

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

**Higher Education General Information Survey
(HEGIS), 1985–1986: College and University
Libraries**

United States Department of Education
National Center for Education Statistics

ICPSR 2120

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS),
1985-1986: COLLEGE AND UNIVERSITY LIBRARIES

(ICPSR 2120)

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
P.O. Box 1248
Ann Arbor, Michigan 48106

BIBLIOGRAPHIC CITATION

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REQUEST FOR INFORMATION ON USE OF ICPSR RESOURCES

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

DATA DISCLAIMER

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

DATA COLLECTION DESCRIPTION

United States Department of Education. National Center for Education Statistics

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS), 1985-1986: COLLEGE AND UNIVERSITY LIBRARIES (ICPSR 2120)

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 1985-1986 sought data on libraries in 3,388 institutions of higher education. Key data elements, presented for up to 12 record types, include number of branch outlets, total annual and weekly public service hours, number of staff, library operating expenditures and budget, number of library collections, number of loan transactions for the year, and attendance, use of materials, and number of transactions per typical week.

UNIVERSE: Libraries within all postsecondary institutions in operation during 1985-1986 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) There are two pages missing in the data collection instrument. The two missing pages are part of the General Instructions, which do not affect the data and the codebook. (2) The HEGIS Record Layout file (Part 2) is an Excel worksheet of record layouts for all components of the HEGIS survey, including the 1985-1986 Libraries component. (3) 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. (4) 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. 38

U.S. Department of Education
Office of Educational Research and Improvement
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 1985

B. DESCRIPTION

The College and University Libraries, Fall 1985 Survey is part of the HEGIS XX package which was distributed to 3,388 institutions of higher education located in the United States and its outlying areas. The basic data collected are on public service hours and outlets, staff, operating expenditures, collections, loan transactions, and service per typical week.

These data provides a basis for making decisions about program priorities for libraries associated with institutions of higher education and provide a perspective on the current trends on the operation of these facilities.

C. SURVEY METHODOLOGY

1. UNIVERSE OR SAMPLE

Universe of 3,388 libraries

2. RESPONDENTS

Accredited institutions and their branches which were in operation during the Fall of 1985

3. DATE OF COVERAGE

Fall 1985

4. FREQUENCY OF SURVEY

Last conducted in HEGIS XVII (Fall 1982)

5. RESPONSE RATE

2,972 libraries (87.7%)

6. HIGHLIGHTS The Library Master File provides information for the 3,388 institutions in the HEGIS LIB Survey Universe. Final edited data are on the file for 2,881 reporting units. 58 institutions have no library facility (see Attachment B) and 33 additional institutions share library facilities (see Attachment C). The 416 nonrespondents are listed in Attachment A.

D. RELATED STUDIES

1. SURVEYS

Similar surveys were conducted in HEGIS I, II, III, IV, VIII, X, XI, XII, XIV, and XVII. (see pages 002-003 of the Common Tables).

2. PUBLICATIONS

Most recent publication is Library Statistics of Colleges and Universities 1982.

IF SPONSORING AGENCY IS NOT OERI (Specify)

LIB. MASTER FILE DATA ELEMENT DESCRIPTION

CENTER FOR EDUCATION STATISTICS WASHINGTON, D.C. 20209 PART IV -- DATA ELEMENT DESCRIPTION	LEGEND DATA ELEMENT TYPE STANDARDS AN - Alphanumeric, left justified, space filled N - Numeric display, right justified, leading zeros	<i>Reserve</i>
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TITLE College and University Libraries	1985, HEGIS XX	FILE NAME
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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (from-to)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
(a)	(b)	(c)	(d)	(e)	(f)

The survey record is a composite from several sources. Positions 001-070 are obtained from the Institutional Characteristics File and are provided to give each record attributes of the institution which can be used for sorting or selecting data by attribute. Positions 071-118 are essentially the input transactions from the particular survey itself. Positions 151-154 are utilized to record various processing controls during the update cycles. All imputed/adjusted data may be identified in record position 078, and more specifically in positions 155-158.

FICE Code	N	001-008	8	Institutional Characteristics (IC) File	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	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 code of parent institution. (See Common Table I.)
Sequence Number	N	008-012	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.

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DATA ELEMENT TYPE STANDARDS**

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Reserve:

TITLE College and University Libraries, 1985, HEGIS XX					FILE NAME
DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from-to) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)
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	014-016	2	IC File	Identifying and sequencing code within a system or multicampus institution. (See Common Table 2.)
Status Code	AN	016-016	1	IC File	Identifies type of entity, i.e., Main or Branch Campus. (See Common Table 2.)
CES Current Classification Code	AN	017-018	3	IC File	See Common Table 23.
City Size Code	N	020-020	1	IC File	Indicates Standard Metropolitan Statistical Area (SMSA) in which an institution is located. (See Common Table 14.)
Table Controls	AN	021-034	14	IC File	Institutional characteristics used to sort and select by any of 11 characteristics.

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N - Numeric display, right justified, leading zeros

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TITLE College and University Libraries, 1985, HEGIS XX					FILE NAME
DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from 1-11) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)
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 8.)
Race Code	AN	025-025	1	IC File	Predominant race of student body. (See Common Table 16.)
Control Code	N	026-026	1	IC File	Type of control. 0 - Combination public and private 1 - Public only 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: 0 - Non-Land Grant Institution 1 - Land Grant institution 2 - Member of NASULGC (National Association of State Universities and Land Grant Colleges)

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Reserve

TITLE College and University Libraries, 1985, HEGIS XX **FILE NAME**

DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION <i>(from-to)</i> <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Accreditation	N	030-030	1	IC File	Indicator denoting type of accreditation. (See Common Table 3.)
Filler	AN	031-031	1	-	Position not used.
Offering Level	N	032-033	2	IC File	Indicates highest level of offering. (See Common Table 6.)
Calendar System	N	034-034	1	IC File	Indicates calendar system for institution. 1 - Semester 2 - Quarter 3 - Trimester 4 - 4/1/4 5 - Other
Expanded Control Code	N	036-036	1	Generated	Based on positions 037-038, the institution affiliation/control is further defined: 0 - Not specified 1 - Publicly controlled 2 - Privately controlled 3 - Religious affiliation
Filler	AN	038-038	1	-	Position not used.
Affiliation/Control	N	037-038	2	IC File	Indicates control of institution. (See Common Table 4.)

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TITLE College and University Libraries,	1985, HEGIS XX	FILE NAME
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DATA FIELD NAME <i>(a)</i>	DATA ELEMENT TYPE <i>(b)</i>	RECORD POSITION <i>(from-to)</i> <i>(c)</i>	NUMBER OF POSITIONS <i>(d)</i>	SOURCE LOCATION <i>(e)</i>	DESCRIPTION <i>(f)</i>
Current Enrollment	N	030-046	7	IC File	Institution enrollment obtained from prior Opening Fall Enrollment Survey and enrollment ranges.
Range Code	N	030-030	1	IC File	Range codes for enrollment. (See Common Table 12.)
Enrollment Number	N	040-046	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.
FICE Code	N	071-076	6	Survey Form	For internal tapes used in edit/update processing, this field contains a unique code for each institution or other entity that has been identified. The range is 001000-029999. (Identical to positions 001-006 and is also part of the input transaction record.)
Survey Code	AN	077-077		Generated	Unique code arbitrarily assigned by NCES for each survey. For Libraries, "D".

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Reserve

TITLE
College and University Libraries, 1985, HEGIS XX

FILE NAME

DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from-to) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)
Imputation Code	AN	078-078	1	Generated	Indicator denoting imputed data (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 (data changed on form by editing staff without concurrence of the institution or the state coordinator and which is based on the data reported by the respondent) has been entered in one or more of the columns for that line. 0 - No imputed or adjusted data 1 - Data imputed as zeroes 2 - No library facilities 3 - Estimated data
Filler	AN	079-080	2	-	Position not used.
Part Number	AN	081-082	2	Survey Form	Designates part number of the survey form. Arbitrarily assigned by NCES. Possible codes are: 01, 02, 03, 04, 05 and 06.
Section Number	A	083-083	1	Survey Form	Designates part number of the survey form. Arbitrarily assigned by NCES. Possible codes for Part 3 are A or B. Parts 1, 2, 4, 5, and 6 will be blank.

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TITLE

College and University Libraries, 1985, HEGIS XX

FILE NAME

DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from-to) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)
Line Number	N	084-085	2	Survey Form	Designates line number contained on the survey form for that line of data.
Column 1	N	086-097	12	Survey Form	May contain data from one of the following: Part I-No. and Hrs. of Public Service Outlets Part II-Library Staff Part III-Section A-Standard Operating Procedures Part III-Section B-Selected Special Expenditures Part IV-Library Collections Part V-Library Loan Transactions Part VI-Library Service Per Typical Week
Column 2	N	098-109	12	Survey Form	May contain data from one of the following: Part IV- Library Collections
Cycle	N	110-111	2	Generated	Identifies the update cycle in which the record was last processed.

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Reserve

TITLE					FILE NAME
College and University Libraries, 1985, HEGIS XX					
DATA FIELD NAME (a)	DATA ELEMENT TYPE (b)	RECORD POSITION (from-to) (c)	NUMBER OF POSITIONS (d)	SOURCE LOCATION (e)	DESCRIPTION (f)
Imputation Flag Column 1	N	112	1	Generated	This field identifies imputed/estimated data on Column 1. Blank or 0 = Neither imputed nor adjusted 1 = Data imputed as zeroes 2 = No library facilities 3 = Estimated
Imputation Flag Column 2	N	113	1	Generated	This field identifies imputed/estimated data on Column 2. Blank or 0 = Neither imputed nor adjusted 1 = Data imputed as zeroes 2 = No library facilities 3 = Estimated
Filler	AN	114-120	7	-	Positions not used.

Attachment A

Nonrespondent institutions

The 416 institutions listed carry a zero in Part I Line 01 and are flagged with the impute code "1" in cell 78 and 112 of the Master File.

ATTACHMENT A

NONRESPONDENT LIST FOR LIBRARY SURVEY (416)
HEGIS XX

<u>INSTITUTION</u>	<u>FICE</u>
<u>ALABAMA</u>	
Concordia College	010554
International Bible College	029280
John M. Patterson State Technical College	005693
Lawson State Community College	001059
*National Education Center - National Institute of Technology	029327
Reid State Technical College	005692
Selma University	001037
Southern Junior College of Business	009435
Southern Technical College	021966
Talladega College	001046
Walker State Technical College	005733
Eleven (11) unreported	
<u>ALASKA</u>	
Alaska Pacific University	001061
Tanana Valley Community College	029093
Kuskokwim Community College	011045
Three (3) unreported	
<u>ARIZONA</u>	
*Arizona Automotive Institute	010847
*Miller Institute	029369
Western International University	029241
Three (3) unreported	
<u>ARKANSAS</u>	
American College	011947
Arkansas Baptist College	001087
Capital City Junior College	029122
Shorter College	001105
Four (4) unreported	
<u>CALIFORNIA</u>	
American Academy of Dramatic Arts	012447
American Conservatory of Theatre	029134
American Film Institute Center for Advancement	029349

INSTITUTIONFICECALIFORNIA (continued)

Armstrong College	001115
Art Center College of Design	001116
Bakersfield College	001118
Bay-Valley Technical Institute	029182
Bethany Bible College	001121
California Baptist College	001125
California College of Arts and Crafts	001127
California Institute of Transpersonal Psychology	029253
California School of Professional Psychology Los Angeles	010013
California School of Professional Psychology San Diego	011117
Consortium of California State University	029312
Claremont Graduate School	001169
Claremont McKenna College	001170
Harvey Mudd College	001171
Pitzer College	001172
Pomona College	001173
Scripps College	001174
Coastline Community College	029027
Golden West College	001206
College of the Canyons	006903
College of Osteopathic Medicine of Pacific	029133
College of the Siskiyous	001187
Compton Community College	001188
Cuyamaca College	029246
Cypress College	001193
D-Q University	010229
Foothill College	001199
Fresno Pacific College	001253
Fuller Theological Seminary	001200
Golden Gate Baptist Seminary	001204
Grantham College of Engineering	013252
Hartnell College	001209
Heald College - Fresno	009405
Heald College - Martinez	029293
Heald College - Sacramento	007477
Heald College - San Francisco	007254
Heald College - San Jose	029337
Heald College - Santa Clara	029343
Heald College - Santa Rosa	029363
Heald College - Walnut Creek	029333
Heald Institute of Technology - San Francisco	001210
Imperial Valley College	001214
International College	010385
International School of Theology	029364
Long Beach City College	001219
Los Angeles Baptist College	001220
East Los Angeles College	001223
Los Angeles Metropolitan College	029284

INSTITUTION**FICE****CALIFORNIA (continued)**

Los Angeles Pierce College	001226
Menlo College	001236
Mennonite Brethren Bible Seminary	010368
National Technical School	010463
New College of California	010831
Ohlone College	004481
Otis Art Institute Parson School	001251
Pacific Coast Baptist Bible College	029376
Pacific Coast Junior College	029290
Pasadena College of Chiropractic	029105
Patten College	004490
Pepperdine University	001264
Rand Graduate Institute of Political Studies	010441
Riverside City College	001270
Saddleback College	008918
Saint Joseph's College	001303
Saint Patrick's Seminary	010074
San Diego City College	008895
San Francisco College of Mortuary Science	001277
San Francisco Conservatory of Music	001278
Evergreen Valley College	012452
Canada College	006973
Saybrook Institute	029178
Southern California Institute of Architecture	029084
Southwestern University School of Law	001295
Sysorex Institute	029330
University of Judaism	002741
University of San Francisco	001325
Mission College	029128
World College West	011611
The Wright Institute	008846
Yeshiva Ohr Elchonon Chabad/West Coast Talmudical Seminary	029366
Yeshiva University of Los Angeles	029151

Eighty-four (84) unreported

COLORADO

*Bel-Rea Institute of Animal Technology	012670
*Blair Junior College	004503
*Colorado Institute of Art	029308
*Denver Technical College	029296
*Electronic Technical Institute	008253
*Naropa Institute	029185
*Nazarene Bible College	013007
Parks College	029163

INSTITUTION

FICE

COLORADO (continued)

Technical Trades Institute	022537
Yeshiva Toras Chaim Talmud	009855
Ten (10) unreported	

CONNECTICUT

Bais Binyomin Academy	029120
One (1) unreported	

DELAWARE

Zero (0) unreported

DISTRICT OF COLUMBIA

Beacon College	029026
Oblate College	001455
Two (2) unreported	

FLORIDA

Art Institute of Fort Lauderdale	010195
Central Florida Bible College	029324
College of Boca Raton	001505
Florida Bible College	029388
Florida Memorial College	001486
Fort Lauderdale College	008146
Hobe Sound Bible College	029295
International Fine Arts College	008878
ITS Career Institute - Jacksonville	029378
ITS Career Institute - Miami	029318
ITT Technical Institute	029386
Jones College Jacksonville	001497
Lakeland College of Business	004534
National Education Center-Bauder College Campus	009784
New England Institute of Technology-Palm Beach	029222
Orlando College	001499
Spurgeon Baptist Bible College	029309
Talmudic College of Florida	029048
Eighteen (18) unreported	

GEORGIA

Andrew College	001545
Art Institute of Atlanta	029187
Bauder Fashion College	011574
*Devry Institute of Technology	009224

INSTITUTION

FICE

GEORGIA (continued)

*Gupton Jones College of Funeral Service	010771
*Meadows Junior College	029286
*Phillips College	011130
Savannah College of Art & Design	029258

Eight (8) unreported

HAWAII

Hawaii Loa College	004548
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One (1) unreported

IDAHO

College of Idaho	001617
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One (1) unreported

ILLINOIS

Allied Institute of Technology	005189
*Brisk Rabbinical College	029017
Catholic Theological Union - At Chicago	009232
*Devry Institute of Technology	001672
Devry Institute of Technology	029389
Harrington Institute of Interior Design	029153
Hebrew Theological College	001685
Illinois Institute of Technology	001691
*Lutheran School of Theology - Chicago	001712
MacCormac College	001716
McCormick Theological Seminary	001721
McHenry County College	007691
Metropolitan Business College	004567
*Moody Bible Institute	001727
*Sherwood Conservatory of Music	001755
Telshe Yeshiva-Chicago	029052
West Suburban College of Nursing	006250

Seventeen (17) unreported

INDIANA

Anderson College	001785
*Clark College	029124
Hanover College	001801
Indiana Institute of Technology	001805
Interstate Technical Institute	029396
Martin Center College	029175
Mid-America College of Funeral Services	010618

Seven (7) unreported

INSTITUTION**FICE****IOWA**

Buena Vista College	001847
Des Moines Area Community College	008735
Eastern Iowa Community College District	008737
Hamilton Technical College	029188
Lincoln Technical Institute	010318
National Education Center-National Institute of Technology Campus	008486
Sioux Empire College	001888
Seven (7) unreported	

KANSAS

McPherson College	001933
One (1) unreported	

KENTUCKY

Institute of Electronic Technology	008425
Louisville Technical Institute	012088
*National Education Center-Kentucky College of Technology Campus	007550
R.E.T.S. Electrical Institute	029310
Sue Bennett College	001986
*Watterson College	029034
Six (6) unreported	

LOUISIANA

Phillips College of Greater New Orleans	011153
One (1) unreported	

MAINE

Zero (0) unreported

MARYLAND

*Maryland Institute College of Art	002080
*Ner Israel Rabbinical College	002087
Two (2) unreported	

MASSACHUSETTS

Blue Hills Regional Technical Institute	005523
Bradford College	002132
Episcopal Divinity School	002149

INSTITUTION**FICE****MASSACHUSETTS (continued)**

Fisher Junior College	002150
Hampshire College	004661
Hellenic College - Holy Cross School	002154
Massachusetts Bay Community College	002171
Middlesex Community College	009936
Roxbury Community College	011930
*Nichols College	002197
*Pope John XXIII National Seminary	002202
Saint Hyacinth College - Seminary	002213
Swain School of Design	004665
*Weston School of Theology	029254

Fourteen (14) unreported

MICHIGAN

Henry Ford Community College	002270
Lewis College of Business	003968
Saginaw Business Institute	006770

Three (3) unreported

MINNESOTA

Golden Valley Lutheran College	007123
National Education Center-Brown Institute Campus	029196
Northwest Technical Institute	008267
Northwestern Electronics Institute	007353

Four (4) unreported

MISSISSIPPI

Mississippi Industrial College	002421
Phillips College	009221
Prentiss Normal and Industrial Institute	002432
Southeastern Baptist College	002435

Four (4) unreported

MISSOURI

Bailey Technical School	029212
Basic Institute of Technology	012044
Calvary Bible College	002450
Clayton University	029302
Devry Institute of Technology	002455
Kemper Military School and College	002475
Midwestern Baptist Theological Seminary	002485
Ozark Bible College	029322

INSTITUTION

FICE

MISSOURI (continued)

Platt College	009533
Rutledge College of Springfield	029287
Saint Louis Rabbinical College	011181
Saint Paul School of Theology	002509
Westminster College	002523

Thirteen (13) unreported

MONTANA

Blackfeet Community College	029194
Little Big Horn College	029236

Two (2) unreported

NEBRASKA

Nebraska Indian Community College	029281
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One (1) unreported

NEVADA

Old College	029313
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One (1) unreported

NEW HAMPSHIRE

Magdalen College	029299
McIntosh College	004730

Two (2) unreported

NEW JERSEY

Beth Medrash Govoha	007947
Hudson County Community College	012954
Immaculate Conception Seminary	002611
*New Brunswick Theological Seminary	002619
Rabbinical College of America	008609
*Talmudical Academy of New Jersey	011989
*Thomas A. Edison College	011648

Seven (7) unreported

NEW MEXICO

College of Santa Fe	002649
New Mexico State University - Grants Branch	008854

INSTITUTION**FICE****NEW MEXICO (continued)**

University of Albuquerque 002662

Three (3) unreported

NEW YORK

Associated Beth Rivkah Schools	011208
Bais Fruma	029358
Belzer Yeshiva-Machzikei Seminary	011991
Beth Hamedrash Shaarei Yosher Institute	011192
Beth Hatalmud Rabbinical College	011922
Beth Jacob Hebrew Teachers College	004767
Beth Medrash Eeyun Hatalmud	011668
Beth Medrash Emek Halacha Rabbinical College	011992
Beth Rochel Seminary	029168
Bnos Jerusalem Seminary	029303
Central Yeshiva Tomchei Tmimim Lubavitz of the United States of America	004776
Darkei No'Am Rabbinical College	029247
Derech Ayson Rabbinical Seminary	029345
Gross Girls Seminary	029145
Hadar Hatorah Rabbinical Seminary	004791
Institute for Advanced Studies in the Humanities	008915
Kehilath Yakov Rabbinical Seminary	010549
Kol Yaakov Taroeh Center	029379
Machzikei Hadath Rabbinical College	013026
Mesivta Eastern Parkway Rabbinical Seminary	009633
Mesivta Torah Vodaath Rabbinical Seminary	007264
Mesivtha Tifereth Jerusalem of America	003974
Mirrer Yeshiva Central Institute	004798
Ohr Hameir Theological Seminary	011984
Ohr Somayach Institutions	029399
Rabbinical Academy Mesivta Rabbi Chaim Berlin	003976
Rabbinical College Beth Shraga	010943
Rabbinical College Bobover B'Nei Zion	008614
Rabbinical College Ch'San Sofer of New York	003977
Rabbinical College of Long Island	010378
Rabbinical Seminary Adas Yereim	011710
Rabbinical Seminary of America	003978
Rabbinical Seminary M'Kor Chaim	008617
Rabbinical Seminary of Munkacs	008610
Rika Breuer Teachers Seminary	012961
Shaarei Zion Academy	029401
Sh'Or Yoshov Rabbinical College	011076
Talmudical Institute of Upstate New York	029147
Talmudical Seminary Oholei Torah	012011
Torah Temimah Talmudical Seminary	029304
United Talmudical Academy of Monsey	011189
University of the State of New York Regents College Degree Program	011716
Yeshiva Beth Hillel of Krasna	012466

INSTITUTION**FICE****NEW YORK (continued)**

Yeshiva Bnei Torah	029226
Yeshiva Chofetz Chaim Radun	010944
Yeshiva Derech Chaim	029373
Yeshiva Karlin Stolín Beth Aron Y'Israel	
Rabbinical Institute	011997
Yeshiva of Nitra Rabbinical College	011670
Yeshiva Ohel Shmuel	029054
Yeshiva Shaar Hatorah	029167
Yeshivat Mikdash Melech	029148
Yeshivath Viznitz	013027
Yeshivath Zichron Moshe	011821

Fifty-three (53) unreported

NORTH CAROLINA

*Blantons Junior College	010478
Brookstone College of Business	007814
Hardbarger Junior College of Business	004839
Martin Community College	007988
*Piedmont Aerospace Institute	008192
Rutledge College of Durham	029233
Rutledge College - Raleigh	004840
University of North Carolina at Greensboro	002976

Eight (8) unreported

NORTH DAKOTA

Fort Bethold Community College	012718
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One (1) unreported

OHIO

A.T.E.S. Technical Institute	008439
Antioch University	008795
Bryant & Stratton Business Institute	022744
Cincinnati Bible Seminary	003029
Cincinnati College of Mortuary Sciences	029277
Cleveland College of Jewish Studies	012838
Cleveland Institute of Electronics	029264
Cuyahoga Community College District	008797
Davis Junior College	004855
Electronic Technology Institute	009343
Hebrew Union College - New York Branch	004054
Lima Technical College	010027
Northwestern Business College - Technical Center	004861
Ohio College of Business and Technology	013062
Rabbinical College of Telshe	003115

INSTITUTION**FICE****OHIO (continued)**

R.E.T.S. Technical Center	029320
Southern Ohio College	005127
Union Experimenting College and University	010923
Virginia Marti Fashion Institute	012896

Nineteen (19) unreported

OKLAHOMA

Bartlesville Wesleyan College	003151
Mid America Bible College	006942
*Midwest Christian College	007112
Oklahoma Baptist University	003164
Oklahoma City University	003166
Southwestern College of Christian Ministries	003180

Six (6) unreported

OREGON

Oregon Graduate School of Professional Psychology	029372
Treasure Valley Community College	003221
Western Evangelical Seminary	003226

Three (3) unreported

PENNSYLVANIA

American Institute of Drafting	011006
Cedar Crest College	003243
Dickinson College	003253
Dropsie College	003257
Eastern Baptist Theological Seminary	003260
Electronic Institute - Harrisburg	029197
Electronic Institute - Pittsburgh	004886
Gratz College	004058
Juniata College	003279
Lackawanna Junior College	003283
Lehigh University	003289
Lincoln Technical Institute	029200
McCarrie Schools of Health Sciences	011587
Muhlenberg College	003304
National Education Center-Vale Technical Campus	029203
Pennco Tech	029199
Philadelphia School of Printing and Advertising	011356
Pittsburgh Institute of Aeronautics	005310
Pittsburgh Technical Institute	007437
Talmudical Yeshiva of Philadelphia	012523
Thiel College	003376
Triangle Institute of Technology	029202

INSTITUTION**FICE****PENNSYLVANIA** (continued)

Triangle Institute of Technology - Erie	029201
Triangle Institute of Technology - Greensburg	029220
Westminster Theological Seminary	003393
Brandywine College of Widener University	001427
Williamson Free School	029381
Yeshivath Beth Moshe	013134

Twenty-eight (28) unreported

RHODE ISLAND

Barrington College	003400
Johnson & Wales College	003404

Two (2) unreported

SOUTH CAROLINA

*Allen University	003417
*Clinton Junior College	004923
*Nielsen Electronics Institute	012014
*Rutledge College - Charleston	029397
*Rutledge College - Columbia	029307
*Rutledge College - Greenville	010129
*Rutledge College - Spartanburg	004921

Seven (7) unreported

SOUTH DAKOTA

Zero (0) unreported

TENNESSEE

Draughons Junior College	004932
Draughons Junior College - Knoxville	004933
Edmondson Junior College	004935
Hiwassee College	003494
McKenzie College	004002
Rutledge College - Memphis	029359
Roane State Community College	009914

Seven (7) unreported

TEXAS

Arlington Baptist College	029279
Devry Institute of Technology	010139
Fashion and Art Institute of Dallas	029331
Frank Phillips College	003568
Hardin-Simmons University	003571

INSTITUTION**FICE****TEXAS (continued)**

Pan American University	003599
San Antonio College	009163
*Southwestern Baptist Theological Seminary	003617
Texas Chiropractic College	003635
Texas Southern University	003642

Ten (10) unreported

UTAH

Latter-Day Saints Business College	003672
College of Eastern Utah	003676

Two (2) unreported

VERMONT

*Vermont Law School	011934
Johnson State College	003688

Two (2) unreported

VIRGINIA

CBN University	029353
Hampton Institute	003714
Hollins College	003715
*National Business College	003726

Four (4) unreported

WASHINGTON

Art Institute of Seattle	029391
Cogswell College North	029392
Eastern Washington University	003775
Griffin College	010934
Heritage College	004364
John Bastyr College of Naturopathic Medicine	029361
St. Martin's College	003794

Seven (7) unreported

WEST VIRGINIA

Huntington Junior College	009047
National Education Center-National Institute of Technology Campus	029204

Two (2) unreported

INSTITUTION**FICE****WISCONSIN**

*Holy Redeemer College	007732
Maranatha Baptist Bible College	029400
*Stratton College	029126
Wisconsin School of Electronics	009621

Four (4) unreported

WYOMING

Zero (0) unreported

U.S. SERVICE SCHOOLS

Naval Postgraduate School	001310
United States Army Command General Staff College	001947
United States Coast Guard Academy	001415
United States Military Academy	002893

Four (4) unreported

AMERICAN SAMOA

American Samoa Community College	010010
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One (1) unreported

GUAM

University of Guam	003935
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One (1) unreported

NORTHERN MARIANAS

Northern Marianas College	029355
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One (1) unreported

PUERTO RICO

Conservatory of Music of Puerto Rico	010819
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One (1) unreported

TRUST TERRITORIES

Community College of Micronesia	010343
Micronesian Occupational College	029288

Two (2) unreported

INSTITUTION

FICE

VIRGIN ISLANDS

Zero (0) unreported

* Verified Nonrespondents (45)

Attachment B

Institutions with no library facilities

The 58 institutions listed carry a zero in Part I Line 01 and are flagged with the impute code "2" in cell 78 and 112 of the Master File.

ATTACHMENT B
INSTITUTIONS WITH NO LIBRARY FACILITIES (58)

<u>INSTITUTION</u>	<u>FICE</u>
<u>ALABAMA</u>	
Alabama Technical College	005706
Bessemer State Technical College	005704
Chauncey Sparks State Technical College	005736
Douglas MacArthur State Technical College	005698
Harry M. Ayers State Technical College	005705
Hobson State Technical College	005701
J. F. Drake State Technical College	005260
Muscle Shoals State Technical College	005697
N.F. Nunnally State Technical College	005695
N.W. Alabama State Technical College	005696
R.E.T.S. Electronic Institute	021436
S.W. State Technical College	005247
<u>ALASKA</u>	
Anchorage Community College	001064
<u>ARIZONA</u>	
University of Phoenix	029143
<u>CALIFORNIA</u>	
College of Oceanering (library being reorganized)	029368
Fielding Institute	029092
ITT Technical Institute-La Mesa	029387
ITT Technical Institute-West Covina	029385
Vista College	029106
Sierra University: An International University	029395
<u>COLORADO</u>	
Community College of Aurora	029367
<u>CONNECTICUT</u>	
Charter Oak College	029171
<u>FLORIDA</u>	
National Education Center - Tampa Technical Institute (Library opened October, 1985 no report for this year)	007586
United Electronics Institute of Florida	011256

<u>INSTITUTION</u>	<u>FICE</u>
<u>ILLINOIS</u>	
American Academy of Art	001628
Gem City College	012056
John Wood Community College	012813
Morrison Institute of Technology	008880
<u>INDIANA</u>	
ITT Technical Institute -Evansville	007326
ITT Technical Institute - Port Wayne	008329
<u>MAINE</u>	
YDI Schools	029186
<u>MARYLAND</u>	
University of Maryland University College	011644
Wor-Wic Tech Community College	029053
<u>MASSACHUSETTS</u>	
Cambridge College	029300
Conway School of Landscape Design	029285
Massachusetts School of Professional Psychology	029272
<u>MINNESOTA</u>	
Medical Institute of Minnesota	007619
Metropolitan State University	010374
<u>NEW HAMPSHIRE</u>	
School for Lifelong Learning	029340
<u>NEW YORK</u>	
Institute of Design and Construction	001207
Jamestown Business College	008495
Olean Business Institute	009003
Saint Bernard's Institute	002815
<u>OHIO</u>	
Antonelli Institute of Art and Photography	029259
ITT Technical Institute	009088
West Side Institute of Technology	009187
Youngstown College of Business and Professional Drafting	009837

INSTITUTION

FICE

OREGON

Oregon Polytechnic Institute 007821

PENNSYLVANIACenter for Degree Studies 004049
Penn Technical Institute 007860RHODE ISLAND

Roger Williams College - Providence Branch 009056

TENNESSEE

Tennessee Institute of Electronics 007439

VERMONTBurlington College 012183
Community College of Vermont 011167
(Library to be opened in late 1985)VIRGINIACommunity Hospital of Roanoke Valley
(Library is newly organized) 006622WASHINGTON

ITT Peterson School of Business 008443

WISCONSIN

Wisconsin Conservatory of Music 003913

U.S. SERVICE SCHOOLS

Community College of the Air Force 012308

Attachment C

Institutions which share library facilities

The 33 institutions listed carry a zero in Part I Line 01 and are flagged with the impute code "2" in cell 78 and 112 of the Master File.

ATTACHMENT C
INSTITUTIONS WHICH SHARE LIBRARY FACILITIES (33)

<u>INSTITUTION</u>	<u>FICE</u>
 <u>ALASKA</u>	
Islands Community College	001069
The institution listed above uses the library for	
Sheldon Jackson College	001062
 <u>CALIFORNIA</u>	
American Baptist Seminary of the West	001120
Church Divinity School of the Pacific	001165
Dominican School of Philosophy and Theology	001296
Franciscan School of Theology	011792
Jesuit School of Theology	010333
Pacific Lutheran Theological Seminary	001254
Pacific School of Religion	001256
San Francisco Theological Seminary	001279
Starr King School for the Ministry	004080
The nine institutions listed above use the library for	
Graduate Theological Union	001207
 <u>COLORADO</u>	
Community College of Denver	009542
Metropolitan State College	001360
The two institutions listed above use the library for	
University of Colorado, Denver	006740
 <u>CONNECTICUT</u>	
Bridgeport Engineering Institute	001377
The institution listed above uses the library for	
Sacred Heart University	001403

INSTITUTIONFICEGEORGIA

Emmanuel College of Christian Ministries 029132

The institution listed above
uses the library for

Emmanuel College 001563

Mercer University Southern School of Pharmacy 001593

The institution listed above
uses the library for

Mercer University in Atlanta 008419

Clark College 001559

Interdenominational Theological Center 001568

Morehouse College 001582

Morris Brown College 001583

Spelman College 001594

The five institutions listed above
use the library for

Atlanta University 001551

ILLINOIS

Northern Baptist Theological Seminary 001736

The institution listed above
uses the library for

Bethany Theological Seminary 001637

Seabury-Western Theological Seminary 001754

The institution listed above
uses the library for

Garrett-Evangelical Theological Seminary 012303

Lake Forest College 029244

(Graduate School of Management)

The institution listed above
uses the library for

Lake Forest College 001706

INSTITUTION**FICE****INDIANA****Saint Meinrad School of Theology 007276**

The institution listed above
uses the library for

Saint Meinrad College 001837**MARYLAND****Loyola College 002078**

The institution listed above
uses the library for

College of Notre Dame of Maryland 002065**MICHIGAN****Calvin College 002241**

The institution listed above
uses the library for

Calvin Theological Seminary 002242**OHIO****Muskingum Area Technical College 008133**

The institution listed above
uses the library for

Ohio University Zanesville Branch 003108**Stark Technical College 010881**

The institution listed above
uses the library for

**Kent State University, Stark County Regional
Campus 003054**

INSTITUTION**FICE****OHIO** (continued)**Marion Technical College** 010736The institution listed above
uses the library for**Ohio State University - Marion Campus** 003094**TENNESSEE****Church of God School of Theology** 029311The institution listed above
uses the library for**Lee College** 003500**TEXAS****Victoria College** 003662The institution listed above
uses the library for**University of Houston, Victoria** 013231**Laredo State University** 009651The institution listed above
uses the library for**Laredo Junior College** 003582**VIRGINIA****Presbyterian School of Christian Education** 003730The institution listed above
uses the library for**Union Theological Seminary in Virginia** 003743

HEGIS XX COMMON TABLES

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

TIME PERIODS FOR HEGIS 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	JUL 66 JUN 66	JUL 66 JUN 67	JUL 67 JUN 68	JUL 68 JUN 69	JUL 69 JUN 70	JUL 70 JUN 71	JUL 71 JUN 72	JUL 72 JUN 73	JUL 73 JUN 74	JUL 74 JUN 75
SALARIES (NOTE 5)	SAL	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
LIBRARIES (NOTE 3) (ACADEMIC)	LIB	FALL 66	FALL 67	FALL 68	FALL 69	NONE	FALL 71	NONE	FALL 73	NONE	FALL 75
OPENING FALL ENROLLMENT	OFE (NOTE 4)	FALL 66	FALL 67	FALL 68	FALL 69 NOTE 2	FALL 70 NOTE 2	FALL 71	FALL 72	FALL 73	FALL 74	FALL 75
PHYSICAL FACILITIES AS OF 9/30	FAC	66	NONE	68	69	70	71	NONE	NONE	74	NONE
RESIDENCE AND MIGRATION	H&M/ RES	NONE	NONE	FALL 68	NONE	NONE	NONE	FALL 72	NONE	NONE	FALL 75
STUDENTS ENROLLED FOR ADVANCED DEGREES	SEAD/ AD	FALL 66	FALL 67	FALL 68	FALL 69	FALL 70	FALL 71	FALL 72	FALL 73	FALL 74	NOTE 1
UPPER 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
ADULT/CONTINUING EDUCATION	ACL	NONE	NONE	67-68*	NONE	69-70*	NONE	NONE	NONE	NONE	NONE

* SAMPLE SURVEY

NOTE 1 STARTING WITH HEGIS 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 HEGIS XI AND XIII, DATA FOR THE OFFICE FOR CIVIL RIGHTS WAS ALSO COLLECTED. NAME OF THE OFE SURVEY WAS CHANGED TO FALL ENROLLMENT AND COMPLIANCE REPORT (FCH).

NOTE 5 KNOWN AS EMPLOYEES FOR HEGIS I - XIII (ABBREVIATED EMP).

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

TIME PERIODS FOR HEGIS SURVEYS (CONTD).

SURVEY	ABBV	XI	XII	XIII	XIV	XV	XVI	XVII	XVIII	XIX	XX
INSTITUTIONAL CHARACTERISTICS	INST CHAR	76 77	77 78	78 79	79 80						
EARNED DEGREES	ED	JUL 76 JUN 76	JUL 76 JUN 77	JUL 77 JUN 78	JUL 78 JUN 79						
SALARIES	SAL	76 77	77 78	78 79	79 80						
FINANCE -- FOM FISCAL YEAR ENDING	FIN	76	77	78	79						
LIBRARIES (NOTE 3) (ACADEMIC)	LIB	FALL 76	FALL 77	NONE	FALL 79						
OPENING FALL ENROLLMENT	OFE	FALL 76	FALL 77	FALL 78	FALL 79						
PHYSICAL FACILITIES AS OF 9/30	FAC	NONE	NONE	78	NONE						
RESIDENCE AND MIGRATION	IR&M/ IES	NONE	NONE	NONE	FALL 79						
STUDENTS ENROLLED FOR ADVANCED DEGREES	SLAD/ AD	NOTE 1	NOTE 1	NOTE 1	NOTE 1						
UPPER DIVISION POST BACCALAUREATE ENROLLMENT	UDPBE	FALL 76	NONE	NONE	NONE						
ADULT/CONTINUING EDUCATION	ACE	75 76*	NONE	77 78*	NONE						

COMMON TABLES FOR VALUES & RANGES OF DATA ELEMENTS IN HEGIS 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 V-	OE VI+	OE XVIII+	FIPS	POST OFC	OE CBE	OE	ACCRED AGENCY	OE V-	OE VI+	OE XVIII+	FIPS	POST OFC	OE CBE	OE	ACCRED AGENCY		OE V-	OE VI+	OE XVIII+	FIPS	POST OFC	OE CBE	OE	ACCRED AGENCY								
ALABAMA	10	10	10	01	AL	5	3	SC,SV	NEW JERSEY	40	40	40	34	NJ	2	1	M	NEW JERSEY	40	40	40	34	NJ	2	1	M							
ALASKA	11	11	11	02	AK	8	4	NW	NEW MEXICO	41	41	41	35	NM	6	4	NH	NEW MEXICO	41	41	41	35	NM	6	4	NH							
ARIZONA	12	12	12	04	AZ	6	4	NH	NEW YORK	42	42	42	36	NY	2	1	M	NEW YORK	42	42	42	36	NY	2	1	M							
ARKANSAS	13	13	13	05	AR	5	3	NH	NORTH CAROLINA	43	43	43	37	NC	5	3	SC	NORTH CAROLINA	43	43	43	37	NC	5	3	SC							
CALIFORNIA	14	14	14	06	CA	8	4	WC,WJ	NORTH DAKOTA	44	44	44	38	ND	4	2	NH	NORTH DAKOTA	44	44	44	38	ND	4	2	NH							
COLORADO	15	15	15	08	CO	7	4	NH	OHIO	45	45	45	39	OH	3	2	NH	OHIO	45	45	45	39	OH	3	2	NH							
CONNECTICUT	16	16	16	09	CT	1	1	EH,EV	OKLAHOMA	46	46	46	40	OK	6	4	NH	OKLAHOMA	46	46	46	40	OK	6	4	NH							
DELAWARE	17	17	17	10	DE	2	1	M	OREGON	47	47	47	41	OR	8	4	NW	OREGON	47	47	47	41	OR	8	4	NW							
DISTRICT OF COLUMBIA	18	18	18	11	DC	2	1	M	PENNSYLVANIA	48	48	48	42	PA	2	1	M	PENNSYLVANIA	48	48	48	42	PA	2	1	M							
FLORIDA	19	19	19	12	FL	5	3	SC	RHODE ISLAND	49	49	49	44	RI	1	1	EH,EV	RHODE ISLAND	49	49	49	44	RI	1	1	EH,EV							
GEORGIA	20	20	20	13	GA	5	3	SC	SOUTH CAROLINA	50	50	50	45	SC	5	3	SC	SOUTH CAROLINA	50	50	50	45	SC	5	3	SC							
HAWAII	21	21	21	15	HI	8	4	WC,WJ	SOUTH DAKOTA	51	51	51	46	SD	4	2	NH	SOUTH DAKOTA	51	51	51	46	SD	4	2	NH							
IDAHO	22	22	22	16	ID	7	4	NW	TENNESSEE	52	52	52	47	TN	5	3	SC	TENNESSEE	52	52	52	47	TN	5	3	SC							
ILLINOIS	23	23	23	17	IL	3	2	NH	TEXAS	53	53	53	48	TX	6	4	SC	TEXAS	53	53	53	48	TX	6	4	SC							
INDIANA	24	24	24	18	IN	3	2	NH	UTAH	54	54	54	49	UT	7	4	NW	UTAH	54	54	54	49	UT	7	4	NW							
IOWA	25	25	25	19	IA	4	2	NH	VERMONT	55	55	55	50	VT	1	1	EH,EV	VERMONT	55	55	55	50	VT	1	1	EH,EV							
KANSAS	26	26	26	20	KS	4	2	NH	VIRGINIA	56	56	56	51	VA	5	3	SC	VIRGINIA	56	56	56	51	VA	5	3	SC							
KENTUCKY	27	27	27	21	KY	5	3	SC	WASHINGTON	57	57	57	53	WA	8	4	NW	WASHINGTON	57	57	57	53	WA	8	4	NW							
LOUISIANA	28	28	28	22	LA	5	3	SC	WEST VIRGINIA	58	58	58	54	WV	5	3	NH	WEST VIRGINIA	58	58	58	54	WV	5	3	NH							
MAINE	29	29	29	23	ME	1	1	EH,EV	WISCONSIN	59	59	59	55	WI	3	2	NH	WISCONSIN	59	59	59	55	WI	3	2	NH							
MARYLAND	30	30	30	24	MD	2	1	M	WYOMING	60	60	60	56	WY	7	4	NH	WYOMING	60	60	60	56	WY	7	4	NH							
MASSACHUSETTS	31	31	31	25	MA	1	1	E	US SERVICE SHCOOLS*	61	61	61			0	5	-	US SERVICE SHCOOLS*	61	61	61			0	5	-							
MICHIGAN	32	32	32	26	MI	3	2	NH	AMERICAN SAMOA***		62	62		AQ	9	7	WC,WJ	AMERICAN SAMOA***		62	62		AQ	9	7	WC,WJ							
MINNESOTA	33	33	33	27	MN	4	2	NH	FORMER CANAL ZONE***	62	63	-		CZ	9	7	M	FORMER CANAL ZONE***	62	63	-		CZ	9	7	M							
MISSISSIPPI	34	34	34	28	MS	5	3	SC	GUAM	63	64	64		GU	9	7	WC,WJ	GUAM	63	64	64		GU	9	7	WC,WJ							
MISSOURI	35	35	35	29	MO	4	2	NH	NORTHERN MARIANAS****-		-	65		CM	-	-	-	NORTHERN MARIANAS****-		-	65		CM	-	-	-							
MONTANA	36	36	36	30	MT	7	4	NW	PUERTO RICO	64	65	66		PR	9	7	M	PUERTO RICO	64	65	66		PR	9	7	M							
NEBRASKA	37	37	37	31	NE	4	2	NH	TRUST TERR PAC IS*		66	67		TQ	9	7	WC,WJ	TRUST TERR PAC IS*		66	67		TQ	9	7	WC,WJ							
NEVADA	38	38	38	32	NV	8	4	NW	VIRGIN ISLANDS	66	67	68		VI	9	7	M	VIRGIN ISLANDS	66	67	68		VI	9	7	M							
NEW HAMPSHIRE	39	39	39	33	NH	1	1	EH,EV																									

*PUBLICATION SEQUENCE ONLY, 2-DIGIT GEOGRAPHIC STATE CODE REFLECTS ACTUAL GEOGRAPHIC AREA.

**ADDED IN HEGIS VI

***AS OF HEGIS XV, CANAL ZONE WILL BE REFERRED TO AS FORMER CANAL ZONE.

****AS OF HEGIS XVII, CANAL ZONE WILL NO LONGER BE A PART OF THE HEGIS UNIVERSE.

*****ADDED IN HEGIS XVIII

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

TABLE 2 - INSTITUTIONAL STATUS AND SYSTEM CODES

INSTITUTIONAL COMPONENT	STATUS CODE	COUNTED AS INSTITUTION	SUB CODE	NOTES
INDIVIDUAL INSTITUTION	5	YES	NONE	
MULTICAMPUS INSTITUTION: ALL CAMPUS	2	NO	00	FIRST RECORD SET FOR THE INSTITUTION - SUMMARY RECORD SET. SHOULD NOT HAVE INCOMING DATA.
CENTRAL OFFICE	4	NO	99	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 CAMPUS: MAIN CAMPUS	6	YES	01	
BRANCH CAMPUS	7	YES	02-79	
NOT HAVING A MAIN CAMPUS: DESIGNATED MAIN CAMPUS	8	YES	02-79	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	YES	02-79	
SYSTEM: ALL INSTITUTION	A	NO	00	FIRST RECORD SET FOR THE INSTITUTION - SUMMARY RECORD SET. SHOULD NOT HAVE INCOMING DATA.
SYSTEM OFFICE	C	NO	98	SECOND RECORD SET IN THE SYSTEM. USED ONLY IN THE DIRECTORY UNLESS THE SYSTEM OFFICE HAS ITS OWN EMPLOYEES AND/OR PHYSICAL FACILITIES.
INSTITUTION	E	YES	02-79	
ALL CAMPUS	B	NO	90-97	SUMMARY OF MAIN & BRANCH CAMPUS RECORDS.
MAIN CAMPUS	F	YES	02-79	
BRANCH CAMPUS	G	YES	02-79	
JOINT LIBRARY	0	NO	NONE	REPRESENTED INSTITUTIONS ARE COUNTED INSTEAD
NON-CURRENT: DECLARED INELIGIBLE THIS YEAR	X	NO	NONE	WILL ONLY BE LISTED IN APPENDIX A OF THE EDUCATION DIRECTORY AS INSTITUTIONS AND BRANCHES THAT HAVE LOST ELIGIBILITY WITH THE REASON INDICATED.
PREVIOUSLY INELIGIBLE	Y	NO	NONE	WILL NOT APPEAR ANYWHERE IN THE EDUCATION DIRECTORY.

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

TABLE 3 - ACCREDITATION CATEGORIES

NORMALLY POSITIVE. IF NEGATIVE, THE CATEGORY WILL BE FURTHER EXPLAINED IN A 900 FOOTNOTE RECORD IN THE INSTITUTIONAL CHARACTERISTICS FILE.

ROMAN NUMERAL IN () AFTER TEXT INDICATES FIRST SURVEY YEAR IN WHICH THE ACCREDITATION APPEARS. ALL OTHERS HAVE BEEN INCLUDED SINCE HEGIS I.

HEGIS I THROUGH X CODED ON FILE AS 2-BYTE PACKED/SIGNED NUMERIC. ALWAYS POSITIVE. NULL ENTRIES ALWAYS CARRY ZERO VALUE.

HEGIS XI FORWARD CODED ON FILE AS THE 5-CHARACTER MNEMONIC. LEFT JUSTIFIED WITH TRAILING SPACES. NULL ENTRIES ALWAYS SPACE FILLED.

CODE CATEGORY

A, J FULL
 B, K CORRESPONDENCE STATUS - REGIONAL ONLY (OBSOLETE)
 C, L CANDIDATE (USED TO INSERT @ IN FRONT OF ACCREDITATION IN DIRECTORY PRINT)
 D, M 4 YEAR INSTITUTION ACCREDITED AT JUNIOR COLLEGE LEVEL (USED TO INSERT J IN FRONT OF REGIONAL ACCREDITATION IN DIRECTORY PRINT, E.G., JE)
 E, N PROVISIONAL (USED TO INSERT # IN CONJUNCTION WITH MNEUMONIC IN DIRECTORY PRINT, E.G., #LAW)
 F, O COVERED BY REGIONAL ACCREDITATION OF PARENT INSTITUTION

CODE	MNEMONIC	REGIONAL ACCREDITATIONS
001	E	NEW ENGLAND ASSN OF SCHOOLS AND COLLEGES, COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION (ACCEPTABLE I-XII; CONVERTED TO EH AND EV XI)
----	EH	NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, COMMISSION ON INSTITUTIONS OF HIGHER ED. (SEE E) (XI)
----	EV	NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, COMMISSION ON VOCATIONAL, TECHNICAL, CAREER INSTITUTIONS (SEE E) (XI)
002	M	MIDDLE STATES ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS, COMMISSION ON HIGHER EDUCATION
003	N	NORTH CENTRAL ASSN OF COLLEGES AND SECONDARY SCHOOLS: COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION (ACCEPTABLE I-XII; CONVERTED TO NH XIII)
----	NH	NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS, COMMISSION ON INSTITUTIONS OF HIGHER ED. (SEE N) (XIII)
----	NW	NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES, COMMISSION ON COLLEGES (XIII)
004	NW	NORTHWEST ASSOCIATION OF SECONDARY AND HIGHER SCHOOLS, COMMISSION ON HIGHER SCHOOLS (ACCEPTABLE I-XII; ACCREDITATION NAME CHANGE IN XIII)
005	S	SOUTHERN ASSN OF COLLEGES AND SCHOOLS, COMMISSION ON COLLEGES (ACCEPTABLE I-XII; CONVERTED TO SC XIII)
----	SC	SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, COMMISSION ON COLLEGES (SEE S) (XIII)
006	W	WESTERN ASSN OF SCHOOLS AND COLLEGES, ACCREDITING COMMISSION FOR SENIOR COLLEGES AND UNIVERSITIES AND ACCREDITING COMMISSION FOR JUNIOR COLLEGES. (ACCEPTABLE I-XII; CONVERTED TO WC AND WJ XIII)
----	WC	WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES, ACCREDITING COMMISSION FOR SENIOR COLLEGES AND UNIVERSITIES (SEE W) (XIII)
----	WJ	WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES, ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (SEE W) (XIII)
007	STATE	STATE ACCREDITATION LISTED WHEN NO OTHER ACCREDITATION IS REPORTED
----	3IC	DERIVATIVE: A MINIMUM OF THREE ACCREDITED INSTITUTIONS ACCEPT STUDENTS FROM THIS INSTITUTION FOR CREDIT (XI)
----	NY	NEW YORK STATE BOARD OF REGENTS (XI)

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

TABLE 3 ACCREDITATION CATEGORIES (CONTINUED)

CODE	MNEUMONIC	ACCREDITING AGENCY
		ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
040	MAAB	MEDICAL ASSISTANT EDUCATION (PRIVATE SCHOOLS AND PROGRAMS) (SEE MAE) (XIII)
	MLT	MEDICAL LABORATORY TECHNICIAN EDUCATION (ACCEPTABLE V-XII; CONVERTED TO MLTAB XIII)
	MLTAB	MEDICAL LABORATORY TECHNICIAN EDUCATION (SEE MLT) (XIII)
037	MAE	MEDICAL ASSISTANT EDUCATION (ACCEPTABLE IX-XII; CONVERTED TO MAAB IN XIII)
		ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION
029	HSA	HEALTH SERVICES ADMINISTRATION (GRADUATE DEGREE PROGRAMS) (SEE HIA) (XIII)
	HIA	HOSPITAL ADMINISTRATION (ACCEPTABLE VI-XII; CONVERTED TO HSA XIII)
016	BUS	AMERICAN ASSEMBLY OF COLLEGIATE SCHOOLS OF BUSINESS BUSINESS (BACCALAUREATE AND GRADUATE PROGRAMS IN BUSINESS AND ADMINISTRATION)
014	BI	AMERICAN ASSOCIATION OF BIBLE COLLEGES BIBLE COLLEGE EDUCATION (BIBLE COLLEGES AND INSTITUTES)
		AMERICAN ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY EDUCATION, COMMISSION ON ACCREDITATION FOR MARRIAGE AND FAMILY THERAPY
	MFCC	MARRIAGE AND FAMILY COUNSELING (CLINICAL TRAINING PROGRAMS) (XIV)
	MFCD	MARRIAGE AND FAMILY COUNSELING (GRADUATE DEGREE PROGRAMS) (XIV)
009	ANEST	AMERICAN ASSOCIATION OF NURSE ANESTHETISTS NURSE ANESTHESIA (PROFESSIONAL SCHOOLS) (V)
033	LAW	AMERICAN BAH ASSOCIATION LAW (PROFESSIONAL SCHOOLS)
028	FUSEH	AMERICAN BOARD OF FUNERAL SERVICE EDUCATION FUNERAL SERVICE EDUCATION (INDEPENDENT SCHOOLS AND COLLEGIATE DEPARTMENTS) (VIII)
	CHLM	AMERICAN CHEMICAL SOCIETY (LAST INCLUDED IN HEGIS VIII)
031	JOUR	AMERICAN COUNCIL ON EDUCATION FOR JOURNALISM JOURNALISM (FIRST PROFESSIONAL DEGREE PROGRAMS)
053	PHAR	AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION PHARMACY (PROFESSIONAL DEGREE PROGRAMS)

COMMON TABLES 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 (CONTINUED)

HEGIS I-X CODE	HEGIS XI+ MNEMONIC	ACCREDITING AGENCY
028	FUSER	AMERICAN BOARD OF FUNERAL SERVICE EDUCATION FUNERAL SERVICE EDUCATION (INDEPENDENT SCHOOLS AND COLLEGIATE DEPARTMENTS) (VIII)
---	CHEM	AMERICAN CHEMICAL SOCIETY (LAST INCLUDED IN HEGIS VIII)
---	MIDWF	AMERICAN COLLEGE OF NURSE - MIDWIVES NURSING MIDWIFERY (XIX)
031	JOUR	AMERICAN COUNCIL ON EDUCATION IN JOURNALISM AND MASS COMMUNICATION JOURNALISM AND MASS COMMUNICATION (FIRST PROFESSIONAL DEGREE PROGRAMS)
053	PHAR	AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION PHARMACY (PROFESSIONAL DEGREE PROGRAMS)
021	DA	AMERICAN DENTAL ASSOCIATION DENTAL ASSISTING (V)
022	DH	DENTAL HYGIENE
025	DT	DENTAL TECHNOLOGY (V)
023	DENT	DENTISTRY (PROGRAMS LEADING TO D.D.S. OR D.M.D. DEGREES AND ADVANCED DENTAL SPECIALIST)
024	DIET	AMERICAN DIETETIC ASSOCIATION DIETETICS (UNDERGRADUATE PROGRAMS) (X)
---	DIETI	DIETETICS (POST BACCALUAREATE INTERNSHIP PROGRAMS) (XIII)
035	LIB	AMERICAN LIBRARY ASSOCIATION LIBRARIANSHIP (FIRST PROFESSIONAL DEGREE PROGRAM)
010	APCP	AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION ASSISTANT TO THE PRIMARY CARE PHYSICIAN EDUCATION (IX)
---	BBT	SPECIALIST IN BLOOD BANK TECHNOLOGY (SEE SBBT) (XIV)
017	CLA	CERTIFIED LABORATORY TECHNICIAN EDUCATION (ACCEPTABLE IX-XII, CONVERTED TO MLTC XIII)
020	CYTO	CYTOTECHNOLOGY (IX)
---	DMS	DIAGNOSTIC MEDICAL SONOGRAPHER (XIX)
---	EEG	ELECTROENCEPHALOGRAPHIC TECHNOLOGIST (XIX)
---	EMT	EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC (XIX)
030	HT	HISTOLOGIC TECHNICIAN (IX)
036	MA	MEDICAL ASSISTANT EDUCATION (ACCEPTABLE IX-XII; CONVERTED TO MAC XIII)
---	MAC	MEDICAL ASSISTANT (SEE MA) (XIII)
---	MLTAD	MEDICAL LABORATORY TECHNICIAN (ASSOCIATE DEGREE) (SEE MLTE) (XIII)
---	MLTC	MEDICAL LABORATORY TECHNICIAN (CERTIFICATE) (SEE CLA) (XIII)
041	MLTE	MEDICAL LABORATORY TECHNICIAN EDUCATION (ACCEPTABLE IX-XII; CONVERTED TO MLTAD XIII)
042	MRA	MEDICAL RECORD ADMINISTRATOR (VIII)

COMMON TABLES 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 (CONTINUED)

HEGIS I-X CODE	HEGIS XI+ MNEMONIC	ACCREDITING AGENCY
043	MRT	MEDICAL RECORD TECHNICIAN
044	MT	MEDICAL TECHNOLOGIST
046	NMT	NUCLEAR MEDICINE TECHNOLOGY (IX)
---	OMA	OPHTHALMIC MEDICAL ASSISTANT (XIX)
---	ORT	OPERATING ROOM TECHNICIAN (ACCEPTABLE XIII; CONVERTED TO SURGT XIV)
051	OT	OCCUPATIONAL THERAPIST
---	PERF	PERFUSIONIST (XIX)
057	PT	PHYSICAL THERAPIST (ACCEPTABLE I-XII; CONVERTED TO PTC XIII)
---	PTC	PHYSICAL THERAPY (SEE PT) (ACCEPTABLE XIII AND XIV)
060	RT	RADIOLOGIC TECHNOLOGIST (ACCEPTABLE VIII-XIII; CONVERTED TO RAD XIV)
061	RTT	RADIATION THERAPY TECHNOLOGIST (IX)
---	RAD	RADIOGRAPHER (SEE RT) (XIV)
059	RESTH	RESPIRATORY (INHALATION) THERAPY (ACCEPTABLE VIII-XII; CONVERTED TO RSTH XIII)
---	RSTH	RESPIRATORY THERAPIST (SEE RESTH) (XIII)
---	RSTHT	RESPIRATORY THERAPY TECHNICIAN (XIII)
062	SBBT	SPECIALIST IN BLOOD BANK TECHNOLOGY (ACCEPTABLE IX-XIII; CONVERTED TO BBT XIV)
---	SURGA	SURGERY TECHNOLOGY (ACCEPTABLE XIII AND XIV; CONVERTED TO SURGEON'S ASSISTANT XVIII)
---	SURGT	SURGICAL TECHNOLOGIST (SEE ORT) (XIV)
AMERICAN OPTOMETRIC ASSOCIATION		
049	OPT	OPTOMETRY (PROFESSIONAL PROGRAMS)
---	OPTR	OPTOMETRY (RESIDENCY PROGRAMS) (XIX)
---	OPTT	OPTOMETRY (TECHNICIAN PROGRAMS) (XIX)
AMERICAN OSTEOPATHIC ASSOCIATION		
050	OSTEO	OSTEOPATHIC MEDICINE (PROGRAMS LEADING TO D.O. DEGREE)
AMERICAN PHYSICAL THERAPY ASSOCIATION		
---	PTA	PHYSICAL THERAPIST (PROFESSIONAL PROGRAMS) (XIII)
---	PTAA	PHYSICAL THERAPIST (PROGRAMS FOR THE PHYSICAL THERAPIST ASSISTANT) (XIII)
AMERICAN PODIATRY ASSOCIATION		
056	POD	PODIATRY (PROFESSIONAL AND GRADUATE DEGREE PROGRAMS)
---	PODA	PODIATRY ASSISTANT (ACCEPTABLE XIII)
AMERICAN PSYCHOLOGICAL ASSOCIATION		
018	CLPSY	PSYCHOLOGY, CLINICAL (DOCTORAL PROGRAMS) (VI)
019	COPSY	PSYCHOLOGY, COUNSELING (DOCTORAL PROGRAMS) (VI)
---	IPSY	PSYCHOLOGY (INTERNSHIP PROGRAMS, CLINICAL AND COUNSELING) (XIII)
---	PSPSY	PSYCHOLOGY, PROFESSIONAL/SCIENTIFIC (DOCTORAL PROGRAMS) (XIX)
063	SCPSY	PSYCHOLOGY, SCHOOL (DOCTORAL PROGRAMS) (X)

COMMON TABLES 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 (CONTINUED)

HEGIS I-X CODE	HEGIS XI+ MNEMONIC	ACCREDITING AGENCY
---		AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS
034	LSAR	LANDSCAPE ARCHITECTURE (FIRST PROFESSIONAL DEGREE) (SEE LDAR) (XIII)
	LDAR	LANDSCAPE ARCHITECTURE (ACCEPTABLE VII-XII; CONVERTED TO LSAR XIII)
		AMERICAN SPEECH - LANGUAGE - HEARING ASSOCIATION
013	AUD	AUDIOLOGY (MASTER'S DEGREE PROGRAMS)
064	SP	SPEECH - LANGUAGE PATHOLOGY (MASTER'S DEGREE PROGRAMS)
		AMERICAN VETERINARY MEDICAL ASSOCIATION
---	ADVET	VETERINARY MEDICINE (PROGRAM IN ANIMAL TECHNOLOGY) (XIII)
070	VET	VETERINARY MEDICINE (PROFESSIONAL PROGRAMS LEADING TO D.V.M. OR V.M.D. DEGREES)
		ASSOCIATION FOR CLINICAL PASTORAL EDUCATION
---	PAST	CLINICAL PASTORAL EDUCATION (BASIC, ADVANCED AND SUPERVISORY CLINICAL PASTORAL EDUCATION PROGRAMS) (XX)
		ASSOCIATION OF ADVANCED RABBINICAL AND TALMUDIC SCHOOLS
058	RABN	RABBINICAL AND TALMUDIC EDUCATION (RABBINICAL AND TALMUDIC SCHOOLS) (X)
		ASSOCIATION OF INDEPENDENT COLLEGES AND SCHOOLS, ACCREDITING COMMISSION
032	JRCB	BUSINESS (PRIVATE JUNIOR COLLEGES AND BUSINESS SCHOOLS)
065	SRCB	BUSINESS (PRIVATE SENIOR COLLEGES AND BUSINESS SCHOOLS)
		ASSOCIATION OF THEOLOGICAL SCHOOLS IN THE UNITED STATES AND CANADA
069	THEOL	THEOLOGY (GRADUATE DEGREE PROGRAMS IN SCHOOLS IN THEOLOGY)
		COUNCIL ON CHIROPRACTIC EDUCATION
016	CHIRO	CHIROPRACTIC (PROGRAMS LEADING TO THE D.C. DEGREE) (IX)
		COUNCIL ON EDUCATION FOR PUBLIC HEALTH
---	CHE	GRADUATE PROGRAMS IN COMMUNITY HEALTH EDUCATION (GRADUATE PROGRAMS) (XIV)
---	CHPM	GRADUATE PROGRAMS IN COMMUNITY HEALTH/PREVENTIVE MEDICINE (GRADUATE PROGRAMS) (XIV)
052	PH	PUBLIC HEALTH (SCHOOLS OF PUBLIC HEALTH)
		COUNCIL ON SOCIAL WORK EDUCATION
066	SW	SOCIAL WORK (BACCALAUREATE AND MASTER'S DEGREE PROGRAMS)
		FOUNDATION FOR INTERIOR DESIGN EDUCATION RESEARCH
---	FIDER	INTERIOR DESIGN (PROFESSIONAL AND TECHNICAL PROGRAMS) (SEE ID) (XIII)
---	ID	INTERIOR DESIGN (ACCEPTABLE XII; CONVERTED TO FIDER XIII)

COMMON TABLES 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 (CONTINUED)

HEGIS I-X CODE	HEGIS XI+ MNEMONIC	ACCREDITING AGENCY
		LIAISON COMMITTEE ON MEDICAL EDUCATION
---	MEDB	MEDICAL SCIENCES, BASIC (PROGRAMS LEADING TO M.D. DEGREE) (SEE MED-B) (XIII)
038	MED	MEDICINE (PROGRAMS LEADING TO M.D. DEGREE)
039	MED-B	BASIC MEDICAL SCIENCES (ACCEPTABLE I-XII; CONVERTED TO MEDB XIII)
		NATIONAL ARCHITECTURAL ACCREDITING BOARD, INC.
011	ARCH	ARCHITECTURE (FIRST PROFESSIONAL DEGREE PROGRAMS)
		NATIONAL ASSOCIATION FOR PRACTICAL NURSE EDUCATION AND SERVICE, INC.
055	PNE	NURSING (PRACTICAL NURSE PROGRAMS) (V)
		NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN
012	ART	ART AND DESIGN (PROFESSIONAL SCHOOLS AND PROGRAMS)
		NATIONAL ASSOCIATION OF SCHOOLS OF DANCE
---	DANCE	DANCE (XIX)
		NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC
045	MUS	MUSIC (BACCALAUREATE AND GRADUATE DEGREE PROGRAMS)
		NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE
---	THEA	THEATRE (XIX)
		NATIONAL ASSOCIATION OF TRADE AND TECHNICAL SCHOOLS
---	NATTS	PRIVATE TRADE AND TECHNICAL SCHOOLS (ASSOCIATE AND BACCALAUREATE DEGREE PROGRAMS) (XV)
		NATIONAL HOME STUDY COUNCIL (XVI)
---	NHSC	HOME STUDY EDUCATION (ASSOCIATE DEGREE PROGRAM) (XVI)
		NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION
068	TED	TEACHER EDUCATION (BACCALAUREATE AND GRADUATE DEGREE PROGRAMS)
		NATIONAL LEAGUE FOR NURSING, INC.
008	ADNUR	NURSING (ASSOCIATE DEGREE PROGRAM)
---	DNUR	NURSING (DIPLOMA PROGRAMS) (ACCEPTABLE ONLY IN XIII, XIV, XIX, AND XX)
047	NUR	NURSING (BACCALAUREATE AND MASTER'S DEGREE PROGRAMS)
054	PN	NURSING (PRACTICAL NURSE PROGRAMS) (ACCEPTABLE V-XII; CONVERTED TO PNUR XIII)
---	PNUR	NURSING (PRACTICAL NURSE PROGRAMS) (SEE PN) (XIII)
048	NURS	NURSING SYSTEM-WIDE (UNIVERSITY OF TEXAS SYSTEM ONLY) (ACCEPTABLE VI-X)
		SOCIETY OF AMERICAN FORESTERS
027	FOR	FORESTRY (BACCALAUREATE AND HIGHER FIRST PROFESSIONAL DEGREE PROGRAMS)

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

TABLE 4 - CONTROL OR AFFILIATION CODES

CODE	CONTROL OR AFFILIATION - IN ALPHABETIC ORDER	CODE	CONTROL OR AFFILIATION - IN ALPHABETIC ORDER
11	FEDERAL	42	INTERDENOMINATIONAL
12	STATE	80	JEWISH
13	LOCAL	94	LATTER-DAY SAINTS
14	STATE/LOCAL	67	LUTHERAN CHURCH IN AMERICA
15	STATE RELATED	68	LUTHERAN CHURCH - MISSOURI SYNOD
21	INDEPENDENT NON-PROFIT	43	MENNONITE BRETHREN CHURCH
25	ORGANIZED AS PROFIT MAKING	69	MENNONITE CHURCH
26	ADVENT CHRISTIAN CHURCH	87	MISSIONARY CHURCH INC (FORMERLY UNITED MISS CHURCH)
51	AFRICAN METHODIST EPISCOPAL	44	MORAVIAN CHURCH
24	AFRICAN METHODIST EPISCOPAL ZION CHURCH	78	MULTIPLE PROTESTANT DENOMINATIONS
52	AMERICAN BAPTIST	45	NORTH AMERICAN BAPTIST
22	AMERICAN EVANGELICAL LUTHERAN CHURCH	79	OTHER PROTESTANT
53	AMERICAN LUTHERAN	47	PENTECOSTAL HOLINESS CHURCH
46	AMERICAN LUTHERAN AND LUTHERAN CHURCH IN AMERICA	66	PRESBYTERIAN CHURCH (USA)
23	AMERICAN MISSIONARY ASSOCIATION	73	PROTESTANT EPISCOPAL
27	ASSEMBLIES OF GOD CHURCH	49	REFORMED CHURCH IN AMERICA
54	BAPTIST	50	REFORMED EPISCOPAL CHURCH
28	BRETHREN CHURCH	81	REFORMED PRESBYTERIAN CHURCH
29	BRETHREN IN CHRIST CHURCH	82	REORGANIZED LATTER-DAY SAINTS CHURCH
34	CHRISTIAN AND MISSIONARY ALLIANCE CHURCH	30	ROMAN CATHOLIC
61	CHRISTIAN CHURCH (DISCIPLES OF CHRIST)	92	RUSSIAN ORTHODOX
48	CHRISTIAN CHURCHES AND CHURCHES OF CHRIST	95	SEVENTH-DAY ADVENTISTS
55	CHRISTIAN METHODIST EPISCOPAL	83	SEVENTH-DAY BAPTIST CHURCH
35	CHRISTIAN REFORMED CHURCH	75	SOUTHERN BAPTIST
56	CHURCH OF CHRIST (SCIENTIST)	97	THE PRESBYTERIAN CHURCH IN AMERICA
57	CHURCH OF GOD	88	UNDENOMINATIONAL
31	CHURCH OF GOD IN CHRIST	93	UNITARIAN UNIVERSALIST
96	CHURCH OF GOD OF PROPHECY	84	UNITED BRETHREN CHURCH
32	CHURCH OF NEW JERUSALEM	76	UNITED CHURCH OF CHRIST
58	CHURCH OF THE BRETHREN	71	UNITED METHODIST
59	CHURCH OF THE NAZARENE	89	WESLEYAN CHURCH
74	CHURCHES OF CHRIST	33	WISCONSIN EVANGELICAL LUTHERAN SYNOD
60	CUMBERLAND PRESBYTERIAN	90	YOUNG MEN'S CHRISTIAN ASSOCIATION
36	EVANGELICAL CONGREGATIONAL CHURCH	99	OTHER
37	EVANGELICAL COVENANT CHURCH OF AMERICA		
38	EVANGELICAL FREE CHURCH OF AMERICA		
39	EVANGELICAL LUTHERAN CHURCH		
64	FREE METHODIST		
41	FREE WILL BAPTIST CHURCH		
65	FRIENDS		
63	FRIENDS UNITED MEETING		
70	GENERAL CONFERENCE MENNONITE CHURCH		
91	GREEK ORTHODOX		

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

TABLE 4 -- CONTROL OR AFFILIATION CODES (CONTINUED)

CODE	CONTROL OR AFFILIATION - IN NUMERIC ORDER BY CODE
11	FEDERAL
12	STATE
13	LOCAL
14	STATE/LOCAL
15	STATE RELATED
21	INDEPENDENT NON-PROFIT
22	AMERICAN EVANGELICAL LUTHERAN CHURCH
23	AMERICAN MISSIONARY ASSOCIATION
24	AFRICAN METHODIST EPISCOPAL ZION CHURCH
25	ORGANIZED AS PROFIT MAKING
26	ADVENT CHRISTIAN CHURCH
27	ASSEMBLIES OF GOD CHURCH
28	BRETHREN CHURCH
29	BRETHREN IN CHRIST CHURCH
30	ROMAN CATHOLIC
31	CHURCH OF GOD IN CHRIST
32	CHURCH OF NEW JERUSALEM
33	WISCONSIN EVANGELICAL LUTHERAN SYNOD
34	CHRISTIAN AND MISSIONARY ALLIANCE CHURCH
35	CHRISTIAN REFORMED CHURCH
36	EVANGELICAL CONGREGATIONAL CHURCH
37	EVANGELICAL COVENANT CHURCH OF AMERICA
38	EVANGELICAL FREE CHURCH OF AMERICA
39	EVANGELICAL LUTHERAN CHURCH
41	FREE WILL BAPTIST CHURCH
42	INTERDENOMINATIONAL
43	MENNONITE BRETHREN CHURCH
44	MORAVIAN CHURCH
45	NORTH AMERICAN BAPTIST
46	AMERICAN LUTHERAN AND LUTHERAN CHURCH IN AMERICA
47	PENTECOSTAL HOLINESS CHURCH
48	CHRISTIAN CHURCHES AND CHURCHES OF CHRIST
49	REFORMED CHURCH IN AMERICA
50	REFORMED EPISCOPAL CHURCH
51	AFRICAN METHODIST EPISCOPAL
52	AMERICAN BAPTIST
53	AMERICAN LUTHERAN
54	BAPTIST
55	CHRISTIAN METHODIST EPISCOPAL
56	CHURCH OF CHRIST (SCIENTIST)
57	CHURCH OF GOD
58	CHURCH OF THE BRETHREN

CODE	CONTROL OR AFFILIATION - IN NUMERIC ORDER BY CODE
59	CHURCH OF THE NAZARENE
60	CUMBERLAND PRESBYTERIAN
61	CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
63	FRIENDS UNITED MEETING
64	FREE METHODIST
65	FRIENDS
66	PRESBYTERIAN CHURCH (USA)
67	LUTHERAN CHURCH IN AMERICA
68	LUTHERAN CHURCH - MISSOURI SYNOD
69	MENNONITE CHURCH
70	GENERAL CONFERENCE MENNONITE CHURCH
71	UNITED METHODIST
73	PROTESTANT EPISCOPAL
74	CHURCHES OF CHRIST
75	SOUTHERN BAPTIST
76	UNITED CHURCH OF CHRIST
78	MULTIPLE PROTESTANT DENOMINATIONS
79	OTHER PROTESTANT
80	JEWISH
81	REFORMED PRESBYTERIAN CHURCH
82	REORGANIZED LATTER-DAY SAINTS CHURCH
83	SEVENTH DAY BAPTIST CHURCH
84	UNITED BRETHREN CHURCH
87	MISSIONARY CHURCH INC (FORMERLY UNITED MISS CHURCH
88	UNDENOMINATIONAL
89	WESLEYAN CHURCH
90	YOUNG MEN'S CHRISTIAN ASSOCIATION
91	GREEK ORTHODOX
92	RUSSIAN ORTHODOX
93	UNITARIAN UNIVERSALIST
94	LATTER DAY SAINTS
95	SEVENTH-DAY ADVENTISTS
96	CHURCH OF GOD OF PROPHECY
97	THE PRESBYTERIAN CHURCH IN AMERICA
98	
99	OTHER

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

TABLE 5 - MANPOWER MANUAL DEFINITION CODES USED IN HEGIS I THROUGH HEGIS XI (SEE TABLE 5-1 FOR CODES USED IN HEGIS XII THROUGH XV)

CODE	TITLE	CODE	TITLE
01	PRESIDENT (CHIEF EXECUTIVE OFFICER)	26	DEAN/DIR LIBRARY SCIENCE
02	CHIEF ACADEMIC OFFICER	27	DEAN/DIR MEDICINE
03	CHIEF BUSINESS OFFICER	28	DEAN/DIR MUSIC
04	CHIEF DEVELOPMENT OFFICER	29	DEAN/DIR NATURAL RESOURCES
05	CHIEF LIBRARIAN	30	DEAN/DIR NURSING
06	CHIEF PLANNING OFFICER	31	DEAN/DIR PHARMACY
07	CHIEF PUBLIC RELATIONS OFFICER	32	DEAN/DIR PHYSICAL EDUCATION
08	CHIEF STUDENT LIFE OFFICER	33	DEAN/DIR PUBLIC HEALTH
09	DEAN OF MEN	34	DEAN/DIR SOCIAL WORK
10	DEAN OF WOMEN	35	DEAN/DIR SPECIAL SESSION
11	DEAN/DIR AGRICULTURE	36	DEAN/DIR TECHNOLOGY
12	DEAN/DIR ARCHITECTURE	37	DEAN/DIR VETERINARY MEDICINE
13	DEAN/DIR ARTS AND SCIENCES	38	DEAN/DIR VOCATIONAL EDUCATION
14	DEAN/DIR BUSINESS	39	DIRECTOR ADMISSIONS
15	DEAN/DIR CONTINUING EDUCATION	40	DIRECTOR ALUMNI ASSOCIATIONS
16	DEAN/DIR DENTISTRY	44	DIRECTOR COMPUTER CENTER
17	DEAN/DIR EDUCATION	46	DIRECTOR INFORMATION OFFICE
18	DEAN/DIR ENGINEERING	47	DIRECTOR INSTITUTIONAL STUDIES
19	DEAN/DIR EVENING DIVISION	49	DIRECTOR PERSONNEL SERVICES
20	DEAN/DIR EXTENSION		
21	DEAN/DIR FINE ARTS	51	DIRECTOR SPONSORED RESEARCH ADMINISTRATION
22	DEAN/DIR GRADUATE PROGRAMS	52	DIRECTOR STUDENT COUNSELING
23	DEAN/DIR HOME ECONOMICS	53	DIRECTOR STUDENT FINANCIAL AID
24	DEAN/DIR JOURNALISM	56	DIRECTOR STUDENT PLACEMENT
25	DEAN/DIR LAW	58	ASSISTANT TO THE PRESIDENT
		64	REGISTRAR
		70	DEAN/DIR THEOLOGY
		00	MISCELLANEOUS (NOT TABULATED IN DIRECTORY TABLES)

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

NOTE: ADMINISTRATIVE OFFICER DATA HAS NOT BEEN COLLECTED SINCE HEGIS XV.

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

TABLE 5 - MANPOWER MANUAL DEFINITION CODES USED IN HEGIS I THROUGH HEGIS XI (SEE TABLE 5-1 FOR CODES USED IN HEGIS XII THROUGH XV) (CONTINUED)

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

CODE	TITLE
41	DIRECTOR OF ATHLETICS
42	DIRECTOR BUDGET
43	DIRECTOR COMMUNITY SERVICES
45	DIRECTOR FOOD SERVICES
48	DIRECTOR/PRINCIPAL LABORATORY SCHOOL
50	DIRECTOR PHYSICAL PLANT
54	DIRECTOR STUDENT HEALTH
55	DIRECTOR OF STUDENT HOUSING
57	DIRECTOR STUDENT UNION
59	BOOKSTORE MANAGER
60	COMPTROLLER
61	HEAD BASKETBALL COACH
62	HEAD FOOTBALL COACH
63	PURCHASING AGENT
65	STAFF LEGAL COUNSEL

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

NOTE: ADMINISTRATIVE OFFICER DATA HAS NOT BEEN COLLECTED SINCE HEGIS XV.

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

TABLE 5-1 - MANPOWER MANUAL DEFINITION CODES USED IN HEGIS XII THROUGH XV

CODE XII+	TITLE	CODE XII+	TITLE
01	CHIEF EXECUTIVE OFFICER (PRESIDENT/CHANCELLOR)	*31	DIRECTOR - COMMUNITY SERVICES
02	CHIEF EXECUTIVE OFFICER WITHIN A SYSTEM	32	CHIEF STUDENT LIFE OFFICER
03	EXECUTIVE VICE PRESIDENT	33	DEAN OF MEN
04	ASSISTANT TO THE PRESIDENT	34	DEAN OF WOMEN
05	CHIEF ACADEMIC OFFICER	*35	DIRECTOR - STUDENT UNION
06	REGISTRAR	36	DIRECTOR - STUDENT PLACEMENT
07	DIRECTOR, ADMISSIONS	37	DIRECTOR - STUDENT FINANCIAL AID
08	HEAD LIBRARIAN	38	DIRECTOR - STUDENT COUNSELING
09	DIRECTOR - INSTITUTIONAL RESEARCH	*39	RELIGIOUS COUNSELLOR
10	CHIEF BUSINESS OFFICER	*40	DIRECTOR - STUDENT HOUSING
*11	COMPTROLLER	*41	DIRECTOR ATHLETICS
*12	BURSAR	*42	HEAD BASKETBALL COACH
13	DIRECTOR - INFORMATION SYSTEMS	*43	HEAD FOOTBALL COACH
14	DIRECTOR - COMPUTER CENTER	*44	DIRECTOR - MEDICAL SERVICES
15	DIRECTOR - PERSONNEL SERVICES	45	CHIEF PLANNING OFFICER
*16	DIRECTOR - LABOR RELATIONS	*46	STAFF LEGAL COUNSEL
*17	AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OFFICER	47	DEAN/DIR AGRICULTURE
*18	DIRECTOR - PHYSICAL PLANT	48	DEAN/DIR ARCHITECTURE
19	DIRECTOR OF SECURITY	49	DEAN/DIR ARTS AND SCIENCES
*20	DIRECTOR OF SAFETY	50	DEAN/DIR BUSINESS
*21	PURCHASING AGENT	51	DEAN/DIR CONTINUING EDUCATION
*22	DIRECTOR - FOOD SERVICES	52	DEAN/DIR DENTISTRY
*23	MANAGER - BOOKSTORE	53	DEAN/DIR EDUCATION
*24	CHIEF BUDGETING OFFICER	54	DEAN/DIR ENGINEERING
25	CONTRACT ADMINISTRATOR	55	DEAN/DIR EVENING DIVISION
26	CHIEF PUBLIC RELATIONS OFFICER	56	DEAN/DIR EXTENSION
27	DIRECTOR - INFORMATION OFFICE	57	DEAN/DIR FINE ARTS
*28	DIRECTOR - PUBLICATIONS	58	DEAN/DIR GRADUATE PROGRAMS
29	DIRECTOR - ALUMNI RELATIONS	59	DEAN/DIR HOME ECONOMICS
30	CHIEF DEVELOPMENT OFFICER	60	DEAN/DIR JOURNALISM

SOURCE - A MANUAL FOR BUDGETING AND ACCOUNTING FOR MANPOWER RESOURCES IN POSTSECONDARY EDUCATION (TECHNICAL REPORT NO. 84) BY DENNIS P. JONES, NCHEMS/WICHE AND THEODORE H. DREWS, NCES.

CODES PRECEDED BY AN ASTERISK (*) WILL NOT BE USED IN THE DIRECTORY OF COLLEGES AND UNIVERSITIES.

NOTE: ADMINISTRATIVE OFFICER DATA HAS NOT BEEN COLLECTED SINCE HEGIS XV.

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

TABLE 5-1 - MANPOWER MANUAL DEFINITION CODES USED IN HEGIS XII THROUGH XV (CONTINUED)

CODE	TITLE
XII+	
61	DEAN/DIR LAW
62	DEAN/DIR LIBRARY SCIENCE
63	DEAN/DIR MEDICINE
64	DEAN/DIR MUSIC
65	DEAN/DIR NATURAL RESOURCES
66	DEAN/DIR NURSING
67	DEAN/DIR PHARMACY
68	DEAN/DIR PHYSICAL EDUCATION
69	DEAN/DIR PUBLIC HEALTH
70	DEAN/DIR SOCIAL WORK
71	DEAN/DIR SPECIAL SESSION
72	DEAN/DIR TECHNOLOGY
73	DEAN/DIR THEOLOGY
74	DEAN/DIR VETERINARY MEDICINE
75	DEAN/DIR VOCATIONAL EDUCATION

SOURCE - A MANUAL FOR BUDGETING AND ACCOUNTING FOR MANPOWER RESOURCES IN POSTSECONDARY EDUCATION (TECHNICAL REPORT NO. 84) BY DENNIS P. JONES, NCHEM/WICHE AND THEODORE H. DREWS, NCES.

NOTE: ADMINISTRATIVE OFFICER DATA HAS NOT BEEN COLLECTED SINCE HEGIS XV.

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

TABLE 6 - OBE REGIONS SEE TABLE 1 FOR INDIVIDUAL STATES

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

TABLE 7 - OE REGIONS SEE TABLE 1 FOR INDIVIDUAL STATES

- 1 - NORTH ATLANTIC: CT DE DC ME MD MA NH 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 ID MT NV NM OK OR
TX UT WA WY
- 5 - US SERVICE SCHOOLS
- 6 - NOT IN USE
- 7 - OUTLYING AREAS: AQ GU CM PR TQ VI

TABLE 8 - HIGHEST LEVEL OF OFFERING

- 02 - LESS THAN 1 YEAR
- 03 - ONE BUT LESS THAN FOUR YEARS
- 04 - FOUR OR FIVE YEAR BACCALAUREATE
- 05 - FIRST-PROFESSIONAL DEGREE
- 06 - MASTER'S
- 07 - BEYOND MASTER'S BUT LESS THAN DOCTORATE
- 08 - DOCTORATE
- 09 - UNDERGRADUATE NON-DEGREE GRANTING
- 10 - GRADUATE NON-DEGREE GRANTING
- 11 - POSTDOCTORAL RESEARCH ONLY

TABLE 9 - INSTITUTION TYPE

- 1 - UNIVERSITY (U) (MUST OFFER AT LEAST TWO FIRST PROFESSIONAL PROGRAMS)
- 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 HEGIS X FORWARD & USED ON SUMMARY & OFFICE RECORDS ONLY.

METHODS OF SUMMARIZING INSTITUTIONS WITHIN NCES REPORTS.

	STANDARD
U	= 1
F	= 2 + 4
T	= 3 + 5 + 6

TABLE 10 - SEX OF STUDENT BODY

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

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

TABLE 11 - CLASSIFICATION CODES - VALID FOR HEGIS XI ONLY
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	PO	CHIEFLY POST-BACCALAUREATE PROGRAM
5	VS	VARIED 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

TABLE 11-A METHOD OF DETERMINING CLASSIFICATION CODES. BASED ON AVAILABILITY OF EARNED DEGREES DATA.
THIS CODING STRUCTURE WAS USED FOR HEGIS XII THROUGH HEGIS XV ONLY.

- F - FINAL, MECHANICAL, SUFFICIENT DATA AVAILABLE TO MAKE MECHANICAL DETERMINATION. CHANGEABLE MECHANICALLY WHEN CONDITIONS WARRANT.
- M - FINAL, MANUAL, DETERMINED MANUALLY & CONSIDERED FINAL. CHANGEABLE TO 'F' WHEN SUFFICIENT DATA ARE 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 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 COMPLETION
5	- FOUR YEAR COLLEGE COMPLETION
6	- OTHER: ANY ADMISSION LESS THAN 2 YEAR COLLEGE COMPLETION
7	- OTHER: REQUIRES 2 YEARS COLLEGE COMPLETION BUT LESS THAN 4 YEARS
8	- OTHER: REQUIRES 4 YEARS OR MORE

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

TABLE 14 - CITY SIZE

(REFER TO THE "STATISTICAL ABSTRACT OF THE UNITED STATES, 1982 EDITION")

- 0 - NOT IDENTIFIED
- 1 - OUTSIDE ANY SMA¹
- 2 - ANYWHERE WITHIN AN SMA OF LESS THAN 250,000
- 3 - ANYWHERE WITHIN AN SMA OF 250,000 - 499,999
- 4 - ANYWHERE WITHIN AN SMA OF 500,000 - 999,999
- 5 - IN SMA OF 1,000,000 - 1,999,999 OUTSIDE CENTER CITY
- 6 - IN SMA OF 1,000,000 - 1,999,999 WITHIN CENTER CITY
- 7 - IN SMA OR SCSA¹ OF 2,000,000 OR MORE OUTSIDE CENTER CITY
- 8 - IN SMA OR SCSA OF 2,000,000 OR MORE WITHIN CENTER CITY

¹SMA: STANDARD METROPOLITAN AREAS

SCSA: STANDARD CONSOLIDATED STATISTICAL AREAS

TABLE 15 - UPDATING TRANSACTION CODES

- BLANK OR I - INSERT NEW RECORD INTO THE FILE, AN ERROR CONDITION WILL BE FLAGGED IF THE FILE ALREADY HAS AN IDENTICALLY KEYED RECORD. FOR THE INITIAL RECORD FOR AN INSTITUTION IN THE INST CHAR FILE IT MUST BE A 100 TYPE RECORD WITH TRANS I.
- L OR D - 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.
- M OR C - DATA UPDATE TO EXISTING RECORD. ONLY DATA FIELDS CONTAINING SIGNIFICANT DATA WILL BE UPDATED ONTO THE FILE. BLANK FIELDS ON THE INPUT TRANSACTION WILL BE BYPASSED.
- NOTE - MULTIPLE UPDATE CODES FOR IDENTICAL ACTIONS PERMIT A SEQUENCING OF TRANSACTIONS IN THOSE INSTANCES WHERE MULTIPLE UPDATES TO A RECORD MAY BE PRESENT, I.E., WITH MULTIPLE INPUT CYCLES BEING PROCESSED IN THE SAME RUN AND SUCCESSFUL PROCESSING IS DEPENDENT UPON TAKING CERTAIN ACTIONS IN REQUIRED SEQUENCE. FOR EXAMPLE, IF AN EXISTING C TYPE UPDATE TRANSACTION HAS BEEN DETERMINED TO BE IN ERROR PRIOR TO PROCESSING, A CORRECTED M TYPE TRANSACTION CAN BE PROCESSED IN THE SAME RUN AND WILL BE THE LATER PROCESSED TRANSACTION.

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

TABLE 16 - RACIAL/ETHNIC CODES

BASED ON DATA REPORTED IN OFE XI 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
- 7 SYSTEM AND CENTRAL OFFICES

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

9 NOT CLASSIFIED - NEW INSTITUTION FOR WHICH DATA IS NOT YET AVAILABLE

Z NOT CLASSIFIED - INSTITUTION DID NOT FURNISH DATA

TABLE 20 - EXPANDED CONTROL CODES

- 0 - NOT SPECIFIED
- 1 - PUBLICLY CONTROLLED
- 2 - PRIVATELY CONTROLLED
- 3 - RELIGIOUS AFFILIATION

TABLE 21 - COORDINATOR CODES

- 1 - COORDINATOR RECEIVES 4 COPIES OF EACH FORM
- 2 - COORDINATOR RECEIVES 5 COPIES OF EACH FORM
- 3 - SECOND COORDINATOR IN THIS STATE
- 4 - FOR HEGIS XVI AND AFTER: NEW YORK, NEW JER FORMS WITHOUT LABELS ATTACHED
- 8 - NO DIRECT COORDINATION, BUT FORM REQUIRES STATE-PROVIDED STAMP
- 9 - NO COORDINATOR

TABLE 22 - SURVEY CODES

- A - IC SURVEY
- B - ED SURVEY
- C - FE SURVEY
- D - LIB. SURVEY
- E - SAL. SURVEY
- F - FIN. SURVEY
- G - R&M SURVEY
- H - ADED SURVEY
- I - BSC SURVEY

TABLE 17 - LAND GRANT

- 0 - NON-LAND GRANT INSTITUTION
- 1 - LAND GRANT INSTITUTION
- 2 - MEMBER OF NASULGC (NATIONAL ASSOCIATION OF STATE UNIVERSITIES AND LAND GRANT COLLEGES)

TABLE 18 - CALENDAR SYSTEM

- 1 - SEMESTER
- 2 - QUARTER
- 3 - TRIMESTER
- 4 - 4/1/4
- 5 - OTHER

TABLE 19 - INSTITUTION CONTROL CODES

- 0 - COMBINATION PUBLIC AND PRIVATE
- 1 - PUBLIC ONLY
- 2 - PRIVATE ONLY

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

TABLE 23 - NCES CODES

A01 - DOCTORAL-LEVEL INSTITUTIONS WITHOUT MEDICAL SCHOOL
 A02 - DOCTORAL-LEVEL INSTITUTIONS WITH MEDICAL SCHOOL
 B01 - COMPREHENSIVE INSTITUTIONS WITHOUT MEDICAL SCHOOL
 B02 - COMPREHENSIVE INSTITUTIONS WITH MEDICAL SCHOOL
 C01 - GENERAL BACCALAUREATE INSTITUTIONS
 D01 - SPECIALIZED/SCHOOL OF PHILOSOPHY, RELIGION AND THEOLOGY
 D02 - SPECIALIZED/MEDICAL SCHOOLS
 D03 - SPECIALIZED/OTHER HEALTH INSTITUTIONS
 D04 - SPECIALIZED/ENGINEERING SCHOOLS
 D05 - SPECIALIZED/BUSINESS SCHOOLS
 D06 - SPECIALIZED/VISUAL AND PERFORMING ARTS SCHOOLS
 D07 - SPECIALIZED/LAW SCHOOLS
 D08 - SPECIALIZED/EDUCATION SCHOOLS
 D09 - U.S. SERVICE SCHOOLS
 D10 - OTHER SPECIALIZED SCHOOLS
 D11 - BACHELOR'S OR HIGHER INSTITUTIONS NEWLY ADMITTED TO HEGIS
 D12 - SPECIALIZED/NON-DEGREE GRANTING INSTITUTIONS
 E01 - MULTIPROGRAM TWO-YEAR INSTITUTIONS
 E04 - SINGLE PROGRAM TWO-YEAR INSTITUTIONS
 E05 - TWO-YEAR INSTITUTIONS NEWLY ADMITTED TO HEGIS

ALTERNATIVE

DOC = A01 + A02
 COMP = B01 + B02
 GEN = C01
 SPEC = D01 through D10 + D12
 TWO = E01 and E04
 NEW = D11 and E05

Please supply ALL the identifying items (1-6) requested on this page. When the questionnaire is completed, return to: NCES/HEGIS Processing Center, P.O. Box 8637, Silver Spring, MD 20907 or to the HEGIS coordinator if there is a HEGIS coordinator in your state.

If there are any questions about this form, contact:

Robert L. Thomas,
(202) 254-7351.

HEGIS XX

FORM APPROVED
OMB NO. 1850-0089
APPROVAL EXPIRES 4/85

Please read instructions before completing form.

U.S. Department of Education
Washington, D.C. 20202

Higher Education General Information Survey (HEGIS XX)

College and University Libraries - Fall 1985

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

DUE DATE: NOVEMBER 30, 1985

1 NAME AND MAILING ADDRESS OF INSTITUTION OR CAMPUS COVERED BY THIS REPORT
(See Definitions of Institutions on this page.) (Include City, State and Zip Code.)

2 FICE CODE NUMBER

3 NAME AND TITLE OF RESPONDENT

4 TELEPHONE NUMBER OF RESPONDENT
(area code, local number, and extension)

5 PLEASE NOTE THAT EACH INSTITUTION, BRANCH, CAMPUS OR OTHER ENTITY SEPARATELY CERTIFIED BY THE ELIGIBILITY AND AGENCY EVALUATION STAFF OF THE U.S. DEPARTMENT OF EDUCATION, WITH ITS OWN FICE CODE, AND LISTED SEPARATELY IN THE EDUCATION DIRECTORY-COLLEGES AND UNIVERSITIES, SHOULD BE REPORTED ON A SEPARATE SURVEY FORM AND NOT INCLUDED OR COMBINED WITH ANY OTHER SUCH CERTIFIED UNIT BRANCHES, CAMPUSES, AND OTHER ORGANIZATIONAL ENTITIES NOT SEPARATELY CERTIFIED SHOULD BE INCLUDED WITH THE APPROPRIATE INSTITUTION OR BRANCH REPORT. IF SUCH ARE INCLUDED IN THIS REPORT, PLEASE LIST THEM BELOW.

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

6 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 of Institutions

Institutional System. A complex of two or more institutions of higher education, each separately organized or independently administered, under the control of a single administrative body.

Multi-Campus Institution. An organization resembling an institutional system, but clearly designed 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.

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 understood to be the location of the central administrative office.)

Branch Campus. A campus of an institution of higher education which is located in a community different from that of its parent institution, that is, beyond a reasonable commuting distance from the main campus of the parent institution. To be considered a branch campus, rather than an extension center, the educational activities at the location must be organized on a relatively permanent basis (i.e., have a relatively permanent administration) and include course offerings for one or more complete college-level programs of at least one full year.

Department of Education
Washington, D.C. 20202
HIGHER EDUCATION GENERAL INFORMATION SURVEY

Form Approved
OMB NO. 1850-0099
Approval Expires 4/86

COLLEGE AND UNIVERSITY LIBRARIES, FALL 1985
DEFINITIONS AND INSTRUCTIONS

Please read the following explanations and instructions before completing this form.

Detach this portion and mail the completed form either directly to the NCES/HEGIS Processing Center, POB 8637, Silver Spring, Maryland 20907 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 proven to be valuable tools for administrators, chief librarians, and others concerned with the improvement of library services to higher education.

GENERAL INSTRUCTIONS

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 one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Report data on units meeting the above definition of a library which are a part of a learning resources center. Do not report data on instructional or other activities performed by learning resources centers which are not included in the definition of a library.

LIBRARY UNITS COVERED. A report should be submitted by each institution, campus or branch which has been certified by the Eligibility and Evaluation Staff of the U.S. Department of Education with its identification code and listed separately in the EDUCATION DIRECTORY, COLLEGES AND UNIVERSITIES. Data on libraries that are separately budgeted or housed (e.g., medicine, law extension center, research center, etc.) should be included in the report for the campus or branch where they are located.

TIME PERIOD COVERED. Data are requested for the following time periods:

- (1) Fiscal year 1985 - a 12-month period between June 1, 1984 and September 30, 1985 which corresponds to your institution's fiscal year.
- (2) Typical week in fall semester, 1985 - a typical week is one without holidays when the central or main library is open during its regular hours for general use.
- (3) Fall 1985 - the point in time in the fall of 1985 when the survey form is being completed.

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. Items which are left blank will be interpreted as zero or not relevant to your library. Request help from your business office in providing library expenditure and contracted salary and wage data.

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

QUESTIONS. If you have questions or need more copies of this form, telephone Robert Thomas, at (202) 254-7351, Division of Multilevel Education Statistics, National Center for Education Statistics.

SPECIFIC INSTRUCTIONS

Part I-Number and Hours of Public Service Outlets, Fiscal Year 1985.

BRANCH LIBRARIES (line 1). Report the number of branch libraries at your institution that were open all or part of fiscal year 1985. (DO NOT COUNT THE MAIN OR CENTRAL LIBRARY.) Branch libraries are auxiliary units which have all of the following: (1) separate quarters, (2) a permanent basic collection of books, (3) a permanent staff, and (4) a regular schedule for opening to the public. They are, however, administered from a central unit and are part of an institution with the same FICE code as the central library.

TOTAL ANNUAL PUBLIC SERVICE HOURS (line 2). Report the total hours of public service of the main or central library and of all branches during fiscal year 1985. If the main library is open 60 hours per week (60 times 52 weeks = 3120), less 5 days of 10 hours each closed for holidays, the main library total is 3120 less 50 = 3070 hours. If 3 branch libraries are also open the same number of hours as the main library (regardless of whether or not all facilities are open at the same time) the annual aggregate for the library is 4 times 3070 = 12,280 hours.

EQUIPMENT (line 17). Report only expenditures for all library equipment purchased during 1985 fiscal year. Include microform equipment, audiovisual equipment and computer related equipment.

ALL OTHER OPERATING EXPENDITURES (line 18). Report expenditures for travel, rental, leases, insurance, postage and freight, printing, replacement of equipment and furnishings, supplies and membership costs. Exclude expenditures for utilities, plant maintenance and operation, and capital outlay.

SECTION B: Selected Special Expenditures.

Note: These expenditures should have been included in lines 8 to 18.

POSTAGE (line 20). Report all expenditures for postage and delivery, including U.S. Mail and commercial delivery services during the 1985 fiscal year.

TELECOMMUNICATIONS (line 21). Report any separately billed expenditures for all types of telephone services and for such services as electronic mail, teleconferencing, telefacsimile, teletype, telex, etc.

CONTRACTED COMPUTER SERVICES (line 22). Report any costs related to purchased library services done for your library on computers by a computerized library network, computerized cooperative library organization, or by a commercial organization providing library services. Telecommunications costs may be included.

ONLINE DATABASE SEARCHING (line 23). Report any expenditures for all reference transactions in which the source utilized is one or more databases searched online by computer.

COMPUTER HARDWARE (line 24). Report any costs related to the purchase of computers, printers, or any physical component of a computer.

PART IV - LIBRARY COLLECTIONS, FISCAL YEAR 1985

TOTAL NUMBER ADDED DURING FISCAL YEAR. Report the number added. Do not subtract the number withdrawn.

TOTAL NUMBER HELD AT END OF FISCAL YEAR. Self-explanatory.

BOOKS. Nonperiodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least forty-nine pages, exclusive of the cover pages, or a juvenile nonperiodical publication of any length bound in hard or soft covers.

SERIALS. Publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspaper, annual (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series.

GOVERNMENT DOCUMENTS. Any publication in book, serial, or other form of library materials that are published by a government agency, e.g., the publication of federal, state, local, and foreign

governments and of intergovernmental organizations to which governments belong and appoint representatives, such as the United Nations, Organization of American States, and the Erie Basin Commission.

PERIODICALS. A publication in any medium intended to appear indefinitely at regular or stated intervals, generally more frequently than annually. Individual issues are numbered consecutively or dated and normally contain separate articles, stories, or other writings. Do not include newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings.

NEWSPAPER. Those serials that are designed mainly to be a primary source of written information on current events. They may also include articles as well as illustrations, advertising, legal notices, and vital statistics. Newspapers appear with a masthead and are usually printed on newsprint without a cover.

VOLUMES (line 25). For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, handbound or paperbound, which has been cataloged, classified, or otherwise made ready for use.

TITLES (line 26). For reporting purposes, a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, disks, 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 count 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 which cannot easily count the number of separate shelflist cards should use the following method for estimating this count:

1. Pressing the cards tightly together, measure the total number of inches in the shelflist.
2. Using the same amount of pressure, measure one inch of cards in the shelflist. Count the number of titles contained in the inch.
3. Repeat step 2 at regular intervals (for example, count one inch in every foot, or in every three feet, or other pre-established intervals) to ensure measuring at least seven sample inches distributed throughout the shelflist.
4. Average the number of titles per inch in the samples. If any sample varies from the average by more than four cards, repeat steps one through four, applying more even pressure to the cards.
5. Multiply the average titles per inch by the total number of inches of cards in the shelflist.

TOTAL REFERENCE TRANSACTIONS PER TYPICAL WEEK (line 48). Report the total reference transactions per typical week. A reference transaction is an information contact which involved the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including 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. Include information and referral services. 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.

TOTAL DIRECTIONAL TRANSACTIONS PER TYPICAL WEEK (line 49). 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 instruction for locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic nature with machines.

INFORMATION SERVICE TO GROUPS (line 50-51). Report the total number of presentations per typical week on line 50 and the total number of persons served on line 51. An information contact is one which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. Information service to groups may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational presentations. Presentations both on and off the library premises are included, as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms.

ONLINE DATABASE SEARCHES PER TYPICAL WEEK (line 52). Report the number of reference transactions in which the source utilized is one or more databases searched online by computer.

NAME OF INSTITUTION

FICE CODE NUMBER

PART I – NUMBER AND HOURS OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1985

ITEM	LINE NO.	NUMBER
BRANCH LIBRARIES	1	
TOTAL ANNUAL PUBLIC SERVICE HOURS	2	

PART II – LIBRARY STAFF, FALL 1985
(EXCLUDE MAINTENANCE AND CUSTODIAL STAFF)

STAFF	LINE NO.	NUMBER OF FTE
LIBRARIANS	3	
ALL OTHER PAID STAFF	4	
CONTRIBUTED SERVICES STAFF <i>(TO BE REPORTED ONLY BY PRIVATELY CONTROLLED INSTITUTIONS WHICH ARE AFFILIATED WITH A RELIGIOUS ORGANIZATION).</i>	5	
STUDENT ASSISTANCE FROM ALL FUNDING SOURCES	6	
TOTAL STAFF (SUM OF LINES 3 THROUGH 6)	7	

PART III - LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1985

SECTION A. STANDARD OPERATING EXPENDITURES

CATEGORY	LINE NO.	AMOUNT (WHOLE DOLLARS) ONLY)
SALARIES AND WAGES	8	\$
FRINGE BENEFITS	9	\$
COLLECTIONS		
•PRINT MATERIALS (EXCLUDE SERIAL SUBSCRIPTIONS AND MICROFORMS)	10	\$
•SERIAL SUBSCRIPTIONS (INCLUDE ALL PHYSICAL FORMATS)	11	\$
•MICROFORMS (EXCLUDE SERIAL SUBSCRIPTIONS)	12	\$
•COMPUTER SOFTWARE	13	\$
•AUDIOVISUAL MATERIALS	14	\$
•OTHER	15	\$
BINDING AND REBINDING	16	\$
EQUIPMENT	17	\$
ALL OTHER OPERATING EXPENDITURES	18	\$
TOTAL OPERATING EXPENDITURES (SUM OF LINES 8 THROUGH 18)	19	\$

SECTION B - SELECTED SPECIAL EXPENDITURES

COMMUNICATIONS		
•POSTAGE	20	\$
•TELECOMMUNICATIONS	21	\$
CONTRACTED COMPUTER SERVICES	22	\$
ONLINE DATABASE SEARCHING	23	\$
COMPUTER HARDWARE	24	\$

PART IV - LIBRARY COLLECTIONS, FISCAL YEAR 1985

CATEGORY	LINE NO.	TOTAL NUMBER ADDED DURING FISCAL YEAR	TOTAL NUMBER HELD AT END OF FISCAL YEAR
BOOKS, SERIALS AND GOVERNMENT DOCUMENTS (<i>INCLUDE BOUND PERIODICALS AND NEWSPAPERS AND EXCLUDE MICROFORMS</i>).			
• NUMBER OF VOLUMES	25		
• NUMBER OF TITLES*	26		
• NUMBER OF GOVERNMENT DOCUMENT TITLES*	27		
CURRENT SERIAL SUBSCRIPTIONS (<i>INCLUDE PERIODICALS, NEWSPAPERS AND GOVERNMENT DOCUMENTS</i>)			
• NUMBER OF TITLES*	28		
MICROFORMS			
• NUMBER OF BOOK TITLES* REPRESENTED BY MICROFORMS	29		
• NUMBER OF SERIAL TITLES* REPRESENTED BY MICROFORMS	30		
• NUMBER OF GOVERNMENT DOCUMENT TITLES* REPRESENTED BY MICROFORMS AND NOT ALREADY COUNTED	31		
• TOTAL NUMBER OF PHYSICAL UNITS OF ALL TYPES OF MICROFORMS	32		
MANUSCRIPTS AND ARCHIVES (<i>IN LINEAR FEET</i>)	33		
CARTOGRAPHIC MATERIALS, NUMBER OF UNITS	34		
GRAPHIC MATERIALS, NUMBER OF UNITS	35		
AUDIO MATERIALS, NUMBER OF TITLES*	36		
FILMS, NUMBER OF TITLES*	37		
VIDEO MATERIALS, NUMBER OF TITLES*	38		
MACHINE-READABLE MATERIALS, NUMBER OF TITLES*	39		
OTHER LIBRARY MATERIALS, NUMBER OF TITLES*	40		

*EXCLUDE DUPLICATE COPIES

NAME OF INSTITUTION	FICE CODE NUMBER
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PART V – LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1985

CATEGORY	LINE NO.	NUMBER
CIRCULATION TRANSACTIONS		
•GENERAL COLLECTION	41	
•RESERVE COLLECTION	42	
INTERLIBRARY LOANS		
•PROVIDED TO OTHER LIBRARIES	43	
•RECEIVED FROM OTHER LIBRARIES	44	

PART VI – LIBRARY SERVICE PER TYPICAL WEEK, FALL 1985

CATEGORY	LINE NO.	NUMBER
PUBLIC SERVICE HOURS PER TYPICAL WEEK	45	
TOTAL ATTENDANCE IN LIBRARY PER TYPICAL WEEK	46	
IN-LIBRARY USE OF LIBRARY MATERIALS PER TYPICAL WEEK	47	
TOTAL REFERENCE TRANSACTIONS PER TYPICAL WEEK	48	
TOTAL DIRECTIONAL TRANSACTIONS PER TYPICAL WEEK	49	
INFORMATION SERVICE TO GROUPS		
•NUMBER OF PRESENTATIONS PER TYPICAL WEEK	50	
•TOTAL NUMBER OF PERSONS SERVED PER TYPICAL WEEK	51	
ONLINE DATABASE SEARCHES PER TYPICAL WEEK	52	