

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

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**Library General Information Survey**  
**(LIBGIS) I [United States]:**  
**Public Libraries, Fiscal Year 1974**

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United States Department of Education  
National Center for Education Statistics

ICPSR 2208



LIBRARY GENERAL INFORMATION SURVEY  
(LIBGIS) I [UNITED STATES]:  
PUBLIC LIBRARIES, FISCAL YEAR 1974

(ICPSR 2208)

Principal Investigator

United States Department of Education  
National Center for Education Statistics

First ICPSR Version  
March 2002

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

United States Department of Education. National Center for Education Statistics

LIBRARY GENERAL INFORMATION SURVEY (LIBGIS) I [UNITED STATES]: PUBLIC LIBRARIES, FISCAL YEAR 1974 (ICPSR 2208)

SUMMARY: This survey provides information about public libraries' public service outlets, holdings, staffing, receipts, expenditures, loan transactions, physical facilities, and hours and days open. These data also contribute to an understanding of the total picture of school, academic, and public libraries on a nationwide basis.

UNIVERSE: Public libraries in the United States.

NOTE: 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 on the ICPSR Web site.

EXTENT OF COLLECTION: 1 data file + machine-readable documentation (PDF) + SAS data definition statements + SPSS data definition statements

EXTENT OF PROCESSING: REFORM.DOC/ SCAN/ CONCHK.PR/ DDEF.ICPSR/ UNDOCCHK.ICPSR

DATA FORMAT: Logical Record Length with SAS and SPSS data definition statements

File Structure: rectangular

Cases: 1,460

Variables: 197

Record Length: 800

Records Per Case: 1





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DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
 NATIONAL CENTER FOR EDUCATION STATISTICS  
 400 Maryland Avenue, S. W.  
 Washington, D. C. 20202  
 (202) 275-5460

**PART I - SURVEY SUMMARY**

**A. TITLE:** LIBGIS I - PUBLIC LIBRARIES FY 1974

**B. DESCRIPTION:** This survey provides information about the public service outlets, holdings, staffing, receipts, expenditures, loan transactions, physical facilities, and hours and days open of public libraries. Furthermore, as a part of the Library General Information Survey, it helps provide a total picture of school, academic, and public libraries on a nation-wide basis.

**C. SURVEY METHODOLOGY:**

Date of Coverage:  
1974

Frequency of Survey:

Response Rate:

Universe or Sample: Stratified random sample of  
1460 Public Libraries in the U. S.

Respondents: Public Libraries

Highlights: Some data not completed by respondent are imputed from the peer group. Each record describes one library. 334 libraries serving populations over 100,000 were sampled for certainty.

**D. RELATED STUDIES:**

Surveys: Survey of Public Libraries 1968, 1971, 1973

Publications: Statistics of Public Libraries Serving Areas With at Least 25,000 Inhabitants, 1968 (HE 5.215:15068-68) \$1.50

Statistics of Public Libraries and Nonconsolidated Public Library Systems Serving Areas With at Least 25,000 Inhabitants, 1971

\*Footnote if sponsoring agency is not NCES

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 PART IV - DATA ELEMENT DESCRIPTION

DATA ELEMENT TYPE STANDARDS

AN=ALPHANUMERIC, LEFT JUSTIFIED,  
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 N=NUMERIC DISPLAY, RIGHT  
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TITLE: LIBGIS I - PUBLIC LIBRARIES FY 1974  
 FILE NAME: LIB.PUBLIC.A74

DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Form Type	N	001-001	1		Type of form - usually 2.
State Code	N	002-003	2		OE State Code 10-60. (See attachment)
Public Library ID	N	004-008	5		Library identification unique within state.
System Code	AN	009-013	5		System code - usually blank in this survey.
Metro Code	AN	014-014	1		Metropolitan code - usually blank. Metro Code: 1 = Within Central City 2 = Outside Central City 3 = Outside Standard Metropolitan Statistical Area
PART I - NUMBER OF PUBLIC SERVICE OUTLETS					
Impute 2	AN	015-015	1		Usually blank. If not blank, it denotes that the corresponding (following) data cell was not completed by the respondent and contains imputed data from the peer group. The numeric in the Data Field Name refers to the item (line) number on the Survey Document.
Central	N	016-018	3	Line 2	Central Library.
Impute 3	AN	019-019	1		See Record Position 15.
Branch	N	020-022	3	Line 3	Branch Libraries.
Impute 4	AN	023-023	1		See Record Position 15.

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LIBGIS I - PUBLIC LIBRARIES FY 1974

TITLE: \_\_\_\_\_

FILE NAME: LIB.PUBLIC.A74

DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Bookmobile	N	024-026	3	Line 4	Bookmobile and other mobile unit stops.
Impute 5	AN	027-027	1		See Record Position 15.
Other Serv.	N	028-030	3	Line 5	Other Public Service Outlets.
Impute 6	AN	031-031	1		See Record Position 15.
Total	N	032-034	3	Line 6	Total Public Service Outlets.
PART II - LIBRARY STAFF					
Full Time Employees	AN	035-082	48	Line 7	Full-Time Employees
Impute 7a	AN	035-035	1		See Record Position 15.
Total Men	N	036-040	5	Line 7a	Total number of men on staff.
Impute 7b	AN	041-041	1		See Record Position 15.
Total Women	N	042-046	5	Line 7b	Total number of women on staff.
Impute 7c	AN	047-047	1		See Record Position 15.
Less Bachelors	N	048-052	5	Line 7c	Total staff with less than a Bachelor's Degree.
Impute 7d	AN	053-053	1		See Record Position 15.
Bachelors	N	054-058	5	Line 7d	Total staff with a Bachelor's Degree.
Impute 7e	AN	059-059	1		See Record Position 15.
Total Grad	N	060-064	5	Line 7e	Total staff with Graduate Degree.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Impute 7f	AN	065-065	1		See Record Position 15
Library Grad	N	066-070	5	Line 7f	Total staff with Graduate Degree in Librarianship, Information Science, Instructional Technology, and/or Educational Media.
Impute 7g	AN	071-071	1		See Record Position 15.
Tech Clerical	N	072-076	5	Line 7g	Number of technical, clerical and other staff.
Impute 7h	AN	077-077	1		See Record Position 15.
Oper Maint	N	078-082	5	Line 7h	Number of Plant Operation and Maintenance Staff.
Part Time Employees	AN	083-130	48	Line 8	Part-Time Employees
Impute 8a	AN	083-083	1		See Record Position 15.
Total Men	N	084-088	5	Line 8a	Total number of men on staff.
Impute 8b	AN	089-089	1		See Record Position 15.
Total Women	N	090-094	5	Line 8b	Total number of women on staff.
Impute 8c	AN	095-095	1		See Record Position 15.
Less Bachelors	N	096-100	5	Line 8c	Total staff with less than a Bachelor's Degree.
Impute 8d	AN	101-101	1		See Record Position 15.
Bachelors	N	102-106	5	Line 8d	Total staff with a Bachelor's Degree.
Impute 8e	AN	107-107	1		See Record Position 15.
Total Grad	N	108-112	5	Line 8e	Total staff with Graduate Degree.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Impute 8f	AN	113-113	1		See Record Position 15.
Library Grad	N	114-118	5	Line 8f	Total staff with Graduate Degree in Librarianship, Information Science, Instructional Technology, and/or Educational Media.
Impute 8g	AN	119-119	1		See Record Position 15.
Tech Clerical	N	120-124	5	Line 8g	Number of technical, clerical and other staff.
Impute 8h	AN	125-125	1		See Record Position 15.
Oper Maint	N	126-130	5	Line 8h	Number of Plant Operation and Maintenance Staff.
Part Time FTE	AN	131-178	48	Line 9	Full-Time Equivalent of Part-Time Employees.
Impute 9a	AN	131-131	1		See Record Position 15.
Total Men	N	132-136	5	Line 9a	Total number of men on staff.
Impute 9b	AN	137-137	1		See Record Position 15.
Total Women	N	138-142	5	Line 9b	Total number of women on staff.
Impute 9c	AN	143-143	1		See Record Position 15.
Less Bachelors	N	144-148	5	Line 9c	Total staff with less than a Bachelor's Degree.
Impute 9d	AN	149-149	1		See Record Position 15.
Bachelors	N	150-154	5	Line 9d	Total staff with a Bachelor's Degree.
Impute 9e	AN	155-155	1		See Record Position 15.
Total Grad	N	156-160	5	Line 9e	Total staff with Graduate Degree.



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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Impute 9f	AN	161-161	1		See Record Position 15.
Library Grad	N	162-166	5	Line 9f	Total staff with Graduate Degree in Librarianship, Information Science, Instructional Technology, and/or Educational Media.
Impute 9g	AN	167-167	1		See Record Position 15.
Tech Clerical	N	168-172	5	Line 9g	Number of Technical, Clerical and other staff.
Impute 9h	AN	173-173	1		See Record Position 15.
Oper Maint	N	174-178	5	Line 9h	Number of Operation and Maintenance Staff.
Total FTE	AN	179-226	48	Line 10	Total Full-Time and Part-Time Employees in Full-Time Equivalent.
Impute 10a	AN	179-179	1		See Record Position 15.
Total Men	N	180-184	5	Line 10a	Total number of men on staff.
Impute 10b	AN	185-185	1		See Record Position 15.
Total Women	N	186-190	5	Line 10b	Total Number of women on staff.
Impute 10c	AN	191-191	1		See Record Position 15.
Less Bachelors	N	192-196	5	Line 10c	Total staff with less than a Bachelor's Degree.
Impute 10d	AN	197-197	1		See Record Position 15.
Bachelors	N	198-202	5	Line 10d	Total staff with a Bachelor's Degree.
Impute 10e	AN	203-203	1		See Record Position 15.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Total Grad	N	204-208	5	Line 10e	Total staff with Graduate Degree.
Impute 10f	AN	209-209	1		See Record Position 15.
Library Grad	N	210-214	5	Line 10f	Total staff with Graduate Degree in Librarianship, Information Science, Instructional Technology, and/or Educational Media.
Impute 10g	AN	215-215	1		See Record Position 15.
Tech Clerical	N	216-220	5	Line 10g	Number of Technical, Clerical and other staff.
Impute 10h	AN	221-221	1		See Record Position 15.
Oper Maint	N	222-226	5	Line 10h	Number of Plant Operation and Maintenance Staff.
Impute 11	AN	227-227	1		See Record Position 15.
Unfilled Positions	N	228-232	5	Line 11	Budgeted unfilled positions that require at least a Bachelor's Degree.
PART III - LIBRARY RECEIPTS BY SOURCE IN DOLLARS					
Impute 12	AN	233-233	1		See Record Position 15.
Local	N	234-242	9	Line 12	Local
Impute 13	AN	243-243	1		See Record Position 15.
State	N	244-252	9	Line 13	State
Impute 14	AN	253-253	1		See Record Position 15.
Federal Total	N	254-262	9	Line 14	Total Federal

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Impute 15	AN	263-263	1		See Record Position 15.
Total Rev. Share	N	264-272	9	Line 15	Total Revenue Sharing.
Impute 16	AN	273-273	1		See Record Position 15.
Rev. Share Oper.	N	274-282	9	Line 16	Revenue Sharing Operating Expenditures.
Impute 17	AN	283-283	1		See Record Position 15.
Rev. Share Capital	N	284-292	9	Line 17	Revenue Sharing Capital Expenditures.
Impute 18	AN	293-293	1		See Record Position 15.
Federal Other	N	294-302	9	Line 18	Other Federal.
Impute 19	AN	303-303	1		See Record Position 15.
Gifts	N	304-312	9	Line 19	Gifts and Donations.
Impute 20	AN	313-313	1		See Record Position 15.
Other	N	314-322	9	Line 20	Other Receipts.
Impute 21	AN	323-323	1		See Record Position 15.
Total Receipts	N	324-332	9	Line 21	Total Receipts.
PART IV - LIBRARY EXPENDITURES FROM ALL SOURCES IN DOLLARS					
Impute 22	AN	333-333	1		See Record Position 15.
Salary Wage	N	334-342	9	Line 22	Salaries and wages for staff.
Impute 23	AN	343-343	1		See Record Position 15.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Books	N	344-352	9	Line 23	Books
Impute 24	AN	353-353	1		See Record Position 15.
Periodicals	N	354-362	9	Line 24	Periodicals
Impute 25	AN	363-363	1		See Record Position 15.
Microforms	N	364-372	9	Line 25	Microforms
Impute 26	AN	373-373	1		See Record Position 15.
Audvis Supplies	N	374-382	9	Line 26	Audiovisual Supplies and Materials.
Impute 27	AN	383-383	1		See Record Position 15.
Other Supplies	N	384-392	9	Line 27	Other Library Supplies and Materials.
Impute 28	AN	393-393	1		See Record Position 15.
Binding	N	394-402	9	Line 28	Binding and Rebinding.
Impute 29	AN	403-403	1		See Record Position 15.
Audvis Equip	N	404-412	9	Line 29	Audiovisual Equipment.
Impute 30	AN	413-413	1		See Record Position 15.
Other Equip	N	414-422	9	Line 30	All Other Library Equipment.
Impute 31	AN	423-423	1		See Record Position 15.
Capital	N	424-432	9	Line 31	Capital outlay for sites, buildings, vehicles, etc.
Impute 32	AN	433-433	1		See Record Position 15.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Oper. Maint	N	434-442	9	Line 32	Plant Operation and Maintenance.
Impute 33	AN	443-443	1		See Record Position 15.
Other Expend	N	444-452	9	Line 33	All Other Expenditures.
Impute 34	AN	453-453	1		See Record Position 15.
Total Expend	N	454-462	9	Line 34	Total Expenditures.
PART V - LIBRARY COLLECTION					
Books	AN	463-502	40	Line 35, 36	Book Stock.
Impute 35a	AN	463-463	1		See Record Position 15.
Vol Add	N	464-472	9	Line 35a	Number of Volumes of book stock added during fiscal year.
Impute 35b	AN	473-473	1		See Record Position 15.
Vol Held	N	474-482	9	Line 35b	Number of Volumes of book stock held at end of fiscal year.
Impute 36a	AN	483-483	1		See Record Position 15.
Title Add	N	484-492	9	Line 36a	Number of titles of book stock added during fiscal year.
Impute 36b	AN	493-493	1		See Record Position 15.
Title Held	N	494-502	9	Line 36b	Number of titles of book stock held at end of fiscal year.
Periodicals	AN	503-562	60	Line 37, 38, 39	Periodical Stock
Impute 37a	AN	503-503	1		See Record Position 15.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Bound Vol Add	N	504-512	9	Line 37a	Number of volumes of bound periodicals added during fiscal year.
Impute 37b	AN	513-513	1		See Record Position 15.
Bound Vol Held	N	514-522	9	Line 37b	Number of volumes of bound periodicals held at end of fiscal year.
Impute 38a	AN	523-523	1		See Record Position 15.
Bound Title Add	N	524-532	9	Line 38a	Number of titles of bound periodicals added during fiscal year.
Impute 38b	AN	533-533	1		See Record Position 15.
Bound Title Held	N	534-542	9	Line 38b	Number of titles of bound periodicals held at end of fiscal year.
Impute 39a	AN	543-543	1		See Record Position 15.
Unbound Title Add	N	544-552	9	Line 39a	Number of titles of unbound current periodical subscriptions added during fiscal year. (Blank - Data not collected.)
Impute 39b	AN	553-553	1		See Record Position 15.
Unbound Title Held	N	554-562	9	Line 39b	Number of titles of unbound current periodical subscriptions held at end of fiscal year.
Microforms	AN	563-622	60	Line 40,41, 42	Microform Stock.
Impute 40a	AN	563-563	1		See Record Position 15.
Book Add	N	564-572	9	Line 40a	Number of titles represented by books on all types of microforms added during fiscal year.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Impute 40b	AN	573-573	1		See Record Position 15.
Book Held	N	574-582	9	Line 40b	Number of titles represented by books on all types of microforms held at end of fiscal year.
Impute 41a	AN	583-583	1		See Record Position 15.
Periodicals Add	N	584-592	9	Line 41a	Number of titles represented by periodicals on all types of microforms added during fiscal year.
Impute 41b	AN	593-593	1		See Record Position 15.
Periodicals Held	N	594-602	9	Line 41b	Number of titles represented by periodicals on all types of microforms held at end of fiscal year.
Impute 42a	AN	603-603	1		See Record Position 15.
Units Add	N	604-612	9	Line 42a	Number of physical units of all types of microforms not reported on lines 40 and 41 added during fiscal year.
Impute 42b	AN	613-613	1		See Record Position 15.
Units Held	N	614-622	9	Line 42b	Number of physical units of all types of microforms not reported on lines 40 and 41 held at end of fiscal year.
Impute 43a	AN	623-623	1		See Record Position 15.
Audiovisual Add	N	624-632	9	Line 43a	Number of titles of all audiovisual materials added during fiscal year.
Impute 43b	AN	633-633	1		See Record Position 15.

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Audiovisual Held	N	634-642	9	Line 43b	Number of titles of all audiovisual materials held at end of fiscal year.
Impute 44a	AN	643-643	1		See Record Position 15.
Other Material Add	N	644-652	9	Line 44a	Number of titles of all other library materials added during fiscal year.
Impute 44b	AN	653-653	1		See Record Position 15.
Other Material Held	N	654-662	9	Line 44b	Number of titles of all other library materials held at end of fiscal year.
PART VI - LIBRARY LOAN TRANSACTIONS					
Impute 45	AN	663-663	1		See Record Position 15.
Direct Circulation	N	664-672	9	Line 45	Direct circulation of all materials to library users.
Impute 46	AN	673-673	1		See Record Position 15.
Loans Provided	N	674-682	9	Line 46	Loans provided to other libraries.
Impute 47	AN	683-683	1		See Record Position 15.
Loans Received	N	684-692	9	Line 47	Loans received from other libraries.
Impute 48	AN	693-693	1		See Record Position 15.
Bulk Loans	N	694-702	9	Line 48	Bulk loans.



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PART VII - LIBRARY PHYSICAL FACILITIES					
Impute 49	AN	703-703	1		See Record Position 15.
Net Area	N	704-712	9	Line 49	Net area in square feet of space assigned for library purposes.
Impute 50	AN	713-713	1		See Record Position 15.
Shelving	N	714-722	9	Line 50	Total length in feet of shelving available for library materials.
Impute 51	AN	723-723	1		See Record Position 15.
Seats	N	724-732	9	Line 51	Seats available for library users.
PART VIII - LIBRARY HOURS AND DAYS OPEN PER WEEK					
Impute 52	AN	733-733	1		See Record Position 15.
Hours	N	734-736	3	Line 52	Total hours open per typical week.
Impute 53	AN	737-737	1		See Record Position 15.
Days	N	738-738	1	Line 53	Total days open 2 hours or more per typical week.

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
 NATIONAL CENTER FOR EDUCATION STATISTICS  
 PART IV - DATA ELEMENT DESCRIPTION

DATA ELEMENT TYPE STANDARDS

AN=ALPHANUMERIC, LEFT JUSTIFIED,  
 SPACE FILLED.

N=NUMERIC DISPLAY, RIGHT  
 JUSTIFIED, LEADING ZEROS.

TITLE: LIBGIS I - PUBLIC LIBRARIES FY 1974

FILE NAME: LIB.PUBLIC.A74

DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
GENERAL DATA					
Library Name	AN	739-773	35		Public Library Name.
Filler	AN	774-778	5		Blank.
New Reg Code	N	779-779	1		New Region Code (See attachment)
New Loc Code	N	780-780	1		New Location Code: 1 = Within Central City 2 = Outside Central City 3 = Outside Standard Metropolitan Statistical Area
New Pop Code	N	781-781	1		New Population Code: 1 = 1,000,000 and over 2 = 500,000 to 999,999 3 = 250,000 to 499,999 4 = 100,000 to 249,999 5 = 50,000 to 99,999 6 = 25,000 to 49,999 7 = 10,000 to 24,999 8 = Under 10,000
Pop Served	N	782-789	9		Population served.
Bypass	AN	790-790	1		Bypass edit switch - true or accepted (usually blank)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
 NATIONAL CENTER FOR EDUCATION STATISTICS  
 PART IV - DATA ELEMENT DESCRIPTION

DATA ELEMENT TYPE STANDARDS

AN=ALPHANUMERIC, LEFT JUSTIFIED,  
 SPACE FILLED.

N=NUMERIC DISPLAY, RIGHT  
 JUSTIFIED, LEADING ZEROS.

TITLE: LIBGIS I - PUBLIC LIBRARIES FY 1974

FILE NAME: LIB.PUBLIC.A74

DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Region Code	N	791-791	1		Original Region Code (See attachment)
Location Code	N	792-792	1		Original Location Code: 1 = Within Central City 2 = Outside Central City 3 = Outside Standard Metropolitan Statistical Area
Pop Code	N	793-793	1		Original Population Code: 1 = 1,000,000 and over 2 = 500,000 to 999,999 3 = 250,000 to 499,999 4 = 100,000 to 249,999 5 = 50,000 to 99,999 6 = 25,000 to 49,999 7 = 10,000 to 24,999 8 = Under 10,000
Undefined	N	794-794	1		Undefined '0'
Weight	N	795-800	5		Weight assigned by sponsor.



OF STATE CODES

10 = ALABAMA	37 = NEBRASKA
11 = ALASKA	38 = NEVADA
12 = ARIZONA	39 = NEW HAMPSHIRE
13 = ARKANSAS	40 = NEW JERSEY
14 = CALIFORNIA	41 = NEW MEXICO
15 = COLORADO	42 = NEW YORK
16 = CONNECTICUT	43 = NORTH CAROLINA
17 = DELAWARE	44 = NORTH DAKOTA
18 = DISTRICT OF COLUMBIA	45 = OHIO
19 = FLORIDA	46 = OKLAHOMA
20 = GEORGIA	47 = OREGON
21 = HAWAII	48 = PENNSYLVANIA
22 = IDAHO	49 = RHODE ISLAND
23 = ILLINOIS	50 = SOUTH CAROLINA
24 = INDIANA	51 = SOUTH DAKOTA
25 = IOWA	52 = TENNESSEE
26 = KANSAS	53 = TEXAS
27 = KENTUCKY	54 = UTAH
28 = LOUISIANA	55 = VERMONT
29 = MAINE	56 = VIRGINIA
30 = MARYLAND	57 = WASHINGTON
31 = MASSACHUSETTS	58 = WEST VIRGINIA
32 = MICHIGAN	59 = WISCONSIN
33 = MINNESOTA	60 = WYOMING
34 = MISSISSIPPI	
35 = MISSOURI	
36 = MONTANA	

OFFICE OF EDUCATION REGION CODE

<u>1</u> NORTH ATLANTIC	<u>2</u> GREAT LAKES AND PLAINS	<u>3</u> SOUTHEAST	<u>4</u> WEST AND SOUTHWEST
CT	IL	AL	AK
DE	IN	AR	AZ
DC	IO	FL	CA
ME	KS	GA	CO
MD	MI	KY	HI
MA	MN	LA	ID
NH	MO	MS	MT
NJ	NE	NC	NV
NY	ND	SC	NM
PA	OH	TN	OK
RI	SD	VA	OR
VT	WI	WV	TX
			UT
			WA
			WY

LIBRARY GENERAL INFORMATION SURVEY (LIBGIS I)  
PUBLIC LIBRARIES, FISCAL YEAR 1974

(Public library fiscal year 1974, ending in calendar year 1974)

DUE DATE

1. RESERVED FOR U.S.O.E. USE

NAME AND ADDRESS OF PUBLIC LIBRARY (make any needed corrections below, including ZIP code)

PURPOSE OF THE SURVEY. This survey will provide current information about the public service outlets, holdings, staffing, receipt-expenditures, loan transactions, physical facilities, and hours and days open of public libraries. Furthermore, as a part of the Library General Information Survey, it will help provide a total picture of school, academic, and public libraries on a nation-wide basis.

NOTE: Please read instructions carefully before completing this form. Each library should include in its report data for all branch and other outlets that it operates, as well as data for the services and materials that it provides to other libraries, institutions, and organizations, and to all areas by contract or formal arrangement.

PERSON TO CONTACT (if necessary) CONCERNING THE INFORMATION REPORTED ON THIS FORM: →	FIRST NAME - MIDDLE INITIAL - LAST NAME	TITLE		
	ADDRESS (include ZIP code)	AREA CODE	TELEPHONE NUMBER	EXTENSION

PART I - PUBLIC SERVICE OUTLETS, FALL 1974			LINE NO.	CORE NO.	NUMBER OF PUBLIC SERVICE OUTLETS
TYPE OF PUBLIC SERVICE OUTLET					
CENTRAL LIBRARY			2		
BRANCHES			3		
BOOKMOBILE AND OTHER MOBILE UNIT STOPS (places that receive service periodically)			4		
OTHER PUBLIC SERVICE OUTLETS (specify type)			5		
TOTAL PUBLIC SERVICE OUTLETS (sum of Lines 2 through 5)			6		

PART II - LIBRARY STAFF, FALL 1974

SECTION A - EMPLOYEES IN FILLED POSITIONS, ON OR ABOUT OCTOBER 1, 1974

CATEGORY	LINE NO.	CORE NO.	NUMBER OF LIBRARIANS, MEDIA AND AUDIOVISUAL SPECIALISTS, ETC., BY HIGHEST EARNED DEGREE (exclude technical, clerical, and plant operation and maintenance staff)					NUMBER OF		
			TOTAL		LESS THAN A BACHELOR'S DEGREE	BACHELOR'S DEGREE	GRADUATE DEGREE		TECHNICAL, CLERICAL, AND OTHER STAFF	PLANT OPERATION, AND MAINTENANCE STAFF (exclude staff provided by contract or local government)
			MEN	WOMEN			TOTAL	EARNED IN LIBRARIANSHIP, INFORMATION SCIENCE, INSTRUCTIONAL TECHNOLOGY, AND/OR EDUCATIONAL MEDIA		
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
FULL-TIME EMPLOYEES	7	C1								
PART-TIME EMPLOYEES	8	C2								
FULL-TIME EQUIVALENT OF PART-TIME EMPLOYEES SHOWN IN LINE 8*	9	C3								
TOTAL FULL-TIME AND PART-TIME EMPLOYEES IN FULL-TIME EQUIVALENTS (sum of Lines 7 and 9)	10	C4								

\*Show to one decimal place.

PART II - LIBRARY STAFF, FALL 1974 (continued)			IDENTIFICATION NUMBER
SECTION B - BUDGETED POSITIONS THAT REQUIRE AT LEAST A BACHELOR'S DEGREE, AND REMAIN UNFILLED ON OR ABOUT OCTOBER 1, 1974			
CATEGORY	LINE NO.	CORE NO.	NUMBER
BUDGETED UNFILLED POSITIONS THAT REQUIRE AT LEAST A BACHELOR'S DEGREE (include full-time positions and part-time positions in full-time equivalents; show to one decimal place. If "none," enter "0.0")	11		
PART III - LIBRARY RECEIPTS, BY SOURCE, FISCAL YEAR 1974			
SOURCE	LINE NO.	CORE NO.	AMOUNT (whole dollars only)
LOCAL	12		\$
STATE (exclude Federal moneys distributed by the State)	13		\$
FEDERAL (include Federal moneys distributed by the State):			
TOTAL FEDERAL (sum of Lines 15 and 18)	14		\$
REVENUE SHARING:			
TOTAL REVENUE SHARING (sum of Lines 15 and 17)	15		\$
OPERATING EXPENDITURES	16		\$
CAPITAL EXPENDITURES	17		\$
OTHER FEDERAL	18		\$
GIFTS AND DONATIONS (dollars only - exclude "in-kind" gifts)	19		\$
OTHER RECEIPTS	20		\$
TOTAL RECEIPTS (sum of Lines 12, 13, 14, 19, and 20)	21		\$
PART IV - LIBRARY EXPENDITURES FROM ALL SOURCES, FISCAL YEAR 1974			
CATEGORY	LINE NO.	CORE NO.	AMOUNT (whole dollars only)
SALARIES AND WAGES FOR STAFF (exclude plant operation and maintenance staff)	22	C5	\$
SUPPLIES AND MATERIALS			
BOOKS (exclude microforms; include preprocessing costs where applicable)	23	C6	\$
PERIODICALS (exclude microforms)	24	C7	\$
MICROFORMS	25	C8	\$
AUDIOVISUAL SUPPLIES AND MATERIALS (exclude microforms)	26	C9	\$
OTHER LIBRARY SUPPLIES AND MATERIALS (exclude microforms and audiovisual supplies and materials)	27	C10	\$
BINDING AND REBINDING	28	C11	\$
LIBRARY EQUIPMENT			
AUDIOVISUAL EQUIPMENT	29	C12	\$
ALL OTHER LIBRARY EQUIPMENT	30	C13	\$
CAPITAL OUTLAY FOR SITES, BUILDINGS, REMODELING OF OLD BUILDINGS, PURCHASE OF INITIAL BOOKSTOCK FOR NEW AND/OR EXPANDED BUILDINGS, PURCHASE OF NEW VEHICLES, ETC.	31		\$
PLANT OPERATION AND MAINTENANCE (include salaries and wages, contractual services, custodial supplies, utilities (heat, electricity, water, gas), etc.)	32		\$
ALL OTHER EXPENDITURES NOT ENTERED IN LINES 22 THROUGH 32	33	C14	\$
TOTAL EXPENDITURES (sum of Lines 22 through 33)	34	C15	\$



NAME OF LIBRARY	IDENTIFICATION NUMBER
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**PART V - LIBRARY COLLECTION, FISCAL YEAR 1974**

CATEGORY	LINE NO.	CORE NO.	ADDED DURING FISCAL YEAR (e)	HELD AT END OF FISCAL YEAR (h)
<b>BOOK STOCK (exclude bound periodicals and microforms)</b>				
NUMBER OF VOLUMES	35	C16		
NUMBER OF TITLES*	36	C17		
<b>BOUND PERIODICALS (exclude microforms)</b>				
NUMBER OF VOLUMES	37	C18		
NUMBER OF TITLES*	38	C19		
<b>UNBOUND CURRENT PERIODICAL SUBSCRIPTIONS</b>				
NUMBER OF TITLES*	39	C20		
<b>MICROFORMS</b>				
NUMBER OF TITLES* REPRESENTED BY BOOKS ON ALL TYPES OF MICROFORMS	40	C21		
NUMBER OF TITLES* REPRESENTED BY PERIODICALS ON ALL TYPES OF MICROFORMS	41	C22		
NUMBER OF PHYSICAL UNITS OF ALL TYPES OF MICROFORMS NOT REPORTED ON LINES 40 AND 41	42	C23		
NUMBER OF TITLES* OF ALL AUDIOVISUAL MATERIALS	43	C24		
NUMBER OF TITLES* OF ALL OTHER LIBRARY MATERIALS (i.e., flat pictures, study print sets, charts, games, etc.)	44	C25		

\*Exclude duplicate copies.

**PART VI - LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1974**

CATEGORY	LINE NO.	CORE NO.	NUMBER
DIRECT CIRCULATION OF ALL MATERIALS TO LIBRARY USERS	45	C26	
<b>INTERLIBRARY LOANS</b>			
PROVIDED TO OTHER LIBRARIES	46	C27	
RECEIVED FROM OTHER LIBRARIES	47	C28	
BULK LOANS	48		

**PART VII - LIBRARY PHYSICAL FACILITIES, FALL 1974**

CATEGORY	LINE NO.	CORE NO.	NUMBER
NET AREA, IN SQUARE FEET, OF SPACE ASSIGNED FOR LIBRARY PURPOSES (exclude custodial, mechanical, and general access areas)	49	C29	
TOTAL LENGTH, IN FEET, OF SHELVING AVAILABLE FOR LIBRARY MATERIALS (shelving capacity)	50	C30	
SEATS AVAILABLE FOR LIBRARY USERS (seating capacity)	51	C31	

**PART VIII - LIBRARY HOURS AND DAYS OPEN PER WEEK, FALL 1974**

CATEGORY	LINE NO.	CORE NO.	NUMBER
TOTAL HOURS OPEN PER TYPICAL WEEK (whole hours only, omit fractions)	52	C32	
TOTAL DAYS OPEN 2 HOURS OR MORE, PER TYPICAL WEEK (count each day open for 2 hours or more as one whole day, omit fractions)	53	C33	

COMMENTS (continue on reverse, if necessary)



THE SURVEY QUESTIONS  
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

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LIBRARY GENERAL INFORMATION SURVEY (LIBGIS II)  
PUBLIC LIBRARIES, FISCAL YEAR 1974  
(O.M.B. NO. 51-R1047)

READ THESE INSTRUCTIONS BEFORE COMPLETING THIS FORM. Mail the completed form to your coordinating State library agency. If you do not have a coordinating State library agency, mail the completed form to the U.S. Office of Education, National Center for Educational Statistics, ATTENTION: Room 2153 Library Surveys Branch, 400 Maryland Avenue, SW., Washington, D.C. 20202.

INSTRUCTIONS

1. **LIBRARY.** For the purpose of this survey, a library is defined as any organized collection of printed books, periodicals, and any other graphic or audiovisual materials, with the services of a staff to provide and facilitate the use of such materials as are required to meet the informational, research, educational, or recreational needs of its users. Included in this definition are information and media centers. A library may consist of a single unit, or it may be a multiunit organization having branches and other outlets administered by a single director under a unified budget.

2. **PUBLIC LIBRARY.** A library that serves free all residents of a city, town, community, district, or region, and receives its financial support, in whole or in part, from public funds. In addition to the tax-supported city, county, and regional public libraries, this definition includes privately controlled libraries, which render, without charge, generally available service to a community. The public library is governed by a board of trustees or authority, and is administered by a professional librarian. Examples of public libraries are: (1) the city library, with branches, and (2) the county, multicounty, or regional library system with outlets functioning as branches.

3. **BRANCHES.** Branches are auxiliary libraries with separate quarters, permanent basic collection of books and other library materials, a permanent staff, and a regular schedule, but administered from a central unit.

4. **TIME PERIOD COVERED.** Parts I, II, VII, and VIII are for fiscal year 1974. Parts III, IV, V, VI, and IX are for the fiscal year that ended during the calendar year of 1974 through December 31, 1974.

5. **NEED FOR ESTIMATES.** Do not leave any items blank. Enter "0" if the appropriate category is zero or "none." Enter "N. App." if an item does not apply to your library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, ENTER AN ESTIMATE OF THE AMOUNT. Indicate that the figure is an estimate by parentheses. Estimates are important if exact data are not available.

6. **IDENTIFICATION NUMBER.** Enter the identification number at the upper right corner of each page, in item captioned "Identification Number." This number is given in the upper right corner of the mailing label.

7. **QUESTIONS.** If you have any questions, write to the U.S. Office of Education, National Center for Educational Statistics, Library Surveys Branch, Room 2153, 400 Maryland Avenue, SW., Washington, D.C. 20202, or telephone (202) 245-8638.

PART I - NUMBER OF PUBLIC SERVICE OUTLETS, FALL 1974

8. **TYPE OF PUBLIC SERVICE OUTLET (Lines 2 through 5).** Each public service outlet administered by your library should be reported as one and only one type of public service outlet. Do NOT report any single outlet twice. Service units that are NOT OPEN TO THE PUBLIC are NOT to be reported as public service outlets.

9. **CENTRAL LIBRARY (Line 2).** The single unit library or the

unit which is the administrative center, where principal collections are kept and handled. Also called Main Library.

10. **BRANCH LIBRARIES (Line 3).** 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.

11. **BOOKMOBILE AND OTHER MOBILE UNIT STOPS (Line 4).** Report the number of places at which bookmobiles and other mobile units stop periodically to provide library service. DO NOT REPORT THE NUMBER OF STOPS PER WEEK OR PER MONTH.

PART II - LIBRARY STAFF, FALL 1974

12. **FULL-TIME EMPLOYEES (Line 7).** Report all paid employees who work the full-time work week established for your library. If your full-time work week is 32 hours or more, report all paid employees as full-time employees, in Lines 8 through 10. Do NOT include volunteer help.

13. **PART-TIME EMPLOYEES (Line 8).** Report all paid employees who work less than the full-time work week for your library or who work less than 32 hours per week if your work week is less than 32 hours (see preceding Item 12). Do NOT include volunteer help.

14. **FULL-TIME EQUIVALENTS OF PART-TIME EMPLOYEES (Line 9).** To compute "full-time equivalents" (FTE) of part-time employees, take the number of hours worked per week by a part-time employee and divide it by the number of hours in your full-time work week (or by the number of hours considered by your library to be full-time work week if your full-time work week is less than 32 hours). The following examples illustrate the method of determining full-time equivalents (FTE's), shown to one decimal place:

- a. A part-time employee who works 20 hours per week in a library having a 40 hour work week is computed as follows: 20 divided by 40 equals .5 FTE.
- b. A part-time employee who works 20 hours per week in a library having a 30 hour work week is computed as follows: 20 divided by 30 equals .7 FTE.
- c. An employee who works in a library on a full-time basis for only one-half of the fiscal year would be counted as ONE PART-TIME EMPLOYEE on Line 8, and .5 FTE on Lines 9 and 10.

It should be noted that student assistants who work part-time and are paid for such part-time work should be included here. Do NOT include student and adult volunteers - that is, persons who work in a library, but who receive no pay for such work.

15. **LIBRARIAN.** A staff member doing work that requires professional training and skill in the theoretical and/or scientific aspect of library work, as distinct from its mechanical or clerical aspect.

16. **MEDIA SPECIALIST.** A staff member doing work that requires professional training and skill in educational media, as distinct from its mechanical or clerical aspect.

17. **AUDIOVISUAL SPECIALIST.** A staff member doing work that requires professional training and skill in audiovisual materials and equipment, as distinct from its mechanical or clerical aspect.

18. **BUDGETED VACANT POSITIONS (Line 11).** Report the budgeted vacant positions that require at least a bachelor's degree, in FTE for your library on or about October 1, 1974. Do NOT include plant operation and maintenance staff vacant positions. Do NOT include technical, clerical, and other staff vacant positions. Do NOT include vacant positions that are established in your budget for employees who work on a regular schedule in a library that is not administered by your library. Show to one decimal place.

### PART III - LIBRARY RECEIPTS, BY SOURCE, FISCAL YEAR 1974

19. **RECEIPTS FROM LOCAL SOURCES (Line 12).** All revenue and nonrevenue receipts produced within the community, district, or region of the public library, and available for expenditure by the public library in the amount produced. Do NOT include the value of any contributed services and the value of any gifts and donations.

20. **RECEIPTS FROM STATE SOURCES (Line 13).** All revenue from funds collected by the State and distributed to public libraries for expenditure by the public libraries, except for Federal moneys distributed by the States.

21. **RECEIPTS FROM FEDERAL SOURCES (Lines 14 through 18).** All revenue from funds collected by the Federal Government and distributed to public libraries for expenditure by the public libraries, including Federal moneys distributed by the States.

22. **REVENUE SHARING (Lines 15 through 17).** All revenue from the Federal Government, under the Federal Revenue Sharing Program and distributed to public libraries for expenditure by the public libraries, including such Federal moneys distributed by the State.

23. **OTHER FEDERAL (Line 18).** All revenue from the Federal Government except revenue received under the Federal Revenue Sharing Programs, and distributed to public libraries for expenditure by the public libraries, including such Federal moneys distributed by the State.

24. **GIFTS AND DONATIONS (Line 19).** Report all gifts and donations of money from all sources. Do NOT include the value of gifts and donations of books and other library materials and equipment.

25. **OTHER RECEIPTS (Line 20).** Report all receipts other than those given in Lines 12 through 19. This amount is the difference between the sum of the receipts reported in Lines 12 through 19 and the total receipts, reported in Line 21. Do NOT include the value of any contributed services and the value of "in-kind" gifts and donations.

### PART IV - LIBRARY EXPENDITURES FROM ALL SOURCES, FISCAL YEAR 1974

26. **AMOUNT.** To insure accurate reporting, have your business officer provide the entries made in Lines 22 through 34. Report only such moneys expended during the 1974 fiscal year, regardless of when the moneys may have been received from Federal, State, local, or other sources. Report all expenditures as whole dollars only, omit cents.

27. **SALARIES AND WAGES (Line 22).** This amount should be the salaries and wages for all library staff except plant operation and maintenance staff, as reported on Line 10, Columns (a), (b), and (g), for the 1974 fiscal year. Include salaries and wages before deductions, but exclude "fringe benefits."

the books purchased during the 1974 fiscal year, as reported in Column (a), Lines 35 and 36. It should exclude expenditures for periodical subscriptions and microform. It should include preprocessing costs, where applicable.

29. **PERIODICALS (Line 24).** This amount should be the expenditures for the unbound current periodical subscriptions purchased during the 1974 fiscal year, as reported in Column (b), Line 39. It should exclude expenditures for books, microforms, and binding of periodicals.

30. **MICROFORMS (Line 25).** This amount should be the expenditures for all microforms purchased during the 1974 fiscal year, as reported in Column (a), Lines 40 through 42.

31. **AUDIOVISUAL SUPPLIES AND MATERIALS (Line 25).** This amount should be the expenditures for all of the audiovisual supplies and materials purchased during the 1974 fiscal year, as reported in Column (a) of Line 43. It should exclude expenditures for microforms.

32. **OTHER LIBRARY SUPPLIES AND MATERIALS (Line 27).** This amount should be the expenditures for supplies and materials other than books, periodicals, microforms, and audiovisual supplies and materials, purchased during the 1974 fiscal year, as reported in Column (a) of Line 44.

33. **BINDING AND REBINDING (Line 28).** Report only expenditures paid to commercial binderies for all binding and rebinding of books and periodicals during the 1974 fiscal year. Do NOT allocate wages, materials, etc., for binding.

34. **AUDIOVISUAL EQUIPMENT (Line 29).** This amount should be the expenditures for all audiovisual equipment purchased during the 1974 fiscal year.

35. **OTHER LIBRARY EQUIPMENT (Line 30).** This amount should be the expenditures for all other library equipment purchased during the 1974 fiscal year.

36. **OTHER CAPITAL OUTLAY (Line 31).** Report all expenditures during the 1974 fiscal year which result in the acquisition of fixed assets or additions to fixed assets. This includes the purchase of library equipment (reported in Lines 29 and 30), the purchase of buildings, buildings, additions to buildings, and equipment for new buildings, including buildings, new vehicles, etc.

37. **PLANT OPERATION AND MAINTENANCE (Line 32).** PLANT OPERATION OF PLANT consists of those activities concerned with keeping the physical plant in good order and ready for use. It includes cleaning, disinfecting, heating, ventilation, air conditioning, moving furniture, handling stores, and other housekeeping activities as are reported on Line 32, somewhat regularly or weekly, monthly, or seasonal basis. It does NOT include the replacement and replacement of facilities and equipment.

MAINTENANCE OF PLANT consists of those activities that are concerned with keeping the grounds, buildings, and equipment in their original condition of completeness or efficiency, either through repair or by replacements of property. It does NOT include the replacement of a total building.

All fiscal year 1974 expenditures for the operation and maintenance of plant should be reported here. Include the salaries and wages of plant operation and maintenance staff, as well as the expenditures for contractual services for plant operation and maintenance, for fiscal year 1974.

38. **ALL OTHER EXPENDITURES (Line 33).** The amount reported here should be the difference between the amount of total expenditures (Line 34) and the sum of all itemized expenditures (sum of Lines 22 through 32) for fiscal year 1974.

39. **TOTAL EXPENDITURES (Line 34).** This amount should be the sum of Lines 22 through 33.

40. **ADDED DURING SCHOOL YEAR (Column (a)).** Report the gross number added. Do NOT subtract the number withdrawn.

41. **BOOK STOCK (Lines 35 and 36).** Report the library's cataloged collection(s) of books and other printed materials that are cataloged in the same manner as books and that are interfiled with, or that may be interfiled with, books. For example, a government document or a yearbook that has been cataloged as a book and shelved with books, is to be reported as book stock. Collections of government documents, pamphlets, paperback books, technical reports, manuscripts, memoirs, proceedings, transactions of societies, monographic and publishers' series, etc., that are NOT cataloged in the same manner as books should NOT be reported as book stock. Book stock may be cataloged by the Library of Congress, Dewey Decimal, or any other classification scheme adopted by the library.

42. **VOLUMES (Lines 35 and 37).** For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use.

43. **TITLES (Lines 36, 33, 39, 40, 41, 43, and 44).** For reporting purposes, a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. It applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials and microforms.

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

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

1. Count the number of titles in one inch of the shelflist cards in the shelflist;
2. Repeat step one at random intervals (e.g., count one inch in every 100 inches) throughout the shelflist;
3. Calculate the number of titles per inch;
4. Multiply the average titles per inch by the number of inches of the shelflist.

44. **PERIODICALS (Lines 37 through 39).** A periodical is a publication constituting one issue in a continuous series under the same title published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. Newspapers as well as publications appearing annually or less frequently are included in the definition.

45. **UNBOUND CURRENT PERIODICAL SUBSCRIPTIONS (Line 39).** Report number of titles subscribed to, and not number of individual issues (exclude duplicate subscriptions).

46. **MICROFORMS (Lines 40 thru 42).** Microforms are materials that have been photographically reduced in size for storage, protection, and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: microfilm, microcard, and microfiche. These are also called microcopy and microtext.

47. **NUMBER OF PHYSICAL UNITS OF MICROFORMS (Line 42).** All microform holdings which are NOT reported on Lines 40 and 41

fiche, microfilm, and microcards should be counted as "One." All microform holdings reported on Lines 40 and 41 should NOT be reported here.

48. **AUDIOVISUAL MATERIALS (Line 43).** These are nonbook library materials which require the use of special equipment in order to be seen and/or heard (exclude microforms: include motion picture films, videotapes, videodiscs, videocassettes, audiodiscs, reel audiotapes, cassette audiotapes, cartridge audiotapes, filmstrips, slide sets, overhead transparency sets, mixed media (multimedia) kits, etc.).

49. **ALL OTHER LIBRARY MATERIALS (Line 44).** These are nonbook library materials which do not require the use of special equipment in order to be seen and/or heard (include flat pictures, study print sets, maps, charts, games, etc.).

#### PART VI - LIBRARY LIBRARY TRANSACTIONS, FISCAL YEAR 1974

50. **DIRECT CIRCULATION TO LIBRARY USERS (Line 45).** Report the number of transactions of materials charged out to library users by members of your library.

51. **INTERLIBRARY LOANS (Lines 46 and 47).** These are materials sent in answer to specific title or subject requests made between libraries or library agencies which are NOT under the same administration.

52. **BULK LOANS (Line 46).** These are materials received in rotating collections and other bulk loans from library or library agencies and other sources that are NOT under your library's administration.

#### PART VII - LIBRARY PHYSICAL FACILITIES, FALL 1974

53. **NET AREA (Line 49).** Net area, in square feet, of space assigned for library purposes, is the total area which is available for use in furtherance of the library's mission. It includes the area of all areas on all floors of the building which are used for library functions or purposes, including bookstacks, reading areas, audiovisual materials, and other areas used for services to users (including study areas, computer equipment, and other areas used for services to users). It does not include space between bookstacks, janitorial or other service areas, airway space, built-up areas, and other areas not used for library function.

54. **SHELVING CAPACITY (Line 50).** Shelving capacity is the shelving available for the library materials. It is the length, in feet, of all of the shelves in the library, including the audiovisual and other materials sections used for shelving the regular collection. Such shelving does NOT include shelves for non-library materials in technical services areas, staging or sorting shelves, storage areas, shelves serving as bookcases in offices, and other receiving rooms used for storing transient materials.

55. **SEATING CAPACITY (Line 51).** The number of seats available for the library users should be given for the library as a whole, including: general reading room seats, lounge seats, group study seats, audiovisual area seats, other materials seats, study carrels, study area seats, typing room seats, sorting room seats (when available on an open basis), etc. Seats at tables, card catalog reference tables, and other "non-study" seats should not be counted in the total, nor should seats in locked rooms not normally open to library patrons, such as auditorium and general meeting room seats.

#### PART VIII - LIBRARY HOURS AND DAYS OPEN PER WEEK, FALL 1974

56. **TYPICAL WEEK (Lines 52 and 53).** A typical week is a week which the library is open its regular hours, containing no holidays.

57. **HOURS OPEN PER TYPICAL WEEK (Line 53).** This is the total number of hours the library is open in a typical week and is determined by adding the number of hours the library is open to users for each day of the typical week. Report the total in whole hours only, omit fractions.

58. **DAYS OPEN PER TYPICAL WEEK (Line 53).** This is the total number of days the library is open in a typical week, and is determined by adding the number of days the library is open to users for two hours or more for each day of the typical week. Report the total in whole days only, omit fractions.



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

FORM APPROVED  
O.M.B. NO. 51-21047

DUE DATE

1. RESERVED FOR U.S.O.E. USE

LIBRARY GENERAL INFORMATION SURVEY (LIBGIS I)  
PUBLIC LIBRARIES, FISCAL YEAR 1974

(Public library fiscal year 1974, ending in calendar year 1974)

NAME AND ADDRESS OF PUBLIC LIBRARY (make any needed corrections below, including ZIP code)

PURPOSE OF THE SURVEY. This survey will provide current information about the public service outlets, holdings, staffing, receipts, expenditures, loan transactions, physical facilities, and hours or days open of public libraries. Furthermore, as a part of the Library General Information Survey, it will help provide a total picture of school, academic, and public libraries on a nationwide basis.

NOTE: Please read instructions carefully before completing this form. Each library should include in its report data for all branches and other outlets that it operates, as well as data for the services materials that it provides to other libraries, institutions, and organizations, and to all areas by contract or formal arrangement.

PERSON TO CONTACT (if necessary) CONCERNING THE INFORMATION REPORTED ON THIS FORM: →	FIRST NAME - MIDDLE INITIAL - LAST NAME	TITLE		
	ADDRESS (include ZIP code)	AREA CODE	NUMBER	EXTENSION

PART I - PUBLIC SERVICE OUTLETS, FALL 1974		LINE NO.	CORE NO.	NUMBER OF PUBLIC SERVICE OUTLETS
TYPE OF PUBLIC SERVICE OUTLET				
CENTRAL LIBRARY		2		
BRANCHES		3		
BOOKMOBILE AND OTHER MOBILE UNIT STOPS (places that receive service periodically)		4		
OTHER PUBLIC SERVICE OUTLETS (specify type)		5		
TOTAL PUBLIC SERVICE OUTLETS (sum of Lines 2 through 5)		6		

PART II - LIBRARY STAFF, FALL 1974

SECTION A - EMPLOYEES IN FILLED POSITIONS, ON OR ABOUT OCTOBER

CATEGORY	LINE NO.	CORE NO.	NUMBER OF LIBRARIANS, MEDIA AND AUDIOVISUAL SPECIALISTS, ET AL. HIGHEST EARNED DEGREE (exclude technical, clerical, and plant operation/maintenance staff)				GRADUATE DEGREE		TECHNICAL, CLERICAL AND OTHER STAFF	PLANT OPERATION AND MAINTENANCE STAFF (include staff provided contract local government)
			TOTAL		LESS THAN A BACHELOR'S DEGREE	BACHELOR'S DEGREE	TOTAL	EARNED IN LIBRARIANSHIP, INFORMATION SCIENCE, INSTRUCTIONAL TECHNOLOGY, AND/OR EDUCATIONAL MEDIA		
			MEN	WOMEN						
FULL-TIME EMPLOYEES	7	C1								
PART-TIME EMPLOYEES	8	C2								
FULL-TIME EQUIVALENT OF PART-TIME EMPLOYEES SHOWN IN LINE 8*	9	C3								
TOTAL FULL-TIME AND PART-TIME EMPLOYEES IN FULL-TIME EQUIVALENTS (sum of Lines 7 and 9)	10	C4								

\*Show to one decimal place.

PART II - LIBRARY STAFF, FALL 1974 (continued)			IDENTIFICATION NUMBER
SECTION B - BUDGETED POSITIONS THAT REQUIRE AT LEAST A BACHELOR'S DEGREE, AND REMAIN UNFILLED ON OR ABOUT OCTOBER 1, 1974			
CATEGORY	LINE NO.	CORE NO.	NUMBER
BUDGETED UNFILLED POSITIONS THAT REQUIRE AT LEAST A BACHELOR'S DEGREE (include full-time positions and part-time positions in full-time equivalents; show to one decimal place; if "none," enter "0.0")	11		

PART III - LIBRARY RECEIPTS, BY SOURCE, FISCAL YEAR 1974			
SOURCE	LINE NO.	CORE NO.	AMOUNT (whole dollars only)
LOCAL	12		\$
STATE (exclude Federal moneys distributed by the State)	13		\$
FEDERAL (include Federal moneys distributed by the State):			\$
TOTAL FEDERAL (sum of Lines 15 and 18)	14		\$
REVENUE SHARING:			\$
TOTAL REVENUE SHARING (sum of Lines 16 and 17)	15		\$
OPERATING EXPENDITURES	16		\$
CAPITAL EXPENDITURES	17		\$
OTHER FEDERAL	18		\$
GIFTS AND DONATIONS (dollars only - exclude "in-kind" gifts)	19		\$
OTHER RECEIPTS	20		\$
TOTAL RECEIPTS (sum of Lines 12, 13, 14, 19, and 20)	21		\$

PART IV - LIBRARY EXPENDITURES FROM ALL SOURCES, FISCAL YEAR 1974			
CATEGORY	LINE NO.	CORE NO.	AMOUNT (whole dollars only)
SALARIES AND WAGES FOR STAFF (exclude plant operation and maintenance staff)	22	C5	\$
SUPPLIES AND MATERIALS			\$
BOOKS (exclude microforms; include preprocessing costs where applicable)	23	C6	\$
PERIODICALS (exclude microforms)	24	C7	\$
MICROFORMS	25	C8	\$
AUDIOVISUAL SUPPLIES AND MATERIALS (exclude microforms)	26	C9	\$
OTHER LIBRARY SUPPLIES AND MATERIALS (exclude microforms and audiovisual supplies and materials)	27	C10	\$
BINDING AND REPAIRS	28	C11	\$
LIBRARY EQUIPMENT			\$
AUDIOVISUAL EQUIPMENT	29	C12	\$
ALL OTHER LIBRARY EQUIPMENT	30	C13	\$
CAPITAL OUTLAY FOR SITES, BUILDINGS, REMODELING OF OLD BUILDINGS, PURCHASE OF INITIAL BOOKSTOCK FOR NEW AND/OR EXPANDED BUILDINGS, PURCHASE OF NEW VEHICLES, ETC.	31		\$
PLANT OPERATION AND MAINTENANCE (include salaries and wages, contractual services, custodial supplies, utilities (heat, electricity, water, gas), etc.)	32		\$
ALL OTHER EXPENDITURES NOT ENTERED IN LINES 22 THROUGH 32	33	C14	\$
TOTAL EXPENDITURES (sum of Lines 22 through 33)	34	C15	\$



NAME OF LIBRARY

IDENTIFICATION NUMBER

## PART V - LIBRARY COLLECTION, FISCAL YEAR 1974

CATEGORY	LINE NO.	CORE NO.	ADDED DURING FISCAL YEAR (a)	HELD AT END OF FISCAL YEAR (b)
BOOK STOCK (exclude bound periodicals and microforms)				
NUMBER OF VOLUMES	35	C16		
NUMBER OF TITLES*	36	C17		
BOUND PERIODICALS (exclude microforms)				
NUMBER OF VOLUMES	37	C18		
NUMBER OF TITLES*	38	C19		
UNBOUND CURRENT PERIODICAL SUBSCRIPTIONS				
NUMBER OF TITLES*	39	C20		
MICROFORMS				
NUMBER OF TITLES* REPRESENTED BY BOOKS ON ALL TYPES OF MICROFORMS	40	C21		
NUMBER OF TITLES* REPRESENTED BY PERIODICALS ON ALL TYPES OF MICROFORMS	41	C22		
NUMBER OF PHYSICAL UNITS OF ALL TYPES OF MICROFORMS NOT REPORTED ON LINES 40 AND 41	42	C23		
NUMBER OF TITLES* OF ALL AUDIOVISUAL MATERIALS	43	C24		
NUMBER OF TITLES* OF ALL OTHER LIBRARY MATERIALS (i.e., flat pictures, study print sets, charts, games, etc.)	44	C25		

\*Exclude duplicate copies.

## PART VI - LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1974

CATEGORY	LINE NO.	CORE NO.	NUMBER
DIRECT CIRCULATION OF ALL MATERIALS TO LIBRARY USERS	45	C26	
INTERLIBRARY LOANS			
PROVIDED TO OTHER LIBRARIES	46	C27	
RECEIVED FROM OTHER LIBRARIES	47	C28	
BULK LOANS	48		

## PART VII - LIBRARY PHYSICAL FACILITIES, FALL 1974

CATEGORY	LINE NO.	CORE NO.	NUMBER
NET AREA, IN SQUARE FEET, OF SPACE ASSIGNED FOR LIBRARY PURPOSES (exclude custodial, mechanical, and general access areas)	49	C29	
TOTAL LENGTH, IN FEET, OF SHELVING AVAILABLE FOR LIBRARY MATERIALS (shelving capacity)	50	C30	
SEATS AVAILABLE FOR LIBRARY USERS (seating capacity)	51	C31	

## PART VIII - LIBRARY HOURS AND DAYS OPEN PER WEEK, FALL 1974

CATEGORY	LINE NO.	CORE NO.	NUMBER
TOTAL HOURS OPEN PER TYPICAL WEEK (whole hours only, omit fractions)	52	C32	
TOTAL DAYS OPEN 2 HOURS OR MORE, PER TYPICAL WEEK (count each day open for 2 hours or more as one whole day, omit fractions)	53	C33	

COMMENTS (continue on reverse, if necessary)