Data Elements Parsed Document for Revision of Definitions

Data Element Name	Current Complete Text in WinPLUS User's Guide (As of June 2004) (slight rev. by Patience)	Official definition from WinPlus if different	Revised Data Definition	Revised Notes	Revised Examples (Inclusions/ Exclusions)	Revised Instructions (How to Collect or Report Data)
01 Reporting Period Starting Date-Appendix D	This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.		*This is the earliest month and year for a 12-month period that applies to the state's data being submitted to NCES.*	*Reporting period means data for the fiscal year that ended in the previous calendar year.*		*If data are collected for different local reporting periods, provide the earliest starting month and year.*
02 Reporting Period Ending Date-Appendix D	This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.		*This is the latest month and year for a 12-month period that applies to the state's data being submitted to NCES.*	*Reporting period means data for the fiscal year that ended in the previous calendar year.*		*If data are collected for different local reporting periods, provide the latest ending month and year.*
03 Official State Total Population Estimate-Appendix D	This is the most recent official total population figures for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.		*This is the most recent official total population figure for your state.*	*This figure should match the local population figures that you are submitting to NCES.*		*The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.*
04 Total Unduplicated Population of Legal Service Areas-Appendix D	This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure. Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by Win PLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately. Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.		*This is the total unduplicated population of those areas in your state that receive library services.*	*A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by Win PLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.*	*Do not include the population of unserved areas in this figure.*	*Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.*
Administrative Entity Headnote-Appendix E	(This is not a WinPLUS data element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single		*This is the agency legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.*			

	outlet, or it may have more than one outlet.					
1A FSCS ID (Automatic Display) - Appendix E	This is the identification code assigned by NCES to the administrative entity.		*This is the identification code assigned by NCES to the administrative entity.*			
01 LIB ID (Optional) - Appendix E	This is the state-assigned identification code for the administrative entity.		*This is the identification code assigned by the state to the administrative entity.*			
02 Name- Appendix E	This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Appendix Q-Standard Abbreviations for WinPLUS.)		*This is the legal name of the administrative entity.*			*Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Appendix Q-Standard Abbreviations for WinPLUS.)*
03 Street - Appendix E Address	This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.		*This is the street address of the administrative entity.*			*Do not report a post office box or general delivery.*
04 City (of street address) -Appendix E	This is the city or town in which the administrative entity is located.		*This is the city or town in which the administrative entity is located.*			
05 Zip (of street address) - Appendix E	This is the standard five-digit postal zip code for the street address of the administrative entity.		*This is the five-digit zip code for the street address of the administrative entity.*			
06 Zip4 (of street address) -Appendix E	This is the four-digit postal zip code extension for the street address of the administrative entity.		*This is the four-digit zip code extension for the street address of the administrative entity.*			
07 Mailing Address- Appendix E	This is the mailing address of the administrative entity.		*This is the mailing address of the administrative entity.*			
08 City (of mailing address) - Appendix E	This is the city or town of the mailing address for the administrative entity.		*This is the city or town of the mailing address for the administrative entity.*			
09 Zip (of mailing address) - Appendix E	This is the standard five-digit postal zip code for the mailing address of the administrative entity.		*This is the five-digit zip code for the mailing address of the administrative entity.*			
10 Zip4 (of mailing address) - Appendix E	This is the four-digit postal zip code extension for the mailing address of the administrative entity.		*This is the four-digit zip code extension for the mailing address of the administrative entity.*			
11 County of the Entity-Appendix E	This is the county in which the administrative entity is located.		*This is the county in which the administrative entity is located*			
12 Phone- Appendix E	This is the telephone number of the administrative entity, including area code.		*This is the area code and telephone number of the administrative entity*			*Report telephone number without spacing or punctuation. If the*

	Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter "-3" (for Not Applicable).					*Administrative Entity has no phone, enter "-3" (for Not Applicable).*
13 Web Address- Appendix E	This is the Web address of the administrative entity. http:// If the Administrative Entity has no Web address, enter "-3" (for Not Applicable).	This is the Web address of the administrative entity. http:/ Note: If the Administrative Entity has no web address, enter "–3" (for Not Applicable).	*This is the Web address of the administrative entity. http://*			*If the Administrative Entity has no Web address, enter "-3" (for Not Applicable).*
14 Interlibrary Relationship Code*- Appendix E	Select one of the following: HQ-Headquarters of a Federation or Cooperative. ME-Member of a Federation or Cooperative. NO-Not a Member of a Federation or Cooperative. HQ-Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS. ME-Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.	Select one of the following: HQ—Headquarters of a Federation or Coope-rative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS. ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library. NO—Not a Member of a Federation or Cooperative.	*Select the interlibrary relationship code that best describes the status of administrative entities that are members of a federation or a cooperative.* *A federation or a cooperative exists when autonomous libraries are joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives.* *HQ-Headquarters of a Federation or Cooperative. The administrative entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.* *ME-Member of a Federation or Cooperative.* *NO-Not a Member of a Federation or Cooperative.*	*Agencies that serve other libraries rather than the public should not be reported to FSCS.*	*Do not include OCLC. Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.*	
15 Legal Basis Code*- Appendix E	The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library. Select one of the following: CC-City/County CI-Municipal Government (city, town or village) CO-County/Parish LD-Library District MJ-Multi-jurisdictional NL-Native American Tribal Government NP-Non-profit Association or Agency SD-School District OT -Other	The legal basis is the type of local govern-ment structure within which the entity functions. It reflects the state or local law which authorizes the library. Select one of the following: CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city. CI—Municipal Government (city, town or vil-lage). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a de-fined area.	*Select the legal basis code that best describes the type of local government structure within which the administrative entity functions: It reflects the state or local law which authorizes the library.* *CC-City/County: A multi-jurisdictional entity that is operated jointly by a county and a city.* *CI-Municipal Government (city, town or village):). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.* *CO-County/Parish: An organized local government authorized in a state's constitution*			*Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.*

	CC-City/County. A multi-jurisdictional entity that is operated jointly by a county and a city. CI-Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area. CO-County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government. LD-Library District. A library district is a local entity other than a county, municipality. Township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g. a library tax). MJ-Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts. Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional. NL-Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation. Note: Include native Alaskan villages in this category. NP-Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries. SD-School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes	CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government. LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax). MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts. Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional. NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation. Note: Include native Alaskan villages in this category. NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries. SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments. OT—Other.	*and statutes and established to provide general government.* *LD-Library District: A library district is a local entity other than a county, municipality. Township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g. a library tax).* *MJ-Multi-jurisdictional: An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.* *NL-Native American Tribal Government: An organized local government authorized and established to provide general government to residents of a Native American reservation or a Native Alaskan village.* *NP-Non-profit Association or Agency: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.* *SD-School District: An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.* *OT -Other*		

	"dependent public school systems" of county, municipal, township, or state governments. OT-Other.					
16 Administrative Structure Code-Appendix E	This code identifies an autonomous library entity (administrative entity) that has its own governance and funding. An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet. Select one of the following: MA-Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate MO-Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate SO-Administrative Entity with a Single Direct Service Outlet MA-Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services. MO-Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. SO-Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.	This code identifies an autonomous library entity (administrative entity) that has its own governance and funding. An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet. Select one of the following: MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services. MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central li-brary, books-by-mail only, or one bookmobile.	*Select the administrative structure code that best describes the relationship between the administrative entity, outlets, and administrative offices of the single autonomous library system that has its own governance and funding.* *MA-Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate: An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.* *MO-Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate: An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.* *SO-Administrative Entity with a Single Direct Service Outlet: An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.*			
17 FSCS Public Library Definition- Appendix E	Answer <Y>es or <N>o to the following question: "Does this public library meet all the criteria of the FSCS public library definition?" A public library is an entity that is established	Answer <Y>es or <N>o to the following question: "Does this public library meet all the criteria of the FSCS public library definition?" A public library is an entity that is established	*Answer <Y>es or <N>o to: "Does this public library meet all the criteria of the FSCS public library definition?"* *A public library is an entity that is established*			*If the library meets all of the requirements of this definition, respond with a Y for yes. If the library does not meet one or*

	under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: 1. an organized collection of printed or other library materials, or a combination thereof; 2. paid staff; 3. an established schedule in which services of the staff are available to the public; 4. the facilities necessary to support such a collection, staff, and schedule; and 5. is supported in whole or in part with public funds. Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.	under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: 1. An organized collection of printed or other library materials, or a combination thereof; 2. Paid staff; 3. An established schedule in which services of the staff are available to the public; 4. The facilities necessary to support such a collection, staff, and schedule; and 5. Is supported in whole or in part with public funds. Note: If the library meets all of the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o.	*under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:* *1. an organized collection of printed or other library materials, or a combination thereof;* *2. paid staff;* *3. an established schedule in which services of the staff are available to the public;* *4. the facilities necessary to support such a collection, staff, and schedule; and* *5. is supported in whole or in part with public funds.*			*more of the requirements, respond with a N for no.*
18 Geographic Code-Appendix E	Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue and any areas served under contract for which the library is the primary service provider. Note: The Population of Legal Service Area (data element #22) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #15). For further clarification of metropolitan area, see Metropolitan Status Code "NC Metropolitan Area, but Not Within Central City Limits," (data element #10 in Appendix F-Outlet Data Element Definitions). <mark>the outlet data element definitions. (Redundant language that needs to be corrected before Manual goes to print..)</mark> CI1-Municipal Government (City, town or village) (exactly) CI2-Municipal Government (City, town or village) (most nearly) CO1-County/Parish (exactly) CO2-County/Parish (most nearly) MA 1-Metropolitan Area (exactly) MA2-Metropolitan Area (most nearly) MC1-Multi-County (exactly) MC2-Multi-County (most nearly)		*Select the geographic code that best describes the geographic area for which the public library has been established to offer services.* *CI1-Municipal Government (city, town, or village) (exactly)* *CI2-Municipal Government (city, town, or village) (most nearly)* *CO1-County/Parish (exactly)* *CO2-County/Parish (most nearly)* *MA 1-Metropolitan Area (exactly)* *MA2-Metropolitan Area (most nearly)* *MC1-Multi-County (exactly)* *MC2-Multi-County (most nearly)* *SD1-School District (exactly)* *SD2-School District (most nearly)* *OTH-Other*	*The Population of Legal Service Area (data element #22) should be reflected in the geographic code selected.*		*For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #15). For further clarification of metropolitan area, see Metropolitan Status Code "NC Metropolitan Area, but Not Within Central City Limits," (data element #10 in Appendix F-Outlet Data Element Definitions).*

	SD1-School District (exactly) SD2-School District (most nearly) OTH-Other					
19 Legal Service Area Boundary Change-Appendix E	Answer <Y>es or <N>o to the following question: "Did the administrative entity's legal service area boundaries change since last year?" Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).		*Answer <Y>es or <N>o to: "Did the boundaries of the administrative entity's legal service area change since last year?"*	*Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).*		
20 Reporting Period Starting Date*-Appendix E	This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to NCES. Note: Reporting period means data from the fiscal year that ended in the previous calendar year.		*This is the starting month, day, and year for a 12-month period that applies to the administrative entity's data being submitted to NCES*	*Reporting period means data from the fiscal year that ended in the previous calendar year.*		
21 Reporting Period Ending Date*-Appendix E	This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to NCES. Note: Reporting period means data from the fiscal year that ended in the previous calendar year.		*This is the ending month, day, and year for a 12-month period that applies to the administrative entity's data being submitted to NCES*	*Reporting period means data from the fiscal year that ended in the previous calendar year.*		
22 Population of the Legal Service Area-Appendix E	The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.		*This is the number of people in the geographic area for which a public library has been established to offer services.*		*Include the number of people from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.*	*The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.*
23 Number of Central Libraries-Appendix E	This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal		*This is the number of central (synonymous with main) libraries in a system that may or may not include other outlets. Usually, the central library houses the principal library collections and*	*Each administrative entity may report either no central library or one central library. No administrative entity may report*		

	collections are housed here. Synonymous with main library. Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.		*physical processing operations for the system.*	*more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.*	
24 Number of Branch Libraries- Appendix E	A branch library is an auxiliary unit of an administrative entity which has at least all of the following: 1. separate quarters; 2. an organized collection of library materials; 3. paid staff; and 4. regularly scheduled hours for being open to the public.	*1.*	*This is the number of auxiliary library outlets operated by an administrative entity. Branch libraries must have all of the following:* *1. separate quarters;* *2. an organized collection of library materials;* *3. paid staff; and* *4. regularly scheduled hours for being open to the public*		

25 Number of Bookmobiles- Appendix E	A bookmobile is a traveling branch library. It consists of at least all of the following:
	
	    1. a truck or van that carries an organized collection of library materials;
	    2. paid staff; and
	    3. regularly scheduled hours (bookmobile stops) for being open to the public.
	
	Note: Count the number of vehicles in use, not the number of stops the vehicle makes.
			This is the number of traveling branch libraries (bookmobiles) operated by an administrative entity. Bookmobiles must have all of the following:
			* 1. a truck or van that carries an organized collection of library materials;*
			* 2. paid staff; and*
			* 3. regularly scheduled hours (bookmobile stops) for being open to the public.*
				Count the number of vehicles in use, not the number of stops the vehicle makes.	

Paid Staff (Full-Time Equivalent) Headnote- Appendix E	Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.		*Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.*		
26 ALA-MLS- Appendix E	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.		*These are librarians with master's degrees from programs of library and information studies accredited by the American Library Association (ALA).*		
27 Total Librarians- Appendix E	Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its		*These are all paid staff with the title of librarian, whether they hold the ALA-accredited degree in library and information studies or not.*	*This data element also includes ALA-MLS (data element #26).*	

	mechanical or clerical aspect. This data element also includes ALA-MLS (data element #26).				
28 All Other Paid Staff-Appendix E	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.		*These are all other paid full time equivalent employees.*		*Include plant operations, security, and maintenance staff if the library pays these employees.*
29 Total Paid Employees-Appendix E	This is the sum of total librarians (data element #27) and all other paid staff (data element #28).	This is the sum of Total Librarians and All Other Paid Staff (data elements #27 and #28).	*This is the sum of total librarians and all other paid staff.*		
Operating Revenue Headnote-Appendix E	Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)		*Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)*		
30 Local Government Revenue-Appendix E	This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.		*This amount includes all local government funds available for operating expenditure by the public library.*		*Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use.*
31 State Government Revenue-Appendix E	These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights. Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).		*This amount includes all state government funds available for operating expenditure by the public library.*	*If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).*	*This includes funds from such sources as penal fines, license fees, and mineral rights.*
32 Federal Government Revenue-Appendix E	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.		*This amount includes all federal government funds available for operating expenditure by the public library.*		
33 Other Operating Revenue**-	This is all operating revenue other than that reported under local, state, and federal (data elements #30, #31, and #32). Include, for example, monetary gifts and donations received		*This amount includes all non- government funds available for operating expenditure by the public library.*		*Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services,*

Appendix E	in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.				*or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.*
34 Total Operating Revenue- Appendix E	This is the sum of local government revenue, state government revenue, federal government revenue, and other operating revenue (data elements #30 through #33).		*This is the sum of government revenue from local, state, and federal sources and other operating revenue available for operating expenditure by the public library.*		
Operating Expenditures Headnote- Appendix E	Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.		*Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.*		
35 Salaries & Wages Expenditures- Appendix E	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.		*This amount includes salaries and wages for all library staff.*		*Include salaries and wages for plant operation, security, and maintenance staff. Include salaries and wages before deductions but exclude employee benefits.*
36 Employee Benefits Expenditures- Appendix E	These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.		*This amount includes benefits paid and accruing to library employees.*		*Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. Include benefits for plant operation, security, and maintenance staff.*
37 Total Staff Expenditures- Appendix E	This is the sum of salaries and wages (data element #35), and employee benefits (data element #36).	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #35 and #36).	*This is the sum of expenditures for salaries and wages and employee benefits.*		
Collection Expenditures Headnote- Appendix E	This includes all operating expenditures from the library budget for all materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.		*This includes all operating expenditures from the library budget for all materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.*		
38 Print Materials Expenditures-	Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government		*This amount includes all operating expenditures for print materials.*		*Include expenditures for: the following print materials: books, serial back files, current serial*

Appendix E	documents, and any other print acquisitions.				*subscriptions, government documents, and any other print acquisitions.*
39 Electronic Materials Expenditures*- Appendix E	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.] Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #42).		*This amount includes all operating expenditures for electronic (digital) materials, such as e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library.*	*Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader.*	*Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.*	*Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #42).*
40 Other Materials Expenditures- Appendix E	Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new formats.		*This amount includes all operating expenditures for microforms, audio-visuals, other materials, and materials in new formats*		
41 Total Collection Expenditures- Appendix E	This is the sum of all expenditures for print materials, electronic materials, and other materials (data elements #38, #39, and #40).	This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #38, #39, and #40).	*This is the sum of expenditures for print, electronic, and other materials.*		
42 Other Operating Expenditures**- Appendix E	This includes all expenditures other than those for staff (data element #37) and collection (data element #41). Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.	This includes all expenditures other than those reported for Total Staff Expenditures (data element #37) and Total Collection Expenditures (data element #41). Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.	*The amount includes expenditures other than those for staff and collection.*		*Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Include contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.*	
43 Total Operating Expenditures- Appendix E	This is the sum of total staff expenditures, total collection expenditures, and other operating expenditures (data elements #37, #41, and #42).		*This is the sum of staff, collection, and other operating expenditures.*		
Capital	Report all revenue to be used for major capital		*Report all revenue to be used for major capital*		

Revenue Headnote- Appendix E	expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local and other revenue to be used for major capital expenditures in the following categories:		*expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects.* *Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.*		
44 Local Government Capital Revenue- Appendix E	Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.		*This amount includes all local government funds available to the public library for major capital expenditures.*		
45 State Government Capital Revenue- Appendix E	Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.		*This amount includes all state government funds available to the public library for major capital expenditures.*		
46 Federal Government Capital Revenue- Appendix E	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid, received by the library for the purpose of major capital expenditures.	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.	*This amount includes all federal government funds available to the public library for major capital expenditures.*		
47 Other Capital Revenue- Appendix E	Report private (non-governmental funds) including grants received by the library for the purpose of major capital expenditures.		*This amount includes all non- government funds available to the public library for major capital expenditures.*		
48 Total Capital Revenue- Appendix E	This is the sum of Local Government Capital Revenue, Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue. Note: The amounts reported for Total Capital Revenues and Total Capital Expenditures are not expected to be equal.	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #44 through #47). Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.	*This is the sum of local, state, federal, and non-governmental funds available to the public library for major capital expenditures.*		*The amounts reported for Total Capital Revenues and Total Capital Expenditures are not expected to be equal.*
49 Capital Expenditures**- Appendix E	Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site		*These are major capital expenditures for the acquisition of or additions to fixed assets, such as: expenditures for (a) site acquisitions; (b)*	*Include federal, state, local, or other revenue used for major capital expenditures. Only*	*Funds transferred from one public library to another public library*

	acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or income passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.		*new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects.*		*funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Exclude estimated costs. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or income passed through to another agency (e.g., fines).*	*should be reported by only one of the public libraries.*
Library Collection Headnote- Appendix E	This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #38, #39, and #40). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.		*This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data element #38, #39, and #40). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.*			
50 Print Materials Appendix E	Report a single figure that includes both of the following: 1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit. 2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of		*This is the total number of print materials, including books in print and serial back files in print, held by the library:* *1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents.* *2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials.*			*For books in print, report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.* *For serial back files in print, do not count the current volume. For earlier serials, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units,*

					including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.
societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.					
51 Electronic Books (E-Books) - Appendix E	E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).	E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).	*This is the total number of electronic books held by the library. E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph).*	*E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time.* *Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).*	*Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired.*	*Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.*
52 Audio- Appendix E	These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings. Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.		*This is the total number of audio materials held by the library, such as records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.*	*These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both.*		*Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.*
53 Video- Appendix E	These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without		*This is the total number of video materials held by the library, such as tapes, DVD, CD-ROM, etc.*	*These are materials on which moving pictures are recorded, with or without sound. Electronic*		*Report the number of physical units, including duplicates. For smaller*

	sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc. Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.			*playback reproduces pictures, with or without sound, using a television receiver or monitor.*		*libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.*
54 Databases-Appendix E	Report the number of databases, including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under current electronic serial subscriptions. Each database is counted individually even if access to several databases is supported through the same vendor interface.	Report the number of databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (data element #56). Each database is counted individually even if access to several databases is supported through the same vendor interface.	*This is the total number of databases made available to patrons by the library. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.*	*The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet.*		*Report the number of databases, including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. Each database is counted individually even if access to several databases is supported through the same vendor interface.* *Subscriptions to individual electronic serial titles are reported under current electronic serial subscriptions.*
Current Serial Subscriptions Headnote-Appendix E	Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.		*Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.*			
55 Current Print Serial Subscriptions-Appendix E	Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.		*This is the total number of current print serial subscriptions held by the library. Periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic are serials.*			*Report duplicate subscriptions to the same current print serial title, including those bought for outlets.*
56 Current Electronic Serial Subscriptions - Appendix E	Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include		*This is the total number of current electronic serial subscriptions made available to patrons by the library. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes.*		*Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).*	

	serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).				
57 Public Service Hours Per Year*- Appendix E	This is the sum of annual public service hours for outlets. Note: Include the hours open for public service for centrals (data element #23), branches (data element #24), bookmobiles (data element #25), and books-by-mail only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.		*This is the total annual public service hours for all outlets, such as central and branch libraries, bookmobiles, and books-by-mail only.*	*Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.*	*For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service.*
58 Library Visits-Appendix E	This is the total number of persons entering the library for whatever purpose during the year. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key start, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).		*This is the total annual number of persons entering the library.*		*If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key start, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).*
59 Reference Transactions- Appendix E	A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases,		*This is the total annual number of reference transactions for all outlets. A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff.*	*Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the*	*Count information and referral services. Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call*

Note: The following italic continuation columns appear between the main description and the final columns for row 59:

Information sources include printed and non-printed materials,

Additional rightmost continuation for row 59:
If an actual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by

	catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?" Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, 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).			*library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.*	*number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"*	*52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).*
60 Total Circulation-Appendix E	The total annual circulation of all library materials of all types, including renewals. Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.		*This is the total annual count of all materials of all types charged out to patrons for use outside the library, including renewals.*		*Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.*	
61 Circulation of Children's Materials-Appendix E	The total annual circulation of all children's materials in formats to all users, including renewals.		*This is the total annual count of children's materials checked out to patrons for use outside the library, including renewals*			
62 Interlibrary Loans Provided To-Appendix E	These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.		*This is the total annual count of library materials or copies of materials provided by one autonomous library to another upon request.*	*The libraries involved in interlibrary loans are not under the same library administration.*		
63 Interlibrary Loans Received From-Appendix E	These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.		*This is the total annual count of library materials or copies of materials received by one autonomous library from another upon request.*	*The libraries involved in interlibrary loans are not under the same library administration.*		
64 Total Number of Library	A program is any planned event which introduces the group attending to any of the broad range of library services or activities or		*This is the total number of planned events that introduce the group attending to any of the broad range of library services or activities or*		*Exclude library activities delivered on a one-to-one basis, rather than to a group,*	*Count all programs, whether held on- or off-site, that are sponsored*

Programs- Appendix E	which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.		*that directly provide information to attendees. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of programs are film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.*		*such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.*	*or co-sponsored by the library. Do not count programs sponsored by other groups that use library facilities.* *If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.*
65 Number of Children's Programs- Appendix E	A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of Total Number of Library Programs. Note: Output Measures for Public Library Service to Children; A Manual of Standardized	A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #64).	*This is the total number of planned events for children 14 years and younger that introduce the group attending to any of the broad range of library services or activities for children or which directly provide information to attendees. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.*		*Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of Total Number of Library Programs.*	*Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not count children's programs sponsored by other groups that use library facilities.* *If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs.*

	Procedures (ALA, 1992) defines children as persons age 14 and under.	Note: *Output Measures for Public Library Services to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.			
66 Total Attendance at Library Programs- Appendix E	This is the total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs for the definition of a library program.)	This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #64, for the definition of a library program.)	*This is the total annual count of the audience at all library programs.*		*See Total Number of Library Programs data element #64 for the definition of a library program.*
67 Children's Program Attendance- Appendix E	The count of the audience at all programs for which the primary audience is children 14 years and younger. Includes adults who attend programs intended primarily for children. Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than as a group, such as one-to-one literacy tutoring, services to the homebound, homework assistance, and mentoring activities. (See Number of Children's Programs for the definition of a Children's program.)	The count of the audience at all programs for which the primary audience is children 14 years and under. Include adults who attend programs intended primarily for children. Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #65, for the definition of a children's library program.)	*This is the total annual count of the audience, including adults, at all programs for which the primary audience is children 14 years and younger.*		*Do not count attendance at library activities for children that are delivered on a one-to-one basis, such as one-to-one literacy tutoring, services to the homebound, homework assistance, and mentoring activities.* *See Number of Children's Programs data element #65 for the definition of a Children's program.*
68 Number of Internet Terminals Used by General Public- Appendix E	Report the number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.		*This is the total number of Internet terminals, including laptops, used by the general public in all the outlets.*		
69 Number of Users of Electronic Resources Per Year-Appendix E	Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources. Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.		*This is the total annual number of users of electronic resources in all the outlets.*	*Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.*	*The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by the number of weeks the outlet was open to annualize it.*
1A FSCS ID	This is the identification code assigned by		*This is the identification code assigned by*	*Outlets are assigned the same*	

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

Appendix F			outlet type code that best describes the outlet:			*may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.*

Select one of the following:

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

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

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

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

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

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

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

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

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one

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Select one of the following:

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

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

1. Separate quarters;
2. An organized collection of library ma-terials;
3. Paid staff; and
4. Regularly scheduled hours for being open to the public

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

1. A truck or van that carries an or-ganized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (book-mobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #10). Alternatively, a bookmobile outlet record may include more than one bookmobile.

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

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

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

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

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

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

CE-Central Library: The central library (synonymous with main) operates in a system that may or may not include other outlets. Usually, the central library houses the principal library collections and physical processing operations for the system.

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

	central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.	Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.			
10 Metropolitan Status Code-Appendix F	Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC-Within the City Limits of the Central City of a Metropolitan Area.
NC-Metropolitan Area, but Not Within Central City Limits.
NO-Not in a Metropolitan Area.
M-Missing (Unknown, Not Reported)

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

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

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

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

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

NO—Not in a Metropolitan Area. | *Select the metropolitan status code that best describes the service area of the outlet:*

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

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

NO-Not in a Metropolitan Area.

M-Missing | *Bookmobiles should report the code which best describes their primary service area.* | *Contact the State Data Center for specific information about Metropolitan Areas in your state.* |

	Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.				
11 Square Footage of Outlet- Appendix F	Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.		*This is the area in square feet of each outlet, excluding bookmobiles. This is the area on all floors enclosed by the outer walls of the outlet.*		*Include all areas occupied by the library outlet. Include those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.*
12 Number of Bookmobiles in the Bookmobile Outlet Record- Appendix F	The number of bookmobiles in the bookmobile outlet record. Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS-Bookmobile(s) (see outlet data element #9). A bookmobile is a traveling branch library. It consists of at least all of the following: 1. a truck or van that carries an organized collection of library materials; 2. a paid staff; and 3. regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.		*This is the number of bookmobiles included in Outlet Type Code, outlet data element #9, Refer to that data element for the definition of a bookmobile.* *COULD THIS ELEMENT BE RENUMBERED AS 10, SO IT APPEARS RIGHT AFTER OUTLET DATA ELEMENT #9?*		*A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS-Bookmobile(s) (see outlet data element #9).*