WinPLUS User's Guide
Version 2.1

Guide for reporting data for the Public Libraries Survey, FY 1999 under

The Federal-State Cooperative System (FSCS) for Public Library Data

September, 2000

CONTENTS

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), established in 1965, was given the responsibility for the collection, analysis, and reporting of educational statistics in the United States. In 1985, a pilot project to collect public library data from 15 of 50 states was developed cooperatively by NCES and the American Library Association (ALA) and jointly funded by NCES and the U. S. Department of Education's Library Programs office (LP). The resulting report recommended expansion to all 50 states and the District of Columbia. A task force was formed, with the goal of developing a comprehensive national system of data on the status of public libraries in the United States. The legislative mandate for collecting public library statistics was included in the Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (PL 100-297), section 406, subparts a to g, which mandated the development and support of a voluntary Federal-State Cooperative System (FSCS) for the annual national collection and dissemination of public library data.

Under FSCS, State Data Coordinators appointed by the Chief Officers of State Library Agencies (COSLA) collect data for NCES's Public Libraries Survey from the universe of over 8,900 public libraries in the 50 States and the District of Columbia. NCES works closely with the State Data Coordinators, COSLA, the National Commission on Libraries and Information Science (NCLIS), ALA, the Institute of Museum and Library Services (IMLS), and the U.S. Census Bureau (the data collection agent for NCES) in the design and conduct of the survey.

NCES releases an annual data file and survey report based on the survey. This survey provides the only national data base on public libraries. The data are used by federal, state and local officials, professional associations, researchers, educators, and local practitioners for planning, research, evaluation, and policy making.

1.2   Development of Survey Software

FSCS was the first national NCES data collection in which the respondents used survey software to enter, edit, and tabulate their data before submitting it to NCES. The history of software development is summarized below.

- 1989 (FY 1988 data) — DECTOP (Data Entry Conversion Table Output Program), a personal computer (PC) software package for States to use in collecting individual public library data and generating statistical tables, was developed. DECTOP collected information about public library staffing, service outlets, operating income and expenditures, size of collection, and service measures such as reference transactions, interlibrary loans, circulation, and public service hours. DECTOP utilized Borland/Ashton-Tate's dBASE IV and Nantucket's Clipper database applications.

- 1990 (FY 1989 data) — PLUS (Public Library Universe System), another PC software package to collect data for the public library universe, including identifying information for individual public libraries and their outlets, was developed.

- 1993 (FY 1992 data) — DECPLUS, a merger of DECTOP and PLUS, was introduced. In addition to maintaining DECTOP and PLUS, the merger eliminates duplication of effort, minimizes duplicate data entry, enhances edit checking, and saves time.

- 1998 (FY 1997 data) — WinPLUS, a windows-based version of DECPLUS, was introduced in partially functional form. A fully operational DECPLUS was also provided.

- 1999 (FY 1998 data) — WinPLUS was fully operational and replaced DECPLUS for the FY 1998 data collection.

- 2000 (FY 1999 data) — The revisions to WinPLUS 2.1 are summarized below (see appendixes E-H):

1.3   Revisions to WinPLUS 2.1

WinPLUS Version 2.1 (FY 1999 data)	WinPLUS Version 2.0 (FY 1998 data)
Main Menu Options:	
New 'Match' Main Menu option *(for use with imported data only)*. This option runs the data matching routine, which used to be an automatic part of the 'Import' process. This new option allows the user to execute the matching routine at a later time, separately from the import process.	Automatic routine that ran at the completion of 'Import'.
New 'Export for Spreadsheet' Main Menu option. This option, which was added in response to user request, creates four comma delimited files (current-year and prior-year Administrative Entities files, an Outlet file, and a State Characteristics file) for use at the state level (i.e., not for submission to NCES).	N/A
'Prepare File for Submission' Main Menu option was deleted. The 'Quit' button is now used to run the −2 report prior to submitting your final data.	'Prepare File for Submission' Main Menu option ran the −2 report.
Administrative Entity Screen:	
New Data Elements 3M to 6M - Mailing Address was added to the Administrative Entity Screen.	N/A
Data Element 5 – Zip. Name was modified.	Zip1
Data Element 6 – Zip4. Name was modified.	Zip2
Data Element 48 - Access to Internet. Last sentence of definition was modified.	N/A
Data Element 49 – Internet Access Code. New	Unable to leave Internet Use Code blank, if Access

codes (NA and M) were added.	to Internet was No.
New Data Element 52 - Users of Electronic Resources Per Typical Week was added to the Administrative Entity Screen.	N/A
Outlet Screen:	
Data Element 10 – Metropolitan Status Code. Code UK was revised to M.	UK
Edit Checks:	
New Current-Year Edits 87 – 95 were added.	N/A
New Historical Edits 5, 40, 41, 44. 45, and 46 were added.	N/A

2   GETTING STARTED

2.1   WinPLUS Package Contents

The WinPLUS package includes this User's Guide and a cover letter.
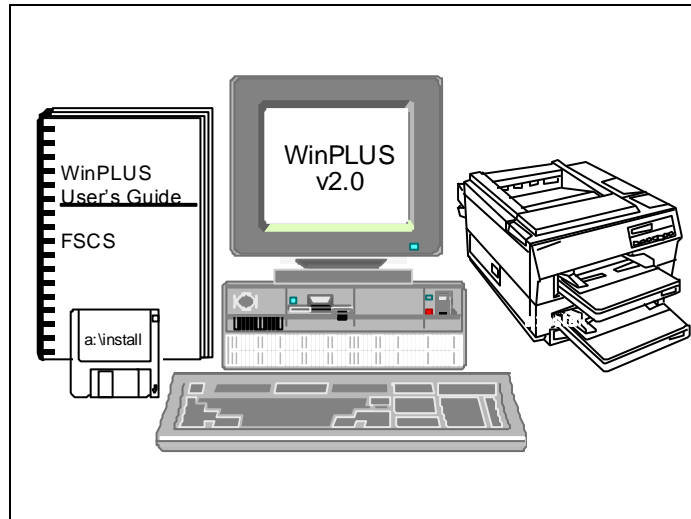
The WinPLUS software and state data files are available (1) as an Internet download (see section 2.5 for instructions) or (2) on compact disc (CD) *only* if you are unable to download the software and state files via the Internet. Please contact Cindy Sheckells at **pls@census.gov** for the CD version, if necessary.

The state database includes the following: 1) the previous year's administrative entity and outlet data, 2) the current-year templates for state characteristics data, administrative entity data, and outlet data, and 3) the historical tracking data for administrative entities and outlets.

2.2   Computer System Requirements

To function properly, WinPLUS *must* be installed on a personal computer running Windows 95, Windows 98, or Windows NT. If you are unsure of your system setup, please consult your local technical support staff, or contact Cindy Sheckells at **pls@census.gov**. In addition, Appendix J —Glossary of Terms may be helpful.

Hardware Requirements

- IBM Compatible 32 bit Personal Computer running Windows 95/98 or Windows NT version 4.0 or higher (A Pentium is recommended.)
- 16 Meg of RAM (32 Meg recommended)
- An HP Series II or compatible laser printer
- VGA monitor or better

Internet Requirements

- Access to the Internet for downloading/uploading
- Recent Browser (i.e., Internet Explorer or Netscape)
- FTP (File Transfer Protocol) capability

2.3   User Requirements

The WinPLUS software does not require an advanced level of personal computer expertise, but does require the user to have a basic knowledge of how to use a personal computer running Windows.

2.4 Conventions for User's Guide and WinPLUS Screens

In the WinPLUS software, windows or boxes pop up on preexisting or blank screens. Typically, the window offers a list of items, such as libraries, for selection by scrolling. Use the PgUp or PgDn keys, mouse and scroll bar, or scroll by the first letter to move from one selection to another. WinPLUS highlights your current selection. Press Enter to finalize your current selection.

Scrolling options are used in windows to move the cursor as follows:

- <Tab> Accepts data that the user has just typed for the current data element and moves forward to the next data element.

- <Page Up>When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.

- <Page Down>When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

- 'Scroll by first letter' When applicable, used to scroll to an item. The user types the first letter of the item.

2.5 Installing WinPLUS

Installing WinPLUS

The WinPLUS software may be downloaded from the Internet. The instructions are provided below. Make sure you have uninstalled any previous versions of WinPLUS.

Uninstalling WinPLUS

- Open the Control Panel (Start | Settings | Control Panel)
- Double-click the Add/Remove Programs icon
- Select WinPLUS from the list
- Click the Add/Remove button
- Click the Yes button to remove the old software
- Click the Remove None button when prompted about uninstalling shared files.

NOTE: Your local technical support staff can provide assistance with this.

Downloading the WinPLUS Software and state data file from the Internet

WinPLUS and your state data file are available for downloading from the Internet through the Census Bureau's World Wide Web (WWW) site. The instructions are listed below.

- Using a Web browser, point to http://www.census.gov/govs/www/pls.html address
- Download the software archive and your state's data archive by clicking on the appropriate selections.
- Please note the directory into which they are being downloaded.
- If your Web browser gives you the option of a "binary" or "ASCII" download, choose "binary".
- If the browser asks whether to "Open it" or "Save to Disk", choose "Save to Disk".

NOTE: If you need assistance using the Internet, either consult your system manager, call Cindy Sheckells at 1-800-451-6235, or send e-mail to **pls@census.gov**.

Installing the WinPLUS Software

IMPORTANT - Close all other applications before attempting to install WinPLUS:

- From the Windows Explorer select the directory containing the downloaded archives.
- Double-click on the file PLWPLUS.EXE.
- The Setup application will state *Copying files please stand by*.
- Once all files are copied, you will get a system message stating:
  Welcome to the WinPLUS 2.1 Installation program
  Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running.
- Choose **Ok** to continue Setup.
- By default, "WinPLUS" Setup will install the software in *C:\PROGRAM FILES\WINPLUS*.
  You have the option to override this default directory, but it is recommended that you DO NOT. If you opt to change the default location, please substitute that location for any subsequent references to C:\Program Files\WinPLUS.
- Click on the computer button to install the "WinPLUS" software.
- "Installing Data Access Components" box will appear, and it will automatically install Microsoft Data Access Components 2.1
- Once the Data Access Components are installed, you will return to the WinPLUS 2.1 setup.
- You may get one or more Version Conflict boxes stating:
  A file being copied is older than the file currently on your system.
  It is recommended that you keep your existing file...etc., etc.
  Do you want to keep this file?
  ALWAYS respond YES to this question.
- Eventually you will get "WinPLUS 2.1 setup was completed successfully."
- Choose **Ok**.
- At this point setup is complete, but you must complete the next step before accessing the WinPLUS software.

Copy the State Data File to the WinPLUS Program Directory

- From Windows Explorer, copy your state data archive to the C:\Program Files\Winplus directory.
- Double click on your *StateName.EXE* to expand it.
- You can delete the two archives (PLSWPLUS.EXE and *StateName.EXE)* to save space.

This completes the installation of the WinPLUS 2.1 System.

3   OVERVIEW OF WinPLUS

3.1   WinPLUS Sequence

In general, WinPLUS uses the following sequence.

1.   Data entry, either by importing the data from an external file (using WinPLUS Main Menu option
        'Import'), or by keyboard data entry (via WinPLUS Main Menu option 'View/Update
        Administrative Entity or Outlet Record(s)'). For more information, see Section 5.2 — Import and
        Section 5.5 — View/Update Administrative Entity or Outlet Record(s)).

2.   Review of edit checks and other reports of the data using the following tools:

        The 'Edit Checks (Current-Year and Historical)' option on the WinPLUS Main Menu, which
        generates a complete edit report for all libraries. A single-library edit report can be generated
        from the Main Menu option 'View/Update Administrative Entity of Outlet Record(s)'.

        The 'Report of Mismatched Record(s)' and 'Create Tables and State Summary Data' options on
        the WinPLUS Main Menu, which generate a list of unmatched records, single library tables, state
        tables, and state summary data.

        The edit checks and other reports are discussed in detail in sections 5.4, 5.8, 5.9, and 5.10.

3.   Submission of your final data. The instructions for a complete data submission are provided
        in Section 6 — Prepare File for Submission.

FSCS ID#

        Administrative entities have unique FSCS ID #s that conform to the XX#### numbering scheme,
where XX is the two-letter State abbreviation and #### is a WinPLUS-generated number. Outlets are
given the same FSCS ID# as their 'parent' administrative entity, plus a unique 3-digit suffix identifying the
outlet. Identifying information on administrative entities is included on the Administrative Entity file and
the Outlet file.

3.2   Historical Tracking

        For administrative entities and outlets, an historical tracking feature records official name and
address changes and structural changes such as library closings, new libraries, the merging of two libraries,
etc.. WinPLUS builds an historical file automatically as the user enters data, with little additional burden
to the WinPLUS user.

        WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Record(s)' is used to
look at and/or to make changes to preexisting records. WinPLUS Main Menu options 'Administrative
Entity Structure Changes' and 'Outlet Structure Changes' are used to make structural changes to
administrative entity or outlet records.

3.3   Valid Entries Only

Invalid entries are not permitted during data entry. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some data elements require codes (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

4 STARTING WinPLUS

To start WinPLUS, click the 'Start' button in Windows, then 'Programs', and choose WinPLUS.

4.1 Introductory Screen

The user is greeted by a WinPLUS welcome screen. Choose 'Continue' to go to the next screen. 'Exit' will take the user out of WinPLUS.
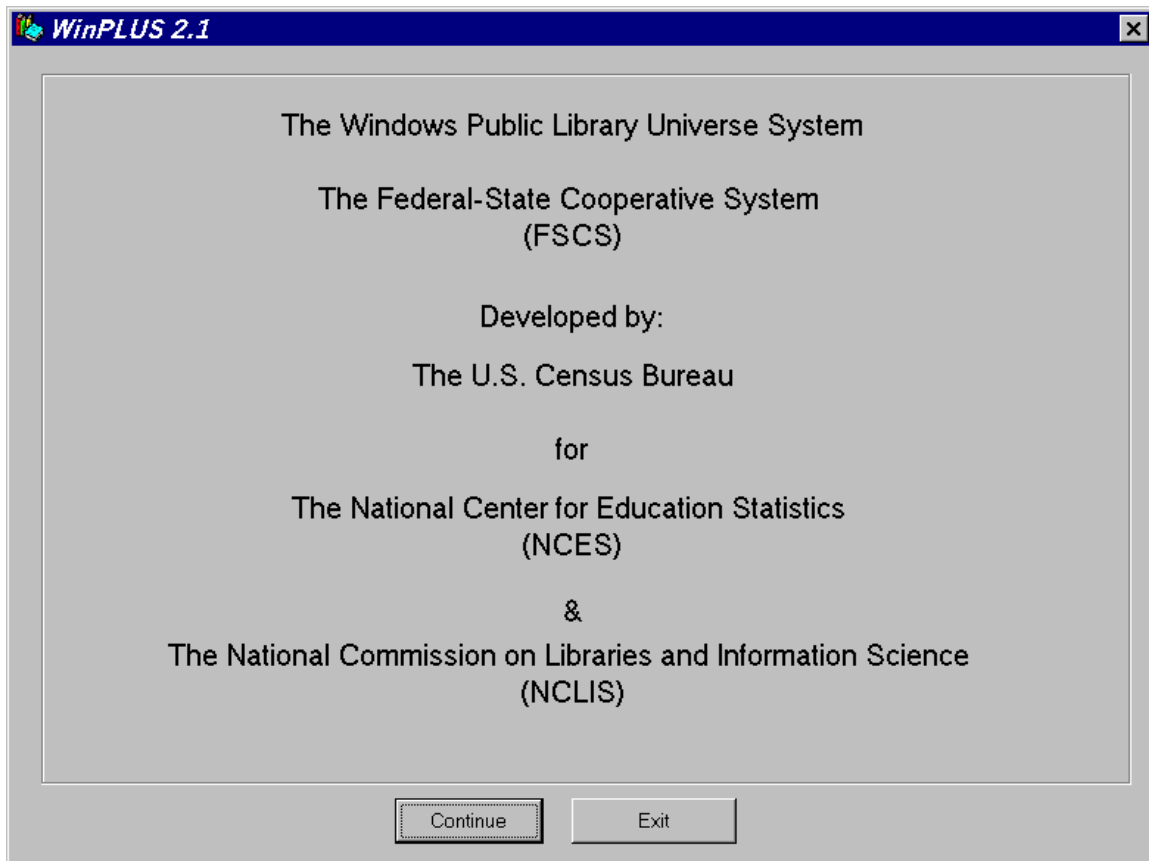
4.2   Select Data File

A screen appears that lists your state file (**fscs_XX.mdb, where 'XX' is your two-letter state abbreviation**) and allows the user to choose **Current Year** or **Prior Year**. Normally you would select the current-year file. After selecting the file, choose 'Open' to continue or "Exit' to return to the WinPLUS Main Menu.
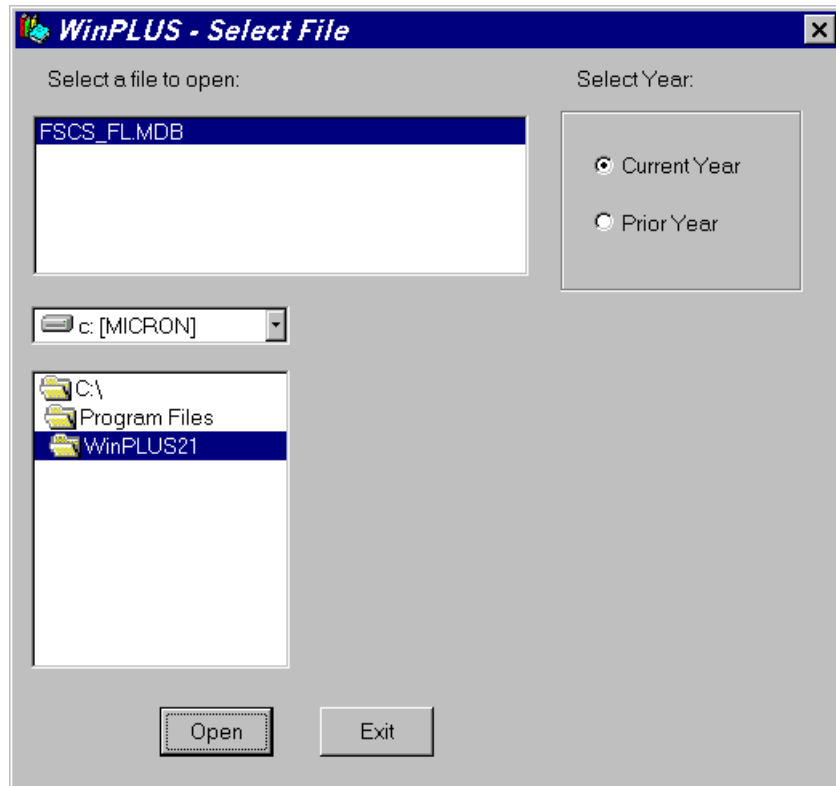
Current-Year File (Fiscal Year 1999 Reporting Period)

The Current-Year file is a 'template' file that contains records for administrative entities for all public libraries in your state. The template file contains prior-year data (i.e., fiscal year 1998 data) for items 1 through 7E and for items 47 through 49 because this information is not expected to change annually — the user should update data that have changed. The remaining items (i.e., 8 through 46 and 50 through 52) have been filled with -2, and the user should provide data for fiscal year 1999 for these items.

Data File Names

WinPLUS administrative entity files are a part of the (**fscs_XX.mdb**) database. In this manual, file names will commonly include 'XX' for the two-letter state abbreviation. Substitute your state abbreviation for XX, such as 'FL' for Florida.

4.3   State Characteristics Data

After the user selects a data file, WinPLUS automatically displays a screen so the user can enter state characteristic data (See Appendix D - State Characteristics Data Element Definitions and Notes). Items 01 and 02 automatically display your state's name (Florida in this example) and the FSCS Submission Year (the year in which the date are submitted to NCES). **The user enters data for Reporting Period Starting Date, Reporting Period Ending Date, Official State Total Population Estimate, and Total Unduplicated Population of Legal Service Areas.**

The cursor is on the **highlighted** data entry field for Data Element 03 — Reporting Period Starting Date. *The Reporting Period for this data submission is fiscal year 1998-99.* Enter the data and then tab or press ENTER to go to the next item, etc. The data are automatically saved in the database when you select the 'Continue' button, and the next screen, the WinPLUS Main Menu, is then displayed.

5   WinPLUS MAIN MENU OPTIONS

After the user selects the current-year data file and enters the state characteristics data, WinPLUS automatically displays the Main Menu which has 12 options, as shown below.
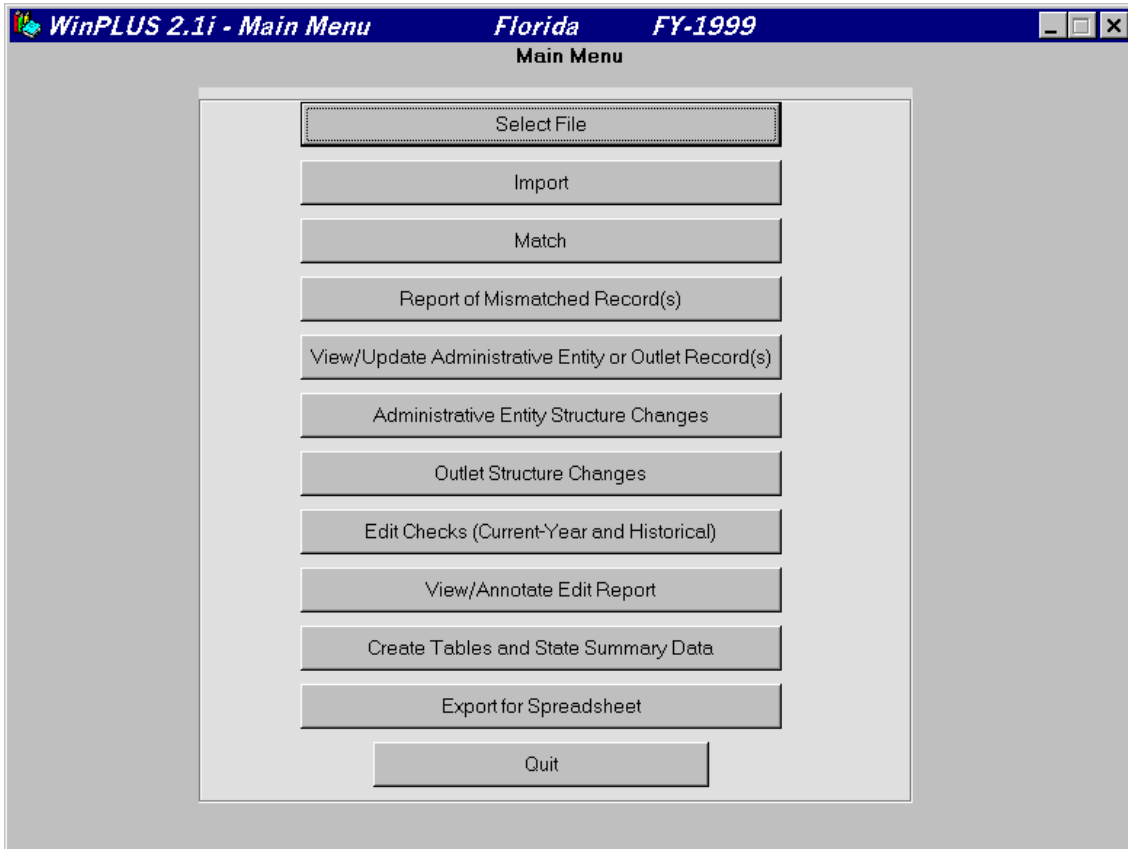
From the WinPLUS Main Menu the user can select any of the menu items by clicking on the option. Each of these options is discussed in detail on the following pages.

5.1   Select File

WinPLUS automatically enters this function when starting up (see Section 4.2 Select Data File). You will only need to use this option if you wish to work on a different data file than the one you selected when you started WinPLUS, or if you wish to access the state characteristics data (reporting period start and end dates and state population figures).

From the 'Select File' screen, you may select your 'Current Year' or 'Prior Year' data file. The database is listed under 'Select A File to Open' and is named **fscs_XX.mdb**, where 'XX' is your two-letter state abbreviation. After you have selected the file, choose 'Open'.

When you are ready to enter your current-year data, you may use one of two methods: direct data entry via the keyboard, or data import from an external file. To perform direct data entry, select 'View/Update Administrative Entity or Outlet Record(s)' from the WinPLUS Main Menu. To import your data, see Section 5.2 — Import (Note: Other menu options are also involved in the import procedure, and the user is encouraged to review the instructions for those options included in this manual before using them.

5.2　Import

5.2.1　Overview of Import

WinPLUS performs an automatic "Read and Validate" routine (discussed in section 5.2.3) during the import process to make sure the data are formatted correctly. The user cannot make changes to the data during this routine. **Note: In previous versions of WinPLUS, the data matching routine was also an automatic part of the import process. Based on user request, WinPLUS now performs the matching routine separately from the import process (see section 5.3)**

Import files should conform exactly to the specifications provided in Appendix B —Administrative Entity Import File Specifications and Appendix C — Outlet Import File Specifications. If you are unable to import successfully, please contact Cindy Sheckells of the U.S. Census Bureau by phone at (800) 451-6235 or by e-mail at **pls@census.gov**. Please keep a copy of the original import file for Census to review.

5.2.2　Selecting the Type of File to Import

Both administrative entity and outlet files can be imported into WinPLUS, but WinPLUS imports them in sequence, not simultaneously. To initiate an import, choose 'Import' from the WinPLUS Main Menu. A screen asking the user to select the type of file to import is displayed:
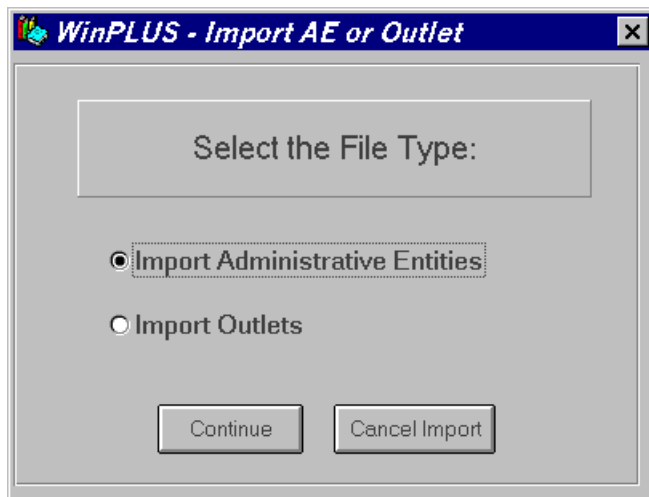
Choose 'Import Administrative Entities' or 'Import Outlets' depending on the type of file you plan to import. Choose 'Continue' to start the import process. To return to the WinPLUS Main Menu, choose 'Cancel Import'.

Selecting the Administrative Entity File Format

If the user chooses 'Import Administrative Entities', a menu is displayed with two available file formats for administrative entities: 'Text File' and 'Microsoft Excel Spreadsheet'. Select the type of file that you will import into WinPLUS, then choose 'Continue' to proceed with the import process. To return to the WinPLUS Main Menu, choose 'Cancel Import'.
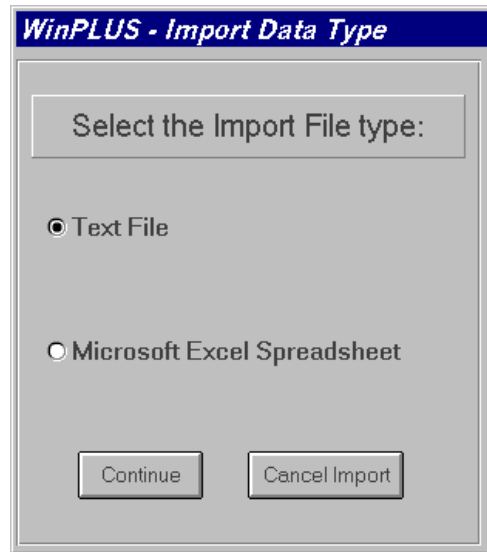
Microsoft Excel Spreadsheet Format

WinPLUS supports the import of an Microsoft Excel Spreadsheet that is compatible with the Administrative Entity Import File Specifications (see Appendix B). **When importing an Excel spreadsheet, you must have a row of labels at the top of the spreadsheet. Otherwise, you will lose one data record because the first row gets dropped during import.** The Excel template, supplied with the software, can add a row of labels for you. The Excel template is located in the same directory as the WinPLUS software.

ASCII Flat File Format

Most database, spreadsheet, and word processing applications can export data to the ASCII flat or fixed-length format. The ASCII flat file must conform exactly to Administrative Entity Import File Specifications (see Appendix B). The ASCII file name can be any legitimate WINDOWS name with any extension (.TXT is most common for text files). The administrative entity ASCII flat file can contain only administrative entity records; outlet records must be removed. Columns with a width greater than 1 should not be left blank. Use a -1 if you do not know the answer.

Selecting the Outlet File Format

For outlets, WinPLUS supports only the import of ASCII flat files (described below). WinPLUS does not support Microsoft Access Tables and Microsoft Excel Spreadsheets for outlet file import.

Choose 'Continue' to proceed with the import process. To return to the WinPLUS Main Menu, choose 'Cancel Import'.

ASCII Flat File Format

Most database, spreadsheet, and word processing applications can export data to the ASCII flat file format. The ASCII flat file must conform exactly to Outlet Import File Specifications (see Appendix C). The ASCII file name can be any legitimate WINDOWS name. The Outlet ASCII flat file can contain only outlet records; administrative entity records must be removed.

5.2.3 Read and Validate

After the user selects the type and format of file to import, WinPLUS will display a screen that asks for the import file criteria, the drive where the file is located, and the data file name.
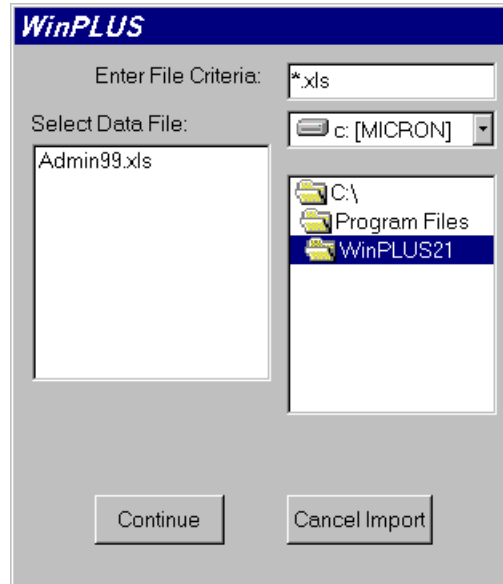
If you are importing Administrative Entities using an Excel spreadsheet, WinPLUS will ask you to enter the worksheet name. The default name is 'Sheet1'. If you have given your worksheet a different name, enter the name.
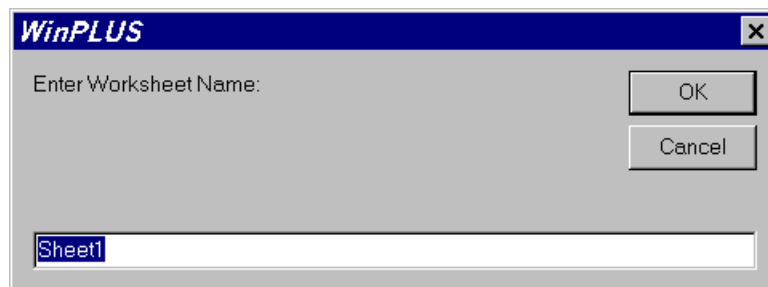
After the user has selected the type and format of file to import, the import begins. First, WinPLUS automatically opens the import file and 'reads' (copies) the data within it to a temporary WinPLUS table. For ASCII text files, WinPLUS then validates the data against the Administrative Entity Import File Specifications or the Outlet Import File Specifications (see Appendix B or C, respectively). While reading and/or validating the import file, WinPLUS will display the message "Reading Rec #…", showing WinPLUS's progress.

Note: The 'Read and Validate' process does not change the original import file. If you are experiencing problems with importing your Administrative Entity file in Excel, your spreadsheet probably does not match what WinPLUS is expecting. You will receive a pop-up message if the import was canceled

due to an 'IMPORT ERROR', instructing you to run the macro in the Microsoft Excel Spreadsheet located in the same directory as the WinPLUS software. It will fix most import problems related to incorrect formatting.

WinPLUS - Import Canceled

IMPORT ERROR - All Other Paid Staff in row 6 should be numeric.

Please correct this problem and restart the Import.

Note: If there does not appear to be a problem, you should run the Excel macro in ADMIN_TEMPLATE.XLS. This fixes most common formatting problems.

[OK]
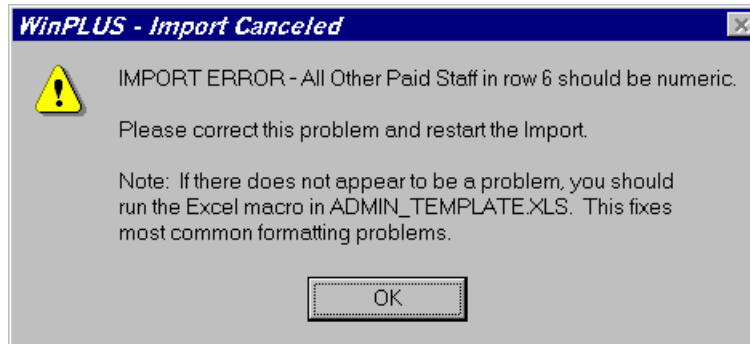
5.2.4 Import Complete

At the completion of importing, you have the option of (1) continuing with the matching routine, which matches current-year records against prior-year records, or (2) returning to the Main Menu and running the matching routine later. Select 'Yes' to continue with matching or select 'No' to return to the Main Menu.

WinPLUS

Import Complete - Do you want to continue with the Matching?

'Yes'   - Match the imported file to the prior year data file.
'No'   - Return to Main Menu and run the Match later.

NOTE: You MUST perform the Match to make your imported data available for further WinPLUS processing.

[Yes]   [No]
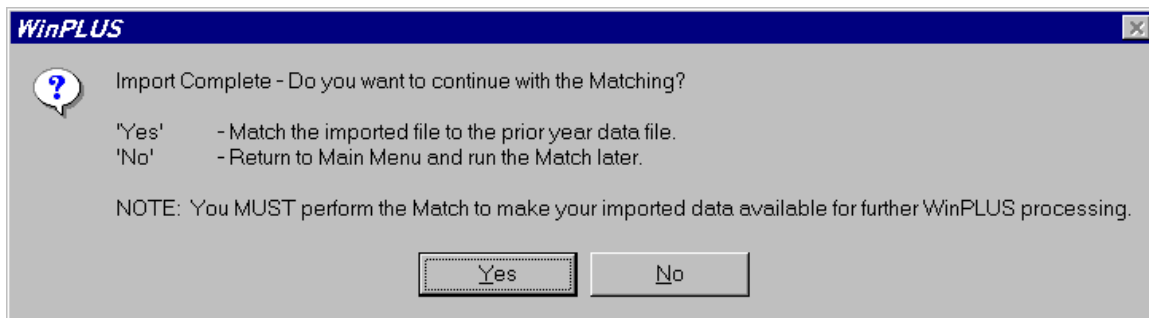
5.3   Match *(used with imported data only)*

The 'Match' feature, *used with imported data only,* follows the 'Read and Validate' import routine.

Note:

- In previous versions of WinPLUS, the data matching routine was an automatic part of the import process. Based on user request, WinPLUS now performs the matching routine separately from the import process. If you did not run the matching routine at the completion of importing your data, you must run it via the 'Match' option on the Main Menu.

- The 'Match' option on the Main Menu will not run if: (1) you did not import your data (i.e., you performed direct data entry), or (2) your data were not imported successfully. In either case, you will receive the following message if you select the 'Match' option on the Main Menu:

- The 'Edit Checks (Current Year and Historical)' option on the Main Menu will not run if you imported data but did not run the matching routine. If you try to run the edit checks, you will receive a message prompting you to run the "Match" feature.

- If you select the 'Match' option from the Main Menu, you will be prompted to begin matching on Administrative Entities (A) or Outlets (O).   To complete the matching process, you must match on both Administrative Entities (A) and on Outlets (O).

    The 'Match' feature consists of four steps:

    1. Key information (e.g., NAME, LIB ID#, etc.) from the prior-year data is compared to the import data to match as many records as possible;

    2. WinPLUS records official name and address changes;

3. WinPLUS runs the 'Structure Change' routine to resolve any records on the import file that have not been matched to the prior-year file; and

4. WinPLUS allows deletion of records on the prior-year file not found on the import file.

    Once records are matched, they are then moved to the Administrative Entity or Outlet data base.

5.3.1   Matching Routine

This routine attempts to match records from the current-year import file against records from the prior-year file. WinPLUS completes two types of matches, an automatic match and a conditional match. The following examples show the routine only for the administrative entity file, but the outlet file routine works the same way.

There are two criteria for an automatic match:

1. WinPLUS checks records to see if the LIB ID# and NAME (of library) on the import file exactly match the data on the prior-year file. If both match, the records are considered an automatic match and the FSCS ID# is used.

2. If WinPLUS can match the library record to only one of these two key data elements, the matching routine also attempts to match any **two** of the following additional data elements: ADDRESS, CITY, ZIP or PHONE. If this condition is met, the record is considered an automatic match.

A match on only **one** of the six data elements described above constitutes a conditional match. The minimum criteria for an automatic or conditional match and the corresponding data matching action are summarized in the following table:

DATA MATCHING ACTION	LIB ID#	NAME (of Library)	ADDRESS, CITY, ZIP1, PHONE
Automatic Match	Yes	Yes	None
	Yes	No	Any 2 of the 4
	No	Yes	Any 2 of the 4
Conditional Match, (i.e., prompt user for match)	Yes	No	None or any 1 of the 4
	No	Yes	None or any 1 of the 4
	No	No	Any 1 of the 4

In a conditional match, WinPLUS displays both data records on a 'split-screen' and prompts the user to confirm whether there is a specific library record match. In the following example, the LIB ID# and only one of the other four variables match, so this is a conditional match.

After a conditional match is found, the user types 'Y' to accept the match or 'N' to reject it. The record is then updated with the new information and WinPLUS moves on to the next record. Select 'Cancel Import' to return to the WinPLUS Main Menu.

Be especially careful when importing data for new libraries that are really structure changes. For example, if two library systems merge and the administrative entity keeps the address of one of the old systems, WinPLUS may read this as a conditional match between the new entity on the import file and the old entity on the prior-year record.

Please note: The data matching routine is **not** case sensitive. For example, a library name entered in upper-case letters (e.g., 'MAIN LIBRARY') will be successfully matched with a library name entered in lower-case letters (e.g., 'Main Library').

Before continuing to the next record, WinPLUS checks for name and address changes from the prior-year record to the import record just matched (whether an automatic or conditional match).

5.3.2 Checking for Name and Address Changes

While in the Data Matching routine, WinPLUS automatically checks for name and/or address changes so that the change can be tracked in the historical file if appropriate.

Name (of library) Change - When a user updates a name in an import record, the 'Import Name Change' window is automatically displayed below the split screen showing the import and prior-year data.

- Type '1', then 'OK' to select "Was an official name change made to this import record?" when the library name was officially changed.

- The user is prompted "Is this a Structure Change (Y/N)? ". Type '1' to simply track the name change in the historical changes database. Type 'Y' to confirm that the record will need a structure change.

- Type '2', then 'OK' to select "Was a data entry error fixed on this import record?" when a correction was made to the library name because of a data entry error.

- Type '3', then 'OK' to select "Is the original data correct?", if you want to keep the original data.

    WinPLUS then automatically checks for address changes for the same record.

Address Change - When the user updates an address in an import record, the 'Import Address Change' window is automatically displayed below the split screen showing the import and prior-year data. Select one of the three options displayed.

- Type '1', then 'OK' to select "Was an official address change made to this import record?" when the library address was officially changed.

- The user is prompted "Is this a Structure Change (Y/N)?". Type 'N' to simply track the address change in the historical changes database. Type 'Y' to confirm that the record will need a structure change.

- Type '2', then 'OK' to select "Was a data entry error fixed on this import record?" when a correction was made to the library address because of a data entry error.

- Type '3', then 'OK' to select "Is the original data correct?", if you want to keep the original data.

After all matches are complete and name and address changes checked, WinPLUS begins the structure change routine.

5.3.3 Structure Change Routine

After all matches are complete and official name and address changes recorded, if one or more records from the administrative entity or outlet import file still is not matched to the previous year's file, WinPLUS automatically begins the structure change routine.

(Note: You cannot make more than nine structure changes during a single WinPLUS session. To make more than nine structure changes, 'Quit' and restart WinPLUS.)

Administrative Entity Structure Changes

A structure changes menu with several options is automatically displayed if one or more records from the administrative entity import file is not matched to the prior-year file. These options will vary depending on the type of match found. They are described below.

❖ **Add New Administrative Entity.** This is used to add a new administrative entity record.

WinPLUS assigns the new record a new FSCS ID#.

Select 'Add New Administrative Entity' from the 'Administrative Structure Changes' menu during the import matching routine, and then select 'Continue'. The program assigns the new entity a new FSCS ID# and automatically continues to process the next structure change.

❖ **Change from Administrative Entity to Outlet.** This is a new outlet created when an administrative entity becomes an outlet of another administrative entity.

(Note: The administrative entity that changed to an outlet is tracked in the historical database under its original FSCS ID#, followed by the new outlet's FSCS ID#.)

WinPLUS - Match	Florida	FY-1999

DATA FOUND IN PRIOR YEAR - NO MATCH IN CURRENT YEAR

Administrative Structure Change

Prior Year Unmatched Data

LIB ID #: FSCS5006

○ Add New Administrative Entity

FSCS ID #: FL0008

◉ Change from Administrative Entity to Outlet

NAME:
WEST FLORIDA REGIONAL LIBRARY

○ Merge Two or More Administrative Entities

○ Remove Closed Administrative Entity

ADDRESS: 200 WEST GREGORY STREET

○ Delete Incorrect Record

○ Restore Previously Deleted Administrative Entity

CITY: PENSACOLA

○ Delete Record from Import

ZIP 1: 32501

○ Retain Prior Year Record

ZIP 2: 4878

Continue   Cancel Match

PHONE: (850)-435-1760

Select 'Change from Administrative Entity to Outlet' from the 'Administrative Structure Change' menu during the import matching routine, and then select 'Continue'. You will receive the following message, 'Change this Entity to an Outlet?'

If you choose 'Yes' and there are no outlets for this administrative entity, the structure change will proceed. If you type 'No', the structure change is cancelled.

When outlets exist for the administrative entity selected to change to an outlet, the user is prompted "Outlets exist! You must first delete all outlets associated with this Entity". Press 'OK' to continue.

Note: If the administrative entity that is changing to an outlet itself has outlets, these must be reconciled before the administrative entity can become an outlet. This is because outlets must be attached to an administrative entity. If such outlets exist, the following prompt appears: "Outlets exist! You must first delete all outlets associated with this Entity." To reconcile the outlets, select WinPLUS Main Menu option 'Outlet Structure Changes' and follow instructions in Section 5.7 — Outlet Structure Changes. After all outlets have been deleted, try the import again.

When outlets do not exist or after all outlets have been reconciled, the user selects the administrative entity for the new outlet that has changed from an administrative entity. Next, another window lists all the administrative entities.
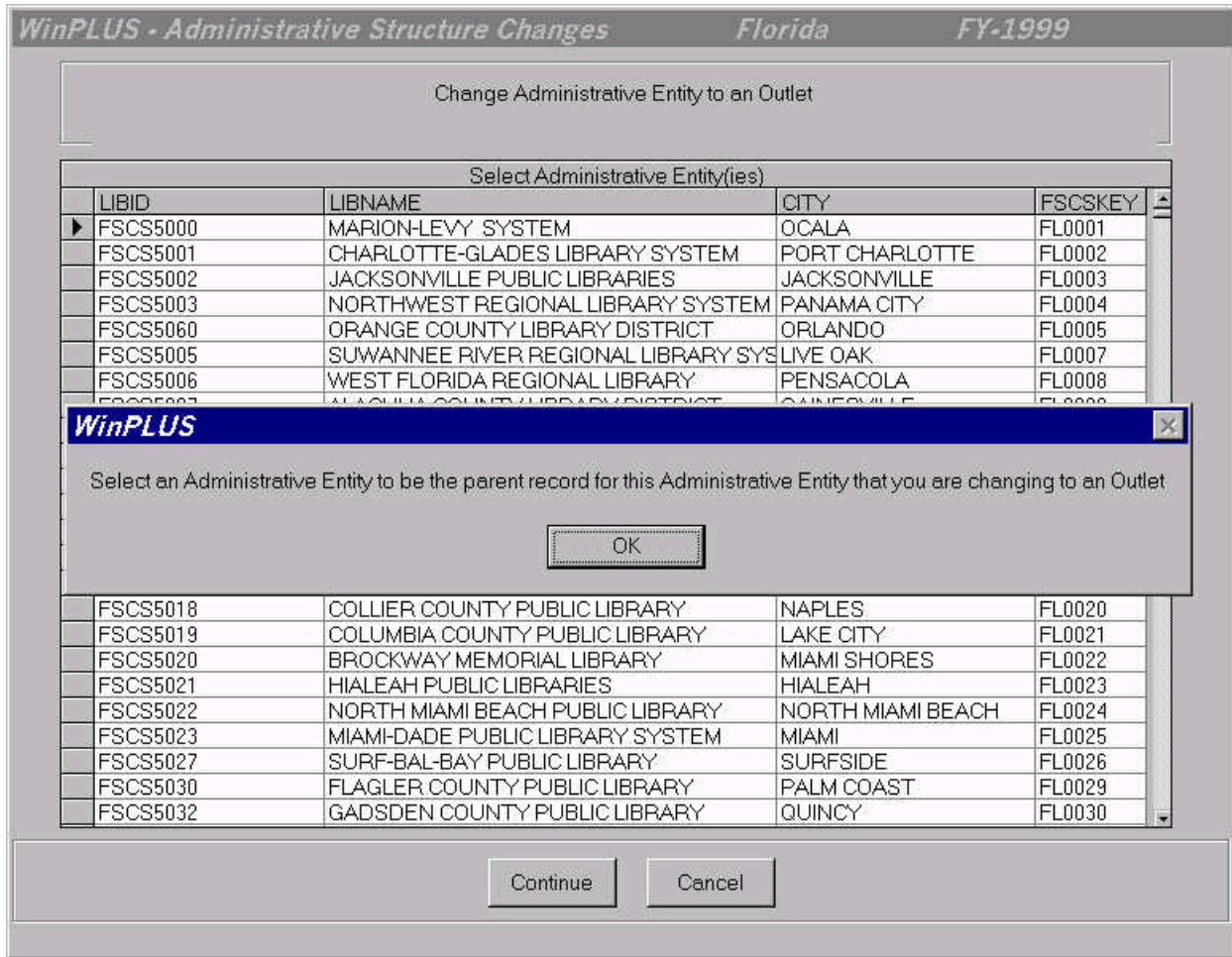
Use the up arrow, down arrow, page up, and page down keys to scroll through the list of administrative entities. Select the administrative entity for the newly created outlet record (the record being imported). The user is prompted to finalize the change.
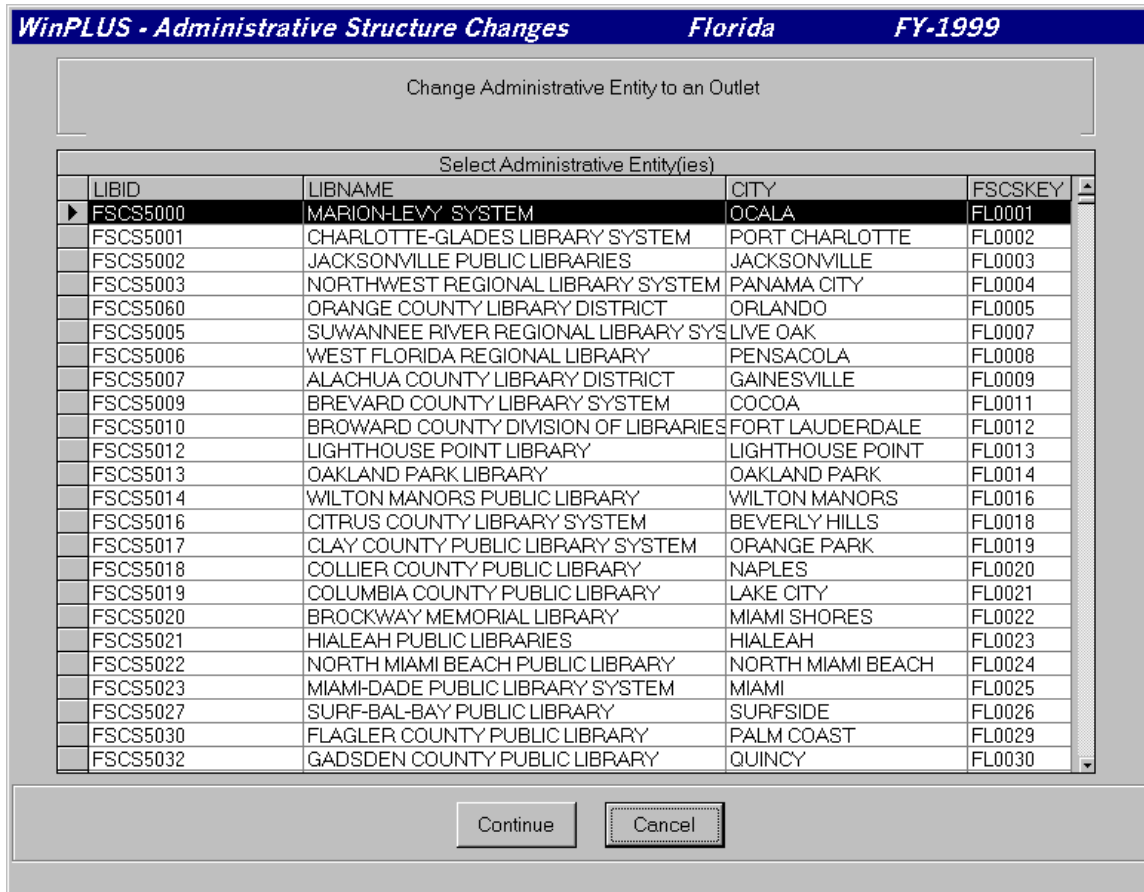
Select 'Cancel' to cancel the change, cancel the current structure change record from the import and return to processing structure changes. Select 'Continue' to finalize the change. After the Administrative Record has been converted to an Outlet, you will receive a message reminding you that you must edit the record to report data for the following fields: Outlet Type, Metropolitan Status Code, and number of bookmobiles. Select 'OK'.

❖ **Merge Two or More Administrative Entities.** This is a new administrative entity created when two or more administrative entities merge.

   (Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. All branches, bookmobiles and centrals are carried over to the new administrative entity record. The old administrative entities that merged are in the historical database under both their new and old FSCS ID#s.)

   Select 'Merge Two or More Administrative Entities' from the 'Administrative Structure Change' menu during the import matching routine, and then select 'Continue'. A window lists all administrative entities.
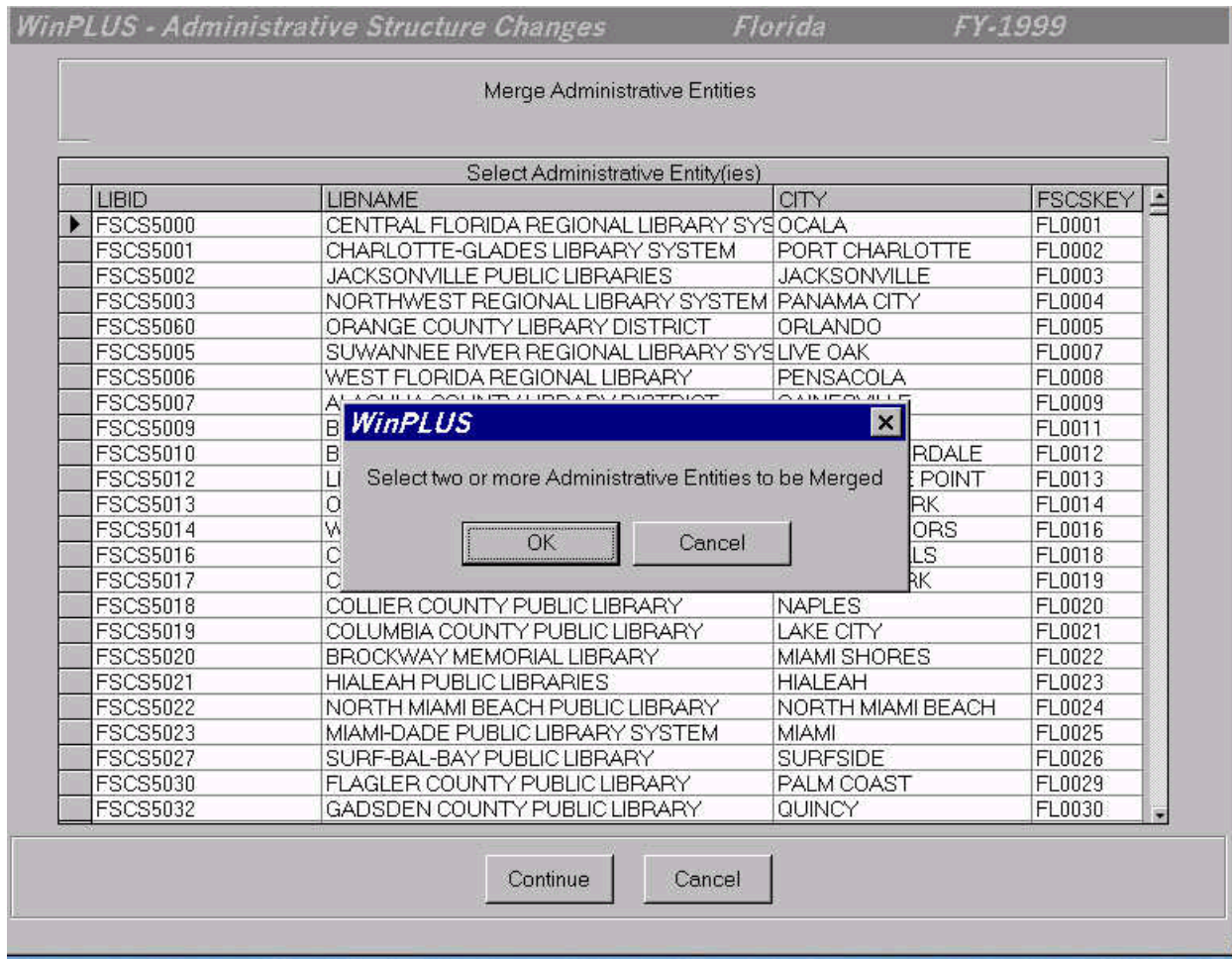
   Select the administrative entity records that are merging. Use the up arrow, down arrow, page up, and page down keys to scroll through the list of Administrative Entities. Select the Administrative Entities that you wish to merge by clicking on the gray box to the left of the names while holding down the **Ctrl** (Control) key. *The entire row must be highlighted.* Select 'Cancel' to return to the WinPLUS Main Menu, select 'Continue' to proceed with the Structure Change.

The next screen will ask you 'Do you want to carryover one of the Administrative Entities?' Choose 'Yes' to carryover data elements 1 through 7D from one of the Administrative Entities, into the new merged Administrative Entity. Choose 'No' to enter new information for all data elements.
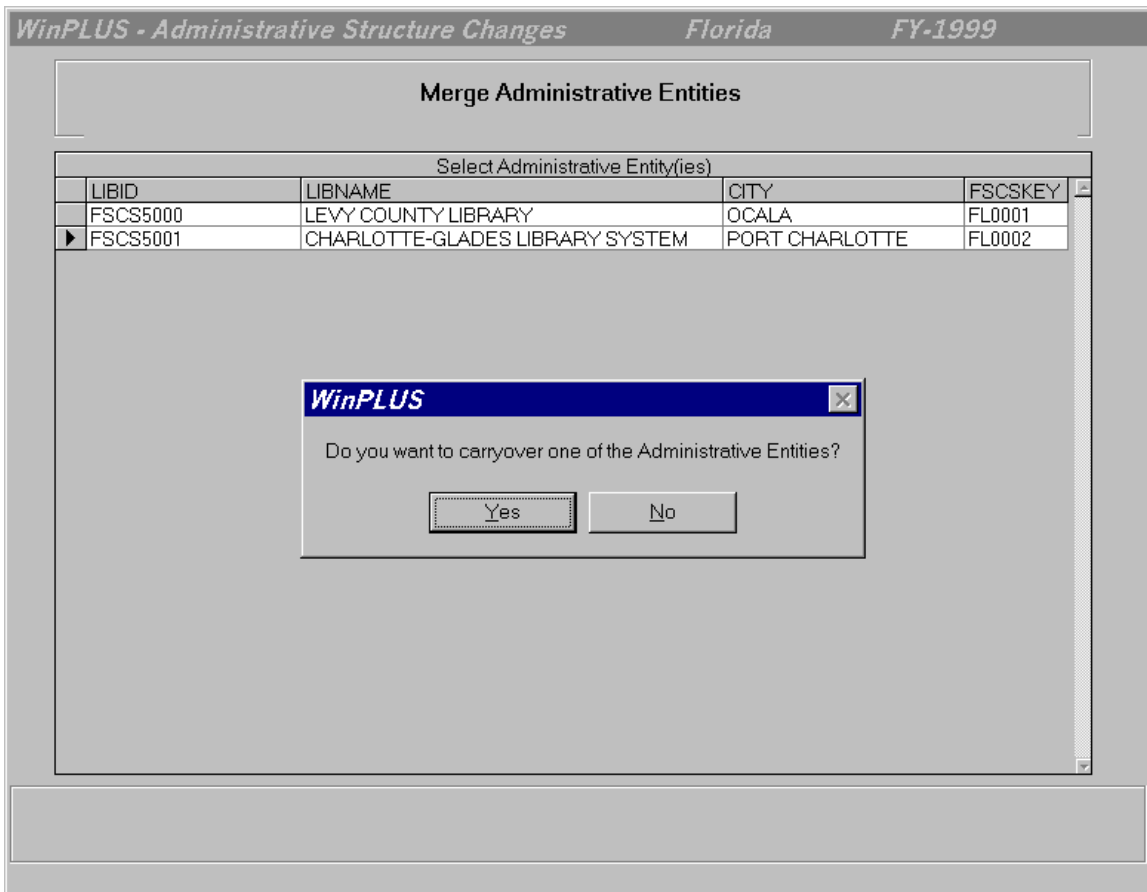
If you chose 'Yes', you will be prompted to 'Select Administrative Entity to carryover'. Highlight your selection, then choose 'Continue' to proceed or 'Cancel' to cancel the merger. If you continue, the new Administrative Entity data screens will be displayed for your review. The outlets from the old administrative entities are carried into the newly merged administrative entity record.

❖ **Remove Closed Administrative Entity**

To remove a closed administrative entity record from the current-year file, choose 'Remove Closed Administrative Entity' from the 'Administrative Structure Change' menu during the import matching routine, and then select 'Continue'. You will be asked, 'Do you want to delete this Administrative Entity and all of its Outlets?'

Choose 'No' to cancel, 'Yes' to delete. (Note: The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored. See Section 5.6.7 — Restore Previous Deletion).

❖ **Delete Incorrect Record**

　　　　To delete an incorrect administrative entity, select 'Delete Incorrect Record' from the 'Administrative Structure Change' menu during the import matching routine, and then choose 'Continue'. You will be asked 'Do you want to delete this Administrative Entity and all of its outlets?

　　　　Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'. (Note: The deleted administrative entity is in the historical database under its original FSCS ID# and can later be restored. See the next section.)

❖ **Restore Previously Deleted Administrative Entity.**

When an administrative entity record has previously been deleted using WinPLUS, it can be restored from the historical database and becomes a current record in the administrative entity database under its original FSCS ID#.

Select 'Restore Previously Deleted Administrative Entity' from the 'Administrative Structure Change' menu during the import matching routine, and then choose 'Continue'. The 'Restore Administrative Entity Record' window is displayed.
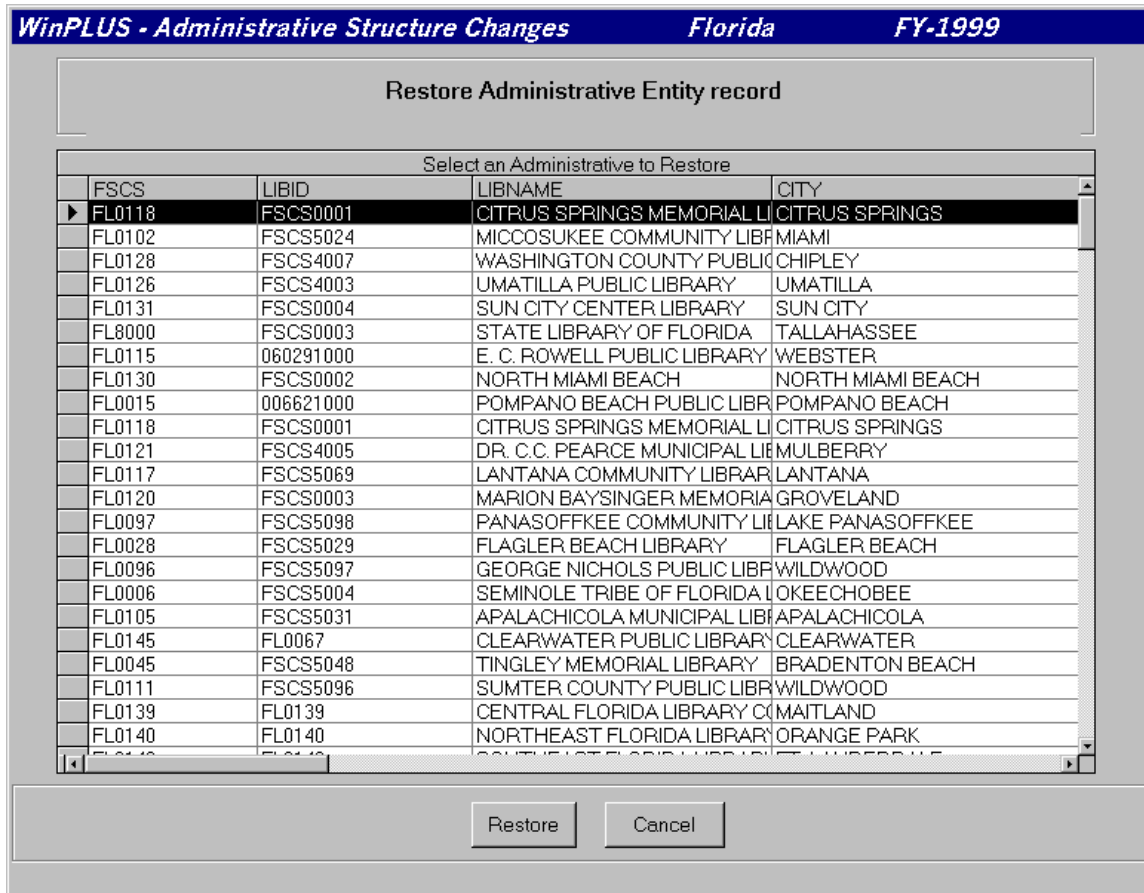
Select the administrative entity records that are being restored. Use the up arrow, down arrow, page up, and page down keys to scroll through the list of Administrative Entities. Select the Administrative Entities that you wish to restore by clicking on the gray box to the left of the names. *The entire row must be highlighted, and you must hold down the Ctrl (Control) key to select more than one entity.*

Select 'Cancel' to cancel the restore and return to the WinPLUS Main Menu, or select 'Restore' to proceed with the Structure Change. If you select 'Restore', the administrative entity record is restored from the historical database and becomes part of the current database under its original FSCS ID#.

❖ **Delete Record from Import.**

This option allows the user to 'bail-out' of importing a record that does not match the user's FY 1999 template file. Canceling a record from import allows the import to proceed, but the original record is still in the import file. The user must edit the record, make a structure change, or correct an error. Otherwise the user will have to cancel the same record each time an import is done. Select 'Delete Record from Import' from the 'Administrative Structure Change' menu during the import matching routine, and then choose 'Continue' to 'bail-out' of importing a record. The program will automatically resume processing the next import file structure change.

❖ **Retain Prior-Year Record.**

This option allows the user to retain the prior-year data when a prior-year record is not matched on the current-year import file. Select 'Retain Prior Year Record' from the 'Administrative Structure Change' menu during the import matching routine, and then choose 'Continue' to retain the prior-year record. The program will automatically resume processing the next import file structure change.

FSCS

Outlet Structure Changes

A structure changes menu with several options is automatically displayed if one or more records from the outlet import file is not matched to the prior-year file. These options vary depending on the type of match found. The options are described below. An example of the screen shown when data are found in the current-year import file but not in the prior-year file is shown below.
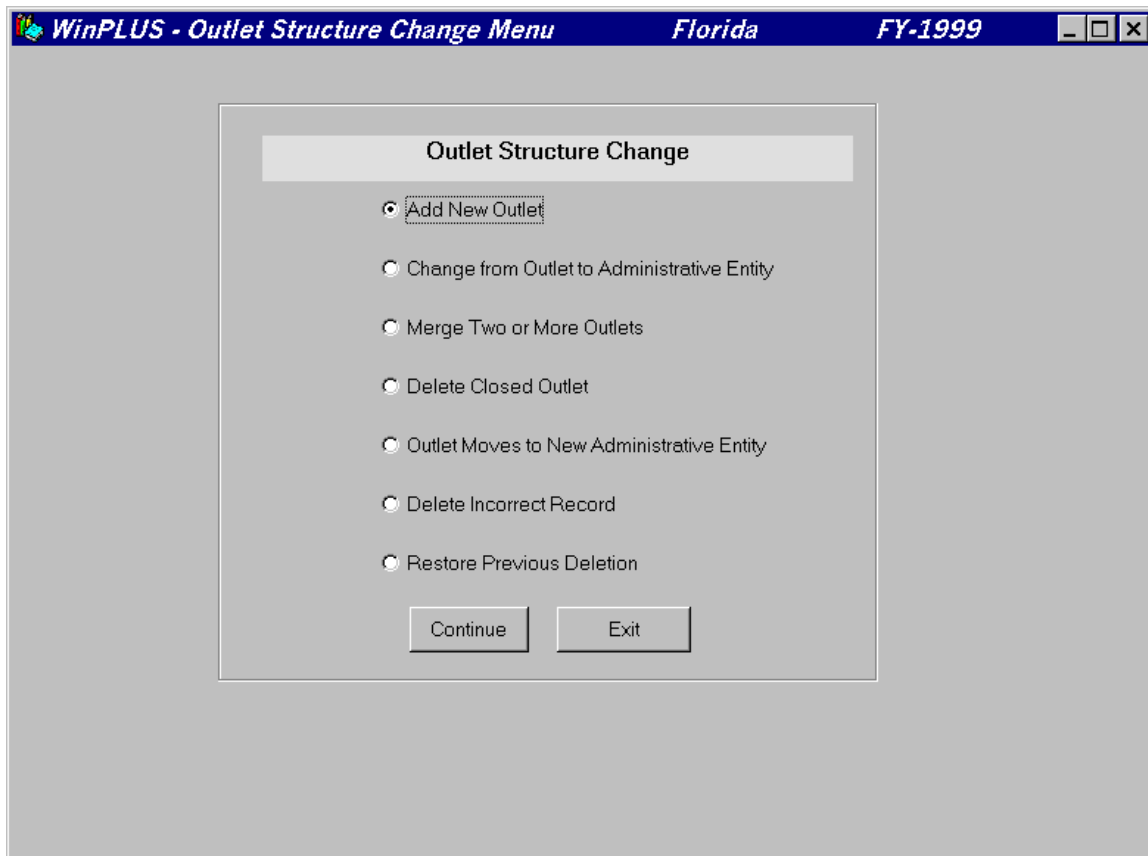
❖ **Add New Outlet.** This is used to add a new outlet record.

WinPLUS assigns the new outlet an FSCS ID#. The number assigned is the same as the administrative entity to which the outlet will be added, with the addition of a three-digit suffix to uniquely identify the new outlet.

Choose 'Add New Outlet' from the 'Outlet Structure Change Menu' during the import matching routine, and then choose 'Continue'. A window prompts the user for the administrative entity to which the outlet is being added.
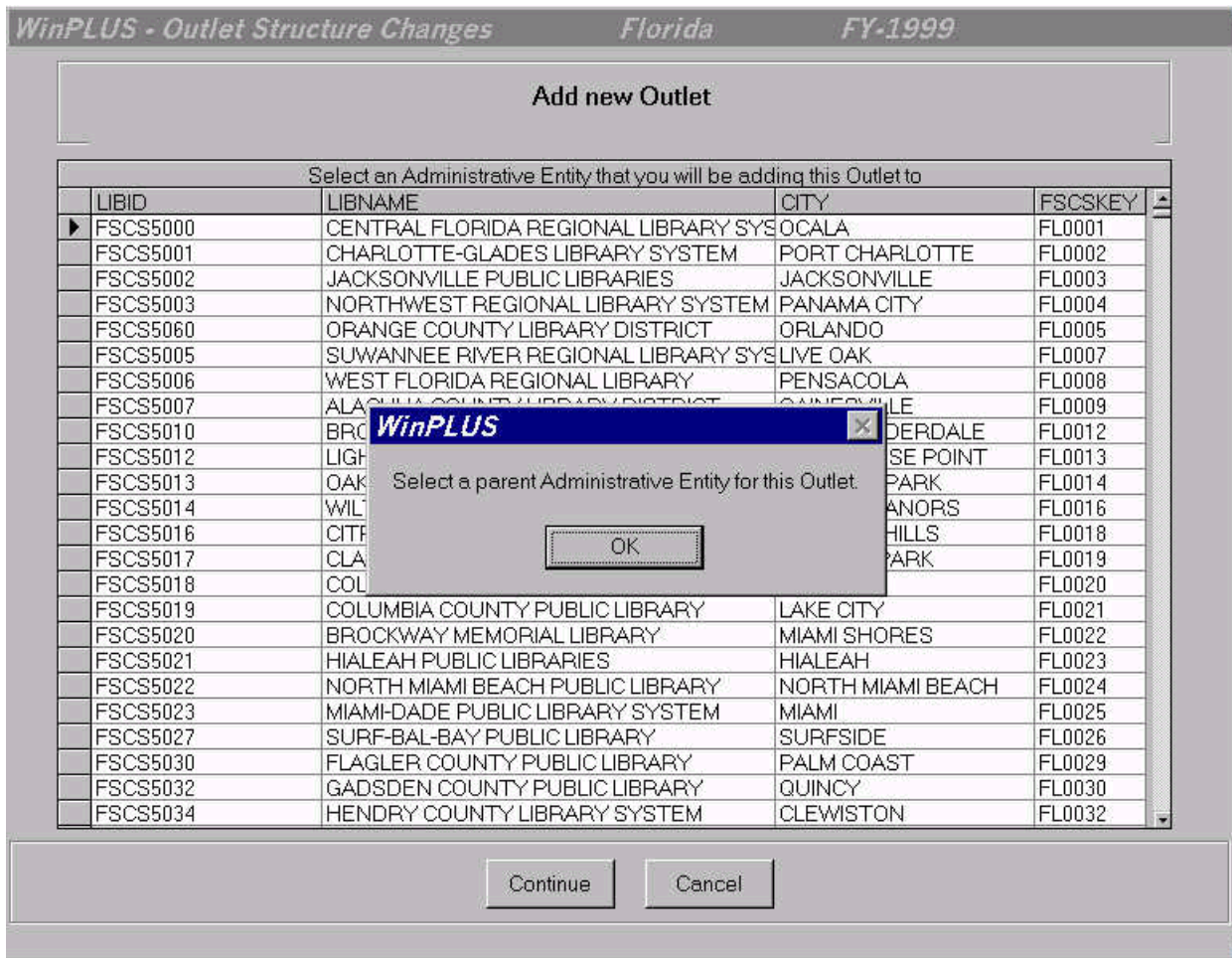
Select the administrative entity to which the outlet will be assigned. Use the up arrow, down arrow, page up, and page down keys to scroll through the list of Administrative Entities. Select the Administrative Entity that will be that will be the parent by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Cancel' to return to the import data matching screen, or select 'Continue' to proceed with the Structure Change.

❖ **Change from Outlet to Administrative Entity.** An outlet becomes an administrative entity.

(Note: The new administrative entity is assigned a new FSCS ID#. The old outlet is tracked in the historical outlet file under both its old FSCS ID# and the new administrative entity's FSCS ID#.)

Select 'Change from Outlet to Administrative Entity' from the 'Outlet Structure Change Menu' during the import matching routine, and then choose 'Continue'. You will receive the message 'Change this Outlet to an Administrative Entity with a new FSCS ID#?'

Select 'Yes' to finalize the structure change, select 'No' to cancel the structure change and return to the data matching screen. If you select 'Yes', the data entry screens for the new Administrative Entity are displayed, for your review and editing. You can still cancel the outlet-to entity change from these screens, if desired (see buttons at screen bottom).

❖ **Merge Two or More Outlets.** This is a new outlet created when two or more outlets merge.

(Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under both their new and old FSCS ID#s).

Select 'Merge Two or More Outlets' from the 'Outlet Structure Change Menu' during the import matching routine, and then choose 'Continue'. A window lists all the outlets. You will receive the message 'Select two or more Outlets to be Merged'. Select 'OK' to continue.
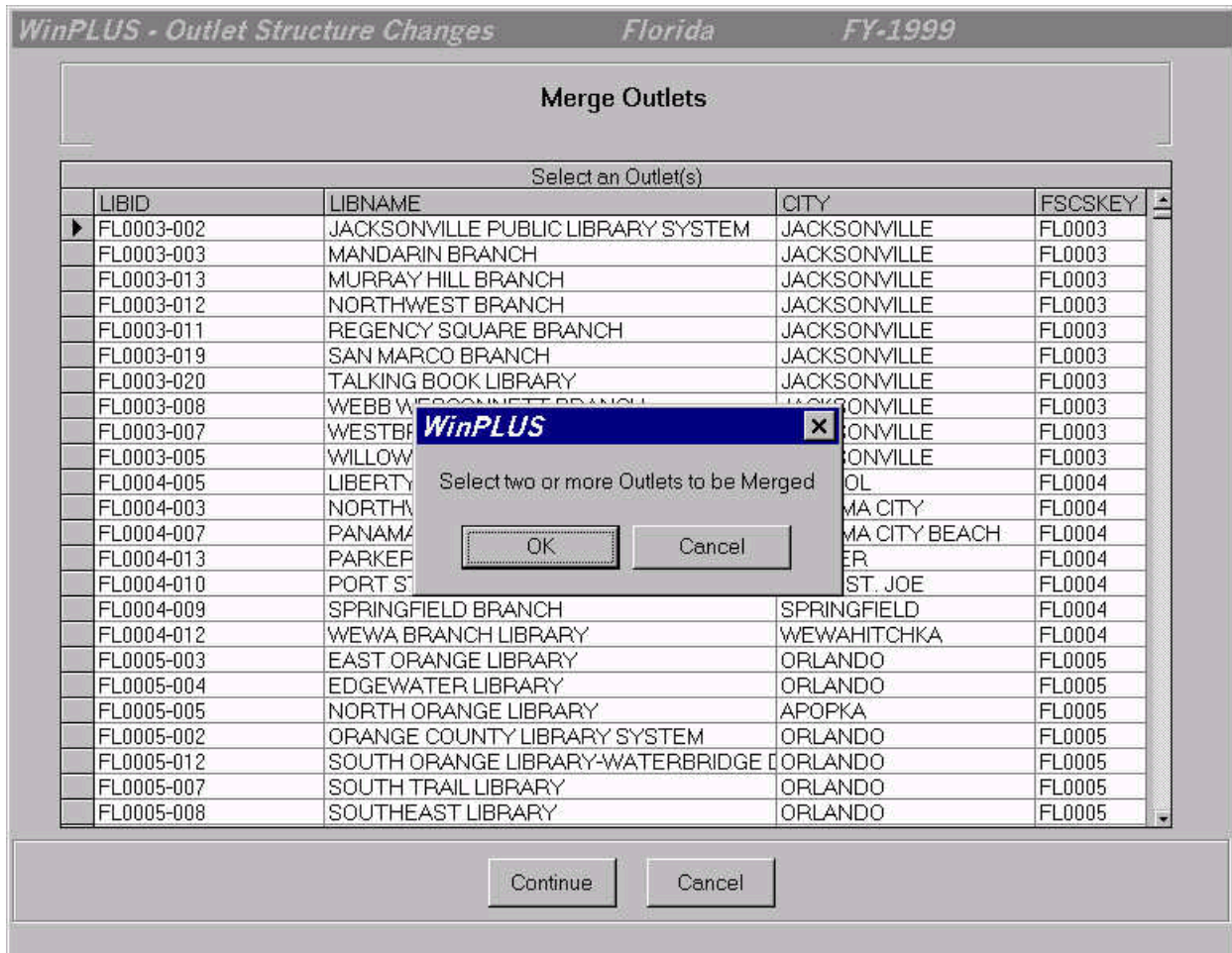
Select the outlet records that are being merged. Use the up arrow, down arrow, page up, and page down keys to scroll through the list of Outlets. Select the Outlets that you wish to merge by clicking on the gray box to the left of the names. Use the CTRL key to select the second record. *The entire row must be highlighted.*

Select 'Continue' to proceed with the merge or 'Cancel' to cancel the current outlet structure change from the import and return to the 'Outlet Structure Change Menu'. If you select 'Continue', you will see the message 'Do you want to carryover one of the Outlets?'

WinPLUS - Outlet Structure Changes   Florida   FY-1999

Merge Outlets

Select an Outlet(s)

LIBID	LIBNAME	CITY	FSCSKEY
FL0001-013	OCALA PUBLIC LIBRARY	OCALA	FL0001
FL0002-006	GLADES COUNTY PUBLIC LIBRARY	MOORE HAVEN	FL0002

WinPLUS

Select Outlet to carry over

OK

Continue   Cancel

If you select 'Yes', the above screen will be displayed with the message 'Select the Outlet to carryover'. Select the Outlets that you wish to carry over by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

Select 'Continue' to proceed with the structure change. Information from this outlet will be inserted in the newly merged outlet.   You will then receive a screen with the message 'Select a parent Administrative Entity for this Outlet'. Select the parent administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.*   Choose 'Continue' to proceed with the structure change.

WinPLUS - Outlet Structure Changes   Florida   FY-1999

Merge Outlets

Select an Administrative Entity that you will be adding this Outlet to

LIBID	LIBNAME	CITY	FSCSKEY
FSCS5000	CENTRAL FLORIDA REGIONAL LIBRARY SYS	OCALA	FL0001
FSCS5001	CHARLOTTE-GLADES LIBRARY SYSTEM	PORT CHARLOTTE	FL0002
FSCS5002	JACKSONVILLE PUBLIC LIBRARIES	JACKSONVILLE	FL0003
FSCS5003	NORTHWEST REGIONAL LIBRARY SYSTEM	PANAMA CITY	FL0004
FSCS5060	ORANGE COUNTY LIBRARY DISTRICT	ORLANDO	FL0005
FSCS5005	SUWANNEE RIVER REGIONAL LIBRARY SYS	LIVE OAK	FL0007
FSCS5006	WEST FLORIDA REGIONAL LIBRARY	PENSACOLA	FL0008
FSCS5007	ALACHUA COUNTY LIBRARY DISTRICT	GAINESVILLE	FL0009
FSCS5010	BRO		DERDALE	FL0012
FSCS5012	LIGH		SE POINT	FL0013
FSCS5013	OAK		PARK	FL0014
FSCS5014	WIL		ANORS	FL0016
FSCS5016	CITF		HILLS	FL0018
FSCS5017	CLA		PARK	FL0019
FSCS5018	COL			FL0020
FSCS5019	COLUMBIA COUNTY PUBLIC LIBRARY	LAKE CITY	FL0021
FSCS5020	BROCKWAY MEMORIAL LIBRARY	MIAMI SHORES	FL0022
FSCS5021	HIALEAH PUBLIC LIBRARIES	HIALEAH	FL0023
FSCS5022	NORTH MIAMI BEACH PUBLIC LIBRARY	NORTH MIAMI BEACH	FL0024
FSCS5023	MIAMI-DADE PUBLIC LIBRARY SYSTEM	MIAMI	FL0025
FSCS5027	SURF-BAL-BAY PUBLIC LIBRARY	SURFSIDE	FL0026
FSCS5030	FLAGLER COUNTY PUBLIC LIBRARY	PALM COAST	FL0029
FSCS5032	GADSDEN COUNTY PUBLIC LIBRARY	QUINCY	FL0030
FSCS5034	HENDRY COUNTY LIBRARY SYSTEM	CLEWISTON	FL0032

WinPLUS

Select a parent Administrative Entity for this Outlet.

OK

Continue   Cancel

If you choose to carry over one of the outlets, you will receive a screen with data for that outlet inserted. You will need to provide any missing data. When you exit, your change will be finalized.

If you did not choose to carry over an outlet, you will receive the following screen after selecting a parent administrative entity.

You will need to add the necessary data to complete the merge structure change.

❖ **Remove Closed Outlet.**

To remove a closed outlet during import, select 'Remove Closed Outlet' from 'Outlet Structure Change Menu' during the import matching routine, and then choose 'Continue'.

A 'Close Outlet' data entry screen will be displayed with the message 'Do you want to delete this outlet?' If you choose 'Yes', you will receive the message 'Delete completed'. Select 'No' to cancel the change and return to the data matching screen. (Note: The closed outlet is tracked in the historical database and can later be restored. See Section 5.7.8 — Restore Previous Deletion.)

❖ **Delete Incorrect Record**

      To delete an incorrect outlet record during import, select 'Delete Incorrect Record' from the 'Outlet Structure Change Menu' during the import matching routine, and then choose 'Continue'.

      A 'Close Outlet' data entry screen will be displayed with the message 'Do you want to delete this outlet?'. Choose 'Yes' to delete the outlet from the import, or 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'. (Note: The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. See next section.)

❖ **Restore Previously Deleted Outlet.**

When an outlet record has been previously deleted, the record can be restored using this option. The deleted record is restored from the historical database and becomes a current record in the outlet database under its original FSCS ID#.

Select 'Restore Previously Deleted Outlet' from the 'Outlet Structure Change Menu' during the import matching routine, and then choose 'Continue'. The 'Restore Outlet Record' window is displayed.
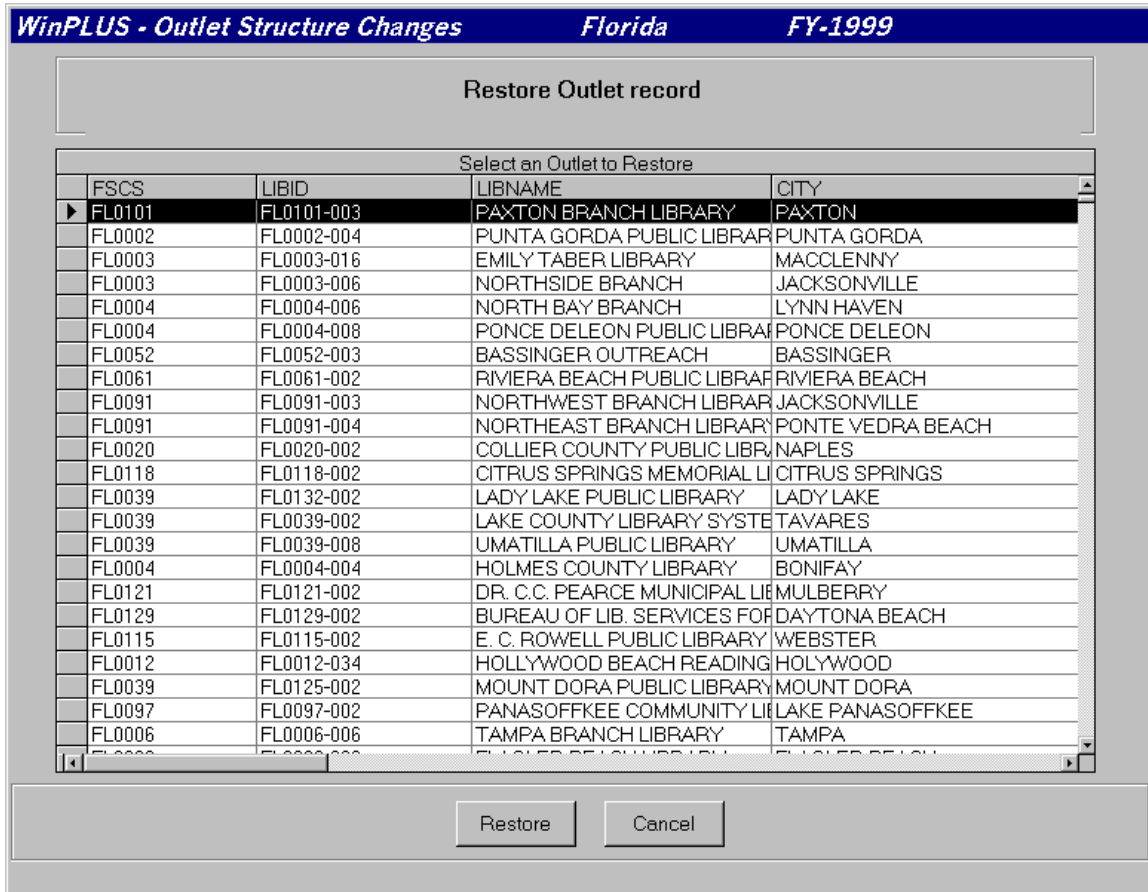
Select the outlet record that is being restored. Use the up arrow, down arrow, page up, and page down keys to scroll through the list of Outlets. Select the Outlets that you wish to restore by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

Select 'Cancel' to return to the WinPLUS Main Menu, or select 'Restore' to proceed with the Structure Change. If you select 'Restore', the outlet record is restored from the historical database and again becomes part of the outlet database under its original FSCS ID#.

❖ **Delete Record from Import.**

This option allows the user to 'bail-out' of importing a record that does not match the user's FY 1999 template file. When 'Delete Record from Import' is selected, the record is not imported into the file, but the original record is still in the import file. Select 'Delete Record from Import' from the 'Outlet Structure Change Menu' during the import matching routine, and then choose 'Continue' to 'bail-out' of importing a record. The program will automatically resume processing the next import file structure change.

❖ **Retain Prior Year Record.**

This option allows the user to keep the prior-year data for a record that is not matched on the current-year import file. Select 'Retain Prior Year Record from the 'Outlet Structure Change Menu' during the import matching routine, and then choose 'Continue' to retain the prior-year record.

Note: Outlet Moves to a New Administrative Entity is not an option available during import. If you have an outlet that has moved to a new administrative entity, select WinPLUS Main Menu option 'Outlet Structure Changes', then select 'Outlet Moves to New Administrative Entity' and make the structure change before attempting to import data.

5.3.4   Reconcile Mismatched Records (Administrative Entity or Outlet)

This is the last step in the data matching routine, after all records have been matched, names and addresses checked, and appropriate structure changes entered. WinPLUS prepares a report of mismatched records (i.e., records that are on the prior-year file but are not on the current-year file).
See following Section 5.4 — Report of Mismatched Record(s) for more information.

5.4   Report of Mismatched Record(s)

After completion of data entry (by import or keyboard), the user should generate the 'Report of Mismatched Record(s)' from the WinPLUS Main Menu. A window will display all remaining current-year records (FY 1999 file) that were not matched to an import record. This option can be used to assure that any records on the prior-year Administrative Entity file that are not on the current-year file are identified. WinPLUS automatically maintains any administrative entities (or outlets) unless the user deletes them under WinPLUS Main Menu options 'Administrative Entity Structure Changes' or 'Outlet Structure Changes'. If the records are not deleted, the user should provide data for them.

Select 'Report of Mismatched Record(s)' from the WinPLUS Main Menu to generate a report of current-year records (FY 1999 file) that do not match (on identification information) prior-year records (FY 1998 file). The following screen is displayed.
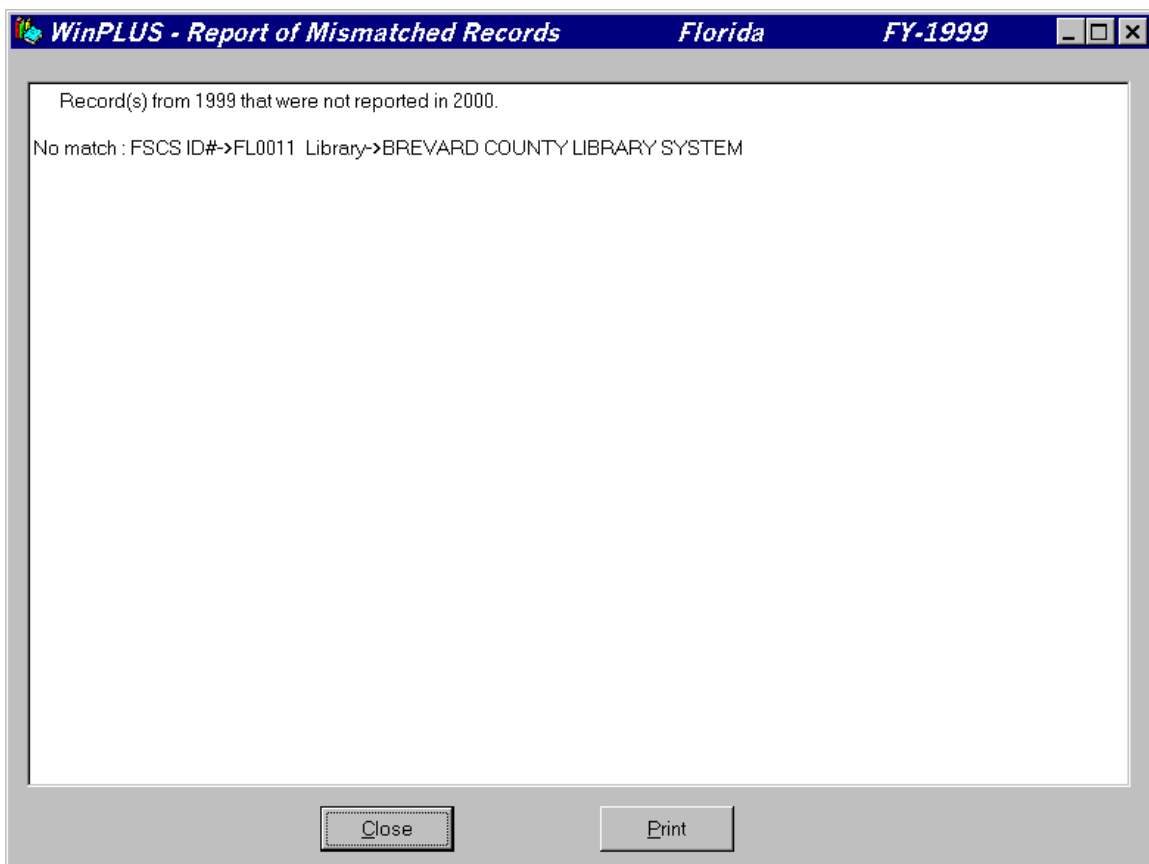
Choose 'print' to print the report. Choose 'close' to return to the WinPLUS Main Menu.

5.5   View/Update Administrative Entity or Outlet Record(s)

This function is used to view <u>existing</u> administrative entity and outlet records, or to make changes to these records through keyboard data entry**.**

5.5.1   Keyboard and Function Keys for View/Update Record(s)

5.5.1.1   Keyboard Keys

WinPLUS allows the user to use the following keyboard keys during data entry (View/update records) as shown below:

<Enter>
or <Tab>   Accepts data that the user has just typed for the current data element and moves forward to the next data element.

<PgUp>   When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.

<PgDn>   When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

5.5.1.2   Function Keys

The Function keys shown below are usually found to the far left or along the top of the keyboard. Marked F1, F2, etc, they are used to execute WinPLUS commands when the user is viewing or updating the administrative entities or outlets.

<F1> Help   Displays the definition for a data element while on the data field. Select <Esc> to exit the definition.

<F2>   Sort By   Sorts by Name, LIB ID, FSCS ID, or City.

<F3>   Outlets   Displays the outlet(s) affiliated with the Administrative Entity.

<F4> Structure
      Changes   Opens the Structure Changes menu.

<F5> Save Work   Saves the current record to the hard disk.

<F6> Outlet
      Retrieval List Displays the Outlet Retrieval List.

<F7> Edit Check   Runs edit checks on the current record.

<F8> Cancel
      Changes   Cancels unsaved changes to the *current record*.

<F9> Previous

      Record   Moves to the previous record.

\<F11\>Next
      Record   Moves to the next record.

\<CTRL\>\<P\>   Prints the current record.

\<CTRL\>\<R\>   Replicates the Administrative Entity.

\<CTRL\>\<T\>   Re-totals the Administrative Entity total fields.

\<CTRL\>\<X\>   Exits.

5.5.1.3   Menus

- You can move around in WinPLUS by clicking with your mouse, or by using the \<TAB\> or \<ENTER\> key.

- Use the submenu choices at the top of your screen to do specific activities in the View/Update Administrative Entity screens or Outlet screens. The submenu are choices are located under File, Edit, View, and Help.

5.5.2 View/Update Administrative Entity Record(s)

To view administrative entity or outlet records, or to make changes to these records through keyboard data entry, select WinPLUS Main Menu option 'View/Update Administrative or Outlet Record(s)'. Each Administrative Entity record consists of three data entry screens. The top of each screen displays the entity's LIB ID, library name, FSCS ID, and City, for easy identification. Page 1 displays data elements 1 through 16.

Use the 'Enter' and 'Tab' keys to move from field to field on the data entry screen. When data are entered in the last field of the first and second screens, the cursor moves to the next screen. The user can move from screen to screen of the current Administrative Entity using the 'Previous Page' and 'Next Page' keys at the bottom of the screen, or the 'Page Up' and 'Page Down' keys. Save changes by choosing the 'Save work' or 'Exit' keys. To cancel the changes prior to saving, select 'Cancel Changes'.

The user can move among different Administrative Entities by using the "Navigate Records" arrows at the bottom of the screen or the <F9> and <F11> function keys. Note that pressing <F9>, <F11>, or the "Navigate Records" arrows will also save the current record.

When the user selects 'Next Page', the second screen is opened, displaying data elements 17 through 38.

When 'Next Page' is selected again, the third screen is opened, displaying data elements 39 through 52.

To access administrative entity records by LIB ID, FSCS ID, Name, or City, use the drop-down boxes attached to these data elements to select the desired entity. The FSCS ID drop-down box is displayed below:

Drop-down boxes are also included on page 1 for Interlibrary Relationship Code, Legal Basis Code, Administrative Structure Code, FSCS Public Library, and Geographic Code. (The screen below shows the drop-down box for data element 7E — Geographic Code.) Page 3 has drop-down boxes for Electronic Services Access, Internet Access, and Internet Use Code.

Name or Address (of library) Change

When using View/Update Record(s) for keyboard data entry, it is possible to update or correct the name and address of the library.

When the user updates the Name or Address (of library) data element for the administrative entity under 'View/Update Administrative Entity or Outlet', the 'Name/Address Change Menu' window is automatically displayed. WinPLUS prompts the user for more information so that the name change can be tracked in the historical file, if appropriate.

Choices are: 1. 'Did you just make an official Name/Address Change?'
                 2. 'Did you just fix a Data Entry Error?' (for corrections such as
                    misspelled words).

If the change is official, the user is asked 'Is this a Structure Change?' Select 'Y' if it is a structure change or 'N' to simply track the address change in the historical database. The user is then prompted to make the structure change via the 'Administrative Entity Structure Changes' option on the WinPLUS Main Menu.

5.5.3 View/Update Outlet Record(s)

Outlets can also be accessed from the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Record(s)'. Outlets of the current Administrative Entity are displayed via the <F3> function key, or by selecting 'View', then 'Outlets' from the menu bar at the top of the screen, or by selecting the 'View Outlets' button at the bottom of the screen. The outlet retrieval list (showing all outlets for your state) will appear and disappear when the user clicks on 'View' and then on 'Outlet Retrieval List' or uses the <F6> function key. The user can scroll down the list to choose an outlet. While the list is visible, select the outlet that you would like to view/update and then select 'Enter'. An outlet screen is shown below:

On the Outlet screen, the LIB ID and Outlet Name data elements have drop-down boxes that allow the user to move from one outlet of an Administrative Entity to another outlet of the same Administrative Entity. The drop-down box for LIBID on the Outlet screen is displayed below:

Name or Address (of library) Change

When the user updates the Name or Address (of library) data element for the outlet under 'View/Update Administrative Entity or Outlet', the 'Name/Address Change Menu' is automatically displayed. WinPLUS prompts the user for more information so that the change can be tracked in the historical file, if appropriate.

Choices are: 1. >Did you just make an official Name/Address Change?=
                2. >Did you just fix a Data Entry Error?= for corrections such as
                      misspelled words.

If the change is official, the user is asked 'Is this a Structure Change?' Select 'Y' if it is a structure change or 'N' to simply track the address change in the historical database. The user is then prompted to make the structure change via the 'Outlet Structure Changes' option on the WinPLUS Main Menu.

5.5.4 Edit Checking During View/Update Record(s)

During View/Update, interactive edit checks are limited to invalid entries (e.g., invalid codes for fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure, and alphabetic entries when on a numeric field, or vice versa) and the calculation of totals, as long as all parts are greater than or equal to 0.

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some data elements require codes (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

5.6   Administrative Entity Structure Changes

This option allows the user to add new libraries and delete closed libraries, as well as to track administrative entity mergers and libraries that change from administrative entities to outlets. These structure changes and official name and address changes are tracked automatically in a historical file as the user enters the data, so there is little additional burden to the WinPLUS User.

5.6.1   Edit Checking During Administrative Entity Structure Changes

During 'Administrative Entity Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes for fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure, and alphabetic entries when on a numeric field, or vice versa) and the calculation of totals, as long as all parts are greater than or equal to 0.

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some data elements require codes (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

Administrative Entity Structure Changes Menu

To access the 'Administrative Entity Structure Changes' menu, select 'Administrative Entity Structure Changes' from the WinPLUS Main Menu. This menu gives the user a list of options (shown below) for making structure changes to administrative entity records.
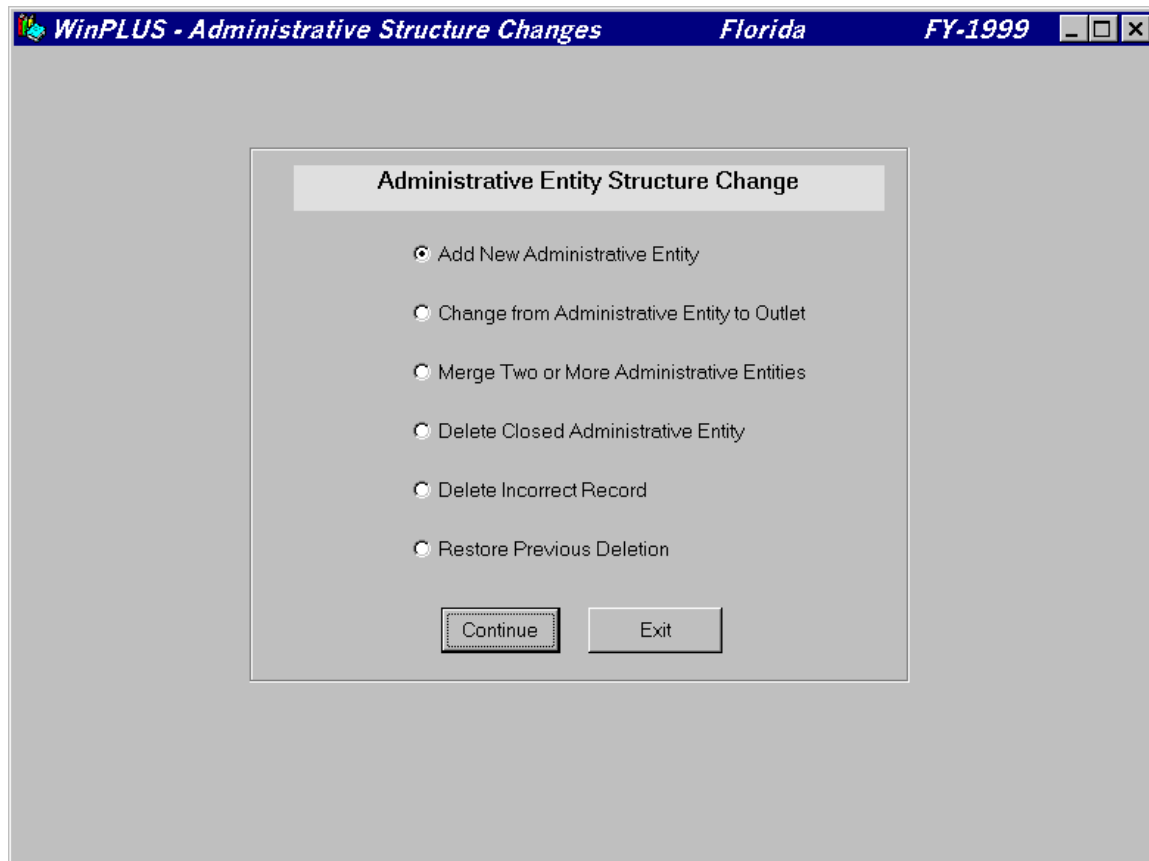
5.6.2   Add New Administrative Entity

To add a completely new administrative entity record, select 'Add New Administrative Entity' from the 'Administrative Entity Structure Changes' menu.   When you select 'Continue', the Add New Administrative Entity data entry screen is displayed with the cursor positioned at the LIB ID data element. Enter the LIB ID#.   WinPLUS automatically generates the FSCS ID#.

If the user does not enter a LIB ID#, WinPLUS automatically creates one based on the FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. Next, the cursor is automatically positioned on the Name data element. After the user enters the library name, pressing the 'Tab' or 'Enter' key automatically positions the cursor at the next data element in sequence, and the user enters the rest of the data.

Select 'Save Work' or 'Exit' to save the new administrative entity record. Select 'Cancel Add' to stop the add process, without saving your current entries, and return to the 'Administrative Entity Structure Changes' menu at any time during this sequence.

5.6.3   Change From Administrative Entity to Outlet

To change an administrative entity record to an outlet record, select 'Change from Administrative Entity to Outlet' from the 'Administrative Entity Structure Changes' menu. The administrative entity that changed to an outlet is tracked in the historical database under both the old FSCS ID# and the new outlet's FSCS ID#.

When you select 'Continue', a list of all administrative entities is displayed. Select the administrative entity that is changing to an outlet by clicking on the gray box to the left of the name. *The entire row must be highlighted*. Select 'Change to Outlet' to continue.

You will receive the message 'Change this Entity to an Outlet?' If you select 'No', the structure change is canceled.

If you select 'Yes' and outlets exist for the administrative entity selected to change to an outlet, you are prompted with the message 'Outlets exist!…You must first delete all outlets associated with this Entity'. The structure change is canceled. You must reconcile the outlets before the administrative entity can be changed to an outlet.

If you select 'Yes' and all outlets are reconciled, you will be asked to 'Select an Administrative Entity to be the parent record for this Administrative Entity that you are changing to an Outlet'. Select the administrative entity that will become the parent record by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Continue' to complete the structure change.

Note: If the user selects an administrative entity that is changing to an outlet, that itself has outlets, these must be reconciled before the administrative entity can become an outlet. This is because outlets must be attached to an administrative entity.

To reconcile the outlets, return to the WinPLUS Main Menu and then select option 'Outlet Structure Changes' and follow instructions in Section 5.7 — Outlet Structure Changes. After all outlets have been reconciled, return to WinPLUS Main Menu option 'Administrative Entity Structure Changes'. Follow the instructions for 'Change from Administrative Entity to Outlet'.

You must enter data for the new outlet for data elements #9-Outlet Type Code, #10-Metropolitan Status Code, #12-Number of Bookmobiles, and #13-Web Address. Use WinPLUS Main Menu option 'View/Update Administrative Entity and Outlet Record(s)' for data entry.

5.6.4 Merge Two Or More Administrative Entities

To merge administrative entity records, select 'Merge Two or More Administrative Entities' from the 'Administrative Entity Structure Changes' menu, and select 'OK' to continue. (Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. All branches, bookmobiles and centrals are carried over to the new administrative entity record. The old administrative entities that merged are tracked in the historical database under both their old and their new FSCS ID #s.)
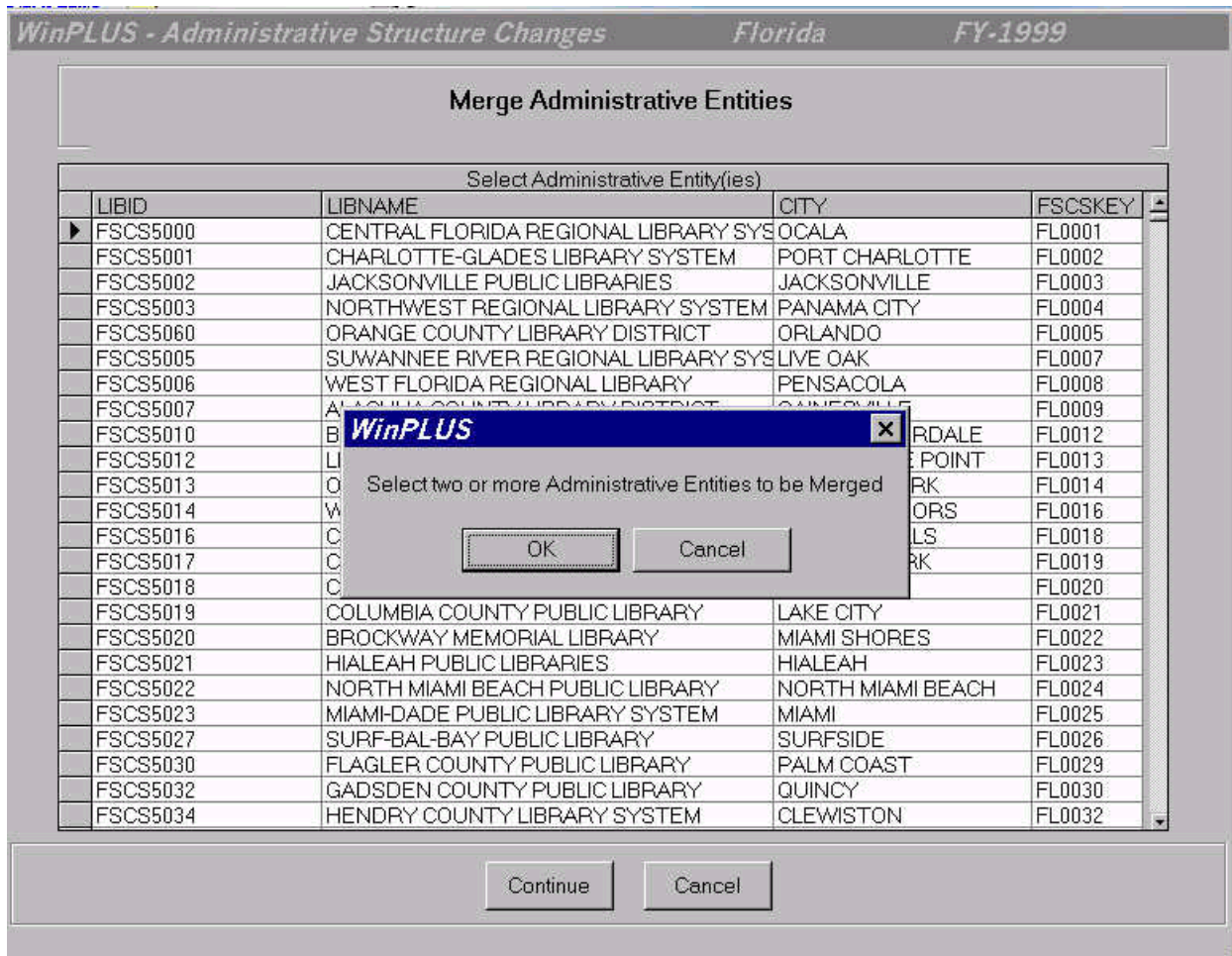
Next, select the Administrative Entities to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted*. You will then receive the message 'Do you want to carry over one of the Administrative Entities?'

If you select 'Yes', you are prompted to 'Select Administrative Entity to carry over'. Select the Administrative Entity to carry over by clicking on the gray box to the left of the name. *The entire row must be highlighted*.
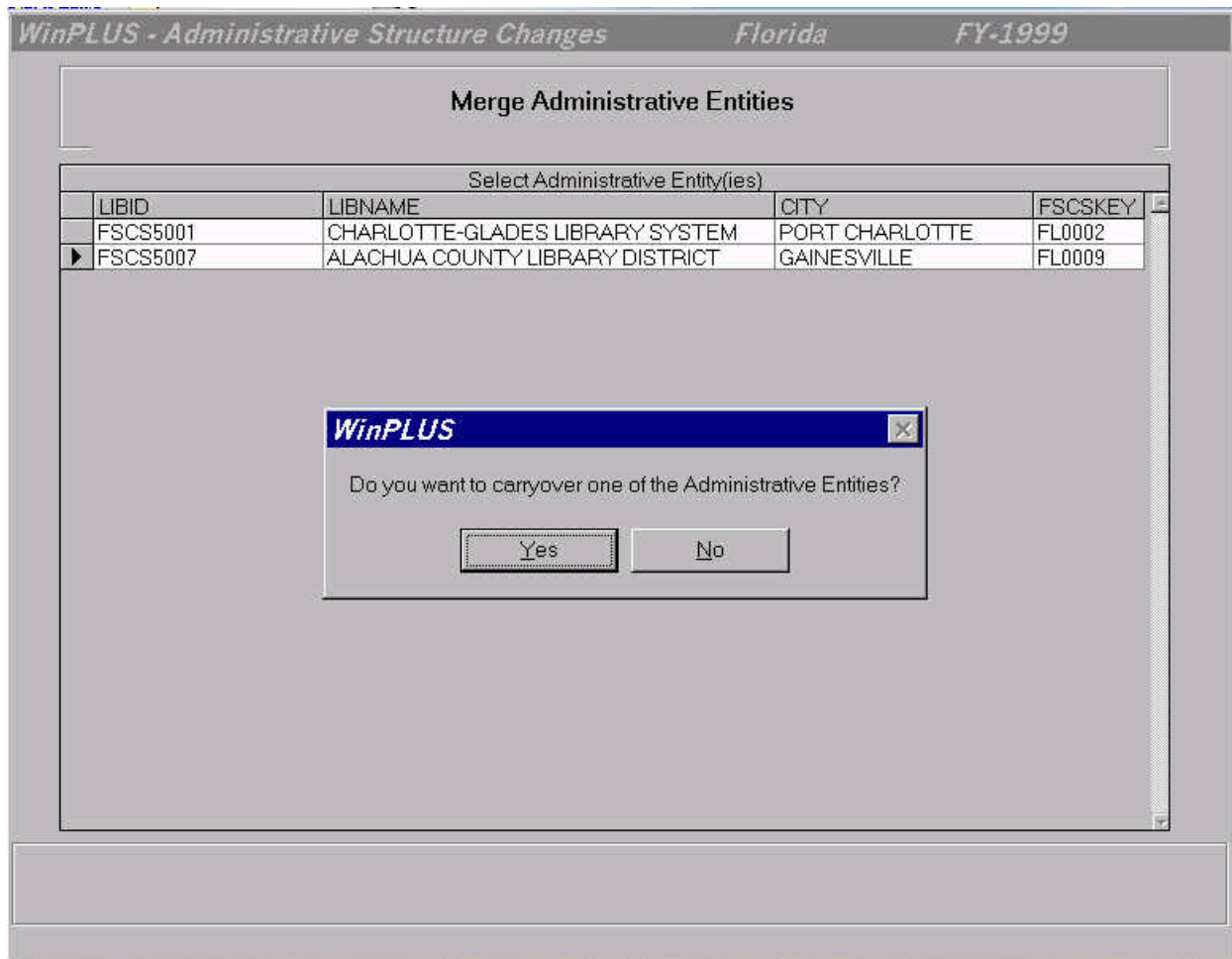
The name and address information for the entity you selected will carry over to the new entity. If you select 'No', these items are left blank.

WinPLUS - Administrative Structure Changes   Florida   FY-1999

Merge Administrative Entities

1A FSCS: FL8006   Page 1

Identification

01 LIBID: FL8006-001

02 Name:

03 Address: 04 City:

4A County: 05 Zip1:   06 Zip2:

07 Phone: ( ) - -1

7A InterLibrary Relationship: -1   7B Legal Basis: -1

7C Administrative Structure: -1   7D FSCS Public Library: U   7E Geographic Code: -1

Population

08 Population of the Legal Service Area: -2

Service Outlets

09 Number of Centrals: -2

10 Number of Branches: -2

11 Number of Bookmobiles: -2

FTE Staff

13 ALA-MLS: -2.00

14 Total Librarians: -2.00

15 All Other Paid Staff: -2.00

16 Total Paid Employees: -2.00

[Cancel Merge] [Save Work] [Cancel Changes] [Next Page] [Previous Page] [Exit]

Next, the 'Merge Administrative Entities' screen is displayed. Enter the data for the newly merged administrative entity record. The outlets from the old administrative entities are now attached to the newly merged administrative entity record. Select 'Save Work' or 'Exit' to save the data, or select 'Cancel Merge' to cancel the structure change and return to the 'Administrative Entity Structure Changes' menu.

5.6.5   Delete Closed Administrative Entity (Library did not merge or change)

If you want to delete an administrative entity that has closed, choose 'Delete Closed Administrative Entity' from the 'Administrative Entity Structure Changes' menu and select 'Continue'. (Note: The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored. See Section 5.6.7 — Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted*. When you choose 'Close', you will be asked 'Do you want to delete this Administrative Entity and all of its outlets?'

Choose 'No' to cancel, or 'Yes' to delete the closed administrative entity.

5.6.6 Delete Incorrect Record

To delete an incorrect administrative entity, choose 'Delete Incorrect Record' from the 'Administrative Entity Structure Changes' and choose 'Continue'. (Note: The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored. See Section 5.6.7 — Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted*. Click on 'Delete'. You will be asked 'Do you want to delete this Administrative Entity and all of its outlets?

Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'.

5.6.7 Restore Previous Deletion

To restore an administrative entity record, choose 'Restore Previously Deleted Administrative Entity' from the 'Administrative Entity Structure Changes' menu. (Note: The deleted record is restored from the historical database and becomes a current record under its original FSCS ID#.)
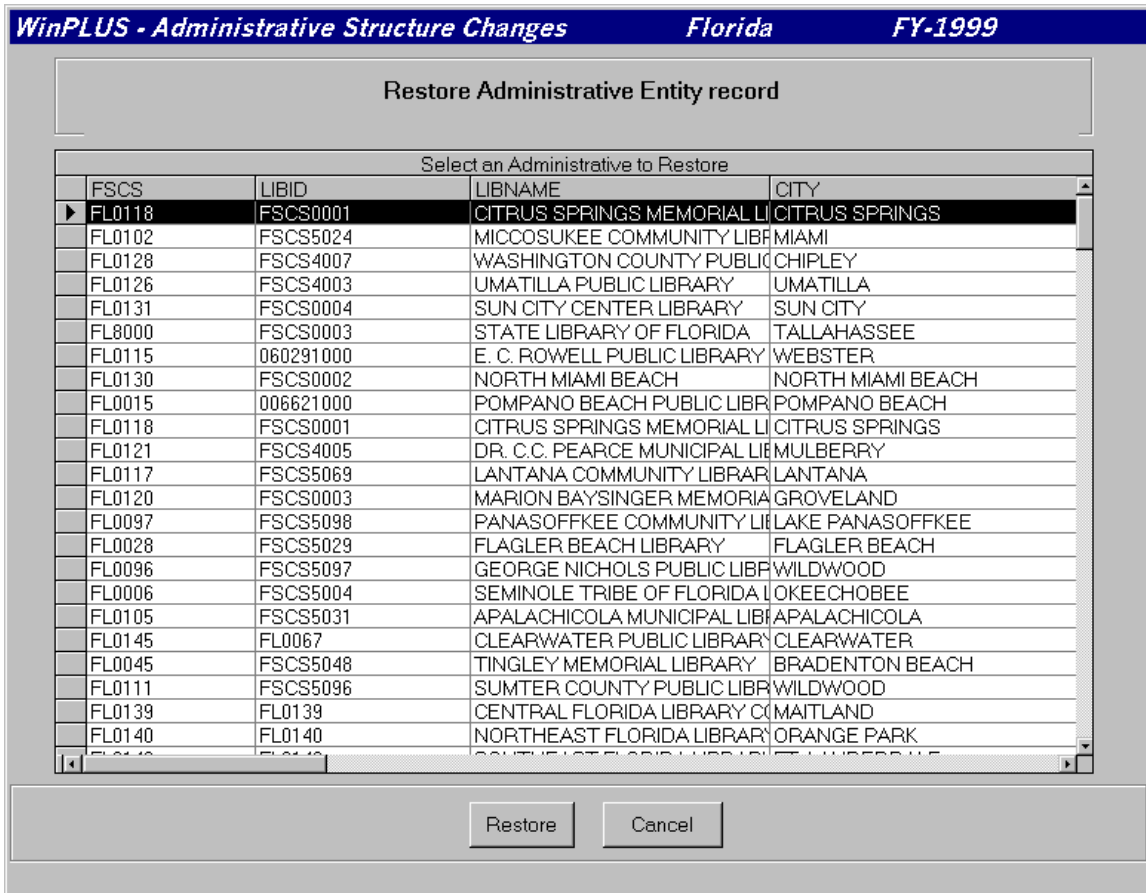
Choose the Administrative Entity to restore from the list of Administrative Entities by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Choose 'Restore'.

You will be asked 'Do you want to restore this Administrative Entity?'   Select 'Yes' to restore the entity, or 'No' to cancel. *The historical database only restores data for data elements 01 through 7E and 47 through 49.) Select WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Record(s)' to enter the data that were not restored.*

5.7   Outlet Structure Changes

This option allows the user to add new outlets and delete closed outlets, as well as to track outlet mergers, outlets that change to administrative entities, and outlets that move to new administrative entities. The structure changes are tracked automatically in a historical file as the user enters data, so there is little additional burden to the WinPLUS user.

5.7.1   Edit Checking During Outlet Structure Changes

During 'Outlet Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes for fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure, and alphabetic entries when on a numeric field, or vice versa) and the calculation of totals, as long as all parts are greater than or equal to 0.

Invalid entries are not permitted under any circumstances.   WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now**."**
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some data elements require codes (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

Outlet Structure Change Menu

To access the 'Outlet Structure Change Menu', select 'Outlet Structure Changes' from the WinPLUS Main Menu. This menu gives the user options for making structural changes to outlet records.
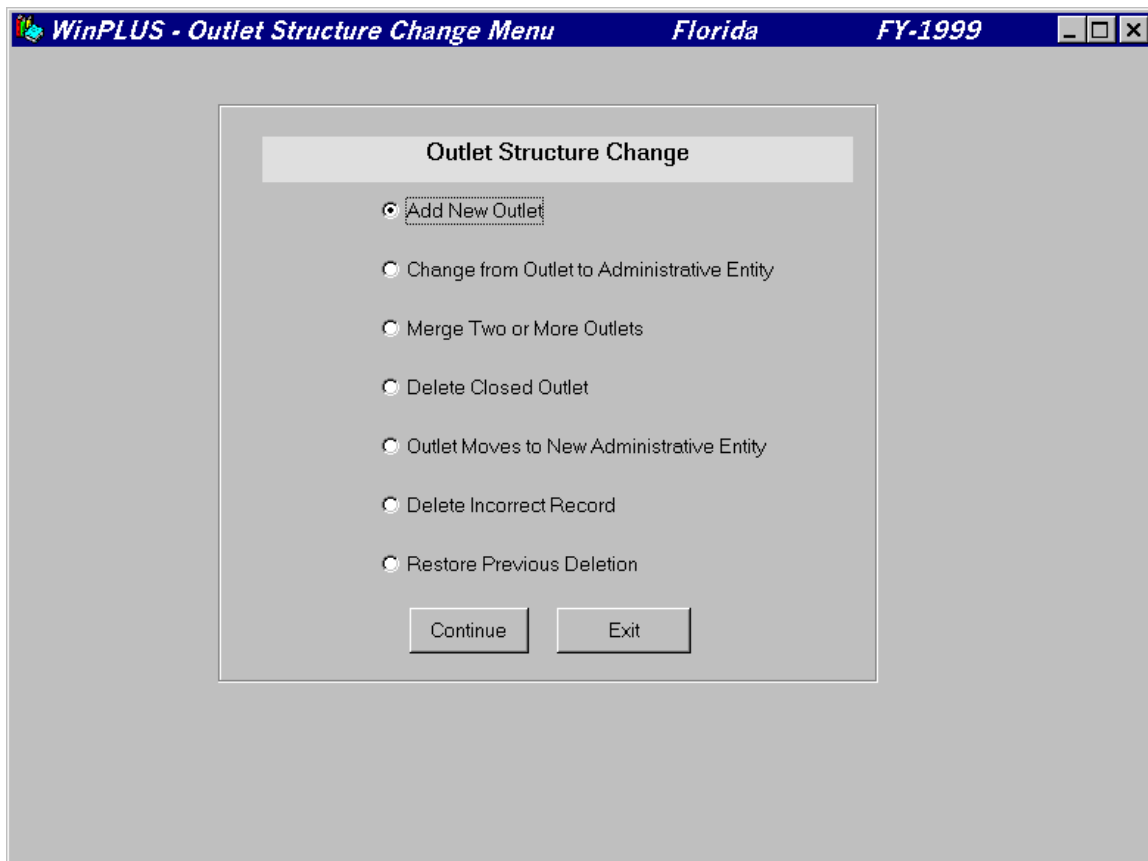
5.7.2 Add New Outlet

To add a completely new outlet record, select 'Add new outlet' from the 'Outlet Structure Changes Menu'. A window prompts the user to 'Select a parent Administrative Entity for this Outlet'.
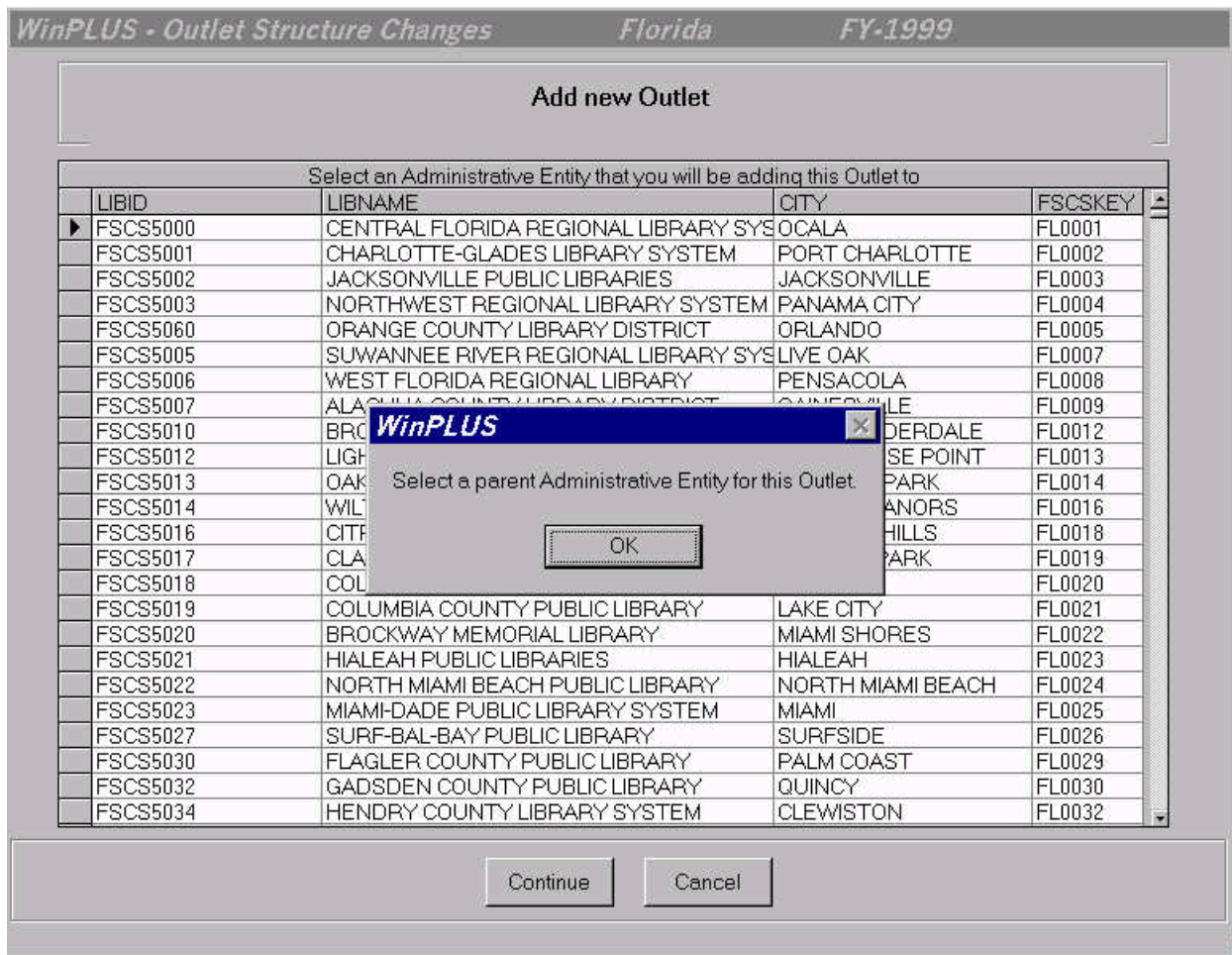
Select the administrative entity that will be the parent to the outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Continue' to proceed. Next, the 'Add New Outlet' data entry screen window is displayed with the pop-up message 'Do you want to replicate the Parent Administrative Entity?'

Select 'Yes' to fill in the outlet's name, address, zip code, county, and telephone number with the data in the administrative entity record. (Note: The cursor is positioned at the LIB ID# data element. If the user does not enter a LIB ID#, WinPLUS automatically generates one based on the FSCS ID# of the parent administrative entity, with the addition of a 3-digit suffix that uniquely identifies the outlet. WinPLUS automatically generates the FSCS ID#.)

Use 'Tab' or 'Enter' to move to other data elements. Enter data for elements 09 through 13 now, or later from WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Record(s)'. Select 'Save Work' or 'Exit' to save the changes, or 'Cancel Add' to cancel the procedure.

5.7.3 Change from Outlet to Administrative Entity

To change from an outlet to an administrative entity, select 'Change from Outlet to Administrative Entity' from the 'Outlet Structure Changes Menu' and 'Continue'. (Note: The new administrative entity is assigned a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. The old outlet is automatically tracked in the historical database under its old FSCS ID# and the new administrative entity's FSCS ID#.)
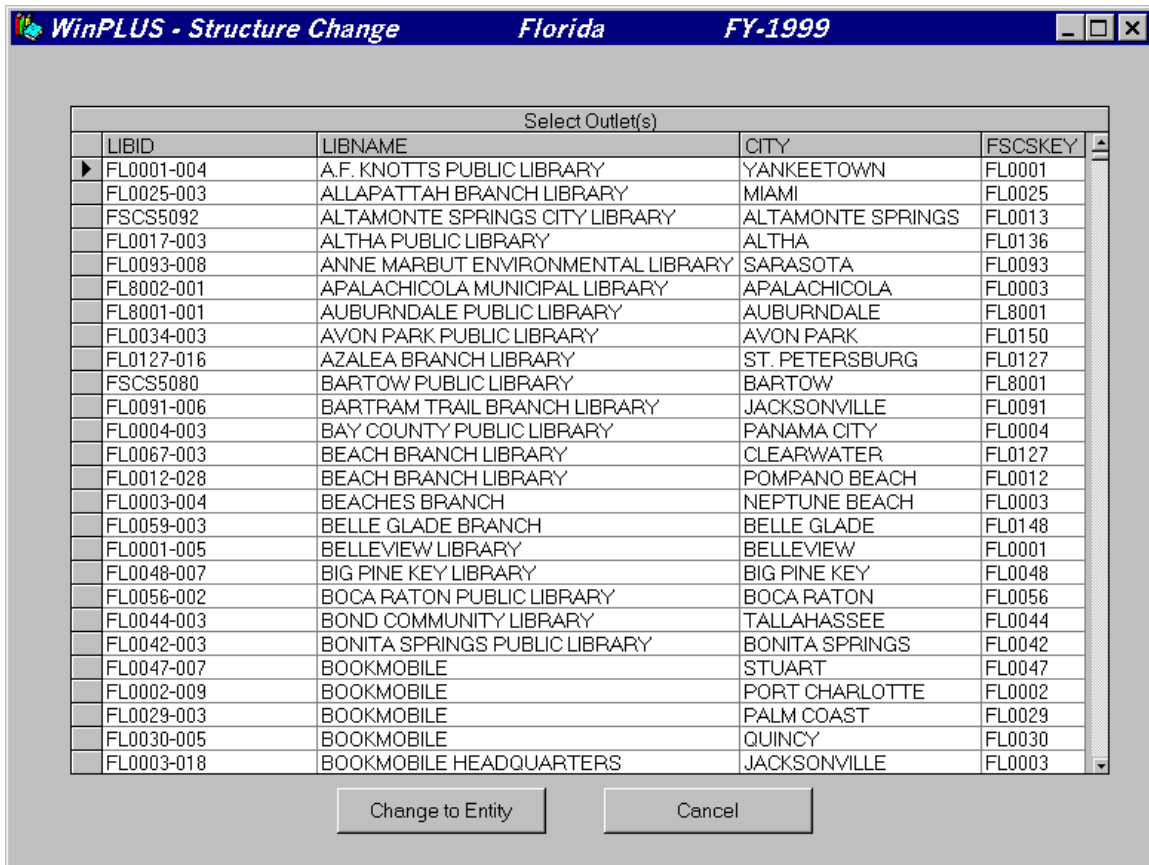
A window listing all outlets is displayed. Select the outlet that will be changed to an Administrative Entity by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Change to Entity' to continue with the structure change. The following message will be displayed: 'Change This Outlet to an Administrative Entity with a new FSCS ID#?'. Select 'Yes' to continue.

If you select 'Yes', the 'Change Outlet to an Administrative Entity' data entry screen is displayed. Please enter data for the newly created Administrative Entity. Select 'Save Work' or 'Exit' to save the new Administrative Entity record, or select 'Cancel Outlet to Entity' to cancel the structure change.

5.7.4   Merge Two or More Outlets

To merge two or more outlets, select 'Merge Two or More Outlets' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s.) Next, you will be prompted to 'Select two or more Outlets to be Merged' from a list of all outlets.
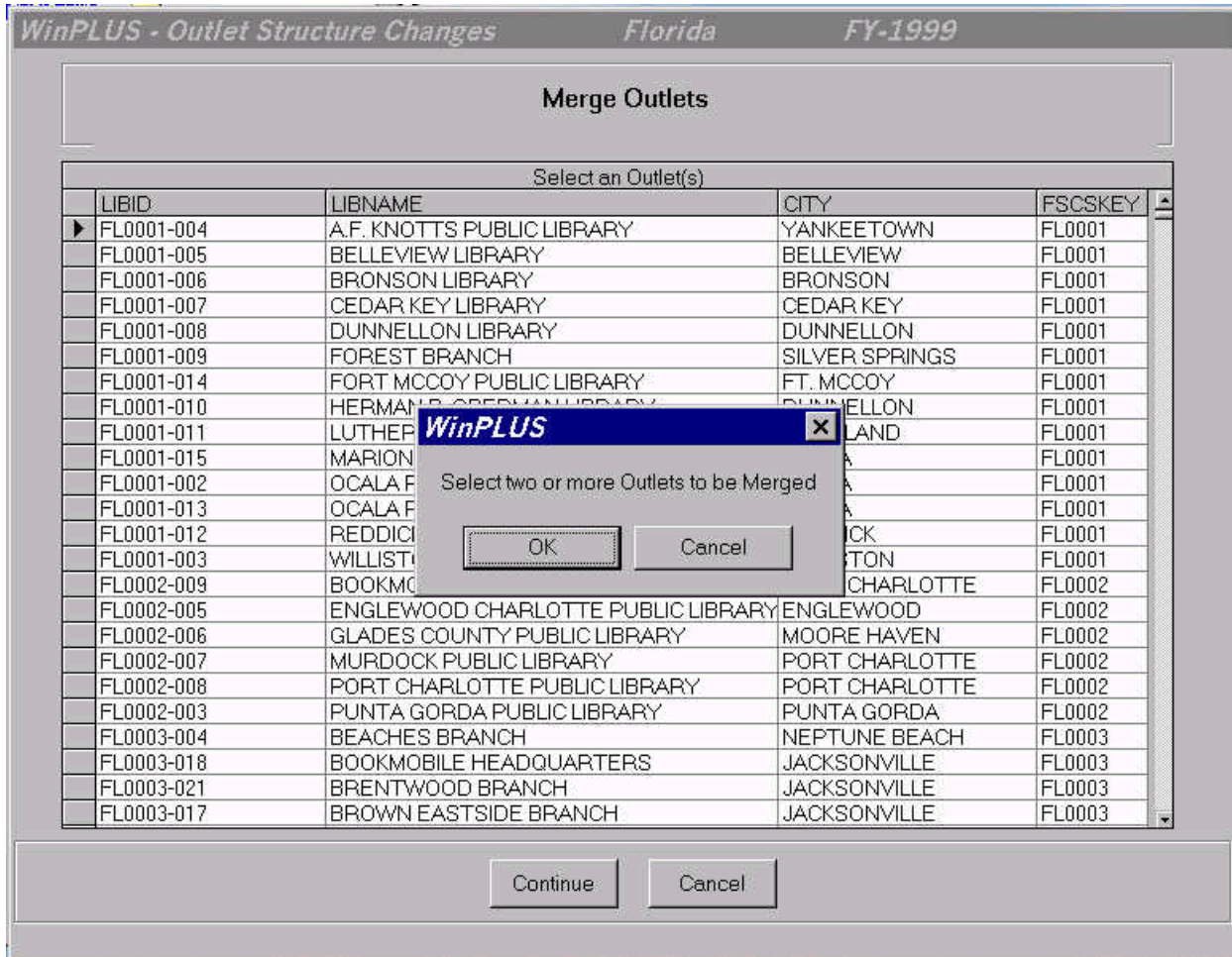
Select the outlet records to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted*. If you continue, a message will ask 'Do you want to carryover one of the outlets?'

If you choose 'Yes', you will be prompted to 'Select Outlet to carry over'. (Note: Information from this outlet will be inserted in the newly merged outlet.)

After you select the outlet to carry over, a list of all administrative entities is displayed with the message 'Select a parent Administrative Entity for this Outlet.' Select the administrative entity for the new outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted*.

The 'Merge Outlet' data entry screen will be displayed for the newly merged outlet. Please enter the data for the newly merged outlet as explained under Section 5.7.2 — Add New Outlet, and then select 'Save Work' or 'Exit' to save the new outlet record, or select 'Cancel Merge' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

5.7.5 Delete Closed Outlet (Library did not merge or change)

To delete a closed outlet, select 'Delete Closed Outlet' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: The closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored. See Section 5.7.8 — Restore Previous Deletion.)
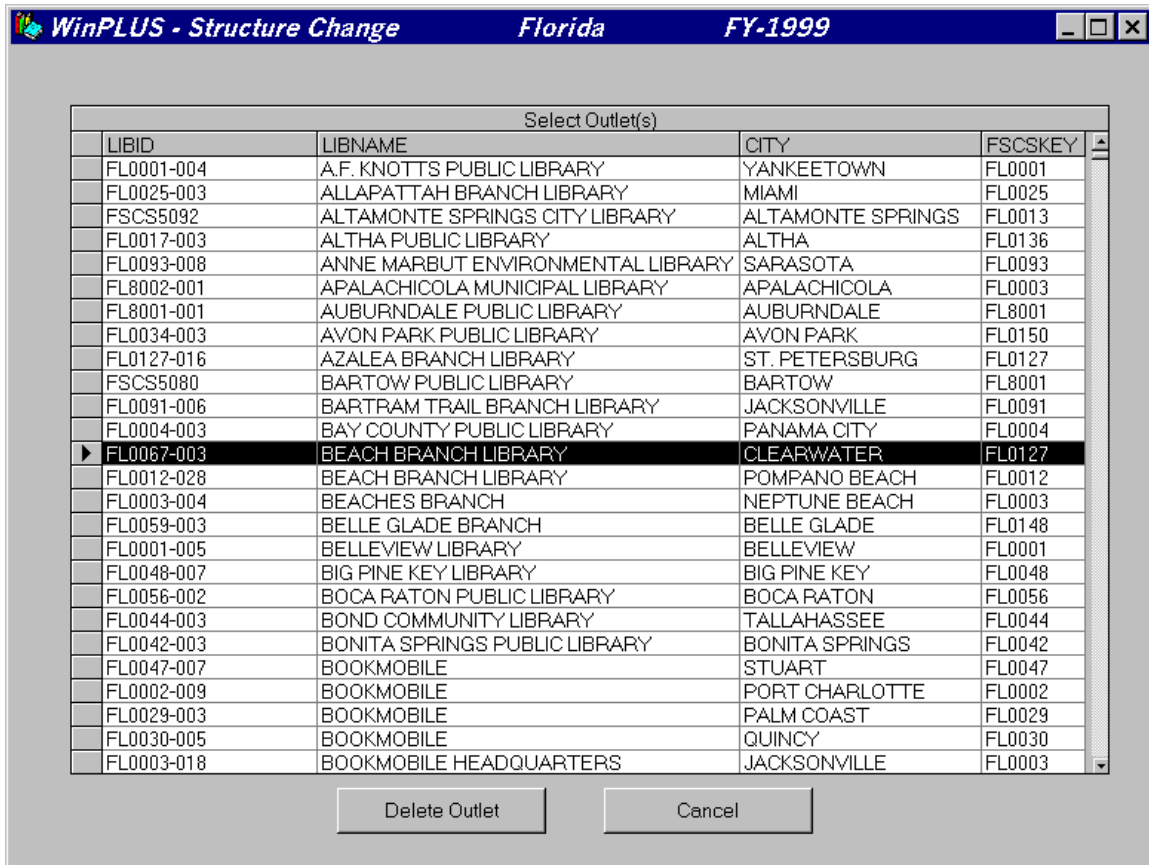
Next a list of all outlets is displayed. Select the Outlet that will be deleted by clicking on the gray box to the left of the name. *The entire row must be highlighted*. Select 'Delete Outlet' to proceed. A window showing the outlet record is displayed with the message 'Do you want to delete this Outlet?'

Select 'Yes' to delete the closed outlet record. Select 'No' to return to the 'Outlet Structure Changes Menu'.

Note: If an outlet closes temporarily, the user should:

1)   **Close the outlet using the 'Delete Closed Outlet' option from the 'Outlet Structure Change Menu'.**

2)   **When the outlet reopens, restore it using the 'Restore Previous Deletion' option from the 'Outlet Structure Change Menu'.**

5.7.6   Outlet Moves to New Administrative Entity

To move an outlet record to a new administrative entity, select 'Outlet Moves to New Administrative Entity' from the 'Outlet Structure Changes Menu'. (Note: The outlet move is tracked in the historical database under its old FSCS ID# and under the new administrative entity's FSCS ID#.)
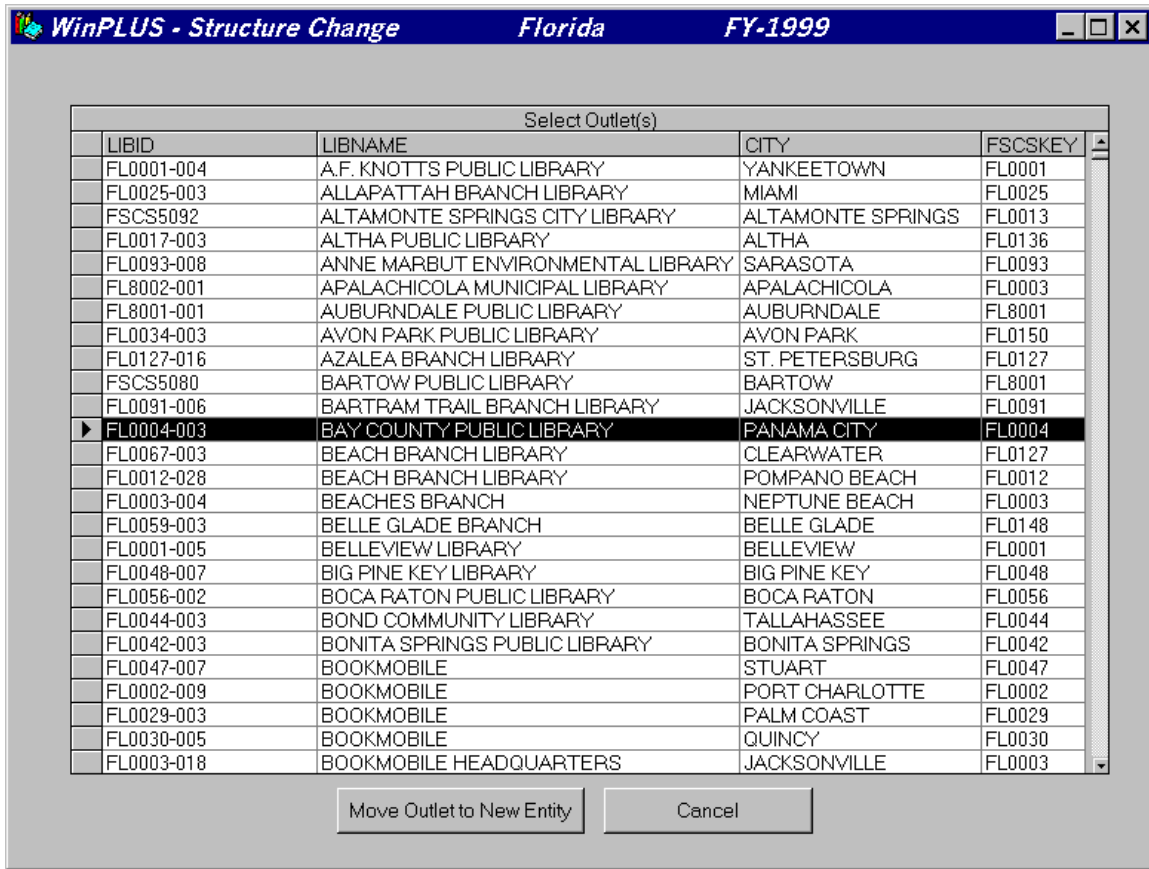
Next, a window listing all outlets is displayed. Select the Outlet that will be moved to a new Administrative Entity by clicking on the gray box to the left of the names. *The entire row must be highlighted*. To proceed, select 'Move Outlet to New Entity'. Next, the user is prompted to 'Select a parent Administrative Entity for this Outlet.' A window listing all the administrative entities is displayed.

Select the Administrative Entity to which the outlet is moving by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to finalize the structure change.

5.7.7   Delete Incorrect Record

To delete an incorrect outlet record, select 'Delete Incorrect Record' from the 'Outlet Structure Changes Menu'. (Note: The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. See Section 5.7.8 — Restore Previous Deletion.)

Next, a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed with the structure change. Next, a 'Close Outlet' data entry screen is displayed with the message 'Do you want to delete this outlet?'
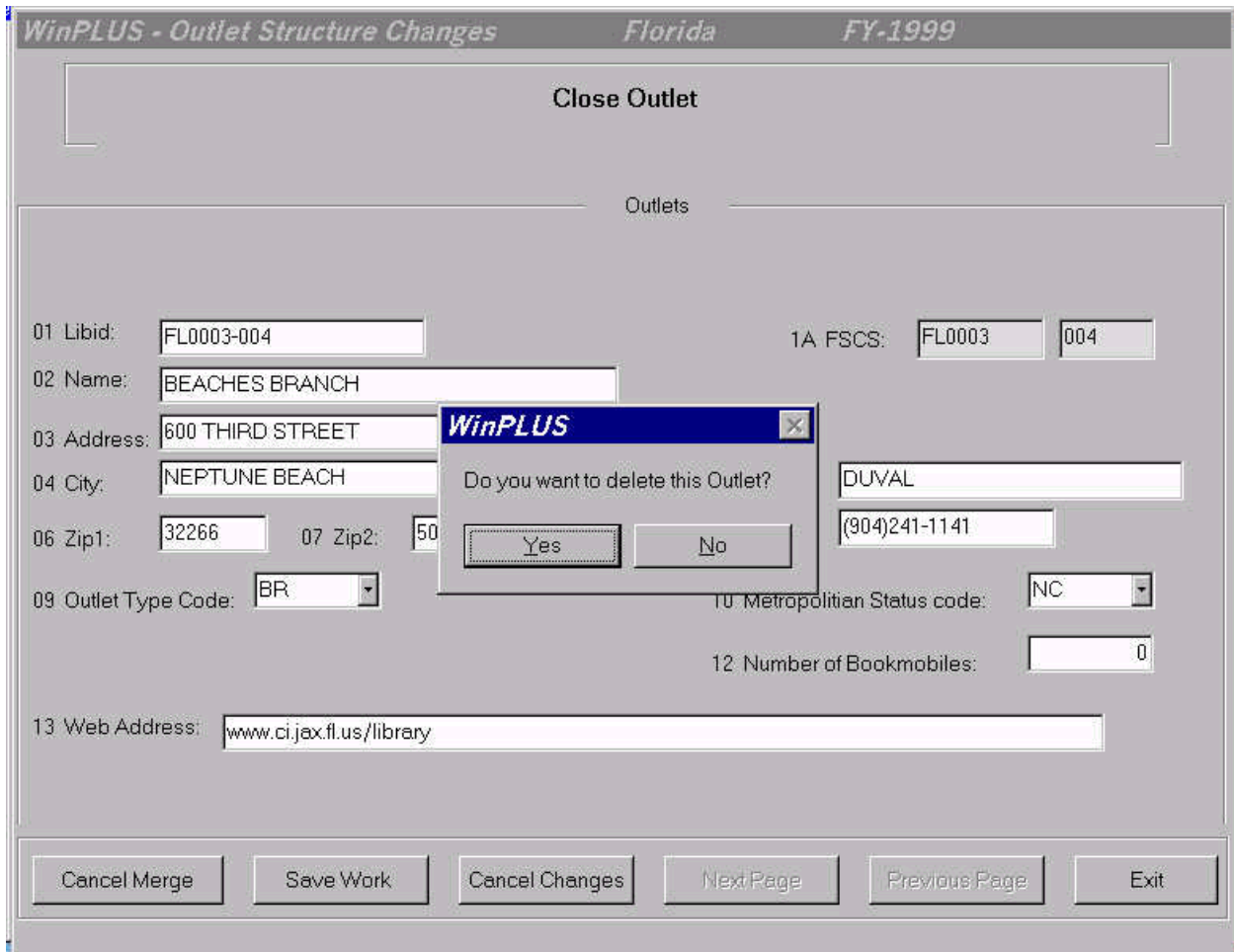
Select 'Yes' to confirm the deletion, or select 'No' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

5.7.8 Restore Previous Deletion

To restore a previously deleted outlet, select 'Restore Previous Deletion' from the 'Outlet Structure Changes Menu'. (Note: The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained.) A list of outlets that may be restored is displayed.
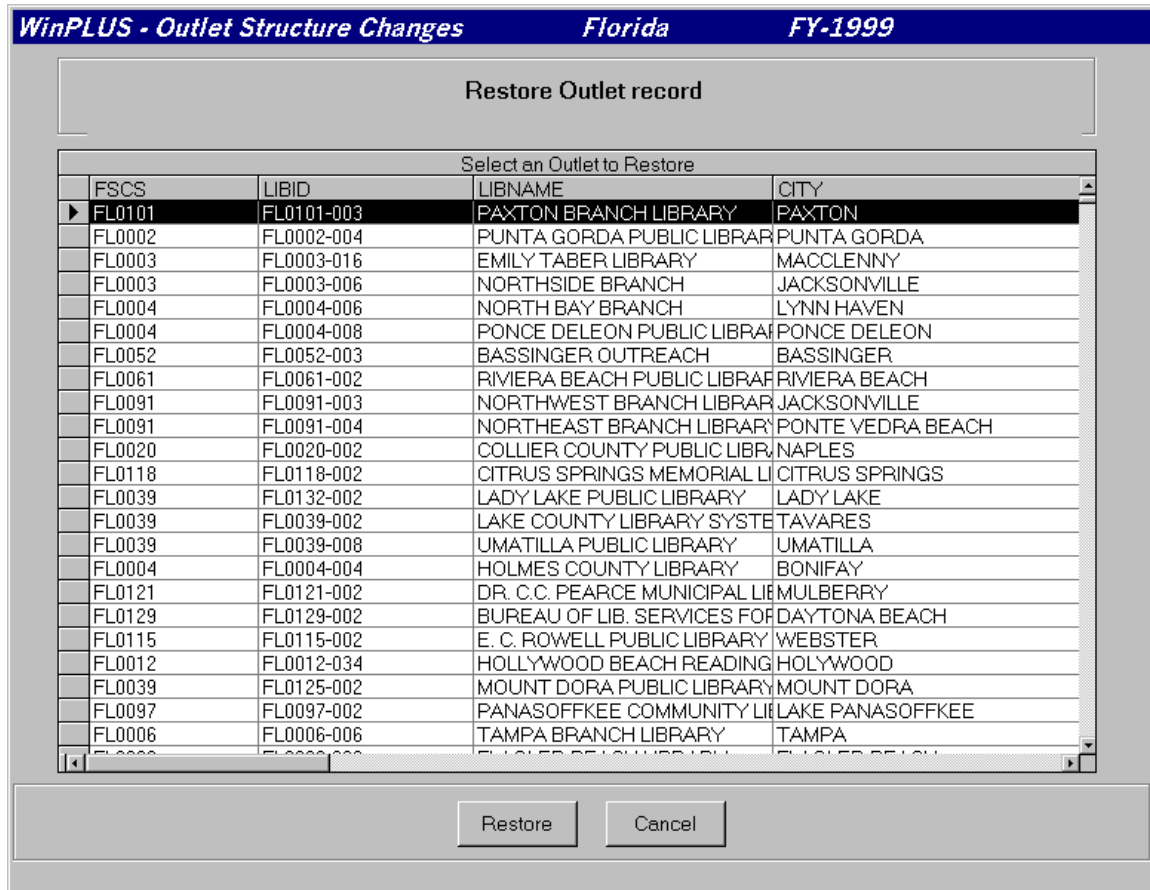
Select the outlet that will be restored by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Restore' to proceed with the structure change. Next, a window showing the outlet is displayed. The user will be asked 'Do you want to restore this outlet?'.

Select 'Yes' to continue with the restore. Select 'No' to cancel the restore and return to the 'Outlet Structure Changes Menu'. When the user selects 'Yes' the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The 'Outlet Structure Changes Menu' is then displayed.

5.8   Edit Checks (Current-Year and Historical)

Following data entry, the user should select WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)' to generate an edit report. (The report is displayed on the next page.) You must use this option to generate a complete edit report. The edit report includes:

- Current-year edit checks based on the criteria in Appendix G - Current-Year Edit Checks and

- Historical edit checks (i.e., comparisons of current-year to prior-year data) based on the criteria in Appendix H - Historical Edit Checks.

Your data submission should include an **annotated final edit report**. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census and NCES. You may annotate the edit report in the WinPLUS software; print the edit report for annotation by hand; or open the edit report in Word or another word processing package for annotation. **Note: Please read Section 5.9 — View/Annotate Edit Report BEFORE annotating the edit report using WinPLUS!**

When you select the option 'Edit Checks (Current-Year and Historical)', you will receive the message 'Running the edits will overwrite the reports from any previous edits'. Choose 'Cancel' to return to the WinPLUS Main Menu, or choose 'OK' to continue.
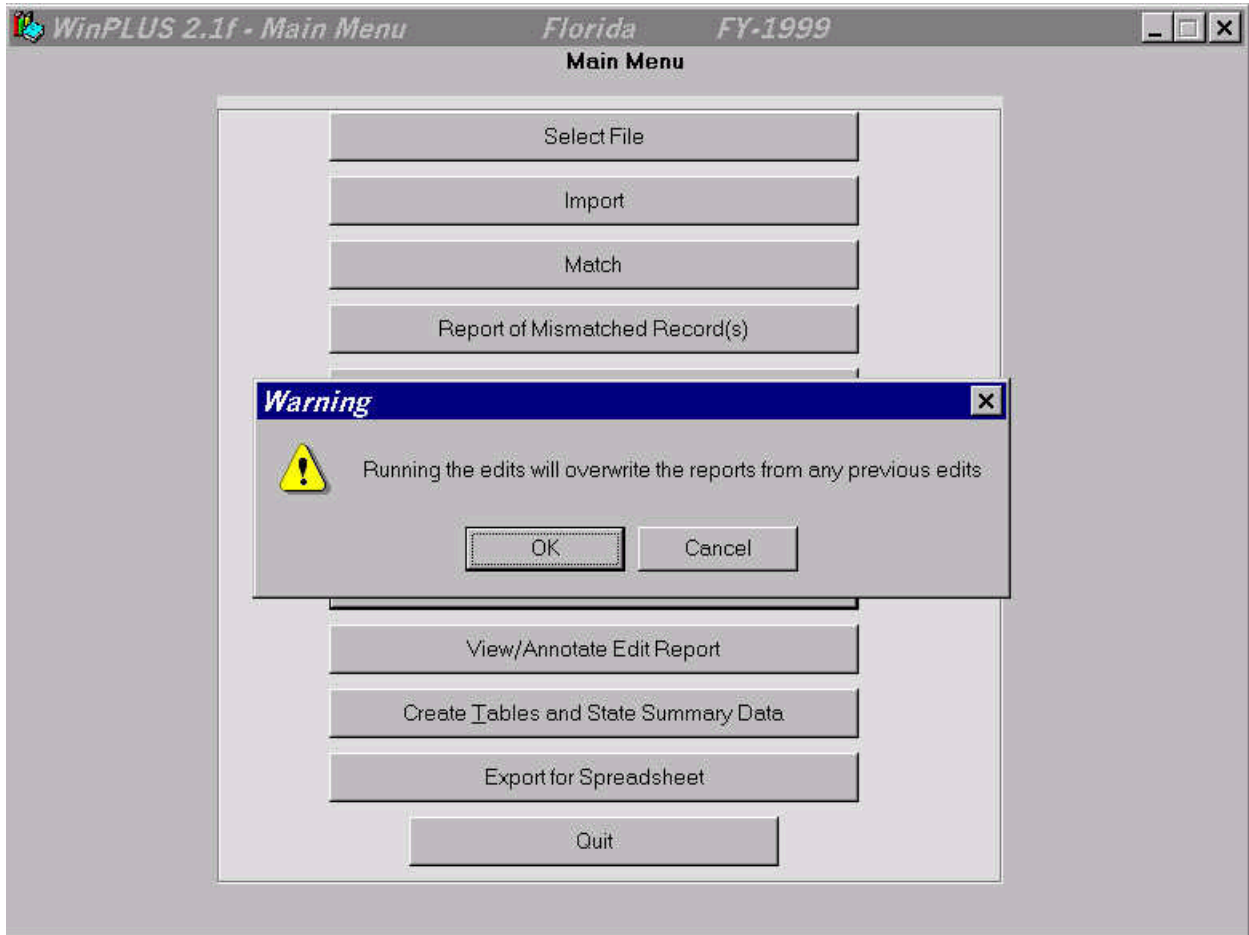
The edit report is saved as a text file called EditsByEditNum_XX.rpt or EditsByName_XX.rpt, based on the 'Sort by' format you select (i.e., Library Name or Edit Number), shown in the following screen. After running the edit checks, you can 'Print' or 'Save' the report in the format you selected.

```
WinPLUS - Edit Report          Florida        FY-1999              _ □ ×
File

                                       Sort by...    ○ Library Name    ⦿ Edit Number

Page  1    EDIT CHECKS (CURRENT-YEAR AND HISTORICAL)        7/16/2000 11:31 AM
           FY-1999                 Florida                  Sorted by Edit Number

Record Counts for this Report -
 1          - State Characteristics
 97         - Administrative Entities
 21         - Outlets
 121        - Edit Messages

==============================================================================
Edit 50: Most data fields contain '-2' or equivalent.  No other edits performed
     FL0009      FSCS5007           ALACHUA COUNTY LIBRARY DISTRICT

     FL0094      FSCS5092           ALTAMONTE SPRINGS CITY LIBRARY

     FL0080      FSCS5079           AUBURNDALE LIBRARY

     FL0081      FSCS5080           BARTOW PUBLIC LIBRARY

     FL0056      FSCS5063           BOCA RATON PUBLIC LIBRARY

     FL0022      FSCS5020           BROCKWAY MEMORIAL LIBRARY

     FL0012      FSCS5010           BROWARD COUNTY DIVISION OF LIBRARIES

                          Print          Save
```

5.8.1 Current-Year Edit Checks

The current-year edit checks, performed for administrative entities and outlets, include the following types of edits:

- • 'Out-of-range' edits (e.g., 'Average Public Service Hours per Outlet is less than 10'). Values entered for a data element appear to be extremely high or low.

- • 'Relational edits' (e.g., 'Total Operating Expenditures is less than 75% of Total Operating Income', or 'ALA-MLS is greater than Total Librarians'). Two or more data elements are not within a predetermined limit.

- • 'Arithmetic edits' (e.g., 'Total Operating Income is not equal to the sum of the parts'). The detail does not equal the reported total.

5.8.2 Historical Edit Checks

The historical edit checks are generated *automatically* after the current-year edit checks are completed, under WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)'. They are performed for administrative entities, but not for outlets. The historical check compares the current-year to prior-year data reported by each library based on the criteria in Appendix H - Historical Edit Checks.

5.9   View/Annotate Edit Report

Your data submission should include an annotated final edit report. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census and NCES. **To annotate the final edit report using WinPLUS**, select the option 'View/Annotate Edit Report' from the WinPLUS Main Menu. (See important note about this option at bottom of page!)

Note: This option is not applicable to users who plan to annotate the edit report by hand, or in Word or another word processing package. You should proceed with annotations by either method after generating the final edit report from WinPLUS Menu option 'Edit Checks (Current-Year and Historical)'.
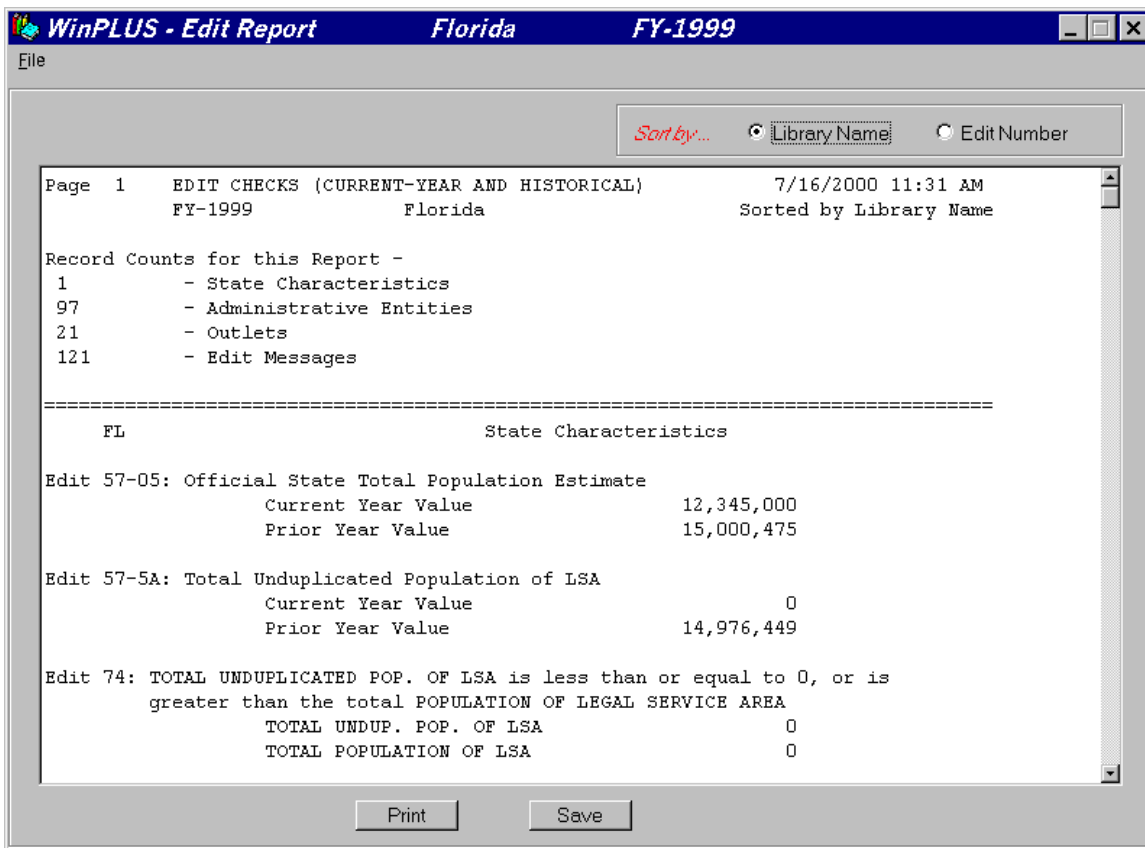
IMPORTANT! Read the following before using the 'View/Annotate Edit Report' option:

- Before annotating the edit report using the 'View/Annotate Edit Report' option, you must select option 'Edit Checks (Current-Year and Historical)' from the WinPLUS Main Menu to generate the **final** edit report.

- Your annotations will be saved and displayed *only* in the version you annotate -- i.e., either the 'Edit Number' version (EditsByEditNum_XX.rpt) or 'Library Name' version (EditsByName_XX.rpt). **ANNOTATE ONLY ONE VERSION.**

- **DO NOT re-run the edit checks after you begin annotating!** If you do, the edit report file will be overwritten, and all annotations will be lost!

5.10 Create Tables and State Summary Data

Select option 'Create Tables and State Summary Data' from the WinPLUS Main Menu to create tables and state summary data.

5.10.1   Single Library Tables

Select 'Create Tables and State Summary Data' from the WinPLUS Main Menu to create Single Library Tables. Choose 'Reports' and then 'Single Library Tables' to display the list of available tables (see below). The tables include data and selected calculations for all the individual public libraries in the state for a specific data element(s). For example, table 5 includes the amount and percent of income by source.

```
1.   Population served by State
2.   Number and type of outlets
3.   Number and type of staff
4.   Population of LSA and number of FTE staff
5.   Amount and percent of income by source
6.   Income and per capita income, by source
7.   Expenditures and percent of expenditures, by type
8.   Staff expenditures
9.   Capital outlay by outlay category
10. Library materials (number/per capita/per 1,000), by type
11. Public service hours per outlet per week
12. Library visits and reference trans.
13. Circulation and loan trans.
14. Circulation of children's materials and program attendance
15. Materials in electronic format and electronic access
```

Use the arrows at the bottom of the screen to move to the desired table. Select 'Print' at the bottom of the screen to print the table.

Table 1 is shown below:

WinPLUS - Reports   Florida   FY-1999   ✕

File   Reports

Table 1 - Public libraries in Florida by population of legal service area: 1999

Library Name	Total population of legal service area*
RIVER PUBLIC LIBRARY COOPERATIVE	59,945
ALACHUA COUNTY LIBRARY DISTRICT	211,403
ALTAMONTE SPRINGS CITY LIBRARY	39,623
AUBURNDALE LIBRARY	-2
BOCA RATON PUBLIC LIBRARY	68,850
BREVARD COUNTY LIBRARY SYSTEM	465,825
BROCKWAY MEMORIAL LIBRARY	10,199
BROWARD COUNTY DIVISION OF LIBRARIES	1,460,890
BRUTON MEMORIAL LIBRARY	27,855
CENTRAL FLORIDA LIBRARY COOPERATIVE	-2
CHARLOTTE-GLADES LIBRARY SYSTEM	143,530
CITRUS COUNTY LIBRARY SYSTEM	112,424
CLAY COUNTY PUBLIC LIBRARY SYSTEM	134,534
COLLIER COUNTY PUBLIC LIBRARY	210,095
COLUMBIA COUNTY PUBLIC LIBRARY	55,368
DELRAY BEACH LIBRARY	-2
DESTIN LIBRARY	11,363
EAGLE LAKE PUBLIC LIBRARY	-2
EUSTIS MEMORIAL LIBRARY	14,889

[<<] [>>]   Report Navigator   Print

Use the scroll bar to the right of the table to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

5.10.2   2-Year State Summary Data

A table of 2-year state summary data is included to assist the respondent in evaluating the quality of state data prior to submission. To view the table, select 'Create Tables and State Summary Data' from the WinPLUS Main Menu, choose 'Reports' and then 'State Summary: 2-Year Percent Change and Net Change'.

The 'State Summary: 2-year Percent Change and Net Change' table is shown below.

WinPLUS - Reports   Florida   FY-1999

File   Reports

State Summary: 2-year Percent Change and Net Change

Data Item	FY1998 State Total	FY1999 State Total	Percent Change	Net Change
State Characteristics Items:				
Official State Population Estimate	15,000,475	12,345,876	-17.7	-2,654,599
Total Unduplicated Pop of LSA	14,976,449	12,345,678	-17.6	-2,630,771
Administrative Entity Items:				
Pop of Legal Service Area	14,539,085	15,099,530	3.9	560,445
Central Library	121	61	-49.6	-60
Branch Library	317	384	21.1	67
Bookmobiles	30	28	-6.7	-2
ALA-MLS	1,355	1,423	5.0	68
Total Librarians	1,636	1,679	2.6	43
Other Paid Employees	3,722	3,760	1.0	38
Total Paid Employees	5,358	5,438	1.5	81
Local Government	237,182,382	256,112,114	8.0	18,929,732
State Government	27,353,991	29,218,518	6.8	1,864,527
Federal Government	3,066,737	2,374,076	-22.6	-692,661
Other Income	18,558,305	11,732,810	-36.8	-6,825,495

<< >>   Report Navigator   Print

Use the arrows at the bottom of the screen to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

5.11   Export for Spreadsheet

Select 'Export for Spreadsheet' from the WinPLUS Main Menu to create four comma delimited files for use at the state level (i.e., not for submission to NCES). This is a new WinPLUS option provided in response to user request. The files will automatically be placed in the same directory where the WinPLUS software is installed. The four files are: current-year and prior-year Administrative Entities files, an Outlet file, and a State Characteristics file.

You can open the comma delimited files in Excel. Note: You will need to reformat the column for telephone numbers. If you have a leading 0 in your zip codes, you will need to format the Zip Code Columns: Select the column, then 'Format', then 'Cells'. Then under 'Category' select 'Special". Then under type, you can type in five zeros for 1st zip code and 4 zeroes for 4 digit zip code. It will place the missing zeroes in the column.

5.12   Quit

To exit WinPLUS, select the 'Quit' button on the WinPLUS Main Menu.

Note: The 'Quit' button is also used to run the –2 report prior to submitting your final data (see next section).

6   Prepare File for Submission

When your data are edited and final, run the –2 report by selecting the 'Quit' option on the WinPLUS Main Menu.

Note:

- No data file containing –2's will be accepted for submission to NCES. When you select the 'Quit' option and then select "Yes", the 'Minus 2' Report will be generated (if applicable), listing the records that contain –2's in the Administrative Entity file and Outlet file, along with the following message: 'The data file contains –2 values and should not be submitted. Please review the report, enter valid data, and rerun this option.'

- This option should be run even if you are zipping/ FTPing your files to send to Census.
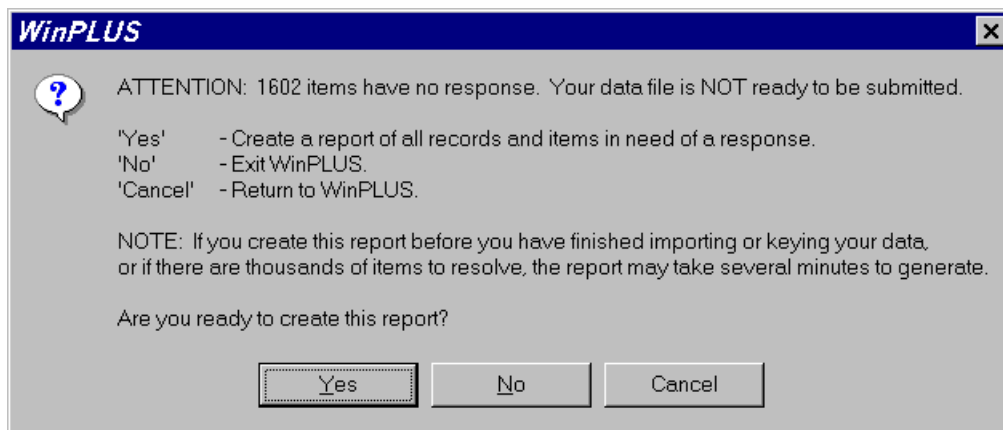
The user may view the –2 Report by 'Summary' or by 'Detail' by clicking on the desired option. Use WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Record(s)' to replace the –2's with valid data, and then proceed again with the 'Quit' option to verify that no –2s are on your files before submitting the data.

The following screen shows the 'Detail' view of records that contain –2 values. Items with –2s are listed in the column labeled "Non-response Item".
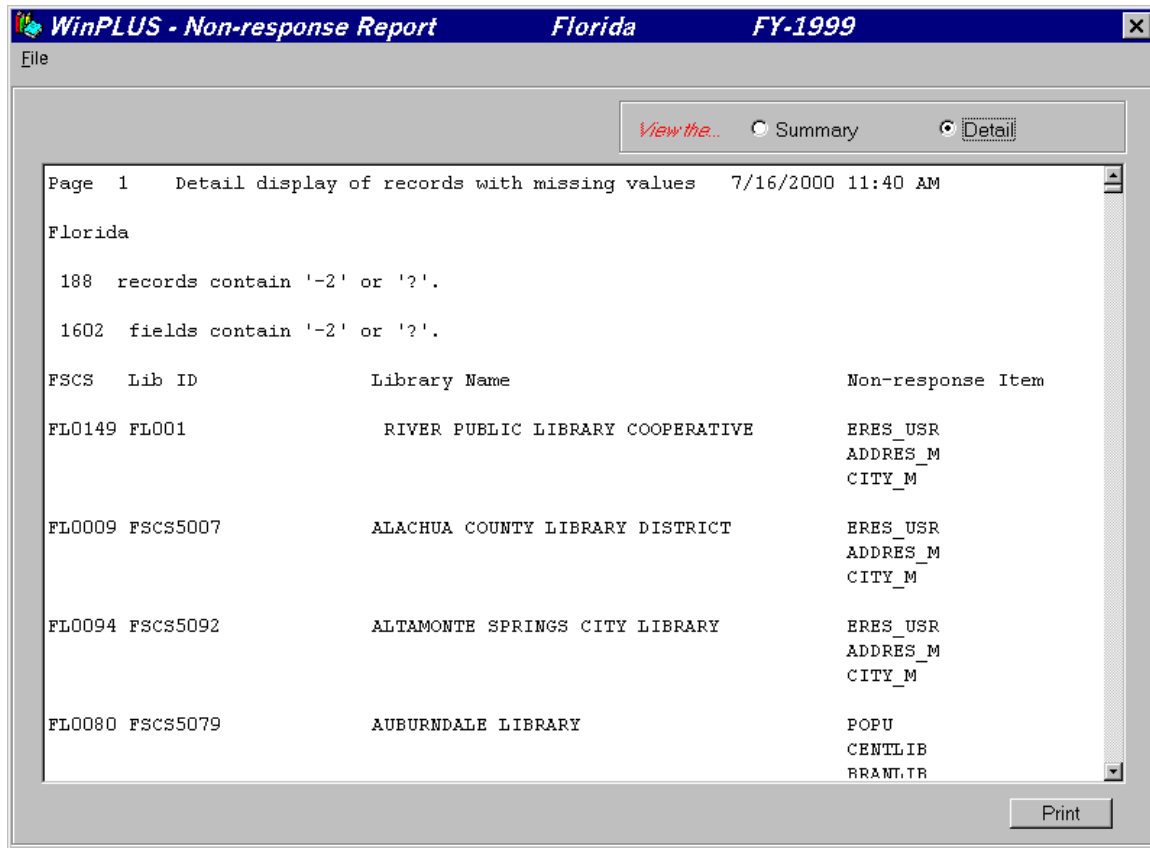
If your data file does not contain –2 values, the following screen will be displayed, providing instructions for submitting your data files.
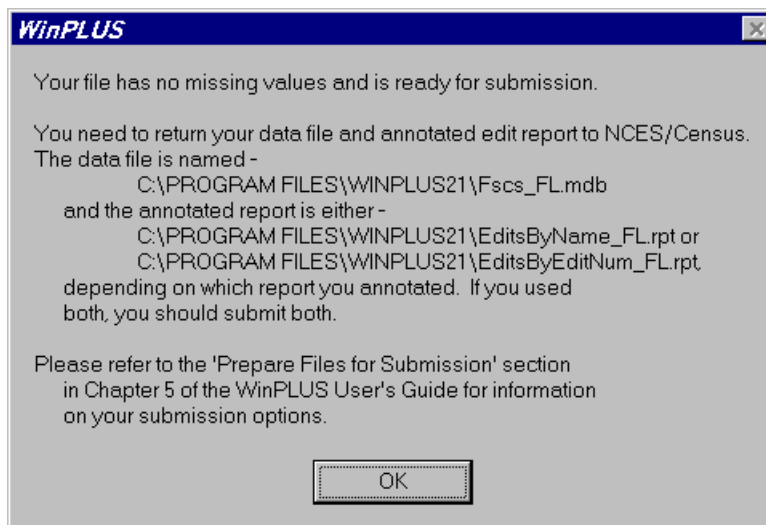
The following materials must be received for your data submission to be complete:

1. A submission by FTP, e-mail, or regular mail of edited, final data. Please verify that the following file is included in the transmission: **FSCS_XX.MDB** (your state abbreviation will replace 'XX' in the file name).

2. A copy of your annotated final edit report. Annotations should be made to the final edit report regarding data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census and NCES**.** You may annotate the edit report in the WinPLUS software; print the edit report for annotation by hand; or open the edit report in Word or another word processing package for annotation. **Please read Section 5.9 — View/Annotate Edit Report before annotating the final edit report using WinPLUS!** If you submit an unannotated edit report, you must include explanations about the data in a cover letter, including statements that you have reviewed the edit report and the data are final.

3. The signed State Librarian Certification form.

When you have completed your FY 1999 data submission, NCES requests that you provide, in writing, the number of hours it took your state to complete the process. NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.

If you have any questions about the mail, FTP, or e-mail submission options described below, please contact Patricia Garner or Cindy Sheckells at 1-800-451-6235 or via e-mail at **pls@census.gov**.

Data submission by mail

Please mail your complete FSCS submission to:

U.S. Postal Service (**including Express Mail)**	Overnight Delivery - **Federal Express or United Parcel Service (UPS)**
Patricia Garner or Cindy Sheckells	Patricia Garner or Cindy Sheckells
U.S. Department of Commerce	U.S. Department of Commerce
U.S. Census Bureau	U.S. Census Bureau
Washington, DC 20233-6800	8905 Presidential Parkway
	Washington Plaza, Bldg 2, Room 508
	Upper Marlboro, MD 20772
	Phone: (301) 457-1168

Data submission by e-mail

You may submit your data file (FSCS_XX.MDB) and edit report file (EditsByName_XX.rpt or EditsByEditNum_XX.rpt, as appropriate) over the Internet by attaching the files to an e-mail message. You may want to use file compression software (e.g. PKZIP) to compress the files and package them all within one file. This will save space and may simplify the transfer. Attach the file(s) to an e-mail message addressed to **pls@census.gov**. You must send (1) the State Librarian Certification form and (2) the annotated edit report (if the report is not sent electronically) via the regular mail to the address above.

Data submission by Web Browser or File Transfer Protocol (FTP)

You may also submit your data file (FSCS_XX.MDB) and edit report file (EditsByName_XX.rpt or EditsByEditNum_XX.rpt, as appropriate) over the Internet via a Web browser or via a File Transfer Protocol (FTP) program.

If you are using a Web browser, type 'http://www.census.gov/govs/www/pls.html' and select under 'Submitting Data' to get to the 'Send a File Utility'. Complete the form and then click on the 'Send File' button.

If you are using an FTP program, ftp.census.gov is the Census FTP server. Log on with the user name 'anonymous' and your e-mail address for the password. Change to the 'pub/incoming/govs/pls' directory. Transfer your data file (FSCS_XX.MDB) and edit report file (EditsByName_XX.rpt or EditsByEditNum_XX.rpt, as appropriate).

If you do not use the 'Send a File Utility', please send an e-mail message to **pls@census.gov** to let Census know that you have sent the data files. You must send (1) the State Librarian Certification form and (2) the annotated edit report (if the report is not sent electronically) via the regular mail to the address above.

Appendix A—Troubleshooting

PROBLEM: The application will not run and I am using Windows 95.

SOLUTION: Your system needs to either have Internet Explorer 4.0 installed, or you need to install DCOM. (Software is available at http://www.census.gov/govs/www/pls.html.)

PROBLEM: I can't get things working right!

SOLUTION: For additional assistance, contact one of the following people at the Census Bureau:

Patricia Garner	Cindy Sheckells
phone: 1-800-451-6235	phone: 1-800-451-6235
fax: (301) 457-1540	fax: (301) 457-1540
email: pls@census.gov	email: pls@census.gov
or patricia.m.o.garner@ccmail.census.gov	or cindy.l.sheckells@cc.mail.census.gov

Appendix B—Administrative Entity Import File Specifications

Data Element Name (may be abbreviated on screen)	Width	Type/Decimals	ASCII Position	EXCEL Column
LIB ID	20	Character	1	A
NAME	45	Character	21	B
ADDRESS	35	Character	66	C
CITY	17	Character	101	D
COUNTY	17	Character	118	E
ZIP	5	Character	135	F
ZIP4	4	Character	140	G
PHONE	10	Character	144	H
Interlibrary Relationship Code	2	Character	154	I
Legal Basis Code	2	Character	156	J
Administrative Structure Code	2	Character	158	K
FSCS Public Library Definition	1	Character	160	L
Geographic Code	3	Character	161	M
Population of the Legal Service Area	9	Numeric/0	164	N
Number of Central Libraries	3	Numeric/0	173	O
Number of Branch Libraries	3	Numeric/0	176	P
Number of Bookmobiles	3	Numeric/0	179	Q
ALA-MLS	9	Numeric/2	182	R
Total Librarians	9	Numeric/2	191	S
All Other Paid Staff	10	Numeric/2	200	T
Total Paid Employees	10	Numeric/2	210	U
Local Government Income	9	Numeric/0	220	V
State Government Income	9	Numeric/0	229	W
Federal Government Income	9	Numeric/0	238	X
Other Income	9	Numeric/0	247	Y
Total Income	10	Numeric/0	256	Z
Salaries & Wages Expenditures	9	Numeric/0	266	AA
Employee Benefits Expenditures	9	Numeric/0	275	AB
Total Staff Expenditures	9	Numeric/0	284	AC
Collection Expenditures	9	Numeric/0	293	AD
Other Operating Expenditures	9	Numeric/0	302	AE
Total Operating Expenditures	10	Numeric/0	311	AF
Capital Outlay	9	Numeric/0	321	AG
Book/Serial Volumes	9	Numeric/0	330	AH
Audio	9	Numeric/0	339	AI
Video	9	Numeric/0	348	AJ
Subscriptions	9	Numeric/0	357	AK
Public Service Hrs per Year	8	Numeric/0	366	AL
Library Visits	9	Numeric/0	374	AM
Reference Transactions	9	Numeric/0	383	AN
Total Circulation	9	Numeric/0	392	AO
Provided To	6	Numeric/0	401	AP

Data Element Name (may be abbreviated on screen)	Width	Type/Decimals	ASCII Position	EXCEL Column
Received From	6	Numeric/0	407	AQ
Circulation of Children's Materials	9	Numeric/0	413	AR
Children's Program Attendance	9	Numeric/0	422	AS
Materials in Electronic Format Exp	9	Numeric/0	431	AT
Electronic Access Expenditures	9	Numeric/0	440	AU
Materials in Electronic Format	9	Numeric/0	449	AV
Electronic Services Access	1	Character	458	AW
Internet Access	1	Character	459	AX
Internet Use Code	2	Character	460	AY
Internet Terminals Used by Staff Only	3	Numeric/0	462	AZ
Internet Terminals Used by General Public	3	Numeric/0	465	BA
Users of Electronic Resources/Typical Week	9	Numeric/0	468	BB
Mailing Address	35	Character	477	BC
Mailing City	17	Character	512	BD
Mailing Zip Code	5	Character	529	BE
Mailing Zip+4 Code	4	Character	534	BF

Appendix C—Outlet Import File Specifications

Data Element Name	Width	Type/Decimals	ASCII Position
LIB ID	20	Character	1
NAME	45	Character	21
Address	35	Character	66
City	17	Character	101
Zip	5	Character	118
Zip4	4	Character	123
Phone	10	Character	127
County	17	Character	137
Outlet Type Code	2	Character	154
Metropolitan Status Code	2	Character	156
Number of Bookmobiles	2	Numeric/0	158
Web Address	50	Character	160

Appendix D—State Characteristics Data Element Definitions and Notes

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

#	Data Element Name	Data Element Definitions and Notes
01	State (Automatic Display)	Definition: This is the standard two-letter state abbreviation automatically assigned by WinPLUS. Note: See Appendix I — State Codes.
02	FSCS Submission Year (Automatic Display)	Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by WinPLUS.
03	Reporting Period Starting Date	Definition: 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.
04	Reporting Period Ending Date	Definition: 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.
05	Official State Total Population Estimate	Definition: 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.
5A	Total Unduplicated Population of Legal Service Areas	Definition: 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 WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.

Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

Appendix E—Administrative Entity Data Element Definitions

ADMINISTRATIVE ENTITY (not a WinPLUS Data Element)

Definition: 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.

Note: Do not report Administrative Entities Only, for purposes of this survey.

#	Data Element Name	Data Element Definitions and Notes
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES to the administrative entity.
02	Name	Definition: This is the legal name of the administrative entity.
		Note: Provide the name of the public library.
03	Street Address	Definition: This is the complete street address of the administrative entity.
		Note: Do not report a post office box or general delivery.
3M	Mailing Address*	Definition: This is the mailing address of the administrative entity.
04	City (of street address)	Definition: This is the city or town in which the administrative entity is located.
4A	County of the Entity	Definition: This is the county in which the administrative entity is located.
4M	City (of mailing address)*	Definition: This is the city or town of the mailing address for the administrative entity.
05	Zip (of street address)**	Definition: This is the standard five-digit postal zip code for the street address of the administrative entity.
5M	Zip (of mailing address)*	Definition: This is the standard five-digit postal zip code for the mailing address of the administrative entity.
06	Zip4 (of street address)**	Definition: This is the four-digit postal zip code extension for the street address of the administrative entity.

6M Zip4 (of mailing address)*	Definition: This is the four-digit postal zip code extension for the mailing address of the administrative entity.
07 Phone	Definition: This is the telephone number of the administrative entity, including area code.

Note: Report telephone number without spacing or punctuation. |
| 7A Interlibrary Relationship Code | Select one of the following:

HQ — Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.)

ME — Member of a System, Federation, or Cooperative Service, but not the headquarters.

NO — Not a Member of a System, Federation, or Cooperative Service.

HQ — Headquarters of a System, Federation, or Cooperative Service

Definition - HQ: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

ME — Member of a System, Federation, or Cooperative Service

Definition - ME: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of national, multi-state or statewide library systems, federations, or cooperative services. (Do not respond 'Yes' if you belong to OCLC). This does not include multiple-outlet administrative entities (e.g., libraries with branches that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library. |
| 7B Legal Basis Code | Definition: 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:

CI — Municipal Government (city, town or village)

CO — County/Parish

CC — City/County

MJ — Multi-jurisdictional

NL — Native American Tribal Government

NP — Non-profit Association or Agency

SC — School District

SD — Special Library District (authority, board, commission)

OT — Other

CI — Municipal Government (city, town or village)

Definition - CI: 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

Definition - CO: An organized local government authorized in a state's constitution and statutes and established to provide general government.

CC — City/County

Definition - CC: A multi-jurisdictional entity that is operated jointly by a county and a city.

MJ — Multi-jurisdictional

Definition - MJ: 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

Definition - NL: 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

Definition - NP: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC — School District

Definition - SC: 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.

SD — Special Library District (authority, board, commission)

Definition - SD: This is a district, authority, board or commission authorized by state law to provide library services.

OT — Other

7C   Administrative Structure Code

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO — Administrative Entity with a Single Direct Service Outlet

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition - MA: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central library(ies), 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

Definition - MO: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central library(ies), branch(es), book-mobile(s), and/or books-by-mail only.

SO — Administrative Entity with a Single Direct Service Outlet

Definition - SO: An Administrative Entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

7D   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 yes. If the library does not meet one or more of the requirements, respond with a no.

7E Geographic Code	Definition: 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 income and any areas served under contract for which the library is the primary service provider:

CI1 — City (exactly)
CI2 — City (most nearly)
CO1 — County (exactly)
CO2 — County (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)
 OT — Other

Note: The Population of Legal Service Area (Data Element 08) should be reflected in the geographic code selected.

08   Population of the
Legal Service Area

Definition: 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 income, 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.

09   Number of Central Libraries

Definition: 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.

10   Number of Branch Libraries

Definition: 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.

11   Number of Bookmobiles

Definition: 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.

12   Number of Books-by-Mail Only

The automatic-display of this Outlet record item was discontinued.

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).

13   ALA-MLS

Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

14   Total Librarians

Definition: 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 #13).

| 15 | All Other Paid Staff | Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. |
| 16 | Total Paid Employees | Definition: This is the sum of total librarians (Data Element #14) and all other paid staff (Data Element #15). |

OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (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.)

17	Local Government Income	Definition: This includes all tax and non-tax receipts 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, fines, or fees.
18	State Government Income	Definition: 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.
19	Federal Government Income	Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.
20	Other Income	Definition: This is all income other than that reported by Local, State, and Federal (Data Elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.
21	Total Income	Definition: This includes income from the Local government, the State government, the Federal government, and all other income (The sum of Data Elements #17 through #20).

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. Estimated costs are not reported.

22 Salaries & Wages Expenditures   Definition: 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.

23 Employee Benefits Expenditures   Definition: 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.

24 Total Staff Expenditures   Definition: This includes salaries and wages (Data Element #22), and employee benefits (Data Element #23).

25 Collection Expenditures   Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audio-visual materials, etc..

26 Other Operating Expenditures   Definition: This includes all expenditures other than those for staff (Data Element #24) and collection (Data Element #25).

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

27 Total Operating Expenditures   Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (Data Elements #24, #25, and #26).

Note: Includes Operating Expenditures for Electronic Access (Data Element #45) and Operating Expenditures for Library Materials in Electronic Format (Data Element #44).

28 Capital Outlay   Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and

building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

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

LIBRARY COLLECTION

Note: Report physical units for items 29—33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit (e.g., two compact discs or two video cassettes) and are generally checked out as a unit, should be counted as one physical unit.

29 Book/Serial Volumes	Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.
30 Audio	Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audio-reels, talking books, and other sound recordings.
31 Film	No longer collected.
32 Video	Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
33 Subscriptions	Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions. Note: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles,

including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

SERVICES

34	Unduplicated Hours	No longer collected.

35   Public Service Hours per Year

Definition: This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), 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.

36   Library Visits

Definition: 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).

37   In-Library Use

No longer collected.

38   Reference Transactions

Definition: 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, or by phone, fax, mail, or electronic mail from an adult, a young adult, or a child.

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

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

39   Total Circulation

Definition: 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.

INTER-LIBRARY LOANS

40   Provided To

Definition: These are library materials, or copies of the materials, provided by one 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.

41   Received From

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

CHILDREN'S SERVICES

42   Circulation of Children's Materials

Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.

43   Children's Program Attendance

Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: <u>Output Measures for Public Library Service to Children; A Manual of Standardized Procedures</u> (ALA, 1992) defines children as persons age 14 and under.

ELECTRONIC TECHNOLOGY

44 Operating Expenditures
    for Library Materials in
    Electronic Format
    (also include in #25 or #26)

Definition: Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Note: These expenditures should also be included in Collection Expenditures (Data Element #25) or Other Operating Expenditures (Data Element #26) on the Administrative Entity screen.

45 Operating Expenditures

    for Electronic Access
    (also include in #25 or #26)

Definition: Report all operating expenditures from the library
budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.

Note: Report only operating expenditures. These expenditures should also be included in Collection Expenditures (Data Element #25) or Other Operating Expenditures (Data Element #26) on the Administrative Entity screen. Do NOT report capital expenditures for items in this category.

46 Number of Library Materials
    in Electronic Format

Report the number of physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data

tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

47 Access to Electronic Services

Answer <Y>es, <N>o, or <M>issing (unknown, not reported) to the following question: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.

48 Access to Internet***

Answer <Y>es, <N>o, or <M>issing (unknown, not reported) to the following question: Does the public library have access to the Internet?

The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

If the public library has access to the Internet as defined in the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (Data Element #49). If the library does not have access to the Internet, respond <N>o to this data element and respond NA (Not Applicable) to Data Element #49.

49 Internet Use Code***

If the library has Internet access, is Internet used by (select one):

ST — library staff only
PI — patrons through a staff intermediary only
PE — patrons either directly or through a staff intermediary
NA — not applicable
M — missing (unknown, not reported)

50 Number of Internet Terminals Used by Staff Only

Definition: Number of computer terminals (PC, 'dumb terminal', etc.) used by staff only in the library that are used to connect to the Internet (text only, graphical, etc.).

51   Number of Internet Terminals   Definition: Number of computer terminals (PC, 'dumb
     Used by General Public   terminal', etc.) used by general public in the library that are
                                         used to connect to the Internet (text only, graphical, etc.).

52   Number of Users of Electronic   Definition: Count the number of users using electronic
     Resources Per Typical Week*   resources in the library in a typical week. Electronic
                                         resources include, but are not limited to, Internet (WWW,
                                         email, telnet, other), online indexes, CD-ROM reference
                                         sources, 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 week would count as three customers. Software
                                         such as "Historian" can also be used to track the number of
                                         users at each public terminal.

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*New data element.
**Name of data element was revised.
***Definition or related note of data element was revised.
Note: Some of the data element names that appear on the WinPLUS data entry screens are abbreviated.

Appendix F—Outlet Data Element Definitions

#	Data Element Name	Data Element Definitions and Notes
01	LIB ID (OPTIONAL)	Definition: This is the state-assigned identification code for the Outlet.
1A	FSCS ID (Automatic Display)	Definition: 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.
02	Name	Definition: This is the name of the Outlet.
03	Street Address	Definition: 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. |
04	City	Definition: This is the city or town in which the Outlet is located.
05	County of the Outlet	Definition: This is the county in which the Outlet is located.
06	Zip**	Definition: This is the standard five-digit postal zip code for the street address of the Outlet.
07	Zip4**	Definition: This is the four-digit postal zip code extension for the street address of the Outlet.
08	Phone	Definition: This is the telephone number of the Outlet, including area code.

Note: Report telephone number without spacing or punctuation. |

09   Outlet Type Code***

Definition: 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
BR — Branch Library
BS — Bookmobile(s)
CE — Central Library***

BM — Books-by-Mail Only

Definition - BM: 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

Definition - BR: 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)

Definition - BS: A bookmobile is a traveling branch library. It consists of at least all of the following:

1.   a truck or van that carries an organized collection of library materials;

2.   a paid staff; and

3.   regularly scheduled hours (bookmobile stops) for being open to the public.

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

Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE — Central Library

Definition - CE: 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.

10   Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC — Within the city limits of the central city of a Metropolitan Area.
NC — Metropolitan Area, but not within central city limits.
NO — Not in a Metropolitan Area.
 M — Missing (not reported, unknown)

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

CC — Central City

Definition - CC: 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.

Definition - NC: 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.

11   Population of the Legal Service
     Area by Type of Outlet   No longer collected

12   Number of Bookmobiles in   Definition: The number of bookmobiles in the book
     the Bookmobile Outlet Record   mobile outlet record.

                                               Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet Data Element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

                                               1.   a truck or van that carries an organized collection of library materials;

                                               2.   a paid staff; and

                                               3.   regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

13   Web Address   Definition: This is the Web Address of the outlet.
                                               http:// _____.

**Name of data element was revised.
***Definition or related note of data element was revised.

Appendix G—Current-Year Edit Checks

NO.	EDIT MESSAGE	EDIT CONDITION(S)
00	No LIB ID provided. WinPLUS will create one for you.	This item has been left blank. WinPLUS will auto-matically assign a system-generated LIB ID.
01	Library NAME is –2	NAME (Data Element #02 on the Administrative Entity screen or Outlet screen) is –2.
02	ADDRESS or CITY is –2	ADDRESS (Data Element #03 on the Administrative Entity screen or Outlet screen) or CITY (Data Element #04 on the Administrative Entity screen or Outlet screen) is –2.
03	ZIP is –2 or not valid	ZIP (Data Element #05 on the Administrative Entity screen or Data Element #06 on the Outlet screen) is –2 or is not a valid 5-digit number.
04	ZIP4 (ZIP+4) is –2 or not valid	ZIP4 (Data Element #06 on the Administrative Entity screen or Data Element #07 on the Outlet screen) is –2 or is not a valid 4-digit number.
05	PHONE number is –2 or not valid	PHONE (Data Element #07 on the Administrative Entity screen or Data Element #08 on the Outlet screen) is –2 or is not a valid 10-digit number.
06	POPULATION OF LEGAL SERVICE AREA is less than or equal to 0.	POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) is –2, –1, or is 0.
07	No SERVICE OUTLETS are shown	The ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) equals =MA=, =MO=, or =SO= and the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen), and BOOKS-BY-MAIL ONLY (# of Outlet records with Data Element #09 = BS) is 0.
08	One or more service outlets is shown, but no CENTRAL outlet.	One or more service outlets is shown, but there is no CENTRAL outlet. Note: An Administrative Entity may report 0 central or 1 central. This edit is an additional check on accurate reporting of central outlets.
09	ALA-MLS is –2	ALA-MLS librarians (Data Element #13 on the Ad-ministrative Entity screen) is –2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
10	TOTAL LIBRARIANS is –2	TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen is –2.
11	OTHER PAID EMPLOYEES is –2	OTHER PAID EMPLOYEES (Data Element #15 on the Administrative Entity screen) is –2.
12	TOTAL PAID EMPLOYEES is 0 or –2	TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) is 0 or –2.
13	ALA-MLS is greater than TOTAL LIBRARIANS	The number of ALA-MLS librarians (Data Element #13 on the Administrative Entity screen) is greater than TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen).
14	LOCAL GOVERNMENT INCOME is –2	LOCAL GOVERNMENT INCOME (Data Element #17 on the Administrative Entity) screen is –2.
15	STATE GOVERNMENT INCOME is –2	STATE GOVERNMENT INCOME (Data Element #18 on the Administrative Entity screen) is –2.
16	FEDERAL GOVERNMENT INCOME is –2	FEDERAL GOVERNMENT INCOME (Data Element #19 on the Administrative Entity screen) is –2.
17	OTHER INCOME is –2	OTHER INCOME (Data Element #20 on the Administrative Entity screen) is –2.
18	TOTAL OPERATING INCOME is 0 or –2	TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) is –2 or is 0. If all of the four parts were entered, a total would have been automatically calculated.
19	TOTAL OPERATING INCOME is not equal to the sum of the parts	TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) is not equal to the sum of LOCAL GOVERNMENT (Data Element #17 on the Administrative Entity screen), STATE GOVERNMENT (Data Element #18 on the Administrative Entity screen), FEDERAL GOVERNMENT (Data Element #19 on the Administrative Entity screen) and OTHER INCOME (Data Element #20 on the Administrative Entity screen).
20	No longer used.	No longer used.
21	SALARIES & WAGES EXP is –2	SALARIES & WAGES (Data Element #22 on the Administrative Entity screen) is –2.
22	EMPLOYEE BENEFITS is –2	EMPLOYEE BENEFITS (Data Element #23 on the Administrative Entity screen) is –2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
23	TOTAL STAFF EXPENDITURES is 0 or –2	TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is 0 or –2. If both of the parts were entered, a total would have been automatically calculated.
24	TOTAL STAFF EXPENDITURES is not equal to the sum of the parts	TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is not equal to the sum of SALARIES & WAGES (Data Element #22 on the Administrative Entity screen) and EMPLOYEE BENEFITS (Data Element #23 on the Administrative Entity screen).
25	COLLECTION EXPENDITURES is –2	COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) is –2.
26	OTHER OPERATING EXPENDITURES is –2	OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen) is –2.
27	TOTAL OPERATING EXPENDITURES is 0 or –2	TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) is 0 or –2. If all of the parts were entered, a total would have been automatically calculated.
28	TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts	TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen), COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) and OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen).
29	TOTAL OPERATING INCOME is less than 75% of TOTAL OPERATING EXP	TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) is less than 75% of TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen).
30	TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING INCOME	TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) is less than 75% of TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen).
31	CAPITAL OUTLAY is –2	CAPITAL OUTLAY (Data Element #28 on the Administrative Entity screen) is –2.
32	BOOK/SERIAL VOLUMES is 0 or –2	BOOK/SERIAL VOLUMES (Data Element #29 on the Administrative Entity screen) is 0 or –2.
33	AUDIO materials is –2	AUDIO (Data Element #30 on the Administrative Entity screen) is –2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
34	No longer used.	No longer used.
35	VIDEO materials is –2	VIDEO (Data Element #32 on the Administrative Entity screen) is –2.
36	Serial SUBSCRIPTIONS is –2	SUBSCRIPTIONS (Data Element #33 on the Administrative Entity screen) is –2.
37	Annual PUBLIC SERVICE HOURS is 0 or –2	PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) is 0 or –2.
38	Average PUBLIC SERVICE HRS per outlet per week less than 10	Average PUBLIC SERVICE HOURS per outlet per week is less than 10. PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen) and BOOKS-BY-MAIL (# of Outlet records with Data Element #09 = BS).
39	Average PUBLIC SERVICE HRS per outlet per week greater than 75	Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen), and BOOKS-BY-MAIL ONLY (# of Outlet records with Data Element #09 = BS).
40	Annual LIBRARY VISITS in library is 0 or –2	LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is 0 or –2.
41	Annual REFERENCE TRANSACTIONS is –2	REFERENCE TRANSACTIONS (Data Element #38 on the Administrative Entity screen) is –2.
42	Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 3.00 or less than 0.005.	Annual REFERENCE TRANSACTIONS (Data Element #38 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is greater than 3.00 or less than 0.005.
43	TOTAL CIRCULATION transactions is 0 or –2	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen is 0 or –2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
44	TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per POPULATION of LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) is less than 1.0.
45	TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) is greater than 20.0.
46	TOTAL CIRCULATION trans per annual LIBRARY VISITS is less than 0.5	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is less than 0.5.
47	TOTAL CIRCULATION trans per annual LIBRARY VISITS is greater than 6.0	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is greater than 6.0.
48	Inter-library loans PROVIDED TO other libraries is –2	PROVIDED TO (Data Element #40 on the Administrative Entity screen) is –2.
49	Inter-library loans RECEIVED FROM other libraries is –2	RECEIVED FROM (Data Element #41 on the Administrative Entity screen) is –2.
50	Most data fields contain –2 or equivalent. No other edits performed.	A numeric entry of less than B2 is not valid. As previously stated, B1 is used to denote not collected, not available or not reported, and B2 represents a blank entry.
51	An invalid number or character was used, so the record was not imported.	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
52	INTERLIBRARY RELATIONSHIP CODE is –2 or is not a valid code.	INTERLIBRARY RELATIONSHIP CODE (Data Element #7A on the Administrative Entity screen) is –2 or is not a valid code.
53	LEGAL BASIS CODE is –2 or not valid.	LEGAL BASIS CODE (Data Element #7B on the Administrative Entity screen) is –2 or is not a valid code.
54	COUNTY is –2.	COUNTY (Data Element #4A on the Administrative Entity screen or Data Element #05 on the Outlet screen) is –2.
55	OUTLET TYPE CODE is –2 or not valid.	OUTLET TYPE CODE (Data Element #09 on the Outlet screen) is not a valid code.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
56	OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0	The Outlet file record has 'BS' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) and NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) is –2 or is 0.
57	Historical Edit Check.	The 2-year change in your data for a particular data element falls outside an acceptable range. See Appendix HX Historical Edit Checks for more information.
58	METROPOLITAN STATUS CODE is –2 or not valid	METROPOLITAN STATUS CODE (Data Element #10 on the Outlet screen) is not a valid code.
59	No longer used.	No longer used.
60	No longer used.	No longer used.
61	ADMINISTRATIVE STRUCTURE CODE is –2 or not valid	ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) is –2 or not a valid code.
62	NUMBER OF CENTRALS is not equal to the number of central outlet records	NUMBER OF CENTRALS (Data Element #9 on the Administrative Entity screen) is not equal to the number of outlets coded as 'CE' OUTLET TYPE CODE (Data Element #9 on the Outlet screen).
63	NUMBER OF BRANCHES is not equal to the number of branch outlet records	NUMBER OF BRANCHES (Data Element #10 on the Administrative Entity screen) is not equal to the number of outlets coded as 'BR' OUTLET TYPE CODE (Data Element #9 on the Outlet screen).
64	NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded 'BS'	NUMBER OF BOOKMOBILES (Data Element #11 on the Administrative Entity screen) is not equal to the NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) in Outlet records coded as 'BS' OUTLET TYPE CODE (Data Element #9 on the Outlet screen).
65	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN=S MATERIALS	TOTAL CIRCULATION (Data Element #39 on the Administrative Entity screen) is less than or equal to CIRCULATION OF CHILDREN=S MATERIALS (Data Element #42 on the Administrative Entity screen).
66	Annual LIBRARY VISITS is less than or equal to CHILDREN=S PROGRAM ATTENDANCE	LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is less than or equal to CHILDREN=S PROGRAM ATTENDANCE (Data Element #43 on the Administrative Entity screen).
67	Outlet is not connected to an administrative entity	No Administrative Entity record with this outlet's FSCS ID can be found.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
68	ADMINISTRATIVE STRUCTURE CODE is 'SO' and total number of service outlets is not equal to 1	ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) is 'SO' and total number of service outlets (Data Elements #9, 10, 11, and 12 on the Administrative Entity screen) is not equal to 1.
69	ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1	The ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) is 'MA' or 'MO' and the total number of service outlets (Data Elements #9, 10, 11, and 12 on the Administrative Entity screen) is less than or equal to 1.
70	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES	TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) equals 0.
71	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES	TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) equals 0.
72	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is greater than 0	Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) and NUMBER of BOOKMOBILES (Data Element #12 on the Outlet screen) is greater than zero. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, an outlet record coded =BS= for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) must be created and the NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) must be reported with this outlet.
73	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS	OFFICIAL STATE TOTAL POPULATION ESTIMATE (Data Element #5 on the State Characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (Data Element #5A on the State Characteristics screen).
74	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (Data Element #5A on the State Characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
75	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is at least half of COLLECTION EXPENDITURES plus OTHER OPERATING EXPENDITURES	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (Data Element #44 on the Administrative Entity screen) is at least half of COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) plus OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen).
76	ELECTRONIC ACCESS EXPENDITURES is at least 60% of COLLECTION EXPENDITURES plus OTHER OPERATING EXPENDITURES.	ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) is at least 60% of COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) plus OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen).
77	No longer used.	No longer used.
78	ELECTRONIC ACCESS EXPENDITURES are greater than 0, but ELECTRONIC SERVICES ACCESS and INTERNET ACCESS are No or invalid.	ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) are greater than 0 but ELECTRONIC SERVICES ACCESS (Data Element #47 on the Administrative Entity screen) and INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) are No or invalid.
79	No longer used.	No longer used.
80	INTERNET ACCESS but INTERNET USE CODE is –2 or not valid.	INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) is –2 or is not a valid code but INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is Yes.
81	INTERNET USE CODE is 'ST', 'PI', or 'PE', but no INTERNET ACCESS.	INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) is 'ST', 'PI', or 'PE', but INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is No or invalid.
82	FSCS PUBLIC LIBRARY but no TOTAL STAFF EXPENDITURES.	FSCS PUBLIC LIBRARY (Data Element #7D on the Administrative Entity screen) is Yes but TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is less than or equal to 0.
83	FSCS PUBLIC LIBRARY is –2 or not valid.	FSCS PUBLIC LIBRARY (Data Element #7D on the Administrative Entity screen) is not a valid code.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
84	TOTAL PAID EMPLOYEES is not equal to the sum of its parts.	TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) is not equal to the sum of TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen) and OTHER PAID EMPLOYEES (Data Element #15 on the Administrative Entity screen).
85	No INTERNET ACCESS but INTERNET USE CODE is M	INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is No, but INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) is M. If the library does not have access to the Internet, Data Element #49 should be answered NA (Not Applicable).
86	GEOCODE is –2 or not valid	GEOGRAPHIC CODE (Data Element #7E on the Administrative Entity screen) is –2 or is not a valid code.
87	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is –1 or –2 and COLLECTION EXPENDITURES AND OTHER EXPENDITURES is 0	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (Data Element #44 on the Administrative Entity screen) is –1 or –2 and COLLECTION EXPENDITURES (Data element #25 on the Administrative Entity screen) and OTHER OPERATING EXPENDITURES (Data element #26 on the Administrative Entity screen) is 0. Note: If #25 and #26 = 0, #44 should also = 0.
88	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater 0 and MATERIALS IN ELECTRONIC FORMAT is 0	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (Data Element #44 on the Administrative Entity screen) is greater than 0 and MATERIALS IN ELECTRONIC FORMAT (Data Element #46 on the Administrative Entity screen) is 0.
89	ELECTRONIC ACCESS EXPENDITURES is –1 or –2 and COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES is 0	ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) is –1 or –2 and COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) and OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen) is 0. Note: If #25 and #26 = 0, #45 should also = 0.
90	CENTRALS is greater than 1	CENTRALS (Data Element #09 on the Administrative Entity screen) is greater than 1. Note: CENTRALS cannot be greater than 1.
91	USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK greater than 90% of LIBRARY VISITS per typical week.	USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK (Data Element #52 on the Administrative Entity screen) is greater than 90% of LIBRARY VISITS per typical week (Data Element #36 on the Administrative Entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
92	INTERNET ACCESS is No and NUMBER OF TERMINALS is not equal to 0	INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is No and Number of Internet Terminals USED BY STAFF ONLY (Data Element #50 on the Administrative Entity screen) or USED BY GENERAL PUBLIC (Data Element #51 on the Administrative Entity screen) is not equal to 0.
93	INTERNET USE CODE is "ST" (staff only) and GENERAL PUBLIC TERMINALS is greater than 0	INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) is "ST" (library staff only) and Number of Internet Terminals USED BY GENERAL PUBLIC (Data Element #51 on the Administrative Entity screen) is greater than 0.
94	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater than or equal to sum of COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (Data Element #44 on the Administrative Entity screen) is greater than or equal to the sum of COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) and OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen).
95	ELECTRONIC ACCESS EXPENDITURES is greater than or equal to sum of COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES	ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) is greater than or equal to the sum of COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) and OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen).

Appendix H—Historical Edit Checks

Edit 57: (Note: All historical edits are listed in the Edit Report as Edit 57, followed by the specific data element that is triggering the edit. Example: Edit 57: data element #17. Local Government)

#	DATA ELEMENT	ACCEPTABLE RANGE (Inclusive)
05	Official State Total Population	±5%
5A	Total Unduplicated Population of LSA.	±4%
08	Population of Legal Service Area	+25% to -10%
09	Number of Centrals	±1
10	Number of Branches	±2
11	Number of Bookmobiles	±2
12	Other Outlets	No longer collected
13	ALA-MLS	±2 **or** ±30%
14	Total Librarians	±2 **or** ±30%
15	All Other Paid Staff	±2 **or** ±30%
16	Total Paid Employees	±2 **or** ±30%
17	Local Government	±$5,000 **or** +25% to -10%
18	State Government	±$500 **or** ±40%
19	Federal Government	No criterion
20	Other Income	No criterion
21	Total Income	±$5,000 **and** +25% to -10%
22	Salary & Wages Exp	±$2,000 **or** ±20% **if** within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
23	Employee Benefits	±$1,000 **or** ±20% **if** within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
24	Total Staff Exp	±$2,000 **or** ±20% **if** within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion

#	DATA ELEMENT	ACCEPTABLE RANGE (Inclusive)
25	Collection Exp	±$5,000 **and** +30% to -15%
26	Other Operating Exp	±$5,000 **and** +40% to -10%
27	Total Operating Exp	±$5,000 **and** +30% to -10%
28	Capital Outlay	No criterion
29	Book/Serial Volumes	±1,000 **and** +15% to -5%
30	Audio	±100 **and** +40% to -10%
31	Films	No longer collected.
32	Video	±100 **and** +50% to -10%
33	Subscriptions	±20 **or** +30% to -10%
34	Unduplicated Hrs	No longer collected
35	Public Service Hrs/Yr	No criterion
36	Library Visits	No criterion
37	In-library Use	No longer collected
38	Reference Transactions	≥ 6.00 **or** <0.20 also >0 if prior year or current year = 0
39	Total Circulation	±5,000 **or** +25% to -10%
40	Loans Provided To	CY = 0 AND PY < 1,500 or PY = 0 AND CY < 750 or 0.10 < CY:PY < 19.0 AND (CY or PY $\geq$ 1,200) or 0.10 < CY:PY < 19.0 AND ABS(CY-PY)/CY+PY < 0.76 AND (CY or PY $\geq$ 1,200)
41	Loans Received From	CY = 0 AND PY < 800 or PY = 0 AND CY < 1,300 or 0.14 < CY:PY < 9.30 AND (CY or PY $\geq$ 1,400) or 0.14 < CY:PY < 9.30 AND ABS(CY-PY)/CY+PY < 0.60 AND (CY or PY $\geq$ 1,400)
42	Children's Circulation	±5,000 **or** +50% to -30%

#	DATA ELEMENT	ACCEPTABLE RANGE (Inclusive)
43	Children's Program Attendance	No criterion.
44	Materials in Electronic Format Expenditures	CY = 0 AND PY < 20,000 or PY = 0 AND CY < 50,000 or CY:PY < 13.40 AND (CY or PY ≥ 1,000) or 0 < CY:PY < 13.40 AND ABS(CY-PY)/CY+PY < 0.94 AND (CY or PY ≥ 1,000)
45	Electronic Access Expenditures	CY = 0 AND PY < 84,000 or PY = 0 AND CY < 175,000 or CY:PY < 36.90 AND (CY or PY ≥ 1,000) or 0 < CY:PY < 36.90 AND ABS(CY-PY)/CY+PY < 0.88 AND (CY or PY ≥ 1,000)
46	Materials in Electronic Format	CY = 0 AND PY < 750 or PY = 0 AND CY < 750 or 0.07 < CY:PY < 31.00 AND (CY or PY ≥ 55) or 0.07 < CY:PY < 31.00 AND ABS(CY-PY)/CY+PY < 0.89 AND (CY or PY ≥ 55)

Appendix I—State Codes

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

TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

Post Office

Territory Code	Territory Name	FIPS Code
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78

Appendix J—Glossary of Terms

1-2-3	Lotus Development Corporation's popular DOS spreadsheet application software.
ASCII	Acronym for "American Standard Code for Information Interchange". Pronounced "askee", this standard for data transmission assigns individual seven-bit codes to represent each of a specific set of 128 numerals, letters and special controls. ASCII files are also known as text files.
Backup	Copies of data and program files.
Boot	The process of starting or powering up your computer and loading DOS into RAM.
Characteristics File	The Characteristics File captures information that describes the State data file, such as the State Abbreviation, FSCS submission year, reporting period starting and ending dates, and unduplicated population of the legal service area.
Clipper	Nantucket Corp.'s dBASE compiler software which allows DECPLUS to run faster and without the need for dBASE itself to "interpret" most of the program.
Convert	The process of changing a data file from one format to another.
CPU	Acronym for "Central Processing Unit", which is the brain of the computer that interprets and executes all instructions.
CRT	Acronym for "Cathode Ray Tube", commonly referring to a computer monitor, terminal or video display terminal (VDT).
Cursor	A special character on the user's screen that indicates the next position at which a character will be entered or deleted.
Data Element	Specifically categorized part of a data record. Many data elements typically comprise a data record.
Data Entry	The process of entering data into a computer or computer application.
Data Field	See Data Element.
Data File	A group of records with common descriptive attributes.
Data Maintenance	The process of adding, modifying, querying or deleting data in a database operation.
Database	An organization of data files containing information or reference material on a particular subject or subjects.
DBMS	Acronym for "Database Management System", which is application software designed to organize data so that they can be quickly filed in/or retrieved.

dBASE	Borland/Ashton-Tate's popular line of database application software. The latest version is dBASE IV, Version 1.1.
Default	A value supplied by the computer system when no explicit value is received from the user.
Default Drive	The current drive utilized by the computer, when no specific drive is specified by the user.
Directory	The list of all files, which is itself a file, on a computer storage medium for the user's easy reference.
Diskette	See "Floppy Disk".
Disk Drive	Any flat, circular storage system capable of storing digital information.
DOS	An acronym for "Disk Operating System", the basic system software for running today's IBM and compatible computers. It utilizes disks for its secondary storage medium.
DOS Prompt	A symbol, often ending with a ">", that shows that DOS has been successfully loaded into RAM (booted), and that the computer will read and write data to the disk drive designated.
Drive A	The floppy disk located at the far left or top of the system unit in a system with one diskette drive.
Drive B	The floppy disk located at the far right or bottom of the system unit, in a system with two diskette drives.
Drive C	Designation for the first logical or physical hard disk drive, if any.
Drive D	Designation for the second logical or physical hard disk drive, if any.
Edit	To prepare or modify data for final publication.
File	A group of organized data (records) assembled for one particular purpose and considered as one unit and stored in permanent off-line storage, such as a disk drive, tape or disk.
File Compression	Via the use of archiving software, program and data files can be "compressed" or reduced in size, and thus take up less valuable disk space.
File Editor	A program or utility to view or change an ASCII text file.
File Handles	The maximum number of files DOS is able to open in a given session, as typically established in the 'FILES=' parameter in your CONFIG.SYS file.
File Locking	A data protection scheme used by database management systems (DBMS) to preserve data integrity in a multi-user operating environment such as a local area network (LAN).

File Viewer   A program or utility used to view an ASCII text file.

Floppy Disk   A flexible, flat, circular mylar medium that magnetically records and provides access to stored data.

Hard Disk   A rigid magnetic disk storage system that provides faster access times, higher capacity and greater reliability than floppy disk systems.

Importing   To bring in data from an outside source. In the case of WinPLUS, this can be data in the form of a Lotus 1-2-3 spreadsheet, dBASE database or ASCII flat file.

Keyboard   An input device consisting of switches with marked key-tops that, when pressed manually, generate a code representing individual characters.

Level   A natural or proper position, place or stage.

LHarc   A public domain software utility for data compression. This allows the user to store more data in the same available disk space. Data compression is achieved by eliminating gaps, redundancies, unnecessary data and/or empty fields.

Macros   A frequently used set of predefined instructions or keystrokes designed to perform a specific function or purpose.

Main Menu   The primary list of options presented on the display screen.

Master File   The database file (DBF) used by DECPLUS to create a multi-State data file for use in table generation.

Main Memory   Immediately accessible memory for programs and data storage. This normally includes ROM and RAM, but excludes mass storage devices such as disk drives, etc.

Megabyte (MB)   1,048,576 bytes, or 2^{20} bytes. The capacity of a personal computer's memory or hard disk is typically measured in megabytes.

Menu   Any list of options presented on the display screen.

Monitor   A video monitor is a display unit used for computer applications that resembles a TV, but does not have a speaker or apparatus for detecting UHF/VHF frequencies.

Output   Any information produced by a computer from a given input.

Partition   The way DOS "breaks up" a hard disk into different "pieces" for easier organization or to accommodate different operating systems.

PC   A personal computer is a moderately priced computer. A "PC" commonly refers an IBM or compatible machine, but the broad definition can apply to Apple, Kaypro CP/M's, etc.

Peripherals	Any input, secondary or output device connected to the processing or system unit which allow the user to enter commands or data into and retrieve data from the computer.
Printer	An output device for producing hard copy, usually onto paper.
Program	A sequence of instructions given to the computer to perform specific functions or tasks. Programs are also referred to as "software".
Prompt	A message, instruction or question generated by the computer.
RAM	Acronym for "Random Access Memory". This memory storage area for programs and data is immediately accessible to and directly addressable by the central processing unit (CPU). Data can be read from or written into RAM memory location, and the location can be reached via random access. Normally, all user programs are in RAM. RAM differs from ROM (read-only memory) in that RAM is volatile, can be altered and programs written in, while ROM is non-volatile and can not be written to.
Record	A group of related fields of information treated as a unit for organizational purposes. A record is usually one of many within a particular data file.
Resident Program	Also known as a "memory resident program" or TSR. See TSR.
ROM	Acronym for "Read-only Memory". This is non-volatile (i. e. it is retained even with the power off) memory and can only be "read", not be written to.
Runtime	A runtime is a limited version of a software distributed under license for use with a particular application only.
Screen	This usually refers to the display of the computer.
Scroll	To advance, or go back, a specified number of lines in a data file currently on the screen.
Scroll bar	A horizontal or vertical indicator on the screen showing the relative position of the current screen with respect to the overall picture.
Self-extracting	A program created so that when executed, it creates from itself one or more smaller program and/or data files which have been previously compressed inside the program. This is done to save valuable disk space and simplify installation procedures.
Software	Programs that tell the computer what operations to perform. Contrast with hardware.
Subdirectory	The secondary, sub-list of all files, which is itself a file, on a computer storage medium for the user's easy reference.
Text File	See ASCII file.

TSR   Acronym for Terminate and Stay Resident (TSR). Unlike standard DOS applica-
                       tions, these are programs that are written to remain in memory until explicitly
                       removed. Because they stay in memory, they can be re-activated by a pre-defined
                       keystroke at any time, even while another program is active -- frequently causing
                       conflicts.

Uncompress files   To extract one or more individual files from a single condensed archive file.

Window   An isolated portion of a screen that may be used to display information indepen-
                       dently of the rest of the screen display.

Appendix K—FSCS 2000 Directory & Steering Committee State Assignment List

FSCS

FEDERAL-STATE COOPERATIVE SYSTEM

FOR PUBLIC LIBRARY DATA

2000 DIRECTORY

May-2000

For changes regarding information in this directory, please contact
Kim Miller at: Telephone: 202-606-9200, FAX: 202-606-9203
E-mail: kmiller@nclis.gov

State Data Coordinators

STATE	COORDINATOR	TELEPHONE	TELEFAX
ALABAMA	Fred Neighbors	205-213-3916	205-213-3993
ALASKA	Patience Frederiksen	800-776-6566	907-269-6580
ARIZONA	Jan Elliott	602-542-5841	602-256-6372
ARKANSAS	Carolyn Ashcraft	501-682-5288	501-682-1693
CALIFORNIA	Liz Gibson	916-653-6752	916-653-8443
COLORADO	Keith Curry Lance	303-866-6737	303-866-6940
CONNECTICUT	Sharon Brettschneider	860-566-2713	860-525-7645
DELAWARE	Despina (Debbie) Wilson	302-739-4748 x128	302-739-6948
DISTRICT OF COLUMBIA	Rita S. Thompson-Joyner	202-727-1101	202-727-1129
FLORIDA	Sondra Taylor-Furbee	850-487-2651	850-488-2746
GEORGIA	Deborah Scott	404-982-3568	404-982-3563
HAWAII	Betty Kingery	808-831-6868	808-586-5451
IDAHO	Frank Nelson	208-525-7211	208-525-7255
ILLINOIS	Tina Hubert	217-785-0187	217-782-1877
INDIANA	Edythe Huffman	317-232-3681	317-232-0002
IOWA	Gerry Rowland	515-281-7573	515-281-6191
KANSAS	Roy Bird	785-296-4105	785-296-6650
KENTUCKY	Jay Bank	502-564-8300 x263	502-564-5773
LOUISIANA	Gretchen Fairbanks	225-342-4932	225-342-3547
MAINE	Felicia Kennedy	207-287-5620	207-287-5624
MARYLAND	Michael Osborne	410-767-0437	410-333-2507
MASSACHUSETTS	Dianne Carty	617-267-9400	617-421-9833

STATE	COORDINATOR	TELEPHONE	TELEFAX
MICHIGAN	Naomi Krefman	517-373-5510	517-373-5815
MINNESOTA	Bruce Pomerantz	612-572-8722	612-582-8897
MISSISSIPPI	Lynn Shurden	601-961-4068	601-354-4181
MISSOURI	Nancy Howland	314-751-1822	314-751-3612
MONTANA	Diane Gunderson	406-444-5349	406-444-5612
NEBRASKA	Kathleen Keller	402-471-3216	402-471-2083
NEVADA	Diane Baker	702-684-8907	702-687-8311
NEW HAMPSHIRE	Jane Eklund	603-271-2865	603-271-6826
NEW JERSEY	Robert Fortenbaugh	609-292-7854	609-984-7898
NEW MEXICO	Scott Sheldon	505-476-9728	505-476-9701
NEW YORK	Judy Peters	518-486-2197	518-486-5254
NORTH CAROLINA	Julie Blume Nye	919-733-2570	919-733-8748
NORTH DAKOTA	Carol S. Boganowski	701-328-3499	701-328-2040
OHIO	Darla Cottrill	614-466-1089	614-728-2788
OKLAHOMA	Jan Blakely	405-521-2502	405-525-7804
OREGON	Mary Ginnane	503-378-2112 x225	503-588-7119
PENNSYLVANIA	Carol Ann Colyer	717-783-5743	717-787-2117
RHODE ISLAND	Ann Piascik	401-222-5776	401-222-4195
SOUTH CAROLINA	Libby Law	803-734-8666	803-734-8676
SOUTH DAKOTA	Dorothy Liegl	605-773-3482	605-773-5502
TENNESSEE	Pamela Gilchrist	615-532-4601	615-532-9904
TEXAS	Patty Davis	512-463-5527	512-463-8800
UTAH	Sandi Long	801-715-6741	801-715-6767
VERMONT	Marianne Kotch	802-828-2320	802-828-2199
VIRGINIA	Carol Adams	804-692-3774	804-692-3771
WASHINGTON	Karen Goettling	206-704-5204	206-586-1671

STATE	COORDINATOR	TELEPHONE	TELEFAX
WEST VIRGINIA	J.D. Waggoner	304-558-3978	304-558-2044
WISCONSIN	Alan Zimmerman	608-266-3939	608-267-1052
WYOMING	Joe French	307-777-5916	307-777-6289

U.S. TERRITORIES	COORDINATOR	TELEPHONE	TELEFAX
CNMI	vacant (contact: Susan Becton)	011-670-235-7322	011-670-235-7550
GUAM	Cil Orot	011-671-475-4753	011-671-477-9777
PUERTO RICO	Sandra Castro Contact: Lucy (Luz) Maldonado	787-754-1120	787-753-6945
REPUBLIC OF PALAU	Fermina Salvador U.S. Office	011-680-488-2973 202-452-6814	011-680-486-2930 202-452-6281
U.S. VIRGIN ISLANDS	Christian Douté	809-774-3407	809-775-1887

FSCS DIRECTORY 2000
STATE DATA COORDINATORS

ALABAMA
ALABAMA PUBLIC LIBRARY SERVICE
6030 Monticello Drive
Montgomery, AL 36130
COORDINATOR: Fred Neighbors
TELEPHONE: 205-213-3916
FAX: 205-213-3993
E-mail: fneighbors@apls.state.al.us

ALASKA
ALASKA STATE LIBRARY
344 W. 3rd St., Suite 125
Anchorage, AK 99501
COORDINATOR: Patience Frederiksen
TELEPHONE: 800-776-6566
FAX: 907-269-6580
E-mail: patience_frederiksen@eed.state.ak.us

ARIZONA
DEPT OF LIBRARY, ARCHIVES
AND PUBLIC RECORDS
1700 West Washington
Phoenix, AZ 85007
COORDINATOR: Jan Elliott
TELEPHONE: 602-542-5841
FAX: 602-256-6372
E-mail: jaellio@dlapr.lib.az.us

ARKANSAS
ARKANSAS STATE LIBRARY
One Capitol Mall, 5th Floor
Little Rock, AR 72201
COORDINATOR: Carolyn Ashcraft
TELEPHONE: 501-682-5288
FAX: 501-682-1693
E-mail: cashcraf@asl.lib.ar.us

CALIFORNIA
CALIFORNIA STATE LIBRARY
Library Dev. Services Bureau
P.O. Box 942837
Sacramento, CA 94237-0001
COORDINATOR: Liz Gibson
TELEPHONE: 916-653-6752
FAX: 916-653-8443
E-mail: lgibson@library.ca.gov

COLORADO
COLORADO DEPT OF EDUCATION
State Library & Adult Education
201 E. Colfax Avenue, Room 309
Denver, CO 80203-1799
COORDINATOR: Keith Curry Lance
TELEPHONE: 303-866-6737
FAX: 303-866-6940
E-mail: klance@sni.net

CONNECTICUT
CONNECTICUT STATE LIBRARY
231 Capitol Avenue
Hartford, CT 06106
COORDINATOR: Sharon Brettschneider
TELEPHONE: 860-566-2713
FAX: 860-525-7645
E-mail: sbrett@cslib.org

DELAWARE
DELAWARE DIVISION OF LIBRARIES
43 S. DuPont Highway
P.O. Box 1401
Dover, DE 19901
COORDINATOR: Despina (Debbie) Wilson
TELEPHONE: 302-739-4748 x128
FAX: 302-739-6948
E-mail: dwilson@lib.de.us

DISTRICT OF COLUMBIA
DISTRICT OF COLUMBIA PUBLIC LIBRARY
901 G St., NW
Washington, DC 20001
COORDINATOR: Rita S. Thompson-Joyner
TELEPHONE: 202-727-1101
FAX: 202-727-1129
E-mail: rtjoy@aol.com

FLORIDA
STATE LIBRARY OF FLORIDA
R.A. Gray Building
500 S. Bronough Street
Tallahassee, FL 32399-0250
COORDINATOR: Sondra Taylor-Furbee
TELEPHONE: 850-487-2651
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GEORGIA
GEORGIA DEPT OF EDUCATION
Public Library Services
1800 Century Place, Suite 150
Atlanta, GA 30345
COORDINATOR: Deborah Scott
TELEPHONE: 404-982-3568
FAX: 404-982-3563
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HAWAII
HAWAII STATE LIBRARY SYSTEM
State Librarian's Office
465 South King Street, Room B-1
Honolulu, HI 96813
COORDINATOR: Betty Kingery
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FAX: 808-586-5451
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IDAHO
IDAHO STATE LIBRARY
Eastern Field Office
P.O. Box 50919
Idaho Falls, ID 83405-0919
COORDINATOR: Frank Nelson
TELEPHONE: 208-525-7211
FAX: 208-525-7255
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ILLINOIS
ILLINOIS STATE LIBRARY
300 S. Second St.
Springfield, IL 62701
COORDINATOR: Tina Hubert
TELEPHONE: 217-785-0187
FAX: 217-782-1877
E-mail: ahubert@library.sos.state.il.us

INDIANA
INDIANA STATE LIBRARY
140 N. Senate Ave.
Indianapolis, IN 46204-2296
COORDINATOR: Edythe Huffman
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IOWA
STATE LIBRARY OF IOWA
East 12th and Grand
Des Moines, IA 50391
COORDINATOR: Gerry Rowland
TELEPHONE: 515-281-7573
FAX: 515-281-6191
E-mail: growlan@mail.lib.state.ia.us

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KANSAS STATE LIBRARY
300 SW 10th Avenue
Room 343-N
Topeka, KS 66612-1593
COORDINATOR: Roy Bird
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701 North 4th Street
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Baton Rouge, LA 70802-5232
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MAINE STATE LIBRARY
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Bangor, ME 04333
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NEBRASKA LIBRARY COMMISSION
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Carson City, NV 89701
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185 W. State Street; P.O. Box 520
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NEW MEXICO STATE LIBRARY
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NEW YORK STATE LIBRARY
Div. of Library Development
Cultural Education Center; Room 10B41
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NORTH CAROLINA
STATE LIBRARY OF NORTH CAROLINA
4640 Mail Service Center
109 E. Jones St.
Raleigh, NC 27601-2807
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NORTH DAKOTA STATE LIBRARY
604 E. Boulevard Ave., Dept. 250
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65 S. Front St., Room 506
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OKLAHOMA DEPT OF LIBRARIES
200 NE 18th St.
Oklahoma City, OK 73105
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OREGON STATE LIBRARY
Library Dev. Servs Div.; State Library Building
250 Winter Street, NE
Salem, OR 97310-0640
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FAX: 503-588-7119
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STATE LIBRARY OF PENNSYLVANIA
Commonwealth Ave. & Walnut Street
Box 1601; Room 221 Forum Building
Harrisburg, PA 17105-1601
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FAX: 717-783-2117
E-mail: ccolyer@state.pa.us

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Office of Library & Info. Services
One Capitol Hill
Providence, RI 02908
COORDINATOR: Ann Piascik
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FAX: 401-222-4195
E-mail: annpk@gw.doa.state.ri.us

SOUTH CAROLINA
SOUTH CAROLINA STATE LIBRARY
1500 Senate St., P.O. Box 11469
Columbia, SC 29211
COORDINATOR: Libby Law
TELEPHONE: 803-734-8666
FAX: 803-734-8676
E-mail: libby@leo.scsl.state.sc.us

SOUTH DAKOTA
SOUTH DAKOTA STATE LIBRARY
800 Governor's Dr.
Pierre, SD 57501-2294
COORDINATOR: Dorothy Liegl
TELEPHONE: 605-773-3482
FAX: 605-773-5502
E-mail: dorothyl@state.sd.us

TENNESSEE
TENNESSEE STATE LIBRARY & ARCHIVES
403 Seventh Ave. N
North Nashville, TN 37243-0312
COORDINATOR: Pamela Gilchrist
TELEPHONE: 615-532-4601
FAX: 615-532-9904
E-mail: pgilchrist@mail.state.tn.us

TEXAS
TEXAS STATE LIBRARY &
ARCHIVES COMMISSION
4408 Long Champ Drive #36; Box 12927
Austin, TX 78746
COORDINATOR: Patty Davis
TELEPHONE: 512-463-5527
FAX: 512-463-8800
E-mail: patty.davis@tsl.state.tx.us

UTAH
STATE LIBRARY DIVISION
250 N 1950 W; Suite A
Salt Lake City, UT 84116-7901
COORDINATOR: Sandi Long
TELEPHONE: 801-715-6741
FAX: 801-715-6767
E-mail: slong@state.lib.ut.us

VERMONT
VERMONT DEPARTMENT OF LIBRARIES
Midstate Regional Library (use this address)
578 Paine Turnpike N.
Berlin, VT 05602
COORDINATOR: Marianne Kotch
TELEPHONE: 802-828-2320
FAX: 802-828-2199
E-mail: mkotch@dol.state.vt.dos

VIRGINIA
LIBRARY OF VIRGINIA
800 East Broad Street
Richmond, VA 23219-8000
COORDINATOR: Carol Adams
TELEPHONE: 804-692-3774
FAX: 804-692-3771
E-mail: cadams@vsla.edu

WASHINGTON
WASHINGTON STATE LIBRARY
415 15th Avenue, SW; P.O. Box 42460
Olympia, WA 98504-2460
COORDINATOR: Karen Goettling
TELEPHONE: 360-704-5204
FAX: 360-586-1671
E-mail: kgoettling@statelib.wa.gov

WEST VIRGINIA
WEST VIRGINIA LIBRARY COMMISSION
1900 Kanawha Blvd. East
Charleston, WV 25305-0620
COORDINATOR: J.D. Waggoner
TELEPHONE: 304-558-3978
FAX: 304-558-2044
E-mail: waggoner@wvlc.lib.wv.us

WISCONSIN
WISCONSIN DEPARTMENT OF PUBLIC
        INSTRUCTION
125 S. Webster St., P.O. Box 7841
Madison, WI 53707-7841
COORDINATOR: Alan Zimmerman
TELEPHONE: 608-266-3939
FAX: 608-267-1052
E-mail: alan.zimmerman@dpi.state.wi.us

WYOMING
WYOMING STATE LIBRARY
Supreme Court & State Library Building
2301 Capitol Avenue
Cheyenne, WY 82002-0650
COORDINATOR: Joe French
TELEPHONE: 307-777-5916
800-264-1281 opt. 4,1,1
FAX: 307-777-6289
E-mail: jfrenc@missc.state.wy.us

U.S. TERRITORIES

**COMMONWEALTH OF THE NORTHERN
        MARIANA ISLANDS (CNMI)**
Northern Mariana College
SPS 643 Box 10006
Saipan, MP 96950 USA
COORDINATOR: Susan Becton (Acting
Director)
TELEPHONE: 011-670-235-7322
FAX: 011-670-235-7550
E-mail: jkplibrary@saipan.com

GUAM
NIEVES M. FLORES MEMORIAL LIBRARY
254 Martyr Street
Agana, Guam 96910
COORDINATOR: Cil Orot
TELEPHONE: 011-671-475-4753
FAX: 011-671-477-9777
E-mail: cporot@mail.gov.gu

PUERTO RICO
DEPARTMENT OF EDUCATION
Public Library Service
P.O. Box 190759
San Juan, PR 00919-0759
COORDINATOR: Sandra Castro
Contact: Lucy (Luz) Maldonado
TELEPHONE: 787-754-1120
FAX: 787-753-6945
E-mail: castro_s@de.prstar.net
                  Maldonado_Lu@de.prstar.net

REPUBLIC OF PALAU
PALAU PUBLIC LIBRARY
Ministry of Education
P.O. Box 189
Koror, Palau 96940
COORDINATOR: Fermina Salvador
TELEPHONE: 011-680-488-2973
FAX: 011-680-488-2830
U.S. TELEPHONE: 202-452-6814
U.S. FAX: 202-452-6281
E-mail: emesiocm@palaunet.com

U.S. VIRGIN ISLANDS
DIV. OF LIBRARIES, ARCHIVES &
MUSEUMS
#23 Dronningens Gade
St. Thomas, VI 00802
COORDINATOR: Christian Douté
TELEPHONE: 340-774-3407
FAX: 340-775-1887
E-mail: cdoute@vitelcom.net

**FSCS DIRECTORY 2000
STATE LIBRARY AGENCY WEB SITES**

Alabama	http://www.apls.state.al.us
Alaska	http://www.eed.state.ak.us/lam/home.html
Arizona	http://www.dlapr.lib.az.us
Arkansas	http://www.state.asl.ar.us/
California	http://www.library.ca.gov/
Colorado	http://www.lrs.org
Connecticut	http://www.cslib.org
Delaware	http://www.lib.de.us
District Of Columbia	http://www.dclibrary.org
Florida	http://dlis.dos.state.fl.us/fgils
Georgia	http://www.gpls.public.lib.ga.us/pls
Hawaii	http://www.hcc.hawaii.edu/hspls/hsl/hslov.html
Idaho	http://www.lili.org/isl/
Illinois	http://www.sos.state.il.us/depts/library/isl_home.html
Indiana	http://www.statelib.lib.in.us
Iowa	http://www.silo.lib.ia.us
Kansas	http://skyways.lib.ks.us/kansas
Kentucky	http://www.kdla.state.ky.us
Louisiana	http://smt.state.lib.la.us/statelib.htm
Maine	http://www.state.me.us/msl/mslhome.htm
Maryland	http://www.sailor.lib.md.us/
Massachusetts	http://www.mlin.lib.ma.us
Michigan	http://www.libofmich.lib.mi.us
Minnesota	http://cfl.state.mn.us/library/
Mississippi	http://www.mlc.lib.ms.us
Missouri	http://mosl.sos.state.mo.us/lib-ser/libser.html
Montana	http://msl.mt.gov
Nebraska	http://www.nlc.state.ne.us
Nevada	http://www.clan.lib.nv.us/
New Hampshire	http://www.state.nh.us/nhsl
New Jersey	http://www.state.njstatelib.org
New Mexico	http://www.stlib.state.nm.us
New York	http://unix2.nysed.gov
North Carolina	http://statelibrary.dcr.state.nc.us/ncslhome.htm
North Dakota	http://ndsl.lib.state.nd.us
Ohio	http://winslo.state.oh.gov
Oklahoma	http://www.odl.state.ok.us
Oregon	http://www.osl.state.or.us/oslhome.html
Pennsylvania	http://www.statelibrary.state.pa.us/
Rhode Island	http://www.olis.state.ri.us/

South Carolina	http://www.state.sc.us/scsl
South Dakota	http://www.state.sd.us/library
Tennessee	http://www.state.tn.us/sos/statelib/tslahome.htm
Texas	http://www.tsl.state.tx.us
Utah	http://www.state.lib.ut.us/statisticspublib.html
Vermont	http://dol.state.vt.us
Virginia	http://www.lva.lib.va.us
Washington	http://www.wa.gov/wsl
West Virginia	http://www.wvlc.wvnet.edu/libpage.html
Wisconsin	http://www.dpi.wi.us/dlcl
Wyoming	http://www-wsl.state.wy.us
N. Mariana Islands	http://www.saipan.com/gov/library
Puerto Rico	http://www.de.prstar.net/beer/beer.htm
Virgin Islands	http://www.gov.vi/

A listing of these Web sites can be accessed from the Wisconsin State Library Web site address, the Delaware State Library Web site address, the COSLA Web site http://www.cosla.org/, or the NCLIS Web site address <http://www.nclis.gov/libraries/lsp/stilblst.html>.

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* Elaine Kroe is responsible for the survey operations focusing on data collection for the Public Libraries
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pertaining to development of the Library Statistics Cooperative Program and is involved with analytical
projects under the Public Library Survey. She also works on Web site development for the NCES library
surveys. Jeffrey Owings is Associate Commissioner, Elementary/Secondary & Libraries Studies Division.

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National Education Data Resource Center (NEDRC)

The **National Education Data Resource Center (NEDRC)** helps customers obtain NCES reports and data files through the Internet. The NEDRC also responds to requests for special tabulations on library studies and surveys. These services are free of charge. Contact the NEDRC at 1900 N. Beauregard Street, Suite 200, Alexandria, VA 22311-1722; telephone 703-845-3151, fax 703-820-7465, or email: nedrc@pcci.com.

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Al Zimmerman (WI)	AZ, ID, MI, MN, MT, NE,WY
Darla Cottrill (OH)	Guam, CNMI (Northern Marianas), Virgin Islands, Palau, Puerto Rico
Sondra Taylor-Furbee (FL)	LA, NM, NV,PA, SD,TX
Lynn Shurden (MS)	IA, KS, MO, ND, OK
J.D. Waggoner (WV)	DC, DE, MD, IL, NJ, VA
Libby Law (SC)	AL, GA, IN, KY, NC, TN
Carolyn Ashcraft (AR)	CT, MA, ME, NH, NY, RI, VT

COSLA REPRESENTATIVES

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Appendix L—FSCS Steering Committee By-Laws

By-Laws,
FSCS Steering Committee

December 1999

Purpose

To develop procedures regarding FSCS, including database specifications, output, analysis, and use of data, quality control and training, long range planning, and related matters.

Membership

The steering committee shall consist of five (5) State Data Coordinators (SDCs)[1] or other representatives designated by the state library agency (e.g., contractors, consultants) who are selected by state data coordinators at the annual business meeting. All terms shall be for three (3) years. Members can serve additional terms; but, must be off the committee for one (1) year between terms. In addition to the five (5) SDCs, ex-officio members shall include a representative of the Chief Officers of State Library Agencies (Chair of COSLA Research and Statistics Committee) and a representative of the U.S. National Commission on Libraries and Information Science (NCLIS), the FSCS coordinator at NCLIS, two (2) members of the National Center for Education Statistics (NCES) staff, the Director of the Office for Research and Statistics at the American Library Association (ALA), and others appointed contingent upon available funding.

Whenever possible decisions shall be reached by consensus. When voting is necessary, a majority of elected and ex-officio members present shall determine the outcome. When there is a matter that requires the representation of the views of all SDCs, the steering committee chair shall call for a vote of the five (5) elected members.

The Steering Committee (SC) shall serve as a nominating committee to draw up a slate of State Data Coordinator (SDC) nominees for elected positions on the SC that will become vacant due to the expiration of the term at the next annual meeting of the SDCs. Elections shall take place at the annual meeting of the SDCs. There shall be a minimum of two nominees per vacancy. The nominee(s) receiving the most votes shall fill the available vacancy(ies).

If a vacancy should occur before the expiration of the stipulated term, the SC shall also nominate a minimum of two SDCs for that seat. The SDC elected to fill a vacancy that occurred prior to the expiration of the term shall serve only the remainder of that term. This section does not prohibit the Chair of the SC from appointing an interim member to the SC who would serve until the next annual meeting. Newly-elected members of the SC shall begin their terms immediately after the conclusion of the annual meeting.

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[1] In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

Officers

At the last meeting before the annual workshop, a Chair and Vice-Chair shall be elected by and from among the five (5) elected members. NCES shall designate or provide a secretary to record substantive actions of the committee and to provide draft minutes to the Committee members within 30 days of each meeting.

Meetings

The Steering Committee shall hold at least three (3) meetings each calendar year. Other meetings may be called by NCES as needed for specific purposes. The FSCS Coordinator shall propose agendas to be reviewed and approved by NCES and members of the Steering Committee at least one month prior to each meeting. Each Steering Committee member shall receive a copy of the agenda at least one week prior to each meeting.

The elected members of the Steering Committee shall caucus at the beginning of the first day of each Steering Committee meeting. When discussion warrants, additional caucuses may be called by a majority of the elected members.

Sub-committees

The Steering Committee may delegate responsibilities to sub-committees, as needed. Membership on sub-committees shall not be limited to Steering Committee members.

Standing sub-committees include: Data Collection, Data Elements, Data Use, and Training.

All sub-committees shall have charges to be reviewed annually.

Sub-committee members and chairs shall be appointed by the Chair of the Steering Committee contingent upon available funding. The Chair of the COSLA Research and Statistics Committee representative will be a permanent member of the Data Elements Sub-committee.

Committee Reports and Work Plan

The outgoing Chair shall present a report of the Committee's activities in the past year to the SDCs at their annual meeting.

At the Steering Committee's last meeting before the annual SDC meeting, the committee shall adopt planned objectives and activities for the following calendar year. The incoming Chair shall present these objectives and activities at the annual meeting for adoption by a majority of the SDCs present at that meeting.

Other recommendations regarding FSCS, which are adopted by the majority of the SDCs at their annual meeting, shall be referred to the committee for deliberation and action. Committee actions, as recorded in FSCS memos, will be provided to all state data coordinators.

Proposed additions and conceptual changes to FSCS data elements are subject to the FSCS Policy and Procedures For Review of Data Elements.

Amendment

These by-laws may be amended by a two-thirds vote of the SDCs at their annual meeting.

Appendix M—FSCS Policy and Procedures for Review of Data Elements

FEDERAL-STATE COOPERATIVE SYSTEM FOR PUBLIC LIBRARY DATA

POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS

Any changes to the existing data elements, additions of new data elements, or deletions of existing data elements should be undertaken only after careful consideration of:

- the burden placed on local public libraries and state libraries;
  (That is, to what extent are data available or how feasible is it to collect data?);
- the extent to which policy formulation and analysis, and decision-making would be improved or enhanced;
- the effect on other data elements; and
- the extent to which integration with other data elements is possible.

The Data Elements Subcommittee of the FSCS Steering Committee is responsible for:

1. ongoing review and analysis of existing data elements to determine whether a particular data element needs to be changed or deleted;
2. taking a proactive stance with respect to responding to a compelling need for the addition of a data element; and
3. limited editing of data elements and their definitions to correct grammar or spelling errors or to clarify meaning.

Although the Data Elements Subcommittee has a special mandate to review data elements, any State Data Coordinator[2] or member of the FSCS Steering Committee is eligible to propose that an FSCS data element be added, changed, or deleted.

THREE YEAR CYCLE

The following schedule outlines a three-year cycle of procedures that should be followed as closely as possible in order to ensure thoughtful deliberation. Data elements edited by the Data Elements Subcommittee, as outlined in number three above, will not be subject to this schedule.

This cycle is based on a "program year." The term "program year" refers to the year beginning with the Annual Meeting and concluding the month prior to the next Annual Meeting. The Annual Meeting is held in March. There are at least three FSCS Steering Committee meetings per year (June, September and December). The Steering Committee also meets immediately following the Annual Meeting.

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[2] In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

YEAR ONE

1. At the annual meeting of Data Coordinators, the proposed addition, change, or deletion should be identified.

2. The person(s) making the proposal shall submit it in writing to the Chair of the FSCS Steering Committee. The proposal should:

   •   identify the proposed addition, change, or deletion;
   •   identify unfamiliar methodologies for local libraries and also Data Coordinators;
   •   provide a clear rationale for the proposed action; and
   •   provide new or revised definitions, or a proposal to delete all or part of an existing definition.

3. Time will be allowed during the annual meeting of Data Coordinators to present proposals to the group for discussion.

4. The final proposal must be endorsed by at least ten (10) Data Coordinators and forwarded to the FSCS Steering Committee before its first meeting of the following program year (held at the conclusion of the annual meeting). The Chair of the Data Elements Subcommittee will solicit issue papers in support of and in opposition to any proposed changes, additions, deletions from State Data Coordinators and Chair of the COSLA. Research and Statistics Committee.

5. At the end of the conference, referred to Chair of Data Elements Subcommittee.

6. The Steering Committee will fully discuss the proposal and the issues related to methodology, training, and the impact on FSCS at its second meeting of the following program year (held in June).

7. After the second meeting (June) the NCLIS staff will send out a ballot on behalf of the Steering Committee to all State Data Coordinators. Included with the ballot will be any issue papers that have been submitted to the Steering Committee. A signature on the ballot will be required from the State Data Coordinator and Chief Officer. Adoption of a proposal will be determined by the majority of the ballots cast by the State Data Coordinator submitting data that is accepted and published. Robert's Rules of Order will be used by the FSCS Data Elements Subcommittee.

8. In July/August a record of the ballot results will be sent to all State Data Coordinators and Chief Officers and posted on the NCLIS website. Census will revise data collection software to reflect new/revised/omitted data elements and definitions.

9. At the third meeting (September) new and revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators. State Data Coordinators will alert local public libraries to the change so that the local data collection and reporting effort can reflect the change. Definitions and interpretations referred to Data Elements Subcommittee usually via the PLRSNet and COSLA listserv. COSLA listserv is at the discretion of Chair of the COSLA Research and Statistics Committee.

10. At the fourth meeting (December) the Steering Committee will readdress new and revised elements in planning for the next annual conference.

YEAR TWO

1.   State Data Coordinators will receive training related to any new or revised data elements at the annual meeting.

2.   A new or revised data element will be reported on a trial basis by any State Data Coordinator able to do so. Trial data will be electronically released but not published.

3.   The Steering Committee will review trial data at its third and fourth meetings (September, December). Any issues identified in this review related to new or revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators.

YEAR THREE

The added or changed data element will be reported in the annual data submission and will be electronically released and published.

EXAMPLE OF THE POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS

Following the three-year schedule outlined in the "Policy and Procedures for Review of Data Elements", and assuming that the schedule unfolds without delay, the addition of a new data element would precede as follows:

YEAR ONE   (March 2000 - February 2001)

March 2000 Annual Meeting
•   The new data element is proposed at the Annual Meeting of State Data Coordinators.
•   During the meeting the proposal is submitted in writing to the Chair of the FSCS Steering Committee, and State Data Coordinators discuss its merits in open session.
•   Ten (10) State Data Coordinators endorse the proposal during the Annual Meeting.
•   The Chair of the Data Elements Subcommittee solicits issue papers from those supporting and opposing the addition of this data element. (This assumes that there will not be unanimous agreement on the merit of any given data element proposal.)

March 2000 Steering Committee Meeting
•   Brief review of proposed data element additions, changes, or deletions.

June 2000 Steering Committee Meeting
•   The Steering Committee fully discusses the proposal at its June meeting.
•   Soon after the June Steering Committee meeting, NCLIS staff mail the ballot and any relevant issue papers to all State Data Coordinators. (The return date for the ballot will take into account the fact that State Data Coordinators may need to discuss the proposal with their State Library administration and/or other colleagues before voting.) NCLIS staff inform State Data Coordinators that the new data element received majority approval. A signature is required from the State Data Coordinator and Chief Officer.

July/August
•   Results of the vote are sent to State Data Coordinators and Chief Officers and posted on the NCLIS website.
•   Census will revise data collection software to reflect new/revised/omitted data elements and definitions.

September 2000 Steering Committee Meeting
- The Steering Committee addresses new and revised elements in planning for the next annual conference.
- State Data Coordinators alert local public libraries to the addition of the data element. This communication will take different forms, depending on the policies and practices of each State Library agency. Because of the variation in local fiscal (and thus, reporting) years, there may be a great deal of variation in the time it takes local public libraries to integrate the new data element with those that they already collect and report.

December 2000 Steering Committee Meeting
- Readdress new and revised elements in planning for the next annual conference.

YEAR TWO (March 2001-February 2002)

March 2001 Annual Meeting
- State Data Coordinators receive training related to the new data element at the Annual Meeting. Any State Data Coordinator able to do so will report the new data element in July 2001.

September and December 2001 Steering Committee Meetings
- Trial data will be reviewed by the Steering Committee at their September and December meetings.

YEAR THREE (March 2002-February 2003)

March 2002 Annual Meeting
- Any issues identified in the Steering Committee review of the trial data will be addressed in the training for Data Coordinators at the March 2002 Annual Meeting.

Spring 2002
- Trial data will be electronically released in Spring 2002, but not published in the E.D. Tabs in Summer 2002.

Spring/Summer 2003
- The data submission in July 2002 will include the new data element and results will be electronically released in Spring 2003 and published in Summer 2003.

Revised 2/3/2000

Appendix N—Job Description of State Data Coordinator

JOB DESCRIPTION OF STATE DATA COORDINATOR[3]

Once data coordinators are appointed, or as data coordinators function within their agency, they are often asked for a description of their function as a state data coordinator for the Federal State Cooperative System for Public Library Data (FSCS). The following description is a generic one in order to apply to all state data coordinators. Appointed by the State Librarian, the State Data Coordinator maintains a close relationship with the Chief Officer of the State Library Agency, keeping that person informed on FSCS.

DUTIES AND RESPONSIBILITIES:

- Strengthens the liaison and fosters the cooperation between the federal and state governments;

- Designs form for collection of data from local libraries, including FSCS data elements and definitions and data elements needed for Library Services and Technology Act (LSTA) evaluation, as well as additional data elements and definitions for collection of data used by the State Library;

- Coordinates statistical needs with the LSTA coordinator at the state library agency;

- Revises form, introducing new or revised data elements, as necessary;

- Pretests/evaluates form to ensure that instructions and format work for the local libraries;

- Educates and trains staff of local libraries in methods of completing forms;

- Sends the form, definitions, and instructions to local libraries, allowing ample time for them to complete the form;

- Answers questions about the form from local libraries;

- Utilizes any appropriate and available methods to obtain high quality information from local libraries;

- Collects data from all public libraries in state;

- Reviews completed forms, whether they are submitted on paper, on diskette, or via modem, for obvious errors, making note of errors trends;

- Determines the software and hardware necessary to complete accurate data entry in the following manner: relatively quick; accurate; easily learned and supervised; compatible with FSCS software; allows for use in publishing state statistics;

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[3] In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

- Assures that the person who is charged with data entry has ample training on use of the hardware and software (Data Coordinator should have at least a general knowledge of the software and hardware, as well);

- Supervises the data entry and/or performs data entry;

- Edits the data;

- Supervises downloading of data into FSCS software;

- Ensures that State Librarian has signed letter of submittal to the National Center for Education Statistics (NCES);

- Submits data to NCES before the established deadline, including letter of explanation of edit checks, if appropriate;

- Communicates information about the FSCS program and state statistics to staff at the state library agency as well as staff throughout the state;

- Participates in Annual FSCS Training Workshop;

- Participates in FSCS meetings (when scheduled) at the annual and midwinter conferences of the American Library Association;

- Serves as a voting member of the Steering Committee when elected by the SDCs at the annual training workshop;

- As the state data coordinator, participates with other coordinators in an advisory group function;

- As a member of the state data coordinator group, votes on definitions of data elements and utilizes the definitions approved by the group;

- Promotes the use of national statistics generated by FSCS as good data to plan budgets and legislation, to develop standards, to make the value of libraries known to those served by libraries and to those that provide resources to them;

- Submits proposals for adding, changing or deleting data elements, using the procedures outlined in Policy and Procedures for Review of Data Elements;

- Responds to and interprets the national library data.

Revised 12/8/99 by the FSCS Steering Committee

Appendix O—2000 FSCS Steering Committee Objectives

2000 FSCS Steering Committee Objectives

- Support the Objectives of the Subcommittees.

- Evaluate the March Annual Professional Development Conference.

- Improve Communication with COSLA, Research and Statistics Committee.

- Encourage web-based data collection projects and use in individual states.

- Provide technical assistance for timely submission of FSCS data.

- Ongoing review of By-Laws, Policies and Procedures.

- Help maintain open communication and encourage coordination between NCES, NCLIS, Census, COSLA, ALA, and State Data Coordinators.

Appendix P—2000 FSCS Subcommittee Objectives

<u>**Steering Committee 2000 Objectives:**</u>

- Support the Objectives of the Subcommittees
- Evaluate the March Annual Professional Development Conference
- Improve Communication with COSLA, Research and Statistics Committee
- Encourage web-based data collection projects and use in individual states.
- Provide technical assistance for timely submission of FSCS data.
- Ongoing review of By-Laws, Policies and Procedures
- Help maintain open communication and encourage coordination between NCES, NCLIS, Census, COSLA, ALA and State Data Coordinators

<u>**Subcommittee Objectives:**</u>

Data Collection Subcommittee:
- Stay on the leading edge of technology with the further development of WinPLUS.
- Continue to facilitate electronic transmission (uploading and downloading) of software and data between the State and Federal level.
- Facilitate timely release of public library data.
- Examine vital statistics elements

Data Elements Subcommittee:
- Evaluate and Implement Revised Policy and Procedures for Review of Data Elements.
- Continue discussion of electronic data output measures
- Implement the three new data elements.
- Continue discussion of capital/fiscal data element.
- Continue to review data elements.
- Solicit new data elements.

Data Use Subcommittee:
- Promote awareness and use of NCES Tools: Peer Search. Locator, and Table Generator.
- Offer to serve and serve in an advisory role to any and all known FSCS data users - academic, non-profit or commercial.
- Monitor use of FSCS data, identify exemplary uses, and select Eckard award winners.
- Advise NCES on projects involving use of FSCS data.
- Plan and organize data use sessions for the Annual FSCS Professional Development Conference.
- Monitor web usage data on the web site.

Data Conference Subcommittee:
- Identify State Data Coordinator training needs.
- Plan the annual FSCS Professional Development Conference to be held in Washington DC area, March 25 - 29, 2001.
- Select time and place for the 2002 FSCS Professional Development Conference.
- Review need for specialized training for interested SDCs and others

Appendix Q—Standard Abbreviations for WinPLUS (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		