Data File, Public Use: Public Libraries Survey: Fiscal Year 2001

Federal-State Cooperative System for Public Library Data

U.S. Department of Education
National Center for Education Statistics

U.S. Department of Education
Institute of Education Sciences **NCES 2003–398**

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June 2003

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Suggested Citation

U.S. Department of Education, National Center for Education Statistics. *Data File, Public Use: Public Libraries Survey: Fiscal Year 2001,* NCES 2003–398, by Elaine Kroe. Washington, DC: 2003.

Ordering. This publication is only available on-line.

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I. Introduction

The Public Libraries Survey (PLS) is a voluntary survey conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System (FSCS) for Public Library Data. The Fiscal Year (FY) 2001 survey is the 14th in the series. The PLS is conducted in compliance with the NCES mission "to collect, analyze, and disseminate statistics and other information related to education in the United States and in other nations, including … the learning and teaching environment, including data on libraries…", (P.L. 103-382, Title IV, National Education Statistics Act of 1994, Sec 404 [a]).

The data file includes all public libraries identified by state library agencies in the 50 States, the District of Columbia, and the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands. (The FSCS definition of a public library is provided in appendix F, in item 7D of the Administration Entity Data Element Definitions.) The PLS data were collected for NCES by a network of state data coordinators appointed by the chief officers of state library agencies.

The reporting unit for the survey is the *administrative entity*, defined as 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 multiple outlets. The data for a multiple-outlet library are provided to NCES as aggregate data. (Note: Some public libraries have no central outlet. These libraries are identified in appendix H.)

The FY 2001 PLS collected the following information. (The survey data entry screens are included in appendix E and the survey definitions in appendix F.)

- Fifty-eight items were collected on each public library (identifying information and basic data). Identifying items include the public library's name, address, telephone number, county, interlibrary relationship, legal basis, administrative structure, FSCS public library status, and geographic service area. The basic data include population of legal service area, full-time equivalent staff, service outlets, public service hours, library materials, operating income and expenditures, capital outlay, total circulation, circulation of children's materials, reference transactions, library visits, children's program attendance, interlibrary loans, and several items on electronic services.

- Twelve items were collected on each public library service outlet. These items include the outlet's name and address, telephone number, county, type of outlet, metropolitan status, number of bookmobiles, and Web address.

- Four items were collected on characteristics of the state data submission. These items include the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas for the state. The state library agency provided these data on a separate record since they are not library-level data.

Three data files were generated (in Microsoft Access and ASCII format[1]) from the FY 2001 PLS. These are the final data files. The files are as follows:

1. Public Library Data File (pupldf01.mdb and pupldf01.txt). This file includes data for 9,133 public libraries (9,129 public libraries in the 50 states and the District of Columbia and four public libraries in the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands). Each library's data consists of one record. Appendix A contains the record layout. Note: The Public Library Data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data (available only to NCES-licensed data users with no data suppressed). This is the documentation for the public-use file. See *Confidentiality* and *Public- and Restricted-Use Data Files* in next section for more information.

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

2. State Summary/State Characteristics Data File (pusum01.mdb and pusum01.txt). The data for each state or outlying area consists of one record. Appendix B contains the record layout. No data are suppressed. The file includes:

    a. State summary data. These are state or outlying area totals of the numeric data reported on the restricted-use Public Library Data File.

    b. State characteristics data. These data consist of four items reported for each state or outlying area on a "state characteristics" record: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.

3. Public Library Outlet Data File (puout01.mdb and puout01.txt). This file includes identifying information and a few basic data items for 17,217 public library service outlets (centrals/main, branches, bookmobiles, and books-by-mail only) (17,200 outlets in the 50 states and the District of Columbia and 17 outlets in the outlying areas). The data for each outlet consists of one record. Appendix C contains the record layout. No data are suppressed.

II. User's Guide

II. A. Survey Methodology

Survey Universe

The survey frame consists of 9,133 public libraries (9,129 public libraries in the 50 states and the District of Columbia and four public libraries in the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands), as identified by state library agencies.[2] 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; a total of 35 such libraries was reported.

Survey Response

Unit response. A total of 8,808 of the 9,133 public libraries in the survey frame responded to the FY 2001 PLS (8,806 public libraries in the 50 states and the District of Columbia and two in the outlying areas), for a unit response rate of 96.4 percent. Minnesota did not respond to the survey—all of its data are imputed (estimated). Missing data were not imputed for nonresponding outlying areas. 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 income, total operating expenditures, book/serial volumes, and total circulation.

[2]Public 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 response rate calculations.

Total response. The base for calculating response rates for specific items is the total number of libraries in the survey frame, including unit nonrespondents. For national totals, total response rates fell below 85 percent for only one item—the number of users of electronic resources per typical week (79.9 percent response rate).[3] For state totals, total response rates fell below 85 percent in 24 states for one or more items (see below). Missing data were imputed (estimated) with the exception of users of electronic resources per typical week; this item was added to the survey in FY 99, and some state response rates were too low for reliable imputations. (See *Imputation* section for a discussion of the imputation methodology.)

States with Total Response Rates below 85 Percent:
Note: Appendix D contains the state codes.

STATE ABBREVIATION=AK

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	72.1

STATE ABBREVIATION=AL

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	76.8
KIDATTEN	KIDS PROGRAM ATTENDANCE	80.7
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	77.8

STATE ABBREVIATION=AR

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

STATE ABBREVIATION=AZ

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	82.9

STATE ABBREVIATION=CA

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	81.6
ELMATS	MATERIALS IN ELEC FORMAT	75.4
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	53.1

STATE ABBREVIATION=CO

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	84.5

STATE ABBREVIATION=CT

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	84.5
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	79.4
ELMATS	MATERIALS IN ELEC FORMAT	67.0

[3] The 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.

---------- STATE ABBREVIATION=DC ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

---------- STATE ABBREVIATION=DE ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ELACCEXP	ELECTRONIC ACCESS EXP	81.1
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	64.9

---------- STATE ABBREVIATION=FL ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	81.9
ELMATS	MATERIALS IN ELEC FORMAT	80.6
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	80.6

---------- STATE ABBREVIATION=HI ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

---------- STATE ABBREVIATION=IA ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
BENEFIT	EMPLOYEE BENEFITS	83.1
CAPITAL	CAPITAL OUTLAY	68.0
REFERENC	REFERENCE TRANS	82.7
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	65.4
ELACCEXP	ELECTRONIC ACCESS EXP	78.2

---------- STATE ABBREVIATION=ID ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	77.4
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	79.2

---------- STATE ABBREVIATION=IL ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

---------- STATE ABBREVIATION=MA ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	60.9
REFERENC	REFERENCE TRANS	76.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	75.2

---------- STATE ABBREVIATION=MD ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	75.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	83.3

---------- STATE ABBREVIATION=ME ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	76.2
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	84.6
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	72.9

---------- STATE ABBREVIATION=MN ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARIA	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOCGVT	LOCAL GOVERNMENT	0.0
STGVT	STATE GOVERNMENT	0.0
FEDGVT	FEDERAL GOVERNMENT	0.0
OTHINCM	OTHER INCOME	0.0
TOTINCM	TOTAL INCOME	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
TOTEXPCO	COLLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
CAPITAL	CAPITAL OUTLAY	0.0
BKVOL	BOOK SERIAL VOLUME	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
SUBSCRIP	SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	ATTENDANCE	0.0
REFERENC	REFERENCE TRANS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	0.0
ELACCEXP	ELECTRONIC ACCESS EXP	0.0
ELMATS	MATERIALS IN ELEC FORMAT	0.0
STFTERMS	INTERNET TERMINALS--STAFF USE ONLY	0.0
GPTERMS	INTERNET TERMINALS--GEN PUBLIC USE	0.0
ERES_USR	ELECTR. RESOURCE USERS/TYPICAL WEEK	0.0

---------- STATE ABBREVIATION=MO ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
SUBSCRIP	SUBSCRIPTIONS	66.7
ELMATS	MATERIALS IN ELEC FORMAT	84.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	52.0

---------- STATE ABBREVIATION=MP ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARIA	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOCGVT	LOCAL GOVERNMENT	0.0
STGVT	STATE GOVERNMENT	0.0
FEDGVT	FEDERAL GOVERNMENT	0.0
OTHINCM	OTHER INCOME	0.0
TOTINCM	TOTAL INCOME	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0

---------- STATE ABBREVIATION=MP ----------
(continued)

STAFFEXP	TOTAL STAFF EXP	0.0
TOTEXPCO	COLLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
CAPITAL	CAPITAL OUTLAY	0.0
BKVOL	BOOK SERIAL VOLUME	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
SUBSCRIP	SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	ATTENDANCE	0.0
REFERENC	REFERENCE TRANS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	0.0
ELACCEXP	ELECTRONIC ACCESS EXP	0.0
ELMATS	MATERIALS IN ELEC FORMAT	0.0
STFTERMS	INTERNET TERMINALS USED BY STAFF ONLY	0.0
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	0.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

---------- STATE ABBREVIATION=ND ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	76.8

---------- STATE ABBREVIATION=NE ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
LIBRARIA	TOTAL LIBRARIANS	82.0
OTHPAID	ALL OTHER PAID STAFF	73.5
TOTSTAFF	TOTAL PAID EMPLOYEES	73.5
LOCGVT	LOCAL GOVERNMENT	82.0
STGVT	STATE GOVERNMENT	82.0
FEDGVT	FEDERAL GOVERNMENT	82.0
OTHINCM	OTHER INCOME	82.0
TOTINCM	TOTAL INCOME	82.0
SALARIES	SALARIES & WAGES EXP	82.0
BENEFIT	EMPLOYEE BENEFITS	81.6
STAFFEXP	TOTAL STAFF EXP	82.0
TOTEXPCO	COLLLECTION EXP	82.0
OTHOPEXP	OTHER OPERATING EXP	82.0
TOTOPEXP	TOTAL OPERATING EXP	82.0
CAPITAL	CAPITAL OUTLAY	82.0
BKVOL	BOOK SERIAL VOLUME	80.9
AUDIO	AUDIO	80.9
VIDEO	VIDEO	80.9
SUBSCRIP	SUBSCRIPTIONS	80.9
HRS_OPEN	PUBLIC SERV HRS/YR	84.2
VISITS	ATTENDANCE	78.3
REFERENC	REFERENCE TRANS	72.4
TOTCIR	TOTAL CIRCULATION	79.4
LOANTO	LOAN TO	81.3
LOANFM	LOAN FROM	82.0
KIDCIRCL	CIRC OF KIDS MATERIALS	79.4
KIDATTEN	KIDS PROGRAM ATTENDANCE	82.0
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	79.8
ELACCEXP	ELECTRONIC ACCESS EXP	79.8
ELMATS	MATERIALS IN ELEC FORMAT	83.1
ERES_USR	ELECTR. RESOURCE USRS/TYP WK	74.6

---------- STATE ABBREVIATION=NH ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	79.0
REFERENC	REFERENCE TRANS	77.3
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	84.3

---------- STATE ABBREVIATION=NV ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	82.6

---------- STATE ABBREVIATION=OH ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
LOANTO	LOAN TO	84.0
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	74.4
ELACCEXP	ELECTRONIC ACCESS EXP	69.6
ELMATS	MATERIALS IN ELEC FORMAT	79.6
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	75.6

---------- STATE ABBREVIATION=OR ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	70.4
REFERENC	REFERENCE TRANS	82.4
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	75.2
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	84.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	82.4

---------- STATE ABBREVIATION=PW ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARIA	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOCGVT	LOCAL GOVERNMENT	0.0
STGVT	STATE GOVERNMENT	0.0
FEDGVT	FEDERAL GOVERNMENT	0.0
OTHINCM	OTHER INCOME	0.0
TOTINCM	TOTAL INCOME	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
TOTEXPCO	COLLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
CAPITAL	CAPITAL OUTLAY	0.0
BKVOL	BOOK SERIAL VOLUME	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
SUBSCRIP	SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	ATTENDANCE	0.0
REFERENC	REFERENCE TRANS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	0.0
ELACCEXP	ELECTRONIC ACCESS EXP	0.0
ELMATS	MATERIALS IN ELEC FORMAT	0.0
STFTERMS	INTERNET TERMINALS-STAFF ONLY	0.0
GPTERMS	INTERNET TERMINALS-GEN PUBLIC	0.0
ERES_USR	ELECTR. RESOURCE USERS/TYP WK	0.0

---------- STATE ABBREVIATION=SD ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
OTHPAID	ALL OTHER PAID STAFF	77.8
TOTSTAFF	TOTAL PAID EMPLOYEES	76.2
LOCGVT	LOCAL GOVERNMENT	83.3

---------- STATE ABBREVIATION=SD ----------
(continued)

STGVT	STATE GOVERNMENT	84.9
FEDGVT	FEDERAL GOVERNMENT	73.8
OTHINCM	OTHER INCOME	81.0
TOTINCM	TOTAL INCOME	69.8
SALARIES	SALARIES & WAGES EXP	84.9
BENEFIT	EMPLOYEE BENEFITS	77.8
STAFFEXP	TOTAL STAFF EXP	78.6
TOTOPEXP	TOTAL OPERATING EXP	79.4
BKVOL	BOOK SERIAL VOLUME	83.3
AUDIO	AUDIO	81.0
VIDEO	VIDEO	81.7
SUBSCRIP	SUBSCRIPTIONS	78.6
HRS_OPEN	PUBLIC SERV HRS/YR	84.9
VISITS	ATTENDANCE	84.1
REFERENC	REFERENCE TRANS	77.0
TOTCIR	TOTAL CIRCULATION	84.9
LOANTO	LOAN TO	73.8
LOANFM	LOAN FROM	79.4
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	83.3
KIDATTEN	KIDS PROGRAM ATTENDANCE	70.6
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	77.0
ELACCEXP	ELECTRONIC ACCESS EXP	73.0
ELMATS	MATERIALS IN ELEC FORMAT	70.6
STFTERMS	INTERNET TERMINALS USED BY STAFF ONLY	83.3
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	83.3
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	69.0

---------- STATE ABBREVIATION=UT ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	81.4
REFERENC	REFERENCE TRANS	74.3

---------- STATE ABBREVIATION=VA ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	83.3
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	45.6

---------- STATE ABBREVIATION=VI ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
AUDIO	AUDIO	0.0
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	0.0

---------- STATE ABBREVIATION=VT ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	76.6
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	74.5
KIDATTEN	KIDS PROGRAM ATTENDANCE	78.2
ELMATS	MATERIALS IN ELEC FORMAT	81.9

---------- STATE ABBREVIATION=WA ----------

VARIABLE	DESCRIPTION OF VARIABLE	RESPONSE RATE
VISITS	ATTENDANCE	78.5
REFERENC	REFERENCE TRANS	75.4
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	81.5
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	58.5

Caveats for Using these Data

Using the data to make comparisons. The FY 2001 PLS data file includes imputations for nonresponding libraries, for unit and item nonresponse. Comparisons to data prior to FY 92 should be made with caution, as earlier data files do not include imputations for nonresponse, and the percentage of libraries responding to a given item varied widely among states.

State data comparisons should be made with caution because of differences in reporting periods (see following section on *Reporting Period*) and adherence to survey definitions. The definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluation in the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. These reports are available on the NCES web site at: http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052 .

The District of Columbia, while not a state, is included in this report. Special care should be used in comparing the District of Columbia's data to state data. Caution should also be used in comparing Hawaii's data to other states, as the state reports all public library data under one entity, the Hawaii State Public Library System.

Reporting period. The FY 2001 PLS requested data for state fiscal year 2001. In some states, the fiscal year reporting period varies among localities. These states were requested to report the earliest starting date and latest ending date reported by their public libraries. Although the reporting period spans more than a 12-month period in these states (see *Other* column in table below), each public library provided data for a 12-month period.

States by Reporting Period

07/00 to 06/01		01/01 to 12/01	Other
AK	MT	AR	12/99 to 09/01: MI
AZ	NC	CO	01/00 to 06/01: VT
CA	NM	IN	03/00 to 12/01: NY
CT	NV	KS	06/00 to 12/01: PA
DE	OK	LA	07/00 to 12/01: NH, UT
GA	OR	ME	10/00 to 09/01: AL, DC, FL, ID, MS, GU*,VI*
HI	RI	MN	12/00 to 12/01: NE
IA	SC	ND	02/00 to 12/01: TX
IL	TN	NJ	
KY	VA	OH	
MA	WV	SD	
MD	WY	WA	
MO		WI	

*GU–Guam
VI–Virgin Islands

Survey Population Items

The PLS has three population items: (1) Population of Legal Service Area (reported for each public library by the state library agency), (2) Total Unduplicated Population of Legal Service Areas (a single figure, reported by the state library agency), and (3) Official State Total Population Estimate (reported by the state library agency).[4] 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 such overlapping service areas in FY 2001. (See appendix G for a list of these states).

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

Confidentiality

Four separate laws (see http://nces.ed.gov/statprog/confid3.asp) cover the protection of the confidentiality of individually identifiable information collected by the National Center for Education Statistics—the Privacy Act of 1974, the Education Sciences Reform Act of 2002, the USA Patriot Act of 2001, and the E-Government Act of 2002. NCES releases data to the public to use for statistical purposes only. Record matching or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in preparing public-use data for release.

Public- and Restricted-Use Data Files

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

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

Restricted-use data. No data are suppressed on the restricted-use Public Library Data File or on the other restricted-use files (i.e., the State Summary/State Characteristics Data File and the Public Library Outlet Data File). The inclusion of all expenditures data irrespective of the number of employees enables the identification of individual salary data at some libraries. Researchers requiring access to the restricted-use data must obtain a license from NCES to use the data. To obtain a license, the following information is necessary:

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[4] The survey definitions are provided in appendix F.

1. The title of the database(s) the organization wants to access;

2. A description of the statistical research project necessitating access to the restricted-use database;

3. The name and title of the senior official having authority to bind the organization to the provisions of the license agreement;

4. The name and title of the principal project officer(s) who will oversee the daily operations;

5. The names, titles, and telephone numbers of the professional/technical and support staff who will have access to the data;

6. The estimated loan period (not to exceed five years) for accessing the data; and

7. The desired computer media format.

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

Survey Processing

States reported their data using a personal computer data collection software program called WinPLUS (Windows Public Library Universe System) which they downloaded from the Internet. WinPLUS was developed for NCES by the U.S. Census Bureau. Census is the data collection agent for NCES.

The FY 2001 PLS was released to the states over the Internet on November 15, 2001. States were placed into one of three reporting groups (with survey due dates of April 15, July 31, or August 31, 2002), based on their fiscal cycles and whether or not they claimed an extraordinary reporting hardship. Edit follow-up was completed in mid-December of 2002. The editing process is described below.

Edit follow-up was completed in mid-December of 2002. The editing process is described below.

Editing

State level. The survey software generates on-screen edit messages during the data entry process, enabling the respondent to review the data and correct any errors immediately. Following data entry, the respondent generates an edit report which lists all data falling outside established limits, for additional review before submission of the final file to NCES. The following types of edits were performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit check message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.

2. *Out-of-range edit checks.* This is a comparison of data reported for an item to the "acceptable range" of values. Performed on current-year and historical (current-year vs. past-year) data. For example, an edit check message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within ±5,000 or –10% to +25% of last year's value for Total Circulation.

3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit check message is generated if Total Operating Income is not equal to the sum of its parts (Local Government Income, State Government Income, Federal Government Income, and Other Income).

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

Respondents also used the survey software to generate state summary tables (corresponding to the tables in this report but limited to their state's data) and single-library tables (showing data for individual public libraries in their state). States were encouraged to review the tables for data quality before submitting their final data to NCES. States submitted their final data with a signed form from the Chief Officer of the State Library Agency certifying its accuracy.

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. 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. The following imputation rules were applied:

A. For libraries that responded in 2000 but not 2001 (or in 1999 but not in 2000 or 2001):

A1. The growth rates were calculated for institutions that reported in both 2000 and 2001 (or in both 1999 and 2001). The mean (average) growth rate was calculated for each imputation cell.

A2. The average changes computed in step A1 were applied to the 2000 data (or 1999 data) of 2001 nonresponding libraries to obtain an estimate for 2001.

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

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

A4. Total operating expenditures were derived by summing total staff expenditures, total collection expenditures, and other operating expenditures estimated in step A2.

A5. For income variables (i.e., total income and income from federal, state, and local government sources) both responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 2000 (or 1999) 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 2001 and 2000 (or 2001 and 1999). This growth rate was applied to the nonresponding library's 2000 (or 1999) data to obtain an estimate for 2001. If no prior year growth rate was available for the next smallest library, the growth rate was assumed to be 1.00.

A6. Other income was derived by subtracting income from federal, state, and local sources from total income. Other paid employees was derived by subtracting librarians from total 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. Materials in electronic format expenditures was set to zero if the sum of other operating expenditures and total collection expenditures equals zero.

A10. For materials in electronic format and materials in electronic format expenditures, if only one of these variables needed imputation and if 2000 or 1999 reported data was greater than zero for both variables, the reported variable was multiplied by the ratio or inverse ratio to obtain an estimate for 2001. If the ratio/inverse ratio cannot be used but there was 2000 or 1999 reported data then that data was multiplied by the appropriate growth rate to obtain an estimate for 2001.

A11. If the value for materials in electronic format was imputed to be zero and the value for materials in electronic format expenditures needs imputing, it was set to zero.

A12. Access to electronic services and access to the Internet were imputed based on the prior-year response of "Yes" or "No".

A13. For electronic access expenditures, if access to electronic services was "No" and access to the Internet was "No", or the sum of other operating expenditures plus total collection expenditures was zero, then electronic access expenditures' imputed value was zero. Otherwise, the current year sum of other operating expenditures times the prior year ratio of electronic access expenditures to the prior year sum of other operating expenditures plus total collection expenditures was the imputed value. If only electronic access expenditures was reported in the prior year (2000 or 1999), then it was multiplied by the appropriate growth rate to obtain an estimate for 2001.

A14. If access to the Internet is "No", the imputed value of Internet use code is "NA" (not applicable). If the value for access to the Internet is "Yes", the imputed value for Internet use code is the prior-year value. If there is no prior year value, the imputed value is equal to the most frequent response in the same state.

A15. For Internet terminals used by the general public and Internet terminals used by staff only, if there was 2000 or 1999 reported data, the data were carried forward as an estimate for 2001.

A16. For population variables, the prior year data were carried forward in the current year.

B. For libraries with no reported data in 1999, 2000, or 2001:

B1. The "growth rate" method (described in steps A1 and A2) was used to impute for 2001 if the prior year data (2000 or 1999) were imputed using prior year reported data and the imputed value was greater than zero.

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

B2. The mean of the imputation cell was calculated for all libraries that responded in 2001. 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 centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, public service hours, reference transactions, circulation, total income, income from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, library materials in electronic format, operating expenditures for library materials in electronic format, and operating expenditures for electronic access.

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. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step B1 (or step B2). Other income was derived by subtracting income from federal, state, and local sources from total income. Other paid employees was derived by subtracting librarians from total 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. Access to electronic services and access to the Internet were imputed based on the current-year response to operating expenditures for electronic access. (The value was set to "Yes" if electronic access expenditures was greater than 0; otherwise, the value was set to "No".)

B9. If there was no prior year value for Internet use, the imputed value is equal to the most frequent response for that variable in the same state.

B10. The median of the imputation cell was calculated for all libraries that responded in 2001. The cell median was not adjusted. This method was used for imputing Internet terminals used by the general public and Internet terminals used by staff only when there was no reported prior year (2000 or 1999) 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.

Post-Imputation Edit Findings

After the basic imputation methodology was applied, edits were performed to locate records that potentially fell outside reasonable parameters. The following changes were made to the data file.

Finding 1: Six records for loans provided to were imputed with extreme values in the initial imputation file. Since all six records had reported data for the previous two cycles, we used the prior year times the growth factor to re-impute.

Finding 2: One record for loans received from was imputed with a very low value in FY 2000 and the NCES asked that the value be re-imputed. Census reviewed the NCES comments from the previous year and noted the same problem with the same record. Since the prior year value was imputed we used the FY 1999 reported value times the growth rate to re-impute.

Finding 3: The imputed value for capital on record CA0063 was too high and we were asked to verify the program. The record was re-imputed using the adjusted cell mean method.

Finding 4: Sixty-two records were imputed to zero for other paid employees for the current year but greater than zero in the previous year. For these records, if the prior year value was reported then that value was carried forward and the total paid employees variable was recalculated.

Finding 5: Five records were imputed with values inconsistent to the prior year for annual visits. There is no children's program attendance for the current year. All of these records have total circulation reported for both the current and prior years. To impute these records, the ratio of attendance to total circulation was used.

Finding 6: Two records, AL0123 and AL0048, had very high imputations for annual reference transactions. These records have been imputed the past two years using prior year data that was based on reported data. This is the first year using the adjusted cell mean.

Finding 7: One record, ND0035, had a low imputed value for children's program attendance. Since the prior year figure was reported, the prior year times a growth factor was used to re-impute.

Finding 8: Twenty-eight records were imputed with zero Internet terminals for general public but the Internet access code indicated that the general public had direct access. Internet terminals for general public access was re-imputed using the adjusted cell mean for these records.

Finding 9: For NY0113, the Internet use code was imputed to an inconsistent value. For this record, the use code was changed to 'PE' and the imputation flag was set to '27'.

Finding 10: The annual visits were considered high for three records producing an unacceptable ratio of electronic users per visit. The unadjusted cell mean was used to re-impute for ME0295, NE0086, and NH0056.

Finding 11: The total of loans provided to and loans received from for Minnesota was too low. Since Minnesota was a special circumstance in FY 2001, we used the prior year figure if it was reported and applied a growth factor. Otherwise, the original imputed value was retained.

II. B. Guidelines for Processing the Data Files

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

The states reported the PLS data using survey software developed by the U.S. Census Bureau. At survey mail-out, all numeric data fields were initialized with "–2", and respondents were instructed to replace the –2s with valid data. Alphanumeric fields that are blank or that contain "M" and numeric fields that contain "-1" indicate nonresponse. A "0" (zero) response is reported data and indicates the library or outlet had none of the item. For the 50 states and the District of Columbia, missing numeric data were imputed except for one item—the number of users of electronic resources per typical week. (Numeric fields that are blank on the public-use file indicate that the data have been removed to protect the confidentiality of individual respondents.) Missing data for selected alphanumeric items were imputed. Missing data were not imputed for nonresponding outlying areas. See *Imputation* above for a discussion of the imputation methodology and appendixes I–O for frequencies and distributions of the data.

How to remove imputed values from the data. Every variable that has the possibility of being imputed has a flag. If the value of that flag is "0", then the value for the associated variable was reported. If the value of the flag is greater than "0", then the value for the associated variable was imputed. To remove all imputed values from the data, the values of variables that have an imputation flag greater than "0" should be removed. (Note: The flag variable is a two-character, right-justified field. Consequently, single-digit values are preceded by a space.)

Appendix A—Record Layout for Public Library Data File: FY 2001 (pupldf01.mdb and pupldf01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
					IDENTIFICATION
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
FSCSKEY	06	3	A	1A	Library identification code assigned by NCES
LIBID	20	9	A	01	Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	45	29	A	02	Name of library (administrative entity)
					STREET ADDRESS AND COUNTY
ADDRESS	35	74	A	03	Street address of administrative entity
CITY	17	109	A	04	City or town (of street address) of administrative entity
CNTY	17	126	A	4A	County of library
ZIP	05	143	A	05	Standard five-digit postal zip code (of street address) of administrative entity.
ZIP4	04	148	A	06	Four-digit postal zip code extension (of street address) of administrative entity.
					MAILING ADDRESS
ADDRES_M	35	152	A	3M	Mailing address of administrative entity
CITY_M	17	187	A	4M	City or town (of mailing address) of administrative entity
ZIP_M	05	204	A	5M	Standard five-digit postal zip code (of mailing address) of administrative entity.
ZIP4_M	04	209	A	6M	Four-digit postal zip code extension (of mailing address) of administrative entity
PHONE	10	213	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
C_RELATN	02	223	A	7A	Interlibrary Relationship Code HQ–Headquarters of a system, federation, or cooperative service ME–Member of a system, federation, or cooperative service, but not the headquarters NO–Not a member of a system, federation, or cooperative service
C_LEGBAS	02	225	A	7B	Legal Basis Code CI–Municipal government (city, town, or village) CO–County/Parish CC–City/County MJ–Multi-jurisdictional NL–Native American Tribal Government NP–Non-profit Association or Agency SC–School District SD–Special Library District (authority, board, or commission) OT–Other

Appendix A—Record Layout for Public Library Data File: FY 2001 (pupldf01.mdb and pupldf01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
C_ADMIN	02	227	A	7C	Administrative Structure Code 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–Single Outlet Administrative Entity
C_FSCS	01	229	A	7D	FSCS Public Library Definition (Public library meets all criteria in the definition.) Y–Yes N–No
GEOCODE	03	230	A	7E	Geographic Code CI1–City (exactly) CI2–City (most nearly) CO1–County (exactly) CO2–County (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
					POPULATION
POPU_LSA	09	233	N	08	Population of the Legal Service Area
POPU_UND	09	242	N	†	Unduplicated population of the legal service area for the library (constructed variable). NCES calculated this value by prorating the library's population of legal service area (POPU_LSA) to the state's total population of legal service areas (total POPU_LSA), and applying the ratio to the state-reported total unduplicated population of legal service areas. The latter item, a single figure reported by the state data coordinator, is also named POPU_UND but is located on the State Summary/State Characteristics Data File.
					SERVICE OUTLETS
CENTLIB	03	251	N	09	Number of central libraries
BRANLIB	03	254	N	10	Number of branch libraries
BKMOB	03	257	N	11	Number of bookmobiles
					FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	09	260	N	13	ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of six integers and two decimals, with an explicit decimal point.
LIBRARIA	09	269	N	14	Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point.

Appendix A—Record Layout for Public Library Data File: FY 2001 (pupldf01.mdb and pupldf01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
OTHPAID	10	278	N	15	All other paid FTE employees. This field consists of seven integers and two decimals, with an explicit decimal point.
TOTSTAFF	10	288	N	16	Total paid FTE employees (i.e., LIBRARIA and OTHPAID). This field consists of seven integers and two decimals, with an explicit decimal point.
					OPERATING INCOME
LOCGVT	09	298	N	17	Operating income from local government
STGVT	09	307	N	18	Operating income from state government
FEDGVT	09	316	N	19	Operating income from federal government
OTHINCM	09	325	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT)
TOTINCM	10	334	N	21	Total income (i.e., LOCGVT, STGVT, FEDGVT, and OTHINCM)
					OPERATING EXPENDITURES
SALARIES	09	344	N	22	Salaries and wages for all library staff
BENEFIT	09	353	N	23	Employee benefits for all library staff
STAFFEXP	09	362	N	24	Total staff expenditures (i.e., SALARIES and BENEFIT)
TOTEXPCO	09	371	N	25	Total expenditures on library collection.
OTHOPEXP	09	380	N	26	Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO)
TOTOPEXP	10	389	N	27	Total operating expenditures (i.e., STAFFEXP, TOTEXPCO, and OTHOPEXP)
					CAPITAL OUTLAY EXPENDITURES
CAPITAL	09	399	N	28	Expenditures for capital outlay
					LIBRARY COLLECTION
BKVOL	09	408	N	29	Number of books and serial volumes
AUDIO	09	417	N	30	Number of audio materials
VIDEO	09	426	N	32	Number of video materials
SUBSCRIP	09	435	N	33	Number of current serial subscriptions
					PUBLIC SERVICE HOURS
HRS_OPEN	08	444	N	35	Total annual public service hours for all service outlets
					LIBRARY SERVICES
VISITS	09	452	N	36	Total annual library visits
REFERENC	09	461	N	38	Total annual reference transactions
					CIRCULATION
TOTCIR	09	470	N	39	Total annual circulation transactions

Appendix A—Record Layout for Public Library Data File: FY 2001 (pupldf01.mdb and pupldf01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
					INTER-LIBRARY LOANS
LOANTO	06	479	N	40	Total annual loans provided to other libraries
LOANFM	06	485	N	41	Total annual loans received from other libraries
					CHILDREN'S SERVICES
KIDCIRCL	09	491	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEN	09	500	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children.
					ELECTRONIC TECHNOLOGY
ELMATEXP	09	509	N	44	Operating expenditures for library materials in electronic format
ELACCEXP	09	518	N	45	Operating expenditures for electronic access
ELMATS	09	527	N	46	Number of library materials in electronic format
ELSVCACC	01	536	A	47	Library access to electronic services Y–Yes N–No M–Missing (unknown, not reported)
INETACC	01	537	A	48	Library access to the Internet Y–Yes N–No M–Missing (unknown, not reported)
INETUSE	02	538	A	49	Internet Use Code ST–Library staff only PI–Patrons through a staff intermediary only PE–Patrons either directly or through a staff intermediary NA–Not applicable M–Missing (unknown, not reported)
STFTERMS	06	540	N	50	Internet terminals used by staff only
GPTERMS	06	546	N	51	Internet terminals used by general public
ERES_USR	09	552	N	52	Users of electronic resources per typical week
					OTHER
PUB_FIPS	02	561	A	†	Two-digit FIPS State Code. See appendix D for list of State Codes.
CNTYFIPS	03	563	A	†	Three-digit FIPS County Code
YR_SUB	04	566	A	†	FSCS submission year of public library data in 4-digit format (YYYY)

Appendix A—Record Layout for Public Library Data File: FY 2001 (pupldf01.mdb and pupldf01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
OBEREG	02	570	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 00–U.S. Service Schools 01–New England (CT ME MA NH RI VT) 02–Mid East (DE DC MD NJ NY PA) 03–Great Lakes (IL IN MI OH WI) 04–Plains (IA KS MN MO NE ND SD) 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06–Southwest (AZ NM OK TX) 07–Rocky Mountains (CO ID MT UT WY) 08–Far West (AK CA HI NV OR WA) 09–Outlying Areas (AS FM GU MH MP PR PW VI)
RSTATUS	01	572	A	†	1–Respondent, with no imputed data 2–Respondent, with both reported and imputed data 3–Nonrespondent, not imputed 4–Nonrespondent with imputed data
					Item imputation flags (See appendix I.)
IMP0	02	573	A	†	POPU_LSA
IMP1	02	575	A	†	CENTLIB
IMP2	02	577	A	†	BRANLIB
IMP3	02	579	A	†	BKMOB
IMP4	02	581	A	†	MASTER
IMP5	02	583	A	†	LIBRARIA
IMP6	02	585	A	†	OTHPAID
IMP7	02	587	A	†	TOTSTAFF
IMP8	02	589	A	†	LOCGVT
IMP9	02	591	A	†	STGVT
IMP10	02	593	A	†	FEDGVT
IMP11	02	595	A	†	OTHINCM
IMP12	02	597	A	†	TOTINCM
IMP13	02	599	A	†	SALARIES
IMP14	02	601	A	†	BENEFIT
IMP15	02	603	A	†	STAFFEXP
IMP16	02	605	A	†	TOTEXPCO
IMP17	02	607	A	†	OTHOPEXP
IMP18	02	609	A	†	TOTOPEXP
IMP19	02	611	A	†	CAPITAL
IMP20	02	613	A	†	BKVOL
IMP21	02	615	A	†	AUDIO
IMP22	02	617	A	†	VIDEO
IMP23	02	619	A	†	SUBSCRIP
IMP24	02	621	A	†	HRS_OPEN
IMP25	02	623	A	†	VISITS
IMP26	02	625	A	†	REFERENC
IMP27	02	627	A	†	TOTCIR
IMP28	02	629	A	†	LOANTO
IMP29	02	631	A	†	LOANFM
IMP30	02	633	A	†	KIDCIRCL
IMP31	02	635	A	†	KIDATTEN
IMP32	02	637	A	†	POPU_UND
IMP33	02	639	A	†	ELMATEXP
IMP34	02	641	A	†	ELACCEXP
IMP35	02	643	A	†	ELMATS
IMP36	02	645	A	†	ELSVCACC
IMP37	02	647	A	†	INETACC
IMP38	02	649	A	†	INETUSE

Appendix A—Record Layout for Public Library Data File: FY 2001 (pupldf01.mdb and pupldf01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
IMP39	02	651	A	†	STFTERMS
IMP40	02	653	A	†	GPTERMS
IMP41	02	655	A	†	ERES_USR

N Numeric field.
A Alpha character field.
† Not applicable.
NOTE: The survey items are displayed on the Administrative Entity data entry screens in appendix E. The survey definitions are in appendix F.

Appendix B—Record Layout for State Summary/State Characteristics Data File: FY 2001 (pusum01.mdb and pusum01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
					IDENTIFICATION
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
					POPULATION
POPU_LSA	11	3	N	08	Population of the legal service area
POPU_UND	10	14	N	5A	Total unduplicated population of legal service areas. (Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.)
POPU_ST	10	24	N	05	Official state total population estimate (Note: This item is on the State Characteristics data entry screen.)
					SERVICE OUTLETS
CENTLIB	05	34	N	09	Number of central libraries
BRANLIB	05	39	N	10	Number of branch libraries
BKMOB	05	44	N	11	Number of bookmobiles
					FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	11	49	N	13	ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of eight integers and two decimals, with an explicit decimal point.
LIBRARIA	11	60	N	14	Total number of FTE employees holding the title of librarian. This field consists of eight integers and two decimals, with an explicit decimal point.
OTHPAID	12	71	N	15	All other paid FTE employees. This field consists of nine integers and two decimals with an explicit decimal point.
TOTSTAFF	12	83	N	16	Total paid FTE employees (i.e., LIBRARIA and OTHPAID). This field consists of nine integers and two decimals with an explicit decimal point.
					OPERATING INCOME
LOCGVT	11	95	N	17	Operating income from local government
STGVT	11	106	N	18	Operating income from state government
FEDGVT	11	117	N	19	Operating income from federal government
OTHINCM	11	128	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT)
TOTINCM	12	139	N	21	Total income (i.e., LOCGVT, STGVT, FEDGVT, and OTHINCM)
					OPERATING EXPENDITURES
SALARIES	11	151	N	22	Salaries and wages for all library staff
BENEFIT	11	162	N	23	Employee benefits for all library staff

Appendix B—Record Layout for State Summary/State Characteristics Data File: FY 2001 (pusum01.mdb and pusum01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
STAFFEXP	11	173	N	24	Total staff expenditures (i.e., SALARIES and BENEFIT)
TOTEXPCO	11	184	N	25	Total expenditures on library collection
OTHOPEXP	11	195	N	26	Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO)
TOTOPEXP	12	206	N	27	Total operating expenditures (i.e., STAFFEXP, TOTEXPCO, and OTHOPEXP)
					CAPITAL OUTLAY EXPENDITURES
CAPITAL	11	218	N	28	Expenditures for capital outlay
					LIBRARY COLLECTION
BKVOL	11	229	N	29	Number of books and serial volumes
AUDIO	11	240	N	30	Number of audio materials
VIDEO	11	251	N	32	Number of video materials
SUBSCRIP	11	262	N	33	Number of current serial subscriptions
					PUBLIC SERVICE HOURS
HRS_OPEN	10	273	N	35	Total annual public service hours for all service outlets
					LIBRARY SERVICES
VISITS	11	283	N	36	Total annual library visits
REFERENC	11	294	N	38	Total annual reference transactions
					CIRCULATION
TOTCIR	11	305	N	39	Total annual circulation transactions
					INTER-LIBRARY LOANS
LOANTO	08	316	N	40	Total annual loans provided to other libraries
LOANFM	08	324	N	41	Total annual loans received from other libraries
					CHILDREN'S SERVICES
KIDCIRCL	09	332	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEN	09	341	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children.
					ELECTRONIC TECHNOLOGY
ELMATEXP	11	350	N	44	Operating expenditures for library materials in electronic format
ELACCEXP	11	361	N	45	Operating expenditures for electronic access
ELMATS	11	372	N	46	Number of library materials in electronic format
STFTERMS	06	383	N	50	Internet terminals used by staff only
GPTERMS	06	389	N	51	Internet terminals used by general public

Appendix B—Record Layout for State Summary/State Characteristics Data File: FY 2001 (pusum01.mdb and pusum01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
ERES_USR	09	395	N	52	Users of electronic resources per typical week
					OTHER
STARTDAT	07	404	A	03	Reporting period starting date, in month/year format (e.g., 07/2000). (Note: This item is on the State Characteristics data entry screen.)
ENDDATE	07	411	A	04	Reporting period ending date, in month/year format (e.g., 06/2001). (Note: This item is on the State Characteristics data entry screen.)
PUB_FIPS	02	418	A	†	Two-digit FIPS State Code. See appendix D for list of State Codes.
YR_SUB	04	420	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBEREG	02	424	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01–New England (CT ME MA NH RI VT) 02–Mid East (DE DC MD NJ NY PA) 03–Great Lakes (IL IN MI OH WI) 04–Plains (IA KS MN MO NE ND SD) 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06–Southwest (AZ NM OK TX) 07–Rocky Mountains (CO ID MT UT WY) 08–Far West (AK CA HI NV OR WA) 09–Outlying Areas (AS FM GU MH MP PR PW VI)
					Item imputation flags 0–All detail comprising total is reported data 1–Some detail comprising total is imputed data 2–All detail comprising total is imputed data 3–Nonrespondent, not imputed (outlying areas only) 99–Total is suppressed (public-use file only)
IMP0	02	426	A	†	POPU_LSA
IMP1	02	428	A	†	CENTLIB
IMP2	02	430	A	†	BRANLIB
IMP3	02	432	A	†	BKMOB
IMP4	02	434	A	†	MASTER
IMP5	02	436	A	†	LIBRARIA
IMP6	02	438	A	†	OTHPAID
IMP7	02	440	A	†	TOTSTAFF
IMP8	02	442	A	†	LOCGVT
IMP9	02	444	A	†	STGVT
IMP10	02	446	A	†	FEDGVT
IMP11	02	448	A	†	OTHINCM
IMP12	02	450	A	†	TOTINCM
IMP13	02	452	A	†	SALARIES
IMP14	02	454	A	†	BENEFIT
IMP15	02	456	A	†	STAFFEXP
IMP16	02	458	A	†	TOTEXPCO
IMP17	02	460	A	†	OTHOPEXP
IMP18	02	462	A	†	TOTOPEXP
IMP19	02	464	A	†	CAPITAL
IMP20	02	466	A	†	BKVOL
IMP21	02	468	A	†	AUDIO

Appendix B—Record Layout for State Summary/State Characteristics Data File: FY 2001 (pusum01.mdb and pusum01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
IMP22	02	470	A	†	VIDEO
IMP23	02	472	A	†	SUBSCRIP
IMP24	02	474	A	†	HRS_OPEN
IMP25	02	476	A	†	VISITS
IMP26	02	478	A	†	REFERENC
IMP27	02	480	A	†	TOTCIR
IMP28	02	482	A	†	LOANTO
IMP29	02	484	A	†	LOANFM
IMP30	02	486	A	†	KIDCIRCL
IMP31	02	488	A	†	KIDATTEN
IMP32	02	490	A	†	POPU_UND
IMP33	02	492	A	†	ELMATEXP
IMP34	02	494	A	†	ELACCEXP
IMP35	02	496	A	†	ELMATS
IMP39	02	498	A	†	STFTERMS
IMP40	02	500	A	†	GPTERMS
IMP41	02	502	A	†	ERES_USR
IMPSC03	02	504	A	†	STARTDAT
IMPSC04	02	506	A	†	ENDDATE
IMPSC05	02	508	A	†	POPU_ST

N Numeric field.
A Alpha character field.
† Not applicable.
NOTE: The survey items are displayed on the State Characteristics or Administrative Entity data entry screens in appendix E. The survey definitions are in appendix F.

Appendix C—Record Layout for Public Library Outlet Data File: FY 2001 (puout01.mdb and puout01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
FSCSKEY	06	3	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same FSCSKEY as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called FSCS_SEQ.
FSCS_SEQ	03	9	A	†	Outlet's unique three-digit suffix to FSCSKEY, assigned by NCES.
LIBID	20	12	A	01	Outlet identification code assigned by the state. If the state did not assign a code, NCES assigns a combination of FSCSKEY and FSCS_SEQ, separated by a dash (e.g., AK0003-002).
LIBNAME	45	32	A	02	Name of outlet
ADDRESS	35	77	A	03	Complete street address of outlet
CITY	17	112	A	04	City or town of outlet
CNTY	17	129	A	05	County of outlet
ZIP	05	146	A	06	Standard five-digit postal zip code for street address of outlet
ZIP4	04	151	A	07	Four-digit postal zip code extension for street address of outlet
PHONE	10	155	A	08	Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072)
C_OUT_TY	02	165	A	09	Outlet Type CE–Central Library BR–Branch Library BS–Bookmobile(s) BM–Books-by-Mail Only
C_MSA	02	167	A	10	Metropolitan Status Code CC–Within the city limits of the central city of a Metropolitan Area NC–Metropolitan Area, but not within central city limits NO–Not in a Metropolitan Area M–Missing (unknown, not reported)
L_NUM_BM	02	169	N	12	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS)
WEB_ADDR	50	171	A	13	Web address of the outlet
PUB_FIPS	02	221	A	†	Two-digit FIPS State Code. See appendix D for list of State Codes.
CNTYFIPS	03	223	A	†	Three-digit FIPS County Code
YR_SUB	04	226	A	†	FSCS submission year of public library data in 4-digit format (YYYY)

Appendix C—Record Layout for Public Library Outlet Data File: FY 2001 (puout01.mdb and puout01.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
					Item imputation flags 0–Reported 20–Nonrespondent, not imputed (outlying areas only) 35–Nonrespondent with imputed data
IMP1	02	230	A	†	L_NUM_BM

N Numeric field.
A Alpha character field.
† Not applicable.
NOTE: The survey items are displayed on the Outlet data entry screen in appendix E. The survey definitions are in appendix F.

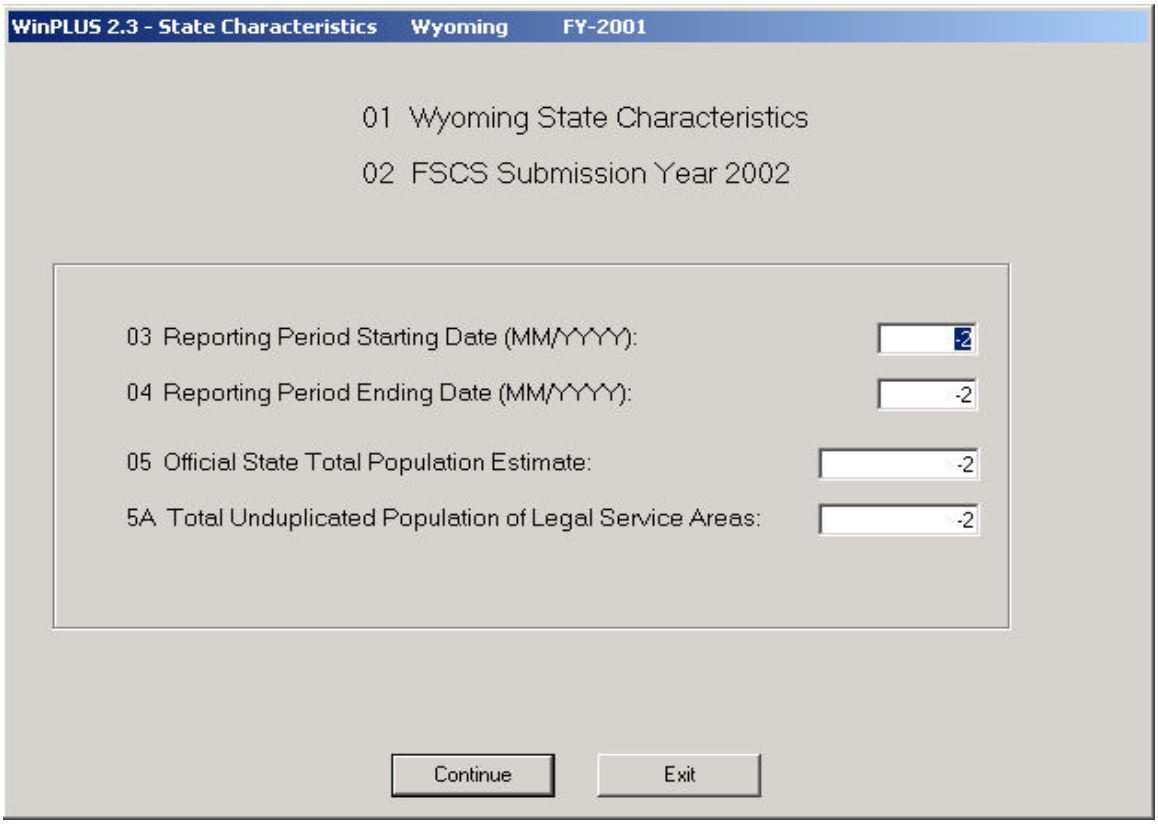
Appendix D—State Codes

FIPS 2-Letter State Code	State	FIPS 2-Digit State Code[5]
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56
Outlying Areas		
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78

[5] Federal Information Processing Standards codes (FIPS codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies.

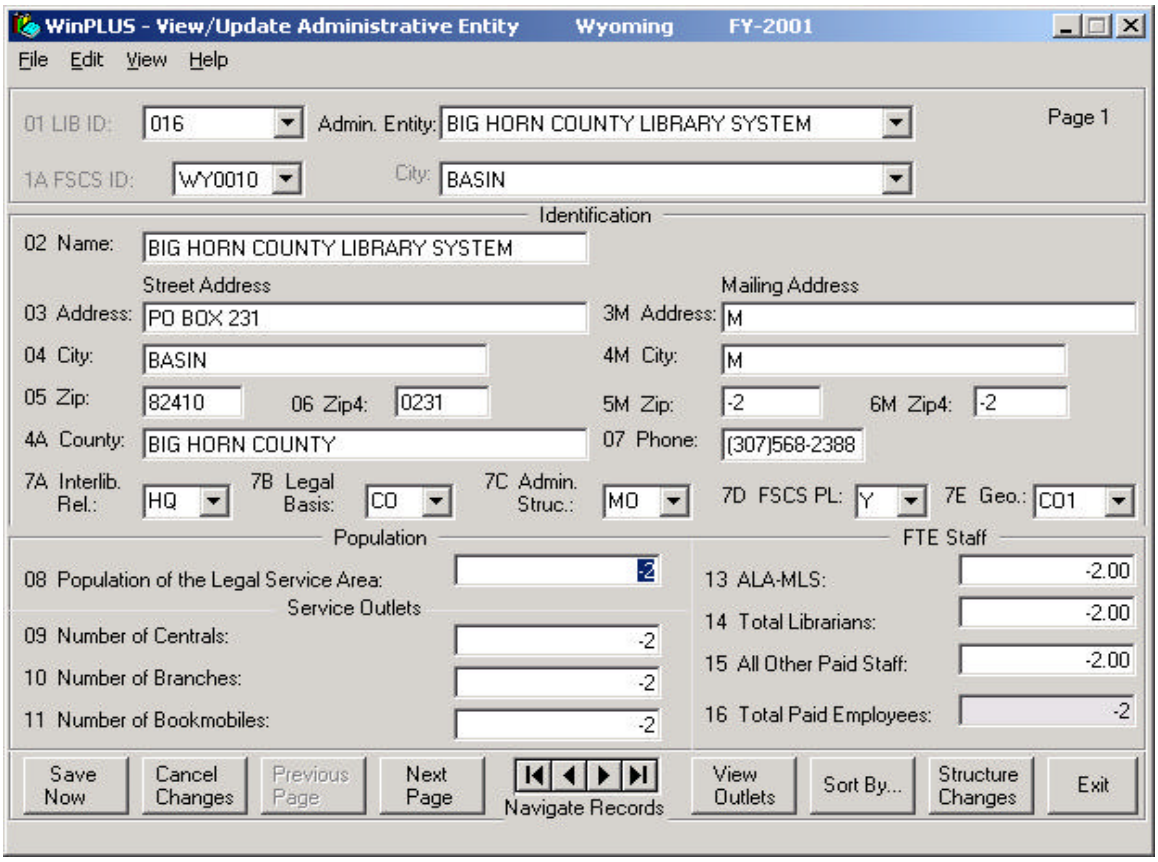
Appendix E—Survey Data Entry Screens

State Characteristics Data Entry Screen



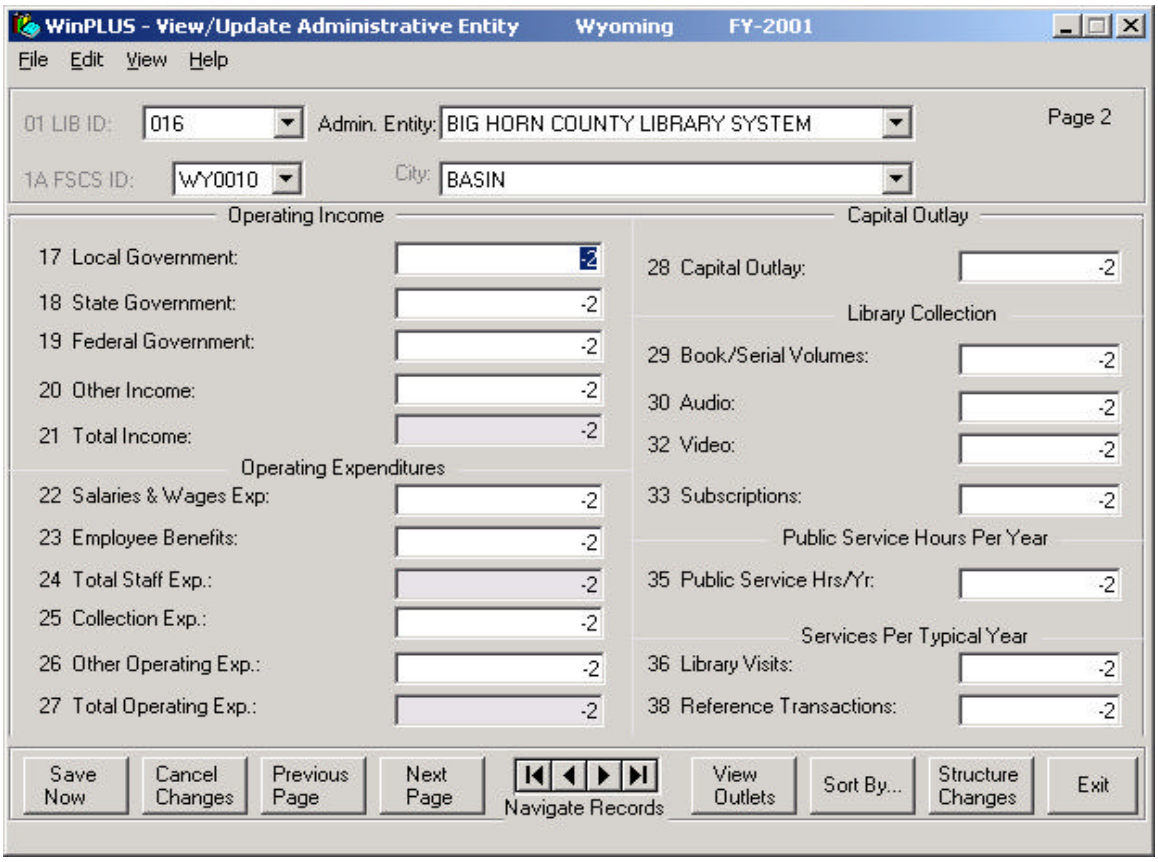
Appendix E—Survey Data Entry Screens

Administrative Entity Data Entry Screen (p. 1)



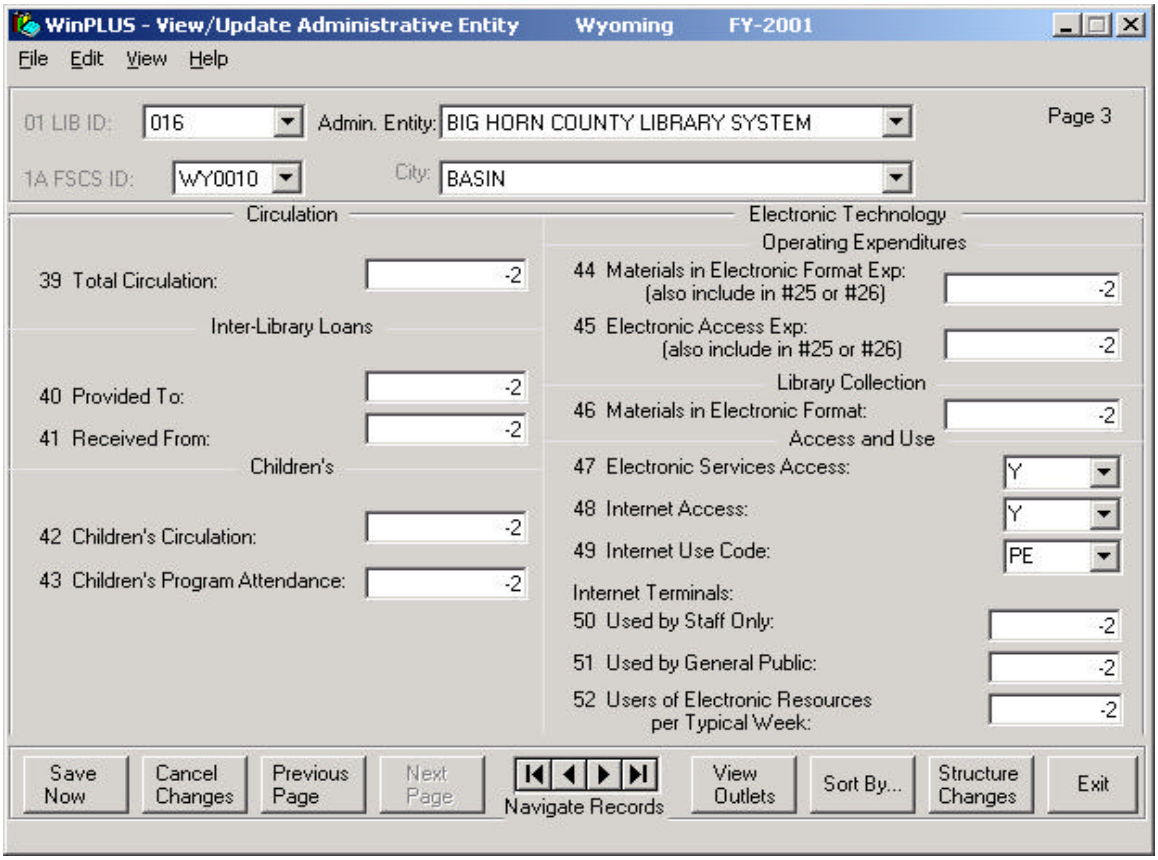
Appendix E—Survey Data Entry Screens

Administrative Entity Data Entry Screen (p. 2)



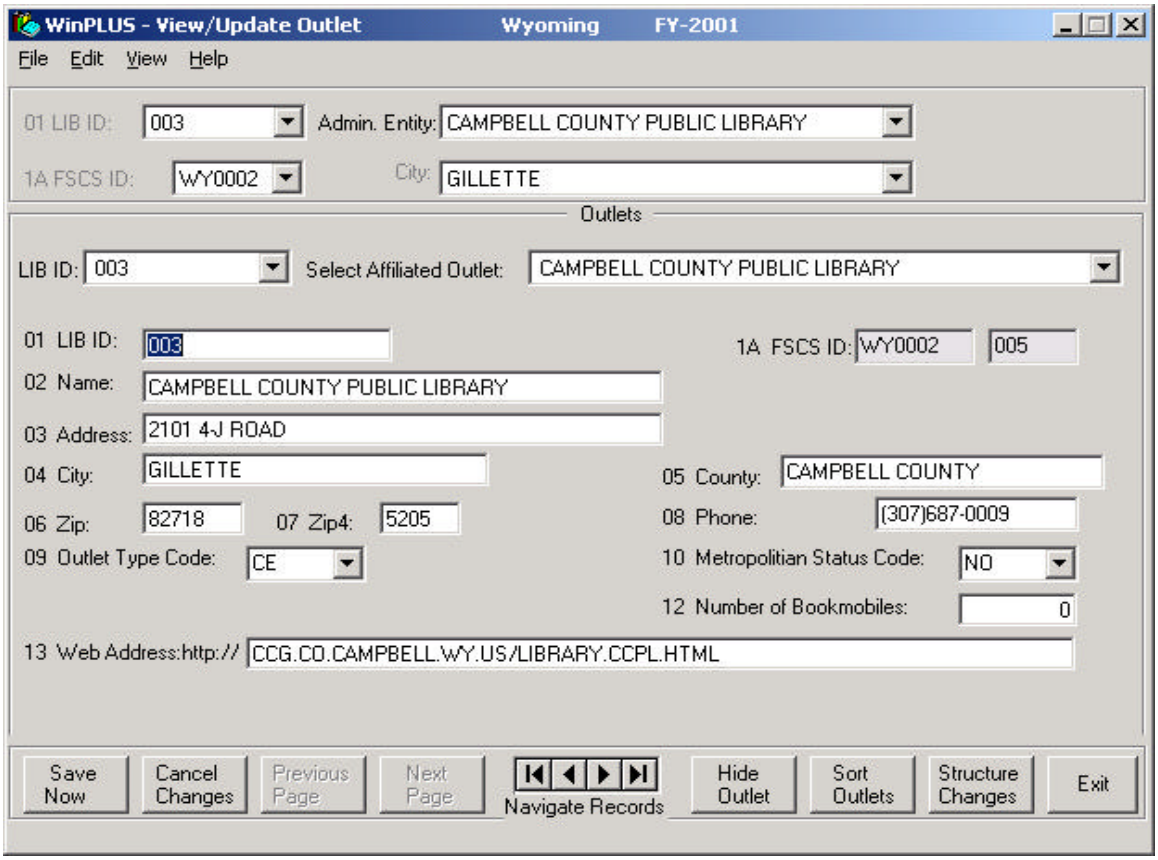
Appendix E—Survey Data Entry Screens

Administrative Entity Data Entry Screen (p. 3)



Appendix E—Survey Data Entry Screens

Outlet Screen



Appendix F—Survey Definitions

State Characteristics Data Element Definitions

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

#	Data Element Name	Data Element Definitions
01	State (Automatic Display)	Definition: This is the standard two-letter state abbreviation automatically assigned by WinPLUS.
02	FSCS Submission Year (Automatic Display)	Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by WinPLUS.
03	Reporting Period Starting Date	Definition: 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.
04	Reporting Period Ending Date	Definition: 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.
05	Official State Total Population Estimate	Definition: 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.
5A	Total Unduplicated Population of Legal Service Areas	Definition: 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 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. Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

Appendix F—Survey Definitions

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.

Note: Do not report "administrative entities only" for purposes of this survey.

#	Data Element Name	Data Element Definitions
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES to the administrative entity.
02	Name	Definition: This is the legal name of the administrative entity. Note: Provide the name of the public library.
03	Street Address	Definition: This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
3M	Mailing Address	Definition: This is the mailing address of the administrative entity.
04	City (of street address)	Definition: This is the city or town in which the administrative entity is located.
4A	County of the Entity	Definition: This is the county in which the administrative entity is located.
4M	City (of mailing address)	Definition: This is the city or town of the mailing address for the administrative entity.
05	Zip (of street address)	Definition: This is the standard five-digit postal zip code for the street address of the administrative entity.
5M	Zip (of mailing address)	Definition: This is the standard five-digit postal zip code for the mailing address of the administrative entity.
06	Zip4 (of street address)	Definition: This is the four-digit postal zip code extension for the street address of the administrative entity.
6M	Zip4 (of mailing address)	Definition: This is the four-digit postal zip code extension for the mailing address of the administrative entity.
07	Phone	Definition: This is the telephone number of the administrative entity, including area code. Note: Report telephone number without spacing or punctuation.
7A	Interlibrary Relationship Code	Select one of the following: HQ—Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.) ME—Member of a System, Federation, or Cooperative Service, but not the headquarters.

Appendix F—Survey Definitions

NO—Not a Member of a System, Federation, or Co-operative Service.

HQ—Headquarters of a System, Federation, or Cooperative Service

Definition (HQ): The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

ME—Member of a System, Federation, or Cooperative Service

Definition (ME): An autonomous library joined by formal or informal agreement(s) with other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of national, multi-state or statewide library systems, federations, or cooperative services. (Do not respond 'Yes' if you belong to OCLC). This does 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.

7B Legal Basis Code

Definition: 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:
CI—Municipal Government (city, town or village)
CO—County/Parish
CC—City/County
MJ—Multi-jurisdictional
NL—Native American Tribal Government
NP—Non-profit Association or Agency
SC—School District
SD—Special Library District (authority, board, commission)
OT—Other

CI—Municipal Government (city, town or village)

Definition (CI): 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

Definition (CO): An organized local government authorized in a state's constitution and statutes and established to provide general government.

CC—City/County

Definition (CC): A multi-jurisdictional entity that is operated jointly by a county and a city.

Appendix F—Survey Definitions

MJ—Multi-jurisdictional

Definition (MJ): 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

Definition (NL): 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

Definition (NP): An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC—School District

Definition (SC): 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.

SD—Special Library District (authority, board, commission)

Definition (SD): This is a district, authority, board or commission authorized by state law to provide library services.

OT—Other

7C Administrative Structure Code

Definition: This code identifies an autonomous library entity that has its own governance and funding.

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

Appendix F—Survey Definitions

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

Definition (MA): An administrative entity that serves the public directly with two or more service outlets, including some combination of central library(ies), 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

Definition (MO): An administrative entity that serves the public directly with two or more service outlets, including some combination of a central library(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet

Definition (SO): An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

7D 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 no.

7E Geographic Code

Definition: 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 and any areas served under contract for which the library is the primary service provider.

Note: The Population of Legal Service Area (data element #08) should be reflected in the geographic code selected.

CI1—City (exactly)
CI2—City (most nearly)
CO1—County (exactly)
CO2—County (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

Appendix F—Survey Definitions

08	Population of the Legal Service Area	Definition: 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.
09	Number of Central Libraries	Definition: 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.
10	Number of Branch Libraries	Definition: 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.
11	Number of Bookmobiles	Definition: 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.
12	Number of Books-by-Mail Only	The automatic display of this outlet record item was discontinued.

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.

13	ALA-MLS	Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
14	Total Librarians	Definition: 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 #13).

Appendix F—Survey Definitions

15	All Other Paid Staff	Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
16	Total Paid Employees	Definition: This is the sum of total librarians (data element #14) and all other paid staff (data element #15).

OPERATING INCOME

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

17	Local Government Income	Definition: This includes all tax and non-tax receipts 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, fines, or fees.
18	State Government Income	Definition: 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.
19	Federal Government Income	Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.
20	Other Income	Definition: This is all income other than that reported by Local, State, and Federal (data elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.
21	Total Income	Definition: This includes income from the Local government, the State government, the Federal government, and all other income (the sum of data elements #17 through #20).

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. Estimated costs are not reported.

22	Salaries & Wages Expenditures	Definition: 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.
23	Employee Benefits Expenditures	Definition: 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.
24	Total Staff Expenditures	Definition: This includes salaries and wages (data element #22) and employee benefits (data element #23).

Appendix F—Survey Definitions

25	Collection Expenditures	Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audio-visual materials, etc..
26	Other Operating Expenditures	Definition: This includes all expenditures other than those for staff (data element #24) and collection (data element #25). 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.
27	Total Operating Expenditures	Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (data elements #24, #25, and #26). Note: Includes Operating Expenditures for Electronic Access (data element #45) and Operating Expenditures for Library Materials in Electronic Format (data element #44).
28	Capital Outlay	Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

LIBRARY COLLECTION

Note: Report physical units for items 29–33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit (e.g., two compact discs or two video cassettes) and are generally checked out as a unit, should be counted as <u>one</u> physical unit.

29	Book/Serial Volumes	Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.
30	Audio	Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audio-reels, talking books, and other sound recordings.
31	Film	No longer collected.
32	Video	Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
33	Subscriptions	Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions. Note: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

Appendix F—Survey Definitions

SERVICES

34	Unduplicated Hours	No longer collected.
35	Public Service Hours per Year	Definition: This is the sum of annual public service hours for outlets. Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), 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.
36	Library Visits	Definition: 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).
37	In-Library Use	No longer collected.
38	Reference Transactions	Definition: 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, or by phone, fax, mail, or electronic mail 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, 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).
39	Total Circulation	Definition: 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.

Appendix F—Survey Definitions

INTER-LIBRARY LOANS

40 Provided To	Definition: These are library materials, or copies of the materials, provided by one 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.
41 Received From	Definition: These are library materials, or copies of the materials, received by one 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.

CHILDREN'S SERVICES

42 Circulation of Children's Materials	Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.
43 Children's Program Attendance	Definition: 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.

ELECTRONIC TECHNOLOGY

44 Operating Expenditures for Library Materials in Electronic Format (also include in #25 or #26)	Definition: Report operating expenditures for materials considered part of the the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff. Note: These expenditures should also be included in Collection Expenditures (data element #25) or Other Operating Expenditures (data element #26) on the administrative entity screen.
45 Operating Expenditures for Electronic Access (also include in #25 or #26)	Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can not be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery. Note: Report only operating expenditures. These expenditures should also be included in Collection Expenditures (data element #25) or Other Operating Expenditures (data element #26) on the administrative entity screen. Do NOT report capital expenditures for items in this category.
46 Number of Library Materials in Electronic Format	Report the number of physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

Appendix F—Survey Definitions

47	Access to Electronic Services	Answer <Y>es, <N>o, or <M>issing (unknown, not reported) to the following question: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)? These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.
48	Access to Internet	Answer <Y>es, <N>o, or <M>issing (unknown, not reported) to the following question: *Does the public library have access to the Internet?* The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP. Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only. If the public library has access to the Internet as defined in the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (data element #49). If the library does not have access to the Internet, respond <N>o to this data element and respond NA (Not Applicable) to data element #49.
49	Internet Use Code	If the library has Internet access, is Internet used by (select one): ST—Library Staff Only PI—Patrons through a Staff Intermediary Only PE—Patrons either Directly or through a Staff Intermediary NA—Not Applicable M—Missing (Unknown, Not Reported)
50	Number of Internet Terminals Used by Staff Only	Definition: Number of computer terminals (PC, 'dumb terminal', etc.) used by staff only in the library that are used to connect to the Internet (text only, graphical, etc.).
51	Number of Internet Terminals Used by General Public	Definition: Number of computer terminals (PC, 'dumb terminal', etc.) used by general public in the library that are used to connect to the Internet (text only, graphical, etc.).
52	Number of Users of Electronic Resources Per Typical Week	Definition: Count the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, 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 week would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal.

Appendix F—Survey Definitions

Outlet Data Element Definitions

#	Data Element Name	Data Element Definitions
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the outlet.
1A	FSCS ID (Automatic Display)	Definition: 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.
02	Name	Definition: This is the name of the outlet.
03	Street Address	Definition: This is the complete street address of the outlet. 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.
04	City	Definition: This is the city or town in which the outlet is located.
05	County of the Outlet	Definition: This is the county in which the outlet is located.
06	Zip	Definition: This is the standard five-digit postal zip code for the street address of the outlet.
07	Zip4	Definition: This is the four-digit postal zip code extension for the street address of the outlet.
08	Phone	Definition: This is the telephone number of the outlet, including area code. Note: Report telephone number without spacing or punctuation.
09	Outlet Type Code	Definition: An outlet is a unit of an administrative entity that provides direct public library service. Select one of the following: BM—Books-by-Mail Only BR—Branch Library BS—Bookmobile(s) CE—Central Library BM—Books-by-Mail Only Definition (BM): 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.

Appendix F—Survey Definitions

BR—Branch Library

Definition (BR): 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)

Definition (BS): 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

Definition (CE): 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

Definition (CC): 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.

Definition (NC): 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 Population of the Legal Service Area by Type of Outlet

No longer collected.

12 Number of Bookmobiles in the Bookmobile Outlet Record

Definition: 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.

13 Web Address

Definition: This is the Web address of the outlet.
http:// _____.

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

Arkansas
Colorado
Connecticut
Florida
Indiana

Kansas
Louisiana
Maryland
Michigan
Minnesota

Mississippi
Missouri
Nebraska
Nevada
New Hampshire

New Jersey
New York
North Carolina
Oklahoma
Pennsylvania

Rhode Island
South Carolina
South Dakota
Tennessee
Vermont
West Virginia

Appendix H—Libraries with No Central Outlet

Obs	FSCS ID#	LIBRARY NAME	TOTAL	CENTRALS	BRANCHES	BOOKMOBILES
1	AL0123	MARSHALL COUNTY COOPERATIVE LIBRARY	1	0	0	1
2	AZ0001	APACHE COUNTY LIBRARY DISTRICT	6	0	6	0
3	AZ0009	COCHISE COUNTY LIBRARY DISTRICT	13	0	11	2
4	AZ0028	MARICOPA COUNTY LIBRARY DISTRICT	18	0	12	6
5	AZ0050	PINAL COUNTY LIBRARY DISTRICT	13	0	13	0
6	AZ0067	YAVAPAI COUNTY LIBRARY DISTRICT	18	0	18	0
7	AZ0102	GILA COUNTY LIBRARY DISTRICT	8	0	8	0
8	AZ0107	NAVAJO COUNTY LIBRARY DISTRICT	8	0	8	0
9	AR0002	WASHINGTON COUNTY LIBRARY SYSTEM	8	0	8	0
10	AR0003	NORTH ARKANSAS REGIONAL LIBRARY	2	0	2	0
11	AR0049	CARROLL AND MADISON LIBRARY SYSTEM	6	0	6	0
12	CA0047	IMPERIAL COUNTY LIBRARY	8	0	8	0
13	CA0062	COUNTY OF LOS ANGELES PUBLIC LIBRARY	88	0	84	4
14	CA0071	MONO COUNTY FREE LIBRARY	7	0	6	1
15	CA0073	MONTEREY COUNTY FREE LIBRARIES	19	0	17	2
16	CA0084	ORANGE COUNTY PUBLIC LIBRARY	27	0	27	0
17	CA0109	SAN BERNARDINO COUNTY LIBRARY	28	0	26	2
18	CA0112	SAN DIEGO COUNTY LIBRARY	33	0	31	2
19	CA0120	SAN MATEO COUNTY LIBRARY	13	0	12	1
20	CA0126	SANTA CLARA COUNTY LIBRARY	11	0	9	2
21	CA0136	SOLANO COUNTY LIBRARY	6	0	6	0
22	CA0152	VENTURA COUNTY LIBRARY	16	0	16	0
23	CA0157	YOLO COUNTY LIBRARY	7	0	7	0
24	CA0199	RIVERSIDE COUNTY LIBRARY SYSTEM	26	0	24	2
25	CO0001	ADAMS COUNTY LIBRARY SYSTEM	7	0	6	1
26	CO0037	DOUGLAS PUBLIC LIBRARY DISTRICT	4	0	4	0
27	CO0039	EAGLE VALLEY LIBRARY DISTRICT	3	0	3	0
28	CO0049	GARFIELD CO PUBLIC LIBRARY SYSTEM	6	0	6	0
29	CO0051	GRAND COUNTY LIBRARY DISTRICT	5	0	5	0
30	CO0060	JEFFERSON COUNTY PUBLIC LIBRARY	12	0	11	1
31	CO0103	SOUTH ROUTT LIBRARY DISTRICT	3	0	3	0
32	CO0143	CLEAR CREEK LIBRARY DISTRICT	2	0	2	0
33	CO0145	WELD LIBRARY DISTRICT	11	0	9	2
34	CO9024	LOWER ARKANSAS VALLEY REGIONAL LIBRARY	1	0	0	1
35	CO9026	NORTHEAST COLORADO BOOKMOBILE SERVICES	1	0	0	1
36	FL0018	CITRUS COUNTY LIBRARY SYSTEM	5	0	5	0
37	FL0019	CLAY COUNTY PUBLIC LIBRARY SYSTEM	5	0	4	1
38	FL0039	LAKE COUNTY LIBRARY SYSTEM	9	0	9	0
39	FL0065	PASCO COUNTY LIBRARY COOPERATIVE	8	0	8	0
40	FL0095	SEMINOLE COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
41	FL0099	VOLUSIA COUNTY PUBLIC LIBRARY	16	0	15	1
42	FL0127	PINELLAS PUBLIC LIBRARY COOPERATIVE	24	0	24	0
43	FL0135	WILDERNESS PUBLIC LIBRARIES	5	0	4	1
44	FL0136	PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM	14	0	13	1
45	FL0146	SUMTER COUNTY PUBLIC LIBRARY SYSTEM	6	0	6	0
46	FL0147	THREE RIVERS REGIONAL LIBRARY SYSTEM	3	0	3	0
47	FL0149	NEW RIVER PUBLIC LIBRARY COOPERATIVE	5	0	3	2
48	FL0150	HEARTLAND LIBRARY COOPERATIVE	6	0	6	0
49	FL8001	POLK COUNTY LIBRARY COOPERATIVE	17	0	16	1
50	FL8003	OKALOOSA COUNTY PUBLIC LIBRARY COOPERATIVE	7	0	6	1
51	FL8007	LEVY COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
52	ID0062	JEFFERSON COUNTY DISTRICT	3	0	3	0
53	ID0120	KOOTENAI-SHOSHONE DISTRICT	7	0	6	1
54	KS0274	COFFEY COUNTY LIBRARY	6	0	6	0
55	MD0002	PL OF ANNAPOLIS AND ANNE ARUNDEL COUNTY, INC.	15	0	15	0
56	MD0004	BALTIMORE COUNTY PUBLIC LIBRARY	19	0	16	3
57	MD0007	CARROLL COUNTY PUBLIC LIBRARY	8	0	5	3
58	MD0013	HARFORD COUNTY PUBLIC LIBRARY	9	0	9	0
59	MD0016	MONTGOMERY COUNTY PUBLIC LIBRARIES	24	0	21	3
60	MD0017	PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY	19	0	19	0
61	MD0024	WORCESTER COUNTY LIBRARY	5	0	5	0
62	MI0021	BAY COUNTY LIBRARY SYSTEM	6	0	5	1
63	MI0171	IOSCO-ARENAC DISTRICT LIBRARY	9	0	8	1
64	MI0190	LAPEER COUNTY LIBRARY	8	0	8	0
65	MI0240	MUSKEGON COUNTY LIBRARY	10	0	9	1
66	MI0356	WARREN PUBLIC LIBRARY	5	0	5	0
67	MN0001	ARROWHEAD LIBRARY SYSTEM	1	0	0	1
68	MN0038	CARVER COUNTY LIBRARY	5	0	5	0
69	MN0039	DAKOTA COUNTY LIBRARY	9	0	8	1
70	MN0041	HENNEPIN COUNTY LIBRARY	27	0	26	1
71	MN0043	RAMSEY COUNTY LIBRARY	7	0	7	0
72	MN0045	SCOTT COUNTY LIBRARY SYSTEM	7	0	7	0
73	MN0046	WASHINGTON COUNTY LIBRARY	9	0	9	0
74	MN0051	PIONEERLAND LIBRARY SYSTEM	31	0	31	0
75	MN0068	SOUTHEASTERN LIBRARIES COOPERATING	1	0	0	1
76	MN0109	VIKING LIBRARY SYSTEM	2	0	0	2
77	MN0145	KITCHIGAMI REGIONAL LIBRARY	10	0	9	1
78	MN0152	PLUM CREEK LIBRARY SYSTEM	1	0	0	1
79	MN9030	SIBLEY COUNTY LIBRARY SYSTEM	5	0	5	0
80	MS0006	CENTRAL MISSISSIPPI REGIONAL LIBRARY	20	0	20	0
81	MO0137	REYNOLDS COUNTY LIBRARY DISTRICT	5	0	5	0
82	MO0147	JEFFERSON COUNTY LIBRARY	3	0	3	0
83	MO0164	OREGON COUNTY LIBRARY DISTRICT	5	0	5	0

Appendix H—Libraries with No Central Outlet

Obs	FSCS ID#	LIBRARY NAME	TOTAL	CENTRALS	BRANCHES	BOOKMOBILES
84	NV0008	LAS VEGAS-CLARK COUNTY DISTRICT LIBRARY	24	0	24	0
85	NV0025	WASHOE COUNTY LIBRARY	14	0	13	1
86	NV0027	ESMERALDA COUNTY LIBRARY	3	0	3	0
87	NY0041	SENECA NATION LIBRARY	2	0	2	0
88	NC0002	APPALACHIAN REGIONAL LIBRARY	7	0	6	1
89	NC0003	AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	5	0	4	1
90	NC0006	CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY	11	0	9	2
91	NC0008	FONTANA REGIONAL LIBRARY	6	0	6	0
92	NC0011	NANTAHALA REGIONAL LIBRARY	5	0	4	1
93	NC0013	NORTHWESTERN REGIONAL LIBRARY	14	0	13	1
94	NC0014	PETTIGREW REGIONAL LIBRARY	4	0	4	0
95	NC0015	SANDHILL REGIONAL LIBRARY SYSTEM	16	0	14	2
96	NC0018	BRUNSWICK COUNTY LIBRARY	4	0	4	0
97	NC0054	ROCKINGHAM COUNTY PUBLIC LIBRARY	7	0	6	1
98	NC0063	WAKE COUNTY DEPARTMENT OF LIBRARY SERVICES	19	0	17	2
99	ND0078	SIOUX COUNTY LIBRARY	1	0	0	1
100	OH0018	CLERMONT COUNTY PUBLIC LIBRARY	10	0	10	0
101	OH0046	GEAUGA COUNTY PUBLIC LIBRARY	7	0	6	1
102	OH0052	CUYAHOGA COUNTY PUBLIC LIBRARY	29	0	29	0
103	OH0075	PREBLE COUNTY DISTRICT LIBRARY	7	0	7	0
104	OH0099	SOUTHWEST PUBLIC LIBRARIES	2	0	2	0
105	OH0242	WILLOUGHBY-EASTLAKE PUBLIC LIBRARY	3	0	3	0
106	OR0091	DESCHUTES PUBLIC LIBRARY SYSTEM	6	0	5	1
107	OR0115	COOS COUNTY LIBRARY SERVICE DISTRICT	0	0	0	0
108	OR0117	WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICE	1	0	1	0
109	OR0135	OREGON TRAIL LIBRARY DISTRICT	2	0	2	0
110	PA0448	LOWER MERION LIBRARY SYSTEM	6	0	6	0
111	PA9005	BEAVER CO LIBRARY SYSTEM	2	0	1	1
112	PA9030	BERKS CO PUB LIBRARIES	1	0	0	1
113	PA9037	FRANKLIN COUNTY LIBRARY SYSTEM	5	0	4	1
114	SC0002	ABBE REGIONAL LIBRARY SYSTEM	15	0	14	1
115	UT0001	BEAVER COUNTY BOOKMOBILE LIBRARY	2	0	0	2
116	UT0005	BOX ELDER COUNTY BOOKMOBILE LIBRARY	3	0	1	2
117	UT0009	CACHE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
118	UT0015	CARBON COUNTY BOOKMOBILE LIBRARY	2	0	1	1
119	UT0018	DAGGETT COUNTY BOOKMOBILE LIBRARY	1	0	0	1
120	UT0022	EMERY COUNTY LIBRARY	8	0	8	0
121	UT0025	IRON COUNTY BOOKMOBILE LIBRARY	2	0	1	1
122	UT0028	JUAB COUNTY BOOKMOBILE LIBRARY	1	0	0	1
123	UT0030	KANE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
124	UT0032	MILLARD COUNTY BOOKMOBILE LIBRARY	1	0	0	1
125	UT0036	PIUTE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
126	UT0037	RICH COUNTY BOOKMOBILE LIBRARY	1	0	0	1
127	UT0038	SANPETE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
128	UT0043	SEVIER COUNTY BOOKMOBILE LIBRARY	1	0	0	1
129	UT0049	SALT LAKE COUNTY LIBRARY SYSTEM	17	0	17	0
130	UT0050	SAN JUAN COUNTY LIBRARY	3	0	2	1
131	UT0053	TOOELE COUNTY BOOKMOBILE LIBRARY	3	0	2	1
132	UT0056	UTAH COUNTY BOOKMOBILE LIBRARY	2	0	1	1
133	UT0068	WAYNE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
134	VT0216	WINDHAM CO. READS	1	0	0	1
135	VA0026	FAIRFAX COUNTY PUBLIC LIBRARY	21	0	21	0
136	VA0036	HENRICO COUNTY PUBLIC LIBRARY	11	0	10	1
137	VA0044	LOUDOUN COUNTY PUBLIC LIBRARY	7	0	6	1
138	VA0050	MIDDLESEX COUNTY PUBLIC LIBRARY	2	0	2	0
139	VA0053	NEWPORT NEWS PUBLIC LIBRARY SYSTEM	5	0	4	1
140	VA0055	NOTTOWAY COUNTY LIBRARY SYSTEM	3	0	3	0
141	VA0057	PAMUNKEY REGIONAL LIBRARY	11	0	10	1
142	VA0064	PRINCE WILLIAM PUBLIC LIBRARY SYSTEM	10	0	10	0
143	VA0078	SOUTHSIDE REGIONAL LIBRARY	6	0	6	0
144	VA0086	WILLIAMSBURG REGIONAL LIBRARY	3	0	2	1
145	VA0091	CENTRAL VIRGINIA REGIONAL LIBRARY	2	0	2	0
146	WA0047	WALLA WALLA COUNTY RURAL LIBRARY DISTRICT	2	0	2	0
147	WA0057	WHATCOM COUNTY RURAL LIBRARY DISTRICT	10	0	9	1
148	WA0059	KING COUNTY	43	0	41	2
149	WA0061	MID-COLUMBIA	11	0	10	1
150	WA0062	NORTH CENTRAL REGIONAL LIBRARY	27	0	27	0
151	WA0063	PIERCE COUNTY	20	0	17	3
152	WA0065	SNO-ISLE REGIONAL LIBRARY	21	0	20	1
153	WA0066	SPOKANE COUNTY	10	0	10	0
154	WA0069	TIMBERLAND REGIONAL LIBRARY	27	0	27	0
155	WA8002	STEVENS COUNTY LIBRARY DISTRIST	7	0	7	0
156	WI0148	KENOSHA PUBLIC LIBRARY	5	0	4	1
157	WI0153	KIMBERLY--LITTLE CHUTE PUBLIC LIBRARY	2	0	2	0
158	WI0390	LA CROSSE COUNTY LIBRARY	5	0	5	0
159	VI0002	DPNR/DIVISION OF LIBRARIES, ARCHIVES & MUS.	6	0	5	1
			1,457	0	1,343	114

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

0 If the variable is not imputed.

1 If Method 1 (mean growth rate) is used with 2000 data.

2 If Method 1 is used with 1999 data.

3 If Method 2 (hot-deck growth rate) is used with 2000 data.

4 If Method 2 is used with 1999 data.

5 If adjusted cell mean is used (i.e., population of legal service area > 0).

6 If unadjusted cell mean is used (i.e., population of legal service area <= 0).

7 If, for library visits, there is no prior year data, the ratio of 2001 total library visits to total population of legal service area for the respondents in the imputation cell was multiplied by the nonrespondent's 2001 population value.

8 If, for children's program attendance, the ratio of the nonrespondent's 2000 children's program attendance to library visits was multiplied by the nonrespondent's 2001 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 2000 children's circulation to total circulation was multiplied by the nonrespondent's 2001 total circulation. Likewise for other variables.

9 If, for children's program attendance, the ratio of the nonrespondent's 1999 children's program attendance to library visits was multiplied by the nonrespondent's 2001 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 1999 children's circulation to total circulation was multiplied by the nonrespondent's 2001 total circulation. Likewise for other variables.

10 If, for children's program attendance, there is no prior year data, the ratio of 2001 total children's program attendance to total library visits for the respondents in the imputation cell was multiplied by the nonrespondent's 2001 library visits. Likewise, for children's circulation, the ratio of 2001 total children's circulation to total circulation for the respondents in the imputation cell was multiplied by the nonrespondent's 2001 total circulation. Likewise for other variables.

11 If, for a derived variable, the variable is imputed.

12 If, for library visits, (IMP25–library visits > 0 and IMP31–children's program attendance = 0) and (children's program attendance > library visits), the ratio of the nonrespondent's 2000 library visits to children's program attendance was multiplied by the nonrespondent's 2001 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 8 above. Likewise, for total circulation, the ratio of the nonrespondent's 2000 total circulation to children's circulation was multiplied by the nonrespondent's 2001 children's circulation. Likewise for other variables.

13 If, for library visits, (IMP25–library visits > 0 and IMP31–children's program attendance = 0) and (children's program attendance > library visits), the ratio of the nonrespondent's 1999 library visits to children's program attendance was multiplied by the the nonrespondent's 2001 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 9 above. Likewise, for total circulation, the ratio of the nonrespondent's 1999 total circulation to children's circulation was multiplied by the nonrespondent's 2001 children's circulation. Likewise for other variables.

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

14 If, for library visits, (IMP25–library visits > 0 and IMP31–children's program attendance = 0) and (children's program attendance > library visits) and, in addition, there is no prior year data, the ratio of 2001 total library visits to total children's program attendance for the respondents in the imputation cell was multiplied by the nonrespondent's 2001 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 10 above. Likewise, for total circulation, the ratio of 2001 total circulation to total children's circulation for the respondents in the imputation cell was multiplied by the respondent's 2001 children's circulation. Likewise for other variables.

15 If, for population of legal service area, the 2001 data are missing, a prior year value was used or a value was obtained from NCES.

16 If, for electronic services access, Internet access and Internet use code, the value was imputed using a prior year response.

17 If, for either electronic access or Internet access, the value was imputed using the current year response to electronic access expenditures. If electronic access expenditures was > 0, the value was set to 'Y'. Otherwise, the value was set to 'N'.

18 If, for materials in electronic format expenditures or electronic access expenditures, the value was imputed by taking the sum of other operating expenditures and collection expenditures and multiplying it by the mean ratio of either materials in electronic format expenditures to other operating/collection expenditures or electronic access expenditures to other operating/collection expenditures.

19 If electronic access expenditures plus materials in electronic format expenditures is greater than the sum of other operating expenditures plus collection expenditures, both electronic expenditures variables were adjusted by the mean ratio of one expenditure to the mean sum of both expenditures.

20 If there were no reported data, and the missing data were not imputed (used for variables that might be imputed in future years, and for outlying areas that were partial or total nonrespondents).

21 If materials in electronic format expenditures was adjusted by the mean ratio of materials in electronic format expenditures to materials in electronic format.

22 If materials in electronic format was adjusted by the mean ratio of materials in electronic format to materials in electronic format expenditures. Same principle was applied to materials in electronic format expenditures.

23 If materials in electronic format expenditures was adjusted by the ratio of the record's prior year materials in electronic format expenditures to materials in electronic format. Same principle was applied to materials in electronic format.

24 If anuual public service hours was adjusted by multiplying this year's total outlets by the ratio of 2000 annual public service hours to 2000 total outlets. This method was used when the number of total outlets changed.

25 If anuual public service hours was adjusted by multiplying this year's total outlets by the ratio of 1999 annual public service hours to 1999 total outlets. This method was used when the number of total outlets changed.

26 If the response to Internet access equals 'N', then Internet use code was imputed as 'NA'.

27 If the imputed response for Internet use code is based on the most frequent response for the state.

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

28 If Internet access = ‘Y’ and Internet use code = ‘ST’ and Internet terminals used by staff only = -1 or > 0 then Internet terminals used by general public = 0.

29 Not used.

30 If the same method as imputation method 1 was used but with 2000 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.

31 If the same method as imputation method 2 was used but with 1999 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.

32 Only used in special situations when the originally imputed value seems extremely high or extremely low. The value was adjusted by the previous year’s response to state total.

33 If adjusted cell median is used.

34 If unadjusted cell median is used.

35 If 2000 data is carried forward.

36 If 1999 data is carried forward.

37 If after NCES review of imputed file a special imputation procedure was used.

99 If data are suppressed (to protect confidentiality of respondents) (public-use file only).

Appendix J—Imputation Flag Frequencies for Public Library Data File

See appendix I for the imputation flag definitions and appendix A for the record layout.

PUPLDF01 (Final)

POPU_LSA - IMPUTATION FLAG

IMP0	Frequency	Cumulative Frequency
0	8991	8991
15	140	9131
20	2	9133

CENTLIB - IMPUTATION FLAG

IMP1	Frequency	Cumulative Frequency
0	8991	8991
20	2	8993
35	140	9133

BRANLIB - IMPUTATION FLAG

IMP2	Frequency	Cumulative Frequency
0	8991	8991
20	2	8993
35	140	9133

BKMOB - IMPUTATION FLAG

IMP3	Frequency	Cumulative Frequency
0	8991	8991
20	2	8993
35	140	9133

MASTER - IMPUTATION FLAG

IMP4	Frequency	Cumulative Frequency
0	8906	8906
1	62	8968
2	3	8971
5	155	9126
11	4	9130
20	2	9132
30	1	9133

LIBRARIA - IMPUTATION FLAG

IMP5	Frequency	Cumulative Frequency
0	8838	8838
1	141	8979
2	7	8986
5	100	9086
11	37	9123
20	2	9125
30	5	9130
31	3	9133

OTHPAID - IMPUTATION FLAG

IMP6	Frequency	Cumulative Frequency
0	8796	8796
11	273	9069
16	62	9131
20	2	9133

Appendix J—Imputation Flag Frequencies for Public Library Data File

TOTSTAFF - IMPUTATION FLAG

IMP7	Frequency	Cumulative Frequency
0	8791	8791
1	121	8912
5	91	9003
11	114	9117
20	2	9119
30	9	9128
31	5	9133

LOCGVT - IMPUTATION FLAG

IMP8	Frequency	Cumulative Frequency
0	8795	8795
3	200	8995
4	22	9017
5	107	9124
20	2	9126
30	7	9133

STGVT - IMPUTATION FLAG

IMP9	Frequency	Cumulative Frequency
0	8809	8809
3	192	9001
4	14	9015
5	92	9107
11	24	9131
20	2	9133

FEDGVT - IMPUTATION FLAG

IMP10	Frequency	Cumulative Frequency
0	8800	8800
3	192	8992
4	31	9023
5	105	9128
11	3	9131
20	2	9133

OTHINCM - IMPUTATION FLAG

IMP11	Frequency	Cumulative Frequency
0	8782	8782
3	2	8784
5	2	8786
11	345	9131
20	2	9133

TOTINCM - IMPUTATION FLAG

IMP12	Frequency	Cumulative Frequency
0	8759	8759
3	16	8775
4	2	8777
5	8	8785
11	346	9131
20	2	9133

SALARIES - IMPUTATION FLAG

IMP13	Frequency	Cumulative Frequency
0	5445	5445
1	82	5527
5	15	5542
11	3	5545
20	2	5547
30	2	5549
31	1	5550
99	3583	9133

Appendix J—Imputation Flag Frequencies for Public Library Data File

BENEFIT - IMPUTATION FLAG

IMP14	Frequency	Cumulative Frequency
0	5432	5432
11	116	5548
20	2	5550
99	3583	9133

STAFFEXP - IMPUTATION FLAG

IMP15	Frequency	Cumulative Frequency
0	5446	5446
1	81	5527
5	15	5542
11	3	5545
20	2	5547
30	2	5549
31	1	5550
99	3583	9133

TOTEXPCO - IMPUTATION FLAG

IMP16	Frequency	Cumulative Frequency
0	8788	8788
1	194	8982
2	1	8983
5	110	9093
11	3	9096
20	2	9098
30	21	9119
31	14	9133

OTHOPEXP - IMPUTATION FLAG

IMP17	Frequency	Cumulative Frequency
0	5443	5443
1	84	5527
5	16	5543
11	3	5546
20	2	5548
30	1	5549
31	1	5550
99	3583	9133

TOTOPEXP - IMPUTATION FLAG

IMP18	Frequency	Cumulative Frequency
0	8764	8764
11	367	9131
20	2	9133

CAPITAL - IMPUTATION FLAG

IMP19	Frequency	Cumulative Frequency
0	8594	8594
5	381	8975
11	156	9131
20	2	9133

BKVOL - IMPUTATION FLAG

IMP20	Frequency	Cumulative Frequency
0	8772	8772
1	201	8973
5	113	9086
20	2	9088
30	24	9112
31	21	9133

Appendix J—Imputation Flag Frequencies for Public Library Data File

AUDIO - IMPUTATION FLAG

IMP21	Frequency	Cumulative Frequency
0	8741	8741
1	206	8947
2	7	8954
5	144	9098
20	2	9100
30	20	9120
31	13	9133

VIDEO - IMPUTATION FLAG

IMP22	Frequency	Cumulative Frequency
0	8746	8746
5	385	9131
20	2	9133

SUBSCRIP - IMPUTATION FLAG

IMP23	Frequency	Cumulative Frequency
0	8696	8696
1	267	8963
2	2	8965
5	127	9092
20	2	9094
30	24	9118
31	15	9133

HRS_OPEN - IMPUTATION FLAG

IMP24	Frequency	Cumulative Frequency
0	8818	8818
1	199	9017
2	16	9033
5	96	9129
20	2	9131
24	2	9133

VISITS - IMPUTATION FLAG

IMP25	Frequency	Cumulative Frequency
0	8169	8169
1	315	8484
2	1	8485
6	3	8488
7	496	8984
8	5	8989
12	1	8990
13	1	8991
14	1	8992
20	2	8994
30	89	9083
31	50	9133

REFERENC - IMPUTATION FLAG

IMP26	Frequency	Cumulative Frequency
0	8135	8135
1	324	8459
5	477	8936
20	2	8938
30	129	9067
31	64	9131
34	2	9133

Appendix J—Imputation Flag Frequencies for Public Library Data File

TOTCIR - IMPUTATION FLAG

IMP27	Frequency	Cumulative Frequency
0	8752	8752
1	219	8971
5	122	9093
8	1	9094
20	2	9096
30	23	9119
31	14	9133

LOANTO - IMPUTATION FLAG

IMP28	Frequency	Cumulative Frequency
0	8609	8609
1	136	8745
5	386	9131
20	2	9133

LOANFM - IMPUTATION FLAG

IMP29	Frequency	Cumulative Frequency
0	8695	8695
1	133	8828
2	1	8829
5	302	9131
20	2	9133

KIDCIRCL - IMPUTATION FLAG

IMP30	Frequency	Cumulative Frequency
0	8419	8419
8	291	8710
9	73	8783
10	348	9131
20	2	9133

KIDATTEN - IMPUTATION FLAG

IMP31	Frequency	Cumulative Frequency
0	8567	8567
1	1	8568
8	269	8837
9	38	8875
10	256	9131
20	2	9133

POPU_UND - IMPUTATION FLAG

IMP32	Frequency	Cumulative Frequency
0	8991	8991
15	140	9131
20	2	9133

ELMATEXP - IMPUTATION FLAG

IMP33	Frequency	Cumulative Frequency
0	8344	8344
1	370	8714
2	33	8747
5	81	8828
11	78	8906
20	2	8908
23	57	8965
30	168	9133

Appendix J—Imputation Flag Frequencies for Public Library Data File

ELACCEXP - IMPUTATION FLAG

IMP34	Frequency	Cumulative Frequency
0	8441	8441
1	288	8729
5	77	8806
11	92	8898
18	80	8978
19	37	9015
20	2	9017
30	116	9133

ELMATS - IMPUTATION FLAG

IMP35	Frequency	Cumulative Frequency
0	8407	8407
1	90	8497
2	8	8505
5	173	8678
11	317	8995
20	2	8997
22	87	9084
23	32	9116
30	11	9127
31	6	9133

ELSVCACC - IMPUTATION FLAG

IMP36	Frequency	Cumulative Frequency
0	8870	8870
16	191	9061
17	70	9131
20	2	9133

INETACC - IMPUTATION FLAG

IMP37	Frequency	Cumulative Frequency
0	8893	8893
16	179	9072
17	59	9131
20	2	9133

INETUSE - IMPUTATION FLAG

IMP38	Frequency	Cumulative Frequency
0	8835	8835
11	2	8837
16	214	9051
20	2	9053
26	43	9096
27	37	9133

STFTERMS - IMPUTATION FLAG

IMP39	Frequency	Cumulative Frequency
0	8765	8765
11	41	8806
20	2	8808
34	27	8835
35	298	9133

GPTERMS - IMPUTATION FLAG

IMP40	Frequency	Cumulative Frequency
0	8808	8808
5	24	8832
11	43	8875
20	2	8877
28	5	8882
34	15	8897
35	236	9133

Appendix J—Imputation Flag Frequencies for Public Library Data File

ERES_USR - IMPUTATION FLAG

IMP41	Frequency	Cumulative Frequency
0	7293	7293
20	1840	9133

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

The imputation flags and definitions are listed below, followed by the frequencies. See appendix B for the record layout.

0	All detail comprising total is reported data.
1	Some detail comprising total is imputed data.
2	All detail comprising total is imputed data.
3	Nonrespondent, not imputed (outlying areas only).
99	Total is suppressed (public-use file only).

PUSUM01 (Final)

POPU_LSA - IMPUTATION FLAG

IMP0	Frequency	Cumulative Frequency
0	52	52
2	1	53
3	2	55

CENTLIB - IMPUTATION FLAG

IMP1	Frequency	Cumulative Frequency
0	52	52
2	1	53
3	2	55

BRANLIB - IMPUTATION FLAG

IMP2	Frequency	Cumulative Frequency
0	52	52
2	1	53
3	2	55

BKMOB - IMPUTATION FLAG

IMP3	Frequency	Cumulative Frequency
0	52	52
2	1	53
3	2	55

MASTER - IMPUTATION FLAG

IMP4	Frequency	Cumulative Frequency
0	29	29
1	23	52
2	1	53
3	2	55

LIBRARIA - IMPUTATION FLAG

IMP5	Frequency	Cumulative Frequency
0	32	32
1	20	52
2	1	53
3	2	55

OTHPAID - IMPUTATION FLAG

IMP6	Frequency	Cumulative Frequency
0	32	32
1	20	52
2	1	53
3	2	55

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

TOTSTAFF - IMPUTATION FLAG

IMP7	Frequency	Cumulative Frequency
0	32	32
1	20	52
2	1	53
3	2	55

LOCGVT - IMPUTATION FLAG

IMP8	Frequency	Cumulative Frequency
0	32	32
1	20	52
2	1	53
3	2	55

STGVT - IMPUTATION FLAG

IMP9	Frequency	Cumulative Frequency
0	29	29
1	23	52
2	1	53
3	2	55

FEDGVT - IMPUTATION FLAG

IMP10	Frequency	Cumulative Frequency
0	32	32
1	20	52
2	1	53
3	2	55

OTHINCM - IMPUTATION FLAG

IMP11	Frequency	Cumulative Frequency
0	29	29
1	23	52
2	1	53
3	2	55

TOTINCM - IMPUTATION FLAG

IMP12	Frequency	Cumulative Frequency
0	29	29
1	23	52
2	1	53
3	2	55

SALARIES - IMPUTATION FLAG

IMP13	Frequency	Cumulative Frequency
0	27	27
1	25	52
2	1	53
3	2	55

BENEFIT - IMPUTATION FLAG

IMP14	Frequency	Cumulative Frequency
0	27	27
1	25	52
2	1	53
3	2	55

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

STAFFEXP - IMPUTATION FLAG

IMP15	Frequency	Cumulative Frequency
0	27	27
1	25	52
2	1	53
3	2	55

TOTEXPCO - IMPUTATION FLAG

IMP16	Frequency	Cumulative Frequency
0	29	29
1	23	52
2	1	53
3	2	55

OTHOPEXP - IMPUTATION FLAG

IMP17	Frequency	Cumulative Frequency
0	28	28
1	24	52
2	1	53
3	2	55

TOTOPEXP - IMPUTATION FLAG

IMP18	Frequency	Cumulative Frequency
0	26	26
1	26	52
2	1	53
3	2	55

CAPITAL - IMPUTATION FLAG

IMP19	Frequency	Cumulative Frequency
0	23	23
1	29	52
2	1	53
3	2	55

BKVOL - IMPUTATION FLAG

IMP20	Frequency	Cumulative Frequency
0	27	27
1	25	52
2	1	53
3	2	55

AUDIO - IMPUTATION FLAG

IMP21	Frequency	Cumulative Frequency
0	23	23
1	29	52
2	1	53
3	2	55

VIDEO - IMPUTATION FLAG

IMP22	Frequency	Cumulative Frequency
0	23	23
1	29	52
2	1	53
3	2	55

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

SUBSCRIP - IMPUTATION FLAG

IMP23	Frequency	Cumulative Frequency
0	25	25
1	27	52
2	1	53
3	2	55

HRS_OPEN - IMPUTATION FLAG

IMP24	Frequency	Cumulative Frequency
0	28	28
1	24	52
2	1	53
3	2	55

VISITS - IMPUTATION FLAG

IMP25	Frequency	Cumulative Frequency
0	12	12
1	40	52
2	1	53
3	2	55

REFERENC - IMPUTATION FLAG

IMP26	Frequency	Cumulative Frequency
0	12	12
1	40	52
2	1	53
3	2	55

TOTCIR - IMPUTATION FLAG

IMP27	Frequency	Cumulative Frequency
0	25	25
1	27	52
2	1	53
3	2	55

LOANTO - IMPUTATION FLAG

IMP28	Frequency	Cumulative Frequency
0	16	16
1	36	52
2	1	53
3	2	55

LOANFM - IMPUTATION FLAG

IMP29	Frequency	Cumulative Frequency
0	17	17
1	35	52
2	1	53
3	2	55

KIDCIRCL - IMPUTATION FLAG

IMP30	Frequency	Cumulative Frequency
0	11	11
1	41	52
2	1	53
3	2	55

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

KIDATTEN - IMPUTATION FLAG

IMP31	Frequency	Cumulative Frequency
0	14	14
1	38	52
2	1	53
3	2	55

POPU_UND - IMPUTATION FLAG

IMP32	Frequency	Cumulative Frequency
0	52	52
2	1	53
3	2	55

ELMATEXP - IMPUTATION FLAG

IMP33	Frequency	Cumulative Frequency
0	17	17
1	35	52
2	1	53
3	2	55

ELACCEXP - IMPUTATION FLAG

IMP34	Frequency	Cumulative Frequency
0	19	19
1	33	52
2	1	53
3	2	55

ELMATS - IMPUTATION FLAG

IMP35	Frequency	Cumulative Frequency
0	18	18
1	34	52
2	1	53
3	2	55

STFTERMS - IMPUTATION FLAG

IMP39	Frequency	Cumulative Frequency
0	24	24
1	28	52
2	1	53
3	2	55

GPTERMS - IMPUTATION FLAG

IMP40	Frequency	Cumulative Frequency
0	27	27
1	25	52
2	1	53
3	2	55

ERES_USR - IMPUTATION FLAG

IMP41	Frequency	Cumulative Frequency
0	7	7
1	41	48
2	5	53
3	2	55

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

STARTDAT - IMPUTATION FLAG

IMPSC03	Frequency	Cumulative Frequency
0	52	52
2	1	53
3	2	55

ENDDATE - IMPUTATION FLAG

IMPSC04	Frequency	Cumulative Frequency
0	52	52
2	1	53
3	2	55

POPU_ST - IMPUTATION FLAG

IMPSC05	Frequency	Cumulative Frequency
0	52	52
2	1	53
3	2	55

Appendix L—Imputation Flags, Definitions, and Frequencies for Public Library Outlet Data File

The imputation flags and definitions are listed below, followed by the frequencies. See appendix C for the record layout.

0–Reported.
20–Nonrespondent, not imputed (outlying areas only).
35–Nonrespondent with imputed data.

PUOUT01 (Final)

NUMBER OF BOOKMOBILES - IMPUTATION FLAG

IMP1	Frequency	Cumulative Frequency
0	16836	16836
20	4	16840
35	377	17217

Appendix M—Frequencies and Distributions of Selected Variables on Public Library Data File

Frequencies of Categorical Variables

PUPLDF01 (Final)

INTERLIBRARY RELATIONSHIP

C_RELATN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
HQ	139	1.52	139	1.52
M	1	0.01	140	1.53
ME	6913	75.69	7053	77.23
NO	2080	22.77	9133	100.00

HQ–Headquarters of a system, federation, or cooperative service
ME–Member of a system, federation, or cooperative service, but not the headquarters
NO–Not a member of a system, federation, or cooperative service
M–Missing (unknown, not reported)

LEGAL BASIS

C_LEGBAS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC	91	1.00	91	1.00
CI	4990	54.64	5081	55.63
CO	975	10.68	6056	66.31
M	1	0.01	6057	66.32
MJ	491	5.38	6548	71.70
NL	35	0.38	6583	72.08
NP	1363	14.92	7946	87.00
OT	102	1.12	8048	88.12
SC	310	3.39	8358	91.51
SD	775	8.49	9133	100.00

CI–Municipal government (city, town, or village)
CO–County/Parish
CC–City/County
MJ–Multi-jurisdictional
NL–Native American Tribal Government
NP–Non-profit Association or Agency
SC–School District
SD–Special Library District (authority, board, or commission)
OT–Other
M–Missing (unknown, not reported)

ADMINISTRATIVE STRUCTURE

C_ADMIN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M	1	0.01	1	0.01
MA	141	1.54	142	1.55
MO	1640	17.96	1782	19.51
SO	7351	80.49	9133	100.00

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–Single Outlet Administrative Entity
M–Missing (unknown, not reported)

FSCS PUBLIC LIBRARY

C_FSCS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	262	2.87	262	2.87
Y	8871	97.13	9133	100.00

Y–Yes
N–No

Appendix M—Frequencies and Distributions of Selected Variables on Public Library Data File

GEOGRAPHIC CODE

GEOCODE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CI1	3119	34.15	3119	34.15
CI2	1496	16.38	4615	50.53
CO1	1046	11.45	5661	61.98
CO2	507	5.55	6168	67.54
M	1	0.01	6169	67.55
MA1	29	0.32	6198	67.86
MA2	63	0.69	6261	68.55
MC1	142	1.55	6403	70.11
MC2	35	0.38	6438	70.49
OTH	2219	24.30	8657	94.79
SD1	437	4.78	9094	99.57
SD2	39	0.43	9133	100.00

CI1–City (exactly)
CI2–City (most nearly)
CO1–County (exactly)
CO2–County (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
M–Missing (unknown, not reported)

ELECTRONIC SERVICES ACCESS

ELSVCACC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M	2	0.02	2	0.02
N	890	9.74	892	9.77
Y	8241	90.23	9133	100.00

Y–Yes
N–No
M–Missing (unknown, not reported)

INTERNET ACCESS

INETACC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M	2	0.02	2	0.02
N	344	3.77	346	3.79
Y	8787	96.21	9133	100.00

Y–Yes
N–No
M–Missing (unknown, not reported)

INTERNET USE CODE

INETUSE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M	2	0.02	2	0.02
NA	344	3.77	346	3.79
PE	8347	91.39	8693	95.18
PI	320	3.50	9013	98.69
ST	120	1.31	9133	100.00

ST–Library staff only
PI–Patrons through a staff intermediary only
PE–Patrons either directly or through a staff intermediary
NA–Not applicable
M–Missing (unknown, not reported)

Appendix M—Frequencies and Distributions of Selected Variables on Public Library Data File

OBE REGION CODE

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01	1303	14.27	1303	14.27
02	1580	17.30	2883	31.57
03	1878	20.56	4761	52.13
04	1628	17.83	6389	69.96
05	1097	12.01	7486	81.97
06	770	8.43	8256	90.40
07	394	4.31	8650	94.71
08	479	5.24	9129	99.96
09	4	0.04	9133	100.00

01–New England (CT ME MA NH RI VT)
02–Mid East (DE DC MD NJ NY PA)
03–Great Lakes (IL IN MI OH WI)
04–Plains (IA KS MN MO NE ND SD)
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)
06–Southwest (AZ NM OK TX)
07–Rocky Mountains (CO ID MT UT WY)
08–Far West (AK CA HI NV OR WA)
09–Outlying Areas (AS FM GU MH MP PR PW VI)

RESPONDENT STATUS

RSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1	5528	60.53	5528	60.53
2	3280	35.91	8808	96.44
3	2	0.02	8810	96.46
4	323	3.54	9133	100.00

1–Respondent, with no imputed data
2–Respondent, with both reported and imputed data
3–Nonrespondent, not imputed (outlying areas only)
4–Nonrespondent with imputed data

Appendix M—Frequencies and Distributions of Selected Variables on Public Library Data File

Distributions of Continuous Variables

PUPLDF01 (final)

The MEANS Procedure

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	9131	30565.44	120353.36	32.00	3802700.00
POPU_UND	UNDUPLICATED POP OF LSA	9131	30027.90	118470.43	30.00	3802700.00
CENTLIB	# OF CENTRAL LIBRARIES	9131	0.98	0.13	0.00	1.00
BRANLIB	# OF BRANCH LIBRARIES	9131	0.82	3.43	0.00	85.00
BKMOB	# OF BOOKMOBILES	9131	0.10	0.36	0.00	9.00
MASTER	ALA-MLS	9131	3.30	16.00	0.00	754.25
LIBRARIA	TOTAL LIBRARIANS	9131	4.87	17.61	0.00	754.25
OTHPAID	ALL OTHER PAID STAFF	9131	9.76	41.21	0.00	2067.63
TOTSTAFF	TOTAL PAID EMPLOYEES	9131	14.62	57.73	0.00	2821.88
LOCGVT	LOCAL GOVERNMENT	9131	696393.53	3191558.11	0.00	125004270.00
STGVT	STATE GOVERNMENT	9131	114638.73	987828.59	0.00	53421570.00
FEDGVT	FEDERAL GOVERNMENT	9131	5191.21	42824.05	0.00	2464735.00
OTHINCM	OTHER INCOME	9131	84712.36	857266.31	0.00	74482561.00
TOTINCM	TOTAL INCOME	9131	900935.83	4291623.22	0.00	224068038.00
SALARIES	SALARIES & WAGES EXP	5548	698907.35	2651157.59	0.00	105055984.00
BENEFIT	EMPLOYEE BENEFITS	5548	162930.97	681419.87	0.00	27264813.00
STAFFEXP	TOTAL STAFF EXP	5548	861838.32	3304060.75	0.00	132320797.00
TOTEXPCO	COLLLECTION EXP	9131	125783.75	615479.63	0.00	33787707.00
OTHOPEXP	OTHER OPERATING EXP	5548	277848.75	1106392.33	0.00	49270543.00
TOTOPEXP	TOTAL OPERATING EXP	9131	829621.29	4016443.30	0.00	215379047.00
CAPITAL	CAPITAL OUTLAY	9131	104634.61	781749.81	0.00	38657562.00
BKVOL	BOOK SERIAL VOLUME	9131	84049.30	351138.10	30.00	19080814.00
AUDIO	AUDIO	9130	3752.41	25873.50	0.00	1600088.00
VIDEO	VIDEO	9131	2756.93	10114.36	0.00	374922.00
SUBSCRIP	SUBSCRIPTIONS	9131	214.67	1202.46	0.00	85124.00
HRS_OPEN	PUBLIC SERV HRS/YR	9131	3981.36	8501.54	0.00	233792.00
VISITS	ATTENDANCE	9131	130086.28	502208.16	0.00	16567675.00
REFERENC	REFERENCE TRANS	9131	32441.01	229305.74	0.00	11092027.00
TOTCIR	TOTAL CIRCULATION	9131	196032.36	754431.69	0.00	17045799.00
LOANTO	LOAN TO	9131	2137.27	9294.36	0.00	477212.00
LOANFM	LOAN FROM	9131	2113.77	8585.31	0.00	408936.00
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	9131	71620.30	277027.68	0.00	6810105.00
KIDATTEN	KIDS PROGRAM ATTENDANCE	9131	5673.30	20393.65	0.00	616866.00
ELMATEXP	MATERIALS IN ELEC FORMAT EXP	9131	7433.30	44874.05	0.00	1225966.00
ELACCEXP	ELECTRONIC ACCESS EXP	9131	22907.42	100266.85	0.00	2669987.00
ELMATS	MATERIALS IN ELEC FORMAT	9131	254.50	1795.10	0.00	48303.00
STFTERMS	INTERNET TERMINALS USED BY STAFF ONLY	9131	11.63	43.21	0.00	1652.00
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	9131	13.45	46.11	0.00	1648.00
ERES_USR	ELECTR. RESOURCE USERS PER TYPICAL WEEK	7292	525.88	3284.72	0.00	150000.00

Note: All fields with missing data are coded with –1 on the Public Library Data File. All –1s were removed before running this table so as not to interfere with the distributions. Zero (0) data were included in the calculation of the mean and standard deviation values.

Appendix N—Frequencies of Selected Variables on State Summary/State Characteristics Data File

Frequencies of Categorical Variables

PUSUM01 (Final)

REPORTING PERIOD START DATE

STARTDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-1	2	3.64	2	3.64
01/2000	1	1.82	3	5.45
01/2001	13	23.64	16	29.09
02/2000	1	1.82	17	30.91
03/2000	1	1.82	18	32.73
06/2000	1	1.82	19	34.55
07/2000	27	49.09	46	83.64
10/2000	7	12.73	53	96.36
12/1999	1	1.82	54	98.18
12/2000	1	1.82	55	100.00

REPORTING PERIOD END DATE

ENDDATE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-1	2	3.64	2	3.64
06/2001	26	47.27	28	50.91
09/2001	8	14.55	36	65.45
12/2001	19	34.55	55	100.00

OBE REGION CODE

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01	6	10.91	6	10.91
02	6	10.91	12	21.82
03	5	9.09	17	30.91
04	7	12.73	24	43.64
05	12	21.82	36	65.45
06	4	7.27	40	72.73
07	5	9.09	45	81.82
08	6	10.91	51	92.73
09	4	7.27	55	100.00

01–New England (CT ME MA NH RI VT)
02–Mid East (DE DC MD NJ NY PA)
03–Great Lakes (IL IN MI OH WI)
04–Plains (IA KS MN MO NE ND SD)
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)
06–Southwest (AZ NM OK TX)
07–Rocky Mountains (CO ID MT UT WY)
08–Far West (AK CA HI NV OR WA)
09–Outlying Areas (AS FM GU MH MP PR PW VI)

Appendix O—Frequencies and Distributions of Selected Variables on Public Library Outlet Data File

Frequencies of Categorical Variables

PUOUT01 (Final)

OUTLET TYPE

C_OUT_TY	Frequency	Percent	Cumulative Frequency	Cumulative Percent
BM	4	0.02	4	0.02
BR	7462	43.34	7466	43.36
BS	777	4.51	8243	47.88
CE	8974	52.12	17217	100.00

CE–Central Library
BR–Branch Library
BS–Bookmobile(s)
BM–Books-by-Mail Only

METROPOLITAN STATUS

C_MSA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC	2789	16.20	2789	16.20
M	193	1.12	2982	17.32
NC	5137	29.84	8119	47.16
NO	9098	52.84	17217	100.00

CC–Within the city limits of the central city of a Metropolitan Are
NC–Metropolitan Area, but not within central city limits
NO–Not in a Metropolitan Area
M–Missing (unknown, not reported)

Distributions of Continuous Variable

PUOUT01 (Final)

Analysis Variable : L_NUM_BM NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV

N	Mean	Std Dev	Minimum	Maximum
17213	0.05	0.26	0.00	9.00

Note: All fields with missing data are coded with –1 on the Public Library Outlet Data File. All –1s were removed before running this distribution. Zero (0) data were included in the calculation of the mean and standard deviation values in this table.