

Data File: State Library Agencies Survey: Fiscal Year 2002

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I. Introduction

This survey file contains final data on state library agencies in the 50 states and the District of Columbia for fiscal year (FY) 2002. The data were collected through the State Library Agencies (StLA) Survey, a voluntary survey conducted annually by the National Center for Education Statistics (NCES). The survey is a cooperative effort of the Chief Officers of State Library Agencies (COSLA), the U.S. National Commission on Libraries and Information Science (NCLIS), the U.S. Census Bureau (the data collection agent), and NCES. The FY 2002 StLA Survey is the ninth in the series.

Background

A state library agency is the official agency of a state charged by state law with the extension and development of public library services throughout the state and which has adequate authority under state law to administer state plans in accordance with the provisions of the Library Services and Technology Act (LSTA) (P.L. 104–208). Their administrative and developmental responsibilities 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 may also function as the state's public library at large, providing service to the general public and state government employees.

Purpose of Survey

The purpose of the StLA Survey is to provide state and federal policymakers and other interested users with information about state library agencies. The data collected are useful to (1) chief officers of StLAs, (2) policymakers in the executive and legislative branches of federal and state governments, (3) government and library administrators at federal, state, and local levels, (4) the American Library Association and its members or customers, (5) library and public policy researchers, and (6) the public, journalists, and others. Decisionmakers use this survey to obtain information about services and fiscal practices.

The data collected on StLA services to public, academic, and school libraries, and library systems, when added to the data collected through the NCES surveys of public, academic, and school libraries, will help complete the national picture of library service.

Congressional Authorization

NCES is authorized to collect these data under the Education Sciences Reform Act of 2002. 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 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.

II. User's Guide

II. A. Survey Methodology

This survey file contains final data on state library agencies in the 50 states and the District of Columbia (51 total) for FY 2002.

Survey Instrument

The StLA data are collected over the Internet via a Web-based reporting system. The Web survey application includes a user guide and tutorial explaining its features and operation, the data entry form and instructions,

and an edit check tool. The Web survey was designed to minimize response burden, to improve the timeliness and quality of the data, and to require minimal or no edit follow-up for data problems.

The FY 2002 survey collected data on 436 items, including state library agency identification, governance, public service hours, service outlets, collections, library service transactions, library development transactions, services to other libraries in the state, allied operations, staff, income, expenditures, and electronic services and information. The data items and definitions are provided in the survey instrument in appendix C.

Note: The data collected for new survey items 239-245 in Part N (see survey instrument at end of this report) were not included on the data file due to significant reporting problems. NCES plans to collect the data in FY 2004 following revision of the definitions.

Reporting Period. The FY 2002 StLA Survey requested data for state fiscal year 2002, except for Part B—Governance and Part I—Staff which requested data as of October 1, 2002. The fiscal year of most states was July 1, 2001 to June 30, 2002. Exceptions were New York (April 1, 2001 to March 31, 2002); Texas (September 1, 2001 to August 31, 2002); and Alabama, the District of Columbia, and Michigan (October 1, 2001 to September 30, 2002).

Survey Universe

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

Survey Response Rate

Unit Response. The FY 2002 StLA Survey achieved a 100 percent unit response rate.

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

<u>Item number</u>	<u>Item</u>	<u>Response rate</u>
091	Book and serial volumes	98.0
092	Audio materials	98.0
094	Video materials	98.0
095	Current serial subscriptions	98.0
096	Government documents	98.0
110	Circulation	98.0
111	Interlibrary loans provided to other libraries	98.0
112	Interlibrary loans received from other libraries and document delivery services	98.0
113	Reference transactions	98.0
114	Library visits	88.2
223a	Statewide database licensing expenditures (federal)	98.0
223b	Statewide database licensing expenditures (state)	98.0
223d	Statewide database licensing expenditures (total)	98.0

Data Collection and Processing

The StLA Survey was released on the Web to state library agencies for data entry on January 15, 2003. The survey had a due date of March 31, 2003. The U.S. Census Bureau was the data processing agent for the survey through an interagency agreement with NCES. Census administered the Web survey system, provided technical support, conducted nonresponse follow-up, and produced the data files and tabulations of the data. Census also edited the state data submissions, with additional review by NCES.

To reduce response burden, the survey was transmitted with pre-entered prior-year data for items where the data are not expected to change annually—most of Parts A through C, E, and N, or about 20 percent of the survey items. The respondent was requested to review the pre-entered data and update any information that had changed from the previous year. All other data cells were left blank for the respondent to fill in, not update. The Web application required a response of -1 to a numeric item if the respondent could not provide the data. A response was also required to all alpha-numeric items, except items that could legitimately be left blank due to skip patterns. The respondent could not "lock" the data file to signify completion of the survey unless these conditions were met. A zero (0) is a reported response and indicates the state library agency had none of the item. Missing data were imputed. See the section below on "Imputation" for a discussion of the imputation methodology.

An edit check tool, built into the Web application, alerted the respondent to questionable data during the data entry process through interactive "edit check warnings" and through edit check reports which could be viewed on-screen or printed. The edit check program enabled the respondent to submit an edited data file to NCES which usually required little or no follow-up for data problems. The edit check tool includes four types of edits:

1. Relational edit checks. This is a data consistency check between related data elements. For example, an edit check message is generated if the state library agency is designated as a federal depository library but does not indicate the type of federal depository library.
2. Out-of-range edit checks. This is a comparison of data reported for an item to the "acceptable range" of numeric values. For example, an edit check message is generated if annual circulation transactions per annual library visits is less than 0.5 circulation transactions per visit.
3. Arithmetic edit checks. This is an arithmetic check comparing a reported total to the sum of its parts. For example, an edit check 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. This is a check of reported data against acceptable values. For example, an edit check message is generated if book/serial volumes is 0 or blank.

The preliminary data file and draft tables were reviewed by the State Library Agencies Survey Steering Committee, NCES, and Census for data quality. Based on this review, states with questionable data were contacted to request verification or correction of the data.

Imputation

Missing data were imputed using one of 3 methods: the zero rule, the growth rule, or the sum rule. These methods were used in order—the zero rule first, then the growth rule, and finally the sum rule.

- ◆ **The Zero Rule.** If the state did not report a value for FY 2002 and the value is zero for FY 2001, then the value for FY 2002 was set to 0. This rule was applied first, on the assumption that there was no change since FY 2001. The 0 in the prior year could be an imputed value.
- ◆ **The Growth Rule.** If the state did not report a value for FY 2002 and the value for FY 2001 was greater than 0, the growth rate from FY 2001 to FY 2002 was calculated for all states that reported data greater than 0 in both years. The median of the growth rates was then calculated and applied to the state's FY 2001 data to obtain an estimate for FY 2002. The growth rate could be applied to an FY 2001 imputed value. Note: The growth rule looked at values for FY 2001 only, as states that cannot report a particular item tend to have ongoing problems reporting that item, so earlier data were not considered to be useful.
- ◆ **The Sum Rule.** When the details of a total and the total were missing, the details were imputed by the zero rule or the growth rule. The total was then imputed by adding up the details.

The data are identified as either imputed or reported on the survey data file through the use of imputation flags.

Using the Data to Make Comparisons

Missing data were imputed beginning with the FY 99 survey. Users should take into consideration that items which include imputations are not strictly comparable to data prior to FY 99, which include reported data only.

State comparisons should be made with caution because states vary in their fiscal year reporting periods, as indicated above, and may vary in their interpretation of the survey definitions. The District of Columbia, while not a state, is included in the survey. Caution should be used in comparing District of Columbia data with state data.

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

Processing the Data File

This is the final data file. The data file is provided in two formats: MS-Access (istla02a.mdb) and ASCII (istla02a.txt).¹ The record layout is provided in appendix A. The ASCII file consists of one record of fixed length for each StLA. The Access file is also one record of fixed length for each StLA, but, due to the record length, the file is split into six tables, as follows:

- *istla02a_part_1* corresponds to survey Parts A to E (see list below);
- *istla02a_part_1_flags* contains the imputation flags and their values for Parts A to E;
- *istla02a_part_2* corresponds to survey Parts F to I (see list below);
- *istla02a_part_2_flags* contains the imputation flags and their values for Parts F to I;
- *istla02a_part_3* corresponds to survey Parts J to N (see list below); and
- *istla02a_part_3_flags* contains the imputation flags and their values for Parts J to N.

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
Part D Services to Libraries and Systems
Part E Public Service Hours, Outlets, and User Groups
Part F Collections
Part G Library Service Transactions
Part H Library Development Transactions
Part I Staff
Part J Income
Part K Expenditures
Part L LSTA State Program Expenditures
Part M Allied Operations Expenditures
Part N Electronic Services and Information
Part O Public Policy Issues

¹The Microsoft Access data file has the .mdb extension, and the ASCII data file has the .txt extension.

How to remove imputed values from the data. Every variable that has the possibility of being imputed has a flag. If the value of that flag is “R” (reported) or “E” (reported and adjusted by NCES and Census based on edit follow-up), then the value for the associated variable was reported. If the value of the flag is “Z” (missing value was imputed as zero because FY 2001 value was zero), “G” (missing value imputed through growth rate applied to FY 2001 value), or “T” (missing total value imputed by summing the details), then the value for the associated variable was imputed. To remove all imputed values from the data, the values of variables that have an imputation flag of “Z”, “G”, or “T” should be removed. There are no values for variables that have an imputation flag of “B” (blank field—applies to items 239-245 only).

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
Part A—State Library Agency Identification						
STLANAME	A	001	AN	63	1	StLA Name
						Physical location address
PHYSADDR	A	002	AN	60	64	Street
PHYS_CITY	A	003	AN	17	124	City
PHYS_ST	A	004	AN	02	141	State
PHYSZIP	A	005	AN	05	143	Zip
PHYSZIP4	A	006	AN	04	148	Zip + 4
						Mailing address
MAILADDR	A	007	AN	60	152	Street
MAIL_CITY	A	008	AN	17	212	City
MAIL_ST	A	009	AN	02	229	State
MAILZIP	A	010a	AN	05	231	Zip
MAILZIP4	A	010b	AN	04	236	Zip + 4
WEBADDR	A	011	AN	50	240	Word Wide Web address
FILL012	A	012	AN	20	290	Blank (Survey processing item-not released to public)
FILL013	A	013	AN	20	310	Blank (Survey processing item-not released to public)
FILL014	A	014	AN	10	330	Blank (Survey processing item-not released to public)
FILL015	A	015	AN	10	340	Blank (Survey processing item-not released to public)
FILL016	A	016	AN	50	350	Blank (Survey processing item-not released to public)
FILL017	A	017	AN	20	400	Blank (Survey processing item-not released to public)
FILL018	A	018	AN	20	420	Blank (Survey processing item-not released to public)
FILL019	A	019	AN	10	440	Blank (Survey processing item-not released to public)
FILL020	A	020	AN	10	450	Blank (Survey processing item-not released to public)
FILL021	A	021	AN	50	460	Blank (Survey processing item-not released to public)
						Reporting period
FYSTART	A	022	AN	10	510	Fiscal year starting date, in following format: month/day/year (e.g., 07/01/2001)
FYEND	A	023	AN	10	520	Fiscal year ending date, in following format: month/day/year (e.g., 06/30/2002)
						(Note: item 024 is reserved for future use.)
Part B—Governance						
						Location in state government as of October 1, 2002, whom the agency reports to, and selection methods
BRANCH	B	025	AN	01	530	Branch of government L—Legislative branch E—Executive branch
INDAGY	B	026	AN	01	531	Independent agency in the Executive branch reporting to: G—Governor B—Board/commission P—Skipped item (if no response was necessary)
APPBYGOV	B	027	AN	01	532	Board/commission selection method(s): Appointed by governor X—Yes P—Skipped item (if no response was necessary)

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
APPBYOTH	B	028	AN	01	533	Appointed by other official X—Yes P—Skipped item (if no response was necessary)
LARGERAG	B	029	AN	01	534	Part of larger agency in Executive branch: E—Department of education C—Department of cultural resources S—Department of state O—Other agency P—Skipped item (if no response was necessary)
OTHAGSP	B	030	AN	50	535	Other agency, specified P—Skipped item (if no response was necessary)

(Note: items 031 to 039 are reserved for future use.)

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	585	State archives
STLEGREF	C	041	AN	01	586	Primary state legislative research organization
STHSTMUS	C	042	AN	01	587	State history museum/art gallery
STRECMNG	C	043	AN	01	588	State records management service
OTHALLOP	C	044	AN	01	589	Other allied operation
OTHALLSP	C	045	AN	50	590	Other allied operation, specified P—Skipped item (if no response was necessary)
STLACONT	C	046	AN	01	640	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	641	StLA hosts or provides funding to State Center for the Book Y—Yes N—No

Part D—Services to Libraries and Systems

						Services provided directly or by contract by StLA to types of libraries or systems (D—Directly C—Contract N—Not provided)
						Accreditation of libraries
ACCRLIBA	D	048a	AN	01	642	Public
ACCRLIBB	D	048b	AN	01	643	Academic
ACCRLIBC	D	048c	AN	01	644	School
ACCRLIBD	D	048d	AN	01	645	Special
ACCRLIBE	D	048e	AN	01	646	Systems
						Administration of LSTA grants
LSTASVA	D	049a	AN	01	647	Public
LSTASVB	D	049b	AN	01	648	Academic
LSTASVC	D	049c	AN	01	649	School
LSTASVD	D	049d	AN	01	650	Special
LSTASVE	D	049e	AN	01	651	Systems

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
STAIDSVB	D	050b	AN	01	653	Academic
STAIDSVB	D	050a	AN	01	652	Administration of State aid Public
STAIDSVB	D	050b	AN	01	653	Academic
STAIDSVB	D	050c	AN	01	654	School
STAIDSVB	D	050d	AN	01	655	Special
STAIDSVB	D	050e	AN	01	656	Systems
CERTLIBA	D	051a	AN	01	657	Certification of librarians Public
CERTLIBA	D	051a	AN	01	657	Certification of librarians Public
CERTLIBA	D	051b	AN	01	658	Academic
CERTLIBA	D	051c	AN	01	659	School
CERTLIBA	D	051d	AN	01	660	Special
CERTLIBA	D	051e	AN	01	661	Systems
COLLBSTA	D	052a	AN	01	662	Collection of library statistics Public
COLLBSTA	D	052a	AN	01	662	Collection of library statistics Public
COLLBSTA	D	052b	AN	01	663	Academic
COLLBSTA	D	052c	AN	01	664	School
COLLBSTA	D	052d	AN	01	665	Special
COLLBSTA	D	052e	AN	01	666	Systems
CNSLTSVA	D	053a	AN	01	667	Consulting services Public
CNSLTSVA	D	053a	AN	01	667	Consulting services Public
CNSLTSVA	D	053b	AN	01	668	Academic
CNSLTSVA	D	053c	AN	01	669	School
CNSLTSVA	D	053d	AN	01	670	Special
CNSLTSVA	D	053e	AN	01	671	Systems
CNTEDPRA	D	054a	AN	01	672	Continuing education programs Public
CNTEDPRA	D	054a	AN	01	672	Continuing education programs Public
CNTEDPRA	D	054b	AN	01	673	Academic
CNTEDPRA	D	054c	AN	01	674	School
CNTEDPRA	D	054d	AN	01	675	Special
CNTEDPRA	D	054e	AN	01	676	Systems
COOPPURA	D	055a	AN	01	677	Cooperative purchasing of library materials Public
COOPPURA	D	055a	AN	01	677	Cooperative purchasing of library materials Public
COOPPURA	D	055b	AN	01	678	Academic
COOPPURA	D	055c	AN	01	679	School
COOPPURA	D	055d	AN	01	680	Special
COOPPURA	D	055e	AN	01	681	Systems
ILLREFA	D	056a	AN	01	682	Interlibrary loan referral services Public
ILLREFA	D	056a	AN	01	682	Interlibrary loan referral services Public
ILLREFA	D	056b	AN	01	683	Academic
ILLREFA	D	056c	AN	01	684	School
ILLREFA	D	056d	AN	01	685	Special
ILLREFA	D	056e	AN	01	686	Systems
LIBLEGA	D	057a	AN	01	687	Library legislation preparation/review Public
LIBLEGA	D	057a	AN	01	687	Library legislation preparation/review Public
LIBLEGA	D	057b	AN	01	688	Academic
LIBLEGA	D	057c	AN	01	689	School
LIBLEGA	D	057d	AN	01	690	Special
LIBLEGA	D	057e	AN	01	691	Systems

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
LIBPLANA	D	058a	AN	01	692	Library planning/evaluation/research Public
LIBPLANB	D	058b	AN	01	693	Academic
LIBPLANC	D	058c	AN	01	694	School
LIBPLAND	D	058d	AN	01	695	Special
LIBPLANE	D	058e	AN	01	696	Systems
LITPRVA	D	059a	AN	01	697	Literacy program support Public
LITPRVB	D	059b	AN	01	698	Academic
LITPRVC	D	059c	AN	01	699	School
LITPRVD	D	059d	AN	01	700	Special
LITPRVE	D	059e	AN	01	701	Systems
OCLCGACA	D	060a	AN	01	702	OCLC Group Access Capability (GAC) Public
OCLCGACB	D	060b	AN	01	703	Academic
OCLCGACC	D	060c	AN	01	704	School
OCLCGACD	D	060d	AN	01	705	Special
OCLCGACE	D	060e	AN	01	706	Systems
PRESERVA	D	061a	AN	01	707	Preservation/conservation services Public
PRESERVB	D	061b	AN	01	708	Academic
PRESERVC	D	061c	AN	01	709	School
PRESERVD	D	061d	AN	01	710	Special
PRESERVE	D	061e	AN	01	711	Systems
REFREFA	D	062a	AN	01	712	Reference referral services Public
REFREFB	D	062b	AN	01	713	Academic
REFREFC	D	062c	AN	01	714	School
REFREFD	D	062d	AN	01	715	Special
REFREFE	D	062e	AN	01	716	Systems
RETROVA	D	063a	AN	01	717	Retrospective conversion of bibliographic records Public
RETROVB	D	063b	AN	01	718	Academic
RETROVC	D	063c	AN	01	719	School
RETROVD	D	063d	AN	01	720	Special
RETROVE	D	063e	AN	01	721	Systems
STSTANDA	D	064a	AN	01	722	State standards/guidelines Public
STSTANDB	D	064b	AN	01	723	Academic
STSTANDC	D	064c	AN	01	724	School
STSTANDD	D	064d	AN	01	725	Special
STSTANDE	D	064e	AN	01	726	Systems
STWIDPRA	D	065a	AN	01	727	Statewide public relations/library promotion campaigns Public
STWIDPRB	D	065b	AN	01	728	Academic
STWIDPRC	D	065c	AN	01	729	School
STWIDPRD	D	065d	AN	01	730	Special
STWIDPRE	D	065e	AN	01	731	Systems

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
SUMREADA	D	066a	AN	01	732	Summer reading program support Public
SUMREADB	D	066b	AN	01	733	Academic
SUMREADC	D	066c	AN	01	734	School
SUMREADD	D	066d	AN	01	735	Special
SUMREADE	D	066e	AN	01	736	Systems
UNIONDVA	D	067a	AN	01	737	Union list development Public
UNIONDVB	D	067b	AN	01	738	Academic
UNIONDVC	D	067c	AN	01	739	School
UNIONDVD	D	067d	AN	01	740	Special
UNIONDVE	D	067e	AN	01	741	Systems
UNIVSERA	D	068a	AN	01	742	Universal service program Public
UNIVSERB	D	068b	AN	01	743	Academic
UNIVSERC	D	068c	AN	01	744	School
UNIVSERD	D	068d	AN	01	745	Special
UNIVSERE	D	068e	AN	01	746	Systems

(Note: Items 069-076 are reserved for future use.)

Part E—Public Service Hours, Outlets, and User Groups

TOTHRS	E	077a	N	04	747	Total hours open per typical week (all StLA outlets, regardless of whom they serve)
TOTHRSC	E	077b	N	04	751	Total hours that main or central StLA is open per typical week to serve the general public and/or state government employees
MON2FRCE	E	078	N	04	755	Total hours/week (main or central outlet) Monday-Friday after 5:00 p.m. (main or central outlet)
SATSUNCE	E	079	N	04	759	Saturday and Sunday (main or central outlet)

(Note: Items 80 and 81 are reserved for future use.)

MAINOUT	E	082	N	04	763	Total number of StLA outlets, by type Main or central outlet
OTHEROUT	E	083	N	04	767	Other outlets, exclude bookmobiles
BKMOBILE	E	084	N	04	771	Bookmobiles
TOTALOUT	E	085	N	04	775	Total outlets
BPHOUTA	E	086a	N	04	779	Number of StLA outlets that serve specific user groups, in whole or in part, by type of user group and outlet: Outlets serving Blind/physically handicapped individuals Main or central outlet
BPHOUTB	E	086b	N	04	783	Other outlets (excluding bookmobiles)
BPHOUTC	E	086c	N	04	787	Bookmobiles
BPHOUTD	E	086d	N	04	791	Total outlets
COROUTA	E	087a	N	04	795	Outlets serving Residents of state correctional institutions Main or central outlet
COROUTB	E	087b	N	04	799	Other outlets (excluding bookmobiles)
COROUTC	E	087c	N	04	803	Bookmobiles
COROUTD	E	087d	N	04	807	Total outlets

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
OTSTOUTA	E	088a	N	04	811	Outlets serving Residents of other state institutions Main or central outlet
OTSTOUTB	E	088b	N	04	815	Other outlets (excluding bookmobiles)
OTSTOUTC	E	088c	N	04	819	Bookmobiles
OTSTOUTD	E	088d	N	04	823	Total outlets
						Outlets serving State government employees (executive, legislative, or judicial)
GVEMOUTA	E	089a	N	04	827	Main or central outlet
GVEMOUTB	E	089b	N	04	831	Other outlets (excluding bookmobiles)
GVEMOUTC	E	089c	N	04	835	Bookmobiles
GVEMOUTD	E	089d	N	04	839	Total outlets
						Outlets serving General public
GPOUTA	E	090a	N	04	843	Main or central outlet
GPOUTB	E	090b	N	04	847	Other outlets (excluding bookmobiles)
GPOUTC	E	090c	N	04	851	Bookmobiles
GPOUTD	E	090d	N	04	855	Total outlets
Part F—Collections						
						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	F	091	N	08	859	Book and serial volumes (exclude microform) (exclude collections of Braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)
AUDIO	F	092	N	08	867	Audio materials (exclude collections of talking books (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)
						(Note: item 093 is reserved for future use.)
VIDEO	F	094	N	08	875	Video materials
SUBSCRIP	F	095	N	08	883	Current serial subscriptions (titles, not individual issues) (include print subscriptions only)(exclude microform, electronic, and digital subscriptions)
GOVDOC	F	096	N	08	891	Government documents (include only government documents, in all formats, not accessible through the library catalog and not reported elsewhere)
GENCOL	F	097	AN	01	899	StLA maintains a general collection Y—Yes N—No
						(Note: items 098-105 are reserved for future use.)
						StLA depository library designation (Y—Yes N—No)
STDEPLIB	F	106	AN	01	900	State depository library
FDDEPLIB	F	107	AN	01	901	Federal depository library
REGIONAL	F	108	AN	01	902	Regional (federal depository library)
SELECTIV	F	109	AN	01	903	Selective (federal depository library)

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
Part G—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	G	110	N	07	904	Circulation
PROVTO	G	111	N	07	911	Interlibrary loan/document delivery: Provided to other libraries
RECFROM	G	112	N	07	918	Received from other libraries and document delivery services
REFTRANS	G	113	N	07	925	Reference transactions
LIBVISTS	G	114	N	07	932	Library visits
Part H—Library Development Transactions						
						Total annual development transactions of the StLA, by type of transaction
GRANTMON	H	115	N	06	939	LSTA and State grants
ONSITMON	H	116	N	06	945	Grants monitored
						On-site monitoring visits
EVENTS	H	117	N	06	951	Continuing education programs
ATEVENTS	H	118	N	06	957	Number of events
						Total attendance
Part I—Staff						
						Total StLA staff in FTEs (full-time equivalents) on the payroll as of October 1, 2002, 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.
ADMSEVA	I	119a	N	07	963	Administration
ADMSEVB	I	119b	N	07	970	Librarians with ALA-MLS
ADMSEVC	I	119c	N	07	977	Other professionals
ADMSEVD	I	119d	N	07	984	Other paid staff
						Total staff
LDPUBA	I	120a	N	07	991	Library development—Public library
LDPUBB	I	120b	N	07	998	Librarians with ALA-MLS
LDPUBC	I	120c	N	07	1005	Other professionals
LDPUBD	I	120d	N	07	1012	Other paid staff
						Total staff
LDSCHA	I	121a	N	07	1019	Library development—School library media center
LDSCHB	I	121b	N	07	1026	Librarians with ALA-MLS
LDSCHC	I	121c	N	07	1033	Other professionals
LDSCHD	I	121d	N	07	1040	Other paid staff
						Total staff
LDACADA	I	122a	N	07	1047	Library development—Academic library
LDACADB	I	122b	N	07	1054	Librarians with ALA-MLS
LDACADC	I	122c	N	07	1061	Other professionals
LDACADD	I	122d	N	07	1068	Other paid staff
						Total staff

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
LDSPECA	I	123a	N	07	1075	Library development—Special library
LDSPECB	I	123b	N	07	1082	Librarians with ALA-MLS
LDSPECC	I	123c	N	07	1089	Other professionals
LDSPECD	I	123d	N	07	1096	Other paid staff
						Total staff
LDOTHLBA	I	124a	N	07	1103	Library development—Other library development
LDOTHLBB	I	124b	N	07	1110	Librarians with ALA-MLS
LDOTHLBC	I	124c	N	07	1117	Other professionals
LDOTHLBD	I	124d	N	07	1124	Other paid staff
						Total staff
TOTALLDA	I	125a	N	07	1131	Library development—Total library development
TOTALLDB	I	125b	N	07	1138	Librarians with ALA-MLS
TOTALLDC	I	125c	N	07	1145	Other professionals
TOTALLDD	I	125d	N	07	1152	Other paid staff
						Total staff
LSPUBSVA	I	126a	N	07	1159	Library services—Public services
LSPUBSVB	I	126b	N	07	1166	Librarians with ALA-MLS
LSPUBSVC	I	126c	N	07	1173	Other professionals
LSPUBSVD	I	126d	N	07	1180	Other paid staff
						Total staff
LSTECVA	I	127a	N	07	1187	Library services—Technical services
LSTECVB	I	127b	N	07	1194	Librarians with ALA-MLS
LSTECVC	I	127c	N	07	1201	Other professionals
LSTECVD	I	127d	N	07	1208	Other paid staff
						Total staff
LSOTHLA	I	128a	N	07	1215	Library services—Other library services
LSOTHLB	I	128b	N	07	1222	Librarians with ALA-MLS
LSOTHLSC	I	128c	N	07	1229	Other professionals
LSOTHLSD	I	128d	N	07	1236	Other paid staff
						Total staff
TOTALLSA	I	129a	N	07	1243	Library services—Total library services
TOTALLSB	I	129b	N	07	1250	Librarians with ALA-MLS
TOTALLSC	I	129c	N	07	1257	Other professionals
TOTALLSD	I	129d	N	07	1264	Other paid staff
						Total staff
OTHERSVA	I	130a	N	07	1271	Other services
OTHERSVB	I	130b	N	07	1278	Librarians with ALA-MLS
OTHERSVC	I	130c	N	07	1285	Other professionals
OTHERSVD	I	130d	N	07	1292	Other paid staff
						Total staff
TOTSTAF	I	131a	N	07	1299	Total staff
TOTSTAFB	I	131b	N	07	1306	Librarians with ALA-MLS
TOTSTAFC	I	131c	N	07	1313	Other professionals
TOTSTAFD	I	131d	N	07	1320	Other paid staff
						Total staff

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Number of StLA staff in FTEs (full-time equivalents) on the payroll as of October 1, 2002, 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.
LSTASEA	I	132a(a)	N	07	1327	Administration of LSTA grants Librarians with ALA-MLS
LSTASEB	I	132a(b)	N	07	1334	Other professionals
LSTASEC	I	132a(c)	N	07	1341	Other paid staff
LSTASED	I	132a(d)	N	07	1348	Total staff
						Administration of state aid
STAIIDSEA	I	132b(a)	N	07	1355	Librarians with ALA-MLS
STAIIDSEB	I	132b(b)	N	07	1362	Other professionals
STAIIDSEC	I	132b(c)	N	07	1369	Other paid staff
STAIIDSED	I	132b(d)	N	07	1376	Total staff
						Automation/electronic network development
AENDSEA	I	133a	N	07	1383	Librarians with ALA-MLS
AENDSEB	I	133b	N	07	1390	Other professionals
AENDSEC	I	133c	N	07	1397	Other paid staff
AENDSED	I	133d	N	07	1404	Total staff
						Blind and physically handicapped services
BPHSEA	I	134a	N	07	1411	Librarians with ALA-MLS
BPHSEB	I	134b	N	07	1418	Other professionals
BPHSEC	I	134c	N	07	1425	Other paid staff
BPHSED	I	134d	N	07	1432	Total staff
						Children's/young adult services
CYASEA	I	135a	N	07	1439	Librarians with ALA-MLS
CYASEB	I	135b	N	07	1446	Other professionals
CYASEC	I	135c	N	07	1453	Other paid staff
CYASED	I	135d	N	07	1460	Total staff
						Institutional library services
ILSSEA	I	136a	N	07	1467	Librarians with ALA-MLS
ILSSEB	I	136b	N	07	1474	Other professionals
ILSSEC	I	136c	N	07	1481	Other paid staff
ILSSED	I	136d	N	07	1488	Total staff
						Library statistics
LBSTASEA	I	137a	N	07	1495	Librarians with ALA-MLS
LBSTASEB	I	137b	N	07	1502	Other professionals
LBSTASEC	I	137c	N	07	1509	Other paid staff
LBSTASED	I	137d	N	07	1516	Total staff
						Literacy program support
LITPRSEA	I	138a	N	07	1523	Librarians with ALA-MLS
LITPRSEB	I	138b	N	07	1530	Other professionals
LITPRSEC	I	138c	N	07	1537	Other paid staff
LITPRSED	I	138d	N	07	1544	Total staff

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
MARKCOMA	I	139a	N	07	1551	Marketing/communications
MARKCOMB	I	139b	N	07	1558	Librarians with ALA-MLS
MARKCOMC	I	139c	N	07	1565	Other professionals
MARKCOMD	I	139d	N	07	1572	Other paid staff
						Total staff
						(Items 140-149 are reserved for future use.)
						Total StLA staff on the payroll as of October 1, 2002, by position, gender, and full-time/part-time status. Excludes unfilled but budgeted positions.
TOTMNFTA	I	150a(a)	N	07	1579	Total staff—Men (full-time)
TOTMNFTB	I	150a(b)	N	07	1586	Librarians with ALA-MLS
TOTMNFTC	I	150a(c)	N	07	1593	Other professionals
TOTMNFTD	I	150a(d)	N	07	1600	Other paid staff
						Total staff
TOTMNPTA	I	150b(a)	N	07	1607	Total staff—Men (part-time)
TOTMNPTB	I	150b(b)	N	07	1614	Librarians with ALA-MLS
TOTMNPTC	I	150b(c)	N	07	1621	Other professionals
TOTMNPTD	I	150b(d)	N	07	1628	Other paid staff
						Total staff
TOTWMFTA	I	151a(a)	N	07	1635	Total staff—Women (full-time)
TOTWMFTB	I	151a(b)	N	07	1642	Librarians with ALA-MLS
TOTWMFTC	I	151a(c)	N	07	1649	Other professionals
TOTWMFTD	I	151a(d)	N	07	1656	Other paid staff
						Total staff
TOTWMPTA	I	151b(a)	N	07	1663	Total staff—Women (part-time)
TOTWMPTB	I	151b(b)	N	07	1670	Librarians with ALA-MLS
TOTWMPTC	I	151b(c)	N	07	1677	Other professionals
TOTWMPTD	I	151b(d)	N	07	1684	Other paid staff
						Total staff
Part J—Income						
ASF_PUB	J	152	AN	01	1691	All public library state funds administered by the StLA Y—Yes N—No
						StLA administers any state funds to the following types of libraries (Y—Yes N—No)
ASF_AC	J	153a	AN	01	1692	Academic libraries
ASF_SCH	J	153b	AN	01	1693	School library media centers
ASF_SP	J	153c	AN	01	1694	Special libraries
ASF_LC	J	153d	AN	01	1695	Library cooperatives

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Total StLA income, by source and type (includes income for allied operations if it is part of StLA budget)
						Federal income, by type:
LSTAINC	J	154	N	10	1696	LSTA State Program income
FIOTH	J	155	N	10	1706	Other federal income
FIOTHSP	J	156	AN	80	1716	Other federal income, specified (program and titles)
						P—Skipped item (if no response was necessary)
TOTAL_FI	J	157	N	10	1796	Total federal income
						(Note: Items 158-166 are reserved for future use.)
						State and other income
						State income, by type:
SISTLAOP	J	167	N	10	1806	StLA operation
SIAIDLIB	J	168	N	10	1816	State aid to libraries
SIOOTHER	J	169	N	10	1826	Other state income
TOTAL_SI	J	170	N	10	1836	Total state income
OTHINCM	J	171	N	10	1846	Other income
TOTINCM	J	172	N	10	1856	Total income
Part K—Expenditures						
						Total StLA expenditures, by type and source (includes expenditures for allied operations if expenditures are from the StLA budget)
						Operating expenditures—Salaries and wages
OEXPSALA	K	173a	N	09	1866	Federal
OEXPSALB	K	173b	N	09	1875	State
OEXPSALC	K	173c	N	09	1884	Other
OEXPSALD	K	173d	N	09	1893	Total
						Operating expenditures—Employee benefits
OEXPBENA	K	174a	N	09	1902	Federal
OEXPBENB	K	174b	N	09	1911	State
OEXPBENC	K	174c	N	09	1920	Other
OEXPBEND	K	174d	N	09	1929	Total
						Operating expenditures—Total staff expenditures
TOTOXSTA	K	175a	N	09	1938	Federal
TOTOXSTB	K	175b	N	09	1947	State
TOTOXSTC	K	175c	N	09	1956	Other
TOTOXSTD	K	175d	N	09	1965	Total
						Operating expenditures—Collection expenditures
OEXPCOLA	K	176a	N	09	1974	Federal
OEXPCOLB	K	176b	N	09	1983	State
OEXPCOLC	K	176c	N	09	1992	Other
OEXPCOLD	K	176d	N	09	2001	Total
						Operating expenditures—Other operating expenditures
OEXPOTHA	K	177a	N	09	2010	Federal
OEXPOTHB	K	177b	N	09	2019	State
OEXPOTHC	K	177c	N	09	2028	Other
OEXPOTHD	K	177d	N	09	2037	Total

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
TOTOPEXA	K	178a	N	09	2046	Operating expenditures—Total operating expenditures Federal
TOTOPEXB	K	178b	N	09	2055	State
TOTOPEXC	K	178c	N	09	2064	Other
TOTOPEXD	K	178d	N	09	2073	Total
						Financial assistance to libraries and systems expenditures—Individual public libraries
AIDIPLA	K	179a	N	09	2082	Federal
AIDIPLB	K	179b	N	09	2091	State
AIDIPLC	K	179c	N	09	2100	Other
AIDIPLD	K	179d	N	09	2109	Total
						Financial assistance to libraries and systems expenditures—Public library systems
AIDPLSA	K	180a	N	09	2118	Federal
AIDPLSB	K	180b	N	09	2127	State
AIDPLSC	K	180c	N	09	2136	Other
AIDPLSD	K	180d	N	09	2145	Total
						Financial assistance to libraries and systems expenditures—individual libraries
AIDOILA	K	181a	N	09	2154	Federal
AIDOILB	K	181b	N	09	2163	State
AIDOILC	K	181c	N	09	2172	Other
AIDOILD	K	181d	N	09	2181	Total
						Financial assistance to libraries and systems expenditures—Multitype library systems
AIDMLSA	K	182a	N	09	2190	Federal
AIDMLSB	K	182b	N	09	2199	State
AIDMLSC	K	182c	N	09	2208	Other
AIDMLSD	K	182d	N	09	2217	Total
						Financial assistance to libraries and systems expenditures—Single agency or library providing statewide service
AIDSALA	K	183a	N	09	2226	Federal
AIDSALB	K	183b	N	09	2235	State
AIDSALC	K	183c	N	09	2244	Other
AIDSALD	K	183d	N	09	2253	Total
						Financial assistance to libraries and systems expenditures—Library construction
AIDLCA	K	184a	N	09	2262	Federal
AIDLCB	K	184b	N	09	2271	State
AIDLCC	K	184c	N	09	2280	Other
AIDLCD	K	184d	N	09	2289	Total

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Financial assistance to libraries and systems expenditures—Other assistance
AIDOTHA	K	185a	N	09	2298	Federal
AIDOTHB	K	185b	N	09	2307	State
AIDOTHC	K	185c	N	09	2316	Other
AIDOTHD	K	185d	N	09	2325	Total
						Financial assistance to libraries and systems expenditures—Total financial assistance
TOTAIDA	K	186a	N	09	2334	Federal
TOTAIDB	K	186b	N	09	2343	State
TOTAIDC	K	186c	N	09	2352	Other
TOTAIDD	K	186d	N	09	2361	Total
						Other StLA expenditures
						Capital outlay
CAPITALA	K	187a	N	10	2370	Federal
CAPITALB	K	187b	N	10	2380	State
CAPITALC	K	187c	N	10	2390	Other
CAPITALD	K	187d	N	10	2400	Total
						Other expenditures
OTHEXPA	K	188a	N	10	2410	Federal
OTHEXPB	K	188b	N	10	2420	State
OTHEXPC	K	188c	N	10	2430	Other
OTHEXPD	K	188d	N	10	2440	Total
						Total expenditures
TOTEXPA	K	189a	N	10	2450	Federal
TOTEXPB	K	189b	N	10	2460	State
TOTEXPC	K	189c	N	10	2470	Other
TOTEXPD	K	189d	N	10	2480	Total
Part L—LSTA State Program Expenditures						
						LSTA State Program expenditures, by type
SWEXPT	L	190	N	09	2490	Statewide services
GREXPT	L	191	N	09	2499	Grants
ADMEXPT	L	192	N	09	2508	LSTA administration
TOTEXPT	L	193	N	09	2517	Total LSTA expenditures
						LSTA State Program expenditures, by use
NETACXU	L	194	N	09	2526	Electronic networking/electronic access
SERDIFXU	L	195	N	09	2535	Services to persons with difficulty using library
SERPOVXU	L	196	N	09	2544	Services to children in poverty
ADMEXPU	L	197	N	09	2553	LSTA administration
TOTEXPU	L	198	N	09	2562	Total LSTA expenditures
Part M—Allied Operations Expenditures						
						Operating expenditures
ALLOPSTF	M	199	N	08	2571	Total staff expenditures
ALLOPOTH	M	200	N	08	2579	Other operating expenditures
TOTOX_AO	M	201	N	08	2587	Total operating expenditures
ALLOPCAP	M	202	N	08	2595	Capital outlay
OTHEXPAO	M	203	N	08	2603	Other expenditures
TOTEXPAO	M	204	N	08	2611	Total expenditures

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
Part N—Electronic Services and Information						
						Electronic networking functions supported by StLA at state level (Y—Yes N—No)
ELECPLAN	N	206	AN	01	2619	Electronic network planning or monitoring
ELECCOPER	N	207	AN	01	2620	Electronic network operation
						Database development
ELECBIBL	N	208	AN	01	2621	Bibliographic databases
ELECTEXT	N	209	AN	01	2622	Full text or data files
						Library access to the Internet supported by StLA (Y—Yes N—No)
NETTRSTF	N	210a	AN	01	2623	Training or consultation for participation for: Library staff (state and local)
NETTRCUS	N	210b	AN	01	2624	State library customers or end-users
NETSUB	N	211	AN	01	2625	Subsidy for participation
NETEQUIP	N	212	AN	01	2626	Providing equipment
NETMOUNT	N	213	AN	01	2627	Providing access to directories, databases, or online catalogs via the Internet
NETGOPH	N	214	AN	01	2628	Managing a gopher/Web site, file servers, bulletin boards, or listservs
FICSP	N	215	AN	03	2629	StLA's fastest Internet speed of connection 56K—56 kbps (thousand bits per second) T1—1.5 mbps (million bits per second) T3—45 mbps OTH—Other speed
FICSPSP	N	216	AN	10	2632	Other speed specified P—Skipped item (if no response was necessary)
						(Note: Items 217 to 219 are reserved for future use.)
PAGIW_LO	N	220a	N	04	2642	Internet workstations available to the general public Library-owned public-access graphical Internet workstations (includes computers leased by the StLA)
PAIW_OTH	N	220b	N	04	2646	All other public-access Internet workstations (includes non-library computers placed in the library by other agencies or groups) (includes non-graphical workstations)
						Electronic services provided by StLA (Y—Yes N—No)
INREFREQ	N	221	AN	01	2650	Receives and responds to reference questions via Internet
ACCOLDB	N	222	AN	01	2651	Provides or facilitates access for other libraries to on-line data bases
						StLA expenditures for statewide database licensing, by source
SWDBLICA	N	223a	N	09	2652	Federal
SWDBLICB	N	223b	N	09	2661	State
SWDBLICC	N	223c	N	09	2670	Other
SWDBLICD	N	223d	N	09	2679	Total

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						User groups covered by statewide database license expenditures reported in items 223a-223d (Y—Yes N—No)
PUBSWDBL	N	224	AN	01	2688	Public libraries
ACSWDBL	N	225	AN	01	2689	Academic libraries
SCHSWDBL	N	226	AN	01	2690	School library media centers
SPCSWDBL	N	227	AN	01	2691	Special libraries
LCSWDBL	N	228	AN	01	2692	Library Cooperatives
OTHSWDBL	N	229	AN	01	2693	Other state agencies
						Access for remote users covered by statewide database license expenditures reported in items 223a-223d (Y—Yes N—No)
REMOTEAC	N	230	AN	01	2694	Access for remote users
						StLA facilitates or subsidizes electronic access to the bibliographic records or holdings of other libraries in the state via: (Y—Yes N—No)
ACCCDROM	N	231	AN	01	2695	CD-ROM union catalog
ACCTLNET	N	233	AN	01	2696	Telnet gateway
ACCWBCAT	N	234	AN	01	2697	Web-based union catalog (international, national, statewide, multistate, regional)
ACCOTH	N	236	AN	01	2698	Other type of electronic access
OTHACCSP	N	237	AN	80	2699	Other type of electronic access, specified P—Skipped item (if no response was necessary)
						(Note: Items 232 and 235 are reserved for future use.)
						E-rate discount program (Y—Yes N—No)
ERATEAPP	N	238	AN	01	2779	StLA is applicant for e-rate discount program
FILL239	N	239	AN	08	2780	Blank (reserved for future use)
FILL240	N	240	AN	08	2788	Blank (reserved for future use)
FILL241	N	241	AN	08	2796	Blank (reserved for future use)
FILL242	N	242	AN	08	2804	Blank (reserved for future use)
FILL243	N	243	AN	08	2812	Blank (reserved for future use)
FILL244	N	244	AN	08	2820	Blank (reserved for future use)
FILL245	N	245	AN	08	2828	Blank (reserved for future use)

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
Part O—Public Policy Issues						
READSCH	O	246	N	08	2836	Grants and contracts expenditures by StLA to assist public libraries in responding to state or national education goals or initiatives in these areas
ADFAMLIT	O	247	N	08	2844	Readiness for school (pre-kindergarten learning only) Adult literacy and family literacy
IACOOOP	O	248	AN	01	2852	StLA monitoring and tracking (Y—Yes N—No) Monitoring interagency cooperation
LPARTNR	O	249	AN	01	2853	Monitoring library partnerships with business/other entities
POPU_ST	†	†	N	10	2854	Official state total population estimate as of July 1, 2002. (Source: Population Division, U.S. Census Bureau.)
PUB_FIPS	†	†	AN	02	2864	FIPS state code. See Appendix B—State Codes.
<p>Item imputation flags and definitions. Flags are represented as F____, where the ____ is replaced by the data item number. Example: F077A is the flag for TOTHRs which is data item 077A.</p> <p>R—Reported E—Reported and adjusted by NCES based on edit follow-up. Z—Missing value imputed as zero because FY 2001 value was zero. G—Missing value imputed through growth rate applied to FY 2001 value. T—Missing total value imputed by summing the details. B—Blank (reserved for future use).</p>						
F077A	†	†	AN	01	2866	flag for TOTHRs
F077B	†	†	AN	01	2867	flag for TOTHRsCE
F078	†	†	AN	01	2868	flag for MON2FRCE
F079	†	†	AN	01	2869	flag for SATSUNCE
F082	†	†	AN	01	2870	flag for MAINOUT
F083	†	†	AN	01	2871	flag for OTHEROUT
F084	†	†	AN	01	2872	flag for BKMOBILE
F085	†	†	AN	01	2873	flag for TOTALOUT
F086A	†	†	AN	01	2874	flag for BPHOUTA
F086B	†	†	AN	01	2875	flag for BPHOUTB
F086C	†	†	AN	01	2876	flag for BPHOUTC
F086D	†	†	AN	01	2877	flag for BPHOUTD
F087A	†	†	AN	01	2878	flag for COROUTA
F087B	†	†	AN	01	2879	flag for COROUTB
F087C	†	†	AN	01	2880	flag for COROUTC
F087D	†	†	AN	01	2881	flag for COROUTD
F088A	†	†	AN	01	2882	flag for OTSTOUTA
F088B	†	†	AN	01	2883	flag for OTSTOUTB
F088C	†	†	AN	01	2884	flag for OTSTOUTC
F088D	†	†	AN	01	2885	flag for OTSTOUTD
F089A	†	†	AN	01	2886	flag for GVEMOUTA
F089B	†	†	AN	01	2887	flag for GVEMOUTB

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
F089C	†	†	AN	01	2888	flag for GVEMOUTC
F089D	†	†	AN	01	2889	flag for GVEMOUTD
F090A	†	†	AN	01	2890	flag for GPOUTA
F090B	†	†	AN	01	2891	flag for GPOUTB
F090C	†	†	AN	01	2892	flag for GPOUTC
F090D	†	†	AN	01	2893	flag for GPOUTD
F091	†	†	AN	01	2894	flag for BKSERVOL
F092	†	†	AN	01	2895	flag for AUDIO
F094	†	†	AN	01	2896	flag for VIDEO
F095	†	†	AN	01	2897	flag for SUBSCRIP
F096	†	†	AN	01	2898	flag for GOVDOC
F110	†	†	AN	01	2899	flag for CIRC
F111	†	†	AN	01	2900	flag for PROVTO
F112	†	†	AN	01	2901	flag for RECFROM
F113	†	†	AN	01	2902	flag for REFTRANS
F114	†	†	AN	01	2903	flag for LIBVISTS
F115	†	†	AN	01	2904	flag for GRANTMON
F116	†	†	AN	01	2905	flag for ONSITMON
F117	†	†	AN	01	2906	flag for EVENTS
F118	†	†	AN	01	2907	flag for ATEVENTS
F119A	†	†	AN	01	2908	flag for ADMSERVA
F119B	†	†	AN	01	2909	flag for ADMSERVB
F119C	†	†	AN	01	2910	flag for ADMSERVC
F119D	†	†	AN	01	2911	flag for ADMSERVD
F120A	†	†	AN	01	2912	flag for LDPUBA
F120B	†	†	AN	01	2913	flag for LDPUBB
F120C	†	†	AN	01	2914	flag for LDPUBC
F120D	†	†	AN	01	2915	flag for LDPUBD
F121A	†	†	AN	01	2916	flag for LDSCHA
F121B	†	†	AN	01	2917	flag for LDSCHB
F121C	†	†	AN	01	2918	flag for LDSCHC
F121D	†	†	AN	01	2919	flag for LDSCHD
F122A	†	†	AN	01	2920	flag for LDACADA
F122B	†	†	AN	01	2921	flag for LDACADB
F122C	†	†	AN	01	2922	flag for LDACADC
F122D	†	†	AN	01	2923	flag for LDACADD
F123A	†	†	AN	01	2924	flag for LDSPECA
F123B	†	†	AN	01	2925	flag for LDSPECB
F123C	†	†	AN	01	2926	flag for LDSPECC
F123D	†	†	AN	01	2927	flag for LDSPECD
F124A	†	†	AN	01	2928	flag for LDOTHLBA
F124B	†	†	AN	01	2929	flag for LDOTHLBB
F124C	†	†	AN	01	2930	flag for LDOTHLBC
F124D	†	†	AN	01	2931	flag for LDOTHLBD
F125A	†	†	AN	01	2932	flag for TOTALLDA
F125B	†	†	AN	01	2933	flag for TOTALLDB
F125C	†	†	AN	01	2934	flag for TOTALLDC
F125D	†	†	AN	01	2935	flag for TOTALLDD
F126A	†	†	AN	01	2936	flag for LSPUBSVA
F126B	†	†	AN	01	2937	flag for LSPUBSVB
F126C	†	†	AN	01	2938	flag for LSPUBSVC
F126D	†	†	AN	01	2939	flag for LSPUBSVD
F127A	†	†	AN	01	2940	flag for LSTECSVA
F127B	†	†	AN	01	2941	flag for LSTECSVB
F127C	†	†	AN	01	2942	flag for LSTECSVC
F127D	†	†	AN	01	2943	flag for LSTECSVD
F128A	†	†	AN	01	2944	flag for LSOTHLA

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
F128B	†	†	AN	01	2945	flag for LSOTHL5B
F128C	†	†	AN	01	2946	flag for LSOTHL5C
F128D	†	†	AN	01	2947	flag for LSOTHL5D
F129A	†	†	AN	01	2948	flag for TOTALL5A
F129B	†	†	AN	01	2949	flag for TOTALL5B
F129C	†	†	AN	01	2950	flag for TOTALL5C
F129D	†	†	AN	01	2951	flag for TOTALL5D
F130A	†	†	AN	01	2952	flag for OTHER5VA
F130B	†	†	AN	01	2953	flag for OTHER5VB
F130C	†	†	AN	01	2954	flag for OTHER5VC
F130D	†	†	AN	01	2955	flag for OTHER5VD
F131A	†	†	AN	01	2956	flag for TOTSTAF5A
F131B	†	†	AN	01	2957	flag for TOTSTAF5B
F131C	†	†	AN	01	2958	flag for TOTSTAF5C
F131D	†	†	AN	01	2959	flag for TOTSTAF5D
F132AA	†	†	AN	01	2960	flag for LSTASE5A
F132AB	†	†	AN	01	2961	flag for LSTASE5B
F132AC	†	†	AN	01	2962	flag for LSTASE5C
F132AD	†	†	AN	01	2963	flag for LSTASE5D
F132BA	†	†	AN	01	2964	flag for ST5AID5EA
F132BB	†	†	AN	01	2965	flag for ST5AID5EB
F132BC	†	†	AN	01	2966	flag for ST5AID5EC
F132BD	†	†	AN	01	2967	flag for ST5AID5ED
F133A	†	†	AN	01	2968	flag for AEND5EA
F133B	†	†	AN	01	2969	flag for AEND5EB
F133C	†	†	AN	01	2970	flag for AEND5EC
F133D	†	†	AN	01	2971	flag for AEND5ED
F134A	†	†	AN	01	2972	flag for BPH5EA
F134B	†	†	AN	01	2973	flag for BPH5EB
F134C	†	†	AN	01	2974	flag for BPH5EC
F134D	†	†	AN	01	2975	flag for BPH5ED
F135A	†	†	AN	01	2976	flag for CYASE5A
F135B	†	†	AN	01	2977	flag for CYASE5B
F135C	†	†	AN	01	2978	flag for CYASE5C
F135D	†	†	AN	01	2979	flag for CYASE5D
F136A	†	†	AN	01	2980	flag for ILS5EA
F136B	†	†	AN	01	2981	flag for ILS5EB
F136C	†	†	AN	01	2982	flag for ILS5EC
F136D	†	†	AN	01	2983	flag for ILS5ED
F137A	†	†	AN	01	2984	flag for LBSTASE5A
F137B	†	†	AN	01	2985	flag for LBSTASE5B
F137C	†	†	AN	01	2986	flag for LBSTASE5C
F137D	†	†	AN	01	2987	flag for LBSTASE5D
F138A	†	†	AN	01	2988	flag for LITPR5EA
F138B	†	†	AN	01	2989	flag for LITPR5EB
F138C	†	†	AN	01	2990	flag for LITPR5EC
F138D	†	†	AN	01	2991	flag for LITPR5ED
F139A	†	†	AN	01	2992	flag for MARKCOM5A
F139B	†	†	AN	01	2993	flag for MARKCOM5B
F139C	†	†	AN	01	2994	flag for MARKCOM5C
F139D	†	†	AN	01	2995	flag for MARKCOM5D
F150AA	†	†	AN	01	2996	flag for TOTMNFT5A
F150AB	†	†	AN	01	2997	flag for TOTMNFT5B
F150AC	†	†	AN	01	2998	flag for TOTMNFT5C
F150AD	†	†	AN	01	2999	flag for TOTMNFT5D
F150BA	†	†	AN	01	3000	flag for TOTMNPT5A
F150BB	†	†	AN	01	3001	flag for TOTMNPT5B

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
F150BC	†	†	AN	01	3002	flag for TOTMNPTC
F150BD	†	†	AN	01	3003	flag for TOTMNPTD
F151AA	†	†	AN	01	3004	flag for TOTWMFTA
F151AB	†	†	AN	01	3005	flag for TOTWMFTB
F151AC	†	†	AN	01	3006	flag for TOTWMFTC
F151AD	†	†	AN	01	3007	flag for TOTWMFTD
F151BA	†	†	AN	01	3008	flag for TOTWMPTA
F151BB	†	†	AN	01	3009	flag for TOTWMPTB
F151BC	†	†	AN	01	3010	flag for TOTWMPTC
F151BD	†	†	AN	01	3011	flag for TOTWMPTD
F154	†	†	AN	01	3012	flag for LSTAINC
F155	†	†	AN	01	3013	flag for FIOTH
F157	†	†	AN	01	3014	flag for TOTAL_FI
F167	†	†	AN	01	3015	flag for SISTLAOP
F168	†	†	AN	01	3016	flag for SIAIDLIB
F169	†	†	AN	01	3017	flag for SIOTHER
F170	†	†	AN	01	3018	flag for TOTAL_SI
F171	†	†	AN	01	3019	flag for OTHINCM
F172	†	†	AN	01	3020	flag for TOTINCM
F173A	†	†	AN	01	3021	flag for OEXPSALA
F173B	†	†	AN	01	3022	flag for OEXPSALB
F173C	†	†	AN	01	3023	flag for OEXPSALC
F173D	†	†	AN	01	3024	flag for OEXPSALD
F174A	†	†	AN	01	3025	flag for OEXPBENA
F174B	†	†	AN	01	3026	flag for OEXPBENB
F174C	†	†	AN	01	3027	flag for OEXPBENC
F174D	†	†	AN	01	3028	flag for OEXPBEND
F175A	†	†	AN	01	3029	flag for TOTOXSTA
F175B	†	†	AN	01	3030	flag for TOTOXSTB
F175C	†	†	AN	01	3031	flag for TOTOXSTC
F175D	†	†	AN	01	3032	flag for TOTOXSTD
F176A	†	†	AN	01	3033	flag for OEXPCOLA
F176B	†	†	AN	01	3034	flag for OEXPCOLB
F176C	†	†	AN	01	3035	flag for OEXPCOLC
F176D	†	†	AN	01	3036	flag for OEXPCOLD
F177A	†	†	AN	01	3037	flag for OEXPOTHA
F177B	†	†	AN	01	3038	flag for OEXPOTHB
F177C	†	†	AN	01	3039	flag for OEXPOTHC
F177D	†	†	AN	01	3040	flag for OEXPOTHD
F178A	†	†	AN	01	3041	flag for TOTOPEXA
F178B	†	†	AN	01	3042	flag for TOTOPEXB
F178C	†	†	AN	01	3043	flag for TOTOPEXC
F178D	†	†	AN	01	3044	flag for TOTOPEXD
F179A	†	†	AN	01	3045	flag for AIDIPLA
F179B	†	†	AN	01	3046	flag for AIDIPLB
F179C	†	†	AN	01	3047	flag for AIDIPLC
F179D	†	†	AN	01	3048	flag for AIDIPLD
F180A	†	†	AN	01	3049	flag for AIDPLSA
F180B	†	†	AN	01	3050	flag for AIDPLSB
F180C	†	†	AN	01	3051	flag for AIDPLSC
F180D	†	†	AN	01	3052	flag for AIDPLSD
F181A	†	†	AN	01	3053	flag for AIDOILA
F181B	†	†	AN	01	3054	flag for AIDOILB
F181C	†	†	AN	01	3055	flag for AIDOILC
F181D	†	†	AN	01	3056	flag for AIDOILD
F182A	†	†	AN	01	3057	flag for AIDMLSA
F182B	†	†	AN	01	3058	flag for AIDMLSB

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
F182C	†	†	AN	01	3059	flag for AIDMLSC
F182D	†	†	AN	01	3060	flag for AIDMLSD
F183A	†	†	AN	01	3061	flag for AIDSALA
F183B	†	†	AN	01	3062	flag for AIDSALB
F183C	†	†	AN	01	3063	flag for AIDSALC
F183D	†	†	AN	01	3064	flag for AIDSALD
F184A	†	†	AN	01	3065	flag for AIDLCA
F184B	†	†	AN	01	3066	flag for AIDLCA
F184C	†	†	AN	01	3067	flag for AIDLCC
F184D	†	†	AN	01	3068	flag for AIDLCD
F185A	†	†	AN	01	3069	flag for AIDOTHA
F185B	†	†	AN	01	3070	flag for AIDOTHB
F185C	†	†	AN	01	3071	flag for AIDOTHC
F185D	†	†	AN	01	3072	flag for AIDOTHD
F186A	†	†	AN	01	3073	flag for TOTAIDA
F186B	†	†	AN	01	3074	flag for TOTAIDB
F186C	†	†	AN	01	3075	flag for TOTAIDC
F186D	†	†	AN	01	3076	flag for TOTAIDD
F187A	†	†	AN	01	3077	flag for CAPITALA
F187B	†	†	AN	01	3078	flag for CAPITALB
F187C	†	†	AN	01	3079	flag for CAPITALC
F187D	†	†	AN	01	3080	flag for CAPITALD
F188A	†	†	AN	01	3081	flag for OTHEXPA
F188B	†	†	AN	01	3082	flag for OTHXPB
F188C	†	†	AN	01	3083	flag for OTHXPC
F188D	†	†	AN	01	3084	flag for OTHXPD
F189A	†	†	AN	01	3085	flag for TOTEXPA
F189B	†	†	AN	01	3086	flag for TOTXPB
F189C	†	†	AN	01	3087	flag for TOTXPC
F189D	†	†	AN	01	3088	flag for TOTXPD
F190	†	†	AN	01	3089	flag for SWEXPT
F191	†	†	AN	01	3090	flag for GREXPT
F192	†	†	AN	01	3091	flag for ADMEXPT
F193	†	†	AN	01	3092	flag for TOTEXPT
F194	†	†	AN	01	3093	flag for NETACXU
F195	†	†	AN	01	3094	flag for SERDIFXU
F196	†	†	AN	01	3095	flag for SERPOVXU
F197	†	†	AN	01	3096	flag for ADMEXPU
F198	†	†	AN	01	3097	flag for TOTEXPU
F199	†	†	AN	01	3098	flag for ALLOPSTF
F200	†	†	AN	01	3099	flag for ALLOPOTH
F201	†	†	AN	01	3100	flag for TOTOX_AO
F202	†	†	AN	01	3101	flag for ALLOPCAP
F203	†	†	AN	01	3102	flag for OTHEXPAO
F204	†	†	AN	01	3103	flag for TOTEXPAO
F220A	†	†	AN	01	3104	flag for PAGIW_LO
F220B	†	†	AN	01	3105	flag for PAIW_OTH
F223A	†	†	AN	01	3106	flag for SWDBLICA
F223B	†	†	AN	01	3107	flag for SWDBLICB
F223C	†	†	AN	01	3108	flag for SWDBLICC
F223D	†	†	AN	01	3109	flag for SWDBLICD
FILLF239	†	†	AN	01	3110	flag for FILL239
FILLF240	†	†	AN	01	3111	flag for FILL240
FILLF241	†	†	AN	01	3112	flag for FILL241
FILLF242	†	†	AN	01	3113	flag for FILL242
FILLF243	†	†	AN	01	3114	flag for FILL243
FILLF244	†	†	AN	01	3115	flag for FILL244

**Appendix A—Record Layout of State Library Agencies Data File, FY 2002
(istla02a.mdb and istla02a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
FILLF245	†	†	AN	01	3116	flag for FILL245
F246	†	†	AN	01	3117	flag for READSCH
F247	†	†	AN	01	3118	flag for ADFAMLIT

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey instrument is in appendix C.

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)

FY 2002 State Library Agencies Survey

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 _____
08 City _____
09 009 State _____ 010a ZIP _ _____ 010b ZIP+4 _____
011 Web address : http:// _____

Chief Officer of State Library Agency:

012 Name _____ 013 Title _____
014 Telephone _____ 015 Fax _____
016 Internet _____

Survey Respondent:

017 Name _____ 018 Title _____
019 Telephone _____ 020 Fax _____
021 Internet _____

Reporting Period. Report data for State fiscal year 2001-2002 (except parts B&I)

022 FY starting date (mm/dd/yyyy) _____
023 FY ending date (mm/dd/yyyy) _____

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

Part B. Governance

1. What is the StLA's location in State government as of October 1, 2002? Specify either the Legislative or Executive branch and the appropriate location within the Executive Branch. If the StLA is located in the Executive branch, specify the appropriate information for you agency under independent agency or part of larger agency.

Branch of government:

- 025 _ Legislative branch – Skip to question 2.
_ Executive branch – Skip information for your StLA, as appropriate:

Independent agency – Specify to whom the agency reports:

- 026 _ Governor – Skip to question 2.
_ Board/commission – Specify selection method:

- 027 _ Appointed by Governor
028 _ Appointed by other official

Part of larger agency – Specify:

- 029 _ Department of education
_ Department of cultural resources
_ Department of state
_ Other agency
Specify:
030 _____

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 StLA? Select applicable items. Specify Yes or No for each item. Do not report Library for the Blind and Physically Handicapped or State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the StLA.

- 040 _ State archives
041 _ Primary State legislative research organization
042 _ State history museum/art gallery
043 _ State records management service
044 _ Other allied operation.
Specify 045 _____

3. Does the StLA contract with a local public library or academic library to serve as a state resource center or reference/information service center? Specify Yes or No.

046 _

4. Does the StLA host or provide any funding to a State Center for the Book? Specify Yes or No.

047 _

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

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? Specify **Directly** , **Contract**, or **Not Provided** for each service, for each type of library and systems.

Services to libraries and systems		Type of library				
		Public (a)	Academic (b)	School (c)	Special (d)	Systems (e)
048	Accreditation of libraries					
049	Administration of LSTA grants					
050	Administration of State aid					
051	Certification of librarians					
052	Collection of library statistics					
053	Consulting services					
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)					
061	Preservation/conservation services					
062	Reference referral services					
063	Retro conversion of bibliog records					
064	State standards/guidelines					
065	Statewide public relations/library promotion campaigns					
066	Summer reading program support					
067	Union list development					
068	Universal Service Program (review and approval of technology plans)					

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

Part E. Public Service Hours, Outlets, and User Groups

6a. Enter the total hours open in a typical week for ALL StLA outlets, regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet.

		Number
077a	Total hours/week (all StLA outlets, regardless of whom they serve)	

6b. Enter the total hours that the main or central StLA outlet is open in a typical week to serve the general public or state government employees, by the following categories. Only one outlet may be designated as the main or central outlet.

		Number
077b	Total hours/week (main or central outlet)	
078	Monday–Friday after 5:00 p.m. (main or central outlet)	
079	Saturday and Sunday (main or central outlet)	

7. Enter the total number of StLA outlets by type, regardless of whom they serve. Only one outlet may be designated as the main or central outlet. Do not report an allied operations outlet as an StLA outlet.

082 Main or central outlet _____ 084 Bookmobiles _____
 083 Other outlets, excluding bookmobiles _____ 085 TOTAL OUTLETS _____

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

User Groups		Type of outlet			
		Main or Central outlet (a)	Other outlets, excluding book-mobiles (b)	Book-mobiles (c)	TOTAL OUTLETS (d)
086	Blind/physically handicapped individuals				
087	Residents of state correctional institutions				
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 F. Collections

9. 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) (exclude collections of braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
092	Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
094	Video materials	
095	Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions)	
096	Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)	

10. Does the StLA maintain a general collection? Specify Yes or No.

097 _

11. Is the StLA designated as a Federal or State depository library for government documents? Specify Yes or No for each item.

106 _ State depository library

107 _ Federal depository library – Specify Yes or No for each item:

108 _ Regional

109 _ Selective

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

Part G. Library Service Transactions

12. 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)	
111	Interlibrary loan/document delivery: Provided to other libraries	
112	Received from other libraries and document delivery services	
113	Reference transactions	
114	Library visits	

Part H. Library Development Transactions

13. Enter ANNUAL totals for the following types of library development transactions of the StLA.

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

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

Part I. Staff(a)

14. Enter total StLA staff in FTE's (to 2 decimal places), by position and service, on the payroll as of October 1, 2002. 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				
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 I. Staff (b)

15. 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, 2002. Include unfilled but budgeted positions. These staff should also be reported in question 14.

	Selected staff specialty	Librarians with ALA- MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
132a	Administration of LSTA grants				
132b	Administration of State aid				
133	Automation / electronic network development / telecommunications				
134	Blind and physically handicapped services				
135	Children's/young adult services				
136	Institutional library services				
137	Library statistics				
138	Literacy program support				
139	Marketing/communications				

16. Enter total StLA staff, by position, gender, and full-time status, on the payroll as of October 1, 2002. Exclude unfilled but budgeted positions.

	Position, gender, and full-time/part- time status	Librarians with ALA- MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
150a	Men (full-time)				
150b	Men (part-time)				
151a	Women (full-time)				
151b	Women (part-time)				

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

Part J. Income

17. Are all public library state funds administered by the StLA? Specify Yes or No.

152 _

18. Does the StLA administer any state funds for the following types of libraries? Specify Yes or No.

- 153a _ Academic libraries
- 153b _ School library media centers
- 153c _ Special libraries
- 153d _ Library cooperatives

19. 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. Include all funds distributed to libraries if the funds are administered by the StLA.

	Federal income	Amount
154	LSTA (Library Services and Technology Act) State Programs (Report all LSTA funds drawn down from the federal government during state fiscal year 2002, regardless of year of authorization.)	
155	Other Federal income:	
156	Specify program(s) and title(s): _____	
157	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)

Part K. Expenditures

20. Enter total StLA expenditures, by source of funds and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the StLA budget. Include all funds distributed to libraries if the funds are administered by the StLA.

Operating expenditures for StLA and allied operations (Do not include funds distributed to libraries in items 173 to 178)		Amount by source			
		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				
Financial assistance to libraries and systems (include all funds distributed to libraries and systems if the funds are administered by the StLA)					
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 assistance				
186	TOTAL FINANCIAL ASSISTANCE				
Other expenditures for StLA and allied operations only					
187	Capital outlay				
188	Other expenditures				
189	TOTAL EXPENDITURES				

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

Part L. LSTA State Program Expenditures

21. Enter total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

	Type of expenditure	Amount
190	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)	
191	Grants (include sub-grants to single libraries or agencies providing statewide services)	
192	LSTA administration	
193	TOTAL LSTA EXPENDITURES	

22. Enter total LSTA state program expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

	Use of expenditure	Amount
194	Electronic networking/electronic access	
195	Services to persons having difficulty using a library	
196	Services to children in poverty	
197	LSTA administration (must equal amount reported in 192)	
198	TOTAL LSTA EXPENDITURES (must equal amount reported in 193)	

Part M. Allied Operations Expenditures

23. Enter total expenditures from the StLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.

	Operating Expenditures	Amount
199	Total staff expenditures	
200	Other operating expenditures	
201	TOTAL OPERATING EXPENDITURES	
202	Capital outlay	
203	Other expenditures	
204	TOTAL EXPENDITURES	

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

Part N. Electronic Services and Information (a)

24. Does the StLA support any of the following electronic networking functions at the state level? Specify Yes or No for each item.

- 206 _ Electronic network planning or monitoring
 207 _ Electronic network operation

Database development:

- 208 _ Bibliographic databases
 209 _ Full text or data files

25. Does the StLA support library access to the Internet in any of the following ways? Specify Yes or No for each item.

- Training or consultation for participation:
 210a _ Library staff (state and local)
 210b _ State library customers or end-users
- 211 _ Subsidy for participation
 212 _ Providing equipment
 213 _ Providing access to directories, databases, or online catalogs via the Internet
 214 _ Managing a gopher/Web site, file servers, bulletin boards, or listservs

26. What is your StLA's fastest Internet speed of connection? Select one. Specify speed if 'Other speed' is selected.

- 215 _ 56K (bits per second)
 _ T1 (1.5 million bits per second)
 _ T3 (45 million bits per second)
 _ Other speed
 216 Specify _____

27. Enter the number of workstations that are used for Internet access by the general public in all StLA outlets that serve the public, by the following categories. Include terminals used by both the StLA staff and the public. Exclude terminals that are for StLA staff use only.

	Internet workstations available to the general public	Number
220a	Library-owned public-access graphical workstations that connect to the Internet for a dedicated purpose (to access an OPAC or specific database) or multiple purposes. (For this count the term "library-owned" includes computers leased by the state library agency.)	
220b	All other public access Internet workstations in the library. (Report non-library computers placed in the library by other agencies or groups. Report non-graphical workstations.)	

28. Does the StLA receive and respond to reference questions through the Internet? Specify Yes or No.

221 _

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

Part N. Electronic Services and Information (b)

29. Does the StLA, either on its own or in partnership with other agencies in the state, provide or facilitate access for other libraries in the state to online databases through subscription, lease, license, consortial membership, or agreement? Specify Yes or No.

222 ___

30. How much does the StLA expend for statewide database licensing, by source of funds? These expenditures should also be reported in Part K.

	Federal (a)	State (b)	Other (c)	TOTAL (d)
223 Statewide database licensing	_____	_____	_____	_____

31. Which user groups are covered by the statewide database licenses paid for by the funds reported in question 30? Specify Yes or No for each item.

- 224 _ Public libraries
- 225 _ Academic libraries
- 226 _ School library media centers
- 227 _ Special libraries
- 228 _ Library cooperatives
- 229 _ Other state agencies

32. Do your statewide database licenses paid for by the funds reported in question 30 cover access for remote users? Specify Yes or No.

230 ___

33. Does the StLA facilitate or subsidize electronic access to the bibliographic records or holdings of other libraries in the state in any of the following ways? Specify Yes or No for each item.

- 231 _ CD-ROM union catalog
- 233 _ Telnet gateway
- 234 _ Web-based union catalog (international, national, statewide, multistate, regional)
- 236 _ Other type of electronic access
- 237 Specify _____

34. Is the StLA an applicant for the Universal Service (E-rate discount) program? Specify Yes or No.

238 ___

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

Part N. Electronic Services and Information (c)

35. Enter the number of visits to the state library agency via the Internet. A visit occurs when an external user connects to a networked state library agency resource for any length of time or any purpose (regardless of the number of pages or elements viewed). Examples of a networked library resource include a state library agency OPAC, leased online database, or a state library agency Web page. In the case of a user visit to a state library agency Web site, a user who looks at 16 pages and 54 graphic images registers one visit on the Web server.

		Number
239	Virtual visits to networked state library agency resources	

36. Enter the total count of the number of sessions (logins) initiated to all state library agency online databases. These figures may be available from the database company (EBSCO, Gale, etc.), and may also be available from the library network manager.

		Number
240	Database sessions	

37. Enter the total count of the number of searches conducted in the state library agency's online databases. Subsequent activities by the users (e.g., browsing, printing) are not considered part of the search process. These figures may be available from the database company (EBSCO, Gale, etc.).

		Number
241	Database queries/searches	

38. Enter the number of views to each entire host to which the state library agency subscribes. A view is defined as the number of full-text articles/pages, abstracts, citations, and text only, text/graphics viewed. These figures may be available from the database company (EBSCO, Gale, etc.).

		Number
242	Items examined using electronic subscription services	

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

Part N. Electronic Services and Information (d)

39. Enter the number of electronic full-text titles that the state library agency subscribes to and offers to the public, computed one time annually. Include in this count full-text titles available through database subscription service (e.g., EBSCO, Gale, Wilson, etc.).

		Number
243	Electronic full-text serial titles available by subscription	
244	Electronic full-text other titles available by subscription (including book titles)	

40. Enter the number of electronic full-text titles that the state library agency owns and offers to the public, computed one time annually. Report the total number of electronic serial and other titles owned by the state library agency. Include in this count the number of electronic books purchased from vendors such as Ingram, EBSCO and Net Library. Titles available through subscription should be counted in item 243 or item 244 . Include digitized files or titles (such as historical documents preserved by the StLA or the state, runs of digitized state documents) that the StLA digitized or has acquired.

		Number
245	Electronic full-text titles owned (include serial and other titles)	

Part O. Public Policy Issues

41. Enter total grants and contracts expenditures (from all sources) by the StLA to assist public libraries in responding to goals in a state or federal education reform initiative in the following areas. These expenditures should also be reported in Part K.

		Amount
246	Readiness for school (Include expenditures for pre-Kindergarten learning only)	
247	Adult literacy and family literacy (Do not include expenditures for "Readiness for School" reported in item 246)	

42. Does your StLA monitor or track the following? Specify Yes or No for each item.

248 ___ Developments in interagency cooperation between libraries and other educational and cultural institutions

249 ___ Progress in library partnerships with business/community organizations or other entities

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

FY 2002 StLA 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 Technology Act (LSTA). State Library Agency is abbreviated throughout this survey as StLA.

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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 2002, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 2002.
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. For data items requiring numerical answers, please respond as follows:

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

(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

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

Mailing Address

007-010b Enter the mailing address of the StLA. Include the street address or post office box, city, State, Zip code, and Zip + 4.

011 Web address. Enter the Web address of the StLA. The Web address is the Uniform Resource Locator (URL) of the World Wide Web home page of the StLA.

Chief Officer of StLA

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

Survey Respondent

017-021 Enter the name, title, telephone number, fax number, and Internet 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

022-023 Fiscal year starting and ending dates. Enter the starting and ending dates for State fiscal year 2002, which is the period for which data in this report are requested (except Part B and Part I data). Enter the month and day in two digits each, and the year in four digits. For example: June 30, 2002 would be entered as 06/30/2002.

Part B. Governance

1. Specify the StLA's location in State government as of October 1, 2002.

024 (This item is reserved for future use.)

025 Branch of government. Specify the branch of government in which the StLA is located.

026-029 Type of executive branch agency. If the StLA is located in the executive branch, specify the appropriate information for your agency under independent agency or part of a larger agency.

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030 Specify. If the StLA is part of a larger agency that is not listed in item 029, enter the name of the agency in this item.

031-039 (These items are reserved for future use.)

Part C. Allied Operations, State Resource or Reference-Information Service Center, and State Center for the Book

2. Enter Yes or No for each item to indicate whether the StLA is combined with any of the allied operations listed below. Do not report a Library for the Blind and Physically Handicapped, a State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the StLA.

Note: An allied operation is an office, bureau, division, center, or other organizational unit or service within an StLA with staff, mission, and resources to provide service not ordinarily considered a state library agency function. It is characterized by having:

(a) a specific mission, which may be a part of the StLA's overall mission statement;

(b) staff assigned for that mission; that staff usually includes professionals other than librarians (such as historians, archivists, curators, etc.) appropriate to its mission;

(c) a high-level manager or supervisor who reports to the StLA chief officer or to a deputy designated by the chief officer;

(d) financial resources clearly identified and managed for the operation.

Note: Do not report the following as allied operations: a Library for the Blind and Physically Handicapped, a State Center for the Book, a law library, or a contract with another library or other entity to provide a service on behalf of the StLA.

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 Primary State legislative research organization. This operation conducts research and gathers, digests, and analyzes information in a close and confidential relationship with members of the State legislature and their staff.

Note: As an allied service, the organization is distinguished from specialized reference service which a state library agency may provide to government and other users by responding to reference questions from legislative personnel, providing information service, furnishing bibliographic and net search results, and instructing and guiding users in conducting their research. At the federal level, the parallel might be the difference between parts of the Library of Congress: (1) the Congressional Research Service, and (2) various reference services and subject divisions of the Library.

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.

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 Yes for this item.

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- 045 Specify. If any other operations are allied with the StLA, enter the name of the operation in this item.
3. Enter Yes or No 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. This is an operation outside the StLA, administered by a local public library or academic library, which provides library materials and information services to libraries and individuals throughout the state. It is administratively separate from the StLA but receives grant or contract funds from the StLA for providing services.
4. Enter Yes or No 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. Specify Directly, Contract, or Not Provided 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.

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 LSTA 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 the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.

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

- 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 StLAs collect statistics on institutional and other special libraries. Some StLAs assist in the collection of academic library statistics for the Integrated Postsecondary Education Data System (IPEDS). A few StLAs 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.
- 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.

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- 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 LSTA 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.
- 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.
- 068 Universal Service Program (review and approval of technology plans). The state library agency reviews and approves technology plans for libraries or library systems applying for universal service discounts (also known as E-rate discounts) under the Universal Service Program, established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996.
- 069-076 (These items are reserved for future use.)

Part E. Public Service Hours, Outlets, and User Groups

- 6a. Enter in the spaces provided the total hours open in a typical week for all StLA outlets (main or central, bookmobiles, and other outlets), regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7. Report total hours open in a typical week for all StLA outlets, regardless of whom they serve, and 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. 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.

- 077a Total hours/week (all StLA outlets, regardless of whom they serve). Sum of hours open during a typical week for all StLA outlets (main or central, bookmobiles, and other outlets), regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet.

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- 6b. Enter in the spaces provided the total hours that the main or central StLA outlet is open in a typical week to serve the general public or state government employees, by the specified categories. Only one outlet may be designated as the main or central outlet.

Note: Main or central outlet, is defined in the instructions to question 7. Report public service hours for the main or central StLA outlet, regardless of whether the outlet is 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 if the outlet only serves blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service hours if the outlet only serves residents of State correctional institutions or residents of other State institutions, unless the outlet is administered and staffed by the StLA. Do not report data for a non-StLA outlet, even though the StLA may provide funding or services to such an outlet.

- 077b Total hours/week (main or central outlet). Sum of hours open during a typical week for the main or central outlet.

- 078 Monday–Friday after 5:00 p.m. (main or central outlet). Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for the main or central outlet.

- 079 Saturday and Sunday (main or central outlet). Sum of hours open on Saturday and Sunday during a typical week for the main or central outlet.

- 080-
081 (These items are reserved for future use.)

7. Enter in the spaces provided the total number of StLA outlets, by type of outlet, regardless of whom they serve. Only one outlet may be designated as the main or central outlet. Do not report an allied operations outlet as an StLA outlet.

Note: An StLA outlet has regular hours of service in which StLA staff are present to serve its users. The staff and all service costs are paid by the StLA as part of its regular operation. A loan of books or total collections (whether permanent or short-term) to another agency, library, or school does not constitute an StLA outlet inasmuch as it is not administered and staffed by the StLA.

- 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. Only one outlet may be designated as the main or central outlet. When two or more outlets are considered main or central outlets, one outlet should be designated as the central outlet and the others should be designated as “other outlets (excluding bookmobiles)”.

- 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 traveling branch libraries. Count vehicles in use, rather than the number of stops each vehicle makes.

- 085 Total outlets. Sum of items 082-084.

8. 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.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7.

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- 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.

Part F. Collections

9. 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 7. 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, unless such outlets are administered and staffed by the StLA.
- 091 Book and serial volumes (exclude microforms) (exclude collections of braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress). 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 (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress). 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 (This item is reserved for future use.)
- 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.

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- 095 Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions). These include current 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. Report print subscriptions only. Exclude microform, electronic, and digital subscriptions.
- 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).
10. Enter Yes or No for this item to indicate whether the StLA maintains a general collection (fiction and/or nonfiction).
- 097 General collection.
- 098-105 (These items are reserved for future use.)
11. Enter Yes or No 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.
- 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 Yes or No 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 G. Library Service Transactions

12. 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 7. 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, unless such outlets are administered and staffed by the StLA.

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- 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 in-house use resulting from counting items in the collection as they are reshelfed after use and without any formal tracking system. 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 non-printed 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 6a.)
- 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 6a.

Part H. Library Development Transactions

13. Enter in the spaces provided ANNUAL totals for the specified types of library development transactions of the StLA.
- LSTA and State Grants
- 115 Grants monitored. Report the total annual number of LSTA 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 LSTA 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 number of continuing education events (workshops, training sessions, etc.) which (1) the StLA sponsored and itself presented and (2) another agency presented with the help of StLA funding and planning support. Do not count events for which the StLA is only a nominal sponsor. Do not count events for an allied operation.
- 118 Total attendance at events. Report the total annual attendance at continuing education events reported in item 117.

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

Part I. Staff

14. Enter in the spaces provided the total number of StLA staff in FTEs (full-time equivalents) (to two decimal places), by type of position and service. Report all staff on the payroll as of October 1, 2002, and unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTEs (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. Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

(b) Other professionals. These are professionals other than ALA-MLS librarians employed by the StLA, such as archivists, accountants, business managers, public relations, and human resources staff.

(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 LSTA 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 library services.

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

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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, such as staff in allied operations.
- 131 Total staff. Sum of items 119, 125, 129, and 130.
15. Enter in the spaces provided the number of StLA staff in FTEs (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, 2002, and unfilled but budgeted positions. These staff should also be reported in question 14.
- Note: See definitions of types of positions and FTEs in instructions to question 14. If an employee serves in more than one specialty, allocate the FTE among appropriate categories.
- 132a Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of LSTA funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.
- 132b 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.
- 133 Automation/electronic network development/telecommunications. Includes any activities described in Part N. Also includes consulting, continuing education, and other services that facilitate library automation and network participation. Includes telecommunications planning and development. Includes consulting services related to the review and approval of technology plans for the Universal Service Program (also called the E-rate discount program).
- 134 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.

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- 135 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).
- 136 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, and nursing homes; and other general or special institutions operated or substantially supported by the State.
- 137 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).
- 138 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. Include ESL (English As a Second Language) services.
- 139 Marketing/communications. Includes activities planning and coordinating the implementation of a statewide communications program about programs and services of libraries; publications development; liaison to citizen groups and library partners in enhancing knowledge of library services and encouraging involvement of the public in determining the effectiveness of library services; and public information.
16. Enter in the spaces provided the total number of StLA staff, by position, gender, and full-time/part-time status, on the payroll as of October 1, 2002. Exclude unfilled but budgeted positions.
- Note: See definitions of types of positions in instructions to question 14.
- 140-
149 (These items are reserved for future use.)
- 150a-
151b Total staff. Enter total StLA by position, gender, and full-time/part-time status, on the payroll as of October 1, 2002. Exclude unfilled but budgeted positions.

Part J. Income

17. Enter Yes or No to indicate whether all public library funds from state sources are administered by the StLA
- 152 StLA administration of all public library state funds
18. Enter Yes or No to indicate whether any funds from state sources are administered by the StLA for the following types of libraries.
- 153a Academic libraries (definition is provided in question 5).
- 153b School library media centers (definition is provided in question 5).
- 153c Special libraries (definition is provided in question 5).
- 153d Library cooperatives (definition is provided in question 5).

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

19. Enter in the spaces provided total funds received as income by the StLA during the reporting period specified in items 022-023. EXCLUDE carryover. Include income for allied operations only if the income is part of the StLA budget. Include all funds distributed to libraries if the funds are administered by the StLA.

Note: Exclude carryover when reporting income. Carryover means funds carried forward from the previous year, sometimes called an “opening balance” or “fund balance”.

Federal Income

- 154 LSTA (Library Services and Technology Act) State Programs

Note: Report the funds drawn down from the federal government from the LSTA State Program during state fiscal year 2002. Do not report LSTA National Leadership Grants--report these grants in item 155 (Other Federal income).

- 155 Other Federal income. If the StLA received other federal income (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSCA Title II grants, LSTA National Leadership Grants, etc.), report that income in this item. If your state acts as the fiscal agent for a multi-state grant, report only the funds designated for your state.

- 156 Specify program(s) and title(s). If other federal income is reported in item 155, specify its source in this item.

- 157 Total Federal income. Sum of items 154 and 155.

- 158-
166 (These items are reserved for future use.)

State Income

- 167 StLA operation. Report income received from the State to support operation and services 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. Include funds derived from State sources (exclusive of Federal funds) 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 or 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; (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 157 +170 + 171.

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Part K. Expenditures

20. Enter in the spaces provided total StLA expenditures, by source of funds and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the StLA budget. Include all funds distributed to libraries if the funds are administered by the StLA.

Operating Expenditures for StLA and Allied Operations (items 173-178)

Note: These are the current and recurrent costs necessary to the provision of services by the StLA. Include LSTA expenditures for statewide services (item 190) conducted directly by the StLA. Include LSTA expenditures for LSTA administration (item 192). Exclude LSTA expenditures for grants (item 191). Do not include funds distributed to libraries; report them instead in items 179 to 186.

- 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.

Financial Assistance to Libraries and Systems (items 179-186)

Note: Include LSTA expenditures for grants (item 191). Exclude LSTA expenditures for statewide services (190) conducted directly by the StLA and LSTA expenditures for LSTA administration (item 192). Include all funds distributed to libraries if the funds are administered by the StLA.

- 179 Individual public libraries. Financial assistance to individual public libraries for services to their population of legal service area. These are 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. Financial assistance to public library systems for services to their population of legal service area. These are 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. Exclude construction aid.
- 181 Other individual libraries. Financial assistance to other individual libraries for services to their population or constituency. These are libraries other than public libraries and school library media centers. Exclude grants to public libraries and to school library media centers. Report financial assistance to school library media centers in item 185. Exclude construction aid.
- 182 Multitype library systems. Financial assistance to multitype library systems for services to their population of legal service area. These are 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. Exclude construction aid.

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- 183 Single agency or library providing statewide service. Financial assistance to a single entity (agency, library, library system, etc.) for services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents. Exclude funds administered directly by the StLA to provide such services. Exclude construction aid.
- 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. Exclude construction aid expended on the StLA.
- 185 Other assistance. Expenditures for other assistance to libraries not reported in items 179-184. Exclude construction aid.
- 186 Total financial assistance to libraries and systems. Sum of items 179-185.
- Other expenditures for StLA and Allied Operations Only (items 187 and 188)
- 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 item 189. Include construction aid expended on the StLA. Exclude construction aid expended on other libraries and systems. Include expenditures for allied operations only if the expenditures are from the StLA budget.
- 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. Exclude construction aid. Include expenditures for allied operations only if the expenditures are from the StLA budget.
- 189 Total expenditures. Sum of items 178 and 186-188.

Part L. LSTA State Program Expenditures

21. Enter in the spaces provided total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.
- 190 Statewide services (exclude sub-grants to single libraries or agencies providing statewide services). Funds expended by the StLA to provide services to libraries and individuals throughout the State. Include expenditures for statewide services conducted directly by the StLA. Exclude sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.
- Note: These expenditures should also be reported in Part K, under operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188), as appropriate. DO NOT report them as financial assistance to libraries and systems (items 179-186).
- 191 Grants (include sub-grants to single libraries or agencies providing statewide services). Funds distributed by the StLA to recipients who meet eligibility criteria specified by LSTA 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. Include sub-grants made to single libraries or other outside agencies to provide or assist in providing statewide services.

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Note: These expenditures should also be reported in Part K, under financial assistance to libraries and systems (items 179-186), as appropriate. DO NOT report them as StLA operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188).

192 LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

193 Total LSTA expenditures. Sum of items 190-192.

22. Enter in the spaces provided total LSTA state program expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192. And total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

194 Electronic networking/electronic access. Report LSTA expenditures (including expenditures for statewide services and grants) for establishing electronic linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; and paying costs for libraries to acquire or share computer systems and telecommunications technologies.

195 Services to persons having difficulty using a library. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to persons having difficulty using a library and to underserved urban and rural communities.

196 Services to children in poverty. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to children (from birth through age 17) from families with incomes below the poverty line, as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.

197 LSTA administration (must equal amount reported in 192). Report expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192.

198 Total LSTA expenditures (must equal amount reported in 193). Sum of items 194-197.

Note: Total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

Part M. Allied Operations Expenditures

23. 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 K.

Operating Expenditures

199 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.

200 Other operating expenditures. Report all other operating expenditures for allied operations, if these expenditures are from the StLA budget.

201 Total operating expenditures. Sum of items 199 + 200.

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

- 202 Capital outlay. Report StLA expenditures for capital outlay for the allied operations listed in Part C. See the description of capital outlay in the instructions for item 187.
- 203 Other expenditures. These are other expenditures for allied operations not reported in items 199-202. Exclude construction aid.
- 204 Total expenditures. Sum of items 201-203.
- 205 (This item is reserved for future use.)

Part N. Electronic Services and Information

24. Enter Yes or No 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.

- 206 Electronic network planning or monitoring. Includes drafting Statewide plans, requests for proposals, and contracts and monitoring contracts for network development.
- 207 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.

- 208 Bibliographic databases. Includes machine-readable catalog records, other electronic indexes, and other databases which contain only references to or condensed surrogates for original materials.
- 209 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.

25. Enter Yes or No 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.

Training or consulting for participation (items 210a and 210b):

- 210a Library staff (state and local). Includes all activities that facilitate Internet awareness and use by library staff (state and local) and "training the trainer" activities.
- 210b State library customers or end-users. Includes all activities that facilitate Internet awareness by actual or potential state library customers or end-users.

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

- 211 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.
- 212 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.
- 213 Providing access to directories, databases, or online catalogs via the Internet. Includes bibliographic files, locator files, and/or full text databases produced or licensed by the state library agency and available via the Internet. Note: This item focuses on content available via the Internet.
- 214 Managing a gopher/Web site, 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. Note: This item focuses on the structure through which content is available via the Internet.
26. What is your StLA's fastest Internet speed of connection? Select one of the following:
- 215 56K (bits per second)
T1 (1.5 million bits per second)
T3 (45 million bits per second)
Other speed
- 216 Specify. If 'Other speed' is selected in item 215, specify the speed in this item.
- 217-
219 (These items are reserved for future use.)
27. Enter in the spaces provided the number of workstations that are used for Internet access by the general public in all StLA outlets that serve the public, by the specified categories. Include terminals used by both the StLA staff and the public. Exclude terminals that are for StLA staff use only.
- Note: Report data only for all StLA outlets that serve the general public. Exclude data for: (a) a local public or academic library serving as a State resource center or State reference/ information service center under contract with the StLA; (b) outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress; (c) outlets that only serve residents of State correctional institutions or residents of other State institutions; (d) outlets that only serve state government employees; and (e) non-StLA outlets, even though the StLA may provide funding or services to such outlets.
- 220a Number of library-owned public-access graphical workstations that connect to the Internet for a dedicated purpose (to access an OPAC or specific database) or multiple purposes. (For this count the term "library-owned" includes computers leased by the state library agency.)
- 220b Number of all other public access Internet workstations in the library. (Report non-library computers placed in the library by other agencies or groups. Report non-graphical workstations.)
28. Enter Yes or No to indicate whether the StLA receives and responds to reference questions through the Internet.
- 221 Reference questions. Include reference questions received through the Internet, including e-mail and Web-based reference forms.
29. Enter Yes or No to indicate whether the StLA, either on its own or in partnership with other agencies in the state, provides or facilitates access for other libraries in the state to on-line databases through subscription, lease, license, consortial membership, or agreement.

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

- 222 On-line databases. On-line databases include indexing and abstracting, encyclopedias, dictionaries, statistical compilations, etc.
30. Enter in the spaces provided total StLA expenditures for statewide database licensing, by source of funds. These expenditures should also be reported in Part K.
- 223 Statewide database licensing. Statewide contracted rights for access to and use of database(s) by libraries that are parties to a licensing agreement.
31. Enter Yes or No for each item to indicate which user groups are covered by the statewide database licenses paid for by the funds reported in question 30.
- 224 Public libraries (definition is provided in question 5).
- 225 Academic libraries (definition is provided in question 5).
- 226 School library media centers (definition is provided in question 5).
- 227 Special libraries (definition is provided in question 5).
- 228 Library cooperatives (definition is provided in question 5 under “System”).
- 229 Other state agencies
32. Enter Yes or No to indicate whether your statewide database licenses paid for by the funds reported in question 30 cover access for remote users.
- 230 Remote users. Authorized users having access to and use of licensed database(s) from sites outside of a library building.
33. Enter Yes or No to indicate whether the StLA facilitates or subsidizes electronic access to the bibliographic records or holdings of other libraries in the state, by the specified categories.
- 231 CD-ROM union catalog. A CD-ROM union catalog lists the holdings of participating libraries on one or more compact discs. The electronic indexes and bibliographic records can be accessed only by libraries with compatible hardware (computer, CD-ROM drives) and proprietary software.
- 232 (This item is reserved for future use.)
- 233 Telnet gateway. A Telnet gateway allows users to log onto the on-line catalogs of other libraries via the Internet. Telnet access is available in text format only.
- 234 Web-based union catalog (international, national, statewide, multistate, regional). A Web-based union catalog makes the aggregated electronic holdings of libraries in a nation, region, a multitype system, or a state available via the World Wide Web. Holdings and indexes for a Web-based union catalog are mounted on a server that is connected to the Internet. Access to the bibliographic information in a Web-based union catalog is available to any user with an Internet connection and a standard Web browser. National union catalogs include The Library of Congress and OCLC. OCLC also provides the holdings of libraries outside the United States. Note: Report access to a Web-based union catalog via a Z39.50 gateway in this item, as it is a Web-based protocol.
- 235 (This item is reserved for future use.)
- 236 Other type of electronic access. If the StLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 231 to 234, enter Yes for this item.
- 237 Specify. If Yes was indicated for item 236, enter the type of electronic access in this item.

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

34. Enter Yes or No to indicate whether the StLA is an applicant for the Universal Service Program (also known as the E-rate discount program).
- 238 Applicant for Universal Service Program. The Universal Service Program was established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996. To be considered an applicant, the StLA must have an FCC Form 470 and Form 471 on file with the FCC.
35. Enter the number of visits to the state library agency via the Internet. A visit occurs when an external user connects to a networked state library agency resource for any length of time or any purpose (regardless of the number of pages or elements viewed). Examples of a networked library resource include a state library agency OPAC, leased online database, or a state library agency Web page. In the case of a user visit to a state library agency Web site, a user who looks at 16 pages and 54 graphic images registers one visit on the Web server.
- 239 Virtual visits to networked state library agency resources.
36. Enter the total count of the number of sessions (logins) initiated to all state library agency online databases. These figures may be available from the database company (EBSCO, Gale, etc.), and may also be available from the library network manager.
- 240 Database sessions.
37. Enter the total count of the number of searches conducted in the state library agency's online databases. Subsequent activities by the users (e.g., browsing, printing) are not considered part of the search process. These figures may be available from the database company (EBSCO, Gale, etc.).
- 241 Database queries/searches.
38. Enter the number of views to each entire host to which the state library agency subscribes. A view is defined as the number of full-text articles/pages, abstracts, citations, and text only, text/graphics viewed. These figures may be available from the database company (EBSCO, Gale, etc.).
- 242 Items examined using electronic subscription services.
39. Enter the number of electronic full-text titles that the state library agency subscribes to and offers to the public, computed one time annually. Include in this count full-text titles available through database subscription service (e.g., EBSCO, Gale, Wilson, etc.).
- 243 Electronic full-text serial titles available by subscription.
- 244 Electronic full-text other titles available by subscription (including book titles).
40. Enter the number of electronic full-text titles that the state library agency owns and offers to the public, computed one time annually. Report the total number of electronic serial and other titles owned by the state library agency. Include in this count the number of electronic books purchased from vendors such as Ingram, EBSCO and Net Library. Titles available through subscription should be counted in item 243 or item 244. Include digitized files or titles (such as historical documents preserved by the StLA or the state, runs of digitized state documents) that the StLA digitized or has acquired.
- 245 Electronic full-text titles owned (include serial and other titles).

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

Part O. Public Policy Issues

41. Enter in the spaces provided the total grants and contracts expenditures (from all sources) by the StLA to assist public libraries in responding to goals in a state or federal education reform initiative in the following areas. These expenditures should also be reported in Part K.
- 246 Readiness for school. Pre-kindergarten learning that helps a child to enter kindergarten or first grade. Grants and contract purposes for “readiness for school” may include cooperative programs for children’s learning between or among public libraries and day care centers, schools, and other education and cultural organizations, including summer reading programs, toddler programs, etc.
- 247 Adult literacy and family literacy.

Note: Adult literacy and family literacy are defined separately below, but report the total grants and contracts expenditures for “adult literacy” and “family literacy” as one sum.

Adult literacy. Any library or cooperative program with other agencies or literacy organizations that helps adults learn to develop or improve reading skills to function as learners, workers, consumers, and effective members of society.

Family literacy (exclude Readiness for School). Any library or cooperative program with other agencies or literacy organizations that provides integrated educational services for families, including adult education for parents to help them improve reading skills in conjunction with childhood education for their children. Exclude Readiness for School expenditures, which should only be reported in item 246.

42. Enter Yes or No to indicate whether the StLA monitors or tracks developments in interagency cooperation or progress in library partnerships with business.

Note: 1. The distinction is made between “developments in interagency cooperation” and “progress in library partnerships with business,” recognizing new initiatives versus ongoing partnerships, and recognizing initiatives directed at government agencies and the arts versus initiatives directed at business and civic organizations.

2. “Monitoring” means the StLA maintains a list of libraries engaging in such cooperation and information about the participating organization and the purpose of the cooperation to the extent feasible.

- 248 Developments in interagency cooperation between libraries and other educational and cultural institutions. Any activity or program that a library, or group of libraries, sponsors with the assistance of, or in cooperation with, another government agency or cultural institution. The agency may be a local, county, state or federal agency. The cultural institution may include museums or other cultural organizations funded by tax dollars. The library does not need to be the initiator of such cooperation.
- 249 Progress in library partnerships with business/community organizations or other entities. Any activity or program that a library, or group of libraries, sponsors with the support or participation of business and community organizations. Civic associations and non-profit cultural organizations, or associations that are not government agencies, should be considered community organizations. Civic associations may include parent-teacher associations, unions and similar organizations. Non-profit cultural organizations may include historical societies, archives or similar organizations.

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

See appendix A for a description of the variables below. Imputation flags are represented as F_, where “_” is replaced by the data item number. Example: F077 is the flag for data item 077 (TOTHRSWK). The flag definitions are as follows:

- R—Reported.
- E—Reported and adjusted by NCES based on edit follow-up.
- Z—Missing value was imputed as zero because FY 2001 value was zero.
- G—Missing value imputed through growth rate applied to FY 2001 value.
- T—Missing total value imputed by summing the details.
- B—Blank field (reserved for future use).

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Flag for TOTHR

F077A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for TOTHRSC

F077B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for MDN2FRCE

F078	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for SATSUNCE

F079	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for MAINOUT

F082	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for OTHEROUT

F083	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for BKMOBILE

F084	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for TOTALOUT

F085	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for BPHOUTA

F086A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for BPHOUTB

F086B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for BPHOUTC

F086C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for BPHOUTD

F086D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for COROUTA

F087A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for COROUTB

F087B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for COROUTC

F087C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for COROUTD

F087D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OTSTOUTA

F088A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for OTSTOUTB

F088B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for OTSTOUTC

F088C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for OTSTOUTD

F088D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GVEMOUTA

F089A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GVEMOUTB

F089B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GVEMOUTC

F089C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GVEMOUTD

F089D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GPOUTA

F090A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GPOUTB

F090B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for GPOUTC

F090C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GPOUTD

F090D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for BKSERVOL

F091	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
G	1	1.96	2	3.92
R	49	96.08	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for AUDIO

F092	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
G	1	1.96	2	3.92
R	49	96.08	51	100.00

Flag for VIDEO

F094	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
G	1	1.96	3	5.88
R	48	94.12	51	100.00

Flag for SUBSCRIP

F095	Frequency	Percent	Cumulative Frequency	Cumulative Percent
G	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for GOVDOC

F096	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
G	1	1.96	3	5.88
R	48	94.12	51	100.00

Flag for CIRC

F110	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
G	1	1.96	5	9.80
R	46	90.20	51	100.00

Flag for PROVTO

F111	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
G	1	1.96	3	5.88
R	48	94.12	51	100.00

Flag for RECFROM

F112	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
G	1	1.96	2	3.92
R	49	96.08	51	100.00

Flag for REFTRANS

F113	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
G	1	1.96	3	5.88
R	48	94.12	51	100.00

Flag for LIBVISTS

F114	Frequency	Percent	Cumulative Frequency	Cumulative Percent
G	6	11.76	6	11.76
R	45	88.24	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for GRANTMON

F115	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for ONSITMON

F116	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for EVENTS

F117	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for ATEVENTS

F118	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for ADMSERVA

F119A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for ADMSERVB

F119B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for ADMSERVC

F119C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for ADMSERVD

F119D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for LDPUBA

F120A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDPUBB

F120B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for LDPUBC

F120C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for LDPUBD

F120D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for LDSCHA

F121A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDSCHB

F121B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDSCHC

F121C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDSCHD

F121D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDACADA

F122A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDACADB

F122B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDACADC

F122C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDACADD

F122D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDSPECA

F123A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for LDSPECB

F123B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDSPECC

F123C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDSPECD

F123D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDOTHLBA

F124A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LDOTHLBB

F124B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for LDOTHLBC

F124C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for LDOTHLBD

F124D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for TOTALLDA

F125A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for TOTALLDB

F125B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for TOTALLDC

F125C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for TOTALDD

F125D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for LSPUBSVA

F126A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for LSPUBSVB

F126B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for LSPUBSVC

F126C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for LSPUBSVD

F126D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for LSTECSVA

F127A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for LSTECSVB

F127B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for LSTECSVC

F127C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for LSTECSVD

F127D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for LSOTHLA

F128A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for LS0THLSB

F128B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for LS0THLSC

F128C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for LS0THLSD

F128D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for TOTALLSA

F129A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTALLSB

F129B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for TOTALLSC

F129C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for TOTALLSD

F129D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	7	13.73	7	13.73
R	44	86.27	51	100.00

Flag for OTHERSVA

F130A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for OTHERSVB

F130B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for OTHERSVC

F130C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for OTHERSVD

F130D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for TOTSTAFA

F131A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for TOTSTAFB

F131B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for TOTSTAFC

F131C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for TOTSTAFD

F131D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for LSTASEA

F132AA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for LSTASEB

F132AB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LSTASEC

F132AC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LSTASED

F132AD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for STAIDSEA

F132BA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for STAIDSEB

F132BB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for STAIDSEC

F132BC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for STAIDSED

F132BD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AENDSEA

F133A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AENDSEB

F133B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AENDSEC

F133C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AENDSED

F133D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for BPHSEA

F134A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for BPHSEB

F134B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for BPHSEC

F134C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for BPHSED

F134D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for CYASEA

F135A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for CYASEB

F135B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for CYASEC

F135C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for CYASED

F135D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for ILSSEA

F136A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for ILSSEB

F136B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for ILSSEC

F136C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for ILSSED

F136D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LBSTASEA

F137A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for LBSTASEB

F137B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for LBSTASEC

F137C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LBSTASED

F137D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for LITPRSEA

F138A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for LITPRSEB

F138B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LITPRSEC

F138C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for LITPRSED

F138D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for MARKCOMA

F139A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for MARKCOMB

F139B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for MARKCOMC

F139C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for MARKCOMD

F139D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for TOTMFTA

F150AA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for TOTMFTB

F150AB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for TOTMFTC

F150AC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTMFTD

F150AD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTMFTA

F150BA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for TOTMFTB

F150BB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for TOTMFTC

F150BC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for TOTMFTD

F150BD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for TOTMFTA

F151AA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for TOTMFTB

F151AB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for TOTWMFTC

F151AC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for TOTWMFTD

F151AD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for TOTWMPA

F151BA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for TOTWMPB

F151BB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for TOTWMPTC

F151BC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for TOTWMPTD

F151BD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for LSTAINC

F154	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	7	13.73	7	13.73
R	44	86.27	51	100.00

Flag for FIOTH

F155	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for TOTAL_FI

F157	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	10	19.61	10	19.61
R	41	80.39	51	100.00

Flag for SISTLAOP

F167	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for SIAIDLIB

F168	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for SIOTHER

F169	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for TOTAL_SI

F170	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	11	21.57	11	21.57
R	40	78.43	51	100.00

Flag for OTHINCM

F171	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	8	15.69	8	15.69
R	43	84.31	51	100.00

Flag for TOTINCM

F172	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	14	27.45	14	27.45
R	37	72.55	51	100.00

Flag for OEXPSALA

F173A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for OEXPSALB

F173B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for OEXPSALC

F173C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for OEXPSALD

F173D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for OEXPBENA

F174A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for OEXPBENB

F174B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for OEXPBENC

F174C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for OEXPBEND

F174D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for TOTOXSTA

F175A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for TOTOXSTB

F175B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for TOTOXSTC

F175C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTOXSTD

F175D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for OEXPCOLA

F176A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for OEXPCOLB

F176B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for OEXPCOLC

F176C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for OEXPCOLD

F176D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	7	13.73	7	13.73
R	44	86.27	51	100.00

Flag for OEXPOTHA

F177A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	8	15.69	8	15.69
R	43	84.31	51	100.00

Flag for OEXPOTHB

F177B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for OEXPOTHC

F177C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for OEXPOTHD

F177D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	8	15.69	8	15.69
R	43	84.31	51	100.00

Flag for TOTOPEXA

F178A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	7	13.73	7	13.73
R	44	86.27	51	100.00

Flag for TOTOPEXB

F178B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	8	15.69	8	15.69
R	43	84.31	51	100.00

Flag for TOTOPEXC

F178C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for TOTOPEXD

F178D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	9	17.65	9	17.65
R	42	82.35	51	100.00

Flag for AIDIPLA

F179A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for AIDIPLB

F179B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for AIDIPLC

F179C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AIDIPLD

F179D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for AIDPLSA

F180A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AIDPLSB

F180B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for AIDPLSC

F180C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AIDPLSD

F180D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for AID0ILA

F181A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AID0ILB

F181B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AID0ILC

F181C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for AID0ILD

F181D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AIDMLSA

F182A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AIDMLSB

F182B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AIDMLSC

F182C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AIDMLSD

F182D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for AIDSALA

F183A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AIDSALB

F183B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AIDSALC

F183C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AIDSALD

F183D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for AIDLCA

F184A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for AIDLCD

F184B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AIDLCC

F184C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AIDLCD

F184D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for AID0THA

F185A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AID0THB

F185B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for AID0THC

F185C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AID0THD

F185D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for TOTAIDA

F186A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for TOTAIDB

F186B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	8	15.69	8	15.69
R	43	84.31	51	100.00

Flag for TOTAIDC

F186C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for TOTAIDD

F186D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	9	17.65	9	17.65
R	42	82.35	51	100.00

Flag for CAPITALA

F187A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for CAPITALB

F187B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for CAPITALC

F187C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for CAPITALD

F187D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for OTHEXPA

F188A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for OTHEXPB

F188B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for OTHEXPC

F188C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for OTHEXPD

F188D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for TOTEXPA

F189A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	10	19.61	10	19.61
R	41	80.39	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for TOTEXPB

F189B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	16	31.37	16	31.37
R	35	68.63	51	100.00

Flag for TOTEXPC

F189C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	8	15.69	8	15.69
R	43	84.31	51	100.00

Flag for TOTEXPD

F189D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	17	33.33	17	33.33
R	34	66.67	51	100.00

Flag for SWEXPT

F190	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for GREXPT

F191	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for ADMEXPT

F192	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for TOTEXPT

F193	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for NETACXU

F194	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for SERDIFXU

F195	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for SERPOVXU

F196	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for ADMEXPU

F197	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for TOTEXPU

F198	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for ALLOPSTF

F199	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for ALLOPOTH

F200	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTOX_A0

F201	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for ALLOPCAP

F202	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for OTHEXPA0

F203	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for TOTEXPA0

F204	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for PAGIW_L0

F220A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for PAIW_OTH

F220B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Flag for SWDBLICA

F223A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	49	96.08	50	98.04
Z	1	1.96	51	100.00

Flag for SWDBLICB

F223B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
G	1	1.96	3	5.88
R	48	94.12	51	100.00

Flag for SWDBLICC

F223C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for SWDBLICD

F223D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	48	94.12	50	98.04
T	1	1.96	51	100.00

Reserved for future use

FILLF239	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	51	100.00	51	100.00

Reserved for future use

FILLF240	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	51	100.00	51	100.00

Reserved for future use

FILLF241	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	51	100.00	51	100.00

Reserved for future use

FILLF242	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	51	100.00	51	100.00

Reserved for future use

FILLF243	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	51	100.00	51	100.00

Reserved for future use

FILLF244	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	51	100.00	51	100.00

Appendix D—Imputation Flag Frequencies on State Library Agencies Data File

Reserved for future use

FILLF245	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	51	100.00	51	100.00

Flag for READSCH

F246	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for ADFAMLIT

F247	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

Frequencies of Categorical Variables:

istla02a (final)

Fiscal year starting date

FYSTART	Frequency	Percent	Cumulative Frequency	Cumulative Percent
04/01/2001	1	1.96	1	1.96
07/01/2001	46	90.20	47	92.16
09/01/2001	1	1.96	48	94.12
10/01/2001	3	5.88	51	100.00

Fiscal year ending date

FYEND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
03/31/2002	1	1.96	1	1.96
06/30/2002	46	90.20	47	92.16
08/31/2002	1	1.96	48	94.12
09/30/2002	3	5.88	51	100.00

Location in state government

BRANCH	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	49	96.08	49	96.08
L	2	3.92	51	100.00

L—Legislative branch
E—Executive branch

Independent agency in the Executive branch reporting to:

INDAGY	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	12	23.53	12	23.53
G	4	7.84	16	31.37
P	35	68.63	51	100.00

G—Governor
B—Board/commission
P—Skipped item (if no response was necessary)

Board/commission appointed by governor

APPBYGOV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	40	78.43	40	78.43
X	11	21.57	51	100.00

X—Yes
P—Skipped item (if no response was necessary)

Board/commission appointed by other official

APPBYOTH	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	49	96.08	49	96.08
X	2	3.92	51	100.00

X—Yes
P—Skipped item (if no response was necessary)

Part of larger agency in Executive branch:

LARGERAG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
E	12	23.53	16	31.37
O	12	23.53	28	54.90
P	18	35.29	46	90.20
S	5	9.80	51	100.00

E—Department of education
C—Department of cultural resources
S—Department of state
O—Other agency
P—Skipped item (if no response was necessary)

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: All variables on this page have these possible values:
Y—Yes
N—No

State archives are combined with StLA

STARCHIV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	41	80.39	41	80.39
Y	10	19.61	51	100.00

Primary state legis research org - allied operation

STLEGREF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	47	92.16	47	92.16
Y	4	7.84	51	100.00

State history museum/art gallery - allied operation

STHSTMUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	48	94.12	48	94.12
Y	3	5.88	51	100.00

State records management service - allied operation

STRECMNG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	41	80.39	41	80.39
Y	10	19.61	51	100.00

Other allied operation - allied operation

OTHALLOP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	47	92.16	47	92.16
Y	4	7.84	51	100.00

StLA contracts with local public or academic library

STLACONT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	36	70.59	36	70.59
Y	15	29.41	51	100.00

StLA hosts/provides funding to State Center for the Book

STLAHOST	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	24	47.06	24	47.06
Y	27	52.94	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: All variables on this page have these possible values:

D—Directly
C—Contract
N—Not provided

Accreditation of libraries - Public

ACCRLIBA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	13	25.49	13	25.49
N	38	74.51	51	100.00

Accreditation of libraries - Academic

ACCRLIBB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	51	100.00	51	100.00

Accreditation of libraries - School

ACCRLIBC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	51	100.00	51	100.00

Accreditation of libraries - Special

ACCRLIBD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	1	1.96	1	1.96
N	50	98.04	51	100.00

Accreditation of libraries - Systems

ACCRLIBE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	6	11.76	6	11.76
N	45	88.24	51	100.00

Administration of LSTA grants - Public

LSTASVA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	51	100.00	51	100.00

Administration of LSTA grants - Academic

LSTASVB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	40	78.43	40	78.43
N	11	21.57	51	100.00

Administration of LSTA grants - School

LSTASVC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	37	72.55	37	72.55
N	14	27.45	51	100.00

Administration of LSTA grants - Special

LSTASVD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	39	76.47	39	76.47
N	12	23.53	51	100.00

Administration of LSTA grants - Systems

LSTASVE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	34	66.67	34	66.67
N	17	33.33	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: All variables on this page have these possible values:

D—Directly
C—Contract
N—Not provided

Administration of State aid - Public

STAI DSVA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	41	80.39	42	82.35
N	9	17.65	51	100.00

Administration of State aid - Academic

STAI DSVB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	4	7.84	4	7.84
N	47	92.16	51	100.00

Administration of State aid - School

STAI DSV C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	4	7.84	4	7.84
N	47	92.16	51	100.00

Administration of State aid - Special

STAI DSV D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	7	13.73	8	15.69
N	43	84.31	51	100.00

Administration of State aid - Systems

STAI DSV E	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	25	49.02	26	50.98
N	25	49.02	51	100.00

Certification of librarians - Public

CERTLIBA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	24	47.06	24	47.06
N	27	52.94	51	100.00

Certification of librarians - Academic

CERTLIBB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	4	7.84	4	7.84
N	47	92.16	51	100.00

Certification of librarians - School

CERTLIBC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	2	3.92	2	3.92
N	49	96.08	51	100.00

Certification of librarians - Special

CERTLIBD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	4	7.84	4	7.84
N	47	92.16	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:

D—Directly
C—Contract
N—Not provided

Certification of librarians - Systems

CERTLIBE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	7	13.73	7	13.73
N	44	86.27	51	100.00

Collection of library statistics - Public

COLLBSTA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	51	100.00	51	100.00

Collection of library statistics - Academic

COLLBSTB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	19	37.25	20	39.22
N	31	60.78	51	100.00

Collection of library statistics - School

COLLBSTC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	11	21.57	12	23.53
N	39	76.47	51	100.00

Collection of library statistics - Special

COLLBSTD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	14	27.45	14	27.45
N	37	72.55	51	100.00

Collection of library statistics - Systems

COLLBSTE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	27	52.94	28	54.90
N	23	45.10	51	100.00

Consulting services - Public

CNSLTSVA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	50	98.04	50	98.04
N	1	1.96	51	100.00

Consulting services - Academic

CNSLTSVB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	31	60.78	31	60.78
N	20	39.22	51	100.00

Consulting services - School

CNSLTSVC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	30	58.82	31	60.78
N	20	39.22	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:

D—Directly
C—Contract
N—Not provided

Consulting services - Special

CNSLTSVD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	30	58.82	31	60.78
N	20	39.22	51	100.00

Consulting services - Systems

CNSLTSVE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	31	60.78	31	60.78
N	20	39.22	51	100.00

Continuing education programs - Public

CNTEDPRA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	6	11.76	6	11.76
D	45	88.24	51	100.00

Continuing education programs - Academic

CNTEDPRB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	31	60.78	36	70.59
N	15	29.41	51	100.00

Continuing education programs - School

CNTEDPRC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	6	11.76	6	11.76
D	30	58.82	36	70.59
N	15	29.41	51	100.00

Continuing education programs - Special

CNTEDPRD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	7	13.73	7	13.73
D	32	62.75	39	76.47
N	12	23.53	51	100.00

Continuing education programs - Systems

CNTEDPRE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	26	50.98	31	60.78
N	20	39.22	51	100.00

Cooperative purchasing of library materials - Public

COOPPURA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	15	29.41	20	39.22
N	31	60.78	51	100.00

Cooperative purchasing of library materials - Academic

COOPPURB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	10	19.61	14	27.45
N	37	72.55	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:

D—Directly

C—Contract

N—Not provided

Cooperative purchasing of library materials - School

COOPPURC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	9	17.65	11	21.57
N	40	78.43	51	100.00

Cooperative purchasing of library materials - Special

COOPPURD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	8	15.69	12	23.53
N	39	76.47	51	100.00

Cooperative purchasing of library materials - Systems

COOPPURE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	7	13.73	10	19.61
N	41	80.39	51	100.00

Interlibrary loan referral services - Public

ILLREFA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	45	88.24	48	94.12
N	3	5.88	51	100.00

Interlibrary loan referral services - Academic

ILLREFB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	41	80.39	43	84.31
N	8	15.69	51	100.00

Interlibrary loan referral services - School

ILLREFC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	40	78.43	42	82.35
N	9	17.65	51	100.00

Interlibrary loan referral services - Special

ILLREFD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	42	82.35	44	86.27
N	7	13.73	51	100.00

Interlibrary loan referral services - Systems

ILLREFE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	29	56.86	31	60.78
N	20	39.22	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:

D—Directly
C—Contract
N—Not provided

Library legislation preparation/review - Public

LIBLEGA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	46	90.20	47	92.16
N	4	7.84	51	100.00

Library legislation preparation/review - Academic

LIBLEGB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	20	39.22	20	39.22
N	31	60.78	51	100.00

Library legislation preparation/review - School

LIBLEGC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	20	39.22	21	41.18
N	30	58.82	51	100.00

Library legislation preparation/review - Special

LIBLEGD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	17	33.33	17	33.33
N	34	66.67	51	100.00

Library legislation preparation/review - Systems

LIBLEGE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	30	58.82	31	60.78
N	20	39.22	51	100.00

Library planning/evaluation/research - Public

LIBPLANA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	51	100.00	51	100.00

Library planning/evaluation/research - Academic

LIBPLANB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	21	41.18	22	43.14
N	29	56.86	51	100.00

Library planning/evaluation/research - School

LIBPLANC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	23	45.10	25	49.02
N	26	50.98	51	100.00

Library planning/evaluation/research - Special

LIBPLAND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	25	49.02	26	50.98
N	25	49.02	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:

D—Directly
C—Contract
N—Not provided

Library planning/evaluation/research - Systems

LIBPLANE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	29	56.86	30	58.82
N	21	41.18	51	100.00

Literacy program support - Public

LITPRSA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	35	68.63	40	78.43
N	11	21.57	51	100.00

Literacy program support - Academic

LITPRSVB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	6	11.76	7	13.73
N	44	86.27	51	100.00

Literacy program support - School

LITPR SVC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	11	21.57	13	25.49
N	38	74.51	51	100.00

Literacy program support - Special

LITPR SVD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	8	15.69	9	17.65
N	42	82.35	51	100.00

Literacy program support - Systems

LITPR SVE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	17	33.33	19	37.25
N	32	62.75	51	100.00

OCLC Group Access Capability (GAC) - Public

OCLCGACA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	29	56.86	33	64.71
N	18	35.29	51	100.00

OCLC Group Access Capability (GAC) - Academic

OCLCGACB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	18	35.29	20	39.22
N	31	60.78	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:

D—Directly
C—Contract
N—Not provided

OCLC Group Access Capability (GAC) - School

OCLCGACC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	16	31.37	17	33.33
N	34	66.67	51	100.00

OCLC Group Access Capability (GAC) - Special

OCLCGACD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	18	35.29	19	37.25
N	32	62.75	51	100.00

OCLC Group Access Capability (GAC) - Systems

OCLCGACE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	11	21.57	14	27.45
N	37	72.55	51	100.00

Preservation/conservation services - Public

PRESERVA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	12	23.53	15	29.41
N	36	70.59	51	100.00

Preservation/conservation services - Academic

PRESERVB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	9	17.65	12	23.53
N	39	76.47	51	100.00

Preservation/conservation services - School

PRESERVC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	7	13.73	10	19.61
N	41	80.39	51	100.00

Preservation/conservation services - Special

PRESERVD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	8	15.69	12	23.53
N	39	76.47	51	100.00

Preservation/conservation services - Systems

PRESERVE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	5	9.80	7	13.73
N	44	86.27	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:

D—Directly

C—Contract

N—Not provided

Reference referral services - Public

REFREFA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	41	80.39	45	88.24
N	6	11.76	51	100.00

Reference referral services - Academic

REFREFB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	35	68.63	38	74.51
N	13	25.49	51	100.00

Reference referral services - School

REFREFC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	31	60.78	34	66.67
N	17	33.33	51	100.00

Reference referral services - Special

REFREFD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	35	68.63	38	74.51
N	13	25.49	51	100.00

Reference referral services - Systems

REFREFE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	23	45.10	26	50.98
N	25	49.02	51	100.00

Retrospective conversion of bibliog records - Public

RETROCVA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	10	19.61	10	19.61
D	11	21.57	21	41.18
N	30	58.82	51	100.00

Retrospective conversion of bibliog records - Academic

RETROCVB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	6	11.76	6	11.76
D	5	9.80	11	21.57
N	40	78.43	51	100.00

Retrospective conversion of bibliog records - School

RETROCV C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	4	7.84	8	15.69
N	43	84.31	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:

D—Directly

C—Contract

N—Not provided

Retrospective conversion of bibliog records - Special

RETROCVD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	5	9.80	10	19.61
N	41	80.39	51	100.00

Retrospective conversion of bibliog records - Systems

RETROCVE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	6	11.76	6	11.76
D	4	7.84	10	19.61
N	41	80.39	51	100.00

State standards/guidelines - Public

STSTANDA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	41	80.39	43	84.31
N	8	15.69	51	100.00

State standards/guidelines - Academic

STSTANDB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	4	7.84	5	9.80
N	46	90.20	51	100.00

State standards/guidelines - School

STSTANDC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	9	17.65	9	17.65
N	42	82.35	51	100.00

State standards/guidelines - Special

STSTANDD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	6	11.76	7	13.73
N	44	86.27	51	100.00

State standards/guidelines - Systems

STSTANDE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	16	31.37	18	35.29
N	33	64.71	51	100.00

Statewide pub relations/lib promotion campaigns - Public

STWDPRA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	6	11.76	6	11.76
D	36	70.59	42	82.35
N	9	17.65	51	100.00

Statewide pub relations/lib promotion campaigns - Academic

STWDPRB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	21	41.18	24	47.06
N	27	52.94	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:

D—Directly
C—Contract
N—Not provided

Statewide pub relations/lib promotion campaigns - School

STWIDPRC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	21	41.18	25	49.02
N	26	50.98	51	100.00

Statewide pub relations/lib promotion campaigns - Special

STWIDPRD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	18	35.29	20	39.22
N	31	60.78	51	100.00

Statewide pub relations/lib promotion campaigns - Systems

STWIDPRE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	20	39.22	25	49.02
N	26	50.98	51	100.00

Summer reading program support - Public

SUMREADA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	40	78.43	43	84.31
N	8	15.69	51	100.00

Summer reading program support - Academic

SUMREADB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	51	100.00	51	100.00

Summer reading program support - School

SUMREADC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	16	31.37	16	31.37
N	35	68.63	51	100.00

Summer reading program support - Special

SUMREADD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	5	9.80	5	9.80
N	46	90.20	51	100.00

Summer reading program support - Systems

SUMREADE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	18	35.29	21	41.18
N	30	58.82	51	100.00

Union list development - Public

UNIONDVA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	10	19.61	10	19.61
D	24	47.06	34	66.67
N	17	33.33	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:

D—Directly
C—Contract
N—Not provided

Union list development - Academic

UNIONDVB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	11	21.57	11	21.57
D	16	31.37	27	52.94
N	24	47.06	51	100.00

Union list development - School

UNIONDVC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	9	17.65	9	17.65
D	12	23.53	21	41.18
N	30	58.82	51	100.00

Union list development - Special

UNIONDVD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	9	17.65	9	17.65
D	17	33.33	26	50.98
N	25	49.02	51	100.00

Union list development - Systems

UNIONDVE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	8	15.69	8	15.69
D	13	25.49	21	41.18
N	30	58.82	51	100.00

Universal service program - Public

UNIVSERA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	50	98.04	50	98.04
N	1	1.96	51	100.00

Universal service program - Academic

UNIVSERB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	51	100.00	51	100.00

Universal service program - School

UNIVSERC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	6	11.76	7	13.73
N	44	86.27	51	100.00

Universal service program - Special

UNIVSERD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	6	11.76	7	13.73
N	44	86.27	51	100.00

Universal service program - Systems

UNIVSERE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	27	52.94	27	52.94
N	24	47.06	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:
Y—Yes
N—No

StLA maintains a general collection

GENCOL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	9	17.65	9	17.65
Y	42	82.35	51	100.00

StLA designation - State depository library

STDEPLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	6	11.76	6	11.76
Y	45	88.24	51	100.00

StLA designation - Federal depository library

FDDEPLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	8	15.69	8	15.69
Y	43	84.31	51	100.00

StLA designation - Regional (federal depository library)

REGIONAL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	37	72.55	37	72.55
Y	14	27.45	51	100.00

StLA designation - Selective (federal depository library)

SELECTIV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	22	43.14	22	43.14
Y	29	56.86	51	100.00

All public library state funds administered by the StLA

ASF_PUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	9	17.65	9	17.65
Y	42	82.35	51	100.00

StLA administers any state funds - Academic libraries

ASF_AC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	40	78.43	40	78.43
Y	11	21.57	51	100.00

StLA administers any st funds - School lib media centers

ASF_SCH	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	45	88.24	45	88.24
Y	6	11.76	51	100.00

StLA administers any state funds - Special libraries

ASF_SP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	41	80.39	41	80.39
Y	10	19.61	51	100.00

StLA administers any state funds - Library cooperatives

ASF_LC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	31	60.78	31	60.78
Y	20	39.22	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page have these possible values:
Y—Yes
N—No

Electr networking functions - planning or monitoring

ELECPLAN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	4	7.84	4	7.84
Y	47	92.16	51	100.00

Electronic networking functions - operation

ELECOPEP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	12	23.53	12	23.53
Y	39	76.47	51	100.00

Database development - Bibliographic databases

ELECBIBL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	4	7.84	4	7.84
Y	47	92.16	51	100.00

Database development - Full text or data files

ELECTEXT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	5	9.80	5	9.80
Y	46	90.20	51	100.00

Lib Internet access - Training for Library staff

NETTRSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	1	1.96	1	1.96
Y	50	98.04	51	100.00

Lib Internet access - Training for customers or end-users

NETTRCUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	2	3.92	2	3.92
Y	49	96.08	51	100.00

Lib Internet access - Subsidy for participation

NETSUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	15	29.41	15	29.41
Y	36	70.59	51	100.00

Lib Internet access - Providing equipment

NETEQUIP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	16	31.37	16	31.37
Y	35	68.63	51	100.00

Lib Internet access - Directories, databases, etc.

NETMUNT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Y	51	100.00	51	100.00

Lib Internet access - Managing Web site, servers, etc.

NETGOPH	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Y	51	100.00	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: All variables on this page (except 1st variable) have these possible values:
Y—Yes
N—No

StLA's fastest Internet speed of connection

FICSP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
OTH	8	15.69	8	15.69
T1	27	52.94	35	68.63
T3	16	31.37	51	100.00

T1—1.5 mbps (million bits per second)

T3—45 mbps

OTH—Other speed

Electr services prov by StLA - reference ques via Internet

INREFREQ	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	4	7.84	4	7.84
Y	47	92.16	51	100.00

Electr services prov by StLA - access to on-line databases

ACCOLDB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	1	1.96	1	1.96
Y	50	98.04	51	100.00

User grps cov by statewide database lic exps - Pub libs

PUBSWDBL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	4	7.84	4	7.84
Y	47	92.16	51	100.00

User grps cov by statewide database lic exps - Acad libs

ACSWDBL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	14	27.45	14	27.45
Y	37	72.55	51	100.00

User grps cov by statewide database lic exps - Sch libs

SCHSWDBL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	13	25.49	13	25.49
Y	38	74.51	51	100.00

User grps cov by statewide database lic exps - Spec libs

SPCSWDBL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	17	33.33	17	33.33
Y	34	66.67	51	100.00

User grps cov by statewide database lic exps - Lib Coops

LCSWDBL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	20	39.22	20	39.22
Y	31	60.78	51	100.00

User grps cov by statewide database lic exps - Oth st agcy

OTHSWDBL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	12	23.53	12	23.53
Y	39	76.47	51	100.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

NOTE: Variables on this page through ERATEAP have these possible values:

Y—Yes
N—No

Access for remote users cov by statewide database lic exps

REMOTTEAC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	8	15.69	8	15.69
Y	43	84.31	51	100.00

Access to holdings of oth libs in st - CD-ROM union cat

ACCCDROM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	44	86.27	44	86.27
Y	7	13.73	51	100.00

Access to holdings of oth libs in st - Telnet gateway

ACCTLNET	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	30	58.82	30	58.82
Y	21	41.18	51	100.00

Access to holdings of oth libs in st - Web-based union cat

ACCWBCAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	4	7.84	4	7.84
Y	47	92.16	51	100.00

Access to holdings of oth libs in st - Other

ACCOOTH	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	39	76.47	39	76.47
Y	12	23.53	51	100.00

StLA is applicant for e-rate discount program

ERATEAPP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	18	35.29	18	35.29
Y	33	64.71	51	100.00

Reserved for future use

FILL239	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Frequency Missing = 51				

Reserved for future use

FILL240	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Frequency Missing = 51				

Reserved for future use

FILL241	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Frequency Missing = 51				

Reserved for future use

FILL242	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Frequency Missing = 51				

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

Reserved for future use

FILL243	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 51				

Reserved for future use

FILL244	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 51				

Reserved for future use

FILL245	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 51				

StLA monitoring/tracking - Interagency cooperation

IAC00P	Frequency	Percent	Cumulative Frequency	Cumulative Percent

N	29	56.86	29	56.86
Y	22	43.14	51	100.00

Y—Yes
N—No

StLA monitoring/tracking - Lib partn with bus/other entities

LPARTNR	Frequency	Percent	Cumulative Frequency	Cumulative Percent

N	29	56.86	29	56.86
Y	22	43.14	51	100.00

Y—Yes
N—No

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

Distributions of Continuous Variables:

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
TOTHR	Total hours open per typical week (all StLA outlets)	51	102.47	119.98	0.00	725.00
TOTHRSC	Total hours/week (main or central outlet)	51	41.39	13.47	0.00	62.00
MON2FRCE	Monday-Friday after 5:00 p.m. (main or central outlet)	51	0.92	2.23	0.00	12.00
SATSUNCE	Saturday and Sunday (main or central outlet)	51	1.63	3.27	0.00	12.00
MAINOUT	Main or central outlet	51	0.92	0.27	0.00	1.00
OTHEROUT	Other outlets, exclude bookmobiles	51	1.37	3.00	0.00	18.00
BKMOBILE	Bookmobiles	51	0.39	1.83	0.00	12.00
TOTALOUT	Total outlets	51	2.69	4.17	0.00	25.00
BPHOUTA	Serving BPH - Main or central outlet	51	0.63	0.49	0.00	1.00
BPHOUTB	Serving BPH - Other outlets (excluding bookmobiles)	51	0.37	0.53	0.00	2.00
BPHOUTC	Serving BPH - Bookmobiles	51	0.12	0.62	0.00	4.00
BPHOUTD	Serving BPH - Total outlets	51	1.12	0.95	0.00	6.00
COROUTA	Serving residents of st corr inst - Main or central outlet	51	0.27	0.45	0.00	1.00
COROUTB	Serv res of st corr inst - Other outlets (excl bookmobiles)	51	0.33	1.47	0.00	10.00
COROUTC	Serving res of st corr institutions - Bookmobiles	51	0.06	0.42	0.00	3.00
COROUTD	Serving res of st corr institutions - Total outlets	51	0.67	1.58	0.00	10.00
OTSTOUTA	Serving res of other state inst - Main or central outlet	51	0.24	0.43	0.00	1.00
OTSTOUTB	Serv res of other st inst - Other outlets (excl bookmobiles)	51	0.22	0.64	0.00	3.00
OTSTOUTC	Serving res of other state institutions - Bookmobiles	51	0.04	0.28	0.00	2.00
OTSTOUTD	Serving res of other state institutions - Total outlets	51	0.49	0.90	0.00	4.00
GVEMUTA	Serving State government employees - Main or central outlet	51	0.92	0.27	0.00	1.00
GVEMOUTB	Serving St gov employees - Other outlets (excl bookmobiles)	51	0.78	2.58	0.00	18.00
GVEMOUTC	Serving State government employees - Bookmobiles	51	0.08	0.56	0.00	4.00
GVEMOUTD	Serving State government employees - Total outlets	51	1.78	2.68	0.00	19.00
GPOUTA	Serving General public - Main or central outlet	51	0.90	0.30	0.00	1.00
GPOUTB	Serving General public - Other outlets (excl bookmobiles)	51	0.65	1.78	0.00	12.00
GPOUTC	Serving General public - Bookmobiles	51	0.39	1.83	0.00	12.00
GPOUTD	Serving General public - Total outlets	51	1.94	3.48	0.00	25.00
BKSERVOL	Book and serial volumes (exclude microform)	51	443134.31	567156.22	0.00	2536680.00
AUDIO	Audio materials	51	3568.12	12718.83	0.00	84219.00
VIDEO	Video materials	51	2754.00	3764.79	0.00	14599.00
SUBSCRIP	Current serial subscriptions (titles, not indiv issues)	51	1788.24	2943.16	0.00	12912.00
GOVDOC	Government documents	51	578771.86	936120.73	0.00	4325512.00
CIRC	Circulation	51	65196.45	148586.61	0.00	747954.00
PROVTO	ILL - Provided to other libraries	51	10145.94	13256.63	0.00	59768.00
RECFROM	ILL - Received from other libs and doc delivery services	51	4066.73	7554.95	0.00	39653.00
REFTRANS	Reference transactions	51	26235.80	31282.16	0.00	110103.00
LIBVISTS	Library visits	51	39010.43	58194.58	0.00	323595.00
GRANTMON	LSTA and State grants - Grants monitored	51	162.84	203.65	0.00	956.00
ONSI TMON	LSTA and State grants - On-site monitoring visits	51	59.00	76.19	0.00	265.00
EVENTS	Continuing education programs - Number of events	51	98.75	93.60	1.00	500.00
ATEVENTS	Continuing education programs - Total attendance	51	2229.65	2557.57	342.00	17000.00
ADM SERVA	Administration - Librarians with ALA-MLS	51	2.10	1.07	0.00	5.50
ADM SERVB	Administration - Other professionals	51	2.97	3.67	0.00	17.00
ADM SERVC	Administration - Other paid staff	51	4.12	4.63	0.00	24.00
ADM SERVD	Administration - Total staff	51	9.18	7.24	1.00	37.00
LDPUBA	Library development-Public lib - Librarians with ALA-MLS	51	5.17	5.09	0.00	26.00
LDPUBB	Library development-Public library - Other professionals	51	1.04	1.82	0.00	8.50
LDPUBC	Library development-Public library - Other paid staff	51	3.11	10.46	0.00	73.00
LDPUBD	Library development-Public library - Total staff	51	9.31	15.56	0.00	103.00
LDSCHA	Lib dev-School lib media center - Librarians with ALA-MLS	51	0.21	0.46	0.00	2.00
LDSCHB	Library dev-School lib media center - Other professionals	51	0.09	0.45	0.00	3.05
LDSCHC	Library dev-School library media center - Other paid staff	51	0.10	0.32	0.00	1.74
LDSCHD	Library dev-School library media center - Total staff	51	0.40	0.95	0.00	4.46
LDACADA	Library dev-Academic library - Librarians with ALA-MLS	51	0.13	0.37	0.00	2.00
LDACADB	Library development-Academic library - Other professionals	51	0.03	0.11	0.00	0.50
LDACADC	Library development-Academic library - Other paid staff	51	0.05	0.19	0.00	1.00
LDACADD	Library development-Academic library - Total staff	51	0.21	0.61	0.00	3.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
LDSPECA	Library dev-Special library - Librarians with ALA-MLS	51	0.20	0.45	0.00	2.00
LDSPECB	Library development-Special library - Other professionals	51	0.02	0.10	0.00	0.50
LDSPECC	Library development-Special library - Other paid staff	51	0.02	0.10	0.00	0.50
LDSPECD	Library development-Special library - Total staff	51	0.24	0.56	0.00	3.00
LDOHLBA	Library dev-Other library - Librarians with ALA-MLS	51	1.59	2.56	0.00	8.75
LDOHLBB	Library development-Other library - Other professionals	51	0.49	0.87	0.00	5.00
LDOHLBC	Library development-Other library - Other paid staff	51	1.62	4.29	0.00	23.00
LDOHLBD	Library development-Other library - Total staff	51	3.71	6.73	0.00	31.00
TOTALLDA	Library development-Total - Librarians with ALA-MLS	51	7.30	5.30	0.00	26.00
TOTALLDB	Library development-Total - Other professionals	51	1.67	2.27	0.00	11.00
TOTALLDC	Library development-Total - Other paid staff	51	4.90	10.96	0.00	73.00
TOTALLDD	Library development-Total - Total staff	51	13.87	16.24	0.00	103.00
LSPUBSVA	Library services-Public - Librarians with ALA-MLS	51	7.77	7.07	0.00	32.00
LSPUBSVB	Library services-Public - Other professionals	51	2.27	4.90	0.00	28.00
LSPUBSVC	Library services-Public - Other paid staff	51	9.43	7.96	0.00	28.50
LSPUBSVD	Library services-Public - Total staff	51	19.47	16.57	0.00	83.00
LSTECSDA	Library services-Technical - Librarians with ALA-MLS	51	3.50	3.62	0.00	18.70
LSTECSDB	Library services-Technical - Other professionals	51	2.17	6.96	0.00	48.75
LSTECSDC	Library services-Technical - Other paid staff	51	4.90	4.89	0.00	21.10
LSTECSDD	Library services-Technical - Total staff	51	10.57	12.67	0.00	75.25
LSOTHLA	Library services-Other - Librarians with ALA-MLS	51	2.24	3.57	0.00	16.50
LSOTHLB	Library services-Other - Other professionals	51	1.67	2.93	0.00	13.00
LSOTHLSC	Library services-Other - Other paid staff	51	7.23	9.90	0.00	43.00
LSOTHLSD	Library services-Other - Total staff	51	11.13	14.09	0.00	68.50
TOTALLSA	Library services-Total - Librarians with ALA-MLS	51	13.51	11.41	0.00	59.13
TOTALLSB	Library services-Total - Other professionals	51	6.10	12.55	0.00	79.75
TOTALLSC	Library services-Total - Other paid staff	51	21.56	18.27	0.00	90.60
TOTALLSD	Library services-Total - Total staff	51	41.18	34.75	0.00	157.25
OTHERSVA	Other services - Librarians with ALA-MLS	51	0.64	2.04	0.00	11.00
OTHERSVB	Other services - Other professionals	51	4.28	8.63	0.00	36.00
OTHERSVC	Other services - Other paid staff	51	6.00	12.47	0.00	48.88
OTHERSVD	Other services - Total staff	51	10.91	20.88	0.00	84.88
TOTSTAFA	Total staff - Librarians with ALA-MLS	51	23.55	15.79	1.00	75.13
TOTSTAFB	Total staff - Other professionals	51	15.02	21.47	0.00	118.75
TOTSTAFC	Total staff - Other paid staff	51	36.57	31.28	1.00	137.00
TOTSTAFD	Total staff - Total staff	51	75.14	59.77	6.00	257.13
LSTASEA	Admin of LSTA grants - Librarians with ALA-MLS	51	0.76	0.57	0.00	2.25
LSTASEB	Admin of LSTA grants - Other professionals	51	0.46	0.67	0.00	3.50
LSTASEC	Administration of LSTA grants - Other paid staff	51	0.34	0.53	0.00	3.00
LSTASED	Administration of LSTA grants - Total staff	51	1.57	1.16	0.25	6.00
STAI DSEA	Administration of state aid - Librarians with ALA-MLS	51	0.64	0.94	0.00	5.50
STAI DSEB	Administration of state aid - Other professionals	51	0.39	0.80	0.00	3.56
STAI DSEC	Administration of state aid - Other paid staff	51	0.27	0.55	0.00	3.00
STAI DSED	Administration of state aid - Total staff	51	1.30	1.80	0.00	10.50
AENDSEA	Automation/electronic network dev - Librarians with ALA-MLS	51	2.17	1.82	0.00	7.00
AENDSEB	Automation/electronic network dev - Other professionals	51	1.41	1.78	0.00	9.00
AENDSEC	Automation/electronic network dev - Other paid staff	51	1.32	2.37	0.00	15.00
AENDSED	Automation/electronic network development - Total staff	51	4.90	3.51	0.00	16.00
BPHSEA	BPH services - Librarians with ALA-MLS	51	1.82	1.93	0.00	8.50
BPHSEB	BPH services - Other professionals	51	0.99	1.78	0.00	8.00
BPHSEC	BPH services - Other paid staff	51	7.22	7.97	0.00	39.50
BPHSED	BPH services - Total staff	51	10.03	10.63	0.00	56.00
CYASEA	Children's/young adult services - Librarians with ALA-MLS	51	0.67	0.52	0.00	2.00
CYASEB	Children's/young adult services - Other professionals	51	0.08	0.41	0.00	2.82
CYASEC	Children's/young adult services - Other paid staff	51	0.23	0.87	0.00	6.00
CYASED	Children's/young adult services - Total staff	51	0.98	1.18	0.00	6.70
ILSSEA	Institutional library services - Librarians with ALA-MLS	51	0.50	1.49	0.00	9.00
ILSSEB	Institutional library services - Other professionals	51	0.06	0.31	0.00	2.00
ILSSEC	Institutional library services - Other paid staff	51	0.47	2.30	0.00	15.00
ILSSED	Institutional library services - Total staff	51	1.04	3.82	0.00	24.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
LBSTASEA	Library statistics - Librarians with ALA-MLS	51	0.45	0.45	0.00	2.00
LBSTASEB	Library statistics - Other professionals	51	0.15	0.29	0.00	1.00
LBSTASEC	Library statistics - Other paid staff	51	0.25	0.44	0.00	2.40
LBSTASED	Library statistics - Total staff	51	0.85	0.69	0.10	2.80
LI TPRSEA	Literacy program support - Librarians with ALA-MLS	51	0.32	0.42	0.00	2.00
LI TPRSEB	Literacy program support - Other professionals	51	0.24	0.81	0.00	4.00
LI TPRSEC	Literacy program support - Other paid staff	51	0.25	0.90	0.00	6.00
LI TPRSED	Literacy program support - Total staff	51	0.81	1.65	0.00	8.00
MARKCOMA	Marketing/communications - Librarians with ALA-MLS	51	0.26	0.46	0.00	1.93
MARKCOMB	Marketing/communications - Other professionals	51	0.55	0.97	0.00	5.00
MARKCOMC	Marketing/communications - Other paid staff	51	0.40	1.10	0.00	7.00
MARKCOMD	Marketing/communications - Total staff	51	1.21	1.63	0.00	8.00
TOTMNTA	Total staff-Men (full-time) - Librarians with ALA-MLS	51	5.71	4.79	0.00	26.00
TOTMNTB	Total staff-Men (full-time) - Other professionals	51	5.73	9.16	0.00	53.00
TOTMNTC	Total staff-Men (full-time) - Other paid staff	51	9.29	10.14	0.00	51.00
TOTMNTD	Total staff-Men (full-time) - Total staff	51	20.73	19.34	1.00	85.00
TOTMNTA	Total staff-Men (part-time) - Librarians with ALA-MLS	51	0.02	0.14	0.00	1.00
TOTMNTB	Total staff-Men (part-time) - Other professionals	51	0.22	1.27	0.00	9.00
TOTMNTC	Total staff-Men (part-time) - Other paid staff	51	1.02	3.05	0.00	19.00
TOTMNTD	Total staff-Men (part-time) - Total staff	51	1.25	3.79	0.00	19.00
TOTWMTA	Total staff-Women (full-time) - Librarians with ALA-MLS	51	15.80	10.34	1.00	49.00
TOTWMTB	Total staff-Women (full-time) - Other professionals	51	8.47	11.90	0.00	62.00
TOTWMTC	Total staff-Women (full-time) - Other paid staff	51	22.47	19.52	0.00	110.00
TOTWMTD	Total staff-Women (full-time) - Total staff	51	46.75	35.06	4.00	153.00
TOTWMTA	Total staff-Women (part-time) - Librarians with ALA-MLS	51	0.67	1.32	0.00	6.00
TOTWMTB	Total staff-Women (part-time) - Other professionals	51	0.39	1.23	0.00	8.00
TOTWMTC	Total staff-Women (part-time) - Other paid staff	51	2.55	5.50	0.00	36.00
TOTWMTD	Total staff-Women (part-time) - Total staff	51	3.61	6.85	0.00	44.00
LSTAINC	Federal income - LSTA State Program income	51	2783599.29	2843751.68	445806.00	15858909.00
FIOTH	Federal income - Other	51	158451.96	299603.46	0.00	1233739.00
TOTAL_FI	Federal income - Total	51	2942051.25	2876110.46	445806.00	15858909.00
SISTLAOP	State income - StLA operation	51	5331187.27	5512458.41	870619.00	26377586.00
SIADLIB	State income - State aid to libraries	51	12706250.88	22470577.99	0.00	94403977.00
SIOther	State income - Other	51	1004431.86	2814502.45	0.00	16922648.00
TOTAL_SI	State income - Total	51	19041870.02	24158493.41	1443609.00	103271359.00
OTHINCM	Other income	51	632025.90	1281322.97	0.00	6019492.00
TOTINCM	Total income	51	22615947.18	26754491.10	2108694.00	113996688.00
OEXPSALA	Operating expenditures-Salaries and wages - Federal	51	445079.76	533763.22	0.00	3197773.00
OEXPSALB	Operating expenditures-Salaries and wages - State	51	2205999.69	1966351.48	185208.00	8604792.00
OEXPSALC	Operating expenditures-Salaries and wages - Other	51	73442.24	197057.57	0.00	930013.00
OEXPSALD	Operating expenditures-Salaries and wages - Total	51	2724521.69	2347440.27	354202.00	10331751.00
OEXPBENA	Operating expenditures-Employee benefits - Federal	51	128725.29	156727.81	0.00	975485.00
OEXPBENB	Operating expenditures-Employee benefits - State	51	547147.39	484171.66	0.00	1864371.00
OEXPBENC	Operating expenditures-Employee benefits - Other	51	21030.96	55349.32	0.00	271615.00
OEXPBEND	Operating expenditures-Employee benefits - Total	51	696903.65	528066.77	0.00	2279872.00
TOTOXSTA	Operating expenditures-Total staff - Federal	51	573805.06	687162.11	0.00	4173258.00
TOTOXSTB	Operating expenditures-Total staff - State	51	2753147.08	2356989.43	215924.00	10396529.00
TOTOXSTC	Operating expenditures-Total staff - Other	51	94473.20	251537.24	0.00	1145609.00
TOTOXSTD	Operating expenditures-Total staff - Total	51	3421425.33	2807616.51	354202.00	12536366.00
OEXPCOLA	Operating expenditures-Collection - Federal	51	68498.47	95964.40	0.00	343130.00
OEXPCOLB	Operating expenditures-Collection - State	51	402053.82	613309.59	0.00	3045445.00
OEXPCOLC	Operating expenditures-Collection - Other	51	18592.02	71497.20	0.00	500000.00
OEXPCOLD	Operating expenditures-Collection - Total	51	489144.31	640572.45	0.00	3045445.00
OEXPOTHA	Operating expenditures-Other - Federal	51	680769.80	683694.05	0.00	3530137.00
OEXPOTHB	Operating expenditures-Other - State	51	1360652.00	1607568.01	0.00	7861117.00
OEXPOTHC	Operating expenditures-Other - Other	51	98593.61	254863.54	0.00	1374674.00
OEXPOTHD	Operating expenditures-Other - Total	51	2140015.41	2167415.81	37067.00	10263506.00
TOTOPEXA	Operating expenditures-Total - Federal	51	1323073.33	1065884.77	0.00	5035261.00
TOTOPEXB	Operating expenditures-Total - State	51	4515852.90	3919682.36	310113.00	18827790.00
TOTOPEXC	Operating expenditures-Total - Other	51	211658.82	448826.10	0.00	1594587.00
TOTOPEXD	Operating expenditures-Total - Total	51	6050585.06	4956303.32	391269.00	23044967.00

Appendix E—Frequencies and Distributions of Variables on State Library Agencies Data File

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
AIDIPLA	Financial assistance-Individual public libraries - Federal	51	424714.04	497295.59	0.00	2200000.00
AIDIPLB	Financial assistance-Individual public libraries - State	51	7530934.57	13662304.85	0.00	70856807.00
AIDIPLC	Financial assistance-Individual public libraries - Other	51	63783.12	276408.87	0.00	1615620.00
AIDIPLD	Financial assistance-Individual public libraries - Total	51	8019431.73	14013478.26	0.00	73056807.00
AIDPLSA	Financial assistance-Public library systems - Federal	51	306380.67	917666.62	0.00	5760535.00
AIDPLSB	Financial assistance-Public library systems - State	51	2925135.55	8581965.50	0.00	42737829.00
AIDPLSC	Financial assistance-Public library systems - Other	51	0.00	0.00	0.00	0.00
AIDPLSD	Financial assistance-Public library systems - Total	51	3231516.22	9013221.06	0.00	43567449.00
AIDOILA	Financial assistance-Individual libraries - Federal	51	199423.37	533949.19	0.00	3500000.00
AIDOILB	Financial assistance-Individual libraries - State	51	167144.27	795989.71	0.00	5570676.00
AIDOILC	Financial assistance-Individual libraries - Other	51	260.78	1310.13	0.00	7300.00
AIDOILD	Financial assistance-Individual libraries - Total	51	366828.43	947669.02	0.00	5570676.00
AIDMLSA	Financial assistance-Multitype library systems - Federal	51	223476.41	495337.72	0.00	2032331.00
AIDMLSB	Financial assistance-Multitype library systems - State	51	1191723.35	3789914.66	0.00	22368477.00
AIDMLSC	Financial assistance-Multitype library systems - Other	51	37.25	266.05	0.00	1900.00
AIDMLSD	Financial assistance-Multitype library systems - Total	51	1415237.02	4095141.81	0.00	24146923.00
AIDSALA	Financial assistance-Single agency/lib prov statewide serv - Fed	51	213855.94	858628.09	0.00	5966797.00
AIDSALB	Financial assistance-Single agency/lib prov statewide serv - State	51	924885.37	2419081.96	0.00	10211600.00
AIDSALC	Financial assistance-Single agency/lib prov statewide serv - Other	51	30925.65	165021.27	0.00	1077208.00
AIDSALD	Financial assistance-Single agency/lib prov statewide serv - Total	51	1169666.96	2638618.85	0.00	10753078.00
AIDLCA	Financial assistance-Library construction - Federal	51	39062.43	179314.44	0.00	1233739.00
AIDLCB	Financial assistance-Library construction - State	51	880399.65	2798374.58	0.00	18883250.00
AIDLCC	Financial assistance-Library construction - Other	51	0.00	0.00	0.00	0.00
AIDLCD	Financial assistance-Library construction - Total	51	919462.08	2815869.38	0.00	18883250.00
AIDOTHA	Financial assistance-Other - Federal	51	187025.59	523128.89	0.00	2235886.00
AIDOTHB	Financial assistance-Other - State	51	387640.63	1289729.54	0.00	6810376.00
AIDOTHC	Financial assistance-Other - Other	51	0.00	0.00	0.00	0.00
AIDOTHD	Financial assistance-Other - Total	51	574666.22	1532640.38	0.00	8566457.00
TOTALDA	Financial assistance-Total - Federal	51	1593938.45	2289044.95	0.00	12166797.00
TOTALDB	Financial assistance-Total - State	51	14007863.39	22268507.27	0.00	94293073.00
TOTALDC	Financial assistance-Total - Other	51	95006.80	315524.92	0.00	1615620.00
TOTALDD	Financial assistance-Total - Total	51	15696808.65	23729408.29	46895.00	98351896.00
CAPTAL A	Capital outlay - Federal	51	7229.20	24822.19	0.00	138662.00
CAPTAL B	Capital outlay - State	51	110702.57	341637.28	0.00	2139704.00
CAPTAL C	Capital outlay - Other	51	1802.94	10681.17	0.00	75980.00
CAPTAL D	Capital outlay - Total	51	119734.71	346826.34	0.00	2139704.00
OTHEXPA	Other expenditures - Federal	51	47597.90	175693.00	0.00	956810.00
OTHEXPB	Other expenditures - State	51	474933.43	1858411.51	0.00	10034652.00
OTHEXPC	Other expenditures - Other	51	142777.18	803141.17	0.00	5657438.00
OTHEXPD	Other expenditures - Total	51	665308.51	2521453.14	0.00	15692090.00
TOTEXPA	Total expenditures - Federal	51	2971838.88	2839882.39	445806.00	15858909.00
TOTEXPB	Total expenditures - State	51	19109352.29	24088436.98	1443609.00	103160455.00
TOTEXPC	Total expenditures - Other	51	451245.75	997380.19	0.00	5657438.00
TOTEXPD	Total expenditures - Total	51	22532436.92	26569392.34	2108694.00	112277458.00
SWEXPT	LSTA State Program exps, by type - Statewide services	51	1212882.37	973957.09	0.00	4154035.00
GREXPT	LSTA State Program exps, by type - Grants	51	1504972.29	2280207.84	0.00	12166797.00
ADMEXPT	LSTA State Program exps, by type - LSTA administration	51	67621.63	76664.86	0.00	331483.00
TOTEXPT	LSTA State Program expenditures, by type - Total	51	2785476.29	2789675.51	445806.00	15858909.00
NETACXU	LSTA St Prog exps, by use - Electr networking/elect access	51	1632851.27	1833943.29	100000.00	10000000.00
SERDIFXU	LSTA St Prog exps, by use - Serv to pers with diff using lib	51	954612.35	1462637.41	0.00	8864089.00
SERPOVXU	LSTA St Prog exps, by use - Services to children in poverty	51	130391.04	207506.58	0.00	829281.00
ADMEXPU	LSTA State Program expenditures, by use - LSTA admin	51	67621.63	76664.86	0.00	331483.00
TOTEXPU	LSTA State Program expenditures, by use - Total	51	2785476.29	2789675.51	445806.00	15858909.00
ALLOPSTF	Allied operations expenditures - Total staff exps	51	344897.22	800245.97	0.00	3709496.00
ALLOPOTH	Allied operations expenditures - Other operating exps	51	114382.82	256598.74	0.00	996065.00
TOTOX_AO	Allied operations expenditures - Total operating exps	51	459280.04	1030786.74	0.00	4652642.00
ALLOPCAP	Allied operations expenditures - Capital outlay	51	4817.41	15789.15	0.00	75980.00
OTHEXPAO	Allied operations expenditures - Other exps	51	9931.04	60338.30	0.00	424710.00
TOTEXPAO	Allied operations expenditures - Total exps	51	474028.49	1056527.82	0.00	4706796.00
PAGIW_LO	Library-owned public-access graphical Internet workstations	51	11.12	11.61	0.00	49.00
PAIW_OTH	All other public-access Internet workstations	51	1.24	4.12	0.00	22.00

**Appendix E—Frequencies and Distributions of Variables
on State Library Agencies Data File**

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
SWDBLICA	Exps for statewide database licensing, by source - Federal	51	288408.39	553692.87	0.00	3288454.00
SWDBLICB	Exps for statewide database licensing, by source - State	51	725081.33	1381391.82	0.00	8834127.00
SWDBLICC	Exps for statewide database licensing, by source - Other	51	28942.65	107976.24	0.00	500000.00
SWDBLICD	Exps for statewide database licensing, by source - Total	51	1042432.37	1469961.20	0.00	9212445.00
READSCH	Grants and contracts exps - Readiness for school (pre-K only)	51	67760.86	159853.51	0.00	804173.00
ADFAMLIT	Grants and contracts exps - Adult literacy and family literacy	51	463021.25	1847814.81	0.00	11338940.00
POPU_ST	US Census Bureau State Pop Estimates: as of 7/1/2002	51	5654288.20	6364206.31	498703.00	35116033.00