

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

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

INSTITUTIONAL IDENTIFICATION

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

SURVEY SCOPE

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

WHO SHOULD RESPOND

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

PRINCIPLES TO FOLLOW IN PREPARING YOUR REPORT

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

PERIOD OF REPORT

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

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

Part A - ORGANIZATION AND STRUCTURE

Item 1 - Reporting Entity

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

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

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

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

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

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

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

Item 2 - Subordinate Entities

Identify the subordinate entities or branches included in this report.

Item 3 - Controlling Entity

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

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

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

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

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

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

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

medical libraries in a single facility and under a single

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

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

Item 1 - Mission

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

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

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

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

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

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

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

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

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

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

administration, combined general and educational

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

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

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

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

Item 2 - Clientele

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

Part C - FACILITIES, FISCAL YEAR 1994

Item 1 - Net area

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

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

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

Part D - COLLECTIONS, FISCAL YEAR 1994

Item 1 - Classification System

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

Item 2 - Government Depository

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

Item 3 - Numbers Held in Collections

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

General Definitions:

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

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

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

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under each medium.

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

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

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

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

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

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

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

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

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

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

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

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

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

Line 04 - Periodical noncurrent titles -The number of

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

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

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

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

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

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

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

Part E - SERVICE ACTIVITIES, FISCAL YEAR 1994

Section 1 - HOURS OF SERVICE AND GATE COUNT

Item 1 - Services

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

Item 2 - Hours of service

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

Item 3 - Gate count

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

Section 2 - REFERENCE AND OTHER SERVICES

Item 1 - Ways reference services are provided

Check all that apply.

Item 2 - Number of requests or searches per typical week

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

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

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

Line 01 - Directional/ready reference requests

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

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

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separate intellectual unit.

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

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

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

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

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

Section 3 - PHOTOCOPYING TRANSACTIONS

Self-explanatory.

Section 4 - LOAN TRANSACTIONS, FISCAL YEAR 1994

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

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

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

Items 2-6 - Interlibrary loans

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

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

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

Section 5 - OTHER SERVICES, FISCAL YEAR 1994

Item 1 - Definitions of services listed below:

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

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

Part F - AUTOMATION AND TELECOMMUNICATIONS, FISCAL YEAR 1994

Item 1 - Automation of functions

Check only one category for each function.

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Item 2 - Definitions of technologies listed below:

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

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

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

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

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

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

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

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

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

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

Item 1 - Definitions of groups listed below:

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

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

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

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

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

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

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

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

Part H - EXPENDITURES, FISCAL YEAR 1994

Item 1 - OPERATING EXPENDITURES

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

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

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

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

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

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

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

Commercial electronic media - Report expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMS, magnetic tapes, and magnetic disks, that are designed to be processed by a computer or similar machine. Examples are U.S. Census Bureau data tapes, locally-mounted databases, and reference tools on CD-ROM, tape, or disk. Include current serials. Include expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude expenses for library system software and microcomputer software used only by the library staff.

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

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

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

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

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

Computer hardware, software, and supplies Report expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Include expenditures for maintenance. Include the expenditure for equipment used to run information service products when that expenditure can be separated from the price of the product.

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

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

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

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

Item 2 - CAPITAL EXPENDITURES

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

Part I - BUDGETED STAFF, FISCAL YEAR 1994

Item 1 - Number of Employees

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

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

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

Part J - TRENDS

Self-explanatory.

Part K - PRESERVATION

Self-explanatory.