

# Documentation for the Academic Libraries Survey (ALS) Public Use Data File:

Fiscal Year 2008



NCES 2010-310

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# Documentation for the Academic Libraries Survey (ALS) Public Use Data File:

Fiscal Year 2008

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**Tai Phan**  
National Center for  
Education Statistics

**Laura C. Hardesty**  
**Cindy L. Sheckells**  
Governments Division  
U.S. Census Bureau

**Abe George**  
KGS, Inc

**U.S. Department of Education**

Arne Duncan  
*Secretary*

**Institute of Education Sciences**

John Easton  
*Director*

**National Center for Education Statistics**

Stuart Kerachsky  
*Acting Commissioner*

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**Content Contact**

Tai Phan  
(202) 502-7431  
[Tai.Phan@ed.gov](mailto:Tai.Phan@ed.gov)

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## **I. Introduction**

This public-use file contains final data on academic libraries in the 50 states, the District of Columbia, and the outlying areas for 2008. The data were collected through the Academic Libraries Survey (ALS), a voluntary survey conducted biennially by the National Center for Education Statistics (NCES). The data collection agent was the U.S. Census Bureau.

### **Background**

An academic library is the library associated with a degree-granting institution of higher education. Academic libraries are identified by the post-secondary institution of which they are a part and provide all of the following: 1) An organized collection of printed or other materials or a combination thereof; 2) A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele; 3) An established schedule in which services of the staff are available to clientele; and 4) The physical facilities necessary to support such a collection, staff, and schedule.

American Library Association's Office of Research and Statistics has provided substantial assistance and guidance for the collection of the ALS. In addition, a Library Representative is appointed in each state to serve as a data coordinator to support and encourage the survey respondents.

### **Purpose of Survey**

ALS provides NCES with the basic data needed to produce descriptive statistics for 4,166 academic libraries in the 50 states, the District of Columbia, and the outlying areas of the United States. The ALS collects data on the libraries in the universe of 2-year and 4-year degree-granting postsecondary institutions in the United States. Collection of these data will enable the nation to plan effectively for the development and use of postsecondary education library resources.

Congress uses the data to assess the need for revisions of existing legislation concerning academic libraries and academic library programs. Federal agencies that administer library grants for collections development, resource sharing and networking activities (i.e., the Institute of Museum and Library Services (IMLS), the National Library of Medicine (NLM), and the Library of Congress) require the data to evaluate the condition of academic libraries in order to better administer their programs. State education agencies and college librarians and administrators use the data for regional and national comparisons of library resources to plan for the effective use of funds. Finally, library associations and researchers use the survey results to determine the status of academic library operations and the profession.

## **Congressional Authorization**

The National Center for Education Statistics (NCES) of the Institute of Education Sciences (IES), U.S. Department of Education, is conducting this study, as authorized under Section 153(a) of the Education Sciences Reform Act of 2002 (H.R. 3801) which states:

“(a) GENERAL DUTIES.—The Statistics Center shall collect, report, analyze, and disseminate statistical data related to education in the United States and in other nations, including—(1) collecting, acquiring, compiling (where appropriate, on a State-by-State basis), and disseminating full and complete statistics (disaggregated by the population characteristics described in paragraph (3)) on the condition and progress of education, at the...postsecondary...level[s] in the United States, including data on— (E) access to, and opportunity for, postsecondary education...”

Activities for the Academic Libraries Survey are included in Subsection (e) of Part 1.

## **II. User’s Guide**

### **A. Survey Methodology**

The survey universe is comprised of all 2- and 4-year degree-granting postsecondary institutions with a library. This survey file contains final data on 4,084 academic libraries in the 50 states and the District of Columbia and 82 academic libraries in the outlying areas for the 2008 Academic Libraries Survey, a total of 4,166 records.

### **Survey Questionnaire**

The ALS data are collected over the Internet via a web-based reporting system. The web application includes a user guide and tutorial that explain its features and operation, the survey instrument, and an edit check tool. The web application was designed to minimize response burden, to improve data quality and timeliness, and to require minimal or no edit follow-up for data problems.

The FY 2008 survey collected data on public service hours, collections, library service transactions, staff, expenditures, electronic services, and information literacy. The questionnaire and instructions are provided in appendix B.

### **Reporting Period**

Library circulation, interlibrary loans, operating expenditures, and library collections data are for fiscal year (FY) 2008. Fiscal year 2008 is defined as any 12-month period between June 1, 2007 and September 30, 2008, that corresponds to the institution’s fiscal year. Library staff data are for fall 2008. Other library services data are for a typical week in the fall of 2008.



## **Survey Response Rate**

### *Unit Response*

There were 3,827 degree-granting postsecondary institutions in the 50 states and the District of Columbia that had academic libraries in 2008<sup>1</sup>. The response rate among these institutions was 86.7 percent.

### *Item Response*

The response rates for each variable in the ALS 2008 survey are given in Appendix F, Table F-1. Item response rates for items where all libraries are in-scope, or eligible to answer, are calculated dividing the total number of responding libraries by the total number of libraries in the universe (3,827) as the denominator. Libraries in the outlying areas as well as child institutions are considered out-of-scope for this calculation. For items where some libraries are out-of-scope, the response rate is calculated as the ratio of the number of completed interviews to the number of in-scope libraries.

## **Data Collection and Processing**

The ALS survey was released on the web on November 5, 2008. The survey had a due date of February 25, 2009, although it was extended to March 27, 2009. Data are collected and processed for NCES by the U.S. Census Bureau, Governments Division. For the 2008 Web-based data collection, state-level library coordinators were available to promote prompt responses from librarians.

## **Imputation**

After editing, missing data values were imputed. The following imputation process was used to impute for missing values.

For estimation, institutions were grouped into 27 imputation cells. The imputation cells were determined based on sector and full-time equivalent (FTEUSED) enrollment. The sector categories used are (1) public, 4-year year or above; (2) private non-profit, 4-year or above; (3) private for profit, 4-year or above; (4) public, 2-year; (5) private non-profit, 2-year; and (6) private for profit, 2-year.

If a value was missing and prior survey (FY 2006) data were available and were not expected to change, then the missing value was filled with the value in the prior survey. For example, the number of reported Branches and Independent Libraries (Part A, line item 1) is likely to remain constant from survey to survey, so the prior survey value was brought forward.

If a value was missing, prior survey data was available, and the value is expected to change from the prior survey, then the missing value was filled with the prior survey value multiplied by the median growth rate within the imputation cell. For example, the number of Full-time Librarians

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<sup>1</sup> From the universe of 4,166 records, subtract 82 institutions in the outlying areas, 251 institutions that are children, and 6 institutions that are nonrespondents with status code=3.

(Part B, line item 2, column 1) is expected to change from year to year, so this imputation method is used.

If a value was missing and prior year data were unavailable, then data were imputed using the current year median cell distribution ratio. For example, impute E-books Added (Part D, line item 23, column 1) using the value of E-books Held (Part D, line item 23, column 2) multiplied by the median cell distribution ratio of E-books Added to E-books Held.

If there was missing current year data that prevented the use of a current year median cell distribution ratio, then the current year cell median was imputed. For example, if it was not possible to impute E-books Added using a current year median cell distribution ratio because E-books Held was missing, then E-books Added was imputed with the current year cell median.

After imputation, if a total was missing or known to need adjustment, then the total was readjusted to equal the sum of its detail items.

No Electronic Services items in Part G were imputed because the questions were yes/no questions. Also, no items in Part H were imputed because the information literacy items were yes/no questions.

### **Changes Since Survey Year 2000**

The use of FTE to determine imputation cells was not employed until 2002. The procedure of using medians instead of means for imputation also represents a change from past survey cycles. While research indicates that the effect of the change in imputation procedure was not large, caution should be exercised in making comparisons with 2000 or earlier reports.

### **Data Confidentiality**

Separate laws (see <http://nces.ed.gov/StatProg/confproc.asp>) govern 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. These laws require NCES to ensure that the confidentiality of respondents is maintained. For this reason, data for the ALS are released as public-use and restricted-use files.

NCES releases data to the public for statistical purposes only. Every effort has been made to provide the maximum research information that is consistent with reasonable confidentiality protections. Record matching to identify individual respondents or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in preparing public-use data for release. Data on the public-use files have been modified so that individual respondents cannot be identified. **Restricted-use files, which include all reported data, are released only to researchers licensed by NCES.** For information on obtaining a restricted-data user's license, see the website <http://nces.ed.gov/StatProg/confid.asp>.

## **B. Guidelines for Processing the Academic Libraries Survey data file**

The Record Layout (appendix A) is the guide to the organization of the data file, including the variable names, labels, and variable values.

Public-use data files are available in ASCII and MS Access formats. These can be downloaded from the NCES website (<http://nces.ed.gov/surveys/libraries/>). See the website <http://nces.ed.gov/pubsearch/licenses.asp> for information about obtaining a license for restricted-use data files.

The ALS 2008 data files are named as follows:

- 1) Tab delimited ASCII (flat file) format:  
ALS\_2008\_P.1.A.TXT (Public Use)
- 2) MS ACCESS database:  
ALS\_2008\_P.1.A.MDB (Public Use)

The file naming and versioning convention applied for the ALS 2008 file is as follows:

- Position 1-3: Survey (ALS)
- Position 4: Underscore (\_)
- Position 5-8: Year (2008)
- Position 9: Underscore (\_)
- Position 10: Restricted-use or Public-use (R or P)
- Position 11: Period (.)
- Position 12: Release status (preliminary = 0, final = 1)
- Position 13: Period (.)
- Position 14: subsequent versions, beginning with A (A - Z)
- Position 15: Period (.)
- Position 16-18: File type (Tab delimited text file = TXT, MS Access database = MDB)

SAS and SPSS program syntax files that can be used to create data files for analysis are also available on the same web page on which the data is available. These programs contain all the format, variable, and value label information necessary for creating a complete master file of all variables and data. The syntax files also contain code for generating the frequency statistics. The frequency statistics sections, however, are commented out in these syntax files, but can be activated at the user's discretion.

**Directories specified in these programs must be modified to fit the requirements of the individual computer system on which the program is to be run.**

The pertinent files are:

The SAS program to read the public-use file is Read\_ALS\_2008\_P.1.A.SAS.TXT.  
The SPSS program to read the public-use file is Read\_ALS\_2008\_P.1.A.SPS.TXT.

Users who prefer MS ACCESS format can download the ACCESS database. The ACCESS database has a single table that contains all the data from the ALS survey. Restricted-use files can be obtained only after an NCES data license has been approved. Data will be made available on CD-ROM, with appropriate documentation.

### **Record Identifier**

Institutions in ALS are identified by the UNITID that is the same identifier used in the IPEDS data collection system. ALS data, therefore, can be linked to a broad range of IPEDS institutional data using the institution's UNITID. It is important to note that if the user wants to merge the ALS and IPEDS data files, IPEDS defines UNITID as numeric while UNITIDs in the ALS file are in character format. Merging the files require that the UNITIDs be of the same format.

### **Imputation Status Flags**

All variables were imputed for the 518 non-responding libraries of the 4,084 institutions with academic libraries that are located in the 50 states and in the District of Columbia. Variables were not imputed for the seven non-responding libraries located in the outlying areas. Responses on particular variables were also imputed for partial respondents. An imputation "status" flag that shows whether or not it was imputed, and ALS Imputation and Suppression Codes: A = "Analyst adjusted a reported value"; C = "Analyst corrected a cell that was blank"; I = "Imputation for a cell that previously was a nonresponse, using a method other than prior year"; N = "Original data field was blank"; P = "Imputation for a cell that previously was a nonresponse, using prior year data"; R = "Original data value was reported"; S = "Not applicable, not imputed"; T = "Total replaced with sum of detail during imputation"; Z = "Implied reported zero value"; H = "the value for the variable was suppressed". Most respondents who completed forms left an item blank when they had no data for that item. An item left blank, therefore, should often be interpreted as a reported zero. For such cases, imputation procedure changed the imputation flag from "N" to "Z". This imputation was not performed on "Child" institutions and hence those records will show the value "N" for imputation flag if the original data field was blank.

The naming convention for imputation flags is an 'X' followed by the variable name. If the value of that flag is "A", "C", "R," or "Z", the value for the associated variable was either the original data value reported or a value adjusted or corrected by the analyst. If the value of the flag is "I", "P", or "T", 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 "I", "P", or "T" should be removed or not included on the analysis data file. (Note: The flag variables are single character fields.) If the value of the flag is "H," the value for the associated variable has been suppressed.

### **Parent/Child (Branch) Records**

Both "Parent" and "Child" institutions are included in the data file. This relationship is used to define the reporting responsibility of the library. A "Child" record may be used to describe institutions that are branch institutions for which data are reported by the Central or Main institution. That is, data for the "child" institutions are aggregated with and reported by the "Parent" institution. All library survey data fields for the child institutions are blank. But, it must

also be noted that Branch institutions and their libraries may function independently of the main or central institution and, therefore, report their own data.

Although the child records do not include any library data, the records are included in the file so that researchers can identify institutions that have or share a library. There are a total of 83 parent institutions that have children (i.e., 83 parent institutions have one or more child institution(s) associated with them in the ALS 2008). There are 255 child institutions associated with these parents that are retained on the data file. Those institutions are not included in the calculations of the response rate.

The variable CYPARCH (current year parent/child indicator) indicates an institution's parent/child status. A '1' indicates a parent institution; a '2' indicates a child institution; and, an 'N' indicates no response. To remove child institutions from any analysis file, select institutions with the CYPARCH variable not equal to 2.

Child institutions are linked to their parent by the variable UNITIDX, which contains the IPEDS UNITID of the parent institution. For parent institutions, UNITIDX contains its UNITID.

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**Appendix A**  
**ALS 2008 FILE LAYOUT**

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## Appendix A ALS 2008 FILE LAYOUT

Variable Name	Field Width	Field Type	Data Element Description	Source
UNITID	6	character	Unit identification Number: The unique unit identification number assigned to every institution in the universe.	Survey
INSTNM	100	character	Institution (entity) name	IPEDS
ADDR	100	character	Institution (entity) street address or post office box	IPEDS
CITY	30	character	City location of institution	IPEDS
STABBR	2	character	Post Office State abbreviation code. See FIPS state code. ( <a href="http://www.itl.nist.gov/fipspubs/fip5-2.htm">http://www.itl.nist.gov/fipspubs/fip5-2.htm</a> )	IPEDS
ZIP	9	character	Zip + four (does not include dash). Last four positions may be blank	IPEDS
ADDR_M	100	character	Institution (entity) mailing address or post office box	Survey
CITY_M	30	character	City location of institution's mailing address	Survey
STABBR_M	2	character	Post Office State abbreviation code. See FIPS state code. ( <a href="http://www.itl.nist.gov/fipspubs/fip5-2.htm">http://www.itl.nist.gov/fipspubs/fip5-2.htm</a> )	Survey
ZIP_M	9	character	Zip + four (does not include dash) of mailing address. Last four positions may be blank	Survey
STCD	4	character	State Congressional District	IPEDS
FIPS	2	character	FIPS state code	IPEDS
ACT	1	character	Status of the institution A - Active - institution active and not an add C - Combined - merged with another institution D - Delete - institution is out of business H - Areas search on hold pending verification I - Inactive due to Hurricane related problems M - Death with data - closed in current year N - New - added during the current year O - Out- of-scope - not within scope of universe P - Potential add - might be added Q - Potential restore - might be restored R - Restore - restored to the current universe S - Split - split into more than one institution U - Duplicate - UNITID previously assigned W - Wipe out - out-of-scope potential add X - Potential restore not within scope of IPEDS Z - Universe III - out-of-scope	IPEDS
OBereg	2	numeric	OBE region code 0 - US Service schools 1 - New England CT ME MA NH RI VT 2 - Mid East DE DC MD NJ NY PA 3 - Great Lakes IL IN MI OH WI 4 - Plains IA KS MN MO NE ND SD 5 - Southeast AL AR FL GA KY LA MS NC SC TN VA WV 6 - Southwest AZ NM OK TX 7 - Rocky Mountains CO ID MT UT WY 8 - Far West AK CA HI NV OR WA 9 - Outlying areas AS FM GU MH MP PR PW VI -3 - Not available	IPEDS
EIN	9	character	Employer identification number - assigned by Internal Revenue Service -1 - Not reported -2 - Not applicable Blank - Not available	IPEDS
DUNS	10	character	Dunn and Bradstreet identification number Blank - Not available	IPEDS
OPEID	8	character	Office of Postsecondary Education identification number for those institutions eligible to participate in Title IV programs	IPEDS
OPEFLAG	1	numeric	OPE eligibility indicator code 1 - Institution participates in Title IV federal financial aid programs 2 - Branch campus of a main campus that participates in Title IV 3 - Deferment only - limited participation 4 - New participants (became eligible during the Fall collection-IPEDS) 5 - Not currently participating in Title IV, has an OPE ID number 6 - Not currently participating in Title IV, does not have and OPE I number	IPEDS

**Appendix A**  
**ALS 2008 FILE LAYOUT**

Variable Name	Field Width	Field Type	Data Element Description	Source
WEBADDR	100	character	Institution's internet website address	IPEDS
SECTOR	2	numeric	Sector of Institution (generated, based on response to IC survey) 0 - Administrative unit only (central, system, or corporate office) 1 - Public, 4-year or above 2 - Private nonprofit, 4-year and above 3 - Private for profit, 4-year and above 4 - Public, 2-year 5 - Private nonprofit, 2-year 6 - Private for-profit, 2-year 7 - Public, less-than-2-year 8 - Private nonprofit, less-than-2-year 9 - Private for profit, less-than-2-year -3 - Not available	IPEDS
ICLEVEL	2	numeric	Level of institution (generated, based on response to IC survey) 1 - Four or more years (Baccalaureate or higher degree) 2 - At least 2 but less than 4 years (below the Baccalaureate) 3 - Less than 2 years (below Associate's degree) -3 - Not available	IPEDS
CONTROL	2	numeric	Control of institution 1 - Public 2 - Private, non-profit 3 - Private, for profit -3 - Not available	IPEDS
HLOFFER	2	numeric	Highest level of offering (generated, based on response to IC survey) 0 - Other 1 - Postsecondary award, certificate or diploma of less than one academic year 2 - Postsecondary award, certificate or diploma of at least one but less than two academic years 3 - Associate's degree 4 - Postsecondary award, certificate or diploma of at least two but less than four academic years 5 - Bachelor's degree 6 - Postbaccalaureate certificate 7 - Master's degree 8 - Post-Master's certificate 9 - Doctor's degree Blank - none of the above or no answer -2 - Not applicable, 1st professional only -3 - Not available	IPEDS
UGOFFER	2	numeric	Undergraduate offering (generated, based on IC response) 1 - Undergraduate degree or certificate offered 2 - No undergraduate offering -3 - Not available	IPEDS
GROFFER	2	numeric	Graduate offering (generated, based on response to IC) 1 - Graduate degree or certificate offered 2 - No graduate offering -3 - Not available	IPEDS
FPOFFER	2	numeric	First-professional offering (generated, based on response to IC survey) 1 - First-professional degree or first-professional certificate (Post-degree) 2 - No first-professional offering -3 - Not available	IPEDS
HDEGOFFR	2	numeric	Highest Degree offered 0 - Non-degree granting (certificates only) 1 - First-professional degrees only 10 - Doctoral 11 - Doctoral and First-professional 20 - Master's 21 - Master's and First-professional 30 - Bachelors 31 - Bachelors and First-professional	IPEDS

**Appendix A**  
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Variable Name	Field Width	Field Type	Data Element Description	Source
			40 - Associates 41 - Associates and First-professional -3 - Not available	
DEGGRANT	2	numeric	Degree granting status 1 - Yes 2 - No -1 - Not reported	IPEDS
PCTMIN1	3	numeric	Percent minority, generated from 2007 Fall Enrollment survey - responding institutions only (does not include imputed data) Percent Black, non-Hispanic -1 - Not reported -3 - Not available	IPEDS
PCTMIN2	3	numeric	Percent minority, generated from 2007 Fall Enrollment survey - responding institutions only (does not include imputed data) Percent American Indian/Alaskan Native -1 - Not reported -3 - Not available	IPEDS
PCTMIN3	3	numeric	Percent minority, generated from 2007 Fall Enrollment survey - responding institutions only (does not include imputed data) Percent Asian/Pacific Islander -1 - Not reported -3 - Not available	IPEDS
PCTMIN4	3	numeric	Percent minority, generated from 2007 Fall Enrollment survey - responding institutions only (does not include imputed data) Percent Hispanic -1 - Not reported -3 - Not available	IPEDS
HBCU	2	numeric	Historically Black college or university (accredited institution of higher education established prior to 1964 with the principal mission of educating Black Americans.) 1 - Yes 2 - No -3 - Not available	IPEDS
HOSPITAL	2	numeric	Institution has hospital 1 - Yes 2 - No -3 - Not available	IPEDS
MEDICAL	2	numeric	Institution grants a medical degree 1 - Yes 2 - No -1 - Not reported -2 - Not applicable	IPEDS
TRIBAL	2	numeric	Tribal college 1- Yes 2 - No -3 - Not available	IPEDS
CARNEGIE	2	numeric	Carnegie Classification Code The 2000 Carnegie Classification includes all colleges and universities in the United States that are degree-granting and accredited by an agency recognized by the U.S. Secretary of Education. The 2000 edition classifies institutions based on their degree-granting activities from 1995-96 through 1997-98. 15 - Doctoral/Research Universities–Extensive: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate. They award 50 or more doctoral degrees per year across at least 15 disciplines 16 - Doctoral/Research Universities–Intensive: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate. They award at least ten doctoral degrees/1 per year across three or more disciplines, 2 or at least 20 doctoral degrees per year overall. 21 - Master’s Colleges and Universities I: These institutions typically offer a wide range	IPEDS

**Appendix A**  
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Variable Name	Field Width	Field Type	Data Element Description	Source
			<p>of baccalaureate programs, and they are committed to graduate education through the master's degree.</p> <p>They award 40 or more master's degrees per year across three or more disciplines.</p> <p>22 - Master's (Comprehensive) Colleges and Universities II: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree.</p> <p>They award 20 or more master's degrees per year.</p> <p>31 - Baccalaureate Colleges–Liberal Arts: These institutions are primarily undergraduate colleges with major emphasis on baccalaureate programs.</p> <p>They award at least half of their baccalaureate degrees in liberal arts fields.</p> <p>32 - Baccalaureate Colleges–General: These institutions are primarily undergraduate colleges with major emphasis on baccalaureate programs.</p> <p>They award less than half of their baccalaureate degrees in liberal arts fields.</p> <p>33 - Baccalaureate/Associate's Colleges: These institutions are undergraduate colleges where the majority of conferrals are at the subbaccalaureate level (associate's degrees and certificates), but bachelor's degrees account for at least ten percent of undergraduate awards.</p> <p>40 - Associate's Colleges: These institutions offer associate's degrees and certificate programs but, with few exceptions, award no baccalaureate degrees.</p> <p>Specialized Institutions - These institutions offer degrees ranging from the bachelor's to the doctorate, and typically award a majority of degrees in a single field. The list includes only institutions that are listed as separate campuses in the Higher Education Directory.</p> <p>Specialized institutions include:</p> <p>51 - Theological seminaries and other specialized faith-related institutions: These institutions primarily offer religious instruction or train members of the clergy.</p> <p>52 - Medical schools and medical centers: These institutions award most of their professional degrees in medicine. In some instances, they include other health professions programs, such as dentistry, pharmacy, or nursing.</p> <p>53 - Other separate health profession schools: These institutions award most of their degrees in such fields as chiropractic, nursing, pharmacy, or podiatry.</p> <p>54 - Schools of engineering and technology: These institutions award most of their bachelor's or graduate degrees in technical fields of study.</p> <p>55 - Schools of business and management: These institutions award most of their bachelor's or graduate degrees in business or business-related programs.</p> <p>56 - Schools of art, music, and design: These institutions award most of their bachelor's or graduate degrees in art, music, design, architecture, or some combination of such fields.</p> <p>57 - Schools of law: These institutions award most of their degrees in law.</p> <p>58 - Teachers colleges: These institutions award most of their bachelor's or graduate degrees in education or education-related fields.</p> <p>59 - Other specialized institutions: Institutions in this category include graduate centers, maritime academies, military institutes, and institutions that do not fit any other classification category.</p> <p>60 - Tribal Colleges and Universities: These colleges are, with few exceptions, tribally controlled and located on reservations. They are all members of the American Indian Higher Education Consortium.</p> <p>-2 - Not applicable -3 - Not available</p> <p>NOTES ON DEFINITIONS</p> <p>1. Doctoral degrees are as defined in the Integrated Postsecondary Education Data System (IPEDS) of the U.S. Department of Education's National Center for Education Statistics (NCES). This includes the Ph.D. in any field as well as other doctoral-level degrees such as the Doctor of Education, Doctor of Juridical Science, and Doctor of Public Health. It excludes doctoral-level degrees defined as first-professional degrees in IPEDS. For more information, see <a href="http://nces.ed.gov/ipeds">http://nces.ed.gov/ipeds</a>.</p> <p>2. Distinct disciplines are determined by the 4-digit series of the Classification of Instructional Programs published by NCES. For more information, see <a href="http://nces.ed.gov/pubsearch/pubsinfo.aps?pubid=91396">http://nces.ed.gov/pubsearch/pubsinfo.aps?pubid=91396</a></p> <p>3. Liberal arts fields include the following fields (as listed in the Classification of Instructional Programs):</p>	

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**ALS 2008 FILE LAYOUT**

Variable Name	Field Width	Field Type	Data Element Description	Source
			<p>English language and literature/letters; foreign languages and literatures; biological sciences/life sciences; mathematics; philosophy and religion; physical sciences; psychology; social sciences and history; visual and performing arts; area, ethnic, and cultural studies; liberal arts and sciences, general studies, and humanities; and multi/interdisciplinary studies.</p> <p>4. This group includes community, junior, and technical colleges.</p>	
CCBASIC	2	numeric	<p>Carnegie Classification 2005: Basic Code The 2005 Carnegie Classification includes all colleges and universities in the United States that are degree-granting and accredited by an agency recognized by the U.S. Secretary of Education. The 2005 basic edition classifies institutions based on their degree-granting activities from 2003 and 2004. Institutions might be classified differently using a different timeframe.</p> <p>Associate's Colleges: These institutions offer associate's degrees and certificate programs but, with few exceptions, award no baccalaureate degrees.</p> <p>1 - Associate's – Public Rural – serving small 2 - Associate's – Public Rural – serving Medium 3 - Associate's – Public Rural – serving Large 4 - Associate's – Public Suburban – serving single campus 5 - Associate's – Public Suburban – serving Multi-campus 6 - Associate's – Public Urban – serving single campus 7 - Associate's – Public Urban – serving Multi-campus 8 - Associate's – Public special use 9 - Associate's – Private Not-for-profit 10 - Associate's – Private For-profit 11 - Associate's – Public 2-year colleges under 4-year universities 12 - Associate's – Public 4-year primarily Associate's 13 - Associate's – Private not-for-profit 4-year primarily Associate's 14 - Associate's – Private for-profit 4-year primarily Associate's</p> <p>Doctorate-granting Universities: Institutions are included in these categories if they awarded at least 20 doctorates in 2003-04. They were assigned to one of the three categories based on a measure of research activities</p> <p>15 - Research Universities (very high research activity) 16 - Research Universities (high research activity) 17 – Doctoral/Research Universities</p> <p>Master's Colleges and Universities: Institutions were included in these categories if they awarded at least 50 master's degrees in 2003-04, but fewer than 20 doctorates.</p> <p>18 - Master's Colleges and Universities (larger programs): These institutions award 200 or more master's degrees. 19 - Master's Colleges and Universities (medium programs): These institutions award 100 to 199 master's degrees. They award 20 or more master's degrees per year. 20 - Master's Colleges and Universities (smaller programs): These institutions award 50 to 99 master's degrees.</p> <p>Baccalaureate Colleges– Institutions were included in these categories if bachelor's degrees accounted for at least 10 percent of all undergraduate degrees and they awarded fewer than 50 master's degrees. Excludes Tribal Colleges or as Special Focus Institutions.</p> <p>21 - Baccalaureate Colleges–Arts and Sciences: Institutions where bachelor's degrees represented at least half of all undergraduate degrees, and at least half of the bachelor's degrees majored in arts and sciences fields. 22 - Baccalaureate Colleges–Diverse Fields: Institutions where bachelor's degrees represented at least half of all undergraduate degrees and are not included in the Arts and Sciences categories 23 - Baccalaureate/Associate's Colleges: Institutions where bachelor's degrees represent at least 10 percent but less than half of undergraduate degrees.</p> <p>Special Focus Institutions - These institutions offer degrees ranging from bachelor's doctorates, and typically award a majority of degrees in a single field. The list includes only institutions that are listed as separate campuses in the Higher Education Directory.</p>	IPEDS

## Appendix A

### ALS 2008 FILE LAYOUT

Variable Name	Field Width	Field Type	Data Element Description	Source
			<p>Special Focus institutions include:</p> <p>24 - Theological seminaries, Bible Colleges and other faith-related institutions: These institutions primarily offer religious instruction or train members of the clergy.</p> <p>25 - Medical schools and medical centers: These institutions award most of their professional degrees in medicine. In some instances, they include other health professions programs, such as dentistry, pharmacy, or nursing.</p> <p>26 - Other separate health profession schools: These institutions award most of their degrees in such fields as chiropractic, nursing, pharmacy, or podiatry.</p> <p>27 - Schools of engineering: These institutions award most of their bachelor's or graduate degrees in engineering.</p> <p>28 - Other technology-related schools: These institutions award most of their bachelor's or graduate degrees in technology-related fields.</p> <p>29 - Schools of business and management: These institutions award most of their bachelor's or graduate degrees in business or business-related programs.</p> <p>30 - Schools of art, music, and design: These institutions award most of their bachelor's or graduate degrees in art, music, design, architecture, or some combination of such fields.</p> <p>31 - Schools of law: These institutions award most of their degrees in law.</p> <p>32 - Other special-focus institutions: Institutions in this category include graduate centers, maritime academies, military institutes, and institutions that do not fit any other classification category.</p> <p>33 - Tribal Colleges: These colleges are, with few exceptions, tribally controlled and located on reservations. They are all members of the American Indian Higher Education Consortium.</p> <p>0 - Not Classified</p> <p>-3 - Not Applicable, not in Carnegie universe (not accredited or nondegree-granting)</p> <p>NOTES ON DEFINITIONS</p> <p>1. Doctoral degrees are as defined in the Integrated Postsecondary Education Data System (IPEDS) of the U.S. Department of Education's National Center for Education Statistics (NCES). This includes the Ph.D. in any field as well as other doctoral-level degrees such as the Doctor of Education, Doctor of Juridical Science, and Doctor of Public Health. It excludes doctoral-level degrees defined as first-professional degrees in IPEDS. For more information, see <a href="http://nces.ed.gov/ipeds">http://nces.ed.gov/ipeds</a>.</p> <p>2. Distinct disciplines are determined by the 4-digit series of the Classification of Instructional Programs published by NCES. For more information, see <a href="http://nces.ed.gov/pubsearch/pubsinfo.aps?pubid=91396">http://nces.ed.gov/pubsearch/pubsinfo.aps?pubid=91396</a></p> <p>3. Liberal arts fields include the following fields (as listed in the Classification of Instructional Programs): English language and literature/letters; foreign languages and literatures; biological sciences/life sciences; mathematics; philosophy and religion; physical sciences; psychology; social sciences and history; visual and performing arts; area, ethnic, and cultural studies; liberal arts and sciences, general studies, and humanities; and multi/interdisciplinary studies.</p> <p>4. This group includes community, junior, and technical colleges.</p>	
LOCALE	2	numeric	<p>Locale codes - Degree of Urbanization</p> <p>11 - City: Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.</p> <p>12 - City: Midsize: Territory inside an urbanized area and inside a principal city with population less than 250,000 and greater than or equal to 100,000.</p> <p>13 - City: Small: Territory inside an urbanized area and inside a principal city with population less than 100,000.</p> <p>21 - Suburb: Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.</p> <p>22 - Suburb: Midsize: Territory outside a principal city and inside an urbanized area with population less than 250,000 and greater than or equal to 100,000.</p> <p>23 - Suburb: Small: Territory outside a principal city and inside an urbanized area with population less than 100,000.</p> <p>31 - Town: Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.</p> <p>32 - Town: Distant: Territory inside an urban cluster that is more than 10 miles and less</p>	IPEDS

**Appendix A**  
**ALS 2008 FILE LAYOUT**

Variable Name	Field Width	Field Type	Data Element Description	Source
			<p>than or equal to 35 miles from an urbanized area.</p> <p>33 - Town: Remote: Territory inside an urban cluster that is more than 35 miles of an urbanized area.</p> <p>41 - Rural: Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.</p> <p>42 - Rural: Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural</p> <p>43 - Rural: Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster. American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the Virgin Islands, were not assigned a locale code because the geographic and governmental structures of these entities do not fit the definitional scheme used to derive the code.</p> <p>-3 - Not available</p>	
OPENPUBL	2	numeric	<p>Institution open to the general public</p> <p>1 - Yes</p> <p>0 - No</p>	IPEDS
DATSRC	1	character	<p>Data source code - the media source used for returning data:</p> <p>1 - Internet/Web</p> <p>7 - Other, telephone</p> <p>N - not returned</p>	Derived
STATUS	1	character	<p>Response status code</p> <p>A code identifying the response status of the institution</p> <p>1 - Respondent</p> <p>3 - Nonrespondent to data and screening questions, not imputed</p> <p>4 - Nonrespondent, imputed</p> <p>5 - Nonrespondent to data (screening questions reported, out-of-scope), not imputed</p> <p>6 - Nonrespondent to data (screening questions reported, in-scope), not imputed</p>	Derived
EDITST	1	character	<p>Release status given to NCES</p> <p>1 - Record edited with no edit or critical flags</p> <p>2 - Record edited with critical edit flags, analyst accept</p> <p>3 - Record edited with critical edit flags remaining, NCES override</p> <p>4 - Record is on hold</p> <p>5 - Record failed the edits</p> <p>N - not edited</p>	Derived
IMPUTE	1	character	<p>Impute indicator</p> <p>1 - at least one part is imputed</p> <p>0 - not imputed</p>	Derived
PARTAFLAG1	1	character	<p>Imputation flag for item 100. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:</p> <p>1 - Total non-respondent for this part</p> <p>2 - Partial non-respondent for this part</p> <p>0 - Nothing imputed for this part/total respondent to this part</p> <p><b>*partaflag1 will never be 2 because there is only one line item in this part.</b></p>	Derived
PARTBFLAG1	1	character	<p>Imputation flag for items 200-205, both columns. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:</p> <p>1 - Total non-respondent for this part</p> <p>2 - Partial non-respondent for this part</p> <p>0 - Nothing imputed for this part/total respondent to this part</p>	Derived
PARTBFLAG2	1	character	<p>Imputation flag for fringe benefits, items 206 and 207. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:</p> <p>1 - Total non-respondent for this part</p> <p>2 - Partial non-respondent for this part</p> <p>0 - Nothing imputed for this part/total respondent to this part</p>	Derived
PARTCFLAG1	1	character	<p>Imputation flag for the outer column of items 300, 303, and 305-311. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:</p>	Derived

**Appendix A**  
**ALS 2008 FILE LAYOUT**

Variable Name	Field Width	Field Type	Data Element Description	Source
			1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	
PARTCFLAG2	1	character	Imputation flag for the inner column of items 301, 302, and 304. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are: 1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTDFLAG1	1	character	Imputation flag for columns 1 and 2 of items 400 and 402-405. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are: 1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTDFLAG2	1	character	Imputation flag for columns 1 and 2 of item 401. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are: 1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTEFLAG1	1	character	Imputation flag for items 500-506. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are: 1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTEFLAG2	1	character	Imputation flag for items 507 and 508. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are: 1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTEFLAG3	1	character	Imputation flag for items 509 and 510. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are: 1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTFFLAG1	1	character	Imputation flag for line items 600-602. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are: 1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
NCESDATE	8	character	Date the imputations were run by Mathematical Statisticians at Census. The value of this variable should not change after the imputed file leaves the Mathematical Statisticians. (MMDDYYYY)	Derived
FTEUSED	8	numeric	2008 IPEDS Fall Collection full-time equivalent student enrollment based on Digest of Education Statistics formula	IPEDS
FTEFLAG	1	character	Flag to indicate FTE is estimated by Census. 3 - Combined with Children FTE 1 - Estimated 0 - Not estimated	Derived
ELGCOLL	1	character	Institution has an organized collection of printed or other materials or a combination thereof 1 - Yes 2 - No N - No response	Survey
ELGSTAFF	1	character	Institution has a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele 1 - Yes 2 - No N - No response	Survey



**Appendix A**  
**ALS 2008 FILE LAYOUT**

Variable Name	Field Width	Field Type	Data Element Description	Source
ELGSCHED	1	character	Institution has an established schedule in which services of the staff are available to clientele 1 - Yes 2 - No N - No response	Survey
ELGPHYS	1	character	Institution has the physical facilities necessary to support such a collection, staff, and schedule 1 - Yes 2 - No N - No response	Survey
CYPARCH	1	character	Current year parent/child indicator 1 - Parent (Combined data respondent; record contains data for more than one institution) 2 - Child (Data reported on another institution's record) N - No response	Survey
UNITIDX	6	character	The UNITID of the institution where the data are recorded if the CYPARCH code is equal to 2. The UNITID equals the UNITIDX if CYPARCH equals 1. -2 - Not applicable	Survey
XBRANCHES	1	character	Statusflag A - Analyst adjusted a reported value C - Analyst corrected a cell that was blank I - Imputation for a cell that previously was a nonresponse, using a method other than prior year N - Original data field was blank P - Imputation for a cell that previously was a nonresponse, using prior year data R - Original data value was reported S - Not applicable, not imputed T - Total replaced with sum of detail during imputation Z - Implied reported zero value H - Data suppressed	Survey
BRANCHES	6	numeric	Number of branch and independent libraries (exclude main or central library)	Survey
XSTLIBS	1	character	Statusflag	Survey
STLIBS	9,2	numeric	Librarians	Survey
XSTOTHPRO	1	character	Statusflag	Survey
STOTHPRO	9,2	numeric	Other professional staff	Survey
XSTLIBPRO	1	character	Statusflag	Survey
STLIBPRO	9,2	numeric	Total librarians and other professional staff (sum items 200 and 201, col. 1)	Survey
XSTOTH	1	character	Statusflag	Survey
STOTH	9,2	numeric	All other paid staff (except student assistants)	Survey
XSTASST	1	character	Statusflag	Survey
STASST	9,2	numeric	Student assistants from all funding sources	Survey
XSTTOT	1	character	Statusflag	Survey
STTOT	9,2	numeric	Total full-time equivalent (FTE) staff (sum items 202 through 204, col.1)	Survey
XSWLIBPRO	1	character	Statusflag	Survey
SWLIBPRO	12	numeric	Salaries and wages—librarians and other professional staff	Survey
XSWOTH	1	character	Statusflag	Survey
SWOTH	12	numeric	Salaries and wages—all other paid staff (except student assistants)	Survey
XSWASST	1	character	Statusflag	Survey
SWASST	12	numeric	Salaries and wages—student assistants from all funding sources	Survey
XSWTOT	1	character	Statusflag	Survey
SWTOT	12	numeric	Total salaries and wages for total full-time equivalent (FTE) staff (sum items 202 through 204, col.2)	Survey
XFRINGEYN	1	character	Statusflag	Survey
FRINGEYN	1	character	Are employee fringe benefits paid from the library budget 1 - Yes 2 - No	Survey

**Appendix A**  
**ALS 2008 FILE LAYOUT**

Variable Name	Field Width	Field Type	Data Element Description	Source
			N - nonresponse	
XFRINGE	1	character	Statusflag	Survey
FRINGE	12	numeric	Employee fringe benefits (if paid from the library budget)	Survey
XEXBKS	1	character	Statusflag	Survey
EXBKS	12	numeric	Expenditures for Books, serial backfiles and other materials (one-time purchases)	Survey
XEXELBKS	1	character	Statusflag	Survey
EXELBKS	12	numeric	Expenditures for Electronic Books, electronic serial backfiles and other electronic materials (one-time purchases)	Survey
XEXAUD	1	character	Statusflag	Survey
EXAUD	12	numeric	Expenditures for Audiovisual	Survey
XEXCUSER	1	character	Statusflag	Survey
EXCUSER	12	numeric	Expenditures for Current serial subscriptions (ongoing commitments)	Survey
XEXELSER	1	character	Statusflag	Survey
EXELSER	12	numeric	Expenditures for Electronic serials	Survey
XEXDEL	1	character	Statusflag	Survey
EXDEL	12	numeric	Expenditures for Document deliver/interlibrary loan	Survey
XEXPRES	1	character	Statusflag	Survey
EXPRES	12	numeric	Expenditures for Preservation	Survey
XEXOTHIR	1	character	Statusflag	Survey
EXOTHIR	12	numeric	Other expenditures for information resources	Survey
XEXCOMP	1	character	Statusflag	Survey
EXCOMP	12	numeric	Expenditures for Computer hardware and software (include maintenance)	Survey
XEXBIB	1	character	Statusflag	Survey
EXBIB	12	numeric	Expenditures for Bibliographic utilities, networks and consortia	Survey
XEXOTH	1	character	Statusflag	Survey
EXOTH	12	numeric	All other operating expenditures	Survey
XEXTOT	1	character	Statusflag	Survey
EXTOT	12	numeric	Total expenditures (sum items 205, 300, 303, 305 through 310)	Survey
XCOLELYN	1	character	Statusflag	
COLELYN	1	character	Library collection is entirely electronic 1 - Yes 2 - No N - nonresponse	Survey
XCOLBKSA	1	character	Statusflag	Survey
COLBKSA	12	numeric	Books, serial backfiles and other paper materials (include government documents)-added	Survey
XCOLEBKSA	1	character	Statusflag	Survey
COLEBKSA	12	numeric	E-Books - added	Survey
XCOLMICRA	1	character	Statusflag	Survey
COLMICRA	12	numeric	Microforms - added	Survey
XCOLAUDA	1	character	Statusflag	Survey
COLAUDA	12	numeric	Audiovisual materials - added	Survey
XCOLSERA	1	character	Statusflag	Survey
COLSERA	12	numeric	Current serial subscriptions - added	Survey
XCOLELREFA	1	character	Statusflag	Survey
COLELREFA	12	numeric	Electronic reference sources and aggregation services; added	Survey
XCOLBKSH	1	character	Statusflag	Survey
COLBKSH	12	numeric	Books, serial backfiles and other paper materials (include government documents)-held	Survey
XCOLEBKSH	1	character	Statusflag	Survey

**Appendix A**  
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Variable Name	Field Width	Field Type	Data Element Description	Source
COLEBKSH	12	numeric	E-Books - held	Survey
XCOLMICRH	1	character	Statusflag	Survey
COLMICRH	12	numeric	Microforms - held	Survey
XCOLAUDH	1	character	Statusflag	Survey
COLAUDH	12	numeric	Audiovisual materials - held	Survey
XCOLSERH	1	character	Statusflag	Survey
COLSERH	12	numeric	Current serial subscriptions – held	Survey
XCOLELREFH	1	character	Statusflag	Survey
COLELREFH	12	numeric	Electronic reference sources and aggregation services; held	Survey
XILPRET	1	character	Statusflag	Survey
ILPRET	12	numeric	Returnable	Survey
XILPNON	1	character	Statusflag	Survey
ILPNON	12	numeric	Non-returnable	Survey
XILPTOT	1	character	Statusflag	Survey
ILPTOT	12	numeric	Total provided (sum items 500 and 501)	Survey
XILRRET	1	character	Statusflag	Survey
ILRRET	12	numeric	Returnable	Survey
XILRNON	1	character	Statusflag	Survey
ILRNON	12	numeric	Non-returnable	Survey
XDOCDEL	1	character	Statusflag	Survey
DOCDEL	12	numeric	Documents delivered from commercial services	Survey
XILRTOT	1	character	Statusflag	Survey
ILRTOT	12	numeric	Total received (sum items 503, 504 and 505)	Survey
XCRGEN	1	character	Statusflag	Survey
CRGEN	12	numeric	General circulation transactions	Survey
XCRRSV	1	character	Statusflag	Survey
CRRSV	12	numeric	Reserve circulation transactions	Survey
XPRESEN	1	character	Statusflag	Survey
PRESEN	12	numeric	Number of presentations	Survey
XATTEND	1	character	Statusflag	Survey
ATTEND	12	numeric	Total attendance at all presentations	Survey
XHOURS	1	character	Statusflag	Survey
HOURS	8	numeric	Hours open in a typical week	Survey
XGATECT	1	character	Statusflag	Survey
GATECT	12	numeric	Gate count in a typical week	Survey
XREFTRANS	1	character	Statusflag	Survey
REFTRANS	12	numeric	Reference transactions in a typical week	Survey
XDOCDIGYN	1	character	Statusflag	Survey
DOCDIGYN	1	character	Documents digitized by the library staff 1 - Yes 2 - No N - No response	Survey
XLIBREFYN	1	character	Statusflag	Survey
LIBREFYN	1	character	Library reference service by e-mail or the Web 1 - Yes 2 - No N - No response	Survey
XTECHYN	1	character	Statusflag	Survey
TECHYN	1	character	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)	Survey

**Appendix A**  
**ALS 2008 FILE LAYOUT**

Variable Name	Field Width	Field Type	Data Element Description	Source
			1 - Yes 2 - No N - No response	
XTHESYN	1	character	Statusflag	Survey
THESYN	1	character	Electronic theses and dissertations produced by your students 1 - Yes 2 - No N - No response	Survey
XINFLITDEFYN	1	character	Statusflag	Survey
INFLITDEFYN	1	character	Definition of information literacy or of an information literate student 1 - Yes 2 - No N - nonresponse	Survey
XINFLITMISYN	1	character	Statusflag	Survey
INFLITMISYN	1	character	Incorporated information literacy in the institution's mission 1 - Yes 2 - No N - nonresponse	Survey
XINFLITPLNYN	1	character	Statusflag	Survey
INFLITPLNYN	1	character	Incorporated information literacy in the institution's strategic plan 1 - Yes 2 - No N - nonresponse	Survey
XINFLITCOMYN	1	character	Statusflag	Survey
INFLITCOMYN	1	character	Campus-wide committee to implement the strategic plan for information literacy 1 - Yes 2 - No S - Not Applicable N - nonresponse	Survey
XINFLITLIBYN	1	character	Statusflag	Survey
INFLITLIBYN	1	character	The strategic plan formally recognizes the library's role in information literacy instruction 1 - Yes 2 - No S - Not Applicable N - nonresponse	Survey

## **Appendix B**

### **ALS 2008 SURVEY INSTRUMENT AND INSTRUCTIONS**

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## Instructions for the Academic Library Survey – FY 2008

### GENERAL INSTRUCTIONS

Please respond to each item in this survey. If the appropriate answer for an item is zero or none, use "0." If you do not collect data for an item, provide your best estimate. PLEASE DO NOT LEAVE ITEMS BLANK. If an item is left blank, NCES will estimate a value using the average for institutions with similar characteristics. Include data for the main or central library and all branch and independent libraries that were open all or part of fiscal year 2008.

#### **LIBRARY - An entity that provides all of the following:**

1. An organized collection of printed or other materials or a combination thereof; and
2. A paid, trained library staff to provide and interpret library materials to meet the informational, cultural, recreational, or educational needs of clientele; and
3. An established hours of operation during which paid, trained staff are available to meet the informational service needs of clientele; and
4. The physical facilities necessary to support such a collection, staff, and schedule.

This includes libraries that are part of learning resource centers.

### Number of Public Service Outlets and Library Staff, Fall 2008 - Academic Library Survey

#### **Number of Public Service Outlets, Fiscal Year 2008**

**Branch and independent libraries (item 100)** - Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 2008. EXCLUDE THE MAIN OR CENTRAL LIBRARY. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution, which have a basic collection of books and other materials, a regular staffing level, and an established schedule.

Branch and independent libraries are administered either by the central library or, as in the case of some libraries (such as law, medical, etc.), through the administrative structure of other units within the university. Departmental study/reading rooms are not included. Include data for all branch and independent libraries on the campus. Include libraries on branch campuses (i.e., located in another community) if those campuses are registered under the same NCES UNITID number as the main campus.

## **Library Staff, Fall 2008 and Salaries/Wages, FY 2008**

**Column (1), Full-time equivalent (FTE) employees (items 200-205)** - Report the number of filled or temporarily vacant FTE positions during Fall 2008. To compute FTEs for part-time employees and student assistants, take the TOTAL number of hours worked per week by part-time employees and divide it by the number of hours in the library's full-time work week (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Data should be reported to two decimal places.

*Exclude* maintenance and custodial staff, volunteers, and contributed services staff, such as members of religious orders, whose services are valued by bookkeeping entries rather than by full cash transactions.

**Column (2), Salaries and wages (items 202-205)** - Report expenditures in FY 2008 for full-time and part-time salaries and wages before deductions. Exclude employee fringe benefits provided by your institution for all regular library staff that may be reported in item 207.

**Librarians (item 200)** - Report the total FTE of staff whose duties require professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship.

**Other professional staff (item 201)** - Report the total FTE of staff whose duties require education and/or training in related fields (e.g., academic disciplines, archives, media, computing).

**Total librarians and other professional staff (item 202)** - Report the sum of items 200 and 201, column 1.

**All other paid staff (except student assistants) (item 203)** - Report the total FTE of all other library staff, including technical and clerical staff who are paid annual salaries or hourly wages.

**Student assistants from all funding sources (item 204)** - Report the total FTE of student assistants, employed on an hourly basis. Include salaries and wages from all sources (e.g., College Work Study Program). If not available leave line blank.

**Total FTE staff (item 205)** - Report the sum of items 202 through 204, columns 1 and 2.



**Employee fringe benefits (item 206)** - If benefits are paid from the library budget, select "Y" and report the amount in item 207. If benefits are not paid from the library budget, select "N" and skip to item 300.

**Benefits (item 207)** - If benefits are paid from the library budget, report the amount here.

<b>Library Expenditures, Fiscal Year 2008 - Academic Library Survey</b>
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**Total salaries and wages (item 205)** - This line will automatically be filled in from the total Salaries and Wages Expenditures from the previous section.

**Expenditures on information resources and operations (items 300-311)** - Report funds expended by the library in fiscal year 2008 (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. **Expenditures should be reported for the 12-month period that corresponds to your library's fiscal year between the calendar period June 1, 2007 to September 30, 2008.** All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures.

*Exclude* expenditures for new buildings and building renovation.

**Information resources (items 300-307)**

**Books, serial backfiles, and other materials (one time purchases) (item 300)** - Report expenditures for published materials in all formats except current subscriptions to serials.

**Electronic (item 301)** - Report expenditures that are not current subscriptions to serials (i.e. are non-subscription, one-time, or monographic in nature) for software and machine-readable materials considered part of the collections. Examples include serial backfiles, literature collections, and one-time costs for electronic backfiles, etc. These expenditures have already been reported as part of item 300 above. Therefore, item 301 is not added into Total Expenditures (item 311).

**Audiovisual (item 302)** - Report expenditures for all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as three-

dimensional materials. These expenditures have already been reported as part of item 300 above. Therefore, item 302 is not added into Total Expenditures (item 311).

**Current serial subscriptions (ongoing commitments) (item 303)** - Report expenditures for ongoing subscriptions to serials in all formats. These are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies.

**Electronic serials (item 304)** - Report subscription expenditures (or those which are expected to be ongoing commitments) for serial publications whose primary format is electronic. Examples include paid subscriptions for electronic journals and indexes/abstracts available via the Internet, CD-ROM serials, and annual access fees. These expenditures have already been reported as part of item 303. Therefore, item 304 is not added into Total Expenditures (item 311).

#### **Other Information Resources (items 305-307)**

**Document delivery/interlibrary loan (item 305)** - Report expenditures for document delivery and interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmission, royalties and access fees paid to provide document delivery or interlibrary loan. Include fees paid to bibliographic utilities if the portion paid for interlibrary loan can be separately counted. Do not count expenditures related to transactions between the main or central library and branches reported in item 100, transactions between branches (item 100), or expenditures for on campus delivery.

**Preservation (item 306)** - Report expenditures associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, deacidification, lamination, and restoration. Also, include preservation-related contracts for services (e.g. digitization). Do not include staff salaries and wages.

**Other expenditures for information resources (item 307)** - Report any other collection expenditures not already included in items 300, 303, 305, and 306, such as expenditures for cartographic materials and manuscripts. Include copyright fees and fees for database searches, e.g. (DIALOG, Lexis-Nexis).

#### **Operating Expenditures (items 308-310)**

**Computer hardware and software (item 308)** - Report expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, local or remote. Include expenditures for maintenance. Include the expenditure for equipment used to run information service products when that expenditure can be separated from the price of the product. Exclude expenditures reported in item 304.

**Bibliographic utilities, networks, and consortia (item 309)** - Report expenditures from the library operating budget for services provided by national, regional, and local bibliographic utilities, networks, and consortia. Exclude expenditures already reported on items 301, 304, and 305.

**All other operating expenditures (item 310)** - Report all other expenditures from the library budget not already reported in items 205 through 309 except employee fringe benefits that are reported in item 207. Exclude expenditures for new buildings and building renovations. Include all expenditures for furniture and equipment except computer hardware, which should be reported in item 308. Include any related maintenance costs.

**Total Expenditures (item 311)** - Report the sum of items 205, 300, 303, 305 through 310.

<b>Library Collections, Fiscal Year 2008 - Academic Library Survey</b>
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**NOTE** - This section of the survey collects data on selected types of material. It does not cover all materials.

**Column (1), Total number added during fiscal year** - Report the gross number of each category added during FY 2008. Do not subtract the number withdrawn.

**Column (2), Total number held at end of fiscal year** - Report the total number of each category held at end of FY 2008. To get this figure, take the total number held at the end of FY 2007, add the number added during FY 2008, and subtract the number withdrawn FY 2008.

**Books, serial backfiles and other paper materials (include government documents) (item 400)** - Report the number of volumes using the ANSI/NISO Z39.7-1995 definition for volume, which is as follows: A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which

is typically the unit used to charge circulation transactions. Include print photographs, duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified. Exclude microfilms, maps, nonprint materials, and uncataloged items. Include Government document volumes that are accessible through the library's catalogs regardless of whether they are separately shelved. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library's card or online catalogs.

**E-Books (item 401)** - Report the number of electronic monographs that have been cataloged by your library and are accessible through the library's catalog.

**Microforms (item 402)** - Report units of all photographic reproduction of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, microcard, microfiche, and ultrafiche.

**Audiovisual Materials (item 403)** - Report units of all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials (include audio books), motion pictures, video materials, and special visual materials such as three-dimensional materials.

**Current serial subscriptions (item 404)** - Report the total number of titles in all formats. If the title comes in both paper and electronic form, count it twice. Count each individual title if it is received as part of a publisher's package. Include paper and microfilm government documents issued serially if they are accessible through the library's catalog. Report indexing and abstracting services that may contain full-text in item 405.

**Electronic reference sources and aggregation services (item 405)** - Report the total number of citation indexes and abstracts; full-text article databases; full-text reference sources (e.g., encyclopedias, almanacs, biographical and statistical sources and other quick fact-finding sources); dissertation and conference proceedings databases. Licensed electronic resources also include those databases that institutions mount locally. [Aggregation services are defined by NISO Z39.7-2004 as "4.10.3.2 Aggregated Full Text Databases: Collection of both bibliographic references and full text articles from periodical and/or other titles presented on a continuous basis that may relate to a common discipline or may provide multi-disciplinary coverage. This includes electronic reference and indexing tools that, if existed in print form, would be counted as periodicals. The content of aggregated full text databases consists predominately of full text

articles rather than bibliographic references without associated full text, although both may be represented in the database."]

## **Library Services, Fiscal Year 2008 - Academic Library Survey**

**Interlibrary loans and documents (items 500-506)** - In items 500 and 501, report the number of filled requests for material provided to other libraries. In items 503 and 504, report the number of filled requests for material received from other libraries. Do not include transactions between the main or central library and branches reported in item 100, or transactions between branches (item 100).

**Returnables (item 500 and 503)** - Report materials that the library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

**Non-returnables (item 501 and 504)** - Report materials that the library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.

**Documents delivered from commercial services (item 505)** - Report the number of documents from commercial document delivery services received by your users. Count all transactions for which the library pays even if library staff is not involved in the transaction. Include documents received by regular or express mail, by fax, or in electronic form.

**Total loans (items 502 and 506)** - Sum items 500 and 501 for item 502, and sum items 503, 504, and 505 for item 506.

**General circulation transactions (item 507)** - Report the number of items lent from the general collection. Include both initial transactions and renewals.

**Reserve circulation transactions (item 508)** - Report reserve transactions of all types. Include both initial transactions and renewals.

**Information services to groups (items 509 and 510)** - Report the total number of presentations (item 509) and the total number of persons attending or served by those presentations (item 510). Information services to groups are presentations at which a staff member or person invited by a

staff member provides information intended for a number of persons and planned in advance. These services may be either bibliographic instruction or library use presentations, or cultural, recreational, or educational presentations. Presentations both on and off the library premises should be included, as long as they are sponsored by the library. Self-paced tutorials and staff training should be excluded, as well as meetings sponsored by other groups using library meeting rooms. Include web-based presentations.

### **Library Services - Typical Week, Fall 2008 - Academic Library Survey**

Collect data during a typical week in the fall. A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days. If waiting for a typical week in Fall 2008 will delay this form, please use typical week data from the preceding fiscal year. If you have data for the entire year, divide by the number of weeks that the library was open.

**Number of weekly public service hours (item 600)** - Report an unduplicated count of the total public service hours for physical libraries per typical full-service week (i.e., no holidays or other special accommodations) across both main library and branches using the following method (corresponds to IPEDS): If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If several of its branches are also open during these hours, the figure remains 40 hours per week. Should Branch A also be open one evening from 7:00 p.m. to 9:00 p.m., the total hours during which users can find service somewhere within the system becomes 42 hours per week. If Branch B is open the same hours on the same evening, the count is still 42, but if Branch B is open two hours on another evening, or remains open two hours later, the total is then 44 hours per week. Exclude 24-hour unstaffed reserve or similar reading rooms. The maximum total is 168 (i.e., a staffed reading room open 7 days per week, 24 hours per day).

**Gate count in a typical week (item 601)** - Report the number of persons who physically enter library facilities in a typical week. It is understood that a single person may be counted more than once. If the library is virtual or entirely electronic, please leave the line blank.

**Reference transactions in a typical week (item 602)** - Report the total number of reference transactions in a typical week. A reference transaction is an information contact that involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including assistance with computer searching),

**Appendix B**  
**ALS 2008 SURVEY INSTRUMENT AND INSTRUCTIONS**

the Web, catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Include transactions in person, by phone, by e-mail, by the Web, and count transactions that take place at the reference desk, as well as elsewhere. Include information and referral services. If a contact includes both reference and directional services, it should be reported as one reference transaction. When a staff member utilizes information gained from a previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during this transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

Do not report directional transactions here. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library; such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a nonbibliographic nature with machines.

**Electronic Services, Fall 2008 - Academic Libraries Survey**

This section requests information about the electronic services provided by the library. The questions require a "yes" or "no" response. If the answer was "yes" at any time during the academic year, respond "yes".

**Information Literacy, Fall 2008 - Academic Library Survey**

This section requests information about institutional support for information literacy, which includes the set of skills needed to find, retrieve, analyze, and use information. The questions require a "yes" or "no" response.

Items 800-804 ask about information literacy activities undertaken by the postsecondary institution, not by the library.

## ACADEMIC LIBRARIES SURVEY

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### SURVEY ELIGIBILITY

**You are eligible to complete the survey if your institution has its own library, defined as an entity that provides all of the following:**

- |    |  |        |
|----|--|--------|
| a. | Do you have an organized collection of printed or other materials or a combination thereof?  | Yes/No |
| b. | Do you have paid, trained library staff to provide and interpret library materials to meet the informational, cultural, recreational, or educational needs of clientele? | Yes/No |
| c. | Do you have established hours of operation during which paid, trained staff are available to meet the informational service needs of clientele?                          | Yes/No |
| d. | Does the library have the physical facilities necessary to support such a collection, staff, and schedule?   | Yes/No |

Data collected by NCES are used for statistical and directory purposes only.



**ACADEMIC LIBRARIES SURVEY**

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**OUTLETS & STAFF, FY 2008**

<b>Item</b>	<b>Outlets</b>	<b>Number</b>
100	Branch and independent libraries – Exclude main or central library	_____

*(Exclude maintenance and custodial staff, volunteers and contributed services staff.)*  
Report FTE data to two decimals.

<b>Item</b>	<b>Staff</b>	<b>FALL 2008 Number of full-time equivalents (FTEs) (1)</b>	<b>FY 2008 Salaries and wages (whole dollars only) (2)</b>
200	Librarians	_____	
201	Other professional staff	_____	
202	<b>Total librarians and other professional staff</b> (sum items 200 and 201)	_____	\$ _____
203	All other paid staff (except student assistants)	_____	\$ _____
204	Student assistants from all funding sources	_____	\$ _____
205	<b>Total full-time equivalent (FTE) staff</b> (sum items 202, 203 and 204)	_____	\$ _____
206	Are employee fringe benefits paid from the library budget? If no, select "N" and skip to item 300		_____ (Yes/No)
207	Employee fringe benefits (if paid from library budget)		\$ _____

ACADEMIC LIBRARIES SURVEY

LIBRARY EXPENDITURES, FY 2008

See instructions for definitions.

Item	Expenditures	Amount (whole dollars only)
205	<b>Total salaries and wages (from previous page):</b>	\$ _____
	<b>Information resources:</b>	
300	<b>One-time purchases of books, serial backfiles and other materials</b>	\$ _____
301	Electronic \$ _____	
302	Audiovisual \$ _____	
303	<b>Ongoing commitments to serial subscriptions</b>	\$ _____
304	Electronic serials \$ _____	
	<b>Other information resources:</b>	
305	Document delivery/interlibrary loan	\$ _____
306	Preservation	\$ _____
307	Other expenditures for information resources	\$ _____
	<b>Operating expenditures:</b>	
308	Computer hardware and software (include maintenance)	\$ _____
309	Bibliographic utilities, networks and consortia	\$ _____
310	All other operating expenditures	\$ _____
311	<b>TOTAL EXPENDITURES (Sum 205, 300, 303 and 305 through 310)</b>	\$ _____

**ACADEMIC LIBRARIES SURVEY**

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**LIBRARY COLLECTIONS, FY 2008**

See instructions for definitions.

<b>Item</b>	<b>Collections</b>	<b>Added during the Fiscal Year (1)</b>	<b>Held at end of Fiscal Year (2)</b>
400	Books, serial backfiles and other paper materials (include government documents)	_____	_____
401	E-Books	_____	_____
402	Microforms	_____	_____
403	Audiovisual materials	_____	_____
404	Current serial titles	_____	_____
405	Electronic reference sources and aggregation services	_____	_____
406	Is the library collection entirely electronic?	Yes/No _____	

ACADEMIC LIBRARIES SURVEY

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LIBRARY SERVICES, FY 2008

See instructions for definitions.

Item	Services	Number
<b>Interlibrary loans and documents provided to other libraries:</b>		
500	Returnable	_____
501	Non-returnable	_____
502	<b>Total provided</b> (sum of items 500 and 501)	_____
<b>Interlibrary loans and documents received:</b>		
503	Returnable	_____
504	Non-returnable	_____
505	Documents received from commercial services	_____
506	<b>Total received</b> (sum of items 503, 504 and 505)	_____
<b>Circulation:</b>		
507	General circulation transactions	_____
508	Reserve circulation transactions	_____
<b>Information services to groups:</b>		
509	Number of presentations	_____
510	Total attendance at all presentations	_____

## ACADEMIC LIBRARIES SURVEY

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### LIBRARY SERVICES, TYPICAL WEEK, FALL 2008

See instructions for definitions.

Item	Services	Number in a typical week
600	Number of weekly public service hours	_____
601	Gate count in a typical week	_____
602	Reference transactions in a typical week	_____

**ACADEMIC LIBRARIES SURVEY**

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**ELECTRONIC SERVICES, FY 2008**

See instructions for definitions.

<b>Item</b>	<b>Services</b>	<b>Yes/No</b>
	<b>Does your library provide the following?</b>	
700	Documents digitized by the library staff	_____
701	Library reference service by e-mail or the Web	_____
702	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)	_____
703	Electronic theses and dissertations produced by your students	_____

## ACADEMIC LIBRARIES SURVEY

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### INFORMATION LITERACY, FY 2008

See instructions for definition.

Item		Yes/No
<b>Does your postsecondary institution have the following, or has it done the following?</b>		
800	A definition of information literacy or of an information literate student	_____
801	Incorporated information literacy in the institution's mission	_____
802	Incorporated information literacy in the institution's strategic plan If no, select "N" and skip 803 and 804.	_____
803	An institution-wide committee to implement the strategic plans for information literacy	_____
804	The strategic plan formally recognizes the library's role in information literacy instruction?	_____

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## **Appendix C**

### **Distribution of Continuous Variables on Academic Libraries Survey: 2008**

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## Appendix C—Distribution of Continuous Variables on Academic Libraries Survey: 2008

Variable	Label	Minimum	Maximum	Mean
PCTMIN1	Percent Black non-Hispanic 2008 Fall Enroll	0.00	100.00	14.48
PCTMIN2	Percent American Indian 2008 Fall Enroll	0.00	100.00	1.50
PCTMIN3	Percent Asian/Pacific Islander 2008 Fall Enroll	0.00	100.00	4.32
PCTMIN4	Percent Hispanic 2008 Fall Enroll	0.00	100.00	9.81
FTEUSED	2008 IPEDS Fall Full-Time Equivalent Enrollment	0.00	369,208.00	3,659.03
BRANCHES	Number of Branch and Independent Libraries	0.00	70.00	0.77
STLIBS	Staff - Librarians	0.00	417.88	6.56
STOTHPRO	Staff - Other Professional Staff	0.00	190.00	1.88
STLIBPRO	Staff - Total Librarians and Other Professional Staff	0.00	555.21	8.44
STOTH	All Other Paid Staff	0.00	541.11	8.41
STASST	Student Assistants	0.00	240.00	6.00
STTOT	Total Full Time Equivalent Staff	0.00	1,229.01	22.85
SWLIBPRO	Salary & Wage - Librarian and Other Professional Staff	0.00	40,369,569.00	703,112.65
SWOTH	Salary & Wage - Other Paid Staff	0.00	20,660,430.00	491,769.23
SWASST	Salary & Wage - Student Assistant	0.00	2,985,402.00	109,352.20
SWTOT	Salary & Wage - Total Full Time Equivalent	0.00	62,798,140.00	1,082,169.79
FRINGE	Fringe Benefit	0.00	17,008,973.00	264,206.86
EXBKS	Expenditure - Books	0.00	29,488,774.00	190,269.34
EXELBKS	Expenditure - Electronic Books	0.00	8,300,096.00	32,310.34
EXAUD	Expenditure - Audio visual	0.00	1,496,897.00	10,606.85
EXCUSER	Expenditure - Serial Subscription	0.00	13,686,368.00	410,764.98
EXELSER	Expenditure - Electronic serials	0.00	10,227,659.00	241,838.74
EXDEL	Expenditure - Document Deliver	0.00	1,003,227.00	7,326.95
EXPRES	Expenditure - Preservation	0.00	1,693,079.00	10,012.46
EXOTHIR	Expenditure - Other Information Resources	0.00	4,673,283.00	23,611.26
EXCOMP	Expenditure - Computer Hardware Software	0.00	2,400,995.00	38,307.82
EXBIB	Expenditure - Bibliographic Utilities	0.00	2,094,115.00	27,391.53
EXOTH	Expenditure - All Other Operating Expenditure	0.00	17,083,928.00	173,182.42
EXTOT	Expenditure - Total	0.00	117,884,296.00	1,637,271.38
COLBKSA	Collections - Books - Added	0.00	507,000.00	5,800.43
COLEBKSA	Collections - E Books - Added	0.00	526,128.00	4,862.22
COLMICRA	Collections - Microforms - Added	0.00	547,741.00	1,700.80
COLAUDA	Collections - Audiovisual - Added	0.00	269,403.00	822.64
COLSERA	Collections - Serial Subscription - Added	0.00	110,802.00	861.38
COLELREFA	Collections - Electronic Ref Sources - Added	0.00	91,558.00	158.90
COLBKSH	Collections - Books - Held	0.00	16,250,117.00	253,580.83
COLEBKSH	Collections - E Books - Held	0.00	2,003,184.00	24,726.52
COLMICRH	Collections - Microforms - Held	0.00	10,269,372.00	278,407.38
COLAUDH	Collections - Audiovisual - Held	0.00	10,239,828.00	26,489.87
COLSERH	Collections - Serial Subscriptions Held	0.00	473,619.00	6,239.81
COLELREFH	Collections - Electronic Ref Sources - Held	0.00	208,489.00	882.50
ILPRET	Inter Library Loans Provided Returnable	0.00	199,157.00	1,614.56
ILPNON	Inter Library Loans Provided Non-returnable	0.00	106,241.00	1,051.08
ILPTOT	Inter Library Loans Provided Total	0.00	199,681.00	2,665.64
ILRRET	Inter Library Loans Received Returnable	0.00	173,197.00	1,329.86
ILRNON	Inter Library Loans Received Non-returnable	0.00	75,331.00	1,015.74
DOCDEL	Documents Delivered from Commercial Services	0.00	241,722.00	224.61
ILRTOT	Inter Library Loans Received Total	0.00	241,725.00	2,570.21
CRGEN	General Circulation Transactions	0.00	2,903,181.00	33,322.68
CRRSV	Reserve Circulation Transactions	0.00	1,278,928.00	10,020.74
PRESEN	Number of Presentations	0.00	4,128.00	121.23

Variable	Label	Minimum	Maximum	Mean
ATTEND	Total Attendance at Presentations	0.00	75,320.00	2,176.35
HOURS	Hours Open in a Typical Week	0.00	168.00	70.98
GATECT	Gate Count in a Typical Week	0.00	195,000.00	4,911.84
REFTRANS	Reference Transactions in a Typical Week	0.00	20,693.00	270.46

## **Appendix D**

### **Categorical Variable Frequencies on Academic Library Survey: 2008**

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## Appendix D—Categorical Variable Frequencies on Academic Library Survey: 2008

### State Abbreviation Code

STABBR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
AK Alaska	7	0.17	7	0.17
AL Alabama	67	1.61	74	1.78
AR Arkansas	48	1.15	122	2.93
AS American Samoa	1	0.02	123	2.95
AZ Arizona	66	1.58	189	4.54
CA California	394	9.46	583	13.99
CO Colorado	72	1.73	655	15.72
CT Connecticut	46	1.10	701	16.83
DC District of Columbia	16	0.38	717	17.21
DE Delaware	9	0.22	726	17.43
FL Florida	171	4.10	897	21.53
FM Fed State Micronesia	1	0.02	898	21.56
GA Georgia	131	3.14	1029	24.70
GU Guam	3	0.07	1032	24.77
HI Hawaii	21	0.50	1053	25.28
IA Iowa	64	1.54	1117	26.81
ID Idaho	14	0.34	1131	27.15
IL Illinois	170	4.08	1301	31.23
IN Indiana	87	2.09	1388	33.32
KS Kansas	59	1.42	1447	34.73
KY Kentucky	70	1.68	1517	36.41
LA Louisiana	52	1.25	1569	37.66
MA Massachusetts	120	2.88	1689	40.54
MD Maryland	58	1.39	1747	41.93
ME Maine	30	0.72	1777	42.65
MH Marshall Islands	1	0.02	1778	42.68
MI Michigan	104	2.50	1882	45.18
MN Minnesota	106	2.54	1988	47.72
MO Missouri	115	2.76	2103	50.48
MP Northern Mariana Isl	1	0.02	2104	50.50
MS Mississippi	40	0.96	2144	51.46
MT Montana	22	0.53	2166	51.99
NC North Carolina	130	3.12	2296	55.11
ND North Dakota	22	0.53	2318	55.64
NE Nebraska	41	0.98	2359	56.63
NH New Hampshire	27	0.65	2386	57.27

## Appendix D—Categorical Variable Frequencies on Academic Library Survey: 2008

STABBR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
NJ New Jersey	57	1.37	2443	58.64
NM New Mexico	41	0.98	2484	59.63
NV Nevada	21	0.50	2505	60.13
NY New York	294	7.06	2799	67.19
OH Ohio	187	4.49	2986	71.68
OK Oklahoma	55	1.32	3041	73.00
OR Oregon	59	1.42	3100	74.41
PA Pennsylvania	230	5.52	3330	79.93
PR Puerto Rico	73	1.75	3403	81.69

### State Abbreviation Code

STABBR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
PW Palau	1	0.02	3404	81.71
RI Rhode Island	14	0.34	3418	82.05
SC South Carolina	66	1.58	3484	83.63
SD South Dakota	23	0.55	3507	84.18
TN Tennessee	99	2.38	3606	86.56
TX Texas	213	5.11	3819	91.67
UT Utah	28	0.67	3847	92.34
VA Virginia	106	2.54	3953	94.89
VI Virgin Islands	1	0.02	3954	94.91
VT Vermont	23	0.55	3977	95.46
WA Washington	73	1.75	4050	97.22
WI Wisconsin	70	1.68	4120	98.90
WV West Virginia	36	0.86	4156	99.76
WY Wyoming	10	0.24	4166	100.00



## Appendix D—Categorical Variable Frequencies on Academic Library Survey: 2008

### Status of the Institution

ACT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A Active - Institution active and not an add	4117	98.82	4117	98.82
N New - Added during the current year	44	1.06	4161	99.88
R Restore - restored to the current universe	5	0.12	4166	100.00

### OBE Region Code

OBereg	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0 US Service Schools	5	0.12	5	0.12
1 New England - CT ME MA NH RI VT	259	6.22	264	6.34
2 Mid East - DE DC MD NJ NY PA	661	15.87	925	22.20
3 Great Lakes - IL IN MI OH WI	618	14.83	1543	37.04
4 Plains - IA KS MN MO NE ND SD	430	10.32	1973	47.36
5 Southeast - AL AR FL GA KY LA MS NC SC TN VA WV	1016	24.39	2989	71.75
6 Southwest - AZ NM OK TX	375	9.00	3364	80.75
7 Rocky Mountains - CO ID MT UT WY	145	3.48	3509	84.23
8 Far West - AK CA HI NV OR WA	575	13.80	4084	98.03
9 Outlying areas - AS FM GU MH MP PR PW VI	82	1.97	4166	100.00

### OPE Eligibility Indicator

OPEFLAG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Institution participates in Title IV federal financial aid programs	4068	97.65	4068	97.65
2 Branch campus of a main campus that participates in Title IV	94	2.26	4162	99.90
3 Deferment only - limited participation	3	0.07	4165	99.98
5 Not currently participating in Title IV, has an OPE ID number	1	0.02	4166	100.00





































































































