

**Data File (Public-Use): Public Libraries Survey,
Fiscal Year 1992**

**Federal-State Cooperative System
for Public Library Data**

U.S. Department of Education

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Contents

I. Introduction	1
II. User's Guide	
A. Survey Methodology	3
B. Guidelines for Processing the Data Files	8
Appendixes	
A—Record Layout for Public Library Data File, FY 1992	9
B—Record Layout for State Summary/State Characteristics Data File, FY 1992	13
C—Record Layout for Public Library Outlet Data File, FY 1992	17
D—Record Layout for Administrative Entities Only/State Library Data File, FY 1992	19
E—Record Layout for State Library Outlet Data File, FY 1992	21
F—Survey Data Entry Screens	23
G—Survey Definitions	27
H—State Codes	39
I—State with Libraries with Overlapping Population of Legal Service Areas	40
J—Imputation Flags and Definitions for Public Library Data File	41
K—Imputation Flag Frequencies for Public Library Data File	42
L—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File.....	47

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I. Introduction

The Public Libraries Survey (PLS) is conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System (FSCS) for Public Library Data. The PLS collects identifying information and basic data on the universe of public libraries and their outlets in the 50 States and the District of Columbia; identifying information on library entities that provide public library services but do not meet the definition of a public library (i.e., state library agencies, and systems, federations, and cooperative services); selected data on state library outlets; and a few items on characteristics of the state data submission.

The reporting unit is the *administrative entity*, defined as the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet (for example, a public library with no branch outlet), multiple outlets, or it may be administrative only and have no public library service outlets (i.e., a system, federation, or cooperative service).

The fiscal year (FY) 1992 PLS collected data on 44 items for each public library—33 basic data items and 11 identification items. The basic data items include data on population of legal service area, service outlets, staffing, operating income and expenditures, capital outlay, size of collection, annual public service hours for outlets, and service measures such as reference transactions, interlibrary loans, circulation, library visits, circulation of children's materials and children's program attendance. The identification items include name, address, telephone, county, library system relationship, type of governance, and type of administrative structure. The survey also collected 12 data items about public library service outlets. These items include type of outlet, their metropolitan location, their population of legal service area, and number of bookmobiles in each bookmobile service. The survey collected 11 identifying items on some state library agencies and federations, systems, and cooperatives. Finally, 4 basic data items were collected on characteristics of the state's data submission, including the reporting period starting and ending dates, official state total population estimate, and total unduplicated population of the legal service area.

State Data Coordinators appointed by the Chief Officer of the State Library Agency submitted the data to NCES on an electronic survey form known as DECPLUS. The survey is voluntary. NCES conducted the survey in fulfillment of its legislative mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States and in other nations." (Section 406[b] of the General Education Provisions Act, as amended [20 U.S.C. 1221e-1]).

Terminology Used to Describe the Structures and Relationships of Public Libraries

Administrative entities. An administrative entity is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group. The administrative entity may be administrative only and have no public library service outlets, it may have a single outlet, or it may have more than one outlet. These types of administrative structures for public libraries are identified by data element 7C "Administrative Structure Code" on the administrative entity file.

Public libraries. Public libraries are one of the three types of administrative entities, described above, and the focus of this data collection. The survey defines a public library as follows: "A public library is established under state enabling laws or regulations to serve the residents of a community, district, or region. A public library is an entity that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) a paid staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and/or educational needs of a clientele; 3) an established schedule in which services of the staff are available to clientele; and 4) the facilities necessary to support such a collection, staff, and schedule." For purposes of the PLS, however, state law prevails in the determination of a public library, and not all states' definitions are the same as the FSCS definition.

Public library service outlets. Public libraries can have one or more service outlets. The three types of public library service outlets are central library outlets, branch library outlets, and bookmobile outlets. See appendix G for definitions of these terms.

State library agencies. State library agencies are one of the three types of administrative entities identified above. A state library agency is the agency within each of the states and territories authorized to develop library services in the state. It may also provide direct services to the public. Some state library agencies also have service outlets.

System, federation, or cooperative service. These are one of the three types of administrative entities described above. A system, federation, or cooperative service is an autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. Under the FSCS, although a public library may have the word "system" in its legal name, it does not identify itself as a headquarters of or a member of a system, federation or cooperative service, unless it has an agreement with another autonomous library. These agreements can be with other public libraries or with other types of libraries, such as school or academic libraries.

Five data files were generated (in Microsoft Access and ASCII format¹) from the FY 92 PLS, as follows:

1. Public Library Data File (PUPLDF92.MDB and PUPLDF92.TXT). This file includes data for the universe of 8,944 public libraries in the 50 states and the District of Columbia. Appendix A contains the record layout. Note: The Public Library Data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data (available only to NCES-licensed data users with no data suppressed). PUPLDF92.MDB and PUPLDF92.TXT are the public-use files. See *Confidentiality and Public- and Restricted-Use Data Files* in next section for more information.
2. State Summary/State Characteristics Data File (PUSUM92.MDB and PUSUM92.TXT). The data for each state are in one record. Appendix B contains the record layout. No data are suppressed. The file includes:
 - a. State summary data. These are state totals of the numeric data reported on the restricted-use Public Library Data File for all public libraries in the 50 states and the District of Columbia.
 - b. State characteristics data. These data are from a state characteristics record that is completed by the state data coordinator, consisting of four items for each of the 50 states and the District of Columbia: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. Public Library Outlet Data File (PUOUT92.MDB and PUOUT92.TXT). This file includes data for the universe of 16,840 public library service outlets (central/main, branches, bookmobiles, and books-by-mail only). Appendix C contains the record layout. No data are suppressed.
4. Administrative Entities Only/State Library File (PUAOSL92.MDB and PUAOSL92.TXT). This file includes data for 165 "administrative entities only" and state libraries. (Not all states reported all such entities). Appendix D contains the record layout. No data are suppressed.
5. State Library Outlet File (PUSLO92.MDB and PUSLO92.TXT). This files includes data for 14 state library outlets. (Not all states reported all such entities). Appendix E contains the record layout. No data are suppressed.

¹ The Microsoft Access data file has the .MDB extension, and the ASCII data file has the .TXT extension.

II. User's Guide

II. A. Survey Methodology

Survey Universe

The survey universe is composed of the 8,944 public libraries in the 50 states and the District of Columbia as identified by the state library agencies. (Note: Two libraries reported by New Hampshire on their original data submission were not included on the file, with state concurrence, as they did not meet the FSCS public library definition. They were Dimond Library, University of New Hampshire, and Lamson Library, Plymouth State College. This accounts for the difference in universe size from a previously released file which had 8,946.) Data were not systematically collected from libraries on Native American reservations. Data were not collected from military libraries that provide public library services or from libraries that serve the residents of institutions because FSCS considers these to be special libraries.

Note: In FY 91, 9,050 public libraries were reported. This apparent decrease of 106 public libraries from FY 91 to FY 92 is mostly explained by changes in two states, Arizona and Tennessee, where a number of public libraries previously reported separately were merged.

Survey Response

Unit Response. A total of 8,767 of the 8,944 public libraries in the survey universe responded to the PLS, for a unit response rate of 98.0 percent. Respondents to the survey are defined as public library administrative entities for which population of legal service area was reported (this item is provided by the State Data Coordinator) and which responded to at least three of the five following survey items: total paid employees, total income, total operating expenditures, book/serial volumes, and total circulation.

Item Response. For national totals, item response rates did not fall below 70 percent (the NCES statistical standard for tabulation and analysis) for any item. For state totals, a few items had response rates below 70 percent (listed below). All missing numeric data were imputed except for annual public service hours (imputed as of FY 96) (see *Imputation* below for a discussion of the imputation methodology.)

Items with State Response Rates below 70 Percent

<u>Library visits</u>	<u>Response rate</u>	<u>Circulation of children's materials</u>	<u>Response rate</u>	<u>Children's program attendance</u>	<u>Response rate</u>
Alabama	65.2	Arizona	0	Arizona	0
Florida	54.5	Georgia	64.8	Idaho	1.9
Massachusetts	39.3	Maryland	0	Illinois	0
Nebraska	68.8	Nevada	0	Maine	0
New Mexico	67.6	Rhode Island	68.6	Maryland	0
Oklahoma	0.9	Tennessee	0	Mississippi	0
Oregon	56.8	Utah	44.9	Nebraska	59.9
Utah	63.8	Vermont	62.4	Nevada	0
Vermont	69.3	Virginia	0	New Jersey	0
Washington	62.9	West Virginia	0	New Mexico	31.1
				Ohio	68.8
				Tennessee	0
				Utah	65.2
				Vermont	67.8
				Virginia	0
				West Virginia	0
				Wyoming	4.3
<u>Reference transactions</u>	<u>Response rate</u>				
Massachusetts	50.8				
Maine	65.5				
Nebraska	55.0				
New Mexico	64.9				
Oregon	68.8				
Utah	62.3				
Vermont	65.4				
Washington	61.4				

Caveats for Using these Data

Using the Data to Make Comparisons. The FY 92 PLS data file includes imputations for nonresponding libraries, at the unit and item levels. (Note: This imputed file replaces a previously released FY 92 file that included reported data only.) Comparisons to data prior to FY 92 should be made with caution, as earlier data files do not include imputations for nonresponse, and the percentage of libraries responding to a given item varied widely among states. The District of Columbia, while not a state, is included in the survey. Special care should be used in comparing District of Columbia data with state data. The state of Hawaii reports as one public library. State comparisons should be made with caution because of differences in reporting periods (see following section on *Reporting Period*). Also, the definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluation in the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. These reports are available on the NCES Web site at: <http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052>

Reporting Period. The FY 92 PLS requested data for state fiscal year 1992. A total of 9 different reporting periods were used by states (see table below). The reporting period for some states spanned more than a 12-month period due to different fiscal-year reporting periods of local jurisdictions. In such cases, the state provided the earliest starting date and latest ending date reported. However, in these states, each public library reported data for a 12-month period.

States by Reporting Period

01/91 - 08/92	07/91 - 06/92	10/91 - 09/92	01/92 - 12/92	Other	
NE	AK	MT	AL	CO	01/91 - 06/92: PA
VT	AZ	NC	DC	IN	01/91 - 09/92: MI
	AR	NM	FL	KS	02/91 - 12/92: TX
	CA	NV	ID	LA	03/91 - 06/92: ME
	CT	OK	MS	MN	07/91 - 12/92: NH, NY, UT
	DE	OR		MO	
	GA	RI		NJ	
	HI	SC		ND	
	IA	TN		OH	
	IL	VA		SD	
	KY	WV		WA	
	MD	WY		WI	
	MA				

Survey Population Items

The Public Libraries Survey has three population items: (1) Population of Legal Service Area (reported for each public library by the state library agency), (2) Total Unduplicated Population of Legal Service Areas (a single figure, reported by the state library agency), and (3) Official State Total Population Estimate (reported by the state library agency).² The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the Official State Total Population Estimate. This occurs when the state has one or more geographically adjacent libraries

² The survey definitions are provided in appendix G.

(for example, a county library and a city library within the county) that serve, and therefore count, the same population. A total of 24 states had overlapping service areas in FY 92 (see appendix I).

In order to do meaningful analysis using population of legal service area data (for example, the number of books/serial volumes per capita), the data were adjusted to eliminate duplicative reporting in states with overlapping service areas. The Public Library Data File has a derived unduplicated population of legal service area for *each library* for this purpose, called POPU_UNDUP. This value was prorated for each library by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area, and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas.

Confidentiality

The PLS data are released in accordance with the provisions of the Privacy Act of 1974 and the National Education Statistics Act of 1994, so as to ensure the confidentiality of individually identifiable respondents. NCES releases data to the public to use for statistical purposes only. Record matching or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in preparing public-use data for release. Every effort has been made to provide the maximum research information that is consistent with reasonable confidentiality protections.

Public- and Restricted-Use Data Files

The Public Library Data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data (available only to NCES-licensed data users with no data suppressed).

Public-use data. On the public-use Public Library Data File, selected expenditures data (i.e., Salaries, Benefits, Total Staff Expenditures, and Other Operating Expenditures) for public libraries have been removed (i.e., the field is blank) when total full-time equivalent (FTE) staff is less than or equal to 2.00, to protect the confidentiality of respondents. These data may also be suppressed for other libraries, to ensure that all states that have suppressed data have a minimum of 3 suppressed records. The library's Total Operating Expenditures are not affected by the suppression of these data. No data are suppressed on the other public-use data files (i.e., the State Summary/State Characteristics Data File, Public Library Outlet Data File, Administrative Entities Only/State Library Data File, and State Library Outlet Data File).

Restricted-use data. No data are suppressed on the restricted-use Public Library Data File, or on the other restricted-use files (i.e., the State Summary/State Characteristics Data File, Public Library Outlet Data File, Administrative Entities Only/State Library Data File, and State Library Outlet Data File). The inclusion of all expenditures data, regardless of the number of employees, enables the identification of individual salary data. Researchers requiring access to the restricted-use data must obtain a license from NCES to use the data.

To obtain a license, the following information is necessary:

1. The title of the database(s) the organization wants to access;
2. A description of the statistical research project necessitating access to the restricted-use database;
3. The name and title of the senior official having authority to bind the organization to the provisions of the license agreement;
4. The name and title of the principal project officer(s) who will oversee the daily operations;
5. The names, titles, and telephone numbers of the professional/technical and support staff who will have access to the data;
6. The estimated loan period (not to exceed five years) for accessing the data; and
7. The desired computer media format.

NCES will review the submitted documents for content and completeness and inform the requestor whether a license to use the restricted data is approved. See the following NCES Web site for more information: <http://nces.ed.gov/statprog/confid5.asp>

Survey Processing

The Public Libraries Survey, FY 92 was mailed to the states in May 1993 and had a due date of July 31, 1993. States reported their data using personal computer software provided by NCES known as DECPLUS (Data Entry Conversion, Public Library Universe System). DECPLUS permits direct data entry or the import of data from external files (e.g., Lotus 1-2-3, dBASE, or ASCII).

Editing

State level. The DECPLUS software generates on-screen error/warnings during the data entry/import process, enabling the respondent to review their data and correct many errors immediately. Following data entry/import, the respondent generated an on-screen or printed error/warning report of data falling outside established limits, for additional review before submission of the final file to NCES.

Respondents also used DECPLUS to generate state summary tables and single-library tables of their data. States were encouraged to review the tables for data quality problems before submitting their final data. States submitted their final data with a signed form from the Chief Officer of the State Library Agency certifying its accuracy.

Four types of edit checks are performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit check message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.
2. *Out-of-range edit checks.* This is a comparison of data reported for an item to the "acceptable range" of values. Performed on current-year and historical (current-year vs. past-year) data. For example, an edit check message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within $\pm 5,000$ or -10% to $+25\%$ of last year's value for Total Circulation.
3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit check message is generated if Total Operating Income is not equal to the sum of its parts (Local Government Income, State Government Income, Federal Government Income, and Other Income).
4. *Blank, zero, or invalid data edit checks.* This is a check of reported data against acceptable values. For example, an edit check message is generated if Book/Serial Volumes is 0 or blank.

National level. NCES reviewed and edited the data soon after receipt, working directly with the State Data Coordinators. Nonresponse follow-up was conducted shortly after the survey due date. After data were received from all 50 states and the District of Columbia, the preliminary data file and draft tables for the publication *Public Libraries in the United States: FY 1992* were reviewed for data quality by NCES and the FSCS Steering Committee. The findings of questionable data from this review were mailed to the States. The States submitted data corrections in response to this review, if appropriate, and the final file was produced.

Imputation

The FY 1992 data include imputations for nonresponding libraries. The imputation methodology is described below (Note: annual public service hours were not imputed until FY 96.):

A. For libraries that did not respond in 1992:

1. All libraries, including nonresponding libraries, were sorted into imputation cells based on region and size of population served.
2. Average changes in values of data (the growth rates) were calculated for institutions that reported in both 1992 and 1993 (or in both 1992 and 1994).³
3. The average changes computed in step 2 were applied to the 1993 data (or 1994 data) of 1992 nonresponding libraries to obtain an estimate for 1992.

This "growth rate" method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, library visits, reference transactions, circulation, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and total operating expenditures.

4. Children's program attendance was estimated by multiplying the current-year total library visits by the 1993 or 1994 ratio of children's program attendance to total library visits. (Note: FY 1992 was the first year this item was collected.) If the 1993 or 1994 ratio was not available, the average 1992 ratio in the nonrespondent's imputation cell was multiplied by total library visits. Children's program attendance was imputed after total library visits.
5. Children's circulation was estimated by multiplying the current-year total circulation by the 1993 or 1994 ratio of children's circulation to total circulation. (Note: FY 1992 was the first year this item was collected.) If the 1993 or 1994 ratio was not available, the average 1992 ratio in the nonrespondent's imputation cell was multiplied by total circulation.
6. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step 3.
7. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step 3.
8. A "hot-deck growth rate" method was used for income variables (total income and income from federal, state, and local government sources). In this method, responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 1993 (or 1994) data were used, and a growth rate was determined by calculating the growth rate of the next smallest library to the nonresponding library that had data for both 1992 and 1993 (or 1992 and 1994). If the donor did not have a growth rate due to missing 1993 or 1994 data, the nonrespondent's 1993 or 1994 response, if available, was used as the imputed value. For those units not having forward year reported data, the adjusted mean of the reported values in the cell was used.
9. Other income was derived by subtracting income from federal, state, and local sources from total income. If the derived other income was a negative value, other income was changed to zero, and federal, state, and local income were adjusted to sum to total income.

³ Forward imputations were used for the FY 1992 data, as this method yielded the best data and enabled the imputation of the variables children's program attendance and children's circulation.

B. For libraries with no data in 1992, 1993, or 1994:

1. The mean of the imputation cell was calculated for all libraries that responded in 1992. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the cell mean size of population served for all responding libraries. If the population was missing, then the cell mean was used.

This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, librarians, total paid employees, book/serial volumes, audio, reference transactions, subscriptions, total circulation, total income, income from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and total operating expenditures.

2. To impute total library visits, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.
3. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step 1.
4. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step 1.

C. For all nonresponding libraries:

1. Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, other operating expenditures, and capital outlay) and subtracting total operating expenditures to arrive at capital outlay. If the derived capital outlay had a negative value, it was changed to zero, total operating expenditures were changed to equal total expenditures, and total collection expenditures, total staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.
2. The mean of the imputation cell was used to estimate videos and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

II. B. Guidelines for Processing the Data Files

See *Introduction, Confidentiality, and Public- and Restricted-Use Data Files* above for a description of the files.

The States reported their Public Libraries Survey data using survey software provided by NCES. At survey mail-out, all numeric data cells were initialized with -2, and the states were instructed to replace all -2s with valid data. On the final file, alphanumeric fields that are blank or that contain -1 represent nonresponse. Numeric fields that contain -1 represent nonresponse. A zero (0) response is reported data and indicates the library, outlet, or other administrative entity had none of the item. Missing numeric data were imputed, except for annual public service hours (imputed as of FY 96). (See *Item Response* and *Imputation* above for more information.) On the public-use file, numeric fields that are blank indicate that the data have been removed to protect the confidentiality of individual respondents.

**Appendix A—Record Layout for Public Library Data File, FY 1992
(PUPLDF92.MDB and PUPLDF92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					IDENTIFICATION
LIBID	20	001	A	01	Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	45	021	A	02	Name of library
ADDRESS	35	066	A	03	Street address of library
CITY	17	101	A	04	City or town of library
ZIP1	05	118	A	05	Standard five-digit postal zip code
ZIP2	04	123	A	06	Four-digit postal zip code extension
PHONE	10	127	A	07	Telephone number in following format: area code/exchange/number (for example, 7037315072)
					POPULATION
POPU	09	137	N	08	Population of the Legal Service Area
					SERVICE OUTLETS
CENTLIB	03	146	N	09	Number of central libraries
BRANLIB	03	149	N	10	Number of branch libraries
BKMOB	03	152	N	11	Number of bookmobiles
					FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	09	155	N	13	Number of FTE paid librarians with a Master of Library Science degree from an American Library Association (ALA) accredited program. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	09	164	N	14	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	10	173	N	15	All other paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	10	183	N	16	Total paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
					OPERATING INCOME
LOCGVT	09	193	N	17	Operating income from local government
STGVT	09	202	N	18	Operating income from state government
FEDGVT	09	211	N	19	Operating income from federal government
OTHINCM	09	220	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT)
TOTINCM	10	229	N	21	Total income (includes LOCGVT, STGVT, FEDGVT, AND OTHINCM)

**Appendix A—Record Layout for Public Library Data File, FY 1992
(PUPLDF92.MDB and PUPLDF92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					OPERATING EXPENDITURES
SALARIES	09	239	N	22	Salaries and wages for all library staff
BENEFIT	09	248	N	23	Employee benefits for all library staff
TOTEXP	09	257	N	24	Total staff expenditures (includes SALARIES and BENEFIT)
TOTEXPCOL	09	266	N	25	Total expenditures on library collection
OTHOPEXP	09	275	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL)
TOTOPEXP1	10	284	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP)
					CAPITAL OUTLAY
CAPITAL	09	294	N	28	Expenditures for capital outlay
					LIBRARY COLLECTION
BKVOL	09	303	N	29	Number of books and serial volumes
AUDIO	09	312	N	30	Number of audio materials
VIDEO	09	321	N	32	Number of video materials
SUBSCRIPT	09	330	N	33	Number of current serial subscriptions
					PUBLIC SERVICE HOURS
DUPLI	08	339	N	35	Total annual public service hours for all outlets of the public library
					LIBRARY SERVICES
ATTEND	09	347	N	36	Annual attendance in library. Note: Library attendance is also referred to as library visits in survey reports.
REFERENCE	09	356	N	38	Number of annual reference transactions
					CIRCULATION
TOTCIR	09	365	N	39	Total annual circulation transactions
					INTER-LIBRARY LOANS
LOANTO	06	374	N	40	Annual number of loans to other libraries
LOANFM	06	380	N	41	Annual number of loans from other libraries
					CIRCULATION OF CHILDREN'S MATERIALS AND CHILDREN'S PROGRAM ATTENDANCE
KIDCIRCL	09	386	N	43	Total circulation (including renewals) of children's materials in all formats to all users
KIDATTEND	09	395	N	43	Total attendance at programs intended primarily for children. Includes adults who attend programs intended primarily for children.

**Appendix A—Record Layout for Public Library Data File, FY 1992
(PUPLDF92.MDB and PUPLDF92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
C_RELATN	02	404	A	7A	IDENTIFICATION (additional items) Library System Relationship Code HQ—Headquarters of a system (federation) NO—Not part of a system (federation) SP—System (federation) member that receives and provides system services SR—System (federation) member that receives system services OT—Other
C_LEGBASE	02	406	A	7B	Legal Basis Code CI—Municipal government (city, town, or village) CO—County/Parish MJ—Multi-jurisdictional NP—Non-profit Association or Agency SC—School District SL—State Library Agency SD—Special Library District (authority, board, or commission) SP—Combined School Media Center/Public Library AP—Combined Academic/Public Library UK—Unknown
C_ADMIN	02	408	A	7C	Administrative Structure Code SO—Single Outlet Administrative Entity MO—Multiple Outlet Administrative Entity (is an outlet) MA—Multiple Outlet Administrative Entity (is not an outlet) AO—Administrative Entity Only
CNTY	17	410	A	4A	County of library
POPU_UNDUP	09	427	N	(t)	OTHER Unduplicated population of the legal service area for the library. NCES prorated this value by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area, and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas.
FSCSKEY	06	436	A	1A	Library identification code assigned by NCES
STABR	02	442	A	(t)	Post Office state abbreviation code. See appendix H for list of State Codes.
PUB_FIPS	02	444	A	(t)	Two-digit FIPS State Code. See appendix H for list of FIPS Codes.
YR	02	446	A	(t)	FSCS submission year of public library data
OBereg	02	448	A	(t)	OBE REGION CODE Bureau of Economic Analysis Code (formerly called Office of Business Economics) 00—U.S. Service Schools 01—New England—CT ME MA NH RI VT 02—Mid East—DE DC MD NJ NY PA 03—Great Lakes—IL IN MI OH WI

**Appendix A—Record Layout for Public Library Data File, FY 1992
(PUPLDF92.MDB and PUPLDF92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					04—Plains—IA KS MN MO NE ND SD 05—Southeast—AL AR FL GA KY LA MS NC SC TN VA WV 06—Southwest—AZ NM OK TX 07—Rocky Mountains—CO ID MT UT WY 08—Far West—AK CA HI NV OR WA 09—Outlying Areas—AS FM GU MH MP PR PW VI
RSTATUS	01	450	A	(†)	Respondent Status 1 = Respondent, with no imputed data 2 = Respondent, with both reported and imputed data 3 = Nonrespondent, not imputed 4 = Nonrespondent with imputed data
					Item imputation flags (see appendix J for flag values and definitions):
IMP0	02	451	A	(†)	POPU—IMPUTATION FLAG
IMP1	02	453	A	(†)	CENTLIB—IMPUTATION FLAG
IMP2	02	455	A	(†)	BRANLIB—IMPUTATION FLAG
IMP3	02	457	A	(†)	BKMOB—IMPUTATION FLAG
IMP4	02	459	A	(†)	MASTER—IMPUTATION FLAG
IMP5	02	461	A	(†)	LIBRARIAN—IMPUTATION FLAG
IMP6	02	463	A	(†)	OTHPAID—IMPUTATION FLAG
IMP7	02	465	A	(†)	TOTPEMP—IMPUTATION FLAG
IMP8	02	467	A	(†)	LOGGVT—IMPUTATION FLAG
IMP9	02	469	A	(†)	STGVT—IMPUTATION FLAG
IMP10	02	471	A	(†)	FEDGVT—IMPUTATION FLAG
IMP11	02	473	A	(†)	OTHINCM—IMPUTATION FLAG
IMP12	02	475	A	(†)	TOTINCM—IMPUTATION FLAG
IMP13	02	477	A	(†)	SALARIES—IMPUTATION FLAG
IMP14	02	479	A	(†)	BENEFIT—IMPUTATION FLAG
IMP15	02	481	A	(†)	TOTEXP—IMPUTATION FLAG
IMP16	02	483	A	(†)	TOTEXPCOL—IMPUTATION FLAG
IMP17	02	485	A	(†)	OTHOPEXP—IMPUTATION FLAG
IMP18	02	487	A	(†)	TOTOPEXP1—IMPUTATION FLAG
IMP19	02	489	A	(†)	CAPITAL—IMPUTATION FLAG
IMP20	02	491	A	(†)	BKVOL—IMPUTATION FLAG
IMP21	02	493	A	(†)	AUDIO—IMPUTATION FLAG
IMP22	02	495	A	(†)	VIDEO—IMPUTATION FLAG
IMP23	02	497	A	(†)	SUBSCRIPT—IMPUTATION FLAG
Filler	(†)	499	(†)	(†)	Reserved for DUPLI (imputed as of FY 96 file)
IMP25	02	501	A	(†)	ATTEND—IMPUTATION FLAG
IMP26	02	503	A	(†)	REFERENCE—IMPUTATION FLAG
IMP27	02	505	A	(†)	TOTCIR—IMPUTATION FLAG
IMP28	02	507	A	(†)	LOANTO—IMPUTATION FLAG
IMP29	02	509	A	(†)	LOANFM—IMPUTATION FLAG
IMP30	02	511	A	(†)	KIDCIRCL—IMPUTATION FLAG
IMP31	02	513	A	(†)	KIDATTEND—IMPUTATION FLAG
IMP32	02	515	A	(†)	POPU_UNDUP—IMPUTATION FLAG

N Numeric field. Only the digits 0–9 are allowed.

A Alpha character field, which may include digits 0–9.

† Not applicable.

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1992
(PUSUM92.MDB and PUSUM92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
POPU	11	001	N	08	Population of the Legal Service Areas
					SERVICE OUTLETS
CENTLIB	05	012	N	09	Number of central libraries
BRANLIB	05	017	N	10	Number of branch libraries
BKMOB	05	022	N	11	Number of bookmobiles
					FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	11	027	N	13	Number of FTE paid librarians with a Master of Library Science degree from an American Library Association (ALA) accredited program. This field consists of 8 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	11	038	N	14	Total number of FTE employees holding the title of librarian. This field consists of 8 integers and 2 decimals, with an explicit decimal point.
OTHPAID	12	049	N	15	All other paid FTE employees. This field consists of 9 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	12	061	N	16	Total paid FTE employees. This field consists of 9 integers and 2 decimals, with an explicit decimal point.
					OPERATING INCOME
LOGVGT	11	073	N	17	Operating income from local government
STGVT	11	084	N	18	Operating income from state government
FEDGVT	11	095	N	19	Operating income from federal government
OTHINCM	11	106	N	20	Other operating income (i.e., income not included in LOGVGT, STGVT, and FEDGVT)
TOTINCM	12	117	N	21	Total income (includes LOGVGT, STGVT, FEDGVT, and OTHINCM)
					OPERATING EXPENDITURES
SALARIES	11	129	N	22	Salaries and wages for all library staff
BENEFIT	11	140	N	23	Employee benefits for all library staff
TOTEXP	11	151	N	24	Total staff expenditures (includes SALARIES and BENEFIT)
TOTEXPCOL	11	162	N	25	Total expenditures on library collection
OTHOPEXP	11	173	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL)
TOTOPEXP1	12	184	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP)

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1992
(PUSUM92.MDB and PUSUM92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
CAPITAL	11	196	N	28	CAPITAL OUTLAY Expenditures for capital outlay
BKVOL	11	207	N	29	LIBRARY COLLECTION Number of books and serial volumes
AUDIO	11	218	N	30	Number of audio materials
VIDEO	11	229	N	32	Number of video materials
SUBSCRIPT	11	240	N	33	Number of current serial subscriptions
DUPLI	10	251	N	35	PUBLIC SERVICE HOURS Total annual public service hours for all outlets of the public library
ATTEND	11	261	N	36	LIBRARY SERVICES Annual attendance in library
REFERENCE	11	272	N	38	Number of annual reference transactions
TOTCIR	11	283	N	39	CIRCULATION Total annual circulation transactions
LOANTO	08	294	N	40	INTER-LIBRARY LOANS Annual number of loans to other libraries
LOANFM	08	302	N	41	Annual number of loans from other libraries
KIDCIRCL	09	310	N	42	CIRCULATION OF CHILDREN'S MATERIALS AND CHILDREN'S PROGRAM ATTENDANCE Total circulation (including renewals) of children's materials in all formats to all users
KIDATTEND	09	319	N	43	Total attendance at programs intended primarily for children. Includes adults who attend programs intended primarily for children.
PERIOD_POP	10	328	N	5A	STATE CHARACTERISTICS Total unduplicated population of legal service areas. (This figure is reported by the state on the State Characteristics data entry screen.)
PERIOD_EST	10	338	N	05	Official state total population estimate. (This figure is reported by the state on the State Characteristics data entry screen.)
PERIOD_PSM	05	348	A	03	Reporting period starting date in following format: month/year (for example, 07/91). (This figure is reported by the state on the State Characteristics data entry screen.)

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1992
(PUSUM92.MDB and PUSUM92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
PERIOD_PEM	05	353	A	04	Reporting period ending date in following format: month/year (for example, 06/92). (This figure is reported by the state on the State Characteristics data entry screen.)
STABR	02	358	A	(†)	OTHER Two-character Post Office State Code. See appendix H for list of State Codes.
PUB_FIPS	02	360	A	(†)	Two-digit FIPS State Code. See appendix H for list of FIPS Codes.
YR	02	362	A	(†)	FSCS submission year of public library data
OBereg	02	364	A	(†)	OBE REGION CODE Bureau of Economic Analysis Code (formerly called Office of Business Economics) 00—U.S. Service Schools 01—New England—CT ME MA NH RI VT 02—Mid East—DE DC MD NJ NY PA 03—Great Lakes—IL IN MI OH WI 04—Plains—IA KS MN MO NE ND SD 05—Southeast—AL AR FL GA KY LA MS NC SC TN VA WV 06—Southwest—AZ NM OK TX 07—Rocky Mountains—CO ID MT UT WY 08—Far West—AK CA HI NV OR WA 09—Outlying Areas—AS FM GU MH MP PR PW VI
					Item imputation flags for: 0 = All detail comprising total is reported data 1 = Some detail comprising total is imputed data 2 = All detail comprising total is imputed data
IMP0	02	366	A	(†)	POPU—IMPUTATION FLAG
IMP1	02	368	A	(†)	CENTLIB—IMPUTATION FLAG
IMP2	02	370	A	(†)	BRANLIB—IMPUTATION FLAG
IMP3	02	372	A	(†)	BKMOB—IMPUTATION FLAG
IMP4	02	374	A	(†)	MASTER—IMPUTATION FLAG
IMP5	02	376	A	(†)	LIBRARIAN—IMPUTATION FLAG
IMP6	02	378	A	(†)	OTHPAID—IMPUTATION FLAG
IMP7	02	380	A	(†)	TOTPEMP—IMPUTATION FLAG
IMP8	02	382	A	(†)	LOGVGT—IMPUTATION FLAG
IMP9	02	384	A	(†)	STGVT—IMPUTATION FLAG
IMP10	02	386	A	(†)	FEDGVT—IMPUTATION FLAG
IMP11	02	388	A	(†)	OTHINCM—IMPUTATION FLAG
IMP12	02	390	A	(†)	TOTINCM—IMPUTATION FLAG
IMP13	02	392	A	(†)	SALARIES—IMPUTATION FLAG
IMP14	02	394	A	(†)	BENEFIT—IMPUTATION FLAG
IMP15	02	396	A	(†)	TOTEXP—IMPUTATION FLAG
IMP16	02	398	A	(†)	TOTEXPCOL—IMPUTATION FLAG
IMP17	02	400	A	(†)	OTHOPEXP—IMPUTATION FLAG
IMP18	02	402	A	(†)	TOTOPEXP1—IMPUTATION FLAG
IMP19	02	404	A	(†)	CAPITAL—IMPUTATION FLAG

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1992
(PUSUM92.MDB and PUSUM92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP20	02	406	A	(†)	BKVOL—IMPUTATION FLAG
IMP21	02	408	A	(†)	AUDIO—IMPUTATION FLAG
IMP22	02	410	A	(†)	VIDEO—IMPUTATION FLAG
IMP23	02	412	A	(†)	SUBSCRIPT—IMPUTATION FLAG
Filler	(†)	414	(†)	(†)	Reserved for DUPLI (imputed as of FY 96 file)
IMP25	02	416	A	(†)	ATTEND—IMPUTATION FLAG
IMP26	02	418	A	(†)	REFERENCE—IMPUTATION FLAG
IMP27	02	420	A	(†)	TOTCIR—IMPUTATION FLAG
IMP28	02	422	A	(†)	LOANTO—IMPUTATION FLAG
IMP29	02	424	A	(†)	LOANFM—IMPUTATION FLAG
IMP30	02	426	A	(†)	KIDCIRCL—IMPUTATION FLAG
IMP31	02	428	A	(†)	KIDATTEND—IMPUTATION FLAG
IMP32	02	430	A	(†)	PERIOD_POP—IMPUTATION FLAG

N Numeric field. Only the digits 0–9 are allowed.
A Alpha character field, which may include digits 0–9.
† Not applicable.

**Appendix C—Record Layout for Outlet Data File, FY 1992
(PUOUT92.MDB and PUOUT92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
K_DECTOP	06	001	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ. Note: The K_DECTOP code is the same as the FSCSKEY code on the Public Library Data File.
LIB_CODE	20	007	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	027	A	02	Name of outlet
LIB_ADDR	35	072	A	03	Complete street address of outlet
LIB_CITY	17	107	A	04	City or town of outlet
LIB_ZIP	05	124	A	06	Standard five-digit postal zip code for the street address or mailing address of outlet
LIB_ZIP4	04	129	A	07	Four-digit postal zip code extension for the street address or mailing address of outlet
LIB_PHONE	10	133	A	08	Telephone number of the outlet in following format: area code/exchange/number (for example, 7037315072)
LIB_CNTY	17	143	A	05	County of outlet
C_OUT_TYP	02	160	A	09	Outlet Type CE—Central Library BR—Branch Library BS—Bookmobile Service
C_MSA	02	162	A	10	Metropolitan Status Code CC—Within the city limits of the central city of a Metropolitan Area NC—Metropolitan Area, but not within central city limits NO—Not in a Metropolitan Area UK—Unknown
C_SER_POP	01	164	A	11	Population of the Legal Service Area by Outlet A—1–999 B—1,000–2,499 C—2,500–4,999 D—5,000–9,999 E—10,000–24,999 F—25,000–49,999 G—50,000–99,999 H—100,000–249,999 I—250,000–499,999 J—500,000 or more U—Unknown

**Appendix C—Record Layout for Outlet Data File, FY 1992
(PUOUT92.MDB and PUOUT92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIB_NUM_BM	02	165	N	12	Number of bookmobiles in the Bookmobile Service (see C_OUT_TYP)
K_SEQ	03	167	A	1A	Outlet's unique three-digit suffix to K_DECTOP code assigned by NCES
STABR	02	170	A	(†)	Two-character Post Office State Code for the outlet. See appendix H for list of State Codes.
PUB_FIPS	02	172	A	(†)	Two-digit FIPS State Code. See appendix H for list of FIPS Codes.
YR	02	174	A	(†)	FSCS submission year of public library data

N Numeric field. Only the digits 0–9 are allowed.
A Alpha character field, which may include digits 0–9.
† Not applicable.

**Appendix D—Record Layout for Administrative Entities Only/State Library Data File,
FY 1992 (PUAOSL92.MDB and PUAOSL92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIBID	20	001	A	01	Administrative Entity Only/State Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state does not assign a code.
LIBNAME	45	021	A	02	Name of library
ADDRESS	35	066	A	03	Street address of library
CITY	17	101	A	04	City or town of library
ZIP1	05	118	A	05	Standard five-digit postal zip code
ZIP2	04	123	A	06	Four-digit postal zip code extension
PHONE	10	127	A	07	Telephone number in following format: area code/exchange/number (for example, 7037315072)
POPU	09	137	N	08	Population of the Legal Service Area
C_RELATN	02	146	A	7A	Library System Relationship Code HQ—Headquarters of a system (federation) NO—Not part of a system (federation) SP—System (federation) member that receives and provides system services SR—System (federation) member that receives system services OT—Other
C_LEGBASE	02	148	A	7B	Legal Basis Code CI—Municipal government (city, town, or village) CO—County/Parish MJ—Multi-jurisdictional NP—Non-profit Association or Agency SC—School District SL—State Library Agency SD—Special Library District (authority, board, or commission) SP—Combined School Media Center/Public Library AP—Combined Academic/Public Library UK—Unknown
C_ADMIN	02	150	A	7C	Administrative Structure Code SO—Single Outlet Administrative Entity MO—Multiple Outlet Administrative Entity (is an outlet) MA—Multiple Outlet Administrative Entity (is not an outlet) AO—Administrative Entity Only
CNTY	17	152	A	4A	County of library
FSCSKEY	06	169	A	1A	Administrative Entity Only/State Library identification code assigned by NCES
STABR	02	175	A	(†)	Post Office state abbreviation code. See appendix H for list of State Codes.

**Appendix D—Record Layout for Administrative Entities Only/State Library Data File,
FY 1992 (PUAOSL92.MDB and PUAOSL92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
PUB_FIPS	02	177	A	(†)	Two-digit FIPS State Code. See appendix H for list of FIPS Codes.
YR	02	179	A	(†)	FSCS submission year of public library data

N Numeric field. Only the digits 0–9 are allowed.
A Alpha character field, which may include digits 0–9.
† Not applicable.

**Appendix E—Record Layout for State Library Outlet Data File, FY 1992
(PUSLO92.MDB and PUSLO92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
K_DECTOP	06	001	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ. Note: The K_DECTOP code is the same as the FSCSKEY code on the Administrative Entities Only/State Library File.
LIB_CODE	20	007	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	027	A	02	Name of outlet
LIB_ADDR	35	072	A	03	Complete street address of outlet
LIB_CITY	17	107	A	04	City or town of outlet
LIB_ZIP	05	124	A	06	Standard five-digit postal zip code for the street address or mailing address of outlet
LIB_ZIP4	04	129	A	07	Four-digit postal zip code extension for the street address or mailing address of outlet
LIB_PHONE	10	133	A	08	Telephone number of the outlet in following format: area code/exchange/number (for example, 7037315072)
LIB_CNTY	17	143	A	05	County of outlet
C_OUT_TYP	02	160	A	09	Outlet Type CE—Central Library BR—Branch Library BS—Bookmobile Service
C_MSA	02	162	A	10	Metropolitan Status Code CC—Within the city limits of the central city of a Metropolitan Area NC—Metropolitan Area, but not within central city limits NO—Not in a Metropolitan Area
C_SER_POP	01	164	A	11	Population of the Legal Service Area by Outlet A—1–999 B—1,000–2,499 C—2,500–4,999 D—5,000–9,999 E—10,000–24,999 F—25,000–49,999 G—50,000–99,999 H—100,000–249,999 I—250,000–499,999 J—500,000 or more U—Unknown

**Appendix E—Record Layout for State Library Outlet Data File, FY 1992
(PUSLO92.MDB and PUSLO92.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIB_NUM_BM	02	165	N	11	Number of bookmobiles in the Bookmobile Service (see C_OUT_TYP)
K_SEQ	03	167	A	1A	Outlet's unique three-digit suffix to K_DECTOP code assigned by NCES
STABR	02	170	A	(†)	Two-character Post Office State Code for the outlet. See appendix H for list of State Codes.
PUB_FIPS	02	172	A	(†)	Two-digit FIPS State Code. See appendix H for list of FIPS Codes.
YR	02	174	A	(†)	FSCS submission year of public library data

N Numeric field. Only the digits 0–9 are allowed.

A Alpha character field, which may include digits 0–9.

† Not applicable.

Appendix F—Survey Data Entry Screens

Administrative Entity Data Entry Screen (p. 1)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 --+
|----- IDENTIFICATION -----|
|01 LIB ID: 002                1A FSCS ID:WY0001                [ FY92]|
|02 Name:  ALBANY COUNTY LIBRARY SYSTEM                        |
|03 Address:310 SOUTH 8TH ST                                04City:LARAMIE|
|4A County:ALBANY COUNTY                                05Zip1:82070  06 Zip2:3969|
|07 Phone:  (307) 721-2580                                    |
|7A Lib. System Relationship: NO  +-----FTE STAFF -----|
|7B Legal Basis:                CO  |
|7C Administrative Structure: MO  | 13 ALA-MLS:                -2.00 |
|                                | 14 Total Librarians:        -2.00 |
|----- POPULATION -----| 15 All Other Paid Staff:        -2.00 |
|08 Population of the Legal      | 16 Total Paid Employees:    -2.00 |
|   Service Area:                -2|----- OPERATING INCOME -----|
|----- SERVICE OUTLETS -----|
|09 Number of Centrals:          -2| 17 Local Government        -2 |
|10 Number of Branches:         -2| 18 State Government:       -2 |
|11 Number of Bookmobiles:      -2| 19 Federal Government:    -2 |
|12 Number of Books-by-Mail     0 | 20 Other Income:          -2 |
|                                | 21 Total Income:         -2 |
+-----+
<Esc> Exit  <F5> Save Record  <F7> Errors
<F1> Help  <F3> List Outlets  <F9> Prev Record  <F10> Next Record

```

Appendix F—Survey Data Entry Screens

Administrative Entity Data Entry Screen (p. 2)

```
+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 2 --+
|LIB ID#: 002          FSCS ID#: WY0001  NAME: ALBANY COUNTY LIBRARY SYSTEM|
|                                                                [ FY92] |
|----- OPERATING EXPENDITURES ----- PUBLIC SERVICE HOURS PER YEAR -----|
|22 Salary & Wages Exp:          -2| 35 Public Service Hrs/Yr:          -2 |
|23 Employee Benefits:          -2|                                     |
|24 Total Staff Exp:            -2|                                     |
|25 Collection Exp:             -2|----- SERVICES PER TYPICAL YEAR -----|
|26 Other Operating Exp:        -2| 36 Library Visits:              -2 |
|27 Total Operating Exp:        -2|                                     |
|                                     | 38 Reference Transactions:      -2 |
|----- CAPITAL OUTLAY -----|----- CIRCULATION -----|
|28 Capital Outlay:            -2| 39 Total Circulation:          -2 |
|----- LIBRARY COLLECTION -----|----- INTER-LIBRARY LOANS -----|
|29 Book/Serial Volumes:        -2| 40 Provided To:                -2 |
|30 Audio:                      -2| 41 Received From:              -2 |
|32 Video:                      -2|                                     |
|33 Subscriptions:              -2|----- CHILDREN'S -----|
|                                     | 42 Children's Circulation:      -2 |
|                                     | 43 Children's Program Attend:  -2 |
|-----|-----|
|<Esc> Exit  <F5> Save Record  <F7> Errors
|<F1> Help  <F3> List Outlets  <F9> Prev Record  <F10> Next Record
```

Appendix F—Survey Data Entry Screens

Outlet Data Entry Screen

```
+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 --+
|----- IDENTIFICATION -----|
|01 LIB ID: 002                1A FSCS ID:WY0001                [ FY92] |
|02 Name:  ALBANY COUNTY LIBRARY SYSTEM                        |
|03 Address:3310 SOUTH 8TH ST                                04City:LARAMIE |
|4A County:ALBANY COUNTY                                05Zip1:82070  06 Zip2:3969 |
|07 Phone:  (307) 745-3365                                    |
|7A Lib. System Relationship: NO  +-----FTE STAFF -----|
|7B Legal Basis:          CO  |
|7C Administrative Structure: MO  | 13 ALA-MLS:                -2.00 |
|---[ VIEW/UPDATE DATA ENTRY SCREEN - OUTLET ]-----+0 |
| |
|08| 01 Lib ID: WY0001-007                1A FSCS ID:  WY0001-007        |0 |
| | 02 Name:  SENTENNIAL LIBRARY BRANCH                        |  |
| | 03 Address:(NO STREET ADDRESS)                            |  |
|--| 04 City:  CENTENNIAL                                05County:ALBANY |  |
| | 06 Zip1:82055  07 Zip2:9998  08 Phone: (307) 000-0000    |2 |
|09| 09 Outlet Type Code:BR                10 Metropolitan StatusCode:NO |2 |
|10| 11 Population of the Legal            12 Number of Bookmobiles: 0    |2 |
|11|   Service Area by Outlet:A                                     |2 |
| |
|-----+2 |
| (Display Only) |
+-----+
<Esc> Exit  <Alt-R> Replicate Administrative Entity
<F1> Help  <F3> List Outlets  <F5> Save  <F9> Prev Record  <F10> Next Record
```

Appendix G—Survey Definitions

State Characteristics Data Element Definitions

See notes at end of data element definitions and instructions.

#	Data Element Name	Definitions and instructions
01	State	Two-letter state abbreviation automatically assigned by DECPLUS. See appendix H for list of State Codes.
02	FSCS Submission Year	Submission year of public library data to the National Center for Education Statistics (NCES) under the Federal-State Cooperative System (FSCS). Automatically assigned by DECPLUS.
03	Reporting Period Starting Date	<p>Earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for a 12-month period whose fiscal year ended in 1992. If data are collected for several local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>Latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for a 12-month period whose fiscal year ended in 1992. If data are collected for several local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	Most recent official total population figure for the state that matches the local population figures submitted to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official sources.
05A	Total Unduplicated Population of Legal Service Areas	<p>Total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by DECPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the DECPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by DECPLUS. For states which do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>

NOTE: "Data Element Number" is the number of the data item in DECPLUS, the electronic survey and source of the raw data. "Data element" is the name of the data item in DECPLUS.

Appendix G—Survey Definitions

Administrative Entity Data Element Definitions

Public Library (This is not a DECPLUS data element.)

Definition: A public library is established under state enabling laws or regulations to serve the residents of a community, district, or region. A public library is an entity that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) a paid staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and/or educational needs of a clientele; 3) an established schedule in which services of the staff are available to clientele; and 4) the facilities necessary to support such a collection, staff, and schedule. Note: State law determines whether an entity is a public library.

See notes at end of data element definitions and instructions.

#	Data element	Definitions and instructions
01	LIB ID#	Administrative Entity identification number. This number is assigned by the state; however, if a number is not assigned by the state, NCES assigns the FSCS ID# to this field.
1A	FSCS ID#	NCES-assigned number for the administrative entity.
02	Name	Name of administrative entity. Note: Provide the name of the public library. If the administrative entity is a state library agency or a system (federation), provide its name.
03	Address	Complete street address of administrative entity. Note: If there is not a street address, report the mailing address.
04	City	City or town of administrative entity.
4A	County of the Entity	County in which administrative entity is located.
05	Zip1	Standard five-digit postal zip code for the street address or mailing address of the administrative entity.
06	Zip2	Four-digit postal zip code extension for the street address or mailing address of the administrative entity.
07	Phone	Telephone number of administrative entity, including area code.
7A	Library System Relationship Code	Select one of the following: HQ—Headquarters of a system (federation). The library or entity that provides the physical space and staff who manage, coordinate, or administer the cooperative programs of the system (federation). NO—Not part of a system (federation). SP—System (federation) member that receives and provides system services. A group of autonomous library entities joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems (federations). Does not include a multiple outlet administrative entity. See definition for "MA—Multiple Outlet Administrative Entity (is not an outlet)" under Administrative Structure Code (data element 7C).

Appendix G—Survey Definitions

SR—System (federation) member that receives system services.

OT—Other.

7B Legal Basis Code

The type of local government structure within which the administrative entity functions. Note: For combined libraries (i.e., combined school/ public libraries or academic/public libraries), use the SP or AP codes listed below instead of the other legal basis codes.

Select one of the following:

CI—Municipal government (city, town, or village). An organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library with contracts to serve other jurisdictions and from special library districts.

NP—Non-profit Association or Agency. Privately controlled but meeting the statutory definition of a public library in a given state. Includes association libraries.

SC—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

SL—State Library Agency. That agency within each of the states and territories which administers the Federal Library Services and Construction Act funds and which is authorized by a state to develop library services in the state. It may also provide direct services to the public.

SD—Special Library District (authority, board, commission). A district, authority, board, or commission authorized by state law to provide library services.

SP—Combined School Media Center/Public Library. A library serving as both a school media center and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

AP—Combined Academic/Public Library. A library serving as both a college or university library and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

UK—Unknown.

Appendix G—Survey Definitions

- 7C Administrative Structure Code
- Identifies an autonomous library entity that has its own governance and funding.
- Select one of the following:
- SO—Single Outlet Administrative Entity. A library entity that serves the public directly with one building, bookmobile, or books by mail.
- MO—Multiple Outlet Administrative Entity (is an outlet). A library entity that serves the public directly with more than one service outlet (branch and/or bookmobile).
- MA—Multiple Outlet Administrative Entity (is not an outlet). A library entity that serves the public directly with more than one service outlet (branch and/or bookmobile). The offices are separate and do not provide direct library services.
- AO—Administrative Entity Only. A library entity that does not serve the public directly (i.e., no outlets) but may provide staff, materials, and services to other libraries; may receive and spend funds on behalf of other libraries; or may contract with other libraries to provide various library services. Examples are: federated or cooperative System Headquarters and county administrative entities.

- 08 Population of the Legal Service Area
- The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.
- Note: The determination of this population figure is the responsibility of the State Library Agency. This population figure should be based on the most recent official state population figures available from the State Data Center for jurisdictions in your state. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. For administrative entities that do not serve the public directly and have no outlets (e.g., federation or cooperative headquarters), this number shall be zero.

SERVICE OUTLETS

- 09 Number of Central Libraries
- (Also called main library). The single unit library (SO) or the unit of a "multiple outlet administrative entity (is an outlet)" where the principal collection is maintained.
- Note: Some county, multi-county, and regional libraries may not have a central library. Some libraries may have a separate administrative office that is not open to the public. These are not reported here.
- 10 Number of Branch Libraries
- An auxiliary unit of an administrative entity which has at least all of the following:
1. separate quarters;
 2. an organized collection of library materials;
 3. paid staff; and
 4. regularly scheduled hours for being open to the public.

Appendix G—Survey Definitions

- 11 Number of Bookmobiles A traveling branch library. It consists of at least all of the following:
1. a truck or van that carries an organized collection of library materials;
 2. paid staff; and
 3. regularly scheduled hours (bookmobile stops) for being open to the public.
- Note: Count vehicles in use, not the number of stops the vehicle makes.

12 (reserved for future use)

PAID STAFF (FULL-TIME EQUIVALENT)

Note: Report figures as of the last day of the fiscal year. Include unfilled but budgeted positions. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE) for the Federal-State Cooperative System for Public Library Data.

- 13 ALA-MLS Librarians with master's degrees from graduate library education programs accredited by the American Library Association.
- 14 Total Librarians Persons who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element 13).
- 15 All Other Paid Staff All other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
- 16 Total Paid Employees The sum of total librarians (data element 14) and all other paid staff (data element 15).

OPERATING INCOME

Note: Report income used for operating expenditures as defined below. Include federal, state, or other grants other than those for major capital expenditures. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year.

- 17 Local Government Include all tax and non-tax receipts designated by the community, district, or region of the public library and available for expenditure by the public library. It does not include the value of any contributed or in-kind services nor the value of any gifts and donations, fines, or fees.
- 18 State Government All funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights.
- 19 Federal Government Includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.

Appendix G—Survey Definitions

- 20 Other Income All income other than that reported in data elements 17, 18, and 19. Include, for example, gifts and donations received in the current year, interest, library fines, and fees for library services. Exclude the value of any contributed services or the value of "in-kind" gifts and donations.
- 21 Total Income Includes income from the local government, the State government, the federal government, and all other income (data elements 17 through 20).

OPERATING EXPENDITURES

Note: Operating expenditures are the current and recurrent costs necessary to the provision of library services.

- 22 Salaries & Wages Expenditures The salaries and wages for all library staff, including plant operation, security, and maintenance staff for the fiscal year. Include salaries and wages before deductions but exclude "employee benefits".
- 23 Employee Benefits Benefits outside of salaries and wages paid and accruing to employees, including plant operations, security, and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the reporting unit for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the public library budget should be reported.
- 24 Total Staff Expenditures Includes salaries and wages (data element 22) and employee benefits (data element 23).
- 25 Collection Expenditures Includes all expenditures for materials purchased or leased for use by the public. Includes print materials, microforms, machine-readable materials, audiovisual materials, etc.
- 26 Other Operating Expenditures Includes all expenditures other than those reported for staff (data element 24) and collection (data element 25).
- Note: Include here expenses such as binding, supplies, repair, or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of the physical facility.
- 27 Total Operating Expenditures Includes total expenditures on staff, total expenditures on collection, and other operating expenditures (data elements 24, 25, and 26).

CAPITAL OUTLAY

- 28 Capital Outlay Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. Excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.
- Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in the definitions.

Appendix G—Survey Definitions

LIBRARY COLLECTION

Note: Report physical units for items 29–33. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit, e.g., two compact discs, two films, or two video cassettes, and which are generally checked out as a unit, should be counted as one physical unit.

- 29 Book/Serial Volume
- Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length found in hard or soft covers.
- Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as volumes when the library has at least half of the issues in a publisher's volume.
- 30 Audio
- Materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
- 31 Films
- (Not included on the file.)
- 32 Video
- Materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sound, or both using a television receiver or monitor.
- 33 Subscriptions
- Include subscriptions received, both purchased and as gifts. The count does not include the number of individual issues, but rather, each serial title. The total number of subscriptions in the library system, including duplicates, is included.
- 34 (reserved for future use)

PUBLIC SERVICE HOURS

- 35 Public Service Hours Per Year
- The sum of annual public service hours for outlets.
- Note: Include centrals (data element 9), branches (data element 10), and bookmobiles (data element 11). For bookmobiles, report only the hours during which the bookmobile is open to the public. Minor variations in scheduled public service hours need not be included.

Appendix G—Survey Definitions

LIBRARY SERVICES

Note: If annual counts are available for data elements 36 and 38, please report them. Otherwise, provide annual estimates based on a count taken during a typical week in October, and then multiply that number by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, and days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.

- 36 Attendance The total number of persons per year entering the library, including persons attending activities, meetings, and those persons requiring no staff services.
- 37 (reserved for future use)
- 38 Reference Transactions An information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. 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. 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.
- Note: It is essential that libraries do not include directional transactions in the reporting of reference transactions. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs but 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 nonbibliographical nature with machines.

CIRCULATION

- 39 Total circulation Transactions that involve lending an item from the library's collection or borrowed from another library for use generally (although not always) outside the library. This activity includes charging materials manually or electronically. Each renewal is also reported as a circulation transaction. These data are reported as annual figures.
- Note: This count should not include items checked out to another library, i.e., interlibrary loans.

Appendix G—Survey Definitions

INTER-LIBRARY LOANS

- 40 Loan To Library materials, or copies of the materials, lent by one library to another upon request. The libraries involved in inter-library loans are not under the same library administration. These data are reported as annual figures.
- 41 Loan From Library materials, or copies of the materials, borrowed by one library from another library upon request. The libraries involved in inter-library loans are not under the same library administration. These data are reported as annual figures.

CIRCULATION OF CHILDREN'S MATERIALS AND CHILDREN'S PROGRAM ATTENDANCE

- 42 Circulation of Children's Materials The total circulation of all children's materials in all formats to all users. Includes renewals.
- 43 Children's Program Attendance The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.
- Note: *Output Measures for Public Library Service to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.

NOTE: "Data Element Number" is the number of the data item in DECPLUS, the electronic survey. "Data element" is the name of the data item in DECPLUS.

Appendix G—Survey Definitions

Outlet Data Element Definitions

See notes at end of data element definitions and instructions.

#	Data element	Definitions and instructions
01	LIB ID#	Outlet identification number. This number is assigned by the state; however, if a number is not assigned by the state, NCES assigns the FSCS ID# to this field.
01A	FSCS ID#	Number assigned by National Center for Education Statistics (NCES). Outlets of an administrative entity have the same FSCS identification number as the administrative entity, plus a unique three-digit suffix identifying the outlet.
02	Name	Name of outlet.
03	Address	Complete street address of outlet. Note: If there is no street address, report the mailing address.
04	City	City or town of outlet.
05	County	County in which outlet is located.
06	Zip1	Standard five-digit postal zip code for the street address or mailing address of outlet.
07	Zip2	Four-digit postal zip code extension for the street address or mailing address of outlet.
08	Phone	Telephone number of outlet, including area code. Note: Report telephone number without spacing or punctuation.
09	Outlet Type Code	An outlet is a unit of an administrative entity that provides direct public library service. Select one of the following: BR—Branch Library. An auxiliary unit of an administrative entity which has at least all of the following: <ol style="list-style-type: none">1. separate quarters;2. an organized collection of library materials;3. paid staff; and4. regularly scheduled hours for being open to the public. BS—Bookmobile Service. An auxiliary public service unit consisting of one or more bookmobiles. A bookmobile is a traveling branch library. It consists of at least all of the following: <ol style="list-style-type: none">1. a truck or van that carries an organized collection of library materials;2. a paid staff; and3. regularly scheduled hours (bookmobile stops) for being open to the public.

Appendix G—Survey Definitions

CE—Central Library (also called Main Library). The single unit library (SO) or the unit of a "multiple outlet administrative entity (is an outlet)" (MO) where the principal collection is maintained.

Note: Some county, multi-county, and regional libraries may not have a central library. Some libraries may have a separate administrative office that is not open to the public. These are not reported here.

10 Metropolitan Status Code

Select one of the following:

CC—Within the city limits of the central city of a Metropolitan Area. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC—Metropolitan Area, but not within central city limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England).

A Metropolitan Area comprises one or more central counties. Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

NO—Not in a Metropolitan Area.

UK—Unknown

Appendix G—Survey Definitions

11 Population of the Legal Service Area by Outlet

The estimate of the portion of the legal service area population targeted for services by the outlet.

Select one of the following ranges:

- A—1–999
- B—1,000–2,499
- C—2,500–4,999
- D—5,000–9,999
- E—10,000–24,999
- F—25,000–49,999
- G—50,000–99,999
- H—100,000–249,999
- I—250,000–499,999
- J—500,000 or more
- U – Unknown

12 Number of Bookmobiles in the Bookmobile Service

Number of bookmobiles used in each bookmobile service.

Note: A bookmobile service is an auxiliary public service unit consisting of one or more bookmobiles. A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. a paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

Count vehicles in use, not the number of stops the vehicle makes.

Note: This data element is completed only if the outlet has a bookmobile service. If the outlet has more than one bookmobile service, provide the number of bookmobiles in each.

Note: "Data Element Number is the number of the data item in DECPLUS, the electronic survey. "Data element" is the name of the data item in DECPLUS.

Appendix H—State Codes

Post Office State Code	State	FIPS State Code
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56
Outlying Areas		
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72

Appendix I—States with Libraries with Overlapping Population of Legal Service Areas

California
Colorado
Connecticut
Idaho
Indiana

Iowa
Kansas
Louisiana
Maine
Massachusetts

Michigan
Mississippi
Nebraska
New Hampshire
New Jersey

New York
North Dakota
Oklahoma
Oregon
Pennsylvania

Rhode Island
South Carolina
Tennessee
Vermont

Appendix J—Imputation Flags and Definitions for Public Library Data File

Flag # **Definition**

0	No Imputation.
1	Used FY 1993 mean growth rate.
2	Used FY 1994 mean growth rate.
3	Used FY 1993 hot-deck growth rate.
4	Used FY 1994 hot-deck growth rate.
5	Used adjusted cell mean.
6	Used unadjusted cell mean
7	For library visits, adjusted by ratio of total library visits to total population.
8	For children's program attendance, adjusted by FY 1993 ratio of children's program attendance to library visits. For children's circulation, adjusted by FY 1993 ratio of children's circulation to total circulation.
9	For children's program attendance, adjusted by FY 1994 ratio of children's program attendance to library visits.
10	Adjusted by FY 1992 mean ratio (of children's program attendance to library visits, or of children's circulation to total circulation).
11	For a derived variable, the variable was imputed.
12	For library visits, adjusted by FY 1993 ratio of library visits to children's program attendance.
13	For library visits, adjusted by FY 1994 ratio of library visits to children's program attendance.
14	For library visits, adjusted by FY 1992 mean ratio of library visits to children's program attendance.
15	Population value carried forward from prior year.
16	Used reported value in prior year for centrals.
17	Used FY 1991 mean growth rate for library visits.
18	(Not used)
19	(Not used)
20	Changed value to FY 1993 imputed value for library visits.
21	(Not used)
22	Used FY 1993 value for children's circulation.
23	Used FY 1993 data to imputed children's program attendance.
99	If data are suppressed (to protect confidentiality of respondents) (public-use file only).

Appendix K—Imputation Flag Frequencies for Public Library Data File

Note: See appendix A for a description of the variables and appendix J for the imputation flags and definitions.

PUPPDF92
 POPU - IMPUTATION FLAG

IMP0	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8940	99.96	8940	99.96
15	4	0.04	8944	100.00

CENTLIB - IMPUTATION FLAG

IMP1	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8906	99.58	8906	99.58
1	34	0.38	8940	99.96
5	3	0.03	8943	99.99
16	1	0.01	8944	100.00

BRANLIB - IMPUTATION FLAG

IMP2	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8906	99.58	8906	99.58
1	20	0.22	8926	99.80
5	18	0.20	8944	100.00

BKMOB - IMPUTATION FLAG

IMP3	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8906	99.58	8906	99.58
1	17	0.19	8923	99.77
2	3	0.03	8926	99.80
5	18	0.20	8944	100.00

MASTER - IMPUTATION FLAG

IMP4	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8785	98.22	8785	98.22
1	36	0.40	8821	98.62
2	28	0.31	8849	98.94
5	94	1.05	8943	99.99
11	1	0.01	8944	100.00

LIBRARIAN - IMPUTATION FLAG

IMP5	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8780	98.17	8780	98.17
1	42	0.47	8822	98.64
2	39	0.44	8861	99.07
5	80	0.89	8941	99.97
11	3	0.03	8944	100.00

OTHPAID - IMPUTATION FLAG

IMP6	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8782	98.19	8782	98.19
11	162	1.81	8944	100.00

Appendix K—Imputation Flag Frequencies for Public Library Data File

TOTPEMP - IMPUTATION FLAG

IMP7	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8779	98.16	8779	98.16
1	24	0.27	8803	98.42
2	28	0.31	8831	98.74
5	76	0.85	8907	99.59
11	37	0.41	8944	100.00

LOGGVT - IMPUTATION FLAG

IMP8	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8752	97.85	8752	97.85
3	55	0.61	8807	98.47
4	42	0.47	8849	98.94
5	90	1.01	8939	99.94
11	5	0.06	8944	100.00

STGVT - IMPUTATION FLAG

IMP9	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8776	98.12	8776	98.12
3	68	0.76	8844	98.88
4	26	0.29	8870	99.17
5	70	0.78	8940	99.96
11	4	0.04	8944	100.00

FEDGVT - IMPUTATION FLAG

IMP10	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8757	97.91	8757	97.91
3	87	0.97	8844	98.88
4	26	0.29	8870	99.17
5	74	0.83	8944	100.00

OTHINCM - IMPUTATION FLAG

IMP11	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8749	97.82	8749	97.82
3	5	0.06	8754	97.88
4	16	0.18	8770	98.05
5	1	0.01	8771	98.07
11	173	1.93	8944	100.00

TOTINCM - IMPUTATION FLAG

IMP12	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8740	97.72	8740	97.72
3	7	0.08	8747	97.80
4	1	0.01	8748	97.81
5	9	0.10	8757	97.91
11	187	2.09	8944	100.00

SALARIES - IMPUTATION FLAG

IMP13	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	4903	54.82	4903	54.82
1	10	0.11	4913	54.93
2	2	0.02	4915	54.95
5	25	0.28	4940	55.23
11	1	0.01	4941	55.24
99	4003	44.76	8944	100.00

Appendix K—Imputation Flag Frequencies for Public Library Data File

BENEFIT - IMPUTATION FLAG

IMP14	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	4900	54.79	4900	54.79
11	41	0.46	4941	55.24
99	4003	44.76	8944	100.00

TOTEXP - IMPUTATION FLAG

IMP15	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	4904	54.83	4904	54.83
1	9	0.10	4913	54.93
2	2	0.02	4915	54.95
5	25	0.28	4940	55.23
11	1	0.01	4941	55.24
99	4003	44.76	8944	100.00

TOTEXPCOL - IMPUTATION FLAG

IMP16	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8741	97.73	8741	97.73
1	55	0.61	8796	98.35
2	45	0.50	8841	98.85
5	95	1.06	8936	99.91
11	8	0.09	8944	100.00

OTHOPEXP - IMPUTATION FLAG

IMP17	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	4904	54.83	4904	54.83
1	10	0.11	4914	54.94
2	2	0.02	4916	54.96
5	24	0.27	4940	55.23
11	1	0.01	4941	55.24
99	4003	44.76	8944	100.00

TOTOPEXP1 - IMPUTATION FLAG

IMP18	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8612	96.29	8612	96.29
11	332	3.71	8944	100.00

CAPITAL - IMPUTATION FLAG

IMP19	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8720	97.50	8720	97.50
5	37	0.41	8757	97.91
11	187	2.09	8944	100.00

BKVOL - IMPUTATION FLAG

IMP20	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8718	97.47	8718	97.47
1	63	0.70	8781	98.18
2	36	0.40	8817	98.58
5	127	1.42	8944	100.00

AUDIO - IMPUTATION FLAG

IMP21	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8689	97.15	8689	97.15
1	114	1.27	8803	98.42
2	40	0.45	8843	98.87
5	101	1.13	8944	100.00

Appendix K—Imputation Flag Frequencies for Public Library Data File

VIDEO - IMPUTATION FLAG

IMP22	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8669	96.93	8669	96.93
5	275	3.07	8944	100.00

SUBSCRIPT - IMPUTATION FLAG

IMP23	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8734	97.65	8734	97.65
1	78	0.87	8812	98.52
2	34	0.38	8846	98.90
5	98	1.10	8944	100.00

BLANK

FILLER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
	8944	100.00	8944	100.00

ATTEND - IMPUTATION FLAG

IMP25	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	7300	81.62	7300	81.62
1	475	5.31	7775	86.93
2	237	2.65	8012	89.58
7	923	10.32	8935	99.90
11	1	0.01	8936	99.91
13	1	0.01	8937	99.92
14	1	0.01	8938	99.93
17	1	0.01	8939	99.94
20	5	0.06	8944	100.00

REFERENCE - IMPUTATION FLAG

IMP26	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	7730	86.43	7730	86.43
1	346	3.87	8076	90.30
2	272	3.04	8348	93.34
5	596	6.66	8944	100.00

TOTCIR - IMPUTATION FLAG

IMP27	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8690	97.16	8690	97.16
1	75	0.84	8765	98.00
2	38	0.42	8803	98.42
5	140	1.57	8943	99.99
11	1	0.01	8944	100.00

LOANTO - IMPUTATION FLAG

IMP28	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8603	96.19	8603	96.19
5	341	3.81	8944	100.00

LOANFM - IMPUTATION FLAG

IMP29	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8599	96.14	8599	96.14
5	345	3.86	8944	100.00

Appendix K—Imputation Flag Frequencies for Public Library Data File

KIDCIRCL - IMPUTATION FLAG

IMP30	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	7451	83.31	7451	83.31
8	759	8.49	8210	91.79
10	727	8.13	8937	99.92
11	3	0.03	8940	99.96
22	4	0.04	8944	100.00

KIDATTEND - IMPUTATION FLAG

IMP31	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	6233	69.69	6233	69.69
8	178	1.99	6411	71.68
9	1	0.01	6412	71.69
10	2506	28.02	8918	99.71
23	26	0.29	8944	100.00

POPU_UNDUP - IMPUTATION FLAG

IMP32	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8940	99.96	8940	99.96
15	4	0.04	8944	100.00

Appendix L—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

Note: See appendix B for a description of the imputation flag variables. The imputation flags and definitions are listed below, followed by the frequencies.

- 0 If all detail comprising total is reported data.
- 1 If some detail comprising total is imputed data.
- 2 If all detail comprising total is imputed data.
- 99 If total is suppressed (public-use file only).

PUSUM02

POPU - IMPUTATION FLAG

IMP0	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	49	96.08	49	96.08
1	2	3.92	51	100.00

CENTLIB - IMPUTATION FLAG

IMP1	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	46	90.20	46	90.20
1	5	9.80	51	100.00

BRANLIB - IMPUTATION FLAG

IMP2	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	46	90.20	46	90.20
1	5	9.80	51	100.00

BKMOB - IMPUTATION FLAG

IMP3	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	46	90.20	46	90.20
1	5	9.80	51	100.00

MASTER - IMPUTATION FLAG

IMP4	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	60.78	31	60.78
1	20	39.22	51	100.00

LIBRARIAN - IMPUTATION FLAG

IMP5	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	58.82	30	58.82
1	21	41.18	51	100.00

OTHPAID - IMPUTATION FLAG

IMP6	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	56.86	29	56.86
1	22	43.14	51	100.00

TOTPEMP - IMPUTATION FLAG

IMP7	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	58.82	30	58.82
1	21	41.18	51	100.00

Appendix L—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

LOGVGT - IMPUTATION FLAG

IMP8	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	62.75	32	62.75
1	19	37.25	51	100.00

STGVT - IMPUTATION FLAG

IMP9	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	64.71	33	64.71
1	18	35.29	51	100.00

FEDGVT - IMPUTATION FLAG

IMP10	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	62.75	32	62.75
1	19	37.25	51	100.00

OTHINCM - IMPUTATION FLAG

IMP11	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	56.86	29	56.86
1	22	43.14	51	100.00

TOTINCM - IMPUTATION FLAG

IMP12	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	52.94	27	52.94
1	24	47.06	51	100.00

SALARIES - IMPUTATION FLAG

IMP13	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	28	54.90	28	54.90
1	23	45.10	51	100.00

BENEFIT - IMPUTATION FLAG

IMP14	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	56.86	29	56.86
1	22	43.14	51	100.00

TOTEXP - IMPUTATION FLAG

IMP15	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	58.82	30	58.82
1	21	41.18	51	100.00

TOTEXPCOL - IMPUTATION FLAG

IMP16	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	60.78	31	60.78
1	20	39.22	51	100.00

OTHOPEXP - IMPUTATION FLAG

IMP17	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	58.82	30	58.82
1	21	41.18	51	100.00

Appendix L—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

TOTOPEX1 - IMPUTATION FLAG

IMP18	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	26	50.98	26	50.98
1	25	49.02	51	100.00

CAPITAL - IMPUTATION FLAG

IMP19	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	28	54.90	28	54.90
1	23	45.10	51	100.00

BKVOL - IMPUTATION FLAG

IMP20	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	52.94	27	52.94
1	24	47.06	51	100.00

AUDIO - IMPUTATION FLAG

IMP21	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	23	45.10	23	45.10
1	28	54.90	51	100.00

VIDEO - IMPUTATION FLAG

IMP22	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	21	41.18	21	41.18
1	30	58.82	51	100.00

SUBSCRIPT - IMPUTATION FLAG

IMP23	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	22	43.14	22	43.14
1	29	56.86	51	100.00

BLANK

FILLER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
	51	100.00	51	100.00

ATTEND - IMPUTATION FLAG

IMP25	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8	15.69	8	15.69
1	43	84.31	51	100.00

REFERENCE - IMPUTATION FLAG

IMP26	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	10	19.61	10	19.61
1	41	80.39	51	100.00

TOTCIR - IMPUTATION FLAG

IMP27	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	24	47.06	24	47.06
1	27	52.94	51	100.00

Appendix L—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

LOANTO - IMPUTATION FLAG

IMP28	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	21	41.18	21	41.18
1	30	58.82	51	100.00

LOANFM - IMPUTATION FLAG

IMP29	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	23	45.10	23	45.10
1	28	54.90	51	100.00

KIDCIRCL - IMPUTATION FLAG

IMP30	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	7	13.73	7	13.73
1	37	72.55	44	86.27
2	7	13.73	51	100.00

KIDATTEND - IMPUTATION FLAG

IMP31	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	7	13.73	7	13.73
1	34	66.67	41	80.39
2	10	19.61	51	100.00

PERIOD_POP - IMPUTATION FLAG

IMP32	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	51	100.00	51	100.00