

**ICPSR**  
**Inter-university Consortium for**  
**Political and Social Research**

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**Higher Education General Information Survey**  
**(HEGIS), 1976–1977: College and University**  
**Libraries**

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United States Department of Education  
National Center for Education Statistics



HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS),  
1976-1977: COLLEGE AND UNIVERSITY LIBRARIES

(ICPSR 2116)

Principal Investigator

United States Department of Education  
National Center for Education Statistics

First ICPSR Version  
January 1999

Inter-university Consortium for  
Political and Social Research  
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## DATA COLLECTION DESCRIPTION

United States Department of Education. National Center for Education Statistics

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS), 1976-1977: COLLEGE AND UNIVERSITY LIBRARIES (ICPSR 2116)

**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 1976-1977 sought data on libraries in 2,985 institutions of higher education. Key data elements, presented for up to 16 record types, include number of library collections, number of hours of student assistance and expenditures for wages of library staff, number of employees, total library operating expenditures and budget, funds received for library services, developmental areas, total hours and days of library operation per week, and participation in cooperatives/networks with libraries of other institutions.

**UNIVERSE:** Libraries within all postsecondary institutions in operation during 1976-1977 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 1976-1977 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. 48



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

College and University Libraries, Fall 1976

B. DESCRIPTION

The College and University Libraries, Fall 1976 Survey is part of the HEGIS XI package which is distributed to nearly 3,200 institutions of higher education located in the United States and its outlying areas. The basic data collected are on collections, staff, expenditures, and developmental areas for college and university libraries. These data function as a basis for making decisions about program priorities for libraries associated with institutions of higher education and provide a perspective on the current trends of operation of these facilities. In the past, they have also proved very helpful to library administrators in budget planning.

C. SURVEY METHODOLOGY

1. UNIVERSE OR SAMPLE

Universe of 2,985 institutions

2. RESPONDENTS Each institution and their certified branches separately listed in the Education Director Higher Education that have students enrolled in full time and/or part-time educational programs.

3. DATE OF COVERAGE

Academic Year 1975-76

4. FREQUENCY OF SURVEY

Annually

5. RESPONSE RATE

2,985 institutions (98%) plus 62 imputations (2%) equals 100% response.

6. HIGHLIGHTS

Joint libraries are substituted for the institutions or branches they serve. Some institutions do not have library facilities, therefore they are not included in this survey. For HEGIS XI, data for 62 reporting units were imputed. All imputed data may be identified by a "1" entered in record position 078, and more specifically in positions 155-159.

D. RELATED STUDIES

1. SURVEYS

Similar surveys were conducted in HEGIS I, II, III, IV, VI, VIII, and X. (See pages 001-002 of Attachment A.)

2. PUBLICATIONS

Publication concerning HEGIS XI data are currently being prepared.

IF SPONSORING AGENCY IS NOT NCES (Specify)



**PART IV - DATA ELEMENT DESCRIPTION**

|   |  |  |  |                                      |   |
|---|--|--|--|--------------------------------------|---|
| <b>TITLE</b><br>College and University Libraries, Fall 1976 |  |  |  |                                      | <b>FILE NAME</b><br>HEG.LIB11.EDITED.A76-77 |
| <b>DATA FIELD NAME</b><br><i>(a)</i>                        | <b>DATA ELEMENT TYPE</b><br><i>(b)</i> | <b>RECORD POSITION (from-to)</b><br><i>(c)</i> | <b>NUMBER OF POSITIONS</b><br><i>(d)</i> | <b>SOURCE LOCATION</b><br><i>(e)</i> | <b>DESCRIPTION</b><br><i>(f)</i>            |

The survey record is a composite from several sources. Positions 001-070 are obtained from the Institutional Characteristics File and is provided to give each record attributes of the institution which can be used for sorting or selection of data by attribute. Positions 071-150 and 155-170 are essentially the input transactions from the particular survey itself. Positions 151-154 are utilized to record various processing controls during the update cycles.

|                      |   |         |   |   |   |
|----------------------|---|---------|---|---|---|
| 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 | Institutional Characteristics (IC) File | 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 | IC File                                 | OE state (10-65) code of parent institution. (See Common Table 1.)  |

PART IV - DATA ELEMENT DESCRIPTION

| TITLE                                       |                                 |  |                                   |                               | FILE NAME  |
|---|---------------------------------|--|-----------------------------------|-------------------------------|--|
| College and University Libraries, Fall 1976 |                                 |  |                                   |                               | HEG.LIB11.EDITED.A76-77  |
| DATA FIELD NAME<br><i>(a)</i>               | DATA ELEMENT TYPE<br><i>(b)</i> | RECORD POSITION<br>(from-to)<br><i>(c)</i> | NUMBER OF POSITIONS<br><i>(d)</i> | SOURCE LOCATION<br><i>(e)</i> | DESCRIPTION<br><i>(f)</i>  |
| Sequence Number                             | N                               | 009-012                                    | 4                                 | IC File                       | 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. |
| Sub Code                                    | AN                              | 013-016                                    | 4                                 | IC File                       | 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                                 | IC File                       | 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.        |
| Sequence Code                               | N                               | 014-015                                    | 2                                 | IC File                       | Identifying and sequencing code within a system or multicampus institution. (See Common Table 2, 'System Code' and accompanying definitions.)  |
| Status Code                                 | AN                              | 016-016                                    | 1                                 | IC File                       | Identifies type of entity, i.e., Main or Branch Campus (See Common Table 2.)   |
| Filler                                      | AN                              | 017-020                                    | 4                                 | N/A                           | Blank.   |

PART IV - DATA ELEMENT DESCRIPTION

| TITLE                                       |                                  |                                     |                            |                        | FILE NAME  |
|---|----------------------------------|-------------------------------------|----------------------------|------------------------|--|
| College and University Libraries, Fall 1976 |                                  |                                     |                            |                        | HEG.LIB11.EDITED.A76-77  |
| DATA FIELD NAME<br>(a)                      | DATA ELEMENT TYPE<br>(b)         | RECORD POSITION<br>(from-to)<br>(c) | NUMBER OF POSITIONS<br>(d) | SOURCE LOCATION<br>(e) | DESCRIPTION<br>(f)   |
| Table Controls                              | AN                               | 021-034                             | 14                         | IC File                | Institutional characteristics used to sort and select by any of 12 characteristics.  |
| Geographic State Code                       | N                                | 021-022                             | 2                          | IC File                | OE state code of actual location, if other than parent institution. (See Common Table 1.)  |
| OE Region Code                              | N                                | 023-023                             | 1                          | IC File                | Academic regional groups. (See Common Table 7.)  |
| OBE Region Code                             | N                                | 024-024                             | 1                          | IC File                | Department of Commerce, Office of Business Economics Regions. (See Common Table 6.)  |
| Race Code                                   | N<br>(AN for HEGIS XIII forward) | 025-025                             | 1                          | IC File                | Predominant race of student body.<br>1 = White<br>2 = Black<br>For HEGIS XIII, additional codes are allowed, as follows:<br><br>> 50%    < 50%<br><br>1        A        = Black<br>2        B        = American Indian/Alaskan National<br>3        C        = Asian or Pacific Islander<br>4        D        = Hispanic |

PART IV - DATA ELEMENT DESCRIPTION

| TITLE                                       |                                 |  |                                   |                               | FILE NAME  |
|---|---------------------------------|--|-----------------------------------|-------------------------------|--|
| College and University Libraries, Fall 1976 |                                 |  |                                   |                               | HEG.LIB11.EDITED.A76-77  |
| DATA FIELD NAME<br><i>(a)</i>               | DATA ELEMENT TYPE<br><i>(b)</i> | RECORD POSITION<br>(from-to)<br><i>(c)</i> | NUMBER OF POSITIONS<br><i>(d)</i> | SOURCE LOCATION<br><i>(e)</i> | DESCRIPTION<br><i>(f)</i>  |
| Race Code--Continued                        |                                 |  |                                   |                               | > 50% < 50%<br><br>5 E = Other (White)<br>6 F = Non-Resident Alien<br>9 = New (no data)<br>Z = Institution will not report                                     |
| Control Code                                | N                               | 026-026                                    | 1                                 | IC File                       | Type of control.<br>0 = Combination public and private<br>1 = Public only<br>2 = Private only  |
| Institute Type Code                         | AN                              | 027-027                                    | 1                                 | IC File                       | Indicates whether institution is a 2-year or 4-year institution. (See Common Table 9.)   |
| Sex Code                                    | N                               | 028-028                                    | 1                                 | IC File                       | Sex of student body. (See Common Table 10.)  |
| Land Grant                                  | N                               | 029-029                                    | 1                                 | IC File                       | Indicator denoting:<br>1 = Land Grant institution<br>2 = Member of NASULGC (National Association of State Universities and Land Grant Colleges)<br>0 = Neither |

AN - Alphanumeric, left justified, space filled

N - Numeric display, right justified, leading zeros

PART IV - DATA ELEMENT DESCRIPTION

| TITLE                                       |                                 |  |                                   |                               | FILE NAME   |
|---|---------------------------------|--|-----------------------------------|-------------------------------|---|
| College and University Libraries, Fall 1976 |                                 |  |                                   |                               | HEG.LIB11.EDITED.A76-77   |
| DATA FIELD NAME<br><i>(a)</i>               | DATA ELEMENT TYPE<br><i>(b)</i> | RECORD POSITION<br>(from-to)<br><i>(c)</i> | NUMBER OF POSITIONS<br><i>(d)</i> | SOURCE LOCATION<br><i>(e)</i> | DESCRIPTION<br><i>(f)</i>   |
| Accreditation                               | N                               | 030-030                                    | 1                                 | IC File                       | Indicator denoting type of accreditation. (See Common Table 3.)   |
| Filler                                      | N                               | 031-031                                    | 1                                 | N/A                           | Blank   |
| Offering Level                              | N                               | 032-033                                    | 2                                 | IC File                       | Indicates highest level of offering. (See Common Table 8.)  |
| Calendar System                             | N                               | 034-034                                    | 1                                 | IC File                       | Indicates calendar system for institution.<br>1 = Semester<br>2 = Quarter<br>3 = Trimester<br>4 = 4/1/4<br>5 = Other  |
| Reclassification Code                       | N                               | 035-035                                    | 1                                 | IC File                       | 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.) |

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   |
|---|--------------------------|-------------------------------------|----------------------------|------------------------|---|
| College and University Libraries, Fall 1976 |                          |                                     |                            |                        | HEG.LIB11.EDITED.A76-77   |
| DATA FIELD NAME<br>(a)                      | DATA ELEMENT TYPE<br>(b) | RECORD POSITION<br>(from-to)<br>(c) | NUMBER OF POSITIONS<br>(d) | SOURCE LOCATION<br>(e) | DESCRIPTION<br>(f)  |
| Coordinator Code                            | AN                       | 036-036                             | 1                          | IC File                | Indicates whether survey was handled by state coordinator.<br>1 = Coordinator receives 4 copies of survey form<br>2 = Coordinator receives 5 copies of survey form<br>3 = Second coordinator in state<br>4 = U.S. Services School in coordinated state<br>8 = No direct coordination, but form requires use of a state-provided stamp<br>9 = No coordinator |
| Affiliation/Control                         | N                        | 037-038                             | 2                          | IC File                | Indicates control of institution. (See Common Table 4.)   |
| Current Enrollment                          | N                        | 039-045                             | 7                          | IC File                | Institution enrollment obtained from prior Opening Fall Enrollment Survey and enrollment ranges.  |
| Range Code                                  | N                        | 039-039                             | 1                          | IC File                | Range codes for enrollment. (See Common Table 12.)  |
| Enrollment Number                           | N                        | 040-045                             | 6                          | IC File                | Total number of students enrolled for current survey year.  |
| Institution Name                            | AN                       | 046-070                             | 25                         | IC File                | Name of reporting institution or branch.  |



LEGEND  
 DATA ELEMENT TYPE STANDARDS

(Reserve)

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PART IV - DATA ELEMENT DESCRIPTION

| TITLE                                       |                          |                                     |                            |                          | FILE NAME  |
|---|--------------------------|-------------------------------------|----------------------------|--------------------------|--|
| College and University Libraries, Fall 1976 |                          |                                     |                            |                          | HEG.LIB11.EDITED.A76-77  |
| DATA FIELD NAME<br>(a)                      | DATA ELEMENT TYPE<br>(b) | RECORD POSITION<br>(from-to)<br>(c) | NUMBER OF POSITIONS<br>(d) | SOURCE LOCATION<br>(e)   | DESCRIPTION<br>(f)   |
| FICE Code                                   | N                        | 071-076                             | 6                          | Survey Form              | Unique code for each institution or other entity that has been identified. The range is 001000 to 029999. (Identical to positions 001-006 and is also part of the input transaction record.)   |
| Survey Code                                 | AN                       | 077-077                             | 1                          | Generated                | Unique code for each survey. For Libraries, "D".   |
| Imputation Code                             | N                        | 078-078                             | 1                          | Input Transaction Record | Indicates imputed (data entered on form by editing staff without concurrence of the institution or state coordinator and which is not based on the data reported by the respondent) and/or adjusted (data changed on form by editing staff without concurrence of the institution or state coordinator and which is based on the data reported by the respondent) data has been entered in one or more of the columns for that line.<br>0 = no imputed or adjusted data<br>1 = imputed data<br>3 = adjusted data<br>5 = both imputed and adjusted data |
| Restriction Code                            | N                        | 079-079                             | 1                          | Input Transaction Record | Indicates restricted data whose dissemination, outside NCES, 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.   |

PART IV - DATA ELEMENT DESCRIPTION

| TITLE                                       |                                 |  |                                   |                               | FILE NAME   |
|---|---------------------------------|--|-----------------------------------|-------------------------------|---|
| College and University Libraries, Fall 1976 |                                 |  |                                   |                               | HEG.LIB11.EDITED.A76-77   |
| DATA FIELD NAME<br><i>(g)</i>               | DATA ELEMENT TYPE<br><i>(h)</i> | RECORD POSITION<br>(from-to)<br><i>(i)</i> | NUMBER OF POSITIONS<br><i>(j)</i> | SOURCE LOCATION<br><i>(k)</i> | DESCRIPTION<br><i>(l)</i>   |
| Restriction Code --<br>Continued            |                                 |  |                                   |                               | 0 = Not restricted<br>1 = Restricted<br>Blank = No entry  |
| Transaction Code                            | AN                              | 080-080                                    | 1                                 | Generated                     | See Common Table 15 for values.   |
| Record Identification                       | AN                              | 081-087                                    | 7                                 | Survey Form                   | Identifies the part and line numbers of the survey form (OE Form 2300-2.5, 3/76).                             |
| Part Number                                 | N                               | 081-081                                    | 1                                 | Survey Form                   | Designates part number of survey form. Arbitrarily assigned by NCES (1 through 4 valid entries for HEGIS XI). |
| Section Number                              | AN                              | 082-082                                    | 1                                 | Survey Form                   | Designates section of survey form. Arbitrarily assigned by NCES (A through O valid entries for HEGIS XI).     |
| Line Number                                 | N                               | 083-084                                    | 2                                 | Survey Form                   | Designates line number contained on the form for that line of data.   |
| Core Number                                 | AN                              | 085-087                                    | 3                                 | Survey Form                   | Designates core number column on the form for that line of data.  |
| Sex Code                                    | AN                              | 088-088                                    | 1                                 | Survey Form                   | Enter M = Men or W = Women, as appropriate for entered data.  |

PART IV - DATA ELEMENT DESCRIPTION

| TITLE                                       |                   |                           |                     |                 | FILE NAME   |
|---|-------------------|---------------------------|---------------------|-----------------|---|
| College and University Libraries, Fall 1976 |                   |                           |                     |                 | HEG.LIB11.EDITED.A76-77   |
| DATA FIELD NAME                             | DATA ELEMENT TYPE | RECORD POSITION (from-to) | NUMBER OF POSITIONS | SOURCE LOCATION | DESCRIPTION   |
| (a)   | (b)               | (c)                       | (d)                 | (e)             | (f)   |
| Data Cell 1                                 | N                 | 089-099                   | 11                  | Survey Form     | Enter data from appropriate line of column 1. No decimal places assumed.  |
| Data Cell 2                                 | N                 | 100-110                   | 11                  | Survey Form     | Enter data from appropriate line of column 2. No decimal places assumed.  |
| Data Cell 3                                 | N                 | 111-116                   | 6                   | Survey Form     | Enter whole number from column 3.   |
| Whole Number                                | N                 | 117-117                   | 1                   | Survey Form     | Enter decimal number from column 3.   |
| Decimal Number                              | N                 | 118-126                   | 9                   | Survey Form     | Enter data from appropriate line of column 4. No decimal places assumed.  |
| Data Cell 4                                 | N                 | 127-135                   | 9                   | Survey Form     | Enter data from appropriate line of column 5. No decimal places assumed.  |
| Data Cell 5                                 | N                 | 136-150                   | 15                  | Generated       | Zero-filled.  |
| Filler                                      | 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. |
| Cycle                                       | N                 | 151-152                   | 2                   | Generated       | The update cycle in which the record was initially created in the file.   |
| Entry                                       | N                 |                           |                     |                 |   |

PART IV - DATA ELEMENT DESCRIPTION

LEGEND  
 DATA ELEMENT TYPE STANDARDS

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(Reserve)

| TITLE                                       |                                 |  |                                   |                               | FILE NAME  |
|---|---------------------------------|--|-----------------------------------|-------------------------------|--|
| College and University Libraries, Fall 1976 |                                 |  |                                   |                               | HEG.LIB11.EDITED.A76-77  |
| DATA FIELD NAME<br><i>(a)</i>               | DATA ELEMENT TYPE<br><i>(b)</i> | RECORD POSITION<br>(from-to)<br><i>(c)</i> | NUMBER OF POSITIONS<br><i>(d)</i> | SOURCE LOCATION<br><i>(e)</i> | DESCRIPTION<br><i>(f)</i>  |
| Update                                      | N                               | 153-154                                    | 2                                 | Generated                     | The latest update cycle in which action was taken on the record. In the event of multiple updates, the latest cycle only is reported.  |
| Imputation Cell Identifiers                 | N                               | 155-159                                    | 5                                 | N/A                           | These 5 fields relate to the data fields in record positions 089-135 to identify the data that may be imputed/adjusted.<br>0 or 1 = Neither imputed or adjusted<br>2 = Imputed data<br>3 = Adjusted data |
| Substitute FICE                             | N                               | 160-165                                    | 6                                 | NCES Survey Director          | The FICE of the peer institution used as a basis for imputation of a complete response.  |
| Filler                                      | N                               | 166-169                                    | 4                                 | N/A                           | Zero-filled.   |
| Survey Indicator                            | AN                              | 170-170                                    | 1                                 | IC File                       | Indicates whether the FICE is included in the current survey universe.<br>0 = Not included<br>1 = Included   |

**ATTACHMENT A  
COMMON TABLES**

|   | <u>Page</u> |
|---|-------------|
| Time Periods for HEGIS Surveys (Begins 1966-67)   | 1 & 2       |
| Table 1 - State and Regional Codes  | 3           |
| Table 2 - Institutional Status and System Codes   | 4           |
| Table 3 - Accreditation Categories  | 5 & 6       |
| Table 4 - Control or Affiliation Codes  | 7 & 8       |
| Table 5 - Manpower Manual Definition Codes (HEGIS I through XI)   | 9           |
| Table 5.1 - Manpower Manual Definition Codes (HEGIS XII and Forward)  | 10          |
| Table 6 - OBE Regions   | 11          |
| Table 7 - OE Regions  | 11          |
| Table 8 - Highest Level of Offering   | 11          |
| Table 9 - Institution Type  | 11          |
| Table 10 - Sex of Student Body  | 11          |
| Table 11 - Reclassification Codes   | 11          |
| Table 11A - Method of Determining Reclassification Codes. Based on availability of Earned Degrees Data. (This coding structure begins with HEGIS XI.) | 12          |
| Table 12 - Enrollment Code Ranges   | 12          |
| Table 13 - Admission Requirements   | 12          |
| Table 14 - City Size (SMSA)   | 12          |
| Table 15 - Updating Transaction Codes   | 13          |



## IEGIS XIII COMMON TABLES

12/19/78

PAGE 0001

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                                      | ABBR         | 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           | JUN 66<br>JUN 68 | JUN 66<br>JUN 67 | JUN 67<br>JUN 68 | JUN 68<br>JUN 69  | JUN 69<br>JUN 71  | JUN 70<br>JUN 71 | JUN 71<br>JUN 72 | JUN 72<br>JUN 73 | JUN 73<br>JUN 74 | JUN 74<br>JUN 75 |
| EMPLOYEES                                   | EMP          | 66-67            | 67-68            | FALL 68*         | 69-70             | 70-71             | 71-72            | 72-73            | NONE             | 74-75            | 75-76            |
| FINANCE - FOR FISCAL YEAR ENDING            | FIN          | 66               | 67               | 68               | 69                | 70                | 71               | 72               | 73               | 74               | 75               |
| FINANCES (NOTE 3) (ACADEMIC)                | LND          | FALL 66          | FALL 67          | FALL 68          | FALL 69           | NONE              | FALL 70          | NONE             | FALL 73          | NONE             | FALL 75          |
| OPENING FALL ENROLLMENT                     | OFE (NOTE 4) | FALL 66          | FALL 67          | FALL 68          | FALL 69<br>NOTE 2 | FALL 70<br>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                     | RSM/RES      | NONE             | NONE             | FALL 68          | NONE              | NONE              | NONE             | FALL 72          | NONE             | NONE             | FALL 75          |
| STUDENTS ENROLLED IN ADVANCED DEGREES       | SEAD/AD      | FALL 66          | FALL 67          | FALL 68          | FALL 69           | FALL 70           | FALL 71          | FALL 72          | FALL 73          | FALL 74          | NOTE 1           |
| UNIV DIVISION POST BACCALAUREATE ENROLLMENT | UDPBE        | NOTE 1           | NOTE 1           | NOTE 1           | NOTE 1            | NOTE 1            | NOTE 1           | NOTE 1           | NOTE 1           | NOTE 1           | FALL 75          |
| ADM FACULTY/STAFF POSITION                  | 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 XII, DATA FOR THE OFFICE FOR CIVIL RIGHTS WAS ALSO COLLECTED. NAME OF THE OFE SURVEY WAS CHANGED TO FALL ENROLLMENT AND COMPLIANCE REPORT (FECR).

12/18/78

PAGE 0002

COMMON TABLE 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 (CONTIN).

| DRIVEY  | ADDR         | XI               | XII              | XIII             | XIV | XV | XVI | XVII | XVIII | XIX | XX |
|---|--------------|------------------|------------------|------------------|-----|----|-----|------|-------|-----|----|
| INSTITUTIONAL<br>CHARACTERISTICS                | INST<br>CHAS | 76 77            | 77-78            | 78-79            |     |    |     |      |       |     |    |
| EARNED DEGREES                                  | ED           | JUL 76<br>JUN 76 | JUL 76<br>JUN 77 | JUL 77<br>JUN 78 |     |    |     |      |       |     |    |
| EMPLOYEES                                       | EMP          | 76 77            | 77-78            | 78-79            |     |    |     |      |       |     |    |
| FINANCE - FIRM<br>FISCAL YEAR ENDING            | FIN          | 76               | 77               | 78               |     |    |     |      |       |     |    |
| INITIATES (NOTE 3)<br>(ACADEMIC)                | LI0          | FALL 76          | FALL 77          | NONE             |     |    |     |      |       |     |    |
| OPENING FALL<br>ENROLLMENT                      | OF0          | FALL 76          | FALL 77          | FALL 78          |     |    |     |      |       |     |    |
| PHYSICAL FACILITIES<br>AS OF 9/30               | FAC          | NONE             | NONE             | NONE             |     |    |     |      |       |     |    |
| PERSONNEL AND<br>MIGRATION                      | PSM/<br>IES  | NONE             | NONE             | NONE             |     |    |     |      |       |     |    |
| STUDENTS ENROLLED<br>(IN ADVANCED<br>DEGREE)    | SEAD/<br>AD  | NOTE 1           | NOTE 1           | NOTE 1           |     |    |     |      |       |     |    |
| INTERVISION POST<br>BACCALAUREATE<br>ENROLLMENT | IXP06        | FALL 76          | NONE             | NONE             |     |    |     |      |       |     |    |
| ANNUAL CONTINUING<br>EDUCATION                  | ACE          | 76-78*           | NONE             | 77-78*           |     |    |     |      |       |     |    |



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

TABLE 1 - STATE AND REGIONAL CODES

| STATE (OR TERRITORY) | *****STATE CODES***** |           |      |             | *****REGIONS***** |    |                  | STATE OR TERRITORY  | *****STATE CODES***** |           |      |             | *****REGIONS***** |    |                  |
|----------------------|-----------------------|-----------|------|-------------|-------------------|----|------------------|---------------------|-----------------------|-----------|------|-------------|-------------------|----|------------------|
|                      | OE<br>V-              | OE<br>VII | FIPS | POST<br>OFC | OBE               | OE | ACCRED<br>AGENCY |                     | OE<br>V-              | OE<br>VII | FIPS | POST<br>OFC | OBE               | OE | ACCRED<br>AGENCY |
| ALABAMA              | 10                    | 10        | 01   | AL          | 5                 | 3  | SC               | NEW JERSEY          | 40                    | 40        | 34   | NJ          | 7                 | 1  | M                |
| ALASKA               | 11                    | 11        | 02   | AK          | 8                 | 4  | NW               | NEW MEXICO          | 41                    | 41        | 35   | NM          | 8                 | 4  | NII              |
| ARIZONA              | 12                    | 12        | 04   | AZ          | 5                 | 4  | NII              | NEW YORK            | 42                    | 42        | 36   | NY          | 7                 | 1  | M                |
| ARKANSAS             | 13                    | 13        | 05   | AR          | 5                 | 3  | NII              | NORTH CAROLINA      | 43                    | 43        | 37   | NC          | 5                 | 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                 | 3  | 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                | OHIOH               | 47                    | 47        | 41   | OH          | 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          | 5                 | 3  | SC               | RHODE ISLAND        | 49                    | 49        | 44   | RI          | 1                 | 1  | E                |
| GEORGIA              | 20                    | 20        | 13   | GA          | 5                 | 3  | SC               | SOUTH CAROLINA      | 50                    | 50        | 45   | SC          | 6                 | 3  | SC               |
| HAWAII               | 21                    | 21        | 15   | HI          | 8                 | 4  | WC,WJ            | SOUTH DAKOTA        | 51                    | 51        | 46   | SD          | 4                 | 2  | NII              |
| IDAH                 | 22                    | 22        | 16   | ID          | 7                 | 4  | NW               | TENNESSEE           | 52                    | 52        | 47   | TN          | 5                 | 3  | SC               |
| ILLINOIS             | 23                    | 23        | 17   | IL          | 3                 | 2  | NII              | TEXAS               | 53                    | 53        | 48   | TX          | 6                 | 4  | SC               |
| INDIANA              | 24                    | 24        | 18   | IN          | 3                 | 2  | NII              | UTAH                | 54                    | 54        | 49   | 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          | 5                 | 3  | SC               |
| KENTUCKY             | 27                    | 27        | 21   | KY          | 5                 | 3  | SC               | WASHINGTON          | 57                    | 57        | 53   | WA          | 8                 | 4  | NW               |
| LOUISIANA            | 28                    | 28        | 22   | LA          | 5                 | 3  | SC               | WEST VIRGINIA       | 58                    | 58        | 54   | WV          | 5                 | 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 SCHOOLS | 61                    | 61        |      |             | 8                 | 5  | -                |
| MICHIGAN             | 32                    | 32        | 26   | MI          | 3                 | 2  | NII              | AMERICAN SAMOA*     |                       | 62        |      |             | 9                 | 7  | WC,WJ            |
| MINNESOTA            | 33                    | 33        | 27   | MN          | 4                 | 2  | NII              | GUAM                | 63                    | 64        |      | GU          | 9                 | 7  | WC,WJ            |
| MISSISSIPPI          | 34                    | 34        | 28   | MS          | 5                 | 3  | SC               | PUERTO RICO         | 64                    | 65        |      | PR          | 9                 | 7  | M                |
| MISSOURI             | 35                    | 35        | 29   | MO          | 4                 | 2  | NII              | TRUST TERR PAC IS*  |                       | 66        |      |             | 9                 | 7  | WC,WJ            |
| MONTANA              | 36                    | 36        | 30   | MT          | 7                 | 4  | NW               | VIRGIN ISLANDS      | 66                    | 67        |      | VI          | 9                 | 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                |                     |                       |           |      |             |                   |    |                  |

\*ANNEXED IN IEQIS VI

12/18/78

PAGE 8104

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

TABLE 2 - INSTITUTIONAL STATUS &amp; SYSTEM CODES

| INSTITUTIONAL COMPONENT              | STATUS CODE | COUNTED AS INSTITUTION | INCLUDED IN SURVEY | SEQ CODE | NOTES   |
|--------------------------------------|-------------|------------------------|--------------------|----------|---|
| INDIVIDUAL INSTITUTION               | B           | 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                         | 9           | 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 IREGIS 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                 | 0007     | 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  |
| LIBRARY                              | 0           | NO                     | *YES               | NONE     | REPRESENTED INSTITUTIONS ARE COUNTED INSTEAD  |
| NON-CURRENT                          |             |                        |                    |          |   |
| NOT YET OPEN                         | 0W          | # YES                  |                    | NONE     | THESE ARE APPENDIX A INSTITUTIONS. THEIR STATUS CODES, ETC. WILL BE REVISED & UPDATED UPON THEIR OPENING  |
| ELIGIBLE 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 ELIGIBLE LAST YEAR OR THIS YEAR  | Y           | NO                     | NO                 | NONE     | CONVERTED TO Y STATUS AFTER 1 YEAR IN X STATUS. WILL BE DROPPED FROM THE FILE AFTER 1 YEAR IN Y STATUS. CHARACTERISTICS HAVE NOT BEEN UPDATED & MAY BE UNRELIABLE.                    |

\* - LIBRARY SURVEY ONLY  
# - FOR INSTITUTIONAL CHARACTERISTICS ONLY  
0 - 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 9(1) COMP-3, NORMALLY POSITIVE. IF NEGATIVE THE CATEGORY WILL BE FURTHER EXPLAINED IN A DED 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.

| CNTR | CATEGORY  |
|------|---|
| 1    | FINAL   |
| 2    | CORRESPONDENCE STATUS - REGIONAL ONLY (OBSOLETE)  |
| 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   |

  

| CNTR | MNEMONIC | ACCREDITING AGENCY   | HEGIS X | HEGIS XI | CODED ON FILE AS 2 BYTE PACKED/BIGNED NUMERIC. ALWAYS POSITIVE. NULL ENTRIES ALWAYS CARRY VALUE ZERO. | CODED ON FILE AS THE 6 CHAR MNEMONIC. LEFT JUSTIFIED WITH TRAILING SPACES. NULL ENTRIES ALWAYS SPACE FILLED. |
|------|----------|--|---------|----------|---|--|
| 001  | EN       | 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   |         |          |   |  |
| 005  | SC       | SOUTHERN ASSN OF COLLEGES & SCHOOLS. COMMISSION ON COLLEGES  |         |          |   |  |
| 006  | WC       | WESTERN ASSN OF SCHOOLS & COLLEGES. ACCREDITING COMMISSION FOR SENIOR COLLEGES & UNIVERSITIES  |         |          |   |  |
| 006A | WJ       | WESTERN ASSN OF SCHOOLS & COLLEGES. ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES   |         |          |   |  |
| 007  | STATE    |  |         |          |   |  |
|      | JIC      | DERIVATIVE: A MINIMUM OF 3 ACCREDITED INSTITUTIONS ACCEPT STUDENTS FROM THIS INSTITUTION FOR CREDIT                                    |         |          |   |  |
| 008  | ANRN     | 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  | AMCP     | AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: ASSISTANT TO THE PRIMARY CARE PHYSICIAN (IX)            |         |          |   |  |
| 011  | AIACB    | NATIONAL ARCHITECTURAL ACCREDITING BOARD: ARCHITECTURE   |         |          |   |  |
| 012  | ART      | NATIONAL ASSN OF SCHOOLS OF ART. COMMISSION ON ACCREDITATION AND MEMBERSHIP: ART   |         |          |   |  |
| 013  | AHD      | AMERICAN SPEECH AND HEARING ASSN: AUDIOLOGY  |         |          |   |  |
| 014  | BI       | AMERICAN ASSN OF BIBLE COLLEGES: BIBLE COLLEGE   |         |          |   |  |
| 015  | BBS      | AMERICAN ASSEMBLY OF COLLEGIATE SCHOOLS OF BUSINESS: BUSINESS  |         |          |   |  |
| 016  | CIEM     | AMERICAN CHEMICAL SOCIETY (LAST INCLUDED IN HEGIS VIII)  |         |          |   |  |
| 018  | CINHO    | COUNCIL ON CHIROPRACTIC EDUCATION, COMMISSION ACCREDITATION: CHIROPRACTIC EDUCATION (IX)   |         |          |   |  |
| 017  | MLTC     | AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: MEDICAL LABORATORY TECHNICIAN (CERTIFICATE) (IX) |         |          |   |  |
| 018  | CIPSY    | AMERICAN PSYCHOLOGICAL ASSN: CLINICAL PSYCHOLOGY (VII)   |         |          |   |  |
| 019  | CIPSY    | AMERICAN PSYCHOLOGICAL ASSN: COUNSELING PSYCHOLOGY (VII)   |         |          |   |  |
| 020  | CYTD     | AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: CYTOTECHNOLOGY (IX)                                     |         |          |   |  |

COMMON TABLE VALUES & NAMES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & ABBREVIATIONS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 3 -- ACCREDITATION AGENCIES (CONT'D)

| CODE | ABBREVIATION | ACCREDITING AGENCY  |
|------|--------------|---|
| 021  | DA           | AMERICAN DENTAL ASSN. COMMISSION ON ACCREDITATION OF DENTAL AND DENTAL AUXILIARY PROGRAMS: DENTAL ASSISTANT (V)   |
| 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 (XI)   |
| 024A | DIETI        | AMERICAN DIETETIC ASSOCIATION: DIETETIC INTERNSHIPS (XIII)  |
| 024B | DNUR         | 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  | FINI         | 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  | HT           | AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: HISTOLOGIC TECHNICIAN EDUCATION (IX)   |
| 030A | PSY<br>FIDER | AMERICAN PSYCHOLOGICAL ASSOCIATION: INTERNSHIPS IN CLINICAL AND COUNSELING PSYCHOLOGY (XIII)<br>FOUNDATION FOR INTERIOR DESIGN EDUCATION RESEARCH: INTERIOR DESIGN EDUCATION; PROFESSIONAL AND TECHNICAL PROGRAMS |
| 031  | JAMJ         | AMERICAN COUNCIL ON EDUCATION FOR JOURNALISM, ACCREDITING COMMITTEE: JOURNALISM   |
| 032  | JICB         | 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  | LSAII        | AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS: LANDSCAPE ARCHITECTURE (VII)  |
| 035  | LID          | AMERICAN LIBRARY 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  | MLTAD        | 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 ADMINISTRATION (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  |
| 048  | NMT          | AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: NUCLEAR MEDICINE TECHNICIAN (IX)  |
| 049  | NIN          | NATIONAL LEAGUE FOR NURSING: BACCALAUREATE & GRADUATE DEGREE PROGRAM IN NURSING   |

COMMON TABLES FOR VALUES & NAMES OF DATA ELEMENTS IN HHS DATA FILES. DATA NAMES & MNEIMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 3 -- ACCREDITATION AGENCIES (CONT'D)

| CINE | MNEIMONIC | ACCREDITING AGENCY  |
|------|-----------|---|
| 040  | MNYSW     | NURSING SYSTEM WIDE UNIV. OF TEXAS SYSTEM ONLY (VI)   |
| 040  | OPT       | AMERICAN OPTOMETRIC ASSN. COUNCIL IN OPTOMETRIC EDUCATION: OPTOMETRY  |
| 040A | OMT       | AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: OPERATING ROOM 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  | PHAP      | AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION: PHARMACY  |
| 064  | PNRN      | NATIONAL LEAGUE FOR NURSING: PRACTICAL NURSING (VI)   |
| 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  | RAABN     | 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 TECHNICIAN (VIII)             |
| 061  | RTT       | AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: RADIOLOGY TECHNICIAN (VIII)              |
| 061A | SAAMA     | AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: SURGEON'S ASSISTANT               |
| 062  | SBDT      | AMERICAN MEDICAL ASSN. COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION: SPECIALIST IN BLOOD BANK TECHNOLOGY (XI) |
| 063  | SCPSY     | AMERICAN PSYCHOLOGICAL ASSN: SCHOOL PSYCHOLOGY (X)  |
| 064  | SP        | AMERICAN SPEECH & HEARING ASSN. SPEECH PATHOLOGY  |
| 065  | SINCB     | ASSN OF INDEPENDENT COLLEGES & SCHOOLS, ACCREDITING COMMISSION: PRIVATE SENIOR COLLEGE OF BUSINESS                      |
| 066  | SW        | COUNCIL ON SOCIAL WORK EDUCATION, COMMISSION ON ACCREDITATION: SOCIAL WORK  |
| 067  | ENGT      | ENGINEERS' COUNCIL FOR PROFESSIONAL DEVELOPMENT: ENGINEERING TECHNOLOGY (2-YEAR PROGRAM)                                |
| 068  | TEP       | 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 TABLE VALUES & NAMES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 4 CONTINUED AFFILIATION CODES

| CODE | CONTROL ON AFFILIATION -- ALPHA                  | CODE | CONTROL ON AFFILIATION -- NUMERIC                |
|------|--|------|--|
| 11   | FEDERAL  | 11   | FEDERAL  |
| 12   | STATE  | 12   | STATE  |
| 13   | LOCAL  | 13   | LOCAL  |
| 14   | STATE/LOCAL                                      | 14   | STATE/LOCAL                                      |
| 16   | STATE RELATED                                    | 16   | STATE RELATED                                    |
| 21   | INDEPENDENT NON PROFIT                           | 21   | INDEPENDENT NON PROFIT                           |
| 26   | ORGANIZED AS PROFIT MAKING                       | 22   | AMERICAN EVANGELICAL LUTHERAN CHURCH             |
| 28   | ADVENT CHRISTIAN CHURCH                          | 23   | AMERICAN MISSIONARY ASSOCIATION                  |
| 61   | AFRICAN METHODIST EPISCOPAL                      | 24   | AFRICAN METHODIST EPISCOPAL ZION CHURCH          |
| 24   | AFRICAN METHODIST EPISCOPAL ZION CHURCH          | 26   | ORGANIZED AS PROFIT MAKING                       |
| 62   | AMERICAN BAPTIST                                 | 28   | ADVENT CHRISTIAN CHURCH                          |
| 27   | AMERICAN EVANGELICAL LUTHERAN CHURCH             | 27   | ASSEMBLIES OF GOD CHURCH                         |
| 63   | AMERICAN LUTHERAN                                | 28   | BETHLEHEM CHURCH                                 |
| 48   | AMERICAN LUTHERAN AND LUTHERAN CHURCH IN AMERICA | 29   | BETHLEHEM IN CHRIST CHURCH                       |
| 23   | AMERICAN MISSIONARY ASSOCIATION                  | 30   | ROMAN CATHOLIC                                   |
| 27   | ASSEMBLIES OF GOD CHURCH                         | 31   | CHURCH OF GOD IN CHRIST                          |
| 64   | BAPTIST  | 32   | CHURCH OF NEW JERUSALEM                          |
| 28   | BETHLEHEM CHURCH                                 | 33   | WISCONSIN EVANGELICAL LUTHERAN SYNOD             |
| 29   | BETHLEHEM IN CHRIST CHURCH                       | 34   | CHRISTIAN AND MISSIONARY ALLIANCE CHURCH         |
| 34   | CHRISTIAN AND MISSIONARY ALLIANCE CHURCH         | 36   | CHRISTIAN REFORMED CHURCH                        |
| 61   | CHRISTIAN CHURCH (DISCIPLES OF CHRIST)           | 36   | EVANGELICAL CONGREGATIONAL CHURCH                |
| 65   | CHRISTIAN METHODIST EPISCOPAL                    | 37   | EVANGELICAL COVENANT CHURCH OF AMERICA           |
| 36   | CHRISTIAN REFORMED CHURCH                        | 38   | EVANGELICAL FREE CHURCH OF AMERICA               |
| 66   | CHURCH OF CHRIST                                 | 39   | EVANGELICAL LUTHERAN CHURCH                      |
| 67   | CHURCH OF GOD                                    | 40   | EVANGELICAL AND REFORMED CHURCH                  |
| 31   | CHURCH OF GOD IN CHRIST                          | 41   | FREE WILL BAPTIST CHURCH                         |
| 32   | CHURCH OF NEW JERUSALEM                          | 42   | INTERNATIONAL                                    |
| 68   | CHURCH OF THE BETHLEHEM                          | 43   | MENTONITE BETHLEHEM CHURCH                       |
| 69   | CHURCH OF THE NAZARENE                           | 44   | MORAVIAN CHURCH                                  |
| 60   | CIMMERLAND PIESDYTTIAN                           | 46   | NORTH AMERICAN BAPTIST                           |
| 46   | EVANGELICAL AND REFORMED CHURCH                  | 46   | AMERICAN LUTHERAN AND LUTHERAN CHURCH IN AMERICA |
| 38   | EVANGELICAL CONGREGATIONAL CHURCH                | 47   | PENTECOSTAL HOLINESS CHURCH                      |
| 37   | EVANGELICAL COVENANT CHURCH OF AMERICA           | 48   | REFORMED CHURCH IN AMERICA                       |
| 38   | EVANGELICAL FREE CHURCH OF AMERICA               | 60   | REFORMED EPISCOPAL CHURCH                        |
| 39   | EVANGELICAL LUTHERAN CHURCH                      | 61   | AFRICAN METHODIST EPISCOPAL                      |
| 62   | EVANGELICAL UNITED BETHLEHEM                     | 62   | AMERICAN BAPTIST                                 |
| 64   | FREE METHODIST                                   | 63   | AMERICAN LUTHERAN                                |
| 41   | FREE WILL BAPTIST CHURCH                         | 64   | BAPTIST  |
| 66   | FREEWILL   | 66   | CHRISTIAN METHODIST EPISCOPAL                    |
| 61   | FREEWILL UNITED MEETING                          |      |  |

12/10/78

PAGE ONE

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

TABLE 4 - CHURCH OR AFFILIATION CODES (CONT'D)

|    |   |    |   |
|----|---|----|---|
| 70 | GENERAL CONFERENCE MENNONITE CHURCH                 | 80 | CHURCH OF CHRIST                                    |
| 81 | GREEK CATHOLIC                                      | 87 | CHURCH OF GOD                                       |
| 42 | INTERDENOMINATIONAL                                 | 88 | CHURCH OF THE BRETHREN                              |
| 86 | JEWISH  | 89 | CHURCH OF THE NAZARENE                              |
| 84 | LATTER DAY SAINTS                                   | 80 | CUMBERLAND PRESBYTERIAN                             |
| 87 | LUTHERAN CHURCH IN AMERICA                          | 81 | CHRISTIAN CHURCH (DISCIPLES OF CHRIST)              |
| 88 | LUTHERAN CHURCH - MISSOURI SYNOD                    | 82 | EVANGELICAL UNITED BRETHREN                         |
| 43 | MENNONITE BRETHREN CHURCH                           | 83 | FRIENDS (UNITED MEETING)                            |
| 89 | MENNONITE CHURCH                                    | 84 | FREE METHODIST                                      |
| 87 | MISSIONARY CHURCH INC (FORMERLY UNITED MISS CHURCH) | 85 | FRIENDS   |
| 44 | MOLDAVIAN CHURCH                                    | 86 | PRESBYTERIAN, IS 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                                |
| 80 | REFORMED EPISCOPAL CHURCH                           | 74 |   |
| 81 | REFORMED PRESBYTERIAN CHURCH                        | 75 | SOUTHERN BAPTIST                                    |
| 82 | REORGANIZED LATTER DAY SAINTS CHURCH                | 76 | UNITED CHURCH OF CHRIST                             |
| 30 | ROMAN CATHOLIC                                      | 77 | UNITED PRESBYTERIAN, USA                            |
| 87 | RUSSIAN CATHOLIC                                    | 78 | MULTIPLE PROTESTANT DENOMINATIONS                   |
| 85 | SEVENTH DAY ADVENTISTS                              | 79 | OTHER PROTESTANT                                    |
| 83 | SEVENTH DAY BAPTIST CHURCH                          | 80 | JEWISH  |
| 75 | UNITED BAPTIST                                      | 81 | REFORMED PRESBYTERIAN CHURCH                        |
| 88 | UNDENOMINATIONAL                                    | 82 | REORGANIZED LATTER DAY SAINTS CHURCH                |
| 83 | UNITARIAN UNIVERSALIST                              | 83 | SEVENTH DAY BAPTIST CHURCH                          |
| 84 | UNITED BRETHREN CHURCH                              | 84 | UNITED BRETHREN CHURCH                              |
| 86 | UNITED CHRISTIAN MISSIONARY SOCIETY                 | 85 | UNITED CHRISTIAN MISSIONARY SOCIETY                 |
| 76 | UNITED CHURCH OF CHRIST                             | 86 | UNITED LUTHERAN CHURCH                              |
| 86 | UNITED LUTHERAN CHURCH                              | 87 | MISSIONARY CHURCH INC (FORMERLY UNITED MISS CHURCH) |
| 71 | UNITED METHODIST                                    | 88 | UNDENOMINATIONAL                                    |
| 77 | UNITED PRESBYTERIAN, USA                            | 89 | WESLEYAN CHURCH                                     |
| 89 | WESLEYAN CHURCH                                     | 80 | YOUNG MEN'S CHRISTIAN ASSOCIATION                   |
| 33 | WISCONSIN EVANGELICAL LUTHERAN SYNOD                | 81 | GREEK CATHOLIC                                      |
| 80 | YOUNG MEN'S CHRISTIAN ASSOCIATION                   | 82 | RUSSIAN CATHOLIC                                    |
|    |   | 83 | UNITARIAN UNIVERSALIST                              |
|    |   | 84 |   |
|    |   | 85 | SEVENTH DAY ADVENTISTS                              |
|    |   | 86 |   |
|    |   | 87 |   |
|    |   | 88 |   |
|    |   | 89 |   |
| 89 | OTHER   | 89 | OTHER   |

CONTAIN THE NAMES FOR VALUES & NAMES OF DATA ELEMENTS IN REGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS

TABLE 6 - MANPOWER MANUAL DEFINITION CODES -- SEE TABLE 6.1 FOR CODES USED IN REGIS XX & 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           | 54   | DIRECTOR STUDENT PLACEMENT                        |
| 05   | CHIEF LIBRARIAN                     | 55   | ASSISTANT TO THE PRESIDENT                        |
| 06   | CHIEF PLANNING OFFICER              | 64   | REGISTRAR   |
| 07   | CHIEF PUBLIC RELATIONS OFFICER      | 70   | DEAN/III THROUGH                                  |
| 08   | CHIEF STUDENT LIFE OFFICER          | 00   | MISCELLANEOUS (NOT TABULATED IN DIRECTORY TABLES) |
| 09   | DEAN OF MEN                         |      |   |
| 10   | DEAN OF WOMEN                       |      |   |
| 11   | DEAN/III AGRICULTURE                |      |   |
| 12   | DEAN/III ARCHITECTURE               |      |   |
| 13   | DEAN/III ARTS AND SCIENCES          |      |   |
| 14   | DEAN/III BUSINESS                   |      |   |
| 15   | DEAN/III CONTINUING EDUCATION       |      |   |
| 16   | DEAN/III DENTISTRY                  | 41   | DIRECTOR OF ATHLETICS                             |
| 17   | DEAN/III EDUCATION                  | 42   | DIRECTOR BUDGET                                   |
| 18   | DEAN/III ENGINEERING                | 43   | DIRECTOR COMMUNITY SERVICES                       |
| 19   | DEAN/III EVENING DIVISION           | 44   | DIRECTOR FOOD SERVICES                            |
| 20   | DEAN/III EXTENSION                  | 45   | DIRECTOR/PRINCIPAL LABORATORY SCHOOL              |
| 21   | DEAN/III FINE ARTS                  | 50   | DIRECTOR PHYSICAL PLANT                           |
| 22   | DEAN/III GRADUATE PROGRAMS          | 54   | DIRECTOR STUDENT HEALTH                           |
| 23   | DEAN/III HOME ECONOMICS             | 55   | DIRECTOR OF STUDENT HOUSING                       |
| 24   | DEAN/III JOURNALISM                 | 57   | DIRECTOR STUDENT UNION                            |
| 25   | DEAN/III LAW                        | 59   | BOOKSTORE MANAGER                                 |
| 26   | DEAN/III LIBRARY SCIENCE            | 60   | COMPTROLLER                                       |
| 27   | DEAN/III MEDICINE                   | 61   | HEAD BASKETBALL COACH                             |
| 28   | DEAN/III MUSIC                      | 62   | HEAD FOOTBALL COACH                               |
| 29   | DEAN/III NATURAL RESOURCES          | 63   | PURCHASING AGENT                                  |
| 30   | DEAN/III NURSING                    | 65   | STAFF LEGAL COUNSEL                               |
| 31   | DEAN/III PHARMACY                   |      |   |
| 32   | DEAN/III PHYSICAL EDUCATION         |      |   |
| 33   | DEAN/III PUBLIC HEALTH              |      |   |
| 34   | DEAN/III SOCIAL WORK                |      |   |
| 35   | DEAN/III SPECIAL SESSION            |      |   |
| 36   | DEAN/III TECHNOLOGY                 |      |   |
| 37   | DEAN/III VETERINARY MEDICINE        |      |   |
| 38   | DEAN/III VOCATIONAL EDUCATION       |      |   |
| 39   | DIRECTOR ADMISSIONS                 |      |   |
| 40   | DIRECTOR ALUMNI ASSOCIATIONS        |      |   |
| 44   | DIRECTOR COMPUTER CENTER            |      |   |
| 46   | 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 TABLES FOR VALUES & NAMES OF DATA ELEMENTS IN IREGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE 6 1 - MANPOWER MANUAL DEFINITION CODES, IREGIS 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   | 61  | HEAD BASKETBALL COACH          |
| 03    | -   | EXECUTIVE VICE PRESIDENT                       | *43   | 62  | HEAD FOOTBALL COACH            |
| 04    | 60  | ASSISTANT TO THE PRESIDENT                     | *44   | 64  | DIRECTOR -- MEDICAL SERVICES   |
| 05    | 02  | CHIEF ACADEMIC OFFICER                         | 46    | 00  | CHIEF PLANNING OFFICER         |
| 06    | 04  | REGISTRAR                                      | *48   | 06  | 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  | CONTROLLED                                     | 61    | 16  | DEAN/DIII CONTINUING EDUCATION |
| *12   | -   | DISAID   | 62    | 16  | DEAN/DIII DENTISTRY            |
| *13   | -   | DIRECTOR -- INFORMATION SYSTEMS                | 63    | 17  | DEAN/DIII EDUCATION            |
| 14    | 44  | DIRECTOR -- COMPUTER CENTER                    | 64    | 18  | DEAN/DIII ENGINEERING          |
| 16    | 40  | DIRECTOR -- PERSONNEL SERVICES                 | 66    | 19  | DEAN/DIII EVENING DIVISION     |
| *18   | --  | DIRECTOR -- LABOR RELATIONS                    | 68    | 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                               | 61    | 26  | DEAN/DIII LAW                  |
| *22   | 46  | DIRECTOR -- FOOD SERVICES                      | 62    | 26  | DEAN/DIII LIBRARY SCIENCE      |
| *23   | 69  | MANAGER -- BOOKSTORE                           | 63    | 27  | DEAN/DIII MEDICINE             |
| *24   | 42  | CHIEF MARKETING OFFICER                        | 64    | 28  | DEAN/DIII MUSIC                |
| 26    | 61  | CONTRACT ADMINISTRATOR                         | 66    | 29  | DEAN/DIII NATURAL RESOURCES    |
| 28    | 07  | CHIEF PUBLIC RELATIONS OFFICER                 | 68    | 30  | DEAN/DIII NURSING              |
| 27    | 48  | DIRECTOR -- INFORMATION OFFICE                 | 67    | 31  | DEAN/DIII PHARMACY             |
| *28   | -   | DIRECTOR -- PUBLICATIONS                       | 68    | 32  | DEAN/DIII PHYSICAL EDUCATION   |
| 29    | 40  | DIRECTOR -- ALUMNI RELATIONS                   | 69    | 33  | DEAN/DIII PUBLIC HEALTH        |
| 30    | 04  | CHIEF DEVELOPMENT OFFICER                      | 70    | 34  | DEAN/DIII SOCIAL WORK          |
| *31   | 43  | DIRECTOR -- COMMUNITY SERVICES                 | 71    | 36  | DEAN/DIII SPECIAL SESSION      |
| 32    | 00  | CHIEF STUDENT LIFE OFFICER                     | 72    | 36  | DEAN/DIII TECHNOLOGY           |
| 33    | 09  | DEAN OF MEN                                    | 73    | 70  | DEAN/DIII THEOLOGY             |
| 34    | 10  | DEAN OF WOMEN                                  | 74    | 37  | DEAN/DIII VETERINARY MEDICINE  |
| *36   | 67  | DIRECTOR -- STUDENT UNION                      | 76    | 38  | DEAN/DIII VOCATIONAL EDUCATION |
| 38    | 66  | DIRECTOR -- STUDENT PLACEMENT                  |       |     |                                |
| 37    | 63  | DIRECTOR -- STUDENT FINANCIAL AID              |       |     |                                |
| 38    | 62  | DIRECTOR -- STUDENT COUNSELING                 |       |     |                                |
| *39   | -   | HEALTHIOUS COUNSELLOR                          |       |     |                                |
| *40   | 66  | DIRECTOR -- STUDENT HOUSING                    |       |     |                                |

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

CIMMINT TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN IIGDIS DATA FILES. DATA NAMES & DIMENSIONS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

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

- 1 -- NEW ENGLAND  
CT ME MA MI NH VT
- 2 -- MID EAST  
DE IN 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

- 03 -- TWO BUT LESS THAN FOUR YEARS
- 04 -- FOUR (OR) FIVE YEAR BACCALAUREATE
- 05 -- FIRST PROFESSIONAL DEGREE
- 06 -- MASTER'S
- 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 INDV 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 NE 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 OR 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 IIGDIS 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 : 6 : 6 |

TABLE 11 -- RECLASSIFICATION CODES

| SEQ | CODE | DESCRIPTION OF INSTITUTION                              |
|-----|------|---|
|     |      | 4 YEAR  |
| 1   | DE   | COMPLEX PROGRAM, DOCTORAL EMPHASIS                      |
| 2   | RG   | COMPLEX PROGRAM, A RANGE OF POST BACCALAUREATE EMPHASIS |
| 3   | CP   | COMPLEX AND PROFESSIONAL PROGRAM                        |
| 4   | PD   | 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 IEGIS DATA FILES. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

TABLE II - A METHOD OF DETERMINING RECLASSIFICATION CODES. BASED ON AVAILABILITY OF EARNED DEGREE DATA. THIS COLUMN STRUCTURE BEGINS WITH IEGIS 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 BCSA OF 2,000,000 OR MORE OUTSIDE CENTER CITY
- 8 - IN SMSA OR BCSA 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 & NAMES OF DATA ELEMENTS IN HEDS DATA FILE. DATA NAMES & MNEMONICS CORRESPOND TO LIKE NAMES ON INDIVIDUAL DATA SET DESCRIPTIONS.

### INPUT TRANSACTION CODES

- I** (NO BLANK) -- INSERT NEW RECORD INTO THE FILE. AN ERROR CONDITION WILL BE FLAGGED IF THE FILE ALREADY HAS AN IDENTICALLY KEYPED RECORD. FOR THE INITIAL RECORD FOR AN INSTITUTION IN THE INST CHAR FILE IT MUST BE A 100 TYPE RECORD WITH TRANS I.
- D** (NO 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 CHAR 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 CHAR). THE REMAINDER OF THE RECORD ID IS IMMATERIAL.
- C** (NO 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 REORDERED SEQUENCE. FOR EXAMPLE, IF AN EXISTING C TYPE UPDATE TRANSACTION HAS BEEN DETERMINED TO BE IN ERROR PRIOR TO PROCESSING, A CONNECTED M TYPE TRANSACTION CAN BE PROCESSED IN THE SAME RUN AND WILL BE THE LATEST PROCESSED TRANSACTION.

### TABLE 10 - RACIAL/ETHNIC CODES

BASED ON DATA REPORTED IN OPE N 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  |
| 0 | NOT CLASSIFIED -- NEW INSTITUTION FOR WHICH DATA IS NOT YET AVAILABLE |
| Z | NOT CLASSIFIED -- INSTITUTION DID NOT FINISH DATA                     |

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
 EDUCATION DIVISION  
 WASHINGTON, D.C. 20202

HIGHER EDUCATION GENERAL INFORMATION SURVEY  
 AND  
 LIBRARY GENERAL INFORMATION SURVEY

COLLEGE AND UNIVERSITY LIBRARIES, FALL 1976

PLEASE  
 READ  
 INSTRUCTIONS  
 BEFORE  
 COMPLETING  
 THIS FORM.

FORM APPROVED  
 OMB NO. 51-RO1122

1. INSTITUTION CODE  
 NUMBER

2. DUE DATE

Not later than October 1, 1976

Each item on this page must be completed by all institutions. Please return the completed form either directly to Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, ATTN: Room 2153-LIBGIS, 400 Maryland Avenue, SW., Washington, D.C. 20202, or to the HEGIS coordinator, if there is a HEGIS coordinator in your State.

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. PLEASE NOTE THAT EACH INSTITUTION, BRANCH, CAMPUS OR OTHER ENTITY SEPARATELY CERTIFIED BY THE ACCREDITATION AND INSTITUTIONAL ELIGIBILITY UNIT OF THE U.S. OFFICE OF EDUCATION, WITH IT'S OWN FICE CODE, AND LISTED SEPARATELY IN THE EDUCATION DIRECTORY - HIGHER EDUCATION, SHOULD BE REPORTED ON A SEPARATE SURVEY FORM AND NOT INCLUDED OR COMBINED WITH ANY OTHER SUCH CERTIFIED UNIT. ON THE OTHER HAND, ALL LIBRARY UNITS AT THE INSTITUTION, BRANCH, OR CAMPUS, INCLUDING MEDICAL AND LAW SCHOOLS, AND ANY OTHER ACADEMIC LIBRARY, SHOULD BE INCLUDED IN THE REPORT OF THE APPROPRIATE INSTITUTION, BRANCH, OR CAMPUS. IF ANY SUCH UNITS ARE NOT INCLUDED IN THIS REPORT, PLEASE LIST THEM BELOW. IF NECESSARY, CONTINUE ON ATTACHED SHEET.

| NAME OF LIBRARY UNIT NOT INCLUDED ON THIS REPORT. | ADDRESS (city, State, and ZIP code) |
|---|-------------------------------------|
|   |                                     |
|   |                                     |
|   |                                     |
|   |                                     |
|   |                                     |
|   |                                     |
|   |                                     |
|   |                                     |
|   |                                     |

7. IF THE EDUCATIONAL ORGANIZATION OR ENTITY COVERED BY THIS SURVEY REPORT IS PART OF A MULTI-CAMPUS INSTITUTION OR PART OF A SYSTEM OF INSTITUTIONS, PLEASE ENTER THE NAME OF THE INSTITUTION OR SYSTEM BELOW.  
 IF NOT APPLICABLE, CHECK HERE

**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.

|   |                 |                            |   |
|---|-----------------|----------------------------|---|
| <b>PART I – PERIODICALS, FALL 1976 and LIBRARY COLLECTIONS, 1975-76</b>   |                 | 1. INSTITUTION CODE NUMBER |   |
| <b>SECTION A – CURRENT PERIODICAL SUBSCRIPTIONS, FALL 1976</b>  |                 |                            |   |
| <b>ITEMS</b>  | <b>LINE NO.</b> | <b>CORE NO.*</b>           | <b>NUMBER OF TITLES (exclude duplicate subscriptions)</b> |
| <b>CURRENT PERIODICAL SUBSCRIPTIONS – A periodical is a publication constituting one issue in a continuous series under the same title published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. Newspapers as well as publications appearing annually or less frequently are included in the definition. REPORT NUMBER OF TITLES SUBSCRIBED TO, AND NOT NUMBER OF INDIVIDUAL ISSUES (exclude duplicate subscriptions).</b> | 1               | C20                        |   |

**SECTION B – LIBRARY COLLECTION, 1975-76**

| <b>CATEGORY</b>   | <b>LINE NO.</b> | <b>CORE NO.</b> | <b>ADDED DURING ACADEMIC YEAR** (1)</b> | <b>HELD AT END OF ACADEMIC YEAR (2)</b> |
|---|-----------------|-----------------|---|---|
| <b>BOOKSTOCK (include government documents not in separate collections; include bound periodicals; exclude microforms)</b>  | 2               | C16             |   |   |
| <b>NUMBER OF VOLUMES</b>  |                 |                 |   |   |
| <b>NUMBER OF TITLES***</b>  | 3               | C17             |   |   |
| <b>SEPARATE GOVERNMENT DOCUMENTS COLLECTIONS</b>  | 4               |                 |   |   |
| <b>NUMBER OF VOLUMES</b>  |                 |                 |   |   |
| <b>MICROFORMS – ALL TYPES</b>   | 5               | C21             |   |   |
| <b>NUMBER OF BOOK TITLES*** REPRESENTED BY MICROFORMS</b>   |                 |                 |   |   |
| <b>NUMBER OF PERIODICAL TITLES*** REPRESENTED BY MICROFORMS</b>   |                 |                 |   |   |
| <b>NUMBER OF PHYSICAL UNITS OF MICROFORMS NOT REPORTED ON LINES 5 AND 6</b>   | 7               | C23             |   |   |
| <b>ALL OTHER LIBRARY MATERIALS – NUMBER OF TITLES (audio recordings, filmstrips, motion pictures, slides, overhead transparencies, maps, charts, mixed media kits, flat pictures, games, study print sets, etc.)***</b> | 8               | C25             |   |   |

\*Core numbers serve to identify items which are identical in all LIBGIS surveys. They are not in sequential order.

\*\*Gross number added; do not subtract the number withdrawn.  
\*\*\*Exclude duplicate copies.

**PART II – LIBRARY STAFF**

**SECTION A – NUMBER OF HOURS OF STUDENT ASSISTANCE, 1975-76**

| <b>ITEM</b>  | <b>LINE NO.</b> | <b>CORE NO.</b> | <b>NUMBER OF HOURS</b> |
|--|-----------------|-----------------|------------------------|
| <b>NUMBER OF HOURS OF STUDENT ASSISTANCE, FOR STUDENTS SERVING ON AN HOURLY BASIS, 1975-76</b> | 9               |                 |                        |

**SECTION B – LIBRARY CONTRIBUTED SERVICES STAFF IN FILLED POSITIONS, ON OR ABOUT OCTOBER 1, 1976 (To be reported ONLY by RELIGIOUS INSTITUTIONS or institutions affiliated with religious or theological organizations. PUBLICALLY CONTROLLED INSTITUTIONS receiving VOLUNTEER or contributed services of any kind should EXCLUDE such data in this report, and should report NOTHING in these items.)**

| <b>ITEM</b>  | <b>LINE NO.</b> | <b>CORE NO.</b> | <b>Total number of persons on or about October 1, 1976 (full-time and part-time in full-time equivalents; in tenths) (1)</b> | <b>Estimated salary equivalents on or about October 1, 1976 (in whole dollars) (2)</b> |
|--|-----------------|-----------------|--|--|
| <b>Contributed services staff in filled positions, on or about October 1, 1976</b> | 10              |                 |  |  |

**SECTION C – LIBRARY STAFFING AND CONTRACTED SALARIES AND WAGES, BY POSITION, ON OR ABOUT OCTOBER 1, 1976** (include contributed services staff; exclude maintenance staff and students serving on an hourly basis)

1. INSTITUTION CODE NUMBER

| POSITION<br><i>(The salaries of individuals who can be specifically identified will NOT be published for individual institutions; they will be summarized by institutional control, type, and size.)</i> | SEX   | LINE NO. | CORE NO. | NUMBER OF PERSONS IN FILLED POSITIONS, ON OR ABOUT OCTOBER 1, 1976 (include contributed service staff) |  |   | CONTRACTED SALARIES AND WAGES ON OR ABOUT OCTOBER 1, 1976 (include estimated salary equivalents of contributed service staff) |                                     |
|--|-------|----------|----------|--|--|---|---|-------------------------------------|
|  |       |          |          | FULL-TIME<br><i>(in whole numbers)</i>   | PART-TIME                                      |   | FULL-TIME <i>(in whole dollars)</i>   | PART-TIME <i>(in whole dollars)</i> |
|  |       |          |          |  | NUMBER OF PERSONS<br><i>(in whole numbers)</i> | NUMBER OF FULL-TIME EQUIVALENTS<br><i>(in tenths)</i> |   |                                     |
| LIBRARIANS (include chief, deputy, assistant, and all other librarians)  | Men   | 11       |          |  |  |   |   |                                     |
|  | Women | 12       |          |  |  |   |   |                                     |
| OTHER PROFESSIONAL STAFF ON THE LIBRARY BUDGET   | Men   | 13       |          |  |  |   |   |                                     |
|  | Women | 14       |          |  |  |   |   |                                     |
| TECHNICAL, CLERICAL, AND OTHER SUPPORTING STAFF ON THE LIBRARY BUDGET  | Men   | 15       |          |  |  |   |   |                                     |
|  | Women | 16       |          |  |  |   |   |                                     |
| TOTAL (Sum of lines 11 through 16)   |       | 17       |          |  |  |   |   |                                     |

**PART III – LIBRARY OPERATING EXPENDITURES, 1975-76**

| CATEGORY  | LINE NO. | CORE NO. | AMOUNT<br><i>(whole dollars only)</i> |
|---|----------|----------|---------------------------------------|
| <b>SALARIES AND WAGES</b>   |          |          |                                       |
| SALARIES AND WAGES OF LIBRARY STAFF (exclude plant and maintenance staff and students serving on an hourly basis; exclude fringe benefits) *  | 18       | C5       | \$                                    |
| FRINGE BENEFITS   | 19       |          | \$                                    |
| ESTIMATED SALARY EQUIVALENTS OF CONTRIBUTED SERVICES STAFF OF THE LIBRARY   | 20       |          | \$                                    |
| WAGES OF STUDENTS SERVING ON AN HOURLY BASIS, CHARGED TO THE LIBRARY  | 21       |          | \$                                    |
| <b>SUPPLIES AND MATERIALS</b>   |          |          |                                       |
| BOOKS (exclude microforms; include preprocessing costs where applicable)  | 22       | C6       | \$                                    |
| PERIODICALS (exclude microforms)  | 23       | C7       | \$                                    |
| MICROFORMS  | 24       | C8       | \$                                    |
| ALL OTHER LIBRARY MATERIALS (exclude microforms)  | 25       | C9       | \$                                    |
| BINDING AND REBINDING   | 26       | C11      | \$                                    |
| ALL OTHER LIBRARY OPERATING EXPENDITURES NOT ENTERED IN LINES 18 THROUGH 26 (include travel, rental, leased, insurance, postage and freight, printing, replacement of equipment and furnishings, and memberships costs; exclude expenditures for utilities, plant operation and maintenance and capital outlay) | 27       | C14      | \$                                    |
| TOTAL LIBRARY OPERATING EXPENDITURES (Sum of lines 18 through 27)   | 28       | C15      | \$                                    |

\*Report expenditures for salaries and wages before deductions, and exclude fringe benefits.

**PART IV – DEVELOPMENTAL AREAS**

1. INSTITUTION CODE NUMBER

**SECTION A – LIBRARY LOAN TRANSACTIONS, 1975-76** *(exclude transactions by dial access)*

| CATEGORY   | LINE NO. | CORE NO. | NUMBER |
|--|----------|----------|--------|
| CIRCULATION OF MATERIALS TO LIBRARY USERS <i>(exclude transactions by dial access)</i>             | 29       | C26      |        |
| INTERLIBRARY LOANS – NUMBER OF ITEMS IN ORIGINAL AND REPRODUCED FORMAT PROVIDED TO OTHER LIBRARIES | 30       | C27      |        |
| RECEIVED FROM OTHER LIBRARIES  | 31       | C28      |        |

**SECTION B – NUMBER OF REFERENCE AND DIRECTIONAL TRANSACTIONS PER TYPICAL WEEK, FALL 1976**

| TRANSACTION                                     | LINE NO. | CORE NO. | NUMBER OF TRANSACTIONS |
|---|----------|----------|------------------------|
| TOTAL REFERENCE TRANSACTIONS PER TYPICAL WEEK   | 32       | C34      |                        |
| TOTAL DIRECTIONAL TRANSACTIONS PER TYPICAL WEEK | 33       | 35       |                        |

**SECTION C – LIBRARY HOURS AND DAYS OPEN PER WEEK, FOR GENERAL USERS, CENTRAL OR MAIN LIBRARY ONLY, FALL 1976**

| CATEGORY  | LINE NO. | CORE NO. | NUMBER |
|---|----------|----------|--------|
| TOTAL HOURS OPEN PER TYPICAL WEEK <i>(whole hours only, omit fractions)</i>   | 34       | C32      |        |
| TOTAL DAYS OPEN TWO HOURS OR MORE, PER TYPICAL WEEK <i>(count each day open for two hours or more as one whole day, omit fractions)</i> | 35       | C33      |        |

**SECTION D – PARTICIPATION IN COOPERATIVES, CONSORTIA, AND/OR NETWORKS, FALL 1976**

36. DOES YOUR LIBRARY PARTICIPATE IN A COOPERATIVE, CONSORTIUM, AND/OR NETWORK WITH LIBRARIES OF OTHER INSTITUTIONS? 1  YES 2  NO

37. IF ANSWER TO ITEM 36 ABOVE IS "YES," GIVE NAME AND LOCATION OF THE COOPERATIVES, CONSORTIA, AND/OR NETWORKS *(if more than four, continue on attached sheets)*

|                   |       |          |                   |       |          |
|-------------------|-------|----------|-------------------|-------|----------|
| NAME              |       |          | NAME              |       |          |
| NUMBER AND STREET |       |          | NUMBER AND STREET |       |          |
| CITY              | STATE | ZIP CODE | CITY              | STATE | ZIP CODE |
| NAME              |       |          | NAME              |       |          |
| NUMBER AND STREET |       |          | NUMBER AND STREET |       |          |
| CITY              | STATE | ZIP CODE | CITY              | STATE | ZIP CODE |

COMMENTS *(if necessary, continue on attached sheets)*



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
EDUCATION DIVISION  
WASHINGTON, D.C. 20202

HIGHER EDUCATION GENERAL INFORMATION SURVEY  
AND  
LIBRARY GENERAL INFORMATION SURVEY

COLLEGE AND UNIVERSITY LIBRARIES, FALL 1976  
DEFINITIONS AND INSTRUCTIONS

(OMB No. 51-R1122)

Please read the following explanations and instructions before completing this form. Detach this portion and mail the completed form either directly to the Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, ATTENTION: Room 2153-LIBGIS, 400 Maryland Avenue, S.W., Washington, D.C. 20202, or to the HEGIS coordinator, if there is a HEGIS coordinator in your State.

In this form, basic data are requested on the collections, staff, expenditures, and developmental areas 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.

### GENERAL INSTRUCTIONS

1. **LIBRARY.** For the purpose of this survey, a library is defined as an organized collection of printed, microform, and audiovisual materials which, (a) is administered as a unit, (b) is located in a designated place, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty.

2. **LIBRARY UNITS COVERED.** Report consolidated data for all library units of your campus, including medical school libraries and law school libraries, 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, campus, or other entity separately certified (with its own individual identification code) by the Accreditation and Institutional Eligibility Unit of the U.S. Office of Education, and listed separately in the *Education Directory: Higher Education*.

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 6, page 1. Do not use item 6, page 1, to list library units whose data you included on this form.

3. **TIME PERIOD COVERED.** One period of time (academic year 1975-76) and two points of time (end of academic year 1975-76 and fall 1976) are involved in this survey.

4. **NEED FOR ESTIMATES.** 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 fact that the figure is an estimate by parentheses ( ). Estimates are important if exact data are not available. DO NOT LEAVE ANY ITEMS BLANK. Enter "0" if the appropriate entry for an item is zero or "none." Items left blank may be misinterpreted as zeroes or "none." Request help from your business office in providing library expenditure and contracted salary and wage data.

5. **INSTITUTION CODE NUMBER.** Enter the institution code number at the upper right hand corner of each page, in item captioned "Institution Code Number." This number is given in the upper right corner of the mailing label.

6. **QUESTIONS.** If you have questions or need more copies of this form telephone the Survey Director, Dr. Stanley V. Smith (202) 245-8638, Library Surveys Branch, National Center for Education Statistics, 400 Maryland Avenue, SW., Washington, D.C. 20202.

### SPECIFIC INSTRUCTIONS

#### Part I - Periodicals, Fall 1976 and Library Collection 1975-76

7. **ADDED DURING ACADEMIC YEAR** (column 1). Report the gross number added. Do NOT subtract the number withdrawn.

8. **BOOK STOCK** (lines 2 and 3). Report the library's cataloged collection(s) of books and other printed materials that are cataloged in the same manner as books and that are interfiled with, or that may be interfiled with, books. For example, a government document or a yearbook that has been cataloged as a book and shelved with books, is to be reported as book stock. Collections of government documents, pamphlets, paperback books, technical reports, manuscripts, memoirs, proceedings, transactions of societies, monographic and publishers' series, etc., that are NOT cataloged in the same manner as books should NOT be reported as book stock. Book stock may be cataloged by the Library of Congress, Dewey Decimal, or any other classification scheme adopted by the library.

9. **VOLUMES** (lines 2 and 4). For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paper bound, which has been cataloged, classified, and/or made ready for use.

10. **TITLES** (lines 3, 5, 6, and 8). For reporting purposes, a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. It applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials and microforms.

Report the number of items for which a separate shelflist card has been made. (SHELFLIST: A record of materials in a library, arranged in the order in which the materials stand when they are shelved or stored.) Thus, six copies of the same edition of a title count as one title; two editions of the same title which have been cataloged or recorded separately count as two titles; a set of six items for which six shelflist cards have been made counts as six titles; and two sets of the same edition for which one shelflist card has been made count as one title.

**METHOD FOR ESTIMATING THE NUMBER OF TITLES IN THE COLLECTION:** A library which does not maintain a title count of its various collections, and that cannot easily count the number of separate shelflist cards, should use the following statistically sound method for estimating this count:

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

**11. 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.

Include printed government documents NOT in separate collections, but cataloged in the same manner as books, in lines 2 and 3. Report printed government documents housed in separate collections in line 4.

**12. MICROFORMS (lines 5, 6, and 7).** Microforms are materials that have been photographically reduced in size for storage, protection, and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: microfilm, microcard, and microfiche. These are also called microcopy and microtext. All forms of microform are to be excluded from lines 2, 3, and 4, but are to be reported in lines 5, 6, and 7).

**13. NUMBER OF PHYSICAL UNITS OF MICROFORMS (line 7).** Microform holdings which are NOT reported on lines 5 and 6 should be reported here. For reporting purposes, each item of microfiche, microfilm, and microcards should be counted as "One." Microform holdings reported on lines 5 and 6 should NOT be reported here.

**14. ALL OTHER LIBRARY MATERIALS (line 8).** Report number of titles of all other library materials, such as audio recordings, filmstrips, motion pictures, slides, overhead transparencies, maps, charts, mixed media kits, flat pictures, games, study print sets, etc. (exclude duplicate copies).

## Part II - Library Staff, October 1, 1976 and 1975-76

**15. HOURS OF STUDENT ASSISTANCE (line 9).** Report the total number of hours of student assistance, for students serving on an hourly basis, for the academic year 1975-76.

**16. CONTRIBUTED SERVICES STAFF (Section B, line 10 and included in Section C, lines 11 through 17).** Contributed services staff should be reported only by religious institutions or institutions affiliated with religious or theological organizations. PUBLICLY CONTROLLED institutions receiving volunteer or contributed services (if any) should EXCLUDE data respecting such services in this report.

**17. REGULAR STAFF (included in Section C lines 11 through 17).** Regular staff is defined as staff in full-time and part-time positions, usually serving with salary contracts. If your library has staff members who are not students and who are paid on an hourly basis, but who fill positions for which contract salaries are paid in most other libraries, it is essential for the purposes of this survey to report such staff with the regular staff. Students serving on an hourly basis should NOT be included here, but should be reported in line 9.

**18. PERSONS IN FILLED POSITIONS (Section C columns (1) through (3)).** Report the sum of the number of regular staff and contributed services staff in filled positions on or about October 1, 1976.

**19. CONTRACTED SALARIES AND WAGES (Section C columns (4) and (5)).** Report the sum of the basic contracted salaries and wages, before any deductions, exclusive of fringe benefits, of the regular staff and the estimated salary equivalents of the contributed services staff in filled positions on or about October 1, 1976. Salaries and wages should be reported on an 11-12 month basis. A salary paid on another basis should be converted to the equivalent 11-12 month salary. For example, a 9-10 month salary should be multiplied by 11/9 to derive the equivalent 11-12 month salary. If a staff member is on sabbatical leave, report his regular salary.

**20. ESTIMATED SALARY EQUIVALENTS (Section B, column (2) and included in Section C columns (4) and (5), and Part III, line 20).** Report estimated salary equivalents for contributed services staff on the same basis used for reporting contracted salaries and wages - exclusive of fringe benefits, and on an 11-12 month basis.

**21. FULL TIME EMPLOYEES (Section C column (1)).** Report all paid employees who work the full-time work week established for your library, if your full-time work week is 32 hours or more. However, if your full-time work week is fewer than 32 hours, report all paid employees as part-time employees. Do NOT include volunteer help.

**22. PART-TIME EMPLOYEES (Section C, column 2)).** Report all paid employees who work less than the full-time work week for your library or who work less than 32 hours per week if your work-week is less than 32 hours (see preceding item 21). Do NOT include volunteer help.

**23. FULL-TIME EQUIVALENTS OF PART-TIME EMPLOYEES (Section C, column (3)).** To compute "full-time equivalents" (FTE) of part-time employees, take the number of hours worked per week by a part-time employee and divide it by the number of hours in your full-time work week (or by the number of hours considered by your library to be a full-time work week if your full-time work week is less than 32 hours). The following examples illustrate the method of determining full-time equivalents (FTE's), SHOWN TO ONE DECIMAL PLACE:

- a. A part-time employee who works 20 hours per week in a library having a 40 hour work week is computed as follows: 20 divided by 40 equals .5 FTE.
- b. A part-time employee who works 20 hours per week in a library having a 30 hour work week is computed as follows: 20 divided by 30 equals .7 FTE.
- c. An employee who works in a library on a full-time basis during only one-half of the fiscal year would be counted as ONE PART-TIME EMPLOYEE, and as .5 FTE.

Students serving on an hourly basis should NOT be reported here, but in line 9. Also, do NOT include volunteers, that is persons who work in the library, but who receive no pay for such work.

**24. LIBRARIANS (lines 11 and 12).** Staff members doing work that requires professional training and skill in the theoretical and/or scientific aspect of library work, as distinct from its mechanical or clerical aspect.

**25. OTHER PROFESSIONAL STAFF (lines 13 and 14).** Report persons who though not librarians are in positions normally requiring at least a bachelor's degree (e.g., curators, archivists, computer specialists, information and system specialists, subject bibliographers, media specialists, etc.).

**26. TECHNICAL CLERICAL, AND OTHER SUPPORTING STAFF ON THE LIBRARY BUDGET (lines 15 and 16).** Report persons in technical assistance, receiving, shipping, storing, secretarial duties, etc., (exclusive of custodial services and of students serving on an hourly basis) who are specifically assigned to the library and are covered in the library budget.

## Part III - Library Operating Expenditures, 1975-76

**27. AMOUNT (lines 18 through 28).** To insure accurate reporting, have your business officer assist with the entries made in these lines. Report only funds expended for the academic year 1975-76, regardless of when the funds may have been received from Federal, State, or other sources. Report all expenditures as whole dollars only, OMIT CENTS.

**28. SALARIES AND WAGES OF LIBRARY STAFF (line 18).** Report salaries and wages before any deductions, but exclude "fringe benefits" provided by your institution, for all regular library staff (exclude contributed services staff, plant operation and maintenance staff, and students serving on an hourly basis).

**29. FRINGE BENEFITS (line 19).** Report the sum of all fringe benefits provided by your institution for all library staff whose salaries and wages are

shown in line 18 (exclude contributed services staff, plant operation and maintenance staff and students serving on an hourly basis). Fringe benefits are defined as cash contributions in the form of supplementary or deferred compensation other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Fringe benefits include: retirement plans; hospitalization, surgical, and medical plans; guaranteed disability income protection plans; tuition plans; housing plans; social security taxes; unemployment compensation plans; group life insurance plans; workmen compensation; and other benefits in-kind with cash options.

**30. WAGES OF STUDENTS SERVING ON AN HOURLY BASIS (line 21).** Report the expenditures charged to the library for the wages of the students who served on an hourly basis and who were reported in line 9 (exclude all expenditures for wages NOT charged to the library). Report wages before deductions, but exclude "fringe benefits."

**31. BOOKS (line 22).** Report the expenditures for the books purchased during the 1975-76 academic year, as reported in column (1) lines 2 and 3. It should include preprocessing costs, where applicable, but should exclude expenditures for periodical subscriptions and microforms.

**32. PERIODICALS (line 23).** Report the expenditures for the periodical subscriptions purchased during the 1975-76 academic year. It should exclude expenditures for books, microforms, and binding and rebinding of periodicals.

**33. MICROFORMS (line 24).** Report the expenditures for all microforms purchased during the 1975-76 academic year, as reported in column (1) lines 5 through 7.

**34. ALL OTHER LIBRARY MATERIALS (line 25).** Report the expenditures for all other library materials purchased during the 1975-76 academic year, as reported in column (1) line 8. It should exclude expenditures for books, periodicals, microforms, and binding and rebinding.

**35. BINDING AND REBINDING (line 26).** Report the expenditures paid to commercial binderies for all binding and rebinding of books and periodicals during the 1975-76 academic year. Do NOT allocate wages, materials, etc., for binding.

**36. ALL OTHER LIBRARY OPERATING EXPENDITURES (line 27).** The amount reported here should be the difference between the total expenditures (line 28) and the sum of all itemized expenditures (sum of lines 18 through 26) for the 1975-76 academic year. It should include expenditures for travel, rental, leased, insurance, postage and freight, printing, replacement of equipment and furnishings, and membership costs. Exclude expenditures for utilities, plant maintenance and operation, and capital outlay.

**37. TOTAL LIBRARY OPERATING EXPENDITURES (line 28).** This amount should be the sum of lines 18 through 27.

#### Part IV - Developmental Areas

##### Section A - Library Loan Transactions, 1975-76

**38. DIAL ACCESS (lines 29 through 31).** Exclude dial access transactions from the reporting of library loan transactions. Dial access is the distribution of instruction and educational information by cable and/or microwave link between two or more institutions or organizations. The transmission may take the form of radio, television, or computer data and there may be a computer or computer terminal at any point on the network or communication system. Input and output devices may take the form of teletypewriters or other computer input and output devices.

**39. CIRCULATION OF MATERIALS TO LIBRARY USERS (line 29).** Report the number of transactions of all materials charged out to library users by members of your staff; exclude transactions by dial access. Users include faculty members, students, and others.

**40. INTERLIBRARY LOANS (lines 30 and 31).** Report the number of items in original and reproduced format provided to and received from other libraries or library agencies that are NOT under the same administration, in response to specific title, author, and/or subject requests; exclude transactions by dial access.

##### Section B - Number of Reference and Directional Transactions per Typical Week, Fall 1976

**41. TOTAL REFERENCE TRANSACTIONS PER TYPICAL WEEK (line 32).** Report the total reference transactions per typical week. A reference

transaction is an information contact which involves the knowledge, use, recommendation, interpretation, or instruction in the use of, one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable data bases (including computer assisted instruction), catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. A contact that includes both reference and directional services should be reported as one reference transaction. When a staff member utilizes information gained from 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 reference or directional.

**42. TOTAL DIRECTIONAL TRANSACTIONS PER TYPICAL WEEK (line 33).** Report the total directional transactions per typical week. 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 that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving directions for locating, within the library, staff, patrons, or physical features; lending pencils, etc.; and giving assistance of a non-bibliographic nature with machines.

**43. TYPICAL WEEK (lines 32 through 35).** A typical week is a week in which the central or main library is open its regular hours for general users, containing no holidays.

##### Section C - Library Hours and Days Open Per Week, for General Users, Central or Main Library Only, Fall 1976

**44. HOURS OPEN PER TYPICAL WEEK (line 34).** This is the total number of hours the central or main library is open for general users in a typical week, and is determined by adding the number of hours the library is open to general users for each day of the typical week. Report the total in whole hours only, omit fractions.

**45. DAYS OPEN PER TYPICAL WEEK (line 35).** This is the total number of days the central or main library is open to general users in a typical week, and is determined by adding the number of days the library is open to general users for two hours or more for each day of the typical week. Report the total in whole days only, omit fractions.

##### Section D - Participation in Cooperatives, Consortia, and/or Networks, Fall 1976

**46. COOPERATIVES (lines 36 and 37).** A cooperative is a group of independent and autonomous libraries banded together by informal or formal agreements or contracts which stipulate the common services to be planned and coordinated by the directors of the cooperative system.

**47. CONSORTIA (lines 36 and 37).** A consortium is a formal arrangement of two or more libraries not under the same institutional control for joint activities to improve the library service of the participants by cooperation extending beyond traditional interlibrary loan as defined in the National Interlibrary Loan Code of 1968.

**48. NETWORKS (lines 36 and 37).** A network is a formal organization among libraries for cooperation and sharing of resources, usually with an explicitly hierarchical structure, in which the group as a whole is organized into subgroups with the expectation that most of the needs of a library will be satisfied within the subgroup of which it is a member.

**49. DOES YOUR LIBRARY PARTICIPATE IN COOPERATIVES, CONSORTIA, AND/OR NETWORKS WITH LIBRARIES OF OTHER INSTITUTIONS AND/OR AGENCIES? (line 36).** Check the "YES" or the "NO" box whichever is correct for your library.

**50. IF ANSWER TO ITEM 36 ABOVE IS "YES," GIVE NAME AND LOCATION OF THE COOPERATIVES, CONSORTIA, AND/OR NETWORKS (line 37).** If your library participates in more than four cooperatives, consortia, and/or networks, continue the answer to this item on an attached sheet.