

**Data File: State Library Agencies Survey: Fiscal Year 1997**

**(Revised)**

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## **I. Introduction**

This survey file contains data on state library agencies in the 50 states and the District of Columbia for fiscal year 1997. The data were collected through the State Library Agencies (STLA) Survey, conducted by the National Center for Education Statistics (NCES). The STLA Survey is conducted annually and is the product of a cooperative effort between the Chief Officers of State Library Agencies (COSLA), the U.S. National Commission on Libraries and Information Science (NCLIS), and NCES. The FY 97 STLA Survey is the fourth in the series.

Note: The file was previously released in March 1999. This revised file is identical except for the removal of selected items to comply with federal laws (see <http://nces.ed.gov/statprog/confid3.asp>) which cover the protection of the confidentiality of individually identifiable information collected by NCES.

### **Background**

A state library agency is the official agency of a State charged by the law of that State with the extension and development of public library services throughout the State, which has adequate authority under law of the State to administer State plans in accordance with the provisions of the Library Services and Construction Act (LSCA) (P.L. 101-254, as amended). STLAs are increasingly receiving broader legislative mandates affecting libraries of all types. For example, their administrative and developmental responsibilities under LSCA Title III (Interlibrary Cooperation and Resource Sharing) affect the operation of thousands of public, academic, school, and special libraries in the nation. STLAs provide important reference and information services to state government and administer the state library and special operations such as state archives, libraries for the blind and physically handicapped, and the State Center for the Book. The STLA may also function as the state's public library at large, providing service to the general public and state government employees.

### **Purpose of Survey**

The STLA Survey provides state and federal policymakers, researchers, and other interested users with descriptive information about STLAs in the 50 states and the District of Columbia. Data on STLAs complement NCES data collected on public, academic, school, and federal libraries, and on library cooperatives. The STLA Survey collects some data on public libraries; these data, when added to the data collected through the NCES Public Libraries Survey, will help complete the national picture of public library service.

### **Congressional Authorization**

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

## **II. User's Guide**

### **II. A. Survey Methodology**

This survey file contains data on state library agencies in the 50 states and the District of Columbia for fiscal year 1997. The data were collected through the State Library Agencies (STLA) Survey, an annual survey conducted by the National Center for Education Statistics (NCES). The FY 97 STLA Survey is the fourth in the series.

## **Survey Software**

The STLA Survey data were reported through customized survey software provided to the STLAs by NCES. The software was designed to reduce respondent burden and enable states to edit their data before transmitting it to NCES. The respondent is alerted to questionable data during the data entry process through on-screen edits which request the respondent to verify or correct the data. The software also provides reports of questionable data which can be viewed on-screen or printed. These features allow the respondent to submit a data file that requires minimal or no follow-up for data problems. A survey manual is also provided, which contains the software operating procedures, edit specifications, and an instrument of the survey.

## **Mailout, Editing, and Follow-up**

To reduce response burden, the survey was transmitted with prior-year data for items where the data are not expected to change annually—most of Parts A through G, or about 40 percent of the items. The respondent was requested to review the pre-entered data and update any information that changed. All other data cells were initialized with -2 (numeric items) or left blank (alphanumeric items). The software does not permit the respondent to save a data file for transmission to NCES if a -2 remains in any data cell. The respondent was instructed to enter -1 for items requiring numeric data if they did not know the answer, and to leave alphanumeric items blank if they could not provide the data. A zero (0) is a reported response and indicates the STLA had none of the item. Missing data were not imputed.

The survey was mailed in early November, 1997 and had a due date of February 15, 1998. The Bureau of the Census was the data collection and processing agent for NCES. Nonresponse follow-up was conducted in February, 1998. The last state submission was received on July 22, 1998. The data were edited from March through July of 1998. After data were received from all 50 states and the District of Columbia, the preliminary national file was reviewed for data quality by the STLA Steering Committee, NCES, and Census. States were contacted to request verification or correction of questionable data before the final file was produced.

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

1. Relational edit checks. A data consistency check between related data elements. For example, an error message is generated if the STLA is designated as a Federal depository library but does not indicate the type of federal depository library.
2. Out-of-range edit checks. A comparison of data reported for an item to the "acceptable range" of values. For example, an error message is generated if annual Circulation per annual Library Visits is less than 0.5.
3. Arithmetic edit checks. An arithmetical accuracy check of a reported total and its parts to the generated total. For example, an error message is generated if Total Operating Expenditures is not equal to the sum of its parts (Total Staff Expenditures, Collection Expenditures, and Other Operating Expenditures).
4. Blank/zero/invalid edit checks. A check of reported data against acceptable values. For example, an error message is generated if Book/Serial Volumes is 0 or blank.

## **Survey Data Items**

The survey collected data on 506 items, including governance, public service hours, service outlets, collections, library service and development transactions, support of electronic information networks, allied operations, staff, income and expenditures. Data were also collected on STLA services to public, academic, school, and special libraries, and to library systems. The data items and definitions are provided in the survey instrument at the end of the data base documentation.

Note: Data items on films, special collections, and combined libraries collected in previous years were deleted from the FY 97 survey, based on their declining significance or data quality, as determined by the STLA Steering Committee. Data on staff by gender and race/ethnicity were collected by full-time/part-time status, rather than in full-time equivalents (FTEs), due to the difficulty in providing the FTE data in previous years.

## Universe

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

## Response Rate

**Unit Response.** The FY 97 STLA Survey achieved a 100 percent response rate.

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

### 98.0 percent response rate

006 - Zip + 4 (physical location address)  
011 - Zip + 4 (mailing address)  
095 - Serial subscriptions  
096 - Government documents  
112 - Interlibrary loans received from other  
libraries/document delivery services

### 86.3 percent response rate

114 - Library visits

**Reporting Period.** The FY 97 STLA Survey requested data for state fiscal year 1997, except for Part B—Governance and Part J—Staff data which were requested as of October 1, 1997. The fiscal year of most states is July 1 to June 30. Exceptions are New York (April 1 to March 31); Texas (September 1 to August 31); and Alabama, the District of Columbia, and Michigan (October 1 to September 30).

**Using the Data to Make Comparisons.** Caution should be exercised in making data comparisons because states may vary in their item response rates, fiscal year reporting periods, and adherence to survey definitions. The STLA data are not imputed for item nonresponse, so state and national totals may be underestimated for some items. While not a state, the District of Columbia is included in this report. Special care should be used in comparing data for the District of Columbia with data for a state.

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

The STLA Survey file (stla97b.mdb) contains final, edited data for state library agencies in the 50 states and the District of Columbia (51 total) in Microsoft Access format. The “b” at the end of the data file name indicates that this file is version b of a previously released file (see note in *Introduction* for nature of revision). The file format is one record of fixed length for each STLA. Due to the record length, the file is split into three Access tables, as follows:

- stla97b\_part 1 corresponds to survey Parts A to F (see list below);
- stla97b\_part 2 corresponds to survey parts G to J (see list below); and
- stla97b\_part 3 corresponds to survey parts K to O (see list below).

STLA Survey, by Part:

- Part A State Library Agency Identification
- Part B Governance
- Part C Allied Operations, State Resource or Reference/Information Service Center,  
and State Center for the Book
- Part D Services to Libraries and Systems
- Part E Electronic Information Networks
- Part F Public Service Hours, Outlets, and User Groups
- Part G Collections
- Part H Library Service Transactions
- Part I Library Development Transactions
- Part J Staff
- Part K Income
- Part L Expenditures
- Part M LSCA Titles I - III Expenditures
- Part N Allied Operations Expenditures
- Part O Public Policy Issues



**Appendix A—Record Layout of State Library Agencies Data File: FY 1997  
(stla97b.mdb)**

<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
<b>Survey Part A - State Library Agency Identification</b>					
STLANAME	A	001	AN	63	STLA Name
					Physical location address
PHYSADDR	A	002	AN	60	Street
PHYSCITY	A	003	AN	17	City
PHYS_ST	A	004	AN	02	State
PHYSZIP	A	005	AN	05	Zip
PHYSZIP4	A	006	AN	04	Zip + 4
					Mailing address
MAILADDR	A	007	AN	60	Street
MAILCITY	A	008	AN	17	City
MAIL_ST	A	009	AN	02	State
MAILZIP	A	010	AN	05	Zip
MAILZIP4	A	011	AN	04	Zip + 4
FILL012	A	012	AN	20	Blank (Survey processing item-not released to public)
FILL013	A	013	AN	20	Blank (Survey processing item-not released to public)
FILL014	A	014	AN	10	Blank (Survey processing item-not released to public)
FILL015	A	015	AN	10	Blank (Survey processing item-not released to public)
FILL016	A	016	AN	50	Blank (Survey processing item-not released to public)
FILL017	A	017	AN	20	Blank (Survey processing item-not released to public)
FILL018	A	018	AN	20	Blank (Survey processing item-not released to public)
FILL019	A	019	AN	10	Blank (Survey processing item-not released to public)
FILL020	A	020	AN	10	Blank (Survey processing item-not released to public)
FILL021	A	021	AN	50	Blank (Survey processing item-not released to public)
					Reporting period
FYSTART	A	022	AN	08	Fiscal year starting date, in following format: month/day/year (e.g., 07/01/96)
FYEND	A	023	AN	08	Fiscal year ending date, in following format: month/day/year (e.g., 06/30/97)
<b>Survey Part B - Governance</b>					
					Location in state government as of October 1, 1997, whom the agency reports to, and selection methods (X - Yes Blank - Not applicable)
JUDBRAN	B	024	AN	01	Judicial branch
LEGBRAN	B	025	AN	01	Legislative branch
EXECBRAN	B	026	AN	01	Executive branch
INDEPAG	B	027	AN	01	Independent agency
GOVERNOR	B	028	AN	01	Governor
BOARDCOM	B	029	AN	01	Board/commission
APPBYGOV	B	030	AN	01	Appointed by governor
APPBYOTH	B	031	AN	01	Appointed by other official
EXOFFMEM	B	032	AN	01	Ex-officio members
ELECTMEM	B	033	AN	01	Elected members
LARGERAG	B	034	AN	01	Part of larger agency
DEPTEDUC	B	035	AN	01	Department of education
DEPTCULT	B	036	AN	01	Department of cultural resources
DEPTSTAT	B	037	AN	01	Department of state
OTHERAG	B	038	AN	01	Other agency
OTHAGSP	B	039	AN	30	Other agency, specified

**Appendix A—Record Layout of State Library Agencies Data File: FY 1997  
(stla97.mdb)**

<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
<b>Survey Part C - Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book</b>					
					Allied operations combined with the STLA (Y - Yes N - No)
STARCHIV	C	040	AN	01	State archives
STLEGREF	C	041	AN	01	Primary state legislative research organization
STHSTMUS	C	042	AN	01	State history museum/art gallery
STRECMNG	C	043	AN	01	State records management service
OTHALLOP	C	044	AN	01	Other allied operation
OTHALLSP	C	045	AN	30	Other allied operation, specified
STLACONT	C	046	AN	01	STLA contracts with local public or academic library to serve as state resource or reference/information service center Y - Yes N - No
STLAHOST	C	047	AN	01	STLA hosts or provides funding to State Center for the Book Y- Yes N - No
<b>Survey Part D - Services to Libraries and Systems</b>					
					Services provided directly or by contract by STLA to types of libraries or systems (Y - Yes N - No)
					Accreditation of libraries
ACCRLIBA	D	048a	AN	01	Public
ACCRLIBB	D	048b	AN	01	Academic
ACCRLIBC	D	048c	AN	01	School
ACCRLIBD	D	048d	AN	01	Special
ACCRLIBE	D	048e	AN	01	Systems
					Administration of LSCA grants
LSCASVA	D	049a	AN	01	Public
LSCASVB	D	049b	AN	01	Academic
LSCASVC	D	049c	AN	01	School
LSCASVD	D	049d	AN	01	Special
LSCASVE	D	049e	AN	01	Systems
					Administration of State aid
STAIDSV A	D	050a	AN	01	Public
STAIDSV B	D	050b	AN	01	Academic
STAIDSV C	D	050c	AN	01	School
STAIDSV D	D	050d	AN	01	Special
STAIDSV E	D	050e	AN	01	Systems
					Certification of librarians
CERTLIBA	D	051a	AN	01	Public
CERTLIBB	D	051b	AN	01	Academic
CERTLIBC	D	051c	AN	01	School
CERTLIBD	D	051d	AN	01	Special
CERTLIBE	D	051e	AN	01	Systems
					Collection of library statistics
COLLBSTA	D	052a	AN	01	Public
COLLBSTB	D	052b	AN	01	Academic
COLLBSTC	D	052c	AN	01	School
COLLBSTD	D	052d	AN	01	Special
COLLBSTE	D	052e	AN	01	Systems

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<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
					Consulting services
CNSLTSVA	D	053a	AN	01	Public
CNSLTSVB	D	053b	AN	01	Academic
CNSLTSVC	D	053c	AN	01	School
CNSLTSVD	D	053d	AN	01	Special
CNSLTSVE	D	053e	AN	01	Systems
					Continuing education programs
CNTEDPRA	D	054a	AN	01	Public
CNTEDPRB	D	054b	AN	01	Academic
CNTEDPRC	D	054c	AN	01	School
CNTEDPRD	D	054d	AN	01	Special
CNTEDPRE	D	054e	AN	01	Systems
					Cooperative purchasing of library materials
COOPPURA	D	055a	AN	01	Public
COOPPURB	D	055b	AN	01	Academic
COOPPURC	D	055c	AN	01	School
COOPPURD	D	055d	AN	01	Special
COOPPURE	D	055e	AN	01	Systems
					Interlibrary loan referral services
ILLREFA	D	056a	AN	01	Public
ILLREFB	D	056b	AN	01	Academic
ILLREFC	D	056c	AN	01	School
ILLREFD	D	056d	AN	01	Special
ILLREFE	D	056e	AN	01	Systems
					Library legislation preparation/review
LIBLEGA	D	057a	AN	01	Public
LIBLEGB	D	057b	AN	01	Academic
LIBLEGC	D	057c	AN	01	School
LIBLEGD	D	057d	AN	01	Special
LIBLEGE	D	057e	AN	01	Systems
					Library planning/evaluation/research
LIBPLANA	D	058a	AN	01	Public
LIBPLANB	D	058b	AN	01	Academic
LIBPLANC	D	058c	AN	01	School
LIBPLAND	D	058d	AN	01	Special
LIBPLANE	D	058e	AN	01	Systems
					Literacy program support
LITPRSVA	D	059a	AN	01	Public
LITPRSVB	D	059b	AN	01	Academic
LITPR SVC	D	059c	AN	01	School
LITPRSVD	D	059d	AN	01	Special
LITPRSVE	D	059e	AN	01	Systems
					OCLC Group Access Capability (GAC)
OCLCGACA	D	060a	AN	01	Public
OCLCGACB	D	060b	AN	01	Academic
OCLCGACC	D	060c	AN	01	School
OCLCGACD	D	060d	AN	01	Special
OCLCGACE	D	060e	AN	01	Systems

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<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
					Preservation/conservation services
PRESERVA	D	061a	AN	01	Public
PRESERVB	D	061b	AN	01	Academic
PRESERVC	D	061c	AN	01	School
PRESERVD	D	061d	AN	01	Special
PRESERVE	D	061e	AN	01	Systems
					Reference referral services
REFREFA	D	062a	AN	01	Public
REFREFB	D	062b	AN	01	Academic
REFREFC	D	062c	AN	01	School
REFREFD	D	062d	AN	01	Special
REFREFE	D	062e	AN	01	Systems
					Retrospective conversion of bibliographic records
RETROCV A	D	063a	AN	01	Public
RETROCV B	D	063b	AN	01	Academic
RETROCV C	D	063c	AN	01	School
RETROCV D	D	063d	AN	01	Special
RETROCV E	D	063e	AN	01	Systems
					State standards/guidelines
STSTANDA	D	064a	AN	01	Public
STSTANDB	D	064b	AN	01	Academic
STSTANDC	D	064c	AN	01	School
STSTANDD	D	064d	AN	01	Special
STSTANDE	D	064e	AN	01	Systems
					Statewide public relations/library promotion campaigns
STWIDPRA	D	065a	AN	01	Public
STWIDPRB	D	065b	AN	01	Academic
STWIDPRC	D	065c	AN	01	School
STWIDPRD	D	065d	AN	01	Special
STWIDPRE	D	065e	AN	01	Systems
					Summer reading program support
SUMREADA	D	066a	AN	01	Public
SUMREADB	D	066b	AN	01	Academic
SUMREADC	D	066c	AN	01	School
SUMREADD	D	066d	AN	01	Special
SUMREADE	D	066e	AN	01	Systems
					Union list development
UNIONDVA	D	067a	AN	01	Public
UNIONDVB	D	067b	AN	01	Academic
UNIONDVC	D	067c	AN	01	School
UNIONDVD	D	067d	AN	01	Special
UNIONDVE	D	067e	AN	01	Systems
<b>Survey Part E - Electronic Information Networks</b>					
					Electronic networking functions supported by STLA at state level (Y - Yes N - No)
ELECPLAN	E	068	AN	01	Electronic network planning or monitoring
ELECOPER	E	069	AN	01	Electronic network operation
					Database development
ELECBIBL	E	070	AN	01	Bibliographic databases
ELECTEXT	E	071	AN	01	Full text or data files

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<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
					Library access to the Internet supported by STLA (Y - Yes N - No)
NETTRAIN	E	072	AN	01	Training or consultation for participation
NETSUB	E	073	AN	01	Subsidy for participation
NETEQUIP	E	074	AN	01	Providing equipment
NETMOUNT	E	075	AN	01	Providing access to directories, databases, or online catalogs via the Internet
NETGOPH	E	076	AN	01	Managing a gopher/Web site, file servers, bulletin boards, or listservs
<b>Survey Part F - Public Service Hours, Outlets, and User Groups</b>					
					Total hours open per typical week for all STLA outlets that serve the general public and/or stategovernment employees
TOTHRSWK	F	077	N	04	Total hours/week
MON2FRI	F	078	N	04	Monday-Friday after 5:00 p.m.
SAT2SUN	F	079	N	04	Saturday and Sunday
					Basis on which STLA outlets that serve general public are open (Y - Yes N - No)
WALKIN	F	080	AN	01	Walk-in
REFERRAL	F	081	AN	01	Referral
					Total number of STLA outlets, by type
MAINOUT	F	082	N	04	Main or central outlet
OTHEROUT	F	083	N	04	Other outlets, exclude bookmobiles
BKMOBILE	F	084	N	04	Bookmobiles
TOTALOUT	F	085	N	04	Total outlets
					Number of STLA outlets that serve specific user groups, in whole or in part, by type of user group and outlet:
					Outlets serving Blind/physically handicapped individuals
BPHOUTA	F	086a	N	04	Main or central outlet
BPHOUTB	F	086b	N	04	Other outlets (excluding bookmobiles)
BPHOUTC	F	086c	N	04	Bookmobiles
BPHOUTD	F	086d	N	04	Total outlets
					Outlets serving Residents of state correctional institutions
COROUTA	F	087a	N	04	Main or central outlet
COROUTB	F	087b	N	04	Other outlets (excluding bookmobiles)
COROUTC	F	087c	N	04	Bookmobiles
COROUTD	F	087d	N	04	Total outlets
					Outlets serving Residents of other state institutions
OTSTOUTA	F	088a	N	04	Main or central outlet
OTSTOUTB	F	088b	N	04	Other outlets (excluding bookmobiles)
OTSTOUTC	F	088c	N	04	Bookmobiles
OTSTOUTD	F	088d	N	04	Total outlets
					Outlets serving State government employees (executive, legislative, or judicial)
GVEMOUTA	F	089a	N	04	Main or central outlet
GVEMOUTB	F	089b	N	04	Other outlets (excluding bookmobiles)
GVEMOUTC	F	089c	N	04	Bookmobiles
GVEMOUTD	F	089d	N	04	Total outlets

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(stla97.mdb)**

<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
GPOUTA	F	090a	N	04	Outlets serving General public
GPOUTB	F	090b	N	04	Main or central outlet
GPOUTC	F	090c	N	04	Other outlets (excluding bookmobiles)
GPOUTD	F	090d	N	04	Bookmobiles
					Total outlets
<b>Survey Part G - Collections</b>					
					Total number of volumes or physical units in all STLA outlets that serve the general public and/or state government employees, in selected formats
BKSERVOL	G	091	N	08	Book and serial volumes (exclude microforms)
AUDIO	G	092	N	08	Audio materials
					(Note: item 093 is reserved for future use.)
VIDEO	G	094	N	08	Video materials
SUBSCRIP	G	095	N	08	Serial subscriptions (titles, not individual issues) (exclude microforms)
GOVDOC	G	096	N	08	Government documents (include only government documents, in all formats, not accessible through the library catalog and not reported elsewhere)
GENCOL	G	097	AN	01	STLA maintains a general collection Y - Yes N - No
					(Note: items 098-105 are reserved for future use.)
					STLA depository library designation (Y - Yes N - No)
STDEPLIB	G	106	AN	01	State depository library
FDDEPLIB	G	107	AN	01	Federal depository library
REGIONAL	G	108	AN	01	Regional (federal depository library)
SELECTIV	G	109	AN	01	Selective (federal depository library)
<b>Survey Part H - Library Service Transactions</b>					
					Total annual service transactions in all STLA outlets that serve the general public and/or state government employees, by type of transaction
CIRC	H	110	N	07	Circulation
PROVTO	H	111	N	07	Interlibrary loan/document delivery
RECFROM	H	112	N	07	Provided to other libraries
REFTRANS	H	113	N	07	Received from other libraries and document delivery services
LIBVISTS	H	114	N	07	Reference transactions
					Library visits
<b>Survey Part I - Library Development Transactions</b>					
					Total annual development transactions of the STLA, by type of transaction
GRANTMON	I	115	N	06	LSCA and State grants
ONSITMON	I	116	N	06	Grants monitored
					On-site monitoring visits
EVENTS	I	117	N	06	Continuing education programs
ATEVENTS	I	118	N	06	Number of events
					Total attendance

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(stla97.mdb)**

Variable name	Survey part	Data item	Data type	Field length	Description
<b>Survey Part J - Staff</b>					
					Total STLA staff in FTE's (full-time equivalents) on the payroll as of October 1, 1997, by type of service and position. Includes unfilled but budgeted positions. The field length of 7 positions includes 2 decimals, with an explicit decimal point.
ADMSERVA	J	119a	N	07	Administration Librarians with ALA-MLS
ADMSERVB	J	119b	N	07	Other professionals
ADMSERVC	J	119c	N	07	Other paid staff
ADMSERVD	J	119d	N	07	Total staff
					Library development - Public library
LDPUBA	J	120a	N	07	Librarians with ALA-MLS
LDPUBB	J	120b	N	07	Other professionals
LDPUBC	J	120c	N	07	Other paid staff
LDPUBD	J	120d	N	07	Total staff
					Library development - School library media center
LDSCHA	J	121a	N	07	Librarians with ALA-MLS
LDSCHB	J	121b	N	07	Other professionals
LDSCHC	J	121c	N	07	Other paid staff
LDSCHD	J	121d	N	07	Total staff
					Library development - Academic library
LDACADA	J	122a	N	07	Librarians with ALA-MLS
LDACADB	J	122b	N	07	Other professionals
LDACADC	J	122c	N	07	Other paid staff
LDACADD	J	122d	N	07	Total staff
					Library development - Special library
LDSPECA	J	123a	N	07	Librarians with ALA-MLS
LDSPECB	J	123b	N	07	Other professionals
LDSPECC	J	123c	N	07	Other paid staff
LDSPECD	J	123d	N	07	Total staff
					Library development - Other library development
LDOTHLBA	J	124a	N	07	Librarians with ALA-MLS
LDOTHLBB	J	124b	N	07	Other professionals
LDOTHLBC	J	124c	N	07	Other paid staff
LDOTHLBD	J	124d	N	07	Total staff
					Library development - Total library development
TOTALLDA	J	125a	N	07	Librarians with ALA-MLS
TOTALLDB	J	125b	N	07	Other professionals
TOTALLDC	J	125c	N	07	Other paid staff
TOTALLDD	J	125d	N	07	Total staff
					Library services - Public services
LSPUBSVA	J	126a	N	07	Librarians with ALA-MLS
LSPUBSVB	J	126b	N	07	Other professionals
LSPUBSVC	J	126c	N	07	Other paid staff
LSPUBSVD	J	126d	N	07	Total staff
					Library services - Technical services
LSTECVA	J	127a	N	07	Librarians with ALA-MLS
LSTECVB	J	127b	N	07	Other professionals
LSTECVC	J	127c	N	07	Other paid staff
LSTECVD	J	127d	N	07	Total staff

**Appendix A—Record Layout of State Library Agencies Data File: FY 1997  
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<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
LSOTHLSA	J	128a	N	07	Library services - Other library services
LSOTHLSB	J	128b	N	07	Librarians with ALA-MLS
LSOTHLSC	J	128c	N	07	Other professionals
LSOTHLSD	J	128d	N	07	Other paid staff
					Total staff
TOTALLSA	J	129a	N	07	Library services - Total library services
TOTALLSB	J	129b	N	07	Librarians with ALA-MLS
TOTALLSC	J	129c	N	07	Other professionals
TOTALLSD	J	129d	N	07	Other paid staff
					Total staff
OTHERSVA	J	130a	N	07	Other services
OTHERSVB	J	130b	N	07	Librarians with ALA-MLS
OTHERSVC	J	130c	N	07	Other professionals
OTHERSVD	J	130d	N	07	Other paid staff
					Total staff
TOTSTAFA	J	131a	N	07	Total staff
TOTSTAFB	J	131b	N	07	Librarians with ALA-MLS
TOTSTAFC	J	131c	N	07	Other professionals
TOTSTAFD	J	131d	N	07	Other paid staff
					Total staff
					Number of STLA staff in FTE's (full-time equivalents) on the payroll as of October 1, 1997, by selected staff specialty and type of position. Includes unfilled but budgeted positions. The field length of 7positions includes 2 decimals, with an explicit decimal point.
LSCASEA	J	132a	N	07	Administration of LSCA grants
LSCASEB	J	132b	N	07	Librarians with ALA-MLS
LSCASEC	J	132c	N	07	Other professionals
LSCASED	J	132d	N	07	Other paid staff
					Total staff
STAIDSEA	J	133a	N	07	Administration of state aid
STAIDSEB	J	133b	N	07	Librarians with ALA-MLS
STAIDSEC	J	133c	N	07	Other professionals
STAIDSED	J	133d	N	07	Other paid staff
					Total staff
AENDSEA	J	134a	N	07	Automation/electronic network development
AENDSEB	J	134b	N	07	Librarians with ALA-MLS
AENDSEC	J	134c	N	07	Other professionals
AENDSED	J	134d	N	07	Other paid staff
					Total staff
BPHSEA	J	135a	N	07	Blind and physically handicapped services
BPHSEB	J	135b	N	07	Librarians with ALA-MLS
BPHSEC	J	135c	N	07	Other professionals
BPHSED	J	135d	N	07	Other paid staff
					Total staff
CYASEA	J	136a	N	07	Children's/young adult services
CYASEB	J	136b	N	07	Librarians with ALA-MLS
CYASEC	J	136c	N	07	Other professionals
CYASED	J	136d	N	07	Other paid staff
					Total staff



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Variable name	Survey part	Data item	Data type	Field length	Description
					Institutional library services
ILSSEA	J	137a	N	07	Librarians with ALA-MLS
ILSSEB	J	137b	N	07	Other professionals
ILSSEC	J	137c	N	07	Other paid staff
ILSSED	J	137d	N	07	Total staff
					Library statistics
LBSTASEA	J	138a	N	07	Librarians with ALA-MLS
LBSTASEB	J	138b	N	07	Other professionals
LBSTASEC	J	138c	N	07	Other paid staff
LBSTASED	J	138d	N	07	Total staff
					Literacy program support
LITPRSEA	J	139a	N	07	Librarians with ALA-MLS
LITPRSEB	J	139b	N	07	Other professionals
LITPRSEC	J	139c	N	07	Other paid staff
LITPRSED	J	139d	N	07	Total staff
					Total STLA staff on the payroll as of October 1, 1997, by type of position, and by race/ethnicity, gender, and full-time/part-time status. Excludes unfilled but budgeted positions.
					American Indian/Alaskan Native - Men (full-time)
NATMNFTA	J	140a(a)	N	07	Librarians with ALA-MLS
NATMNFTB	J	140a(b)	N	07	Other professionals
NATMNFTC	J	140a(c)	N	07	Other paid staff
NATMNFTD	J	140a(d)	N	07	Total staff
					American Indian/Alaskan Native - Men (part-time)
NATMNPTA	J	140b(a)	N	07	Librarians with ALA-MLS
NATMNPTB	J	140b(b)	N	07	Other professionals
NATMNPTC	J	140b(c)	N	07	Other paid staff
NATMNPTD	J	140b(d)	N	07	Total staff
					American Indian/Alaskan Native - Women (full-time)
NATWMFTA	J	141a(a)	N	07	Librarians with ALA-MLS
NATWMFTB	J	141a(b)	N	07	Other professionals
NATWMFTC	J	141a(c)	N	07	Other paid staff
NATWMFTD	J	141a(d)	N	07	Total staff
					American Indian/Alaskan Native - Women (part-time)
NATWMPTA	J	141b(a)	N	07	Librarians with ALA-MLS
NATWMPTB	J	141b(b)	N	07	Other professionals
NATWMPTC	J	141b(c)	N	07	Other paid staff
NATWMPTD	J	141b(d)	N	07	Total staff
					Asian or Pacific Islander - Men (full-time)
ISLMNFTA	J	142a(a)	N	07	Librarians with ALA-MLS
ISLMNFTB	J	142a(b)	N	07	Other professionals
ISLMNFTC	J	142a(c)	N	07	Other paid staff
ISLMNFTD	J	142a(d)	N	07	Total staff
					Asian or Pacific Islander - Men (part-time)
ISLMNPTA	J	142b(a)	N	07	Librarians with ALA-MLS
ISLMNPTB	J	142b(b)	N	07	Other professionals
ISLMNPTC	J	142b(c)	N	07	Other paid staff
ISLMNPTD	J	142b(d)	N	07	Total staff

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<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
					Asian or Pacific Islander - Women (full-time)
ISLWMFTA	J	143a(a)	N	07	Librarians with ALA-MLS
ISLWMFTB	J	143a(b)	N	07	Other professionals
ISLWMFTC	J	143a(c)	N	07	Other paid staff
ISLWMFTD	J	143a(d)	N	07	Total staff
					Asian or Pacific Islander - Women (part-time)
ISLWMPTA	J	143b(a)	N	07	Librarians with ALA-MLS
ISLWMPTB	J	143b(b)	N	07	Other professionals
ISLWMPTC	J	143b(c)	N	07	Other paid staff
ISLWMPTD	J	143b(d)	N	07	Total staff
					Black, Non-Hispanic - Men (full-time)
BLKMNFTA	J	144a(a)	N	07	Librarians with ALA-MLS
BLKMNFTB	J	144a(b)	N	07	Other professionals
BLKMNFTC	J	144a(c)	N	07	Other paid staff
BLKMNFTD	J	144a(d)	N	07	Total staff
					Black, Non-Hispanic - Men (part-time)
BLKMNPTA	J	144b(a)	N	07	Librarians with ALA-MLS
BLKMNPTB	J	144b(b)	N	07	Other professionals
BLKMNPTC	J	144b(c)	N	07	Other paid staff
BLKMNPTD	J	144b(d)	N	07	Total staff
					Black, Non-Hispanic - Women (full-time)
BLKWMFTA	J	145a(a)	N	07	Librarians with ALA-MLS
BLKWMFTB	J	145a(b)	N	07	Other professionals
BLKWMFTC	J	145a(c)	N	07	Other paid staff
BLKWMFTD	J	145a(d)	N	07	Total staff
					Black, Non-Hispanic - Women (part-time)
BLKWMPTA	J	145b(a)	N	07	Librarians with ALA-MLS
BLKWMPTB	J	145b(b)	N	07	Other professionals
BLKWMPTC	J	145b(c)	N	07	Other paid staff
BLKWMPTD	J	145b(d)	N	07	Total staff
					Hispanic - Men (full-time)
HISMNFTA	J	146a(a)	N	07	Librarians with ALA-MLS
HISMNFTB	J	146a(b)	N	07	Other professionals
HISMNFTC	J	146a(c)	N	07	Other paid staff
HISMNFTD	J	146a(d)	N	07	Total staff
					Hispanic - Men (part-time)
HISMNPTA	J	146b(a)	N	07	Librarians with ALA-MLS
HISMNPTB	J	146b(b)	N	07	Other professionals
HISMNPTC	J	146b(c)	N	07	Other paid staff
HISMNPTD	J	146b(d)	N	07	Total staff
					Hispanic - Women (full-time)
HISWMFTA	J	147a(a)	N	07	Librarians with ALA-MLS
HISWMFTB	J	147a(b)	N	07	Other professionals
HISWMFTC	J	147a(c)	N	07	Other paid staff
HISWMFTD	J	147a(d)	N	07	Total staff

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<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
					Hispanic - Women (part-time)
HISWMPTA	J	147b(a)	N	07	Librarians with ALA-MLS
HISWMPTB	J	147b(b)	N	07	Other professionals
HISWMPTC	J	147b(c)	N	07	Other paid staff
HISWMPTD	J	147b(d)	N	07	Total staff
					White, Non-Hispanic - Men (full-time)
WHMNFTA	J	148a(a)	N	07	Librarians with ALA-MLS
WHMNFTB	J	148a(b)	N	07	Other professionals
WHMNFTC	J	148a(c)	N	07	Other paid staff
WHMNFTD	J	148a(d)	N	07	Total staff
					White, Non-Hispanic - Men (part-time)
WHMNPTA	J	148b(a)	N	07	Librarians with ALA-MLS
WHMNPTB	J	148b(b)	N	07	Other professionals
WHMNPTC	J	148b(c)	N	07	Other paid staff
WHMNPTD	J	148b(d)	N	07	Total staff
					White, Non-Hispanic - Women (full-time)
WHWMFTA	J	149a(a)	N	07	Librarians with ALA-MLS
WHWMFTB	J	149a(b)	N	07	Other professionals
WHWMFTC	J	149a(c)	N	07	Other paid staff
WHWMFTD	J	149a(d)	N	07	Total staff
					White, Non-Hispanic - Women (part-time)
WHWMPTA	J	149b(a)	N	07	Librarians with ALA-MLS
WHWMPTB	J	149b(b)	N	07	Other professionals
WHWMPTC	J	149b(c)	N	07	Other paid staff
WHWMPTD	J	149b(d)	N	07	Total staff
					Race/ethnicity unknown - Men (full-time)
UNKMNFTA	J	150a(a)	N	07	Librarians with ALA-MLS
UNKMNFTB	J	150a(b)	N	07	Other professionals
UNKMNFTC	J	150a(c)	N	07	Other paid staff
UNKMNFTD	J	150a(d)	N	07	Total staff
					Race/ethnicity unknown - Men (part-time)
UNKMNPTA	J	150b(a)	N	07	Librarians with ALA-MLS
UNKMNPTB	J	150b(b)	N	07	Other professionals
UNKMNPTC	J	150b(c)	N	07	Other paid staff
UNKMNPTD	J	150b(d)	N	07	Total staff
					Race/ethnicity unknown - Women (full-time)
UNKWMFTA	J	151a(a)	N	07	Librarians with ALA-MLS
UNKWMFTB	J	151a(b)	N	07	Other professionals
UNKWMFTC	J	151a(c)	N	07	Other paid staff
UNKWMFTD	J	151a(d)	N	07	Total staff
					Race/ethnicity unknown - Women (part-time)
UNKWMPTA	J	151b(a)	N	07	Librarians with ALA-MLS
UNKWMPTB	J	151b(b)	N	07	Other professionals
UNKWMPTC	J	151b(c)	N	07	Other paid staff
UNKWMPTD	J	151b(d)	N	07	Total staff

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<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
TOTMNFTA	J	152a(a)	N	07	Total staff - Men (full-time)
TOTMNFTB	J	152a(b)	N	07	Librarians with ALA-MLS
TOTMNFTC	J	152a(c)	N	07	Other professionals
TOTMNFTD	J	152a(d)	N	07	Other paid staff
					Total staff
TOTMNPTA	J	152b(a)	N	07	Total staff - Men (part-time)
TOTMNPTB	J	152b(b)	N	07	Librarians with ALA-MLS
TOTMNPTC	J	152b(c)	N	07	Other professionals
TOTMNPTD	J	152b(d)	N	07	Other paid staff
					Total staff
TOTWMFTA	J	153a(a)	N	07	Total staff - Women (full-time)
TOTWMFTB	J	153a(b)	N	07	Librarians with ALA-MLS
TOTWMFTC	J	153a(c)	N	07	Other professionals
TOTWMFTD	J	153a(d)	N	07	Other paid staff
					Total staff
TOTWMPTA	J	153b(a)	N	07	Total staff - Women (part-time)
TOTWMPTB	J	153b(b)	N	07	Librarians with ALA-MLS
TOTWMPTC	J	153b(c)	N	07	Other professionals
TOTWMPTD	J	153b(d)	N	07	Other paid staff
					Total staff
<b>Survey Part K - Income</b>					
					Total STLA income, by source and type
					Federal income, by type:
FIT1	K	154	N	10	LSCA - Title I
FIT2	K	155	N	10	LSCA - Title II
FIT3	K	156	N	10	LSCA - Title III
FITOTT13	K	157	N	10	Total LSCA Titles I-III income
FIOHT48	K	158	N	10	Other LSCA income (Titles IV-VIII)
					Other LSCA income (Titles IV-VIII) specified (X - Yes Blank - Not applicable or not reported)
FIT4	K	159	AN	01	Title IV
FIT5	K	160	AN	01	Title V
FIT6	K	161	AN	01	Title VI
FIT7	K	162	AN	01	Title VII
FIT8	K	163	AN	01	Title VIII
FIOHT	K	164	N	10	Other federal income
FIOHTSP	K	165	AN	80	Other federal income, specified (program and titles)
TOTAL_FI	K	166	N	10	Total federal income
					State and Other income
					State income, by type:
SISTLAOP	K	167	N	10	STLA operation
SIAIDLIB	K	168	N	10	State aid to libraries
SIOHTER	K	169	N	10	Other state income
TOTAL_SI	K	170	N	10	Total state income
OTHINCM	K	171	N	10	Other income
TOTINCM	K	172	N	10	Total income

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<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
<b>Survey Part L - Expenditures</b>					
					Total STLA expenditures, by type and source
					Operating expenditures - Salaries and wages
OEXPSALA	L	173a	N	09	Federal
OEXPSALB	L	173b	N	09	State
OEXPSALC	L	173c	N	09	Other
OEXPSALD	L	173d	N	09	Total
					Operating expenditures - Employee benefits
OEXPBENA	L	174a	N	09	Federal
OEXPBENB	L	174b	N	09	State
OEXPBENC	L	174c	N	09	Other
OEXPBEND	L	174d	N	09	Total
					Operating expenditures - Total staff expenditures
TOTOXSTA	L	175a	N	09	Federal
TOTOXSTB	L	175b	N	09	State
TOTOXSTC	L	175c	N	09	Other
TOTOXSTD	L	175d	N	09	Total
					Operating expenditures - Collection expenditures
OEXPCOLA	L	176a	N	09	Federal
OEXPCOLB	L	176b	N	09	State
OEXPCOLC	L	176c	N	09	Other
OEXPCOLD	L	176d	N	09	Total
					Operating expenditures - Other operating expenditures
OEXPOTHA	L	177a	N	09	Federal
OEXPOTHB	L	177b	N	09	State
OEXPOTHC	L	177c	N	09	Other
OEXPOTHD	L	177d	N	09	Total
					Operating expenditures - Total operating expenditures
TOTOPEXA	L	178a	N	09	Federal
TOTOPEXB	L	178b	N	09	State
TOTOPEXC	L	178c	N	09	Other
TOTOPEXD	L	178d	N	09	Total
					Financial assistance to libraries expenditures - Individual public libraries
AIDIPLA	L	179a	N	09	Federal
AIDIPLB	L	179b	N	09	State
AIDIPLC	L	179c	N	09	Other
AIDIPLD	L	179d	N	09	Total
					Financial assistance to libraries expenditures - Public library systems
AIDPLSA	L	180a	N	09	Federal
AIDPLSB	L	180b	N	09	State
AIDPLSC	L	180c	N	09	Other
AIDPLSD	L	180d	N	09	Total

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<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
					Financial assistance to libraries expenditures – Other individual libraries
AIDOILA	L	181a	N	09	Federal
AIDOILB	L	181b	N	09	State
AIDOILC	L	181c	N	09	Other
AIDOILD	L	181d	N	09	Total
					Financial assistance to libraries expenditures – Multitype library systems
AIDMLSA	L	182a	N	09	Federal
AIDMLSB	L	182b	N	09	State
AIDMLSC	L	182c	N	09	Other
AIDMLSD	L	182d	N	09	Total
					Financial assistance to libraries expenditures – Single agency or library providing statewide service
AIDSALA	L	183a	N	09	Federal
AIDSALB	L	183b	N	09	State
AIDSALC	L	183c	N	09	Other
AIDSALD	L	183d	N	09	Total
					Financial assistance to libraries expenditures – Library construction
AIDLCA	L	184a	N	09	Federal
AIDLCB	L	184b	N	09	State
AIDLCC	L	184c	N	09	Other
AIDLCD	L	184d	N	09	Total
					Financial assistance to libraries expenditures – Other assistance
AIDOTHA	L	185a	N	09	Federal
AIDOTHB	L	185b	N	09	State
AIDOTHC	L	185c	N	09	Other
AIDOTHD	L	185d	N	09	Total
					Financial assistance to libraries expenditures – Total financial assistance
TOTAIDA	L	186a	N	09	Federal
TOTAIDB	L	186b	N	09	State
TOTAIDC	L	186c	N	09	Other
TOTAIDD	L	186d	N	09	Total
					Capital outlay
CAPITALA	L	187a	N	10	Federal
CAPITALB	L	187b	N	10	State
CAPITALC	L	187c	N	10	Other
CAPITALD	L	187d	N	10	Total
					Other expenditures
OTHEXPA	L	188a	N	10	Federal
OTHEXPB	L	188b	N	10	State
OTHEXPC	L	188c	N	10	Other
OTHEXPD	L	188d	N	10	Total

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<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Description</b>
					Total expenditures
TOTEXPA	L	189a	N	10	Federal
TOTEXPB	L	189b	N	10	State
TOTEXPC	L	189c	N	10	Other
TOTEXPD	L	189d	N	10	Total
<b>Survey Part M - LSCA Titles I - III Expenditures</b>					
					LSCA Title I expenditures, by type
T1EXPSTW	M	190	N	08	Statewide services
T1EXPGRT	M	191	N	08	Grants
T1EXPADM	M	192	N	08	LSCA administration
TOTEXPT1	M	193	N	08	Total LSCA Title I expenditures
					LSCA Title II expenditures, by type
T2EXPGRT	M	194	N	09	Grants
T2EXPADM	M	195	N	09	LSCA administration
TOTEXPT2	M	196	N	09	Total LSCA Title II expenditures
					LSCA Title III expenditures, by type
T3EXPSTW	M	197	N	09	Statewide services
T3EXPGRT	M	198	N	09	Grants
TOTEXPT3	M	199	N	09	Total LSCA Title III expenditures
TOTEX123	M	200	N	09	Total LSCA Titles I-III expenditures
<b>Survey Part N - Allied Operations Expenditures</b>					
					Operating expenditures
ALLOPSTF	N	201	N	08	Total staff expenditures
ALLOPOTH	N	202	N	08	Other operating expenditures
TOTOX_AO	N	203	N	08	Total operating expenditures
ALLOPCAP	N	204	N	08	Capital outlay
TOTEXPAO	N	205	N	08	Total expenditures
<b>Survey Part O - Public Policy Issues</b>					
					Grants and contracts expenditures by STLA to assist public libraries in responding to state or national education goals or initiatives in these areas
READSCH	O	206	N	08	Readiness for school
ADLIT	O	207	N	08	Adult literacy
LLLRNG	O	208	N	08	Lifelong learning
PERIOD_E	--	--	N	10	Official state total population estimate (from NCES's FY 96 Public Libraries Survey). The data are the most recent estimate for the state and are obtained from the State Data Center or other official state sources.
PUB_FIPS	--	--	AN	02	FIPS code. See Appendix B—State Codes

## Appendix B—State Codes

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







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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART D - SERVICES TO LIBRARIES AND SYSTEMS--continued

Pg 5

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART D - SERVICES TO LIBRARIES AND SYSTEMS--continued

Pg 6

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

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART E - ELECTRONIC INFORMATION NETWORKS

Pg 7

6. Does the STLA support any of the following electronic networking functions at the state level? Enter <Y>es or <N>o for each item

068 | \_ Electronic network planning or monitoring

069 | \_ Electronic network operation  
Database development - Specify:

070 | \_ Bibliographic databases

071 | \_ Full text or data files

7. Does the STLA support library access to the Internet in any of the following ways? Enter <Y>es or <N>o for each item

072 | \_ Training or consultation for participation

073 | \_ Subsidy for participation

074 | \_ Providing equipment

075 | \_ Providing access to directories, databases, or online catalogs via the Internet

076 | \_ Managing a gopher/Web site, file servers, bulletin boards, or listservs

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART F - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS

Pg 8

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

077 | Total hours/week \_\_\_\_\_

078 | Monday-Friday after 5:00 p. m. \_\_\_\_\_

079 | Saturday and Sunday \_\_\_\_\_

9. On what basis are STLA outlets that serve the general public open to them? Enter <Y>es or <N>o for each item

080 | \_ Walk-in

081 | \_ Referral

10. Enter the total number of STLA outlets by type, regardless of whom they serve:

082 | Main or central outlet \_\_\_\_\_ 084 | Bookmobiles \_\_\_\_\_

083 | Other outlets, excluding bookmobiles \_\_\_\_\_ 085 | TOTAL OUTLETS \_\_\_\_\_

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97 Pg 9  
 PART F - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS--continued

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

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97 Pg 10  
 PART G - COLLECTIONS

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

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97 Pg 11  
 PART G - COLLECTIONS--continued

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

14. Is the STLA designated as a Federal or State depository library for government documents? Enter <Y>es or <N>o for each item

106|\_ State depository library  
 107|\_ Federal depository library - Specify <Y>es or <N>o for each item  
 108|\_ Regional                      109|\_ Selective



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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART J - STAFF

Pg 14

17. Enter total STLA staff in FTE's (to 2 decimal places) by position and service on the payroll as of October 1, 1997. Include unfilled but budgeted positions.

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART J - STAFF--continued

Pg 15

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

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART J - STAFF--continued

Pg 16

18. Enter the number of STLA staff in FTE'S (to 2 decimal places), by position and selected staff specialty, on the payroll as of October 1, 1997. Include unfilled but budgeted positions.

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART J - STAFF--continued

Pg 17

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



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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART J - STAFF--continued

Pg 18

19. Enter total STLA staff by position, race/ethnicity, gender, and full-time/part-time status, on the payroll as of October 1, 1997. Exclude unfilled but budgeted positions.

Race/ethnicity, gender, and full-time/part-time status	Librarians with ALA-MLS (a)	Other professionals (b)	Other paid staff (c)	TOTAL STAFF (d)
<b>American Indian/Alaskan Native:</b>				
140a Men (full-time)	_____	_____	_____	_____
140b Men (part-time)	_____	_____	_____	_____
141a Women (full-time)	_____	_____	_____	_____
141b Women (part-time)	_____	_____	_____	_____
<b>Asian or Pacific Islander:</b>				
142a Men (full-time)	_____	_____	_____	_____
142b Men (part-time)	_____	_____	_____	_____
143a Women (full-time)	_____	_____	_____	_____
143b Women (part-time)	_____	_____	_____	_____

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART J - STAFF--continued

Pg 19

Race/ethnicity, gender, and full-time/part-time status	Librarians with ALA-MLS (a)	Other professionals (b)	Other paid staff (c)	TOTAL STAFF (d)
<b>Black, Non-Hispanic:</b>				
144a Men (full-time)	_____	_____	_____	_____
144b Men (part-time)	_____	_____	_____	_____
145a Women (full-time)	_____	_____	_____	_____
145b Women (part-time)	_____	_____	_____	_____
<b>Hispanic:</b>				
146a Men (full-time)	_____	_____	_____	_____
146b Men (part-time)	_____	_____	_____	_____
147a Women (full-time)	_____	_____	_____	_____
147b Women (part-time)	_____	_____	_____	_____

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART J - STAFF--continued

Pg 20

Race/ethnicity, gender, and full-time/part-time status	Librarians with ALA-MLS (a)	Other professionals (b)	Other paid staff (c)	TOTAL STAFF (d)
<b>White, Non-Hispanic:</b>				
148a Men (full-time)	_____	_____	_____	_____
148b Men (part-time)	_____	_____	_____	_____
149a Women (full-time)	_____	_____	_____	_____
149b Women (part-time)	_____	_____	_____	_____
<b>Race/ethnicity unknown:</b>				
150a Men (full-time)	_____	_____	_____	_____
150b Men (part-time)	_____	_____	_____	_____
151a Women (full-time)	_____	_____	_____	_____
151b Women (part-time)	_____	_____	_____	_____
<b>TOTAL STAFF:</b>				
152a Men (full-time)	_____	_____	_____	_____
152b Men (part-time)	_____	_____	_____	_____
153a Women (full-time)	_____	_____	_____	_____
153b Women (part-time)	_____	_____	_____	_____



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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART L - EXPENDITURES

Pg 23

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

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART L - EXPENDITURES- continued

Pg 24

Amount by source				
Financial assistance to libraries and systems	Federal (a)	State (b)	Other (c)	TOTAL (d)
179 Individual public libraries	_____	_____	_____	_____
180 Public library systems	_____	_____	_____	_____
181 Other individual libraries	_____	_____	_____	_____
182 Multitype library systems	_____	_____	_____	_____
183 Single agency or library providing statewide service	_____	_____	_____	_____
184 Library construction	_____	_____	_____	_____
185 Other assistance	_____	_____	_____	_____
186 TOTAL FINANCIAL ASSISTANCE	_____	_____	_____	_____

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART L - EXPENDITURES- continued

Pg 25

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

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97 Pg 26  
 PART M - LSCA TITLES I-III EXPENDITURES

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

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97 Pg 27  
 PART M - LSCA TITLES I-III EXPENDITURES--continued

LSCA TITLE II expenditures	Amount
194 Grants	_____
195 LSCA administration	_____
196 TOTAL LSCA TITLE II EXPENDITURES	_____

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

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART N - ALLIED OPERATIONS EXPENDITURES

Pg 28

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

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

1.3 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY97  
PART O - PUBLIC POLICY ISSUES

Pg 29

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

	Amount
=====	
206  Readiness for school	_____
-----	
207  Adult literacy	_____
-----	
208  Lifelong learning	_____
=====	

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

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

### GENERAL INSTRUCTIONS

1. Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.
1. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.
2. All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 1997, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part J are requested as of October 1, 1997.
3. In responding to items, include data for all outlets of the STLA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA.
4. The survey is forwarded with -2's in numeric data cells. The respondent must replace all -2's with one of the following responses before returning the survey:
  - (a) a value greater than 0 if appropriate. If exact data do not exist, and a good estimate can be given, please do so;
  - (b) 0 (zero) if the answer is zero or none; or
  - (c) -1 if your STLA has the item but does not collect data on the item, or if you don't know the answer.

### SPECIFIC INSTRUCTIONS

#### PART A. STATE LIBRARY AGENCY IDENTIFICATION

##### Item

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

##### Physical Location Address

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

##### Mailing Address

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

##### Chief Officer of STLA

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

##### Survey Respondent

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

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

### Reporting Period

- 022- Fiscal year starting and ending dates. Enter the starting and  
023 ending dates for State fiscal year 1997, which is the period for  
which data in this report are requested (except Part B and Part J  
data). Enter the month, day, and year in two digits each. For  
example:  
June 30, 1997 would be entered as 06/30/97.

### PART B. GOVERNANCE

5. Enter <X> as appropriate to specify the STLA's location in State  
government as of October 1, 1997.
- 024- Branches of government. Enter <X> for item 024, 025, or 026 to  
026 indicate the branch of government in which the STLA is located.
- 027- Type of agency, who the STLA reports to, and method(s) of  
038 selection of State Library Agency board or commission. If the STLA  
is located in the executive branch, enter <X> for item 027 or 034  
to indicate if the STLA is an independent agency or part of a  
larger agency. Also enter <X> in appropriate boxes under one of  
these items.
- 039 Specify. If the STLA is part of a larger agency that is not listed  
in items 035-037, enter the name of the agency in this item.

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

6. Enter <Y>es or <N>o for each item to indicate whether the STLA is  
combined with any of the allied operations listed below. Do not  
report Library for the Blind and Physically Handicapped or State  
Center for the Book as allied operations.
- 040 State archives. This operation is responsible for preserving and  
servicing noncurrent official records of State organizations and  
institutions that are of continuing value (1) to the legal and  
administrative functioning of State government, (2) for the  
verification and protection of the rights of individuals, and (3)  
for historical and other research. It usually includes records of  
antecedent colonial and territorial governments. Materials are  
stored, arranged, and described so that needed records can be found  
readily.
- 041 Primary State legislative research organization. This operation  
conducts research and gathers, digests, and analyzes information in  
a close and confidential relationship with members of the State  
legislature and their staff.
- Note: As an allied service, the organization is distinguished from  
specialized reference service which a state library agency may  
provide to government and other users by responding to reference  
questions from legislative personnel, providing information  
service, furnishing bibliographic and net search results, and  
instructing and guiding users in conducting their research. At the  
federal level, the parallel might be the difference between parts  
of the Library of Congress: (1) the Congressional Research Service,  
and (2) various reference services and subject divisions of the  
Library.
- 042 State history museum/art gallery. This operation collects,  
preserves, and displays cultural artifacts and/or works of art  
related to the State's political, social, economic, and cultural  
history.

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

- 043 State records management service. This operation manages the life cycle of the State's own records and records of local government from creation to disposition. Disposition includes the preservation of certain records as well as the disposal of nonessential records.
- 044 Other allied operation. If any other operations are allied with the STLA, enter <Y>es for this item.
- 045 Specify. If any other operations are allied with the STLA, enter the name of the operation in this item.
7. Enter <Y>es or <N>o to indicate whether the STLA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.
- 046 State resource center or State reference/information service center.
8. Enter <Y>es or <N>o to indicate whether the STLA is the host institution for, or provides any funding to, a State Center for the Book.
- 047 State Center for the Book. The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress which promotes books, reading, and literacy, and is hosted or funded by the State.

### PART D. SERVICES TO LIBRARIES AND SYSTEMS

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

#### Type of Library

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

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

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

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

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

#### Services to Libraries and Systems

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



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

- 049 Administration of LSCA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to Library Programs, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Construction Act.
- 050 Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, and other activities involved in the management of financial assistance provided by the State to libraries.
- 051 Certification of librarians. The STLA may credential library staff with the rank or title of librarian by attesting officially to their qualifications. These qualifications may include a master's degree from a graduate program accredited by the American Library Association, another level or type of educational attainment, confirmation of participation in continuing education activities, and/or residency in the State for a specified period.
- 052 Collection of library statistics. Every STLA collects statistics on public libraries and participates in the Federal-State Cooperative System (FSCS) for Public Library Data. Many STLA's collect statistics on institutional and other special libraries. Some STLA's assist in the collection of academic library statistics for the Integrated Postsecondary Education Data System (IPEDS). A few STLA's collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.
- 053 Consulting services. Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups.
- 054 Continuing education programs. Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.
- 055 Cooperative purchasing of library materials. Two or more independent libraries of any type engaging in joint activities related to purchasing materials, together with the maintenance of the necessary records of these additions. Also included are joint activities related to the identification and verification of titles, fund accounting, processing payments, and claims.
- 056 Interlibrary loan referral services. Activities involving bibliographic service centers or utilities, regional systems (federations or cooperatives), consortia, and resource centers, such as identifying libraries believed to own requested materials and/or transmitting interlibrary loan requests in accordance with established protocols or prevailing practices.
- 057 Library legislation preparation/review. Minimally, addresses the governance and financing of the STLA, public library service, and library service to blind and physically handicapped persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for STLA functions, other types of libraries (e.g., academic, school), and multitype cooperation.

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

- 058 Library planning/evaluation/research. Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples: the PLA planning and role-setting process for public libraries, the TELL IT! evaluation process.
- 059 Literacy program support. Organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.
- 060 OCLC Group Access Capability (GAC). Use of the Online Computer Library Center (OCLC) system, originally the Ohio College Library Center, by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group.
- 061 Preservation/conservation services. Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion (to microform for example), deacidification, and lamination.
- 062 Reference referral services. Provision of information about or from groups or organizations. A reference referral transaction involves the provision of information about a group or organization and its activities, services or agencies, and calendar. Such a transaction typically requires the determination of the user's need and the appropriate group or organization to meet the need. Such a transaction may require directing the user to persons or organizations external to the library for an answer to a question.
- 063 Retrospective conversion of bibliographic records. Retrospective conversion involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.
- 064 State standards/guidelines. The STLA may promulgate standards or guidelines that define adequacy, equity, and/or excellence in library service. Standards or guidelines may be quantitative, qualitative, or both. Maintaining standards or following guidelines may be a requirement for receiving State aid and/or LSCA grants.
- 065 Statewide public relations/library promotion campaigns. A concerted public relations program usually organized around a particular theme or issue, with specific objectives, and using a variety of techniques in concert (e.g., press releases, events, publications, exhibits).
- 066 Summer reading program support. A particular kind of Statewide public relations and library promotion campaign designed to encourage reading by children between school years. The usual purpose of such programs is to maintain or improve the reading skills of children between school years.
- 067 Union list development. A union list is a list of titles of works, usually periodicals, in physically separate library collections. Location data indicate libraries in which a given item may be found.

### PART E. ELECTRONIC INFORMATION NETWORKS

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

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

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

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

### Database Development

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

- 070 Bibliographic databases. Includes machine-readable catalog records, other electronic indexes, and other databases which contain only references to or condensed surrogates for original materials.
- 071 Full text or data files. Full text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.
7. Enter <Y>es or <N>o for each item to indicate whether the STLA supports library access to the Internet in the specified ways.
- Note: The Internet is the global network of networks that, via a standardized addressing system and a common primary command structure, enables individuals and organizations to communicate via electronic mail, to access a host of online databases and other electronic information resources, and to transfer files electronically.
- 072 Training or consulting for participation. Includes all activities that facilitate Internet awareness and use by actual or potential Internet users whether formal, large group events or assistance to individuals and small groups.
- 073 Subsidy for participation. Includes any grants of State, federal, and/or other STLA funds to libraries or related organizations that facilitate (1) establishing Internet accounts for library-related individuals or organizations; (2) acquiring computer hardware, software, or peripherals necessary for Internet access; and (3) training or consulting with actual and potential Internet users.
- 074 Providing equipment. Includes computer hardware, software, and peripherals necessary for Internet access. Critical types of equipment, beyond basic hardware and operating system software, include modems and telecommunications software.
- 075 Providing access to directories, databases, or online catalogs via the Internet. Includes bibliographic files, locator files, and/or full text databases produced or licensed by the state library agency and available via the Internet. Note: This item focuses on content available via the Internet.

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

- 076 Managing a gopher/Web site, file servers, bulletin boards, or listservs. Includes the development and maintenance of Internet menu systems, operation of equipment that provides Internet access to multiple files, or posting of electronic messages via the Internet. Note: This item focuses on the structure through which content is available via the Internet.

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

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

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

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days from Sunday through Saturday or whenever the library is usually open.

- 077 Total hours/week. Sum of hours open during a typical week for all outlets (main or central, bookmobiles, and other outlets).
- 078 Monday-Friday after 5:00 p. m. Sum of hours open after 5:00 p. m. Monday through Friday during a typical week for all outlets (main or central, bookmobiles, and other outlets).
- 079 Saturday and Sunday. Sum of hours open on Saturday and Sunday during a typical week for all outlets (main or central, bookmobiles, and other outlets).
11. Enter <Y>es or <N>o for each item to indicate whether STLA outlets open to the general public are open on a walk-in basis, a referral basis, or both.
- 080 Walk-in. STLA outlets that are open to the general public on a walk-in basis (i. e., without the need for referral).
- 081 Referral. STLA outlets that are open to the general public on a referral basis (i. e., not always accessible on a walk-in basis).
10. Enter in the spaces provided the total number of STLA outlets, by type of outlet. Report all STLA outlets regardless of whom they serve.
- 082 Main or central outlet. A single unit library or the unit where the principal collections are located and handled. Note: An STLA administrative center which is separate from the principal collections and is not open to users should not be included as an outlet.

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

- 083 Other outlets (excluding bookmobiles). Units that have all of the following: (1) separate quarters; (2) a permanent basic collection of books and/or other materials; (3) a permanent paid staff; and 4) a regular schedule of hours open to users.
- 084 Bookmobiles. Trucks or vans specially equipped to carry books and other library materials. They serve as travelling branch libraries. Count vehicles in use, rather than the number of stops each vehicle makes.
- 085 Total outlets. Sum of items 082-084.
11. Enter in the spaces provided the number of STLA outlets that serve the following user groups, in whole or in part, by type of outlet and user group.
- Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 10.
- 086 Blind and physically handicapped individuals. Outlets serving this user group may contain talking books on discs and tapes and books in Braille made available from the National Library Service for the Blind and Physically Handicapped, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.
- 087 Residents of State correctional institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.
- 088 Residents of other State institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.
- 089 State government employees (executive, legislative, or judicial). Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.
- 090 General public. Report all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a local public library, providing books, other library materials, and electronic access to locally mounted and remote information resources for all State residents.

### PART G. COLLECTIONS

12. Enter in the spaces provided the total number of volumes or physical units in the specified formats in all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.
- Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 10. Report collections for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA.

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

- Exclude collections of braille and talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude collections that are specifically intended to only serve residents of State correctional institutions or residents of other State institutions.
- 091 Book and serial volumes (exclude microforms). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Except for the current volume, count unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.
- 092 Audio materials. These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
- 093 Films. (No longer collected.)
- 094 Video materials. These are materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor.
- 095 Serial subscriptions (titles, not individual issues) (exclude microforms). These include subscriptions received, both purchased and gifts. This count does not include the number of individual issues, but rather each serial title. Report the total number of titles subscribed to, including duplicates. Do not report individual issues.
- 096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere). For government documents not accessible through the library catalog and not reported on other lines, report the number of volumes or physical units of such materials in all formats. A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).
13. Enter <Y>es or <N>o for this item to indicate whether the STLA maintains a general collection (fiction and/or nonfiction).
- 097 General collection.
- 098 Agriculture. (No longer collected.)
- 099 Education. (No longer collected.)
- 100 Genealogy. (No longer collected.)
- 101 Law. (No longer collected.)
- 102 Library and information science. (No longer collected.)
- 103 State history. (No longer collected.)
- 104 Other special collections. (No longer collected.)
- 105 Other special collections specified. (No longer collected.)

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

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

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

- 106 State depository library. A library officially designated as a depository of publications bearing the imprint of the State government.
- 107 Federal depository library. A library officially designated as a depository of publications bearing the imprint of the federal government. These libraries receive publications issued by the executive, judicial, and the legislative branches at no charge in exchange for providing free public access. Enter <Y>es or <N>o to items 108 and 109 to indicate if the STLA is a regional or selective depository.
- 108 Regional. Regional depositories receive one copy of all materials distributed by the federal government.
- 109 Selective. Selective depositories receive only those materials they select.

### PART H. LIBRARY SERVICE TRANSACTIONS

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

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

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

#### Interlibrary Loan/Document Delivery

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

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

- 113 Reference transactions. A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the STLA staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other records of holdings, and, through communication or referral, other libraries, and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 8.)
- 114 Library visits. This is the total number of persons per year entering STLA outlets, including persons attending activities, meetings, and those persons requiring no staff services. If necessary, multiply a typical week by 52. A "typical week" is defined in the instructions to question 8.

### PART I. LIBRARY DEVELOPMENT TRANSACTIONS

16. Enter in the spaces provided ANNUAL totals for the specified type of library development transactions of the STLA.
- LSCA and State Grants
- 115 Grants monitored. Report the total annual number of LSCA and State grants monitored by the STLA. Count all grants monitored during the reporting period, regardless of their duration or the year in which they were awarded.
- 116 On-site monitoring visits. Report the total annual number of visits made to monitor LSCA and State grant sites. Count site visits for all grants administered during the reporting period, regardless of their duration or the year in which they were awarded.
- Continuing Education Programs
- 117 Number of events. Report the total annual number of continuing education events for which the STLA either (1) provides presenters or (2) provides funding and planning input. Do not count events for which the STLA is only a nominal sponsor or for which it provides funding but no planning input.
- 118 Total attendance at events. Report the total annual attendance at continuing education events reported in item 117.

### PART J. STAFF

17. Enter in the spaces provided the total number of STLA staff in FTEs (full-time equivalents) (to two decimal places), by type of position and service. Report all staff on the payroll as of October 1, 1997, and unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTE's (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40.

Report staff based on the STLA organization chart. A given position (e.g., State Data Coordinator) may be part of administration in one agency, library development in another, and library services in another agency. If an employee provides more than one service, allocate the FTE among appropriate categories.



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

### Type of Position

- (a) Librarians with ALA-MLS. These are paid librarians with Master of Library Science degrees from programs accredited by the American Library Association.
- (b) Other professionals. These are professionals other than ALA-MLS librarians employed by the STLA, such as archivists, accountants, business managers, public relations, and human resources staff.
- (c) Other paid staff. This includes all other employees paid from the STLA budget, including plant operations, security, and maintenance staff.
- (d) Total staff. Sum of columns (a), (b), and (c) for each item.

### Type of Service

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

### Library Development

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

- 120 Public library. Staff who provide consulting, continuing education, and other services to public libraries.
- 121 School library media center. Staff who provide consulting, continuing education, and other services to school library media centers.
- 122 Academic library. Staff who provide consulting, continuing education, and other services to academic libraries.
- 123 Special library. Staff who provide consulting, continuing education, and other services to special libraries.
- 124 Other library development. Includes library development staff not reported in items 120-123.
- 125 Total library development. Sum of items 120-124.

### Library Services

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

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

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

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

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

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

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

- 127 Technical services. Includes those activities related to the acquisition, organization, and preparation of materials. Included in this category are acquisition services, cataloging services, serials control, binding services, and computer services in support of these functions.
- 128 Other library services. Includes library services staff not reported in items 126-127.
- 129 Total library services. Sum of items 126-128.
- 130 Other services. Includes staff not reported in items 119-129, such as staff in allied operations.
- 131 Total staff. Sum of items 119, 125, 129, and 130.
18. Enter in the spaces provided the number of STLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and selected staff specialty. Report specified staff on the payroll as of October 1, 1997, and unfilled but budgeted positions.
- Note: See definitions of types of positions and FTE's in instructions to question 17. If an employee serves in more than one specialty, allocate the FTE among appropriate categories.
- 132 Administration of LSCA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of LSCA funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, submitting plans and reports to Library Programs, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Construction Act.
- 133 Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of State funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, and other activities involved in the management of funds provided by the State to libraries.
- 134 Automation/electronic network development. Includes any activities described in Part E. Also includes consulting, continuing education, and other services that facilitate library automation and network participation. Includes telecommunications planning and development.
- 135 Blind and physically handicapped services. Library services to individuals who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

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

- 136 Children's/young adult services. Includes consulting, continuing education, and other services to public libraries that facilitate the establishment and improvement of services to children (i.e., persons age 14 and under) and young adults (as defined by the STLA).
- 137 Institutional library services. Includes providing books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions; patients or residents of residential training schools, hospitals, nursing homes; and other general or special institutions operated or substantially supported by the State.
- 138 Library statistics. Includes the design and administration of data collection instruments as well as data entry, data processing, and publication and dissemination of library data. Include the State Data Coordinator for the Federal-State Cooperative System (FSCS) for Public Library Data, the Library Representative for the Integrated Postsecondary Education Data System (IPEDS) (if employed by the STLA), and others employed by the STLA who are involved in such efforts (e.g., public library consultant, data entry operator).
- 139 Literacy program support. Includes consulting, continuing education, and other services to organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.
19. Enter in the spaces provided the total number of STLA staff by position, race/ethnicity, gender, and full-time/part-time status, on the payroll as of October 1, 1997. Exclude unfilled but budgeted positions.

Note: See definitions of types of positions in instructions to question 17. For the purpose of this survey, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The categories do not denote scientific definitions or anthropological origins. A person may be counted in only one racial/ethnic group.

- 140a- American Indian or Alaskan Native. This is a person having origins  
141b in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- 142a- Asian or Pacific Islander. This is a person having origins in any  
143b of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- 144a- Black Non-Hispanic. This is a person having origins in any of the  
145b black racial groups of Africa (except those of Hispanic origin).
- 146a- Hispanic. This is a person of Mexican, Puerto Rican, Cuban,  
147b Central or South American, or other Spanish culture or origin, regardless of race.
- 148a- White Non-Hispanic. This is a person having origins in any of the  
149b original peoples of Europe, North Africa, or the Middle East except those of Hispanic origin).
- 150a- Race/ethnicity unknown. This category is used only if the racial/  
151b ethnic identity of the employee cannot be determined and the STLA finds it impossible to place the employee in one of the aforementioned racial/ethnic categories.
- 152a- Total staff. Sum of staff in racial/ethnic categories, by gender  
153b and full-time/part-time status.

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

### PART K. INCOME

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

Federal Income

Library Services and Construction Act (LSCA)

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

- 154 Title I - Public Library Services. Income designated to assist the State in the extension and improvement of public library services to areas and populations of the State which are without such services or to which such services are inadequate and to assist Indian tribes in planning and developing library services to meet their needs. It is the further purpose of this Act to assist with (1) improving State and local public library services for older Americans, and for handicapped, institutionalized, and other disadvantaged individuals; (2) strengthening the State library agency, and (3) strengthening major urban resource libraries.
- 155 Title II - Public Library Construction and Technology Enhancement. Income designated to assist in the construction and renovation of public library facilities and to enhance the technology available to improve library and information services.
- 156 Title III - Interlibrary Cooperation and Resource Sharing. Income designated to promote interlibrary cooperation and resource sharing by (1) planning and developing cooperative library networks; (2) establishing, expanding, and operating local, regional, and inter-State cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers; and (3) developing the technological capacity of libraries for interlibrary cooperation and resource sharing.
- 157 Total LSCA Titles I-III income. Sum of items 154-156.
- 158 Other LSCA income (Titles IV-VIII). If the STLA received any LSCA grant from Titles IV-VIII, report that income in this item.
- 159-163 If any LSCA income is reported in item 158, enter <X> in items 159-163 as appropriate to specify title(s) from which income was received.
- 159 Title IV. Library Services for Indian Tribes.
- 160 Title V. Foreign Language Materials Acquisition.
- 161 Title VI. Library Literacy Programs.
- 162 Title VII. Evaluation and Assessment.
- 163 Title VIII. Library Learning Center Programs.
- 164 Other Federal income. If the STLA received other federal income, report that income in this item.
- 165 Specify program(s) and title(s). If other federal income is reported in item 164, specify its source in this item.
- 166 Total Federal income. Sum of items 157, 158, and 164.

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

### State Income

- 167 STLA operation. Report income received from the State to support operation of the STLA. Do not include income received for major capital expenditures, contributions to endowments, or income passed through to another agency, or funds unspent in the previous fiscal year.
- 168 State aid to libraries. Report income received from the State for distribution to libraries, systems, and agencies. Includes funds derived from State taxation and appropriated by a State legislature to a State Library Agency for payment or transfer to an individual library; a group of libraries; or an agency or library, other than the STLA, that provides a Statewide service to libraries or citizens. Exclude State funds used to administer the State Library Agency; State funds used to deliver Statewide services to libraries or citizens where the service is administered directly by the STLA; State funds allocated for school library operations when the State Library Agency under the State education agency; and funds.
- 169 Other State income. Report income received from the State for any other purpose, such as interagency transfers.
- 170 Total State income. Sum of items 167-169.
- 171 Other income. Include (1) any other income from public sources, income received from private sources, such as foundations, corporations, Friends groups, and individuals; and (3) STLA-generated income, such as fines and fees for services.
- 172 Total income. Sum of items 166 and 170-171.

### PART L. EXPENDITURES

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

#### Operating Expenditures

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

- 173 Salaries and wages. Salaries and wages for all STLA staff, including plant operation, security and maintenance staff for the reporting year. Include salaries and wages before deductions, but exclude employee benefits.
- 174 Employee benefits. Benefits outside of salaries and wages paid and accruing to employees, including plant operation, security and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the STLA for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the STLA budget should be reported.
- 175 Total staff expenditures. Sum of items 173-174.
- 176 Collection expenditures. Includes all expenditures for materials purchased or leased for use by STLA users, including print materials, microforms, machine-readable materials, audiovisual materials, etc.
- 177 Other operating expenditures. Includes all operating expenditures not reported in items 173-176.
- 178 Total operating expenditures. Sum of items 175-177.

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

### Financial Assistance to Libraries and Systems

- 179 Individual public libraries. Libraries that are governed exclusively by a single board or political subdivision. Municipal libraries, county libraries, consolidated multi-county libraries, and library districts are considered individual libraries if there is only one administrative entity. Exclude construction aid.
- 180 Public library systems. Headquarters of regional public library systems, federations, cooperatives, or public libraries serving in a regional capacity which includes grants to headquarters of regional public library systems.
- 181 Other individual libraries. Libraries other than public libraries and school library media centers.
- 182 Multitype library systems. Headquarters of regional multitype library systems, federations, and cooperatives, or libraries serving multitype libraries within a region. Multitype library systems may serve public, academic, school, and special libraries.
- 183 Single agency or library providing statewide service. A single agency or library, other than the STLA, that provides a statewide service to libraries or State residents where the primary service area is all or a significant portion of the State (e.g., statewide interlibrary loan or reference service, library service to the blind and physically handicapped, statewide network and/or network services, etc.) Do not include funds administered directly by the STLA to provide such services.
- 184 Library construction. Do not report data for this item in items 179-183, 185, or 187. Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them.
- 185 Other assistance. Expenditures for other assistance to libraries not reported in items 179-184.
- 186 Total financial assistance to libraries and systems. Sum of items 179-185.
- 187 Capital outlay. Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except (189).
- Note: State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this definition.
- 188 Other expenditures. These are expenditures not reported in items 173-187.
- 189 Total expenditures. Sum of items 178 and 186-188.

### PART M LSCA TITLES I-III EXPENDITURES

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

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

### LSCA Title I Expenditures

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

- 190 Statewide services. Funds expended by the STLA to provide services to libraries and individuals throughout the State. Includes sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.
- 191 Grants. Funds distributed by the STLA to recipients who meet eligibility criteria specified by LSCA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis.
- 192 LSCA administration. Expenditures of Title I funds for administrative costs in connection with programs and services carried out under Titles I, II, and III.
- 193 Total LSCA Title I expenditures. Sum of items 190-192.

### LSCA Title II Expenditures

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

- 194 Grants. See instructions to item 191 for guidance.
- 195 LSCA administration. See instructions to item 192 for guidance.
- 196 Total LSCA Title II expenditures. Sum of items 194 and 195.

### LSCA Title III Expenditures

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

- 197 Statewide Services. See instructions to item 190 for guidance.
- 198 Grants. See instructions to item 191 for guidance.
- 199 Total LSCA Title III expenditures. Sum of items 197 and 198.
- 200 Total LSCA TITLES I-III expenditures. Sum of items 193, 196, and 199.

## PART N. ALLIED OPERATIONS EXPENDITURES

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

### Operating Expenditures

- 201 Total staff expenditures. Report STLA expenditures for salaries and wages and employee benefits for allied operations listed in Part C. Also see instructions for items 173-174 for guidance.
- 202 Other operating expenditures. Report all operating expenditures for allied operations, if these expenditures are from the STLA budget, that are not reported in item 201.
- 203 Total operating expenditures. Sum of items 201-202.
- 204 Capital outlay. Report STLA expenditures for this item for the allied operations listed in Part C. See the description of capital outlay in the instructions for item 187.
- 205 Total expenditures. Sum of items 203-204.

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

### PART 0. PUBLIC POLICY ISSUES

24. Enter in the spaces provided the total grants and contracts expenditures by the STLA to assist public libraries in responding to a State education reform initiative or the National Education Goals in the following areas:
- 206 Readiness for school. One of the six National Education Goals is that "By the year 2000, all children in America will start school ready to learn." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal.
- 207 Adult literacy. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal in the area of adult literacy.
- 208 Lifelong learning. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal in the area of lifelong learning.