

Appendix A—Public Library State Ranking Tables

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Table A1. Number of library visits and reference transactions of public libraries per capita, by state:
Fiscal year 2003

State	Ranking	Library visits per capita ¹	State	Ranking	Reference transactions per capita ¹
Total	†	4.58	Total	†	1.08
Ohio	1	7.13	District of Columbia ²	1	1.88
Connecticut	2	6.69	Ohio	2	1.73
Colorado	3	6.40	Utah	3	1.62
Indiana	4	6.30	Illinois	4	1.48
Oregon	5	6.23	Florida	5	1.43
South Dakota	6	6.13	New York	6	1.40
Idaho	7	6.06	Maryland	7	1.38
Kansas	8	5.95	Indiana	8	1.31
Wisconsin	9	5.87	Colorado	9	1.30
Rhode Island	9	5.87	Connecticut	10	1.25
Utah	11	5.85	Kansas	11	1.21
Wyoming	12	5.80	Louisiana	12	1.18
Illinois	13	5.66	Virginia	13	1.16
New York	14	5.60	Texas	14	1.12
Massachusetts	15	5.57	South Carolina	14	1.12
Iowa	16	5.53	North Carolina	16	1.08
Washington	17	5.42	Washington	16	1.08
Nebraska	18	5.34	Georgia	18	1.03
Vermont	19	5.29	Oregon	19	1.01
Maine	20	5.19	California	19	1.01
New Jersey	21	5.09	Wyoming	21	1.00
Maryland	22	5.02	Arizona	22	0.97
Minnesota	23	5.01	New Jersey	23	0.96
Alaska	24	4.82	Minnesota	24	0.95
Oklahoma	25	4.76	Wisconsin	25	0.94
New Hampshire	26	4.74	Rhode Island	26	0.90
North Dakota	27	4.71	Idaho	27	0.87
Hawaii ³	27	4.71	South Dakota	27	0.87
Missouri	29	4.47	Massachusetts	29	0.86
Virginia	30	4.38	Vermont	30	0.84
Michigan	31	4.32	Missouri	31	0.80
California	32	4.20	Michigan	32	0.79
Nevada	33	4.11	Hawaii ³	32	0.79
Florida	34	4.05	Maine	34	0.77
Arizona	34	4.05	Tennessee	34	0.77
Delaware	36	3.99	Alabama	34	0.77
Montana	37	3.91	Nebraska	37	0.76
District of Columbia ²	38	3.86	Oklahoma	38	0.73
North Carolina	39	3.77	New Hampshire	39	0.72
Kentucky	40	3.72	Iowa	40	0.71
Georgia	41	3.64	North Dakota	41	0.70
Pennsylvania	42	3.54	Pennsylvania	41	0.70
New Mexico	43	3.43	West Virginia	43	0.68
South Carolina	44	3.38	Nevada	44	0.67
West Virginia	45	3.33	New Mexico	44	0.67
Tennessee	46	3.16	Arkansas	46	0.62
Arkansas	47	3.14	Delaware	47	0.57
Alabama	48	3.08	Kentucky	48	0.55
Texas	49	3.03	Montana	49	0.52
Louisiana	50	2.96	Mississippi	49	0.52
Mississippi	51	2.67	Alaska	51	0.50

† Not applicable.

¹Per capita is based on the total unduplicated population of legal service areas.

²The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

³Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Table A2. Number of circulation transactions of public libraries per capita and interlibrary loans received per 1,000 population, by state: Fiscal year 2003

State	Ranking	Circulation transactions per capita ¹	State	Ranking	Interlibrary loans received per 1,000 population ¹
Total	†	7.01	Total	†	94.83
Ohio	1	14.70	Wisconsin	1	686.30
Oregon	2	14.26	Rhode Island	2	672.81
Utah	3	12.10	Oregon	3	625.10
Indiana	4	11.96	Massachusetts	4	399.13
Washington	5	10.42	Delaware	5	210.69
Kansas	6	10.13	Ohio	6	205.58
Colorado	7	10.12	Michigan	7	202.31
Wisconsin	8	9.91	Illinois	8	186.58
Minnesota	9	9.84	New York	9	181.18
Maryland	10	9.54	Kansas	10	159.64
Connecticut	11	9.31	Minnesota	11	122.60
Iowa	12	9.18	Pennsylvania	12	115.33
South Dakota	13	8.88	Connecticut	13	113.31
Nebraska	14	8.84	Vermont	14	87.09
Virginia	15	8.48	South Dakota	15	86.24
Idaho	16	8.28	North Dakota	16	77.86
Illinois	17	8.21	New Hampshire	17	74.44
Missouri	18	8.20	New Jersey	18	70.27
Wyoming	19	8.15	Maine	19	59.07
Massachusetts	20	7.68	Iowa	20	51.21
North Dakota	21	7.56	Wyoming	21	50.22
Arizona	22	7.55	Colorado	22	46.49
New Hampshire	23	7.48	Alaska	23	43.86
Maine	24	7.19	Missouri	24	40.54
Vermont	25	7.12	California	25	39.41
Rhode Island	26	6.93	Idaho	26	33.79
New York	27	6.87	Montana	27	32.39
New Jersey	28	6.29	Washington	28	29.55
Delaware	29	6.11	Nebraska	29	25.55
Alaska	30	6.10	Maryland	30	22.38
Michigan	31	6.08	Louisiana	31	20.36
Oklahoma	32	6.07	Indiana	32	18.02
Nevada	33	5.86	Florida	33	17.43
Montana	34	5.84	Oklahoma	34	16.65
Kentucky	35	5.61	Arizona	35	16.06
California	36	5.58	Alabama	36	14.86
Florida	37	5.56	Georgia	37	14.62
Hawaii ³	38	5.40	West Virginia	38	13.72
North Carolina	39	5.38	Nevada	39	13.23
Pennsylvania	40	5.19	New Mexico	40	12.92
South Carolina	41	4.87	Texas	41	12.19
Georgia	42	4.84	Kentucky	42	12.11
New Mexico	43	4.79	Virginia	43	11.87
Texas	44	4.54	Utah	44	10.53
Arkansas	45	4.28	South Carolina	45	9.39
West Virginia	46	4.21	Arkansas	46	8.73
Tennessee	47	4.08	Mississippi	47	7.77
Louisiana	48	3.95	North Carolina	48	6.62
Alabama	49	3.93	Tennessee	49	5.39
Mississippi	50	3.26	Hawaii ³	50	0.30
District of Columbia ²	51	2.05	District of Columbia ²	51	0.26

† Not applicable.

¹Per capita and per 1,000 population are based on the total unduplicated population of legal service areas.

²The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

³Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Table A3. Average number of public-use Internet terminals of public libraries per stationary outlet and number per 5,000 population, by state: Fiscal year 2003

State	Ranking	Average number public-use Internet terminals per stationary outlet	State	Ranking	Public-use Internet terminals Per 5,000 population ¹
Total	†	9.47	Total	†	2.79
Maryland	1	16.00	South Dakota	1	6.32
Florida	2	14.48	Vermont	2	6.08
Arizona	3	13.45	Nebraska	3	5.02
Texas	4	12.97	Kansas	4	4.91
Ohio	5	12.88	Alaska	5	4.61
Georgia	6	12.82	Maine	6	4.48
South Carolina	7	11.95	Iowa	7	4.34
California	8	11.50	Wyoming	8	4.33
Indiana	9	11.21	Indiana	9	4.28
Virginia	10	11.01	New Hampshire	9	4.28
North Carolina	11	10.99	Ohio	11	4.09
Utah	12	10.90	Wisconsin	12	3.59
Kentucky	13	10.85	North Dakota	13	3.55
Washington	13	10.85	Rhode Island	14	3.54
Pennsylvania	15	10.65	Michigan	15	3.43
Alabama	16	10.35	Idaho	16	3.32
Rhode Island	17	10.31	Alabama	17	3.30
Michigan	18	10.29	Connecticut	18	3.20
Colorado	19	10.27	Missouri	18	3.20
New Jersey	20	10.17	Massachusetts	20	3.15
New York	21	9.63	Illinois	21	3.03
Nevada	22	9.41	Oklahoma	22	2.98
Tennessee	23	9.34	Washington	23	2.95
Connecticut	24	9.07	Georgia	24	2.90
Wisconsin	25	8.64	Minnesota	25	2.89
Illinois	26	8.63	New Mexico	26	2.88
New Mexico	27	8.62	Montana	26	2.88
Oregon	28	8.55	Colorado	28	2.83
Missouri	29	8.42	Oregon	29	2.82
Massachusetts	30	8.39	Pennsylvania	30	2.81
Delaware	31	8.30	New Jersey	31	2.77
Oklahoma	32	8.17	New York	32	2.76
Minnesota	33	8.14	Mississippi	33	2.70
Louisiana	34	7.13	Texas	34	2.69
Mississippi	35	6.48	South Carolina	35	2.68
Hawaii ³	36	6.06	Louisiana	36	2.65
Kansas	37	6.03	Utah	37	2.63
Alaska	38	5.86	Maryland	38	2.62
Wyoming	39	5.84	Virginia	39	2.58
District of Columbia ²	40	5.67	West Virginia	40	2.57
Idaho	41	5.35	Kentucky	41	2.54
West Virginia	42	5.29	North Carolina	42	2.50
Arkansas	43	5.13	Arizona	43	2.37
South Dakota	44	5.12	Tennessee	44	2.32
Montana	45	4.80	Arkansas	45	2.10
Nebraska	46	4.78	Florida	45	2.10
New Hampshire	47	4.62	California	47	1.75
Iowa	48	4.51	Delaware	47	1.75
North Dakota	49	4.30	Nevada	49	1.74
Maine	50	3.80	District of Columbia ²	50	1.36
Vermont	51	3.67	Hawaii ³	51	1.22

† Not applicable.

¹Per 5,000 population is based on the total unduplicated population of legal service areas.

²The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

³Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Table A4. Number of print materials of public libraries per capita and audio materials per 1,000 population, by state: Fiscal year 2003

State	Ranking	Print materials per capita ¹	State	Ranking	Audio materials per 1,000 population ¹
Total	†	2.86	Total	†	133.27
Maine	1	5.18	Ohio	1	328.16
South Dakota	2	5.15	New York	2	238.59
Wyoming	3	4.95	Indiana	3	223.32
Massachusetts	4	4.83	Wyoming	4	198.67
Vermont	5	4.75	Utah	5	194.98
Kansas	6	4.69	Hawaii ³	6	193.29
New Hampshire	7	4.57	Oregon	7	185.05
District of Columbia ²	8	4.50	Pennsylvania	8	182.92
Nebraska	9	4.47	Wisconsin	9	177.88
Ohio	10	4.27	Kansas	10	177.52
Indiana	11	4.24	Nebraska	11	170.93
Connecticut	12	4.17	Connecticut	12	169.31
North Dakota	13	4.10	Iowa	13	168.28
New York	14	4.07	Illinois	14	165.80
Iowa	15	4.06	Washington	15	163.45
Rhode Island	16	3.95	Vermont	16	161.27
Illinois	17	3.79	New Hampshire	17	158.63
New Jersey	18	3.75	Maryland	18	158.39
Missouri	19	3.65	Minnesota	19	158.14
Wisconsin	20	3.52	Michigan	20	152.38
Alaska	21	3.47	Massachusetts	21	151.82
Michigan	22	3.26	Colorado	22	145.51
Idaho	23	3.22	Missouri	23	142.67
Minnesota	24	3.10	Alaska	24	142.47
Montana	25	2.96	New Jersey	25	136.64
Washington	26	2.94	South Dakota	26	135.41
Maryland	27	2.86	Maine	27	133.28
West Virginia	28	2.75	Idaho	28	129.26
Oregon	28	2.75	North Dakota	29	127.52
Pennsylvania	30	2.69	District of Columbia ²	30	116.89
Utah	31	2.67	Virginia	31	116.86
Colorado	31	2.67	Rhode Island	32	115.88
Virginia	33	2.63	Florida	33	99.77
Hawaii ³	34	2.56	Nevada	34	99.63
Louisiana	35	2.49	Oklahoma	35	92.74
New Mexico	36	2.46	Montana	36	90.15
Oklahoma	37	2.34	Delaware	37	89.86
California	38	2.16	West Virginia	38	85.74
Arkansas	39	2.10	Arizona	39	80.96
South Carolina	40	2.08	Kentucky	40	79.17
Alabama	41	2.06	New Mexico	41	78.97
Kentucky	42	2.00	Alabama	42	77.07
Delaware	43	1.98	California	43	76.99
Mississippi	44	1.95	South Carolina	44	76.71
Texas	45	1.89	Texas	45	76.42
Florida	46	1.88	Tennessee	46	65.62
North Carolina	46	1.88	North Carolina	47	63.08
Tennessee	48	1.85	Louisiana	48	57.56
Georgia	49	1.83	Georgia	49	57.10
Arizona	50	1.77	Mississippi	50	56.02
Nevada	51	1.73	Arkansas	51	52.88

† Not applicable.

¹Per capita and per 1,000 population are based on the total unduplicated population of legal service areas.

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SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Table A5. Number of video materials and current print serial subscriptions of public libraries per 1,000 population, by state: Fiscal year 2003

State	Ranking	Video materials per 1,000 population ¹	State	Ranking	Current print serial subscriptions per 1,000 population ¹
Total	†	116.15	Total	†	6.79
Ohio	1	290.49	Vermont	1	13.79
Indiana	2	238.93	Iowa	2	13.47
Kansas	3	225.77	Illinois	3	13.34
Connecticut	4	202.98	Massachusetts	4	13.32
Wisconsin	5	201.22	Wisconsin	5	11.94
Alaska	6	190.01	New Hampshire	6	11.93
South Dakota	7	178.97	Nebraska	7	11.54
Colorado	8	171.03	Ohio	8	11.50
Illinois	9	170.72	Alaska	9	11.02
Wyoming	10	170.62	Indiana	10	10.96
Iowa	11	170.14	South Dakota	11	10.73
New Hampshire	12	159.46	Kansas	12	10.58
Nebraska	13	156.20	Wyoming	13	10.51
Vermont	14	152.67	New York	14	10.22
Massachusetts	15	148.63	Maine	15	9.83
Oregon	16	147.48	Connecticut	16	8.92
Maine	17	146.35	North Dakota	17	8.20
Rhode Island	18	142.11	District of Columbia ²	18	7.93
New York	19	139.42	Missouri	19	7.67
Utah	20	137.44	Minnesota	20	7.58
Washington	21	135.63	Washington	21	7.51
Minnesota	22	128.73	New Jersey	22	7.44
New Jersey	23	119.79	Rhode Island	23	7.42
North Dakota	24	116.39	Oregon	24	7.33
Missouri	25	115.82	Michigan	25	7.25
Idaho	26	115.12	Delaware	26	6.88
Michigan	27	110.43	Louisiana	27	6.87
Nevada	28	103.87	Colorado	28	6.45
Maryland	29	101.95	Maryland	29	6.15
Florida	30	98.07	Montana	30	6.05
Delaware	31	96.77	Utah	31	5.99
Pennsylvania	32	92.67	Pennsylvania	32	5.94
Oklahoma	33	89.65	Idaho	33	5.83
West Virginia	34	86.90	Oklahoma	34	5.17
Louisiana	35	86.69	Nevada	35	5.15
Montana	35	86.69	Virginia	36	5.14
Virginia	37	85.12	South Carolina	37	5.06
Arizona	38	79.73	New Mexico	38	4.63
California	39	79.31	California	39	4.41
South Carolina	40	73.51	Florida	40	4.39
Kentucky	41	73.04	Hawaii ³	41	4.29
Texas	42	71.73	West Virginia	42	4.14
Alabama	43	68.62	Kentucky	43	4.04
Mississippi	44	67.28	Arizona	44	3.94
Hawaii ³	45	63.50	North Carolina	44	3.94
Tennessee	46	62.86	Texas	46	3.76
Georgia	47	60.36	Mississippi	47	3.73
North Carolina	48	55.79	Arkansas	48	3.70
Arkansas	49	53.56	Tennessee	49	3.25
New Mexico	50	51.06	Georgia	50	3.07
District of Columbia ²	51	35.64	Alabama	51	3.06

† Not applicable.

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SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Table A6. Total number of paid full-time-equivalent (FTE) staff and paid FTE librarians of public libraries per 25,000 population, by state: Fiscal year 2003

State	Ranking	Total paid FTE staff per 25,000 population ¹	State	Ranking	Paid FTE librarians per 25,000 population ¹
Total	†	12.14	Total	†	4.02
Ohio	1	21.54	New Hampshire	1	8.30
Indiana	2	20.33	Vermont	2	7.95
Wyoming	3	19.36	Iowa	3	7.49
District of Columbia ²	4	18.86	Nebraska	4	7.21
Connecticut	5	18.48	Wyoming	5	7.17
Kansas	6	18.21	Connecticut	6	7.00
Illinois	7	17.52	District of Columbia ²	7	6.97
New York	8	16.25	Kansas	8	6.90
New Jersey	9	15.84	Massachusetts	9	6.71
Rhode Island	10	15.55	Maine	10	6.68
Maine	11	14.73	Illinois	11	6.03
Massachusetts	12	14.55	Indiana	12	5.98
Nebraska	13	14.47	South Dakota	13	5.87
Maryland	14	14.32	Ohio	14	5.74
South Dakota	15	14.23	Maryland	15	5.58
New Hampshire	16	14.13	Rhode Island	15	5.58
Colorado	17	14.05	Oklahoma	17	5.33
Iowa	18	13.68	Wisconsin	18	5.31
Wisconsin	19	13.64	New York	19	5.30
Missouri	20	13.62	Kentucky	20	5.26
Washington	21	13.61	Montana	21	5.07
Vermont	22	13.44	North Dakota	22	4.99
Oregon	23	13.24	Louisiana	23	4.87
Idaho	24	13.08	Michigan	24	4.66
Louisiana	25	12.72	Alaska	25	4.49
Minnesota	26	12.46	West Virginia	26	4.48
Alaska	27	12.35	New Jersey	27	4.39
Michigan	28	12.31	Colorado	28	4.28
Virginia	29	11.73	Mississippi	29	4.17
Utah	30	11.48	Oregon	30	4.06
Hawaii ³	31	10.92	Minnesota	30	4.06
Mississippi	32	10.82	Alabama	32	3.88
Kentucky	33	10.76	New Mexico	33	3.84
Oklahoma	34	10.30	Idaho	34	3.82
Florida	35	9.86	Missouri	35	3.73
Pennsylvania	36	9.69	Washington	36	3.39
North Dakota	37	9.64	Virginia	37	3.28
South Carolina	38	9.63	Hawaii ³	38	3.27
Arizona	39	9.53	Pennsylvania	39	3.25
New Mexico	40	9.27	Utah	40	3.17
Alabama	41	9.13	Florida	41	3.11
Nevada	41	9.13	South Carolina	42	3.08
Montana	43	8.98	Arizona	43	2.70
Georgia	44	8.77	Delaware	44	2.65
West Virginia	45	8.74	Texas	45	2.57
California	46	8.60	Arkansas	46	2.50
North Carolina	47	8.45	California	47	2.48
Arkansas	48	8.31	Tennessee	47	2.48
Texas	49	7.93	Nevada	49	2.37
Tennessee	50	7.86	Georgia	50	2.19
Delaware	51	7.68	North Carolina	51	1.91

† Not applicable.

¹Per 25,000 population is based on the total unduplicated population of legal service areas.

²The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

³Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Table A7. Number of paid full-time-equivalent (FTE) librarians with an "ALA-MLS" and other paid FTE staff of public libraries per 25,000 population, by state: Fiscal year 2003

State	Ranking	Paid FTE librarians with ALA-MLS per 25,000 population ¹	State	Ranking	Other paid FTE staff per 25,000 population ¹
Total	†	2.72	Total	†	8.12
District of Columbia ²	1	6.08	Ohio	1	15.81
Connecticut	2	5.33	Indiana	2	14.35
Rhode Island	3	4.76	Wyoming	3	12.19
New York	4	4.44	District of Columbia ²	4	11.89
New Jersey	5	4.37	Illinois	5	11.49
Massachusetts	6	4.30	Connecticut	6	11.48
Ohio	7	4.16	New Jersey	7	11.45
Indiana	8	3.97	Kansas	8	11.31
Illinois	9	3.82	New York	9	10.96
Hawaii ³	10	3.27	Washington	10	10.22
Michigan	11	3.19	Rhode Island	11	9.98
Washington	11	3.19	Missouri	12	9.89
New Hampshire	13	3.07	Colorado	13	9.77
Oregon	14	3.03	Idaho	14	9.26
Colorado	15	3.01	Oregon	15	9.17
Maine	16	2.99	Maryland	16	8.74
Maryland	17	2.95	Virginia	17	8.45
Wisconsin	18	2.83	Minnesota	18	8.40
Virginia	19	2.74	South Dakota	19	8.37
Alaska	20	2.70	Wisconsin	20	8.33
Minnesota	21	2.62	Utah	21	8.31
Florida	22	2.58	Maine	22	8.04
Kansas	23	2.57	Alaska	23	7.85
California	24	2.31	Louisiana	23	7.85
South Carolina	25	2.30	Massachusetts	25	7.84
Pennsylvania	26	2.23	Michigan	26	7.65
Arizona	27	2.15	Hawaii ³	27	7.64
Georgia	28	2.11	Nebraska	28	7.27
Vermont	29	2.04	Arizona	29	6.84
Iowa	30	1.93	Nevada	30	6.76
Louisiana	31	1.92	Florida	31	6.75
Nebraska	32	1.90	Mississippi	32	6.65
Texas	33	1.84	Georgia	33	6.58
North Carolina	34	1.81	South Carolina	34	6.56
Wyoming	34	1.81	North Carolina	35	6.54
Utah	36	1.79	Pennsylvania	36	6.44
Nevada	37	1.75	Iowa	37	6.18
Oklahoma	37	1.75	California	38	6.12
New Mexico	39	1.72	New Hampshire	39	5.83
Missouri	40	1.65	Arkansas	40	5.81
South Dakota	41	1.58	Kentucky	41	5.50
Alabama	42	1.47	Vermont	41	5.50
Idaho	43	1.32	New Mexico	43	5.43
Delaware	43	1.32	Tennessee	44	5.37
Kentucky	45	1.21	Texas	44	5.37
West Virginia	45	1.21	Alabama	46	5.25
Tennessee	47	1.19	Delaware	47	5.03
North Dakota	48	1.12	Oklahoma	48	4.96
Mississippi	49	1.11	North Dakota	49	4.66
Montana	50	1.01	West Virginia	50	4.26
Arkansas	51	0.91	Montana	51	3.91

† Not applicable.

¹An ALA-MLS is a master's degree from a program of library and information studies accredited by the American Library Association. Per 25,000 population is based on the total unduplicated population of legal service areas.

²The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

³Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Table A8. Total and state operating revenue of public libraries per capita, by state: Fiscal year 2003

State	Ranking	Total operating revenue per capita ¹	State	Ranking	State operating revenue per capita ¹
Total	†	\$31.18	Total	†	\$3.39
Ohio	1	56.76	Ohio	1	39.87
District of Columbia ²	2	50.18	Hawaii ³	2	18.92
Illinois	3	48.35	Pennsylvania	3	6.60
New York	4	47.96	Rhode Island	4	6.35
Connecticut	5	44.54	Maryland	5	5.06
Colorado	6	42.66	West Virginia	6	4.77
New Jersey	7	42.62	Georgia	7	3.80
Washington	8	42.52	Delaware	8	3.21
Rhode Island	9	40.62	Indiana	9	2.94
Oregon	10	40.19	Illinois	10	2.76
Indiana	11	39.94	New York	11	2.66
Alaska	12	38.34	Massachusetts	12	2.61
Kansas	13	37.41	Mississippi	13	2.59
Maryland	14	37.09	Virginia	14	2.21
Wyoming	15	36.96	Florida	15	2.02
Massachusetts	16	35.52	North Carolina	16	1.89
Michigan	17	35.11	South Carolina	17	1.57
Missouri	18	33.94	California	18	1.52
Wisconsin	19	33.06	Minnesota	19	1.49
Minnesota	20	31.88	Michigan	20	1.21
New Hampshire	21	31.41	Louisiana	21	1.16
Nebraska	22	29.04	New Jersey	22	1.10
South Dakota	23	28.74	Alaska	23	1.07
Nevada	24	28.53	Kentucky	23	1.07
Virginia	25	28.41	North Dakota	25	1.06
Louisiana	26	27.96	Alabama	26	0.93
California	27	27.65	Missouri	27	0.89
Utah	28	27.54	Wisconsin	27	0.89
Iowa	29	27.22	Iowa	29	0.74
Florida	30	26.40	Kansas	30	0.72
Maine	31	25.75	Idaho	31	0.68
Vermont	32	25.48	Oklahoma	32	0.66
Idaho	33	24.78	Montana	33	0.42
Pennsylvania	34	24.64	Connecticut	34	0.37
Arizona	35	24.38	Arkansas	34	0.37
Oklahoma	36	23.70	New Mexico	36	0.34
Kentucky	37	23.39	Utah	36	0.34
Delaware	38	22.79	Nebraska	38	0.32
Hawaii ³	39	21.48	Washington	39	0.28
South Carolina	40	20.60	Texas	40	0.21
Georgia	41	19.76	Oregon	41	0.19
Montana	42	19.40	Maine	42	0.13
North Carolina	43	18.88	Arizona	43	0.09
New Mexico	44	18.21	Nevada	44	0.08
North Dakota	45	17.08	Tennessee	45	0.07
Texas	46	16.99	Colorado	46	0.05
Alabama	47	16.91	Wyoming	47	0.03
Arkansas	48	16.42	New Hampshire	48	0.02
Tennessee	49	15.68	Vermont	49	0.01
West Virginia	50	15.21	South Dakota	50	#
Mississippi	51	13.54	District of Columbia ²	50	0

† Not applicable.

Rounds to zero.

¹Total revenue includes federal, state, local, and other revenue. State rankings of federal revenue are not included in this report. Per capita is based on the total unduplicated population of legal service areas.

²The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

³Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Table A9. Local and other operating revenue of public libraries per capita, by state: Fiscal year 2003

State	Ranking	Local operating revenue per capita ¹	State	Ranking	Other operating revenue per capita ¹
Total	†	\$24.93	Total	†	\$2.68
District of Columbia ²	1	46.19	Rhode Island	1	8.69
Illinois	2	41.24	New York	2	8.06
Washington	3	40.67	Vermont	3	7.24
Colorado	4	39.73	Nevada	4	6.95
New Jersey	5	39.25	Connecticut	5	6.94
New York	6	36.98	Maryland	6	6.29
Connecticut	7	36.76	Maine	7	6.23
Oregon	8	36.67	Kansas	8	4.55
Wyoming	9	35.02	Ohio	9	4.53
Indiana	10	34.46	Illinois	10	4.10
Alaska	11	34.01	Pennsylvania	11	3.83
Kansas	12	31.98	Missouri	12	3.61
Michigan	13	31.20	New Hampshire	13	2.91
Massachusetts	14	30.00	Oregon	14	2.90
Wisconsin	15	29.77	Colorado	15	2.78
Missouri	16	29.21	Delaware	16	2.75
New Hampshire	17	28.46	Massachusetts	17	2.74
Minnesota	18	28.22	Michigan	18	2.68
South Dakota	19	27.00	District of Columbia ²	19	2.62
Nebraska	20	26.64	Indiana	20	2.47
Utah	21	25.57	Iowa	21	2.42
Louisiana	22	25.45	Idaho	22	2.28
Maryland	23	25.44	Alaska	23	2.26
Rhode Island	24	25.29	Montana	24	2.23
Virginia	25	24.83	Wisconsin	25	2.19
California	26	24.15	New Jersey	26	2.10
Iowa	27	23.91	North Dakota	27	2.05
Arizona	28	23.48	Minnesota	28	1.97
Florida	29	23.08	Nebraska	29	1.92
Oklahoma	30	21.90	Kentucky	30	1.81
Idaho	31	21.76	California	30	1.81
Nevada	32	21.16	Wyoming	32	1.79
Kentucky	33	20.33	Hawaii ³	33	1.59
Maine	34	19.38	Tennessee	33	1.59
Vermont	35	18.23	South Dakota	35	1.58
South Carolina	36	17.68	Utah	36	1.52
Montana	37	16.74	Washington	37	1.42
Delaware	38	16.69	Alabama	38	1.37
New Mexico	39	16.61	Louisiana	39	1.33
Texas	40	16.03	North Carolina	40	1.30
North Carolina	41	15.55	Virginia	41	1.25
Georgia	42	14.89	West Virginia	42	1.23
Arkansas	43	14.86	Arkansas	43	1.19
Alabama	44	14.45	Florida	44	1.17
Tennessee	45	13.96	South Carolina	45	1.12
Pennsylvania	46	13.94	Oklahoma	46	1.11
North Dakota	47	13.88	New Mexico	47	1.04
Ohio	48	12.31	Mississippi	48	0.87
Mississippi	49	9.88	Georgia	48	0.87
West Virginia	50	9.02	Texas	50	0.68
Hawaii ³	51	0	Arizona	51	0.57

† Not applicable.

¹Per capita is based on the total unduplicated population of legal service areas.

²The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

³Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Table A10. Total operating expenditures and collection expenditures of public libraries per capita, by state:
Fiscal year 2003

State	Ranking	Total operating expenditures per capita ¹	State	Ranking	Total collection expenditures per capita ¹
Total	†	\$29.60	Total	†	\$4.12
Ohio	1	53.94	Ohio	1	8.38
District of Columbia ²	2	48.03	Indiana	2	6.40
New York	3	45.66	Illinois	3	6.17
Indiana	4	43.58	Connecticut	4	5.85
Illinois	5	42.84	Washington	5	5.79
Connecticut	6	42.71	Colorado	6	5.65
New Jersey	7	41.21	Massachusetts	7	5.60
Washington	8	40.83	Maryland	8	5.48
Oregon	9	40.24	Nebraska	9	5.46
Alaska	10	38.37	Missouri	10	5.43
Colorado	11	38.22	New York	11	5.39
Rhode Island	12	37.38	Kansas	12	5.29
Wyoming	13	36.06	New Jersey	13	5.09
Kansas	14	36.05	Utah	14	5.01
Maryland	15	35.42	Nevada	15	4.85
Massachusetts	16	35.04	Oregon	16	4.84
Wisconsin	17	32.34	Alaska	17	4.75
Minnesota	18	31.59	Rhode Island	18	4.57
Michigan	19	31.12	New Hampshire	19	4.33
New Hampshire	20	30.73	Wisconsin	20	4.28
Missouri	21	30.53	South Dakota	21	4.26
Nebraska	22	27.99	Iowa	22	4.20
Utah	23	27.97	Wyoming	23	4.08
Virginia	24	27.70	District of Columbia ²	24	4.07
Nevada	25	27.44	Minnesota	25	3.99
South Dakota	26	27.32	Michigan	25	3.99
Iowa	27	26.31	Virginia	27	3.95
Vermont	28	25.99	Delaware	28	3.72
Maine	29	25.83	Florida	29	3.70
California	30	25.79	Pennsylvania	30	3.65
Louisiana	31	24.50	Vermont	31	3.63
Pennsylvania	32	24.35	Arizona	32	3.59
Florida	33	24.04	Oklahoma	33	3.53
Idaho	34	23.73	Maine	34	3.52
Arizona	35	23.66	South Carolina	35	3.49
Oklahoma	36	22.51	North Dakota	36	3.26
Delaware	37	22.25	Louisiana	37	3.06
Hawaii ³	38	20.35	New Mexico	38	3.01
South Carolina	39	20.29	Kentucky	39	2.99
Kentucky	40	20.14	California	40	2.95
Georgia	41	19.66	Idaho	41	2.71
New Mexico	42	18.45	North Carolina	42	2.54
North Carolina	43	18.00	Georgia	43	2.48
Montana	44	17.57	Texas	43	2.48
North Dakota	45	17.03	Alabama	45	2.43
Alabama	46	16.55	Montana	46	2.40
Texas	47	16.38	Arkansas	47	2.31
Tennessee	48	15.09	West Virginia	48	2.25
West Virginia	49	14.54	Tennessee	49	2.18
Arkansas	50	14.44	Hawaii ³	50	1.90
Mississippi	51	13.09	Mississippi	51	1.75

† Not applicable.

¹Total operating expenditures includes total staff expenditures, collection expenditures, and other operating expenditures. State rankings of other operating expenditures are not included in this report. Per capita is based on the total unduplicated population of legal service areas.

²The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

³Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Table A11. Total staff expenditures and salaries and wages expenditures of public libraries per capita, by state: Fiscal year 2003

State	Ranking	Total staff expenditures per capita ¹	State	Ranking	Salaries and wages expenditures per capita ¹
Total	†	\$19.48	Total	†	\$15.50
District of Columbia ²	1	35.12	District of Columbia ²	1	29.77
Ohio	2	34.89	Ohio	2	27.04
New York	3	31.25	Connecticut	3	26.04
Connecticut	4	29.08	New York	4	24.27
New Jersey	5	28.66	Illinois	5	23.50
Illinois	6	27.83	Massachusetts	6	22.57
Washington	7	26.91	New Jersey	7	22.21
Indiana	8	26.43	Washington	8	21.46
Oregon	9	26.33	Indiana	9	21.22
Rhode Island	10	25.92	Rhode Island	10	21.07
Wyoming	11	25.79	Colorado	11	20.33
Colorado	12	25.23	Wyoming	12	19.51
Maryland	13	24.40	Maryland	13	19.10
Alaska	14	24.37	Oregon	14	18.67
Massachusetts	15	24.36	Kansas	15	18.23
Minnesota	16	22.48	Alaska	16	17.95
Kansas	17	22.29	Minnesota	17	17.58
Wisconsin	18	22.08	New Hampshire	18	17.54
New Hampshire	19	21.26	Wisconsin	19	16.40
Michigan	20	19.43	Virginia	20	15.10
South Dakota	21	18.46	Michigan	21	14.91
Virginia	22	18.44	South Dakota	22	14.67
Utah	23	18.02	Maine	23	14.66
Missouri	24	18.00	Hawaii ³	24	14.64
Nebraska	25	17.67	Missouri	25	14.46
California	26	17.62	Nebraska	26	14.14
Nevada	27	17.23	Vermont	27	14.11
Iowa	28	17.14	Iowa	28	13.96
Maine	29	16.94	California	29	13.89
Vermont	30	16.78	Utah	30	13.49
Idaho	31	15.67	Nevada	31	13.41
Arizona	32	15.06	Idaho	32	12.31
Pennsylvania	33	14.83	Arizona	33	11.79
Hawaii ³	34	14.76	Pennsylvania	34	11.76
Louisiana	35	14.59	Louisiana	35	11.59
Florida	36	14.36	Florida	36	11.29
Oklahoma	37	14.28	Oklahoma	37	11.20
Delaware	38	13.52	Delaware	38	10.83
Georgia	39	13.48	Georgia	39	10.54
South Carolina	40	12.89	South Carolina	40	10.15
North Carolina	41	12.22	North Carolina	41	9.69
New Mexico	42	11.98	Kentucky	42	9.41
Kentucky	43	11.49	Montana	43	8.91
Montana	44	11.40	Texas	44	8.87
Texas	45	11.35	Alabama	45	8.76
Alabama	46	10.75	New Mexico	46	8.66
North Dakota	47	10.12	North Dakota	47	8.51
Tennessee	48	9.91	Tennessee	48	8.19
West Virginia	49	9.30	Arkansas	49	7.25
Arkansas	50	9.12	West Virginia	49	7.25
Mississippi	51	8.62	Mississippi	51	6.73

† Not applicable.

¹Total staff expenditures include expenditures for salaries and wages and employee benefits. State rankings of employee benefits expenditures are not included in this report. Per capita is based on the total unduplicated population of legal service areas.

²The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

³Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

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**Appendix B—States With Public Libraries With Overlapping
Population of Legal Service Areas**

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Appendix B—States With Public Libraries With Overlapping Population of Legal Service Areas

Arizona
Arkansas
Colorado
Connecticut
Delaware

Illinois
Indiana
Louisiana
Maine
Maryland

Michigan
Minnesota
Mississippi
Missouri
Nebraska

New Hampshire
New Jersey
New York
North Dakota
Oklahoma

Pennsylvania
Rhode Island
South Carolina
South Dakota
Tennessee
Vermont

NOTE: If a state's total *population of legal service area* exceeds its *total unduplicated population of legal service areas* (these terms are defined in the glossary in appendix D), the state has public libraries with overlapping service areas. These data are included in table 1.

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Appendix C—Technical Notes

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Reporting Period

The fiscal year (FY) 2003 Public Libraries Survey (PLS) requested data for state FY 2003. In some states, the FY reporting period varies among localities—these states were requested to report the earliest starting date and latest ending date for their public libraries (see table C1) below. Although the reporting period spans more than a 12-month period for such states (see “Other” column below), each public library provided data for a 12-month period.

Table C1. Reporting periods of public libraries, by state: Fiscal year 2003

July 2002 to June 2003	January 2003 to December 2003	October 2002 to September 2003	July 2002 to December 2003	Other
Alaska	Arkansas	Alabama	New Hampshire	Michigan ¹
Arizona	Colorado	District of Columbia	Pennsylvania	Nebraska ²
California	Indiana	Florida	Utah	New York ³
Connecticut	Kansas	Idaho		Texas ⁴
Delaware	Louisiana	Mississippi		Vermont ⁵
Georgia	Maine			
Hawaii	Minnesota	Outlying areas		
Iowa	North Dakota	Guam		
Illinois	New Jersey	N. Mariana Islands		
Kentucky	Ohio	U.S. Virgin Islands		
Maryland	South Dakota			
Massachusetts	Washington			
Missouri	Wisconsin			
Montana				
New Mexico				
Nevada				
North Carolina				
Oklahoma				
Oregon				
Rhode Island				
South Carolina				
Tennessee				
Virginia				
West Virginia				
Wyoming				

¹December 2001 to September 2003.

²December 2002 to December 2003.

³March 2002 to December 2003.

⁴February 2002 to December 2003.

⁵January 2002 to June 2003.

NOTE: In some states, the reporting period varies among localities (see the last two columns in the table); however, each public library provided data for a 12-month period.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

Survey Items

A few key survey items are discussed below. The survey definitions are included in the glossary in appendix D. The survey instrument is in appendix E.

Library visits and reference transactions. Public libraries reported annual library visits and annual reference transactions based on actual counts, if available. Otherwise, annual estimates were provided based on a typical week in October, multiplied by 52.

Population items. The PLS has three population items: (1) Population of Legal Service Area for each public library, (2) Total Unduplicated Population of Legal Service Areas for the state (this figure does not include unserved areas), and (3) Official State Total Population Estimate. There are significant methodological differences in the ways states calculate the first two items, and the time period for these counts varies among states. The population data are provided by the state library agency (see table 1 of the report).

The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the Official State Total Population Estimate. This occurs when the state has one or more geographically adjacent libraries (for example, a county library and a city library within the county) that serve, and therefore count, the same population. Twenty-six states had overlapping service areas in FY 2003. (See appendix B for a list of these states.)

To enable meaningful state comparisons using total Population of Legal Service Area data (for example, the number of print materials¹ per capita), the Population of Legal Service Area data were adjusted to eliminate duplicative reporting due to overlapping service areas. The public library data file has a derived unduplicated population of legal service area for *each library* for this purpose (the variable is called POPU_UND). This value was prorated for each library by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas.

Paid Full-Time-Equivalent (FTE) Staff. Paid staff were reported in FTEs (tables 13 to 14A). To ensure comparable data, 40 hours was set as the measure of full-time employment (for example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs). FTE data were reported to two decimal places (rounded to one decimal place in the tables).

Survey Universe

The survey frame consists of 9,214 public libraries (9,211 public libraries in the 50 states and the District of Columbia and 3 public libraries in the outlying areas of Guam, the Northern Mariana Islands, and the U.S. Virgin Islands). The public libraries were identified by the state library agencies.² The survey frame (and the survey response rates in the next section) include 291 public libraries that do not meet all the criteria in the Federal-State Cooperative System (FSCS) definition of a public library (see appendix E, Administrative Entity definitions, item 17 for the criteria). These libraries are included because they qualify as public libraries under state law. Military libraries that provide public library service and libraries that serve residents of institutions are not included. Data were not systematically collected from public libraries on Native American reservations, although 41 such libraries were reported. The FY 2003 survey is the 16th in the series. This report is based on the final data file.

¹These materials were referred to as book and serial volumes in previous years.

²Public libraries in two outlying areas, American Samoa and Puerto Rico, are not included in the survey frame because their state library agencies have never responded to NCES's request for participation in the survey. Their public libraries have not been identified and cannot be included in the survey frame or response rate calculations.

Survey Response

Unit response. A total of 8,955 of the 9,214 public libraries in the survey frame responded to the FY 2003 PLS (8,952 public libraries in the 50 states and the District of Columbia and 3 public libraries in the outlying areas), for a unit response rate of 97.2 percent. Respondents to the survey are defined as public libraries for which the following data were reported: population of the legal service area and at least three of the five following items: total paid employees, total operating revenue, total operating expenditures, print materials, and total circulation.

Total response. The base for calculating response rates for specific items is the total number of libraries in the survey frame, including unit nonrespondents. At the national level, response rates fell below 85 percent³ for the following 5 items (these were new survey items, so the response rates should increase in future years):

Table C2. Items on the Public Libraries Survey with response rates below 85 percent at the national level: Fiscal year 2003

Survey item	Response rate
Operating expenditures for other materials	82.0
Capital revenue	77.9
Electronic books	63.0
Databases	66.8
Current electronic serial subscriptions	65.2

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2003.

At the state level, response rates fell below 85 percent in 35 states, the District of Columbia, and the Northern Mariana Islands for one or more items. (Note: The response rates are included in the tables in this report.) Missing data for the 50 states and the District of Columbia were imputed and included in the state and national totals. Missing data were not imputed for nonresponding outlying areas. See *Imputation* section below for a discussion of the imputation methodology.

Data Collection

The FY 2003 PLS was released to the states over the Internet on November 17, 2003.⁴ States were placed into one of three reporting groups (with survey due dates of April 15, July 30, or August 31, 2004), based on their fiscal cycles or claim of extraordinary reporting hardship. States reported their data using personal computer data collection software called WinPLUS (Windows Public Library Universe System) that they downloaded from the Internet. WinPLUS was developed for NCES by the U.S. Census Bureau (the data collection agent). Edit follow-up was completed in January of 2005. The editing process is described below.

Editing

State level. The survey software has an edit check program that generates on-screen warnings during the data entry/import process, enabling the respondent to review the data and correct many errors immediately.

³The NCES Statistical Standards stipulate that if the item response rate is below 85 percent for any items used in a report, a nonresponse bias analysis is required for each of those items.

⁴The survey instrument is in appendix E.

Following data entry/import, the respondent generates an on-screen or printed edit report for further review and correction of the data before submitting the final file to NCES. Four types of edit checks were performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.
2. *Out-of-range edit checks.* This is a comparison of the data reported for an item to the "acceptable range" of numeric values for the item. For example, an edit message is generated if average Public Service Hours per outlet per week is less than 10, or if the past year to current year change in Children's Circulation is greater than $\pm 5,000$ and greater than -30 percent to +50 percent.
3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit message is generated if Total Operating Revenue is not equal to the sum of its parts (Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Revenue).
4. *Blank, zero, or invalid data edit checks.* This is a check of reported data against acceptable values. For example, an edit message is generated if Print Materials is 0 or -2.

The WinPLUS software generates state summary tables (showing state totals for all numeric data items) and single-library tables (showing data for individual public libraries in a state). Respondents were encouraged to review the tables for data quality issues before submitting their data to NCES. State data submissions also included a signed form from the Chief Officer of the State Library Agency certifying the accuracy of the data.

National level. The U.S. Census Bureau and NCES reviewed and edited the state data submissions, working closely with the State Data Coordinators and the FSCS Steering Committee.

Imputation

All libraries, including nonresponding libraries, were sorted into imputation cells based on the region and size of population served. Imputations for nonresponding libraries were performed using the data calculated from their imputation cells. Item imputation was performed on each record with nonresponse variables. The data are identified as either imputed (estimated) or reported (actual) on the survey data file through the use of imputation codes. For more information, see *Data File, Public Use: Public Libraries Survey: Fiscal Year 2002* (NCES 2004–327) on the NCES web site.

A. For libraries that responded in 2002 but not 2003 (or in 2001 but not in 2002 or 2003):

- A1. The growth rates were calculated for institutions that reported in both 2002 and 2003 (or in both 2001 and 2003). The mean (average) growth rate was calculated for each imputation cell.
- A2. The average changes computed in step A1 were applied to the 2002 data (or 2001 data) of 2003 nonresponding libraries to obtain an estimate for 2003.

This "growth rate" method was used for imputing central(s), branches, bookmobiles, ALA-MLS librarians, total librarians, other paid employees, print materials, current print serial subscriptions, audio, public service hours, library visits, reference transactions, total circulation, salaries, total staff expenditures, total collection expenditures, total operating expenditures, and total expenditures.

- A3. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step A2.

- A4. Other operating expenditures were derived by subtracting total operating expenditures from the sum of total collection expenditures and total staff expenditures estimated in step A2.
- A5. For revenue variables (i.e., revenue from federal, state, and local government sources and other sources), both responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 2002 (or 2001) data were pulled forward, and a growth rate was determined by calculating the growth of the next smallest library to the nonresponding library that had data for both 2003 and 2002 (or 2003 and 2001). This growth rate was applied to the nonresponding library's 2002 (or 2001) data to obtain an estimate for 2003. If no prior year growth rate was available for the next smallest library, the growth rate was assumed to be 1.00.
- A6. Total revenue was derived by adding revenue from federal, state, and local sources and other revenue. Total paid employees was derived by adding librarians and other paid employees.
- A7. Children's program attendance was estimated by multiplying the current-year total library visits by the prior-year ratio of children's program attendance to total library visits.
- A8. Children's circulation was estimated by multiplying the current-year total circulation by the prior-year ratio of children's circulation to total circulation.
- A9. Electronic materials expenditures was set to zero if total collection expenditures was equal to zero.
- A10. For Internet terminals used by the general public, if the number of outlets equals zero, it was set to zero.
- A11. For Internet terminals used by the general public, if there was 2002 or 2001 reported data, the data were carried forward as an estimate for 2003.
- A12. For population variables, the prior year data were carried forward in the current year.
- A13. Electronic users was estimated by multiplying the current-year Internet terminals used by the general public by the prior-year (2002 or 2001) ratio of the annualized value of electronic users to Internet terminals used by the general public.

B. For libraries with no reported data in 2001, 2002, or 2003:

- B1. The "growth rate" method (described in steps A1 and A2) was used to impute for 2003 if the prior year data (2002 or 2001) were imputed using prior year reported data and the imputed value was greater than zero.

This method was used for imputing central(s), branches, bookmobiles, ALA-MLS librarians, total librarians, other paid employees, print materials, current print serial subscriptions, audio, public service hours, reference transactions, total circulation, other revenue, revenue from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and electronic materials expenditures.

- B2. The mean of the imputation cell was calculated for all libraries that responded in 2003. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

This method was used for imputing central(s), branches, bookmobiles, ALA-MLS librarians, total librarians, other paid employees, print materials, current print serial subscriptions, audio, public service hours, reference transactions, total circulation, other revenue, revenue from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and electronic materials expenditures.

- B3. To impute total library visits when the prior year imputed data were not based on reported data, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.
- B4. Children's program attendance was estimated using the method described in step B3 where the ratio of total children's program attendance to total library visits for the responding libraries in an imputation cell was multiplied by the nonrespondent's current-year library visits.
- B5. Children's circulation was estimated by calculating the ratio of children's circulation to total circulation for the responding libraries in an imputation cell and multiplying the ratio by the current-year total circulation of the nonresponding library.
- B6. Total staff expenditures were derived by adding salaries and employee benefits determined in step B1 (or step B2). Total revenue was derived by adding revenue from federal, state, and local sources and other revenue. Total paid employees was derived by adding librarians and other paid employees.
- B7. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step B1 (or step B2).
- B8. The median of the imputation cell was calculated for all libraries that responded in 2003. The cell median was not adjusted. This method was used for imputing Internet terminals used by the general public and electronic users when there was no reported prior year (2002 or 2001) data. If the cell median was zero but based on the value of other electronic data items it was determined that the value should be greater than zero then the imputed value was equal to the unadjusted cell mean.

C. For all nonresponding libraries:

- C1. Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, other operating expenditures, and capital outlay) and subtracting total operating expenditures in order to get capital outlay. If the derived capital outlay had a negative value, it was changed to zero, total operating expenditures were changed to equal total expenditures, and total collection expenditures, total staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.
- C2. The mean of the imputation cell was used to estimate videos and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

Appendix D—Glossary

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Except where indicated with an asterisk (*), the following definitions of terms are exactly as they appear in the survey instruction manual.

Administrative entity. This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

Administrative entity with a single direct service outlet. An administrative entity that serves the public directly with one central library, books-by-mail only or one bookmobile.

Administrative entity with multiple direct service outlets where administrative offices are not separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

Administrative entity with multiple direct service outlets where administrative offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

Administrative structure. The administrative structure identifies an autonomous library entity (administrative entity) that has its own governance and funding.

ALA-MLS. Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

Attendance. See *library visits*.

Audio. These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. See also *library collection*.

Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

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

Bookmobiles by bookmobile outlet. The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles.

Branch library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

Capital expenditures. Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of

library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g. invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g. fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

Central city. The largest central city and, in some cases, up to two additional central cities are included in the title of the metropolitan area; there also are central cities that are not included in a metropolitan area title. A metropolitan area central city does not include any part of that city that extends outside the metropolitan area boundary.

Central library. This is one type of single outlet library or the library which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

*Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. Where two or more libraries are considered “centrals” for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

Children’s program attendance. The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: *Output Measures for Public Library Service to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.

Circulation. See *total circulation*.

Circulation of children’s materials. The total annual circulation of all children’s materials in all formats to all users. It includes renewals.

City/county. A multi-jurisdictional entity that is operated jointly by a county and a city.

Collection expenditures. This is the sum of all expenditures for print materials, electronic materials, and other materials.

County/parish. An organized local government authorized in a state’s constitution and statutes and established to provide general government.

Current print serial subscriptions. Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

Current serial subscriptions. This refers to arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.

Direct service outlet. See *public library service outlets*.

Electronic materials expenditures. Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

Employee benefits expenditures. These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including social security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen’s compensation, tuition, and housing benefits. See also *operating expenditures*.

Expenditures (Operating). See *operating expenditures*.

Federal government revenue. This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. See also *operating revenue*.

***Federal-State Cooperative System (FSCS) for Public Library Data.** FSCS is a cooperative system through which states, the District of Columbia, and the outlying areas submit individual public library data to NCES on a voluntary basis.

FSCS public library. See *public library (FSCS definition)*.

Full-time-equivalent (FTE) staff. See *paid staff (full-time equivalent)*.

Geographic service area. Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives income plus any areas served under contract for which the library is the primary service provider:

Note: The population of legal service area should be reflected in the geographic code selected.

- Municipal Government (city, town or village) (exactly)
- Municipal Government (city, town or village) (most nearly)
- County/Parish (exactly)
- County/Parish (most nearly)
- Metropolitan Area (exactly)
- Metropolitan Area (most nearly)
- Multi-County (exactly)
- Multi-County (most nearly)
- School District (exactly)
- School District (most nearly)
- Other

Headquarters of a federation or cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.

Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

Income. See *total operating revenue*.

Interlibrary loans provided to. These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

Interlibrary loans received from. These are library materials, or copies of the materials, received by one autonomous library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

***Interlibrary relationship.** The interlibrary relationship identifies an administrative entity's relationship to a federation or cooperative.

Internet terminals used by general public. Number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.

Legal basis. The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

Legal service area population. See *population of the legal service area*.

Librarians. Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS.

Librarians with ALA-MLS. See *ALA-MLS*.

Library collection. This section of the survey collects data on selected types of materials. It does not cover all materials. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

Library district. This is a district, authority, board or commission authorized by state law to provide library services.

Library materials. See *library collection*.

Library visits. This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow.

Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or 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).

Local government revenue. This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees or grants.

Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. See also *operating revenue*.

***Member of a federation or cooperative.** An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives (Do not include OCLC). Do not include multiple-outlet administrative entities (e.g., libraries with branches that have the word “system” in their legal name) if the entity does not have an agreement with another autonomous library.

Metropolitan area. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some metropolitan areas are defined around two or more nuclei. Each metropolitan area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total metropolitan area population of at least 100,000 (75,000 in New England). A metropolitan area comprises one or more central counties. (Independent cities are considered county equivalents.) A metropolitan area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, metropolitan areas are composed of cities and towns rather than whole counties.

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

Note: Please put city/county combinations under city/county, rather than under multi-jurisdictional.

Multiple direct service outlets where administrative offices are not separate. See *administrative entity with multiple direct service outlets where administrative offices are not separate*.

Multiple direct service outlets where administrative offices are separate. See *administrative entity with multiple direct service outlets where administrative offices are separate*.

Municipal government (city, town or village). A municipal government is an organized local government authorized in a state’s constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

Native American tribal government. An organized local government authorized and established to provide general government to residents of a native american reservation.

Note: Include native Alaskan villages in this category.

Non-profit association or agency libraries. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

Official state total population estimate. This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The state data coordinator should obtain this figure annually from the state data center or other official state sources.

Operating expenditures. Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) “on behalf of” the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. See also *total operating expenditures*.

Operating revenue. Report revenue used for operating expenditures. Include federal, state, local, or other grants. Do not include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g. carryover) Funds transferred from one public library to another public library should be reported by only one of the public libraries. The state data coordinator shall determine which library will report these funds. See also *state government operating revenue; local government operating revenue; other operating revenue; federal government operating revenue; and total operating revenue*.

Other operating expenditures. This includes all expenditures other than those for staff and collection.

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities. See also *operating expenditures*.

***Other operating revenue.** This is all operating revenue income other than that reported under local, state, and federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. See also *operating revenue*.

Other paid staff. This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. See also *paid staff (full-time equivalent)*.

Outlet. See *public library service outlet*.

***Paid staff (full-time equivalent).** Report figures as of the last day of the fiscal year. Include all positions funded in the library’s budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs. See also *total paid employees*.

Population of the legal service area. The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the state data center. The state data coordinator should obtain these figures annually from the state data center or other official state sources.

Print materials. Report a single figure that includes both of the following:

1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a two-volume set) and checked out as a unit are counted as one physical unit.

2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc); journals, memoirs, proceedings, transactions of societies; and numbered monographic series. Government documents and reference tools are often issues as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a two-volume serial monograph) and checked out as a unit are counted as one physical unit.

***Public library (FSCS definition).** A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) paid staff; 3) an established schedule in which services of the staff are available to the public; 4) the facilities necessary to support such a collection, staff, and schedule; and 5) is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

Public library service outlet. Public libraries can have one or more outlets that provide direct service to the public. The three types of public library service outlets included in this report are central outlets, branch library outlets, and bookmobile outlets. Information on a fourth type of outlet, books-by-mail only outlets, was collected but omitted from this report.

Public service hours. See *weekly public service hours per outlet*.

Public-use Internet terminals. See *Internet terminals used by general public*.

***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 library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, electronic-mail, or through live or networked electronic reference service from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "are you open until 9:00 tonight?"

Note: If an actual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or 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).

Reporting period ending date. This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.

Note: reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.

Reporting period starting date. This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.

Note: reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.

Salaries and wages expenditures. This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions, but exclude employee benefits. See also *operating expenditures*.

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

Serial subscription. See *current serial subscriptions*.

Service outlet. See *public library service outlet*.

Single direct service outlet. See *administrative entity with a single direct service outlet*.

Size of book and serial collection. See *print materials*.

Special library district (authority, board, commission). See *library district*.

Square footage of outlet. Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

Staff (full-time equivalent). See *paid staff (full-time equivalent)*.

Staff expenditures. See *total staff expenditures*.

State government revenue. These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights. See also *operating revenue*.

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

***Stationary outlets.** The sum of central and branch libraries.

Subscriptions. See *current serial subscriptions*. See also *library collection*.

Total capital outlay. See *capital expenditures*.

Total circulation. The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

Total collection expenditures. See *collection expenditures*.

Total operating revenue. This is the sum of local government revenue, state government revenue, federal government revenue, and other operating revenue.

Total operating expenditures. This is the sum of total staff expenditures, total collection expenditures, and other operating expenditures.

Total paid employees. This is the sum of total librarians and all other paid staff.

Total staff expenditures. This is the sum of salaries and wages and employee benefits. See also *operating expenditures*.

***Total unduplicated population of legal service areas.** This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.

Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to the state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.

Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service area.

Unduplicated population of legal service area. See *total unduplicated population of legal service areas*.

Users of electronic resources per year. Annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

Video. These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. See also *library collection*.

Visits. See *library visits*.

Web address. This is the web address of the administrative entity. [http:// _____](http://_____)

Weekly public service hours per outlet. This is the sum of weekly public service hours per outlet.

Appendix D—Glossary

Note: Include the hours open for public service for centrals, branches, bookmobiles, and books-by-mail only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer only books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

***WinPLUS.** The windows-based public library universe system data collection software.

Appendix E—Survey Instrument

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State Characteristics Data Entry Screen

WinPLUS 2.5 - State Characteristics Alabama FY-2003

Alabama State Characteristics
FSCS Submission Year 2004

01 Reporting Period Starting Date (MM/YYYY):	<input type="text"/>
02 Reporting Period Ending Date (MM/YYYY):	<input type="text"/>
03 Official State Total Population Estimate:	<input type="text"/>
04 Total Unduplicated Population of Legal Service Areas:	<input type="text"/>

Administrative Entity Data Entry Screen (p. 1)

WinPLUS - View/Update Administrative Entity Alabama FY-2003

File Edit View Help

01 LIB ID: Admin. Entity: Page 1

1A FSCS ID: City:

Identification

02 Name:

Street Address Mailing Address

03 Address: 07 Address:

04 City: 08 City:

05 ZIP: 06 ZIP+4: 09 ZIP: 10 ZIP+4:

11 County: Test URL

12 Phone: 13 Web Address: http://

Population

14 Interlib. Rel.: 17 FSCS: 22 Population of the Legal Service Area:

15 Legal Basis: 18 Geo.: Service Outlets

16 Admin.: 19 LSA Boundary Change: 23 Number of Centrals:

24 Number of Branches:

25 Number of Bookmobiles:

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By... Structure Changes Exit

Administrative Entity Data Entry Screen (p. 2)

WinPLUS - View/Update Administrative Entity Alabama FY-2003

File Edit View Help

01 LIB ID: Admin. Entity: Page 2

1A FSCS ID: City:

FTE Staff		Operating Expenditures	
26 ALA-MLS:	<input type="text"/>	<u>Staff Expenditures</u>	
27 Total Librarians:	<input type="text"/>	35 Salaries & Wages Exp.:	<input type="text"/>
28 All Other Paid Staff:	<input type="text"/>	36 Employee Benefits Exp.:	<input type="text"/>
29 Total Paid Employees:	<input type="text"/>	37 Total Staff Exp.:	<input type="text"/>
		<u>Collection Expenditures</u>	
		38 Print Materials Exp.:	<input type="text"/>
		39 Electronic Materials Exp.:	<input type="text"/>
		40 Other Materials Exp.:	<input type="text"/>
		41 Total Collection Exp.:	<input type="text"/>
		42 Other Operating Exp.:	<input type="text"/>
		43 Total Operating Exp.:	<input type="text"/>
		<u>Capital</u>	
		44 Capital Revenue:	<input type="text"/>
		45 Capital Exp.:	<input type="text"/>

Operating Revenue

30 Local Government:

31 State Government:

32 Federal Government:

33 Other Revenue:

34 Total Operating Revenue:

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By... Structure Changes Exit

Administrative Entity Data Entry Screen (p. 3)

WinPLUS - View/Update Administrative Entity Alabama FY-2003

File Edit View Help

01 LIB ID: Admin. Entity: Page 3

1A FSCS ID: City:

Library Collection

46 Print Materials:

47 Electronic Books:

48 Audio:

49 Video:

50 Databases:

Current Serial Subscriptions

51 Print Serial Sub:

52 Electronic Serial Sub:

Public Service Hours Per Year

53 Public Service Hrs/Yr:

Services Per Typical Year

54 Library Visits:

55 Reference Transactions:

Circulation

56 Total Circulation:

Inter-Library Loans

57 Provided To:

58 Received From:

Children's

59 Children's Circulation:

60 Children's Program Attendance:

Other Electronic Information

61 Internet Terminals Used by General Public:

62 Users of Electronic Resources per Year:

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By... Structure Changes Exit

Outlet Data Entry Screen

WinPLUS - View/Update Outlet Alabama FY - 2003

File Edit View Help

01 LIB ID: [] Admin. Entity: []
1A FSCS ID: [] City: []

Outlets

LIB ID: [] Select Affiliated Outlet: []

01 LIB ID: [] 1A FSCS ID: [] []
02 Name: []
03 Address: []
04 City: [] 07 County: []
05 ZIP: [] 06 ZIP+4: [] 08 Phone: []

09 Outlet Type Code: []
10 Metropolitan Status Code: [] 11 Square Footage of Outlet: []
12 Number of Bookmobiles: []

Save Work Cancel Changes Previous Page Next Page [] [] [] [] Hide Outlet Sort Outlets Structure Changes Exit

Navigate Records

State Characteristics Data Element Definitions

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definition
01	Reporting Period Starting Date	<p>This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
02	Reporting Period Ending Date	<p>This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
03	Official State Total Population Estimate	<p>This is the most recent official total population figures for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
04	Total Unduplicated Population of Legal Service Areas	<p>This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service area.</p>

Administrative Entity Data Element Definitions

Administrative Entity. (This is not a WinPLUS data element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
01	LIB ID (Optional)	This is the state-assigned identification code for the administrative entity.
02	Name**	This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Appendix Q—Standard Abbreviations for WinPLUS.)

Street Address

03	Street Address	This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
04	City (of street address)	This is the city or town in which the administrative entity is located.
05	Zip (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip4 (of street address)	This is the four-digit postal zip code extension for the street address of the administrative entity.

Mailing Address

07	Mailing Address	This is the mailing address of the administrative entity.
08	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
09	Zip (of mailing address)	This is the standard five-digit postal zip code for the mailing address of the administrative entity.
10	Zip4 (of mailing address)	This is the four-digit postal zip code extension for the mailing address of the administrative entity.
11	County of the Entity	This is the county in which the administrative entity is located.

- 12 Phone** This is the telephone number of the administrative entity, including area code.
- Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter “-3” (for Not Applicable).
- 13 Web Address** This is the Web address of the administrative entity.
http://_____
- Note: If the Administrative Entity has no web address, enter “-3” (for Not Applicable).
- 14 Interlibrary Relationship Code** Select one of the following:
- HQ—Headquarters of a Federation or Cooperative
ME—Member of a Federation or Cooperative
NO—Not a Member of a Federation or Cooperative
- HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.
- Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.
- ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include the Online Computer Library Center [OCLC].) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.
- 15 Legal Basis Code** The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.
- Select one of the following:
- CC—City/County
CI—Municipal Government (city, town or village)
CO—County/Parish
LD—Library District (authority, board, commission)
MJ—Multi-jurisdictional
NL—Native American Tribal Government
NP—Non-profit Association or Agency
SD—School District
OT—Other

CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

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

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

LD—Library District (authority, board, commission). This is a district, authority, board or commission authorized by state law to provide library services.

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

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

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

OT—Other.

16 Administrative Structure Code**

This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.

An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The

administrative entity may have a single outlet, or it may have more than one outlet.

Select one of the following:

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO—Administrative Entity with a Single Direct Service Outlet

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

17 FSCS Public Library Definition

Answer <Y>es or <N>o to the following question: “Does this public library meet all the criteria of the FSCS public library definition?”

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials, or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a <N>o.

- 18 Geographic Code**
- Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.
- Note: The Population of the Legal Service Area (data element #22) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #15). For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits,” (data element #10 in Appendix F—Outlet Data Element Definitions).
- CI1—Municipal Government (city, town or village) (exactly)
 CI2—Municipal Government (city, town or village) (most nearly)
 CO1—County/Parish (exactly)
 CO2—County/Parish (most nearly)
 MA1—Metropolitan Area (exactly)
 MA2—Metropolitan Area (most nearly)
 MC1—Multi-County (exactly)
 MC2—Multi-County (most nearly)
 SD1—School District (exactly)
 SD2—School District (most nearly)
 OTH—Other
- 19 Legal Service Area Boundary Change*
- Answer <Y>es or <N>o to the following question: “Did the administrative entity’s legal service area boundaries change since last year?”
- Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county’s geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).
- 20 (Reserved for future use.)
- 21 (Reserved for future use.)
- 22 Population of the Legal Service Area
- The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.
- Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state

population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.

23 Number of Central Libraries

This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting “0” or “1” for central library. Where two or more libraries are considered “centrals” for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

24 Number of Branch Libraries

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

25 Number of Bookmobiles

A bookmobile is a traveling branch library. It consists of at least all of the following:

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

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

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library’s budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

26 ALA-MLS

Librarians with master’s degrees from programs of library and information studies accredited by the American Library Association.

- 27 Total Librarians Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #26).
- 28 All Other Paid Staff This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
- 29 Total Paid Employees This is the sum of total librarians (data element #27) and all other paid staff (data element #28).

OPERATING REVENUE**

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

- 30 Local Government Revenue** This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.
- Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.
- 31 State Government Revenue** These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.
- Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).
- 32 Federal Government Revenue** This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.
- 33 Other Operating Revenue** This is all operating revenue other than that reported under local, state, and federal (data elements #30, #31, and #32). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

- 34 Total Operating Revenue** This is the sum of local government revenue, state government revenue, federal government revenue, and other operating revenue (data elements #30 through #33).

OPERATING EXPENDITURES**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

Staff Expenditures

- 35 Salaries & Wages Expenditures This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
- 36 Employee Benefits Expenditures These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
- 37 Total Staff Expenditures This is the sum of salaries and wages (data element #35) and employee benefits (data element #36).

Collection Expenditures**

This includes all operating expenditures from the library budget for materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

- 38 Print Materials Expenditures* Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.
- 39 Electronic Materials Expenditures** Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably

- bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]
- 40 Other Materials Expenditures* Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.
- 41 Total Collection Expenditures** This is the sum of all expenditures for print materials, electronic materials, and other materials (data elements #38, #39, and #40).
- 42 Other Operating Expenditures This includes all expenditures other than those for staff (data element #37) and collection (data element #41).
- Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.
- 43 Total Operating Expenditures This is the sum of total staff expenditures, total collection expenditures, and other operating expenditures (data elements #37, #41, and #42).

CAPITAL

- 44 Capital Revenue* Report all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.
- 45 Capital Expenditures** Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment,

regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

LIBRARY COLLECTION**

This section of the survey collects data on selected types of materials. It does not cover all materials. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

46 Print Materials**

Report a single figure that includes both of the following:

1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

47 Electronic Books (E-Books)*

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

48 Audio**

These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

49 Video**

These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

50 Databases*

Report the number of databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO Host and OCLC FirstSearch, but do not include other electronic serial databases (e.g., Project MUSE, OCLC ECO Project).

Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch).

Current Serial Subscriptions**

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.

- 51 Current Print Serial Subscriptions** Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.
- 52 Current Electronic Serial Subscriptions* Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

SERVICES

- 53 Public Service Hours Per Year This is the sum of annual public service hours for outlets.
- Note: Include the hours open for public service for centrals (data element #23), branches (data element #24), bookmobiles (data element #25), and books-by-mail only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.
- 54 Library Visits This is the total number of persons entering the library for whatever purpose during the year.
- Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or 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).

55 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 library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are “Where are the children’s books?” and “I’m looking for a book with the call number 811.2G.” An example of a question of rules or policies is “Are you open until 9:00 tonight?”

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or 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).

56 Total Circulation

The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

INTER-LIBRARY LOANS

57 Provided To**

These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

58 Received From**

These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

CHILDREN'S SERVICES

- 59 Circulation of Children's Materials The total annual circulation of all children's materials in all formats to all users. It includes renewals.
- 60 Children's Program Attendance The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: *Output Measures for Public Library Service to Children; A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.

OTHER ELECTRONIC INFORMATION

- 61 Number of Internet Terminals Used by General Public** Report the number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.
- 62 Number of Users of Electronic Resources Per Year** Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

* New data element.

** Data element name, category, definition, or note was revised.

Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
01	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
02	Name**	<p>This is the name of the outlet.</p> <p>Note: Provide the name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Appendix Q—Standard Abbreviations for WinPLUS.)</p>
03	Street Address	<p>This is the complete street address of the outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
04	City	This is the city or town in which the outlet is located.
05	Zip	This is the standard five-digit postal zip code for the street address of the outlet.
06	Zip4	This is the four-digit postal zip code extension for the street address of the outlet.
07	County of the Outlet	This is the county in which the outlet is located.
08	Phone	<p>This is the telephone number of the outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter “-3” (for Not Applicable).</p>
09	Outlet Type Code	<p>An outlet is a unit of an administrative entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>BM—Books-by-Mail Only BR—Branch Library BS—Bookmobile(s) CE—Central Library</p>

BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:

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

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC—Within the City Limits of the Central City of a Metropolitan Area.

NC—Metropolitan Area, but Not Within Central City Limits.

NO—Not in a Metropolitan Area.

M—Missing (Unknown, Not Reported).

Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.

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

NC—Metropolitan Area, but not within central city limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

11 Square Footage of Outlet

Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

12 Number of Bookmobiles in the Bookmobile Outlet Record

The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. a paid staff; and
3. regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

** Note revised.