



**Data File Documentation  
State Library Agencies Survey  
Fiscal Year 2007**

*September 2008*

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## I. Introduction

This survey file contains final data on state library agencies in the 50 states and the District of Columbia for fiscal year (FY) 2007. The data were collected through the State Library Agencies (StLA) Survey, a voluntary survey conducted annually by the Institute of Museum and Library Services (IMLS)<sup>1</sup>. The survey is a cooperative effort of the Chief Officers of State Library Agencies (COSLA), the U.S. Census Bureau (the data collection agent) and IMLS. The FY 2007 StLA Survey is the 14th in the series.

### Background

A state library agency is the official agency of a state charged by state law with the extension and development of public library services throughout the state and which has adequate authority under state law to administer state plans in accordance with the provisions of the Library Services and Technology Act (LSTA) (P.L. 104–208). 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 library services to the general public.

The state library agencies in Hawaii, Maryland, and the District of Columbia are administrative offices only and do not have collections. In Hawaii, the main library of the Hawaii State Public Library System is called the Hawaii State Library. In Maryland, state law designates Enoch Pratt Free Library's central library as the Maryland State Library Resource Center. In the District of Columbia, the Martin Luther King, Jr. Memorial Library, the central library of the District of Columbia Public Library, functions as a resource center for the municipal government. These collections are reported only on the IMLS Public Libraries Survey (PLS).

The Idaho state library agency houses a professional library development collection as a resource for libraries and librarians in the state but no longer provides library services to the general public and state government employees.

### Purpose of Survey

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

The data collected on state library agency services to public, academic, school, and special libraries, as well as library cooperatives, when added to the data collected through the National Center for Education Statistics (NCES) survey of academic and school libraries and the IMLS survey of public libraries help complete the national picture of library service.

### Congressional Authorization

IMLS will fulfill the congressional mandate in the Museum and Library Services Act of 2003 as stated in SEC. 210. Analysis of Impact of Museum and Library Services:

'From amounts described in sections 214(c) and 275(b), the Director shall carry out and publish analyses of the impact of...library services. Such analyses—

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<sup>1</sup> [The President's Budget Request for 2008](#) included funds for the Institute of Museum and Library Services to administer the Public Library Survey and the State Library Agency Survey, effective October 1, 2007.

- (1) Shall be conducted in ongoing consultation with—
  - (A) State library administrative agencies;
  - (B) State, regional, and national library...organizations; and
  - (C) Other relevant agencies and organizations;
- (2) Shall identify national needs for, and trends of...library services provided with funds made available under subtitles B and C...

IMLS library survey activities will be designed to address high-priority library data needs; provide consistent, reliable, complete, and accurate indicators of the status and trends of state and public libraries; and report timely, useful, and high-quality data to the U.S. Congress, the states, other education policymakers, practitioners, data users, and the general public.

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

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

This survey file contains final data on state library agencies in the 50 states and the District of Columbia (51 total) for FY 2007.

#### **Survey Questionnaire**

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

The FY 2007 survey collected data on 278 items<sup>2</sup>, including state library agency identification, governance, public service hours, service outlets, collections, library service transactions, library development transactions, services to other libraries in the state, allied operations, staff, revenue, expenditures, and electronic services and information. The data items and definitions are provided in the survey questionnaire in appendix C. Note: Data were not collected for survey items 239-241 in Part N due to inconsistent reporting. These items are under review.

**Reporting Period.** The FY 2007 StLA Survey requested data for state fiscal year 2007, except for items in Part B—Governance and Part I—Staff, which requested data as of October 1, 2007. The fiscal year of most states was July 1, 2006 to June 30, 2007. Exceptions were New York (April 1, 2006 to March 31, 2007); Texas (September 1, 2006 to August 31, 2007); and Alabama, the District of Columbia, and Michigan (October 1, 2006 to September 30, 2007).

#### **Survey Universe**

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

#### **Survey Response Rate**

**Unit Response.** The FY 2007 StLA Survey achieved a 100 percent unit response rate. Respondents to the survey are defined as state library agencies that reported at least three of the five following items: total staff, total revenue, total expenditures, book and serial volumes, and total circulation.

**Item Response.** Item response rates were calculated by dividing the total number of state library agencies reporting data for an item by the total number of state library agencies in the survey universe. Five items had response rates below 100 percent:

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<sup>2</sup>All sub-totals and totals on the survey were automatically generated from the detail so are not included in this number.

<b>Item number</b>	<b>Item</b>	<b>Response rate</b>
096	Government documents	98.0
110	Circulation	96.1
112	Interlibrary loans received from other libraries and document delivery services	98.0
113	Interlibrary loan reference transactions	98.0
114	Library visits	86.3

### **Data Collection and Processing**

The StLA Survey was released on the web to state library agencies for data entry on October 17, 2007. The survey had a due date of February 15, 2008. The U.S. Census Bureau was the data processing agent for the survey through an interagency agreement with IMLS. Census administered the web application, providing technical support to respondents, performing edit and nonresponse follow-up, and producing the data files and tabulations.

To reduce response burden, the survey was transmitted with pre-entered prior-year data for items where the data are not expected to change annually, about 70 percent of the survey items. The respondent was requested to review the pre-entered data and update any information that had changed from the previous year. All other data cells were left blank for the respondent to fill in, not update. The web application required a response of -1 to a numeric item if the respondent could not provide the data. A response was also required to all alphanumeric items, except items that could legitimately be left blank due to skip patterns. The respondent could not submit data unless these conditions were met. A zero (0) is a reported response and indicates the state library agency had none of the item. Missing data were imputed. See the section below on "Imputation" for a discussion of the imputation methodology.

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

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

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

### **Imputation**

There was one method of imputation used on the FY 2007 data: the growth rule. There was no need to use the zero rule, the regression rule, or the sum rule. The data are identified as either imputed or reported on the survey data file through the use of imputation flags. The survey's imputation methodology follows:

- ◆ **The Zero Rule.** If the state does not report a value for FY 2007 and the value is zero for FY 2006, then the value for FY 2007 is set to 0. This rule was applied first, on the assumption that there has been no change since FY 2006. The 0 in the prior year could be an imputed value. There was no need to use the zero rule to impute missing data on the FY 2007 file.
- ◆ **The Growth Rule.** If the state does not report a value for FY 2007 and the value for FY 2006 is greater than zero, the growth rate from FY 2006 to FY 2007 is calculated for all states that have reported data in both years. The median of these growth rates is also calculated. The imputed value for FY 2007 is the median growth rate times the FY 2006 data. Although imputed prior year data are excluded from the growth rate calculations, the growth rule can be applied to prior year data that have been imputed. The method looks at the values for one prior year of data. States that cannot report a particular item tend to have ongoing problems reporting that item, so it is not useful to look back at FY 2005 data or earlier.
- ◆ **Regression Modeling.** Regression modeling uses auxiliary items that are reported by all states. The missing value is replaced with the regression-predicted value. Regression modeling is used for those variables for which states were unable to report a prior year value. There was no need to use regression modeling to impute missing data on the FY 2007 file.
- ◆ **The Sum Rule.** When the details of a total and the total are missing, the details are imputed by the zero rule, growth rule or regression rule. Adding up the details then imputes the total. There was no need to use the sum rule to impute missing data on the FY 2007 file.

### Using the Data to Make Comparisons

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

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

## II. B. Guidelines for Processing the Data File

This is the final data file. The data file is provided in two formats: MS-Access (file name: *istla07a.mdb*) and ASCII (*istla07a.txt*). The ASCII and Access files consist of one record of fixed length for each StLA. The Access file is split into four tables (see below)—the imputation flags are in separate tables following the survey part they are related to; the imputation flags are listed at the end of the record layout (see appendix A).

1. *istla07a\_part\_1* corresponds to survey Parts A to H (see list below);
2. *istla07a\_part\_1\_flags* contains the imputation flags and their values for Parts A to H;
3. *istla07a\_part\_2* corresponds to survey Parts I to N (see list below);
4. *istla07a\_part\_2\_flags* contains the imputation flags and their values for Parts I to N;

### StLA Survey, by Part:

Part A State Library Agency Identification

Part B Governance



- Part C Allied Operations, State Resource or Reference/Information Service Center,  
and State Center for the Book
- Part D Services to Libraries and Library Cooperatives
- Part E Public Service Hours, Outlets, and User Groups
- Part F Collections
- Part G Library Service Transactions
- Part H Library Development Transactions
- Part I Staff
- Part J Revenue
- Part K Expenditures
- Part L LSTA State Program Expenditures
- Part M Electronic Services and Information
- Part N Public Policy Issues

**How to remove imputed values from the data.** Every variable that has the possibility of being imputed has a flag. If the value of that flag is “R” (reported) or “E” (reported and adjusted by Census and IMLS based on edit follow-up), then the value for the associated variable was reported. If the value of the flag is “Z” (missing value imputed as zero because FY 2006 value was zero), “G” (missing value imputed through growth rate applied to FY 2006 value), “S” (missing value imputed through regression model on FY2006 data), or “T” (missing total value imputed by summing the details), then the value for the associated variable was imputed. To remove all imputed values from the data, the values of variables that have an imputation flag of “Z”, “G”, “S” or “T” should be removed. There are no values for variables that have an imputation flag of “B” (blank field—applies to items 239-241 only).

**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
(istla07a.mdb and istla07a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
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**Data Source: State Library Agencies Survey, Fiscal Year 2007**  
**Number of records = 51 (one record per observation)**  
**Number of fields = 468**  
**ASCII file (istla07a.txt) is fixed width; record size = 103 KB**

**Part A—State Library Agency Identification**

STLANAME	A	001	AN	63	1	StLA Name
						Physical location address
PHYSADDR	A	002	AN	60	64	Street
PHYSCITY	A	003	AN	17	124	City
PHYS_ST	A	004	AN	02	141	State
PHYSZIP	A	005	AN	05	143	Zip
PHYSZIP4	A	006	AN	04	148	Zip + 4
						Mailing address
MAILADDR	A	007	AN	60	152	Street
MAILCITY	A	008	AN	17	212	City
MAIL_ST	A	009	AN	02	229	State
MAILZIP	A	010a	AN	05	231	Zip
MAILZIP4	A	010b	AN	04	236	Zip + 4
WEBADDR	A	011	AN	80	240	World Wide Web address
						Reporting period
FYSTART	A	022	AN	10	320	Fiscal year starting date, in following format: month/day/year (e.g., 07/01/2006)
FYEND	A	023	AN	10	330	Fiscal year ending date, in following format: month/day/year (e.g., 06/30/2007)

(Note: item 024 is reserved for future use.)

**Part B—Governance**

BRANCH	B	025	AN	01	340	Location in state government as of October 1, 2007, whom the agency reports to, and selection methods Branch of government L—Legislative branch E—Executive branch
INDAGY	B	026	AN	01	341	StLA is independent agency in the Executive branch reporting to: G—Governor B—Board/commission P—Skipped item (if no response was necessary)
APPBYGOV	B	027	AN	01	342	Board/commission selection method(s): Appointed by governor X—Yes P—Skipped item (if no response was necessary)
APPBYOTH	B	028	AN	01	343	Appointed by other official X—Yes P—Skipped item (if no response was necessary)

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
LARGERAG	B	029	AN	01	344	Part of larger agency in Executive branch: E—Department of education C—Department of cultural resources S—Department of state O—Other agency P—Skipped item (if no response was necessary)
OTHAGSP	B	030	AN	50	345	Other agency, specified P—Skipped item (if no response was necessary)
PLA_BRCO	B	031	AN	01	395	StLA that is part of larger agency in the Executive branch has board or commission Y—Yes N—No P—Skipped item (if no response was necessary)
PLA_GOV	B	032	AN	01	396	Board/commission selection method(s): Appointed by governor X—Yes P—Skipped item (if no response was necessary)
PLD_OTH	B	033	AN	01	397	Appointed by other official X—Yes P—Skipped item (if no response was necessary)

(Note: items 034-039 are reserved for future use.)

**Part C—Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book**

STARCHIV	C	040	AN	01	398	Allied operations combined with the StLA (Y—Yes N—No) State Archives
STLEGREF	C	041	AN	01	399	Primary state legislative research organization
STHSTMUS	C	042	AN	01	400	State history museum/art gallery
STRECMNG	C	043	AN	01	401	State records management service
OTHALLOP	C	044	AN	01	402	Other allied operation
OTHALLSP	C	045	AN	50	403	Other allied operation, specified P—Skipped item (if no response was necessary)
STLACONT	C	046	AN	01	453	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	454	StLA hosts or provides funding to State Center for the Book Y—Yes N—No

**Part D—Services to Libraries and Systems**

**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
(istla07a.mdb and istla07a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Services provided directly or by contract by StLA to types of libraries or library cooperatives (D—Directly C—Contract N—Not provided)
						Accreditation of libraries
ACCRLIBA	D	048a	AN	01	455	Public
ACCRLIBB	D	048b	AN	01	456	Academic
ACCRLIBC	D	048c	AN	01	457	School
ACCRLIBD	D	048d	AN	01	458	Special
ACCRLIBE	D	048e	AN	01	459	Library cooperatives
						Administration of LSTA grants
LSTASVA	D	049a	AN	01	460	Public
LSTASVB	D	049b	AN	01	461	Academic
LSTASVC	D	049c	AN	01	462	School
LSTASVD	D	049d	AN	01	463	Special
LSTASVE	D	049e	AN	01	464	Library cooperatives
						Administration of State aid
STAIDSVA	D	050a	AN	01	465	Public
STAIDSVB	D	050b	AN	01	466	Academic
STAIDSVC	D	050c	AN	01	467	School
STAIDSVD	D	050d	AN	01	468	Special
STAIDSVE	D	050e	AN	01	469	Library cooperatives
						Certification of librarians
CERTLIBA	D	051a	AN	01	470	Public
CERTLIBB	D	051b	AN	01	471	Academic
CERTLIBC	D	051c	AN	01	472	School
CERTLIBD	D	051d	AN	01	473	Special
CERTLIBE	D	051e	AN	01	474	Library cooperatives
						Collection of library statistics
COLLBSTA	D	052a	AN	01	475	Public
COLLBSTB	D	052b	AN	01	476	Academic
COLLBSTC	D	052c	AN	01	477	School
COLLBSTD	D	052d	AN	01	478	Special
COLLBSTE	D	052e	AN	01	479	Library cooperatives
						Consulting services
CNSLTSVA	D	053a	AN	01	480	Public
CNSLTSVB	D	053b	AN	01	481	Academic
CNSLTSVC	D	053c	AN	01	482	School
CNSLTSVD	D	053d	AN	01	483	Special
CNSLTSVE	D	053e	AN	01	484	Library cooperatives
						Continuing education programs
CNTEDPRA	D	054a	AN	01	485	Public
CNTEDPRB	D	054b	AN	01	486	Academic
CNTEDPRC	D	054c	AN	01	487	School
CNTEDPRD	D	054d	AN	01	488	Special
CNTEDPRE	D	054e	AN	01	489	Library cooperatives
						Cooperative purchasing of library materials
COOPPURA	D	055a	AN	01	490	Public
COOPPURB	D	055b	AN	01	491	Academic
COOPPURC	D	055c	AN	01	492	School

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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>Start position</b>	<b>Description</b>
COOPPURD	D	055d	AN	01	493	Special
COOPPURE	D	055e	AN	01	494	Library cooperatives
						Interlibrary loan referral services
ILLREFA	D	056a	AN	01	495	Public
ILLREFB	D	056b	AN	01	496	Academic
ILLREFC	D	056c	AN	01	497	School
ILLREFD	D	056d	AN	01	498	Special
ILLREFE	D	056e	AN	01	499	Library cooperatives
						Library legislation preparation/review
LIBLEGA	D	057a	AN	01	500	Public
LIBLEGB	D	057b	AN	01	501	Academic
LIBLEGC	D	057c	AN	01	502	School
LIBLEGD	D	057d	AN	01	503	Special
LIBLEGE	D	057e	AN	01	504	Library cooperatives
						Library planning/evaluation/research
LIBPLANA	D	058a	AN	01	505	Public
LIBPLANB	D	058b	AN	01	506	Academic
LIBPLANC	D	058c	AN	01	507	School
LIBPLAND	D	058d	AN	01	508	Special
LIBPLANE	D	058e	AN	01	509	Library cooperatives
						Literacy program support
LITPRVA	D	059a	AN	01	510	Public
LITPRVB	D	059b	AN	01	511	Academic
LITPRVC	D	059c	AN	01	512	School
LITPRVD	D	059d	AN	01	513	Special
LITPRVE	D	059e	AN	01	514	Library cooperatives
						OCLC Group Access Capability (GAC)
OCLCGACA	D	060a	AN	01	515	Public
OCLCGACB	D	060b	AN	01	516	Academic
OCLCGACC	D	060c	AN	01	517	School
OCLCGACD	D	060d	AN	01	518	Special
OCLCGACE	D	060e	AN	01	519	Library cooperatives
						Preservation/conservation services
PRESERVA	D	061a	AN	01	520	Public
PRESERVB	D	061b	AN	01	521	Academic
PRESERVC	D	061c	AN	01	522	School
PRESERVD	D	061d	AN	01	523	Special
PRESERVE	D	061e	AN	01	524	Library cooperatives
						Reference referral services
REFREFA	D	062a	AN	01	525	Public
REFREFB	D	062b	AN	01	526	Academic
REFREFC	D	062c	AN	01	527	School
REFREFD	D	062d	AN	01	528	Special
REFREFE	D	062e	AN	01	529	Library cooperatives
						Retrospective conversion of bibliographic records
RETROCV A	D	063a	AN	01	530	Public
RETROCV B	D	063b	AN	01	531	Academic
RETROCV C	D	063c	AN	01	532	School
RETROCV D	D	063d	AN	01	533	Special

**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
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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>Start position</b>	<b>Description</b>
RETROCVE	D	063e	AN	01	534	Library cooperatives
						State standards/guidelines
STSTANDA	D	064a	AN	01	535	Public
STSTANDB	D	064b	AN	01	536	Academic
STSTANDC	D	064c	AN	01	537	School
STSTANDD	D	064d	AN	01	538	Special
STSTANDE	D	064e	AN	01	539	Library cooperatives
						Statewide coordinated digital program or service
SWDIGPRA	D	065a	AN	01	540	Public
SWDIGPRB	D	065b	AN	01	541	Academic
SWDIGPRC	D	065c	AN	01	542	School
SWDIGPRD	D	065d	AN	01	543	Special
SWDIGPRE	D	065e	AN	01	544	Library cooperatives
						Statewide public relations/library promotion campaigns
STWIDPRA	D	066a	AN	01	545	Public
STWIDPRB	D	066b	AN	01	546	Academic
STWIDPRC	D	066c	AN	01	547	School
STWIDPRD	D	066d	AN	01	548	Special
STWIDPRE	D	066e	AN	01	549	Library cooperatives
						Statewide virtual reference service
SWVRSA	D	067a	AN	01	550	Public
SWVRSB	D	067b	AN	01	551	Academic
SWVRSC	D	067c	AN	01	552	School
SWVRSD	D	067d	AN	01	553	Special
SWVRSE	D	067e	AN	01	554	Library cooperatives
						Summer reading program support
SUMREADA	D	068a	AN	01	555	Public
SUMREADB	D	068b	AN	01	556	Academic
SUMREADC	D	068c	AN	01	557	School
SUMREADD	D	068d	AN	01	558	Special
SUMREADE	D	068e	AN	01	559	Library cooperatives
						Union list development
UNIONDVA	D	069a	AN	01	560	Public
UNIONDVB	D	069b	AN	01	561	Academic
UNIONDVC	D	069c	AN	01	562	School
UNIONDVD	D	069d	AN	01	563	Special
UNIONDVE	D	069e	AN	01	564	Library cooperatives
						Universal service program
UNIVSERA	D	070a	AN	01	565	Public
UNIVSERB	D	070b	AN	01	566	Academic
UNIVSERC	D	070c	AN	01	567	School
UNIVSERD	D	070d	AN	01	568	Special
UNIVSERE	D	070e	AN	01	569	Library cooperatives

(Note: Items 071-076 are reserved for future use.)

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

TOTHR	E	077a	N	04	570	Total hours open per typical week (all StLA outlets, regardless of whom they serve)
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**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
(istla07a.mdb and istla07a.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Total hours that main or central StLA is open per typical week to serve the general public and/or state government employees
TOTHRSC	E	077b	N	04	574	Total hours/week (main or central outlet)
MON2FRCE	E	078	N	04	578	Monday-Friday after 5:00 pm (main or central outlet)
SATSUNCE	E	079	N	04	582	Saturday and Sunday (main or central outlet)
						(Note: Items 80 and 81 are reserved for future use.)
						Total number of StLA outlets, by type
MAINOUT	E	082	N	04	586	Main or central outlet
OTHEROUT	E	083	N	04	590	Other outlets, exclude bookmobiles
BKMOBILE	E	084	N	04	594	Bookmobiles
TOTALOUT	E	085	N	04	598	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	E	086a	N	04	602	Main or central outlet
BPHOUTB	E	086b	N	04	606	Other outlets (excluding bookmobiles)
BPHOUTC	E	086c	N	04	610	Bookmobiles
BPHOUTD	E	086d	N	04	614	Total outlets
						Outlets serving Residents of state correctional institutions
COROUTA	E	087a	N	04	618	Main or central outlet
COROUTB	E	087b	N	04	622	Other outlets (excluding bookmobiles)
COROUTC	E	087c	N	04	626	Bookmobiles
COROUTD	E	087d	N	04	630	Total outlets
						Outlets serving Residents of other state institutions
OTSTOUTA	E	088a	N	04	634	Main or central outlet
OTSTOUTB	E	088b	N	04	638	Other outlets (excluding bookmobiles)
OTSTOUTC	E	088c	N	04	642	Bookmobiles
OTSTOUTD	E	088d	N	04	646	Total outlets
						Outlets serving State government employees (executive, legislative, or judicial)
GVEMOUTA	E	089a	N	04	650	Main or central outlet
GVEMOUTB	E	089b	N	04	654	Other outlets (excluding bookmobiles)
GVEMOUTC	E	089c	N	04	658	Bookmobiles
GVEMOUTD	E	089c	N	04	662	Total outlets
						Outlets serving General public
GPOUTA	E	090a	N	04	666	Main or central outlet
GPOUTB	E	090b	N	04	670	Other outlets (excluding bookmobiles)
GPOUTC	E	090c	N	04	674	Bookmobiles
GPOUTD	E	090d	N	04	678	Total outlets

**Part F—Collections**

Total number of volumes or physical units in all StLA outlets that serve the general public and/or state government employees, in selected formats

**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
(istla07a.mdb and istla07a.txt)**

<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Start position</b>	<b>Description</b>
BKSERVOL	F	091	N	08	682	Book and serial volumes (exclude microfilm) (exclude collections of Braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)
AUDIO	F	092	N	08	690	Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)  (Note: item 093 is reserved for future use.)
VIDEO	F	094	N	08	698	Video materials
SUBSCRIP	F	095	N	08	706	Current serial subscriptions (titles, not individual issues) (include print subscriptions only)(exclude microfilm, electronic, and digital subscriptions)
GOVDOC	F	096	N	08	714	Government documents (include only government documents, in all formats, not accessible through the library catalog and not represented elsewhere)  (Note: items 097-105 are reserved for future use.)
STDEPLIB	F	106	AN	01	722	StLA depository library designation (Y—Yes N—No) State depository library
FDDEPLIB	F	107	AN	01	723	Federal depository library
REGIONAL	F	108	AN	01	724	Regional (federal depository library)
SELECTIV	F	109	AN	01	725	Selective (federal depository library)
<b>Part G—Library Service Transactions</b>						
CIRC	G	110	N	07	726	Total annual service transactions in all StLA outlets that serve the general public and/or state government employees, by type of transaction Circulation
PROVTO	G	111	N	07	733	Interlibrary loan/document delivery: Provided to other libraries
RECFROM	G	112	N	07	740	Received from other libraries and document delivery services
REFTRANS	G	113	N	07	747	Reference transactions
LIBVISTS	G	114	N	07	754	Library visits
<b>Part H—Library Development Transactions</b>						
GRANTAW	H	115	N	06	761	Total annual development transactions of the StLA, by type of transaction LSTA and State grants Grants awarded  (Note: item 116 is reserved for future use.)
EVENTS	H	117	N	06	767	Continuing education programs Number of events
ATEVENTS	H	118	N	06	773	Total attendance
<b>Part I—Staff</b>						



**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Total StLA staff in FTEs (full-time equivalents) on the payroll as of October 1, 2007, by type of service. Includes unfilled but budgeted positions. The field length of 7 positions includes 2 decimals, with an explicit decimal point.
ADMIN	I	119	N	07	779	Administration
LIBDEV	I	120	N	07	786	Library development
LIBSERV	I	121	N	07	793	Library services
OTHSERV	I	122	N	07	800	Other services
TOTSTAFF	I	123	N	07	807	Total staff
						(Note: items 124-151 are reserved for future use.)
<b>Part J—Revenue</b>						
ASF_PUB	J	152	AN	01	814	All public library state funds administered by the StLA Y—Yes N—No
						StLA administers any state funds to the following types of libraries (Y—Yes N—No)
ASF_AC	J	153a	AN	01	815	Academic libraries
ASF_SCH	J	153b	AN	01	816	School library media centers
ASF_SP	J	153c	AN	01	817	Special libraries
ASF_LC	J	153d	AN	01	818	Library cooperatives
						Total StLA revenue, by source and type (includes revenue for allied operations if it is part of StLA budget)
						Federal revenue, by type:
LSTAINC	J	154	N	10	819	LSTA State Program revenue
FIOTH	J	155	N	10	829	Other federal revenue
FIOTHSP	J	156	AN	120	839	Other federal revenue, specified (program and titles) P—Skipped item (if no response was necessary)
TOTAL_FI	J	157	N	10	959	Total federal revenue
						(Note: items 158-166 are reserved for future use.)
						State and other revenue
						State revenue, by type:
SISTLAOP	J	167	N	10	969	StLA operation
SIAIDLIB	J	168	N	10	979	State aid to libraries
SIOOTHER	J	169	N	10	989	Other state revenue
TOTAL_SI	J	170	N	10	999	Total state revenue
OTHINCM	J	171	N	10	1009	Other revenue
TOTINCM	J	172	N	10	1019	Total revenue

**Part K—Expenditures**

Total StLA expenditures, by type and source (includes expenditures for allied operations if expenditures are from the StLA budget)  
Operating expenditures—Salaries and wages

**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
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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>Start position</b>	<b>Description</b>
OEXPSALA	K	173a	N	09	1029	Federal
OEXPSALB	K	173b	N	09	1038	State
OEXPSALC	K	173c	N	09	1047	Other
OEXPSALD	K	173d	N	09	1056	Total
Operating expenditures—Employee benefits						
OEXPBENA	K	174a	N	09	1065	Federal
OEXPBENB	K	174b	N	09	1074	State
OEXPBENC	K	174c	N	09	1083	Other
OEXPBEND	K	174d	N	09	1092	Total
Operating expenditures—Total staff expenditures						
TOTOXSTA	K	175a	N	09	1101	Federal
TOTOXSTB	K	175b	N	09	1110	State
TOTOXSTC	K	175c	N	09	1119	Other
TOTOXSTD	K	175d	N	09	1128	Total
Operating expenditures—Collection expenditures						
OEXPCOLA	K	176a	N	09	1137	Federal
OEXPCOLB	K	176b	N	09	1146	State
OEXPCOLC	K	176c	N	09	1155	Other
OEXPCOLD	K	176d	N	09	1164	Total
Operating expenditures—Other operating expenditures						
OEXPOTHA	K	177a	N	09	1173	Federal
OEXPOTHB	K	177b	N	09	1182	State
OEXPOTHC	K	177c	N	09	1191	Other
OEXPOTHD	K	177d	N	09	1200	Total
Operating expenditures—Total operating expenditures						
TOTOPEXA	K	178a	N	09	1209	Federal
TOTOPEXB	K	178b	N	09	1218	State
TOTOPEXC	K	178c	N	09	1227	Other
TOTOPEXD	K	178d	N	09	1236	Total
Financial assistance to libraries and library cooperatives expenditures—Individual public libraries						
AIDIPLA	K	179a	N	09	1245	Federal
AIDIPLB	K	179b	N	09	1254	State
AIDIPLC	K	179c	N	09	1263	Other
AIDIPLD	K	179d	N	09	1272	Total
Financial assistance to libraries and library cooperatives expenditures—library cooperatives serving public libraries						
AIDPLSA	K	180a	N	09	1281	Federal
AIDPLSB	K	180b	N	09	1290	State
AIDPLSC	K	180c	N	09	1299	Other
AIDPLSD	K	180d	N	09	1308	Total
Financial assistance to libraries and library cooperatives expenditures—other individual libraries						
AIDOILA	K	181a	N	09	1317	Federal
AIDOILB	K	181b	N	09	1326	State
AIDOILC	K	181c	N	09	1335	Other
AIDOILD	K	181d	N	09	1344	Total

**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Financial assistance to libraries and library cooperatives expenditures—library cooperatives serving more than one type of library
AIDMLSA	K	182a	N	09	1353	Federal
AIDMLSB	K	182b	N	09	1362	State
AIDMLSC	K	182c	N	09	1371	Other
AIDMLSD	K	182d	N	09	1380	Total
						Financial assistance to libraries and library cooperatives expenditures—Single agency or library providing statewide service
AIDSALA	K	183a	N	09	1389	Federal
AIDSALB	K	183b	N	09	1398	State
AIDSALC	K	183c	N	09	1407	Other
AIDSALD	K	183d	N	09	1416	Total
						Financial assistance to libraries and library cooperatives expenditures—Library construction
AIDLCA	K	184a	N	09	1425	Federal
AIDLCB	K	184b	N	09	1434	State
AIDLCC	K	184c	N	09	1443	Other
AIDLCD	K	184d	N	09	1452	Total
						Financial assistance to libraries and library cooperatives expenditures—Other assistance
AIDOTHA	K	185a	N	09	1461	Federal
AIDOTHB	K	185b	N	09	1470	State
AIDOTHC	K	185c	N	09	1479	Other
AIDOTHD	K	185d	N	09	1488	Total
						Financial assistance to libraries and library cooperatives expenditures—Total financial assistance
TOTAIDA	K	186a	N	09	1497	Federal
TOTAIDB	K	186b	N	09	1506	State
TOTAIDC	K	186c	N	09	1515	Other
TOTAIDD	K	186d	N	09	1524	Total
						Other expenditures for StLA and allied operations only Capital outlay
CAPITALA	K	187a	N	10	1533	Federal
CAPITALB	K	187b	N	10	1543	State
CAPITALC	K	187c	N	10	1553	Other
CAPITALD	K	187d	N	10	1563	Total
						Other expenditures
OTHEXPA	K	188a	N	10	1573	Federal
OTHEXPB	K	188b	N	10	1583	State
OTHEXPC	K	188c	N	10	1593	Other
OTHEXPD	K	188d	N	10	1603	Total
						Total expenditures
TOTEXPA	K	189a	N	10	1613	Federal
TOTEXPB	K	189b	N	10	1623	State
TOTEXPC	K	189c	N	10	1633	Other
TOTEXPD	K	189d	N	10	1643	Total

**Part L—LSTA State Program Expenditures**

**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
SWEXPT	L	190	N	09	1653	LSTA State Program expenditures, by type
GREXPT	L	191	N	09	1662	Statewide services
ADMEXPT	L	192	N	09	1671	Grants
TOTEXPT	L	193	N	09	1680	LSTA administration
						Total LSTA expenditures
TECHXU	L	194	N	09	1689	LSTA State Program expenditures, by use
SERDIFXU	L	195	N	09	1698	Library technology, connectivity and services
SERLLXU	L	196	N	09	1707	Services to persons having difficulty using libraries
ADMEXPU	L	197	N	09	1716	Services for lifelong learning
TOTEXPU	L	198	N	09	1725	LSTA administration
						Total LSTA expenditures

(Note: Items 199-205 are reserved for future use.)

**Part M—Electronic Services and Information**

						Electronic networking functions funded or facilitated at state level by StLA (Y—Yes N—No)
ELECPLAN	M	206	AN	01	1734	Electronic network planning or monitoring
ELECONPER	M	207	AN	01	1735	Electronic network operation
ELECBIBL	M	208	AN	01	1736	Database development
ELECTEXT	M	209	AN	01	1737	Bibliographic databases
						Full text or data files
DIG_STLA	M	210a	AN	01	1738	Digitization or digital programs or services funded or facilitated by the StLA in following instances: (Y—Yes N—No) For the StLA itself
DIG_AG	M	210b	AN	01	1739	Via grants or contracts to other state agencies
DIG_LIB	M	210c	AN	01	1740	Via grants or contracts to other libraries or library cooperatives
NETTRSTF	M	211a	AN	01	1741	Library access to the Internet funded or facilitated by StLA in following ways: (Y—Yes N—No) Training or consulting to facilitate access: Library staff (state and local)
NETTRCUS	M	211b	AN	01	1742	State library end-users
NETSUB	M	212	AN	01	1743	Providing direct funding for Internet access
NETEQUIP	M	213	AN	01	1744	Providing equipment
NETMOUNT	M	214	AN	01	1745	Providing access to directories, databases, or online catalogs via the Internet
NETGOPH	M	215	AN	01	1746	Managing a website, file server, bulletin boards, or/line electronic mailing lists
						(Note: Items 216-219 are reserved for future use.)
PAGIW_LO	M	220a	N	04	1747	Internet workstations available to the general public Library-owned public-access graphical Internet workstations (includes computers leased by the StLA)

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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>Start position</b>	<b>Description</b>
PAIW_OTH	M	220b	N	04	1751	All other public-access Internet workstations (includes non-library computers placed in the library by other agencies or groups) (includes non-graphical workstations)  (Note: Items 221-222 are reserved for future use.)
SWDBLICA	M	223a	N	09	1755	StLA expenditures for statewide database licensing, by source Federal
SWDBLICB	M	223b	N	09	1764	State
SWDBLICC	M	223c	N	09	1773	Other
SWDBLICD	M	223d	N	09	1782	Total
PUBSWDBL	M	224	AN	01	1791	Statewide database licenses paid for by expenditures reported in items 224-230 include access for the following: (Y—Yes N—No) Public libraries
ACSWDBL	M	225	AN	01	1792	Academic libraries
SCHSWDBL	M	226	AN	01	1793	School library media centers
SPCSWDBL	M	227	AN	01	1794	Special libraries
LCSWDBL	M	228	AN	01	1795	Library Cooperatives
OTHSWDBL	M	229	AN	01	1796	Other state agencies
REMOTEAC	M	230	AN	01	1797	Remote users
ACCCDROM	M	231	AN	01	1798	StLA facilitates or subsidizes electronic access to the bibliographic records or holdings of other libraries in the state via: (Y—Yes N—No) CD-ROM union catalog  (Note: Item 232 is reserved for future use.)
ACCTLNET	M	233	AN	01	1799	Telnet gateway
ACCWBCAT	M	234	AN	01	1800	Web-based union catalog (international, national, statewide, multistate, regional)  (Note: Item 235 is reserved for future use.)
ACCOTH	M	236	AN	01	1801	Other type of electronic access
OTHACCSP	M	237	AN	80	1802	Other type of electronic access, specified P—Skipped item (if no response was necessary)
ERATEAPP	M	238	AN	01	1882	E-rate discount program (Y—Yes N—No) StLA is applicant for e-rate discount program
<b>Part N—Public Policy Issues</b>						
FILL239	N	239	AN	09	1883	Blank (reserved for future use)
FILL240	N	240	AN	09	1892	Blank (reserved for future use)
FILL241	N	241	AN	09	1901	Blank (reserved for future use)
POPU_ST	†	†	N	10	1910	Official state total population estimate as of July 1, 2007 (Source: Population Division, U.S. Census Bureau.)

**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
PUB_FIPS	†	†	AN	02	1920	FIPS state code. See Appendix B—State Codes.
OBereg	†	†	AN	02	1922	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 00—U.S. Service Schools 01—New England (CT ME MA NH RI VT) 02—Mid East (DE DC MD NJ NY PA) 03—Great Lakes (IL IN MI OH WI) 04—Plains (IA KS MN MO NE ND SD) 05—Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06—Southwest (AZ NM OK TX) 07—Rocky Mountains (CO ID MT UT WY) 08—Far West (AK CA HI NV OR WA) 09—Outlying Areas (AS GU MP PR PW VI)
RSTATUS	†	†	AN	01	1924	1—Respondent, with no imputed data 2—Respondent, with both reported and imputed data 3—Nonrespondent, not imputed 4—Nonrespondent with imputed data
<b>Item Imputation flags and definitions.</b>						
Flags are represented as F____, where the ____ is replaced by the data item number. Example: F077A is the flag for TOTHRs which is data item 077A.						
R—Reported						
E—Reported and adjusted by NCES and Census based on edit follow-up.						
Z—Missing value imputed as zero because FY 2006 value was zero.						
G—Missing value imputed through growth rate applied to the FY 2006 value						
S—Missing value imputed through regression model on FY 2007 data						
T—Missing total value imputed by summing the details						
B—Blank (reserved for future use)						
F077A	†	†	AN	01	1925	flag for TOTHRs
F077B	†	†	AN	01	1926	flag for TOHRsCE
F078	†	†	AN	01	1927	flag for MON2FRCE
F079	†	†	AN	01	1928	flag for SATSUNCE
F082	†	†	AN	01	1929	flag for MAINOUT
F083	†	†	AN	01	1930	flag for OTHEROUT
F084	†	†	AN	01	1931	flag for BKMOBILE
F085	†	†	AN	01	1932	flag for TOTALOUT
F086A	†	†	AN	01	1933	flag for BPHOUTA
F086B	†	†	AN	01	1934	flag for BPHOUTB
F086C	†	†	AN	01	1935	flag for BPHOUTC
F086D	†	†	AN	01	1936	flag for BPHOUTD
F087A	†	†	AN	01	1937	flag for COROUTA
F087B	†	†	AN	01	1938	flag for COROUTB
F087C	†	†	AN	01	1939	flag for COROUTC
F087D	†	†	AN	01	1940	flag for COROUTD

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F088A	†	†	AN	01	1941	flag for OTSTOUTA
F088B	†	†	AN	01	1942	flag for OTSTOUTB
F088C	†	†	AN	01	1943	flag for OTSTOUTC
F088D	†	†	AN	01	1944	flag for OTSTOUTD
F089A	†	†	AN	01	1945	flag for GVEMOUTA
F089B	†	†	AN	01	1946	flag for GVEMOUTB
F089C	†	†	AN	01	1947	flag for GVEMOUTC
F089D	†	†	AN	01	1948	flag for GVEMOUTD
F090A	†	†	AN	01	1949	flag for GPOUTA
F090B	†	†	AN	01	1950	flag for GPOUTB
F090C	†	†	AN	01	1951	flag for GPOUTC
F090D	†	†	AN	01	1952	flag for GPOUTD
F091	†	†	AN	01	1953	flag for BKSERVOL
F092	†	†	AN	01	1954	flag for AUDIO
F094	†	†	AN	01	1955	flag for VIDEO
F095	†	†	AN	01	1956	flag for SUBSCRIP
F096	†	†	AN	01	1957	flag for GOVDOC
F110	†	†	AN	01	1958	flag for CIRC
F111	†	†	AN	01	1959	flag for PROVTO
F112	†	†	AN	01	1960	flag for RECFROM
F113	†	†	AN	01	1961	flag for REFTRANS
F114	†	†	AN	01	1962	flag for LIBVISTS
F115	†	†	AN	01	1963	flag for GRANTAW
F117	†	†	AN	01	1964	flag for EVENTS
F118	†	†	AN	01	1965	flag for ATEVENTS
F119	†	†	AN	01	1966	flag for ADMIN
F120	†	†	AN	01	1967	flag for LIBDEV
F121	†	†	AN	01	1968	flag for LIBSERV
F122	†	†	AN	01	1969	flag for OTHSERV
F123	†	†	AN	01	1970	flag for TOTSTAFF
F154	†	†	AN	01	1971	flag for LSTAINC
F155	†	†	AN	01	1972	flag for FIOTH
F157	†	†	AN	01	1973	flag for TOTAL_FI
F167	†	†	AN	01	1974	flag for SISTLAOP
F168	†	†	AN	01	1975	flag for SIAIDLIB
F169	†	†	AN	01	1976	flag for SIOTHER
F170	†	†	AN	01	1977	flag for TOTAL_SI
F171	†	†	AN	01	1978	flag for OTHINCM
F172	†	†	AN	01	1979	flag for TOTINCM
F173A	†	†	AN	01	1980	flag for OEXPSALA
F173B	†	†	AN	01	1981	flag for OEXPSALB
F173C	†	†	AN	01	1982	flag for OEXPSALC
F173D	†	†	AN	01	1983	flag for OEXPSALD
F174A	†	†	AN	01	1984	flag for OEXPBENA
F174B	†	†	AN	01	1985	flag for OEXPBENB
F174C	†	†	AN	01	1986	flag for OEXPBENC
F174D	†	†	AN	01	1987	flag for OEXPBEND
F175A	†	†	AN	01	1988	flag for TOTOXSTA
F175B	†	†	AN	01	1989	flag for TOTOXSTB
F175C	†	†	AN	01	1990	flag for TOTOXSTC
F175D	†	†	AN	01	1991	flag for TOTOXSTD
F176A	†	†	AN	01	1992	flag for OEXPCOLA
F176B	†	†	AN	01	1993	flag for OEXPCOLB
F176C	†	†	AN	01	1994	flag for OEXPCOLC
F176D	†	†	AN	01	1995	flag for OEXPCOLD
F177A	†	†	AN	01	1996	flag for OEXPOTHA
F177B	†	†	AN	01	1997	flag for OEXPOTHB

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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>Start position</b>	<b>Description</b>
F177C	†	†	AN	01	1998	flag for OEXPOTHC
F177D	†	†	AN	01	1999	flag for OEXPOTHD
F178A	†	†	AN	01	2000	flag for TOTOPEXA
F178B	†	†	AN	01	2001	flag for TOTOPEXB
F178C	†	†	AN	01	2002	flag for TOTOPEXC
F178D	†	†	AN	01	2003	flag for TOTOPEXD
F179A	†	†	AN	01	2004	flag for AIDIPLA
F179B	†	†	AN	01	2005	flag for AIDIPLB
F179C	†	†	AN	01	2006	flag for AIDIPLC
F179D	†	†	AN	01	2007	flag for AIDIPLD
F180A	†	†	AN	01	2008	flag for AIDPLSA
F180B	†	†	AN	01	2009	flag for AIDPLSB
F180C	†	†	AN	01	2010	flag for AIDPLSC
F180D	†	†	AN	01	2011	flag for AIDPLSD
F181A	†	†	AN	01	2012	flag for AIDOILA
F181B	†	†	AN	01	2013	flag for AIDOILB
F181C	†	†	AN	01	2014	flag for AIDOILC
F181D	†	†	AN	01	2015	flag for AIDOILD
F182A	†	†	AN	01	2016	flag for AIDMLSA
F182B	†	†	AN	01	2017	flag for AIDMLSB
F182C	†	†	AN	01	2018	flag for AIDMLSC
F182D	†	†	AN	01	2019	flag for AIDMLSD
F183A	†	†	AN	01	2020	flag for AIDSALA
F183B	†	†	AN	01	2021	flag for AIDSALB
F183C	†	†	AN	01	2022	flag for AIDSALC
F183D	†	†	AN	01	2023	flag for AIDSALD
F184A	†	†	AN	01	2024	flag for AIDLCA
F184B	†	†	AN	01	2025	flag for AIDLCB
F184C	†	†	AN	01	2026	flag for AIDLCC
F184D	†	†	AN	01	2027	flag for AIDLCD
F185A	†	†	AN	01	2028	flag for AIDOTHA
F185B	†	†	AN	01	2029	flag for AIDOTHB
F185C	†	†	AN	01	2030	flag for AIDOTHC
F185D	†	†	AN	01	2031	flag for AIDOTHD
F186A	†	†	AN	01	2032	flag for TOTAIDA
F186B	†	†	AN	01	2033	flag for TOTAIDB
F186C	†	†	AN	01	2034	flag for TOTAIDC
F186D	†	†	AN	01	2035	flag for TOTAIDD
F187A	†	†	AN	01	2036	flag for CAPITALA
F187B	†	†	AN	01	2037	flag for CAPITALB
F187C	†	†	AN	01	2038	flag for CAPITALC
F187D	†	†	AN	01	2039	flag for CAPITALD
F188A	†	†	AN	01	2040	flag for OTHEXPA
F188B	†	†	AN	01	2041	flag for OTHEXPB
F188C	†	†	AN	01	2042	flag for OTHEXPC
F188D	†	†	AN	01	2043	flag for OTHEXPD
F189A	†	†	AN	01	2044	flag for TOTEXPA
F189B	†	†	AN	01	2045	flag for TOTEXPB
F189C	†	†	AN	01	2046	flag for TOTEXPC
F189D	†	†	AN	01	2047	flag for TOTEXPD
F190	†	†	AN	01	2048	flag for SWEXPT
F191	†	†	AN	01	2049	flag for GREXPT
F192	†	†	AN	01	2050	flag for ADMEXPT
F193	†	†	AN	01	2051	flag for TOTEXPT
F194	†	†	AN	01	2052	flag for TECHXU
F195	†	†	AN	01	2053	flag for SERDIFXU
F196	†	†	AN	01	2054	flag for SERLLXU



**Appendix A—Record Layout of State Library Agencies Data File, FY 2007  
(istla07a.mdb and istla07a.txt)**

<b>Variable name</b>	<b>Survey part</b>	<b>Data item</b>	<b>Data type</b>	<b>Field length</b>	<b>Start position</b>	<b>Description</b>
F197	†	†	AN	01	2055	flag for ADMEXPU
F198	†	†	AN	01	2056	flag for TOTEXPU
F220A	†	†	AN	01	2057	flag for PAGIW_LO
F220B	†	†	AN	01	2058	flag for PAIW_OTH
F223A	†	†	AN	01	2059	flag for SWDBLICA
F223B	†	†	AN	01	2060	flag for SWDBLICB
F223C	†	†	AN	01	2061	flag for SWDBLICC
F223D	†	†	AN	01	2062	flag for SWDBLICD
FILLF239	†	†	AN	01	2063	flag for FILL239
FILLF240	†	†	AN	01	2064	flag for FILL240
FILLF241	†	†	AN	01	2065	flag for FILL241

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey instrument is in appendix C.

## Appendix B—State Codes

FIPS 2-Letter State Code	State Name	FIPS 2-Digit State Code <sup>3</sup>
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

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<sup>3</sup>Federal Information Processing Standards codes (FIPS codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies.

# Appendix C—Survey Questionnaire

## FY 2007 StLA Survey

### Part A. State Library Agency Identification

001 StLA Name \_\_\_\_\_

#### Physical location address:

002 Street \_\_\_\_\_

003 City \_\_\_\_\_

004 State \_\_\_\_\_

005 ZIP \_\_\_\_\_

006 ZIP+4 \_\_\_\_\_

#### Mailing Address:

007 Street \_\_\_\_\_

008 City \_\_\_\_\_

009 State \_\_\_\_\_

010a ZIP \_\_\_\_\_

010b ZIP+4 \_\_\_\_\_

011 Web address : http:// \_\_\_\_\_

#### Chief Officer of State Library Agency:

012 Name \_\_\_\_\_

013 Title \_\_\_\_\_

014 Telephone \_\_\_\_\_

015 Fax \_\_\_\_\_

016 Internet \_\_\_\_\_

#### Survey Respondent:

017 Name \_\_\_\_\_

018 Title \_\_\_\_\_

019 Telephone \_\_\_\_\_

020 Fax \_\_\_\_\_

021 Internet \_\_\_\_\_

#### Reporting Period. Report data for State fiscal year 2006-2007 (except parts B&I)

022 FY starting date (mm/dd/yyyy) \_\_\_\_\_

023 FY ending date (mm/dd/yyyy) \_\_\_\_\_

## Appendix C—Survey Questionnaire

### Part B. Governance

1. What is the StLA's location in State government as of October 1, 2007? Specify either the legislative or executive branch. If the StLA is located in the Executive branch, specify whether the StLA is an independent agency or part of a larger agency.

**Branch of government:**

- 025  Legislative branch – Skip to question 2.  
 Executive branch – Provide information in A or B, as appropriate:

**A. Independent agency (i.e., not part of a cabinet-level agency)** – Specify to whom the Agency reports:

- 026  Governor – Skip to question 2.  
 Board/commission – Specify selection method:  
    027  Appointed by Governor  
    028  Appointed by other official

**B. Part of larger agency** – Specify:

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

**If you specified 029 above, does your StLA have a board or commission?**

- 031  Yes – Specify the Board/commission selection method:  
    032  Appointed by Governor  
    033  Appointed by other official  
 No

## Appendix C—Survey Questionnaire

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

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

040  Yes  No State archives

041  Yes  No Primary State legislative research organization

042  Yes  No State history museum/art gallery

043  Yes  No State records management service

044  Yes  No Other allied operation.

Specify 045 \_\_\_\_\_

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

046  Yes  No

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

047  Yes  No

## Appendix C—Survey Questionnaire

### Part D. Services to Libraries and Library Cooperatives

5. Which of the following services are provided directly or by contract by the StLA to libraries or library cooperatives? Specify Directly, Contract, or Not Provided for each service, for each type of library and library cooperatives.

**Note:** A Library Cooperative may serve single-type or multi-type libraries. Services provided directly by the StLA are those provided without any intermediary by the StLA to libraries or library cooperatives. Services provided by contract by the StLA are those provided by a third party or intermediary under legal contract to the StLA.

Services to libraries and library cooperatives		Type of library				
		Public (a)	Academic (b)	School (c)	Special (d)	Library cooperatives (e)
048	Accreditation of libraries					
049	Administration of LSTA grants					
050	Administration of State aid					
051	Certification of librarians					
052	Collection of library statistics					
053	Consulting services					
054	Continuing education programs					
055	Cooperative purchasing of library materials					
056	Interlibrary loan referral services					
057	Library legislation preparation/review					
058	Library planning/evaluation/research					
059	Literacy program support					
060	OCLC Group Access Capability (GAC)					
061	Preservation/conservation services					
062	Reference referral services					
063	Retro conversion of bibliog records					
064	State standards/guidelines					
065	Statewide coordinated digital program or service					
066	Statewide public relations/library promotion campaigns					
067	Statewide virtual reference service					
068	Summer reading program support					
069	Union list development					
070	Universal Service Program (review and approval of technology plans)					

## Appendix C—Survey Questionnaire

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

6. Enter the total hours open in a typical week for ALL StLA outlets, regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet. Example: If the StLA has a main outlet with no bookmobile or other outlets and is open for public service 40 hours in a typical week, report 40 hours. If the StLA has a main outlet, a bookmobile, and two other outlets open 40, 20, 35, and 35 hours, respectively, in a typical week, report 130 hours (40+20+35+35=130 hours per typical week).

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

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

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

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

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

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

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

## Appendix C—Survey Questionnaire

### Part F. Collections

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

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

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

106  Yes     No    State depository library  
 107  Yes     No    Federal depository library – Specify Yes or No for each item:  
                   108  Yes     No    Regional  
                   109  Yes     No    Selective

### Part G. Library Service Transactions

12. Enter ANNUAL totals for the following types of service transactions in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.

	Service transactions	Number
110	Circulation (Exclude items checked out to another library)	
111	Interlibrary loan/document delivery: Provided to other libraries	
112	Received from other libraries and document delivery services	
113	Reference transactions	
114	Library visits	



## Appendix C—Survey Questionnaire

### Part H. Library Development Transactions

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

Library development transactions		Number
115	LSTA and State grants: Grants awarded	
117	Continuing education programs: Number of events	
118	Total attendance at events	

### Part I. Staff

14. Enter total StLA staff in FTE's (to 2 decimal places), by type of service, on the payroll as of October 1, 2007. Include unfilled but budgeted positions.

	Type of service	Number
119	Administration	
120	Library development	
121	Library services	
122	Other services	
123	TOTAL STAFF	

## Appendix C—Survey Questionnaire

### Part J. Revenue

**15. Are all public library state funds administered by the StLA? Specify Yes or No. Note: Answer this question based on state funds distributed to individual public libraries and library cooperatives serving public libraries only in state fiscal year 2007. If no state funds are reported in Part K in items 179(b) or 180(b), the answer should be No.**

152  Yes  No

**16. Does the StLA administer any state funds for the following types of libraries? Specify Yes or No. Note: Answer this question based on state funds distributed to libraries and library cooperatives in state fiscal year 2007. If no state funds are reported in Part K in related items 179(b) to 183(b) or 185(b), the answer should be No.**

153a  Yes  No Academic libraries  
 153b  Yes  No School library media centers  
 153c  Yes  No Special libraries  
 153d  Yes  No Library cooperatives

**17. Enter total StLA revenue, by source and type of revenue. Exclude carryover funds. Include revenue for allied operations only if it is part of StLA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the StLA.**

Federal revenue		Amount
154	LSTA (Library Services and Technology Act) State Programs (Report all LSTA funds drawn down from the federal government during state fiscal year 2007, regardless of year of authorization.)	
155	Other Federal revenue:	
156	Specify program(s) and title(s):  _____	
157	<b>TOTAL FEDERAL REVENUE</b>	

State and other revenue		Amount
	State Revenue	
167	StLA operation	
168	State aid to libraries	
169	Other State revenue	
170	<b>TOTAL STATE REVENUE</b>	
171	Other revenue	
172	<b>TOTAL REVENUE</b>	

## Appendix C—Survey Questionnaire

### Part K. Expenditures

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

Operating expenditures for StLA and allied operations (Do not include funds distributed to libraries and library cooperatives in items 173 to 178)		Amount by source			
		Federal (a)	State (b)	Other (c)	TOTAL (d)
173	Salaries and wages				
174	Employee benefits				
175	TOTAL STAFF EXPENDITURES				
176	Collection expenditures				
177	Other operating expenditures				
178	TOTAL OPERATING EXPENDITURES				
<b>Financial assistance to libraries and library cooperatives (include all funds distributed to libraries and library cooperatives if the funds are administered by the StLA)</b>					
179	Individual public libraries				
180	Library cooperatives serving public libraries only				
181	Other individual libraries				
182	Library cooperatives serving more than one type of library				
183	Single agency or library providing statewide service				
184	Library construction				
185	Other assistance				
186	TOTAL FINANCIAL ASSISTANCE				
<b>Other expenditures for StLA and allied operations only</b>					
187	Capital outlay				
188	Other expenditures				
189	TOTAL EXPENDITURES				

## Appendix C—Survey Questionnaire

### Part L. LSTA State Program Expenditures

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

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

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

	Use of expenditure	Amount
194	Library technology, connectivity and services	
195	Services to persons having difficulty using libraries	
196	Services for lifelong learning	
197	LSTA administration (must equal amount reported in 192)	
198	TOTAL LSTA EXPENDITURES (must equal amount reported in 193)	

## Appendix C—Survey Questionnaire

### Part M. Electronic Services and Information (a)

**21. Does the StLA fund or facilitate any of the following electronic networking functions at the state level? Specify Yes or No for each item.**

206  Yes  No Electronic network planning or monitoring

207  Yes  No Electronic network operation

Database development:

208  Yes  No Bibliographic databases

209  Yes  No Full text or data files

**22. Does the StLA fund or facilitate digitization or digital programs or services in any of the following instances? Specify Yes or No for each item.**

210a  Yes  No For the StLA itself

210b  Yes  No Via grants or contracts to other state agencies

210c  Yes  No Via grants or contracts to other libraries or library cooperatives

**23. Does the StLA fund or facilitate library access to the Internet in any of the following ways? Specify Yes or No for each item.**

Training or consulting to facilitate access:

211a  Yes  No Library staff (state and local)

211b  Yes  No State library end-users

212  Yes  No Providing direct funding for Internet access

213  Yes  No Providing equipment

214  Yes  No Providing access to directories, databases, or online catalogs via the Internet

215  Yes  No Managing a web site, file server, bulletin boards, or electronic mailing lists

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

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

## Appendix C—Survey Questionnaire

### Part M. Electronic Services and Information (b)

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

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

**26. Do your statewide database licenses, paid for by funds reported in question 25, include access by the following? Specify Yes or No for each item.**

- 224  Yes     No    Public libraries
- 225  Yes     No    Academic libraries
- 226  Yes     No    School library media centers
- 227  Yes     No    Special libraries
- 228  Yes     No    Library cooperatives
- 229  Yes     No    Other state agencies
- 230  Yes     No    Remote users

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

- 231  Yes     No    CD-ROM union catalog
- 233  Yes     No    Telnet gateway
- 234  Yes     No    Web-based union catalog (international, national, statewide, multistate, regional)
- 236  Yes     No    Other type of electronic access
- 237 \_\_\_\_\_ Specify \_\_\_\_\_

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

- 238  Yes     No

### Part N. Public Policy Issues

(Data not collected for FY2007)

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

		Amount
239	Library technology, connectivity and services	
240	Services to persons having difficulty using libraries	
241	Services for lifelong learning	

## Appendix C—Survey Questionnaire

### FY 2007 StLA Survey

#### Instructions

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

#### Table of Contents

- [General Instructions](#)
- [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 Library Cooperatives
- [Part E](#)—Public Service Hours, Outlets, and User Groups
- [Part F](#)—Collections
- [Part G](#)—Library Service Transactions
- [Part H](#)—Library Development Transactions
- [Part I](#)—Staff
- [Part J](#)—Revenue
- [Part K](#)—Expenditures
- [Part L](#)—LSTA State Program Expenditures
- [Part M](#)—Electronic Services and Information
- [Part N](#)—Public Policy Issues

#### GENERAL INSTRUCTIONS

1. Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.
2. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.
3. All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 2007, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 2007.
4. In responding to items, include data for all outlets of the StLA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA.
5. For data items requiring numerical answers, please respond as follows:

## Appendix C—Survey Questionnaire

(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

- 001 StLA name. Enter the full official name of the StLA.
- Physical Location Address
- 002-006 Enter the address of the physical location of the StLA. Include the street address, city, State, Zip Code, and Zip + 4.
- Mailing Address
- 007-010b Enter the mailing address of the StLA. Include the street address or post office box, city, State, Zip code, and Zip + 4.
- 011 Web address. Enter the web address of the StLA. The web address is the Uniform Resource Locator (URL) of the World Wide Web home page of the StLA.
- Chief Officer of StLA
- 012-016 Enter the name, title, telephone number, fax number, and Internet address of the chief officer of the StLA.
- Survey Respondent
- 017-021 Enter the name, title, telephone number, fax number, and Internet address of the respondent to this survey.
- Reporting Period
- 022-023 Fiscal year starting and ending dates. Enter the starting and ending dates for State fiscal year 2007, which is the period for which data in this report are requested (except Part B and Part I data). Enter the month and day in two digits each, and the year in four digits. For example: June 30, 2006 would be entered as 06/30/2007.

#### Part B. Governance

1. Specify the StLA's location in State government as of October 1, 2007.
- 024 (This item is reserved for future use.)
- 025 Branch of government. Specify the branch of government in which the StLA is located.



## Appendix C—Survey Questionnaire

026-033 Type of executive branch agency. If the StLA is located in the Executive branch, specify whether the StLA is an independent agency or part of a larger agency. If the StLA is part of a larger agency that is not listed in item 029, enter the name of the agency in item 030.

034-039 (These items are reserved for future use.)

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

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

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

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

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

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

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

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

040 State archives. This operation is responsible for preserving and servicing noncurrent official records of State organizations and institutions that are of continuing value (1) to the legal and administrative functioning of State government, (2) for the verification and protection of the rights of individuals, and (3) for historical and other research. It usually includes records of antecedent colonial and territorial governments. Materials are stored, arranged, and described so that needed records can be found readily.

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

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

042 State history museum/art gallery. This operation collects, preserves, and displays cultural artifacts and/or works of art related to the State's political, social, economic, and cultural history.

043 State records management service. This operation manages the life cycle of the State's own records and records of local government from creation to disposition. Disposition includes the preservation of certain records as well as the disposal of nonessential records.

## Appendix C—Survey Questionnaire

- 044 Other allied operation. If any other operations are allied with the StLA, enter Yes for this item.
- 045 Specify. If any other operations are allied with the StLA, enter the name of the operation in this item.
3. Enter Yes or No to indicate whether the StLA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.
- 046 State resource center or State reference/information service center. This is an operation outside the StLA, administered by a local public library or academic library, which provides library materials and information services to libraries and individuals throughout the state. It is administratively separate from the StLA but receives grant or contract funds from the StLA for providing services.
4. Enter Yes or No to indicate whether the StLA is the host institution for, or provides any funding to, a State Center for the Book.
- 047 State Center for the Book. The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress which promotes books, reading, and literacy, and is hosted or funded by the State.

### Part D. Services To Libraries and Library Cooperatives

5. Indicate which of the specified services are provided directly or by contract by the StLA to different types of libraries or library cooperatives. Specify Directly, Contract, or Not Provided for each service, for each type of library and library cooperatives.

Note: A Library Cooperative may serve single-type or multi-type libraries. Services provided directly by the StLA are those provided without any intermediary by the StLA to libraries or library cooperatives. Services provided by contract by the StLA are those provided by a third party or intermediary under legal contract to the StLA.

#### 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.

**Library Cooperative.** A Library Cooperative is an organization that has its own budget and staff and provides library and information services for the mutual benefit of participating or member libraries. The organization's participants or members are primarily libraries, which are not under the organization's administrative control. The organization may also be termed a network, system, district, or consortium. A Library Cooperative may serve single-type or multi-type libraries.

#### Services to Libraries and Library Cooperatives

## Appendix C—Survey Questionnaire

- 048 Accreditation of libraries. The StLA may endorse or approve officially libraries which meet criteria specified by the State.
- 049 Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.
- 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 (the name of FSCS was changed in of December 2007 to the Public Library Statistics Cooperative (PLSC). Many StLAs collect statistics on institutional and other special libraries. Some StLAs assist in the collection of academic library statistics. A few StLAs collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.
- 053 Consulting services. Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups.
- 054 Continuing education programs. Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.
- 055 Cooperative purchasing of library materials. Two or more independent libraries of any type engaging in joint activities related to purchasing materials, together with the maintenance of the necessary records of these additions. Also included are joint activities related to the identification and verification of titles, fund accounting, processing payments, and claims.
- 056 Interlibrary loan referral services. Activities involving bibliographic service centers or utilities, regional systems (federations or cooperatives), consortia, and resource centers, such as identifying libraries believed to own requested materials and/or transmitting interlibrary loan requests in accordance with established protocols or prevailing practices.
- 057 Library legislation preparation/review. Minimally, addresses the governance and financing of the StLA, public library service, and library service to blind and physically handicapped persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for StLA functions, other types of libraries (e.g., academic, school), and multitype cooperation.
- 058 Library planning/evaluation/research. Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples: The Public Library Association (PLA) planning for results process for public libraries and the outcome based evaluation process.

## Appendix C—Survey Questionnaire

- 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 LSTA grants.
- 065 Statewide coordinated digital program or service. Activities providing for the digitization of documents, publications, or sets of records or realia to be made available for public use (for example, digitization of a series of city reports, local newspapers, or genealogical records).
- 066 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).
- 067 Statewide virtual reference service. Reference service supported by chat-based web technology that provides access for all or a significant portion of the residents of the state through libraries or remotely, typically on a 24-hours-per-day/7-days-a-week basis.
- 068 Summer reading program support. A statewide reading promotion campaign typically implemented between school years to encourage children and young adults to maintain or improve their reading skills.
- 069 Union list development. A list of titles of works, usually periodicals, and their locations in physically separate library collections.
- 070 Universal Service Program (review and approval of technology plans). The state library agency reviews and approves technology plans for libraries or library cooperatives applying for universal service discounts (also known as E-rate discounts) under the Universal Service Program, established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996.
- 071-076 (These items are reserved for future use.)

## Appendix C—Survey Questionnaire

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

6. Enter in the spaces provided the total hours open in a typical week for all StLA outlets (main or central, bookmobiles, and other outlets), regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet. Example: If the StLA has a main outlet with no bookmobile or other outlets and is open for public service 40 hours in a typical week, report 40 hours. If the StLA has a main outlet, a bookmobile, and two other outlets open 40, 20, 35, and 35 hours, respectively, in a typical week, report 130 hours ( $40+20+35+35=130$  hours per typical week).
- Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report total hours open in a typical week for all StLA outlets, regardless of whom they serve, and regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Do not report data for non-StLA outlets, even though the StLA may provide funding or services to such outlets.
- A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, and days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days from Sunday through Saturday or whenever the library is usually open.
- 077a Total hours/week (all StLA outlets, regardless of whom they serve). Sum of hours open during a typical week for all StLA outlets (main or central, bookmobiles, and other outlets), regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet.
7. Enter in the spaces provided the total hours that the main or central StLA outlet is open in a typical week to serve the general public or state government employees, by the specified categories. Only one outlet may be designated as the main or central outlet.
- Note: Main or central outlet is defined in the instructions to question 8. Report public service hours for the main or central StLA outlet, regardless of whether the outlet is open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude service hours if the outlet only serves blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service hours if the outlet only serves residents of State correctional institutions or residents of other State institutions, unless the outlet is administered and staffed by the StLA. Do not report data for a non-StLA outlet, even though the StLA may provide funding or services to such an outlet.
- 077b Total hours/week (main or central outlet). Sum of hours open during a typical week for the main or central outlet.
- 078 Monday–Friday after 5:00 p.m. (main or central outlet). Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for the main or central outlet.
- 079 Saturday and Sunday (main or central outlet). Sum of hours open on Saturday and Sunday during a typical week for the main or central outlet.
- 080-081 (These items are reserved for future use.)
8. Enter in the spaces provided the total number of StLA outlets, by type of outlet, regardless of whom they serve. Only one outlet may be designated as the main or central outlet. Do not report an allied operations outlet as an StLA outlet.

## Appendix C—Survey Questionnaire

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

- 082 Main or central outlet. A single unit library or the unit where the principal collections are located and handled. Note: An StLA administrative center which is separate from the principal collections and is not open to users should not be included as an outlet. Only one outlet may be designated as the main or central outlet. When two or more outlets are considered main or central outlets, one outlet should be designated as the central outlet and the others should be designated as “other outlets (excluding bookmobiles)”.
- 083 Other outlets (excluding bookmobiles). Units that have all of the following: (1) separate quarters; (2) a permanent basic collection of books and/or other materials; (3) a permanent paid staff; and (4) a regular schedule of hours open to users.
- 084 Bookmobiles. Trucks or vans specially equipped to carry books and other library materials. They serve as traveling branch libraries. Count vehicles in use, rather than the number of stops each vehicle makes.
- 085 Total outlets. Sum of items 082-084.
9. Enter in the spaces provided the number of StLA outlets that serve the following user groups, in whole or in part, by type of outlet.
- Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8.
- 086 Blind and physically handicapped individuals. Outlets serving this user group may contain talking books on discs and tapes and books in Braille made available from the National Library Service for the Blind and Physically Handicapped, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.
- 087 Residents of State correctional institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.
- 088 Residents of other State institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.
- 089 State government employees (executive, legislative, or judicial). Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.
- 090 General public. Report all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a local public library, providing books, other library materials, and electronic access to locally mounted and remote information resources for all State residents.

### Part F. Collections

## Appendix C—Survey Questionnaire

10. 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 8. Report collections for all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude collections of braille and talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude collections that are specifically intended to only serve residents of State correctional institutions or residents of other State institutions, unless such outlets are administered and staffed by the StLA.

- 091 Book and serial volumes (exclude microforms) (exclude collections of braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Except for the current volume, count unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.

- 092 Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress). These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.

- 093 (This item is reserved for future use.)

- 094 Video materials. These are materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor.

- 095 Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions). These include current subscriptions received, both purchased and gifts. This count does not include the number of individual issues, but rather each serial title. Report the total number of titles subscribed to, including duplicates. Do not report individual issues. Report print subscriptions only. Exclude microform, electronic, and digital subscriptions.

- 096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere). For government documents not accessible through the library catalog and not reported on other lines, report the number of volumes or physical units of such materials in all formats. A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).

- 097-105 (These items are reserved for future use.)

11. Enter Yes or No for each item (106-109) to indicate whether the StLA is designated as a federal or State depository library for government documents, and whether it is a regional or selective federal depository.

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

## Appendix C—Survey Questionnaire

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

### Part G. Library Service Transactions

12. Enter in the spaces provided ANNUAL totals for the specified types of service transactions for all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.
- Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report library service transactions for all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude service transactions for outlets or outlet service points that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service transactions for outlets that only serve residents of State correctional institutions or other State institutions, unless such outlets are administered and staffed by the StLA.
- 110 Circulation (Exclude items checked out to another library). These are transactions that involve lending an item from the State Library collection or borrowed from another library for use generally, although not always, outside the library. This activity includes charging materials manually or electronically. Also report each renewal as a circulation transaction. Exclude in-house use resulting from counting items in the collection as they are reshelfed after use and without any formal tracking system. Exclude items checked out to another library.
- Interlibrary Loan/Document Delivery
- 111 Provided to other libraries. These are library materials, or copies of materials, loaned from the StLA collection to another library upon request. Do not include loans or copies of materials from one StLA outlet to another StLA outlet.
- 112 Received from other libraries and document delivery services. These are library materials, or copies of materials, borrowed by the StLA from another library or obtained by the StLA from a commercial document delivery service. Do not include loans or copies of materials from one StLA outlet to another StLA outlet.
- 113 Reference transactions. A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the StLA staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other records of holdings, and, through communication or referral, other libraries, and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 6.)



## Appendix C—Survey Questionnaire

- 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 6.

### Part H. Library Development Transactions

13. Enter in the spaces provided ANNUAL totals for the specified types of library development transactions of the StLA.
- LSTA and State Grants
- 115 Grants awarded. Report the total annual number of LSTA and State grants awarded by the StLA during state fiscal year 2007.
- 116 (Item is reserved for future use.)
- Continuing Education Programs
- 117 Number of events. Report the total number of continuing education events (workshops, training sessions, etc.) which (1) the StLA sponsored and itself presented and (2) another agency presented with the help of StLA funding and planning support. Do not count events for which the StLA is only a nominal sponsor. Do not count events for an allied operation.
- Where event is offered via video conferencing, consider presentation simulcast to multiple locations as one event. If presentation is offered multiple times, each offering should be counted as a separate event. Where delivery is via synchronous web presentation and the number of concurrent participants is limited and they must sign up to participate, count each offering of the web training as one event. Where delivery is via the web with asynchronous participation and no limitation of participants, count web event as one event.
- 118 Total attendance at events. Report the total annual attendance at continuing education events reported in item 117. Attendance should include total number of participants in events regardless of delivery method. If web event is delivered asynchronously, recommend counting only participants who complete the continuing education offering.

### Part I. Staff

14. Enter in the spaces provided the total number of StLA staff in FTEs (full-time equivalents) (to two decimal places), by type of service. Report all staff on the payroll as of October 1, 2007, and unfilled but budgeted positions.
- Note: Forty hours per week is the measure of full-time employment for this survey. FTEs (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40. Report staff based on the StLA organization chart. A given position (e.g., State Data Coordinator) may be part of administration in one agency, library development in another, and library services in another agency. If an employee provides more than one service, allocate the FTE among appropriate categories.
- Type of 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.

## Appendix C—Survey Questionnaire

- 120 Library development. Usually includes staff responsible for the development of public library services. May include staff responsible for administering State and LSTA grant programs; providing consulting and continuing education services; and promoting resource sharing and other forms of interlibrary cooperation. (See instructions to question 5 for definitions of types of libraries.)
- 121 Library services. Staff responsible for providing library service from the StLA. Includes public, technical, and other library services.
- 122 Other services. Includes staff not reported in items 119-121, such as staff in allied operations.
- 123 Total staff. Sum of items 119-122.
- 124-151 (These items are reserved for future use.)

### Part J. Revenue

15. Enter Yes or No to indicate whether all public library funds from state sources are administered by the StLA.
- Note: Answer this question based on state funds distributed to individual public libraries and library cooperatives serving public libraries in state fiscal year 2007. If no state funds are reported in Part K in items 179(b) or 180(b), the answer should be No.
- 152 StLA administration of all public library state funds
16. Enter Yes or No to indicate whether any funds from state sources are administered by the StLA for the following types of libraries.
- Note: Answer this question based on state funds distributed to libraries and library cooperatives in state fiscal year 2007. If no state funds are reported in Part K in related items 179(b) to 183(b) or 185(b), the answer should be No.
- 153a Academic libraries (definition is provided in question 5).
- 153b School library media centers (definition is provided in question 5).
- 153c Special libraries (definition is provided in question 5).
- 153d Library cooperatives (definition is provided in question 5).
17. Enter in the spaces provided total funds received as revenue by the StLA during the reporting period specified in items 022-023. EXCLUDE carryover. Include revenue for allied operations only if the revenue is part of the StLA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the StLA.
- Note: Exclude carryover when reporting revenue. Carryover means funds carried forward from the previous year, sometimes called an “opening balance” or “fund balance”.
- Federal Revenue
- 154 LSTA (Library Services and Technology Act) State Programs

## Appendix C—Survey Questionnaire

Note: Report the funds drawn down from the federal government from the LSTA State Program during state fiscal year 2007. Do not report LSTA National Leadership Grants--report these grants in item 155 (Other Federal revenue).

- 155 Other Federal revenue. If the StLA received other federal revenue (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSCA Title II grants, LSTA National Leadership Grants, etc.), report that revenue in this item. If your state acts as the fiscal agent for a multi-state grant, report only the funds designated for your state.
- 156 Specify program(s) and title(s). If other federal revenue is reported in item 155, specify its source in this item.
- 157 Total Federal revenue. Sum of items 154 and 155.
- 158-166 (These items are reserved for future use.)
- State Revenue
- 167 StLA operation. Report revenue received from the State to support operation and services of the StLA. Do not include revenue received for major capital expenditures, contributions to endowments, or revenue passed through to another agency, or funds unspent in the previous fiscal year.
- 168 State aid to libraries. Report revenue received from the State for distribution to libraries, library cooperatives, and agencies. Include funds derived from State sources (exclusive of Federal funds) and appropriated by a State legislature to a State Library Agency for payment or transfer to an individual library; a group of libraries; or an agency or library, other than the StLA, that provides a Statewide service to libraries or citizens. Exclude State funds used to administer the State Library Agency or to deliver Statewide services to libraries or citizens where the service is administered directly by the StLA; State funds allocated for school library operations when the State Library Agency is under the State education agency; and federal funds.
- 169 Other State revenue. Report revenue received from the State for any other purpose, such as interagency transfers.
- 170 Total State revenue. Sum of items 167-169.
- 171 Other revenue. Include (1) any other revenue from public sources; (2) revenue received from private sources, such as foundations, corporations, Friends groups, and individuals; and (3) StLA-generated revenue, such as fines and fees for services.
- 172 Total revenue. Sum of items 157 +170 + 171.

### Part K. Expenditures

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

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

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

## Appendix C—Survey Questionnaire

- 173 Salaries and wages. Salaries and wages for all StLA staff, including plant operation, security and maintenance staff for the reporting year. Include salaries and wages before deductions, but exclude employee benefits.
- 174 Employee benefits. Benefits outside of salaries and wages paid and accruing to employees, including plant operation, security and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the StLA for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the StLA budget should be reported.
- 175 Total staff expenditures. Sum of items 173-174.
- 176 Collection expenditures. Includes all expenditures for materials purchased or leased for use by StLA users, including print materials, microforms, machine-readable materials, audiovisual materials, etc.
- 177 Other operating expenditures. Includes all operating expenditures not reported in items 173-176.
- 178 Total operating expenditures. Sum of items 175-177.
- Financial Assistance to Libraries and Library Cooperatives (items 179-186)
- Note: Include LSTA expenditures for grants (item 191). Exclude LSTA expenditures for statewide services (190) conducted directly by the StLA and LSTA expenditures for LSTA administration (item 192). Include all funds distributed to libraries and library cooperatives if the funds are administered by the StLA.
- 179 Individual public libraries. Financial assistance to individual public libraries for services to their population of legal service area. These are libraries that are governed exclusively by a single board or political subdivision. Municipal libraries, county libraries, consolidated multi-county libraries, and library districts are considered individual libraries if there is only one administrative entity. Exclude construction aid.
- 180 Library cooperatives serving public libraries only. Financial assistance to library cooperatives serving public libraries only for services to their population of legal service area. Exclude construction aid.
- 181 Other individual libraries. Financial assistance to other individual libraries for services to their population or constituency. These are libraries other than public libraries and school library media centers. Exclude grants to public libraries and to school library media centers. Report financial assistance to school library media centers in item 185. Exclude construction aid.
- 182 Library cooperatives serving more than one type of library. Financial assistance to library cooperatives serving more than one type of library for services to their population of legal service area. Exclude construction aid.
- 183 Single agency or library providing statewide service. Financial assistance to a single entity (agency, library, library cooperative, etc.) for services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents. Exclude funds administered directly by the StLA to provide such services. Exclude construction aid.
- 184 Library construction. Do not report data for this item in items 179-183, 185, or 187. Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them. Exclude construction aid expended on the StLA.

## Appendix C—Survey Questionnaire

- 185 Other assistance. Expenditures for other assistance to libraries and library cooperatives not reported in items 179-184, such as financial assistance to school library media centers. Exclude construction aid.
- 186 Total financial assistance to libraries and library cooperatives. Sum of items 179-185.
- Other expenditures for StLA and Allied Operations Only (items 187 and 188)
- 187 Capital outlay. Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except item 189. Include construction aid expended on the StLA. Exclude construction aid expended on other libraries and library cooperatives. Include expenditures for allied operations only if the expenditures are from the StLA budget.
- Note: State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this definition.
- 188 Other expenditures. These are expenditures not reported in items 173-187. Exclude construction aid. Include expenditures for allied operations only if the expenditures are from the StLA budget.
- 189 Total expenditures. Sum of items 178 and 186-188.

### Part L. LSTA State Program Expenditures

19. Enter in the spaces provided total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.
- 190 Statewide services (exclude sub-grants to single libraries or agencies providing statewide services). Funds expended by the StLA to provide services to libraries and individuals throughout the State. Include expenditures for statewide services conducted directly by the StLA. Exclude sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.
- Note: These expenditures should also be reported in Part K, under operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188), as appropriate. DO NOT report them as financial assistance to libraries and library cooperatives (items 179-186).
- 191 Grants (include sub-grants to single libraries or agencies providing statewide services). Funds distributed by the StLA to recipients who meet eligibility criteria specified by LSTA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis. Include sub-grants made to single libraries or other outside agencies to provide or assist in providing statewide services.
- Note: These expenditures should also be reported in Part K, under financial assistance to libraries and library cooperatives (items 179-186), as appropriate. DO NOT report them as StLA operating expenditures (items 173-178), capital outlay (item 187), or other expenditures (item 188).
- 192 LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.
- 193 Total LSTA expenditures. Sum of items 190-192.
20. Enter in the spaces provided total LSTA state program expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

## Appendix C—Survey Questionnaire

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

- 194 Library technology, connectivity and services. Report LSTA expenditures (including expenditures for statewide services and grants) for digitization; database licenses/commercial databases; GIS (geographic information systems); computer equipment, software, labs; Internet and other networking capabilities; technical training for library staff; interlibrary loan systems; community information centers; retrospective conversion and automation; and videoconferencing equipment and connections.
- 195 Services to persons having difficulty using libraries. Report LSTA expenditures (including expenditures for statewide services and grants) for services to persons with physical or learning disabilities; assistive technologies and devices; prison and jail services; services to nursing homes and other institutions; talking books; outreach services; bookmobiles; computer vans; and services for migrant workers and non-English speakers.
- 196 Services for lifelong learning. Report LSTA expenditures (including expenditures for statewide services and grants) for homework center/helper; after school programs; literacy for children, adults, families; English for Speakers of Other Languages (ESOL); babies and books; summer reading clubs; information and computer literacy training; online and distance education; 24-7 online reference services; staff development and training; and library development initiatives.
- 197 LSTA administration (must equal amount reported in 192). Report expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.
- Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192.
- 198 Total LSTA expenditures (must equal amount reported in 193). Sum of items 194-197.
- Note: Total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.
- 199-205 (These items are reserved for future use.)

### Part M. Electronic Services and Information (a)

21. Enter Yes or No for each item to indicate whether the StLA funds or facilitates the specified electronic networking functions at the State level.
- Note: A State-level electronic information network involves the wide-area use of telecommunications to link libraries via 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.
- 206 Electronic network planning or monitoring. Includes drafting Statewide plans, requests for proposals, and contracts and monitoring contracts for network development.
- 207 Electronic network operation. Includes acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in electronic and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server, or facilitating reciprocal borrowing agreements and document delivery systems necessary to fully exploit such a network. Such a network may or may not be connected to the Internet.

Database Development

## Appendix C—Survey Questionnaire

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

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

209 Full text or data files. Full text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.

22. Enter Yes or No to indicate whether the StLA funds or facilitates digitization or digital programs or services in any of the following instances.

Note: Digitization or digital programs or services includes activities providing for the digitization of documents, publications or sets of records or realia to be made available for public use.

210a For the StLA itself

210b Via grants or contracts to other state agencies

210c Via grants or contracts to other libraries or library cooperatives

23. Enter Yes or No for each item to indicate whether the StLA funds or facilitates library access to the Internet in the specified ways.

Note: The Internet is the global network of networks that, via a standardized addressing system and a common primary command structure, enables individuals and organizations to communicate via electronic mail, to access a host of online databases and other electronic information resources, and to transfer files electronically.

Training or consulting to facilitate access (items 211a and 211b):

211a Library staff (state and local). Includes all activities that facilitate Internet awareness and use by library staff (state and local) and "training the trainer" activities.

211b State library end-users. Includes all activities that facilitate Internet awareness and use by actual or potential state library end-users.

212 Providing direct funding for Internet access. 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.

213 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.

214 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.

215 Managing a web site, file server, bulletin boards, or electronic mailing lists. 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.

216-219 (These items are reserved for future use.)

## Appendix C—Survey Questionnaire

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

Note: Report data only for all StLA outlets that serve the general public. Exclude data for: (a) a local public or academic library serving as a State resource center or State reference/ information service center under contract with the StLA; (b) outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress; (c) outlets that only serve residents of State correctional institutions or residents of other State institutions; (d) outlets that only serve state government employees; and (e) non-StLA outlets, even though the StLA may provide funding or services to such outlets.

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

### Part M. Electronic Services and Information (b)

- 221-222 (These items are reserved for future use.)
25. Enter in the spaces provided total StLA expenditures for statewide database licensing, by source of revenue. These expenditures should also be reported in Part K.
- 223 Statewide database licensing. Statewide contracted rights for access to and use of database(s) by libraries that are parties to a licensing agreement.
26. Enter Yes or No for each item to indicate whether statewide database licenses, paid for by the funds reported in question 25, include access by the following:
- 224 Public libraries (definition is provided in question 5).
- 225 Academic libraries (definition is provided in question 5).
- 226 School library media centers (definition is provided in question 5).
- 227 Special libraries (definition is provided in question 5).
- 228 Library cooperatives (definition is provided in question 5).
- 229 Other state agencies
- 230 Remote users. Authorized users having access to and use of licensed database(s) from sites outside of a library building.
27. Enter Yes or No to indicate whether the StLA facilitates or subsidizes electronic access to the bibliographic records or holdings of other libraries in the state, by the specified categories.
- 231 CD-ROM union catalog. A CD-ROM union catalog lists the holdings of participating libraries on one or more compact discs. The electronic indexes and bibliographic records can be accessed only by libraries with compatible hardware (computer, CD-ROM drives) and proprietary software.



## Appendix C—Survey Questionnaire

- 232 (This item is reserved for future use.)
- 233 Telnet gateway. A Telnet gateway allows users to log onto the on-line catalogs of other libraries via the Internet. Telnet access is available in text format only.
- 234 Web-based union catalog (international, national, statewide, multistate, regional). A web-based union catalog makes the aggregated electronic holdings of libraries in a nation, region, a library cooperative serving more than one type of library, or a state available via the world wide web. Holdings and indexes for a web-based union catalog are mounted on a server that is connected to the Internet. Access to the bibliographic information in a web-based union catalog is available to any user with an Internet connection and a standard web browser. National union catalogs include The Library of Congress and OCLC. OCLC also provides the holdings of libraries outside the United States. Note: Report access to a web-based union catalog via a Z39.50 gateway in this item, as it is a web-based protocol.
- 235 (This item is reserved for future use.)
- 236 Other type of electronic access. If the StLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 231 to 234, enter Yes for this item.
- 237 Specify. If Yes was indicated for item 236, enter the type of electronic access in this item.
28. Enter Yes or No to indicate whether the StLA is an applicant for the Universal Service Program (also known as the E-rate discount program).
- 238 Applicant for Universal Service Program. The Universal Service Program was established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996. To be considered an applicant, the StLA must have an FCC Form 470 and Form 471 on file with the FCC.

### Part N. Public Policy Issues (Data not collected for FY2007)

29. Enter in the spaces provided the total grants and contracts expenditures (from all sources) by the StLA to assist public libraries in responding to goals in a state or federal education reform initiative in the following areas. These expenditures should also be reported in Part K.
- 239 Library technology, connectivity and services. Digitization; database licenses/commercial databases; GIS (geographic information systems); computer equipment, software, labs; Internet and other networking capabilities; technical training for library staff; interlibrary loan systems; community information centers; retrospective conversion and automation; and videoconferencing equipment and connections.
- 240 Services to persons having difficulty using libraries. Services to persons with physical or learning disabilities; assistive technologies and devices; prison and jail services; services to nursing homes and other institutions; talking books; outreach services; bookmobiles; computer vans; and services for migrant workers and non-English speakers.
- 241 Services for lifelong learning. Homework center/helper; after school programs; literacy for children, adults, families; English for Speakers of Other Languages (ESOL); babies and books; summer reading clubs; information and computer literacy training; online and distance education; 24-7 online reference services; staff development and training; and library development initiatives.

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

See appendix A for a description of the variables below. Imputation flags are represented as F\_, where "\_" is replaced by the data item number. Example: F077A is the flag for data item 077A (TOTHR). The flag values and definitions are as follows:

- R—Reported
- E—Reported and adjusted by Census and IMLS based on edit follow-up
- Z—Missing value imputed as zero because FY 2006 value was zero
- G—Missing value imputed through growth rate applied to FY 2006 value
- S—Missing value imputed through regression model on FY 2007 data
- T—Missing total value imputed by summing the details
- B—Blank field (reserved for future use)

Flag for TOTHR				
F077A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTHRSC				
F077B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for MON2FRCE				
F078	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for SATSUNCE				
F079	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

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

Flag for OTHEROUT				
F083	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for BKMOBILE				
F084	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

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

Flag for BPHOUTA				
F086A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

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

Flag for BPHOUTB				
F086B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for BPHOUTC				
F086C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for BPHOUTD				
F086D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for COROUTA				
F087A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for COROUTB				
F087B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for COROUTC				
F087C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for COROUTD				
F087D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OTSTOUTA				
F088A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OTSTOUTB				
F088B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OTSTOUTC				
F088C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OTSTOUTD				
F088D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GVEMOUTA				
F089A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for GVEMOUTB				
F089B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

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

Flag for GVEMOUTC				
F089C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GVEMOUTD				
F089D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for GPOUTA				
F090A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for GPOUTB				
F090B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GPOUTC				
F090C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

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

Flag for BKSERVOL				
F091	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AUDIO				
F092	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for VIDEO				
F094	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for SUBSCRIP				
F095	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for GOVDOC				
F096	Frequency	Percent	Cumulative Frequency	Cumulative Percent
G	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for CIRC				
F110	Frequency	Percent	Cumulative Frequency	Cumulative Percent
G	2	3.92	2	3.92
R	49	96.08	51	100.00

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

Flag for PROVTO

F111	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
R	51	100.00	51	100.00

Flag for RECFROM

F112	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
G	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for REFTRANS

F113	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
E	1	1.96	1	1.96
G	1	1.96	2	3.92
R	49	96.08	51	100.00

Flag for LIBVISTS

F114	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
E	1	1.96	1	1.96
G	7	13.73	8	15.69
R	43	84.31	51	100.00

Flag for GRANTAW

F115	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for EVENTS

F117	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for ATEVENTS

F118	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for ADMIN

F119	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for LIBDEV

F120	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for LIBSERV

F121	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for OTHSERV

F122	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

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

Flag for TOTSTAFF				
F123	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for LSTAINC				
F154	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for FIOTH				
F155	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTAL_FI				
F157	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for SISTLAOP				
F167	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for SIAIDLIB				
F168	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for SIOTHER				
F169	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for TOTAL_SI				
F170	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for OTHINCM				
F171	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTINCM				
F172	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for OEXPSALA				
F173A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

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

Flag for OEXPSALB				
F173B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OEXPSALC				
F173C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OEXPSALD				
F173D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for OEXPBENA				
F174A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for OEXPBENB				
F174B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OEXPBENC				
F174C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OEXPBEND				
F174D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

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

Flag for TOTOXSTB				
F175B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for TOTOXSTC				
F175C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for TOTOXSTD				
F175D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for OEXPCOLA				
F176A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

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

Flag for OEXPCOLB				
F176B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for OEXPCOLC				
F176C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OEXPCOLD				
F176D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for OEXP0THA				
F177A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	8	15.69	8	15.69
R	43	84.31	51	100.00

Flag for OEXP0THB				
F177B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for OEXP0THC				
F177C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for OEXP0THD				
F177D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	9	17.65	9	17.65
R	42	82.35	51	100.00

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

Flag for TOTOPEXB				
F178B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTOPEXC				
F178C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for TOTOPEXD				
F178D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	8	15.69	8	15.69
R	43	84.31	51	100.00



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

Flag for AIDIPLA				
F179A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AIDIPLB				
F179B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

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

Flag for AIDIPLD				
F179D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for AIDPLSA				
F180A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AIDPLSB				
F180B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AIDPLSC				
F180C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AIDPLSD				
F180D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AIDOLA				
F181A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AIDOLB				
F181B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AIDOLC				
F181C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AIDOLD				
F181D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

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

Flag for AIDMLSA

F182A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AIDMLSB

F182B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for AIDMLSC

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

Flag for AIDMLSD

F182D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for AIDSALA

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

Flag for AIDSALB

F183B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	5	9.80	5	9.80
R	46	90.20	51	100.00

Flag for AIDSALC

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

Flag for AIDSALD

F183D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for AIDLCA

F184A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AIDL CB

F184B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AIDLCC

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

Flag for AIDLCD

F184D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

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

Flag for AID0THA				
F185A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AID0THB				
F185B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AID0THC				
F185C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for AID0THD				
F185D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for TOTALDA				
F186A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for TOTALDB				
F186B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for TOTALDC				
F186C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTALDD				
F186D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	7	13.73	7	13.73
R	44	86.27	51	100.00

Flag for CAPITALA				
F187A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for CAPITALB				
F187B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for CAPITALC				
F187C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for CAPITALD				
F187D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

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

Flag for OTHEXPA

F188A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for OTHEXPB

F188B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for OTHEXPC

F188C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for OTHEXPD

F188D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TOTEXPA

F189A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	7	13.73	7	13.73
R	44	86.27	51	100.00

Flag for TOTEXPB

F189B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	6	11.76	6	11.76
R	45	88.24	51	100.00

Flag for TOTEXPC

F189C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	3	5.88	3	5.88
R	48	94.12	51	100.00

Flag for TOTEXPD

F189D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	10	19.61	10	19.61
R	41	80.39	51	100.00

Flag for SWEXPT

F190	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for GREXPT

F191	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for ADMEXPT

F192	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

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

Flag for TOTEXPT				
F193	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for TECHXU				
F194	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for SERDI FXU				
F195	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for SERLLXU				
F196	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for ADMEXPU				
F197	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for TOTEXPU				
F198	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	2	3.92	2	3.92
R	49	96.08	51	100.00

Flag for PAGIW_LO				
F220A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for PAIW_OTH				
F220B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
R	51	100.00	51	100.00

Flag for SWDBLI CA				
F223A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

Flag for SWDBLI CB				
F223B	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for SWDBLI CC				
F223C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	1	1.96	1	1.96
R	50	98.04	51	100.00

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

Flag for SWDBLICD				
F223D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E	4	7.84	4	7.84
R	47	92.16	51	100.00

Flag for FILL239				
FILLF239	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	51	100.00	51	100.00

Flag for FILL240				
FILLF240	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	51	100.00	51	100.00

Flag for FILL241				
FILLF241	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	51	100.00	51	100.00

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

**Frequencies of Categorical Variables:**

Fiscal year starting date

FYSTART	Frequency	Percent	Cumulative Frequency	Cumulative Percent
04/01/2006	1	1.96	1	1.96
07/01/2006	46	90.20	47	92.16
09/01/2006	1	1.96	48	94.12
10/01/2006	3	5.88	51	100.00

Fiscal year ending date

FYEND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
03/31/2007	1	1.96	1	1.96
06/30/2007	46	90.20	47	92.16
08/31/2007	1	1.96	48	94.12
09/30/2007	3	5.88	51	100.00

Location in state government

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

L—Legislative branch  
E—Executive branch

Independent agency in the Executive branch reporting to:

INDAGY	Frequency	Percent	Cumulative Frequency	Cumulative Percent
B	15	29.41	15	29.41
G	3	5.88	18	35.29
P	33	64.71	51	100.00

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

Board/commission appointed by governor

APPBYGOV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	38	74.51	38	74.51
X	13	25.49	51	100.00

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

Board/commission appointed by other official

APPBYOTH	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	47	92.16	47	92.16
X	4	7.84	51	100.00

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

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

Part of larger agency in Executive branch:

LARGERAG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
E	13	25.49	18	35.29
O	8	15.69	26	50.98
P	20	39.22	46	90.20
S	5	9.80	51	100.00

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

StLA part of larger agcy in Exec branch and has board/commission

PLA_BRCO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	8	15.69	8	15.69
P	20	39.22	28	54.90
Y	23	45.10	51	100.00

Y-Yes  
 N-No  
 P-Skipped item (if no response was necessary)

Board/commission appointed by governor

PLA_GOV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	33	64.71	33	64.71
X	18	35.29	51	100.00

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

Board/commission appointed by other official

PLD_OTH	Frequency	Percent	Cumulative Frequency	Cumulative Percent
P	44	86.27	44	86.27
X	7	13.73	51	100.00

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

State archives are combined with StLA

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

Primary state legis research org - allied operation

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

State history museum/art gallery - allied operation

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



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

### State records management service - allied operation

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

### Other allied operation - allied operation

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

### StLA contracts with local public or academic library

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

Y—Yes  
N—No

### StLA hosts/provides funding to State Center for the Book

STLAHOST	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	25	49.02	25	49.02
Y	26	50.98	51	100.00

Y—Yes  
N—No

### Accreditation of libraries - Public

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

### Accreditation of libraries - Academic

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

### Accreditation of libraries - School

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

### Accreditation of libraries - Special

ACCRLIBD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	51	100.00	51	100.00

### Accreditation of libraries - Library cooperatives

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

### Administration of LSTA grants - Public

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

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

### Administration of LSTA grants - Academic

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

### Administration of LSTA grants - School

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

### Administration of LSTA grants - Special

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

### Administration of LSTA grants - Library cooperatives

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

### Administration of State aid - Public

STAI DSVA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	40	78.43	40	78.43
N	11	21.57	51	100.00

### Administration of State aid - Academic

STAI DSVB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	3	5.88	3	5.88
N	48	94.12	51	100.00

### Administration of State aid - School

STAI DSV C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	2	3.92	2	3.92
N	49	96.08	51	100.00

### Administration of State aid - Special

STAI DSVD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	5	9.80	5	9.80
N	46	90.20	51	100.00

### Administration of State aid - Library cooperatives

STAI DSVE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	23	45.10	23	45.10
N	28	54.90	51	100.00

### Certification of librarians - Public

CERTLIBA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	21	41.18	21	41.18
N	30	58.82	51	100.00

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

### Certification of Librarians - Academic

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

### Certification of Librarians - School

CERTLIBC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	3	5.88	3	5.88
N	48	94.12	51	100.00

### Certification of Librarians - Special

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

### Certification of Librarians - Library cooperatives

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

### Collection of library statistics - Public

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

### Collection of library statistics - Academic

COLLBSTB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	14	27.45	15	29.41
N	36	70.59	51	100.00

### Collection of library statistics - School

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

### Collection of library statistics - Special

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

### Collection of library statistics - Library cooperatives

COLLBSTE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	22	43.14	22	43.14
N	29	56.86	51	100.00

### Consulting services - Public

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

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

### Consulting services - Academic

CNSLTSVB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	33	64.71	33	64.71
N	18	35.29	51	100.00

### Consulting services - School

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

### Consulting services - Special

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

### Consulting services - Library cooperatives

CNSLTSVE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	32	62.75	32	62.75
N	19	37.25	51	100.00

### Continuing education programs - Public

CNTEDPRA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	47	92.16	50	98.04
N	1	1.96	51	100.00

### Continuing education programs - Academic

CNTEDPRB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	34	66.67	39	76.47
N	12	23.53	51	100.00

### Continuing education programs - School

CNTEDPRC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	35	68.63	39	76.47
N	12	23.53	51	100.00

### Continuing education programs - Special

CNTEDPRD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	6	11.76	6	11.76
D	34	66.67	40	78.43
N	11	21.57	51	100.00

### Continuing education programs - Library cooperatives

CNTEDPRE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	27	52.94	32	62.75
N	19	37.25	51	100.00

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

### Cooperative purchasing of library materials - Public

COOPPURA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	8	15.69	8	15.69
D	14	27.45	22	43.14
N	29	56.86	51	100.00

### Cooperative purchasing of library materials - Academic

COOPPURB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	8	15.69	8	15.69
D	9	17.65	17	33.33
N	34	66.67	51	100.00

### Cooperative purchasing of library materials - School

COOPPURC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	10	19.61	15	29.41
N	36	70.59	51	100.00

### Cooperative purchasing of library materials - Special

COOPPURD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	7	13.73	7	13.73
D	7	13.73	14	27.45
N	37	72.55	51	100.00

### Cooperative purchasing of library materials - Library cooperatives

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

### Interlibrary loan referral services - Public

ILLREFA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	42	82.35	46	90.20
N	5	9.80	51	100.00

### Interlibrary loan referral services - Academic

ILLREFB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	36	70.59	39	76.47
N	12	23.53	51	100.00

### Interlibrary loan referral services - School

ILLREFC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	36	70.59	39	76.47
N	12	23.53	51	100.00

### Interlibrary loan referral services - Special

ILLREFD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	37	72.55	40	78.43
N	11	21.57	51	100.00

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

### Interlibrary loan referral services - Library cooperatives

ILLREFE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	24	47.06	27	52.94
N	24	47.06	51	100.00

### Library legislation preparation/review - Public

LIBLEGA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	47	92.16	48	94.12
N	3	5.88	51	100.00

### Library legislation preparation/review - Academic

LIBLEGB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	19	37.25	19	37.25
N	32	62.75	51	100.00

### Library legislation preparation/review - School

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

### Library legislation preparation/review - Special

LIBLEGD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	18	35.29	18	35.29
N	33	64.71	51	100.00

### Library legislation preparation/review - Library cooperatives

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

### Library planning/evaluation/research - Public

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

### Library planning/evaluation/research - Academic

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

### Library planning/evaluation/research - School

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

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

### Library planning/evaluation/research - Special

LI BPLAND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	1	1.96	1	1.96
D	26	50.98	27	52.94
N	24	47.06	51	100.00

### Library planning/evaluation/research - Library cooperatives

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

### Literacy program support - Public

LI TPRVA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	7	13.73	7	13.73
D	33	64.71	40	78.43
N	11	21.57	51	100.00

### Literacy program support - Academic

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

### Literacy program support - School

LI TPRVC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	7	13.73	9	17.65
N	42	82.35	51	100.00

### Literacy program support - Special

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

### Literacy program support - Library cooperatives

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

### OCLC Group Access Capability (GAC) - Public

OCLCGACA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	28	54.90	33	64.71
N	18	35.29	51	100.00

### OCLC Group Access Capability (GAC) - Academic

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

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

### OCLC Group Access Capability (GAC) - School

OCLCGACC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	14	27.45	16	31.37
N	35	68.63	51	100.00

### OCLC Group Access Capability (GAC) - Special

OCLCGACD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	15	29.41	17	33.33
N	34	66.67	51	100.00

### OCLC Group Access Capability (GAC) - Library cooperatives

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

### Preservation/conservation services - Public

PRESERVA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	11	21.57	15	29.41
N	36	70.59	51	100.00

### Preservation/conservation services - Academic

PRESERVB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	9	17.65	13	25.49
N	38	74.51	51	100.00

### Preservation/conservation services - School

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

### Preservation/conservation services - Special

PRESERVD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	9	17.65	13	25.49
N	38	74.51	51	100.00

### Preservation/conservation services - Library cooperatives

PRESERVE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	4	7.84	7	13.73
N	44	86.27	51	100.00



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

### Reference referral services - Public

REFREFA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	38	74.51	40	78.43
N	11	21.57	51	100.00

### Reference referral services - Academic

REFREFB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	33	64.71	35	68.63
N	16	31.37	51	100.00

### Reference referral services - School

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

### Reference referral services - Special

REFREFD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	32	62.75	34	66.67
N	17	33.33	51	100.00

### Reference referral services - Library cooperatives

REFREFE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	22	43.14	25	49.02
N	26	50.98	51	100.00

### Retrospective conversion of bibliog records - Public

RETROCV A	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	9	17.65	9	17.65
D	9	17.65	18	35.29
N	33	64.71	51	100.00

### Retrospective conversion of bibliog records - Academic

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

### Retrospective conversion of bibliog records - School

RETROCV C	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	3	5.88	8	15.69
N	43	84.31	51	100.00

### Retrospective conversion of bibliog records - Special

RETROCV D	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	7	13.73	7	13.73
D	5	9.80	12	23.53
N	39	76.47	51	100.00

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

Retrospective conversion of bibliog records - Library cooperatives

RETROCV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	6	11.76	6	11.76
D	3	5.88	9	17.65
N	42	82.35	51	100.00

State standards/guidelines - Public

STSTANDA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	39	76.47	41	80.39
N	10	19.61	51	100.00

State standards/guidelines - Academic

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

State standards/guidelines - School

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

State standards/guidelines - Special

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

State standards/guidelines - Library cooperatives

STSTANDE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	19	37.25	21	41.18
N	30	58.82	51	100.00

Statewide coordinated digital program or service - Public

SWDIGPRA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	6	11.76	6	11.76
D	19	37.25	25	49.02
N	26	50.98	51	100.00

Statewide coordinated digital program or service - Academic

SWDIGPRB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	6	11.76	6	11.76
D	9	17.65	15	29.41
N	36	70.59	51	100.00

Statewide coordinated digital program or service - School

SWDIGPRC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	8	15.69	13	25.49
N	38	74.51	51	100.00

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

### Statewide coordinated digital program or service - Special

SWDIGPRD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	4	7.84	4	7.84
D	9	17.65	13	25.49
N	38	74.51	51	100.00

### Statewide coordinated digital program or service - Library cooperatives

SWDIGPRE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	5	9.80	5	9.80
D	12	23.53	17	33.33
N	34	66.67	51	100.00

### Statewide public relations/library promotion campaigns - Public

STWIDPRA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	36	70.59	39	76.47
N	12	23.53	51	100.00

### Statewide public relations/library promotion campaigns - Academic

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

### Statewide public relations/library promotion campaigns - School

STWIDPRC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	19	37.25	21	41.18
N	30	58.82	51	100.00

### Statewide public relations/library promotion campaigns - Special

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

### Statewide public relations/library promotion campaigns - Library cooperatives

STWIDPRE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	2	3.92	2	3.92
D	20	39.22	22	43.14
N	29	56.86	51	100.00

### Statewide virtual reference service - Public

SWVRSR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	11	21.57	11	21.57
D	14	27.45	25	49.02
N	26	50.98	51	100.00

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

### Statewide virtual reference service - Academic

SWVRSB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	9	17.65	9	17.65
D	10	19.61	19	37.25
N	32	62.75	51	100.00

### Statewide virtual reference service - School

SWVRSC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	8	15.69	8	15.69
D	10	19.61	18	35.29
N	33	64.71	51	100.00

### Statewide virtual reference service - Special

SWVRSD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	7	13.73	7	13.73
D	11	21.57	18	35.29
N	33	64.71	51	100.00

### Statewide virtual reference service - Library cooperatives

SWVRSE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	10	19.61	10	19.61
D	9	17.65	19	37.25
N	32	62.75	51	100.00

### Summer reading program support - Public

SUMREADA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
C	3	5.88	3	5.88
D	47	92.16	50	98.04
N	1	1.96	51	100.00

### Summer reading program support - Academic

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

### Summer reading program support - School

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

### Summer reading program support - Special

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

### Summer reading program support - Library cooperatives

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

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

### Uni on list development - Public

UNI ONDVA	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
C	11	21.57	11	21.57
D	23	45.10	34	66.67
N	17	33.33	51	100.00

### Uni on list development - Academic

UNI ONDVB	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
C	9	17.65	9	17.65
D	17	33.33	26	50.98
N	25	49.02	51	100.00

### Uni on list development - School

UNI ONDVC	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
C	8	15.69	8	15.69
D	14	27.45	22	43.14
N	29	56.86	51	100.00

### Uni on list development - Special

UNI ONDVD	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
C	8	15.69	8	15.69
D	17	33.33	25	49.02
N	26	50.98	51	100.00

### Uni on list development - Library cooperatives

UNI ONDVE	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
C	8	15.69	8	15.69
D	9	17.65	17	33.33
N	34	66.67	51	100.00

### Uni versal servi ce program - Public

UNI VSERA	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
D	51	100.00	51	100.00

### Uni versal servi ce program - Academic

UNI VSERB	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
N	51	100.00	51	100.00

### Uni versal servi ce program - School

UNI VSERC	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
D	3	5.88	3	5.88
N	48	94.12	51	100.00

### Uni versal servi ce program - Special

UNI VSERD	Frequency	Percent	Cumul ative Frequency	Cumul ative Percent
C	1	1.96	1	1.96
D	2	3.92	3	5.88
N	48	94.12	51	100.00

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

### Universal service program - Library cooperatives

UNIVERSERE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
D	26	50.98	26	50.98
N	25	49.02	51	100.00

### StLA designation - State depository library

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

### StLA designation - Federal depository library

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

### StLA designation - Regional (federal depository library)

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

### StLA designation - Selective (federal depository library)

SELECTIV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	25	49.02	25	49.02
Y	26	50.98	51	100.00

### All public library state funds administered by the StLA

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

Y—Yes  
N—No

### StLA administers any state funds - Academic libraries

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

### StLA administers any st funds - School lib media centers

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

### StLA administers any state funds - Special libraries

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

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

### StLA administers any state funds - Library cooperatives

ASF_LC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	28	54.90	28	54.90
Y	23	45.10	51	100.00

### Electr networking functions - planning or monitoring

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

### Electronic networking functions - operation

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

### Database development - Bibliographic databases

ELECBI BL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	3	5.88	3	5.88
Y	48	94.12	51	100.00

### Database development - Full text or data files

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

### Digitization or digital progs or servs - For StLA

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

### Digitization or digital progs or servs - Via grants or contracts to other st agcy

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

### Digitization or digital progs or servs - Via grants or contracts to other libs or lib coops

DIG_LIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	19	37.25	19	37.25
Y	32	62.75	51	100.00

### Lib Internet access - Training for Library staff

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

### Lib Internet access - Training for State library end-users

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

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

### Lib Internet access - Direct funding

NETSUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	23	45.10	23	45.10
Y	28	54.90	51	100.00

### Lib Internet access - Providing equipment

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

### Lib Internet access - Directories, databases, online catalogs

NETMOUNT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Y	51	100.00	51	100.00

### Lib Internet access - Managing website, file server, bulletin brds, e-mail lists

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

### User grps cov by statewide database lic exps - Pub libs

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

### User grps cov by statewide database lic exps - Acad libs

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

### User grps cov by statewide database lic exps - Sch libs

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

### User grps cov by statewide database lic exps - Spec libs

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

### User grps cov by statewide database lic exps - Lib Coops

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

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

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



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

User grps cov by statewide database lic exps - Remote users

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

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

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

Access to holdings of oth libs in st - Telnet gateway

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

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

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

Access to holdings of oth libs in st - Other

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

StLA is applicant for e-rate discount program

ERATEAPP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	28	54.90	28	54.90
Y	23	45.10	51	100.00

Blank (reserved for future use)

FILL239	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 51

Blank (reserved for future use)

FILL240	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 51

Blank (reserved for future use)

FILL241	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 51

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

### Bureau of Economic Analysis Code

OBREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01	6	11.76	6	11.76
02	6	11.76	12	23.53
03	5	9.80	17	33.33
04	7	13.73	24	47.06
05	12	23.53	36	70.59
06	4	7.84	40	78.43
07	5	9.80	45	88.24
08	6	11.76	51	100.00

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

### Respondent status

RSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1	43	84.31	43	84.31
2	8	15.69	51	100.00

1—Respondent, with no imputed data  
 2—Respondent, with both reported and imputed data  
 3—Nonrespondent, not imputed  
 4—Nonrespondent with imputed data

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

### Distributions of Continuous Variables:

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
TOTHR	Total hours open per typical week (all StLA outlets)	51	93.49	89.50	0.00	524.00
TOTHRSC	Total hours/week (main or central outlet)	51	40.29	14.23	0.00	60.00
MON2FRCE	Monday-Friday after 5:00 p.m. (main or central outlet)	51	0.59	1.99	0.00	12.00
SATSUNCE	Saturday and Sunday (main or central outlet)	51	1.25	2.80	0.00	10.00
MAINOUT	Main or central outlet	51	0.92	0.27	0.00	1.00
OTHEROUT	Other outlets, exclude bookmobiles	51	1.35	2.67	0.00	15.00
BKMOBILE	Bookmobiles	51	0.08	0.56	0.00	4.00
TOTALOUT	Total outlets	51	2.35	2.74	0.00	16.00
BPHOUTA	Serving BPH - Main or central outlet	51	0.63	0.49	0.00	1.00
BPHOUTB	Serving BPH - Other outlets (excluding bookmobiles)	51	0.41	0.57	0.00	2.00
BPHOUTC	Serving BPH - Bookmobiles	51	0.08	0.56	0.00	4.00
BPHOUTD	Serving BPH - Total outlets	51	1.12	0.93	0.00	6.00
COROUTA	Serving residents of st corr inst - Main or central outlet	51	0.27	0.45	0.00	1.00
COROUTB	Serv res of st corr inst - Other outlets (excl bookmobiles)	51	0.35	1.48	0.00	10.00
COROUTC	Serving res of st corr institutions - Bookmobiles	51	0.00	0.00	0.00	0.00
COROUTD	Serving res of st corr institutions - Total outlets	51	0.63	1.56	0.00	10.00
OTSTOUTA	Serving res of other state inst - Main or central outlet	51	0.25	0.44	0.00	1.00
OTSTOUTB	Serv res of other st inst - Other outlets (excl bookmobiles)	51	0.27	0.87	0.00	5.00
OTSTOUTC	Serving res of other state institutions - Bookmobiles	51	0.00	0.00	0.00	0.00
OTSTOUTD	Serving res of other state institutions - Total outlets	51	0.53	1.03	0.00	5.00
GVEMOUTA	Serving State government employees - Main or central outlet	51	0.88	0.33	0.00	1.00
GVEMOUTB	Serving St gov employees - Other outlets (excl bookmobiles)	51	0.49	0.86	0.00	3.00
GVEMOUTC	Serving State government employees - Bookmobiles	51	0.08	0.56	0.00	4.00
GVEMOUTD	Serving State government employees - Total outlets	51	1.45	1.10	0.00	6.00
GPOUTA	Serving General public - Main or central outlet	51	0.88	0.33	0.00	1.00
GPOUTB	Serving General public - Other outlets (excl bookmobiles)	51	0.65	1.63	0.00	11.00
GPOUTC	Serving General public - Bookmobiles	51	0.08	0.56	0.00	4.00
GPOUTD	Serving General public - Total outlets	51	1.61	1.79	0.00	12.00
BKSERVOL	Book and serial volumes (exclude microform)	51	472,439.33	614,213.39	0.00	2,688,644.00
AUDIO	Audio materials	51	5,559.16	17,507.80	0.00	106,338.00
VIDEO	Video materials	51	2,831.55	4,602.27	0.00	23,285.00
SUBSCRIP	Current serial subscriptions (titles, not indiv issues)	51	998.96	2,155.24	0.00	13,921.00
GOVDOC	Government documents	51	455,206.53	953,383.85	0.00	4,561,592.00
CIRC	Circulation	51	47,266.20	123,008.84	0.00	776,252.00
PROVTO	ILL - Provided to other libraries	51	7,777.67	11,622.76	0.00	56,136.00
RECFROM	ILL - Received from other libs and doc delivery services	51	3,556.75	7,700.27	0.00	43,277.00
REFTRANS	Reference transactions	51	17,989.00	23,994.57	0.00	103,590.00
LIBVISTS	Library visits	51	31,719.43	50,393.41	0.00	269,367.00
GRANTAW	Grants awarded	51	171.25	334.23	0.00	2,172.00
EVENTS	Continuing education programs - Number of events	51	141.35	157.57	0.00	939.00
ATEVENTS	Continuing education programs - Total attendance	51	2,633.71	2,297.15	0.00	12,634.00
ADMIN	Administration staff	51	8.82	6.85	1.00	36.00
LIBDEV	Library development staff	51	12.67	13.81	0.00	90.50
LBSERV	Library services staff	51	35.39	31.34	0.00	148.80
OTHSERV	Other services staff	51	11.12	18.75	0.00	74.50
TOTSTAFF	Total staff	51	68.00	52.33	6.00	226.00
LSTAINC	Federal revenue - LSTA State Program revenue	51	3,098,455.94	2,925,571.00	705,416.00	16,506,165.00
FIOTH	Federal revenue - Other	51	64,416.78	162,745.89	0.00	667,600.00
TOTAL_FI	Federal revenue - Total	51	3,162,872.73	2,946,310.14	705,416.00	16,506,165.00
SISTLAOP	State revenue - StLA operation	51	5,871,694.47	7,076,124.93	576,993.00	42,829,173.00
SIALDLIB	State revenue - State aid to libraries	51	12,407,409.35	21,988,386.05	0.00	110,519,263.00
SIOther	State revenue - Other	51	1,126,393.55	3,476,997.17	0.00	22,709,247.00
TOTAL_SI	State revenue - Total	51	19,405,497.37	23,963,981.98	1,939,521.00	120,922,772.00
OTHINCM	Other revenue	51	637,352.76	896,916.22	0.00	4,184,493.00
TOTINCM	Total revenue	51	23,205,722.86	26,056,992.13	2,689,937.00	130,347,127.00
OEXPSALA	Operating expenditures-Salaries and wages - Federal	51	551,033.73	558,232.73	0.00	3,046,760.00
OEXPSALB	Operating expenditures-Salaries and wages - State	51	2,193,332.75	1,841,593.14	214,095.00	7,076,908.00
OEXPSALC	Operating expenditures-Salaries and wages - Other	51	87,022.24	210,982.14	0.00	1,189,340.00
OEXPSALD	Operating expenditures-Salaries and wages - Total	51	2,831,388.71	2,236,988.15	329,162.00	8,825,884.00
OEXPBENA	Operating expenditures-Employee benefits - Federal	51	209,036.69	271,666.53	0.00	1,755,332.00
OEXPBENB	Operating expenditures-Employee benefits - State	51	665,926.53	604,987.80	0.00	2,801,103.00
OEXPBENC	Operating expenditures-Employee benefits - Other	51	35,667.00	90,497.26	0.00	466,652.00
OEXPBEND	Operating expenditures-Employee benefits - Total	51	910,630.22	704,326.96	0.00	3,192,258.00
TOTOXSTA	Operating expenditures-Total staff - Federal	51	760,070.41	818,181.05	0.00	4,802,092.00
TOTOXSTB	Operating expenditures-Total staff - State	51	2,859,259.27	2,316,697.76	236,151.00	9,878,011.00
TOTOXSTC	Operating expenditures-Total staff - Other	51	122,689.24	300,187.29	0.00	1,655,992.00
TOTOXSTD	Operating expenditures-Total staff - Total	51	3,742,018.92	2,857,910.60	329,162.00	12,018,142.00
OEXPCOLA	Operating expenditures-Collection - Federal	51	142,090.53	311,652.25	0.00	1,773,197.00
OEXPCOLB	Operating expenditures-Collection - State	51	366,587.94	619,733.07	0.00	3,952,800.00
OEXPCOLC	Operating expenditures-Collection - Other	51	16,875.61	51,115.08	0.00	312,692.00
OEXPCOLD	Operating expenditures-Collection - Total	51	525,554.08	739,456.81	0.00	3,952,800.00
OEXPOTHA	Operating expenditures-Other - Federal	51	857,467.33	1,109,844.39	0.00	6,136,799.00
OEXPOTHB	Operating expenditures-Other - State	51	1,369,599.41	1,540,078.81	0.00	6,419,744.00
OEXPOTHC	Operating expenditures-Other - Other	51	170,446.82	303,433.53	0.00	1,572,664.00
OEXPOTHD	Operating expenditures-Other - Total	51	2,397,513.57	2,432,609.73	28,047.00	12,405,997.00
TOTOPEXA	Operating expenditures-Total - Federal	51	1,759,628.27	1,692,128.44	0.00	9,506,667.00

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

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
TOTOPEXB	Operating expenditures-Total - State	51	4,595,446.63	3,747,757.04	295,280.00	16,268,350.00
TOTOPEXC	Operating expenditures-Total - Other	51	310,011.67	550,729.55	0.00	2,907,339.00
TOTOPEXD	Operating expenditures-Total - Total	51	6,665,086.57	5,346,815.46	357,209.00	26,191,149.00
AIDIPLA	Financial assistance-Individual libraries - Federal	51	431,147.33	569,544.46	0.00	2,677,253.00
AIDIPLB	Financial assistance-Individual libraries - State	51	8,604,708.51	13,096,510.97	0.00	46,979,754.00
AIDIPLC	Financial assistance-Individual libraries - Other	51	326,301.88	1,109,286.07	0.00	7,402,197.00
AIDIPLD	Financial assistance-Individual libraries - Total	51	9,362,157.73	13,692,042.30	0.00	47,581,040.00
AIDPLSA	Financial assistance-Lib coops serving Public libraries only - Federal	51	186,852.08	811,068.48	0.00	5,621,824.00
AIDPLSB	Financial assistance-Lib coops serving Public libraries only - State	51	2,224,564.73	7,518,740.57	0.00	42,883,086.00
AIDPLSC	Financial assistance-Lib coops serving Public libraries only - Other	51	16,940.78	64,368.45	0.00	364,326.00
AIDPLSD	Financial assistance-Lib coops serving Public libraries only - Total	51	2,428,357.59	7,760,998.52	0.00	43,587,298.00
AIDOILA	Financial assistance-Other individual libraries - Federal	51	92,817.57	254,917.42	0.00	1,612,171.00
AIDOILB	Financial assistance-Other individual libraries - State	51	117,371.92	776,301.56	0.00	5,549,808.00
AIDOILC	Financial assistance-Other individual libraries - Other	51	132.33	945.05	0.00	6,749.00
AIDOILD	Financial assistance-Other individual libraries - Total	51	210,321.82	805,437.42	0.00	5,549,808.00
AIDMLSA	Financial assistance-Lib coops serving more than one lib type - Federal	51	190,360.16	493,870.42	0.00	2,447,339.00
AIDMLSB	Financial assistance-Lib coops serving more than one lib type - State	51	1,034,241.39	2,895,861.47	0.00	16,116,148.00
AIDMLSC	Financial assistance-Lib coops serving more than one lib type - Other	51	3,912.63	26,289.04	0.00	187,600.00
AIDMLSD	Financial assistance-Lib coops serving more than one lib type - Total	51	1,228,514.18	3,104,160.83	0.00	17,106,547.00
AIDSALA	Financial assistance-Single agency/lib prov statew de serv - Fed	51	299,922.33	819,128.06	0.00	4,832,850.00
AIDSALB	Financial assistance-Single agency/lib prov statew de serv - State	51	1,032,616.16	2,537,165.71	0.00	10,282,407.00
AIDSALC	Financial assistance-Single agency/lib prov statew de serv - Other	51	3,242.84	17,794.64	0.00	119,385.00
AIDSALD	Financial assistance-Single agency/lib prov statew de serv - Total	51	1,335,781.33	2,918,861.72	0.00	11,602,186.00
AIDLCA	Financial assistance-Library construction - Federal	51	0.00	0.00	0.00	0.00
AIDLCB	Financial assistance-Library construction - State	51	900,458.71	2,527,342.60	0.00	14,800,000.00
AIDLCC	Financial assistance-Library construction - Other	51	0.00	0.00	0.00	0.00
AIDLCD	Financial assistance-Library construction - Total	51	900,458.71	2,527,342.60	0.00	14,800,000.00
AIDOTHA	Financial assistance-Other - Federal	51	110,860.41	393,224.95	0.00	2,702,983.00
AIDOTHB	Financial assistance-Other - State	51	453,794.84	1,575,980.84	0.00	7,522,977.00
AIDOTHC	Financial assistance-Other - Other	51	2,791.80	9,658.48	0.00	45,012.00
AIDOTHD	Financial assistance-Other - Total	51	567,447.06	1,844,165.36	0.00	10,225,960.00
TOTALDA	Financial assistance-Total - Federal	51	1,311,959.88	1,772,608.71	0.00	7,709,926.00
TOTALDB	Financial assistance-Total - State	51	14,367,756.25	22,689,499.98	0.00	110,450,966.00
TOTALDC	Financial assistance-Total - Other	51	353,322.27	1,108,266.24	0.00	7,402,197.00
TOTALDD	Financial assistance-Total - Total	51	16,033,038.41	23,847,788.42	0.00	115,205,199.00
CAPI TAL A	Capital outlay - Federal	51	5,700.27	18,723.07	0.00	98,520.00
CAPI TAL B	Capital outlay - State	51	35,506.16	97,649.95	0.00	489,918.00
CAPI TAL C	Capital outlay - Other	51	5,514.39	28,593.58	0.00	200,795.00
CAPI TAL D	Capital outlay - Total	51	46,720.82	118,816.31	0.00	647,282.00
OTHEXPA	Other expenditures - Federal	51	149,435.14	376,163.20	0.00	1,827,170.00
OTHEXPB	Other expenditures - State	51	275,481.57	1,123,218.31	0.00	6,735,293.00
OTHEXPC	Other expenditures - Other	51	70,248.51	268,140.25	0.00	1,472,829.00
OTHEXPD	Other expenditures - Total	51	495,165.22	1,487,994.41	0.00	7,850,644.00
TOTEXPA	Total expenditures - Federal	51	3,226,723.57	2,967,376.73	437,208.00	16,511,919.00
TOTEXPB	Total expenditures - State	51	19,274,190.61	23,969,407.53	1,939,521.00	120,291,823.00
TOTEXPC	Total expenditures - Other	51	739,096.84	1,223,641.64	0.00	7,435,704.00
TOTEXPD	Total expenditures - Total	51	23,240,011.02	26,126,595.29	2,689,937.00	130,717,390.00
SWEXPT	LSTA State Program exps, by type - Statew de services	51	1,764,705.49	1,593,259.66	0.00	9,378,277.00
GREXPT	LSTA State Program exps, by type - Grants	51	1,294,607.31	1,767,473.58	0.00	7,709,926.00
ADMEXPT	LSTA State Program exps, by type - LSTA administration	51	91,002.86	84,115.36	0.00	365,849.00
TOTEXPT	LSTA State Program expenditures, by type - Total	51	3,150,315.67	2,922,514.29	437,207.00	16,506,165.00
TECHXU	LSTA St Prog exps, by use - Lib tech, connectivity and services	51	1,713,254.88	1,897,135.25	0.00	9,189,042.00
SERDIFXU	LSTA St Prog exps, by use - Serv to pers having diff using libs	51	586,153.24	586,780.76	0.00	2,541,347.00
SERLLXU	LSTA St Prog exps, by use - Services for lifelong learning	51	759,904.69	1,033,130.78	0.00	4,653,140.00
ADMEXPU	LSTA State Program expenditures, by use - LSTA admin	51	91,002.86	84,115.36	0.00	365,849.00
TOTEXPU	LSTA State Program expenditures, by use - Total	51	3,150,315.67	2,922,514.29	437,207.00	16,506,165.00
PAGIW_LO	Library-owned public-access graphical Internet workstations	51	15.61	14.62	0.00	55.00
PAIW_OTH	All other public-access Internet workstations	51	0.18	0.82	0.00	5.00
SWDBLICA	Exps for statew de database licensing, by source - Federal	51	422,290.75	633,433.50	0.00	2,643,132.00
SWDBLICB	Exps for statew de database licensing, by source - State	51	684,960.24	1,066,302.51	0.00	4,312,203.00
SWDBLICC	Exps for statew de database licensing, by source - Other	51	57,253.06	212,986.53	0.00	1,142,252.00
SWDBLICD	Exps for statew de database licensing, by source - Total	51	1,164,504.04	1,326,608.09	0.00	7,056,016.00
POPU_ST	US Census Bureau State Pop Estimates	51	5,914,140.33	6,672,929.69	522,830.00	36,553,215.00