

ICPSR
Inter-university Consortium for
Political and Social Research

Library General Information Survey (LIBGIS) I
[United States]: Public School Libraries/Media
Centers, Fall 1974

United States Department of Education
National Center for Education Statistics

ICPSR 2225

LIBRARY GENERAL INFORMATION SURVEY (LIBGIS) I
[UNITED STATES]: PUBLIC SCHOOL LIBRARIES/MEDIA CENTERS,
FALL 1974

(ICPSR 2225)

Principal Investigator

United States Department of Education
National Center for Education Statistics

First ICPSR Version
March 2002

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Political and Social Research
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REQUEST FOR INFORMATION ON USE OF ICPSR RESOURCES

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

DATA DISCLAIMER

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

DATA COLLECTION DESCRIPTION

United States Department of Education. National Center for Education Statistics

LIBRARY GENERAL INFORMATION SURVEY (LIBGIS) I [UNITED STATES]: PUBLIC SCHOOL LIBRARIES/MEDIA CENTERS, FALL 1974 (ICPSR 2225)

SUMMARY: This survey provides current information for individual public school libraries/media centers on holdings, expenditures, staffing, loan transactions, physical facilities, and hours and days open. It also contributes to an understanding of the total picture of public school libraries on a nationwide basis.

UNIVERSE: Public school libraries/media centers in the United States.

NOTE: The codebook and data collection instrument are provided by ICPSR as a Portable Document Format (PDF) file. The PDF file format was developed by Adobe Systems Incorporated and can be accessed using PDF reader software, such as the Adobe Acrobat Reader. Information on how to obtain a copy of the Acrobat Reader is provided on the ICPSR Web site.

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

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

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

File Structure: rectangular

Cases: 3,146

Variables: 183

Record Length: 600

Records Per Case: 1

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DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
 NATIONAL CENTER FOR EDUCATION STATISTICS
 400 Maryland Avenue, S. W.
 Washington, D. C. 20202
 (202) 245-8460

PART I - SURVEY SUMMARY

A. TITLE: LIBGIS I - PUBLIC SCHOOL LIBRARIES/MEDIA CENTERS, FALL 1974

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

C. SURVEY METHODOLOGY:

Date of Coverage: Parts IV, V, VI are for 1973-74; All Other Parts - Fall 1974	Frequency of Survey: Periodic	Response Rate: 89.9%
Universe or Sample: Sample of 3146 public elementary and secondary schools in U.S. (out of a universe of 89,000)	Respondents: Public School Libraries/Media Centers	

Highlights: Some data not completed by respondent are imputed from the peer group. Each record describes one school library/media center.

D. RELATED STUDIES:

Surveys:

Publications: Statistics of Public School Libraries Media Center, Fall 1974; NCES 77-203
 Public School Library Statistics, 1962-63; USOE

*Footnote if sponsoring agency is not NCES

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PART IV - DATA ELEMENT DESCRIPTION

DATA ELEMENT TYPE STANDARDS

AN=ALPHANUMERIC, LEFT JUSTIFIED,
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JUSTIFIED, LEADING ZEROS.

TITLE: LIBGIS I - PUBLIC SCHOOL LIBRARIES/MEDIA CENTERS, FALL 1974

FILE NAME: LIB.PUBSCH.A73-74

DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Form Type	N	001-001	1		Type of form - usually 1.
State Code	N	002-003	2		OE State Code 10-60. (See attachment)
School ID	N	004-008	5		School Identification.
System Code	AN	009-013	5		System Code - usually blank.
Metro Code	AN	014-014	1		Metropolitan Code - usually blank. 1 = Within Central City 2 = Outside Central City 3 = Outside Standard Metropolitan Statistical Area
PART I - PUPIL MEMBERSHIP, CLASSROOM TEACHERS, LEVEL, AND GRADE SPAN					
Impute 1	AN	015-015	1		Usually blank. if not blank, it denotes that the corresponding (following) data cell was not completed by the respondent and contains imputed data from the peer group. The numeric in the Data Field Name refers to the item (line) number on the Survey Document.
System Member	N	016-022	7	Line 1	School System Membership.
Impute 2	AN	023-023	1		See Record Position 15.
School Member	N	024-030	7	Line 2	School Membership.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Impute 3	AN	031-031	1		See Record Position 15.
FT Teachers	N	032-038	7	Line 3	Number of full-time teachers.
Impute 4	AN	039-039	1		See Record Position 15.
PT Teachers FTE	N	040-046	7	Line 4	Number of part-time teachers in full-time equivalents to one, understood decimal place, right justified.
Impute 5	AN	047-047	1		See Record Position 15.
Total Teachers	N	048-054	7	Line 5	Total number of teachers to one decimal place.
School Level	N	055-055	1	Line 6	Level of school: 1 = Elementary Only 2 = Secondary Only 3 = Combined Elementary and Secondary
Grade Span	N	056-072	17	Line 7	Grade Span 1 = Yes 0 = No.
Pre-K	N	056-056	1	Line 7	Pre-Kindergarten
K	N	057-057	1	Line 7	Kindergarten
1	N	058-058	1	Line 7	First Grade
2	N	059-059	1	Line 7	Second Grade
3	N	060-060	1	Line 7	Third Grade
4	N	061-061	1	Line 7	Fourth Grade
5	N	062-062	1	Line 7	Fifth Grade

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
6	N	063-063	1	Line 7	Sixth Grade
7	N	064-064	1	Line 7	Seventh Grade
8	N	065-065	1	Line 7	Eighth Grade
9	N	066-066	1	Line 7	Ninth Grade
10	N	067-067	1	Line 7	Tenth Grade
11	N	068-068	1	Line 7	Eleventh Grade
12	N	069-069	1	Line 7	Twelfth Grade
Postgraduate	N	070-070	1	Line 7	Post Graduate Classes
Ungraded	N	071-071	1	Line 7	Ungraded Classes
Handicapped	N	072-072	1	Line 7	Classes for Handicapped
PART II - CENTRALIZED LIBRARY/MEDIA CENTER					
Central Lib	N	073-073	1	Line 8	Centralized Library/Media Center 1 = Yes 2 = No
Library Name	N	074-074	1	Line 9a	Name of centralized library/media center 1 = Library 2 = Media Center 3 = Other
Impute 9b	AN	075-075	1		See Record Position 15.
Satellite	N	076-078	3	Line 9b	Number of satellite (branch) libraries/media centers.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
					PART III - LIBRARY/MEDIA CENTER EMPLOYEES
Full-Time Employees	AN	079-120	42	Line 10	Full-Time Employees.
Impute 10a	AN	079-079	1		See Record Position 15.
Total Men	N	080-084	5	Line 10a	Total number of men on staff.
Impute 10b	AN	085-085	1		See Record Position 15.
Total Women	N	086-090	5	Line 10b	Total number of women on staff.
Impute 10c	AN	091-091	1		See Record Position 15.
Less Bachelors	N	092-096	5	Line 10c	Total staff with less than a Bachelor's Degree.
Impute 10d	AN	097-097	1		See Record Position 15.
Bachelors	N	098-102	5	Line 10d	Total staff with a Bachelor's Degree.
Impute 10e	AN	103-103	1		See Record Position 15.
Total Grad	N	104-108	5	Line 10e	Total staff with Graduate Degree.
Impute 10f	AN	109-109	1		See Record Position 15.
Library Grad	N	110-114	5	Line 10f	Total staff with Graduate Degree in Librarianship, Information Science, Instructional Technology, and/or Educational Media.
Impute 10g	AN	115-115	1		See Record Position 15.
Non Cert	N	116-120	5	Line 10g	Number of Noncertificated staff.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Part Time Employees	AN	121-162	42	Line 11	Part-Time Employees.
Impute 11a	AN	121-121	1		See Record Position 15.
Total Men	N	122-126	5	Line 11a	Total number of men on staff.
Impute 11b	AN	127-127	1		See Record Position 15.
Total Women	N	128-132	5	Line 11b	Total number of women on staff.
Impute 11c	AN	133-133	1		See Record Position 15.
Less Bachelor	N	134-138	5	Line 11c	Total staff with less than a Bachelor's Degree.
Impute 11d	AN	139-139	1		See Record Position 15.
Bachelors	N	140-144	5	Line 11d	Total staff with a Bachelor's Degree.
Impute 11e	AN	145-145	1		See Record Position 15.
Total Grad	N	146-150	5	Line 11e	Total staff with Graduate Degree.
Impute 11f	AN	151-151	1		See Record Position 15.
Library Grad	N	152-156	5	Line 11f	Total staff with Graduate Degree in Librarian- ship, Information Science, Instructional Tech- nology, and/or Educational Media.
Impute 11g	AN	157-157	1		See Record Position 15.
Non Cert	N	158-162	5	Line 11g	Number of Noncertificated staff.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Part Time FTE	AN	163-204	42	Line 12	Full-Time Equivalent of Part-Time Employees.
Impute 12a	AN	163-163	1		See Record Position 15.
Total Men	N	164-168	5	Line 12a	Total Number of men on staff.
Impute 12b	AN	169-169	1		See Record Position 15.
Total Women	N	170-174	5	Line 12b	Total number of women on staff.
Impute 12c	AN	175-175	1		See Record Position 15.
Less Bachelor	N	176-180	5	Line 12c	Total staff with less than a Bachelor's Degree.
Impute 12d	AN	181-181	1		See Record Position 15.
Bachelors	N	182-186	5	Line 12d	Total staff with a Bachelor's Degree.
Impute 12e	AN	187-187	1		See Record Position 15.
Total Grad	N	188-192	5	Line 12e	Total staff with Graduate Degree.
Impute 12f	AN	193-193	1		See Record Position 15.
Library Grad	N	194-198	5	Line 12f	Total staff with Graduate Degree in Librarianship, Information Science, Instructional Technology, and/or Educational Media.
Impute 12g	AN	199-199	1		See Record Position 15.
Non Cert	N	200-204	5	Line 12g	Number of noncertificated staff.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Total FTE	AN	205-246	42	Line 13	Total Full-Time and Part-Time Employees in Full-Time Equivalents.
Impute 13a	AN	205-205	1		See Record Position 15.
Total Men	N	206-210	5	Line 13a	Total number of men on staff.
Impute 13b	AN	211-211	1		See Record Position 15.
Total Women	N	212-216	5	Line 13b	Total number of women on staff.
Impute 13c	AN	217-217	1		See Record Position 15.
Less Bachelors	N	218-222	5	Line 13c	Total staff with less than a Bachelor's Degree.
Impute 13d	AN	223-223	1		See Record Position 15.
Bachelors	N	224-228	5	Line 13d	Total staff with a Bachelor's Degree.
Impute 13e	AN	229-229	1		See Record Position 15.
Total Grad	N	230-234	5	Line 13e	Total staff with Graduate Degree,
Impute 13f	AN	235-235	1		See Record Position 15.
Library Grad	N	236-240	5	Line 13f	Total staff with Graduate Degree in Librarianship, Information Science, Instructional Technology, and/or Educational Media.
Impute 13g	AN	241-241	1		See Record Position 15.
Non Cert	N	242-246	5	Line 13g	Number of Noncertificated staff.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
		PART IV - LIBRARY/MEDIA CENTER EXPENDITURES			FROM ALL SOURCES IN DOLLARS
Impute 14	AN	247-247	1		See Record Position 15.
Salary Wage	N	248-254	7	Line 14	Salaries and wages for staff.
Impute 15	AN	255-255	1		See Record Position 15.
Books	N	256-262	7	Line 15	Books.
Impute 16	AN	263-263	1		See Record Position 15.
Periodicals	N	264-270	7	Line 16	Periodicals.
Impute 17	AN	271-271	1		See Record Position 15.
Microforms	N	272-278	7	Line 17	Microforms.
Impute 18	AN	279-279	1		See Record Position 15.
Audvis Supplies	N	280-286	7	Line 18	Audiovisual Supplies and Materials.
Impute 19	AN	287-287	1		See Record Position 15.
Other Supplies	N	288-294	7	Line 19	Other Library/Media Center Supplies and Materials.
Impute 20	AN	295-295	1		See Record Position 15.
Binding	N	296-302	7	Line 20	Binding and Rebinding.
Impute 21	AN	303-303	1		See Record Position 15.
Audvis Equip	N	304-310	7	Line 21	Audiovisual Equipment.
Impute 22	AN	311-311	1		See Record Position 15.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Other Equip	N	312-318	7	Line 22	All other library/media center equipment.
Impute 23	AN	319-319	1		See Record Position 15.
Other Expend	N	320-326	7	Line 23	All other expenditures.
Impute 24	AN	327-327	1		See Record Position 15.
Total Expend	N	328-334	7	Line 24	Total Expenditures.
PART V - LIBRARY/MEDIA CENTER COLLECTION					
Books	AN	335-366	32	Line 25, 26	Book Stock.
Impute 25a	AN	335-335	1		See Record Position 15.
Vol Add	N	336-342	7	Line 25a	Number of Volumes of book stock added during school year.
Impute 25b	AN	343-343	1		See Record Position 15.
Vol Held	N	344-350	7	Line 25b	Number of volumes of book stock held at end of school year.
Impute 26a	AN	351-351	1		See Record Position 15.
Title Add	N	352-358	7	Line 26a	Number of titles of book stock added during school year.
Impute 26b	AN	359-359	1		See Record Position 15.
Title Held	N	360-366	7	Line 26b	Number of titles of book stock held at end of school year.
Periodicals	AN	367-414	48	Line 27, 28 29	Periodical Stock.
Impute 27a	AN	367-367	1		See Record Position 15.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Bound Vol Add	N	368-374	7	Line 27a	Number of volumes of bound periodicals added during school year.
Impute 27b	AN	375-375	1		See Record Position 15.
Bound Vol Held	N	376-382	7	Line 27b	Number of volumes of bound periodicals held at end of school year.
Impute 28a	AN	383-383	1		See Record Position 15.
Bound Title Add	N	384-390	7	Line 28a	Number of titles of bound periodicals added during school year.
Impute 28b	AN	391-391	1		See Record Position 15.
Bound Title Held	N	392-398	7	Line 28b	Number of titles of bound periodicals held at end of school year.
Impute 29a	AN	399-399	1		See Record Position 15.
Unbound Title Add	N	400-406	7	Line 29a	Number of titles of unbound current periodical subscriptions added during school year. (Blank - Data not collected.)
Impute 29b	AN	407-407	1		See Record Position 15.
Unbound Title Held	N	408-414	7	Line 29b	Number of titles of unbound current periodical subscriptions held at end of school year.
Microforms	AN	415-462	48	Line 30-32	Microform Stock.
Impute 30a	AN	415-415	1		See Record Position 15.
Book Add	N	416-422	7	Line 30a	Number of titles represented by books on all types of microforms added during school year.

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DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Impute 30b	AN	423-423	1		See Record Position 15.
Book Held	N	424-430	7	Line 30b	Number of titles represented by books on all types of microforms held at end of school year.
Impute 31a	AN	431-431	1		See Record Position 15.
Periodicals Add	N	432-438	7	Line 31a	Number of titles represented by periodicals on all types of microforms added during school year.
Impute 31b	AN	439-439	1		See Record Position 15.
Periodicals Held	N	440-446	7	Line 31b	Number of titles represented by periodicals on all types of microforms held at end of school year.
Impute 32a	AN	447-447	1		See Record Position 15.
Units Add	N	448-454	7	Line 32a	Number of physical units of all types of microforms not reported on lines 30 and 31 added during school year.
Impute 32b	AN	455-455	1		See Record Position 15.
Units Held	N	456-462	7	Line 32b	Number of physical units of all types of microforms not reported on lines 30 and 31 held at end of school year.
Impute 33a	AN	463-463	1		See Record Position 15.
Audiovisual Add	N	464-470	7	Line 33a	Number of titles of all audiovisual materials added during school year.
Impute 33b	AN	471-471	1		See Record Position 15.

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Audiovisual Held	N	472-478	7	Line 33b	Number of titles of all audiovisual materials held at end of school year.
Impute 34a	AN	479-479	1		See Record Position 15.
Other Material Add	N	480-486	7	Line 34a	Number of titles of all other library/media center materials added during school year.
Impute 34b	AN	487-487	1		See Record Position 15.
Other Material Held	N	488-494	7	Line 34b	Number of titles of all other library/media center materials held at end of school year.
PART VI - LIBRARY/MEDIA CENTER LOAN TRANSACTIONS					
Impute 35	AN	495-495	1		See Record Position 15.
Direct Circulation	N	496-502	7	Line 35	Direct circulation of all materials to library/media center users.
Impute 36	AN	503-503	1		See Record Position 15.
Loans Provided	N	504-510	7	Line 36	Loans provided to other libraries/media centers.
Impute 37	AN	511-511	1		See Record Position 15.
Loans Received	N	512-518	7	Line 37	Loans received from other libraries/media centers.

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PART VII - LIBRARY/MEDIA CENTER PHYSICAL FACILITIES					
Impute 38	AN	519-519	1		See Record Position 15.
Net Area	N	520-526	7	Line 38	Net area in square feet of space assigned for library/media center purposes.
Impute 39	AN	527-527	1		See Record Position 15.
Shelving	N	528-534	7	Line 39	Total length in feet of shelving available for library/media center materials.
Impute 40	AN	535-535	1		See Record Position 15.
Seats	N	536-542	7	Line 40	Seats available for library/media center users.
PART VIII - LIBRARY/MEDIA CENTER HOURS AND DAYS OPEN PER WEEK					
Impute 41	AN	543-543	1		See Record Position 15.
Hours	N	544-546	3	Line 41	Total hours open per typical week.
Impute 42	AN	547-547	1		See Record Position 15.
Days	N	548-548	1	Line 42	Total days open 2 hours or more per typical week.

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DATA ELEMENT TYPE STANDARDSAN=ALPHANUMERIC, LEFT JUSTIFIED,
SPACE FILLED.N=NUMERIC DISPLAY, RIGHT
JUSTIFIED, LEADING ZEROS.TITLE: LIBGIS I - PUBLIC SCHOOL LIBRARIES/MEDIA CENTERS, FALL 1974FILE NAME: LIB.PUBSCH.A73-74

DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
				GENERAL DATA	
School Name	AN	549-583	35		Name of school.
Filler	AN	584-585	2		Blank.
New Reg Code	N	586-586	1		New Region Code. (See attachment).
New Loc Code	N	587-587	1		New Location Code: 1 = Within Central City 2 = Outside Central City 3 = Outside Standard Metropolitan Statistical Area
New Grade Code	N	588-588	1		New Grade Code: 1 = 8 - 12 2 = 7 - 9 3 = 7 or 8 - 12 4 = All other
New Enroll Code	N	589-589	1		New Enrollment Code: 1 = 2000 and over 2 = 1000 - 1999 3 = 700 - 999 4 = 500 - 699 5 = 300 - 499 6 = 100 - 299 7 = Under 100

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

NATIONAL CENTER FOR EDUCATION STATISTICS

PART IV - DATA ELEMENT DESCRIPTION

DATA ELEMENT TYPE STANDARDS

TITLE: LIBGIS I - PUBLIC SCHOOL LIBRARIES/MEDIA CENTERS, FALL 1974FILE NAME: LIB.PUBSCH.A73-74AN=ALPHANUMERIC, LEFT JUSTIFIED,
SPACE FILLED.N=NUMERIC DISPLAY, RIGHT
JUSTIFIED, LEADING ZEROS.

DATA FIELD NAME	DATA ELEMENT TYPE	RECORD POSITION (FROM-TO)	NUMBER OF POSITIONS	SOURCE LOCATION	DESCRIPTION
Bypass	AN	590-590	1		Bypass edit switch - true or accepted. (Usually blank)
Region Code	N	591-591	1		Region Code. (See attachment)
Location Code	N	592-592	1		Location Code: 1 = Within Central City 2 = Outside Central City 3 = Outside Standard Metropolitan Statistical Area
Grade Code	N	593-593	1		Grade Code: 1 = 8 - 12 2 = 7 - 9 3 = 7 or 8 - 12 4 = All other
Enroll Code	N	594-594	1		Enrollment Code: 1 = 2000 and over 2 = 1000 - 1999 3 = 700 - 999 4 = 500 - 699 5 = 300 - 499 6 = 100 - 299 7 = Under 100
Weight	N	595-600	6		Weight assigned by sponsor.

OE STATE CODES

10 = ALABAMA

11 = ALASKA

12 = ARIZONA

13 = ARKANSAS

14 = CALIFORNIA

15 = COLORADO

16 = CONNECTICUT

17 = DELAWARE

18 = DISTRICT OF COLUMBIA

19 = FLORIDA

20 = GEORGIA

21 = HAWAII

22 = IDAHO

23 = ILLINOIS

24 = INDIANA

25 = IOWA

26 = KANSAS

27 = KENTUCKY

28 = LOUISIANA

29 = MAINE

30 = MARYLAND

31 = MASSACHUSETTS

32 = MICHIGAN

33 = MINNESOTA

34 = MISSISSIPPI

35 = MISSOURI

36 = MONTANA

37 = NEBRASKA

38 = NEVADA

39 = NEW HAMPSHIRE

40 = NEW JERSEY

41 = NEW MEXICO

42 = NEW YORK

43 = NORTH CAROLINA

44 = NORTH DAKOTA

45 = OHIO

46 = OKLAHOMA

47 = OREGON

48 = PENNSYLVANIA

49 = RHODE ISLAND

50 = SOUTH CAROLINA

51 = SOUTH DAKOTA

52 = TENNESSEE

53 = TEXAS

54 = UTAH

55 = VERMONT

56 = VIRGINIA

57 = WASHINGTON

58 = WEST VIRGINIA

59 = WISCONSIN

60 = WYOMING

OFFICE OF EDUCATION REGION CODE

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

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202
LIBRARY GENERAL INFORMATION SURVEY (LIBGIS I)
PUBLIC SCHOOL LIBRARIES/MEDIA CENTERS, FALL 1974 (School Form)
(O.M.B. NO. 51-R1048)

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

INSTRUCTIONS

1. LIBRARY/MEDIA CENTER. For the purpose of this survey, a library and/or media center, designated here as a library/media center, is defined as an organized collection of printed and/or audiovisual materials which, (a) is administered as a unit, (b) is located in a designated place, and (c) makes printed and audiovisual materials as well as necessary equipment and services of a staff accessible to students and teachers. It is this definition, not the name, that is important; it could be called a library, media center, resource center, instructional materials center, learning resource center, or some other name. However, data on "classroom collections," i.e., data on staff, expenditures, and holdings NOT administered through such a library/media center, should NOT be reported on this form. System level library/media center services and regional library/media center services also should NOT be reported on this form.

A report should be submitted where there is only a library, only a media center, a library and media center, or one of these with one or more satellite (branch) library/media center(s). If a school has a separate library and a separate media center, the data for them should be combined into one report for the school.

2. SCHOOL, NOT SCHOOL SYSTEM. This survey is concerned with the public school library/media center at the individual school level. It is NOT concerned with all of the libraries/media centers for the entire public school systems.

3. SCHOOL FORM PARTS TO BE COMPLETED BY SCHOOL SYSTEM OFFICE - PARTS I, II, III, AND IV. These parts request information that can be provided most readily by the office of the superintendent of schools or by the office of the principal of the selected school.

4. SCHOOL FORM PARTS TO BE COMPLETED BY SCHOOL, PARTS V, VI, VII, AND VIII. These parts request information that can be provided most readily by the person in charge of the library/media center of the selected school.

5. TIME PERIOD COVERED. Parts I, II, III, VII, and VIII are for fall, 1974. Parts IV, V, and VI are for the previous school year, 1973-74.

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

7. IDENTIFICATION NUMBER. Enter the identification number at the upper right corner of pages 2 and 3 of the form in item captioned "Identification Number." This number is given in the upper right corner of the mailing label.

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

PART I - PUPIL MEMBERSHIP, CLASSROOM TEACHERS, LEVEL, AND GRADE SPAN, FALL 1974

9. PUPIL MEMBERSHIP ON OR ABOUT OCTOBER 1, 1974 (Lines 1 and 2). The number of pupils on the current roll of the school system and this school, on or about October 1, 1974.

10. CLASSROOM TEACHERS (Lines 3, 4, and 5). The number of staff members performing assigned professional activities in guiding and directing the learning experiences of pupils in an instructional situation in a particular classroom or classrooms. Does NOT include administrators, supervisors, consultants, counselors, librarians, and itinerant teachers.

11. PART-TIME, IN FULL-TIME EQUIVALENTS (Line 4). The full-time equivalent of all classroom teachers who serve this school on less than a full-time basis, shown to one decimal place. The following are examples of service which should be counted as .5FTE for this school:

a. A person serving THIS SCHOOL as a CLASSROOM TEACHER on a half-time basis throughout the school year, and employed by the SCHOOL SYSTEM on EITHER a half-time OR full-time basis throughout the school year.

b. A person serving THIS SCHOOL as a CLASSROOM TEACHER on a full-time basis during only one-half of the school year, and employed by the school system on a full-time basis for either a full school year or for only one-half of the school year.

12. LEVEL OF SCHOOL (Line 6). Schools should be reported as "elementary only," "secondary only," or "combined elementary and secondary" according to State and local practice. However, schools classified as "elementary only" should not have grades higher than grade 8, and schools classified as "secondary only" should not have grades lower than grade 7. Middle schools should normally be reported as "elementary only" schools, and junior high schools should normally be reported as "secondary only" schools. "Combined elementary and secondary schools" should serve both elementary and secondary pupils, and should be organized and administered as a single unit; they should NOT be reported in either of the "elementary only" or "secondary only" categories.

13. GRADE SPAN (Line 7). Place an "X" under each grade taught in this school.

a. **POSTGRADUATE.** Place an "X" here only if pupils who have graduated are taking regular high school courses. Do NOT check if such pupils are classified in grades 13 and/or 14.

b. **UNGRADED.** Place an "X" here if this school serves pupils classified as ungraded.

c. **HANDICAPPED.** Place an "X" here only if this school offers a program specifically designed to meet the needs of handicapped children. ("Handicapped" refers only to the educable mentally retarded, hard-of-hearing, deaf, speech impaired, visually impaired, seriously emotionally disturbed, learning disabled, crippled, or other health-related handicaps.)

**PART II - CENTRALIZED LIBRARY/MEDIA CENTER,
FALL 1974**

14. SATELLITE LIBRARY/MEDIA CENTERS (Line 9). A satellite library/media center is a branch of the main, centralized library/media center, that is in the SAME SCHOOL as the centralized library/media center. However, a "classroom collection" should NOT be considered to be a satellite (or branch) library/media center.

PART III - LIBRARY/MEDIA CENTER STAFF, FALL 1974

15. FULL-TIME EMPLOYEES (Line 10). Report all paid employees that work full-time for the library/media center of this school. Do NOT include unpaid or volunteer help. Do NOT include full-time employees of the school and/or school system who work less than full-time for the library/media center of this school.

16. PART-TIME EMPLOYEES (Line 11). A part-time employee of this library/media center is a person who works less than full-time for this library/media center, whether or not the person works full-time for the school or school system. Do NOT include unpaid or volunteer help.

17. FULL-TIME EQUIVALENTS OF THE PART-TIME EMPLOYEES (Line 12). The full-time equivalent of the library/media center employees who serve this library/media center on less than a full-time basis, shown to one decimal place. The following examples illustrate the method of determining full-time equivalents (FTE's):

a. A person serving this school as a librarian/media specialist for 2 out of 6 periods a day, and as a classroom teacher for the remaining 4 of the 6 periods of the day, would be counted as ONE PART-TIME EMPLOYEE of the library/media center on Line 11, and .3 FULL-TIME EQUIVALENT on Lines 12 and 13. Such a person would have been entered as .7 FULL-TIME EQUIVALENT OF A CLASSROOM TEACHER on Line 4.

b. A person serving this school as a librarian/media specialist on a half-time basis throughout the school year would be counted as ONE PART-TIME EMPLOYEE of the library/media center on Line 11, and as .5FTE on Lines 12 and 13, even though employed by this school in other capacities or by the school system in another school for additional time.

c. A person serving this school as a librarian/media specialist on a full-time basis during only one-half of the school year, would be counted as ONE PART-TIME EMPLOYEE of the library/media center on Line 11, and as .5FTE on Lines 12 and 13, even though employed by this school in other capacities or by this school system in another school for the remaining one-half of the school year.

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

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

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

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

**PART IV - LIBRARY/MEDIA CENTER EXPENDITURES,
PREVIOUS SCHOOL YEAR (1973-74)**

21. AMOUNT. To insure accurate reporting, have your business officer provide the entries made in Lines 14 through 24. Report

only expenditures for the library/media center of THIS SCHOOL, and only such moneys expended during the 1973-74 school year, regardless of when the moneys may have been received from Federal, State, local, or other sources. Report all expenditures as whole dollars only, omit cents.

22. SALARIES AND WAGES (Line 14). This amount should be the salaries and wages for the library/media center staff of this school only, as reported on Line 13. Employees working full-time in this school or school system, but working only part-time in this library/media center, should have only the library/media center portion of their salaries or wages included here. Include salaries and wages before deductions, but exclude "fringe benefits" provided by the school and/or school system.

23. BOOKS (Line 15). This amount should be the expenditures for the books purchased during the school year, as reported in Column (a), Lines 25 and 26, for this library/media center. It should exclude expenditures for periodical subscriptions and microform. It should include preprocessing costs, where applicable.

24. PERIODICALS (Line 16) This amount should be the expenditures for the unbound current periodical subscriptions purchased during the school year, as reported in Column (b), Line 29 for this library/media center. It should exclude expenditures for books, microforms, and binding of periodicals.

25. MICROFORMS (Line 17). This amount should be the expenditures for all microforms purchased during the school year, as reported in Column (a), Lines 30 through 32 for this library/media center.

26. AUDIOVISUAL SUPPLIES AND MATERIALS (Line 18). This amount should be the expenditures for all of the audiovisual supplies and materials purchased during the school year for the library/media center of this school, as reported in Column (a) of Line 33. It should exclude expenditures for microforms.

27. OTHER LIBRARY/MEDIA CENTER SUPPLIES AND MATERIALS (Line 19). This amount should be the expenditures for supplies and materials other than books, periodicals, microforms, and audiovisual supplies and materials, purchased during the school year for the library/media center of this school, as reported in Column (a) of Line 34.

28. BINDING AND REBINDING (Line 20). Report only expenditures paid to commercial binderies for all binding and rebinding of books and periodicals during the school year for this library/media center. Do NOT allocate wages, materials, etc., for binding.

29. AUDIOVISUAL EQUIPMENT (Line 21). This amount should be the expenditures for all audiovisual equipment purchased during the school year for this library/media center. (See list of equipment in Handbook II, Revised.)

30. OTHER LIBRARY/MEDIA CENTER EQUIPMENT (Line 22). This amount should be the expenditures for all other library/media center equipment purchased during the school year for this library/media center. (See list of equipment in Handbook II, Revised.)

31. ALL OTHER LIBRARY/MEDIA CENTER EXPENDITURES (Line 23). This amount should be the sum of all other expenditures for the operation and equipping during the school year of this library/media center. It should NOT include any share of the costs of general maintenance, operation, and administration of this school, and also should NOT include any share of the costs of debt service and capital outlay for the construction of the library/media center facilities.

32. TOTAL LIBRARY/MEDIA CENTER EXPENDITURES (Line 24). This amount should be the sum of Lines 14 through 23.

**PART V - LIBRARY/MEDIA CENTER COLLECTION,
PREVIOUS SCHOOL YEAR (1973-74)**

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

**PART V - LIBRARY/MEDIA CENTER COLLECTION,
PREVIOUS SCHOOL YEAR (1973-74)**

(continued)

34. BOOK STOCK (Lines 25 and 26). This library's/media center's cataloged collection(s) of books and other printed materials that are cataloged in the same manner as books and that are interfiled with, or that may be interfiled with, books. For example, a government document or a yearbook that has been cataloged as a book and shelved with books, is to be reported as book stock. Collections of government documents, pamphlets, paperback books, technical reports, manuscripts, memoirs, proceedings, transactions of societies, monographic and publishers' series, etc., that are NOT cataloged in the same manner as books should NOT be reported as book stock. Book stock may be cataloged by the Library of Congress, Dewey Decimal, or any other classification scheme adopted by the library/media center of this school.

35. VOLUMES (Lines 25 and 27). For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use.

36. TITLES (Lines 26, 28, 29, 30, 31, 33, and 34). For reporting purposes, a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. It applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials and microforms.

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

Method for estimating the number of titles in the collection: A library/media center which does not maintain a title count of its various collections, and that cannot easily count the number of separate shelflist cards, should use the following statistically sound method for estimating this count:

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

37. PERIODICALS (Lines 27 through 29). A periodical is a publication constituting an issue in a continuous series under the same title published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being numbered. Newspapers as well as publications appearing annually or more frequently are included in the definition.

38. UNBOUND CURRENT PERIODICAL SUBSCRIPTIONS (Line 29). Report number of subscriptions to, and not number of individual issues (excluding separate subscriptions).

39. MICROFORMS (Lines 30 through 32). Microforms are materials that have been mechanically reduced in size for storage, protection, and inexpensive duplication purposes, and which must be read with the help of viewing instruments. Examples of microforms are: microfilm, microfiche, and microfiche. These are also called microcopy and microtext.

40. NUMBER OF PHYSICAL UNITS OF MICROFORMS (Line 32). All microform holdings which are NOT reported on Lines 30 and 31 should be reported here. For reporting purposes, each item of microfiche, microfilm, and microcards should be counted as "One." All microform holdings reported on Lines 30 and 31 should NOT be reported here.

41. AUDIOVISUAL MATERIALS (Line 33). These are nonbook library/media center materials which require the use of special equipment in order to be seen and/or heard (exclude microforms; include motion picture films, videotapes, videodiscs, videocassettes, audio-discs, reel audiotapes, cassette audiotapes, cartridge audiotapes, filmstrips, slide sets, overhead transparency sets, mixed media (multi-media) kits, etc.)

42. ALL OTHER LIBRARY/MEDIA CENTER MATERIALS (Line 34). These are nonbook library/media center materials which do not require the use of special equipment in order to be seen and/or heard (include flat pictures, study print sets, maps, charts, games, etc.).

**PART VI - LIBRARY/MEDIA CENTER LOAN TRANSACTIONS,
PREVIOUS SCHOOL YEAR (1973-74)**

43. DIRECT CIRCULATION TO LIBRARY/MEDIA CENTER USERS (Line 35). Report the number of transactions of materials charged out to library/media center users by members of your library/media center staff. Users include staff members as well as students.

44. INTERLIBRARY LOANS (Lines 36 and 37). These are materials sent in answer to specific title, author, or subject requests made between libraries/media centers or library agencies that are NOT under the same school library/media center director. Include loans between libraries/media centers of schools in the same school system.

**PART VII - LIBRARY/MEDIA CENTER PHYSICAL FACILITIES,
FALL 1974**

45. NET AREA (Line 38). Net area, in square feet, of space assigned for the library/media center purposes, is the total space which can be put to use in furtherance of the library/media center's mission. It consists of the sum of all areas on all floors of the school building or buildings, that have been assigned to or are used for library/media center functions or purposes. It includes space for readers and reading areas, bookstacks, designated storage areas for book collections, audiovisual materials, other materials, work areas for staff, space for services including the card catalog, public service desks, copying equipment, audiovisual equipment, library/media center equipment, space between bookstack ranges, library furnishings, and similar useful space. Such space does NOT include custodial, mechanical, and general access areas. The number of square feet in the net area is determined by measuring the space between the permanent interior walls. Floor areas occupied by built-in furnishings such as service counters, closets, and shelving, are included in the wall-to-wall net square feet. No deductions are made for columns or for projections necessary to the building structure.

46. SHELVING CAPACITY (Line 39). The total length, in feet, of the shelving available for the library/media center materials is determined by adding the length, in feet, of all of the shelves in the bookstack sections and in the audiovisual and other materials sections. Only the shelves in the sections used for shelving the regular collections should be counted. Such shelving does NOT include shelves for materials-in-process in technical services areas, staging or sorting shelves in the circulation areas, shelves serving as bookcases in faculty offices, and shelves in receiving rooms used for storing transient materials.

47. SEATING CAPACITY (Line 40). The number of seats available for the library/media center users should be given for the library/media center as a whole, including: general reading area seats, lounge seats, group study seats, audiovisual area seats, other materials seats, student carrels, faculty study area seats, typing room seats, seminar room seats, etc. Such seating capacity does NOT include seats at

**PART VII - LIBRARY/MEDIA CENTER PHYSICAL FACILITIES,
FALL 1974 (continued)**

index tables, card catalog reference tables, and other "non-study" seats.

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

48. **TYPICAL WEEK (Lines 41 and 42).** A typical week is a week with school in regular session, containing no holidays and no "early release" days.

49. **HOURS OPEN PER TYPICAL WEEK (Line 41).** This is the total number of hours the library/media center is open in a typical week, and is determined by adding the number of hours the library/media center is open to users for each day of the typical week, reporting the total in whole hours only, no fractions.

50. **DAYS OPEN PER TYPICAL WEEK (Line 42).** This is the total number of days the library/media center is open in a typical week, and is determined by adding the number of days the library/media center is open to users for two hours or more for each day of the typical week, reporting the total in whole days only, no fractions.

LIBRARY GENERAL INFORMATION SURVEY (LIBGIS I)
PUBLIC SCHOOL LIBRARIES/MEDIA CENTERS, FALL 1974

DUE DATE

SCHOOL FORM

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

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

NOTE. Please read instructions carefully before completing this form.

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

PART I - PUPIL MEMBERSHIP, CLASSROOM TEACHERS, LEVEL, AND GRADE SPAN, FOR FALL 1974
(TO BE COMPLETED BY SCHOOL SYSTEM OFFICE)

PUPIL MEMBERSHIP ON OR ABOUT OCTOBER 1, 1974 →	1. SCHOOL SYSTEM	2. THIS SCHOOL ONLY
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INFORMATION FOR THIS SCHOOL ONLY, FALL 1974

NUMBER OF CLASSROOM TEACHERS					6. LEVEL OF SCHOOL (check one)		
3. FULL-TIME	4. PART-TIME, IN FULL-TIME EQUIVALENTS (show to one decimal place)	5. TOTAL (show to one decimal place) (sum of Items 3 and 4)			a. ELEMENTARY ONLY	(1)	
					b. SECONDARY ONLY	(2)	
					c. COMBINED ELEMENTARY AND SECONDARY	(3)	

7. GRADE SPAN (place an "X" under each grade taught in this school)														POSTGRADUATE	UNGRADED	HANDICAPPED
PRE-K	K	1	2	3	4	5	6	7	8	9	10	11	12			

PART II - CENTRALIZED LIBRARY/MEDIA CENTER, THIS SCHOOL ONLY, FOR FALL 1974
(TO BE COMPLETED BY SCHOOL SYSTEM OFFICE)

8. IS THERE A CENTRALIZED LIBRARY/MEDIA CENTER IN THIS SCHOOL? (1) <input type="checkbox"/> YES (if "YES," complete Item 9 and the remainder of this form) (2) <input type="checkbox"/> NO if "NO," to this item, do NOT complete this form, but return it in the enclosed envelope	9. IF "YES" TO ITEM 8 a. WHAT DO YOU CALL IT? (1) LIBRARY (1) (2) MEDIA CENTER (2) (3) OTHER (specify) (3)
	b. NUMBER OF SATELLITE (branch) LIBRARIES/MEDIA CENTERS IN THIS SCHOOL (if "none," enter a zero)
	COMPLETE THE REMAINDER OF THIS FORM

SCHOOL	IDENTIFICATION NO.	SCHOOL FORM
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PART III - LIBRARY/MEDIA CENTER EMPLOYEES, THIS SCHOOL ONLY, ON OR ABOUT OCTOBER 1, 1974
(exclude all other staff of the school)

(TO BE COMPLETED BY SCHOOL SYSTEM OFFICE)

CATEGORY	LINE NO.	CORE NO.	NUMBER OF CERTIFICATED STAFF, THIS SCHOOL - LIBRARY/MEDIA CENTER EMPLOYEES WITH A STATE CERTIFICATE FOR LIBRARIAN, MEDIA SPECIALIST, AUDIOVISUAL SPECIALIST, AND/OR CLASSROOM TEACHER, BY HIGHEST EARNED DEGREE					GRADUATE DEGREE	NUMBER OF NONCERTIFICATED STAFF, THIS SCHOOL ALL PAID LIBRARY/MEDIA CENTER EMPLOYEES NOT CERTIFICATED BY THE STATE (e.g., technical, secretarial, clerical, etc.)	
			TOTAL		LESS THAN A BACH-ELOR'S DEGREE	BACH-ELOR'S DEGREE	TOTAL			EARNED IN LIBRARIANSHIP, INFORMATION SCIENCE, INSTRUCTIONAL TECHNOLOGY, AND/OR EDUCATIONAL MEDIA
			MEN	WOMEN						
FULL-TIME EMPLOYEES	10	C1								
PART-TIME EMPLOYEES	11	C2								
FULL-TIME EQUIVALENT OF PART-TIME EMPLOYEES SHOWN IN LINE 11 (show to one decimal place)	12	C3								
TOTAL FULL-TIME AND PART-TIME EMPLOYEES IN FULL-TIME EQUIVALENTS (sum of Lines 10 and 12; show to one decimal place)	13	C4								

PART IV - LIBRARY/MEDIA CENTER EXPENDITURES FROM ALL SOURCES, THIS SCHOOL ONLY, PREVIOUS SCHOOL YEAR (1973-74)

(TO BE COMPLETED BY SCHOOL SYSTEM OFFICE)

CATEGORY	LINE NO.	CORE NO.	AMOUNT (whole dollars only)
SALARIES AND WAGES (library/media center staff only; exclude all other staff of school)	14	C5	\$
LIBRARY/MEDIA CENTER SUPPLIES AND MATERIALS			
BOOKS (exclude microforms; include preprocessing costs where applicable)	15	C6	\$
PERIODICALS (exclude microforms)	16	C7	\$
MICROFORMS	17	C8	\$
AUDIOVISUAL SUPPLIES AND MATERIALS (exclude microforms)	18	C9	\$
OTHER LIBRARY/MEDIA CENTER SUPPLIES AND MATERIALS (exclude microforms and audiovisual supplies and materials)	19	C10	\$
BINDING AND REBINDING	20	C11	\$
LIBRARY/MEDIA CENTER EQUIPMENT			
AUDIOVISUAL EQUIPMENT	21	C12	\$
ALL OTHER EQUIPMENT	22	C13	\$
ALL OTHER LIBRARY/MEDIA CENTER EXPENDITURES (not entered in Lines 14 through 22)	23	C14	\$
TOTAL LIBRARY/MEDIA CENTER EXPENDITURES, THIS SCHOOL ONLY (sum of Lines 14 through 23)	24	C15	\$

PART V - LIBRARY/MEDIA CENTER COLLECTION, THIS SCHOOL ONLY, PREVIOUS SCHOOL YEAR (1973-74)
 (TO BE COMPLETED BY SCHOOL)

CATEGORY	LINE NO.	CORE NO.	ADDED DURING SCHOOL YEAR (a)	HELD AT END OF SCHOOL YEAR (b)
BOOK STOCK (exclude bound periodicals and microforms)				
NUMBER OF VOLUMES	25	C16		
NUMBER OF TITLES*	26	C17		
BOUND PERIODICALS (exclude microforms)				
NUMBER OF VOLUMES	27	C18		
NUMBER OF TITLES*	28	C19		
UNBOUND CURRENT PERIODICAL SUBSCRIPTIONS				
NUMBER OF TITLES*	29	C20		
MICROFORMS				
NUMBER OF TITLES* REPRESENTED BY BOOKS ON ALL TYPES OF MICROFORMS	30	C21		
NUMBER OF TITLES* REPRESENTED BY PERIODICALS ON ALL TYPES OF MICROFORMS	31	C22		
NUMBER OF PHYSICAL UNITS OF ALL TYPES OF MICROFORMS NOT REPORTED ON LINES 30 AND 31	32	C23		
NUMBER OF TITLES* OF ALL AUDIOVISUAL MATERIALS (library/media center only)	33	C24		
NUMBER OF TITLES* OF ALL OTHER LIBRARY/MEDIA CENTER MATERIALS (include flat pictures, study print sets, maps, charts, games, etc.; library/media center only)	34	C25		

* exclude duplicate copies.

PART VI - LIBRARY/MEDIA CENTER LOAN TRANSACTIONS, THIS SCHOOL ONLY, PREVIOUS SCHOOL YEAR (1973-74)
 (TO BE COMPLETED BY SCHOOL)

CATEGORY	LINE NO.	CORE NO.	NUMBER
DIRECT CIRCULATION OF ALL MATERIALS TO LIBRARY/MEDIA CENTER USERS	35	C26	
INTERLIBRARY LOANS			
PROVIDED TO OTHER LIBRARIES/MEDIA CENTERS	36	C27	
RECEIVED FROM OTHER LIBRARIES/MEDIA CENTERS	37	C28	

PART VII - LIBRARY/MEDIA CENTER PHYSICAL FACILITIES, THIS SCHOOL ONLY, FOR FALL 1974
 (TO BE COMPLETED BY SCHOOL)

CATEGORY	LINE NO.	CORE NO.	NUMBER
NET AREA, IN SQUARE FEET, OF SPACE ASSIGNED FOR LIBRARY/MEDIA CENTER PURPOSES (exclude custodial, mechanical, and general access areas)	38	C29	
TOTAL LENGTH, IN FEET, OF SHELVING AVAILABLE FOR LIBRARY/MEDIA CENTER MATERIALS (shelving capacity)	39	C30	
SEATS AVAILABLE FOR LIBRARY/MEDIA CENTER USERS (seating capacity)	40	C31	

PART VIII - LIBRARY/MEDIA CENTER HOURS AND DAYS OPEN PER WEEK, THIS SCHOOL ONLY, FOR FALL 1974
 (TO BE COMPLETED BY SCHOOL)

CATEGORY	LINE NO.	CORE NO.	NUMBER
TOTAL HOURS LIBRARY/MEDIA CENTER IS OPEN PER TYPICAL WEEK (whole hours only, omit fractions)	41	C32	
TOTAL DAYS LIBRARY/MEDIA CENTER IS OPEN 2 HOURS OR MORE, PER TYPICAL WEEK (count each day open for 2 hours or more as one whole day, omit fractions)	42	C33	

USE REVERSE FOR ANY COMMENTS