Data File: State Library Agencies Survey: Fiscal Year 1994

(Revised)

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Table of Contents

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I. Introduction

This survey file contains data on state library agencies in the 50 states and the District of Columbia for fiscal year 1994. A state library agency is the official agency of a State charged by the law of that State with the extension and development of public library services throughout the State, which has adequate authority under law of the State to administer State plans in accordance with the provisions of the Library Services and Construction Act (LSCA) (P.L. 101-254, as amended). The data were collected through the new State Library Agencies (STLA) Survey, the product of a cooperative effort between the Chief Officers of State Library Agencies (COSLA), the U.S. National Commission on Libraries and Information Science (NCLIS), and National Center for Education Statistics (NCES). The survey is voluntary and will be conducted annually.[1]

Note: The file was previously released in June 1996. This revised file is identical except for the removal of selected items to comply with federal laws (see http://nces.ed.gov/statprog/confid3.asp) which cover the protection of the confidentiality of individually identifiable information collected by NCES.

Background

STLAs are increasingly receiving broader legislative mandates affecting libraries of all types in the states (i.e., public, academic, school, special, and library systems). For example, their administrative and developmental responsibilities under LSCA Title III (Interlibrary Cooperation and Resource Sharing) affect the operation of thousands of public, academic, school, and special libraries in the nation. STLAs provide important reference and information services to state government and administer the state library and special operations such as state archives, libraries for the blind and physically handicapped, and the State Center for the Book. The STLA also functions as the state's public library at large, providing service to the general public and state government employees.

Purpose of Survey

The STLA Survey will provide state and federal policymakers, researchers, and other interested users with descriptive information about STLAs in the 50 states and DC. Data on STLAs will complement NCES data collected regularly on public, academic, and school libraries; data collected occasionally on library systems, networks, and information centers; and the new Survey of Federal Libraries and Information Centers. The public library data collected by the STLA survey, when added to the data collected by the NCES Public Libraries Survey, will help complete the national picture of public library service. In summary, the STLA survey data will join the results of these other NCES data collections to provide a comprehensive, national profile of libraries and information services.

Congressional Authorization

NCES is the primary federal entity for collecting, analyzing, and reporting data related to education in the United States and other nations. It fulfills a congressional mandate to to collect, collate, analyze, and report full and complete statistics on the condition of education in the United States; conduct and publish reports and specialized analyses of the meaning and significance of such statistics; assist state and local education agencies in improving their statistical systems; and review and report on education activities in foreign countries.

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[1]A survey of state library agencies was previously conducted by NCES in 1977, but the survey content was substantially different, and the survey was discontinued.

II.   User's Guide

II. A.   Survey Methodology

This survey file contains data on state library agencies in the 50 states and the District of Columbia for fiscal year 1994. The data were collected through the new State Library Agencies (STLA) Survey conducted by the National Center for Education Statistics (NCES). The reporting unit for the survey is the state library agency.

Pretest of survey

The STLA Survey was designed and pretested under NCES contract by Keith Curry Lance, Director of The Library Research Service, State Library and Adult Education Office, Colorado Department of Education. The development of the survey was guided by the State Library Agencies Survey Steering Committee, a working group NCES established in conjunction with the Chief Officers of State Library Agencies (COSLA) and the U.S. National Commission on Libraries and Information Science (NCLIS) to identify issues for which the survey would provide data, and to develop policies, parameters, data elements, definitions, and data presentation aspects of the survey.

NCES met with the steering committee in December 1992 and March 1993 for overall planning of the survey and to develop a list of items and issues that should be covered by the survey. A third meeting was held in August 1993 to review a draft survey developed by NCES and to discuss survey issues, design, content, and time lines with a contractor from the Colorado STLA employed by NCES to provide technical expertise and guidance in the project. Following the August 1993 meeting, the steering committee was consulted numerous times by mail, phone, and Internet for continued review and feedback of survey drafts.

Design of the pretest survey was completed in March of 1994 and mailed to the 9 STLAs comprising the pretest. All 9 STLAs responded to the pretest, with little or no difficulty. Several pretest states provided written comments which were useful in making final revisions to the data items and definitions.

Survey Software

The STLA survey is an electronic data collection form on diskette designed to reduce respondent burden and provide edited data upon submission, by mail or over the Internet. The software was designed as a user friendly and efficient tool for reporting and editing data, to encourage respondents to respond to the survey on a timely basis and provide as "clean" a file as possible. Respondents are alerted to questionable data during the data entry process through interactive, on-screen "error/warnings" which prompt them to revise the data, if appropriate. The software also provides error/warning reports of questionable data which can be viewed on-screen or printed. These features allow the respondent to submit an edited data file to NCES which requires minimal follow-up for data problems. A survey manual is provided with the software and contains the procedures for running the software, the error/warning messages and conditions, and the survey screens, definitions and instructions.

Mailout, Editing, and Follow-up

As previously indicated, the State Library Agencies (STLA) Survey data were collected on an electronic survey form. Before mailout of the survey, all numeric data cells were initialized with -2. The software does not permit a data file to be saved by a respondent if a -2 remains in any data cell. The survey respondent was instructed to answer -1 to any numeric item if they could not provide the data. Alpha-numeric items which are left blank indicate nonresponse (i.e., not reported or not applicable). Missing data are not imputed. A zero (0) is a reported response and indicates the STLA had none of the item.

The survey was mailed in mid-October, 1994 to the chief officers of state library agencies in the 50 states and the District of Columbia, with a due date of November 15, 1995. NCES contacted states regarding survey nonresponse in December 1995. The chief officer of the STLA, or a survey respondent designated by the chief officer, provided the data. The last state submission was received in mid-July, 1995. NCES conducted telephone follow-up of the states from June through September of 1995 to resolve questionable data on state files. An NCES contractor keyed the revisions and generated error/warning reports and state files for NCES's review.

After submissions were received from all 50 states and the District of Columbia and edited by NCES, a preliminary national file was generated. In addition, draft tables for the *E.D. TABS: State Library Agencies, FY 1994* (an NCES publication, based on the data file, which is forthcoming) were generated in mid-October, 1995. The file was reviewed by NCES and the draft tables were reviewed by the STLA Steering Committee and NCES. Based on these reviews, NCES again contacted states to request verification or correction of questionable data. The last revisions to the file were made on December 15, 1995, and the final data file was created.

The STLA Survey software performs four types of data edit checks:

1. Relational edit checks. A data consistency check between related data elements. For example, an error message is generated if the STLA is designated as a Federal depository library but does not indicate the type of federal depository library.

2. Out-of-range edit checks. A comparison of data reported for an item to the "acceptable range" of values. For example, an error message is generated if annual Circulation per annual Library Visits is less than 0.5.

3. Arithmetic edit checks. An arithmetical accuracy check of a reported total and its parts to the generated total. For example, an error message is generated if Total Operating Expenditures is not equal to the sum of its parts (Total Staff Expenditures, Collection Expenditures, and Other Operating Expenditures).

4. Blank/zero/invalid edit checks. A check of reported data against acceptable values. For example, an error message is generated if Book/Serial Volumes is 0 or blank.

Survey Data Items

The survey collects data on 464 items, including governance, public service hours, number and types of service outlets, type and size of collections, library service transactions and development transactions, support of electronic information networks, allied operations, staff, and income and expenditures. Data are also collected on STLA services to public, academic, school, and special libraries, and to library systems. The data items and definitions are provided in the survey instrument at the end of the data base documentation.

To reduce response burden after the first year of data collection, future STLA surveys will be transmitted with "pre-entered" prior-year data for items that are not expected to change annually--all or some of Parts A, B, C, D, E, F, and G, or about 40 percent of the survey items. The respondent will be requested to review the pre-entered data and update any information that has changed.

Universe

The state library agencies in the 50 states and the District of Columbia (51 total) comprise the survey universe.

Response Rate

Unit Response. The FY 1994 STLA Survey achieved a 100 percent response rate.

Item Response. Most items had a 100 percent response rate. The following items had response rates below 100 percent:

95.0 - 99.0 percent response rate
006 - Zip + 4 (physical location address)
011 - Zip + 4 (mailing address)
092 - Audio materials
093 - Films
094 - Video materials
095 - Serial subscriptions
096 - Government documents

112 - Interlibrary loans received from other
   libraries/document delivery services
116 - On-site monitoring visits for LSCA/State grants

74.5 percent response rate
114 - Library visits

Reporting Period. The FY 1994 STLA Survey requested data for *state* fiscal year 1994, except for Part B (Governance) and Part J (Staff) data which were requested as of October 1, 1994. The fiscal year of most states is July 1 to June 30. Exceptions are New York (April 1 to March 31); Texas (September 1 to August 31); and Alabama, the District of Columbia, and Michigan (October 1 to September 30).

Using the Data to Make Comparisons. Caution should be exercised in making data comparisons because states may vary in their item response rates, fiscal year reporting periods, and adherence to survey definitions. The STLA data are not imputed for item nonresponse, so state and national totals may be underestimated for some items.

Data from the District of Columbia and Hawaii can be misleading, if the user is unaware of the unique circumstances of these two state library agencies. Unlike the other 49 agencies, each of these two operates all local public library outlets within its jurisdiction. The District of Columbia Public Library is a single metropolitan public library with several branches. In Hawaii, public library service is provided via a unique
statewide system of which every local outlet is a branch. Both agencies already report much of the data included on this data file on the fiscal year 1994 data file for the NCES Public Libraries Survey (forthcoming).

Thus, data for the District of Columbia and Hawaii on this file frequently include data which, in other states, would be reported by local public libraries rather than the state library agency. The data which may be affected in this regard are the data on public service hours, outlets, collections, library service and development transactions, staff, income, and most expenditures (i.e., Parts F through M of the survey). Negotiations are in progress with these two agencies concerning the future reporting of these data.

II. B.   Guidelines for Processing the State Library Agencies Survey Data File

The State Library Agencies (STLA) Survey data were collected on an electronic survey form. Before mailout of the survey, all numeric data cells were initialized with -2. The software does not permit a data file to be saved by a respondent if a -2 remains in any data cell. The survey respondent was instructed to answer -1 to a numeric item if they could not provide the data. Alpha-numeric items which are left blank on the file indicate nonresponse (i.e., not reported or not applicable).   Missing data are not imputed. A zero (0) is a reported response and indicates the STLA had none of the item.

The data file is in MS-Access format; the file name is stla94b.mdb. The 'b" at the end of the data file name indicates that this file is version b of a previously released file (see note in *Introduction* for nature of revision). The record layout is provided in appendix A. This is the final data file. The Access file is also one record of fixed length for each StLA. Due to the record length, the file is split into three Access tables, as follows:

> ➤ *stla94b_part 1* corresponds to survey Parts A to F (see list below);

> ➤ *stla94b_part 2* corresponds to survey parts G to J (see list below);

> ➤ *stla94b_part 3* corresponds to survey parts K to O (see list below).

STLA Survey, by Part:
Part A   State Library Agency Identification
Part B   Governance
Part C   Allied Operations, State Resource or Reference/Information Service Center,
      and State Center for the Book

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
Survey Part A - State Library Agency Identification						
STLANAME	A	001	AN	63	0001-0063	STLA Name
						Physical location address
PHYSADDR	A	002	AN	60	0064-0123	Street
PHYSCITY	A	003	AN	17	0124-0140	City
PHYS_ST	A	004	AN	02	0141-0142	State
PHYSZIP	A	005	AN	05	0143-0147	Zip
PHYSZIP4	A	006	AN	04	0148-0151	Zip + 4
						Mailing address
MAILADDR	A	007	AN	60	0152-0211	Street
MAILCITY	A	008	AN	17	0212-0228	City
MAIL_ST	A	009	AN	02	0229-0230	State
MAILZIP	A	010	AN	05	0231-0235	Zip
MAILZIP4	A	011	AN	04	0236-0239	Zip + 4
FILL012	A	012	AN	20	0240-0259	Blank (Survey processing item-not released to public)
FILL013	A	013	AN	20	0260-0279	Blank (Survey processing item-not released to public)
FILL014	A	014	AN	10	0280-0289	Blank (Survey processing item-not released to public)
FILL015	A	015	AN	10	0290-0299	Blank (Survey processing item-not released to public)
FILL016	A	016	AN	50	0300-0349	Blank (Survey processing item-not released to public)
FILL017	A	017	AN	20	0350-0369	Blank (Survey processing item-not released to public)
FILL018	A	018	AN	20	0370-0389	Blank (Survey processing item-not released to public)
FILL019	A	019	AN	10	0390-0399	Blank (Survey processing item-not released to public)
FILL020	A	020	AN	10	0400-0409	Blank (Survey processing item-not released to public)
FILL021	A	021	AN	50	0410-0459	Blank (Survey processing item-not released to public)
						Reporting period
FYSTART	A	022	AN	08	0460-0467	Fiscal year starting date, in following format: month/day/year (e.g., 07/01/93)
FYEND	A	023	AN	08	0468-0475	Fiscal year ending date, in following format: month/day/year (e.g., 06/30/94)
Survey Part B - Governance						
						Location in state government, whom the agency reports to, and selection methods (X - Yes Blank - Not applicable)
JUDBRAN	B	024	AN	01	0476-0476	Judicial branch
LEGBRAN	B	025	AN	01	0477-0477	Legislative branch
EXECBRAN	B	026	AN	01	0478-0478	Executive branch
INDEPAG	B	027	AN	01	0479-0479	Independent agency
GOVERNOR	B	028	AN	01	0480-0480	Governor
BOARDCOM	B	029	AN	01	0481-0481	Board/commission
APPBYGOV	B	030	AN	01	0482-0482	Appointed by governor
APPBYOTH	B	031	AN	01	0483-0483	Appointed by other official
EXOFFMEM	B	032	AN	01	0484-0484	Ex-officio members
ELECTMEM	B	033	AN	01	0485-0485	Elected members
LARGERAG	B	034	AN	01	0486-0486	Part of larger agency
DEPTEDUC	B	035	AN	01	0487-0487	Department of education
DEPTCULT	B	036	AN	01	0488-0488	Department of cultural resources
DEPTSTAT	B	037	AN	01	0489-0489	Department of state
OTHERAG	B	038	AN	01	0490-0490	Other agency
OTHAGSP	B	039	AN	30	0491-0520	Other agency, specified

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Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Survey Part C - Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book
						Allied operations combined with the STLA (Y - Yes N - No)
STARCHIV	C	040	AN	01	0521-0521	State archives
STLEGREF	C	041	AN	01	0522-0522	State legislative reference/research service
STHSTMUS	C	042	AN	01	0523-0523	State history museum/art gallery
STRECMNG	C	043	AN	01	0524-0524	State records management service
OTHALLOP	C	044	AN	01	0525-0525	Other allied operation
OTHALLSP	C	045	AN	30	0526-0555	Other allied operation, specified
STLACONT	C	046	AN	01	0556-0556	STLA contracts with local public or academic library to serve as state resource or reference/information service center Y - Yes N - No
STLAHOST	C	047	AN	01	0557-0557	STLA hosts or provides funding to State Center for the Book Y - Yes N - No
						Survey Part D - Services to Libraries and Systems
						Services provided directly or by contract by STLA to types of libraries or systems (Y - Yes N - No) Accreditation of libraries
ACCRLIBA	D	048a	AN	01	0558-0558	Public
ACCRLIBB	D	048b	AN	01	0559-0559	Academic
ACCRLIBC	D	048c	AN	01	0560-0560	School
ACCRLIBD	D	048d	AN	01	0561-0561	Special
ACCRLIBE	D	048e	AN	01	0562-0562	Systems
						Administration of LSCA grants
LSCASVA	D	049a	AN	01	0563-0563	Public
LSCASVB	D	049b	AN	01	0564-0564	Academic
LSCASVC	D	049c	AN	01	0565-0565	School
LSCASVD	D	049d	AN	01	0566-0566	Special
LSCASVE	D	049e	AN	01	0567-0567	Systems
						Administration of State aid
STAIDSVA	D	050a	AN	01	0568-0568	Public
STAIDSVB	D	050b	AN	01	0569-0569	Academic
STAIDSVC	D	050c	AN	01	0570-0570	School
STAIDSVD	D	050d	AN	01	0571-0571	Special
STAIDSVE	D	050e	AN	01	0572-0572	Systems
						Certification of librarians
CERTLIBA	D	051a	AN	01	0573-0573	Public
CERTLIBB	D	051b	AN	01	0574-0574	Academic
CERTLIBC	D	051c	AN	01	0575-0575	School
CERTLIBD	D	051d	AN	01	0576-0576	Special
CERTLIBE	D	051e	AN	01	0577-0577	Systems

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Collection of library statistics
COLLBSTA	D	052a	AN	01	0578-0578	Public
COLLBSTB	D	052b	AN	01	0579-0579	Academic
COLLBSTC	D	052c	AN	01	0580-0580	School
COLLBSTD	D	052d	AN	01	0581-0581	Special
COLLBSTE	D	052e	AN	01	0582-0582	Systems
						Consulting services
CNSLTSVA	D	053a	AN	01	0583-0583	Public
CNSLTSVB	D	053b	AN	01	0584-0584	Academic
CNSLTSVC	D	053c	AN	01	0585-0585	School
CNSLTSVD	D	053d	AN	01	0586-0586	Special
CNSLTSVE	D	053e	AN	01	0587-0587	Systems
						Continuing education programs
CNTEDPRA	D	054a	AN	01	0588-0588	Public
CNTEDPRB	D	054b	AN	01	0589-0589	Academic
CNTEDPRC	D	054c	AN	01	0590-0590	School
CNTEDPRD	D	054d	AN	01	0591-0591	Special
CNTEDPRE	D	054e	AN	01	0592-0592	Systems
						Cooperative purchasing of library materials
COOPPURA	D	055a	AN	01	0593-0593	Public
COOPPURB	D	055b	AN	01	0594-0594	Academic
COOPPURC	D	055c	AN	01	0595-0595	School
COOPPURD	D	055d	AN	01	0596-0596	Special
COOPPURE	D	055e	AN	01	0597-0597	Systems
						Interlibrary loan referral services
ILLREFA	D	056a	AN	01	0598-0598	Public
ILLREFB	D	056b	AN	01	0599-0599	Academic
ILLREFC	D	056c	AN	01	0600-0600	School
ILLREFD	D	056d	AN	01	0601-0601	Special
ILLREFE	D	056e	AN	01	0602-0602	Systems
						Library legislation preparation/review
LIBLEGA	D	057a	AN	01	0603-0603	Public
LIBLEGB	D	057b	AN	01	0604-0604	Academic
LIBLEGC	D	057c	AN	01	0605-0605	School
LIBLEGD	D	057d	AN	01	0606-0606	Special
LIBLEGE	D	057e	AN	01	0607-0607	Systems
						Library planning/evaluation/research
LIBPLANA	D	058a	AN	01	0608-0608	Public
LIBPLANB	D	058b	AN	01	0609-0609	Academic
LIBPLANC	D	058c	AN	01	0610-0610	School
LIBPLAND	D	058d	AN	01	0611-0611	Special
LIBPLANE	D	058e	AN	01	0612-0612	Systems
						Literacy program support
LITPRSVA	D	059a	AN	01	0613-0613	Public
LITPRSVB	D	059b	AN	01	0614-0614	Academic
LITPRSVC	D	059c	AN	01	0615-0615	School
LITPRSVD	D	059d	AN	01	0616-0616	Special
LITPRSVE	D	059e	AN	01	0617-0617	Systems

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Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						OCLC Group Access Capability (GAC)
OCLCGACA	D	060a	AN	01	0618-0618	Public
OCLCGACB	D	060b	AN	01	0619-0619	Academic
OCLCGACC	D	060c	AN	01	0620-0620	School
OCLCGACD	D	060d	AN	01	0621-0621	Special
OCLCGACE	D	060e	AN	01	0622-0622	Systems
						Preservation/conservation services
PRESERVA	D	061a	AN	01	0623-0623	Public
PRESERVB	D	061b	AN	01	0624-0624	Academic
PRESERVC	D	061c	AN	01	0625-0625	School
PRESERVD	D	061d	AN	01	0626-0626	Special
PRESERVE	D	061e	AN	01	0627-0627	Systems
						Reference referral services
REFREFA	D	062a	AN	01	0628-0628	Public
REFREFB	D	062b	AN	01	0629-0629	Academic
REFREFC	D	062c	AN	01	0630-0630	School
REFREFD	D	062d	AN	01	0631-0631	Special
REFREFE	D	062e	AN	01	0632-0632	Systems
						Retrospective conversion of bibliographic records
RETROCVA	D	063a	AN	01	0633-0633	Public
RETROCVB	D	063b	AN	01	0634-0634	Academic
RETROCVC	D	063c	AN	01	0635-0635	School
RETROCVD	D	063d	AN	01	0636-0636	Special
RETROCVE	D	063e	AN	01	0637-0637	Systems
						State standards/guidelines
STSTANDA	D	064a	AN	01	0638-0638	Public
STSTANDB	D	064b	AN	01	0639-0639	Academic
STSTANDC	D	064c	AN	01	0640-0640	School
STSTANDD	D	064d	AN	01	0641-0641	Special
STSTANDE	D	064e	AN	01	0642-0642	Systems
						Statewide public relations/library promotion campaigns
STWIDPRA	D	065a	AN	01	0643-0643	Public
STWIDPRB	D	065b	AN	01	0644-0644	Academic
STWIDPRC	D	065c	AN	01	0645-0645	School
STWIDPRD	D	065d	AN	01	0646-0646	Special
STWIDPRE	D	065e	AN	01	0647-0647	Systems
						Summer reading program support
SUMREADA	D	066a	AN	01	0648-0648	Public
SUMREADB	D	066b	AN	01	0649-0649	Academic
SUMREADC	D	066c	AN	01	0650-0650	School
SUMREADD	D	066d	AN	01	0651-0651	Special
SUMREADE	D	066e	AN	01	0652-0652	Systems
						Union list development
UNIONDVA	D	067a	AN	01	0653-0653	Public
UNIONDVB	D	067b	AN	01	0654-0654	Academic
UNIONDVC	D	067c	AN	01	0655-0655	School
UNIONDVD	D	067d	AN	01	0656-0656	Special
UNIONDVE	D	067e	AN	01	0657-0657	Systems

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
Survey Part E - Electronic Information Networks						
						Electronic networking functions supported by STLA at state level (Y - Yes N - No)
ELECPLAN	E	068	AN	01	0658-0658	Electronic network planning or monitoring
ELECOPER	E	069	AN	01	0659-0659	Electronic network operation
						Database development
ELECBIBL	E	070	AN	01	0660-0660	Bibliographic databases
ELECTEXT	E	071	AN	01	0661-0661	Full text or data files
						Library access to the Internet supported by STLA (Y - Yes N - No)
NETTRAIN	E	072	AN	01	0662-0662	Training or consultation for participation
NETSUB	E	073	AN	01	0663-0663	Subsidy for participation
NETEQUIP	E	074	AN	01	0664-0664	Providing equipment
NETMOUNT	E	075	AN	01	0665-0665	Mounting directories, databases, or online catalogs
NETGOPH	E	076	AN	01	0666-0666	Mounting a gopher, file servers, bulletin boards, or listservs
Survey Part F - Public Service Hours, Outlets, and User Groups						
						Total hours open per typical week for all STLA outlets that serve the general public and/or state government employees
TOTHRSWK	F	077	N	04	0667-0670	Total hours/week
MON2FRI	F	078	N	04	0671-0674	Monday-Friday after 5:00 p.m.
SAT2SUN	F	079	N	04	0675-0678	Saturday and Sunday
						Basis on which STLA outlets that serve general public are open (Y - Yes N - No)
WALKIN	F	080	AN	01	0679-0679	Walk-in
REFERRAL	F	081	AN	01	0680-0680	Referral
						Total number of STLA outlets, by type
MAINOUT	F	082	N	04	0681-0684	Main or central outlet
OTHEROUT	F	083	N	04	0685-0688	Other outlets, exclude bookmobiles
BKMOBILE	F	084	N	04	0689-0692	Bookmobiles
TOTALOUT	F	085	N	04	0693-0696	Total outlets
						Number of STLA outlets that serve specific user groups, in whole or in part, by type of user group and outlet Blind/physically handicapped individuals
BPHOUTA	F	086a	N	04	0697-0700	Main or central outlet
BPHOUTB	F	086b	N	04	0701-0704	Other outlets (excluding bookmobiles)
BPHOUTC	F	086c	N	04	0705-0708	Bookmobiles
BPHOUTD	F	086d	N	04	0709-0712	Total outlets
						Residents of state correctional institutions
COROUTA	F	087a	N	04	0713-0716	Main or central outlet
COROUTB	F	087b	N	04	0717-0720	Other outlets (excluding bookmobiles)
COROUTC	F	087c	N	04	0721-0724	Bookmobiles
COROUTD	F	087d	N	04	0725-0728	Total outlets

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Residents of other state institutions
OTSTOUTA	F	088a	N	04	0729-0732	Main or central outlet
OTSTOUTB	F	088b	N	04	0733-0736	Other outlets (excluding bookmobiles)
OTSTOUTC	F	088c	N	04	0737-0740	Bookmobiles
OTSTOUTD	F	088d	N	04	0741-0744	Total outlets
						State government employees (executive, legislative, or judicial)
GVEMOUTA	F	089a	N	04	0745-0748	Main or central outlet
GVEMOUTB	F	089b	N	04	0749-0752	Other outlets (excluding bookmobiles)
GVEMOUTC	F	089c	N	04	0753-0756	Bookmobiles
GVEMOUTD	F	089d	N	04	0757-0760	Total outlets
						General public
GPOUTA	F	090a	N	04	0761-0764	Main or central outlet
GPOUTB	F	090b	N	04	0765-0768	Other outlets (excluding bookmobiles)
GPOUTC	F	090c	N	04	0769-0772	Bookmobiles
GPOUTD	F	090d	N	04	0773-0776	Total outlets

Survey Part G - Collections

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Total number of volumes or physical units in all STLA outlets that serve the general public and/or state government employees, in selected formats
BKSERVOL	G	091	N	08	0777-0784	Book and serial volumes (exclude microforms)
AUDIO	G	092	N	08	0785-0792	Audio materials
FILMS	G	093	N	08	0793-0800	Films
VIDEO	G	094	N	08	0801-0808	Video materials
SUBSCRIP	G	095	N	08	0809-0816	Serial subscriptions (titles, not individual issues) (exclude microforms)
GOVDOC	G	096	N	08	0817-0824	Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)
GENCOL	G	097	AN	01	0825-0825	STLA maintains a general collection Y - Yes N – No
						STLA maintains special collections (at support, research, or comprehensive level) in specific subject areas (Y - Yes N - No)
AGRIC	G	098	AN	01	0826-0826	Agriculture
EDUC	G	099	AN	01	0827-0827	Education
GENEAL	G	100	AN	01	0828-0828	Genealogy
LAW	G	101	AN	01	0829-0829	Law
LIBSCI	G	102	AN	01	0830-0830	Library and information science
STHISTRY	G	103	AN	01	0831-0831	State history
OTHSPCOL	G	104	AN	01	0832-0832	Other special collections
OTHSPCSP	G	105	AN	30	0833-0862	Other special collections, specified
						STLA depository library designation (Y - Yes N - No)
STDEPLIB	G	106	AN	01	0863-0863	State depository library
FDDEPLIB	G	107	AN	01	0864-0864	Federal depository library
REGIONAL	G	108	AN	01	0865-0865	Regional (federal depository library)
SELECTIV	G	109	AN	01	0866-0866	Selective (federal depository library)

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
Survey Part H - Library Service Transactions						
						Total annual service transactions in all STLA outlets that serve the general public and/or state government employees, by type of transaction
CIRC	H	110	N	07	0867-0873	Circulation
						Interlibrary loan/document delivery
PROVTO	H	111	N	07	0874-0880	Provided to other libraries
RECFROM	H	112	N	07	0881-0887	Received from other libraries and document delivery services
REFTRANS	H	113	N	07	0888-0894	Reference transactions
LIBVISTS	H	114	N	07	0895-0901	Library visits
Survey Part I - Library Development Transactions						
						Total annual development transactions of the STLA, by type of transaction
						LSCA and State grants
GRANTMON	I	115	N	06	0902-0907	Grants monitored
ONSITMON	I	116	N	06	0908-0913	On-site monitoring visits
						Continuing education programs
EVENTS	I	117	N	06	0914-0919	Number of events
ATEVENTS	I	118	N	06	0920-0925	Total attendance
Survey Part J - Staff						
						Total STLA staff in FTE's (full-time equivalents) on the payroll as of October 1, 1994, by type of service and position. Includes unfilled but budgeted positions. The field length of 7 positions includes 2 decimals, with an explicit decimal point.
						Administration
ADMSERVA	J	119a	N	07	0926-0932	Librarians with ALA-MLS
ADMSERVB	J	119b	N	07	0933-0939	Other professionals
ADMSERVC	J	119c	N	07	0940-0946	Other paid staff
ADMSERVD	J	119d	N	07	0947-0953	Total staff
						Library development - Public library
LDPUBA	J	120a	N	07	0954-0960	Librarians with ALA-MLS
LDPUBB	J	120b	N	07	0961-0967	Other professionals
LDPUBC	J	120c	N	07	0968-0974	Other paid staff
LDPUBD	J	120d	N	07	0975-0981	Total staff
						Library development - School library media center
LDSCHA	J	121a	N	07	0982-0988	Librarians with ALA-MLS
LDSCHB	J	121b	N	07	0989-0995	Other professionals
LDSCHC	J	121c	N	07	0996-1002	Other paid staff
LDSCHD	J	121d	N	07	1003-1009	Total staff
						Library development - Academic library
LDACADA	J	122a	N	07	1010-1016	Librarians with ALA-MLS
LDACADB	J	122b	N	07	1017-1023	Other professionals
LDACADC	J	122c	N	07	1024-1030	Other paid staff
LDACADD	J	122d	N	07	1031-1037	Total staff
						Library development - Special library
LDSPECA	J	123a	N	07	1038-1044	Librarians with ALA-MLS
LDSPECB	J	123b	N	07	1045-1051	Other professionals
LDSPECC	J	123c	N	07	1052-1058	Other paid staff
LDSPECD	J	123d	N	07	1059-1065	Total staff

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Library development - Other library development
LDOTHLBA	J	124a	N	07	1066-1072	Librarians with ALA-MLS
LDOTHLBB	J	124b	N	07	1073-1079	Other professionals
LDOTHLBC	J	124c	N	07	1080-1086	Other paid staff
LDOTHLBD	J	124d	N	07	1087-1093	Total staff
						Library development - Total library development
TOTALLDA	J	125a	N	07	1094-1100	Librarians with ALA-MLS
TOTALLDB	J	125b	N	07	1101-1107	Other professionals
TOTALLDC	J	125c	N	07	1108-1114	Other paid staff
TOTALLDD	J	125d	N	07	1115-1121	Total staff
						Library services - Public services
LSPUBSVA	J	126a	N	07	1122-1128	Librarians with ALA-MLS
LSPUBSVB	J	126b	N	07	1129-1135	Other professionals
LSPUBSVC	J	126c	N	07	1136-1142	Other paid staff
LSPUBSVD	J	126d	N	07	1143-1149	Total staff
						Library services - Technical services
LSTECSVA	J	127a	N	07	1150-1156	Librarians with ALA-MLS
LSTECSVB	J	127b	N	07	1157-1163	Other professionals
LSTECSVC	J	127c	N	07	1164-1170	Other paid staff
LSTECSVD	J	127d	N	07	1171-1177	Total staff
						Library services - Other library services
LSOTHLSA	J	128a	N	07	1178-1184	Librarians with ALA-MLS
LSOTHLSB	J	128b	N	07	1185-1191	Other professionals
LSOTHLSC	J	128c	N	07	1192-1198	Other paid staff
LSOTHLSD	J	128d	N	07	1199-1205	Total staff
						Library services - Total library services
TOTALLSA	J	129a	N	07	1206-1212	Librarians with ALA-MLS
TOTALLSB	J	129b	N	07	1213-1219	Other professionals
TOTALLSC	J	129c	N	07	1220-1226	Other paid staff
TOTALLSD	J	129d	N	07	1227-1233	Total staff
						Other services
OTHERSVA	J	130a	N	07	1234-1240	Librarians with ALA-MLS
OTHERSVB	J	130b	N	07	1241-1247	Other professionals
OTHERSVC	J	130c	N	07	1248-1254	Other paid staff
OTHERSVD	J	130d	N	07	1255-1261	Total staff
						Total staff
TOTSTAFA	J	131a	N	07	1262-1268	Librarians with ALA-MLS
TOTSTAFB	J	131b	N	07	1269-1275	Other professionals
TOTSTAFC	J	131c	N	07	1276-1282	Other paid staff
TOTSTAFD	J	131d	N	07	1283-1289	Total staff
						Number of STLA staff in FTE's (full-time equivalents) on the payroll as of October 1, 1994, by selected staff specialty and type of position. Includes unfilled but budgeted positions. The field length of 7 positions includes 2 decimals, with an explicit decimal point. Administration of LSCA grants
LSCASEA	J	132a	N	07	1290-1296	Librarians with ALA-MLS
LSCASEB	J	132b	N	07	1297-1303	Other professionals
LSCASEC	J	132c	N	07	1304-1310	Other paid staff
LSCASED	J	132d	N	07	1311-1317	Total staff

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Administration of state aid
STAIDSEA	J	133a	N	07	1318-1324	Librarians with ALA-MLS
STAIDSEB	J	133b	N	07	1325-1331	Other professionals
STAIDSEC	J	133c	N	07	1332-1338	Other paid staff
STAIDSED	J	133d	N	07	1339-1345	Total staff
						Automation/electronic network development
AENDSEA	J	134a	N	07	1346-1352	Librarians with ALA-MLS
AENDSEB	J	134b	N	07	1353-1359	Other professionals
AENDSEC	J	134c	N	07	1360-1366	Other paid staff
AENDSED	J	134d	N	07	1367-1373	Total staff
						Blind and physically handicapped services
BPHSEA	J	135a	N	07	1374-1380	Librarians with ALA-MLS
BPHSEB	J	135b	N	07	1381-1387	Other professionals
BPHSEC	J	135c	N	07	1388-1394	Other paid staff
BPHSED	J	135d	N	07	1395-1401	Total staff
						Children's/young adult services
CYASEA	J	136a	N	07	1402-1408	Librarians with ALA-MLS
CYASEB	J	136b	N	07	1409-1415	Other professionals
CYASEC	J	136c	N	07	1416-1422	Other paid staff
CYASED	J	136d	N	07	1423-1429	Total staff
						Institutional library services
ILSSEA	J	137a	N	07	1430-1436	Librarians with ALA-MLS
ILSSEB	J	137b	N	07	1437-1443	Other professionals
ILSSEC	J	137c	N	07	1444-1450	Other paid staff
ILSSED	J	137d	N	07	1451-1457	Total staff
						Library statistics
LBSTASEA	J	138a	N	07	1458-1464	Librarians with ALA-MLS
LBSTASEB	J	138b	N	07	1465-1471	Other professionals
LBSTASEC	J	138c	N	07	1472-1478	Other paid staff
LBSTASED	J	138d	N	07	1479-1485	Total staff
						Literacy program support
LITPRSEA	J	139a	N	07	1486-1492	Librarians with ALA-MLS
LITPRSEB	J	139b	N	07	1493-1499	Other professionals
LITPRSEC	J	139c	N	07	1500-1506	Other paid staff
LITPRSED	J	139d	N	07	1507-1513	Total staff
						Total STLA staff in FTE's (full-time equivalents) on the payroll as of October 1, 1994, by race/ethnicity and gender, and by type of position. Excludes unfilled but budgeted positions. The field length of 7 positions includes 2 decimals, with an explicit decimal point. American Indian/Alaskan Native - Men
NATIVMNA	J	140a	N	07	1514-1520	Librarians with ALA-MLS
NATIVMNB	J	140b	N	07	1521-1527	Other professionals
NATIVMNC	J	140c	N	07	1528-1534	Other paid staff
NATIVMND	J	140d	N	07	1535-1541	Total staff
						American Indian/Alaskan Native - Women
NATIVWMA	J	141a	N	07	1542-1548	Librarians with ALA-MLS
NATIVWMB	J	141b	N	07	1549-1555	Other professionals
NATIVWMC	J	141c	N	07	1556-1562	Other paid staff
NATIVWMD	J	141d	N	07	1563-1569	Total staff

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Asian or Pacific Islander - Men
ISLNDMNA	J	142a	N	07	1570-1576	Librarians with ALA-MLS
ISLNDMNB	J	142b	N	07	1577-1583	Other professionals
ISLNDMNC	J	142c	N	07	1584-1590	Other paid staff
ISLNDMND	J	142d	N	07	1591-1597	Total staff
						Asian or Pacific Islander - Women
ISLNDWMA	J	143a	N	07	1598-1604	Librarians with ALA-MLS
ISLNDWMB	J	143b	N	07	1605-1611	Other professionals
ISLNDWMC	J	143c	N	07	1612-1618	Other paid staff
ISLNDWMD	J	143d	N	07	1619-1625	Total staff
						Black, Non-Hispanic - Men
BLACKMNA	J	144a	N	07	1626-1632	Librarians with ALA-MLS
BLACKMNB	J	144b	N	07	1633-1639	Other professionals
BLACKMNC	J	144c	N	07	1640-1646	Other paid staff
BLACKMND	J	144d	N	07	1647-1653	Total staff
						Black, Non-Hispanic - Women
BLACKWMA	J	145a	N	07	1654-1660	Librarians with ALA-MLS
BLACKWMB	J	145b	N	07	1661-1667	Other professionals
BLACKWMC	J	145c	N	07	1668-1674	Other paid staff
BLACKWMD	J	145d	N	07	1675-1681	Total staff
						Hispanic - Men
HISPNMNA	J	146a	N	07	1682-1688	Librarians with ALA-MLS
HISPNMNB	J	146b	N	07	1689-1695	Other professionals
HISPNMNC	J	146c	N	07	1696-1702	Other paid staff
HISPNMND	J	146d	N	07	1703-1709	Total staff
						Hispanic - Women
HISPNWMA	J	147a	N	07	1710-1716	Librarians with ALA-MLS
HISPNWMB	J	147b	N	07	1717-1723	Other professionals
HISPNWMC	J	147c	N	07	1724-1730	Other paid staff
HISPNWMD	J	147d	N	07	1731-1737	Total staff
						White, Non-Hispanic - Men
WHITEMNA	J	148a	N	07	1738-1744	Librarians with ALA-MLS
WHITEMNB	J	148b	N	07	1745-1751	Other professionals
WHITEMNC	J	148c	N	07	1752-1758	Other paid staff
WHITEMND	J	148d	N	07	1759-1765	Total staff
						White, Non-Hispanic - Women
WHITEWMA	J	149a	N	07	1766-1772	Librarians with ALA-MLS
WHITEWMB	J	149b	N	07	1773-1779	Other professionals
WHITEWMC	J	149c	N	07	1780-1786	Other paid staff
WHITEWMD	J	149d	N	07	1787-1793	Total staff
						Race/ethnicity unknown - Men
UNKNOMNA	J	150a	N	07	1794-1800	Librarians with ALA-MLS
UNKNOMNB	J	150b	N	07	1801-1807	Other professionals
UNKNOMNC	J	150c	N	07	1808-1814	Other paid staff
UNKNOMND	J	150d	N	07	1815-1821	Total staff
						Race/ethnicity unknown - Women
UNKNOWMA	J	151a	N	07	1822-1828	Librarians with ALA-MLS
UNKNOWMB	J	151b	N	07	1829-1835	Other professionals
UNKNOWMC	J	151c	N	07	1836-1842	Other paid staff
UNKNOWMD	J	151d	N	07	1843-1849	Total staff

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Total staff - Men
TOTALMNA	J	152a	N	07	1850-1856	Librarians with ALA-MLS
TOTALMNB	J	152b	N	07	1857-1863	Other professionals
TOTALMNC	J	152c	N	07	1864-1870	Other paid staff
TOTALMND	J	152d	N	07	1871-1877	Total staff
						Total staff - Women
TOTALWMA	J	153a	N	07	1878-1884	Librarians with ALA-MLS
TOTALWMB	J	153b	N	07	1885-1891	Other professionals
TOTALWMC	J	153c	N	07	1892-1898	Other paid staff
TOTALWMD	J	153d	N	07	1899-1905	Total staff

Survey Part K - Income

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Total STLA income, by source and type
						Federal income, by type:
FIT1	K	154	N	10	1906-1915	LSCA -Title I
FIT2	K	155	N	10	1916-1925	LSCA - Title II
FIT3	K	156	N	10	1926-1935	LSCA - Title III
FITOTT13	K	157	N	10	1936-1945	Total LSCA Titles I-III income
FIOTHT48	K	158	N	10	1946-1955	Other LSCA income (Titles IV-VIII)
						Other LSCA income (Titles IV-VIII) specified:
						(X - Yes Blank - Not applicable or not reported)
FIT4	K	159	AN	01	1956-1956	Title IV
FIT5	K	160	AN	01	1957-1957	Title V
FIT6	K	161	AN	01	1958-1958	Title VI
FIT7	K	162	AN	01	1959-1959	Title VII
FIT8	K	163	AN	01	1960-1960	Title VIII
FIOTH	K	164	N	10	1961-1970	Other federal income
FIOTHSP	K	165	AN	80	1971-2050	Other federal income, specified (program and titles)
TOTAL_FI	K	166	N	10	2051-2060	Total federal income
						State and Other income
						State income, by type:
SISTLAOP	K	167	N	10	2061-2070	STLA operation
SIAIDLIB	K	168	N	10	2071-2080	State aid to libraries
SIOTHER	K	169	N	10	2081-2090	Other state income
TOTAL_SI	K	170	N	10	2091-2100	Total state income
OTHINCM	K	171	N	10	2101-2110	Other income
TOTINCM	K	172	N	10	2111-2120	Total income

Survey Part L - Expenditures

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Total STLA expenditures, by type and source
						Operating expenditures - Salaries and wages
OEXPSALA	L	173a	N	09	2121-2129	Federal
OEXPSALB	L	173b	N	09	2130-2138	State
OEXPSALC	L	173c	N	09	2139-2147	Other
OEXPSALD	L	173d	N	09	2148-2156	Total
						Operating expenditures - Employee benefits
OEXPBENA	L	174a	N	09	2157-2165	Federal
OEXPBENB	L	174b	N	09	2166-2174	State
OEXPBENC	L	174c	N	09	2175-2183	Other
OEXPBEND	L	174d	N	09	2184-2192	Total

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Operating expenditures - Total staff expenditures
TOTOXSTA	L	175a	N	09	2193-2201	Federal
TOTOXSTB	L	175b	N	09	2202-2210	State
TOTOXSTC	L	175c	N	09	2211-2219	Other
TOTOXSTD	L	175d	N	09	2220-2228	Total
						Operating expenditures - Collection expenditures
OEXPCOLA	L	176a	N	09	2229-2237	Federal
OEXPCOLB	L	176b	N	09	2238-2246	State
OEXPCOLC	L	176c	N	09	2247-2255	Other
OEXPCOLD	L	176d	N	09	2256-2264	Total
						Operating expenditures - Other operating expenditures
OEXPOTHA	L	177a	N	09	2265-2273	Federal
OEXPOTHB	L	177b	N	09	2274-2282	State
OEXPOTHC	L	177c	N	09	2283-2291	Other
OEXPOTHD	L	177d	N	09	2292-2300	Total
						Operating expenditures - Total operating expenditures
TOTOPEXA	L	178a	N	09	2301-2309	Federal
TOTOPEXB	L	178b	N	09	2310-2318	State
TOTOPEXC	L	178c	N	09	2319-2327	Other
TOTOPEXD	L	178d	N	09	2328-2336	Total
						Aid to libraries expenditures - Individual public libraries
AIDIPLA	L	179a	N	09	2337-2345	Federal
AIDIPLB	L	179b	N	09	2346-2354	State
AIDIPLC	L	179c	N	09	2355-2363	Other
AIDIPLD	L	179d	N	09	2364-2372	Total
						Aid to libraries expenditures - Public library systems
AIDPLSA	L	180a	N	09	2373-2381	Federal
AIDPLSB	L	180b	N	09	2382-2390	State
AIDPLSC	L	180c	N	09	2391-2399	Other
AIDPLSD	L	180d	N	09	2400-2408	Total
						Aid to libraries expenditures - Other individual libraries
AIDOILA	L	181a	N	09	2409-2417	Federal
AIDOILB	L	181b	N	09	2418-2426	State
AIDOILC	L	181c	N	09	2427-2435	Other
AIDOILD	L	181d	N	09	2436-2444	Total
						Aid to libraries expenditures - Multitype library systems
AIDMLSA	L	182a	N	09	2445-2453	Federal
AIDMLSB	L	182b	N	09	2454-2462	State
AIDMLSC	L	182c	N	09	2463-2471	Other
AIDMLSD	L	182d	N	09	2472-2480	Total
						Aid to libraries expenditures - Single agency or library providing statewide service
AIDSALA	L	183a	N	09	2481-2489	Federal
AIDSALB	L	183b	N	09	2490-2498	State
AIDSALC	L	183c	N	09	2499-2507	Other
AIDSALD	L	183d	N	09	2508-2516	Total

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						Aid to libraries expenditures - Library construction
AIDLCA	L	184a	N	09	2517-2525	Federal
AIDLCB	L	184b	N	09	2526-2534	State
AIDLCC	L	184c	N	09	2535-2543	Other
AIDLCD	L	184d	N	09	2544-2552	Total
						Aid to libraries expenditures - Other aid to libraries
AIDOTHA	L	185a	N	09	2553-2561	Federal
AIDOTHB	L	185b	N	09	2562-2570	State
AIDOTHC	L	185c	N	09	2571-2579	Other
AIDOTHD	L	185d	N	09	2580-2588	Total
						Aid to libraries expenditures - Total aid to libraries
TOTAIDA	L	186a	N	09	2589-2597	Federal
TOTAIDB	L	186b	N	09	2598-2606	State
TOTAIDC	L	186c	N	09	2607-2615	Other
TOTAIDD	L	186d	N	09	2616-2624	Total
						Capital outlay
CAPITALA	L	187a	N	10	2625-2634	Federal
CAPITALB	L	187b	N	10	2635-2644	State
CAPITALC	L	187c	N	10	2645-2654	Other
CAPITALD	L	187d	N	10	2655-2664	Total
						Other expenditures
OTHEXPA	L	188a	N	10	2665-2674	Federal
OTHEXPB	L	188b	N	10	2675-2684	State
OTHEXPC	L	188c	N	10	2685-2694	Other
OTHEXPD	L	188d	N	10	2695-2704	Total
						Total expenditures
TOTEXPA	L	189a	N	10	2705-2714	Federal
TOTEXPB	L	189b	N	10	2715-2724	State
TOTEXPC	L	189c	N	10	2725-2734	Other
TOTEXPD	L	189d	N	10	2735-2744	Total

Survey Part M - LSCA Titles I - III Expenditures

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
						LSCA Title I expenditures, by type
T1EXPSTW	M	190	N	08	2745-2752	Statewide services
T1EXPGRT	M	191	N	08	2753-2760	Grants
T1EXPADM	M	192	N	08	2761-2768	LSCA administration
TOTEXPT1	M	193	N	08	2769-2776	Total LSCA Title I expenditures
						LSCA Title II expenditures, by type
T2EXPGRT	M	194	N	09	2777-2785	Grants
T2EXPADM	M	195	N	09	2786-2794	LSCA administration
TOTEXPT2	M	196	N	09	2795-2803	Total LSCA Title II expenditures
						LSCA Title III expenditures, by type
T3EXPSTW	M	197	N	09	2804-2812	Statewide services
T3EXPGRT	M	198	N	09	2813-2821	Grants
TOTEXPT3	M	199	N	09	2822-2830	Total LSCA Title III expenditures
TOTEX123	M	200	N	09	2831-2839	Total LSCA Titles I-III expenditures

Appendix A—Record Layout for State Library Agencies Survey, Fiscal Year 1994 (stla94b.mdb)

Variable Name	Survey part	Data item	Data type	Field length	Record position	Description
Survey Part N - Allied Operations Expenditures						
						Operating expenditures
ALLOPSTF	N	201	N	08	2840-2847	Total staff expenditures
ALLOPOTH	N	202	N	08	2848-2855	Other operating expenditures
TOTOX_AO	N	203	N	08	2856-2863	Total operating expenditures
ALLOPCAP	N	204	N	08	2864-2871	Capital outlay
TOTEXPAO	N	205	N	08	2872-2879	Total expenditures
Survey Part O - Public Policy Issues						
						Grants and contracts expenditures by STLA to assist public libraries in responding to national or state education goals or initiatives in these areas
READSCH	O	206	N	08	2880-2887	Readiness for school
ADLTLITR	O	207	N	08	2888-2895	Adult literacy and lifelong learning
						Number of combined libraries in state, by type
COMBPLSL	O	208	N	04	2896-2899	Public and school
COMBPLAL	O	209	N	04	2900-2903	Public and academic
COMBALSL	O	210	N	04	2904-2907	Academic and school
COMBALL	O	211	N	04	2908-2911	Public, academic, and school
PERIOD_E	--	--	N	10	2912-2921	Official state total population estimate (from NCES's FY 1993 Public Libraries Survey). The data are the most recent estimate for the state and are obtained from the State Data Center or other official state sources.
PUB_FIPS	--	--	AN	02	2922-2924	FIPS state code. See Appendix D-State Codes.

N   Numeric field.
AN Alpha character field.
‒‒   Not applicable.

Appendix B—State Codes

Post Office State Code	State Name	FIPS 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

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

```
1.1 |         VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94         Pg 1
                PART A - STATE LIBRARY AGENCY IDENTIFICATION

001|STLA Name _____
-------------------------------------------------------------------------
Physical location address:
002|Street _____
003|City _____    004|State __   005|Zip _____  006|Zip+4 ____
-------------------------------------------------------------------------
Mailing address:
007|Street _____
008|City _____    009|State __   010|Zip _____  011|Zip+4 ____
-------------------------------------------------------------------------
Chief Officer of State Library Agency: |Survey Respondent:
012|Name _____   |017|Name _____
013|Title _____   |018|Title _____
014|Telephone _____               |019|Telephone _____
015|Fax _____                     |020|Fax _____
016|Internet _____  |021|Internet _____
-------------------------------------------------------------------------
REPORTING PERIOD. Report data for State fiscal year 1993-94 (except Parts B & J)
022|FY starting date (mmddyy) _____    023|FY ending date (mmddyy) _____

-------------------------------------------------------------------------



1.1 |         VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94         Pg 2
                        PART B - GOVERNANCE

1. What is the STLA's location in State government as of October 1, 1994?
   Enter <X> in item 024, 025, or 026 and follow instructions on screen.
=========================================================================
024|_ Judicial branch - Skip to question 2.
-------------------------------------------------------------------------
025|_ Legislative branch - Skip to question 2.
-------------------------------------------------------------------------
026|_ Executive branch - Enter <X> for item 027 or 034 and follow instructions.
027|   _ Independent agency - Specify to whom the agency reports:
028|      _ Governor - Skip to question 2.
029|      _ Board/commission - Specify selection method(s):
030|         _ Appointed by Governor
031|         _ Appointed by other official
032|         _ Ex-officio members
033|         _ Elected members
034|   _ Part of larger agency - Specify:
035|      _ Department of education
036|      _ Department of cultural resources
037|      _ Department of state
038|      _ Other agency
039|         Specify _____
=========================================================================
```

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

```
1.1 |          VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94          Pg 3
               PART C - ALLIED OPERATIONS, STATE RESOURCE OR
        REFERENCE/INFORMATION SERVICE CENTER, AND STATE CENTER FOR THE BOOK

2. Are any of the following allied operations combined with the STLA?
   Enter <Y>es or <N>o for each item. Do not report Library for the Blind and
   Physically Handicapped or State Center for the Book as allied operations.
040|_ State archives
041|_ State legislative reference/research service
042|_ State history museum/art gallery
043|_ State records management service
044|_ Other allied operation
045|  Specify _____
========================================================================

 3. Does the STLA contract with a local public library or academic library to
    serve as a state resource center or state reference/information
    service center?  Enter <Y>es or <N>o.
046|_
========================================================================

4. Does the STLA host or provide any funding to a State Center for the Book?
   Enter <Y>es or <N>o.
047|_
========================================================================


1.1 |          VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94          Pg 4
               PART D - SERVICES TO LIBRARIES AND SYSTEMS

5. Which of the following services are provided directly or by contract by the
   STLA to libraries or systems?  Enter <Y>es or <N>o for each service, for
   each type of library and systems.
========================================================================
                                |        Type of library         |
        Services to             --------------------------------
     libraries and systems      |Public|Academic|School|Special|Systems
================================(a)=====(b)=====(c)====(d)=====(e)==
048|Accreditation of libraries  |  _  |   _   |  _  |  _  |  _
----------------------------------------------------------------------
049|Administration of LSCA grants|  _  |   _   |  _  |  _  |  _
----------------------------------------------------------------------
050|Administration of State aid |  _  |   _   |  _  |  _  |  _
----------------------------------------------------------------------
051|Certification of librarians |  _  |   _   |  _  |  _  |  _
----------------------------------------------------------------------
052|Collection of library statistics| _ |   _   |  _  |  _  |  _
----------------------------------------------------------------------
053|Consulting services         |  _  |   _   |  _  |  _  |  _
========================================================================
```

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

                PART D - SERVICES TO LIBRARIES AND SYSTEMS--continued

```
=================================================================================
                                    |        Type of library         |
     Services to                    ----------------------------------
  libraries and systems             |Public|Academic|School|Special|Systems
=====================================(a)=====(b)=====(c)====(d)=====(e)==
054|Continuing education programs    |   _  |   _    |  _   |   _   |   _
---------------------------------------------------------------------------------
055|Cooperative purchasing of library|      |        |      |       |
   |  materials                      |   _  |   _    |  _   |   _   |   _
---------------------------------------------------------------------------------
056|Interlibrary loan referral services |  _ |  _    |  _   |   _   |   _
---------------------------------------------------------------------------------
057|Library legislation preparation/ |      |        |      |       |
   |  review                         |   _  |   _    |  _   |   _   |   _
---------------------------------------------------------------------------------
058|Library planning/evaluation/research |  _ |  _   |  _   |   _   |   _
---------------------------------------------------------------------------------
059|Literacy program support         |   _  |   _    |  _   |   _   |   _
---------------------------------------------------------------------------------
060|OCLC Group Access Capability (GAC)|  _  |   _    |  _   |   _   |   _
=================================================================================
```

                PART D - SERVICES TO LIBRARIES AND SYSTEMS--continued

```
=================================================================================
                                    |        Type of library         |
     Services to                    ----------------------------------
  libraries and systems             |Public|Academic|School|Special|Systems
=====================================(a)=====(b)=====(c)====(d)=====(e)==
061|Preservation/conservation services| _  |   _    |  _   |   _   |   _
---------------------------------------------------------------------------------
062|Reference referral services      |   _  |   _    |  _   |   _   |   _
---------------------------------------------------------------------------------
063|Retrospective conversion of      |      |        |      |       |
   | bibliographic records           |   _  |   _    |  _   |   _   |   _
---------------------------------------------------------------------------------
064|State standards/guidelines       |   _  |   _    |  _   |   _   |   _
---------------------------------------------------------------------------------
065|Statewide public relations/library|     |        |      |       |
   | promotion campaigns             |   _  |   _    |  _   |   _   |   _
---------------------------------------------------------------------------------
066|Summer reading program support   |   _  |   _    |  _   |   _   |   _
---------------------------------------------------------------------------------
067|Union list development           |   _  |   _    |  _   |   _   |   _
=================================================================================
```

                PART E - ELECTRONIC INFORMATION NETWORKS

```
6. Does the STLA support any of the following electronic networking
   functions at the state level?  Enter <Y>es or <N>o for each item.
068|_ Electronic network planning or monitoring
069|_ Electronic network operation
    Database development - Specify:
070|   _ Bibliographic databases
071|   _ Full text or data files
=================================================================================
7. Does the STLA support library access to the Internet in any of the
   following ways?  Enter <Y>es or <N>o for each item.
072|_ Training or consultation for participation
073|_ Subsidy for participation
074|_ Providing equipment
075|_ Mounting directories, databases, or online catalogs
076|_ Mounting a gopher, file servers, bulletin boards, or listservs
=================================================================================
```

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

```
1.1 |          VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94          Pg 8
         PART F - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS
```

8. Enter the total hours open in a typical week for all STLA outlets (main or
   central, bookmobiles, and other outlets) that serve the general public
   and/or state government employees, by the following categories:
```
077|Total hours/week               ____
078|Monday-Friday after 5:00 p.m.  ____
079|Saturday and Sunday            ____
================================================================================
```

9. On what basis are STLA outlets that serve the general public open to them?
   Enter <Y>es or <N>o for each item.
```
080|_ Walk-in
081|_ Referral
================================================================================
```

10. Enter the total number of STLA outlets by type, regardless of whom
    they serve:
```
082|Main or central outlet            ____      084|Bookmobiles      ____
--------------------------------------------------------------------------------
083|Other outlets, excluding bookmobiles ____   085|TOTAL OUTLETS   ____
================================================================================
```

```
1.1 |          VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94          Pg 9
         PART F - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS--continued
```

11. Enter the number of STLA outlets that serve the following user groups,
    in whole or in part, by type of outlet.

User groups	Main or Central outlet (a)	Other outlets, excluding bookmobiles (b)	Book-mobiles (c)	TOTAL OUTLETS (d)
086|Blind/physically handicapped individuals	____	____	____	____
087|Residents of state correctional instits	____	____	____	____
088|Residents of other state institutions	____	____	____	____
089|State government employees (executive, legislative, or judicial)	____	____	____	____
090|General public	____	____	____	____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

PART G - COLLECTIONS

12. Enter the total number of volumes or physical units in the following
    selected formats in all STLA outlets (main or central, bookmobiles, and other
    outlets) that serve the general public and/or state government employees.

	Selected formats	Number
091	Book and serial volumes (exclude microforms)	_____
092	Audio materials	_____
093	Films	_____
094	Video materials	_____
095	Serial subscriptions (titles, not individual issues) (exclude microforms)	_____
096	Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)	_____

PART G - COLLECTIONS--continued

13. Does the STLA maintain a general collection? Enter <Y>es or <N>o.
097|_
==

14. Does the STLA maintain special collections (i.e., at the support, research,
    or comprehensive level) in any of the following subject areas?
    Enter <Y>es or <N>o for each item.
098|_ Agriculture
099|_ Education
100|_ Genealogy
101|_ Law
102|_ Library and information science
103|_ State history
104|_ Other special collection(s)
105| Specify _____
==

15. Is the STLA designated as a Federal or State depository library for
    government documents? Enter <Y>es or <N>o for each item.
106|_ State depository library
107|_ Federal depository library - Specify <Y>es or <N>o for each item:
108| _ Regional   109|_ Selective
==

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

                      PART H - LIBRARY SERVICE TRANSACTIONS

16. Enter ANNUAL totals for the following types of service transactions
    in all STLA outlets (main or central, bookmobiles, and other outlets)
    that serve the general public and/or state government employees.

Service transactions	Number
110|Circulation (Exclude items checked out to another library)	_____
Interlibrary loan/document delivery: 111| Provided to other libraries	_____
112| Received from other libraries and document delivery services	_____
113|Reference transactions	_____
114|Library visits	_____

                      PART I - LIBRARY DEVELOPMENT TRANSACTIONS

17. Enter ANNUAL totals for the following types of library
    development transactions of the STLA.

Library development transactions	Number
LSCA and State grants: 115| Grants monitored	_____
116| On-site monitoring visits	_____
Continuing education programs: 117| Number of events	_____
118| Total attendance at events	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

18. Enter total STLA staff in FTE's (to 2 decimal places) by position and service
on the payroll as of October 1, 1994. Include unfilled but budgeted positions.

Type of service	Librarians with ALA-MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
119|Administration	_____	_____	_____	_____
Library development: 120| Public library	_____	_____	_____	_____
121| School library media center	_____	_____	_____	_____
122| Academic library	_____	_____	_____	_____
123| Special library	_____	_____	_____	_____
124| Other library development	_____	_____	_____	_____
125| TOTAL LIBRARY DEVELOPMENT	_____	_____	_____	_____

Type of service	Librarians with ALA-MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
Library services 126| Public services	_____	_____	_____	_____
127| Technical services	_____	_____	_____	_____
128| Other library services	_____	_____	_____	_____
129| TOTAL LIBRARY SERVICES	_____	_____	_____	_____
130|Other services	_____	_____	_____	_____
131|TOTAL STAFF	_____	_____	_____	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

```
                          PART J - STAFF--continued
```

19. Enter the number of STLA staff in FTE'S (to 2 decimal places), by position
    and selected staff specialty, on the payroll as of October 1, 1994.
    Include unfilled but budgeted positions.

Selected staff specialty	Librarians with ALA-MLS	Other profes- sionals	Other paid staff	TOTAL STAFF
	(a)	(b)	(c)	(d)
132|Administration of LSCA grants	_____	_____	_____	_____
133|Administration of State aid	_____	_____	_____	_____
134|Automation/electronic network development	_____	_____	_____	_____
135|Blind and physically handi- capped services	_____	_____	_____	_____

```
                          PART J - STAFF--continued
```

Selected staff specialty	Librarians with ALA-MLS	Other profes- sionals	Other paid staff	TOTAL STAFF
	(a)	(b)	(c)	(d)
136|Children's/young adult services	_____	_____	_____	_____
137|Institutional library services	_____	_____	_____	_____
138|Library statistics	_____	_____	_____	_____
139|Literacy program support	_____	_____	_____	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

                            PART J - STAFF--continued

20. Enter total STLA staff in FTE's (to 2 decimal places), by position, race/
    ethnicity, and gender, on the payroll as of October 1, 1994. Exclude
    unfilled but budgeted positions.

Race/ethnicity and gender	Librarians with ALA-MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
American Indian/Alaskan Native:				
140 Men	_____	_____	_____	_____
141 Women	_____	_____	_____	_____
Asian or Pacific Islander:				
142 Men	_____	_____	_____	_____
143 Women	_____	_____	_____	_____
Black, Non-Hispanic:				
144 Men	_____	_____	_____	_____
145 Women	_____	_____	_____	_____

                            PART J - STAFF--continued

Race/ethnicity and gender	Librarians with ALA-MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
Hispanic:				
146 Men	_____	_____	_____	_____
147 Women	_____	_____	_____	_____
White, Non-Hispanic:				
148 Men	_____	_____	_____	_____
149 Women	_____	_____	_____	_____
Race/ethnicity unknown:				
150 Men	_____	_____	_____	_____
151 Women	_____	_____	_____	_____
TOTAL STAFF:				
152 Men	_____	_____	_____	_____
153 Women	_____	_____	_____	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

21. Enter total STLA income, by source and type of income. Exclude carryover
funds. Include income for allied operations only if it is part of STLA budget.

Federal income	Amount
Library Services and Construction Act (LSCA):	
154| Title I - Public Library Services	_____
155| Title II - Public Lib Construction & Techn Enhancement	_____
156| Title III - Interlibrary Cooperation and Resource Sharing	_____
157| TOTAL LSCA TITLES I-III INCOME	_____
158| Other LSCA income (Titles IV-VIII): Specify <X>: 159|_IV 160|_V 161|_VI 162|_VII 163|_VIII	_____
164|Other Federal income: 165| Specify program(s) and title(s):_____	_____
166|TOTAL FEDERAL INCOME	_____

State and other income	Amount
State Income	
167| STLA operation	_____
168| State aid to libraries	_____
169| Other State income	_____
170| TOTAL STATE INCOME	_____
171|Other income	_____
172|TOTAL INCOME	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

```
1.1 |        VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94              Pg 22
                     PART L - EXPENDITURES
```

22. Enter total STLA expenditures, by source and type of expenditure. Include
    all LSCA expenditures (Titles I-VIII). Include expenditures for allied
    operations only if the expenditures are from the STLA budget.

Operating expenditures	Federal (a)	State (b)	Other (c)	TOTAL (d)
173|Salaries and wages	_____	_____	_____	_____
174|Employee benefits	_____	_____	_____	_____
175|TOTAL STAFF EXPENDITURES	_____	_____	_____	_____
176|Collection expenditures	_____	_____	_____	_____
177|Other operating expenditures	_____	_____	_____	_____
178|TOTAL OPERATING EXPENDITURES	_____	_____	_____	_____

```
1.1 |        VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94              Pg 23
                 PART L - EXPENDITURES-continued
```

Aid to libraries	Federal (a)	State (b)	Other (c)	TOTAL (d)
179|Individual public libraries	_____	_____	_____	_____
180|Public library systems	_____	_____	_____	_____
181|Other individual libraries	_____	_____	_____	_____
182|Multitype library systems	_____	_____	_____	_____
183|Single agency or library providing statewide service	_____	_____	_____	_____
184|Library construction	_____	_____	_____	_____
185|Other aid to libraries	_____	_____	_____	_____
186|TOTAL AID TO LIBRARIES	_____	_____	_____	_____

```
1.1 |        VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94              Pg 24
                 PART L - EXPENDITURES-continued
```

Other expenditures	Federal (a)	State (b)	Other (c)	TOTAL (d)
187|Capital outlay	_____	_____	_____	_____
188|Other expenditures	_____	_____	_____	_____
189|TOTAL EXPENDITURES	_____	_____	_____	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

```
1.1 |        VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94          Pg 25
                PART M - LSCA TITLES I-III EXPENDITURES
```

23. Enter LSCA Titles I, II, and III expenditures, by type of expenditure.
    These expenditures should also be reported in Part L.

```
=============================================================================
                LSCA Title I expenditures              |      Amount
=============================================================================
190|Statewide services                                 |    _____
-----------------------------------------------------------------------------
191|Grants                                             |    _____
-----------------------------------------------------------------------------
192|LSCA administration                                |    _____
-----------------------------------------------------------------------------
193|TOTAL LSCA TITLE I EXPENDITURES                    |    _____
=============================================================================
```

```
1.1 |        VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY94          Pg 26
                PART M - LSCA TITLES I-III EXPENDITURES--continued
```

```
=============================================================================
                LSCA TITLE II expenditures             |      Amount
=============================================================================
194|Grants                                             |    _____
-----------------------------------------------------------------------------
195|LSCA administration                                |    _____
-----------------------------------------------------------------------------
196|TOTAL LSCA TITLE II EXPENDITURES                   |    _____
=============================================================================
```

```
=============================================================================
                LSCA TITLE III expenditures            |      Amount
=============================================================================
197|Statewide services                                 |    _____
-----------------------------------------------------------------------------
198|Grants                                             |    _____
=============================================================================
199|TOTAL LSCA TITLE III EXPENDITURES                  |    _____
=============================================================================
200|TOTAL LSCA TITLES I-III EXPENDITURES               |    _____
=============================================================================
```

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

24. Enter total expenditures from the STLA budget for the allied operations
    listed in Part C. These expenditures should also be reported in Part L.

		Amount
	Operating expenditures	
201	Total staff expenditures	_____
202	Other operating expenditures	_____
203	TOTAL OPERATING EXPENDITURES	_____
204	Capital outlay	_____
205	TOTAL EXPENDITURES	_____

25. Enter total grants and contracts expenditures by the STLA to assist public
    libraries in responding to the National Education Goals or
    a state education reform initiative in the following areas:

		Amount
206	Readiness for school	_____
207	Adult literacy and lifelong learning	_____

26. Enter the number of combined libraries in your state by
    the following types:

		Number
208	Public and school	____
209	Public and academic	____
210	Academic and school	____
211	Public, academic, and school (exclude combinations above)	____

33

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

FY 1994 State Library Agencies Survey

INSTRUCTIONS

A State Library Agency (STLA) is the official agency of a State charged by law of that State with the extension and development of public library services throughout the State, which has adequate authority under law of the State to administer State plans in accordance with the provisions of the Library Services and Construction Act (LSCA). State Library Agency is abbreviated throughout this survey as STLA.

GENERAL INSTRUCTIONS

1.   Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.

2.   Before responding to any items in a question, read the note (if any) following the question in the survey instructions.

3.   All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 1994, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part J are requested as of October 1, 1994.

4.   In responding to items, include data for all outlets of the STLA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA.

5.   The survey is forwarded with -2's in numeric data cells. The respondent must replace all -2's with one of the following responses before returning the survey:

   (a)   a value greater than 0 if appropriate. If exact data do not exist, and a good estimate can be given, please do so;

   (b)   0 (zero) if the answer is zero or none; or

   (c)   -1 if your STLA has the item but does not collect data on the item, or if you don't know the answer.

SPECIFIC INSTRUCTIONS

PART A. STATE LIBRARY AGENCY IDENTIFICATION

Item
001   STLA name. Enter the full official name of the STLA.

        Physical Location Address

002-   Enter the address of the physical location of the STLA. Include the
006   street address, city, State, Zip Code, and Zip + 4.

        Mailing Address

007-   Enter the mailing address of the STLA. Include the street address
011   or post office box, city, State, Zip code, and Zip + 4.

        Chief Officer of STLA

012-   Enter the name, title, telephone number, fax number, and Internet
016   address of the chief officer of the STLA. Add ".bitnet" to the
        end of a Bitnet address to convert it into an Internet address.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

Survey Respondent

017- Enter the name, title, telephone number, fax number, and Internet
021 address of the respondent to this survey. Add ".bitnet" to the
     end of a Bitnet address to convert it into an Internet address.

Reporting Period

022- Fiscal year starting and ending dates. Enter the starting and
023 ending dates for State fiscal year 1994, which is the period for
     which data in this report are requested (except Part B and Part J
     data). Enter the month, day, and year in two digits each. For
     example: June 30, 1994 would be entered as 06/30/94.

PART B. GOVERNANCE

1.   Enter <X> as appropriate to specify the STLA's location in State
     government as of October 1, 1994.

024- Branches of government. Enter <X> for item 024, 025, or 026 to
026 indicate the branch of government in which the STLA is located.

027- Type of agency, who the STLA reports to, and method(s) of selection
038 of State Library Agency board or commission. If the STLA is
     located in the executive branch, enter <X> for item 027 or 034 to
     indicate if the STLA is an independent agency or part of a larger
     agency. Also enter <X> in appropriate boxes under one of these
     items.

039   Specify. If the STLA is part of a larger agency that is not listed
     in items 035-037, enter the name of the agency in this item.

PART C. ALLIED OPERATIONS, STATE RESOURCE OR
REFERENCE/INFORMATION SERVICE CENTER, AND STATE CENTER FOR THE BOOK

2.   Enter <Y>es or <N>o for each item to indicate whether the STLA is
     combined with any of the allied operations listed below. Do not report
     Library for the Blind and Physically Handicapped or State
     Center for the Book as allied operations.

040   State archives. This operation is responsible for preserving and
     servicing noncurrent official records of State organizations and
     institutions that are of continuing value (1) to the legal and
     administrative functioning of State government, (2) for the
     verification and protection of the rights of individuals, and (3)
     for historical and other research. It usually includes records of
     antecedent colonial and territorial governments. Materials are
     stored, arranged, and described so that needed records can be found
     readily.

041   State legislative reference/research service. This operation
     gathers, digests, and analyzes information in a close and
     confidential relationship with members of the State legislature.
     Such service may include providing quick information service in
     person and via telecommunication, conducting extensive bibliographic
     searches, providing guidance and assistance to legislative staff
     conducting research, and preparing material for reports.

042   State history museum/art gallery. This operation collects,
     preserves, and displays cultural artifacts and/or works of art
     related to the State's political, social, economic, and cultural
     history.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

043   State records management service. This operation manages the life cycle of the State's own records and records of local government from creation to disposition. Disposition includes the preservation of certain records as well as the disposal of nonessential records.

044   Other allied operation. If any other operations are allied with the STLA, enter <Y>es for this item.

045   Specify. If any other operations are allied with the STLA, enter the name of the operation in this item.

3.   Enter <Y>es or <N>o to indicate whether the STLA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.

046   State resource center or State reference/information service center.

4.   Enter <Y>es or <N>o to indicate whether the STLA is the host institution for, or provides any funding to, a State Center for the Book.

047   State Center for the Book. The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress which promotes books, reading, and literacy, and is hosted or funded by the State.

PART D. SERVICES TO LIBRARIES AND SYSTEMS

5.   Indicate which of the specified services are provided directly or by contract by the STLA to different types of libraries or systems. Enter <Y>es or <N>o for each service, for each type of library and systems.

       Type of Library

       Academic Library. A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.

       Public Library. A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or part, from public funds.

       School Library Media Center. A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators.

       Special Library. A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent institution. Includes libraries in State institutions.

       System. A system is a group of autonomous libraries joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems and public library systems. Excludes multiple outlets under the same administration.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

Services to Libraries and Systems

048   Accreditation of libraries. The STLA may endorse or approve officially libraries which meet criteria specified by the State.

049   Administration of LSCA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to Library Programs, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Construction Act.

050   Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, and other activities involved in the management of financial assistance provided by the State to libraries.

051   Certification of librarians. The STLA may credential library staff with the rank or title of librarian by attesting officially to their qualifications. These qualifications may include a master's degree from a graduate program accredited by the American Library Association, another level or type of educational attainment, confirmation of participation in continuing education activities, and/or residency in the State for a specified period.

052   Collection of library statistics. Every STLA collects statistics on public libraries and participates in the Federal-State Cooperative System (FSCS) for Public Library Data. Many STLA's collect statistics on institutional and other special libraries. Some STLA's assist in the collection of academic library statistics for the Integrated Postsecondary Education Data System (IPEDS). A few STLA's collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.

053   Consulting services. Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups.

054   Continuing education programs. Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.

055   Cooperative purchasing of library materials. Two or more independent libraries of any type engaging in joint activities related to purchasing materials, together with the maintenance of the necessary records of these additions. Also included are joint activities related to the identification and verification of titles, fund accounting, processing payments, and claims.

056   Interlibrary loan referral services. Activities involving bibliographic service centers or utilities, regional systems (federations or cooperatives), consortia, and resource centers, such as identifying libraries believed to own requested materials and/or transmitting interlibrary loan requests in accordance with established protocols or prevailing practices.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

057   Library legislation preparation/review. Minimally, addresses the governance and financing of the STLA, public library service, and library service to blind and physically handicapped persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for STLA functions, other types of libraries (e.g., academic, school), and multitype cooperation.

058   Library planning/evaluation/research. Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples: the PLA planning and role-setting process for public libraries, the TELL IT! evaluation process.

059   Literacy program support. Organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.

060   OCLC Group Access Capability (GAC). Use of the Online Computer Library Center (OCLC) system, originally the Ohio College Library Center, by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group.

061   Preservation/conservation services. Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion (to microform for example), deacidification, and lamination.

062   Reference referral services. Provision of information about or from groups or organizations. A reference referral transaction involves the provision of information about a group or organization and its activities, services or agencies, and calendar. Such a transaction typically requires the determination of the user's need and the appropriate group or organization to meet the need. Such a transaction may require directing the user to persons or organizations external to the library for an answer to a question.

063   Retrospective conversion of bibliographic records. Retrospective conversion involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.

064   State standards/guidelines. The STLA may promulgate standards or guidelines that define adequacy, equity, and/or excellence in library service. Standards or guidelines may be quantitative, qualitative, or both. Maintaining standards or following guidelines may be a requirement for receiving State aid and/or LSCA grants.

065   Statewide public relations/library promotion campaigns. A concerted public relations program usually organized around a particular theme or issue, with specific objectives, and using a variety of techniques in concert (e.g., press releases, events, publications, exhibits).

066   Summer reading program support. A particular kind of Statewide public relations and library promotion campaign designed to encourage reading by children between school years. The usual purpose of such programs is to maintain or improve the reading skills of children between school years.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

067   Union list development. A union list is a list of titles of works, usually periodicals, in physically separate library collections. Location data indicate libraries in which a given item may be found.

PART E. ELECTRONIC INFORMATION NETWORKS

6.   Enter <Y>es or <N>o for each item to indicate whether the STLA supports the specified electronic networking functions at the State level.

      Note: A State-level electronic information network involves the wide-area use of telecommunications to link libraries via micro-computers or terminals to automated library systems. The network may include online public access catalogs and other library applications; locally mounted or online databases (bibliographic, full text, or data); bibliographic utilities; and other information resources. Access to such networks may be via modem (i.e., dial access) or dedicated lines (i.e., hard-wired). Such a network may or may not be connected to the Internet.

068   Electronic network planning or monitoring. Includes drafting Statewide plans, requests for proposals, and contracts and monitoring contracts for network development.

069   Electronic network operation. Includes acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in electronic and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server, or facilitating reciprocal borrowing agreements and document delivery systems necessary to fully exploit such a network. Such a network may or may not be connected to the Internet.

      Database Development

      Note: Activities may include creation of new databases or conversion of existing databases into electronic format. Includes bibliographic databases as well as full text or data files.

070   Bibliographic databases. Includes machine-readable catalog records, other electronic indexes, and other databases which contain only references to or condensed surrogates for original materials.

071   Full text or data files. Full text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.

7.   Enter <Y>es or <N>o for each item to indicate whether the STLA supports library access to the Internet in the specified ways.

      Note: The Internet is the global network of networks that, via a standardized addressing system and a common primary command structure, enables individuals and organizations to communicate via electronic mail, to access a host of online databases and other electronic information resources, and to transfer files electronically.

072   Training or consulting for participation. Includes all activities that facilitate Internet awareness and use by actual or potential Internet users whether formal, large group events or assistance to individuals and small groups.

073   Subsidy for participation. Includes any grants of State, federal, and/or other STLA funds to libraries or related organizations that facilitate (1) establishing Internet accounts for library-related

individuals or organizations; (2) acquiring computer hardware, software, or peripherals necessary for Internet access; and (3) training or consulting with actual and potential Internet users.

074   Providing equipment. Includes computer hardware, software, and peripherals necessary for Internet access. Critical types of equipment, beyond basic hardware and operating system software, include modems and telecommunications software.

075   Mounting directories, databases, or online catalogs. Includes the addition of bibliographic or other locator files as well as full text or data files to those available via the Internet.

076   Managing a gopher, file servers, bulletin boards, or listservs. Includes the development and maintenance of Internet menu systems, operation of equipment that provides Internet access to multiple files, or posting of electronic messages via the Internet.

PART F. PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS

8.   Enter in the spaces provided the total hours open in a typical week for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees, by the specified categories.

        Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 10. Report public service hours for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA. Exclude service hours for outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service hours for outlets that only serve residents of State correctional institutions or residents of other State institutions. Do not report data for non-STLA outlets, even though the STLA may provide funding or services to such outlets.

        A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, 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.

077   Total hours/week. Sum of hours open during a typical week for all outlets (main or central, bookmobiles, and other outlets).

078   Monday-Friday after 5:00 p.m. Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for all outlets (main or central, bookmobiles, and other outlets).

079   Saturday and Sunday. Sum of hours open on Saturday and Sunday during a typical week for all outlets (main or central, bookmobiles, and other outlets).

9.   Enter <Y>es or <N>o for each item to indicate whether STLA outlets open to the general public are open on a walk-in basis, a referral basis, or both.

080   Walk-in. STLA outlets that are open to the general public on a walk-in basis (i.e., without the need for referral).

081   Referral. STLA outlets that are open to the general public on a referral basis (i.e., not always accessible on a walk-in basis).

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

10.   Enter in the spaces provided the total number of STLA outlets, by type of outlet. Report all STLA outlets regardless of whom they serve.

082   Main or central outlet. A single unit library or the unit where the principal collections are located and handled. Note: An STLA administrative center which is separate from the principal collections and is not open to users should not be included as an outlet.

083   Other outlets (excluding bookmobiles). Units that have all of the following: (1) separate quarters; (2) a permanent basic collection of books and/or other materials; (3) a permanent paid staff; and 4) a regular schedule of hours open to users.

084   Bookmobiles. Trucks or vans specially equipped to carry books and other library materials. They serve as travelling branch libraries. Count vehicles in use, rather than the number of stops each vehicle makes.

085   Total outlets. Sum of items 082-084.

11.   Enter in the spaces provided the number of STLA outlets that serve the following user groups, in whole or in part, by type of outlet and user group.

      Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 10.

086   Blind and physically handicapped individuals. Outlets serving this user group may contain talking books on discs and tapes and books in Braille made available from the National Library Service for the Blind and Physically Handicapped, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

087   Residents of State correctional institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.

088   Residents of other State institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.

089   State government employees (executive, legislative, or judicial). Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.

090   General public. Report all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a local public library, providing books, other library materials, and electronic access to locally mounted and remote information resources for all State residents.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

<div align="center">PART G. COLLECTIONS</div>

12.   Enter in the spaces provided the total number of volumes or physical units in the specified formats in all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 10. Report collections for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis.   Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA.   Exclude collections of braille and talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress.   Also exclude collections that are specifically intended to only serve residents of State correctional institutions or residents of other State institutions.

091   Book and serial volumes (exclude microforms).   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 bound 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 unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.

092   Audio materials.   These are 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.

093   Films.   The term film is used interchangeably with "motion picture" which is a length of film with or without recorded sound, bearing a sequence of still images that create the illusion of movement when projected in rapid successions (usually 18 or 24 frames per second). Motion pictures are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and in a variety of forms (cartridge, cassette, loop, and reel).

094   Video materials.   These are materials on which pictures, sound, or both are recorded.   Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor.

095   Serial subscriptions (titles, not individual issues) (exclude microforms).   These include subscriptions received, both purchased and gifts.   This count does not include the number of individual issues, but rather each serial title.   Report the total number of titles subscribed to, including duplicates.   Do not report individual issues.

096   Government documents (include only government documents not accessible through the library catalog and not reported elsewhere). For government documents not accessible through the library catalog and not reported on other lines, report the number of volumes or physical units of such materials in all formats.   A government document is a publication in any format bearing a government imprint.   Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).

13.   Enter <Y>es or <N>o for this item to indicate whether the STLA maintains a general collection (fiction and/or nonfiction).

097   General collection.

14.   Enter <Y>es or <N>o for each item to indicate whether the STLA maintains a special collection (i.e., at the support, research, or comprehensive level of collection development) in a subject area.

Note: The American Library Association and the Association of Research Libraries' North American Collections Inventory Project identifies five levels of collection development. A special collection is a group of materials in a subject area that are selected and maintained at the support, research, or comprehensive level. Do not report collections selected and maintained at the basic level or minimal level as special collections. The five collection levels are defined below.

Collection Levels

Comprehensive level. A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, periodicals, other forms) for a necessarily defined field. The aim, if not the achievement, is exhaustiveness.

Research level. A collection which includes the major source materials required for governmental, professional, and independent research, including seminal works, materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It includes all important reference works, a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field.

Support level. A collection intended to support legislative and governmental interests and programs, network responsibilities, and sustained independent study. It is adequate to maintain knowledge of a subject required for limited or generalized purposes of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of primary writers, selections from the works of secondary or controversial writers, a selection of representative journals, and the reference tools and fundamental bibliographical works pertaining to the subject.

Basic level. A collection of materials which will introduce and define a subject and indicate the varieties of information available elsewhere. It may include major dictionaries and encyclopedias, selected editions of important works, general surveys, important bibliographies, handbooks, and a few major periodicals. A collection developed at this level is not sufficiently intense to support government programs or independent study in the subject area involved. It may, however, include strong retrospective holdings in subject areas that were, at one time, a higher priority of the STLA. Minimal level. A subject area in which few selections are made beyond very basic works.

Subject Areas

098   Agriculture. Materials on general agriculture, including farming and land management; plant culture, including botany, horticulture, landscaping, and gardening; forestry; animal culture, including wildlife, livestock, pets, and veterinary medicine; aquaculture, including fishing and fisheries; and hunting.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

099   Education. Materials related to the theory and practice of
        education from early childhood education through higher education;
        special aspects of education, including its forms, social aspects,
        and types; individual institutions and institutional organs; and
        textbooks.

100   Genealogy. Primary and secondary materials adequate to study and
        document historical family relationships. Includes records of vital
        statistics, such as births, marriages, deaths; publications
        documenting established family trees, pedigrees, and lineages;
        family histories and biographies; and materials on heraldry. Such a
        collection may focus on the State, a region, the entire United
        States, or the world.

101   Law. Primary and secondary materials of the State itself including
        constitutions, codes and statutes, session laws, and other
        legislative documents and materials; court reports and rules,
        appellate court records and briefs, opinions of the attorney
        general; decisions, rules, and regulations of administrative
        agencies and tribunals; digests and encyclopedias; citators,
        indexes, local treatises, and practice books; publications of law
        schools and bar associations; and primary materials of local
        governments under the State's jurisdiction. Similar materials that
        are regional or local in scope may also be collected.

102   Library and information science. Primary and secondary materials
        related to the study of librarians, librarianship, and library
        collections, services, programs, and facilities; information
        specialists and information centers; books, non-print formats, and
        electronic sources of information; bibliography, copyright, and
        censorship and intellectual freedom; and histories, statistics, and
        other reports on individual libraries and groups of libraries.

103   State history. Materials bearing upon the political, social,
        economic, and cultural history of the State and its antecedent
        colonial and territorial governments. Related regional and local
        materials may also be included. May include printed histories;
        maps; pamphlets, broadsides, and programs; pictures; newspapers and
        periodicals; speeches and sermons; biographies, journals, diaries,
        letters and other personal papers, and private manuscripts; and
        books by State authors. Such a collection is usually kept
        up-to-date through the inclusion of historical narrative and
        statistical information relative to the present time.

104   Other special collections. If the STLA has a special collection in
        any other subject area, enter <Y>es for this item.

105   Specify. If response to item 104 is <Y>es, identify the subject
        area(s) in this item.

15.   Enter <Y>es or <N>o for each item (106-109) to indicate whether the
        STLA is designated as a federal or State depository library for
        government documents, and whether it is a regional or selective
        federal depository.

        Note: A government document is a publication in any format bearing
        a government imprint. Includes publications of federal, State,
        local, and foreign governments and intergovernmental organizations
        to which governments belong and appoint representatives (e.g.,
        United Nations, Organization of American States).

106   State depository library. A library officially designated as a
        depository of publications bearing the imprint of the State
        government.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

107   Federal depository library. A library officially designated as a depository of publications bearing the imprint of the federal government. These libraries receive publications issued by the executive, judicial, and the legislative branches at no charge in exchange for providing free public access. Enter <Y>es or <N>o to items 108 and 109 to indicate if the STLA is a regional or selective depository.

108   Regional. Regional depositories receive one copy of all materials distributed by the federal government.

109   Selective. Selective depositories receive only those materials they select.

PART H. LIBRARY SERVICE TRANSACTIONS

16.   Enter in the spaces provided ANNUAL totals for the specified types of service transactions for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

     Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 10. Report library service transactions for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA. Exclude service transactions for outlets or outlet service points that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service transactions for outlets that only serve residents of State correctional institutions or other State institutions.

110   Circulation (Exclude items checked out to another library). These are transactions that involve lending an item from the State Library collection or borrowed from another library for use generally, although not always, outside the library. This activity includes charging materials manually or electronically. Also report each renewal as a circulation transaction. Exclude items checked out to another library.

     Interlibrary Loan/Document Delivery

111   Provided to other libraries. These are library materials, or copies of materials, loaned from the STLA collection to another library upon request. Do not include loans or copies of materials from one STLA outlet to another STLA outlet.

112   Received from other libraries and document delivery services. These are library materials, or copies of materials, borrowed by the STLA from another library or obtained by the STLA from a commercial document delivery service. Do not include loans or copies of materials from one STLA outlet to another STLA outlet.

113   Reference transactions. A reference transaction is 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 STLA staff. The term includes information and referral service. Information sources include printed and nonprinted materials, machine-readable databases (including computer- assisted instruction), catalogs and other records of holdings, 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 the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 8.)

114   Library visits. This is the total number of persons per year entering STLA outlets, including persons attending activities, meetings, and those persons requiring no staff services. If necessary, multiply a typical week by 52. A "typical week" is defined in the instructions to question 8.

PART I. LIBRARY DEVELOPMENT TRANSACTIONS

17.   Enter in the spaces provided ANNUAL totals for the specified types of library development transactions of the STLA.

        LSCA and State Grants

115   Grants monitored. Report the total annual number of LSCA and State grants monitored by the STLA. Count all grants monitored during the reporting period, regardless of their duration or the year in which they were awarded.

116   On-site monitoring visits. Report the total annual number of visits made to monitor LSCA and State grant sites. Count site visits for all grants administered during the reporting period, regardless of their duration or the year in which they were awarded.

        Continuing Education Programs

117   Number of events. Report the total annual number of continuing education events for which the STLA either (1) provides presenters or (2) provides funding and planning input. Do not count events for which the STLA is only a nominal sponsor or for which it provides funding but no planning input.

118   Total attendance at events. Report the total annual attendance at continuing education events reported in item 117.

PART J. STAFF

18.   Enter in the spaces provided the total number of STLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and service. Report all staff on the payroll as of October 1, 1994, and unfilled but budgeted positions.

        Note: Forty hours per week is the measure of full-time employment for this survey. FTE's (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40. Report staff based on the STLA organization chart. A given position (e.g., State Data Coordinator) may be part of administration in one agency, library development in another, and library services in another agency. If an employee provides more than one service, allocate the FTE among appropriate categories.

        Type of Position

        (a)   Librarians with ALA-MLS. These are paid librarians with Master of Library Science degrees from programs accredited by the American Library Association.

        (b)   Other professionals. These are professionals other than ALA-MLS librarians employed by the STLA.

(c)   Other paid staff. This includes all other employees paid from the STLA budget, including plant operations, security, and maintenance staff.

(d)   Total staff. Sum of columns (a), (b), and (c) for each item.

Type of Service

119   Administration. Usually includes the chief officer of the STLA and his or her immediate staff. May include officers responsible for the STLA's fiscal affairs; public relations; and planning, evaluation, and research.

Library Development

Note: Usually includes staff responsible for the development of public library services. May include staff responsible for administering State and LSCA grant programs; providing consulting and continuing education services; and promoting resource sharing and other forms of interlibrary cooperation. (See instructions to question 5 for definitions of types of libraries.)

120   Public library. Staff who provide consulting, continuing education, and other services to public libraries.

121   School library media center. Staff who provide consulting, continuing education, and other services to school library media centers.

122   Academic library. Staff who provide consulting, continuing education, and other services to academic libraries.

123   Special library. Staff who provide consulting, continuing education, and other services to special libraries.

124   Other library development. Includes library development staff not reported in items 120-123.

125   Total library development. Sum of items 120-124.

Library Services

Note: Staff responsible for providing library service from the STLA. Includes public, technical, and other services.

126   Public services. Includes circulation; reference/adult and children's/ young adult services; government publications; and interlibrary loan.

Circulation staff are those involved in lending items from the STLA collection for use generally (although not always) outside the library. Their activities include charging, renewals, books-by-mail, and delivering items directly to the user.

Reference/adult and children's/young adult services staff are those who use, recommend, interpret, or instruct library users in the use of one or more information sources, or provide knowledge of such sources from a member of the STLA staff.

Government publications staff are those responsible for materials published in any format by a government agency (e.g., publications of the federal, State, local, and foreign governments and of inter-governmental organizations to which governments belong and appoint representatives, such as the United Nations and the Organization of American States).

Interlibrary loan staff are those responsible for transactions in which library material, or a copy of the material (including

materials sent by telefacsimile or other form of electronic transmission) is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same administration. Interlibrary loan also includes transactions for materials obtained through the interlibrary loan process that are supplied from non-library sources, such as commercial document delivery services.

127   Technical services. Includes those activities related to the acquisition, organization, and preparation of materials. Included in this category are acquisition services, cataloging services, serials control, binding services, and computer services in support of these functions.

128   Other library services. Includes library services staff not reported in items 126-127.

129   Total library services. Sum of items 126-128.

130   Other services. Includes staff not reported in items 119-129.

131   Total staff. Sum of items 119, 125, 129, and 130.

19.   Enter in the spaces provided the number of STLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and selected staff specialty. Report specified staff on the payroll as of October 1, 1994, and unfilled but budgeted positions.

        Note: See definitions of types of positions and FTE's in instructions to question 18. If an employee serves in more than one specialty, allocate the FTE among appropriate categories.

132   Administration of LSCA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of LSCA funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, submitting plans and reports to Library Programs, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Construction Act.

133   Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of State funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, and other activities involved in the management of funds provided by the State to libraries.

134   Automation/electronic network development. Includes any activities described in Part E. Also includes consulting, continuing education, and other services that facilitate library automation and network participation. Includes telecommunications planning and development.

135   Blind and physically handicapped services. Library services to individuals who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

136   Children's/young adult services. Includes consulting, continuing education, and other services to public libraries that facilitate the establishment and improvement of services to children (i.e., persons age 14 and under) and young adults (as defined by the STLA).

137   Institutional library services. Includes providing books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions; patients or residents of

residential training schools, hospitals, nursing homes; and other general or special institutions operated or substantially supported by the State.

138   Library statistics. Includes the design and administration of data collection instruments as well as data entry, data processing, and publication and dissemination of library data. Include the State Data Coordinator for the Federal-State Cooperative System (FSCS) for Public Library Data, the Library Representative for the Integrated Postsecondary Education Data System (IPEDS) (if employed by the STLA), and others employed by the STLA who are involved in such efforts (e.g., public library consultant, data entry operator).

139   Literacy program support. Includes consulting, continuing education, and other services to organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.

20.   Enter in the spaces provided the total number of STLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position, race/ethnicity, and gender. Report all staff on the payroll as of October 1, 1994. Exclude unfilled but budgeted positions.

    Note: See definitions of types of positions and FTE in instruction to question 18. For the purpose of this survey, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The categories do not denote scientific definitions or anthropological origins. A person may be counted in only one racial/ethnic group.

140-   American Indian or Alaskan Native. This is a person having origins
141   in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

142-   Asian or Pacific Islander. This is a person having origins in any
143   of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

144-   Black Non-Hispanic. This is a person having origins in any of the
145   black racial groups of Africa (except those of Hispanic origin).

146-   Hispanic. This is a person of Mexican, Puerto Rican, Cuban, Central
147   or South American, or other Spanish culture or origin, regardless of race.

148-   White Non-Hispanic. This is a person having origins in any of the
149   original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

150-   Race/ethnicity unknown. This category is used only if the racial/
151   ethnic identity of the employee cannot be determined and the STLA finds it impossible to place the employee in one of the aforementioned racial/ethnic categories.

152-   Total staff. Sum by gender of items under racial/ethnic categories.
153

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

<pre>
                          PART K. INCOME

21.   Enter in the spaces provided total funds received as income by the
          STLA during the reporting period specified in items 022-023.
          EXCLUDE carryover funds. Include income for allied operations only
          if the income is part of the STLA budget.

          Federal Income

          Library Services and Construction Act (LSCA)

          Note: Report LSCA funds received as income by the STLA during the
          reporting period specified in items 022-023, not the federal fiscal
          year in which the funds were appropriated.

154   Title I - Public Library Services. Income designated to assist the
          State in the extension and improvement of public library services to
          areas and populations of the State which are without such services
          or to which such services are inadequate and to assist Indian tribes
          in planning and developing library services to meet their needs. It
          is the further purpose of this Act to assist with (1) improving
          State and local public library services for older Americans, and for
          handicapped, institutionalized, and other disadvantaged individuals;
          (2) strengthening the State library agency, and (3) strengthening
          major urban resource libraries.

155   Title II - Public Library Construction and Technology Enhancement.
          Income designated to assist in the construction and renovation of
          public library facilities and to enhance the technology available to
          improve library and information services.

156   Title III - Interlibrary Cooperation and Resource Sharing. Income
          designated to promote interlibrary cooperation and resource sharing
          by (1) planning and developing cooperative library networks; (2)
          establishing, expanding, and operating local, regional, and inter-
          State cooperative networks of libraries, which provide for the
          systematic and effective coordination of the resources of school,
          public, academic, and special libraries and information centers; and
          (3) developing the technological capacity of libraries for
          interlibrary cooperation and resource sharing.

157   Total LSCA Titles I-III income. Sum of items 154-156.

158   Other LSCA income (Titles IV-VIII). If the STLA received any LSCA
          grant from Titles IV-VIII, report that income in this item.

159-   If any LSCA income is reported in item 158, enter <X> in items 159-
163   163 as appropriate to specify title(s) from which income was
          received:

159   Title IV. Library Services for Indian Tribes.

160   Title V. Foreign Language Materials Acquisition.

161   Title VI. Library Literacy Programs.

162   Title VII. Evaluation and Assessment.

163   Title VIII. Library Learning Center Programs.

164   Other Federal income. If the STLA received other federal income,
          report that income in this item.

165   Specify program(s) and title(s). If other federal income is
          reported in item 164, specify its source in this item.

166   Total Federal income. Sum of items 157, 158, and 164.
</pre>

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

State Income

167   STLA operation. Report income received from the State to support operation of the STLA. Do not include income received for major capital expenditures, contributions to endowments, or income passed through to another agency, or funds unspent in the previous fiscal year.

168   State aid to libraries. Report income received from the State for distribution to libraries, systems, and agencies. Includes funds derived from State taxation and appropriated by a State legislature to a State Library Agency for payment or transfer to an individual library; a group of libraries; or an agency or library, other than the STLA, that provides a Statewide service to libraries or citizens. Exclude State funds used to administer the State Library Agency; State funds used to deliver Statewide services to libraries or citizens where the service is administered directly by the STLA; State funds allocated for school library operations when the State Library Agency is under the State education agency; and federal funds.

169   Other State income. Report income received from the State for any other purpose, such as interagency transfers.

170   Total State income. Sum of items 167-169.

171   Other income. Include (1) any other income from public sources, such as local, regional, or multijurisdictional sources; (2) income received from private sources, such as foundations, corporations, Friends groups, and individuals; and (3) STLA-generated income, such as fines and fees for services.

172   Total income. Sum of items 166 and 170-171.

PART L. EXPENDITURES

22.   Enter in the spaces provided total STLA expenditures, by source of funds and type of expenditure. Include all LSCA expenditures (Titles I-VIII). Include expenditures for allied operations only if the expenditures are from the STLA budget.

Operating Expenditures

Note: These are the current and recurrent costs necessary to the provision of services by the STLA.

173   Salaries and wages. Salaries and wages for all STLA staff, including plant operation, security and maintenance staff for the reporting year. Include salaries and wages before deductions, but exclude employee benefits.

174   Employee benefits. Benefits outside of salaries and wages paid and accruing to employees, including plant operation, security and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the STLA for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the STLA budget should be reported.

175   Total staff expenditures. Sum of items 173-174.

176   Collection expenditures. Includes all expenditures for materials purchased or leased for use by STLA users, including print materials, microforms, machine-readable materials, audiovisual materials, etc.

177   Other operating expenditures. Includes all operating expenditures not reported in items 173-176.

178   Total operating expenditures. Sum of items 175-177.

        Aid to Libraries

179   Individual public libraries. Libraries that are governed exclusively by a single board or political subdivision. Municipal libraries, county libraries, consolidated multi-county libraries, and library districts are considered individual libraries if there is only one administrative entity. Exclude construction aid.

180   Public library systems. Headquarters of regional public library systems, federations, cooperatives, or public libraries serving in a regional capacity which includes grants to headquarters of regional public library systems.

181   Other individual libraries. Libraries other than public libraries and school library media centers.

182   Multitype library systems. Headquarters of regional multitype library systems, federations, and cooperatives, or libraries serving multitype libraries within a region. Multitype library systems may serve public, academic, school, and special libraries.

183   Single agency or library providing statewide service. A single agency or library, other than the STLA, that provides a statewide service to libraries or State residents where the primary service area is all or a significant portion of the State (e.g., statewide interlibrary loan or reference service, library service to the blind and physically handicapped, etc.) Do not include funds administered directly by the STLA to provide such services.

184   Library construction. Do not report data for this item in items 179-183, 185, or 187. Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them.

185   Other aid to libraries. Expenditures for aid to libraries not reported in items 179-184.

186   Total aid to libraries. Sum of items 179-185.

187   Capital outlay. Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except (189).

        Note: State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this definition.

188   Other expenditures. These are expenditures not reported in items 173-187.

189   Total expenditures. Sum of items 178 and 186-188.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

PART M. LSCA TITLES I-III EXPENDITURES

23.   Enter in the spaces provided LSCA expenditures from Titles I, II, and III, by following types of expenditure. These expenditures should also be reported in Part L.

LSCA Title I Expenditures

Note: Report the following types of expenditures from LSCA Title I:

190   Statewide services. Funds expended by the STLA to provide services to libraries and individuals throughout the State. Includes sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.

191   Grants. Funds distributed by the STLA to recipients who meet eligibility criteria specified by LSCA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis.

192   LSCA administration. Expenditures of Title I funds for administrative costs in connection with programs and services carried out under Titles I, II, and III.

193   Total LSCA Title I expenditures. Sum of items 190-192.

LSCA Title II Expenditures

Note: Report the following types of expenditures from LSCA Title II:

194   Grants. See instructions to item 191 for guidance.

195   LSCA administration. See instructions to item 192 for guidance.

196   Total LSCA Title II expenditures. Sum of items 194 and 195.

LSCA Title III Expenditures

Note: Report the following types of expenditures from LSCA Title III:

197   Statewide Services. See instructions to item 190 for guidance.

198   Grants. See instructions to item 191 for guidance.

199   Total LSCA Title III expenditures. Sum of items 197 and 198.

200   Total LSCA TITLES I-III expenditures. Sum of items 193, 196, and 199.

PART N. ALLIED OPERATIONS EXPENDITURES

24.   Enter in the spaces provided total expenditures from the STLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part L.

Operating Expenditures

201   Total staff expenditures. Report STLA expenditures for salaries and wages and employee benefits for allied operations listed in Part C. Also see instructions for items 173-174 for guidance.

202   Other operating expenditures. Report all operating expenditures for allied operations, if these expenditures are from the STLA budget, that are not reported in item 201.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

203   Total operating expenditures. Sum of items 201-202.

204   Capital outlay. Report STLA expenditures for this item for the allied operations listed in Part C. See the description of capital outlay in the instructions for item 187.

205   Total expenditures. Sum of items 203-204.

PART O. PUBLIC POLICY ISSUES

25.   Enter in the spaces provided the total grants and contracts expenditures by the STLA to assist public libraries in responding to the National Education Goals or a State education reform initiative as follows:

206   Readiness for school. One of the six National Education Goals is that "By the year 2000, all children in America will start school ready to learn." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal.

207   Adult literacy and lifelong learning. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal.

26.   Enter in the spaces provided the total number of combined libraries in your State, by the specified categories.

        Note: Include only libraries that are combined at the administrative level. Exclude libraries combined only at the branch or other outlet level. For definitions of types of libraries within each category, see the instructions to question 5.

208   Public and school

209   Public and academic

210   Academic and school

211   Public, academic, and school (exclude combinations above)