

FORM IPEDS-L
(6-1-96)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM

ACADEMIC LIBRARIES SURVEY
1996

NOTE - The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).
For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.

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

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: November 15, 1996

1. Name of respondent	2. Title of respondent	3. Telephone Area code, number, extension
4. E-Mail address		FAX number

Does your institution have its own library, report with another institution or are you financially supporting a shared library with another institution?

- 1 Has own library as defined in Part A of the instructions. — *Please complete this survey.*
- 2 Has own library but reports with another library — *Go to Combined Data sheet, page 4*
- 3 Does not have own library but contributes financial support to a shared library with the following postsecondary institution(s). A shared library is a facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor. — *Please complete the item below and return blank survey form to the address shown above.*

UNITID	Name of Institution

- 4 Does not have own library — *Please return this blank survey to the address shown above*

Changes from the 1994 form for
1996 ACADEMIC LIBRARIES SURVEY

▶ Cover sheet — Own library question

The question has been expanded to allow for combined or shared library systems.

▶ Part E — Library Services, Fiscal Year 1996

Data requests for document delivery/interlibrary loans provided to other libraries, as well as those received from other libraries or commercial services, have been expanded to request separate reporting for returnables and non-returnables, as well as the total.

▶ Part G — Electronic Services

This part was added to identify the availability of electronic services within the library system. The questions require a "yes" or "no" response to the availability of the various services listed.

PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES) collects these data periodically to obtain and report a comprehensive picture on the status of collections, transactions, staff, service per typical week, and library operating expenditures in postsecondary institutions. The survey is being conducted in compliance with the Center's mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States . . .", (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

USES OF DATA

Collection of these data over time will enable the nation to plan effectively for the development and use of postsecondary education library resources. Congress uses the data to assess the need for revisions of existing legislation concerning libraries and the allocation of Federal funds. Federal agencies need the data to evaluate and administer library programs. State education agencies and college librarians and administrators use the data for regional and national comparisons of library resources to plan for the effective use of funds. Finally, library associations and researchers use the survey results to determine the status of library operations and the profession.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 6.0 hours per response, with an average of 2.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

REMARKS SECTION — *Please enter any remarks you may have in this section. By entering any explanations here, you may eliminate the need for telephone contact at a later date.*

NOTICE OF COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH

CN

The institution named on this report is including Libraries Survey data for other institutions/branches.

- No
- Yes — *Please indicate below, the UNITID (if known), name and address of the institutions for which data are included.*

UNITID	Institution name	Address	City	State	ZIP Code

The Libraries Survey data for this institution are reported by another institution.

- No
- Yes — *Please list the UNITID, name, and address of the reporting institution.*

UNITID	Institution name	Address	City	State	ZIP Code

Part A — NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1996		
Line No.	Item	Number
01	Branch and independent libraries — <i>Exclude main or central library.</i>	

Part B — LIBRARY STAFF, FALL 1996 (<i>Exclude maintenance and custodial staff.</i>) <i>NOTE: Report data to two decimals.</i>		
Line No.	Staff	Number of full-time equivalents
02	Librarians and other professional staff	
03	All other paid staff (except student assistants)	
04	Contributed services staff	
05	Student assistants from all funding sources	
06	Total full-time equivalent staff — (<i>Sum of lines 2 through 5</i>)	

Part C — LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1996

L

NOTE: Do not report the same expenditures more than once.

Line No.	Category	Amount (Whole dollars only)
07	Salaries and wages — <i>Exclude employee fringe benefits.</i> Librarians and other professional staff	\$
08	All other paid staff (except student assistants)	
09	Student assistants	
10	Information resources Books, serial backfiles, and other print materials — <i>Exclude current serials and all microforms.</i>	
11	Current serials — <i>Exclude microforms, audiovisual materials, and machine-readable materials.</i>	
12	Microforms — <i>Include current serials.</i>	
13	Audiovisual materials — <i>Include current serials.</i>	
14	<i>Computer files and search services — Include current serials.</i>	
15	Document delivery/Interlibrary loan	
16	Other	
17	Preservation	
18	Furniture and equipment — <i>Exclude computer equipment.</i>	
19	Computer hardware and software — <i>Include maintenance.</i>	
20	Bibliographic utilities, networks, and consortia	
21	All other operating expenditures	
22	Total operating expenditures (<i>Sum of lines 7 through 21</i>)	\$
23	Employee fringe benefits (if paid from the library budget)	\$

Part D — LIBRARY COLLECTIONS, FISCAL YEAR 1996

L

Line No.	Category	Total number —	
		Added during fiscal year (1)	Held at end of fiscal year (2)
24	Books, serial backfiles, and government documents that are accessible through the library's catalog — <i>Include bound periodicals and newspapers and exclude microforms.</i> Volumes		
25	Titles		
26	Government documents — <i>Include government documents that are not reported elsewhere.</i> Units		
27	Titles		
28	Current serials — <i>Include periodicals, newspapers, and government documents.</i> Total number of paid and unpaid subscriptions		
29	Titles (number of unique titles)		
30	Microforms Units		
31	Titles		
32	Manuscripts and archives — Linear feet		
33	Cartographic materials — Units		
34	Graphic materials — Units		
35	Sound recordings Units		
36	Titles		
37	Film and video materials Units		
38	Titles		
39	Computer files Units		
40	Titles		
41	Other library materials — Units		

Part E — LIBRARY SERVICES, FISCAL YEAR 1996

Line No.	Category	Number
42	Circulation transactions General collection	
43	Reserve collection	
44	Document delivery/Interlibrary loans provided to other libraries Returnable	
45	Non-returnable	
46	Total	
47	Document delivery/Interlibrary loans received from other libraries or commercial services Returnable	
48	Non-returnable	
49	Total	
50	Information service to groups Number of presentations	
51	Number of persons served in presentations	

Part F — LIBRARY SERVICES, TYPICAL WEEK, FALL 1996

Line No.	Category	Number
52	Public service hours in a typical week	
53	Gate count in a typical week	
54	Reference transactions in a typical week	

Part G — ELECTRONIC SERVICES

L

This section requests information about the availability of electronic services in the library and elsewhere on campus and off campus access by your primary clientele, and other users. — *Please respond to each item by marking an (X) in the appropriate column.*

Line No.	Category	Mark (X) appropriate column.										
		Access from —				Access off campus by —						
		Within library		Elsewhere on campus		Primary clientele		Others				
		(1)		(2)		(3)		(4)				
Yes		No		Yes		No		Yes		No		
55	Does the library or parent institution offer the following services? An electronic catalog that includes the library's holdings											
56	Electronic indexes and reference tools											
57	Electronic full text periodicals											
58	Electronic full text course reserves											
59	Electronic files other than the catalog (e.g., finding aids, indices, manuscripts) created by library staff											
60	Internet access											
61	Library reference service by e-mail											
62	Capacity to place interlibrary loan/document delivery requests electronically											
63	Electronic document delivery by the library to patron's account/address											
64	Computers not dedicated to library functions for patron use inside the library											
65	Computer software for patron use inside the library (e.g., word processing, spreadsheet, custom applications, etc.)											
66	Technology in the library to assist patrons with disabilities (e.g., TDD, specially equipped work stations)											
67	Instruction by library staff on use of Internet resources											

GENERAL INSTRUCTIONS — L

Please respond to each item on this form in the space provided. If the appropriate answer is zero or none, use "0." If you do not collect data for an item, provide your best estimate. PLEASE DO NOT LEAVE ANY LINES BLANK. If a line is left blank, NCES will impute a figure using the average for institutions with similar characteristics. Include data for the main or central library and all branch and independent libraries that were open all or part of fiscal year 1996.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

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

1. Fiscal year 1996 — Any 12-month period between June 1, 1995 and September 30, 1996 which corresponds to your institution's fiscal year. (For Sections A, C, D, E)
2. Typical week, Fall 1996 — A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days. (Section F)
3. Fall 1996 — The period during the fall of 1996 when the survey form is being completed. (Section B - Library Staff)

Part A — NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1996

Library — An entity that provides all of the following:

1. An organized collection of printed or other materials, or a combination thereof;
2. A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele;
3. An established schedule in which services of the staff are available to clientele;
4. The physical facilities necessary to support such a collection, staff, and schedule.

This includes libraries that are part of learning resource centers.

Shared library — A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one education institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor.

Branch and independent libraries (line 1) — Report the number of branch and independent libraries at your institution that were open all or part of FY 1996. EXCLUDE THE MAIN OR CENTRAL LIBRARY. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Branch and independent libraries are administered either by the central library or, as in the case of some libraries (such as law, medical, etc.), through the administrative structure of other units within the university. Departmental study/reading rooms are not included. Include data for all branch and

independent libraries on the campus. Include libraries on branch campuses (i.e., located in another community) if those campuses are registered under the same NCES UNITID number as the main campus.

Part B — LIBRARY STAFF, FALL 1996

Full-time equivalent (FTE) employees — Report the number of filled or temporarily vacant full-time equivalent (FTE) positions during Fall 1996 paid from funds under library control. To compute full-time equivalents of part-time employees and student assistants, take the TOTAL number of hours worked per week by part-time employees IN EACH CATEGORY and divide it by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK WEEK (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.5 FTE). Data should be reported to two decimal places.

Librarians and other professional staff (line 2) — Report the total FTE of librarians and other professional staff, including administrators. Report staff members doing work that requires professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship; also, in some libraries, staff performing professional level tasks who, though not librarians, have equivalent education and training in related fields (e.g., archives, computer sciences, business administration, education).

All other paid staff (except student assistants) (line 3) — Report the total FTE of all other library staff who are paid annual salaries or hourly wages except students, who are reported on line 5. Include technical and clerical staff, but exclude maintenance and custodial staff.

Contributed services staff (line 4) — Report the total FTE for contributed services staff. Contributed services staff are those, such as members of religious orders, whose services are valued by bookkeeping entries rather than by full cash transactions. Do not include volunteers.

Student assistants from all funding sources (line 5) — Report the total FTE of student assistants, employed on an hourly basis whose wages are paid from funds under library control or from a budget other than the library budget, including College Work Study Program. Exclude maintenance and custodial staff.

Total FTE staff (line 6) — Report the sum of lines 2 through 5.

Part C — LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1996

Expenditures (lines 7–23) — Report funds expended by the library in fiscal year 1996 (regardless of when received) from its regular budget and from all other sources, e.g., research grants, special projects, gifts and endowments, and fees for services. If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. Expenditures should be reported for the 12-month period which corresponds to your library's fiscal year between the calendar period June 1, 1995, to September 30, 1996. All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures. Exclude expenditures for new buildings and building renovation. DO NOT REPORT ANY EXPENDITURES MORE THAN ONCE.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS - L — Continued

Part C — LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1996 — Continued

Salaries and wages (lines 7-9) — Report expenditures for full-time and part-time salaries and wages before deductions. Exclude employee fringe benefits provided by your institution for all regular library staff which may be reported on line 23. Include salaries and wages from all sources paid to students serving on an hourly basis. Federal funds paid to students in the College Work Study Program should be reported here. Exclude contributed services and maintenance and custodial staff.

Books, serial backfiles, and other print materials (line 10) — Report expenditures for all materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require magnification: books, government documents, braille materials, ephemeral print materials, and the like. Exclude current serial subscriptions and microforms.

Current serials (line 11) — Report expenditures for current subscriptions to serials. These are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Exclude expenditures for microforms, audiovisual materials, and machine-readable materials.

Microforms (line 12) — Report expenditures for all photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, microcard, microfiche, and ultrafiche. Include current serials.

Audiovisual materials (line 13) — Report expenditures for all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as three-dimensional materials. Include current serials.

Computer files and search services (line 14) — 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 data tapes, locally-mounted databases, electronic journals, and reference tools on CD-ROM, tape, or disk. Include current serials. Include expenditures for online searches of remote databases. 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 which are reported on line 19.

Document delivery/Interlibrary loan (line 15) — Report expenditures for document delivery and interlibrary loan services. Include fees paid for photocopies, costs of telefacsimile transmission, royalties and access fees paid to provide document delivery or interlibrary loan. Include fees paid to bibliographic utilities if the portion paid for interlibrary loan can be separately counted. Do not count expenditures related to transactions between the main or central library and any libraries reported in Part A, transactions between libraries reported in Part A, or expenditures for on campus delivery.

Other (line 16) — Report any other collection expenditures not already included on lines 10-15 such as expenditures for cartographic materials and manuscripts.

Preservation (line 17) — Report expenditures for the activities associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, deacidification, lamination, and restoration.

Furniture and equipment (line 18) — Report expenditures for all library furniture and equipment purchased during the 1996 fiscal year. Include microform equipment, audiovisual equipment, and related maintenance costs.

Computer hardware and software (line 19) — 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. Exclude expenditures reported on line 14.

Bibliographic utilities, networks, and consortia (line 20) — Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, and consortia. Exclude expenditures already reported on lines 14 and 15.

All other operating expenditures (line 21) — Report all other expenditures not already reported on lines 7-20 except employee fringe benefits which are reported on line 23. Exclude expenditures for new buildings and building renovations.

Total (line 22) — Report the sum of lines 7 through 21.

Employee fringe benefits (line 23) — If benefits are paid from the library budget, report the amount here.

Part D — LIBRARY COLLECTIONS, FISCAL YEAR 1996

NOTE — Government documents should be included in the count for each format (i.e., lines 24, 25, and 28-41).

Column (1), Total number added during fiscal year — Report the gross number of each category added. Do not subtract the number withdrawn.

Column (2), Total number held at end of fiscal year — Report the total number of each category held at end of fiscal year. To get this figure, take the total number held at the end of the previous fiscal year, add the number added during the fiscal year just ended and subtract the number withdrawn during that period.

Units (lines 26, 30, 33, 34, 35, 37, 39, 41) — An individual physical item of library material. Examples of units are: a volume (books and serials); a reel, sheet, or card (microforms); a sheet or bound atlas (cartographic materials); a filmstrip, slide, photograph, or print (graphic materials); a disk, cassette, cartridge, or reel (sound recordings, film and video materials); a disk, tape, or cartridge (computer files).

Volumes (line 24) — Report the number of volumes of any printed, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, or otherwise made ready for use. Include any government documents that are accessible through the library's catalog regardless of whether or not they are separately shelved. This includes documents for which records are provided by the library or downloaded from other sources into the library catalog.

GENERAL INSTRUCTIONS - L — Continued

Titles (lines 25, 27, 29, 31, 36, 38, 40) — Report the number of titles of publications which form a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. The term "publication" applies to printed materials, such as books, periodicals, and government documents, as well as to such formats as microforms, audiovisual materials, and computer files. To determine the number of titles, count each unique bibliographic record in the library's catalog. NOTE — For libraries which have card catalogs, a unique bibliographic record is represented by a shelf list entry. Libraries with electronic catalogs should be careful to distinguish between the BIBLIOGRAPHIC record which describes the title and the ITEM records which describe the individual volumes, parts, reels, disks, etc. associated with the title. Examples: Six copies of the same edition of a title count as one title or bibliographic record; two editions of the same title which have been cataloged or recorded separately count as two bibliographic records; a set of six monographs for which there are six bibliographic records counts as six titles; and two multi-volume sets of the same edition for which one bibliographic record has been made count as one title.

Government documents (lines 26 and 27) — Report the number of units and titles of materials in all formats not accessible through the library catalog and not reported elsewhere.

Current serials (lines 28 and 29) — Report the total number of current serials received including those that are paid for and those received without payment. Include government documents issued serially. Exclude microforms, audiovisual materials, and machine-readable materials.

Microforms (lines 30 and 31) — Report the number of units of microforms and the number of different titles of materials that have been photographically reduced in size for storage, protection and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: roll microfilm, microcard, microfiche, and ultrafiche. Include government documents.

Manuscripts and archives (line 32) — Report the linear feet of shelf space occupied by these materials. Manuscripts are handwritten or typed documents, including carbon copies. Archives are non-current records of an organization or institution preserved because of their continuing value. Include government documents.

Cartographic materials (line 33) — Report the number of units of materials representing in whole or in part the earth or any celestial body at any scale. These materials include two- and three-dimensional maps and globes. Include government documents.

Graphic materials (line 34) — Report the number of units of materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, study prints, and the like. Filmstrips that also include sound should be included on this line. Include government documents.

Sound recordings (lines 35 and 36) — Report the number of units and titles of materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. These materials include audio cassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings. Include government documents.

Film and video materials (lines 37 and 38) — Report the number of units and titles of materials on film or video media. Films are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, reel). Video materials include videotapes and laser disks on which pictures and sound are recorded. Include government documents.

Computer files (lines 39 and 40) — Report the number of units and titles of materials 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 data tapes, locally-mounted databases, electronic journals, and reference tools 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. Include current serials. Include government documents. If a CD-ROM subscription for a title is contained on one disc that is updated (i.e., replaced) once a month, count as one unit, not twelve.

Other library materials (line 41) — Report here the number of units of any materials not already included on lines 24-40. Include government documents.

Part E — LIBRARY SERVICES, FISCAL YEAR 1996

Circulation transactions (lines 42 and 43) — Report the number of items lent from the general collection on line 42 and from the reserve collection on line 43 for use usually (although not always) outside the library. These activities include initial charges, either manual or electronic, and also renewals, each of which is reported as a circulation transaction.

Reserve collection (line 43) — Those materials that have been removed from the general library collection and set aside in a library so they will be on hand for a certain course of study or activity in process. Usually, the circulation and length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of them within a limited time period.

Document delivery/Interlibrary loans (lines 44-49) — On lines 44, 45, and 46, report the number of filled requests for material provided to other libraries. On lines 47, 48, and 49, report the number of filled requests for material received from other libraries or document delivery services. Do not include transactions between the main or central library and any libraries reported in Part A or transactions between libraries reported in Part A.

Returnables (lines 44 and 47) — Report materials that the supplier/lending library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

Non-returnables (lines 45 and 48) — Report materials that the supplier/lending library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.

Information services to groups (lines 50 and 51) — Report the total number of presentations (line 50) and the total number of persons attending or served by those presentations (line 51). Information services to groups are presentations at which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. These services may be either bibliographic instruction or library use presentations, or cultural, recreational, or educational presentations. Presentations both on and off the library premises should be included, as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms.

GENERAL INSTRUCTIONS - L — Continued

Part F — LIBRARY SERVICES - TYPICAL WEEK FALL 1996

Collect data during a typical week in the fall. A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days. If waiting for a typical week in Fall 1996 will delay this form, please use typical week data from the preceding fiscal year. If you have data for the entire year, divide by the number of weeks that the library was open.

Public service hours in a typical week (line 52) — Report an unduplicated count of public service hours in a typical week for both main library and branches reported in Part A using the following method. If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If several of its branches are also open during those hours, the figure remains 40 hours per week. Should Branch A also be open one evening from 7:00 to 9:00, the total hours during which users can find service becomes 42. If Branch B is open the same hours on the same evening, the total remains 42, but if it is open 2 hours on another evening, or from 5:00 to 7:00 on the evening when Branch A is open later, the total becomes 44 hours during which users can find service.

Gate count in a typical week (line 53) — Report the number of persons who physically enter library facilities in a typical week. It is understood that a single person may be counted more than once.

Reference transactions in a typical week (line 54) — Report the total number of reference transactions in a typical week. A reference transaction is an information contact that involves the knowledge, use, recommendation, interpretation,

or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including assistance with computer searching) catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Include information and referral services. If a contact includes both reference and directional services, it should be reported as one reference transaction. When a staff member utilizes information gained from a previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during this transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

Do not report directional transactions here. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a nonbibliographic nature with machines.

Part G — ELECTRONIC SERVICES

This section requests information about the availability of electronic services in the library and elsewhere on campus and off campus access by your primary clientele, and other users. The questions require a "yes" or "no" response to the availability of the various services listed.

GLOSSARY

ACADEMIC LIBRARIES SURVEY - L

BRANCH INSTITUTION — A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses.

COLLEGE WORK-STUDY PROGRAM (CWS) — (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.)

Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program

provides grants to institutions for partial reimbursement of wages paid to students.

SHARED LIBRARY — A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one education institution. The location of the facility is not a determining factor.

UNITID CODE — Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).