

FORM IPEDS-L
(7-1-98)

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

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).

INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM

ACADEMIC LIBRARIES SURVEY
1998

Please read the accompanying instructions before beginning this survey. Report data for the institution in the address label. If data for any other institutions or branch campuses are included in this survey because they CANNOT be reported separately, please provide the names of these institutions as instructed below.

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, 1998

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

Please answer the following questions to determine if you need to complete this survey:

a. Do you have an organized collection of printed or other materials or a combination thereof?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
b. Do you have a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
c. Do you have an established schedule in which services of the staff are available to clientele?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
d. Does the library have the physical facilities necessary to support such a collection, staff, and schedule?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No

*If you answered "Yes" to all of the questions above, please go to question e.
If you have answered "No" to any of the questions, do you provide financial support to another library? If "Yes", complete Part III on page 4. If "No", please return this survey to the address above.*

e. Do you report data for yourself and for another library?	1 <input type="checkbox"/> Yes → Go to page 4, Part I and complete the entire survey, and return it to the address above.
	2 <input type="checkbox"/> No → Go to question f below.
f. Are your library data reported by another library?	1 <input type="checkbox"/> Yes → Go to page 4, complete Part II, and return the survey to the address above.
	2 <input type="checkbox"/> No → Go to Part A, line 01 and complete this survey.

Changes from the 1996 form for 1998 ACADEMIC LIBRARIES SURVEY

▶ Cover sheet – Library definition

The definition of the library has been reformatted as a checklist. Also, the possibilities of reporting data FOR another library or having data reported BY another library have been clarified in connections with related changes on page 4.

▶ Part B – Library Staff

In addition to reporting a total full-time equivalent (FTE) for librarians and other professionals, respondents are asked to report separate counts for librarians and for other professionals on the library staff.

▶ Part C – Library Expenditures

- The title of this part has been changed to reflect the fact that in many academic libraries the term "operating expenditures" does not cover expenditures for staff or for information resources. Expenditures for "operating" (lines 20–23) are grouped under that subheading.
- Expenditures for "books, serial backfiles, and other materials" are reported in two categories: paper and microform and electronic.
- All expenditures for current serials are now reported on two lines: paper and microform and electronic.
- Expenditures for search services and current serials are reported together.

▶ Part D – Library Collections

This section has been reduced from 18 lines to 7 lines. Deleted items include manuscripts and archives (linear feet), computer files, and other library materials. Cartographic materials, graphic materials, sound recordings, and film and video materials are now combined under Audiovisual materials. The simplification involves two kinds of changes. Counts are now requested for selected types of material only, rather than for all. Also, for each type, respondents are asked to provide a physical count or a bibliographical count but not both.

▶ Part E – Library services

No content changes.

▶ Part F – Library Services, typical week

No content changes.

▶ Part G – Electronic Services

Video/desktop conferencing, satellite broadcasting, scanning equipment and services for distance education students questions were added to this part.

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

NOTICE OF COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH CAMPUS

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I. The institution named on page 1 of this survey is including Academic Libraries survey data for other institutions/branch campuses with separate UNITIDs¹.

Please indicate below, the UNITID, name, and address of the institutions branch campuses for which data are included then complete the survey.

UNITID	Institution name	Address	City	State	ZIP Code

II. The Academic Libraries survey data for this institution are reported by another institution.

Please list the UNITID, name, and address of the reporting institution and return this survey to address indicated on page 1.

UNITID	Institution name	Address	City	State	ZIP Code

III. This institution contributes financial support to a joint library with the following Postsecondary institution or public library.

Please list the UNITID, name, and address of the reporting institutions and return this survey to address indicated on page 1.

UNITID	Institution name	Address	City	State	ZIP Code

¹UNITID code is a unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

Part A — NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1998		
Line No.	Item	Number
01	Branch and independent libraries — <i>Exclude main or central library</i>	

Part B — LIBRARY STAFF, FALL 1998 (<i>Exclude maintenance and custodial staff.</i>) <i>NOTE: Report data to two decimals.</i>		
Line No.	Staff	Number of full-time equivalents (FTEs)
	Librarians and other professional staff:	
02	Librarians	.
03	Other professional staff	.
04	Total librarians and other professional staff (<i>Sum lines 02 and 03</i>)	.
05	All other paid staff (except student assistants)	.
06	Contributed services staff	.
07	Students assistants from all funding sources	.
08	Total full-time equivalent (FTE) staff (<i>Sum lines 04 through 07</i>)	.

Part C — LIBRARY EXPENDITURES, FISCAL YEAR 1998

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

Line No.	Category	Amount (Whole dollars only)
Salaries and wages:		
09	Librarians and other professional staff	\$
10	All other paid staff (except student assistants)	\$
11	Student assistants	\$
Information resources:		
Books, serial backfiles, and other materials:		
12	Paper and microform	\$
13	Electronic	\$
Current serial subscriptions and search services:		
14	Paper and microform	\$
15	Electronic	\$
16	Audiovisual materials	\$
17	Document delivery/interlibrary loan	\$
18	Preservation	\$
19	Other materials	\$
Operating expenditures:		
20	Furniture and equipment (exclude computer equipment)	\$
21	Computer hardware and software (include maintenance)	\$
22	Bibliographic utilities, networks, and consortia	\$
23	All other operating expenditures	\$
24	TOTAL EXPENDITURES (Sum lines 09 through 23)	\$
25	Employee fringe benefits (if paid from the library budget)	\$

Part D — LIBRARY COLLECTIONS, FISCAL YEAR 1998

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Line No.	Category	Added during the fiscal year (1)	Held at end of fiscal year (2)
	Books, serial backfiles, and other materials (include government documents):		
26	Paper – Volumes		
27	Paper – Titles		
28	Microform – Units		
29	Electronic – Titles		
	Current serial subscriptions:		
30	Number of paper and microform subscriptions		
31	Number of electronic subscriptions		
32	Audiovisual materials – Units		

Part E — LIBRARY SERVICES, FISCAL YEAR 1998

Line No.	Category	Number
	Document delivery/interlibrary loans <u>provided</u> to other libraries:	
33	Returnable	
34	Non-returnable	
35	Total provided (<i>Sum lines 33 and 34</i>)	
	Document delivery/interlibrary loans <u>received</u> from other libraries or commercial services:	
36	Returnable	
37	Non-returnable	
38	Total received (<i>Sum lines 36 and 37</i>)	
	Circulation transactions:	
39	General collection	
40	Reserve collection	
	Information services to groups:	
41	Number of presentations	
42	Total attendance at all presentations	

Part F — LIBRARY SERVICES, TYPICAL WEEK, FALL 1998

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Line No.	Category	Number in a typical week
43	Hours open in a typical week	
44	Gate count in a typical week	
45	Reference transactions in a typical week	

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.

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)	(1)	(2)	(3)	(4)
	Does the library or parent institution make available the following services?	Yes	No	Yes	No	Yes	No	Yes	No
46	An electronic catalog that includes the library's holdings								
47	Electronic indexes and reference tools								
48	Electronic full-text periodicals								
49	Electronic full-text course reserves								
50	Electronic files other than the catalog (e.g., finding aids, indices, manuscripts) created by library staff								
51	Internet access								
52	Library reference service by e-mail								
53	Capacity to place interlibrary loan/document delivery requests electronically								
54	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)								
55	Instruction by library staff on use of internet resources								
56	Electronic document delivery by the library to patron's account/address								
57	Video/desktop conferencing by or for the library								
58	Satellite broadcasting by or for the library								

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 1998.

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 1998 – Any 12-month period between June 1, 1997 and September 30, 1998 which corresponds to your institution's fiscal year. (For Parts A, C, D, E, and G)
2. Typical week, Fall 1998 – 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. (For Part F)
3. Fall 1998 – The period during the fall of 1998 when the survey form is being completed. (For Parts B, F, and G)

PART A – NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1998

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.

Branch and independent libraries (line 01) – Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 1998. 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 1998

Full-time equivalent (FTE) employees (lines 02-08) – Report the number of filled or temporarily vacant FTE positions during Fall 1998 paid from funds under library control. To compute FTEs 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 1.50 FTE). Data should be reported to two decimal places.

Librarians (line 02) – Report the total FTE of staff whose duties require professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship.

Other professional staff (line 03) – Report the total FTE of staff whose duties require education and/or training in related fields (e.g., academic disciplines, archives, media, computing).

Total librarians and other professional staff (line 04) – Report the sum of lines 02 and 03.

All other paid staff (except student assistants) (line 05) – Report the total FTE of all other library staff who are paid annual salaries or hourly wages except students, who are reported on line 05. Include technical and clerical staff, but exclude maintenance and custodial staff.

Contributed services staff (line 06) – 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 07) – 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 08) – Report the sum of lines 04 through 07.

PART C – LIBRARY EXPENDITURES, FISCAL YEAR 1998

Expenditures (lines 09-25) – Report funds expended by the library in fiscal year 1998 (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, 1997, to September 30, 1998. 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.

GENERAL INSTRUCTIONS – L – Continued

PART C – LIBRARY EXPENDITURES, FISCAL YEAR 1998 – Continued

Salaries and wages (lines 09-11) – 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 25. Include salaries and wages from all sources paid to students serving on an hourly basis, if available; e.g., College Work Study Program. Exclude contributed services and maintenance and custodial staff.

Information resources (lines 12-19):

Books, serial backfiles, and other materials (lines 12 and 13) – Report expenditures for all published materials. Do not include current serial subscriptions.

Paper (line 12) – Report expenditures for all materials produced by making an impression with ink on paper.

Microform (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.

Electronic (line 13) – Report expenditures for materials that are 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. Include material available remotely. Include expenditures for materials purchased jointly if such expenditures can be separated from other charges for joint services. 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 21.

Current serial subscriptions and search services (lines 14 and 15) – 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. Include leases to collections of electronic serials. Include cost of search services such as First Search or Dialog.

Paper (line 14) – Report expenditures for all materials produced by making an impression with ink on paper.

Microform (line 14) – 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.

Electronic (line 15) – Report expenditures for materials that are 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. Include material available remotely. Include expenditures for materials purchased jointly if such expenditures can be separated from other charges for joint services. 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 21.

Audiovisual materials (line 16) – 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.

Document delivery/interlibrary loan (line 17) – Report expenditures for document delivery and interlibrary loan services. Include fees paid for photocopies, costs of facsimile 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.

Preservation (line 18) – Report expenditures 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. Do not include staff salaries and wages.

Other materials (line 19) – Report any other collection expenditures not already included on lines 12 through 18, such as expenditures for cartographic materials and manuscripts.

Operating Expenditures (lines 20-23)

Furniture and equipment (line 20) – Report expenditures for all library furniture and equipment purchased during the 1998 fiscal year. Include microform equipment, audiovisual equipment, and related maintenance costs. Exclude computer equipment.

Computer hardware and software (line 21) – 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 15.

Bibliographic utilities, networks, and consortia (line 22) – Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, and consortia. Exclude expenditures already reported on lines 15 and 17.

All other operating expenditures (line 23) – Report all other expenditures not already reported on lines 09 through 22 except employee fringe benefits which are reported on line 25. Exclude expenditures for new buildings and building renovations.

Total (line 24) – Report the sum of lines 09 through 23.

Employee fringe benefits (line 25) – If benefits are paid from the library budget, report the amount here.

PART D – LIBRARY COLLECTIONS, FISCAL YEAR 1998

NOTE – This section of the survey collects data on selected types of material. It does not cover all materials.

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

GENERAL INSTRUCTIONS - L - Continued

PART D - LIBRARY COLLECTIONS, FISCAL YEAR 1998 - Continued

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 28 and 32) - An individual physical item of library material. Examples of units are: a volume (books and serials); a reel, sheet, or card (microforms); disk, cassette, reel, slide, chart, picture, tape, or cartridge (audiovisual material).

Volumes (line 26) - Report the number of volumes of any printed, mimeographed, or processed work contained in one binding or portfolio, hardbound or paper bound, 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.

Titles (lines 27 and 29) - 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.

Books, serial backfiles, and other materials including government documents (lines 26-29) - Report the number of paper volumes and/or titles; microform units and electronic media titles.

Paper (line 26 and 27) - Materials produced by making an impression with ink on paper. For government documents, please use the following guides from the ARL Statistics: "if a volume count has not been kept, it may be estimated through sampling a representative group of title records and determining the corresponding number of volumes, then extrapolating to the rest of the collection. As an alternative, an estimate may be made using the following formulae: 52 document pieces per foot; 10 'traditional' volumes per foot; 5.2 document pieces per volume."

Microform (line 28) - Report the number of units of 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.

Electronic (line 29) - Report the number of titles of materials that are not current serials and are 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. Include materials available remotely. Include materials purchased jointly. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff. Include government documents.

Current serial subscriptions (lines 30 and 31) - Report the total number of current serials received including those that are paid for and those received without payment. Include government documents issued serially. Each available title counts as one when titles are received as part of an electronic subscription.

Audiovisual materials (line 32) - All library materials that are displayed by visual projections of 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.

PART E - LIBRARY SERVICES, FISCAL YEAR 1998

Document delivery/interlibrary loans (lines 33-38) - On lines 33, 34, and 35, report the number of filled requests for material provided to other libraries. On lines 36, 37, and 38, 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 33 and 36) - 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 34 and 37) - 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.

Total loans (lines 35 and 38) - Sum lines 33 and 34 for line 35, and sum lines 36 and 37 for line 38.

Circulation transactions (lines 39 and 40) - Report the number of items lent from the general collection on line 39 and from the reserve collection on line 40 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.

General collection (line 39) - Those materials that are available for circulation from the general library collection.

Reserve collection (line 40) - 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.

GENERAL INSTRUCTIONS - L - Continued

PART E - LIBRARY SERVICES, FISCAL YEAR 1998 - Continued

Information services to groups (lines 41 and 42) - Report the total number of presentations (line 41) and the total number of persons attending or served by those presentations (line 42). 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.

PART F - LIBRARY SERVICES - TYPICAL WEEK, FALL 1998

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 1998 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.

Hours open in a typical week (line 43) - Report an unduplicated count of hours open 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 a.m. to 5 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 two 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 44) - 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 45) - Report the total number of reference transactions in a typical week. A reference transaction is an information contact that involves the knowledge, use, commendation, 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.