75 | MN0068 | SOUTHEASTERN LIBRARIES COOPERATING | 1 | 0 | 0 | 1 |
| 76 | MN0109 | VIKING LIBRARY SYSTEM | 2 | 0 | 0 | 2 |
| 77 | MN0145 | KITCHIGAMI REGIONAL LIBRARY | 10 | 0 | 9 | 1 |
| 78 | MN0152 | PLUM CREEK LIBRARY SYSTEM | 1 | 0 | 0 | 1 |
| 79 | MN9030 | SIBLEY COUNTY LIBRARY SYSTEM | 5 | 0 | 5 | 0 |
| 80 | MS0006 | CENTRAL MISSISSIPPI REGIONAL LIBRARY | 20 | 0 | 20 | 0 |
| 81 | MO0137 | REYNOLDS COUNTY LIBRARY DISTRICT | 5 | 0 | 5 | 0 |
| 82 | MO0147 | JEFFERSON COUNTY LIBRARY | 3 | 0 | 3 | 0 |
| 83 | MO0164 | OREGON COUNTY LIBRARY DISTRICT | 5 | 0 | 5 | 0 |

# Appendix H—Libraries with No Central Outlet

| Obs | FSCS ID# | LIBRARY NAME | TOTAL | CENTRALS | BRANCHES | BOOKMOBILES |
|-----|----------|--------------|-------|----------|----------|-------------|
| 84 | NV0008 | LAS VEGAS-CLARK COUNTY DISTRICT LIBRARY | 24 | 0 | 24 | 0 |
| 85 | NV0025 | WASHOE COUNTY LIBRARY | 14 | 0 | 13 | 1 |
| 86 | NV0027 | ESMERALDA COUNTY LIBRARY | 3 | 0 | 3 | 0 |
| 87 | NY0041 | SENECA NATION LIBRARY | 2 | 0 | 2 | 0 |
| 88 | NC0002 | APPALACHIAN REGIONAL LIBRARY | 7 | 0 | 6 | 1 |
| 89 | NC0003 | AVERY-MITCHELL-YANCEY REGIONAL LIBRARY | 5 | 0 | 4 | 1 |
| 90 | NC0006 | CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY | 11 | 0 | 9 | 2 |
| 91 | NC0008 | FONTANA REGIONAL LIBRARY | 6 | 0 | 6 | 0 |
| 92 | NC0011 | NANTAHALA REGIONAL LIBRARY | 5 | 0 | 4 | 1 |
| 93 | NC0013 | NORTHWESTERN REGIONAL LIBRARY | 14 | 0 | 13 | 1 |
| 94 | NC0014 | PETTIGREW REGIONAL LIBRARY | 4 | 0 | 4 | 0 |
| 95 | NC0015 | SANDHILL REGIONAL LIBRARY SYSTEM | 16 | 0 | 14 | 2 |
| 96 | NC0018 | BRUNSWICK COUNTY LIBRARY | 4 | 0 | 4 | 0 |
| 97 | NC0054 | ROCKINGHAM COUNTY PUBLIC LIBRARY | 7 | 0 | 6 | 1 |
| 98 | NC0063 | WAKE COUNTY DEPARTMENT OF LIBRARY SERVICES | 19 | 0 | 17 | 2 |
| 99 | ND0078 | SIOUX COUNTY LIBRARY | 1 | 0 | 0 | 1 |
| 100 | OH0018 | CLERMONT COUNTY PUBLIC LIBRARY | 10 | 0 | 10 | 0 |
| 101 | OH0046 | GEAUGA COUNTY PUBLIC LIBRARY | 7 | 0 | 6 | 1 |
| 102 | OH0052 | CUYAHOGA COUNTY PUBLIC LIBRARY | 29 | 0 | 29 | 0 |
| 103 | OH0075 | PREBLE COUNTY DISTRICT LIBRARY | 7 | 0 | 7 | 0 |
| 104 | OH0099 | SOUTHWEST PUBLIC LIBRARIES | 2 | 0 | 2 | 0 |
| 105 | OH0242 | WILLOUGHBY-EASTLAKE PUBLIC LIBRARY | 3 | 0 | 3 | 0 |
| 106 | OR0091 | DESCHUTES PUBLIC LIBRARY SYSTEM | 6 | 0 | 5 | 1 |
| 107 | OR0115 | COOS COUNTY LIBRARY SERVICE DISTRICT | 0 | 0 | 0 | 0 |
| 108 | OR0117 | WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICE | 1 | 0 | 1 | 0 |
| 109 | OR0135 | OREGON TRAIL LIBRARY DISTRICT | 2 | 0 | 2 | 0 |
| 110 | PA0448 | LOWER MERION LIBRARY SYSTEM | 6 | 0 | 6 | 0 |
| 111 | PA9005 | BEAVER CO LIBRARY SYSTEM | 2 | 0 | 1 | 1 |
| 112 | PA9030 | BERKS CO PUB LIBRARIES | 1 | 0 | 0 | 1 |
| 113 | PA9037 | FRANKLIN COUNTY LIBRARY SYSTEM | 5 | 0 | 4 | 1 |
| 114 | SC0002 | ABBE REGIONAL LIBRARY SYSTEM | 15 | 0 | 14 | 1 |
| 115 | UT0001 | BEAVER COUNTY BOOKMOBILE LIBRARY | 2 | 0 | 0 | 2 |
| 116 | UT0005 | BOX ELDER COUNTY BOOKMOBILE LIBRARY | 3 | 0 | 1 | 2 |
| 117 | UT0009 | CACHE COUNTY BOOKMOBILE LIBRARY | 2 | 0 | 1 | 1 |
| 118 | UT0015 | CARBON COUNTY BOOKMOBILE LIBRARY | 2 | 0 | 1 | 1 |
| 119 | UT0018 | DAGGETT COUNTY BOOKMOBILE LIBRARY | 1 | 0 | 0 | 1 |
| 120 | UT0022 | EMERY COUNTY LIBRARY | 8 | 0 | 8 | 0 |
| 121 | UT0025 | IRON COUNTY BOOKMOBILE LIBRARY | 2 | 0 | 1 | 1 |
| 122 | UT0028 | JUAB COUNTY BOOKMOBILE LIBRARY | 1 | 0 | 0 | 1 |
| 123 | UT0030 | KANE COUNTY BOOKMOBILE LIBRARY | 1 | 0 | 0 | 1 |
| 124 | UT0032 | MILLARD COUNTY BOOKMOBILE LIBRARY | 1 | 0 | 0 | 1 |
| 125 | UT0036 | PIUTE COUNTY BOOKMOBILE LIBRARY | 1 | 0 | 0 | 1 |
| 126 | UT0037 | RICH COUNTY BOOKMOBILE LIBRARY | 1 | 0 | 0 | 1 |
| 127 | UT0038 | SANPETE COUNTY BOOKMOBILE LIBRARY | 2 | 0 | 1 | 1 |
| 128 | UT0043 | SEVIER COUNTY BOOKMOBILE LIBRARY | 1 | 0 | 0 | 1 |
| 129 | UT0049 | SALT LAKE COUNTY LIBRARY SYSTEM | 17 | 0 | 17 | 0 |
| 130 | UT0050 | SAN JUAN COUNTY LIBRARY | 3 | 0 | 2 | 1 |
| 131 | UT0053 | TOOELE COUNTY BOOKMOBILE LIBRARY | 3 | 0 | 2 | 1 |
| 132 | UT0056 | UTAH COUNTY BOOKMOBILE LIBRARY | 2 | 0 | 1 | 1 |
| 133 | UT0068 | WAYNE COUNTY BOOKMOBILE LIBRARY | 2 | 0 | 1 | 1 |
| 134 | VT0216 | WINDHAM CO. READS | 1 | 0 | 0 | 1 |
| 135 | VA0026 | FAIRFAX COUNTY PUBLIC LIBRARY | 21 | 0 | 21 | 0 |
| 136 | VA0036 | HENRICO COUNTY PUBLIC LIBRARY | 11 | 0 | 10 | 1 |
| 137 | VA0044 | LOUDOUN COUNTY PUBLIC LIBRARY | 7 | 0 | 6 | 1 |
| 138 | VA0050 | MIDDLESEX COUNTY PUBLIC LIBRARY | 2 | 0 | 2 | 0 |
| 139 | VA0053 | NEWPORT NEWS PUBLIC LIBRARY SYSTEM | 5 | 0 | 4 | 1 |
| 140 | VA0055 | NOTTOWAY COUNTY LIBRARY SYSTEM | 3 | 0 | 3 | 0 |
| 141 | VA0057 | PAMUNKEY REGIONAL LIBRARY | 11 | 0 | 10 | 1 |
| 142 | VA0064 | PRINCE WILLIAM PUBLIC LIBRARY SYSTEM | 10 | 0 | 10 | 0 |
| 143 | VA0078 | SOUTHSIDE REGIONAL LIBRARY | 6 | 0 | 6 | 0 |
| 144 | VA0086 | WILLIAMSBURG REGIONAL LIBRARY | 3 | 0 | 2 | 1 |
| 145 | VA0091 | CENTRAL VIRGINIA REGIONAL LIBRARY | 2 | 0 | 2 | 0 |
| 146 | WA0047 | WALLA WALLA COUNTY RURAL LIBRARY DISTRICT | 2 | 0 | 2 | 0 |
| 147 | WA0057 | WHATCOM COUNTY RURAL LIBRARY DISTRICT | 10 | 0 | 9 | 1 |
| 148 | WA0059 | KING COUNTY | 43 | 0 | 41 | 2 |
| 149 | WA0061 | MID-COLUMBIA | 11 | 0 | 10 | 1 |
| 150 | WA0062 | NORTH CENTRAL REGIONAL LIBRARY | 27 | 0 | 27 | 0 |
| 151 | WA0063 | PIERCE COUNTY | 20 | 0 | 17 | 3 |
| 152 | WA0065 | SNO-ISLE REGIONAL LIBRARY | 21 | 0 | 20 | 1 |
| 153 | WA0066 | SPOKANE COUNTY | 10 | 0 | 10 | 0 |
| 154 | WA0069 | TIMBERLAND REGIONAL LIBRARY | 27 | 0 | 27 | 0 |
| 155 | WA8002 | STEVENS COUNTY LIBRARY DISTRIST | 7 | 0 | 7 | 0 |
| 156 | WI0148 | KENOSHA PUBLIC LIBRARY | 5 | 0 | 4 | 1 |
| 157 | WI0153 | KIMBERLY--LITTLE CHUTE PUBLIC LIBRARY | 2 | 0 | 2 | 0 |
| 158 | WI0390 | LA CROSSE COUNTY LIBRARY | 5 | 0 | 5 | 0 |
| 159 | VI0002 | DPNR/DIVISION OF LIBRARIES, ARCHIVES & MUS. | 6 | 0 | 5 | 1 |
| | | | ============ | ============ | ============ | ========== |
| | | | 1,457 | 0 | 1,343 | 114 |

# Appendix I—Imputation Flags and Definitions for Public Library Data File

0       If the variable is not imputed.

1       If Method 1 (mean growth rate) is used with 2000 data.

2       If Method 1 is used with 1999 data.

3       If Method 2 (hot-deck growth rate) is used with 2000 data.

4       If Method 2 is used with 1999 data.

5       If adjusted cell mean is used (i.e., population of legal service area > 0).

6       If unadjusted cell mean is used (i.e., population of legal service area <= 0).

7       If, for library visits, there is  no prior year data, the ratio of 2001 total library visits to total population of legal service area for the respondents in the imputation cell was multiplied by the nonrespondent's 2001 population value.

8       If, for children's program attendance, the ratio of the nonrespondent's 2000 children's program attendance to library visits was multiplied by the nonrespondent's 2001 library visits.  Likewise, for children's circulation, the ratio of the nonrespondent's 2000 children's circulation to total circulation was multiplied by the nonrespondent's 2001 total circulation.  Likewise for other variables.

9       If, for children's program attendance, the ratio of the nonrespondent's 1999 children's program attendance to library visits was multiplied by the nonrespondent's 2001 library visits.  Likewise, for children's circulation, the ratio of the nonrespondent's 1999 children's circulation to total circulation was multiplied by the nonrespondent's 2001 total circulation.  Likewise for other variables.

10      If, for children's program attendance, there is no prior year data, the ratio of 2001 total children's program attendance to total library visits for the respondents in the imputation cell was multiplied by the nonrespondent's 2001 library visits.  Likewise, for children's circulation, the ratio of 2001 total children's circulation to total circulation for the respondents in the imputation cell was multiplied by the nonrespondent's 2001 total circulation.  Likewise for other variables.

11      If, for a derived variable, the variable is imputed.

12      If, for library visits, (IMP25–library visits > 0 and IMP31–children's program attendance = 0) and (children's program attendance > library visits), the ratio of the nonrespondent's 2000 library visits to children's program attendance was multiplied by the nonrespondent's 2001 children's program attendance.  This is tantamount to using the inverse of the ratio used in imputation flag 8 above.  Likewise, for total circulation, the ratio of the nonrespondent's 2000 total circulation to children's circulation was multiplied by the nonrespondent's 2001 children's circulation.  Likewise for other variables.

13      If, for library visits, (IMP25–library visits > 0 and IMP31–children's program attendance = 0) and (children's program attendance > library visits),  the ratio of the nonrespondent's 1999 library visits to children's program attendance was multiplied by the the nonrespondent's 2001 children's program attendance.  This is tantamount to using the inverse of the ratio used in imputation flag 9 above.  Likewise, for total circulation, the ratio of the nonrespondent's 1999 total circulation to children's circulation was multiplied by the nonrespondent's 2001 children's circulation. Likewise for other variables.

## Appendix I—Imputation Flags and Definitions for Public Library Data File

14    If, for library visits, (IMP25–library visits > 0 and IMP31–children's program attendance = 0) and (children's program attendance > library visits) and, in addition, there is no prior year data, the ratio of 2001 total library visits to total children's program attendance for the respondents in the imputation cell was multiplied by the nonrespondent's 2001 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 10 above. Likewise, for total circulation, the ratio of 2001 total circulation to total children's circulation for the respondents in the imputation cell was multiplied by the respondent's 2001 children's circulation. Likewise for other variables.

15    If, for population of legal service area, the 2001 data are missing, a prior year value was used or a value was obtained from NCES.

16    If, for electronic services access, Internet access and Internet use code, the value was imputed using a prior year response.

17    If, for either electronic access or Internet access, the value was imputed using the current year response to electronic access expenditures. If electronic access expenditures was > 0, the value was set to 'Y'. Otherwise, the value was set to 'N'.

18    If, for materials in electronic format expenditures or electronic access expenditures, the value was imputed by taking the sum of other operating expenditures and collection expenditures and multiplying it by the mean ratio of either materials in electronic format expenditures to other operating/collection expenditures or electronic access expenditures to other operating/collection expenditures.

19    If electronic access expenditures plus materials in electronic format expenditures is greater than the sum of other operating expenditures plus collection expenditures, both electronic expenditures variables were adjusted by the mean ratio of one expenditure to the mean sum of both expenditures.

20    If there were no reported data, and the missing data were not imputed (used for variables that might be imputed in future years, and for outlying areas that were partial or total nonrespondents).

21    If materials in electronic format expenditures was adjusted by the mean ratio of materials in electronic format expenditures to materials in electronic format.

22    If materials in electronic format was adjusted by the mean ratio of materials in electronic format to materials in electronic format expenditures. Same principle was applied to materials in electronic format expenditures.

23    If materials in electronic format expenditures was adjusted by the ratio of the record's prior year materials in electronic format expenditures to materials in electronic format. Same principle was applied to materials in electronic format.

24    If anuual public service hours was adjusted by multiplying this year's total outlets by the ratio of 2000 annual public service hours to 2000 total outlets. This method was used when the number of total outlets changed.

25    If anuual public service hours was adjusted by multiplying this year's total outlets by the ratio of 1999 annual public service hours to 1999 total outlets. This method was used when the number of total outlets changed.

26    If the response to Internet access equals 'N', then Internet use code was imputed as 'NA'.

27    If the imputed response for Internet use code is based on the most frequent response for the state.

# Appendix I—Imputation Flags and Definitions for Public Library Data File

28  If Internet access = 'Y' and Internet use code = 'ST' and Internet terminals used by staff only = -1 or > 0 then Internet terminals used by general public = 0.

29  Not used.

30  If the same method as imputation method 1 was used but with 2000 imputed data instead of reported data.  This was done only when the imputed data used was based on past reported data.

31  If the same method as imputation method 2 was used but with 1999 imputed data instead of reported data.  This was done only when the imputed data used was based on past reported data.

32  Only used in special situations when the originally imputed value seems extremely high or extremely low. The value was adjusted by the previous year's response to state total.

33  If adjusted cell median is used.

34  If unadjusted cell median is used.

35  If 2000 data is carried forward.

36  If 1999 data is carried forward.

37  If after NCES review of imputed file a special imputation procedure was used.

99  If data are suppressed (to protect confidentiality of respondents) (public-use file only).

# Appendix J—Imputation Flag Frequencies for Public Library Data File

**See appendix I for the imputation flag definitions and appendix A for the record layout.**

```
                    pupld01b (Final)

              POPU_LSA - IMPUTATION FLAG

                                    Cumulative
         IMP0      Frequency        Frequency
         ------------------------------------
          0           8991             8991
         15            140             9131
         20              2             9133


              CENTLIB - IMPUTATION FLAG

                                    Cumulative
         IMP1      Frequency        Frequency
         ------------------------------------
          0           8991             8991
         20              2             8993
         35            140             9133


              BRANLIB - IMPUTATION FLAG

                                    Cumulative
         IMP2      Frequency        Frequency
         ------------------------------------
          0           8991             8991
         20              2             8993
         35            140             9133


               BKMOB - IMPUTATION FLAG

                                    Cumulative
         IMP3      Frequency        Frequency
         ------------------------------------
          0           8991             8991
         20              2             8993
         35            140             9133


               MASTER - IMPUTATION FLAG

                                    Cumulative
         IMP4      Frequency        Frequency
         ------------------------------------
          0           8906             8906
          1             62             8968
          2              3             8971
          5            155             9126
         11              4             9130
         20              2             9132
         30              1             9133


              LIBRARIA - IMPUTATION FLAG

                                    Cumulative
         IMP5      Frequency        Frequency
         ------------------------------------
          0           8838             8838
          1            141             8979
          2              7             8986
          5            100             9086
         11             37             9123
         20              2             9125
         30              5             9130
         31              3             9133


              OTHPAID - IMPUTATION FLAG

                                    Cumulative
         IMP6      Frequency        Frequency
         ------------------------------------
          0           8796             8796
         11            273             9069
         16             62             9131
         20              2             9133
```

# Appendix J—Imputation Flag Frequencies for Public Library Data File

### TOTSTAFF - IMPUTATION FLAG

| IMP7 | Frequency | Cumulative Frequency |
|------|-----------|----------------------|
| 0 | 8791 | 8791 |
| 1 | 121 | 8912 |
| 5 | 91 | 9003 |
| 11 | 114 | 9117 |
| 20 | 2 | 9119 |
| 30 | 9 | 9128 |
| 31 | 5 | 9133 |

### LOCGVT - IMPUTATION FLAG

| IMP8 | Frequency | Cumulative Frequency |
|------|-----------|----------------------|
| 0 | 8795 | 8795 |
| 3 | 200 | 8995 |
| 4 | 22 | 9017 |
| 5 | 107 | 9124 |
| 20 | 2 | 9126 |
| 30 | 7 | 9133 |

### STGVT - IMPUTATION FLAG

| IMP9 | Frequency | Cumulative Frequency |
|------|-----------|----------------------|
| 0 | 8809 | 8809 |
| 3 | 192 | 9001 |
| 4 | 14 | 9015 |
| 5 | 92 | 9107 |
| 11 | 24 | 9131 |
| 20 | 2 | 9133 |

### FEDGVT - IMPUTATION FLAG

| IMP10 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 8800 | 8800 |
| 3 | 192 | 8992 |
| 4 | 31 | 9023 |
| 5 | 105 | 9128 |
| 11 | 3 | 9131 |
| 20 | 2 | 9133 |

### OTHINCM - IMPUTATION FLAG

| IMP11 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 8782 | 8782 |
| 3 | 2 | 8784 |
| 5 | 2 | 8786 |
| 11 | 345 | 9131 |
| 20 | 2 | 9133 |

### TOTINCM - IMPUTATION FLAG

| IMP12 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 8759 | 8759 |
| 3 | 16 | 8775 |
| 4 | 2 | 8777 |
| 5 | 8 | 8785 |
| 11 | 346 | 9131 |
| 20 | 2 | 9133 |

### SALARIES - IMPUTATION FLAG

| IMP13 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 5445 | 5445 |
| 1 | 82 | 5527 |
| 5 | 15 | 5542 |
| 11 | 3 | 5545 |
| 20 | 2 | 5547 |
| 30 | 2 | 5549 |
| 31 | 1 | 5550 |
| 99 | 3583 | 9133 |

# Appendix J—Imputation Flag Frequencies for Public Library Data File

### BENEFIT - IMPUTATION FLAG

| IMP14 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 5432 | 5432 |
| 11 | 116 | 5548 |
| 20 | 2 | 5550 |
| 99 | 3583 | 9133 |

### STAFFEXP - IMPUTATION FLAG

| IMP15 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 5446 | 5446 |
| 1 | 81 | 5527 |
| 5 | 15 | 5542 |
| 11 | 3 | 5545 |
| 20 | 2 | 5547 |
| 30 | 2 | 5549 |
| 31 | 1 | 5550 |
| 99 | 3583 | 9133 |

### TOTEXPCO - IMPUTATION FLAG

| IMP16 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 8788 | 8788 |
| 1 | 194 | 8982 |
| 2 | 1 | 8983 |
| 5 | 110 | 9093 |
| 11 | 3 | 9096 |
| 20 | 2 | 9098 |
| 30 | 21 | 9119 |
| 31 | 14 | 9133 |

### OTHOPEXP - IMPUTATION FLAG

| IMP17 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 5443 | 5443 |
| 1 | 84 | 5527 |
| 5 | 16 | 5543 |
| 11 | 3 | 5546 |
| 20 | 2 | 5548 |
| 30 | 1 | 5549 |
| 31 | 1 | 5550 |
| 99 | 3583 | 9133 |

### TOTOPEXP - IMPUTATION FLAG

| IMP18 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 8764 | 8764 |
| 11 | 367 | 9131 |
| 20 | 2 | 9133 |

### CAPITAL - IMPUTATION FLAG

| IMP19 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 8594 | 8594 |
| 5 | 381 | 8975 |
| 11 | 156 | 9131 |
| 20 | 2 | 9133 |

### BKVOL - IMPUTATION FLAG

| IMP20 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 8772 | 8772 |
| 1 | 201 | 8973 |
| 5 | 113 | 9086 |
| 20 | 2 | 9088 |
| 30 | 24 | 9112 |
| 31 | 21 | 9133 |

# Appendix J—Imputation Flag Frequencies for Public Library Data File

```
                 AUDIO - IMPUTATION FLAG

                                 Cumulative
        IMP21      Frequency      Frequency
        ------------------------------------
          0          8741           8741
          1           206           8947
          2             7           8954
          5           144           9098
         20             2           9100
         30            20           9120
         31            13           9133


                 VIDEO - IMPUTATION FLAG

                                 Cumulative
        IMP22      Frequency      Frequency
        ------------------------------------
          0          8746           8746
          5           385           9131
         20             2           9133


               SUBSCRIP - IMPUTATION FLAG

                                 Cumulative
        IMP23      Frequency      Frequency
        ------------------------------------
          0          8696           8696
          1           267           8963
          2             2           8965
          5           127           9092
         20             2           9094
         30            24           9118
         31            15           9133


               HRS_OPEN - IMPUTATION FLAG

                                 Cumulative
        IMP24      Frequency      Frequency
        ------------------------------------
          0          8818           8818
          1           199           9017
          2            16           9033
          5            96           9129
         20             2           9131
         24             2           9133


                 VISITS - IMPUTATION FLAG

                                 Cumulative
        IMP25      Frequency      Frequency
        ------------------------------------
          0          8169           8169
          1           315           8484
          2             1           8485
          6             3           8488
          7           496           8984
          8             5           8989
         12             1           8990
         13             1           8991
         14             1           8992
         20             2           8994
         30            89           9083
         31            50           9133


               REFERENC - IMPUTATION FLAG

                                 Cumulative
        IMP26      Frequency      Frequency
        ------------------------------------
          0          8135           8135
          1           324           8459
          5           477           8936
         20             2           8938
         30           129           9067
         31            64           9131
         34             2           9133
```

# Appendix J—Imputation Flag Frequencies for Public Library Data File

```
                     TOTCIR - IMPUTATION FLAG

                                      Cumulative
         IMP27       Frequency        Frequency
         -------------------------------------------
         0             8752              8752
         1              219              8971
         5              122              9093
         8                1              9094
         20               2              9096
         30              23              9119
         31              14              9133
```

```
                     LOANTO - IMPUTATION FLAG

                                      Cumulative
         IMP28       Frequency        Frequency
         -------------------------------------------
         0             8609              8609
         1              136              8745
         5              386              9131
         20               2              9133
```

```
                     LOANFM - IMPUTATION FLAG

                                      Cumulative
         IMP29       Frequency        Frequency
         -------------------------------------------
         0             8695              8695
         1              133              8828
         2                1              8829
         5              302              9131
         20               2              9133
```

```
                     KIDCIRCL - IMPUTATION FLAG

                                      Cumulative
         IMP30       Frequency        Frequency
         -------------------------------------------
         0             8419              8419
         8              291              8710
         9               73              8783
         10             348              9131
         20               2              9133
```

```
                     KIDATTEN - IMPUTATION FLAG

                                      Cumulative
         IMP31       Frequency        Frequency
         -------------------------------------------
         0             8567              8567
         1                1              8568
         8              269              8837
         9               38              8875
         10             256              9131
         20               2              9133
```

```
                     POPU_UND - IMPUTATION FLAG

                                      Cumulative
         IMP32       Frequency        Frequency
         -------------------------------------------
         0             8991              8991
         15             140              9131
         20               2              9133
```

```
                     ELMATEXP - IMPUTATION FLAG

                                      Cumulative
         IMP33       Frequency        Frequency
         -------------------------------------------
         0             8344              8344
         1              370              8714
         2               33              8747
         5               81              8828
         11              78              8906
         20               2              8908
         23              57              8965
         30             168              9133
```

# Appendix J—Imputation Flag Frequencies for Public Library Data File

### ELACCEXP - IMPUTATION FLAG

| IMP34 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 8441 | 8441 |
| 1 | 288 | 8729 |
| 5 | 77 | 8806 |
| 11 | 92 | 8898 |
| 18 | 80 | 8978 |
| 19 | 37 | 9015 |
| 20 | 2 | 9017 |
| 30 | 116 | 9133 |

### ELMATS - IMPUTATION FLAG

| IMP35 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 8407 | 8407 |
| 1 | 90 | 8497 |
| 2 | 8 | 8505 |
| 5 | 173 | 8678 |
| 11 | 317 | 8995 |
| 20 | 2 | 8997 |
| 22 | 87 | 9084 |
| 23 | 32 | 9116 |
| 30 | 11 | 9127 |
| 31 | 6 | 9133 |

### ELSVCACC - IMPUTATION FLAG

| IMP36 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 8870 | 8870 |
| 16 | 191 | 9061 |
| 17 | 70 | 9131 |
| 20 | 2 | 9133 |

### INETACC - IMPUTATION FLAG

| IMP37 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 8893 | 8893 |
| 16 | 179 | 9072 |
| 17 | 59 | 9131 |
| 20 | 2 | 9133 |

### INETUSE - IMPUTATION FLAG

| IMP38 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 8835 | 8835 |
| 11 | 2 | 8837 |
| 16 | 214 | 9051 |
| 20 | 2 | 9053 |
| 26 | 43 | 9096 |
| 27 | 37 | 9133 |

### STFTERMS - IMPUTATION FLAG

| IMP39 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 8765 | 8765 |
| 11 | 41 | 8806 |
| 20 | 2 | 8808 |
| 34 | 27 | 8835 |
| 35 | 298 | 9133 |

### GPTERMS - IMPUTATION FLAG

| IMP40 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 8808 | 8808 |
| 5 | 24 | 8832 |
| 11 | 43 | 8875 |
| 20 | 2 | 8877 |
| 28 | 5 | 8882 |
| 34 | 15 | 8897 |
| 35 | 236 | 9133 |

# Appendix J—Imputation Flag Frequencies for Public Library Data File

```
ERES_USR - IMPUTATION FLAG

                              Cumulative
IMP41      Frequency          Frequency
---------------------------------------
  0          7293               7293
 20          1840               9133
```

# Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics  Data File

**The imputation flags and definitions are listed below, followed by the frequencies.  See appendix B for the record layout.**

| | |
|---|---|
| 0 | All detail comprising total is reported data. |
| 1 | Some detail comprising total is imputed data. |
| 2 | All detail comprising total is imputed data. |
| 3 | Nonrespondent, not imputed (outlying areas only). |
| 99 | Total is suppressed (public-use file only). |

**pusum01 (Final)**

**POPU_LSA - IMPUTATION FLAG**

| IMP0 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 52 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**CENTLIB - IMPUTATION FLAG**

| IMP1 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 52 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**BRANLIB - IMPUTATION FLAG**

| IMP2 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 52 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**BKMOB - IMPUTATION FLAG**

| IMP3 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 52 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**MASTER - IMPUTATION FLAG**

| IMP4 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 29 | 29 |
| 1 | 23 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**LIBRARIA - IMPUTATION FLAG**

| IMP5 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 32 | 32 |
| 1 | 20 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**OTHPAID - IMPUTATION FLAG**

| IMP6 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 32 | 32 |
| 1 | 20 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

# Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

**TOTSTAFF - IMPUTATION FLAG**

| IMP7 | Frequency | Cumulative Frequency |
|------|-----------|----------------------|
| 0 | 32 | 32 |
| 1 | 20 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**LOCGVT - IMPUTATION FLAG**

| IMP8 | Frequency | Cumulative Frequency |
|------|-----------|----------------------|
| 0 | 32 | 32 |
| 1 | 20 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**STGVT - IMPUTATION FLAG**

| IMP9 | Frequency | Cumulative Frequency |
|------|-----------|----------------------|
| 0 | 29 | 29 |
| 1 | 23 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**FEDGVT - IMPUTATION FLAG**

| IMP10 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 32 | 32 |
| 1 | 20 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**OTHINCM - IMPUTATION FLAG**

| IMP11 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 29 | 29 |
| 1 | 23 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**TOTINCM - IMPUTATION FLAG**

| IMP12 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 29 | 29 |
| 1 | 23 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**SALARIES - IMPUTATION FLAG**

| IMP13 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 27 | 27 |
| 1 | 25 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

**BENEFIT - IMPUTATION FLAG**

| IMP14 | Frequency | Cumulative Frequency |
|-------|-----------|----------------------|
| 0 | 27 | 27 |
| 1 | 25 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

# Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

```
                STAFFEXP - IMPUTATION FLAG

                                     Cumulative
        IMP15      Frequency         Frequency
        -------------------------------------
        0             27                27
        1             25                52
        2              1                53
        3              2                55


                TOTEXPCO - IMPUTATION FLAG

                                     Cumulative
        IMP16      Frequency         Frequency
        -------------------------------------
        0             29                29
        1             23                52
        2              1                53
        3              2                55


                OTHOPEXP - IMPUTATION FLAG

                                     Cumulative
        IMP17      Frequency         Frequency
        -------------------------------------
        0             28                28
        1             24                52
        2              1                53
        3              2                55


                TOTOPEXP - IMPUTATION FLAG

                                     Cumulative
        IMP18      Frequency         Frequency
        -------------------------------------
        0             26                26
        1             26                52
        2              1                53
        3              2                55


                CAPITAL - IMPUTATION FLAG

                                     Cumulative
        IMP19      Frequency         Frequency
        -------------------------------------
        0             23                23
        1             29                52
        2              1                53
        3              2                55


                BKVOL - IMPUTATION FLAG

                                     Cumulative
        IMP20      Frequency         Frequency
        -------------------------------------
        0             27                27
        1             25                52
        2              1                53
        3              2                55


                AUDIO - IMPUTATION FLAG

                                     Cumulative
        IMP21      Frequency         Frequency
        -------------------------------------
        0             23                23
        1             29                52
        2              1                53
        3              2                55


                VIDEO - IMPUTATION FLAG

                                     Cumulative
        IMP22      Frequency         Frequency
        -------------------------------------
        0             23                23
        1             29                52
        2              1                53
        3              2                55
```

# Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### SUBSCRIP - IMPUTATION FLAG

| IMP23 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 25 | 25 |
| 1 | 27 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### HRS_OPEN - IMPUTATION FLAG

| IMP24 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 28 | 28 |
| 1 | 24 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### VISITS - IMPUTATION FLAG

| IMP25 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 12 | 12 |
| 1 | 40 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### REFERENC - IMPUTATION FLAG

| IMP26 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 12 | 12 |
| 1 | 40 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### TOTCIR - IMPUTATION FLAG

| IMP27 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 25 | 25 |
| 1 | 27 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### LOANTO - IMPUTATION FLAG

| IMP28 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 16 | 16 |
| 1 | 36 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### LOANFM - IMPUTATION FLAG

| IMP29 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 17 | 17 |
| 1 | 35 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### KIDCIRCL - IMPUTATION FLAG

| IMP30 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 11 | 11 |
| 1 | 41 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

# Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### KIDATTEN - IMPUTATION FLAG

| IMP31 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 14 | 14 |
| 1 | 38 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### POPU_UND - IMPUTATION FLAG

| IMP32 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 52 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### ELMATEXP - IMPUTATION FLAG

| IMP33 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 17 | 17 |
| 1 | 35 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### ELACCEXP - IMPUTATION FLAG

| IMP34 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 19 | 19 |
| 1 | 33 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### ELMATS - IMPUTATION FLAG

| IMP35 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 18 | 18 |
| 1 | 34 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### STFTERMS - IMPUTATION FLAG

| IMP39 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 24 | 24 |
| 1 | 28 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### GPTERMS - IMPUTATION FLAG

| IMP40 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 27 | 27 |
| 1 | 25 | 52 |
| 2 | 1 | 53 |
| 3 | 2 | 55 |

### ERES_USR - IMPUTATION FLAG

| IMP41 | Frequency | Cumulative Frequency |
|---|---|---|
| 0 | 7 | 7 |
| 1 | 41 | 48 |
| 2 | 5 | 53 |
| 3 | 2 | 55 |

## Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

```
STARTDAT - IMPUTATION FLAG

                             Cumulative
IMPSC03       Frequency      Frequency
-----------------------------------------
0                52               52
2                 1               53
3                 2               55


ENDDATE - IMPUTATION FLAG

                             Cumulative
IMPSC04       Frequency      Frequency
-----------------------------------------
0                52               52
2                 1               53
3                 2               55


POPU_ST - IMPUTATION FLAG

                             Cumulative
IMPSC05       Frequency      Frequency
-----------------------------------------
0                52               52
2                 1               53
3                 2               55
```

# Appendix L—Imputation Flags, Definitions, and Frequencies for Public Library Outlet Data File

**The imputation flags and definitions are listed below, followed by the frequencies. See appendix C for the record layout.**

  0–Reported.
20–Nonrespondent, not imputed (outlying areas only).
35–Nonrespondent with imputed data.

**puout01 (Final)**

**NUMBER OF BOOKMOBILES - IMPUTATION FLAG**

| IMP1 | Frequency | Cumulative Frequency |
|------|-----------|----------------------|
| 0    | 16836     | 16836                |
| 20   | 4         | 16840                |
| 35   | 377       | 17217                |

# Appendix M—Frequencies and Distributions of Selected Variables on Public Library Data File

## Frequencies of Categorical Variables

pupld01b (Final)

### INTERLIBRARY RELATIONSHIP

| C_RELATN | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|---|---|---|---|
| HQ | 139 | 1.52 | 139 | 1.52 |
| M | 1 | 0.01 | 140 | 1.53 |
| ME | 6913 | 75.69 | 7053 | 77.23 |
| NO | 2080 | 22.77 | 9133 | 100.00 |

HQ—Headquarters of a system, federation, or cooperative service
ME—Member of a system, federation, or cooperative service, but
    not the headquarters
NO—Not a member of a system, federation, or cooperative  service
M—Missing (unknown, not reported)

### LEGAL BASIS

| C_LEGBAS | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|---|---|---|---|
| CC | 91 | 1.00 | 91 | 1.00 |
| CI | 4990 | 54.64 | 5081 | 55.63 |
| CO | 975 | 10.68 | 6056 | 66.31 |
| M | 1 | 0.01 | 6057 | 66.32 |
| MJ | 491 | 5.38 | 6548 | 71.70 |
| NL | 35 | 0.38 | 6583 | 72.08 |
| NP | 1363 | 14.92 | 7946 | 87.00 |
| OT | 102 | 1.12 | 8048 | 88.12 |
| SC | 310 | 3.39 | 8358 | 91.51 |
| SD | 775 | 8.49 | 9133 | 100.00 |

CI—Municipal government (city, town, or village)
CO—County/Parish
CC—City/County
MJ—Multi-jurisdictional
NL—Native American Tribal Government
NP—Non-profit Association or Agency
SC—School District
SD—Special Library District (authority, board, or commission)
OT—Other
M—Missing (unknown, not reported)

### ADMINISTRATIVE STRUCTURE

| C_ADMIN | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|---|---|---|---|
| M | 1 | 0.01 | 1 | 0.01 |
| MA | 141 | 1.54 | 142 | 1.55 |
| MO | 1640 | 17.96 | 1782 | 19.51 |
| SO | 7351 | 80.49 | 9133 | 100.00 |

MA—Administrative Entity with multiple direct service outlets
     where administrative offices are separate
MO—Administrative Entity with multiple direct service outlets
     where administrative offices are not separate
SO—Single Outlet Administrative Entity
M—Missing (unknown, not reported)

### FSCS PUBLIC LIBRARY

| C_FSCS | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|---|---|---|---|
| N | 262 | 2.87 | 262 | 2.87 |
| Y | 8871 | 97.13 | 9133 | 100.00 |

Y—Yes
N—No

# Appendix M—Frequencies and Distributions of Selected Variables on Public Library Data File

### GEOGRAPHIC CODE

| GEOCODE | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---------|-----------|---------|----------------------|--------------------|
| CI1 | 3119 | 34.15 | 3119 | 34.15 |
| CI2 | 1496 | 16.38 | 4615 | 50.53 |
| CO1 | 1046 | 11.45 | 5661 | 61.98 |
| CO2 | 507 | 5.55 | 6168 | 67.54 |
| M | 1 | 0.01 | 6169 | 67.55 |
| MA1 | 29 | 0.32 | 6198 | 67.86 |
| MA2 | 63 | 0.69 | 6261 | 68.55 |
| MC1 | 142 | 1.55 | 6403 | 70.11 |
| MC2 | 35 | 0.38 | 6438 | 70.49 |
| OTH | 2219 | 24.30 | 8657 | 94.79 |
| SD1 | 437 | 4.78 | 9094 | 99.57 |
| SD2 | 39 | 0.43 | 9133 | 100.00 |

CI1–City (exactly)
CI2–City (most nearly)
CO1–County (exactly)
CO2–County (most nearly)
MA1–Metropolitan area (exactly)
MA2–Metropolitan area (most nearly)
MC1–Multi-County (exactly)
MC2–Multi-County (most nearly)
SD1–School District (exactly)
SD2–School District (most nearly)
OTH–Other
M–Missing (unknown, not reported)

### ELECTRONIC SERVICES ACCESS

| ELSVCACC | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|----------|-----------|---------|----------------------|--------------------|
| M | 2 | 0.02 | 2 | 0.02 |
| N | 890 | 9.74 | 892 | 9.77 |
| Y | 8241 | 90.23 | 9133 | 100.00 |

Y–Yes
N–No
M–Missing (unknown, not reported)

### INTERNET ACCESS

| INETACC | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---------|-----------|---------|----------------------|--------------------|
| M | 2 | 0.02 | 2 | 0.02 |
| N | 344 | 3.77 | 346 | 3.79 |
| Y | 8787 | 96.21 | 9133 | 100.00 |

Y–Yes
N–No
M–Missing (unknown, not reported)

### INTERNET USE CODE

| INETUSE | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---------|-----------|---------|----------------------|--------------------|
| M | 2 | 0.02 | 2 | 0.02 |
| NA | 344 | 3.77 | 346 | 3.79 |
| PE | 8347 | 91.39 | 8693 | 95.18 |
| PI | 320 | 3.50 | 9013 | 98.69 |
| ST | 120 | 1.31 | 9133 | 100.00 |

ST–Library staff only
PI–Patrons through a staff intermediary only
PE–Patrons either directly or through a staff intermediary
NA–Not applicable
M–Missing (unknown, not reported)

# Appendix M—Frequencies and Distributions of Selected Variables on Public Library Data File

### OBE REGION CODE

| OBEREG | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--------|-----------|---------|---------------------|-------------------|
| 01 | 1303 | 14.27 | 1303 | 14.27 |
| 02 | 1580 | 17.30 | 2883 | 31.57 |
| 03 | 1878 | 20.56 | 4761 | 52.13 |
| 04 | 1628 | 17.83 | 6389 | 69.96 |
| 05 | 1097 | 12.01 | 7486 | 81.97 |
| 06 | 770 | 8.43 | 8256 | 90.40 |
| 07 | 394 | 4.31 | 8650 | 94.71 |
| 08 | 479 | 5.24 | 9129 | 99.96 |
| 09 | 4 | 0.04 | 9133 | 100.00 |

01–New England (CT ME MA NH RI VT)
02–Mid East (DE DC MD NJ NY PA)
03–Great Lakes (IL IN MI OH WI)
04–Plains (IA KS MN MO NE ND SD)
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)
06–Southwest (AZ NM OK TX)
07–Rocky Mountains (CO ID MT UT WY)
08–Far West (AK CA HI NV OR WA)
09–Outlying Areas (AS FM GU MH MP PR PW VI)

### RESPONDENT STATUS

| RSTATUS | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---------|-----------|---------|---------------------|-------------------|
| 1 | 5528 | 60.53 | 5528 | 60.53 |
| 2 | 3280 | 35.91 | 8808 | 96.44 |
| 3 | 2 | 0.02 | 8810 | 96.46 |
| 4 | 323 | 3.54 | 9133 | 100.00 |

1–Respondent, with no imputed data
2–Respondent, with both reported and imputed data
3–Nonrespondent, not imputed (outlying areas only)
4–Nonrespondent with imputed data

# Appendix M—Frequencies and Distributions of Selected Variables on Public Library Data File

## Distributions of Continuous Variables

pupld01b (final)

The MEANS Procedure

| Variable | Label | N | Mean | Std Dev | Minimum | Maximum |
|----------|-------|---|------|---------|---------|---------|
| POPU_LSA | POPULATION OF LSA | 9131 | 30565.44 | 120353.36 | 32.00 | 3802700.00 |
| POPU_UND | UNDUPLICATED POP OF LSA | 9131 | 30027.90 | 118470.43 | 30.00 | 3802700.00 |
| CENTLIB | # OF CENTRAL LIBRARIES | 9131 | 0.98 | 0.13 | 0.00 | 1.00 |
| BRANLIB | # OF BRANCH LIBRARIES | 9131 | 0.82 | 3.43 | 0.00 | 85.00 |
| BKMOB | # OF BOOKMOBILES | 9131 | 0.10 | 0.36 | 0.00 | 9.00 |
| MASTER | ALA-MLS | 9131 | 3.30 | 16.00 | 0.00 | 754.25 |
| LIBRARIA | TOTAL LIBRARIANS | 9131 | 4.87 | 17.61 | 0.00 | 754.25 |
| OTHPAID | ALL OTHER PAID STAFF | 9131 | 9.76 | 41.21 | 0.00 | 2067.63 |
| TOTSTAFF | TOTAL PAID EMPLOYEES | 9131 | 14.62 | 57.73 | 0.00 | 2821.88 |
| LOCGVT | LOCAL GOVERNMENT | 9131 | 696393.53 | 3191558.11 | 0.00 | 125004270.00 |
| STGVT | STATE GOVERNMENT | 9131 | 114638.73 | 987828.59 | 0.00 | 53421570.00 |
| FEDGVT | FEDERAL GOVERNMENT | 9131 | 5191.21 | 42824.05 | 0.00 | 2464735.00 |
| OTHINCM | OTHER INCOME | 9131 | 84712.36 | 857266.31 | 0.00 | 74482561.00 |
| TOTINCM | TOTAL INCOME | 9131 | 900935.83 | 4291623.22 | 0.00 | 224068038.00 |
| SALARIES | SALARIES & WAGES EXP | 5548 | 698907.35 | 2651157.59 | 0.00 | 105055984.00 |
| BENEFIT | EMPLOYEE BENEFITS | 5548 | 162930.97 | 681419.87 | 0.00 | 27264813.00 |
| STAFFEXP | TOTAL STAFF EXP | 5548 | 861838.32 | 3304060.75 | 0.00 | 132320797.00 |
| TOTEXPCO | COLLLECTION EXP | 9131 | 125783.75 | 615479.63 | 0.00 | 33787707.00 |
| OTHOPEXP | OTHER OPERATING EXP | 5548 | 277848.75 | 1106392.33 | 0.00 | 49270543.00 |
| TOTOPEXP | TOTAL OPERATING EXP | 9131 | 829621.29 | 4016443.30 | 0.00 | 215379047.00 |
| CAPITAL | CAPITAL OUTLAY | 9131 | 104634.61 | 781749.81 | 0.00 | 38657562.00 |
| BKVOL | BOOK SERIAL VOLUME | 9131 | 84049.30 | 351138.10 | 30.00 | 19080814.00 |
| AUDIO | AUDIO | 9130 | 3752.41 | 25873.50 | 0.00 | 1600088.00 |
| VIDEO | VIDEO | 9131 | 2756.93 | 10114.36 | 0.00 | 374922.00 |
| SUBSCRIP | SUBSCRIPTIONS | 9131 | 214.67 | 1202.46 | 0.00 | 85124.00 |
| HRS_OPEN | PUBLIC SERV HRS/YR | 9131 | 3981.36 | 8501.54 | 0.00 | 233792.00 |
| VISITS | ATTENDANCE | 9131 | 130086.28 | 502208.16 | 0.00 | 16567675.00 |
| REFERENC | REFERENCE TRANS | 9131 | 32441.01 | 229305.74 | 0.00 | 11092027.00 |
| TOTCIR | TOTAL CIRCULATION | 9131 | 196032.36 | 754431.69 | 0.00 | 17045799.00 |
| LOANTO | LOAN TO | 9131 | 2137.27 | 9294.36 | 0.00 | 477212.00 |
| LOANFM | LOAN FROM | 9131 | 2113.77 | 8585.31 | 0.00 | 408936.00 |
| KIDCIRCL | CIRCULATION OF KIDS MATERIALS | 9131 | 71620.30 | 277027.68 | 0.00 | 6810105.00 |
| KIDATTEN | KIDS PROGRAM ATTENDANCE | 9131 | 5673.30 | 20393.65 | 0.00 | 616866.00 |
| ELMATEXP | MATERIALS IN ELEC FORMAT EXP | 9131 | 7433.30 | 44874.05 | 0.00 | 1225966.00 |
| ELACCEXP | ELECTRONIC ACCESS EXP | 9131 | 22907.42 | 100266.85 | 0.00 | 2669987.00 |
| ELMATS | MATERIALS IN ELEC FORMAT | 9131 | 254.50 | 1795.10 | 0.00 | 48303.00 |
| STFTERMS | INTERNET TERMINALS USED BY STAFF ONLY | 9131 | 11.63 | 43.21 | 0.00 | 1652.00 |
| GPTERMS | INTERNET TERMINALS USED BY GEN PUBLIC | 9131 | 13.45 | 46.11 | 0.00 | 1648.00 |
| ERES_USR | ELECTR. RESOURCE USERS PER TYPICAL WEEK | 7292 | 525.88 | 3284.72 | 0.00 | 150000.00 |

Note: All fields with missing data are coded with –1 on the Public Library Data File. All –1s were removed before running this table so as not to interfere with the distributions. Zero (0) data were included in the calculation of the mean and standard deviation values.

# Appendix N—Frequencies of Selected Variables on State Summary/State Characteristics Data File

## Frequencies of Categorical Variables

### pusum01 (Final)

#### REPORTING PERIOD START DATE

| STARTDAT | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|----------|-----------|---------|----------------------|--------------------|
| -1       | 2         | 3.64    | 2                    | 3.64               |
| 01/2000  | 1         | 1.82    | 3                    | 5.45               |
| 01/2001  | 13        | 23.64   | 16                   | 29.09              |
| 02/2000  | 1         | 1.82    | 17                   | 30.91              |
| 03/2000  | 1         | 1.82    | 18                   | 32.73              |
| 06/2000  | 1         | 1.82    | 19                   | 34.55              |
| 07/2000  | 27        | 49.09   | 46                   | 83.64              |
| 10/2000  | 7         | 12.73   | 53                   | 96.36              |
| 12/1999  | 1         | 1.82    | 54                   | 98.18              |
| 12/2000  | 1         | 1.82    | 55                   | 100.00             |

#### REPORTING PERIOD END DATE

| ENDDATE | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---------|-----------|---------|----------------------|--------------------|
| -1      | 2         | 3.64    | 2                    | 3.64               |
| 06/2001 | 26        | 47.27   | 28                   | 50.91              |
| 09/2001 | 8         | 14.55   | 36                   | 65.45              |
| 12/2001 | 19        | 34.55   | 55                   | 100.00             |

#### OBE REGION CODE

| OBEREG | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--------|-----------|---------|----------------------|--------------------|
| 01     | 6         | 10.91   | 6                    | 10.91              |
| 02     | 6         | 10.91   | 12                   | 21.82              |
| 03     | 5         | 9.09    | 17                   | 30.91              |
| 04     | 7         | 12.73   | 24                   | 43.64              |
| 05     | 12        | 21.82   | 36                   | 65.45              |
| 06     | 4         | 7.27    | 40                   | 72.73              |
| 07     | 5         | 9.09    | 45                   | 81.82              |
| 08     | 6         | 10.91   | 51                   | 92.73              |
| 09     | 4         | 7.27    | 55                   | 100.00             |

01—New England (CT ME MA NH RI VT)
02—Mid East (DE DC MD NJ NY PA)
03—Great Lakes (IL IN MI OH WI)
04—Plains (IA KS MN MO NE ND SD)
05—Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)
06—Southwest (AZ NM OK TX)
07—Rocky Mountains (CO ID MT UT WY)
08—Far West (AK CA HI NV OR WA)
09—Outlying Areas (AS FM GU MH MP PR PW VI)

# Appendix O—Frequencies and Distributions of Selected Variables on Public Library Outlet Data File

## Frequencies of Categorical Variables

### puout01 (Final)

#### OUTLET TYPE

| C_OUT_TY | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|----------|-----------|---------|----------------------|--------------------|
| BM | 4 | 0.02 | 4 | 0.02 |
| BR | 7462 | 43.34 | 7466 | 43.36 |
| BS | 777 | 4.51 | 8243 | 47.88 |
| CE | 8974 | 52.12 | 17217 | 100.00 |

CE—Central Library
BR—Branch Library
BS—Bookmobile(s)
BM—Books-by-Mail Only

#### METROPOLITAN STATUS

| C_MSA | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-------|-----------|---------|----------------------|--------------------|
| CC | 2789 | 16.20 | 2789 | 16.20 |
| M | 193 | 1.12 | 2982 | 17.32 |
| NC | 5137 | 29.84 | 8119 | 47.16 |
| NO | 9098 | 52.84 | 17217 | 100.00 |

CC—Within the city limits of the central city of a
     Metropolitan Are
NC—Metropolitan Area, but not within central city limits
NO—Not in a Metropolitan Area
M—Missing (unknown, not reported)

## Distributions of Continuous Variable

### puout01 (Final)

Analysis Variable : L_NUM_BM NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV

| N | Mean | Std Dev | Minimum | Maximum |
|-------|------|---------|---------|---------|
| 17213 | 0.05 | 0.26 | 0.00 | 9.00 |

Note: All fields with missing data are coded with –1 on the Public
Library Outlet Data File. All –1s were removed before running this
distribution. Zero (0) data were included in the calculation of the
mean and standard deviation values in this table.