

F S C S

ACTION PLAN
for the
FEDERAL-STATE COOPERATIVE SYSTEM
FOR PUBLIC LIBRARY DATA

September 30, 1988

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FEDERAL-STATE COOPERATIVE SYSTEM FOR PUBLIC LIBRARY DATA

Executive Summary

Since the establishment of the U.S. Office of Education in 1867 and its early efforts to collect library data, various groups have undertaken a variety of public library data collection activities. In 1965, the National Center for Education Statistics (NCES) was established and given the responsibility for the further national collection, analysis, and reporting of all education statistics.

A 1984 ALA Office for Research study, done for NCES, showed that all 50 state library agencies collect statistics annually from public libraries in their states. The data elements collected are similar, but specific elements and some definitions differ from one state to another.

In 1985, a pilot project, supported by the OERI Division of Library Programs and NCES, worked with a small group of states to explore the feasibility of developing a national system to collect and publish public library data. The experience with the pilot project states indicates that the development of a cooperative system for public library data is feasible, and NCLIS and NCES are jointly sponsoring the development work necessary to establish the structure required by such a system.

One of the initial steps in the process was the establishment of a Task Force, comprised of policy planners in statistics and public libraries at the Federal, state, local, and professional association levels and charged to develop an Action Plan for the project. Several Working Groups, comprised of Task Force members, were formed to address specific issues. The Task Force has met monthly, beginning in March 1988.

To determine the scope of public library service in this country, and for NCES to sort and categorize data about public library services appropriately, a Universe File of all public library entities should be developed. This Universe File, in addition to identifying all types of entities providing public library service, will allow comparisons between like entities, and facilitate the collection of data through sampling.

Based on the experience of the pilot project participants and the expertise of Task Force members, 41 data elements, which provide basic information about public libraries, were identified for reporting in 1988 and 1989. Further study will be required to determine what data elements may be appropriate for future collection.

Data analysis from the cooperative system must be meaningful not only to the library community, but also to Federal, state, and local officials as they deal with legislation, appropriations, and

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resource allocation decisions. It is anticipated that the System's publications will provide a variety of analyses and that data will be available on tape, floppy disk, and in printed form.

It is expected that, by June 1989, all states will participate in the FSCS to the extent of (1) designating a state data coordinator to work with NCES and (2) preparing its state Universe File. About half of the States are expected to be full participants in 1989.

Support for the FSCS provided by NCES should come in the form of training, technical assistance, equipment, workshops, interagency staff exchanges, etc. These support functions should include not only funds to support the activities required by the system, but also to include staff at NCES to carry out the necessary coordination and leadership functions required of a successful nation-wide cooperative system.

Such a cooperative system requires close communication between NCES and the States through an intermediary organization to provide a contractual coordinating function between NCES staff and state library agencies. A contract between NCES and an organization such as NCLIS or COSLA is needed to provide support to each of the fifty states to encourage their initial and continuing participation in the cooperative system.

Training for those with direct or indirect involvement in the FSCS should be provided by NCES on a variety of levels and for a variety of needs. NCES should provide training for state library staff to assist them in working with local libraries and their data and a continuing education program which will include regular gatherings for an exchange of ideas and information among participating states and with NCES.

Public libraries across the Nation are filling important educational, informational, economic, cultural and recreational needs for the people they serve. Their continuing ability to serve these needs is essential to the life of the Nation. Reliable and consistent public library statistics, collected annually at the local, State and Federal level, will provide the basis for a continuing assessment of the status of public libraries.

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RECOMMENDATIONS FOR ACTIONS TO IMPLEMENT THE FEDERAL-STATE
COOPERATIVE SYSTEM FOR PUBLIC LIBRARY DATA

The following are the basic recommendations of the Task Force for actions which are necessary to implement a Federal-State Cooperative System for Public Library Data:

1. NCES and the States should develop an implementation plan delineating the responsibilities of federal agencies, state library agencies, and others to carry out the recommendations of the Task Force.
2. NCES and the States should work together toward achieving the participation of all 50 States.
3. Each state in the Federal-State Cooperative System for Public Library Data (FSCS) should appoint a State Data Coordinator who will be responsible for liaison with NCES, supervision of the annual collection of statistics from public libraries, and submission of that data to NCES.
4. NCES should provide training for State Data Coordinators to assist them in working with local libraries and with the data collected from those libraries.
5. NCES should establish a continuing education program for State Data Coordinators which should include regular gatherings for an exchange of ideas and information among participating states and with NCES.
6. Participating state library agencies and NCES should create and maintain a Universe File to identify and categorize the public library entities in each state.
7. The 41 data elements listed with their corresponding definitions in Appendix B of this report should be collected in 1989.
8. Participants and others involved with the FSCS should annually evaluate the list of data elements and their definitions, and modifications should be made as deemed appropriate.
9. Participating states should, between July 1 and 31, submit to NCES data for the most recent, complete fiscal year for which data are available.
10. NCES should supply microcomputer equipment and software to the participating state libraries so that data can be reported by all states in a uniform, machine readable format specified by NCES.

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11. COSLA, ALA and the Public Library Association should encourage public libraries to cooperate by submitting data to their state library agencies accurately and on a timely basis.
12. NCES should provide state, regional and national tabulations and should make institutional data available in a variety of formats, including machine readable.
13. NCES staff should give special attention to the clarity of documentation so that machine readable formats can be used by persons outside NCES.
14. NCES should arrange for printing of sufficient copies of its reports to provide, directly from NCES, reasonable numbers of copies to cooperating states, national associations, library schools, and individuals and to ensure that the publications are provided to documents depository libraries by the Superintendent of Documents of the U.S. Government Printing Office and are available for purchase from the Government Printing Office.
15. NCES should establish a panel of involved individuals to provide oversight for the implementation of the FSCS.
16. The panel should annually plan and assign responsibility for the publication of the collected data in a variety of formats, which might include issues-oriented articles in the public administration/management press for non-librarian policy makers, custom reports for government officials, and articles in ALA and other library organizations' publications.
17. NCES should appoint a reactor panel, made up of individuals and representatives of agencies that utilize the data provided by the FSCS, to counsel NCES concerning the information and the format of output that are most helpful to the users of the data.
18. NCES should develop a system to collect data annually from State Library Agencies regarding their administrative operations and services on behalf of public, academic, and school libraries within each state.
19. NCES should allocate an appropriate number of permanent staff positions to work full time toward the implementation of the Task Force recommendations.
20. The Library Programs Division of OERI should utilize its research funds to support research projects needed to strengthen the FSCS.

I. PUBLIC LIBRARY DATA

Background

The U.S. Office of Education was established in 1867 with the specific, legislatively-assigned responsibility to "collect such statistics and facts as shall show the condition and progress of education, to diffuse such information as shall aid the people of the United States in the establishment and maintenance of efficient school systems, and otherwise promote the cause of education". Within nine years, this new Federal agency had collected a massive amount of information on libraries and had published an impressive report, Public Libraries in the United States, including both descriptive and statistical information.

In 1937, a library services unit was established in the Office as a result of specific language inserted in the appropriation bill, and repeated in many subsequent years, that read in part: "For expenses necessary for the Office of Education, including surveys, studies, investigations and reports regarding libraries..." The new library services unit, formally established in 1938, began the collection of public library statistics.

It was to a large degree these statistics, revealing the appalling lack of any public library service in the rural areas of the Nation, that led, in 1956, to the passage of the Library Services Act (forerunner of the present Library Services and Construction Act) for the development of rural public library services. Two results of this Federal grant program have been the strengthening of the state library agencies in the fifty states and their improved collection of public library statistics, in part to measure and report on the impact of the Federal grants. Plans were also begun at the Federal level for cooperation with the States in collecting public library statistics using uniform standards and definitions of terms, thus gaining the advantages of decentralization of collection to the State level and centralization of analysis and dissemination at the Federal level. One of the products of the effort was Library Statistics: A Handbook of Concepts, Definitions and Terminology, published by the American Library Association in 1966. This was the first detailed, codified, and widely disseminated standardization of terminology and specific listing of data items by type of library.

In July 1965 under a USOE reorganization, the National Center for Education Statistics (NCES) was established. This centralized the responsibility for the further national collection, analysis, and reporting of all education statistics.

In 1966, a National Conference on Library Statistics was cosponsored by the USOE and the American Library Association. Major topics were the needs for and uses of library statistics and proposed methods of establishing an efficient nationwide data collection system. This conference led to an American Library

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Association project supported by the National Center for Education Statistics that resulted in a report in 1970 on Planning for a Nationwide System of Library Statistics. Two recommendations of the report were:

"A program of shared responsibility between NCES and the States... is essential and should be highly defined, coordinated, and regularized."

"Training programs, with appropriate instructions, manuals, meetings, etc. are essential to the national statistics program, both at the State and local levels, for general understanding, accuracy of returns, and compliance."

One result of that comprehensive report was the development of the Library General Information Survey (LIBGIS) which was designed as a coordinated, national system involving federal, state, and local participation. Despite a Demonstration Project in 1972-73 involving six states, the ambitious project never attained full operational status. Coordination difficulties between NCES, state representatives, and contractors, together with the transfer from manual to automated procedures, prevented LIBGIS from achieving the success which was first expected. Reduced federal funding and changing priorities in the early 1980's brought on the demise of the LIBGIS program.

The hope and expectation is that after a history of more than 100 years of ups and downs for public library statistics in the Federal government, there is now finally a determination and commitment to develop and administer an annual collection, analysis and dissemination of public library data under a Federal-State cooperative system.

Purposes

Public libraries across the Nation are filling important educational, informational, economic, cultural and recreational needs for the people they serve. Their continuing ability to serve these needs is essential to the life of the Nation. Reliable and consistent public library statistics, collected annually at the local, State and Federal level, will provide the basis for a continuing assessment of the status of public libraries. Such statistics can serve many purposes.

Local, county and regional libraries need statistical data concerning their own operations to assess their current status and to plan and budget for future services. They use statistics to support budget requests and to take a position on proposed changes in rules, regulations or legislation being considered by governing bodies.

State libraries need reliable and current public library statistics to plan and develop legislative and budget proposals

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for State government, to assess the condition and progress of public libraries, and to evaluate the thrust and focus of grant and other service programs.

The Federal government, both executive and legislative branches, needs public library statistics for the Nation in order to plan and develop desirable legislative and budget proposals.

At all levels of government, public library statistics which are consistent and regularly collected, analyzed and disseminated are needed to assess the results of programs and expenditures to determine if expected results are being achieved or whether changes in programming and expenditures should be made.

At local and State levels, standard public library statistics are essential so that pertinent comparisons can be made with other public libraries of similar size and characteristics. Such comparisons, in addition to being informative, might provide a significant rationale to legislative and appropriating decision makers at local and state levels.

The collection, analyses and dissemination of valid, reliable public library statistics are an essential aspect of the stewardship of a public service agency. It is, in effect, the annual report to the stockholders, in this case the taxpayers, on how their investment has been used and with what results. Such responsible and accurate reporting is an important aspect of good government at all levels.

Use of Library Statistics

The final report of "The Cooperative System for Public Library Data Collection: A Pilot Project" in 1987 characterized the system as evolving and expanding and, anticipating the kinds of data that might be available, asked the basic question, "Who will use such statistics?" and provided the following answer:

"Legislative and administrative groups in the Federal government will use them to plan, administer and monitor federal programs related to libraries. Statistics are needed, for example, to support periodic review of legislation such as the Library Services and Construction Act. Statistics are also needed to help shape recommendations of the National Commission on Libraries and Information Science and to assist governmental and Congressional officials planning such programs as postal services legislation and telecommunications regulations--programs which have a substantial though indirect impact on library services.

"Legislators and planners at the state level will use national statistics both for the information they convey about their own states and because they enable comparison

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of libraries in one state with those of nearby or similar places. This use of descriptive statistics for comparative purposes is particularly important to regional agencies which enable individual libraries to expand the services they offer without significantly expanding their costs.

"At the local level, public librarians working with boards of trustees and/or city managers or county commissioners need national statistics in order to compare plans and performance of a local library with others nationwide. Such comparison are a great support to planning for effective use of local funds and funds received from state and federal sources.

"Companies in private sector which sell products and services to libraries need reliable national statistics for developing business plan and marketing strategies.

"Finally, journalists and educators will use library statistics for what they reveal about the availability and use of a major education institution in a particular area and thus about the level of participation in a learning society."

At least four additional groups can also benefit from the availability of national statistics:

Business and industry interested in relocating or adding new locations often evaluate the quality of public library and information services for their employees and their families and also the services for their particular business or industry.

Professional library associations need current and comprehensive public library statistics on which to base a determination of their position on legislative proposals in the Congress of the United States and to persuade Federal departments to initiate or support legislative proposals for the improvement and development of public library services. Just as importantly, sound and up-to-date statistical data provide a basis for a position on annual appropriation proposals as they come before the Congress for action.

State and regional library associations need standardized, accurate and current public library statistics to establish positions on State legislative and appropriation proposals concerning libraries.

Researchers need objective, compatible public library data extending over long periods of time to establish reliable and valid conclusions in research on all aspects of public library administration and services.

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The provision of pertinent data to these groups, individually or collectively justifies a Federal, State and local cooperative investment to produce reliable, valid, annual public library statistics that will be promptly published and disseminated.

Task Force

In February 1988, the National Center for Education Statistics (NCES) and the National Commission on Libraries and Information Science (NCLIS) signed a Memorandum of Understanding with the purpose of developing a Federal-State Cooperative System for Public Library Data (FSCS). A Task Force, comprised of policy planners involved with statistics and public libraries at the Federal, state, local, and professional association levels, was formed to develop an Action Plan for the establishment of the FSCS.

In a series of meetings beginning in March 1988, the Task Force, working as a whole and in issue-oriented working groups, addressed such issues as the identification of data elements to be collected, definitions and data standards, data collection methods, assessment of future state and federal participation, analysis and publication of data, and training requirements for participants. The following sections of this Plan address these issues in detail.

II. CURRENT AND NEEDED DATA COLLECTION SYSTEMS

State Library Agency Data Collection Activity

In November 1984 the ALA Office for Research submitted a final report to the U.S. Department of Education entitled "Analysis of Library Data Collection and Development of Plans for the Future." This report summarized work done for the Department of Education which involved examination of the statistics collected by NCES from various types of libraries, examination of the programs of any other agencies collecting library statistics, and the formulation of recommendations for future action by NCES. With regard to public libraries, this study found that all 50 state library agencies collected statistics annually from public libraries in their states. The general topics on which they collected data were similar, but the specific items were not. Therefore the results were not comparable from state to state. The report recommended that NCES persuade the states to collect a limited set of key items in a standard way and report them to NCES so that national summaries could be created. COSLA had supported that idea in principle before the report was submitted.

1985-87 ALA/OERI Pilot Project for a Cooperative System

Shortly after the above mentioned report was filed, ALA wrote a proposal to the Department of Education asking for funds to conduct a Pilot Project that would work with a small group of states (5 to 7 was suggested) to explore the feasibility of a system which would coordinate the annual collection of data from public libraries in the 50 states, with the periodic reporting of national statistics on public libraries by NCES.

Two units of the Department of Education, the Office of Educational Research and Improvement - Division of Library Programs and NCES, provided financial support for the project. In October, 1985 the project began with the appointment of an Advisory Committee. Serving on that committee were: Wes Doak (Oregon), Jan Feye-Stukas (Minnesota), Amy Owen (Utah), Patricia Smith (Texas), and Barratt Wilkins (Florida). A letter went out immediately to all 50 chief officers of state library agencies inviting them to participate in the pilot. Twenty states volunteered, and all were accepted. Some had to drop out along the way so that by the time the project ended, there were 15 official participants: California, Colorado, Florida, Idaho, Indiana, Minnesota, New Hampshire, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, Utah, Washington, and Wyoming.

Each participating state sent one or two representatives to a workshop in Chicago in March of 1986. The state also agreed to incorporate into its annual data collection forms for 1985 and 1986 the 81 items and definitions agreed upon by the Advisory Committee and revised by the participants in the March 1986

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workshop. Finally, the state agreed to send 1986 data to NCES in machine-readable form. Only 12 of the 15 actually sent 1986 data by the time the Pilot Project ended, but the other 3 are able to do so and are still active in the project.

The Pilot Project was officially completed at the end of August, 1987 when a final report was submitted. That report recommended that work begin immediately to expand the Pilot Project into the 50-state system which is described later in this Section.

PLA's Public Library Data Service (PLDS)

At the same time that the Pilot Project was in progress, PLA was working on its Public Library Development Program which had three components: revision of A Planning Process for Public Libraries (ALA, 1981), revision of Output Measures for Public Libraries (ALA, 1982) and the design of a Public Library Data Service (PLDS). The first two components were completed in June 1987 with the publication of Planning and Role Setting for Public Libraries and Output Measures for Public Libraries, second edition. The data service had been designed but was still in the test phase when the two manuals were published. Work has continued on PLDS, and by July of 1988, the first report was available.

PLDS will actively solicit data from all public libraries in the United States and Canada serving populations of over 100,000 and will accept data from any others who volunteer. The questionnaire, mailed directly to the libraries, requests 42 items of information. The report will display that information for individual libraries and will show national and regional summaries using means, ranges, and quartile.

Many of the items and definitions used in PLDS are the same as those used in the Cooperative System Pilot Project, but there are differences. In addition to the elements common to both systems, the Pilot Project requested information on components of the collection, library hours, and technology. PLDS requested additional information on such topics as community demographics, output measures involving collection use, and roles selected by the library in the planning process. It must be remembered, however, that there are approximately 400 libraries in the U.S. serving populations of 100,000 or more; they constitute about 5% of the nation's approximately 8,600 public libraries. The Cooperative System proposed below will, when fully developed, report summary statistics based on reports from all public libraries. The two projects complement each other and are intended for different audiences.

The Proposed Federal-State Cooperative System for Public Library Data

The major recommendation of the Pilot Project (described above) was that the Pilot be expanded into a 50-state system. The purpose of that system will be to provide essential descriptive statistics on public libraries to the policy makers who need them on the local, state, and national levels. The System should have several key components:

1. A Universe File of all entities involved in the provision of public library services in the nation (described in detail in the following Section).
2. A network of State Data Coordinators - one in each state, appointed by the Chief State Library Officer - who will be responsible for liaison with NCES, supervision of the annual collection of statistics from public libraries, and submission of that data to NCES each July in machine-readable form following specifications developed jointly by NCES and the states.
3. The annual collection of data, with data elements and definitions specified by the System, i.e. NCES and the states. Each state should continue to use its own form but will incorporate into it the specified data elements and definitions.

NCES should support this System with a program of technical assistance and training for State Data Coordinators. NCES should also summarize and publish these data in a report that will present state and national summaries in paper and machine-readable form. When the System is fully developed more complex analysis should be provided.

III. UNIVERSE FILE

Purpose

In order to collect data about public library service in the U.S., it is essential to identify the types of entities* providing public library service. Fifty years ago, the primary entities providing public library services were city and/or county libraries. The majority operated out of a single building, served a clearly defined population, and received their funding solely from local sources.

Today, a wide variety of entities and jurisdictions provide a wide variety of public library services, serve duplicate populations groups, and receive funds from a variety of sources. Most significant is the development of public library systems and networks which may not provide direct library service to the public, but may provide staff and/or materials and/or funding to their member libraries or contract directly with member libraries for various system services.

In order to determine the scope of public library service in this country, and for NCES to sort and portray data about public library services appropriately, a Universe File of all public library entities should be developed. This Universe File, in addition to identifying all types of entities providing public library service, will enable comparisons between like entities, and facilitate the collection of data through sampling.

To create the Universe File, each state library agency should identify and categorize the public library entities in its state on hard copy or machine readable formats specified by NCES. Annually, the states should submit updates of their records for the Universe File.

Appendix A lists the Universe File Requirements which will facilitate identifying the categories and the potential distinguishing characteristics of each entity.

* The term "entities" as used in this section means organizational units that are involved in some way with providing or supporting public library service, including but not limited to local single-building libraries, county or regional libraries with multiple outlets, systems, etc.

IV. DATA ELEMENTS

What data elements are to be a part of the Federal-State Cooperative System? To address this central question, the Data Elements Working Group established three basic criteria for the elements selected: availability, quality, and usefulness.

Availability

To assess the potential availability of data elements, the working group drew heavily on the Pilot Project described in Section II. The list of data elements used in that project served as a starting point since the Pilot Project clearly demonstrated the availability of these elements. The working group divided these data elements into three categories: Core data elements, expanded data elements, and tabled data elements.

Core Data Elements are of critical importance in supporting policy decisions at all governmental levels. Because they provide a basic descriptive core of public library service, they form the foundation of the Federal-State Cooperative System. These elements were reported in 1988 and will be reported in 1989 and following years.

Expanded Data Elements are important and useful. However, because they are more difficult to collect (for methodological reasons, the burden imposed by the data collection process, or unavailability from smaller libraries), these data elements are not included in the 1988 or 1989 reporting cycles. For the foreseeable future, adding states to the Cooperative System is a higher priority than expanding the number of data elements. Reporting states, however, are encouraged to continue collecting these data elements, using the definitions established by the Pilot Project, since these elements may be added at some future date.

Tabled Data Elements are elements needing further study, usually because of concerns about the data element definition or about the quality of the data likely to be reported. These are unlikely to be requested by the FSCS in the foreseeable future.

Quality

Assessing the quality of the data reported is a complex process. Nevertheless, the ALA/OFR pilot study again proved helpful to the Data Elements Working Group. The data submitted by twelve of the fifteen states that participated in the ALA/OFR pilot were screened at the state level. Discussions among the state library staff responsible for collecting and reporting these

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data generated informal consensus on data elements likely to be relatively "clean" and those likely to be unreliable. These individuals also shared tips and pointers on manual screening of the data. All concurred that improving the quality of the data collected was a vital concern, but likely to extend over several years, given the need to provide education and training at the local level. In addition to the screening done at the state level, NCES conducted a few preliminary machine edits of the 1986 ALA/OFR pilot data. The results were shared with the contributing states and were also considered by the Data Elements Working Group.

Usefulness

In evaluating potential usefulness of the data elements, the working group determined that those collected by the ALA/OFR Pilot Project were collectively a good indicator of usefulness. These elements were commonly collected on a consistent basis by state library agencies prior to the project, precisely because state libraries found the data to be useful in their policy and management decisions.

To supplement the state library agency view, two additional perspectives were obtained. First, members of the Task Force for the Federal-State Cooperative System for Public Library Data were asked to suggest policy questions the FSCS should address. Second, the Data Elements Working Group and the Task Force considered the general results of a national meeting sponsored by NCES in Washington, D.C. on April 25-26, 1988. Representatives of national associations in the areas of education, government, and libraries were invited to suggest the policy and evaluation questions of interest to them. The preliminary results of the meeting indicated that providing better data about public library service, and communicating that information more effectively, is important. The participants' focus was on output rather than input, and no concrete suggestions for specific data elements were obtained.

Final List of Elements

With these criteria in mind, the Data Elements Working Group narrowed the list of proposed data elements. The final list appears in Appendix B, together with the data element definitions. These data elements are the "core" elements mentioned above. A full list of the "core" and the "expanded" data elements are shown in Appendix C. The list of data elements should be evaluated annually by participants and others involved with the FSCS, and modifications should be made as deemed appropriate.

V. DEFINITIONS AND DATA STANDARDS

Need for Definitions

Common, uniform, and clearly delineated definitions relating to the data elements collected by the cooperative system are required in order to ensure consistent data collection and reporting from participating public libraries and State Data Coordinators. Comparable and reliable statistical information depends upon data reported according to precise distinctions applied uniformly by the libraries reporting annual statistics through the Federal-State Cooperative System for Public Library Data. Without consistent definition of what is measured using uniform and comparable procedures for data collection, reliable comparison, interpretation, and analysis are difficult. Especially for comparative institutional data, the need for standardized definitions of what is measured and how measurements are performed is critical for accuracy and reliability.

NCES standard procedures allow the release of data files and publications of survey data and results that adhere to standard statistical classifications, definitions and data sources. The cooperative system requires a mechanism to facilitate the ongoing development of new and changed definitions which are needed to accommodate changes from the following three sources:

1. changes which result from the cooperative system participants' experience;
2. changes brought about by the initiation of future public library services and programs reflecting new trends; and
3. changes brought about by the addition of new data elements.

The cooperative system requires a method for reviewing and revising the definitions and data collection/reporting standards to address these changes. NCES should work closely with the State Data Coordinators in developing a structure for addressing changes in definitions and data standards.

Definitions Recommended in the Report

The Working Group on Definitions and Data Standards approached the task of developing standard definitions from a pragmatic standpoint. The Group members reviewed the results of the Working Group on Data Elements and identified those associated definitions worked out during the Pilot Project. Only minor revisions were made to those definitions, recognizing that the Pilot Project definitions were the result of a lengthy developmental process which took into account existing

definitional authorities as well as state practice and PLA's Public Library Data Service. This practical process for arriving at standard procedures about what can be measured and reported in practice was determined to be the most advantageous course for development of the cooperative system. Achieving a consensus involving new definitions and revised data standards was viewed as a developmental process which should take place after the implementation of the cooperative system, rather than at the outset.

NISO Standard for Library Statistics

Since the 1983 review of the NISO Z39.7 standard for library statistics, there does not appear to be widespread voluntary adoption and compliance by libraries in the U.S. Many individual public libraries and state agencies currently report data using definitions which depart significantly from those definitions and data collection procedures included in the standard. The Working Group discussed the need to revise the NISO Z39.7 standard for library statistics and to recommend that NISO initiate revision activities in the near future. It is felt that the experience gained from the Pilot Project, for which definitions were based on the NISO standard, could be usefully applied to the revision of those portions of the NISO standard which apply to public libraries.

Future Definitional Issues

The Working Group identified the following definitional issues which should be addressed by the participants of the cooperative system after several years of experience with the existing data elements and definitions:

1. Population of legal service area: Definitions using standard methodologies for determining this data element need to be developed to accommodate public library systems, cooperatives, and federations which serve portions of an individual library's service area population.
2. Contractual services: Definitions should be developed which standardize reporting of contractually supplied services such as bookmobile services and rotating film collections to avoid duplicative reporting of services, materials, and expenditures.
3. Central and branch libraries: Differentiating between central and branch libraries may not be necessary following the development of the universe file.

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4. Capital and operating expenses: Problems caused by variations among state definitions of "capital expense" need to be assessed and, if warranted, new distinctions should be developed to ensure uniformity of data collected for this element.
5. Physical facility space: Consideration should be given to collecting and reporting this information in future cooperative system surveys.
6. Registered borrowers: Experience may demonstrate that a greater number of public library reporting institutions are able to supply this information more accurately as additional computerized circulation systems are implemented.
7. Automated services: Special surveys of automated support services in libraries, as well as database supplied services offered by public libraries, should be considered in the future.
8. Titles/volumes: Consideration should be given in the future to methods for consistent data collection methods related to title counts which would provide information about the universe of distinct intellectual units in a public library collection that would compare with data about the number of volume units held.
9. Telecommunications: As more public libraries become involved with information technology and digital communications systems, it may be important to include an appropriate data element and to develop standard definitions associated with telephone, telefacsimile, and telecommunications capabilities.

VI. DATA COLLECTION AND REPORTING METHODS

The Collection Process

The collection of data for the FSCS should take place annually. Each participating state should continue to collect whatever information it chooses to collect for its own purposes and on whatever form it wishes to use, as long as it includes the data elements required by the System. There is no System requirement that data be collected for the same period by all participating states. Each state should continue its customary collection schedule.

As a part of the annual collection, data will be collected only from those entities which are identified in the Universe File as Library Administrative Entities. From time to time and for specific purposes, NCES will conduct Fast Response Surveys involving nationally representative samples from the Universe File. Such surveys will be channelled through the administrative headquarters of the surveyed entity.

Each participating state library should appoint from its staff a State Data Coordinator, who will be responsible for data collection and reporting and for working with NCES regarding questions about the state's data.

Reliability and Completeness of Data

It is important that data received from local public libraries be as complete and accurate as possible. State Data Coordinators will need to work closely with local libraries to ensure that the survey forms are completed with known data, if possible, or with educated estimates if known data are not available. Estimates are preferable to no data.

Many errors can be detected at the state library agency by a careful examination of the data from the local libraries. A State Data Coordinator who is familiar with the libraries in his/her state can often discover inconsistencies in the responses just by visually scanning a composite report.

In addition to the human evaluation of the data for completeness and accuracy, the microcomputer software used to compile the data will also check for missing data and for mathematical accuracy.

State Data Coordinator Training

NCES should provide training for State Data Coordinators to assist them in working with local libraries and with the data collected from local libraries. NCES should also establish a

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continuing education program for State Data Coordinators which should include regular gatherings for an exchange of ideas and information among participating states and with NCES. The specific features of the training program are addressed in Section XI of this Plan.

Reporting the Data to NCES

Between July 1 and 31 of each year, state library agencies should send to NCES data from the most recent year for which data collection has been completed. NCES should supply microcomputer equipment and software to the participating state libraries so that data can be reported by all states in a uniform, machine readable format specified by NCES. (As an added benefit, outside the scope of this System, state libraries should be encouraged to use the microcomputer and software to develop statistical applications to meet their own needs.) When they receive the data, NCES will perform certain error detection procedures and will rely on the State Data Coordinators to resolve any questions that may arise.

Ongoing Support from NCES

NCES should commit to an ongoing program of support for the participating states. Staff turnover at state libraries will necessitate continuing training and support for State Data Coordinators. And the FSCS itself is not static. Changes resulting from a shift in focus, new data elements and definitions, or different collection/reporting methodologies will bring about a need for additional training and support. The successful progress and continuation of the FSCS will require an ongoing partnership between the NCES and the state library agencies.

VII. FREQUENCY AND TIMING OF DATA COLLECTION BY STATE AND LOCAL LIBRARIES

When data are to be collected over a period of time from multiple sources, it is preferable, from a statistics point of view, that the time period be the same for all sources. This preference for a common reporting period was discussed at the first Task Force meeting, and a proposal to ask states - and therefore local libraries - to report data for a System-specified period was considered. The ensuing discussion emphasized that libraries' fiscal years vary from one state to another (and even from one type of public library to another within a single state). Task Force members agreed that a common reporting period would place too great a burden on the states, would likely meet with considerable resistance from state and local libraries, and was, therefore, impractical.

Since each state will continue to collect data according to its customary schedule, NCES should define for them the period for which they are to report. The following specifications, based on the method used by the Census Bureau for its Census of Governments, will be provided to the states:

Each year, between July 1 and 31, the participating states should submit to NCES data for the most recently completed fiscal year for which data are available.

It will be assumed that, for most states, data received by NCES in July represent the previous year. Data received in 1988 will be identified as 1987 data. Data received in 1989 will be identified as 1988 data.

VIII. ANALYSIS AND PUBLICATION OF DATA

Purposes of Data Analysis

Data analysis from the cooperative system should be meaningful not only to the library community but also to Federal, state, and local officials as they deal with legislation, appropriations, and resource allocation decisions. It will be important for the System to produce:

1. State-by-state data;
2. Data by size of library (measured by population served, collection, total staff, and total operating expenditure);
3. Comparisons of input data elements with output elements (e.g. expenditures with services);
4. Data that can be analyzed by governance of public libraries (e.g. city, county, special district, and other libraries); and
5. Data that can be analyzed by type of public library (e.g. providing comparisons between libraries which are members of public library systems and those which are not, and by size, type of outlet, and administrative organization).

NCES should provide state, regional and national tabulations for these several purposes and should make institutional data available on tapes.

Format or Media of Publications

Data should be available on tape, floppy disk, and in printed form. Data published on paper (i.e. printed documents) are known by NCES as tabulars. Tabulars appear in three forms:

1. "EdTabs", which present tabulations with footnotes but without interpretation (available by September 30)
2. Bulletins, which provide both tables and interpretation (available in the October-June period)
3. Analysis Reports, which provide trend analysis (available periodically after the FSCS has been operating at least three years)

Tabular data (i.e. printed documents) should be presented state-by-state, not by institution. Tapes should include institution data which can be analyzed by the states and other users for individual library comparisons. The same information

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that is available on tapes should be available on diskettes. Data should be arranged in Table Shells as shown in Appendix D.

Dissemination Methods for Publications

NCES should make publications available without charge for at least six months and for the longer term by purchase. Each cooperating state should be provided (without charge) tapes or diskettes for all states. Tapes and diskettes should also be available from NCES by purchase.

NCES should produce Tabulars (the printed documents, including EdTabs, bulletins, and reports) in sufficient quantity to provide reasonable numbers of copies to cooperating states, national associations, library schools, and individuals directly from NCES. NCES should arrange for printing of sufficient copies to ensure that the publications are provided to Federal documents depository libraries by the Superintendent of Documents of the U.S. Government Printing Office and are available for purchase from the Government Printing Office.

State/Federal Cooperation in Analysis

State library agency expertise in analyzing and using data is limited. To ensure the effective and efficient use of data produced in the System for state and local decision makers within each state, NCES should make a major commitment to improving the analysis capabilities of the state library agencies through training, consultation, and internships.

Technical Concerns

Data should be handled in accordance with NCES Standards and Policies, March 16, 1987. NCES staff should give special attention to the clarity of documentation so that tapes can be used by persons outside NCES. Cooperation between the State Data Coordinators and NCES should solve longstanding problems with errors and inconsistencies in public library data. Within three years of operation of the FSCS, NCES is expected to use imputation techniques to resolve data gaps. Error detection, with the help of software provided to the states by NCES, should increase the reliability of data. Bias should be reduced by continuing communication between NCES and the Coordinators and chief officers in the states, training, and definition with the help of associations.

Dissemination of Public Library Data in Popular Formats

The types of publications described above provide a wealth of valuable information about public libraries. However, the format and content are not designed for casual reading. In order to reach a wider audience, the data should be published in a variety of other styles and formats. This might include issues-oriented articles in the public administration/management press for the benefit of non-librarian policy makers and customized reports generated for local, state, and federal officials. ALA and other library organizations' publications and programs could provide another method of dissemination. An annual report in the library press similar to Library Journal's annual survey of beginning professional salaries could create in its readers an anticipation for additional information.

The generation of these other forms of publication requires an annual plan which should target the types of dissemination efforts to be undertaken and should assign responsibility for their accomplishment. The Task Force recommends that the group responsible for the future oversight of this project provide for such a plan.

IX. FUTURE STATE PARTICIPATION

An Emerging System

The Task Force views the FSCS as an emerging system which should include all 50 states within the next few years. P.L. 100-297 makes clear both that the System is to be voluntary and that all states are to be encouraged to join the System. There is strong State commitment to improved statistical systems and to the concept of State-Federal cooperation. This commitment is reflected in practice over the years in cooperation in LIBGIS in the 1960's; in the priority expressed in the 1984 American Library Association report, Realities of Educational Reform in a Learning Society; and in standards 5 and 6 in Standards for Library Functions at the State Level (ALA/ASCLA, 1985, 3d. edition).

Differing situations and priorities in the States make it impractical to expect that 50 states can participate fully in 1989. Yet, the following levels of participation can be expected from the outset:

- (1) Initially each State should participate in 1988 and 1989 to the extent of (a) designating a State Data Coordinator to work with NCES and participate in appropriate training programs, and (b) preparing its State universe file by June 1989.
- (2) About half of the States may be expected to be full participants in 1989.

Projected Schedule for Full Participation.

The rate at which states will participate will depend upon products, results, and perceptions (requiring attention to publication, communication, and public relations). It will also depend on the priorities and capabilities of the individual state library agencies. The 15 states which have participated in the 1987 Pilot Project will continue. These fifteen states, and up to five additional states are expected to participate in the July 1988 phase of the project. The product of that participation, ready before the October 1988 COSLA meeting, can be expected to cause at least four other states to participate in the July 1989 phase.

Other factors which may encourage states to participate in the FSCS are (a) the benefits of the training and equipment that participating states will receive; (b) increased analytical power at the state level to make valid comparisons, including comparisons with non-library data files; (c) the ability to produce and to receive from NCES custom reports and analyses; and (d) the availability of data from other states and the Universe File.

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Both formal COSLA support and that of the American Library Association will be important in securing full participation. ALA and the Public Library Association should encourage public libraries to cooperate by submitting data to their state library agencies accurately and on a timely basis.

The Task Force recommends that NCES provide to the States the training and added resources, as needed, so that NCES standards can be met.

COSLA can provide a mechanism to assist in the sound development of the FSCS. As NCLIS and the Task Force are providing near-term coordinating, operating, and advisory service to NCES, there will be a continuing need for an agency to provide such services as the program develops, as State Librarians change, and as the products of the data system suggest needs for change. Experience in other data collection systems has proved the advantage of NCES having a contract with a national organization (as it currently has with the CCSSO and the SHEEO) rather than with 50 individual states. As an incorporated organization of the 50 State Librarians, the Chief Officers of State Library Agencies can provide such services. To do so will require staff, a permanent, standing committee on the public library data system, and appropriate mechanisms for participation of both Chief Officers and State Data Coordinators.

Until such a contract can be arranged, the Task Force recommends that NCLIS continue its interagency role with NCES support for 1988/89 and possibly through 1989/90. The Task Force also urges NCLIS to continue its interest and support by encouraging each state to participate in the System. In addition to the participation of the NCLIS Chair on the NCES Advisory Council, NCLIS should keep library statistics on its staff and Commission agendas and on the agendas of the White House Conference on Library and Information Services Task Force.

State support

State support and participation should include (a) designation of the Coordinator, (b) development and adoption of a policy statement that makes clear the State's commitment to collecting, analyzing and disseminating data which are useful, timely, and comparable, (c) allocating or reallocating resources to participate effectively in the FSCS, (d) participating in training offered by NCES and extending appropriate parts of that training content to others in the State, and (e) cooperating in such special studies as may be needed. NCES should match this effort through its support of the FSCS.

X. FUTURE FEDERAL PARTICIPATION IN THE COOPERATIVE SYSTEM

PL 100-297 Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 give NCES broad powers to "acquire and diffuse among the people of the U.S. useful statistical information on subjects connected with education (in the most general and comprehensive sense of the word)". Libraries are specifically identified as one of those subjects. Thus statistics related to public, academic, school, and special libraries, as well as networks, systems, and cooperatives related to libraries are all included within the NCES mandate.

Specific to public libraries, PL 100-297 further states "The Center, with the assistance of the State Library agencies, shall develop and support a cooperative system of annual data collection for public libraries. Participation shall be voluntary; however, all States should be encouraged to join the system. Attention should be given to insuring timely, consistent, and accurate reporting."

The support provided by NCES should come in the form of training, technical assistance, equipment, workshops, interagency staff exchanges, etc. These support functions should be included in NCES' future appropriations requests, which should include not only funds to support the activities required by the system, but also to include an appropriate number of permanent staff positions to work full time toward carrying out the necessary coordination and leadership functions required of a successful nation-wide cooperative system.

Such a cooperative system requires close communication between NCES and the States. However, efficient use of NCES staff precludes their establishing and maintaining individual contact with each of the fifty states. Such contact requires that some intermediary organization provide a contractual coordinating function between NCES staff and state library agencies. A contract between NCES and the NCLIS or COSLA to provide support to each of the fifty states to encourage their initial and continuing participation in the cooperative system requires that NCLIS or COSLA begin specific developmental activities that would establish the organizational structure necessary to support such a contractual arrangement.

In carrying out its mandate regarding public library statistics, NCES should do the following:

1. Continue to support the work of the Task Force on Federal-State Cooperative System for Public Library Data.

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2. Develop, in cooperation with the States, an implementation plan delineating the responsibilities of Federal agencies, state library agencies, and others to carry out the recommendations of the Task Force.
3. Assess the financial and personnel resources needed to implement the recommendations of this Task Force.
4. Provide training for the State Data Coordinators to assist them in working with local libraries and with the data collected from those libraries.
5. Establish a Universe File of all public library entities, which can be used for future sample surveys.
6. Collect and publish annually state-by-state public library statistics that are collected through the System.
7. Actively work toward having all fifty states participate in the FSCS.
8. Explore future, long range support for the FSCS through contractual arrangements with COSLA.
9. Gather other data related to issues affecting public libraries using sample survey methods, for example, public library services provided to school age children in support of curricula, services provided to local business and industry, and supply and demand of public library staff as well as staff characteristics.
10. Develop a system to collect data annually from State Library Agencies regarding their administrative operations and services on behalf of public, academic, and school libraries within each state.
11. Include questions related to public library users on NCES' household survey, which will be conducted from time to time. These questions should supplement the information acquired through the FSCS by providing data on public library use by different age, sex, race, and economic groups within U.S. society. For these same groups, the household survey should yield data on what public library services each group consumes and on the purposes of such usage.

XI. TRAINING PROGRAM

The goal of the training program is to ensure the timely reporting of consistent, accurate data to the System. Training should be provided by NCES on a variety of levels and for a variety of needs.

Clients for the Training Program and Their Needs

At the state level, state librarians will need general education to inform them about the products of the FSCS and to motivate them to participate. Other state personnel who share in the administrative and/or budgetary control of the state library agency will need general information which will lead to the support of the state library agencies' commitment to participate in the System.

State Data Coordinators will need, in addition to the above general information, training to provide the following skills or knowledge:

1. An understanding of the significance of each data element and the appropriate methodology for its collection;
2. An understanding of the definitions of the data elements;
3. The operation of the microcomputer equipment and software supplied through the FSCS for the submission of data;
4. The concepts of effective forms design for data collection;
5. Methods for working with local public libraries to elicit prompt and accurate response; and
6. Basic data editing techniques for error detection.

The basic level of training would deal only with those data elements to be reported to the FSCS. In addition to this basic training, NCES may wish to consider an enhanced level of training which might address data collection techniques for a broad range of data elements, data analysis skills, an awareness of appropriate uses of the data in planning and policy development; methods for presenting and communicating the data, etc.

Training Strategies and Resources

For those persons needing general information which will lead to or continue commitment to participate, the Task Force recommends that a 10-15 minute video be developed, stressing the uses of timely and accurate data in local, state, and national

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policy development and planning. Tip sheets should be provided for use with the video.

The training of the State Data Coordinators is a continuing process. Turnover in State Data Coordinators and the evolution of the FSCS will necessitate periodic repetition of each type of training session. In addition to the training sessions and the other gathering (e.g. at the ALA Conference) of State Data Coordinators, they will need a manual which should include the following sections:

1. Basics of good data collection and compilation;
2. Rationale for the data elements selected for inclusion;
3. Definitions of the data elements selected;
4. Methodologies for collecting the data elements selected;
5. The creation and maintenance of the Universe File;
6. Data editing for error detection;
7. Comments about the communication, presentation, and use of the data;
8. Instructions on the use of the microcomputer software provided by NCES; and
9. Directions for reporting the data to NCES.

General Issues and Concerns

Across the participating states, the State Data Coordinators will be appointed from a variety of levels. Their knowledge of statistics, microcomputers, and libraries will vary. This should be taken into consideration in developing the training program.

Pilot project participants have amassed considerable knowledge and experience pertinent to the System. They should be consulted about their past and projected training needs to determine what topics of techniques are essential or useful. They might also be recruited as peer coaches for new states to provide telephone or on-site consultation and encouragement.

The development of a training program and the materials to be used in that program can best be accomplished by contracting with an individual or agency experienced in this type of project. NCES should select an experienced and otherwise qualified individual or company to assist in the development of the training program.

XII. STATE LIBRARY AGENCY DATA

Because of the fundamental role of the State Library Agency in public library service in each state, a system for public library data would be incomplete without data on the State Library Agencies. The Survey of State Library Agencies, 1977 represented the first effort of the National Center for Education Statistics to collect basic data and statistical information on State Library Agencies in the fifty states and six territories. At that time, the only common denominator found among the agencies was the administration of the federal Library Services and Construction Act.

In the intervening ten years since the Survey was conducted, the Chief Officers of State Library Agencies has collected and published fiscal information about the agencies relating to appropriations, expenditures, and salaries.

Because of the dynamic changes that have occurred in State Library Agencies during the past decade, brought on by changes in functions and roles, it is recommended that NCES conduct an annual survey of State Library Agencies that will provide a more comprehensive statistical overview of the Agencies.

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APPENDIX A

Universe File Requirements

(All information to be provided by the State Library Agency)

ITEM #	ITEM NAME	Coding structure and comments
1	Entity identification code number	To be assigned by the state agency - NCES will provide assistance if no state code exists
2	Data reporting status code	1 - This is a library administrative entity 2 - This is not a library administrative entity but is a unit of a larger entity which does report
3	Administrative status code	0 - Not an administrative entity, outlet only 1 - Single outlet administrative entity 2 - Multiple outlet administrative entity with two or more buildings/bookmobiles 3 - Administrative only, not open to the public 4 - State library agency
4	Outlet type code	0 - Not an outlet, not applicable 1 - Central/Main library 2 - Branch 3 - Bookmobile 4 - Deposit collection/Reading center
5	Library system relationship status code	0 - Not part of a system/network 1 - System/network member that receives services 2 - System/network member that receives and provides system services 3 - Headquarters of a system/network 4 - State library agency
6	Legal basis code	1 - City, Town, or Village 2 - County 3 - County/City 4 - School District 5 - Special District 6 - Multi-county 7 - Association 8 - State Agency 9 - Other

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7	Reporting entity identification code number	For administrative/reporting entities This number will be the same as Item # 1. For outlets - this number will be the Entity I.D. of the parent organization.
8	Entity name	May be used to generate mailing labels
9	Entity address	May be used to generate mailing labels
10	Entity city or town	
11	Entity basic zip code	
12	Entity telephone number	
13	County of location of this entity	
14	Metropolitan status code for this entity	0 - Not in MSA (Metropolitan Statistical Area) 1 - Within the city limits of the Central City of an MSA 2 - In an MSA but not within the Central City limits
15	Population served by the administrative entity	This is the population of the legal service area of the administrative entity or an estimate thereof
16	Population served - non- reporting entity	This is an estimate of the service population range of a non-reporting entity 1 - 0 - 999 2 - 1,000 - 2,499 3 - 2,500 - 4,999 4 - 5,000 - 9,999 5 - 10,000 - 24,999 6 - 25,000 - 49,999 7 - 50,000 - 99,999 8 - 100,000 - 249,999 9 - 250,000 - 499,999 A - 500,000 or more

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Definitions for the Universe File

Administrative Only Entity: a library administrative entity that does not serve the public directly but may provide staff, materials and services to other libraries; may receive and spend funds on behalf of other libraries or contract with other libraries to provide various library services. Examples are: federated or cooperative System Headquarters and county administrative entities.

Bookmobile: an auxiliary public service outlet that is a truck or van with a basic organized collection of library materials, a regular staff and a regular schedule for opening to the public. It is not an administrative entity.

Branch Library: an auxiliary public service outlet that has separate quarters, a basic organized collection of books, a regular staff, and a regular schedule for opening to the public. It is not an administrative entity.

Central/Main Library: the library outlet where the principal collections are kept and handled.

Deposit Center/Reading Center: A public library service outlet in a store, school, factory, club or other organization or institution, with a small and frequently changed collection of books, and open only at limited and designated times and may or may not be staffed. It is not an administrative entity.

Library Administrative Entity: An autonomous public library or library system/federation that has its own governance and funding and files an annual report with the state library agency.

Multiple Outlet Library Administrative Entity: a library administrative entity that serves the public directly with more than one service outlet (branch or bookmobile).

Outlet: the entity providing direct public library service; may be a central library, branch, bookmobile or deposit collection/reading center. (see separate definitions)

Single Outlet Library Administrative Entity: a library administrative entity that serves the public directly with one building or one bookmobile.

State Library Agency: that agency within each of the states and territories which administers the Federal Library Services and Construction Act funds and which is authorized by a state to develop library services in the state.

System/Federation: in this context means a group of autonomous libraries joined together by formal or informal agreements to cooperatively perform various services - such as resource sharing communications, etc. It may be a federation, a cooperative, or an

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intra-state system. This does not include a single administrative unit with non-autonomous branches and does not include multi-state networks such as PALINET, SOLINET, etc.

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APPENDIX B

CORE DATA ELEMENTS

IDENTIFICATION

<u>Number</u>	<u>Data Element</u>
1.	Code number
2.	Library name
3.	Address
4.	City or town
5.	Basic zip code
6.	Zip + four
7.	Telephone number

GENERAL INFORMATION

<u>Number</u>	<u>Data Element</u>
8.	Population of legal service area
9.	Central library
10.	Number of branch libraries
11.	Number of bookmobiles
12.	Number of other service outlets

EMPLOYEES, FULL-TIME EQUIVALENTS (FTE)

<u>Number</u>	<u>Data Element</u>
13.	Librarians with masters degrees from programs accredited by ALA
14.	All employees holding the title of librarian (Including those counted in item 13)
15.	All other paid employees (Exclude plant operations, security, and maintenance staff)
16.	Total paid employees (Exclude plant operations, security, and maintenance staff)

INCOME

<u>Number</u>	<u>Data Element</u>
17.	Local Government
18.	State Government
19.	Federal Government
20.	Other Income (Includes donations, interest, fines, etc.)
21.	Total Income (Includes items 17, 18, 19, and 20)

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OPERATING EXPENDITURES

Staff:

<u>Number</u>	<u>Data Element</u>
22.	Salaries and wages (Exclude plant operations, security and maintenance staff)
23.	Employee benefits (Exclude plant operations, security and maintenance staff)
24.	Total Staff Expenditures (Includes items 22 and 23)

Collection:

<u>Number</u>	<u>Data Element</u>
25.	Total Expenditures on Collection

Other Operating Expenditures:

<u>Number</u>	<u>Data Element</u>
26.	All other operating expenditures
27.	Total operating expenditures (Total of items 24, 25, and 26)

CAPITAL OUTLAY

<u>Number</u>	<u>Data Element</u>
28.	Capital outlay

LIBRARY COLLECTION

<u>Number</u>	<u>Data Element</u>
29.	Books and serial volumes (Exclude microfilm)
30.	Audio materials
31.	Films
32.	Video materials
33.	Current serial subscriptions (Includes periodicals and newspapers in any format)

PUBLIC SERVICE HOURS PER WEEK

<u>Number</u>	<u>Data Element</u>
34.	Public service hours per week (unduplicated)
35.	Public service hours per week (duplicated)

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SERVICES PER TYPICAL WEEK

<u>Number</u>	<u>Data Element</u>
36.	Attendance in library
37.	In-library use of materials
38.	Reference transactions

CIRCULATION

<u>Number</u>	<u>Data Element</u>
39.	Total circulation transactions

INTERLIBRARY LOANS

<u>Number</u>	<u>Data Element</u>
40.	Interlibrary loans provided to other libraries
41.	Interlibrary loans received from other libraries

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DATA ELEMENT DEFINITIONS

Data elements 1 through 7 identify the library entity and are self-explanatory

8. POPULATION OF LEGAL SERVICE AREA. The number of people in the geographical area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income plus any areas served under contract for which the library is the primary service provider. THE DETERMINATION OF THIS POPULATION FIGURE SHALL BE THE RESPONSIBILITY OF THE STATE LIBRARY AGENCY.

SERVICE OUTLETS

9. CENTRAL LIBRARY. The single unit library or the unit where the principal collections are kept and handled. Also called Main Library. Some county, multicounty and regional library systems may not have a main library. Some systems may have an administrative center which is separate from the principal collections and is not open to the public. This type of building should not be reported.
10. BRANCH LIBRARIES. Branch libraries are auxiliary units which have all of the following: (1) separate quarters, (2) a permanent basic collection of books, (3) a permanent paid staff, and (4) a regular schedule for opening to the public. They are, however, administered from a central unit. Regional or divisional centers should be counted as branches.
11. BOOKMOBILES. Trucks or vans especially equipped to carry books and other library materials and serve as traveling branch libraries. Count vehicles in use, not stops.
12. OTHER SERVICE OUTLETS. Include collections in nursing homes, jails, etc.

EMPLOYEES, FULL-TIME EQUIVALENTS (FTE)

Report figures as of the last day of the fiscal year. Include unfilled positions if a search is currently underway.

FULL-TIME EQUIVALENT EMPLOYEES. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment for the Cooperative System. To compute full-time equivalents (FTE) of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40. State library agencies may wish to include an example for local libraries to follow.

LIBRARIAN. Persons reported under this category usually do work that requires professional training and skill in the

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theoretical or scientific aspect of library work, or both, as distinct from its mechanical or clerical aspect. The usual educational requirement is a master's degree (or its historical antecedent) from a library education program approved by the American Library Association.

13. Librarians with master's degrees from programs accredited by ALA.
14. All employees holding the title of librarian, including those counted in item 13.
15. ALL OTHER PAID EMPLOYEES. Includes all other employees paid by the reporting unit budget except plant operation, security, and maintenance staff.
16. TOTAL PAID EMPLOYEES. Sum of items 14 and 15.

Note: states are free to collect information about staff in any way which satisfies local needs and accommodates local requirements. For national reporting, however, the distinctions made above should be observed.

INCOME

17. LOCAL GOVERNMENT. All tax and nontax receipts allocated by the community, district, or region of the public library and available for expenditure by the public library. Do NOT include here the value of any contributed or in-kind services and the value of any gifts and donations, fines, or fees.
18. STATE GOVERNMENT. All state government funds distributed to public libraries for expenditure by the public libraries, except for federal monies distributed by the states.
19. FEDERAL GOVERNMENT. All federal government funds distributed to public libraries for expenditure by the public libraries, including federal monies distributed by the states.
20. OTHER INCOME. Report all income other than that reported in Items 17 through 19. Include, for example, gifts, donations, interest, fines, and fees. This amount is the difference between the sum of the income reported in Items 17 through 19 and the total income, reported in Item 21. Do NOT include the value of any contributed services or the value of "in-kind" gifts and donations.
21. TOTAL INCOME. Sum of items 17, 18, 19, and 20.

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OPERATING EXPENDITURES

OPERATING EXPENDITURES are the current and recurrent costs necessary to the provision of library service, such as personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of the physical facility.

Note: State and/or local accounting practice shall determine whether a particular expense is operating or capital regardless of the examples in this definition.

22. SALARIES AND WAGES. This amount should be the salaries and wages for all library staff except plant operation, security and maintenance staff for the fiscal year. Salaries for plant operation, security, and maintenance staff, if paid from the reporting unit budget, should be reported in Item 26. Include salaries and wages before deductions, but exclude "employee benefits."
23. EMPLOYEE BENEFITS. The benefits outside of salary and wages paid and accruing to employees except plant operations, security, and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the reporting unit for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
24. TOTAL EXPENDITURES ON STAFF. Sum of items 22 and 23.
25. TOTAL EXPENDITURES ON COLLECTION. Include all expenditures for materials purchased or leased for use by the public. Include print materials, microforms, machine-readable materials, audiovisual materials, etc.
26. OTHER OPERATING EXPENDITURES. Include all expenditures other than those given in Items 24-25.
27. TOTAL OPERATING EXPENDITURES. Include Items 24, 25, and 26.

CAPITAL OUTLAY

28. CAPITAL OUTLAY. Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

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Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of examples in the definitions.

COLLECTION

Report physical units (volumes) for items 29 through 32.

29. BOOKS and SERIAL VOLUMES. Books are nonperiodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least forty-nine pages, exclusive of the cover pages; or juvenile nonperiodical publications of any length bound in hard or soft covers. Serials are publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as volumes when the library has at least half of the issues in a publisher's volume.
30. AUDIO MATERIALS. Materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. This includes audiocassettes, audiocartridges, audiodiscs, audioreels, talking books, and other sound recordings.
31. FILMS. The term film is used interchangeably with "motion picture" which is a length of film, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Motion pictures are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, and reel).
32. VIDEO MATERIALS. Materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds or both using a television receiver or monitor.
33. CURRENT SERIAL SUBSCRIPTIONS. Report subscriptions received both purchased and gift. Do not report number of individual issues. The total number of subscriptions in the library system, including duplicates, should be reported.

Note: It is recognized that the above categories are not all-inclusive. Some types of materials will not be reported here.

PUBLIC SERVICE HOURS PER WEEK

Report public service hours per week reflecting the schedule followed during the majority of the weeks of the year. Ignore seasonal variations.

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34. PUBLIC SERVICE HOURS PER WEEK (Unduplicated). Consider both main library and branches using the following method. If a library is open from 9:00 am to 5:00 pm Monday through Friday, it should report 40 hours per week. If several of its branches are also open during those hours, the figure remains 40 hours. Should Branch A also be open one evening from 5:00 to 7:00, the total hours during which users can find service becomes 42. If Branch B is open the same hours on the same evening the total remains 42, but if it is open 2 more hours on another evening, the total becomes 44 hours during which users can find service. Include bookmobiles if appropriate.
35. PUBLIC SERVICE HOURS PER WEEK (Duplicated). Count both main library and branches using the following method. If the main library is open 60 hours per week, report 60 hours. If you also have 3 branch libraries, open the same number of hours as the main library (regardless of whether or not all facilities are open at the same time), the weekly aggregate for the library is 4 times 60 = 240 hours. Include bookmobiles if appropriate.

SERVICE PER TYPICAL WEEK

A typical week is a week in which the library is open its regular hours, containing no holidays. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period. For counting items 36, 37, and 38 it is recommended that libraries use the methods described in Output Measures for Public Libraries, 2nd edition (ALA, 1987). If you have an annual count, please divide the total by 52 weeks to report for a typical week.

36. ATTENDANCE IN LIBRARY PER TYPICAL WEEK . Report the total number of persons entering the library per typical week including persons attending activities, meetings, and those persons requiring no staff services.
37. IN-LIBRARY USE OF LIBRARY MATERIALS PER TYPICAL WEEK. Report the total number of materials utilized in the library, but not checked out. Include reference books, periodicals, book stock, and all other library materials that are used WITHIN the library.
38. REFERENCE TRANSACTIONS PER TYPICAL WEEK. Report the total reference transactions per typical week. 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. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable data bases (including computer-assisted instruction), catalogs and other

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holdings records, and, through communication or referral, other libraries and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during this transaction.

Note: It is essential that libraries do not include directional transactions in the report of reference transactions. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction for locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic nature with machines.

CIRCULATION AND INTER-LIBRARY LOAN

39. TOTAL CIRCULATION TRANSACTIONS. Transactions that involve lending an item from the library's collection for use generally (although not always) outside the library. This activity includes charging, either manually or electronically, and also renewals, each of which is reported as a circulation transaction.
40. INTERLIBRARY LOANS. Library materials, or copies of the materials, made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same library administration. Report loans provided to other libraries in Item 40. Report loans received from other libraries in Item 41.

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APPENDIX C.

LIST OF CORE AND EXPANDED DATA ELEMENTS

The categorization in this list of a data element as CORE or EXPANDED expresses the current thinking of the Task Force. It is understood that the process of categorizing the data elements is evolutionary and open to future discussion. Future needs will dictate what data elements are to be collected for any given year. (See page 14 for definitions of core and expanded data elements.)

IDENTIFICATION

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	1.	Code number
C	2.	Library name
C	3.	Address
C	4.	City or town
C	5.	Basic zip code
C	6.	Zip + four
C	7.	Telephone number

GENERAL INFORMATION

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	8.	Population of legal service area
C	9.	Central Library
C	10.	Number of branch libraries
C	11.	Number of bookmobiles
C	12.	Number of other service outlets

EMPLOYEES. FULL-TIME EQUIVALENTS (FTE)

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	13.	Librarians with masters degrees from programs accredited by ALA
E		Librarians with any masters degree
C	14.	Other employees holding the title of librarian
C	15.	All other paid employees (Exclude plant operations, security, and maintenance staff)
C	16.	Total paid employees (Exclude plant operations, security, and maintenance staff)

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INCOME

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	17.	Local Government
C	18.	State Government
C	19.	Federal Government
E		--LSCA Funds
E		--Other Federal
C	20.	Other Income (Includes donations, interest, fines, etc.)
C	21.	Total Income (Includes items 17, 18, 19, and 20)

OPERATING EXPENDITURES

Staff:

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	22.	Salaries and wages (Exclude plant operations, security and maintenance staff)
C	23.	Employee benefits (Exclude plant operations, security and maintenance staff)
C	24.	Total Staff Expenditures (Includes items 22 and 23)

Collection:

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
E		Print materials (Exclude current serial subscriptions and microfilms)
E		Current serial subscriptions (Include all physical formats)
E		Microforms (Except current serial subscriptions)
E		Machine-readable materials (Except current serial subscriptions)
E		Audiovisual materials
E		Other materials
C	25.	Total Collection Expenditures on Collection

Other Operating Expenditures:

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
E		Preservation
E		Plant operations, security, and maintenance (Include salaries and benefits)
E		Furniture and equipment

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<u>Code</u>	<u>Number</u>	<u>Data Element</u>
E		Other operating expenditures
C	26.	All other operating expenditures
C	27.	Total of operating expenditures (Total of items 24, 25, and 26)

CAPITAL OUTLAY

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	28.	Capital outlay

LIBRARY COLLECTION

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	29.	Books and serial volumes (Exclude microfilm)
E		Government documents in separate collections (Exclude microforms)
E		Microforms
C	30.	Audio materials
C	31.	Films
C	32.	Video materials
E		Machine-readable materials
E		Other library materials
C	33.	Current serial subscriptions (Include all physical formats)

PUBLIC SERVICE HOURS PER WEEK

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	34.	Public service hours per week (unduplicated)
C	35.	Public service hours per week (duplicated)

SERVICES PER TYPICAL WEEK

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	36.	Attendance in library
C	37.	In-library use of materials
C	38.	Reference transactions

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CIRCULATION

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	39.	Total circulation transactions

OTHER LIBRARY SERVICES

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
E		Total number of programs/presentations to groups
E		Total number of persons attending programs/presentations
E		Number of online database searches

INTERLIBRARY LOANS

<u>Code</u>	<u>Number</u>	<u>Data Element</u>
C	40.	Interlibrary loans provided to other libraries
C	41.	Interlibrary loans received from other libraries

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TABLED DATA ELEMENTS

(See page 14 for a definition of tabled data elements.)

<u>Element</u>
Registered Borrowers
Postage
Telephone and other forms of telecommunications
Contracted computer services
Online database searching
Computer hardware
Total library collections
Information requests answered for other libraries
Information requests sent to other libraries
Are microcomputers available to the public? If YES, is their use free, for a fee, or some free/some fee?
Are online database searches free, fee, or some free/some fee?
Does the library produce or participate in the production of television programs?

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APPENDIX D

TABLE SHELLS

Following are descriptions of the tables that will be used in the publication of the data:

Table 1. Number of public libraries and population served by State: 1987

STUB LINES

States

Total responding libraries

Colorado
 Florida
 Idaho
 Indiana
 Iowa
 Minnesota
 Montana
 New Hampshire
 New York
 North Carolina
 Ohio
 Oklahoma
 Oregon
 Pennsylvania
 South Carolina
 Texas
 Utah
 Washington
 Wyoming

COLUMN HEADINGS

Population served

Total number of libraries

Total population served

Less than 1,000
 1,000 - 2,499
 2,500 - 4,999
 5,000 - 9,999
 10,000 - 24,999
 25,000 - 49,999
 50,000 - 99,999
 100,000 - 249,999
 250,000 - 499,999
 500,000 - 999,999
 1,000,000 and above
 Nonresponsive to population served

 Repeat all 13 columns for
 horizontal percentages

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For Tables 2 through 17, the STUB LINES will be as follows:

STUB LINES

States

Total responding libraries

Colorado
Florida
Idaho
Indiana
Iowa
Minnesota
Montana
New Hampshire
New York
North Carolina
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
Texas
Utah
Washington
Wyoming

Population served

Total population served

Less than 1,000
1,000 - 2,499
2,500 - 4,999
5,000 - 9,999
10,000 - 24,999
25,000 - 49,999
50,000 - 99,999
100,000 - 249,999
250,000 - 499,999
500,000 - 999,999
1,000,000 and above
Nonresponsive to population served

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Table 2. Number and mean number of public library outlets by
State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Service outlets

Total number of libraries

Central libraries - total number

Central libraries with branch libraries

Average number of branch libraries per

central library with branch librariesary

Central libraries with bookmobiles

Central libraries with other service outlets

Central libraries with no other service outlets

Other service outlets - mean number per library

Branch libraries

Bookmobiles

Other service outlets

Nonresponsive to service outlets items

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Table 3. Number and mean number of public libraries full time equivalent staff by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Number of FTE staff

Total number of libraries

Total paid FTE employees

FTE employees holding the title of librarian
with a masters degree from an ALA

accredited program - number

Percent of total paid FTE employees

Total employees holding the title of
librarian - number

Percent with a Master's degree from an ALA
accredited program

All other paid employees

Nonresponsive to number of FTE staff

Percent of libraries that did not respond

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Table 4. Number of public libraries and amount of income by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Income

Total number of libraries

Total income

Income from local governments - number

Percent of total income

Income from state governments - number

Percent of total income

Income from the Federal government - number

Percent of total income

Other income - number

Percent of total income

Nonresponsive to income

Percent of total libraries that did not respond

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Table 5. Number of public libraries by total income category by
State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Income category

Total number of libraries

Total income

Less than \$10,000 of income - number of libraries

Percent of total number of libraries

\$10,000 - \$49,999 of income - number of libraries

Percent of total number of libraries

\$50,000 - \$99,999 of income - number of libraries

Percent of total number of libraries

\$100,000 - \$199,999 of income - number of libraries

Percent of total number of libraries

\$200,000 - \$399,999 of income - number of libraries

Percent of total number of libraries

\$400,000 - \$699,999 of income - number of libraries

Percent of total number of libraries

\$700,000 - \$999,999 of income - number of libraries

Percent of total number of libraries

\$1,000,000 - \$4,999,999 of income - number of libraries

Percent of total number of libraries

\$5,000,000 or more of income - number of libraries

Percent of total number of libraries

Nonresponsive to total income

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Table 6. Number of public libraries by total income per capita by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Total income per capita

Total number of libraries

Total income

Less than \$ 1.00 income per capita

\$ 1.00 - \$ 2.99 income per capita

\$ 3.00 - \$ 4.99 income per capita

\$ 5.00 - \$ 6.99 income per capita

\$ 7.00 - \$ 8.99 income per capita

\$ 9.00 - \$11.99 income per capita

\$ 12.00 - \$14.99 income per capita

\$ 15.00 - \$19.99 income per capita

\$ 20.00 - \$29.99 income per capita

\$ 30.00 or more income per capita

Nonresponsive to total income or population served

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Table 7. Number of public libraries and amount of operating expenditures by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Operating expenditures

Total number of libraries

Total operating expenditures - amount

Salaries and wages - amount

Percent of total operating expenditures

Amount per outlet

Employee benefits - amount

Percent of total operating expenditures

Amount per outlet

Total staff expenditures - amount

Percent of total operating expenditures

Amount per outlet

Total collection expenditures - amount

Percent of total operating expenditures

Amount per outlet

All other operating expenditures - amount

Percent of total operating expenditures

Amount per outlet

Nonresponsive to operating expenditures

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Table 8. Number of public libraries by total operating expenditures category by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Operating expenditures category

Total number of libraries

Total operating expenditures

Less than \$10,000 of operating expenditures - no. of libraries

Percent of total number of libraries

\$50,000 - \$99,999 of operating expenditures - no. of libraries

Percent of total number of libraries

\$100,000 - \$199,999 of operating expenditures - no. of libraries

Percent of total number of libraries

\$200,000 - \$399,999 of operating expenditures - no. of libraries

Percent of total number of libraries

\$400,000 - \$699,999 of operating expenditures - no. of libraries

Percent of total number of libraries

\$700,000 - \$999,999 of operating expenditures - no. of libraries

Percent of total number of libraries

\$1,000,000 - \$4,999,999 of operating expenditures - no. of libs.

Percent of total number of libraries

\$5,000,000 or more of operating expenditures - no. of libraries

Percent of total number of libraries

Nonresponsive to total operating expenditures - no. of libraries

Percent of total number of libraries

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Table 9. Number of public libraries by total operating expenditures per capita category by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Operating expenditures per capita

Total number of libraries

Total operating expenditures

Less than \$ 1.00 spent per capita - number of libraries

Percent of total number of libraries

\$ 1.00 - \$ 2.99 spent per capita - number of libraries

Percent of total number of libraries

\$ 3.00 - \$ 4.99 spent per capita - number of libraries

Percent of total number of libraries

\$ 5.00 - \$ 6.99 spent per capita - number of libraries

Percent of total number of libraries

\$ 7.00 - \$ 8.99 spent per capita - number of libraries

Percent of total number of libraries

\$ 9.00 - \$11.99 spent per capita - number of libraries

Percent of total number of libraries

\$ 12.00 - \$14.99 spent per capita - number of libraries

Percent of total number of libraries

\$ 15.00 - \$19.99 spent per capita - number of libraries

Percent of total number of libraries

\$ 20.00 - \$29.99 spent per capita - number of libraries

Percent of total number of libraries

\$ 30.00 or more spent per capita - number of libraries

Percent of total number of libraries

Nonresponsive to total operating expenditures or population served

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Table 10. Number of public libraries by capital outlay category
by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Capital outlay category

Total number of libraries

Total capital outlay

Less than \$10,000 of capital outlay - number of libraries

Percent of total number of libraries

\$10,000 - \$49,000 of capital outlay - number of libraries

Percent of total number of libraries

\$50,000 - \$99,999 of capital outlay - number of libraries

Percent of total number of libraries

\$100,000 - \$199,999 of capital outlay - number of libraries

Percent of total number of libraries

\$200,000 - \$399,999 of capital outlay - number of libraries

Percent of total number of libraries

\$400,000 - \$699,999 of capital outlay - number of libraries

Percent of total number of libraries

\$700,000 - \$999,999 of capital outlay - number of libraries

Percent of total number of libraries

\$1,000,000 - \$4,999,999 of capital outlay - number of libraries

Percent of total number of libraries

\$5,000,000 or more of capital outlay - number of libraries

Percent of total number of libraries

Nonresponsive to capital outlay - number of libraries

Percent of total number of libraries

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Table 11. Number of public libraries by capital outlay per capita category by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Capital outlay per capita

Total number of libraries

Total capital outlay per capita

Less than \$ 1.00 capital outlay per capita - number of libraries

Percent of total number of libraries

\$ 1.00 - \$ 2.99 capital outlay per capita - number of libraries

Percent of total number of libraries

\$ 3.00 - \$ 4.99 capital outlay per capita - number of libraries

Percent of total number of libraries

\$ 5.00 - \$ 6.99 capital outlay per capita - number of libraries

Percent of total number of libraries

\$ 7.00 - \$ 8.99 capital outlay per capita - number of libraries

Percent of total number of libraries

\$ 9.00 - \$11.99 capital outlay per capita - number of libraries

Percent of total number of libraries

\$ 12.00 - \$14.99 capital outlay per capita - number of libraries

Percent of total number of libraries

\$ 15.00 - \$19.99 capital outlay per capita - number of libraries

Percent of total number of libraries

\$ 20.00 - \$29.99 capital outlay per capita - number of libraries

Percent of total number of libraries

\$ 30.00 or more capital outlay per capita - number of libraries

Percent of total number of libraries

Nonresponsive to capital outlay or population served

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Table 12. Number of public libraries and library collection by
State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Library collection

Total number of libraries

Book and serial volumes - total
Book and serial volumes - per capita
Book and serial volumes - average number per library
Book and serial volumes - average number per outlet
Audio materials - total
Audio materials - per capita
Audio materials - average number per library
Audio materials - average number per outlet
Films - total
Films - per capita
Films - average number per library
Films - average number per outlet
Video materials - total
Video materials - per capita
Video materials - average number per library
Video materials - average number per outlet
Current serial subscriptions - total
Current serial subscriptions - per capita
Current serial subscriptions - average number per library
Current serial subscriptions - average number per outlet

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Table 13. Number of public libraries by number of book and serial volumes held by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Number of book and serial volumes held

Total number of libraries

Less than 20,000 books and serial volumes - number of libraries
Percent of total number of libraries
20,000 - 39,999 books and serial volumes - number of libraries
Percent of total number of libraries
40,000 - 69,999 books and serial volumes - number of libraries
Percent of total number of libraries
70,000 - 99,999 books and serial volumes - number of libraries
Percent of total number of libraries
100,000 - 299,999 books and serial volumes - number of libraries
Percent of total number of libraries
300,000 - 599,999 books and serial volumes - number of libraries
Percent of total number of libraries
600,000 - 999,999 books and serial volumes - number of libraries
Percent of total number of libraries
1,000,000 or more books and serial volumes - number of libraries
Percent of total number of libraries
Nonresponsive to books and serial volumes - number of libraries
Percent of total number of libraries

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Table 14. Number of public libraries by number of public service hours per week (unduplicated) by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Public service hours per week (unduplicated)

Total number of libraries

Less than 20 hours per week - number of libraries

Percent of total number of libraries

20 - 39 hours per week - number of libraries

Percent of total number of libraries

40 - 49 hours per week - number of libraries

Percent of total number of libraries

50 - 59 hours per week - number of libraries

Percent of total number of libraries

60 - 69 hours per week - number of libraries

Percent of total number of libraries

70 - 79 hours per week - number of libraries

Percent of total number of libraries

80 hours or more per week - number of libraries

Percent of total number of libraries

Nonresponsive to hours per week (unduplicated) - no. of libraries

Percent of total number of libraries

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Table 15. Number of public libraries by number of public service hours per week (duplicated) per FTE staff per outlet by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Public service hours per week (duplicated) per FTE staff

Total number of libraries

Less than 5 hours per week per FTE staff per outlet

5 - 9 hours per week per FTE staff per outlet

10 - 14 hours per week per FTE staff per outlet

15 - 19 hours per week per FTE staff per outlet

20 - 24 hours per week per FTE staff per outlet

25 - 29 hours per week per FTE staff per outlet

30 - 34 hours per week per FTE staff per outlet

35 - 39 hours per week per FTE staff per outlet

40 - 44 hours per week per FTE staff per outlet

45 hours or more per week per FTE staff per outlet

Nonresponsive to hours per week (duplicated) or FTE staff or
number of outlets

Percent of libraries that did not respond

FORMULA: $\frac{AI}{P \times (I+J+K+L)}$

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Table 16. Number of public libraries and services per typical week by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Services per typical week

Total number of libraries

Attendance in library - total

Attendance in library - per capita

Attendance in library - per library

In-library use of materials - total

In-library use of materials - per capita

In-library use of materials - per library

Reference transactions - total

Reference transactions - per capita

Reference transactions - per library

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Table 17. Number of public libraries and circulation transactions and interlibrary loans provided to and received from other libraries by State and population served: 1987

STUB LINES

As described above.

COLUMN HEADINGS

Circulation and interlibrary loans

Total number of libraries

Circulation transactions - number

Circulation transactions - mean number per library

Circulation transactions - per capita

Circulation transactions - per typical week

Interlibrary loans to other libraries - number

Interlibrary loans to other libraries - mean number per library

Interlibrary loans to other libraries - per capita

Interlibrary loans to other libraries - per typical week

Interlibrary loans from other libraries - number

Interlibrary loans from other libraries - mean number per library

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