

ICPSR
Inter-university Consortium for
Political and Social Research

Higher Education General Information Survey
(HEGIS), 1970–1971 Through 1971–1972:
College and University Libraries

United States Department of Education
National Center for Education Statistics

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS),
1970-1971 THROUGH 1971-1972:
COLLEGE AND UNIVERSITY LIBRARIES
(ICPSR 2113)

Principal Investigator
United States Department of Education
National Center for Education Statistics

First ICPSR Version
November 1998

Inter-university Consortium for
Political and Social Research
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Ann Arbor, Michigan 48106

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REQUEST FOR INFORMATION ON USE OF ICPSR RESOURCES

To provide funding agencies with essential information about use of archival resources and to facilitate the exchange of information about ICPSR participants' research activities, users of ICPSR data are requested to send to ICPSR bibliographic citations for each completed manuscript or thesis abstract. Please indicate in a cover letter which data were used.

DATA DISCLAIMER

The original collector of the data, ICPSR, and the relevant funding agency bear no responsibility for uses of this collection or for interpretations or inferences based upon such uses.

DATA COLLECTION DESCRIPTION

United States Department of Education. National Center for Education Statistics

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS), 1970-1971 THROUGH 1971-1972: COLLEGE AND UNIVERSITY LIBRARIES (ICPSR 2113)

SUMMARY: The Higher Education General Information Survey (HEGIS) series was designed to provide comprehensive information on various aspects of postsecondary education in the United States and its territories (American Samoa, Guam, Puerto Rico, the Virgin Islands, and the Marshall Islands) and Department of Defense schools outside of the United States. Data are available for both public and private two-year and four-year institutions. The HEGIS College and University Libraries component for 1970-1971/1971-1972 sought data on libraries in institutions of higher education. Key data elements, presented for up to 19 record types, include number of library collections and resources, physical facilities, number of positions for library staff, salary expenditures, number of hours of assistance and expenditures for wages of library staff, number of employees, level of employees' educational attainment, library operating expenditures and budget, funds received for library services, and developmental areas.

UNIVERSE: Libraries within all postsecondary institutions in operation during 1970-1971 and 1971-1972 in the United States and its territories (American Samoa, Guam, Puerto Rico, the Virgin Islands, and the Marshall Islands) and Department of Defense schools outside of the United States.

NOTE: (1) The HEGIS Record Layout file (Part 2) is an Excel worksheet of record layouts for all components of the HEGIS survey, including the 1970-1971/1971-1972 Libraries component. (2) This collection has not been processed by ICPSR staff. ICPSR is distributing the data and documentation for this collection in essentially the same form in which they were received. When appropriate, hardcopy documentation has been converted to machine-readable form and variables have been recoded to ensure respondents' anonymity. (3) The codebook and data collection instrument are provided as a Portable Document Format (PDF) file. The PDF file format was developed by Adobe Systems Incorporated and can be accessed using PDF reader software, such as the Adobe Acrobat reader. Information on how to obtain a copy of the Acrobat Reader is provided through the ICPSR Website on the Internet.

EXTENT OF COLLECTION: 2 data files + machine-readable documentation (PDF)

EXTENT OF PROCESSING: SCAN/ REFORM.DOC

DATA FORMAT: Logical Record Length

Part 1: Main Data File

Part 2: HEGIS Record Layout

File Structure: hierarchical

Variables: approx. 170

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
EDUCATION DIVISION
NATIONAL CENTER FOR EDUCATION STATISTICS
WASHINGTON, D.C. 20202

(Reserve)

DATA BASE DOCUMENTATION

(Authority: Public Law 93-502, Section 552)

PART I - SURVEY SUMMARY

A. TITLE

HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

B. DESCRIPTION

This survey collects data on institutions of higher education (both public and nonpublic 2- and 4-year) on library resources, physical facilities, staffing pattern, salaries and wages, number of employees, level of educational attainment, current expenditures and number of learning resources centers.

C. SURVEY METHODOLOGY

1. UNIVERSE OR SAMPLE UNIVERSE

2. RESPONDENTS INDIVIDUAL INSTITUTIONS

3. DATE OF COVERAGE FALL 1971

4. FREQUENCY OF SURVEY

BIENNIAL

5. RESPONSE RATE

UNKNOWN.

6. HIGHLIGHTS LOWEST LEVEL OF AGGREGATION IS ON INDIVIDUAL INSTITUTE

D. RELATED STUDIES

1. SURVEYS FALL 1967, 1968, 1969 and 1971 (Prior to 1969 this survey was conducted on a yearly basis.)

2. PUBLICATIONS LIBRARY STATISTICS OF COLLEGES AND UNIVERSITIES, INSTITUTIONAL DATA, PART A, FALL 1971: BASIC INFORMATION OF COLLECTIONS, STAFF AND EXPENDITURES (HE 5.215:15023-71); LIBRARY STATISTICS OF COLLEGES AND UNIVERSITIES, INSTITUTIONAL DATA, PART B, FALL 1971: BASIC INFORMATION ON INDEXES, STAFF AND DEVELOPMENT AREAS (HE 5.215:15023-71); LIBRARY STATISTICS OF COLLEGES AND UNIVERSITIES, FALL 1971, ANALYTIC REPORT (PART C) (OE-74-11417)

IF SPONSORING AGENCY IS NOT NCES (Specify)

LEGEND
 DATA ELEMENT TYPE STANDARDS
 AN - Alphanumeric, left justified, space filled
 N - Numeric display, right justified, leading zeros

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PART IV - DATA ELEMENT DESCRIPTION

TITLE
 HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
FICE Code	N	001-006	6	Top of Page	Federal Interagency Committee on Education (FICE) code. Unique for each institution or other entity that has been identified. The range is 001000 - 029999.
Publication Sequence	N	007-012	6		Combination of Office of Education (OE) state code and sequence number to sort file into desired sequence for publication.
OE State Code	N	007-008	2		OE state (10-67) code of parent institution. (See Common Table #1.)
Sequence Number	N	009-012	4	Generated	Numeric sequence code to alphabetize, within each state, each institution. These numbers are usually assigned with breaks of 10 to permit insertions. Initialized and reassigned each survey year.
Institute ID	AN	013-016	4		Identifies either a multicampus institution encompassing two or more campuses, or a system of institutions encompassing two or more institutions, any of which may have its own branch campus(es).
System Code	AN	013-013	1		As a system or multicampus institution is identified within a state, it is given a common alpha identification (A to Z; A = First, B = Second, etc.) for all institutions within the group.

LEGEND
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PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (From-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Institute ID (Continued)					
Sequence Code	N	014-015	2		Sequencing code within a system or multicampus institution. (See Common Table #2, "System Code" and accompanying definitions.)
Status Code	AN	016-016	1	Item 7	Identifies type of entity, i.e., Main or Branch. (See Common Table #2.)
OE Code	N	017-020	4		Old code prior to assignment of FICE Codes. (No longer assigned as of HEGIS IV).
Sort Controls	AN	021-034	14		Institutional characteristics used to sort and select by geographical location or other characteristics.
Geographic Code	N	021-022	2		OE state code of actual location, if other than parent institution. (See Common Table #1.)
OE Region Code	N	023-023	1		Academic regional groups. (See Common Table #7.)
OBE Region Code	N	024-024	1		Department of Commerce, Office of Business Economics Regions. (See Common Table #6.)
Race Code	N	025-025	1		Predominant race of student body. <u>NOTE:</u> This field has not been updated since HEGIS began and all new institutions are assumed to be white. 1 = White 2 = Black

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TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Table Controls (Continued)					
Control Code	N	026-026	1		Type of control. 0 = Combination public and private 1 = Public only 2 = Private only
Institute Code	AN	027-027	1		Indicates whether institution is a 2 year or 4 year institution. (See Common Table #9.)
Sex Code	N	028-028	1		Sex of student body. 1 = Male 2 = Female 3 = Coeducational 4 = Coordinate
Filler	AN	029-031	3		Blank or zero filled.
Offering Level	N	032-033	2		Indicates highest level of offering. (See Common Table #8.)

PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971	FILE NAME
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DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Sort Controls (Cont'd)					
Calendar System	N	034-034	1		Indicates calendar system for institution. 1 = Semester 2 = Quarter 3 = Trimester 4 = 4/1/4 5 = Other
Reclassification Code	N	035-035	1		Reclassifies institution based on numbers and types of degrees granted over a 3 year period and other institutional characteristics. This code is used to sort into proper sequence. (See Common Table #11.)
Filler	AN	036-038	3		Blank.
Current Enrollment	N	039-045	7		Enrollment, from prior Opening Fall Enrollment Survey and enrollment ranges.
Range Code	N	039-039	1		Range codes for enrollment. (See Common Table #12.)
Enrollment	N	040-046	6		Total number of students enrolled.
Institute Name	AN	046-070	25		Name of reporting institution, abbreviated where necessary, with most significant term first, i.e., ALABAMA, UNIV OF.
FICE Code	N	071-076	6	Top of Page	Same as Record Positions 001-006 and is part of the input record.

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TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Restriction Code	N	077-077	1		Indicates restricted data whose dissemination, outside ASE, in raw form, has been so identified by the surveyed institution. The data may be used in aggregates, etc. where its individual identification will be lost. 0 = Not restricted 1 = Restricted Blank = No entry
Imputation Code	N	078-078	1		Indicates whether data has been imputed. Blank or 0 = Unimputed 1 = Entire institution imputed
Record ID	N	079-083	5	OE FORM 2300-5,4/71	Identifies the record by PART.
Part ID	N	079-081	3		Derived from the alphabetic part designator of the source survey form. 100 = Part I 200 = Part II 300 = Part III 400 = Part IV 500 = Part V
Sub Number	N	082-083	2		The Sub Number identifies specific areas of the survey form. <u>EXAMPLE</u> : Record ID 10001 indicates the record contains the data of Part I, Line 10, Column 1 and 2 and Line 11, Column 1 and 2. Record ID 20001 indicated the record contains the data of

Part II-Section A, Line 15, Columns 1 through 8.

LEGEND
 DATA ELEMENT TYPE STANDARDS

(Reserve)

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PART IV - DATA ELEMENT DESCRIPTION

TITLE

FILE NAME

HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Unknown	AN	084-086	3	Generated	Unknown.
Filler	AN	087-089	4		Blank.
Survey Data	N	090-149	60	OE FORM 2300-5, 4/71	Specific survey data. If there is no data entry, the field(s) is zero filled. Parts I, II, III and IV of the survey form will be identified below by Record Number and each record will redefine Record Positions 090-149.
		<u>FORMAT 01:</u>	DESCRIBES	RECORD 10001 AND 10002 - LIBRARY COLLECTIONS. PART I	
Record 10001	N	090-149	60	Part I	Identifies the number of volumes and government documents added and held during the 1970-71 academic year.
Volumes Added	N	090-099	10	Line 10, Column (1)	Number of volumes added.
Volumes Held	N	100-109	10	Line 10, Column (2)	Number of volumes held.
Government Documents Added	N	110-119	10	Line 11, Column (1)	Number of government documents added not reported as volumes.
Government Documents Held	N	120-129	10	Line 11, Column (2)	Number of government documents held not reported as volumes.
Filler	N	130-149	20		Zero filler.

LEGEND
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PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1975

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Record 10002	N	090-149	60	Part I	Identifies the number of microforms, periodicals and reels of microfilm added and held during the 1970-71 academic year.
Microfilm Added	N	090-099	10	Line 12, Column (1)	Number of reels of microfilm added.
Microfilm Held	N	100-109	10	Line 12, Column (2)	Number of reels of microfilm held.
Microform Added	N	110-119	10	Line 13, Column (1)	Number of microforms added.
Microform Held	N	120-129	10	Line 13, Column (2)	Number of microforms held.
Periodical Titles Added	N	130-139	10	Line 14, Column (1)	Number of periodical titles (excluding duplicates) added.
Periodical Titles Held	N	140-149	10	Line 14, Column (2)	Number of periodical titles (excluding duplicates) held.
		<u>FORMAT 02</u>		DESCRIBES RECORD 20001 THROUGH 20004 - NUMBER OF POSITIONS FOR LIBRARY STAFF SERVING ON A REGULAR (NON-HOURLY) BASIS, FALL 1971. PART II-SECTION A.	
Record 20001	N	090-149	60	Part II, Section A, Line 15	Identifies professional librarians, including chief librarian.
9-10 Men	N	090-096	7	Column (1)	Number of men on 9-10 month contract.

PART IV - DATA ELEMENT DESCRIPTION

TITLE
 HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from-to) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)
Record 20001 (Cont'd)					
9-10 Women	N	097-103	7	Column (2)	Number of women on 9-10 month contract.
11-12 Men	N	104-110	7	Column (3)	Number of men on 11-12 month contract.
11-12 Women	N	111-117	7	Column (4)	Number of women on 11-12 month contract.
9-10 Vacant	N	118-124	7	Column (5)	Number of 9-10 month positions vacant.
11-12 Vacant	N	125-131	7	Column (6)	Number of 11-12 month positions vacant.
Contributed Service	N	132-138	7	Column (7)	Number of professional librarian contributed service staff.
Total	N	139-145	7	Column (8)	Total of Columns (1) through (7).
Filler	N	146-149	4		Zero filled.
Record 20002	N	090-149	60	Part II- Section A, Line 16	Identifies professional library staff other than librarians.
9-10 Men	N	090-096	7	Column (1)	Number of men on 9-10 month contract.
9-10 Women	N	097-103	7	Column (2)	Number of women on 9-10 month contract.
11-12 Men	N	104-110	7	Column (3)	Number of men on 11-12 month contract.
11-12 Women	N	111-117	7	Column (4)	Number of women on 11-12 month contract.
9-10 Vacant	N	118-124	7	Column (5)	Number of 9-10 month positions vacant.
11-12 Vacant	N	125-131	7	Column (6)	Number of 11-12 month positions vacant.
Contributed Service	N	132-138	7	Column (7)	Number of professionals, other than librarians in contributed service staff.

LEGEND
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PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Record 20002 (Cont'd)					
Total	N	139-145	7	Column (8)	Total of Columns (1) through (7).
Filler	N	146-149	4		Zero filled.
Record 20003	N	090-149	60	Part II - Section A, Line 17	Identifies clerical and other non-professional staff.
9-10 Men	N	090-096	7	Column (1)	Number of men on 9-10 month contract.
9-10 Women	N	097-103	7	Column (2)	Number of women on 9-10 month contract.
11-12 Men	N	104-110	7	Column (3)	Number of men on 11-12 month contract.
11-12 Women	N	111-117	7	Column (4)	Number of women on 11-12 month contract.
9-10 Vacant	N	118-124	7	Column (5)	Number of 9-10 month positions vacant.
11-12 Vacant	N	125-131	7	Column (6)	Number of 11-12 month positions vacant.
Contributed Service	N	132-138	7	Column (7)	Number of clerical and other non-professional contributed service staff.
Total	N	139-145	7	Column (8)	Total of Columns (1) through (7).
Filler	N	146-149	4		Zero filled.
Record 20004	N	090-149	60	Part II - Section A, Line 1	Totals of Lines 15 through 17, by column, of number of positions for library staff serving on a regular (non-hourly) basis, Fall 1971.
9-10 Men Total	N	090-096	7	Column (1)	Total number of men on 9-10 month contract.

LEGEND
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PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Record 20004 (Cont'd)					
9-10 Women Total	N	097-103	7	Column (2)	Total number of women on 9-10 month contract.
11-12 Men Total	N	104-110	7	Column (3)	Total number of men on 11-12 month contract.
11-12 Women Total	N	111-117	7	Column (4)	Total number of women on 11-12 month contract.
9-10 Vacant Total	N	118-124	7	Column (5)	Total number of 9-10 month positions vacant.
11-12 Vacant Total	N	125-131	7	Column (6)	Total number of 11-12 month positions vacant.
Contributed Service Total	N	132-138	7	Column (7)	Total number of contributed service staff.
Grand Total	N	139-145	7	Column (8)	Total of Column (1) through (7).
Filler	N	146-149	4		Zero filled.
		<u>FORMAT 03</u>	DESCRIBES	RECORD 20005 THROUGH 20008 - SALARY EXPENDITURES FOR REGULAR (NON-HOURLY LIBRARY STAFF AND SALARY EQUIVALENTS FOR CONTRIBUTED SERVICES LIBRARY STAFF,	1970-71. PART II-SECTION B.
Record 20005	N	090-149	60	Part II - Section B, Line 19	Identifies professional librarians, including chief librarian.
Total 9-10	N	090-099	10	Column (1)	Total 9-10 month contracted professional librarians.
Total 11-12	N	100-109	10	Column (2)	Total 11-12 month contracted professional librarians.
Total Contributed Service	N	110-119	10	Column (3)	Total professionals on contributed service staff.

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TITLE
 HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Record 20005 (Cont'd)					
Total	N	120-129	10	Column (4)	Total of Columns (1) through (3).
Filler	N	130-149	20		Zero filled.
Record 20006	N	090-149	60	Part II - Section B, Line 20	Identifies professional library staff other than librarians.
Total 9-10	N	090-099	10	Column (1)	Total 9-10 month contracted 'other' professionals.
Total 11-12	N	100-109	10	Column (2)	Total 11-12 month contracted 'other' professionals.
Total Contributed Services	N	110-119	10	Column (3)	Total 'other' professionals on contributed service staff.
Total	N	120-129	10	Column (4)	Total of Columns (1) through (3).
Filler	N	130-149	20		Zero filled.
Record 20007	N	090-149	60	Part II - Section B, Line 21	Identifies clerical and other non-professional staff.
Total 9-10	N	090-099	10	Column (1)	Total 9-10 month contracted clerical and other non-professional staff.
Total 11-12	N	100-109	10	Column (2)	Total 11-12 month contracted clerical and other non-professional staff.
Total Contributed Service	N	110-119	10	Column (3)	Total clerical and other non-professional contributed service staff.

LEGEND
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PART IV - DATA ELEMENT DESCRIPTION

TITLE
 HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from-to) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)
Record 20007 (Cont'd)					
Total	N	120-129	10	Column (4)	Total of Columns (1) through (3).
Filler	N	130-149	20		Zero filled.
Record 20008	N	090-149	20	Part II - Section B, Line 22	Totals of Lines 19 through 21, by column, of salary expenditures for regular library staff, and salary equivalents for contributed services staff.
9-10 Total	N	090-099	10	Column (1)	Total number of 9-10 month contracts.
11-12 Total	N	100-109	10	Column (2)	Total number of 11-12 month contracts.
Contributed Service Total	N	110-119	10	Column (3)	Total number of contributed service staff.
Grand Total	N	120-129	10	Column (4)	Total of Lines (1) through (3).
Filler	N	130-149	20		Zero filled.
		<u>FORMAT 04</u>		DESCRIBES RECORDS 20009 AND 20010 - NUMBER OF HOURS OF ASSISTANCE AND EXPENDITURES FOR WAGES OF LIBRARY STAFF SERVING ON AN HOURLY BASIS, 1970-71. PART II - SECTION C.	
Record 20009	N	090-149	60	Part II - Section C, Line 23	Identifies staff members whose full wages are charged to the library's accounts (i.e., excludes staff working on College Work-Study or similar programs).

LEGEND
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PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(i)</i>	DATA ELEMENT TYPE <i>(h)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Record 20009 (Cont'd)					
Hours Of Assistance	N	090-099	10	Column (1)	Number of hours of assistance of staff serving on a hourly basis.
Expenditures Charged	N	100-109	10	Column (2)	Expenditures for wages of hourly staff charged to library.
Filler	N	110-149	40		Zero filled.
Record 20010	N	090-149	60	Part II - Section C, Line 24	Identifies staff members in the College Work-Study program or other programs for which the library makes partial or no payment.
Hours Of Assistance	N	090-099	10	Column (1)	Number of hours of assistance of staff serving on a hourly basis.
Expenditures Charged	N	100-109	10	Column (2)	Expenditures for wages of hourly staff charged to library.
Expenditures Not Charged	N	110-119	10	Column (3)	Expenditures for wages of hourly staff not charged to library.
Filler	N	120-149	30		Zero filled.
		<u>FORMAT 05</u>	DESCRIBES	RECORDS 30001	THROUGH 30005 - LIBRARY OPERATING EXPENDITURES, 1970-71 AND BUDGET 1971-72. PART III.
Record 30001	N	090-149	10	Line 25, 26 & 27, Column (1) & (2)	Identifies expenditures and budget for printed and non-printed materials and for binding and rebinding.
Expenditures/Books	N	090-099	10	Line 25, Column (1)	Expenditures for books and other printed materials, including those in microform.

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PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Record 30001 (Cont'd)					
Budgeted/Books	N	100-109	10	Line 25, Column (2)	Budgeted expenditures for books and other printed materials, including those in microform.
Expenditures/Audio	N	110-119	10	Line 26, Column (1)	Expenditures for audiovisual and other nonprinted materials (excluding materials in microform).
Budgeted/Audio	N	120-129	10	Line 26, Column (2)	Budgeted expenditures for audiovisual and other nonprinted materials (excluding materials in microform).
Expenditures/ Binding	N	130-139	10	Line 27, Column (1)	Expenditures for binding and rebinding.
Budgeted/Binding	N	140-149	10	Line 27, Column (1)	Budgeted expenditures for binding and rebinding.
Record 30002	N	090-149	60	Line 28,29,30, Column (1)&(2)	Identifies expenditures and budget for automation services, library services and operating charges.
Expenditures/ Automation	N	090-099	10	Line 28, Column (1)	Expenditures for automation services.
Budgeted/Automation	N	100-109	10	Line 28, Column (2)	Budgeted expenditures for automation services.
Expenditures/ Library	N	110-119	10	Line 29, Column (1)	Expenditures for library service provided for any components outside institution's own library.
Budgeted/Library	N	120-129	10	Line 29, Column (2)	Budgeted expenditures for library service provided for any components outside institution's own library.

LEGEND
 DATA ELEMENT TYPE STANDARDS
 AN - Alphanumeric, left justified, space filled
 N - Numeric display, right justified, leading zeros

(Reserve)

PART IV - DATA ELEMENT DESCRIPTION

TITLE					FILE NAME
HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971					
DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (from-to)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
(a)	(b)	(c)	(d)	(e)	(f)
Record 30002 (Cont'd)					
Expenditures/Other	N	130-139	10	Line 30, Column (1)	Expenditures for other operating charges, other than salaries and wages, to library.
Budgeted/Other	N	140-149	10	Line 30, Column (2)	Budgeted expenditures for other operating charges, other than salaries and wages, to library.
Record 30003					
Expenditures/Total	N	090-149	60	Line 31&32, Column (1)&(2)	Identifies total expenditures for library, other than salaries and wages (Sum of Lines 25 through 30) and salary of regular library staff and salary equivalents.
Budgeted/Expenditures/Total	N	090-099	10	Line 31, Column (1)	Total library expenditures, other than salaries and wages.
Salary Expenditures/Total	N	100-109	10	Line 31, Column (2)	Total library budgeted expenditures, other than salaries and wages.
Budgeted Salary Expenditures/Total	N	110-119	10	Line 32, Column (1)	Total salary expenditures of regular (non-hourly) library staff and salary equivalents of library contributed services staff.
Filler	N	120-129	10	Line 32, Column (2)	Total budgeted salary expenditures of regular (non-hourly) library staff and salary equivalents of library contributed services staff.
Record 30004					
	N	130-149	20		Zero filled.
	N	090-149	60	Line 33&34, Column (1)&(2)	Identifies total wage expenditures and grand totals.

PART IV - DATA ELEMENT DESCRIPTION

TITLE					FILE NAME
HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971					
DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Record 30004 (Cont'd)					
Wage Expenditures/ Total	N	090-099	10	Line 33, Column (1)	Total expenditures for wages of library staff serving on a hourly basis.
Wage Budgeted Expenditures/Total	N	100-109	10	Line 33, Column (2)	Total budgeted expenditures for wages of library staff serving on a hourly basis.
Grand Total/ Expenditures	N	110-119	10	Line 34, Column (1)	Grand total operating expenditures, including salaries and wages (Sum of Lines 31, 32 and 33).
Grand Total/Budget- ed Expenditures	N	120-129	10	Line 35, Column (2)	Grand total of budgeted operating expenditures, including salaries and wages (Sum of Line 31, 32 and 33).
Filler	N	130-149	20		Zero filled.
Record 30005	N	090-149	60	Item 36	Identifies type of library.
Public	N	090-090	1		Indicates public library. Zero filled when unused.
Industrial	N	091-091	1		Indicates industrial library. Zero filled when unused.
Military	N	092-092	1		Indicates military library. Zero filled when unused.
Other Academic	N	093-093	1		Indicates other academic library. Zero filled when unused.
Other Type	N	094-094	1		Indicates type of library is other than academic. Zero filled when unused.
Filler	N	095-149	55		Zero filled.

AN - Alphanumeric, left justified, space filled

N - Numeric display, right justified, leading zeros

PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
		FORMAT 06:	DESCRIBES	RECORD 40001 -	FUNDS RECEIVED FOR LIBRARY SERVICES PROVIDED TO
Record 40001	N	090-149	60	Item 38 & 40	OUTSIDE OF YOUR INSTITUTION, 1970-71. PART IV. Indicates amount of funds received for services outside institution and the type of library from which they were received.
Type of Library	N	090-094	5	Item 38	Type of library from which funds were received.
Public	N	090-090	1		Indicates public library. Zero filled when unused.
Industrial	N	091-091	1		Indicates industrial library. Zero filled when unused.
Military	N	092-092	1		Indicates military library. Zero filled when unused.
Other Academic	N	093-093	1		Indicates other academic library. Zero filled when unused.
Other Type	N	094-094	1		Indicates type of library is other than academic. Zero filled when unused.
Filler	N	095-140	45		Zero filled.
Funds Received	N	141-149	10		Total funds received for services outside institution.
		FORMAT 07:	DESCRIBES	RECORD 50001 -	DEVELOPMENTAL AREAS: INTERLIBRARY COOPERATION,
Record 50001	N	090-149	60	Item 42,43,44& 45	COMMUNITY OUTREACH, AUDIOVISUAL AND/OR OTHER NONPRINT MATERIALS, FALL 1971. PART V. Identifies special characteristics of library.

PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Record 50001 (Cont'd)					
Interlibrary	N	090-094	5	Item 42	Identifies interlibrary cooperation characteristics. This item has five parts; the unused parts are zero filled.
Part 1	N	090-090	1		Does your library provide materials on interlibrary loan?
Part 2	N	091-091	1		Does your library receive materials on interlibrary loan?
Part 3	N	092-092	1		Does your library provide copies in lieu of interlibrary loan?
Part 4	N	093-093	1		Does your library share computer facilities with other libraries?
Part 5	N	094-094	1		Does your library participate in cooperative acquisition programs?
Title III Participation	N	095-100	6	Item 43	Identifies libraries participation in Title III, LSCA programs. This item has six parts; the unused parts are zero filled.
Part 1	N	095-095	1		Bibliographic services.
Part 2	N	096-096	1		Communications network.
Part 3	N	097-097	1		Reference services.
Part 4	N	098-098	1		Technical processing services.
Part 5	N	099-099	1		Other Title III LSCA projects.

PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Record 50001 (Cont'd)					
Part 6	N	100-100	1		Library does <u>not</u> participate in Title III LSCA programs.
Extended User Privileges	N	101-108	8	Item 44	Identifies type of extended user privileges provided by library. Eight parts; zero filled.
Part 1	N	101-101	1		Other higher education institutions
Part 2	N	102-102	1		Educational agencies other than higher education institutions.
Part 3	N	103-103	1		Educationally disadvantaged.
Part 4	N	104-104	1		Culturally disadvantaged.
Part 5	N	105-105	1		Handicapped.
Part 6	N	106-106	1		Retired.
Part 7	N	107-107	1		Community at large.
Part 8	N	108-108	1		Other.
Distribution	N	109-111	3	Item 45	Identifies whether institution has a centralized organized collection of audiovisual and/or other nonprint materials for faculty and/or students and if so, how administered.
Part 1	N	109-109	1		A part of the library.
Part 2	N	110-110	1		An independent unit of the institution, other than library.

AN - Alphanumeric, left justified, space filled

N - Numeric display, right justified, leading zeros

PART IV - DATA ELEMENT DESCRIPTION

TITLE HEGIS VI - COLLEGE AND UNIVERSITY LIBRARIES, FALL 1971

FILE NAME

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION (from-to) <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Record 50001 (Cont'd)					
Part 3	N	111-111	1		A part of another academic or service unit of the institution.
Filler	N	112-149	38		Zero filled.
Filler	N	150-150	1		Zero filled.
Update Cycles	N	151-154	4	Generated	Identifies the update cycle in which the record was processed, both initially and at any point in which the record may have been updated.
Entry	N	151-152	2		The update cycle in which the record was initially created in the file.
Update	N	153-154	2		The latest update cycle in which action was taken on the record.
Imputation ID	N	155-162	8	Generated	Indicates which data cell(s) (from 1 to 8), in the record, has been imputed. When a data cell(s) is unimputed, the field is zero filled. <u>EXAMPLE:</u> A '1' in Record Position 157-157 = third data cell is imputed.
Filler	N	163-169	7		Zero filled.
Survey Indicator	N	170-170	1	Generated	Unknown.

HIGHER EDUCATION GENERAL INFORMATION SURVEY

COLLEGE AND UNIVERSITY LIBRARIES, 1971

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

O.M.B. NO. 51-R0665
APPROVAL EXPIRES: 3/31/72
1. INSTITUTION CODE NUMBER
2. DUE DATE
Not later than October 1, 1971

Items 1, 3, 4, 5, and 6 MUST be completed by all institutions. If applicable, complete Items 7 and 8. Submit a separate survey form for each of the campuses or branch campuses of the institution. If it is impossible to provide separate data for any branch campus, and the data for that branch must be included in the parent institution's report, indicate this in item 8 below.

3. NAME AND MAILING ADDRESS OF INSTITUTION OR CAMPUS COVERED BY THIS REPORT (Include city, State, and ZIP code)	4. NAME AND TITLE OF RESPONDENT 5. TELEPHONE NUMBER OF RESPONDENT (Area code, local number and extension)
---	--

6. THE INSTITUTION COVERED BY THIS REPORT IS (Check only one)

<input type="checkbox"/> (a) A SINGLE-CAMPUS INSTITUTION	<input type="checkbox"/> (b) A MAIN CAMPUS ("Parent" institution) WITH ONE OR MORE BRANCH CAMPUSES AND/OR OTHER CAMPUSES (Specify in Item 8 below)
<input type="checkbox"/> (c) A BRANCH CAMPUS OF A PARENT INSTITUTION (Write the name of parent institution below)	<input type="checkbox"/> (d) ONE OF THE ADMINISTRATIVELY EQUAL CAMPUSES OF A MULTI-CAMPUS INSTITUTION

7. IF THE INSTITUTION COVERED BY THIS REPORT IS INCLUDED IN AN "INSTITUTIONAL SYSTEM", WRITE THE NAME OF THE SYSTEM BELOW.

8. PARENT INSTITUTIONS (As checked in item 6b) SHOULD LIST THE NAMES OF ALL THEIR BRANCH CAMPUSES BELOW. USE THE FIRST COLUMN TO SHOW WHETHER DATA FOR ANY OF THESE UNITS ARE INCLUDED WITH THE DATA FOR THE "PARENT" IN THIS REPORT.

ARE DATA FOR THIS UNIT INCLUDED IN THIS REPORT?	NAME OF BRANCH CAMPUS AND/OR OTHER CAMPUS	ADDRESS (City, State, and ZIP code)
<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> YES <input type="checkbox"/> NO		

DEFINITIONS

MULTI-CAMPUS INSTITUTION. An organization bearing a resemblance to an institutional system, but unequivocally designated as a single institution with either of two organizational structures: (1) an institution having two or more campuses responsible to a central administration (which central administration may or may not be located on one of the administratively equal campuses) or (2) an institution having a main campus with one or more branch campuses attached to it.

MAIN CAMPUS. In those institutions comprised of a main campus and one or more branch campuses, the main campus (sometimes called the parent institution) is usually the location of the core, primary, or most comprehensive program. Unless the institution-wide or central administrative office for such institutions is reported to be at a different location, the main campus is also the location of the central administrative office.

BRANCH CAMPUS. A campus of an institution of higher education which is organized on a relatively permanent basis (i.e., has a relatively permanent administration), which offers an organized program or programs of work of at least 2 years (as opposed to courses), and which is located in a community different from that in which its parent institution is located. To be considered in a community different from that of the parent institution, a branch shall be located beyond a reasonable commuting distance from the main campus of the parent institution.

INSTITUTIONAL SYSTEM. A complex of two or more institutions of higher education, each separately organized or independently complete, under the control or supervision of a single administrative body.

RESERVED FOR U.S. OFFICE OF EDUCATION USE ONLY	01	(1) FTE TOTAL OPENING FALL ENROLLMENT	(2) FTE POSTBACCALAUREATE ENROLLMENT	(3) FTE TOTAL PROFESSIONAL EMPLOYEES	(4) TOTAL EDUCATIONAL AND GENERAL EXPENDITURES \$
	02	(1) OTHER SERVICE PROGRAM EXPENDITURES \$	(2) SUM OF ITEMS 01(4) AND 02(1) \$	(3) LIBRARY EXPENDITURES \$	(4) SALARY, CHIEF LIBRARIAN \$

EXPLANATIONS AND INSTRUCTIONS

In this form, basic data are requested on the collections, staff, and expenditures for college and university libraries. The compilations of these data have proved to be valuable tools for administrators, chief librarians, and others concerned with the improvement of library services to higher education. The data also will assist in the administration of Title II of the Higher Education Act and other programs sponsored by State and Federal agencies.

The questionnaire has been simplified and made more relevant to today's academic libraries, compared with the preceding form of Fall, 1969. The items concerning mean salary and the distribution of full-time library staff by salary are not included in this form, to avoid duplication with the American Library Association's Salary Survey for 1970.

In addition to the collection of library operating expenditure data for 1970-71, such data are requested also for the current academic year, as expressed in the 1971-72 budget. New Parts IV and V have been added, to ascertain the developments regarding library services provided to clientele outside of your institution, interlibrary cooperation, community outreach, and audiovisual and/or other nonprint materials.

GENERAL INSTRUCTIONS

A. TIME PERIODS COVERED. Two periods of time (1970-71 and 1971-72) and two points of time (end-of-year 1970-71 and fall 1971) are involved in this survey. Library collection data (Part I) should be reported for both 1970-71 and end-of-year 1970-71. Salary expenditure data (Part II, Section B), hourly staff data (Part II, Section C), and funds received for library services provided to clientele outside of your institution (Part IV) should be reported only for 1970-71. Library operating expenditures (Part III) should be reported for both 1970-71 and the current academic year as expressed in the budget for 1971-72. The number of positions for the regular (non-hourly) staff (Part II, Section A) and the developmental areas data (Part V) should be reported as of fall 1971.

B. LIBRARY UNITS COVERED. Report consolidated data for all library units of your campus and for all library services provided by your library to clientele of your own institution as well as to clientele outside of your institution.

Fill out a separate form for the main campus and for each branch or other campus. Do not fill out separate forms for extension centers and research installations. Information concerning extension center libraries and research installation libraries should be reported on the form for the main campus; in the case of administratively equal campuses of a multi-campus institution, extension center libraries and research installation libraries should be reported on the form for the most closely related campus. Data on library services in separately budgeted research ("R and D") centers should be included on the form for the appropriate campus.

If it is necessary to omit library data for any part of your campus, such as a law school library or a medical school library, write the name and address of the library unit(s) omitted from this report in item 9. Do not use item 9 to list library units whose data you included on this form.

C. NEED FOR ESTIMATES. Do not leave any items blank. Enter "0" if the appropriate entry for an item is zero or "none." If an exact figure is not available for a particular item, but the amount is known to be greater than zero, ENTER AN ESTIMATE of the amount. Indicate the estimated data by parentheses (). Estimates are important if exact data are not available for items such as the volume and item equivalents of material in microform (lines 12 and 13), for Work-Study wages not charged to the library (line 24, column (3)), or for salary expenditures of library staff serving on a regular basis, and salary equivalents of contributed services library staff, 1970-71 (lines 19 through 22). Items left blank may be misinterpreted and result in errors in the data-processing operations. Please request help from your business office in providing library expenditure and budget data.

D. QUESTIONS. If you have questions or need more copies of this form, please telephone Dr. Stanley V. Smith, (202) 963-4587 (Library Surveys Branch, National Center for Educational Statistics, 400 Maryland Avenue, SW., Washington, D.C. 20202).

SPECIFIC INSTRUCTIONS

PART I - LIBRARY COLLECTION, 1970-71

E. VOLUME. For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hard-bound or paperbound, which has been cataloged, classified, and/or made ready for use.

F. PRINTED GOVERNMENT DOCUMENTS. A printed government document is any publication in book or serial form bearing a government imprint, e.g., the publications of Federal, State, local, and foreign governments and of world organizations, such as United Nations, European Common Market, etc.

G. MICROFORM AND MICROFILM. All forms of microform (including microfilm) are to be excluded from lines 10 and 11, but ARE TO BE REPORTED SEPARATELY on lines 12 and 13. If the number of reels or other units of microform are not separately available in your records, please estimate their number for purposes of providing separate data here.

H. PERIODICALS. A periodical is a publication issued in parts that usually contain articles by several contributors. It generally has a distinctive title and the successive numbers or parts are intended to appear at stated intervals, usually for an indefinite period.

PART II - LIBRARY STAFFING, FALL 1971, AND LIBRARY EXPENDITURES FOR SALARIES AND WAGES, 1970-71

I. REGULAR AND HOURLY STAFF. REGULAR STAFF is defined as staff in full-time and part-time positions, usually serving with salary contracts. HOURLY STAFF is defined as non-regular staff. If your library has staff members who are paid on an hourly basis but who fill positions for which contract salaries are paid in most other libraries, it is preferable for the purposes of this survey to report such staff with the REGULAR STAFF. It is essential that positions b

reported as EITHER regular staff positions OR hourly staff positions, but NOT IN BOTH CATEGORIES. The fall 1971 number of REGULAR STAFF positions, filled (*men and women*) and vacant, 9 - 10 months and 11 - 12 months, should be reported only in columns (1) through (6) for lines 15 through 18. The salary expenditures for REGULAR STAFF, 1970-71, should be reported only in columns (1) and (2) for lines 19 through 22. The number of hours of assistance and the expenditures for wages of library staff serving on an HOURLY basis, 1970-71, should be reported only on lines 23 and 24. Note that column (3), line 24, on wages not charged to the library, is requested to round out data which otherwise would be incomplete.

J. LIBRARIAN, PROFESSIONAL, CLERICAL, AND OTHER STAFF. LIBRARIANS (*lines 15 and 19*) are defined as staff doing work that requires training and skill in the theoretical or scientific aspect of library work, as distinct from its mechanical or clerical aspect. PROFESSIONAL STAFF OTHER THAN LIBRARIANS (*lines 16 and 20*) are persons who, though not librarians, are in positions normally requiring at least a bachelor's degree. CLERICAL AND OTHER STAFF ON LIBRARY BUDGET (*lines 17 and 21*) are persons in technical assistance, receiving, shipping, storing, secretarial duties, etc. (*exclusive of custodial service*) who are specifically assigned to the library and are covered in the library budget.

K. CONTRIBUTED SERVICE STAFF. CONTRIBUTED SERVICE STAFF ordinarily should be reported only by religious institutions or institutions affiliated with religious or theological organizations. PUBLICALLY CONTROLLED institutions receiving contributed or volunteer service (*if any*) should EXCLUDE data on such service in this report.

L. FULL-TIME EQUIVALENTS OF REGULAR STAFF. The positions of all regular staff members (*other than those reported as hourly staff*) should be reported in terms of FULL-TIME EQUIVALENT (FTE) UNITS. Full-time equivalents are defined as the number of positions of a given staff level of persons who serve the library on a full-time basis, PLUS the full-time equivalent of any positions of the same staff level of persons who serve the library on LESS than a full-time basis. (*Assume that the term "full-time" is defined as it is used by your business office.*) For the purposes of completing lines 15 through 18, note the following examples of service which should be counted as a .5 FTE:

- a. A position for a person employed by your institution on a half-time basis throughout the year, and serving the library exclusively during that period.
- b. A position for a person employed by your institution on a full-time basis throughout the year, but who EITHER serves the LIBRARY only half-time during the year, OR serves the LIBRARY full-time during only one-half of the year.

PART III - LIBRARY OPERATING EXPENDITURES, 1970-71, AND BUDGET 1971-72

M. AMOUNT. Report only funds expended for the academic year 1970-71 and in the budget for the academic year 1971-72, regardless of when the funds may have been received from Federal, State, or other sources. Report all expenditure and budget figures as whole dollars only--OMIT CENTS.

N. SALARY EXPENDITURE DATA. To insure accurate reporting, please have your business officer assist with the entries made in lines 15 through 34, and 38. Include expenditures and budget data for contract salaries before any deductions, but exclude "fringe benefits" provided by your institution.

O. OPERATING EXPENDITURES OTHER THAN SALARIES. Expenditures for books and other printed materials (*line 25*) should INCLUDE expenditures for materials in micro form. Expenditures for audiovisual and other nonprint materials (*line 26*) should EXCLUDE expenditures for materials in microform. Audiovisual and other nonprint materials include: (1) slides, transparencies, filmstrips, and films OTHER THAN those whose primary purpose is the reduction in size of printed materials; (2) dial-access program materials audio-tape, video-tape, and disk (*phono-record*) recordings; and (3) study prints, art prints, art objects, posters, charts, diagrams, globes, maps, kits, and realia (*e.g., museum materials*). Do NOT include microforms with audiovisual and other nonprint materials. Expenditures for automation services (*line 28*) should include only such expenditures included in the LIBRARY budget. Other operating expenditures charged to your library, other than salaries and wages (*line 30*) should include expenditures for REPLACING equipment and furnishings; however, expenditures for capital outlay should be EXCLUDED from this form.

P. EXPENDITURES FOR LIBRARY SERVICE PROVIDED FOR ANY COMPONENTS OF YOUR INSTITUTION FROM OUTSIDE YOUR INSTITUTION'S OWN LIBRARY. Line 29 and items 35 through 37 are provided for the delineation of such services. For example, at times institutions start a branch campus in a place where fairly adequate temporary library service can be obtained from another nearby library, such as a public, industrial, military, or other academic library. While the new branch campus is developing its own library, the parent institution may arrange for library service to be provided from the outside source.

PART IV - FUNDS RECEIVED FOR SERVICES PROVIDED TO CLIENTELE OUTSIDE OF YOUR INSTITUTION, 1970-71

Q. There is an increasing tendency for academic libraries to provide specialized services beyond those covered by ordinary interlibrary transactions. Items 38 through 41 are provided to show the incidence and magnitude of such services.

PART V - DEVELOPMENTAL AREAS: INTERLIBRARY COOPERATION, COMMUNITY OUTREACH, AUDIO-VISUAL AND/OR OTHER NONPRINT MATERIALS, FALL 1971

R. Cooperation among academic and other types of libraries, the extension of user privileges beyond an institution's own students, faculty, and staff, and the provision by academic institutions of a centralized, organized collection of audiovisual and/or other nonprint materials, are developmental areas that are expanding greatly. Items 42 through 45 are provided to indicate the strengths of these trends.

9. LIBRARY UNIT(S) OMITTED FROM THIS REPORT (See Instruction B)		ZIP CODE
NAME OF OMITTED LIBRARY UNIT	ADDRESS OF OMITTED LIBRARY UNIT	

PART I - LIBRARY COLLECTION, 1970-71 (See Instructions A through H)

CATEGORY OF RESOURCES	LINE NO.	ADDED DURING YEAR (1)	HELD AT END OF YEAR (2)
NUMBER OF VOLUMES	10		
NUMBER OF PRINTED GOVERNMENT DOCUMENTS THAT WERE NOT REPORTED AS VOLUMES IN LINE 10	11		
NUMBER OF REELS OF MICROFILM	12		
NUMBER OF PHYSICAL ITEMS OF ALL FORMS OF MICROFORM, EXCEPT MICROFILM	13		
NUMBER OF PERIODICAL TITLES (Excluding duplicates)	14		

PART II - LIBRARY STAFFING, FALL 1971; AND LIBRARY EXPENDITURES FOR SALARIES AND WAGES, 1970-71

SECTION A - NUMBER OF POSITIONS FOR LIBRARY STAFF SERVING ON A REGULAR (NON-HOURLY) BASIS, FALL 1971

(See instructions A, B, C, and I through L)

STAFF	LINE NO.	FULL-TIME EQUIVALENTS (FTE) OF REGULAR (Non-hourly) LIBRARY STAFF POSITIONS, AND LIBRARY CONTRIBUTED SERVICE STAFF, FALL 1971 (To nearest tenth)							
		STAFF SERVING ON A SALARIED BASIS						CONTRIBUTED SERVICE STAFF (7)	TOTAL (Sum of columns (1) through (7)) (8)
		FILLED				VACANT			
		9-10 MONTHS		11-12 MONTHS		9-10 MONTHS (5)	11-12 MONTHS (6)		
MEN (1)	WOMEN (2)	MEN (3)	WOMEN (4)						
LIBRARIANS INCLUDING CHIEF LIBRARIAN	15								
PROFESSIONAL STAFF OTHER THAN LIBRARIANS	16								
CLERICAL AND OTHER STAFF ON LIBRARY BUDGET	17								
TOTAL (Sum of lines 15, 16, and 17)	18								

SECTION B - SALARY EXPENDITURES FOR REGULAR (NON-HOURLY) LIBRARY STAFF, AND SALARY EQUIVALENTS FOR CONTRIBUTED SERVICES LIBRARY STAFF, 1970-71 (Whole dollars only) (See instructions A, B, C, I, J, K, M, and N)

STAFF	LINE NO.	STAFF SERVING ON A SALARIED BASIS		CONTRIBUTED SERVICE STAFF (3)	TOTAL (Sum of columns (1), (2), and (3)) (4)
		9-10 MONTHS (1)	11-12 MONTHS (2)		
LIBRARIANS INCLUDING CHIEF LIBRARIAN	19	\$	\$	\$	\$
PROFESSIONAL STAFF OTHER THAN LIBRARIANS	20	\$	\$	\$	\$
CLERICAL AND OTHER STAFF ON LIBRARY BUDGET	21	\$	\$	\$	\$
TOTAL (Sum of lines 19, 20, and 21)	22	\$	\$	\$	\$

SECTION C - NUMBER OF HOURS OF ASSISTANCE AND EXPENDITURES FOR WAGES OF LIBRARY STAFF SERVING ON AN HOURLY BASIS, 1970-71 (See instructions A, B, C, I, M and N)

STAFF	LINE NO.	NUMBER OF HOURS OF ASSISTANCE OF STAFF SERVING ON A HOURLY BASIS (1)	EXPENDITURES FOR WAGES OF HOURLY STAFF CHARGED TO LIBRARY (Whole dollars only) (2)	EXPENDITURES FOR WAGES OF HOURLY STAFF NOT CHARGED TO LIBRARY (Whole dollars only) (3)
STAFF MEMBERS WHOSE FULL WAGES ARE CHARGED TO THE LIBRARY'S ACCOUNTS (i.e., excludes staff working on College, Work-Study or similar programs)	23		\$	
STAFF MEMBERS IN THE COLLEGE WORK-STUDY PROGRAM OR OTHER PROGRAMS FOR WHICH THE LIBRARY MAKES PARTIAL OR NO PAYMENT	24		\$	\$

PART III - LIBRARY OPERATING EXPENDITURES, 1970-71 AND BUDGET 1971-72

(See instructions A, B, C, I, K, M, N, O, and P)

FUNCTION	LINE NO.	AMOUNT (Whole dollars only)	
		1970-71 (1)	BUDGET, 1971-72 (2)
EXPENDITURES FOR BOOKS AND OTHER PRINTED MATERIALS, INCLUDING THOSE IN MICROFORM	25	\$	\$
EXPENDITURES FOR AUDIOVISUAL AND OTHER NONPRINT MATERIALS (Do NOT include materials in microform)	26	\$	\$
EXPENDITURES FOR BINDING AND REBINDING	27	\$	\$
EXPENDITURES FOR AUTOMATION SERVICES	28	\$	\$
EXPENDITURES FOR LIBRARY SERVICE PROVIDED FOR ANY COMPONENTS OF YOUR INSTITUTION FROM OUTSIDE YOUR INSTITUTION'S OWN LIBRARY (See Item 35 and instruction P)	29	\$	\$
OTHER OPERATING EXPENDITURES CHARGED TO YOUR LIBRARY, OTHER THAN SALARIES AND WAGES	30	\$	\$
TOTAL LIBRARY EXPENDITURES OTHER THAN SALARIES AND WAGES (Sum of Lines 25 through 30)	31	\$	\$
TOTAL SALARY EXPENDITURES OF REGULAR (non-hourly) LIBRARY STAFF AND SALARY EQUIVALENTS OF LIBRARY CONTRIBUTED SERVICES STAFF	32	\$	\$
TOTAL EXPENDITURES FOR WAGES OF LIBRARY STAFF SERVING ON AN HOURLY BASIS	33	\$	\$
GRAND TOTAL OPERATING EXPENDITURES, INCLUDING SALARIES AND WAGES (Sum of Lines 31, 32, and 33)	34	\$	\$

35. GIVE NAME(S) OF THE LIBRARIES, AGENCIES, AND/OR OTHER ORGANIZATIONS THAT PROVIDE THE LIBRARY SERVICE(S) FOR WHICH EXPENDITURES ARE REPORTED ON LINE 29(I)

36. IF ITEM 35 IS "LIBRARY," CHECK TYPE OF LIBRARY
- (1) PUBLIC
 - (2) INDUSTRIAL
 - (3) MILITARY
 - (4) OTHER ACADEMIC
 - (5) OTHER TYPE (specify)

37. DESCRIBE SERVICE(S) PROVIDED

PART IV - FUNDS RECEIVED FOR LIBRARY SERVICES PROVIDED TO CLIENTELE OUTSIDE OF YOUR INSTITUTION, 1970-71 (See instructions A, B, C, and Q)

38. IF YOU INCLUDED IN PART III, OPERATING EXPENDITURES FOR SERVICES THAT YOUR LIBRARY PROVIDES TO CLIENTELE OUTSIDE OF YOUR INSTITUTION, INDICATE AMOUNT OF FUNDS RECEIVED IN 1970-71 FOR THESE SERVICES (Whole dollars only) →

38. \$

39. GIVE NAME(S) OF THE LIBRARIES, AGENCIES, AND/OR OTHER ORGANIZATIONS FROM WHICH THE AMOUNT IN ITEM 38 WAS RECEIVED

40. IF ITEM 39 IS "LIBRARY," CHECK TYPE OF LIBRARY
- (1) PUBLIC
 - (2) INDUSTRIAL
 - (3) MILITARY
 - (4) OTHER ACADEMIC
 - (5) OTHER TYPE (specify)

41. DESCRIBE SERVICE(S) PROVIDED

PART V - DEVELOPMENTAL AREAS: INTERLIBRARY COOPERATION, COMMUNITY OUTREACH, AUDIOVISUAL AND/OR OTHER NONPRINT MATERIALS, FALL 1971 (See instructions A, B, C, O, and R)

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DOES YOUR LIBRARY: *(Check applicable item(s))*

- (1) PROVIDE MATERIALS ON INTERLIBRARY LOAN
- (2) RECEIVE MATERIALS ON INTERLIBRARY LOAN
- (3) PROVIDE COPIES IN LIEU OF INTERLIBRARY LOAN
- (4) SHARE COMPUTER FACILITIES WITH OTHER LIBRARIES
- (5) PARTICIPATE IN COOPERATIVE ACQUISITION PROGRAMS

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CHECK PARTICIPATION OF YOUR LIBRARY IN TITLE III, LSCA PROGRAMS

- (1) BIBLIOGRAPHIC SERVICES
- (2) COMMUNICATIONS NETWORK
- (3) REFERENCE SERVICES
- (4) TECHNICAL PROCESSING SERVICES
- (5) OTHER TITLE III LSCA PROJECTS *(Specify)*
- (6) DOES NOT PARTICIPATE IN TITLE III LSCA PROGRAMS

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CHECK TYPE OF EXTENDED USER PRIVILEGES PROVIDED

- (1) OTHER HIGHER EDUCATION INSTITUTIONS
- (2) EDUCATIONAL AGENCIES OTHER THAN HIGHER EDUCATION INSTITUTIONS
- (3) EDUCATIONALLY DISADVANTAGED
- (4) CULTURALLY DISADVANTAGED
- (5) HANDICAPPED
- (6) RETIRED
- (7) COMMUNITY AT LARGE
- (8) OTHER *(Specify)*

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IF YOUR INSTITUTION HAS A CENTRALIZED ORGANIZED COLLECTION OF AUDIOVISUAL AND/OR OTHER NONPRINT MATERIALS FOR FACULTY AND/OR STUDENTS, INDICATE HOW IT IS ADMINISTERED

- (1) A PART OF THE LIBRARY
- (2) AN INDEPENDENT UNIT OF THE INSTITUTION, OTHER THAN LIBRARY
- (3) A PART OF ANOTHER ACADEMIC OR SERVICE UNIT OF THE INSTITUTION *(Specify)*

ATTACHMENT A
COMMON TABLES

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IEGIS XIII COMMON TABLES

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COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN IEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TIME PERIODS FOR IEGIS SURVEYS. TIMES GIVEN REFER TO THE DATA AND NOT THE TIME PERIOD IN WHICH THE DATA WAS COLLECTED.

SURVEY	ACRON	I	II	III	IV	V	VI	VII	VIII	IX	X
INSTITUTIONAL CHARACTERISTICS	INST CHAR	66-67	67-68	68-69	69-70	70-71	71-72	72-73	73-74	74-75	75-76
EARNED DEGREES	ED	JUL 66 JUN 68	JUL 68 JUN 67	JUL 67 JUN 68	JUL 68 JUN 69	JUL 69 JUN 73	JUL 70 JUN 71	JUL 71 JUN 72	JUL 72 JUN 73	JUL 73 JUN 74	JUL 74 JUN 75
EMPLOYEES	EMP	66-67	67-68	FALL 68*	69-70	70-71	71-72	72-73	NONE	74-75	75-76
FINANCE - FOM FISCAL YEAR ENDING	FIN	66	67	68	69	70	71	72	73	74	75
INITIATIVES (NOTE 3) (ACADEMIC)	LID	FALL 66	FALL 67	FALL 68	FALL 69	NONE	FALL 71	NONE	FALL 73	NONE	FALL 75
OPENING FALL ENROLLMENT	OFE (NOTE 4)	FALL 66	FALL 67	FALL 68	FALL 69 NOTE 2	FALL 70 NOTE 2	FALL 71	FALL 72	FALL 73	FALL 74	FALL 75
PHYSICAL FACILITIES AS OF 9/30	FAC	66	NONE	68	69	70	71	NONE	NONE	74	NONE
RESIDENCE AND MIGRATION	R&M/RES	NONE	NONE	FALL 68	NONE	NONE	NONE	FALL 72	NONE	NONE	FALL 75
STUDENTS ENROLLED FOR ADVANCED DEGREES	SEAD/AD	FALL 66	FALL 67	FALL 68	FALL 69	FALL 70	FALL 71	FALL 72	FALL 73	FALL 74	NOTE 1
STATE DIVISION POST BACCALAURIATE ENROLLMENT	UDPBE	NOTE 1	NOTE 1	NOTE 1	NOTE 1	NOTE 1	NOTE 1	NOTE 1	NOTE 1	NOTE 1	FALL 75
ADHD CONTINUING EDUCATION	ACE	NONE	NONE	67-68*	NONE	70-71*	NONE	NONE	NONE	NONE	NONE

* - SAMPLE SURVEY

NOTE 1 - STARTING WITH IEGIS X, THE DATA IN THE SEAD SURVEY IS INCLUDED IN THE UDPBE SURVEY.

NOTE 2 - 2 SURVEYS TAKEN: BASIC AND SUPPLEMENTAL.

NOTE 3 - ALSO INCLUDES DATA FOR PREVIOUS ACADEMIC YEAR.

NOTE 4 - IN IEGIS XI AND XIII, DATA FOR THE OFFICE FOR CIVIL RIGHTS WAS ALSO COLLECTED. NAME OF THE OFE SURVEY WAS CHANGED TO FALL ENROLLMENT AND COMPLIANCE REPORT (FECR).

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COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN IREGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TIME PERIODS FOR IREGIS SURVEYS (CONT'D).

SURVEY	ABBV	XI	XII	XIII	XIV	XV	XVI	XVII	XVIII	XIX	XX
INSTITUTIONAL CHARACTERISTICS	INST CHAN	76-77	77-78	78-79							
EARNED DEGREES	ED	JUL 76 JAN 76	JUL 76 JAN 77	JUL 77 JUN 78							
EMPLOYEES	EMP	76-77	77-78	78-79							
FINANCE - FIM FISCAL YEAR ENDING	FIN	76	77	78							
FINANCES (NOTE 3) (ACADEMIC)	LID	FALL 76	FALL 77	NONE							
OPENING FALL ENROLLMENT	OFE	FALL 76	FALL 77	FALL 78							
PHYSICAL FACILITIES AS OF 8/30	FAC	NONE	NONE	NONE							
RESIDENCE AND MIGRATION	R&M/ RES	NONE	NONE	NONE							
STUDENTS ENROLLED FOR ADVANCED DEGREES	SEAD/ AD	NOTE 1	NOTE 1	NOTE 1							
UNPEH DIVISION POST BACCALAUREATE ENROLLMENT	UNPBE	FALL 76	NONE	NONE							
ADULT/CONTINUING EDUCATION	ACE	76-78*	NONE	77-78*							

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE I -- STATE AND REGIONAL CODES

STATE OR TERRITORY	*****STATE CODES*****				*****REGIONS*****			STATE OR TERRITORY	*****STATE CODES*****				*****REGIONS*****		
	OE V-	OE VII	FPS	POST OFC	OBE	OE	ACCDED AGENCY		OE V-	OE VII	FPS	POST OFC	OBE	OE	ACCDED AGENCY
ALABAMA	10	10	01	AL	8	3	SC	NEW JERSEY	40	40	34	NJ	2	1	M
ALASKA	11	11	02	AK	8	4	NW	NEW MEXICO	41	41	35	NM	8	4	NII
ARIZONA	12	12	04	AZ	8	4	NII	NEW YORK	42	42	38	NY	2	1	M
ARKANSAS	13	13	05	AR	8	3	NII	NORTH CAROLINA	43	43	37	NC	8	3	SC
CALIFORNIA	14	14	06	CA	8	4	WC,WJ	NORTH DAKOTA	44	44	38	ND	4	2	NII
COLORADO	15	15	08	CO	7	4	NII	OHIO	45	45	39	OH	3	2	NII
CONNECTICUT	16	16	09	CT	1	1	E	OKLAHOMA	46	46	40	OK	8	4	NII
DELAWARE	17	17	10	DE	2	1	M	OREGON	47	47	41	OR	8	4	NW
DISTRICT OF COLUMBIA	18	18	11	DC	2	1	M	PENNSYLVANIA	48	48	42	PA	2	1	M
FLORIDA	19	19	12	FL	8	3	SC	RHODE ISLAND	49	49	44	RI	1	1	E
GEORGIA	20	20	13	GA	8	3	SC	SOUTH CAROLINA	50	50	45	SC	8	3	SC
HAWAII	21	21	15	HI	8	4	WC,WJ	SOUTH DAKOTA	51	51	48	SD	4	2	NII
IDAHO	22	22	16	ID	7	4	NW	TENNESSEE	52	52	47	TN	8	3	SC
ILLINOIS	23	23	17	IL	3	2	NII	TEXAS	53	53	48	TX	8	4	SC
INDIANA	24	24	18	IN	3	2	NII	UTAH	54	54	48	UT	7	4	NW
IOWA	25	25	19	IA	4	2	NII	VERMONT	55	55	50	VT	1	1	E
KANSAS	26	26	20	KS	4	2	NII	VIRGINIA	56	56	51	VA	8	3	SC
KENTUCKY	27	27	21	KY	8	3	SC	WASHINGTON	57	57	53	WA	8	4	NW
LouisIANA	28	28	22	LA	6	3	SC	WEST VIRGINIA	58	58	54	WV	8	3	NII
MAINE	29	29	23	ME	1	1	E	WISCONSIN	59	59	55	WI	3	2	NII
MARYLAND	30	30	24	MD	2	1	M	WYOMING	60	60	56	WY	7	4	NII
MASSACHUSETTS	31	31	25	MA	1	4	E	U S SERVICE SCIMITERS	61	61			8	8	
MICHIGAN	32	32	26	MI	3	2	NII	AMERICAN SAMOA*	62	62			8	7	WC,WJ
MINNESOTA	33	33	27	MN	4	2	NII	GUAM	63	64		GU	8	7	WC,WJ
MISSISSIPPI	34	34	28	MS	8	3	SC	PUERTO RICO	64	65		PR	8	7	M
MISSOURI	35	35	29	MO	4	2	NII	TRUST TERR PAC IS*	66	66			8	7	WC,WJ
MONTANA	36	36	30	MT	7	4	NW	VIRGIN ISLANDS	67	67		VI	8	7	M
NEBRASKA	37	37	31	NE	4	2	NII								
NEVADA	38	38	32	NV	8	4	NW								
NEW HAMPSHIRE	39	39	33	NH	1	1	E								

COMMON TABLES FOR VALUES & NAMES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES IN INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 2 - INSTITUTIONAL STATUS & SYSTEM CODES

INSTITUTIONAL COMPONENT	STATUS CODE	COUNTED AS INSTITUTION	INCLUDED IN SURVEY	SEQ CODE	NOTES
INDIVIDUAL INSTITUTION	5	YES	YES	NONE	
MULTI-CAMPUS INSTITUTION					
ALL CAMPUS	2	NO	NO	00	FIRST RECORD SET FOR THE INSTITUTION - SUMMARY RECORD SET. SHOULD NOT HAVE INCOMING DATA.
CENTRAL OFFICE	4	NO	NO	00	SECOND RECORD SET FOR THE INSTITUTION. USED ONLY IN THE DIRECTORY UNLESS THE CENTRAL OFFICE HAS ITS OWN EMPLOYEES AND/OR PHYSICAL FACILITIES.
HAVING A MAIN:					
MAIN	6	YES	YES	01	
BRANCH	7	NO	YES	02-70	
NOT HAVING A MAIN:					
DESIGNATED MAIN	8	YES	YES	02-70	WHEN THE INSTITUTION INDICATES THAT ALL BRANCH CAMPUSES ARE EQUAL, ONE CAMPUS, USUALLY THE LARGEST, WAS DESIGNATED AS THE MAIN ONE STRICTLY FOR PURPOSES OF COUNTING CHARACTERISTICS.
OTHER CAMPUS	0	NO	YES	02-70	
SYSTEM					
ALL INSTITUTION	A	NO	NO	00	FIRST RECORD IN THE SYSTEM. WILL NEVER HAVE CHARACTERISTICS AND WILL NOT BE USED FOR REPORTING OF INCOMING HEGIS DATA. USED ONLY FOR SUMMARIZATION PURPOSES.
SYSTEM OFFICE	C	NO	NO	00	SECOND RECORD SET IN THE SYSTEM. USED ONLY IN THE DIRECTORY UNLESS THE SYSTEM OFFICE HAS ITS OWN EMPLOYEES AND/OR PHYSICAL FACILITIES.
ALL CAMPUS	B	NO	NO	00 01	SUMMARY OF MAIN & BRANCH CAMPUS RECORDS ALWAYS IMMEDIATELY FOLLOWING
INSTITUTION	E	YES	YES	02-70	
MAIN CAMPUS	F	YES	YES	02-70	
BRANCH CAMPUS	G	NO	YES	02-70	WILL ALWAYS BE IMMEDIATELY FOLLOWING ITS MAIN CAMPUS
JOINT LIBRARY	0	NO	*YES	NONE	REPRESENTED INSTITUTIONS ARE COUNTED INSTEAD
NON-CURRENT					
NOT YET OPEN	OW	# YES		NONE	THESE ARE APPENDIX A INSTITUTIONS. THEIR STATUS CODES, ETC. WILL BE REVISED & UPDATED UPON THEIR OPENING
EITHER LAST YEAR BUT NOT THIS YEAR	X	NO	NO	NONE	PART OF APPENDIX B OF CURRENT YEAR'S DIRECTORY. CHARACTERISTICS HAVE NOT BEEN UPDATED & MAY BE UNRELIABLE.
NOT EITHER LAST YEAR OR THIS YEAR	Y	NO	NO	NONE	CONVERTED TO Y STATUS AFTER 1 YEAR IN X STATUS. WILL BE INJECTED FROM THE FILE AFTER 1 YEAR IN Y STATUS. CHARACTERISTICS HAVE NOT BEEN UPDATED & MAY BE UNRELIABLE.

* - LIBRARY SURVEY ONLY

- FOR INSTITUTIONAL CHARACTERISTICS ONLY

OW - NOT PRESENTLY USED

COMMON TABLE FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 3 - ACCREDITATION CATEGORIES - CODED ON FILE AS PIC 5D(3) COMP 3. NORMALLY POSITIVE. IF NEGATIVE THE CATEGORY WILL BE FINISHED EXPLAINED IN A END FOOTNOTE RECORD IN THE INSTITUTIONAL CHARACTERISTICS FILE. ROMAN NUMERAL IN () AFTER TEXT INDICATES 1ST SURVEY YEAR IN WHICH THE ACCREDITATION APPEARS. ALL OTHERS HAVE BEEN INCLUDED SINCE HEGIS I.

CODE	CATEGORY	ACREDITING AGENCY	HEGIS X	HEGIS XI
1	FINAL			
2	CORRESPONDENCE STATUS - REGIONAL ONLY (DISOLETE)			
3	CANDIDATE			
4	4 YEAR INSTITUTION ACCREDITED AT JUNIOR COLLEGE LEVEL (APPEARS AS J IN FRONT OF REGIONAL ACCREDITATION, I.E., JE)			
5	PROVISIONAL (APPEARS WITH # IN CONNECTION WITH MNEMONIC, I.E., #LAW)			
6	COVERED BY REGIONAL ACCREDITATION OF PARENT			
CODE	MNEMONIC	ACREDITING AGENCY	HEGIS X	HEGIS XI
				CODED ON FILE AS 2 BYTE PACKED/SIGNED NUMERIC. ALWAYS POSITIVE. NULL ENTITIES ALWAYS CARRY VALUE ZERO.
				CODED ON FILE AS THE 6 CHAR MNEMONIC. LEFT JUSTIFIED WITH TRAILING SPACES. NULL ENTITIES ALWAYS SPACE FILLED.
001	EE	NEW ENGLAND ASSN OF SCHOOLS & COLLEGES. COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION		
001A	EV	NEW ENGLAND ASSN OF SCHOOLS & COLLEGES. COMMISSION ON VOCATIONAL, TECHNICAL, CAREER INSTITUTIONS		
002	M	MIDDLE STATES ASSN OF COLLEGES & SECONDARY SCHOOLS. COMMISSION ON HIGHER EDUCATION		
003	NI	NORTH CENTRAL ASSN OF COLLEGES & SECONDARY SCHOOLS. COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION		
003A	NW	NORTHWEST ASSN OF SCHOOLS & COLLEGES. COMMISSION ON COLLEGES		
004	NW	NORTHWEST ASSN OF SECONDARY & HIGHER SCHOOLS. COMMISSION ON HIGHER SCHOOLS		
006	SC	SOUTHERN ASSN OF COLLEGES & SCHOOLS. COMMISSION ON COLLEGES		
008	WC	WESTERN ASSN OF SCHOOLS & COLLEGES. ACCREDITING COMMISSION FOR SENIOR COLLEGES & UNIVERSITIES		
008A	WJ	WESTERN ASSN OF SCHOOLS & COLLEGES. ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES		
009	STATE			
	3IC	DERIVATIVE: A MINIMUM OF 3 ACCREDITED INSTITUTIONS ACCEPT STUDENTS FROM THIS INSTITUTION FOR CREDIT		
008	ANUR	NATIONAL LEAGUE FOR NURSING: ASSOCIATE DEGREE PROGRAM IN NURSING		
008A	AVET	AMERICAN VETERINARY MEDICAL ASSOCIATION: ASSOCIATE DEGREE PROGRAM IN ANIMAL TECHNOLOGY (XIII)		
009	ANES	AMERICAN ASSN OF NURSE ANESTHETISTS: NURSE ANESTHESIA (VI)		
010	APCP	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: ASSISTANT TO THE PRIMARY CARE PHYSICIAN (IX)		
011	ARCH	NATIONAL ARCHITECTURAL ACCREDITING BOARD: ARCHITECTURE		
012	ART	NATIONAL ASSN OF SCHOOLS OF ART. COMMISSION ON ACCREDITATION AND MEMBERSHIP: ART		
013	AMD	AMERICAN SPEECH AND HEARING ASSN: AUDIOLOGY		
014	BI	AMERICAN ASSN OF BIBLE COLLEGES: BIBLE COLLEGE		
016	BBS	AMERICAN ASSEMBLY OF COLLEGIATE SCHOOLS OF BUSINESS: BUSINESS		
	CIEM	AMERICAN CHEMICAL SOCIETY (LAST INCLUDED IN HEGIS VIII)		
016	CIHO	COUNCIL ON CURRICULAR EDUCATION, COMMISSION ACCREDITATION: CURRICULAR EDUCATION (IX)		
017	MLTC	AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: MEDICAL LABORATORY TECHNICIAN (CERTIFICATE) (IX)		
018	CLPSY	AMERICAN PSYCHOLOGICAL ASSN: CLINICAL PSYCHOLOGY (VII)		
019	CLPSY	AMERICAN PSYCHOLOGICAL ASSN: COUNSELING PSYCHOLOGY (VI)		
020	CYTO	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: CYTOLOGY (IX)		

COMMON TABLE FOR VALUES & RANGES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNE(MONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 3 - ACCREDITATION AGENCIES (CONT'D)

CODE	MNE(MONIC	ACCREDITING AGENCY
021	DA	AMERICAN DENTAL ASSN. COMMISSION ON ACCREDITATION OF DENTAL AND DENTAL AUXILIARY PROGRAMS: DENTAL ASSISTANT (VI)
022	DH	AMERICAN DENTAL ASSN. COMMISSION ON ACCREDITATION OF DENTAL AND DENTAL AUXILIARY PROGRAMS: DENTAL HYGIENE
023	DENT	AMERICAN DENTAL ASSN. COMMISSION ON ACCREDITATION OF DENTAL AND DENTAL AUXILIARY PROGRAMS: DENTISTRY
024	DIET	AMERICAN DIETETIC ASSN: DIETETICS (X)
024A	DIETI	AMERICAN DIETETIC ASSOCIATION: DIETETIC INTERNSHIPS (XIII)
024B	DNLI	NATIONAL LEAGUE FOR NURSING: DIPLOMA PROGRAM IN NURSING (XIII)
025	DT	AMERICAN DENTAL ASSN. COMMISSION ON ACCREDITATION OF DENTAL AND DENTAL AUXILIARY PROGRAMS: DENTAL LABORATORY TECHNICIAN (VI)
026	ENG	ENGINEERS' COUNCIL FOR PROFESSIONAL DEVELOPMENT: ENGINEERING
027	FHM	SOCIETY OF AMERICAN FORESTERS: FORESTRY
028	FUSER	AMERICAN BOARD OF FUNERAL SERVICE EDUCATION: FUNERAL SERVICE EDUCATION (VIII)
029	HSA	ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION: HEALTH SERVICES ADMINISTRATION (VII)
030	HIT	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: HISTOLOGIC TECHNICIAN EDUCATION (IX)
030A	PSY FIDEN	AMERICAN PSYCHOLOGICAL ASSOCIATION: INTERNSHIPS IN CLINICAL AND COUNSELING PSYCHOLOGY (XIII) FOUNDATION FOR INTERIOR DESIGN EDUCATION RESEARCH: INTERIOR DESIGN EDUCATION; PROFESSIONAL AND TECHNICAL PROGRAMS
031	JOUB	AMERICAN COUNCIL ON EDUCATION FOR JOURNALISM, ACCREDITING COMMITTEE: JOURNALISM
032	NICB	ASSN OF INDEPENDENT COLLEGES & SCHOOLS. ACCREDITING COMMISSION: PRIVATE JUNIOR COLLEGE OF BUSINESS
033	LAW	AMERICAN BAR ASSN. SECTION OF LEGAL EDUCATION & ADMISSIONS TO THE BAR: LAW
034	LSAN	AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS: LANDSCAPE ARCHITECTURE (VII)
035	LIB	AMERICAN LIBRARIY ASSN. COMMITTEE ON ACCREDITATION: LIBRARIANSHIP
036	MAC	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: MEDICAL ASSISTANT (IX)
037	MAAB	ACCREDITING BUREAU OF MEDICAL LABORATORY SCHOOLS: MEDICAL ASSISTANT (IX)
038	MED	AMERICAN MEDICAL ASSN & ASSOCIATION OF AMERICAN MEDICAL COLLEGES. LIAISON COMMITTEE ON MEDICAL EDUCATION: MEDICINE
038	MEDB	AMERICAN MEDICAL ASSN & ASSOCIATION OF AMERICAN MEDICAL COLLEGES. LIAISON COMMITTEE ON MEDICAL EDUCATION: BASIC MEDICAL SCIENCES
040	MLTAB	ACCREDITING BUREAU OF MEDICAL LABORATORY SCHOOLS: MEDICAL LABORATORY TECHNICIAN EDUCATION (VI)
041	MLIAD	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: MEDICAL LABORATORY TECHNICIAN EDUCATION (IX)
042	MRA	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: MEDICAL RECORDS ADMINISTRATOR (VIII)
043	MRT	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: MEDICAL RECORD TECHNICIAN
044	MT	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: MEDICAL TECHNOLOGIST
046	MUS	NATIONAL ASSN OF SCHOOLS OF MUSIC: MUSIC
046	NMT	AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: NUCLEAR MEDICINE TECHNOLOGIST (IX)
047	NMI	NATIONAL LEAGUE FOR NURSING: BACCALAUREATE & HIGHER DEGREE PROGRAM IN NURSING

COMMON TABLES FOR VALUES & NAMES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEIMONICS COMPRES(IND) TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 3 -- ACCREDITATION AGENCIES (CONT'D)

CNID	MNEIMONIC	ACCREDITING AGENCY
040	NINISW	NURSING SYSTEM WIDE (UNIV OF TEXAS SYSTEM ONLY) (VI)
040	OPT	AMERICAN OPTOMETRIC ASSN. COUNCIL ON OPTOMETRIC EDUCATION: OPTOMETRY
040A	OMT	AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: (OPENTH) (XIII) TECHNICIAN (XIII)
060	OSTEO	AMERICAN OSTEOPATHIC ASSN. OFFICE OF OSTEOPATHIC EDUCATION: OSTEOPATHIC MEDICINE
061	OT	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: OCCUPATIONAL THERAPY
062	PH	COUNCIL ON EDUCATION FOR PUBLIC HEALTH: PUBLIC HEALTH
063	PHARM	AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION: PHARMACY
064	PNNA	NATIONAL LEAGUE FOR NURSING: PRACTICAL NURSING (V)
065	PNE	NATIONAL ASSN FOR PRACTICAL NURSE EDUCATION & SERVICE: PRACTICAL NURSING (V)
068	POD	AMERICAN PODIATRY ASSN. COUNCIL ON PODIATRY EDUCATION: PODIATRY
068A	PODA	AMERICAN PODIATRY ASSOCIATION, COUNCIL ON PODIATRY EDUCATION: PODIATRY ASSISTANT
068B	PTA	AMERICAN PHYSICAL THERAPY ASSOCIATION, COMMITTEE ON ACCREDITATION IN EDUCATION: PHYSICAL THERAPIST
068C	PTAA	AMERICAN PHYSICAL THERAPY ASSOCIATION, COMMITTEE ON ACCREDITATION IN EDUCATION: PHYSICAL THERAPIST ASSISTANT
067	PT	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: PHYSICAL THERAPIST
068	RAADN	ASSN OF ADVANCED RABBINICAL & TALMUDIC SCHOOLS, ACCREDITATION COMMISSION: RABBINICAL AND TALMUDIC EDUCATION (X)
069	RSTH	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: RESPIRATORY THERAPIST (VIII)
069A	RSTAT	AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: RESPIRATORY THERAPY TECHNICIAN
060	RT	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: RADIOLOGIC TECHNOLOGIST (VIII)
061	RTT	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: RADIATION THERAPIST TECHNOLOGIST (IX)
061A	SRNKA	AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: SURGEON'S ASSISTANT
062	SBBT	AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: SPECIALIST IN BLOOD BANK TECHNOLOGY (IX)
063	SCPEY	AMERICAN PSYCHOLOGICAL ASSN: SCHOOL PSYCHOLOGY (X)
064	SP	AMERICAN SPEECH & HEARING ASSN. SPEECH PATHOLOGY
066	SICB	ASSN OF INDEPENDENT COLLEGES & SCHOOLS, ACCREDITING COMMISSION: PRIVATE SENIOR COLLEGE OF BUSINESS
068	SW	COUNCIL ON SOCIAL WORK EDUCATION, COMMISSION ON ACCREDITATION: SOCIAL WORK
067	ENMT	ENGINEERS' COUNCIL FOR PROFESSIONAL DEVELOPMENT: ENGINEERING TECHNOLOGY (2-YEAR PROGRAM)
068	TEC	NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION: TEACHER EDUCATION
069	THEOL	AMERICAN ASSN OF THEOLOGICAL SCHOOLS IN THE UNITED STATES AND CANADA: THEOLOGY
070	VET	AMERICAN VETERINARY MEDICAL ASSN: VETERINARY MEDICINE

COMMON TABLES FOR VALUES & NAMES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES IN INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 4 CONTINUED AFFILIATION CODES

CODE CONTROL ON AFFILIATION -- ALPHA

11	FEDERAL
12	STATE
13	LOCAL
14	STATE/LOCAL
15	STATE RELATED
21	INDEPENDENT NON PROFIT
25	ORGANIZED AS PROFIT MAKING
29	ADVENT CHRISTIAN CHURCH
51	AFRICAN METHODIST EPISCOPAL
74	AFRICAN METHODIST EPISCOPAL ZION CHURCH
82	AMERICAN BAPTIST
22	AMERICAN EVANGELICAL LUTHERAN CHURCH
53	AMERICAN LUTHERAN
48	AMERICAN LUTHERAN AND LUTHERAN CHURCH IN AMERICA
23	AMERICAN MISSIONARY ASSOCIATION
27	ASSEMBLIES OF GOD CHURCH
54	BAPTIST
28	BRETHREN CHURCH
29	BRETHREN IN CHRIST CHURCH
34	CHRISTIAN AND MISSIONARY ALLIANCE CHURCH
51	CHRISTIAN CHURCH DISCIPLES OF CHRIST
55	CHRISTIAN METHODIST EPISCOPAL
35	CHRISTIAN REFORMED CHURCH
58	CHURCH OF CHRIST
57	CHURCH OF GOD
31	CHURCH OF GOD IN CHRIST
32	CHURCH OF NEW JERUSALEM
59	CHURCH OF THE BRETHREN
59	CHURCH OF THE NAZARENE
59	CIMMIELAND PRESBYTERIAN
40	EVANGELICAL AND REFORMED CHURCH
36	EVANGELICAL CONGREGATIONAL CHURCH
37	EVANGELICAL COVENANT CHURCH OF AMERICA
38	EVANGELICAL FREE CHURCH OF AMERICA
39	EVANGELICAL LUTHERAN CHURCH
39	EVANGELICAL UNITED BRETHREN
54	FREE METHODIST
41	FREE WILL BAPTIST CHURCH
55	FRIENDS
53	FRIENDS UNITED MEETING

CODE CONTROL ON AFFILIATION -- NUMERIC

11	FEDERAL
12	STATE
13	LOCAL
14	STATE/LOCAL
15	STATE RELATED
21	INDEPENDENT NON PROFIT
22	AMERICAN EVANGELICAL LUTHERAN CHURCH
23	AMERICAN MISSIONARY ASSOCIATION
24	AFRICAN METHODIST EPISCOPAL ZION CHURCH
25	ORGANIZED AS PROFIT MAKING
28	ADVENT CHRISTIAN CHURCH
27	ASSEMBLIES OF GOD CHURCH
28	BRETHREN CHURCH
29	BRETHREN IN CHRIST CHURCH
30	ROMAN CATHOLIC
31	CHURCH OF GOD IN CHRIST
32	CHURCH OF NEW JERUSALEM
33	WISCONSIN EVANGELICAL LUTHERAN SYNOD
34	CHRISTIAN AND MISSIONARY ALLIANCE CHURCH
35	CHRISTIAN REFORMED CHURCH
36	EVANGELICAL CONGREGATIONAL CHURCH
37	EVANGELICAL COVENANT CHURCH OF AMERICA
38	EVANGELICAL FREE CHURCH OF AMERICA
39	EVANGELICAL LUTHERAN CHURCH
40	EVANGELICAL AND REFORMED CHURCH
41	FREE WILL BAPTIST CHURCH
42	INTERDENOMINATIONAL
43	MENNONITE BRETHREN CHURCH
44	MOHAVIAN CHURCH
45	NORTH AMERICAN BAPTIST
48	AMERICAN LUTHERAN AND LUTHERAN CHURCH IN AMERICA
47	PENTECOSTAL HOLINESS CHURCH
48	REFORMED CHURCH IN AMERICA
49	REFORMED EPISCOPAL CHURCH
51	AFRICAN METHODIST EPISCOPAL
52	AMERICAN BAPTIST
53	AMERICAN LUTHERAN
54	BAPTIST
55	CHRISTIAN METHODIST EPISCOPAL

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 4 - CONTROL ON AFFILIATION CODES (CONTD)

70	GENERAL CONFERENCE MENNONITE CHURCH	56	CHURCH OF CHRIST
91	GREEK ORTHODOX	57	CHURCH OF GOD
42	INTERDENOMINATIONAL	58	CHURCH OF THE BRETHREN
00	JEWISH	59	CHURCH OF THE NAZARENE
94	LATTER DAY SAINTS	60	CUMBERLAND PRESBYTERIAN
87	LUTHERAN CHURCH IN AMERICA	81	CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
68	LUTHERAN CHURCH - MISSOURI SYNOD	82	EVANGELICAL UNITED BRETHREN
43	MENNONITE BRETHREN CHURCH	83	FRIENDS UNITED MEETING
69	MENNONITE CHURCH	64	FREE METHODIST
87	MISSIONARY CHURCH INC (FORMERLY UNITED MISS CHURCH)	85	FRIENDS
44	MINIYAN CHURCH	86	PRESBYTERIAN, US AND UNITED PRESBYTERIAN, USA
78	MULTIPLE PROTESTANT DENOMINATIONS	87	LUTHERAN CHURCH IN AMERICA
45	NORTH AMERICAN BAPTIST	88	LUTHERAN CHURCH - MISSOURI SYNOD
79	OTHER PROTESTANT	89	MENNONITE CHURCH
47	PENTECOSTAL HOLINESS CHURCH	70	GENERAL CONFERENCE MENNONITE CHURCH
72	PRESBYTERIAN, U.S.	71	UNITED METHODIST
73	PROTESTANT EPISCOPAL	72	PRESBYTERIAN, U.S.
48	REFORMED CHURCH IN AMERICA	73	PROTESTANT EPISCOPAL
60	REFORMED EPISCOPAL CHURCH	74	
81	REFORMED PRESBYTERIAN CHURCH	75	SOUTHERN BAPTIST
82	REORGANIZED LATTER DAY SAINTS CHURCH	76	
30	ROMAN CATHOLIC	78	UNITED CHURCH OF CHRIST
82	RUSSIAN ORTHODOX	77	UNITED PRESBYTERIAN, USA
95	SEVENTH DAY ADVENTISTS	78	MULTIPLE PROTESTANT DENOMINATIONS
83	SEVENTH DAY BAPTIST CHURCH	79	OTHER PROTESTANT
75	SOUTHERN BAPTIST	80	JEWISH
88	UNDENOMINATIONAL	81	REFORMED PRESBYTERIAN CHURCH
83	UNITARIAN UNIVERSALIST	82	REORGANIZED LATTER DAY SAINTS CHURCH
84	UNITED BRETHREN CHURCH	83	SEVENTH DAY BAPTIST CHURCH
86	UNITED CHRISTIAN MISSIONARY SOCIETY	84	UNITED BRETHREN CHURCH
76	UNITED CHURCH OF CHRIST	85	UNITED CHRISTIAN MISSIONARY SOCIETY
86	UNITED LUTHERAN CHURCH	86	UNITED LUTHERAN CHURCH
71	UNITED METHODIST	87	MISSIONARY CHURCH INC (FORMERLY UNITED MISS CHURCH)
77	UNITED PRESBYTERIAN, USA	88	UNDENOMINATIONAL
89	WESLEYAN CHURCH	89	WESLEYAN CHURCH
33	WISCONSIN EVANGELICAL LUTHERAN SYNOD	90	YOUNG MEN'S CHRISTIAN ASSOCIATION
80	YOUNG MEN'S CHRISTIAN ASSOCIATION	91	GREEK ORTHODOX
		92	RUSSIAN ORTHODOX
		93	UNITARIAN UNIVERSALIST
		94	
		95	SEVENTH DAY ADVENTISTS
		96	
		97	
		98	
09	OTHER	09	OTHER

COMMON TABLES ON VALUES & RANGES OF DATA ELEMENTS IN HEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 6 - MANPOWER MANUAL DEFINITION CODES - SEE TABLE 5.1 FOR CODES USED IN HEGIS XII & FORWARD

CODE	TITLE	CODE	TITLE
01	PRESIDENT (CHIEF EXECUTIVE OFFICER)	51	DIRECTOR SPONSORED RESEARCH ADMINISTRATION
02	CHIEF ACADEMIC OFFICER	52	DIRECTOR STUDENT COUNSELING
03	CHIEF BUSINESS OFFICER	53	DIRECTOR STUDENT FINANCIAL AID
04	CHIEF DEVELOPMENT OFFICER	55	DIRECTOR STUDENT PLACEMENT
05	CHIEF LIBRARIAN	58	ASSISTANT TO THE PRESIDENT
06			
08	CHIEF PLANNING OFFICER	64	REGISTRAR
07	CHIEF PUBLIC RELATIONS OFFICER	70	DEAN/DHM THEOLOGY
08	CHIEF STUDENT LIFE OFFICER	00	MISCELLANEOUS (NOT TABULATED IN DIRECTORY TABLES)
09	DEAN OF MEN		
10	DEAN OF WOMEN		
11	DEAN/DHM AGRICULTURE		
12	DEAN/DHM ARCHITECTURE		
13	DEAN/DHM ARTS AND SCIENCES		
14	DEAN/DHM BUSINESS		
15	DEAN/DHM CONTINUING EDUCATION		
16			
16	DEAN/DHM DENTISTRY	41	DIRECTOR OF ATHLETICS
17	DEAN/DHM EDUCATION	42	DIRECTOR BUDGET
18	DEAN/DHM ENGINEERING	43	DIRECTOR COMMUNITY SERVICES
19	DEAN/DHM EVENING DIVISION	45	DIRECTOR FOOD SERVICES
20	DEAN/DHM EXTENSION	48	DIRECTOR/PRINCIPAL LABORATORY SCHOOL
21			
21	DEAN/DHM FINE ARTS	50	DIRECTOR PHYSICAL PLANT
22	DEAN/DHM GRADUATE PROGRAMS	54	DIRECTOR STUDENT HEALTH
23	DEAN/DHM HOME ECONOMICS	55	DIRECTOR OF STUDENT HOUSING
24	DEAN/DHM JOURNALISM	57	DIRECTOR STUDENT UNION
25		59	BOOKSTORE MANAGER
26	DEAN/DHM LAW		
26			
26	DEAN/DHM LIBRARY SCIENCE	60	COMPTROLLER
27	DEAN/DHM MEDICINE	61	HEAD BASKETBALL COACH
28	DEAN/DHM MUSIC	62	HEAD FOOTBALL COACH
29	DEAN/DHM NATURAL RESOURCES	63	PURCHASING AGENT
30	DEAN/DHM NURSING	65	STAFF LEGAL COUNSEL
31			
31	DEAN/DHM PHARMACY		
32	DEAN/DHM PHYSICAL EDUCATION		
33	DEAN/DHM PUBLIC HEALTH		
34	DEAN/DHM SOCIAL WORK		
35			
36	DEAN/DHM SPECIAL SESSION		
36			
36	DEAN/DHM TECHNOLOGY		
37	DEAN/DHM VETERINARY MEDICINE		
38	DEAN/DHM VOCATIONAL EDUCATION		
39	DIRECTOR ADMISSIONS		
40	DIRECTOR ALUMNI ASSOCIATIONS		
41			
44	DIRECTOR COMPUTER CENTER		
45	DIRECTOR INFORMATION OFFICE		
47	DIRECTOR INSTITUTIONAL STUDIES		
48	DIRECTOR PERSONNEL SERVICES		

THE FOLLOWING MANPOWER MANUAL DEFINITIONS WILL NOT BE USED IN THE HIGHER EDUCATION DIRECTORY.

SOURCE - A MANUAL FOR MANPOWER ACCOUNTING IN HIGHER EDUCATION. CHAPTER 4

COMMON TABLE FOR VALUES & RANGES OF DATA ELEMENTS IN REGIS DATA FILES. (DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.)

TABLE 1 - MANPOWER MANUAL DEFINITION CODES, REGIS XII FORWARD

CODES		TITLE	CODES		TITLE
XIII	XI		XIII	XI	
01	01	CHIEF EXECUTIVE OFFICER (PRESIDENT/CHANCELLOR)	*41	41	DIRECTOR ATHLETICS
02		CHIEF EXECUTIVE OFFICER WITHIN A SYSTEM	*42	01	HEAD BASKETBALL COACH
03		EXECUTIVE VICE PRESIDENT	*43	02	HEAD FOOTBALL COACH
04	04	ASSISTANT TO THE PRESIDENT	*44	04	DIRECTOR - MEDICAL SERVICES
05	02	CHIEF ACADEMIC OFFICER	46	00	CHIEF PLANNING OFFICER
06	04	REGISTRAR	*48	05	STAFF LEGAL COUNSEL
07	30	DIRECTOR OF ADMISSIONS	47	11	DEAN/DIII AGRICULTURE
08	06	HEAD LIBRARIAN	48	12	DEAN/DIII ARCHITECTURE
09	47	DIRECTOR - INSTITUTIONAL RESEARCH	49	13	DEAN/DIII ARTS AND SCIENCES
10	03	CHIEF BUSINESS OFFICER	50	14	DEAN/DIII BUSINESS
*11	00	CONTROLLER	61	15	DEAN/DIII CONTINUING EDUCATION
*12		BUSINESS	62	16	DEAN/DIII DENTISTRY
*13		DIRECTOR - INFORMATION SYSTEMS	63	17	DEAN/DIII EDUCATION
14	44	DIRECTOR - COMPUTER CENTER	64	18	DEAN/DIII ENGINEERING
15	49	DIRECTOR - PERSONNEL SERVICES	65	19	DEAN/DIII EVENING DIVISION
*16		DIRECTOR - LABOR RELATIONS	66	20	DEAN/DIII EXTENSION
*17		AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OFFICER	67	21	DEAN/DIII FINE ARTS
*18	60	DIRECTOR - PHYSICAL PLANT	68	22	DEAN/DIII GRADUATE PROGRAMS
*19		DIRECTOR OF SECURITY	69	23	DEAN/DIII HOME ECONOMICS
*20		DIRECTOR OF SAFETY	60	24	DEAN/DIII JOURNALISM
*21	03	PURCHASING AGENT	01	25	DEAN/DIII LAW
*22	45	DIRECTOR - FOOD SERVICES	02	26	DEAN/DIII LIBRARY SCIENCE
*23	69	MANAGER - BOOKSTORE	03	27	DEAN/DIII MEDICINE
*24	42	CHIEF BUDGETING OFFICER	04	28	DEAN/DIII MUSIC
25	51	CONTRACT ADMINISTRATOR	05	29	DEAN/DIII NATURAL RESOURCES
26	07	CHIEF PUBLIC RELATIONS OFFICER	06	30	DEAN/DIII NURSING
27	48	DIRECTOR - INFORMATION OFFICE	07	31	DEAN/DIII PHARMACY
*28		DIRECTOR - PUBLICATIONS	08	32	DEAN/DIII PHYSICAL EDUCATION
29	40	DIRECTOR - ALUMNI RELATIONS	09	33	DEAN/DIII PUBLIC HEALTH
30	04	CHIEF DEVELOPMENT OFFICER	70	34	DEAN/DIII SOCIAL WORK
*31	43	DIRECTOR - COMMUNITY SERVICES	71	35	DEAN/DIII SPECIAL SESSION
32	08	CHIEF STUDENT LIFE OFFICER	72	36	DEAN/DIII TECHNOLOGY
33	00	DEAN OF MEN	73	70	DEAN/DIII THEOLOGY
34	10	DEAN OF WOMEN	74	37	DEAN/DIII VETERINARY MEDICINE
*35	57	DIRECTOR - STUDENT UNION	75	38	DEAN/DIII VOCATIONAL EDUCATION
36	68	DIRECTOR - STUDENT PLACEMENT			
37	53	DIRECTOR - STUDENT FINANCIAL AID			
38	52	DIRECTOR - STUDENT COUNSELING			
*39		RELIGIOUS COUNSELLOR			
*40	56	DIRECTOR - STUDENT HOUSING			

SOURCE - A MANUAL FOR BUDGETING & ACCOUNTING FOR MANPOWER RESOURCES IN POSTSECONDARY EDUCATION (TECHNICAL REPORT NO. 84) BY DENNIS P. JONES, NCHEM/S WICHE AND THEODORE H. DREWS, NCS. CODES PRECEDED BY AN ASTERISK (*) WILL NOT BE USED IN THE DIRECTORY OF COLLEGES AND UNIVERSITIES.

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEDIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES IN INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 6 -- ONE REGIONS SEE TABLE 1 FOR INDIV STATES

- 1 - NEW ENGLAND
CT ME MA NH RI VT
- 2 - MID EAST
DE DC MD NJ NY PA
- 3 - GREAT LAKES
IL IN MI OH WI
- 4 - PLAINS
IA KS MN MO NE ND SD
- 5 - SOUTHEAST
AL AR FL GA KY LA MS NC SC TN VA WV
- 6 - SOUTHWEST
AZ NM OK TX
- 7 - ROCKY MOUNTAINS
CO HI MT UT WY
- 8 - FAR WEST
AK CA HI NV OH WA
- 9 - OUTLYING AREAS
CZ GU PR VI
- 0 - US SERVICE SCHOOLS

TABLE 8 -- HIGHEST LEVEL OF OFFERING

- 01 - TWO BUT LESS THAN FOUR YEARS
- 04 - FOUR (OR) FIVE YEAR BACCALAUREATE
- 06 - FIRST PROFESSIONAL DEGREE
- 08 - MASTERS
- 07 - BEYOND MASTERS BUT LESS THAN DOCTORATE
- 08 - DOCTORATE
- 09 - UNDERGRADUATE NON DEGREE GRANTING
- 10 - GRADUATE NON DEGREE GRANTING
- 11 - POST DOCTORAL RESEARCH ONLY

TABLE 10 -- SEX OF STUDENT BODY

- 1 - MALE
- 2 - FEMALE
- 3 - COED
- 4 - UNKNOWN

TABLE 7 -- DE REGIONS SEE TABLE 1 FOR INDIV STATES

- 1 - NORTH ATLANTIC
CT DE DC ME MD MA MI NJ NY PA RI VT
- 2 - GREAT LAKES & PLAINS
IL IN IA KS MI MN MO ND OH SD WI
- 3 - SOUTHEAST
AL AR FL GA KY LA MS NC SC TN VA WV
- 4 - WEST & SOUTHWEST
AK AZ CA CO HI HI MT NV NM OK OH TX UT WA WY
- 5 - US SERVICE SCHOOLS
- 6 - NOT IN USE
- 7 - OUTLYING AREAS
CZ GU PR VI

TABLE 9 -- INSTITUTION TYPE

- 1 - UNIVERSITY (U)
- 2 - OTHER FOUR YEAR (F)
- 3 - TWO YEAR (T)
- 4 - OTHER 4-YEAR BRANCH CAMPUS OF A MULTI-CAMPUS UNIVERSITY
- 5 - 2-YEAR BRANCH CAMPUS OF A MULTI-CAMPUS UNIVERSITY
- 6 - 2-YEAR BRANCH CAMPUS OF OTHER 4-YEAR MULTI-CAMPUS INST
- 7 - NONE OF THE ABOVE. VALID FOR HEDIS X FORWARD & USED ON SUMMARY & OFFICE RECORDS ONLY.

OLD	NEW
U - 1 : 4 : 6	U - 1
F - 2 : 6	F - 2 : 4
T - 3	T - 3 : 5 : 6

TABLE 11 -- RECLASSIFICATION CODES

SEQ	CODE	DESCRIPTION OF INSTITUTION
		4 YEAR
1	DE	COMPLEX PROGRAM, DOCTORAL EMPHASIS
2	HG	COMPLEX PROGRAM, A RANGE OF POST BACCALAUREATE EMPHASIS
3	CP	COMPLEX AND PROFESSIONAL PROGRAM
4	PO	CHIEFLY POST BACCALAUREATE PROGRAM
5	VS	VARIABLE PROGRAM, SOME POST BACCALAUREATE
6	UB	UNDERGRADUATE BACCALAUREATE PROGRAM
		2 YEAR
7	TA	2-YEAR PROGRAM, ACADEMIC EMPHASIS
8	TV	2-YEAR PROGRAM, VOCATIONAL EMPHASIS
9	TM	2-YEAR PROGRAM, MIXED EMPHASIS
0	NONE	NONE ASSIGNED

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 11 - METHOD OF DETERMINING RECLASSIFICATION CODES. BASED ON AVAILABILITY OF EARNED DEGREE DATA.
THIS COLUMN STRUCTURE BEGINS WITH REGIS XI.

- F - FINAL, MECHANICAL, SUFFICIENT DATA AVAILABLE TO MAKE MECHANICAL DETERMINATION. CHANGEABLE MECHANICALLY WHEN CONDITIONS VARIANT.
- M - FINAL, MANUAL, DETERMINED MANUALLY & CONSIDERED FINAL. CHANGEABLE TO 'F' WHEN SUFFICIENT DATA IS AVAILABLE.
- P - PROVISIONAL, MANUAL, TOTALLY CHANGEABLE. DETERMINED MANUALLY ON A PROVISIONAL BASIS PENDING ACCUMULATION OF SUFFICIENT DATA TO MAKE A MECHANICAL DETERMINATION.
- C - PROVISIONAL, MANUAL, CONDITIONALLY CHANGEABLE. DETERMINED MANUALLY ON A PROVISIONAL BASIS. PENDING ACCUMULATION OF SUFFICIENT DATA TO MAKE MECHANICAL DETERMINATION, BUT ONLY IF MECHANICAL DETERMINATION IS = OR > THAT DETERMINED MANUALLY (SEQUENCE CODE). DESIGNED FOR INSTITUTIONS WHICH HAVE "UPGRADED", I.E., 2 YEAR TO 4 YEAR, AND FOR WHICH SUFFICIENT HIGHER DEGREE DATA WILL NOT ACCUMULATE FOR SEVERAL YEARS.

TABLE 12 - ENROLLMENT CODE RANGES

- 0 - 00000 - 00000 (NO ENROLLMENT)
- 1 - 00001 - 00199
- 2 - 00200 - 00499
- 3 - 00500 - 00999
- 4 - 01000 - 02499
- 5 - 02500 - 04999
- 6 - 05000 - 09999
- 7 - 10000 - 19999
- 8 - 20000 - AND OVER

TABLE 14 - CITY SIZE (SMSA)

- 0 - NOT IDENTIFIED
- 1 - OUTSIDE ANY SMSA
- 2 - ANYWHERE WITHIN AN SMSA OF LESS THAN 250,000
- 3 - ANYWHERE WITHIN AN SMSA OF 250,000 - 499,999
- 4 - ANYWHERE WITHIN AN SMSA OF 500,000 - 999,999
- 5 - IN SMSA OF 1,000,000 - 1,999,999 OUTSIDE CENTER CITY
- 6 - IN SMSA OF 1,000,000 - 1,999,999 WITHIN CENTER CITY
- 7 - IN SMSA OR SCSA OF 2,000,000 OR MORE OUTSIDE CENTER CITY
- 8 - IN SMSA OR SCSA OF 2,000,000 OR MORE WITHIN CENTER CITY

TABLE 13 - ADMISSION REQUIREMENTS

- 1 - ONLY THE ABILITY TO PROFIT FROM ATTENDANCE
- 2 - HIGH SCHOOL GRADUATION OR RECOGNIZED EQUIVALENT
- 3 - HIGH SCHOOL GRADUATION PLUS AN INDICATION OF SUPERIOR ACADEMIC APTITUDE (CLASS STANDING, GRADES, CURRICULUM, PARTICULAR SCHOOL, TEST SCORES, ETC)
- 4 - TWO YEAR COLLEGE GRADUATION
- 5 - FOUR YEAR COLLEGE GRADUATION
- 6 - OTHER

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEDIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

UPDATING TRANSACTION CODES

- I (or BLANK)** -- INSERT NEW RECORD INTO THE FILE. AN ERROR CONDITION WILL BE FLAGGED IF THE FILE ALREADY HAS AN IDENTICALLY KEYED RECORD. FOR THE INITIAL RECORD FOR AN INSTITUTION IN THE INST CHAN FILE IT MUST BE A 100 TYPE RECORD WITH TRANS I.
- D (or L)** -- DELETE AN ENTIRE RECORD FROM THE FILE (NOT AN ENTIRE INSTITUTION) AN ERROR CONDITION WILL BE FLAGGED IF THE RECORD IS NOT ON THE FILE.
- F** -- DELETE ALL THE RECORDS FOR AN ENTIRE INSTITUTION. FOR THE INST CHAN FILE THIS WILL BE ACCEPTED ONLY FOR A RECORD TYPE 100. FOR THE SURVEY FILES, THE RECORD ID IS IMMATERIAL.
- P** -- DELETE A PART OR ENTIRE SECTION OF A SURVEY FILE AS DETERMINED BY THE PART CODE (NOT APPLICABLE TO INST CHAN). THE REMAINDER OF THE RECORD ID IS IMMATERIAL.
- C (or M)** -- DATA UPDATE TO EXISTING RECORD. ONLY DATA FIELDS CONTAINING SIGNIFICANT DATA WILL BE UPDATED ONTO THE FILE. BLANK FIELDS ON THE INPUT TRANSACTION WILL BE BYPASSED.
- NOTE** -- MULTIPLE UPDATE CODES FOR IDENTICAL ACTIONS PERMIT A SEQUENCING OF TRANSACTIONS IN THOSE INSTANCES WHERE MULTIPLE UPDATES TO A RECORD MAY BE PRESENT, I.E., WITH MULTIPLE INPUT CYCLES BEING PROCESSED IN THE SAME RUN AND SUCCESSFUL PROCESSING IS DEPENDENT UPON TAKING CERTAIN ACTIONS IN REQUIRED SEQUENCE. FOR EXAMPLE, IF AN EXISTING C TYPE UPDATE TRANSACTION HAS BEEN DETERMINED TO BE IN ERROR PRIOR TO PROCESSING, A CORRECTED M TYPE TRANSACTION CAN BE PROCESSED IN THE SAME RUN AND WILL BE THE LATEST PROCESSED TRANSACTION.

TABLE 18 - RACIAL/ETHNIC CODES

BASED ON DATA REPORTED IN OFE II SURVEY, THIS CODE WILL BE RECALCULATED AND UPDATED WITH RECEIPT OF EACH BI-ANNUAL SURVEY CONTAINING RACIAL/ETHNIC DATA.

CODE DESCRIPTION

PREDOMINANT GROUP IS 50% OR GREATER OF TOTAL ENROLLMENT

- | | |
|---|-----------------------------------|
| 1 | BLACK NON HISPANIC |
| 2 | AMERICAN INDIAN OR ALASKAN NATIVE |
| 3 | ASIAN OR PACIFIC ISLANDER |
| 4 | HISPANIC |
| 5 | WHITE NON HISPANIC (OTHER) |
| 6 | NON RESIDENT ALIEN |

PREDOMINANT GROUP IS LARGEST SINGLE GROUP BUT LESS THAN 50% OF TOTAL ENROLLMENT

- | | |
|---|---|
| A | BLACK NON HISPANIC |
| B | AMERICAN INDIAN OR ALASKAN NATIVE |
| C | ASIAN OR PACIFIC ISLANDER |
| D | HISPANIC |
| E | WHITE NON HISPANIC (OTHER) |
| F | NON RESIDENT ALIEN |
| G | NOT CLASSIFIED -- NEW INSTITUTION FOR WHICH DATA IS NOT YET AVAILABLE |
| Z | NOT CLASSIFIED -- INSTITUTION DID NOT FINISH DATA |