WebPLUS User's Guide
Version 1.0

Guide For Reporting Data For The Public Libraries Survey, FY 2005 Using The Web Public Library Universe System Software

December 2005

National Center for Education Statistics

U.S. Census Bureau

U. S. National Commission on Libraries and Information Science

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1   INTRODUCTION

1.1   Background of the Federal-State Cooperative System (FSCS) for Public Library Data

The U. S. Department of Education's National Center for Education Statistics (NCES) is the primary federal entity for collecting, analyzing, and reporting educational statistics in the United States. In 1985, NCES and the American Library Association (ALA) conducted a pilot project in 15 states to assess the feasibility of a federal-state cooperative program for collecting public library data. The project was jointly funded by NCES and the U.S. Department of Education's former Library Programs (LP) office. In 1987, the project's final report recommended the development of a nationwide data collection system. The Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)[1] charged NCES with developing a voluntary Federal-State Cooperative System (FSCS) for the annual collection of public library data. The NCES and the U.S. National Commission on Libraries and Information Science (NCLIS) formed a task force to carry out this mandate, and the FSCS was established in 1988.

The 1988 NCES-NCLIS task force evolved into the FSCS Steering Committee as we know it today. This Committee is integral to the design and conduct of the survey. Its membership includes State Data Coordinators (SDCs), representatives of the Chief Officers of State Library Agencies (COSLA), NCLIS, ALA, the Institute of Museum and Library Services (IMLS), the U.S. Census Bureau (the data collection agent), and NCES.

SDCs (appointed by COSLA) submit data for NCES's annual "Public Libraries Survey" for the universe of over 9,000 public libraries in the 50 States, the District of Columbia, and the outlying areas. NCES releases an annual data file (the only national database on public libraries) and survey report based on the survey. The data are used for planning, research, evaluation, and policymaking decisions by federal, state, and local officials, professional associations, researchers, educators, local practitioners, and other interested users.

1.2   Reporting Data: Administrative Entities and Outlets

The Public Libraries Survey collects statistics on administrative entities and outlets.

The administrative entity is the legally established agency that provides library services to the population of a local jurisdiction. An administrative entity must operate one or more direct public library service outlets. The administrative entity's offices may be located in one of the outlets (e.g., a single-outlet central library or a branch of a decentralized multi-outlet operation) or in separate quarters (e.g., a suite in an office building, or an office adjacent to an independent bookmobile's garage). The data reported for each administrative entity are the combined data for all of its outlets. (See Appendix B to review the administrative entity data elements included on the Public Libraries Survey.)

An outlet is a unit (i.e., central, branch, bookmobile, books-by-mail only) of an administrative entity that provides direct public library services. A single-outlet central library should not be confused with the administrative entity to which it belongs. Some data are reported for each outlet of an administrative entity, such as the outlet's name and address, telephone number, type of outlet, metropolitan status code, and square footage. (See Appendix B to review the outlet data elements included on the Public Libraries Survey.)

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[1] This was superseded by the National Education Statistics Act of 1994 (P.L. 103-382) and, more recently by the Education Sciences Reform Act of 2002.

1.3   WebPLUS 1.0 Revisions

Import Process: The import file specifications were revised to accommodate processing in WebPLUS. See Chapter 3, Appendix C, for details.
Match Routine: The match is now required whether the user imports a data file or keys the data directly into the web application. See Chapter 5 and Appendix E for details.
Administrative Entity Data Collection: The LIBID field must be unique. All data elements were renumbered. See Appendix B for data element definitions. The import file specifications were revised to accommodate processing in WebPLUS. See Chapter 3, Appendix C, and Appendix D for details. No data elements were deleted or added.
Outlet Data Collection: All data elements were renumbered. See Appendix B for data elements definitions. The import file specifications are revised to accommodate processing in WebPLUS. See Chapter 3, Appendix C, and Appendix D for details. No data elements were deleted or added.
Edit Checks: The edits were renumbered using the new three-digit data element number followed by a two-digit edit type code. We conducted an edit research project to improve the editing process. This research resulted in several new types of edits as well as revision of historical parameters. See Appendix F for details.
Edit Report Annotations: Beginning with WebPLUS any annotation you make to your Edit Report will be stored in the database meaning you can rerun your Edit Report at any time without losing any explanations you have provided previously. See Chapter 6 for further details.

2   OVERVIEW

2.1   WebPLUS

The URL for logging into WebPLUS is http://surveys.nces.ed.gov/plscollect. The web version of the collection is different from WinPLUS in that you will not download software and state data files to use on your own computer. You will be entering your data directly into a database that is stored on the server at the NCES. You will be provided a password to access the web site but if you lose or forget that password please contact the PLS staff on 800-451-6235.

The menu choices available to you are dependant on a progression of steps. You must have data for state characteristics, administrative entities, and outlets before you see the option to match. You must run a successful match before you will have the option to run the edits. You can refer to the Survey Status page for a look at how your submission stands at any time and the next step in the submission process.

After you input all of your data (see next section on Data Entry), perform a successful match, and complete your edit review, i.e., no critical edits remain and you have annotated your report, you can lock your data. Your submission is considered complete when you lock your data.

2.2   Data Entry

Except for entering state characteristics data, WebPLUS supports two methods of data entry. You can import a file that contains all of your administrative entity or outlet data or you can key the data directly via view/update screens. State characteristics must be entered directly into WebPLUS.

2.2.1   Importing Files

You can import files that contain all of the data for administrative entities and outlets. You can also import annotation files that will be applied to your Edit Report. Chapter 3 provides details on the types of files you can import and how to prepare and format the files.

2.2.2   Keying Data Directly

An alternate means of entering data is through the view/update screens. A number of fields are filled from the prior-year information such as the name, address, phone number, county, and selected data element fields that typically do not change. You can update these fields when necessary but name and address changes require special attention. Chapter 4 provides additional information on data keying.

2.3   Match

You must complete the match routine regardless how you choose to enter your data. When the match is run all structure, name, and location changes are processed and posted to the historical data table. If you do not get a successful report you must resolve all inconsistencies and rerun the routine. Chapter 5 provides details on the match process and resolving problems with the report.

2.3.1   Compare Current-Year Records to Prior-Year Records

Structure changes are actions such as a library closing, or two libraries merging that affect the records from the prior-year. A new library to the survey affects the current-year file. Location and name changes also affect the data file.

The match compares current-year records to prior-year records for structure, name, or location changes. These changes are recorded via status codes. Inconsistencies in the status codes are output to the report.

2.3.2 Compare Administrative Entity File to Outlet File

The match will also check that all administrative entities have at least one outlet record and that all outlets are associated with a parent administrative entity. If discrepancies exist between the number of central, branch and bookmobile outlets reported on the administrative entity record and the number reported on associated outlet record(s), your Edit Report will reflect this problem.

2.3.3 Historical Tracking

The third component of the match process is to maintain the historical tracking feature that records structure, name, and location (address) changes. The information from the historical table will be output to the data files for geomapping and other purposes.

2.4 Edits

Once the match routine is completed successfully you will be able to run the Edit Report by selecting Edit Report under the Reports menu. An Excel workbook will be generated containing multiple worksheets.

WebPLUS is designed with a facility to store annotations so you can fix data problems and rerun the Edit Report without losing any of your previous annotations. Once you have reviewed the Edit Report and completed your annotations, import the Excel workbook back into WebPLUS. You also have the option of importing your annotations as a comma delimited or fixed length text file. Chapter 6 explains more about the edits and the report.

2.5 Survey Lock

The purpose of the survey lock is to let Census know that the respondent has submitted their data and also to prevent the respondent from making any further changes to the data after the submission is complete.

2.6 Other Helpful Tools

2.6.1 File Export

The export feature is located under the tools menu. Current-year and prior-year data are available for administrative entities, outlets, and state characteristics. Administrative entity and outlet records that were previously deleted, i.e., closed or removed as an incorrect record, are also available from the file export should any of these need to be restored to the survey.

To save your export files:
- Click on File Export under the Tools menu.
- Click on the file format you would like to download.
- Right-click on the links in the window and select "Save Target As".
- Navigate to where you want to save it and click save.
- You can choose to click "Open" to view the data file.
- Click the "Close Window" button to exit and return to the survey status page.

2.6.2 Tables

The tables feature creates an excel workbook that contains 18 tables. The user will be able to save them to their hard drive. There are two summary tables and 16 individual library tables. The two summary tables are a 2-year comparison on the state totals and a 2-year comparison the response rates for the state. The individual library tables list out each library in the state and some tables calculate per capitas or percentages. The two summary tables allow the respondent perform a macro review of their whole state. The individual library tables will allow a micro review of the libraries.

To save your tables:
- Click on Tables under the Tools menu.
- Right-click on the "Tables Report" button in the window and select "Save Target As"
- Navigate to where you want to save it and click "Save"
- You can also choose to click "Open" to view the data file
- Click the "Close Window" button to exit and return to the survey status page

2.6.3 Help Menu Options

The help menu provides access to all of the appendices in the user's guide.

- **Web Instructions**
  The web instructions (Appendix A) are a one-page list of the necessary steps to complete the submission process for the survey. This page is also displayed the first time you log into the application.

- **Data Element Definitions**
  Data element definitions (part of Appendix B) are all the items collected on the survey with the official definitions and item numbers.

- **Import Specifications**
  The import files must conform exactly to the specifications provided in Appendix C.

- **Name, Address and Structure Changes**
  Name, address and structure changes (Appendix D) provide descriptions and diagrams of the correct format of records for administrative entities and outlets.

- **Resolving the Match Report**
  Resolving the Match Report (Appendix E) is a more detailed list of suggestions than is available in chapter 5.

- **Edit Messages and Conditions**
  Edit Messages and Conditions (Appendix F) is a list of all checks performed by the Edit Report routine as well as a list of internal checks at Census during the edit follow-up.

- **PLS Contacts**
  PLS Contacts (Appendix G) is a list of the Census and NCES contact information including telephone numbers and e-mail addresses. This is also located on the main survey page before you log in.

- **Francis Keppel Award Criteria**
  The Francis Keppel Award for timely and accurate submission of data is based on a point system (Appendix H) covering important aspects of the original submission and post-submission processing.

- **Standard Abbreviations**
  Standard abbreviations (Appendix I) should be used in this survey when the data exceed the field length.

2.7   External Links

Some external links have been provided to the user that might be helpful in preparing for their FY2005 data submission.

- **NCES Public Libraries**
  This external link will take you to the NCES public libraries page. Things that can be found on this page are:
  o The public release data files and the E.D. Tabs for the previous years of the Public Libraries Survey.
  o The Compare Public Libraries tool that will compare individual libraries to their peers.
  o Other general information about the Public Libraries Survey.

- **NCLIS**
  This external link will take you to the U.S. National Commission on Library and Information Sciences' (NCLIS) FSCS page were you can find information on the steering committee, the awards, and other things relating to the FSCS.

- **Steering Committee FAQ**
  This is the link to the FSCS FAQ blog for SDCs to share information about FSCS public library data elements, data collection, data conference, and data use.

2.8   User Options

There are four options available to users. They have to do with data keying and the Edit Report. The options are:
- The sort order of the Administrative Entities on the View/Key/Update pages. The default for this is by library name. The other two options are by LIBID or by FSCS ID.
- The sort order of the Outlet on the View/Key/Update pages. The default for this is by library name. The other two options are by LIBID or by FSCS ID.
- The sort order of the Edit Report. The default is by edit number by FSCS ID. The other option is by edit number by Annotation Status by FSCS ID.
- Autosave on the View/Key/Update pages. The default for this option is to have autosave turned off.

3 IMPORT

3.1 Overview of Import

You can import data for administrative entities and outlets as well as annotation files into WebPLUS provided they are formatted correctly. The Administrative Entity Import File Specifications, Outlet Import File Specifications, and Annotation Import File Specifications are provided in Appendix C. State characteristics data must be keyed directly into WebPLUS via the View/Key/Update facility under the Tools menu.

Note:
- Each import file must contain only records of the same record types. For example, the administrative entity file can contain only administrative entity records; outlet records must be removed.

- Administrative Entity and Outlet data files must be imported in one of the following two formats:
  - o Comma delimited text file
  - o Fixed length text file

- Annotations to the Edit Report must be imported in one of the following three formats:
  - o Comma delimited text file
  - o Fixed length text file
  - o Excel workbook from running the edits to which annotations have been applied

- The files will not import successfully if any of the fields are blank. Use –3 for fields where specific information is not required. Refer to the sections below for instructions on preparing files for import.

- Imported data must be valid (see below):

Numeric Data Elements:	
Any positive number for numeric data elements	Enter the appropriate numeric data.
0	Zero means, "We have none of this item" for numeric data (e.g., the library does not maintain a video collection).
-1	"-1" means "We don't know the answer, don't collect the data, or can't get the data right now."
-3	"-3" means "Not Applicable" and is used for this item only: • Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)
Alphanumeric Data Elements:	
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See Appendix B.
-3	"-3" means "Not Applicable" and is used for these items only: • Phone (use only if library has no phone) • Web Address (use only if library has no Web Address)

3.2 Preparing Import Files

In order to match current-year records to prior-year records and process structure, name, and location changes the following information must be included on import files. You can refer to detailed descriptions on how each record should be constructed in Appendix D.

- **FSCSKEY/FSCS_SEQ**: This is the unique identification number assigned to each administrative entity and outlet record. This is the link from the current-year to prior-year records. Census will provide these numbers for existing records for the FY 2005 survey so you can input them into your files the first time.

- **STATSTRU:** This is a code that indicates the type of structure change that needs to occur. The structure changes (preceded by their status codes) for administrative entities and outlets are described separately in the rest of this document.

- **STATNAME**: This is a code that indicates the type of change to the library name.

- **STATADDR**: This is a code that indicates the type of change to the physical location of an administrative entity or outlet.

- **LINKID:** This is an identifier defined by the respondent and is used to associate two or more records that are involved in a structure change. The LINKID must be unique for each structure change. For example, a merge requires at least three import records with the same LINKID. (See Appendix D, structure change 05 – Merge two or more Administrative Entities to form a New Library (Marriage).

- **PARENTID:** This identifier is on the outlet import file and is the LIBID of the parent administrative entity.

- **OLDID:** This identifier is reserved for structure changes where it is necessary to track the prior-year FSCSKEY information.

3.3 Upload and Import

Once you have prepared your files, log onto the survey and choose File Import/Log/Delete from the Tools menu. Click on 'Browse', select the file(s) you want to upload, and select 'Upload Data File'.

Several checks are performed while your file is being imported. If you have any problems that prevent a successful import, a message box will prompt you with the problem and the record affected. Please note, however, that this will only find one error at a time. If other problems exist, the import will continue to fail until all problems are resolved.

The software can identify the type of file you are importing. When you import a file again the previous one is deleted. A "Files Previously Deleted" log is maintained so you can track the files you have used.

4   DATA KEYING

The Tools menu contains selections that allow you to directly enter data into WebPLUS:

- Most of the User Options under the Tools menu relate to the data keying functions. This is where you choose the sort order you want for viewing administrative entities, outlets, and the Edit Report, as well as the Autosave option.

    NOTE: You can also access User Options from each View/Key/Update screen.

- View/Key/Update is the only means of entering state characteristics data. It also provides access to existing administrative entity or outlet records.

- Structure Changes allows you to add, delete, merge, or restore records directly into WebPLUS. Choose AE or Outlet as appropriate for the change you want to make.

4.1   User Options

4.1.1   Sort Order for Administrative Entities in View/Key/Update

You can sort your administrative entity records by:
- FSCS ID
- LIBID
- Library name

4.1.2   Sort Order for Outlets in View/Key/Update

You can sort your outlet records by:
- FSCS ID
- LIBID
- Library name

4.1.3   Sort Order for Edit Report

You can sort your Edit Report by:
- EDIT by FSCSID
- EDIT by Annotation Status by FSCSID

4.1.4   Auto Save Data in View/Key/Update

You can set this option to 'Yes" or 'No'.

4.2   View/Key/Update

Select State Char, AE, or Outlet to navigate to the appropriate screen you wish to update. Buttons that allow you to 'Save', 'Reset', and 'Print Page' appear at the bottom of every page. If no field is highlighted on the screen when you access it, use your mouse and click on the field you want to update. Use your Tab key to move from field to field or use your mouse.

If you did not choose to automatically save your corrections, be sure to click on 'Save' before leaving the page. To exit any of these screens, select Survey Status from the menu bar to return to the main WePLUS page.

4.2.1   State Characteristics

This screen consists of only four data items. There is no link from this page to any other page except the Main Page, User Options, and the Data Element Definitions or you can choose to Logout. Once you have completed your updates you must return to the Main Page if you want to continue with further actions.

4.2.2   Administrative Entity

Data for administrative entity records require nine screens. An additional screen for the associated outlets is available to access outlet data for that administrative entity. The names of each screen are provided as links on the left side of the screen and you can use your mouse to click on any of the links to go to the next page you wish to correct. You can also scroll through the pages using the "Previous Page" and "Next Page" buttons located below the page links.

You can go to another administrative entity record by selecting one from the drop down menu at the top of the page. The records will be listed by FSCS ID if you did not specify another sort order under User Options. "First", "Previous", "Next", and "Last" buttons are available at the top of the screen if you want to scroll through the records.

Changes to the name and address information for an administrative entity are made through the appropriate View/Key/Update screens. If you make a change to either field you must also select the appropriate status code (the name/address status codes and their values are included in Appendix D) to identify whether the change is an official name change or whether the address change indicates an actual location change. For administrative entities, status code changes are made in survey item 152a – Name Status or item 153a – Address Status.

NOTE: Any changes to the name or address fields will require you to run the Match Report before you can proceed with any further processing of your submission.

4.2.3   Outlets

Outlet records require only one screen. You have two options to view your outlet records:
- You can access an outlet record from the parent administrative entity record. Only those outlets associated with the administrative entity are available to view this way.
- You can access all outlet records from the Tools menu. You can navigate through all of the outlet records from this option by using the drop down menu or the 'Next' button if you choose to scroll.

Changes to the name and address information for an administrative entity are made through the appropriate View/Key/Update screens. If you make a change to either field you must also select the appropriate status code (the name/address status codes and their values are included in Appendix D) to identify whether the change is an official name change or whether the address change indicates an actual location change. For outlets, status code changes are made in survey item 702a – Name Status or item 703a – Address Status.

NOTE: Any changes to the name or address fields will require you to run the Match Report before you can proceed with any further processing of your submission.

4.3   Structure Changes

You can add, remove, or change records by selecting Structure Changes under the Tools menu. Select AE or Outlet to access the appropriate actions you can perform:

Administrative Entity structure changes:
- Existing Administrative Entity Absorbs Another Administrative Entity (Adoption)
- Newly Created Administrative Entity (Birth)
- Closed   (Death)
- Merge Two or More Administrative Entities to Form a New Library (Marriage)
- Restore/Undo was a 03 (Reopen a Closed Administrative entity)
- Restore/Undo was a 10 (Undo a Deleted Administrative Entity)
- Delete an Incorrect Record
- Add an Existing Administrative Entity not Previously Reported
- Reset an Administrative Entity Currently Coded for a Structure Change

Outlet structure changes:
- Existing Outlet Absorbs Another Outlet (Adoption)
- Newly Created Outlet (Birth)
- Closed (Death)
- Move Outlet to Newly Created Administrative Entity (Divorce)
- Merge Two or More Outlets to Form a New Outlet (Marriage)
- Restore/Undo was a 03 (Reopen a Closed Outlet
- Restore/Undo was a 10 (Undo a Deleted Outlet)
- Delete an Incorrect Record
- Outlet Moves to Different Previously Existing Administrative Entity
- Add an Existing Outlet not Previously Reported
- Reset an Outlet Currently Coded for a Structure Change

4.3.1   Existing Administrative Entity/Outlet Absorbs Another Administrative Entity/Outlet (Adoption)

An administrative entity or outlet record can absorb one or more other administrative entity or outlet record(s) and only the adopting record that will be on the current-year file. The other record(s) (i.e. the records that are being adopted) will not be on the current-year file.

You must choose the record that will remain on the file from a drop down list of available records and then indicate the number of records that will be adopted. After you choose to continue, select the record or records that will be adopted from a drop down menu.

When an administrative entity is adopted the outlets must be dispatched. You can choose to move all of the outlets to the adopting administrative entity by selecting "Move all outlets to the same FSCS ID. Alternatively, you can choose to dispatch the outlet records individually by selecting "Will dispatch outlets on my own".

Choose 'Save' if you wish to continue with the structure change or 'Return to Menu' if you want to cancel the change.

4.3.2   Newly Created Administrative Entity/Outlet (Birth)

This selection will take you to a template screen where you can enter data for selected items to identify the record. The outlet screen will provide you with a drop down list of all of the administrative entities from which you can select the parent record. Click "Create" to add the new

record or "Return to Menu" to cancel the action. You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.

4.3.3   Closed (Death)

If you need to remove a record for a closed administrative entity or outlet, select this option. The next screen requires you to choose the record that is closed from a drop down menu. Click "Continue" to proceed to the next screen. Click "Yes" to verify that you want the record deleted or "Return to the Menu" to cancel the action.

4.3.4   Move Outlet to Newly Created Administrative Entity (Divorce)

This action is available under the Outlet option under the Structure Changes option and takes you to a screen to choose the outlet that is creating its own administrative entity. If you continue, your next step is to create the new administrative entity record.   You can click "Continue" to create the new record or "Return to Menu" to cancel the action. You will have to go to the View/Key/Update under the Tools menu to enter the rest of the data.

4.3.5   Merge Two or More Administrative Entities/Outlets to Form a New Library/Outlet (Marriage)

In order to merge administrative entities or outlets, you must first create a record for the new library or outlet. When creating a new outlet record you must have an existing parent administrative entity record on the current-year file.

Once you have created the new record, you must select at least two records that will merge. Indicate how many records are to be merged with the drop down menu and click "Continue".   Based on this response you will be provided with that many drop down menus on the next screen to select the records that will be merged.

You can proceed with the merge by clicking the "Save" button or you can cancel the action with the "Return to Menu" button. You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.

4.3.6   Restore/Undo Was a 03 (Reopen a Closed Administrative Entity/Outlet)

You can add a previously closed administrative entity or outlet to the survey by restoring the record. You will be provided a list of only those records that have a historic code of '03'. After you select a record and click "Continue" you reach a screen to verify the restore. You can proceed by clicking "Yes" or you can cancel the restore by clicking "Return to Menu". You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.

4.3.7   Restore/Undo Was a 10 (Undo a deleted Administrative Entity/Outlet)

You can add a previously deleted administrative entity or outlet to the survey by restoring the record. You will be provided a list of only those records that have a historic code of '10'. After you select a record and click "Continue" you reach a screen to verify the restore. You can proceed by clicking "Yes" or you can cancel the restore by clicking "Return to Menu". You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.

4.3.8   Delete an Incorrect Record

Select this option if you need to remove an administrative entity or outlet record from the survey that should not be included. Choose the record you wish to delete and click "Continue" which takes you to a screen to verify the delete. You can proceed by clicking "Yes" or you can cancel the delete by clicking "Return to Menu".

4.3.9   Outlet Moves to Different Previously Existing Administrative Entity

When an outlet becomes associated with a new parent administrative entity select this option to identify the new parent. First select the outlet that is moving and click "Continue". On the next screen select the FSCS ID for the new parent administrative entity. You can proceed by clicking "Save" or you can cancel the action by clicking "Return to Menu".

4.3.10   Add an Existing Administrative Entity/Outlet Not Previously Reported

This selection will take you to a template screen where you can enter data for selected items to identify the record. The outlet screen will provide you with a drop down list of all of the administrative entities from which you can select the parent record. Click "Create" to add the new record or "Return to Menu" to cancel the action. You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.

4.3.11   Reset an Administrative Entity/Outlet Currently Coded for a Structure Change

Both screens have an option to reset a record that is coded for a structure change. The drop down menus for all structure changes will display only those records that are available for change. If you made an earlier structure change that you now find is incorrect, you cannot simply do another structure change. You will have to reset the record and begin again.

As an example, you added an outlet record but realize it is a duplicate of another record. Since it is coded for a structure change when the match routine is performed the record cannot be removed by making another structure change. You must first reset the record and, in this case, delete it with the 'Delete an Incorrect Record' option.

5   MATCH ROUTINE

Once data entry is complete via import or data keying, select Match Report from the Reports menu. This step must be completed successfully before you can proceed with any further processing.

> **Please note this important point: Anytime you import a data file or make any structure, name, or address change to either an outlet or administrative entity record from the data keying screens you must run the match routine.**

All results of the match will be displayed in an Excel workbook with multiple worksheets. You can choose to view or save the workbook. Right-click on the link to select "Open" to view or "Save Target As" to save to a directory for access later.

5.1   Match Report

The Match Report is an Excel workbook that contains eight worksheets. If you do not have any match problems you will see the following message on the Summary worksheet: "Match has completed successfully. Check 'New ID' Sheet."   If you do have match problems, the problems will be identified via messages on the appropriate worksheet. The following messages are possible for each worksheet:

- Summary – contains a list of all problems encountered in processing your match
    - Invalid structure change status code (STATSTRU)
    - Record found current year but not prior year
    - Record found prior year but not current year
    - Duplicate FSCS ID information or OLDID entries
    - Duplicate administrative entity LIBID entries
    - FSCS ID information must equal -3
    - FSCS ID information cannot equal -3
    - LINKID must equal -3
    - LINKID cannot equal -3
    - PARENTID must equal -3
    - PARENTID cannot equal -3
    - OLDID must equal -3
    - OLDID cannot equal -3
    - Records inconsistent with Adoption status code
    - Records inconsistent with Marriage status code
    - FSCS ID is not a valid restore ID
    - Administrative entity has no outlet records
    - Outlet record does not have a parent administrative entity
    - PARENTID does not exist on administrative entity file
    - Invalid address change status code (STATADDR)
    - Address change status code (STATADDR) inconsistent with current to prior year change
    - Invalid name change status code (STATNAME)
    - Name change status code (STATNAME) inconsistent with current to prior year change

- New ID – provides a list of any new FSCS ID numbers that were generated. No resolution will be required for these records because the software will not assign new identification numbers until the match is successful.

- Admin Single – displays problems with structure changes involving only one administrative entity record

  - o INVALID Status Code
  - o This AE was not on the PY file
  - o This AE was reported last year, but is missing on the CY file
  - o FSCSKEY cannot be -3 for STATUS ("00", "08, or "09") Records
  - o FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", or "13") Records
  - o LINKID cannot be -3 for STATUS ("01" or "05") Records
  - o LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", or "13") Records
  - o OLIDID cannot be –3 for STATUS ("03" or "10") Records
  - o OLDID must be -3 for STATUS ("00", "02", "04", "08", "09", or "13") Records
  - o Cannot restore AE, there is no old AE with STATUS ("03" or "10")
  - o Admin record does not have any outlets

- Admin Multi – displays problems with structure changes involving multiple administrative entity records
  - o All FSCSKEYs and OLDIDs must be Unique (unless -3)
  - o All LIBIDs must be UNIQUE for AE records
  - o These records do not comply with the rules for Adoption
  - o These records do not comply with the rules for Marriage

- Outlet Single – displays problems with structure changes involving only one outlet record
  - o INVALID Status Code
  - o This Outlet was not on the PY file
  - o This Outlet was reported last year, but is missing on the CY file
  - o FSCSKEY cannot be -3 for STATUS ("00", "08", or "09") Records
  - o FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", "11", or "13") Records
  - o FSCS_SEQ cannot be -3 for STATUS ("00", "08", or "09") Records
  - o FSCS_SEQ must be -3 for STATUS ("02", "03", "04", "05", "10", "11", or "13") Records
  - o LINKID cannot be -3 for STATUS ("01" or "05") Records
  - o LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", "11", or "13") Records
  - o OLDID cannot be -3 for STATUS ("03", "04", "10", or "11") Records
  - o OLDID must be -3 for STATUS ("00", "02", "08", "09", or "13") Records
  - o PARENTID cannot be -3 for STATUS ("02", "04", "11", or "13") Records
  - o PARENTID must be -3 for STATUS ("00", "01", "03", "08", "09", or "10") Records
  - o Cannot restore AE, there is no old AE with STATUS ("03" or "10")
  - o Outlet Record is not on the AE file
  - o PARENTID is not on the AE File

- Outlet Multi – displays problems with structure changes involving multiple outlet records
  - o All FSCSKEYs and OLDIDs must be Unique (unless -3)
  - o These records do not comply with the rules for Adoption
  - o These records do not comply with the rules for Marriage

- Name Changes – displays records with name change problems
  - o STATNAME Invalid
  - o STATNAME 00 and Name Change
  - o STATNAME 06 and no name change
  - o STATNAME 14 and no name change

- Address Changes – displays records with address change problems
  - o STATADDR Invalid
  - o STATADDR 00 and Address Change
  - o STATADDR 07 and no name change
  - o STATADDR 15 and no name change

5.2 Resolving Unsuccessful Records

Most of the errors listed on the Match Report will occur only with imported files. General suggestions are listed below to aid in reviewing your Match Report if it has any inconsistencies.

- Check the value of the appropriate status code for the structure, name, or address changes.
  - o If it is invalid check Appendix E for the valid entry that you need.
  - o If it is a valid entry check Appendix E to ensure you have the code that fits the action you are describing. Appendix D also provides diagrams of correct records for each type of administrative entity and outlet structure change if you need more information.
- Obtain the list of prior-year FSCS ID numbers from the Export Files utility under the Tools menu.
- Obtain a list of restorable records from the Export Files utility under the Tools menu.

Appendix E provides further suggestions by message by worksheet with examples to aid in resolving match issues where appropriate.

6   EDIT REPORT

Once you have completed a successful match you must generate the Edit Report by selecting Edit Report from the Reports menu.

Critical edits, listed below, are included on the report. If you encounter any of these you must fix them before you will be able to lock your survey.

Annotations to accompany your Edit Report are also a critical part of your submission. These provide verification and explanations for data that flag edit conditions but are correct. **You must have at least one non-critical edit annotated before you can complete your submission.**

All results of the edits will be displayed in an Excel workbook with multiple worksheets. You can choose to view or save the workbook. Right-click on the workbook link and select 'Open" if you wish to view the results or select "Save Target As" to save to a directory for access later.

6.1   Edit Messages and Conditions

A full list of edits and conditions is in Appendix F. In addition to current and historical edits, the conditions for internal checks conducted by the Census Bureau during edit follow-up are included. The types of edits are listed below:

6.1.1   Current-Year Edits
- Critical edits, i.e. conditions that cannot not exist at the time you wish to use the survey lock to signal the submission of your data consist of the following types of edits: Any –2 value
  - Zero or –1 in any population data element
  - The official state population is less than the unduplicated population
  - Non-response to 100% response items
  - Discrepancies between the number of outlets reported on the administrative entity record and the number of outlet records
  - A subset item is greater than the total (e.g. "Total Circulation" is less than "Circulation of Children's Materials")
  - Any occurrence where a fully reported range of detail data does not equal the reported total
- Other current-year edits
  - Reporting patterns for data elements with detail items where not all items are reported. (e.g., "Total Librarians" and "Total Staff" are reported as equal but "Other Paid Employees" is –1)
  - Inter-item comparison ratios (e.g., "Users of Electronic Resources" is greater than 90% of "Annual Visits")

       ○   Logical (e.g., an individual administrative entity's report period date is before the state's report period start date)
       ○   Magnitude (e.g., "Databases" is greater than 1,000)
       ○   Definitional (e.g., "Print Materials" is zero)

6.1.2   Historical Edits

There are some miscellaneous checks but historic edits compare current-year to prior-year data as follows:

- Prior-year was –1 and current-year is zero
- Prior-year was –1 and current-year is 1
- Prior-year was greater than a calculated value and current-year is zero
- Current-year is greater than a calculated value and prior-year is zero
- Current-year and prior-year have the same value
- Current-year to prior-year ratio is outside a specified range

6.1.3   Internal Edits Preformed at the Census Bureau

- State level
  - Over 65% of a data element was –1 in the prior-year and is reported zero for the current-year
  - Sum of any numeric variable is zero
- Other edits
  - A special summation check for operating expenditures
  - More than 85% non-response for an administrative entity
  - Street address checks
  - Discrepancies in address information between administrative entity and outlet records
  - State abbreviations in the address or city fields
  - Testing inter-item ratios
  - Web address check

6.2   Annotations

Annotations are stored in the database and are applied to the edits when you run the report. You can incorporate annotations into your submission in two ways:

- Import a comma delimited or fixed length file following the Annotation Import File Specifications in Appendix C.
- Import your annotations via the Excel file generated by running the Edit Report. The annotations you entered in the Edit Report will be posted to the annotations table.

However, a current import file will completely replace all previous annotations, i.e., annotations from a previous import are deleted. The best way to ensure losing none of your annotations is to update the most recent Excel edit report that contains all previous annotations. If you choose the other file formats, you should be sure the file contains all of your annotations.

7 SURVEY LOCK

The Survey Lock is located under the Tools menu. The user must verify that they want to lock their data.

The following conditions must be met to lock your data:
- No critical edits are found when the edits are run. (Note: Critical edits are identified on the Edit Report in red. Also, "Critical Edit" is displayed in the edit message.)
- If there are non-critical edits flagged, then at least one annotation is present.

The respondent can perform the following actions after locking:
- View Survey Status
- Export data
- View blank survey form
- Run tables
- View help documents
- Access External Links
- Logout

After survey lock, the application does not allow the respondent to change any data, import files, perform the match routine, or run the Edit Report.

Appendix A – Web Instructions

1. The State Characteristics data must be keyed. Select **View/Key/Update** and **State Char** from the **Tools** menu to create a record for keying. Press the "Save" button to save your data. To print a copy of your state data press the "Print" button.

2. Import or Key Administrative Entity data by selecting **File Import/Log/Delete** or **View/Key/Update** and **AE** from the **Tools** menu. Import errors will be displayed on your computer screen. Review and resolve all import errors, correct your data files and load the revised data files.

   Note: Import errors must be fixed before you can proceed any further.

3. Outlet data are preloaded from last year's file. Minor changes can be made by selecting **View/Key/Update** and **Outlets** from the **Tools** menu. If there are major changes to the data, a new outlet file can be imported by selecting **File Import/Log/Delete** from the **Tools** menu.

4. Select **Run Match Report** from the **Reports** menu after all data have been imported or keyed.

   The Match process will run in a pop-up window. When completed, the Match Report will be available. Although most browsers will let you open the report in the browser window, their implementation of Excel features is usually incomplete. Census recommends saving the workbook to your hard drive in order to write your comments during your review of the reports.

   Note: Match errors must be corrected before you can proceed to editing the data. Correct your data file(s) and re-import the revised data. Some problems can be corrected by using View/Key/Update or Structure Changes. Either is accessible from the Tools menu.

5. Select **Run Edit Report** from the **Reports** menu.

   The Edit process runs like the Match process. Review all of the Edit Worksheets. Fix any critical edit warnings by re-importing corrected data files or keying corrections, and rerun the Edit Report. Annotate any non-critical edit warnings, either in the worksheets or in a separate text file. Then import the annotations by selecting **File Import/Log/Delete** under the **Tools** menu and uploading the annotated spreadsheet or text file.

6. Once you are satisfied with your data, select **Lock Data** from the **Tools** menu.

   Note: Data can only be locked if there are no critical edit warnings, and annotations for non-critical warnings are present.

7. After you have locked your PLS submission, you will not be allowed to change any data. If you need to make revisions, please contact us at **govs.pls@census.gov** or 800-451-6235 and we will unlock your data submission.

Appendix B – Survey Instrument (Data Entry Screens and Data Element Definitions)

State Characteristics Page

Item No.	Item	Current Year	Prior Year
100	Reporting Period Start Date (MM/YYYY)		
101	Reporting Period End Date (MM/YYYY)		
102	Official State Total Population Estimate		
103	Total Unduplicated Population of Legal Service Areas		

Administrative Entity – Name/Addresses

Item No.	Item	Current Year	Prior Year
150	FSCS ID		
151	LIB ID		
152	Library Name		
152a	Name Status		
	Street Address		
153	Address		
153a	Address status		
154	City		
155	ZIP Code		
	Mailing Address		
157	Address		
158	City		
159	ZIP Code		
160	ZIP+4		

Administrative Entity – Other Identification

Item No.	Item	Current Year		Prior Year
161	County			
162	Phone			
163	Web Address			
200	Interlibrary Relationship Code		▽	
201	Legal Basis Code		▽	
202	Administrative Structure Code		▽	
203	FSCS Public Library Definition		▽	
204	Geographic Code		▽	
205	Legal Service Area Boundary Change		▽	
206	Reporting Period Start Date (MM/DD/YYYY)			
207	Reporting Period End Date (MM/DD/YYYY)			

Administrative Entity – Pop/Outlets/Staff

Item No.	Item	Current Year	Prior Year
208	Population of the Legal Service Area		
	Service Outlets		
209	Number of Centrals		
210	Number of Branches		
211	Number of Bookmobiles		
	Paid Staff (Full-Time Equivalent)		
250	ALA-MLS Librarians		
251	Total Librarians		
252	All Other Paid Staff		
253	Total Paid Employees		

Administrative Entity – Operating Revenue

Item No.	Item	Current Year	Prior Year
300	Local Government Operating Revenue		
301	State Government Operating Revenue		
302	Federal Government Operating Revenue		
303	Other Operating Revenue		
304	Total Operating Revenue		

Administrative Entity – Operating Expenditures

Item No.	Item	Current Year	Prior Year
	Staff Expenditures		
350	Salaries and Wages Expenditures		
351	Employee Benefits		
352	Total Staff Expenditures		
	Collection Expenditures		
353	Print Materials Expenditures		
354	Electronic Materials Expenditures		
355	Other Materials Expenditures		
356	Total Collection Expenditures		
357	Other Operating Expenditures		
358	Total Operating Expenditures		

Administrative Entity – Capital

Item No.	Item	Current Year	Prior Year
	Capital Revenue		
400	Local Government Capital Revenue		
401	State Government Capital Revenue		
402	Federal Government Capital Revenue		
403	Other Capital Revenue		
404	Total Capital Revenue		
	Capital Expenditures		
405	Total Capital Expenditures		

Administrative Entity – Library Collections

Item No.	Item	Current Year	Prior Year
450	Print Materials		
451	Electronic Books		
452	Audio		
453	Video		
454	Databases		
455	Current Print Serial Subscriptions		
456	Current Electronic Serial Subscriptions		

Administrative Entity – Service Measures

Item No.	Item	Current Year	Prior Year
500	Public Service Hours Per Year		
501	Library Visits		
502	Reference Transactions		
550	Total Circulation		
551	Children's Circulations		
552	Interlibrary Loans Provided to		
553	Interlibrary Loans Received From		

Administrative Entity – Programs/Other Electronic

Item No.	Item	Current Year	Prior Year
	Library Programs		
600	Total Library Programs		
601	Children's Programs		
602	Total Program Attendance		
603	Children's Program Attendance		
	Other Electronic Information		
650	Internet Terminals Used by the General Public		
651	Users of Electronic Resources Per Year		

Outlets Page

Outlet			
Item No.	Item	Current Year	Prior Year
700	FSCS ID and SEQ		
701	LIB ID		
702	Name		
702a	Name Status		
	Street Address		
703	Address		
703a	Address Status		
704	City		
705	ZIP Code		
706	ZIP+4		
707	County		
708	Phone		
709	Outlet Type Code	▽	
710	Metropolitan Status Code	▽	
711	Square Footage of Outlet		
712	Number of Bookmobiles		

State Characteristics Data Element Definitions

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definition
100	Reporting Period Starting Date	This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.
101	Reporting Period Ending Date	This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.
102	Official State Total Population Estimate	This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.
103	Total Unduplicated Population of Legal Service Areas	This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure. Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WebPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WebPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WebPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately. Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

Administrative Entity Data Element Definitions

Administrative Entity. (This is not a WebPLUS Data Element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

#	Data Element Name	Data Element Definition
150	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
151	LIB ID	This is the state-assigned identification code for the administrative entity.
152	Name	This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the WebPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for WebPLUS.)

Street Address

#	Data Element Name	Data Element Definition
153	Street Address	This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
154	City (of street address)	This is the city or town in which the administrative entity is located.
155	ZIP Code (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
156	ZIP+4 (of street address)	This is the four-digit postal ZIP code extension for the street address of the administrative entity.

Mailing Address

#	Data Element Name	Data Element Definition
157	Mailing Address	This is the mailing address of the administrative entity.
158	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
159	ZIP Code (of mailing address)	This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.
160	ZIP+4 (of mailing address)	This is the four-digit postal ZIP code extension for the mailing address of the administrative entity.
161	County of the Entity	This is the county in which the administrative entity is located.

162	Phone	This is the telephone number of the administrative entity, including area code.
		Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter "–3" (for Not Applicable).
163	Web Address	This is the Web address of the administrative entity. http:/
		Note: If the Administrative Entity has no web address, enter "–3" (for Not Applicable).
200	Interlibrary Relationship Code	Select one of the following:
		HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.
		Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.
		ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.
		NO—Not a Member of a Federation or Cooperative.
201	Legal Basis Code	The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.
		Select one of the following:
		CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.
		CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.
		CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

LD—Library District.   A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

MJ—Multi-jurisdictional.   An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL—Native American Tribal Government.   An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

OT—Other.

| 202 | Administrative Structure Code | This code identifies an autonomous library entity (administrative entity) that has its own governance and funding. |

An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

Select one of the following:

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.   The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

203	FSCS Public Library Definition	Answer <Y>es or <N>o to the following question: "*Does this public library meet all the criteria of the FSCS public library definition?*"

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o.

204	Geographic Code	Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The Population of Legal Service Area (data element #208) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #201). For further clarification of metropolitan area, see Metropolitan Status Code "NC—Metropolitan Area, but Not Within Central City Limits" (data element #710—Outlet Data Element Definitions).

CI1—Municipal Government (city, town or village) (exactly)
CI2—Municipal Government (city, town or village) (most nearly)
CO1—County/Parish (exactly)
CO2—County/Parish (most nearly)
MA1—Metropolitan Area (exactly)
MA2—Metropolitan Area (most nearly)
MC1—Multi-County (exactly)
MC2—Multi-County (most nearly)
SD1—School District (exactly)
SD2—School District (most nearly)
OTH—Other

205	Legal Service Area Boundary Change	Answer <Y>es or <N>o to the following question: "*Did the administrative entity's legal service area boundaries change since last year?*"

Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

206	Reporting Period Starting Date	This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to NCES.

Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

207	Reporting Period Ending Date	This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to NCES.

Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

208	Population of the Legal Service Area	The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.

| 209 | Number of Central Libraries | This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. |

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

| 210 | Number of Branch Libraries | A branch library is an auxiliary unit of an administrative entity which has at least all of the following: |

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

| 211 | Number of Bookmobiles | A bookmobile is a traveling branch library. It consists of at least all of the following: |

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

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

| 250 | ALA-MLS | Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. |

| 251 | Total Librarians | Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #250). |

252   All Other Paid Staff   This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

253   Total Paid Employees   This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252).

OPERATING REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

300   Local Government Revenue   This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

                                    Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

301   State Government Revenue   These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

                                    Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

302   Federal Government   This includes all federal government funds distributed to public
      Revenue   libraries for expenditure by the public libraries, including federal money distributed by the state.

303   Other Operating Revenue   This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

304   Total Operating Revenue   This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

Staff Expenditures

350	Salaries & Wages Expenditures	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
351	Employee Benefits Expenditures	These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
352	Total Staff Expenditures	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

353	Print Materials Expenditures	Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.
354	Electronic Materials Expenditures	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

		Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).
355	Other Materials Expenditures	Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new formats.
356	Total Collection Expenditures	This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355).
357	Other Operating Expenditures	This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356). Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.
358	Total Operating Expenditures	This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).

CAPITAL REVENUE

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

400	Local Government Capital Revenue	Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
401	State Government Capital Revenue	Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
402	Federal Government Capital Revenue	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.

403	Other Capital Revenue	Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
404	Total Capital Revenue	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403). Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

CAPITAL EXPENDITURES

405	Total Capital Expenditures	Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

LIBRARY COLLECTION

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

450	Print Materials	Report a single figure that includes both of the following: 1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

451   Electronic Books (E-Books)   E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

452   Audio   These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

453   Video   These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

454	Databases	Report the number of databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (data element #456). Each database is counted individually even if access to several databases is supported through the same vendor interface.

Current Serial Subscriptions

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.

455	Current Print Serial Subscriptions	Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.
456	Current Electronic Serial Subscriptions	Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), news-papers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

SERVICES

500   Public Service Hours Per Year   This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

501   Library Visits   This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

502   Reference Transactions   A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "*Where are the children's books?*" and "*I'm looking for a book with the call number 811.2G.*"   An example of a question of rules or policies is "*Are you open until 9:00 tonight?*"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

550   Total Circulation

The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

551   Circulation of Children's Materials

The total annual circulation of all children's materials in all formats to all users, including renewals.

INTER-LIBRARY LOANS

552   Provided To

These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

553   Received From

These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figure.

LIBRARY PROGRAMS

600   Total Number of Library Programs

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

601	Number of Children's Programs	A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.
		Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).
		Note: *Output Measures for Public Library Services to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.
602	Total Attendance at Library Programs	This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #600, for the definition of a library program.)
603	Children's Program Attendance	The count of the audience at all programs for which the primary audience is children 14 years and under. Include adults who attend programs intended primarily for children.
		Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #601, for the definition of a children's library program.)

OTHER ELECTRONIC INFORMATION

650	Number of Internet Terminals Used by General Public	Report the number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.

651	Number of Users of Electronic Resources Per Year	Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually, using registration logs.   Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
700	FSCS ID (Automatic Display)	This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
701	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
702	Name	This is the name of the outlet.
		Note: Provide the name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the WebPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for WebPLUS.)
703	Street Address	This is the complete street address of the outlet.
		Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
704	City	This is the city or town in which the outlet is located.
705	ZIP Code	This is the standard five-digit postal ZIP code for the street address of the outlet.
706	ZIP+4	This is the four-digit postal ZIP code extension for the street address of the outlet.
707	County of the Outlet	This is the county in which the outlet is located.
708	Phone	This is the telephone number of the outlet, including area code.
		Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter "–3" (for Not Applicable).

709   Outlet Type Code

An outlet is a unit of an administrative entity that provides direct public library service.

Select one of the following:

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

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

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

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

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

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #710). Alternatively, a bookmobile outlet record may include more than one bookmobile.

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

	Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.
710 Metropolitan Status Code	Select one of the following. Bookmobiles should report the code which best describes their primary service area.
	Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.
	CC—Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.
	NC—Metropolitan Area, but Not Within Central City Limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.
	NO—Not in a Metropolitan Area.
711 Square Footage of Outlet	Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

712   Number of Bookmobiles in the Bookmobile Outlet Record

The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #709). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

Appendix C – Import File Specifications

		Field	
Field Name	**Field Type**	**Length**	**Description**
FSCSKEY	Text	6	NCES assigned identification number
STATSTRU	Text	2	Status of AE record current to prior year
STATNAME	Text	2	Status of LIBNAME current to prior year
STATADDR	Text	2	Status of ADDRESS current to prior year
LINKID	Text	20	User Defined, used to link two or more AE together.
OLDID	Text	6	Old FSCSKEY z
LIBID	Text	20	State assigned identification number **MUST BE UNIQUE.**
LIBNAME	Text	60	Legal Name
ADDRESS	Text	35	Physical Street Address
CITY	Text	20	City
ZIP	Text	5	ZIP
ZIP4	Text	4	ZIP4
ADDRES_M	Text	35	Mailing Address
CITY_M	Text	20	Mailing City
ZIP_M	Text	5	Mailing Zip Code
ZIP4_M	Text	4	Mailing Zip+4 Code
CNTY	Text	20	County
PHONE	Text	10	Phone
WEB_ADDR	Text	80	Web Address
C_RELATN	Text	2	Interlibrary Relationship Code
C_LEGBAS	Text	2	Legal Basis Code
C_ADMIN	Text	2	Administrative Structure Code
C_FSCS	Text	1	FSCS Public Library Definition
GEOCODE	Text	3	Geographic Code
LSABOUND	Text	1	Legal Service Area Boundary Change
STARTDAT	Text	10	Report Period Start Date (mm/dd/yy)
ENDDATE	Text	10	Report Period End Date (mm/dd/yy)
POPU_LSA	Long Integer	9	Population of the Legal Service Area
CENTLIB	Long Integer	3	Number of Central Libraries
BRANLIB	Long Integer	3	Number of Branch Libraries
BKMOB	Long Integer	3	Number of Bookmobiles
MASTER	Double	9	ALA-MLS
LIBRARIA	Double	9	Total Librarians
OTHPAID	Double	9	All Other Paid Staff
TOTSTAFF	Double	10	Total Paid Employees
LOCGVT	Long Integer	9	Local Government Revenue
STGVT	Long Integer	9	State Government Revenue
FEDGVT	Long Integer	9	Federal Government Revenue
OTHINCM	Long Integer	9	Other Revenue
TOTINCM	Long Integer	10	Total Revenue
SALARIES	Long Integer	9	Salaries & Wages Expenditures

The table above is headed by: **Administrative Entity Import File Specifications**

Administrative Entity Import File Specifications			
Field Name	**Field Type**	**Field Length**	**Description**
BENEFIT	Long Integer	9	Employee Benefits Expenditures
STAFFEXP	Long Integer	9	Total Staff Expenditures
PRMATEXP	Long Integer	9	Print Materials Expenditures
ELMATEXP	Long Integer	9	Electronic Materials Expenditures
OTHMATEX	Long Integer	9	Other Materials Expenditures
TOTEXPCO	Long Integer	9	Total Collection Expenditures
OTHOPEXP	Long Integer	9	Other Operating Expenditures
TOTOPEXP	Long Integer	10	Total Operating Expenditures
LCAP_REV	Long Integer	9	Local Government Capital Revenue
SCAP_REV	Long Integer	9	State Government Capital Revenue
FCAP_REV	Long Integer	9	Federal Government Capital Revenue
OCAP_REV	Long Integer	9	Other Capital Revenue
CAP_REV	Long Integer	9	Total Capital Revenue
CAPITAL	Long Integer	9	Total Capital Expenditures
BKVOL	Long Integer	9	Print Materials
EBOOK	Long Integer	9	Electronic Books
AUDIO	Long Integer	9	Audio
VIDEO	Long Integer	9	Video
DATABASE	Long Integer	9	Databases
SUBSCRIP	Long Integer	9	Current Print Serial Subscriptions
ESUBSCRP	Long Integer	9	Current Electronic Serial Subscriptions
HRS_OPEN	Long Integer	9	Public Service Hours Per Year
VISITS	Long Integer	9	Library Visits
REFERENC	Long Integer	9	Reference Transactions
TOTCIR	Long Integer	9	Total Circulation
KIDCIRCL	Long Integer	9	Circulation of Children's Materials
LOANTO	Long Integer	6	Provided To
LOANFM	Long Integer	6	Received From
TOTPRO	Long Integer	9	Total Library Programs
KIDPRO	Long Integer	9	Children's Programs
TOTATTEN	Long Integer	9	Total Program Attendance
KIDATTEN	Long Integer	9	Children's Program Attendance
GPTERMS	Long Integer	6	Internet Terminals Used by General Public
ERES_USR	Long Integer	9	Users of Electronic Resources Per Year

Outlet Import File Specifications			
Field Name	**Field Type**	**Field Length**	**Description**
FSCSKEY	Text	6	NCES assigned identification number
FSCS_SEQ	Text	3	NCES assigned identification number suffix
STATSTRU	Text	2	Status of Outlet record current to prior year
STATNAME	Text	2	Status of LIBNAME current to prior year
STATADDR	Text	2	Status of ADDRESS current to prior year
LINKID	Text	20	User Defined, used to link two or more outlets together.
PARENTID	Text	20	LIBID of parent AE
OLDID	Text	10	Old FSCSKEY – FSCS_SEQ
LIBID	Text	20	State assigned identification number
LIBNAME	Text	60	Legal Name
ADDRESS	Text	35	Physical Street Address
CITY	Text	20	City
ZIP	Text	5	ZIP
ZIP4	Text	4	ZIP4
CNTY	Text	20	County
PHONE	Text	10	Phone
C_ OUT_TY	Text	2	Outlet Type Code
C_MSA	Text	2	Metropolitan Status Code
SQ_FEET	Long Integer	8	Area in Square Footage
L_NUM_BM	Long Integer	2	Number of Bookmobiles

Annotation Import File Specifications			
Field Name	**Field Type**	**Field Length**	**Description**
RECORD_TYPE	Text	4	Entry must always be 'ANNO'
FSCSKEY-FSCS_SEQ	Text	10	NCES assigned identification number with suffix for outlets
EDITID	Text	5	Edit number
COMMENT	Text	255	Respondent annotation

Appendix D – Name, Address, and Structure Changes

In direct data entry, changes to the name and address information for an administrative entity/outlet can be made through the appropriate View/Update/Key screens. Note: If you make a change to either field you must also select the appropriate status code (the codes and their values are listed below) to identify whether the change is an official name change or whether the address change indicated an actual location change. For administrative entities, status code changes are made in survey item 152a – Name Status or item 153a – Address Status. For outlets, status code changes are entered in survey item 702a – Name Status and item 703a – Address Status.

If you are importing your data, the name and address status codes for all administrative entities and outlets should be recorded in the STATNAME and STATADDR fields on the import files.

Name Changes for Administrative Entities and Outlets

Name changes do not require any additional information other than the FSCS ID# information and the code indicating the status (STATNAME) of the field.

No Change from Last Year
- STATNAME is '00'

Official Name Change
- STATNAME is '06'

Preferred Spelling for Library Name
- STATNAME is '14'

Address Changes for Administrative Entities and Outlets

Address changes do not require any additional information other than the FSCS ID# information and the code indicating the status (STATADDR) of the field.

No Change from Last Year
- STATADDR is '00'

Move to New Location
- STATADDR is '07'

Preferred Street Address
- STATADDR is '15'

Administrative Entity Structure Changes

Diagrams are included for each type of structure change to clearly indicate what the fields on the file should contain. The diagrams are only partial representations of the file. An 'X' means that information must be supplied for that field. If the information in that column is not needed for the change, please use '-3' to indicate not applicable.

00 – No Change from Last Year

This simply means that nothing about the library's structure has changed from the previous year. The only information required is the FSCSKEY and STATSTRU.

- FSCSKEY = the prior year FSCSKEY
- STATSTRU = 00
- LINKID = -3
- OLDID = -3

FSCSKEY	STATSTRU	LINKID	OLDID
X	00	-3	-3

Example:

The New York Public Library is still the New York Public Library. The FSCSKEY is provided since the library will be included on the current-year file. No other records are involved so the LINKID is not needed. The OLDID field is not needed since no information is required for the historical tracking.

The record appears as follows:

FSCSKEY	STATSTRU	LINKID	OLDID
NY0778	00	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

01 – Existing Administrative Entity Absorbs Another Administrative Entity (Adoption)

When one or more administrative entities is no longer functioning independently and now operates as part of an existing administrative entity, the LINKID is required so that we can identify which records are involved. At least two records must exist for a valid adoption to occur.

Note: All outlet records for an adopted administrative entity must be dispatched. Please see the section on preparing outlet import files for details. Options for the existing outlets are:
- **Adopted by another outlet of the adopting or a different parent administrative entity**
- **Closed**
- **Moved to another administrative entity**

For the record that is 'adopting' other administrative entities:
- FSCSKEY = the prior year FSCSKEY
- STATSTRU = 01
- LINKID is user defined but must be the same as the adopted entity
- OLDID = -3

For the record(s) being 'adopted':
- FSCSKEY = -3
- STATSTRU = 01
- LINKID is user defined but must be the same as the adopting entity
- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
Adopting	X	01	X	-3
Adopted	-3	01	X	X

Example:

The Hershey Public Library and the Middletown Public Library operated under the administrative entity of the Dauphin County Library System to form one county library in FY 2005.

Three records are required to adequately resolve the match. The record for Dauphin should contain the current year data because this is the currently active administrative entity. The other two administrative entities will not be included on the final release files but will be maintained on the WebPLUS file so the structure change must be properly tracked.

The resulting records appear as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Dauphin	PA0222	01	PA1	-3
Hershey	-3	01	PA1	PA0221
Middletown	-3	01	PA1	PA0223

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

02 – Newly Created Administrative Entity (Birth)

When a completely new library has opened in the current year we track that as a birth.

We need the following information in the following fields:

- FSCSKEY = -3
- STATSTRU = 02
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	02	-3	-3

Since the FSCSKEY has not been assigned there is no information for the respondent to provide. Adding a new record for a new library does not involve another library so the LINKID is unnecessary. Since this is a new record, no OLDID exists from the previous year file.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

03 – Closed   (Death)

If an administrative entity closed in the current year we track the change simply with the STATSTRU = 03. The record should include the following information:

- FSCSKEY = -3
- STATSTRU = 03
- LINKID = -3
- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
Closed AE	-3	03	-3	X

Example:

The River Bluffs Regional Library did not operate in FY 2005. The FSCSKEY is not included on the record because it will not be included in the current-year. There is no other record involved so the LINKID is not needed. However, the historical file needs to be updated so the FSCSKEY from the prior year must be supplied in the OLDID field.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
River Bluffs	-3	03	-3	MO0148

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

04 – Move Outlet to a Newly Created Administrative Entity (Divorce)

If an outlet has broken away from a parent administrative entity to form its own independent library we must create a parent administrative entity record to establish the new FSCSKEY.
.
   Note: Please see instructions for Outlet Structure Changes to create the outlet record.

- FSCSKEY = -3
- STATSTRU = 04
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	04	-3	-3

Example:

The Chino Valley Public Library left the Yavapai County Library administration to form an autonomous entity. A record with the current-year data should be on the file for administrative entities.

The FSCSKEY is not yet assigned, there is no OLDID, and the LINKID is not relevant since no other records are involved. Therefore these fields should have nothing but '-3'.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

05 – Merge Two or More Administrative Entities to Form a New Library (Marriage)

When two or more administrative entities merge into a newly formed library at least three records should exist on the file. One includes information for the new library and current year data. Additionally, at least two records must exist for the libraries that will be forming the new library.

Note: Outlet records for merged administrative entities must be dispatched. Please see the section on preparing outlet import files for details. Options for the existing outlets are:
- o **Adopted by another outlet of a different parent administrative entity**
- o **Closed**
- o **Merged to another administrative entity**
- o **Moved to another administrative entity**

New administrative entity (New AE):
- FSCSKEY = -3
- STATSTRU = 05
- LINKID is the same as the LINKID for the records (below) that are merging.
- OLDID = -3

Two (or more) administrative entities that are merging out of existence (Old AEs):
- FSCSKEY = -3
- STATSTRU = 05
- LINKID is the same as the LINKID of the New AE.
- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	05	X	-3
Old AE	-3	05	X	X
Old AE	-3	05	X	X

Example:

The Bloomfield Public Library, Aztec Public Library, and Farmington Public Library dissolved as administrative entities and formed a wholly new administrative entity under the name of the San Juan Public Library in FY 2005. This change requires four records to process. One record will contain all the information for the new San Juan Public Library along with the current year data. Each of the administrative entities that are no longer in operation must be included with the same LINKID as the new record. A new FSCSKEY must be assigned to the new library so that field is not applicable. The OLDID field is valid only for the previously existing records.

	FSCSKEY	STATSTRU	LINKID	OLDID
San Juan	-3	05	NM1	-3
Bloomfield	-3	05	NM1	NM0074
Aztec	-3	05	NM1	NM0004
Farmington	-3	05	NM1	NM0014

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

08 – Restore/Undo Was a 03 (Reopen a Closed Administrative Entity)

If a library was closed for a time and is reopening you want to keep the previously assigned FSCSKEY identification number. You can obtain a list of administrative entities that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEYs with historical code of 03 to find the correct identification number for your record.

- FSCSKEY = FSCSKEY from the list of previously closed entities
- STATSTRU = 08
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
Restored AE	X	08	-3	-3

Example:

The Old Harbor Library reopened in FY 2005 and needs to be included on the data file. Since the administrative entity existed previously we want to maintain the FSCSKEY so that needs to be entered on the record. The LINKID field is not necessary because no other records are involved. The OLDID is not needed because the record will be on the current-year file.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Old Harbor	AK0108	08	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

09 – Restore/Undo Was a 10 (Undo a Deleted Administrative Entity)

Libraries removed from the survey for other reasons than a closure can also be restored. You can obtain a list of administrative entities that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEYs with historical code of 10 to find the correct identification number for your record.

- FSCSKEY = the FSCSKEY from the list of previously deleted entities
- STATSTRU = 09
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
Restored AE	X	09	-3	-3

Example:

The Winding Rivers Library System should be included in the current year submission but was deleted previously. Since the administrative entity existed at one time the FSCSKEY should be used for the current-year file. The LINKID field is not necessary because no other records are involved. The OLDID is not needed because the record will be on the current-year file.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Winding Rivers	WI9013	09	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

10 – Delete an Incorrect Record

If a library record should not be on the survey, include a record on the file with the following information to indicate the record is no longer on the file:

- FSCSKEY = -3
- STATSTRU = 10
- LINKID = -3
- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
Deleted AE	-3	10	-3	X

Example:

The Scotia Public Library was removed from the survey. The FSCSKEY field is not applicable because the record will not be on the current-year file. There is no other record involved so the LINKID is not necessary. The OLDID field must contain the FSCSKEY from the prior year file in order to update the historical file.

The resulting record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Scotia	-3	10	-3	NE9038

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

13 – Add an Existing Administrative Entity Not Previously Reported

To add a library that is not brand new but now meets the FSCS requirements for a public library we require the following information:

- FSCSKEY = -3
- STATSTRU = 13
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	13	-3	-3

Since the FSCSKEY has not been assigned the respondent has no information to provide. Adding a new record for a library does not involve another library so the LINKID is unnecessary. And again, because it is a new record, the OLDID field is not needed.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

Outlet Structure Changes

Diagrams are included for each type of structure change to clearly indicate what the fields on the file should contain. The diagrams are only partial representations of the file. An 'X' means that information must be supplied for that field. If the information in that column is not needed for the change, please use '-3' to indicate not applicable.

00 – No Change from Last Year

This simply means that nothing about the outlet's structure has changed from the previous year. The only information required is the FSCSKEY, FSCS_SEQ and STATSTRU.

- FSCSKEY = the prior year FSCSKEY
- FSCS_SEQ = the prior year FSCS_SEQ
- STATSTRU = 00
- LINKID = -3
- PARENTID = -3
- OLDID is = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Outlet	X	X	00	-3	-3	-3

Example:

The Greenbrier County library operated in FY 2005 just as it did the prior year. The FSCSKEY is provided since the outlet will be included on the current-year file. No other records are involved so the LINKID is not needed. The PARENTID is not necessary since the FSCSKEY will associate the outlet with the correct administrative entity record. The OLDID field is not needed since no information is required for the historical tracking.

The resulting record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Greenbrier	WV0082	002	00	-3	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

01 –Existing Outlet Absorbs Another Outlet (Adoption)

If one or more outlets no longer function independently and now operates as part of another existing outlet, we require the following information for the records involved, i.e., you should have at least 2 records.

Outlet 'adopting' one or more outlets:
- FSCSKEY = the prior year FSCSKEY
- FSCS_SEQ = the prior year FSCS_SEQ
- STATSTRU = 01
- LINKID is the same as the LINKID of the outlet that it is being absorbed.
- PARENTID = the LIBID of the parent administrative entity
- OLDID = -3

Outlet(s) being 'adopted':
- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 01
- LINKID is the same as the LINKID of the existing outlet
- PARENTID = -3
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Adopting	X	X	01	X	-3	-3
Adopted	-3	-3	01	X	-3	X

Example:

The Ira Township Library moved its collection to the Yale Public Library and did not operate in FY 2005. Since the Yale Public Library was open a current year record should be included on the outlet file with the same FSCSKEY/FSCS_SEQ as the prior year. The LINKID is required for both outlet records to make the appropriate connection. The PARENTID is not necessary for either record. Yale has FSCSKEY value as an active outlet that associates it with the parent record and Ira Township will not be on the current-year file. The OLDID is required for Ira Township in order to make the necessary updates to the historical table.

The resulting records appear as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Yale	MI0321	011	01	MI01	-3	-3
Ira	-3	-3	01	MI01	-3	MI0321-006

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

02 – Newly Created Outlet (Birth)

When a completely new library has opened in the current year we track that as a birth. We need the following information in the following fields:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 02
- LINKID = -3
- PARENTID = LIBID of the parent administrative entity
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	-3	-3	02	-3	X	-3

Example:

The Oneida County District added a bookmobile. While the FSCSKEY exists for the parent administrative entity the sequence number (FSCS_SEQ) needs to be assigned. The LINKID is not necessary because no other record is involved. The PARENTID must be the LIBID of the parent administrative entity to determine the FSCSKEY and next available sequence number. An OLDID does not exist.

The resulting record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Oneida	-3	-3	02	-3	IDMA	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

03 – Closed   (Death)

If an outlet is closed in the current year we track the change simply with the STATSTRU = 03.
Include a record on the file with the following information:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 03
- LINKID = -3
- PARENTID = -3
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Closed Outlet	-3	-3	03	-3	-3	X

Example:

The Kitsap Regional Library stopped its bookmobile service. Since the bookmobile outlet will not
be on the current-year file the FSCSKEY and FSCS_SEQ fields are not needed. No other record
is involved so the LINKID is not needed. The PARENTID field is also not needed. The OLDID is
required for historical tracking.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Kitsap	-3	-3	03	-3	-3	WA0060-012

**NOTE: If you are preparing an import file, it is important to remember that you cannot
have any empty or blank fields on your file. Fill all non-applicable fields with –3.**

04 – Move Outlet to Newly Created Administrative Entity (Divorce)

If an outlet has broken away from a parent administrative entity to form its own independent
library we require the following information on the outlet file:

Note: Please see instructions for Administrative Entity Structure Changes for creating the
record for the parent.

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 04
- LINKID = -3
- PARENTID = the LIBID of the administrative entity above.
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Moved Outlet	-3	-3	04	-3	X	X

Example:

The Chino Valley Public Library left the Yavapai County Library administration to form an
autonomous entity. A new FSCSKEY and FSCS_SEQ must be assigned and so are not required
on the record. The LINKID is not needed because there is only one record involved. The
PARENTID must be the LIB ID of the parent administrative entity so that the outlet is associated
with the correct parent record. The OLDID field is needed to track the historical change.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Chino Valley	-3	-3	04	-3	CHINO	AZ0146-002

**NOTE: If you are preparing an import file, it is important to remember that you cannot
have any empty or blank fields on your file. Fill all non-applicable fields with –3.**

05 – Merge Two or More Outlets to Form a New Outlet (Marriage)

When two or more outlets merge into a newly formed library you should include a record for the new library that contains the current year data as well as records for the outlets that are merging, i.e., you should have at least three records. We require the following information:

New outlet:
- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 05
- LINKID = the LINKID of the outlets that are merging.
- PARENTID = the LIBID of parent administrative entity
- OLDID = -3

Two (or more) outlets that are merging out of existence:
- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 05
- LINKID = the LINKID of the new outlet
- PARENTID = -3
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	-3	-3	05	X	X	-3
Old Outlet	-3	-3	05	X	-3	X
Old Outlet	-3	-3	05	X	-3	X

Example:

The Cimarron City Library consolidated all of its collection into a new central facility in the county. A record for the new outlet with the current-year information must be on the file and a record for each of the outlets that will be closing as a result of the merge. The FSCSKEY and FSCS_SEQ fields will be assigned. The LINKID ensures that the correct records are included in the structure change. The PARENTID is required for the new record only. The LIB ID of the administrative entity provides the association to the correct parent record. The OLDID is required for the old outlet records for historical tracking.

The records appear as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Gray County	-3	-3	05	KS1	KS0048	-3
Cimarron City 1	-3	-3	05	KS1	-3	KS0299-002
Cimarron City 2	-3	-3	05	KS1	-3	KS0299-004
Cimarron City 3	-3	-3	05	KS1	-3	KS0299-005

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

08 – Restore/Undo Was a 03 (Reopen a Closed Outlet)

If a library was closed for a time and is reopening you want to keep the previously assigned FSCSKEY/FSCS_SEQ identification number. You can obtain a list of outlets that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEY/FSCS_SEQ with historical code of '03' to find the correct identification number for your record.

- FSCSKEY = FSCSKEY from the list of previously closed entities
- FSCS_SEQ = FSCS_SEQ from the list of previously closed entities for the FSCSKEY
- STATSTRU = 08
- LINKID = -3
- PARENTID = -3
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Restored Outlet	X	X	08	-3	-3	-3

Example:

The Old Harbor library is restored on the administrative entity file and so the outlet record is also restored. The FSCSKEY and FSCS_SEQ fields are required because the record will be on the current-year file. The LINKID is not needed because no other records are involved. The PARENTID is not needed because the outlet can be associated to the parent record from the FSCSKEY field. The OLDID is also not needed.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Old Harbor	AK0108	002	08	-3	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

09 – Restore/Undo Was a 10 (Undo a Deleted Outlet)

Libraries removed from the survey for other reasons than a closure can also be restored. You can obtain a list of outlets that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEY/FSCS_SEQ with historical code of 10 to find the correct identification number for your record.

- FSCSKEY = the FSCSKEY from the list of previously deleted outlet records
- FSCS_SEQ = the FSCS_SEQ from the list of previously deleted outlets for the FSCSKEY
- STATSTRU = 09
- LINKID = -3
- PARENTID = -3
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Restored Outlet	X	X	09	-3	-3	-3

Example:

The Winding River Library System was restored to the administrative entity file and the outlet should also be restored. The FSCSKEY and FSCS_SEQ fields are required since it will be on the current-year file. The LINKID field is not necessary because no other records are involved. The PARENTID is not necessary because the FSCSKEY provides the association to the parent record. The OLDID is also not needed.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Winding River	WI9013	003	09	-3	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

10 – Delete an Incorrect Record

If a library record should not be on the survey, include a record on the file with the following information to indicate the record is no longer on the file:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 10
- LINKID = -3
- PARENTID = -3
- OLDID = the prior year FSCSKEY/FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Deleted Outlet	-3	-3	10	-3	-3	X

Example:

The Scotia Public Library was removed from the survey. The FSCSKEY and FSCS_SEQ fields are not applicable because the record will not be on the current-year file. There is no other record involved so the LINKID is not necessary. The OLDID field must contain the FSCSKEY/FSCS_SEQ from the prior year file in order to update the historical file.

The resulting record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Scotia	-3	-3	10	-3	-3	NE9038-001

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

11 – Outlet Moves to Different Previously Existing Administrative Entity

If an outlet comes under the jurisdiction of another administrative entity that currently exists we require the following information:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 11
- LINKID = -3
- PARENTID = the LIBID of the parent administrative entity the outlet is moving
- OLDID = the prior year FSCSKEY-FSCS_SEQ, e.g. AL0002-002

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Moved Outlet	-3	-3	11	-3	X	X

Example:

Going back to the merge example for administrative entities where the Bloomfield, Aztec, and Farmington Public libraries merged to form a county library we need to resolve the outlets. For simplicity we'll say that all of the outlets will be operating under the newly created administrative entity called San Juan Public Library. The FSCSKEY and FSCS_SEQ fields will be assigned by the application. The LINKID is not necessary because even though there are several records they are processed independently in this structure change. The PARENTID is the LIB ID of the new San Juan Public Library so that the outlets can be associated with the correct parent record. The OLDID field is necessary for historical tracking.

The records appear as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Bloomfield	-3	-3	11	-3	SANJUAN	NM0074-002
Aztec	-3	-3	11	-3	SANJUAN	NM0004-002
Farmington	-3	-3	11	-3	SANJUAN	NM0014-002
Shiprock	-3	-3	11	-3	SANJUAN	NM0014-005

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

13 – Add an Existing Outlet Not Previously Reported

To add an outlet that is not brand new but now meets the FSCS definition for a public library, we require the following information:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 13
- LINKID = -3
- PARENTID = the LIBID of the parent administrative entity
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	-3	-3	13	-3	103-445	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with –3.

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Appendix E – Resolving the Match Report

Resolving the Match Report by Worksheet by Message

The suggestions in this section are intended as additional information if the general suggestions in Chapter 5 for resolving your Match Report are inadequate. Other than the message for an invalid status code, these instructions will assume that the status code for any action is correct for the record.

I.   Admin Single

Each record has a message to indicate the type of problem the must be resolved.

A. INVALID Status Code

The only valid entries for the STATSTRU field on the administrative entity file are:

1. "00" – no change

2. "01" – one administrative entity or outlet absorbs one or more administrative entities or outlets (adoption)

3. "02" – new

4. "03" – closed

5. "04" – outlet forms independent administrative entity

6. "05" – two administrative entities or outlets merged into a new library (marriage)

7. "08" – previously closed administrative entity or outlet is restored

8. "09" – previously omitted administrative entity or outlet is restored

9. "10" – an administrative entity or outlet is removed from the survey

10. "13" – a previously existing library is added to the survey for the first time

B. This AE was not on the PY file

Any entry in the FSCSKEY or OLDID fields must have a corresponding record on the prior-year file. You can obtain a prior-year file from the Export Files utility under the Tools menu.

Possible solutions:

1. A record was included on the current-year file in error and should be removed.

2. The FSCSKEY or OLDID entry is incorrect.

Example:

The Beaver County Public Library System closed for the current-year. The prior-year FSCS ID# for the administrative entity is OK0010. That information was entered incorrectly in the OLDID field.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK1010

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0010

.

C. This AE was reported last year, but is missing on the CY file

An administrative entity was on the survey in the last collection but is not included on the current file.

Possible solutions:

1. The record was omitted. Add a record to the current file with an appropriate status code.
   a) If the administrative entity is still active the status code is "00".
   b) If it is inactive possible status codes are "01", "03", "05", or '10'.

2. The entry in either the FSCSKEY or OLDID field is incorrect. Check the prior-year file to ensure you have the same FSCS ID# information for the administrative entity name listed**.**

Example:

The Beaver County Public Library System record will appear twice on the worksheet. The prior-year FSCS ID appears to be missing because it was entered incorrectly in the OLDID field.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK1010

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0010

D. FSCSKEY cannot be -3 for STATUS ("00", "08, or "09") Records

You must supply FSCS ID# information for all records that will be included on the current-year file.

Example:

The Stillwater Public Library is being restored to the survey but the FSCSKEY information is missing.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	08	-3	OK0089

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0089	08	-3	-3

.

E. FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", or "13") Records

1. New records are identified by status codes "02", "04", "05" for a newly created administrative entity from a merge, and "13". Because the FSCS ID# has not been assigned, no information for that field exists. The only appropriate entry is "-3" for records with these codes.

   Example:

   The Sentinel Public Library is no longer operating under the Western Plains Library System (FSCS ID OK0024) and is forming a new administrative entity. The FSCSKEY field should not be completed as it does not yet exist for the newly formed entity.

FSCSKEY	STATSTRU	LINKID	OLDID
OK0024	04	-3	-3

   Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	04	-3	-3

2. Inactive records that are excluded from the current-year are "01' for an administrative entity that is being adopted by another, "03", "10", and "05" where existing administrative entities are forming a new administrative entity. All FSCS ID information is required in the OLDID field.

   Example:

   The Medford Public Library is closed for the current processing year so the FSCSKEY entry should be in the OLDID field.

FSCSKEY	STATSTRU	LINKID	OLDID
OK0063	03	-3	-3

   Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0063

F. LINKID cannot be -3 for STATUS ("01" or "05") Records

Adoptions and marriages are structure changes that involve more than one administrative entity record. In order to process the records correctly the LINKID field must be the same for all associated records.

You must identify the associated records and enter the proper LINKID value.

Example:

The Frederick Public Library and the Grandfield Public Library merged to form a new Tillman County Public Library. When the record for the new administrative entity was added to the file, the LINKID was omitted.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	05	OK4	OK0038
-3	05	OK4	OK0040
-3	05	-3	-3

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	05	OK4	OK0038
-3	05	OK4	OK0040
-3	05	OK4	-3

.

**G. LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", or "13")
Records**

The LINKID field is only required when two or more records are affected by the same
structure change. Any records with the listed values for STATSTRU must have the
LINKID field as -3.

Example:

The Vinita Public Library is closed for the current-year. This does not involve another
administrative entity so the LINKID is unnecessary.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	OK0094	OK0094

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0094

H. OLIDID cannot be –3 for STATUS ("03" or "10") Records

Records that will not be on the current-year administrative entity file must provide the OLDID field value for historical tracking purposes.

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I.   OLDID must be -3 for STATUS ("00", "02", "04", "08", "09", or "13") Records

The OLDID is not appropriate for records included on the current-year file. Any record with the listed values for STATSTRU must have the OLDID field set to -3.

Example:

The Oilton Public Library is reopening and must be restored to the survey. The OLDID field was mistakenly filled with the FSCS ID# that should be in the FSCSKEY field.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	08	-3	OK0072

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0072	05	-3	-3

J. Cannot restore AE, there is no old AE with STATUS ("03" or "10")

Each restore code specifically relates to the type of delete action that originally removed the record from the survey. If the current record is truly a restore, refer to the file of eligible restore records to determine the correct status code to restore the record to the survey.

Example:

The Elgin Community Library was temporarily closed and is now ready to reopen. The record is on the historical table with a code of '03' so the correct restore code is '08'.

FSCSKEY	STATSTRU	LINKID	OLDID
OK0115	09	-3	-3

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0115	08	-3	-3

.

K. Admin record does not have any outlets

Every administrative entity must be associated with at least one outlet record.

Possible solutions:

1. Check the outlet file to determine if record(s) are missing from the file
    a) If the administrative record was added or restored to the current-year file but the outlets were omitted either add or restore the records as appropriate.
    b) If the records were removed from the file through a structure change, e.g. adopted by another administrative entity or merged with another outlet:
        (1) If the action is correct, remove the administrative entity record with the appropriate structure change.
        (2) If the action is not correct:
            (a) Fix the outlet record, import, and rerun the match
            (b) Reset the outlet record through the Structure Change option from the Tools menu.
    c) If the records were omitted from the file:
        (1) Add the record to the import file, input again, and re-run the match.
        (2) Add the record to the database through the Structure Change option from the Tools menu.

2. If the appropriate record or records are on the outlet file:
    a) For a new outlet, check the PARENTID field to be sure it is the same as the LIBID of the parent administrative entity.
    b) For restored or prior-year outlets, check the FSCSKEY field to be sure it is correct.

II.   Admin Multi

This worksheet lists all records associated by the LINKID in structure changes that involve more than one administrative entity. Only one message will be provided for each set of associated records because more than one record may require attention.

A. All FSCSKEYs and OLDIDs must be Unique (unless -3)

The FSCS identification information is unique for every administrative entity record whether it is active or inactive. The OLDID is the FSCSKEY from prior-years and must be uniquely referenced on the current-year file.

Example:

This record has the same value for the FSCSKEY and OLDID fields. Since the status code is "00" for this example, the OLDID field should be "-3".

FSCSKEY	STATSTRU	LINKID	OLDID
OK0003	00	-3	OK0003

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0003	00	-3	-3

B. All LIBIDs must be UNIQUE for AE records

The LIBID field is used to associate outlet records with the parent administrative entity and therefore must not be duplicated on the administrative entity file.

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C. These records do not comply with the rules for Adoption

An adoption occurs when two or more administrative entities merge but one of them remains on the current file. These records **must** share the same **LINKID** value so that the correct ones are processed together. The information required is different for the record that will be on the current file than for the record(s) that will be excluded.

Refer to Appendix D for diagrams illustrating how the records should be constructed.

Possible solutions:

1. If your Match Report shows only one record with status "01"

    a) If a record is missing you must include the record(s) for the other administrative entities involved.
    b) If the LINKID is missing on another record in your file you must correct it.

2. If two or more records have the same LINKID but the status codes are not all "01", determine if the records listed are supposed to be associated.

    a) If they are not and the status code is correct, change the value of the LINKID field to "-3".

    b) If they are, change the status code to "01"

3. If two or more records exist on the current file with the same LINKID and status "01" you must examine the individual records to determine the problem.

4. The record that will remain on the file:

    a) The FSCSKEY must exist on the prior year file.

    b) The OLDID must be "-3".

5. The record(s) not left on the file:

    a) The FSCSKEY must be "-3".

    b) The OLDID must exist on the prior-year file.

D. These records do not comply with the rules for Marriage

A marriage occurs when two or more administrative entities merge to create a wholly new administrative entity. This is different from the adoption structure change because a record must be on the file that contains the data for the newly formed administrative entity. All of the records **must** share the same **LINKID** value so that the correct ones are processed together. Different information is required for each record to determine which is the new administrative entity record and which are being removed from the survey.

Refer to Appendix D for diagrams illustrating how the records should be constructed.

Possible solutions:

1. If your Match Report shows less than three records with status code "05"

    a) If any records are missing you must add them to the file.

    b) If the LINKID is missing on one or more records you must add it to the appropriate administrative entities.

2. If three or more records share the same LINKID but the status codes are not "05" for all, determine if the records listed are supposed to be associated.

    a) Change the LINKID to "-3" if they are not associated and the status codes are correct.

    b) Change the status code to "05" if the records are associated.

3. If three or more records exist on the current file with the same LINKID and status "05" you must examine the individual records to determine the problem.

    a) The record that will be created for the current file

        (1) The FSCSKEY must be "-3".

        (2) The OLDID must be"-3".

    b) The records not remaining on the file

        (1) The FSCSKEY must be "-3".

        (2) The OLDID must exist on the prior-year file.

III.   Outlet Single

Each record has a message to indicate the type of problem the must be resolved.

A. INVALID Status Code

The only valid entries for the STATSTRU field on the outlet file are:

1. "00" – no change

2. "01" – one administrative entity or outlet absorbs one or more administrative entities or outlets (adoption)

3. "02" – new

4. "03" – closed

5. "04" – outlet forms independent administrative entity

6. "05" – two administrative entities or outlets merged into a new library (marriage)

7. "08" – previously closed administrative entity or outlet is restored

8. "09" – previously omitted administrative entity or outlet is restored

9. "10" – an administrative entity or outlet is removed from the survey

10. "11" – an outlet moves to a different parent administrative entity

11. "13" – a previously existing library is added to the survey for the first time

B. This Outlet was not on the PY file

Any entry in the FSCSKEY-FSCS_SEQ or OLDID fields must have a corresponding record on the prior-year file. You can obtain a prior-year file from the Export Files utility under the Tools menu.

Possible solutions:

1. A record was included on the current-year file in error and should be removed.

2. The FSCSKEY-FSCS_SEQ or OLDID entry is incorrect. Check the prior-year file to make corrections.

Example:

The Tulsa City-County Library System outlet was previously closed. The record is a legitimate restore candidate so if it is to remain on the file the value for STATSTRU should be '03'.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0093	022	00	-3	-3	-3

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0093	022	03	-3	-3	-3

.

C. This Outlet was reported last year, but is missing on the CY file

An outlet was on the survey in the last collection but is not included on the current file.

Possible solutions:

1. The entry in either the FSCSKEY-FSCS_SEQ or OLDID field is incorrect. Check the prior-year file to ensure you have the same FSCS ID# information for the outlet name listed.

2. The record was omitted. Add a record to the current file with an appropriate status code.

    a) If the outlet is still active the status code is "00".

    b) If it is inactive possible status codes are "01", "03", "05", or '10'.

Example:

The Alva Public Library (OK0003-002) is being adopted by another outlet. The OLDID field is not correct and so the record appears to be unaccounted from the previous year.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	01	OK1	-3	OK003-002

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	01	OK1	-3	OK0003-002

D. FSCSKEY cannot be -3 for STATUS ("00", "08", or "09") Records or FSCS_SEQ cannot be -3 for STATUS ("00", "08", or "09") Records

You must supply FSCS ID# information for all records that will be included on the current-year file.

Example:

The Newcastle Public Library appears missing from the file because no FSCS ID information was provided. If the value for STATSTRU is correct, check the prior-year file for the required information.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	00	-3	-3	-3

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0070	004	00	-3	-3	-3

.

E. FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", "11", or "13")
Records or FSCS_SEQ must be -3 for STATUS ("02", "03", "04", "05", "10",
"11", or "13") Records

1. New records are identified by status codes "02", "04", "05 for a newly created outlet from a merge, "11", and "13". Because the FSCS ID# has not been assigned, no information for that field exists. The only appropriate entry is "-3" for records with these codes.

   Example:

   The Ardmore Public Library central outlet is going to move to the Chickasaw Regional Library System. Even though the FSCS ID information is available for Chickasaw, the software must still assign the sequence number.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0007	-3	11	-3	1	OK0006-002

   Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	11	-3	1	OK0006-002

2. Inactive records that are excluded from the current-year are "03", "05" where existing outlets are forming a new outlet, and "10". Any FSCS ID information is required in the OLDID field.

   Example:

   The Walters Public Library central outlet (OK0096-002) is merging with the Watonga Public Library central outlet (OK0097-0002). The FSCS ID information for these records is appropriate for the OLDID field.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0096	002	05	OK55	-3	-3
OK0097	002	05	OK55	-3	-3

   Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	05	OK55	-3	OK0096-002
-3	-3	05	OK55	-3	OK0097-002

F. LINKID cannot be -3 for STATUS ("01" or "05") Records

Adoptions and marriages are structure changes that involve more than one outlet record. In order to process the records correctly the LINKID field must be the same for all associated records.

You must identify the associated records and enter the proper LINKID value.

Example:

The Chelsea Public Library outlet record indicates that it is merging with another outlet but provides no information on the records involved in the structure change.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	05	-3	-3	OK0019-002

Corrected:

With the LINKID provide the other two records involved in the structured change can be identified.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	05	OK50	BOONE	-3
-3	-3	05	OK50	-3	OK0019-002
-3	-3	05	OK50	-3	OK0020-002

.

G. LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", "11", or "13") Records

The LINKID field is only required when two or more records are affected by the same structure change. Any records with the listed values for STATSTRU must have the LINKID field as -3.

Example:

The Florence Park Library central outlet is reopening after renovations are complete. No other outlets are required for this structure change so there is no need for a LINKID.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0093	008	08	FLO	-3	-3

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0093	008	08	-3	-3	-3

H. OLDID cannot be -3 for STATUS ("03", "04", "10", or "11") Records

Records that will not be on the current-year outlet file must provide the OLDID field value for historical tracking purposes.

Example:

The Seiling Public Library is no longer a branch of the Western Plains Library System and is now a branch of the Watonga Public Library. The outlet record will require new FSCS ID information based on the PARENTID provided for Watonga and the OLDID information is required for historical update.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0024	006	11	-3	98	-3

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	11	-3	98	OK0024-006

I. OLDID must be -3 for STATUS ("00", "02", "08", "09", or "13") Records

Records that will be on the current-year outlet file do not require OLDID information.

Example:

The Hollis Public Library is not undergoing any structural change for the current-year. The only identification information needed is the FSCS ID fields.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0002	002	00	-3	-3	OK0002-002

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0002	002	00	-3	-3	-3

.

J. PARENTID cannot be -3 for STATUS ("02", "04", "11", or "13") Records

The PARENTID is the field that links the outlet to the correct parent administrative entity. It is defined as the LIBID of the parent record and must be provided when outlets are added to the file or moving to a new parent.

Example:

The Davis Public Library is no longer a branch of the Chickasaw Regional Library System forming an independent administrative entity. New FSCS ID information will have to be assigned to the outlet record and the new parent administrative entity record. The PARENTID must be provided in order to associate the correct outlet and administrative entity records.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	04	-3	-3	OK0007-013

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	04	-3	138	OK0007-013

K. PARENTID must be -3 for STATUS ("00", "01", "03", "08", "09", or "10") Records

Since the FSCS ID# information is required for these status record types. The PARENTID is not needed to identify the parent administrative entity.

Example:

The Pond Creek City Library is being restored to the current-year file. Restored outlet records must provide the FSCS ID information and can be associated to the corrected parent administrative entity record. The PARENTID field is not required.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0108	002	08	-3	POND	-3

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0108	002	08	-3	-3	-3

.

L. Cannot restore AE, there is no old AE with STATUS ("03" or "10")

Each restore code specifically relates to the type of delete action that originally removed the record from the survey. If the current record is truly a restore, refer to the file of eligible restore records to determine the correct status code to restore the record to the survey.

Example:

The Kansas Public Library was previously closed and is now reopening. The appropriate restore code for a closed outlet is "08".

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK8001	001	09	-3	-3	-3

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK8001	001	08	-3	-3	-3

M. Outlet Record is not on the AE file

Every outlet record must have an active parent administrative entity record on the current-year file.

Possible solutions:

1. If the outlet record is active for the current-year under the FSCS ID information provided:

    a) The parent administrative entity may require correction in order to be processed as a current-year record.

    b) If the administrative entity record is missing from the current-year file, add it ensuring that it is coded properly for current processing.

2. If the outlet record is NOT active for the current-year under the FSCS ID information provided:

    a) Correct the FSCS ID information if appropriate.

    b) Remove the outlet record from the file.

.

N. PARENTID is not on the AE File

The PARENTID is the field that links the outlet to the correct parent administrative entity. It is defined as the LIBID of the parent record and must be provided when outlets are added to the file or moving to a new parent.

Possible solutions:

1) If the administrative entity record is missing add it to the file making sure that the LIBID entry matches the PARENTID entry on the outlet record.

2) If the administrative entity record is present, make sure the LIBID and PARENTID fields match.

IV. Outlet Multi

This worksheet lists all records associated by the LINKID in structure changes that involve more than one outlet. Only one message will be provided for each set of associated records because more than one record may require attention.

A. All FSCSKEYs and OLDIDs must be Unique (unless -3)

The FSCS ID information is unique for every outlet record whether it is active or inactive. The OLDID is the FSCSKEY from prior-years and must be uniquely referenced on the current-year file.

Example:

The Suburban Acres Library is moving from its current parent administrative entity to form its own administrative entity. Two records ended up on the file with the same OLDID information because an incorrect 'add' record was not removed.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	02	-3	OK200	OK0093-023
-3	-3	04	-3	OK200	OK0093-023

Corrected:

Remove the incorrect add record.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	04	-3	OK200	OK0093-023

.

B. These records do not comply with the rules for Adoption

An adoption occurs when two or more outlets merge but one of them remains on the current file. These records **must** share the same **LINKID** value so that the correct ones are processed together. The information required is different for the record that will be on the current file than for the record(s) that will be excluded.

Refer to Appendix D for diagrams illustrating how the records should be constructed.

Possible solutions:

1. If your Match Report shows only one record with status "01"
   a) If a record is missing you must include the record(s) for the other outlet involved.

   b) If the LINKID is missing on another record in your file you must correct it.

2. If two or more records have the same LINKID but the status codes are not all "01", determine if the records listed are supposed to be associated.

   a) If they are not and the status code is correct, change the value of the LINKID field to "-3".

   b) If they are, change the status code to "01"

3. If two or more records exist on the current file with the same LINKID and status "01" you must examine the individual records to determine the problem.

4. The record that will remain on the file:

   a) The FSCSKEY-FSCS_SEQ must exist on the prior year file.

   b) The OLDID must be "-3".

5. The record(s) not left on the file:

   a) The FSCSKEY-FSCS_SEQ must be "-3".

   b) The OLDID must exist on the prior-year file.

C. These records do not comply with the rules for Marriage

A marriage occurs when two or more outlets merge to create a wholly new outlet. This is different from the adoption structure change because a record must be on the file that contains the data for the newly formed outlet. All of the records **must** share the same **LINKID** value so that the correct ones are processed together. Different information is required for each record to determine which is the new outlet record and which are being removed from the survey.

Refer to Appendix D for diagrams illustrating how the records should be constructed.

Possible solutions:

1. If your Match Report shows less than three records with status code "05"

    a) If any records are missing you must add them to the file.

    b) If the LINKID is missing on one or more records you must add it to the appropriate outlets.

2. If three or more records share the same LINKID but the status codes are not "05" for all, determine if the records listed are supposed to be associated.

    a) Change the LINKID to "-3" if they are not associated and the status codes are correct.

    b) Change the status code to "05" if the records are associated.

3. If three or more records exist on the current file with the same LINKID and status "05" you must examine the individual records to determine the problem.

    a) The record that will be created for the current file

        (1) The FSCSKEY-FSCS_SEQ must be "-3"

        (2) The OLDID must be"-3".

    b) The records not remaining on the file

        (1) The FSCSKEY-FSCS_SEQ must be "-3".

        (2) The OLDID must exist on the prior-year file.

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V.   **Name Changes**

This worksheet lists inconsistencies between the name status code (STATNAME) and the year-to-year change in the administrative entity or outlet name.

    A. STATNAME Invalid

    The only valid values for STATNAME are:

1. "00" – no change from the prior year
2. "06" – the administrative entity or outlet has made an official name change
3. "14" – the administrative entity or outlet name has changed but it is not an official change

    B. STATNAME 00 and Name Change

    The name field value is not the same as the prior-year but the status code does not explain the change.

    C. STATNAME 06 and no name change

    The name field value is the same as the prior-year but the status code indicates an official name change.

    D. STATNAME 14 and no name change

The name field value is the same as the prior-year but the status code indicates that a minor name change has occurred.

VI.   Address Changes

This worksheet lists inconsistencies between the street address status code (STATNAME) and the year-to-year change in the physical location or street address of the administrative entity or outlet record.

A. STATADDR Invalid

The only valid values for STATNAME are:

1. "00" – no change from the prior year
2. "07" – the administrative entity or outlet has changed its physical location
   3. "15" – the address has a minor change from the prior year but is still in the same physical location

B. STATADDR 00 and Address Change

The address field entry is not the same as the prior-year but the status code does not explain the change.

C. STATADDR 07 and no name change

The address field entry is the same as the prior year but the status code indicates a location change.

D. STATADDR 15 and no name change

The address field entry is the same as the prior year but the status code indicates a minor changes

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Appendix F – Edit Messages and Conditions

EDIT TYPE CODES

WebPLUS edit messages are coded with 5-digit numbers. The first three numbers are the data element number, and the last two numbers are the edit type code. As an example, in the message below, the first three numbers (351) represent the data element number for Employee Benefits Expenditures, and the last 2 numbers (23) represent the edit type code for "comparison greater than" edits. The edit type codes are listed in the following table, followed by the edit messages and conditions.

EXAMPLE: 35123 EMPLOYEE BENEFITS EXP. is reported and is greater than reported SALARIES & WAGES EXP.

Description	TYPE#
Global	01
Some detail are reported and equals Total but rest of detail not zero	10
One detail item is -1 but rest does not equal Total	11
Total equals zero but detail does not	12
Detail are reported but Total is not	13
Total is less than reported detail with some -1 values	14
Sum of reported detail does not equal total	15
Summation other (expenditures detail)	16
Invalid	20
Logical	21
Magnitude	22
Comparison GT	23
Comparison EQ	24
Ratio bounds	25
Ratio presence	26
Definition violation	27
Historical edit format 1: PY = -1 CY = 1	60
Historical edit format 2: PY = -1 CY = 0	61
Historical edit format 3: PY > X CY = 0	62
Historical edit format 4: CY > X PY = 0	63
Historical edit format 5: CY = PY	64
Historical edit format 6: Resistant fences bounds	65
Historical edit format 7: Miscellaneous	66
Historical change in character variable	67
Historical percent change only	68
Historical net change only	69
Historical magnitude	70
Historical difference	71
Historical comparison	72
Historical global percent change	73
Historical net change	74
Other	80
Internal run - unclassified	99

Current-Year Edit Checks

Note: "PY" refers to the prior-year value. "CY" refers to the current-year value.

#	Edit Message	Edit Condition
10020	CRITICAL EDIT - REPORTING PERIOD START DATE is –2 or is missing.	The REPORTING PERIOD START DATE (state characteristics data element #100) is -2 or missing.
10120	CRITICAL EDIT - REPORTING PERIOD END DATE is –2 or is missing.	The REPORTING PERIOD END DATE (state characteristics data element #101) is -2 or missing.
10220	CRITICAL EDIT - OFFICIAL STATE POPULATION ESTIMATE is less than or equal to zero.	CRITICAL EDIT - OFFICIAL STATE POPULATION ESTIMATE is less than or equal to zero.
10221	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS.	OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102) is less than the TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (state characteristics data element #103).
10320	CRITICAL EDIT - TOTAL UNDUPLICATED POPULATION is not reported or is greater than the total POPULATION OF LEGAL SERVICE AREA.	The TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (state characteristics data element #103) is not reported or is greater than the sum of individual POPULATION OF LEGAL SERIVCE AREA (administrative entity data element #208).
10323	The overlap of total POPULATION OF LEGAL SERVICE AREAs to TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is questionable.	The difference between the sum of individual POPULATION OF LEGAL SERVICE AREAs (administrative entity data element #208) and TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (state characteristics data element #103) is less than 500.
15020	CRITICAL EDIT - Outlet is not connected to an administrative entity record.	An outlet record exists with no corresponding parent FSCS ID on the administrative entity file.
15073	The total number of administrative entity records has changed by more than 25%. Please check for possible errors or provide an explanation for the change.	The total number of administrative entity records has changed by more than 25%.
15220	CRITICAL EDIT - Library NAME is –2 or is missing.	The library NAME (administrative entity data element #152) is not reported.
15320	CRITICAL EDIT - STREET ADDRESS is –2 or missing.	The STREET ADDRESS (administrative entity data element #153) is not reported.
15420	CRITICAL EDIT - CITY is –2 or missing.	The CITY name (administrative entity data element #154) is not reported or is not valid.
15520	CRITICAL EDIT - ZIP CODE is –2, missing, or not valid.	The ZIP CODE (administrative entity data element #155) is not a valid 5-digit number or is not reported.
15620	CRITICAL EDIT - ZIP4 (ZIP+4) is –2 or not valid.	The ZIP+4 code (administrative entity data element #156) is –2 or is not a valid 4-digit number.
15720	CRITICAL EDIT - MAILING ADDRESS is –2 or not valid.	The MAILING ADDRESS (administrative entity data element #157) is –2 or is not valid.
15820	CRITICAL EDIT - MAILING CITY is –2 or not valid.	The MAILING CITY name (administrative entity data element #158) is –2 or contains the word 'same'.
15920	CRITICAL EDIT - MAILING ZIP CODE is –2 or not valid.	The MAILING ZIP CODE (administrative entity data element #159) is –2 or is not a valid 5-digit number.
16020	CRITICAL EDIT - MAILING ZIP+4 is –-2 or not valid.	The MAILING ZIP+4 code (data element #160 on the administrative entity screen) is –2 or is not a valid 4-digit number.
16120	CRITICAL EDIT - COUNTY is –2, missing, or not valid.	The COUNTY name (administrative entity data element #161) is not reported or is not valid.

#	Edit Message	Edit Condition
16220	CRITICAL EDIT - PHONE number is –2 or not valid.	The PHONE number (administrative entity data element #162) is –2 or is not a valid 10-digit number.
16320	CRITICAL EDIT - WEB ADDRESS is –2 or not valid.	The WEB ADDRESS (administrative entity data element #163) is –2 or is not valid.
20020	CRITICAL EDIT - INTERLIBRARY RELATIONSHIP CODE is –2, missing or is not a valid code.	INTERLIBRARY RELATIONSHIP CODE (administrative entity data element #200) is not reported as 'HQ', 'ME', or 'NO'.
20025	Percentage of libraries with INTERLIBRARY RELATIONSHIP 'HQ' is greater than 25%.	The ratio of administrative entity records with INTERLIBRARY RELATIONSHIP (administrative entity data element #200) 'HQ' to the total number of administrative entity records is more than 25%.
20120	CRITICAL EDIT - LEGAL BASIS CODE is –2, missing or is not a valid code.	LEGAL BASIS CODE (administrative entity data element #201) is not reported as 'CC', 'CI', 'CO', 'LD', 'MJ', 'NL', 'NP', 'SD', or 'OT'.
20220	CRITICAL EDIT - ADMINISTRATIVE STRUCTURE CODE is –2, missing or not a valid code.	ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is not reported as 'MA', 'MO', or 'SO'.
20221	ADMINISTRATIVE STRUCTURE CODE is not consistent with the total number of service outlets.	ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'SO' and total number of service outlets (administrative entity data elements #209, #210, and #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 'BM') is not equal to 1 or the ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'MA' or 'MO' and the total number of service outlets is less than 2.
20221	ADMINISTRATIVE STRUCTURE CODE is not consistent with the total number of service outlets.	ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'SO' and total number of service outlets (administrative entity data elements #209, #210, and #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 'BM') is not equal to 1 or the ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'MA' or 'MO' and the total number of service outlets is less than 2.
20320	CRITICAL EDIT - FSCS PUBLIC LIBRARY is –2, missing or is not a valid code.	FSCS PUBLIC LIBRARY (administrative entity data element #203) is not reported as 'Y' or 'N'.
20321	FSCS PUBLIC LIBRARY but TOTAL STAFF EXPENDITURES equals zero.	FSCS PUBLIC LIBRARY (administrative entity data element #203) is 'Yes' but TOTAL STAFF EXPENDITURES (administrative entity data element #352) is equal to zero.
20420	CRITICAL EDIT - GEOGRAPHIC CODE is –2, missing or is not a valid code.	GEOGRAPHIC CODE (administrative entity data element #204) is not reported as 'CI1', 'CI2', 'CO1', 'CO2', 'MA1', 'MA2', 'MC1', 'MC2', 'SD1', 'SD2', or 'OTH'.
20520	CRITICAL EDIT - LSA BOUNDARY CHANGE is –2, missing or is not a valid code.	LSA BOUNDARY CHANGE (administrative entity data element #205) is not reported or is not reported as 'Y' or 'N'.
20521	GEOGRAPHIC CODE changed from prior year and LEGAL SERVICE AREA BOUNDARY CHANGE is 'No'.	GEOGRAPHIC CODE (administrative entity data element #204) changed from PY and LEGAL SERVICE AREA BOUNDARY CHANGE (administrative entity data element #205) is 'N'.
20620	CRITICAL EDIT - Library's REPORTING PERIOD STARTING DATE is –2 or missing.	REPORTING PERIOD STARTING DATE (administrative entity data element #206) is not reported.

#	Edit Message	Edit Condition
20621	Library's REPORTING PERIOD STARTING DATE is before the state's REPORTING PERIOD STARTING DATE.	REPORTING PERIOD STARTING DATE (administrative entity data element #206) is before the state REPORTING PERIOD STARTING DATE (state characteristics data element #100).
20623	Library's REPORTING PERIOD is greater than or less than one year.	The difference between the REPORTING PERIOD STARTING DATE (administrative entity data element #206) and the REPORTING PERIOD ENDING DATE (administrative entity data element #207) is more than 12 months or less than 12 months.
20720	CRITICAL EDIT - Library's REPORTING PERIOD ENDING DATE is –2 or missing.	REPORTING PERIOD ENDING DATE (administrative entity data element #207) is not reported.
20721	Library's REPORTING PERIOD ENDING DATE is after the state's REPORTING PERIOD ENDING DATE.	REPORTING PERIOD ENDING DATE (administrative entity data element #207) is after the state's REPORTING PERIOD ENDING DATE (state characteristics data element #101).
20820	CRITICAL EDIT - POPULATION OF LEGAL SERVICE AREA is equal to zero, missing, or –2.	POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is less than or equal to zero.
20920	CRITICAL EDIT - CENTRAL service outlet is not reported.	CENTRAL service outlet (administrative entity data element #209) is not reported.
20921	CENTRAL service outlet is not equal to the number of central outlet records.	CENTRAL service outlet (administrative entity data element #209) is not equal to the number of outlet records coded 'CE' for the OUTLET TYPE CODE (outlet data element #709).
20922	CENTRAL service outlet is greater than 1.	CENTRAL service outlet (administrative entity data element #209) is greater than 1. Note: CENTRAL cannot be greater than 1.
21020	CRITICAL EDIT - The number of BRANCH service outlets is not reported.	The number of BRANCH service outlets (administrative entity data element #210) is not reported.
21021	The number of BRANCH service outlets is not equal to the number of branch outlet records.	The number of BRANCH service outlets (administrative entity data element #210) is not equal to the number of outlet records coded 'BR' for the OUTLET TYPE CODE (outlet data element #709).
21120	CRITICAL EDIT - The number of BOOKMOBILE service outlets is not reported.	The number of BOOKMOBILE service outlets (administrative entity data element #211) is not reported.
21121	The number of BOOKMOBILE service outlets is not equal to the number of bookmobiles in outlet records.	The number of BOOKMOBILE service outlets (administrative entity data element #211) is not equal to the NUMBER OF BOOKMOBILES (outlet data element #712) in outlet records coded 'BS' for the OUTLET TYPE CODE (outlet data element #709).
25020	CRITICAL EDIT - ALA-MLS is –2.	ALA-MLS librarians (administrative entity data element #250) is –2.
25021	ALA-MLS is greater than TOTAL LIBRARIANS.	The number of ALA-MLS librarians (administrative entity data element #250) is greater than TOTAL LIBRARIANS (administrative entity data element #251).
25120	CRITICAL EDIT - TOTAL LIBRARIANS is –2.	TOTAL LIBRARIANS (administrative entity data element #251) is –2.
25220	CRITICAL EDIT - OTHER PAID EMPLOYEES is –2.	OTHER PAID EMPLOYEES (administrative entity data element #252) is –2.
25224	TOTAL LIBRARIANS is greater than 10 and OTHER PAID EMPLOYEES is zero.	TOTAL LIBRARIANS (administrative entity data element #251) is greater than 10 and OTHER PAID EMPLOYEES (administrative entity data element #252) is equal to zero.

#	Edit Message	Edit Condition
25310	TOTAL PAID EMPLOYEES equals reported detail but the remaining detail item is equal to –1 or TOTAL PAID EMPLOYEES equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL PAID EMPLOYEES (administrative entity data element #253) equals either reported TOTAL LIBRARIANS (administrative entity data element #251) or OTHER PAID EMPLOYEES (administrative entity data element #252) and the remaining detail item is equal to –1.
25311	Reported detail is less than reported TOTAL PAID EMPLOYEES and the other detail item is –1. Either the missing value can be determined or the total is questionable.	Reported detail for TOTAL LIBRARIANS (administrative entity data element #251) or OTHER PAID EMPLOYEES (administrative entity data element #252) is less than reported TOTAL PAID EMPLOYEES (administrative entity data element #253) and the other detail item is –1.
25313	Detail items are reported but TOTAL PAID EMPLOYEES is not reported.	TOTAL LIBRARIANS (administrative entity data element #251) and OTHER PAID EMPLOYEES (administrative entity data element #252) are reported but TOTAL PAID EMPLOYEES (administrative entity data element #253) is not reported.
25314	Reported detail is greater than TOTAL PAID EMPLOYEES. Please check for possible errors or consider –1 for the total.	Reported detail for TOTAL LIBRARIANS (administrative entity data element #251) and OTHER PAID EMPLOYEES (administrative entity data element #252) is greater than reported TOTAL PAID EMPLOYEES (administrative entity data element #253).
25315	CRITICAL EDIT - TOTAL PAID EMPLOYEES is reported and does not equal the sum of the detail.	TOTAL PAID EMPLOYEES (administrative entity data element #253) is not equal to the sum of TOTAL LIBRARIANS (administrative entity data element #251) and OTHER PAID EMPLOYEES (administrative entity data element #252).
25320	CRITICAL EDIT - TOTAL PAID EMPLOYEES is –2.	TOTAL PAID EMPLOYEES (administrative entity data element #253) is –2.
25321	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) is not equal to zero and TOTAL PAID EMPLOYEES (administrative entity data element #253) equals zero.
25327	TOTAL PAID EMPLOYEES is zero.	TOTAL PAID EMPLOYEES (administrative entity data element #253) is zero.
30020	CRITICAL EDIT - LOCAL GOVERNMENT REVENUE is –2.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) is –2.
30025	The ratio of LOCAL GOVERNMENT REVENUE to POPULATION OF LEGAL SERVICE AREA is outside the range of [0.34, 878.10]. Please check for possible errors or explain why the correct data are out of range.	The ratio of LOCAL GOVERNMENT REVENUE (administrative entity data element #300) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is less than 0.34 or greater than 878.10.
30026	POPULATION OF LEGAL SERVICE AREA is greater than 200,000 but LOCAL GOVERNMENT REVENUE is zero. Please check for possible errors.	POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 200,000 and LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals zero.
30120	CRITICAL EDIT - STATE GOVERNMENT REVENUE is –2.	STATE GOVERNMENT REVENUE (administrative entity data element #301) is –2.
30220	CRITICAL EDIT - FEDERAL GOVERNMENT REVENUE is –2.	FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) is –2.
30320	CRITICAL EDIT - OTHER REVENUE is –2.	OTHER REVENUE (administrative entity data element #303) is –2.

#	Edit Message	Edit Condition
30410	TOTAL OPERATING REVENUE equals reported detail but one or more detail items is equal to –1 or TOTAL OPERATING REVENUE equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL OPERATING REVENUE (administrative entity data element #304) equals the sum of reported detail and at least one out of LOCAL GOVERNMENT (administrative entity data element #300), STATE GOVERNMENT (administrative entity data element #301), FEDERAL GOVERNMENT (administrative entity data element #302), and OTHER REVENUE (administrative entity data element #303) is equal to –1.
30411	Reported detail is less than reported TOTAL OPERATING REVENUE and one detail item is –1. Either the missing value can be determined or the total is questionable.	Reported detail for LOCAL GOVERNMENT (administrative entity data element #300), STATE GOVERNMENT (administrative entity data element #301), FEDERAL GOVERNMENT (administrative entity data element #302), and OTHER REVENUE (administrative entity data element #303) is less than the reported TOTAL OPERATING REVENUE (administrative entity data element #304) and one detail item is –1.
30413	Detail items are reported but TOTAL OPERATING REVENUE is not reported.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300), STATE GOVERNMENT REVENUE (administrative entity data element #301), FEDERAL GOVERNMENT REVENUE (administrative entity data element #302), and OTHER OPERATING REVENUE (administrative entity data element #303) are reported but TOTAL OPERATING REVENUE (administrative entity data element #304) is not reported.
30414	Reported detail is greater than reported TOTAL OPERATING REVENUE. Please check for possible errors or consider –1. for the total.	Reported detail for LOCAL GOVERNMENT REVENUE (administrative entity data element #300), STATE GOVERNMENT REVENUE (administrative entity data element #301), FEDERAL GOVERNMENT REVENUE (administrative entity data element #302), and OTHER OPERATING REVENUE (administrative entity data element #303) is greater than reported TOTAL OPERATING REVENUE (administrative entity data element #304).
30415	CRITICAL EDIT - TOTAL OPERATING REVENUE is reported and does not equal to the sum of the detail.	TOTAL OPERATING REVENUE (administrative entity data element #304) is not equal to the sum of reported LOCAL GOVERNMENT (administrative entity data element #300), STATE GOVERNMENT (administrative entity data element #301), FEDERAL GOVERNMENT (administrative entity data element #302), and OTHER OPERATING REVENUE (administrative entity data element #303).
30420	CRITICAL EDIT - TOTAL OPERATING REVENUE is –2.	TOTAL OPERATING REVENUE (administrative entity data element #304) is –2.
30425	The ratio of TOTAL OPERATING REVENUE to TOTAL OPERATING EXPENDITURES is outside the range of [0.58, 1.93]. Please check for possible errors or explain why the correct data are out of range.	The ratio of TOTAL OPERATING REVENUE (administrative entity data element #304) to TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is less than 0.58 or greater than 1.93.
30427	TOTAL OPERATING REVENUE is zero.	TOTAL OPERATING REVENUE (administrative entity data element #304) is zero.
35020	CRITICAL EDIT - SALARIES & WAGES EXPENDITURES is –2.	SALARIES & WAGES EXPENDITURES (administrative entity data element #350) is –2.

#	Edit Message	Edit Condition
35025	The ratio of SALARY & WAGES EXPENDITURES to TOTAL PAID EMPLOYEES is outside the range of [5,884.14, 82,066.18]. Please check for possible errors or explain why the correct data are out of range.	The ratio of SALARY & WAGES EXPENDITURES (administrative entity data element #350) to TOTAL PAID EMPLOYEES (administrative entity data element #253) is less than 5,884.14 or greater than 82,066.18.
35120	CRITICAL EDIT - EMPLOYEE BENEFITS EXP. is –2.	EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is –2.
35121	SALARIES & WAGES EXPENDITURES are reported as other than zero and EMPLOYEE BENEFITS EXP. is zero.	SALARIES & WAGES EXPENDITURES (administrative entity and outlet data element #350) are reported greater than zero and EMPLOYEE BENEFITS EXPENDITURES (administrative entity and outlet data element #351) equals zero.
35123	EMPLOYEE BENEFITS EXP. is reported and is greater than reported SALARIES & WAGES EXP.	EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is reported and is greater than reported SALARIES & WAGES EXPENDITURES (administrative entity data element #350).
35210	TOTAL STAFF EXPENDITURES equals reported detail but the remaining detail item is equal to –1 or TOTAL STAFF EXPENDITURES equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals either reported SALARIES & WAGES (administrative entity data element #350) or EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) and the remaining detail item is equal to –1.
35211	Reported detail is less than reported TOTAL STAFF EXPENDITURES and the remaining detail item is –1. Either the missing value can be determined or the total is questionable.	Reported detail for SALARIES & WAGES EXPENDITURES (administrative entity data element #350) or EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is less than reported TOTAL STAFF EXPENDITURES (administrative entity data element #352) and the other detail item is –1.
35213	Detail items are reported but TOTAL STAFF EXPENDITURES is not reported.	SALARIES & WAGES EXPENDITURES (administrative entity data element #350) and EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) are reported but TOTAL STAFF EXPENDITURES (administrative entity data element #352) is not reported.
35214	Reported detail is greater than TOTAL STAFF EXPENDITURES. Please check for possible errors or consider –1 for the total.	Reported detail for SALARIES & WAGES EXPENDITURES (administrative entity data element #350) and EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is greater than reported TOTAL STAFF EXPENDITURES (administrative entity data element #352).
35215	CRITICAL EDIT - TOTAL STAFF EXPENDITURES is reported and does not equal to the sum of the detail.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) is not equal to the sum of reported SALARIES & WAGES EXPENDITURES (administrative entity data element #350) and EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351).
35220	CRITICAL EDIT - TOTAL STAFF EXPENDITURES is –2.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) is –2.
35221	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES.	TOTAL PAID EMPLOYEES (administrative entity data element #253) is not equal to zero and TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals zero.

#	Edit Message	Edit Condition
35225	The ratio of TOTAL STAFF EXPENDITURES to TOTAL PAID EMPLOYEES is outside the range of [5,775.43, 116,500.76]. Please check for possible errors or explain why the correct data are out of range.	The ratio of TOTAL STAFF EXPENDITURES (administrative entity data element #352) to TOTAL PAID EMPLOYEES (administrative entity data element #253) is less than 5,775.43 or greater than 116,500.76.
35227	TOTAL STAFF EXPENDITURES is zero.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) is zero.
35320	CRITICAL EDIT - PRINT MATERIALS EXPENDITURES is –2.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) is –2.
35420	CRITICAL EDIT - ELECTRONIC MATERIALS EXPENDITURES is –2.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) is –2.
35520	CRITICAL EDIT - OTHER MATERIALS EXPENDITURES is –2.	OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is –2.
35610	TOTAL COLLECTION EXPENDITURES equals reported detail but one or more detail items is equal to –1 or TOTAL COLLECTION EXPENDITURES equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals reported detail but at least one out of PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), or OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is equal to –1.
35611	Reported detail is less than reported TOTAL COLLECTION EXPENDITURES and one detail item is –1. Either the missing value can be determined or the total is questionable.	Reported detail for PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), and OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is less than TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) and one of the detail items is –1.
35613	Detail items are reported but TOTAL COLLECTION EXPENDITURES is not reported.	PRINT MATERIAL EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIAL EXPENDITURES (administrative entity data element #354), and OTHER MATERIAL EXPENDITURES (administrative entity data element #355) are reported but TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is not reported.
35614	Reported detail is greater than reported TOTAL COLLECTION EXPENDITURES. Please check for possible errors or consider –1 for the total.	Reported detail for PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), and OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is greater than reported TOTAL COLLECTION EXPENDITURES (administrative entity data element #356).
35615	CRITICAL EDIT - TOTAL COLLECTION EXPENDITURES is reported and does not equal to the sum of the reported detail.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is not equal to the sum of reported PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), and OTHER MATERIALS EXPENDITURES (administrative entity data element #355).
35620	CRITICAL EDIT - TOTAL COLLECTION EXPENDITURES is –2.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is –2.
35720	CRITICAL EDIT - OTHER OPERATING EXPENDITURES is –2.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) is –2.

#	Edit Message	Edit Condition
35810	TOTAL OPERATING EXPENDITURES equals reported detail but one or more detail items is equal to –1 or TOTAL OPERATING EXPENDITURES equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) equals reported detail but at least one out of TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), or OTHER OPERATING EXPENDITURES (administrative entity data element #357) is equal to –1.
35811	Reported detail is less than reported TOTAL OPERATING EXPENDITURES and one detail item is –1. Either the missing value can be determined or the total is questionable.	Reported detail for TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357) is less than TOTAL OPERATING EXPENDITURES (administrative entity data element #358) and one of the detail items is –1.
35813	Detail items are reported but TOTAL OPERATING EXPENDITURES is not reported.	TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357) are reported but TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is not reported.
35814	Reported detail is greater than reported TOTAL OPERATING EXPENDITURES. Please check for possible errors or consider –1 for the total.	Reported detail for TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357) is greater than reported TOTAL OPERATING EXPENDITURES (administrative entity data element #358).
35815	CRITICAL EDIT - TOTAL OPERATING EXPENDITURES is reported and does not equal to the sum of the reported detail.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is not equal to the sum of TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357).
35820	CRITICAL EDIT - TOTAL OPERATING EXPENDITURES is –2.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is –2.
35825	The ratio of TOTAL OPERATING EXPENDITURES to TOTAL STAFF EXPENDITURES is outside the range of [1.00, 3.93]. Please check for possible errors or explain why the correct data are out of range.	The ratio of TOTAL OPERATING EXPENDITURES (administrative entity data element #358) to TOTAL STAFF EXPENDITURES (administrative entity data element #352) is less than 1.00 or greater than 3.93.
35827	TOTAL OPERATING EXPENDITURES is zero.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is zero.
40020	CRITICAL EDIT - LOCAL GOVERNMENT CAPITAL REVENUE is –2.	LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400) is –2.
40120	CRITICAL EDIT - STATE GOVERNMENT CAPITAL REVENUE is –2.	STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401) is –2.
40220	CRITICAL EDIT - FEDERAL GOVERNMENT CAPITAL REVENUE is –2.	FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402) is –2.

#	Edit Message	Edit Condition
40320	CRITICAL EDIT - OTHER CAPITAL REVENUE is –2.	OTHER CAPITAL REVENUE (administrative entity data element #403) is –2.
40410	TOTAL CAPITAL REVENUE equals reported detail but one or more detail items is equal to –1 or TOTAL CAPITAL REVENUE equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL CAPITAL REVENUE (administrative entity data element #404) equals reported detail but at least one out of LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), or OTHER CAPITAL REVENUE (administrative entity data element #403) is equal to –1.
40411	Reported detail is less than reported TOTAL CAPITAL REVENUE and one detail item is –1. Either the missing value can be determined or the total is questionable.	Reported detail for LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403) is less than TOTAL CAPITAL REVENUE (administrative entity data element #404) and one of the detail items is –1.
40413	Detail items are reported but TOTAL CAPITAL REVENUE is not reported.	LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403) are reported but TOTAL CAPITAL REVENUE (administrative entity data element #404) is not reported.
40414	Reported detail is greater than TOTAL CAPITAL REVENUE. Please check for possible errors or consider –1 for the total.	Reported detail for LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403) is greater than reported TOTAL CAPITAL REVENUE (administrative entity data element #404).
40415	CRITICAL EDIT - TOTAL CAPITAL REVENUE is not equal to the sum of the reported detail.	TOTAL CAPITAL REVENUE (administrative entity data element #404) is not equal to the sum of LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403).
40420	CRITICAL EDIT - TOTAL CAPITAL REVENUE is –2.	TOTAL CAPITAL REVENUE (administrative entity data element #404) is –2.
40423	TOTAL CAPITAL EXPENDITURES is greater than or equal to 1,000,000 and TOTAL CAPITAL REVENUE is zero.	TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) is greater than or equal to 1,000,000 and TOTAL CAPITAL REVENUE (administrative entity data element #404) is zero.
40520	CRITICAL EDIT - TOTAL CAPITAL EXPENDITURES is –2.	TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) is –2.

#	Edit Message	Edit Condition
40523	TOTAL CAPITAL REVENUE is greater than or equal to 1,000,000 and TOTAL CAPITAL EXPENDITURES is zero.	TOTAL CAPITAL REVENUE (administrative entity data element #404) is greater than or equal to 1,000,000 and TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) is zero.
45020	CRITICAL EDIT - PRINT MATERIALS is –2.	PRINT MATERIALS (administrative entity data element #450) is –2.
45026	PRINT MATERIALS is greater than 10,000 but TOTAL COLLECTION EXPENDITURES is zero. Please check for possible errors.	PRINT MATERIALS (administrative entity data element #450) is greater than 10,000 and TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals zero.
45027	PRINT MATERIALS is zero.	PRINT MATERIALS (administrative entity data element #450) is zero.
45120	CRITICAL EDIT - ELECTRONIC BOOKS is –2.	ELECTRONIC BOOKS (administrative entity data element #451) is –2.
45220	CRITICAL EDIT - AUDIO materials is –2.	AUDIO materials (administrative entity data element #452) is –2.
45226	TOTAL OPERATING EXPENDITURES is greater than 200,000 but AUDIO MATERIALS is zero. Please check for possible errors.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is greater than 200,000 and AUDIO MATERIALS (administrative entity data element #452) equals zero.
45320	CRITICAL EDIT - VIDEO materials is –2.	VIDEO materials (administrative entity data element #453) is –2.
45326	TOTAL CIRCULATION is greater than 100,000 but VIDEO MATERIALS is zero. Please check for possible errors.	TOTAL CIRCULATION (administrative entity data element #550) is greater than 100,000 and VIDEO MATERIALS (administrative entity data element #453) equals zero.
45420	CRITICAL EDIT - DATABASES is –2.	DATABASES (administrative entity data element #454) is –2.
45422	DATABASES is greater than 1,000.	DATABASES (administrative entity data element #454) is greater than 1,000.
45424	DATABASE is > 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS.	DATABASE (administrative entity data element #454) is greater than 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #456).
45520	CRITICAL EDIT - CURRENT PRINT SERIAL SUBSCRIPTIONS is –2.	CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #455) is –2.
45620	CRITICAL EDIT - CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is –2.	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #456) is –2.
45622	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is greater than 5,000.	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #456) is greater than 5,000.
50020	CRITICAL EDIT - Annual PUBLIC SERVICE HOURS PER YEAR is zero or –2.	Annual PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) is –2.
50025	The ratio of PUBLIC SERVICE HOURS per week per outlet is outside the range of [11.16, 129.67]. Please check for possible errors or explain why the correct data are out of range.	The ratio of PUBLIC SERVICE HOURS (administrative entity data element #500) per week to number of CENTRALS (administrative entity data element #209), BRANCHES (administrative entity data element #210), BOOKMOBILES (administrative entity data element #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 equal 'BM') is less than 11.16 or greater than 129.67.
50027	Annual PUBLIC SERVICE HOURS PER YEAR is zero.	Annual PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) is zero.

#	Edit Message	Edit Condition
50120	CRITICAL EDIT - Annual LIBRARY VISITS in library is zero or –2.	Annual LIBRARY VISITS in library (administrative entity data element #501) is zero or –2.
50125	The ratio of LIBRARY VISITS to TOTAL CIRCULATION is outside the range of [0.18, 11.85]. Please check for possible errors or explain why the correct data are out of range.	The ratio of LIBRARY VISITS (administrative entity data element #501) to TOTAL CIRCULATION (administrative entity data element #550) is less than 0.18 or greater than 11.85.
50127	Annual LIBRARY VISITS in library is zero.	Annual LIBRARY VISITS in library (administrative entity data element #501) is zero.
50220	CRITICAL EDIT - Annual REFERENCE TRANSACTIONS is –2.	Annual REFERENCE TRANSACTIONS (administrative entity data element #502) is –2.
55020	CRITICAL EDIT - TOTAL CIRCULATION transactions is –2.	TOTAL CIRCULATION transactions (administrative entity data element #550) is –2.
55021	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS.	TOTAL CIRCULATION (administrative entity data element #550) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551).
55025	The ratio of TOTAL CIRCULATION to POPULATION OF LEGAL SERVICE AREA is outside the range of [0.47, 82.21]. Please check for possible errors or explain why the correct data are out of range.	The ratio of TOTAL CIRCULATION (administrative entity data element #550) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is less than 0.47 or greater than 82.21.
55027	TOTAL CIRCULATION transactions is zero.	TOTAL CIRCULATION transactions (administrative entity data element #550) is zero.
55120	CRITICAL EDIT - CIRCULATION OF CHILDREN'S MATERIALS is zero or –2.	CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551) is –2.
55127	CIRCULATION OF CHILDREN'S MATERIALS is zero.	CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551) is zero.
55220	CRITICAL EDIT - LOANS PROVIDED TO other libraries is –2.	LOANS PROVIDED TO other libraries (administrative entity data element #552) is –2.
55320	CRITICAL EDIT - Inter-library loans RECEIVED FROM other libraries is –2.	Inter-library loans RECEIVED FROM other libraries (administrative entity data element #553) is –2.
60020	TOTAL NUMBER OF LIBRARY PROGRAMS is –2.	TOTAL NUMBER OF LIBRARY PROGRAMS (administrative entity data element #600) is –2.
60023	TOTAL NUMBER OF LIBRARY PROGRAMS is less than NUMBER OF CHILDREN'S PROGRAMS.	TOTAL NUMBER OF LIBRARY PROGRAMS (administrative entity data element #600) is less than NUMBER OF CHILDREN'S PROGRAMS (administrative entity data element #601).
60120	CRITICAL EDIT - NUMBER OF CHILDREN'S PROGRAMS is –2.	NUMBER OF CHILDREN'S PROGRAMS (administrative entity data element #601) is –2.
60220	CRITICAL EDIT - TOTAL PROGRAM ATTENDANCE is –2.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is –2.
60223	TOTAL PROGRAM ATTENDANCE is less than CHILDREN'S PROGRAM ATTENDANCE.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is less than CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603).
60320	CRITICAL EDIT - CHILDREN'S PROGRAM ATTENDANCE is –2.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is –2.
60325	The ratio of CHILDREN'S PROGRAM ATTENDANCE to LIBRARY VISITS is outside the range of [0.00, 3.05]. Please check for possible errors or explain why the correct data are out of range.	The ratio of CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) to LIBRARY VISITS (administrative entity data element #501) is less than 0.00 or greater than 3.05.

#	Edit Message	Edit Condition
60326	ANNUAL LIBRARY VISITS is greater than 20,000 but CHILDREN'S PROGRAM ATTENDANCE is zero. Please check for possible errors.	ANNUAL LIBRARY VISITS (administrative entity data element #501) is greater than 20,000 and CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals zero.
65020	CRITICAL EDIT - INTERNET TERMINALS USED BY GENERAL PUBLIC is –2.	INTERNET TERMINALS USED BY GENERAL PUBLIC (administrative entity data element #650) is –2.
65120	CRITICAL EDIT - USERS OF ELECTRONIC RESOURCES is –2.	USERS OF ELECTRONIC RESOURCES (administrative entity data element #651) is –2.
65121	ELECTRONIC BOOKS, DATABASES, CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS and GENERAL PUBLIC TERMINALS are not equal to zero and USERS OF ELEC RESOURCES is equal to zero.	ELECTRONIC BOOKS (administrative entity data element #451), DATABASES (administrative entity data element #454), CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #456), or GENERAL PUBLIC TERMINALS (administrative entity data element #650) is not equal to zero and USERS OF ELEC RESOURCES (administrative entity data element #651) is equal to zero.
65123	USERS OF ELECTRONIC RESOURCES per VISIT is greater than 3.	The number of USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) per LIBRARY VISIT (administrative entity data element #501) is greater than 3.
65125	The ratio of USERS OF ELECTRONIC RESOURCES to LIBRARY VISITS is greater than 0.90. Please check for possible errors or explain why the correct data are out of range.	The ratio of USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) to LIBRARY VISITS (administrative entity data element #501) is greater than 0.90.
70120	No LIB ID provided. WebPLUS will create one for you.	LIB ID (outlet data element #701) has been left blank. WebPLUS will automatically assign a system-generated LIB ID.
70220	CRITICAL EDIT - Library NAME is –2 or is missing.	Library NAME (outlet data element #702) is not reported.
70320	CRITICAL EDIT - STREET ADDRESS is –2 or missing.	STREET ADDRESS (outlet data element #703) is not reported.
70420	CRITICAL EDIT - CITY is –2 or missing.	CITY (outlet data element #704) is not reported or is not valid.
70520	CRITICAL EDIT - ZIP CODE is –2, missing, or is not valid.	ZIP CODE (outlet data element #705) is not a valid 5-digit number or is not reported.
70620	CRITICAL EDIT - ZIP4 (ZIP+4) is –2 or not valid.	The ZIP+4 code (outlet data element #706) is –2 or is not a valid 4-digit number.
70720	CRITICAL EDIT - COUNTY is –2, missing, or is not valid.	The COUNTY name (outlet data element #707) is not reported or is not valid.
70780	Library NAME, STREET ADDRESS, CITY, and ZIP CODE on the outlet record are the same as the administrative entity but the COUNTY name is different.	Library NAME (administrative entity data element #152 and outlet data element #702), STREET ADDRESS (administrative entity data element #153 and outlet data element #703), CITY (administrative entity data element #154 and outlet data element #704), and ZIP CODE (administrative entity data element #155 and outlet data element #705) are the same on the outlet record and the administrative entity record but the COUNTY (administrative entity data element #161 and outlet data element #707) names are different.
70820	CRITICAL EDIT - PHONE number is –2 or not valid.	The PHONE number (outlet data element #708) is –2 or is not a valid 10-digit number.
70920	CRITICAL EDIT - OUTLET TYPE CODE is -2 or not valid.	OUTLET TYPE CODE (outlet data element #709) is not reported as 'CE', 'BR', 'BS', or 'BM'.

#	Edit Message	Edit Condition
70921	No SERVICE OUTLETS are reported.	The ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'MA', 'MO', or 'SO' and the sum of CENTRAL (administrative entity data element #209), BRANCH (administrative entity data element #210), BOOKMOBILE (administrative entity data element #211), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 = 'BM') service outlets is zero.
70927	Outlet is a Books-by-Mail not housed separately from a direct public service outlet.	An outlet record with the same STREET ADDRESS (outlet data element #703) as the administrative entity record (administrative entity data element #153) exists with OUTLET TYPE CODE (outlet data element #709) 'BM' but another associated outlet record exists with OUTLET TYPE CODE 'CE'.
70980	Outlet is a branch only library.	A single outlet record exists with OUTLET TYPE CODE (outlet data element #709) 'BR'.
71020	CRITICAL EDIT - METROPOLITAN STATUS CODE is –2 or not valid.	METROPOLITAN STATUS CODE (outlet data element #710) is –2 or is not a valid code.
71120	CRITICAL EDIT - SQUARE FOOTAGE OF OUTLET is –2.	SQUARE FOOTAGE OF OUTLET (outlet data element #711) equals -2.
71121	SQUARE FOOTAGE OF OUTLET is not collected for this outlet type.	OUTLET TYPE CODE (outlet data element #709) is 'BM' or 'BS' and SQUARE FOOTAGE OF OUTLET (outlet data element #711) is not '–3'.
71122	OUTLET TYPE CODE is 'BR' or 'CE' and SQUARE FOOTAGE is less than 200 or greater than 300,000.	OUTLET TYPE CODE (outlet data element #709) is 'BR' or 'CE' and SQUARE FOOTAGE OF OUTLET (outlet data element #711) is less than 200 or greater than 300,000.
71127	SQUARE FOOTAGE OF OUTLET is zero.	SQUARE FOOTAGE OF OUTLET (outlet data element #711) equals zero.
71220	CRITICAL EDIT - OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to zero.	OUTLET TYPE CODE (outlet data element #709) is 'BS' but NUMBER OF BOOKMOBILES (outlet data element #712) is less than or equal to zero or OUTLET TYPE CODE is 'CE', 'BR', or 'BM' but NUMBER OF BOOKMOBILES is not equal to zero.
71221	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is not equal to zero.	OUTLET TYPE CODE (outlet data element #709) is 'BS' but NUMBER OF BOOKMOBILES (outlet data element #712) is less than or equal to zero or OUTLET TYPE CODE is 'CE', 'BR', or 'BM' but NUMBER OF BOOKMOBILES is not equal to zero.

Historical Edit Checks

Note: "PY" refers to the prior-year value. "CY" refers to the current-year value.

#	Edit Message	Edit Condition
00072	The current year response rate is less than 85%.	CY response rate is less than 85% and PY response rate is greater than or equal to 85%.
10067	Please verify the change in state REPORTING PERIOD STARTING DATE month.	The month portion of the REPORTING PERIOD STARTING DATE (state characteristics data element #100) is not equal to PY.
10167	Please verify the change in state REPORTING PERIOD ENDING DATE month.	The month portion of the REPORTING PERIOD ENDING DATE (state characteristics data element #101) is not equal to PY.
10265	The current to prior year ratio for the OFFICIAL STATE TOTAL POPULATION ESTIMATE is outside the range [0.90, 1.15]. Please check for possible errors or explain why the correct data are out of range.	OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102) CY / PY is less than 0.90 or greater than 1.15.
10271	The year-to-year change in the total POPULATION OF LEGAL SERVICE AREAS is not consistent with the year-to-year change in the OFFICIAL STATE TOTAL POPULATION ESTIMATE.	The year-to-year change in the sum of individual POPULATION OF LEGAL SERVICE AREAS (administrative entity data element #208) is not consistent with the year-to-year change in the OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102).
10365	The current to prior year ratio for the TOTAL UNDUPLICATED POPULATION OF LSA is outside the range [0.86, 1.19]. Please check for possible errors or explain why the correct data are out of range.	TOTAL UNDUPLICATED POPULATION OF LSA (state characteristics data element #103) is CY / PY is less than 0.86 or greater than 1.19.
10370	The year-to-year change in TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREA is not consistent with the year-to-year change in the OFFICIAL STATE TOTAL POPULATION ESTIMATE.	The year-to-year change in TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREA (state characteristics data element #103) is not consistent with the year-to-year change in the OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102.
10372	Please verify the change in the relationship between the OFFICIAL STATE TOTAL POPULATION ESTIMATE and the TOTAL UNDUPLICATED POP OF LEGAL SERVICE AREA from the prior year.	The relationship between OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102) and the TOTAL UNDUPLICATED POP OF LEGAL SERVICE AREA (state characteristics data element #103) is not the same as the prior year.
15567	The STREET ADDRESS has not changed but the ZIP CODE is not the same as the prior year.	The STREET ADDRESS (administrative entity data element #153) is the same as the PY but the ZIP CODE (administrative entity data element #155) does not equal PY.
16167	The CITY name has not changed but the COUNTY is not the same as the prior year.	The CITY name (administrative entity data element #154) equals PY but COUNTY (administrative entity data element #161) is not equal to PY.
20067	Please verify the change in the INTERLIBRARY RELATIONSHIP CODE.	INTERLIBRARY RELATIONSHIP CODE (administrative entity data element #200) is not equal to PY.
20167	Please verify the change in the LEGAL BASIS CODE.	LEGAL BASIS CODE (administrative entity data element #201) is not equal to PY.
20267	Please verify the change in the ADMINISTRATIVE STRUCTURE CODE.	ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is not equal to PY.
20367	Please verify the change in the FSCS PUBLIC LIBRARY status.	FSCS PUBLIC LIBRARY status (administrative entity data element #203) is not equal to PY.

#	Edit Message	Edit Condition
20860	POPULATION OF LEGAL SERVICE AREA is 1 and the prior year value was –1. Please check the current year value for possible error.	POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) equals 1 CY and PY equals –1.
20865	The current to prior year ratio for POPULATION OF LEGAL SERVICE AREA is outside the range (0.80, 1.27). Please check for possible errors or explain why the correct data are out of range.	POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) CY / PY is less than 0.80 or greater than 1.27.
20969	Please verify the year-to-year change in the NUMBER OF CENTRALS.	NUMBER OF CENTRALS (administrative entity data element #209) is not equal to PY.
21069	Please verify the year-to-year change of the NUMBER OF BRANCHES.	The difference of NUMBER OF BRANCHES (administrative entity data element #210) from PY is greater than 1.
21169	Please verify the year-to-year change of the NUMBER OF BOOKMOBILES.	The difference of NUMBER OF BOOKMOBILES (administrative entity data element #211) from PY is greater than 1.
25061	ALA-MLS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	ALA-MLS (administrative entity data element #250) equals zero CY and PY equals –1.
25062	ALA-MLS prior year is greater than 1 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	ALA-MLS (administrative entity data element #250) PY is greater than 1 and CY equals zero.
25063	ALA-MLS current year is greater than 1 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	ALA-MLS (administrative entity data element #250) CY is greater than 1 and PY equals zero.
25065	The current to prior year ratio for ALA-MLS is outside the range [0.20, 4.91]. Please check for possible errors or explain why the correct data are out of range.	ALA-MLS (administrative entity data element #250) CY / PY is less than 0.20 or greater than 4.91.
25161	TOTAL LIBRARIANS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	TOTAL LIBRARIANS (administrative entity data element #251) equals zero CY and PY equals –1.
25162	TOTAL LIBRARIANS prior year is greater than 1 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL LIBRARIANS (administrative entity data element #251) PY is greater than 1 and CY equals zero.
25163	TOTAL LIBRARIANS current year is greater than zero and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL LIBRARIANS (administrative entity data element #251) CY is greater than zero and PY equals zero.
25165	The current to prior year ratio for TOTAL LIBRARIANS is outside the range [0.17, 5.82]. Please check for possible errors or explain why the correct data are out of range.	TOTAL LIBRARIANS (administrative entity data element #251) CY / PY is less than 0.17 or greater than 5.82.
25261	OTHER PAID EMPLOYEES is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	OTHER PAID EMPLOYEES (administrative entity data element #252) equals zero CY and PY equals –1.

#	Edit Message	Edit Condition
25262	OTHER PAID EMPLOYEES prior year is greater than 1.5 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER PAID EMPLOYEES (administrative entity data element #252) PY is greater than 1.5 and CY equals zero.
25263	OTHER PAID EMPLOYEES current year is greater than 1.5 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER PAID EMPLOYEES (administrative entity data element #252) CY is greater than 1.5 and PY equals zero.
25265	The current to prior year ratio for OTHER PAID EMPLOYEES is outside the range [0.16, 6.40]. Please check for possible errors or explain why the correct data are out of range.	OTHER PAID EMPLOYEES (administrative entity data element #252) CY / PY is less than 0.16 or greater than 6.40.
25365	The current to prior year ratio for TOTAL PAID EMPLOYEES is outside the range [0.36, 2.85]. Please check for possible errors or explain why the correct data are out of range.	TOTAL PAID EMPLOYEES (administrative entity data element #253) CY / PY is less than 0.36 or greater than 2.85.
30060	LOCAL GOVERNMENT REVENUE is 1 and the prior year value was –1. Please check the current year value for possible error.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals 1 CY and PY equals –1.
30061	LOCAL GOVERNMENT REVENUE is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals zero CY and PY equals –1.
30062	LOCAL GOVERNMENT REVENUE prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) PY is greater than zero and CY equals zero.
30063	LOCAL GOVERNMENT REVENUE current year is greater than zero and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) CY is greater than zero and PY equals zero.
30064	Current year LOCAL GOVERNMENT REVENUE is the same as the prior year value. Please check the current year value for possible error.	CY LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals PY.
30065	The current to prior year ratio for LOCAL GOVERNMENT REVENUE is outside the range [0.60, 1.83]. Please check for possible errors or explain why the correct data are out of range.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) CY / PY is less than 0.60 or greater than 1.83.
30160	STATE GOVERNMENT REVENUE is 1 and the prior year value was –1. Please check the current year value for possible error.	STATE GOVERNMENT REVENUE (administrative entity data element #301) equals 1 CY and PY equals –1.
30161	STATE GOVERNMENT REVENUE is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	STATE GOVERNMENT REVENUE (administrative entity data element #301) equals zero CY and PY equals –1.

#	Edit Message	Edit Condition
30162	STATE GOVERNMENT REVENUE prior year is greater than 8,000 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	STATE GOVERNMENT REVENUE (administrative entity data element #301) PY is greater than 8,000 and CY equals zero.
30163	STATE GOVERNMENT REVENUE current year is greater than 25,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	STATE GOVERNMENT REVENUE (administrative entity data element #301) CY is greater than 25,000 and PY equals zero.
30165	The current to prior year ratio for STATE GOVERNMENT REVENUE is outside the range [0.27, 3.17]. Please check for possible errors or explain why the correct data are out of range.	STATE GOVERNMENT REVENUE (administrative entity data element #301) CY / PY is less than 0.27 or greater than 3.17.
30260	FEDERAL GOVERNMENT REVENUE is 1 and the prior year value was –1. Please check the current year value for possible error.	FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals 1 CY and PY equals –1.
30261	FEDERAL GOVERNMENT REVENUE is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals zero CY and PY equals –1.
30264	Current year FEDERAL GOVERNMENT REVENUE is the same as the prior year value. Please check the current year value for possible error.	CY FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals PY.
30360	OTHER OPERATING REVENUE is 1 and the prior year value was –1. Please check the current year value for possible error.	OTHER OPERATING REVENUE (administrative entity data element #303) equals 1 CY and PY equals –1.
30361	OTHER OPERATING REVENUE is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	OTHER OPERATING REVENUE (administrative entity data element #303) equals zero CY and PY equals –1.
30362	OTHER OPERATING REVENUE prior year is greater than 5,000 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER OPERATING REVENUE (administrative entity data element #303) PY is greater than 5,000 and CY equals zero.
30363	OTHER OPERATING REVENUE current year is greater than 50,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER OPERATING REVENUE (administrative entity data element #303) CY is greater than 50,000 and PY equals zero.
30364	Current year OTHER OPERATING REVENUE is the same as the prior year value. Please check the current year value for possible error.	CY OTHER OPERATING REVENUE (administrative entity data element #303) equals PY.
30365	The current to prior year ratio for OTHER OPERATING REVENUE is outside the range [0.06, 15.33]. Please check for possible errors or explain why the correct data are out of range.	OTHER OPERATING REVENUE (administrative entity data element #303) CY / PY is less than 0.06 or greater than 15.33.
30460	TOTAL OPERATING REVENUE is 1 and the prior year value was –1. Please check the current year value for possible error.	TOTAL OPERATING REVENUE (administrative entity data element #304) equals 1 CY and PY equals –1.

#	Edit Message	Edit Condition
30464	Current year TOTAL OPERATING REVENUE is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL OPERATING REVENUE (administrative entity data element #304) equals PY.
30465	The current to prior year ratio for TOTAL OPERATING REVENUE is outside the range [0.45, 2.37]. Please check for possible errors or explain why the correct data are out of range.	TOTAL OPERATING REVENUE (administrative entity data element #304) CY / PY is less than 0.45 or greater than 2.37.
35060	SALARIES & WAGES EXPENDITURES is 1 and the prior year value was –1. Please check the current year value for possible error.	SALARIES & WAGES EXPENDITURES (administrative entity data element #350) equals 1 CY and PY equals –1.
35061	SALARIES & WAGES EXPENDITURES is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	SALARIES & WAGES EXPENDITURES (administrative entity data element #350) equals zero CY and PY equals –1.
35062	SALARIES & WAGES EXPENDITURES prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	SALARIES & WAGES EXPENDITURES (administrative entity data element #350) PY is greater than zero and CY equals zero.
35063	SALARIES & WAGES EXPENDITURES current year is greater than zero and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	SALARIES & WAGES EXPENDITURES (administrative entity data element #350) CY is greater than zero and PY value equals zero.
35064	Current year SALARIES & WAGES EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY SALARIES & WAGES EXPENDITURES (administrative entity data element #350) equals PY.
35065	The current year to prior ratio for SALARIES & WAGES EXPENDITURES to TOTAL PAID EMPLOYEES is outside the range [0.49, 2.23]. Please check for possible errors or explain why the correct data are out of range.	SALARIES & WAGES EXPENDITURES (administrative entity data element #350) / TOTAL PAID EMPLOYEES (administrative entity data element #253) CY / PY is less than 0.49 or greater than 2.23.
35160	EMPLOYEE BENEFITS EXP. is 1 and the prior year value was –1. Please check the current year value for possible error.	EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) equals 1 CY and PY equals –1.
35161	EMPLOYEE BENEFITS EXP. is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) equals zero CY and PY equals –1.
35162	EMPLOYEE BENEFITS EXP. prior year is greater than 50 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) PY is greater than 50 and CY equals zero.
35163	EMPLOYEE BENEFITS EXP. current year is greater than 20,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) CY is greater than 20,000 and PY equals zero.

#	Edit Message	Edit Condition
35164	Current year EMPLOYEE BENEFITS EXP. is the same as the prior year value. Please check the current year value for possible error.	CY EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) equals PY.
35260	TOTAL STAFF EXPENDITURES 1 and the prior year value was –1. Please check the current year value for possible error.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals 1 CY and PY equals –1.
35264	Current year TOTAL STAFF EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals PY.
35265	The current to prior year ratio for TOTAL STAFF EXPENDITURES to TOTAL PAID EMPLOYEES is outside the range [0.47, 2.35]. Please check for possible errors or explain why the correct data are out of range.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) / TOTAL PAID EMPLOYEES ((administrative entity data element #253) CY / PY is less than 0.47 or greater than 2.35.
35360	PRINT MATERIALS EXPENDITURES is 1 and the prior year value was –1. Please check the current year value for possible error.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals 1 CY and PY equals –1.
35361	PRINT MATERIALS EXPENDITURES is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals zero CY and PY equals –1.
35362	PRINT MATERIALS EXPENDITURES prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) PY is greater than zero and CY equals zero.
35364	Current year PRINT MATERIALS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals PY.
35460	ELECTRONIC MATERIALS EXPENDITURES is 1 and the prior year value was –1. Please check the current year value for possible error.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) equals 1 CY and PY equals –1.
35461	ELECTRONIC MATERIALS EXPENDITURES is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) equals zero in the current year and PY equals –1.
35462	ELECTRONIC MATERIALS EXPENDITURES prior year is greater than 50,000 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) PY is greater than 50,000 and CY equals zero.
35463	ELECTRONIC MATERIALS EXPENDITURES current year is greater than 5,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) CY is greater than 5,000 and PY was zero.

#	Edit Message	Edit Condition
35464	Current year ELECTRONIC MATERIALS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) equals PY.
35465	The current to prior year ratio for ELECTRONIC MATERIALS EXPENDITURES is outside the range [0.00, 8.94]. Please check for possible errors or explain why the correct data are out of range.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) CY / PY is less than 0.00 or greater than 8.94.
35560	OTHER MATERIALS EXPENDITURES is 1 and the prior year value was –1. Please check the current year value for possible error.	OTHER MATERIALS EXPENDITURES (administrative entity data element #355) equals 1 CY and PY equals –1.
35561	OTHER MATERIALS EXPENDITURES is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	OTHER MATERIALS EXPENDITURES (administrative entity data element #355) equals zero CY and PY equals –1.
35562	OTHER MATERIALS EXPENDITURES prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER MATERIALS EXPENDITURES (administrative entity data element #355) PY is greater than zero and CY equals zero.
35564	Current year OTHER MATERIALS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY OTHER MATERIALS EXPENDITURES (administrative entity data element #355) equals PY.
35660	TOTAL COLLECTION EXPENDITURES is 1 and the prior year value was –1. Please check the current year value for possible error.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals 1 CY and PY equals –1.
35661	TOTAL COLLECTION EXPENDITURES is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals zero CY and PY equals –1.
35662	TOTAL COLLECTION EXPENDITURES prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) PY is greater than zero and CY equals zero.
35663	TOTAL COLLECTION EXPENDITURES current year is greater than 7,500 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) CY is greater than 7,500 and PY was zero.
35664	Current year TOTAL COLLECTION EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals PY.
35665	The current to prior year ratio for TOTAL COLLECTION EXPENDITURES is outside the range [0.21, 4.91]. Please check for possible errors or explain why the correct data are out of range.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) CY / PY is less than 0.21 or greater than 4.91.

#	Edit Message	Edit Condition
35760	OTHER OPERATING EXPENDITURES is 1 and the prior year value was –1. Please check the current year value for possible error.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) equals 1 CY and PY equals –1.
35761	OTHER OPERATING EXPENDITURES is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) equals zero CY and PY equals –1.
35762	OTHER OPERATING EXPENDITURES prior year is greater than 5,000 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) PY is greater than 5,000 and CY equals zero.
35763	OTHER OPERATING EXPENDITURES current year is greater than 10,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) CY is greater than 10,000 and PY equals zero.
35764	Current year OTHER OPERATING EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY OTHER OPERATING EXPENDITURES (administrative entity data element #357) equals PY.
35765	The current to prior year ratio for OTHER OPERATING EXPENDITURES is outside the range [0.09, 11.46]. Please check for possible errors or explain why the correct data are out of range.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) CY / PY is less than 0.09 or greater than 11.46.
35860	TOTAL OPERATING EXPENDITURES is 1 and the prior year value was –1. Please check the current year value for possible error.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) equals 1 CY and PY equals –1.
35864	Current year TOTAL OPERATING EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL OPERATING EXPENDITURES (administrative entity data element #358) equals PY.
35865	The current to prior year ratio for TOTAL OPERATING EXPENDITURES is outside the range [0.45, 2.41]. Please check for possible errors or explain why the correct data are out of range.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) CY / PY is less than 0.45 or greater than 2.41.
40464	Current year TOTAL CAPITAL REVENUE is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL CAPITAL REVENUE (administrative entity data element #404) equals PY.
40563	TOTAL CAPITAL EXPENDITURES current year is greater than 500,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) CY is greater than 500,000 and PY equals zero.
40564	Current year TOTAL CAPITAL EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) equals PY.
45060	PRINT MATERIALS is 1 and the prior year value was –1. Please check the current year value for possible error.	PRINT MATERIALS (administrative entity data element #450) equals 1 CY and PY equals –1.

#	Edit Message	Edit Condition
45064	Current year PRINT MATERIALS is the same as the prior year value. Please check the current year value for possible error.	CY PRINT MATERIALS (administrative entity data element #450) equals PY.
45065	The current to prior year ratio for PRINT MATERIALS is outside the range [0.66, 1.57]. Please check for possible errors or explain why the correct data are out of range.	PRINT MATERIALS (administrative entity data element #450) CY / PY is less than 0.66 or greater than 1.57.
45164	Current year ELECTRONIC BOOKS is the same as the prior year value. Please check the current year value for possible error.	CY ELECTRONIC BOOKS (administrative entity data element #451) equals PY.
45260	AUDIO MATERIALS is 1 and the prior year value was –1. Please check the current year value for possible error.	AUDIO MATERIALS (administrative entity data element #452) equals 1 CY and PY equals –1.
45261	AUDIO MATERIALS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	AUDIO MATERIALS (administrative entity data element #452) equals zero CY and PY equals –1.
45262	AUDIO MATERIALS prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	AUDIO MATERIALS (administrative entity data element #452) PY is greater than zero and CY equals zero.
45263	AUDIO MATERIALS current year is greater than 150 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	AUDIO MATERIALS (administrative entity data element #452) CY is greater than 150 and PY equals zero.
45264	Current year AUDIO MATERIALS is the same as the prior year value. Please check the current year value for possible error.	CY AUDIO MATERIALS (administrative entity data element #452) equals PY.
45265	The current to prior year ratio for AUDIO MATERIALS is outside the range [0.36, 3.29]. Please check for possible errors or explain why the correct data are out of range.	AUDIO MATERIALS (administrative entity data element #452) CY / PY is less than 0.36 or greater than 3.29.
45360	VIDEO MATERIALS is 1 and the prior year value was –1. Please check the current year value for possible error.	VIDEO MATERIALS (administrative entity data element #453) equals 1 CY and PY equals –1.
45361	VIDEO MATERIALS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	VIDEO MATERIALS (administrative entity data element #453) equals zero CY and PY equals –1.
45362	VIDEO MATERIALS prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	VIDEO MATERIALS (administrative entity data element #453) PY is greater than zero and CY equals zero.
45363	VIDEO MATERIALS current year is greater than 150 and prior year value was zero.	VIDEO MATERIALS (administrative entity data element #453) CY is greater than 150 and PY equals zero.
45364	Current year VIDEO MATERIALS is the same as the prior year value. Please check the current year value for possible error.	CY VIDEO MATERIALS (administrative entity data element #453) equals PY.

#	Edit Message	Edit Condition
45365	The current to prior year ratio for VIDEO MATERIALS is outside the range [0.47, 2.66]. Please check for possible errors or explain why the correct data are out of range.	VIDEO MATERIALS (administrative entity data element #453) CY / PY is less than 0.47 or greater than 2.66.
45561	CURRENT PRINT SERIAL SUBSCRIPTIONS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #455) equals zero CY and PY equals –1.
45562	CURRENT PRINT SERIAL SUBSCRIPTIONS prior year is greater than 30 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #455) PY is greater than 30 and CY equals zero.
45563	CURRENT PRINT SERIAL SUBSCRIPTIONS current year is greater than 50 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #455) CY is greater than 50 and PY equals zero.
45565	The current to prior year ratio for CURRENT PRINT SERIAL SUBSCRIPTIONS is outside the range [0.36, 2.70]. Please check for possible errors or explain why the correct data are out of range.	CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #455) CY / PY is less than 0.36 or greater than 2.70.
50060	PUBLIC SERVICE HOURS PER YEAR is 1 and the prior year value was –1. Please check the current year value for possible error.	PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) equals 1 CY and PY equals –1.
50064	Current year PUBLIC SERVICE HOURS PER YEAR is the same as the prior year value but the NUMBER OF SERVICE OUTLETS is not the same. Please check the current year value for possible error.	CY PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) equals PY and the NUMBER OF SERVICE OUTLETS (administrative entity data element #209, #210, and #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 equal to 'BM') is not equal to PY.
50065	The current to prior year ratio for PUBLIC SERVICE HOURS per week per outlet is outside the range [0.58, 1.75]. Please check for possible errors or explain why the correct data are out of range.	PUBLIC SERVICE HOURS (administrative entity data element #500) per week per outlet CY / PY is less than 0.58 or greater than 1.75.
50160	LIBRARY VISITS is 1 and the prior year value was –1. Please check the current year value for possible error.	LIBRARY VISITS (administrative entity data element #501) equals 1 CY and PY equals –1.
50164	Current year LIBRARY VISITS is the same as the prior year value. Please check the current year value for possible error.	CY LIBRARY VISITS (administrative entity data element #501) equals PY.
50165	The current to prior year ratio for LIBRARY VISITS is outside the range [0.44, 2.43]. Please check for possible errors or explain why the correct data are out of range.	LIBRARY VISITS (administrative entity data element #501) CY / PY is less than 0.44 or greater than 2.43.
50260	REFERENCE TRANSACTIONS is 1 and the prior year value was –1. Please check the current year value for possible error.	REFERENCE TRANSACTIONS (administrative entity data element #502) equals 1 CY and PY equals –1.

#	Edit Message	Edit Condition
50261	REFERENCE TRANSACTIONS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	REFERENCE TRANSACTIONS (administrative entity data element #502) equals zero CY and PY equals –1.
50262	REFERENCE TRANSACTIONS prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	REFERENCE TRANSACTION (administrative entity data element #502) PY is greater than zero and CY equals zero.
50263	REFERENCE TRANSACTIONS current year is greater than zero and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	REFERENCE TRANSACTIONS (administrative entity data element #502) CY is greater than zero and PY equals zero.
50264	Current year REFERENCE TRANSACTIONS is the same as the prior year value. Please check the current year value for possible error.	CY REFERENCE TRANSACTIONS (administrative entity data element #502) equals PY.
50265	The current to prior year ratio for REFERENCE TRANSACTIONS is outside the range [0.22, 4.70]. Please check for possible errors or explain why the correct data are out of range.	REFERENCE TRANSACTIONS (administrative entity data element #502) CY / PY is less than 0.22 or greater than 4.70.
55060	TOTAL CIRCULATION is 1 and the prior year value was –1. Please check the current year value for possible error.	TOTAL CIRCULATION (administrative entity data element #550) equals 1 CY and PY equals –1.
55064	Current year TOTAL CIRCULATION is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL CIRCULATION (administrative entity data element #550) equals PY.
55065	The current to prior year ratio for TOTAL CIRCULATION is outside the range [0.43, 2.43]. Please check for possible errors or explain why the correct data are out of range.	TOTAL CIRCULATION (administrative entity data element #550) CY / PY is less than 0.43 or greater than 2.43.
55160	CIRCULATION OF CHILDREN'S MATERIALS is 1 and the prior year value was –1. Please check the current year value for possible error.	CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551) equals 1 CY and PY equals –1.
55164	Current year CHILDREN'S CIRCULATION is the same as the prior year value. Please check the current year value for possible error.	CY CHILDREN'S CIRCULATION (administrative entity data element #551) equals PY.
55165	The current to prior year ratio for CIRCULATION OF CHILDREN'S MATERIALS is outside the range [0.30, 3.44]. Please check for possible errors or explain why the correct data are out of range.	CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551) CY / PY is less than 0.30 or greater than 3.44.
55260	LOANS PROVIDED TO is 1 and the prior year value was –1. Please check the current year value for possible error.	LOANS PROVIDED TO (administrative entity data element #552) equals 1 CY and PY equals –1.
55261	LOANS PROVIDED TO is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	LOANS PROVIDED TO (administrative entity data element #552) equals zero CY and PY equals –1.

#	Edit Message	Edit Condition
55262	LOANS PROVIDED TO prior year is greater than 50 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	LOANS PROVIDED TO (administrative entity data element #552) PY is greater than 50 and CY equals zero.
55263	LOANS PROVIDED TO current year is greater than 700 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	LOANS PROVIDED TO (administrative entity data element #552) CY is greater than 700 and PY was zero.
55264	Current year LOANS PROVIDED TO is the same as the prior year value. Please check the current year value for possible error.	CY LOANS PROVIDED TO (administrative entity data element #552) equals PY.
55265	The current to prior year ratio for LOANS PROVIDED TO other libraries is outside the range [0.04, 30.55]. Please check for possible errors or explain why the correct data are out of range.	LOANS PROVIDED TO (administrative entity data element #552) CY / PY is less than 0.04 or greater than 30.55.
55360	LOANS RECEIVED FROM is 1 and the prior year value was –1. Please check the current year value for possible error.	LOANS RECEIVED FROM (administrative entity data element #553) equals 1 CY and PY equals –1.
55361	LOANS RECEIVED FROM is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	LOANS RECEIVED FROM (administrative entity data element #553) equals zero CY and PY equals –1.
55362	LOANS RECEIVED FROM prior year is greater than 10 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	LOANS RECEIVED FROM (administrative entity data element #553) PY is greater than 10 and CY equals zero.
55363	LOANS RECEIVED FROM current year is greater than 200 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	LOANS RECEIVED FROM (administrative entity data element #553) CY is greater than 200 and PY value equals zero.
55364	Current year LOANS RECEIVED FROM is the same as the prior year value. Please check the current year value for possible error.	CY LOANS RECEIVED FROM (administrative entity data element #553) equals PY.
55365	The current to prior year ratio for LOANS RECEIVED FROM other libraries is outside the range [0.07, 16.69]. Please check for possible errors or explain why the correct data are out of range.	LOANS RECEIVED FROM (administrative entity data element #553) CY / PY is less than 0.07 or greater than 16.69.
60064	Current year TOTAL LIBRARY PROGRAMS is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL LIBRARY PROGRAMS (administrative entity data element #600) equals PY.
60164	Current year CHILDREN'S PROGRAMS is the same as the prior year value. Please check the current year value for possible error.	CY CHILDREN'S PROGRAMS (administrative entity data element #601) equals PY.
60264	Current year TOTAL PROGRAM ATTENDANCE is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) equals PY.

#	Edit Message	Edit Condition
60360	CHILDREN'S PROGRAM ATTENDANCE is 1 and the prior year value was –1. Please check the current year value for possible error.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals 1 CY and PY equals –1.
60361	CHILDREN'S PROGRAM ATTENDANCE is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals zero CY and PY equals –1.
60362	CHILDREN'S PROGRAM ATTENDANCE prior year is greater than 150 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) PY is greater than 150 and CY equals zero.
60363	CHILDREN'S PROGRAM ATTENDANCE current year is greater than 325 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) CY is greater than 325 and PY equals zero.
60364	Current year CHILDREN'S PROGRAM ATTENDANCE is the same as the prior year value. Please check the current year value for possible error.	Current year CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals PY.
60365	The current to prior year ratio for CHILDREN'S PROGRAM ATTENDANCE is outside the range [0.09, 11.10]. Please check for possible errors or explain why the correct data are out of range.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) CY / PY is less than 0.09 or greater than 11.10.
65060	GENERAL PUBLIC TERMINALS is 1 and the prior year value was –1. Please check the current year value for possible error.	GENERAL PUBLIC TERMINALS (administrative entity data element #650) equals 1 CY and PY equals –1.
65061	GENERAL PUBLIC TERMINALS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	GENERAL PUBLIC TERMINALS (administrative entity data element #650) equals zero CY and PY equals –1.
65062	GENERAL PUBLIC TERMINALS prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	GENERAL PUBLIC TERMINALS (administrative entity data element #650) PY is greater than zero and CY equals zero.
65063	GENERAL PUBLIC TERMINALS current year is greater than 4 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	GENERAL PUBLIC TERMINALS (administrative entity data element #650) CY is greater than 4 and PY equals zero.
65064	Current year total of GENERAL PUBLIC TERMINALS is the same as the prior year value. Please check the current year value for possible error.	CY total of GENERAL PUBLIC TERMINALS (administrative entity data element #650) equals PY.
65065	The current to prior year ratio for GENERAL PUBLIC TERMINALS is outside the range [0.38, 4.88]. Please check for possible errors or explain why the correct data are out of range.	GENERAL PUBLIC TERMINALS (administrative entity data element #650) CY / PY is less than 0.38 or greater than 4.88.
65160	USERS OF ELECTRONIC RESOURCES PER YEAR is 1 and the prior year value was –1. Please check the current year value for possible error.	The USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) CY value equals 1 and the PY value equals –1.

#	Edit Message	Edit Condition
65161	USERS OF ELECTRONIC RESOURCES PER YEAR is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	The USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) CY value equals zero and the PY value equals –1.
65162	USERS OF ELECTRONIC RESOURCES PER YEAR current year value is zero. Please check the current year value for possible error or provide an explanation for the change.	USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) PY is greater than zero and CY equals zero.
65164	Current year USERS OF ELECTRONIC RESOURCES PER YEAR is the same as the prior year value. Please check the current year value for possible error.	CY USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) equals PY.
70567	The STREET ADDRESS has not changed but the ZIP CODE is not the same as the prior year.	STREET ADDRESS (outlet data element #703) equals PY but ZIP CODE (outlet data element #705) does not equal PY.
70767	The CITY name has not changed but the COUNTY is not the same as the prior year.	CITY (outlet data #704) equals PY but COUNTY (outlet data element #707) is not equal to PY.
71067	Please verify the change in the METROPOLITAN STATUS CODE.	CY METROPOLITAN STATUS CODE (outlet data element #710) is not equal to PY.
71160	SQUARE FOOTAGE OF OUTLET is 1 and the prior year value was –1. Please check the current year value for possible error.	SQUARE FOOTAGE OF OUTLET (outlet data element #711) equals 1 CY and PY equals –1.
71169	The current year SQUARE FOOTAGE OF OUTLET is not the same as prior year. Please check for possible error.	SQUARE FOOTAGE OF OUTLET (outlet data element #711) is not the same as PY.

Internal Edit Checks Performed at the Census Bureau

#	Edit Message	Edit Condition
00122	More than 35 data elements are unreported.	An individual library record has less than 85% response.
00172	Please verify the current year figures of zero in the current year.	PY is reported with –1 entries but CY is reported with zero for more than 65% of records.
00180	The total for this data element is zero. Please check for possible errors or provide an explanation for the correct information.	Sum of any numeric variable is equal to zero.
15180	Please correct LIBID.	The LIBID (administrative entity data element #151) is invalid.
15280	Please correct library NAME.	The library NAME (administrative entity data element #152) is not valid.
15380	Please provide a physical location if a physical STREET ADDRESS is not available.	The STREET ADDRESS (administrative entity data element #153) is invalid.
15480	CITY name contains the state abbreviation.	CITY name (administrative entity data element #154) contains the state abbreviation.
15780	Please provide specific mailing address information.	The MAILING STREET ADDRESS contains the word "SAME".
15799	MAILING STREET ADDRESS is missing.	MAILING STREET ADDRESS (administrative entity data element #157) is equal to -1.
15880	Please provide specific mailing address information.	The MAILING CITY contains the word "SAME".
15899	MAILING CITY is missing.	MAILING CITY (administrative entity data element #158) is equal to -1.
15980	Please provide specific mailing address information.	The MAILING ZIP CODE contains the word "SAME".
15999	MAILING ZIP CODE is missing.	MAILING ZIP CODE (administrative entity data element #159) is equal to -1.
16080	Please provide specific mailing address information.	The MAILING ZIP+4 CODE equals "SAME".
16380	We were unable to locate the library web page with the URLs provided. Please provide corrections if available or we can use –1.	The WEB ADDRESS (administrative data element #163) does not return an active page.
20564	The LEGAL SERVICE AREA BOUNDARY code is YES current-year and prior-year.	The LEGAL SERVICE AREA BOUNDARY code (administrative entity data element #205) is YES for both the current-year and the prior-year.
20780	Reporting Period End Date cannot be after December 31 of the current processing year.	REPORTING PERIOD END DATE (administrative entity data element #207) is after December 31 of the current processing year.
25123	TOTAL PAID EMPLOYEES is greater than 4 but TOTAL LIBRARIANS is zero. Please check for possible errors.	TOTAL PAID EMPLOYEES (administrative entity data element #253) is greater than 4 and TOTAL LIBRARIANS (administrative entity data element #251) equals zero.
25125	The ratio of TOTAL LIBRARIANS to TOTAL PAID EMPLOYEES is outside the range of [0.07, 1.00]. Please check for possible errors or explain why the correct data are out of range.	TOTAL LIBRARIANS (administrative entity data element #251) / TOTAL PAID EMPLOYEES (administrative entity data element #253) is < 0.07 or > 1.00.

#	Edit Message	Edit Condition
30323	AUDIO MATERIALS is greater than 6,000 but OTHER OPERATING REVENUE is zero. Please check for possible errors.	AUDIO MATERIALS (administrative entity data element #452) > 6,000 and OTHER OPERATING REVENUE (administrative entity data element #303) equals zero.
30325	The ratio of AUDIO materials to OTHER REVENUE is outside the range of [0.28, 1,169.76]. Please check for possible errors or explain why the correct data are out of range.	AUDIO materials (administrative entity data element #452) / OTHER REVENUE (administrative entity data element #303) is < 0.28 or > 1,169.76.
35023	TOTAL PAID EMPLOYEES is greater than zero but SALARIES & WAGES EXPENDITURES is zero. Please check for possible errors.	TOTAL PAID EMPLOYEES (administrative entity data element #253) > 0 and SALARIES & WAGES EXPENDITURES (administrative entity data element #350) equals zero.
35323	TOTAL COLLECTION EXPENDITURES is greater than zero but PRINT MATERIALS EXPENDITURES is zero. Please check for possible errors.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is greater than zero and PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals zero.
35325	The ratio of PRINT MATERIALS EXPENDITURES to TOTAL COLLECTION EXPENDITURES is outside the range of [0.38, 1.00]. Please check for possible errors or explain why the correct data are out of range.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) / TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is < 0.38 or > 1.00.
35623	TOTAL OPERATING REVENUE is greater than 10,000 but TOTAL COLLECTION EXPENDITURES is zero. Please check for possible errors.	TOTAL OPERATING REVENUE (administrative entity data element #304) > 10,000 and TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals zero.
35625	The ratio of TOTAL COLLECTION EXPENDITURES to TOTAL OPERATING REVENUE is outside the range of [0.02, 1.01]. Please check for possible errors or explain why the correct data are out of range.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) / TOTAL OPERATING REVENUE (administrative entity data element #304) is < 0.02 or > 1.01.
35816	TOTAL OPERATING EXPENDITURES is less than reported detail or the difference is questionable. Please check for possible errors.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is not consistent with reported SALARIES & WAGES, EMPLOYEE BENEFITS, PRINT MATERIALS, ELECTRONIC MATERIALS, OTHER MATERIALS, or OTHER OPERATING EXPENDITURES (administrative entity elements #350, #351, #353, #354, #355, #357).
40422	CAPITAL REVENUE is $10,000,000 or more than CAPITAL EXPENDITURES.	CAPITAL REVENUE (administrative entity data element #404) is $10,000,000 or more than CAPITAL EXPENDITURES (administrative entity data element #405).
40522	CAPITAL EXPENDITURES is $10,000,000 or more than CAPITAL REVENUE.	CAPITAL EXPENDITURES (administrative entity data element #405) is $10,000,000 or more than CAPITAL REVENUE (administrative entity data element #404).
45025	The ratio of TOTAL COLLECTION EXPENDITURES to PRINT MATERIALS is outside the range of [0.04, 39.95]. Please check for possible errors or explain why the correct data are out of range.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) / PRINT MATERIALS (administrative entity data element #450) is less than 0.04 or greater than 39.95.
45066	The current-year value for PRINT MATERIALS is less than 500 and prior-year was greater than 1,000.	The current-year value for PRINT MATERIALS (administrative entity data element #450) is less than 500 and prior-year was greater than 1,000.

#	Edit Message	Edit Condition
45223	OTHER OPERATNG REVENUE is greater than 10,000 but AUDIO MATERIALS is zero. Please check for possible errors.	OTHER OPERATNG REVENUE (administrative entity data element #303) > 10,000 and AUDIO MATERIALS (administrative entity data element #452) equals zero.
45225	The ratio of AUDIO MATERIALS to TOTAL OPERATING EXPENDITURES is outside the range of [0.00, 0.13]. Please check for possible errors or explain why the correct data are out of range.	AUDIO MATERIALS (administrative entity data element #452) / TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is less than 0.00 or greater than 0.13.
45325	The ratio of VIDEO MATERIALS to TOTAL CIRCULATION is outside the range of [0.00, 0.97]. Please check for possible errors or explain why the correct data are out of range.	VIDEO MATERIALS (administrative entity data element #453) / TOTAL CIRCULATION (administrative entity data element #550) is less than 0.00 or greater than 0.97.
55225	The ratio of LOANS PROVIDED TO other libraries to LOANS RECEIVED FROM other libraries is outside the range of [0.00, 86.66]. Please check for possible errors or explain why the correct data are out of range.	LOANS PROVIDED TO (administrative entity data element #552) / LOANS RECEIVED FROM (administrative entity data element #553) is less than 0.00 or greater than 86.66.
60021	TOTAL LIBRARY PROGRAMS is zero and TOTAL PROGRAM ATTENDANCE is not equal to zero.	TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is zero and TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is not equal to zero.
60025	The ratio of TOTAL LIBRARY PROGRAMS to POPULATION OF LEGAL SERVICE AREA is greater than 2.5.	The ratio of TOTAL LIBRARY PROGRAMS (administrative entity data element #600) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 2.5.
60026	The ratio of TOTAL PROGRAM ATTENDANCE to TOTAL LIBRARY PROGRAMS is greater than or equal to 200.	The ratio of TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) to TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is greater than or equal to 200.
60121	TOTAL CHILDREN'S PROGRAMS is zero and CHILDREN'S PROGRAM ATTENDANCE is not equal to zero.	TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is zero and CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is not equal to zero.
60123	TOTAL LIBRARY PROGRAMS is greater than 300 and TOTAL CHILDREN'S PROGRAMS is zero.	TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is greater than 300 and TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is zero.
60125	The ratio of TOTAL CHILDREN'S PROGRAMS to POPULATION OF LEGAL SERVICE AREA is greater than 2.5.	The ratio of TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 3.The ratio of TOTAL LIBRARY PROGRAMS (administrative entity data element #600) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 2.5.
60126	The ratio of TOTAL CHILDREN'S PROGRAM ATTENDANCE to TOTAL CHILDREN'S PROGRAMS is greater than or equal to 200.	The ratio of CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) to TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is greater than or equal to 200.
60221	TOTAL PROGRAM ATTENDANCE is equal to zero and TOTAL LIBRARY PROGRAMS is not equal to zero.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is equal to zero and TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is not equal to zero.

#	Edit Message	Edit Condition
60223	TOTAL LIBRARY PROGRAMS is greater than TOTAL PROGRAM ATTENDANCE.	TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is greater than TOTAL PROGRAM ATTENDANCE (administrative entity data element #602).
60224	TOTAL PROGRAM ATTENDANCE is equal to TOTAL LIBRARY PROGRAMS.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is equal to TOTAL LIBRARY PROGRAMS (administrative entity data element #600).
60321	CHILDREN'S PROGRAM ATTENCANCE is equal to zero and TOTAL CHILDREN'S PROGRAMS is not equal to zero.	CHILDREN'S PROGRAM ATTENCANCE (administrative entity data element #603) is equal to zero and TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is not equal to zero.
60323	TOTAL CHILDREN'S PROGRAMS is greater than CHILDREN'S PROGRAM ATTENCANCE.	TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is greater than CHILDREN'S PROGRAM ATTENCANCE (administrative entity data element #603).
60324	CHILDREN'S PROGRAM ATTENDANCE is equal to TOTAL CHILDREN'S PROGRAMS.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is equal to TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601).
70180	Please correct LIBID.	LIBID (outlet data element #701) is invalid.
70280	Please correct library NAME.	Library NAME (outlet data element #702) is not valid.
70380	A single outlet library should have the same STREET ADDRESS on the administrative entity and outlet records.	The sum of CENTRAL, BRANCHES, and BOOKMOBILES (administrative entity data elements 209, 210, and 211) equals 1 but the outlet STREET ADDRESS (outlet data element #703) is not the same as the administrative entity STREET ADDRESS (administrative entity data element #153).
70480	CITY name contains the state abbreviation.	CITY name (outlet data element #704) contains the state abbreviation.

Appendix G – PLS Contacts

Census Contacts		
PLS Program Manager:		
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Appendix H – Francis Keppel Award Criteria

Keppel Award Point Criteria – Group 1	
(Minimum points required for award = 16 Maximum Points = 20)	
	Points
Submission Points	
Data Submission on or before March 22	10
Data Submission received March 23 through March 29	8
Data Submission received March 30 through April 5	6
Data Submission received April 6 through April 12	4
Data Submission received April 13 through April 19	2
Data Submission received after April 19	Disqualified
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Non Response	
A data item that has been collected over 3 years is missing for an entire state	Disqualified

Note: NCES makes the final decision on who receives the Keppel Award.

Note: A data submission includes a locked data file and an annotated Edit Report.

Keppel Award Point Criteria – Group 2	
(Minimum points required for award = 16 Maximum Points = 20)	
	Points
Submission Points	
Data Submission on or before July 6	10
Data Submission received July 7 through July 13	8
Data Submission received July 14 through July 20	6
Data Submission received July 21 through July 27	4
Data Submission received July 28 through August 3	2
Data Submission received after August 3	Disqualified
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Non Response	
A data item that has been collected over 3 years is missing for an entire state	Disqualified

Note: NCES makes the final decision on who receives the Keppel Award.

Note: A data submission includes a locked data file and an annotated Edit Report.

Keppel Award Point Criteria – Group 3	
(Minimum points required for award = 16 Maximum Points = 20)	
	Points
Submission Points	
Data Submission received on or before August 17	10
Data Submission received August 18 through August 24	6
Data Submission received August 25 through August 31	2
Data Submission received after August 31	Disqualified
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Non Response	
A data item that has been collected over 3 years is missing for an entire state	Disqualified

Note: NCES makes the final decision on who receives the Keppel Award.

Note: A data submission includes a locked data file and an annotated Edit Report.

Appendix I – Standard Abbreviations

(Use Only if Data Exceed Field Length)

Administrative/Administration	Adm	Municipal	Mun
American	Amer	Museum	Mus
Association	Assn	National	Natl
Avenue	Ave	Park	Pk
Board	Bd	Parkway	Pkwy
Bookmobile	Bkmob	People's	Peop
Branch	Br	Public	P
Building	Bldg	Public Library(ies)	PL(s)
Bureau	Bur	Reading	Rdng
Center	Ctr	Reference	Ref
Central	Ctrl	Region	Rgn
Circle	Cir	Regional	Rgnl
Circulation, Circulating	Circ	Reorganized, Reorganization	Reorg
Committee	Com	Research	Res
Community	Cmnty	Room(s)	Rm(s)
Consolidated	Consol	Route	Rt
Cooperative, Cooperating	Coop	Saint, Street	St
County	Cnty	School(s)	Sch(s)
Court	Ct	Service(s)	Serv
Department, Departmental	Dept	Society	Soc
District	Dist	Supervisor, Supervisory	Supv
Division, Divisional	Div	System(s)	Sys
Extension	Ext	Terrace	Terr
Federal	Fed	Township	Twp
Fort	Ft	Trail, Trustee	Tr
Foundation	Fdn	University	Univ
Free	Fr		
General Delivery	Gen Del		
Headquarters	Hq		
Highway	Hwy		
Information	Inf		
Interlibrary	IL		
Interlibrary Loan	ILL		
Joint	Jt		
Library District	LD		
Library(ies)	L(s)		
Memorial	Mem		
Metropolitan	Metro		
Mount	Mt		
Mountain	Mtn		