## NATIONAL CENTER FOR EDUCATION STATISTICS

**E. D. TABS** **APRIL 1996**

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

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

## NATIONAL CENTER FOR EDUCATION STATISTICS

**E. D. TABS** **APRIL 1996**

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

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

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

**U.S. Department of Education**
Richard W. Riley
*Secretary*

**Office of Educational Research and Improvement**
Sharon P. Robinson
*Assistant Secretary*

**National Center for Education Statistics**
Emerson J. Elliott
*Commissioner*

**National Center for Education Statistics**

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

April 1996

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

## Highlights

- In 1994, 1,234 Federal libraries and information centers were identified in the 50 states and the District of Columbia (Table 1).

- Of the 1,234 Federal libraries and information centers identified, 1,161 were survey respondents (Table 1).

- Library/Information Center users (clientele) were most often described as agency staff (81.5 percent), other Federal staff (61.9 percent), and targeted populations (59.5 percent) (Table 5).

- Of respondents, 40.0 percent reported the general public among major clientele (Table 5), and 52.7 percent reported that services are available to the general public (Table 6).

- Of respondents, 85.0 percent reported numbers of book volumes in print, 16.3 percent reported microform book volume equivalents, and 16.4 percent reported book volume equivalents in electronic format (Table 7).

- Volumes in book print collection of less than 25,000 were reported by 68.9 percent of respondents, with 1.5 percent reporting none (derived from Table 8).

- Of the responding Federal libraries and information centers, 95.8 percent reported that reference services are provided by staff, 20.6 percent reported by parent or other government agency library, and 15.6 percent reported contracted services (Table 9).

- On-line searches per typical week were reported by 68.0 percent of respondents, CD-ROM searches by 55.4 percent, OPAC (on-line public access catalog) and other in-house database searches by 25.8 percent, and Internet searches by 24.2 percent (Table 10).

- Of respondents, 51.4 percent reported providing Selective Dissemination of Information service, 38.4 percent reported preparing published bibliographies, 34 percent reported producing other publications, and 17.4 percent reported producing on-line or CD-ROM databases (derived from Table 13).

- Of a variety of technical functions, cataloging was automated or under development in the highest percentage of respondents (70.3 percent) (Table 14).

- As to technologies available, 84 percent of respondents reported FAX , 78.6 percent reported E-mail, 76.2 percent reported CD-ROM, 61.3 percent reported Local Area Network, and 55.1 percent reported Internet available (Table 15).

- Contract staff on site was reported by 18.8 percent of respondents (Table 16).

- Of respondents, 47.3 percent reported less than three total full-time equivalent (FTE) staff including contract staff on site (derived from Table 17).

- Finally, 42.7 percent of respondents reported having undertaken or developed preservation activities (derived from Table 18).

## ACKNOWLEDGMENTS

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

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

Department of Agriculture
National Agricultural Library
Janice Kemp, 1991 - 1995
Maria Pisa, 1992 - 1996
Jerry Rafats, 1991

Department of Commerce
Bureau of the Census
Theresa Brashears, 1994 - 1995
Patricia Garner (Census Project Officer), 1992 - 1995

National Institute of Standards and Technology
Marvin Bond, Office of Information Services, 1991 - 1995; Volunteer (retired), 1995 - 1996

Department of Defense
Department of the Air Force
Frances Quinn Deel, Bolling Air Force Base Library, 1991 - 1993

Department of the Army
Kathy Earnest, Pentagon Library, 1991 - 1993
Tracy Landfried, Ordnance Center and School Library, 1993 - 1996
Lee Porter, Community and Family Support Center, 1991 - 1992

Department of the Navy
Laurie Stackpole, Naval Research Laboratory, Ruth H. Hooker Technical Library, 1991 - 1996

Department of Education
Library Programs
Liz Tobert, 1991 - 1992

National Center for Education Statistics
Elizabeth Gerald, 1994
Martha Hollins, 1995-1996
Carrol Kindel (NCES Project Officer for the survey), 1991 - 1995
Roslyn Korb (NCES Project Officer for special products), 1995 - 1996

National Library of Education (formerly, Education Research Library)
Milbrey Jones, 1991 - 1994

Department of Health and Human Services
National Institutes of Health Library
Elsie Cerutti, 1992 - 1993
Maxine Hanke, 1992 - 1995; Volunteer (retired), 1995 - 1996

National Library of Medicine (NIH)
Ronald Gordner, 1991 - 1996

Department of Veterans Affairs
Diane Wiesenthal, Learning Resources Office, 1991 - 1992

Library of Congress
Gerry Burguera, 1991 - 1992
Peter Galley, 1991 - 1992
Mary Levering (FLICC Executive Director), 1991 - 1993
Louis Mortimer (FLICC Acting Executive Director), 1994
Donald Panzera, 1991 - 1992
Michael Shelley, 1991 - 1992
Charles Stanhope, 1993 - 1996
Carolyn Sung, 1991 - 1992
Susan Tarr (FLICC Executive Director), 1994 - 1996

National Aeronautics and Space Administration
Adelaide Del Frate, Office of Information Resources Management, 1991

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

Smithsonian Institution
Sheila Riley, Smithsonian Institution Libraries, 1992 - 1996

Thanks also to the SWG Task Force members, who worked with the SWG in development of the survey instrument, universe or mailing list, and publicity, primarily in 1993 and 1994.

Administrative Conference of the U. S., Library: Katie Ziegler

Department of Agriculture, Forest Service National Wetlands Research Center: Judy Buys; National Agricultural Library: Alan Fusonie

Department of Commerce, Patent and Trademark Office, Scientific and Technical Information Center : Barbara McDougald

Department of Defense, Army: Cynthia Banicki, Patricia Henry, and Maryanne Randall

Department of Health and Human Services , National Institutes of Health Library: Margarett Kunz

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

National Aeronautics and Space Administration, Center for Aerospace Information: Susan Hayes

National Gallery of Art, Library: Lamia Doumato

Smithsonian Institution Libraries: Vicki Avera and Carolyn Hamilton

In addition, members of the FLICC Preservation and Binding Working Group, especially Co-Chairs Karma Beal (Department of Commerce, National Institute of Standards and Technology, Office of Information Services) and Richard Myers (National Archives and Records Administration), developed much of the input for the survey Section K--Preservation.

Finally, special recognition goes to two FLICC staff members. Anna Bohlin provided cheerful, dedicated administrative support to the SWG throughout the project; and Dee Dolan contributed creative, innovative ideas and products to the outreach effort through her work as chief editor of FLICC publications.

# Table of Contents


Page

**Highlights** . . . . . **iii**

**Acknowledgments** . . . . . **v-vii**

**Introduction** . . . . . **1**

**Tables**

Table 1 Number and percent of responding libraries/information centers by governmental organization: Fiscal year 1994 . . . . . 5

Table 2 Percentage distribution of Federal libraries/information centers by type of library, and by governmental organization: Fiscal year 1994 . . . . . 6

Table 3 Percentage distribution of Federal libraries/information centers by type of reporting entity, and by governmental organization: Fiscal year 1994 . . . . . 8

Table 3A Percentage distribution of Federal libraries/information centers by type of reporting entity, and by type of library/information center: Fiscal year 1994 . . . . . 9

Table 4 Percentage distribution of Federal libraries/information centers by type of organizational component to which entity reports, and by governmental organization: Fiscal year 1994 . . . . . 10

Table 4A Percentage distribution of Federal libraries/information centers by type of organizational component to which entity reports, and by type of library/information center: Fiscal year 1994 . . . . . 11

Table 5 Percentage of Federal libraries/information centers by type of users (clientele), and by governmental organization: Fiscal year 1994 . . . . . 12

Table 5A Percentage of Federal libraries/information centers by type of users (clientele), and by type of library/information center: Fiscal year 1994 . . . . . 13

Table 6 Percentage of Federal libraries/information centers that serve as a government depository and the percentage with services available to the general public by governmental organization: Fiscal year 1994 . . . . . 14

Table 6A Percentage of Federal libraries/information centers that serve as a government depository and the percentage with services available to the general public by type of library/information center: Fiscal year 1994 . . . . . 15

Table 7 Percentage of Federal libraries/information centers by collection formats, and by governmental organization: Fiscal year 1994 . . . . . 16-17

Table 7A Percentage of Federal libraries/information centers by collection formats, and by type of library/information center: Fiscal year 1994 . . . . . 18-19

Table 8 Percentage distribution of Federal libraries/information centers by size of book print collection (volumes), and by governmental organization: Fiscal year 1994 . . . . . 20

Table 8A Percentage distribution of Federal libraries/information centers by size of book print collection (volumes), and by type of library/information center: Fiscal year 1994 . . . . . 21

Table 9 Percentage of Federal libraries/information centers by ways reference services are provided, and by governmental organization: Fiscal year 1994 . . . . . 22

Table 9A Percentage of Federal libraries/information centers by ways reference services are provided, and by type of library/information center: Fiscal year 1994 . . . . . 23

Table 10 Percentage of Federal libraries/information centers by type of requests or searches, and by governmental organization: Fiscal year 1994 . . . . . 24

Table 10A Percentage of Federal libraries/information centers by type of requests or searches, and by type of library/information center: Fiscal year Page 1994 . . . . . 25

Table 11 Percentage distribution of Federal libraries/information centers by number of directional/ready reference requests per typical week, and by governmental organization: Fiscal year 1994 . . . . . 26

Table 11A Percentage distribution of Federal libraries/information centers by number of directional/ready reference requests per typical week, and by type of library/information center: Fiscal year 1994 . . 27

Table 12 Percentage distribution of Federal libraries/information centers by number of substantive reference requests per typical week, and by governmental organization: Fiscal year 1994 . . . . . 28

Table 12A Percentage distribution of Federal libraries/information centers by number of substantive reference requests per typical week, and by type of library/information center: Fiscal year 1994 . . . . . 29

Table 13 Percentage of Federal libraries/information centers by type of service performed, and by governmental organization: Fiscal year 1994 . . . . . 30-31

Table 13A Percentage of Federal libraries/information centers by type of service performed, and by type of library/information center: Fiscal year 1994 . . . . . 32-33

Table 14 Percentage of Federal libraries/information centers by automation of functions, and by governmental organization: Fiscal year 1994 . . . . . 34-35

Table 14A Percentage of Federal libraries/information centers by automation of functions, and by type of library/information center: Fiscal year 1994 . . . . . 36-37

Table 15 Percentage of Federal libraries/information centers by type of technology available, and by governmental organization: Fiscal year 1994 . . . . . 38

Table 15A Percentage of Federal libraries/information centers by type of technology available, and by type of library/information center: Fiscal year 1994 . . . . . 39

Table 16 Percentage of Federal libraries/information centers by type of FTE staff, and by governmental organization: Fiscal year 1994 . . . . . 40

Table 16A Percentage of Federal libraries/information centers by type of FTE staff, and by type of library/information center: Fiscal year 1994 . . . . . 41

Table 17 Percentage distribution of Federal libraries/information centers by number of paid full-time equivalent (FTE) staff (including contract staff on site), and by governmental organization: Fiscal year 1994 . . . . . 42

Table 17A Percentage distribution of Federal libraries/information centers by number of paid full-time equivalent (FTE) staff (including contract staff on site), and by type of library/information center: Fiscal year 1994 . . . . . 43

Table 18 Percentage of Federal libraries/information centers by type of preservation activity, and by governmental organization: Fiscal year 1994 . . . . . 44

Table 18A Percentage of Federal libraries/information centers by type of preservation activity, and by type of library/information center: Fiscal year 1994 . . . . . 45

**Methodology . . . . . 47-48**

**Background . . . . . 47**

**Scope . . . . . 47**

**Data collection . . . . . 48**

**Editing . . . . . 48**

**Abbreviations . . . . . 48**

**Survey Questionnaire (including Instructions) . . . . . 49-67**

## Introduction

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

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

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

# TABLES

## Methodology

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

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

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

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

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

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

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

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

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

1. Relational edit checks--The program compares data entries from one section of the questionnaire with data entries from another section of the questionnaire for consistency. For example, if CD-ROM searches were reported, the program would expect CD-ROM technology available to be reported. If CD-ROM technology available is blank, the record is listed on the edit report as a possible error. Another example is if the number of contract staff is equal to the sum of other employees, the record is listed as a possible error.

2. Numeric checks--Numeric data were listed by size and data checks were established based on pretest data to verify the largest data values. For example, if total staff equals zero or is greater than 99, the record is listed as a possible error. One problem requiring special follow-up by Census Bureau staff involved libraries/information centers reporting reference requests and searches on an annual or other basis instead of weekly. A sample of all cases was called to evaluate the extent of the problem. Based on the sample findings, all of the largest values were verified since they were most often incorrect. *(NOTE: Approximately 10 percent of the requests and searches data required corrections. Caution should be exercised in using these data since only a sample of the lower values were verified.)*

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

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

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