

FY 2008 Public Libraries Survey

WebPLUS User's Guide

Version 1.3

**Guide For Reporting Data For The Public Libraries Survey, FY 2008
Using The Web Public Library Universe System Software**

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CONTENTS

1	Introduction	1
1.1	Background of the Federal-State Cooperative System	1
1.2	Reporting Data: Administrative Entities and Outlets	1
1.3	WebPLUS 1.3 Revisions	2
2	Overview	3
2.1	WebPLUS	3
2.2	Data Entry	3
2.2.1	Importing Files	3
2.2.2	Keying Data Directly	3
2.3	Match	3
2.3.1	Compare Current-Year Records to Prior-Year Records	4
2.3.2	Compare Administrative Entity File to Outlet File	4
2.3.3	Historical Tracking	4
2.4	Edits	4
2.5	Survey Lock	4
2.6	Other Helpful Tools	5
2.6.1	File Export	5
2.6.2	Tables	5
2.6.3	Help Menu Options	6
2.7	External Links	7
2.8	User Options	7
3	Import	9
3.1	Overview of Import	9
3.2	Preparing Import Files	10
3.3	Annotations Only	11
3.4	Upload and Import	11
4	Data Keying	13
4.1	User Options	13
4.1.1	Sort Order for Administrative Entities in View/Key/Update	13
4.1.2	Sort Order for Outlets in View/Key/Update	13
4.1.3	Sort Order for Edit Report by Edit Number	13
4.1.4	Auto Save Data in View/Key/Update	13
4.1.5	Auto Generate Totals in View/Key/Update	13
4.2	View/Key/Update	14
4.2.1	State Characteristics	14
4.2.2	Administrative Entity	14
4.2.3	Outlets	15
4.3	Structure Changes	15
4.3.1	Existing Administrative Entity/Outlet Absorbs Another Administrative Entity/Outlet (Adoption)	15

4.3.2	Newly Created Administrative Entity/Outlet (Birth)	16
4.3.3	Closed (Death)	16
4.3.4	Move Outlet to Newly Created Administrative Entity (Divorce)	16
4.3.5	Merge Two or More Administrative Entities/Outlets to Form a New Library/Outlet (Marriage)	16
4.3.6	Restore/Undo Was a 03 (Reopen a Closed Administrative Entity/Outlet)	16
4.3.7	Restore/Undo Was a 10 (Undo a Deleted Administrative Entity/Outlet)	16
4.3.8	Delete an Incorrect Record	17
4.3.9	Outlet Moves to Different Previously Existing Administrative Entity	17
4.3.10	Add an Existing Administrative Entity/Outlet Not Previously Reported	17
4.3.11	Reset an Administrative Entity/Outlet Currently Coded for a Structure Change	17
4.3.12	Resolve Records Listed on Prior Year Not Included on Current Year	17
5	Match Routine	19
5.1	Match Report	20
5.2	Resolving Unsuccessful Records	22
6	Edit Report	23
6.1	Edit Messages and Conditions	23
6.1.1	Current-Year Edits	23
6.1.2	Historical Edits	24
6.1.3	Internal Edits Performed at the Census Bureau	24
6.2	Annotations	24
7	Survey Lock	25
	Appendix A – Web Instructions	27
	Appendix B – Survey Instrument (Data Entry Screens and Data Element Definitions)	29
	Appendix C – Import File Specifications	61
	Appendix D – Name, Address, and Structure Changes	65
	Appendix E – Resolving the Match Report	87
	Appendix F – Edit Messages and Conditions	121
	Appendix G – PLS Contacts	167
	Appendix H – Francis Keppel Award Criteria	169
	Appendix I – Standard Abbreviations	173

1 INTRODUCTION

1.1 Background of the Public Libraries Survey

The Institute of Museum and Library Services has administered the Public Library Survey since October 1, 2007. From its inception in 1989 through 2007, this survey was administered by the National Center for Education Statistics (NCES). The Institute collects this data through the Public Library Statistics Cooperative. It is collected under the mandate in the Museum and Library Services Act of 2003 as stated in SEC. 210. Current, accurate and ongoing collection of library data is an essential foundation for quality library services in the United States. The Institute is committed to the continued excellence of this program.

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

The 1988 NCES-NCLIS task force evolved into the FSCS Steering Committee. This Committee has been integral to the design and conduct of the survey. Its membership has included State Data Coordinators (SDCs), representatives of the Chief Officers of State Library Agencies (COSLA), the NCLIS, the ALA, the IMLS, the U.S. Census Bureau (the data collection agent), and the NCES. With the transition of the collection from NCES to IMLS the steering committee was renamed the Public Library Statistics Cooperative (PLSC). Effective December 2008, this committee will become part of the new Library Statistics Working Group.

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

1.2 Reporting Data: Administrative Entities and Outlets

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

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

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

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

1.3 WebPLUS 1.3 Revisions

The Audio and Video definitions have been modified to include downloadables. (See Appendix B.)

2 OVERVIEW

2.1 WebPLUS

The URL for logging into WebPLUS is <http://harvester.census.gov/imls/plscollect/>. You will enter data directly into a database that is stored on a server at the Census Bureau for the IMLS. You will be provided a password to access the web site but if you lose or forget that password please contact the PLS staff on 800-451-6235.

The first time you successfully enter WebPLUS, you will see a brief step-by-step set of instructions. You can access these again at any time from the Help menu at the top right of the screen or you can refer to Appendix A.

The menu choices available to you are dependent on a progression of steps to guide you through the collection process. **Please note: You must enter data on the state characteristics screen before you can access the Import or Data Keying features.** Once you complete entering the state characteristics information you can proceed. You can refer to the Survey Status page for a look at how your submission stands at any time and the next step in the submission process.

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

2.2 Data Entry

State characteristics must be entered through the data keying option. This step must be completed before you can proceed with any further actions. Once you enter the state characteristics data, WebPLUS supports two methods of data entry. You can choose to import files that contain your administrative entity and outlet records or you can key the data directly via view/update screens.

2.2.1 Importing Files

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

2.2.2 Keying Data Directly

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

2.3 Match

The match process is used to resolve and record changes from the prior-year records to the current-year records. When the match is run, all structure, name, and location changes, if they exist, are processed and posted to the historical data tables. Inconsistencies in the status codes and record information are output to a report and you must resolve these problems before the match is completed successfully. Chapter 5 provides details on resolving problems with the report.

2.3.1 Compare Current-Year Records to Prior-Year Records

The match compares the status of the following for each record of your current-year file to the prior-year.

- **Structure changes** – These are actions such as a library closing, or two libraries merging that affect the records from the prior-year. A new library to the survey affects the current-year file. All structure changes are recorded to the historical file.
- **Library name changes** – You must define library name changes from the prior-year as either an official name change or as a minor, preferred spelling. Official name changes are recorded to the historical file.
- **Physical street address changes** – You must define street address changes from the prior-year as either a location change or as minor, preferred spelling. Location changes are recorded to the historical file.

2.3.2 Compare Administrative Entity File to Outlet File

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

2.3.3 Historical Tracking

The third component of the match process is to maintain the historical tracking feature. All structure changes as well as official name and location (address) changes are recorded in the historical administrative entity and outlet tables. Changes for active records are included on the final current-year data files.

2.4 Edits and Annotations

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

WebPLUS is designed with a facility to store annotations so you can fix data problems and rerun the Edit Report without losing any of your previous annotations. You can import a formatted annotation file (see Appendix C) prior to running the edit report so that the explanations can be applied to the report for your review. You can also use the edit report to add new annotations by saving the report, typing comments in the annotations column, and import the revised file. Chapter 6 explains more about the edits and the report.

2.5 Survey Lock

The purpose of the survey lock is to let Census know that you have submitted your data. You will not be able to make any further changes to the data but you will be able to view the screens and download various reports. Chapter 7 details these options.

2.6 Other Helpful Tools

2.6.1 File Export

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

To obtain the files:

- Go to the Tools menu and click on File Export.
- Click on the file format you would like to download.
 - The Excel workbook contains all current, prior, and restore records on separate worksheets.
 - If you choose the fixed length or comma-delimited options you must select the files you want to save or view individually.
- If you want to save the files to a local drive
 - Right-click on the links in the window and select “Save Target As”.
 - Navigate to where you want to save it and click “Save”.
- If you wish to view the data file right-click “Open”.
- If you want to save the file and open it right away the “Close this dialog box when download completes” must be unchecked. If it is checked and you want to clear it:
 - Go to the Tools menu for your browser (i.e., not the WebPLUS tools menu).
 - Select “Internet Options”.
 - Go to the “Advanced” tab.
 - Scroll down to find “Notify when downloads are complete” and check the box.
- Click the “Close Window” button to exit and return to the survey status page.

2.6.2 Tables

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

To save your tables:

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

2.6.3 Help Menu Options

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

- **Web Instructions**

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

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

The import files must conform exactly to the specifications provided in Appendix C.
- **Name, Address and Structure Changes**

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

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

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

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

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

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

2.7 External Links

Some external links have been provided to the user that might be helpful in preparing for their FY2008 data submission.

- **IMLS Public Libraries Survey**

This external link will take you to IMLS public libraries survey page. Things that can be found on this page are:

- The public release data files and publications for the previous years of the Public Libraries Survey
- The Compare Public Libraries tool that will compare individual libraries to their peers.
- The Search for Public Libraries tool that will search for public libraries by Library System, Central Library, Branch Library, Bookmobiles, and Books-by-Mail.
- Other general information about the Public Libraries Survey.

- **Public Library Statistics Cooperative (PLSC) Wiki**

This is the external link to the PLSC wiki for SDCs to find information about PLS data elements, history of the Public Libraries Survey, SDC conference information, PLS contact information, news and discussion, and other information.

2.8 User Options

You can affect the functionality of WebPLUS for the following operations:

- Sort Order for Administrative Entities in View/Key/Update
 - FSCSID
 - LIBID
 - NAME – the administrative entity name is the default setting.
 - CITY
- Sort Order for Outlets in View/Key/Update
 - FSCSID
 - LIBID
 - NAME – the outlet name is the default setting.
 - CITY
- Sort Order for Edit Report by Edit Number
 - EDIT by FSCSID – this is the default setting.
 - EDIT by Annotation Status by FSCSID
- Auto Save Data in View/Key/Update
 - On
 - Off – this is the default setting.
- Auto Generate Totals in View/Key/Update
 - On
 - Off – this is the default setting.

Please note: The Generate Total feature, when selected, will only generate a total if all of the detail items are reported.

3 IMPORT

3.1 Overview of Import

After entering the state characteristics data, you can import data for administrative entities and outlets as well as annotation files into WebPLUS provided they are formatted correctly. The Administrative Entity Import File Specifications, Outlet Import File Specifications, and Annotation Import File Specifications are provided in Appendix C.

Note:

- Each import file must contain only records of the same record types. For example, the administrative entity file can contain only administrative entity records; outlet records must be removed.
- You can import Administrative Entity and Outlet data in Excel, comma delimited text, or fixed length text formats. Annotations only can be imported in comma delimited or fixed length formats.
- The files will not import successfully if any of the fields are blank. Refer to the sections below for instructions on preparing files for import.
- Imported data must be valid (see below):

Numeric Data Elements:	
Any positive number for numeric data elements	Enter the appropriate numeric data.
0	Zero for numeric data means the library has none of that item (e.g., the library does not maintain a video collection). Do not use zero when the value is not known (e.g. the city pays benefits but does not provide the figure). Use -1 described below.
-1	"-1" means that the appropriate figure is unavailable.
-3	"-3" means "Not Applicable" <u>and is used for this item only:</u> <ul style="list-style-type: none"> • Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)
Alphanumeric Data Elements:	
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See Appendix B.
-3	"-3" means "Not Applicable" <u>and is used for these items only:</u> <ul style="list-style-type: none"> • Phone (use only if library has no phone) • Web Address (use only if library has no Web Address)
Structure, Name, and Address Changes:	
-3	"-3" means "Not Applicable" <u>and is used for these items only:</u> <ul style="list-style-type: none"> • Structure, name, and location change status codes • LINKID, OLDID, and PARENTID

3.2 Preparing Administrative Entity and Outlet Import Files

Each year your current records are compared to the prior-year information. Any variance in the name, address, or organizational structure from the prior-year to the current must be explained by status codes defining the change.

The FSCS ID# is the link between each year and you must account for each record as it exists on the final FSCS prior-year data file. You can obtain the prior-year information through the File Export option on the Tools menu. Alternatively you can contact the Census staff to receive a file with the FSCS identification, name, and address information to use in constructing your import files.

If you are unsure what changes may have occurred since the last submission, import your file, run the match, and use the report to see what you need to resolve. You can then decide whether to process the changes in WebPLUS (please see details in Chapter 4) or you can include the information on your data files and import again.

In order to process structure, name, and location changes from your import file the following information must be included. Please see Appendix D for detailed information on constructing your import records.

- **STATSTRU:** This code indicates the structure status of the record.
 - 00 – No Change
 - 01 – Existing Administrative Entity/Outlet Absorbs Another (Adoption)
 - 02 – Newly Created Administrative Entity/Outlet
 - 03 – Closed Administrative Entity/Outlet (Death)
 - 04 – Move Outlet to Newly Created Administrative Entity (Divorce)
 - 05 – Merge Two or More Administrative Entities/Outlets to Form a New Administrative Entity/Outlet (Marriage)
 - 08 – Restore (Reopen) a Previously Closed Administrative Entity/Outlet
 - 09 – Restore (Undo) a Previously Deleted Administrative Entity/Outlet
 - 10 – Delete an Incorrect Record
 - 13 – Add an Existing Administrative Entity/Outlet Not Previously Reported

- **STATNAME:** This code indicates the status of the library name.
 - 00 – No Change
 - 06 – Official Name Change
 - 14 – Preferred Spelling for Library Name

- **STATADDR:** This code indicates the status of the physical location.
 - 00 – No Change
 - 07 – Move to New Location
 - 15 – Preferred Street Address

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

- **PARENTID:** This identifier is on the outlet import file and is used to associate the outlet to the proper parent. The value for this field should be the same as the LIBID of the parent administrative entity.

- **OLDID:** This identifier is reserved for structure changes where it is necessary to track the prior-year FSCSKEY information for records that will not be on the current-year file.

3.3 Annotations Only

You can import a file that contains annotations prior to running your first edit report. You must include the FSCSKEY and Edit ID# in order for the explanation to be applied to the correct edit record. After successfully importing the annotation file, you can run the edit report (providing you have administrative entity and outlet information and completed a successful match) and review the results. See Appendix C for the import file record layout.

3.4 Upload and Import

Once you have prepared your files, you need to copy them from your local drive to the Census Bureau (for IMLS) server to import them into the WebPLUS database. After you log onto the web site, go to the Tools menu and select File Import/Log/Delete. In the 'File Upload and Import' window, click on 'Browse' to find the file you need. Click on 'Upload and Import Data File' once you have located your file.



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

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

4 DATA KEYING

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

- User Options allows you to choose the sort order you want for retrieving administrative entity and outlet records and viewing the Edit Report. You can choose to automatically save changes and generate totals. These options are available from every View/Key/Update screen.
- View/Key/Update is the only means of entering state characteristics data. It also provides access to current administrative entity and outlet records.
- Structure Changes allows you to add, delete, merge, or restore. If you imported your file, you can use the structure change menu to resolve any prior-year records you may be missing from your current-year file. You can also reset a record previously coded or marked for a structure change. Choose AE or Outlet as appropriate for the change you want to make. Further details are provided in section 4.3.

4.1 User Options

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

You determine how to retrieve your administrative entity records for viewing and update as well as making structure changes.

- FSCS ID
- LIBID
- NAME – the administrative entity name is the default setting
- CITY

4.1.2 Sort Order for Outlets in View/Key/Update

You determine how to retrieve your outlet records for viewing and structure changes.

- FSCS ID
- LIBID
- NAME – the outlet name is the default setting
- City

4.1.3 Sort Order for Edit Report by Edit Number

You can sort your Edit Report by Edit Number with these options. (When you retrieve your edit report you also have an option to save a version sorted by FSCS ID by Edit number.)

- Edit number by FSCSID
- Edit number by Annotation Status by FSCS ID

4.1.4 Auto Save Data in View/Key/Update

You can set this option to:

- On
- Off – this is the default setting. If you change data and do not 'Save' you will receive a pop-up message when you attempt to leave the page. You can either cancel or accept the change at that time.

4.1.5 Auto Generate Totals in View/Key/Update

- On – generates a total only if all details are reported.
- Off – this is the default setting.

4.2 View/Key/Update

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

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

4.2.1 State Characteristics

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

4.2.2 Administrative Entity

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

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

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

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

4.2.3 Outlets

Outlet records require only one screen. You have two options to view your outlet records:

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

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

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

4.3 Structure Changes

You can add, remove, change, or reset records through the Structure Changes menus. You can also resolve any missing prior-year records. Go to the Tools menu and select 'Structure Changes' and then 'AE' or 'Outlet' depending on the record you need to change. Currently, you are restricted to one structure change for any administrative entity or outlet record.

Please note: When you complete all of your structure changes you must complete a successful Match Report before you can continue processing your submission.

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

An administrative entity or outlet can absorb one or more administrative entities or outlets. Only the adopting record will remain on the current-year file while the other record(s) (i.e. the records that are being adopted) will not be included.

Choose the record that will remain on the file from a drop down list of available records and then indicate the number of records that will be adopted. If you continue, the next screen displays select information from the adopting record. Below this display are a number of drop down boxes - determined by the number of records being adopted from the previous screen - to choose the record or records that will be adopted.

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

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

4.3.2 Newly Created Administrative Entity/Outlet (Birth)

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

4.3.3 Closed (Death)

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

4.3.4 Move Outlet to Newly Created Administrative Entity (Divorce)

This option is only available under the Outlet Structure Change menu. First, you choose the outlet that is moving to the newly created administrative entity. If you continue, your next step is to create the new administrative entity record. **You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.**

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

In order to merge administrative entities or outlets, you must first create a record for the new library or outlet. When creating a new outlet record you must have an existing parent administrative entity record on the current-year file. If you do not select the parent administrative entity record you will not be able to continue with the outlet merge action.

Once you have created the new record, indicate how many records are to be merged from the drop down menu and click “Continue”. Based on this response you will be provided with a number of drop-down boxes on the next screen to select the records that will be merged.

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

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

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

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

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

4.3.8 Delete an Incorrect Record

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

4.3.9 Outlet Moves to Different Previously Existing Administrative Entity

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

4.3.10 Add an Existing Administrative Entity/Outlet Not Previously Reported

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

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

If you made an earlier structure change that you now find is incorrect, you can reset the structure change to remove it from the current-year submission.

4.3.12 Resolve Records Listed on Prior Year Not Included on Current Year

If you imported your data and your match report indicates that you are missing a record that existed in the prior year and you do not want to import again, you can use this option to indicate the reason it no longer belongs on the survey.

5 MATCH ROUTINE

After you enter data you must complete a successful match operation before continuing with your submission. This step is necessary to record structure changes, e.g., new or closed libraries, as well as official name and location changes to ensure file integrity. The match routine compares your current-year records to the prior-year records on the publicly released data file using the FSCS ID information.

From the Reports menu, select Run Match Report to generate an Excel workbook that will detail the results of the match. If the program does not encounter any problems, any new administrative entities and outlets will be assigned FSCS IDs and you will see a message to proceed with the edit report. If the program cannot resolve the information you provide, you will see messages in the report letting you know what is causing a problem.

You must resolve any of the discrepancies in the match report. You can fix your original file and re-import or you may be able to resolve problems through the Structure Change options under the Tools menu. If you need the prior-year FSCS ID information you can use the File Export facility under the Tools menu. Appendix E provides additional guidance in sorting out the match report messages.

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

The match checks are for the conditions listed below. **Sometimes one error in the format of a record will produce more than one message on the match report.** It is possible that the error will result in an error message on more than one worksheet. The following conditions are listed on the summary worksheet of the match report:

- Invalid status code - All structure, name, and address status change codes must be an acceptable value in order to continue processing the records. –See STATSTRU, STATNAME, and STATADDDR in section 3.2 for all valid codes.
- Duplicate identification information exists.
 - The FSCS ID and OLDID fields on the administrative entity and outlet files must be unique.
 - An entry in the FSCS ID field cannot equal an OLDID entry on the administrative entity and outlet files.
 - LIBID entry on the administrative entity file must be unique because it is used to link outlets to parents in various structure changes.
- Prior year FSCS ID is not on the current year file. – You must account for every FSCS ID from the prior year file.
 - If the FSCS ID is not active in the current year, i.e. it has closed, merged with or was adopted by another library it must be resolved either through a revised import file (Chapter 3) or the structure change menu (section 4.3).
 - If the record is active but missing from the file it must be added to a revised import file or resolved through the structure change menu.
- Current year FSCS ID or OLDID does not exist on the prior year. – The FSCS ID and OLDID fields must contain existing information.
 - New FSCS IDs are assigned by the software
 - If you need to restore a record you can obtain ID information from a list of restorable records available from the File Export option under the Tools menu.
- Record layout does not match the status code. – The logic of the match is based on the value of the status code to determine which fields contain information that

must be stored. If the record does not contain the required information for the status code, the match cannot be completed correctly.

- Records do not meet criteria for an adoption or marriage. – These transactions require a minimum number of records that are associated through the LINKID field. Specific formats apply to each record depending on whether it will be active for the current collection.
- Record marked as a restore is not valid. – Previously existing records must be on the historical file and you must restore it with the appropriate status code. You can obtain a file of restorable records from the File Export feature under the Tools menu that will include the ID information as well as the historic status code.
- An administrative entity does not have any outlet records. Every administrative entity record must have at least one outlet record associated with it.
- An outlet record exists with no parent administrative entity. No outlet can exist without a parent administrative entity.
- Name status code is inconsistent with current to prior year change.
- Address status code is inconsistent with current to prior year change.

5.1 Match Report

All results of the match are displayed in an Excel workbook with multiple worksheets. While you can view the report from the browser window, the implementation of Excel can be incomplete and we recommend saving the report by choosing “Save Target As” to your computer. If you wish to simply view the report, right-click on “Open”. The report is not linked to the database. You must make any corrections by either importing a new file or through the WebPLUS screens, i.e., structure change menu and the name and address status code fields.

- Summary worksheet.

If you do not have any match problems you will see the message “Match has completed successfully. Check 'New ID' Sheet.” Otherwise you will see a count of the number of administrative entity and outlet records that flagged the following conditions:

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

- Name change status code (STATNAME) inconsistent with current to prior year change
- New ID worksheet - provides the list of any new FSCS ID numbers that were generated. No resolution will be required for these records because the software will not assign new identification numbers until the match is successful.
- Admin Single – displays problems with structure changes involving only one administrative entity record:
 - INVALID Status Code
 - This AE was not on the PY file
 - This AE was reported last year, but is missing on the CY file
 - FSCSKEY cannot be -3 for STATUS ("00", "08", or "09") Records
 - FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", or "13") Records
 - LINKID cannot be -3 for STATUS ("01" or "05") Records
 - LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", or "13") Records
 - OLIDID cannot be -3 for STATUS ("03" or "10") Records
 - OLDID must be -3 for STATUS ("00", "02", "04", "08", "09", or "13") Records
 - Cannot restore AE, there is no old AE with STATUS ("03" or "10")
 - Admin record does not have any outlets
- Admin Multi – displays problems with structure changes involving multiple administrative entity records:
 - All FSCSKEYs and OLDIDs must be Unique (unless -3)
 - All LIBIDs must be Unique for AE records
 - These records do not comply with the rules for Adoption
 - These records do not comply with the rules for Marriage
- Outlet Single – displays problems with structure changes involving only one outlet record:
 - INVALID Status Code
 - This Outlet was not on the PY file
 - This Outlet was reported last year, but is missing on the CY file
 - FSCSKEY cannot be -3 for STATUS ("00", "08", or "09") Records
 - FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", "11", or "13") Records
 - FSCS_SEQ cannot be -3 for STATUS ("00", "08", or "09") Records
 - FSCS_SEQ must be -3 for STATUS ("02", "03", "04", "05", "10", "11", or "13") Records
 - LINKID cannot be -3 for STATUS ("01" or "05") Records
 - LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", "11", or "13") Records
 - OLDID cannot be -3 for STATUS ("03", "04", "10", or "11") Records
 - OLDID must be -3 for STATUS ("00", "02", "08", "09", or "13") Records
 - PARENTID cannot be -3 for STATUS ("02", "04", "11", or "13") Records
 - PARENTID must be -3 for STATUS ("00", "01", "03", "08", "09", or "10") Records
 - Cannot restore AE, there is no old AE with STATUS ("03" or "10")
 - Outlet Record is not on the AE file
 - PARENTID is not on the AE File

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

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

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

5.2 Resolving Unsuccessful Records

The match starts with the assumption that the status change code is the intended value and checks that the format of the record is consistent with the code. For example, if you wanted to close a library and used the correct STATSTRU = '03' but did not make the appropriate entries for the FSCSKEY and OLDID fields, the software will generate an error message.

The report displays identifying information about the record, status code, and a message describing why the record flagged. The messages on the match report refer to problems with the format of a record based on the status change code you provide. If the status code is incorrect, you simply have to change it to the correct code. Otherwise, you must adjust the information to match the status code.

You can correct fields on your data file and import the revised file. For most problems, you can use the Structure Change menu option under the Tools menu. The “Resolve Records Listed on Prior Year Not Included on Current Year” option is useful in accounting for records that were on the prior-year but missing on the current year. You can use the “Reset an Administrative Entity Currently Coded for a Structure Change” option for many problems and use the menu to make the changes so that WebPLUS assigns the field values. However, you must fix problems with duplicate FSCS ID or OLDID information directly in the data file and import again.

Appendix E provides some detailed information by message by worksheet and includes some examples to aid in resolving match issues where appropriate. The diagrams provided demonstrate only the fields that pertain to the match operation and are not intended to represent a full import record but they contain all of the information you need to correct your import file.

HINT: Name and address changes can generate the largest number of error messages. You can run the match report and then decide how best to make corrections. For example, if you find that you are getting messages because all of the current-year address fields are incorrect you might want to copy the prior-year addresses to the current year and import the revised file. However, if you only need to change the status code for a few records, you can simply use the View/Update screens.

6 EDIT REPORT

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

The report is displayed in an Excel workbook with multiple worksheets and is not linked to the database (i.e., you must make changes to your data through the data keying options or through an updated import file). (Please note that if you import a corrected file you will have to run the match again.)

While you can view the report from the browser window, the implementation of Excel can be incomplete. We recommend saving the report by right-clicking on “Save Target As” and browsing to a location on your computer. Right-click on “Open” if you choose to simply view the report.

Please note: You cannot annotate an edit report through the browser window. You must save the edit report, record and save your annotation(s) in the workbook, and import the revised version into WebPLUS.

You can select one of two sort orders for the edit report from the browser window, edit number by FSCS ID or FSCS ID by edit number. (You can sort the Edit Number by FSCS ID report by annotation status from the User Options menu).

Annotations to accompany your Edit Report are also a critical part of your submission. These provide verification and explanations for data that flag edit conditions but are correct. **You must have at least one non-critical edit annotated before you can complete your submission.** If you make data changes or add annotations, you must run the edit report before you can lock your submission.

6.1 Edit Messages and Conditions

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

6.1.1 Current-Year Edits

- Critical edits are conditions that cannot exist if you want to lock your submission.
 - Any –2 value
 - Zero or –1 in any population data element
 - The official state population is less than the unduplicated population
 - Non-response to 100% response items
 - Discrepancies between the number of outlets reported on the administrative entity record and its outlet records
 - A subset item is greater than the total (e.g., “Total Circulation” is less than “Circulation of Children’s Materials”)
 - Any occurrence where fully reported detail data do not equal the reported total
- Other current-year edits
 - Reporting patterns for data elements with detail items where not all items are reported (e.g., “Total Librarians” and “Total Staff” are reported as equal but “Other Paid Employees” is –1)
 - Inter-item comparison ratios (e.g., “Total Circulation” to “Annual Visits”)
 - Logical (e.g., an individual administrative entity’s report period start date is before the state’s report period start date)
 - Magnitude (e.g., “Databases” is greater than 1,000)
 - Definitional (e.g., “Print Materials” is zero)

6.1.2 Historical Edits

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

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

6.1.3 Internal Edits Performed at the Census Bureau

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

6.2 Annotations

Annotations are stored in the database and are applied to the edits when you run the report. You can incorporate annotations into your submission only through the Import facility under the Tools menu. You have three format options:

- A comma delimited text file (see Annotation Import File Specifications in Appendix C)
- Fixed length text file (see Annotation Import File Specifications in Appendix C)
- Excel file (Save the Excel file generated by running the Edit Report, record your annotations, and import the revised version).

Please note that only annotations associated with an edit record will display in the edit report. If you have a general explanation that applies to several libraries you must copy that explanation into the annotations column for each record that applies.

7 SURVEY LOCK

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

The following conditions must be met to lock your data:

- No critical edits are found when the edits are run. (Note: Critical edits are identified on the Edit Report in red. Also, "Critical Edit" is displayed in the edit message.)
- If there are non-critical edits flagged, then at least one annotation is present.

The respondent can perform the following actions after locking:

- View Survey Status
- Export data
- View blank survey form
- Run tables
- View help documents
- Access External Links
- Logout

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

Appendix A – Web Instructions

1. The State Characteristics data must be keyed. Select **View/Key/Update** and **State Char** from the **Tools** menu to create a record for keying. Press the “Save” button to save your data. To print a copy of your state data press the "Print" button.
2. Import or Key Administrative Entity data by selecting **File Import/Log/Delete** or **View/Key/Update** and **AE** from the **Tools** menu. Import errors will be displayed on your computer screen. Review and resolve all import errors, correct your data files and load the revised data files.

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

3. Outlet data are preloaded from last year’s file. Minor changes can be made by selecting **View/Key/Update** and **Outlets** from the **Tools** menu. If there are major changes to the data, a new outlet file can be imported by selecting **File Import/Log/Delete** from the **Tools** menu.
4. Select **Run Match Report** from the **Reports** menu after all data have been imported or keyed.

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

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

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

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

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

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

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

PLS

Appendix B – Survey Instrument (Data Entry Screens and Data Element Definitions)**State Characteristics Page**

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

PLS

Administrative Entity – Name/Addresses

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

Administrative Entity – Other Identification

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

PLS

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

Administrative Entity – Operating Revenue

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

PLS

Administrative Entity – Operating Expenditures

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

Administrative Entity – Capital

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

Administrative Entity – Library Collections

Item No.	Item	Current Year	Prior Year
450	Print Materials		
451	Electronic Books		
452	Audio		
453	Video		
	Licensed Databases		
454	Local		
455	State (state government or state library)		
456	Other cooperative agreements (or consortia) within state or region		
457	Total Licensed Databases		
458	Current Print Serial Subscriptions		
459	Current Electronic Serial Subscriptions		

Administrative Entity – Service Measures

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

PLS

Administrative Entity – Programs/Other Electronic

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

Outlets Page

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

State Characteristics Data Element Definitions

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

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
100	Reporting Period Starting Date	<p>This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS.</p> <p>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.</p>
101	Reporting Period Ending Date	<p>This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS.</p> <p>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.</p>
102	Official State Total Population Estimate	<p>This is the most recent official total population figure for your state that matches the local population figures that you are submitting to IMLS. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
103	Total Unduplicated Population of Legal Service Areas	<p>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.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WebPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WebPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WebPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>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.</p>

Administrative Entity Data Element Definitions

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

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

Street Address

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

Mailing Address

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

PLS

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

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

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

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

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

Note: Include native Alaskan villages in this category.

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

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

OT—Other.

202 Administrative Structure Code

This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.

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

Select one of the following:

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

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

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

203 FSCS Public Library Definition

Answer <Y>es or <N>o to the following question: “*Does this public library meet all the criteria of the FSCS public library definition?*”

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

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

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

204 Geographic Code

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

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

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

- 205 Legal Service Area Boundary Change Answer <Y>es or <N>o to the following question: “*Did the administrative entity’s legal service area boundaries change since last year?*”
- Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county’s geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).
- 206 Reporting Period Starting Date This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity’s data being submitted to IMLS.
- Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
- 207 Reporting Period Ending Date This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity’s data being submitted to IMLS.
- Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
- 208 Population of the Legal Service Area The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.
- Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.

PLS

209	Number of Central Libraries	<p>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.</p> <p>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.</p>
210	Number of Branch Libraries	<p>A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</p> <ol style="list-style-type: none">1. Separate quarters;2. An organized collection of library materials;3. Paid staff; and4. Regularly scheduled hours for being open to the public.
211	Number of Bookmobiles	<p>A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none">1. A truck or van that carries an organized collection of library materials;2. Paid staff; and3. Regularly scheduled hours (bookmobile stops) for being open to the public. <p>Note: Count the number of vehicles in use, not the number of stops the vehicle makes.</p>

PAID STAFF (FULL-TIME EQUIVALENT)

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

250	ALA-MLS	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
251	Total Librarians	Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #250).

252	All Other Paid Staff	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
253	Total Paid Employees	This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252).

OPERATING REVENUE

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

300	Local Government Revenue	<p>This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.</p> <p>Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.</p>
301	State Government Revenue	<p>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.</p> <p>Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).</p>
302	Federal Government Revenue	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.
303	Other Operating Revenue	This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.
304	Total Operating Revenue	This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).

OPERATING EXPENDITURES

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

Staff Expenditures

- 350 Salaries & Wages Expenditures This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

- 351 Employee Benefits Expenditures These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

- 352 Total Staff Expenditures This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

Collection Expenditures

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

- 353 Print Materials Expenditures Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.

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

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).

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

CAPITAL REVENUE

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

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

PLS

403	Other Capital Revenue	Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
404	Total Capital Revenue	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403).

Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

CAPITAL EXPENDITURES

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

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

450	Print Materials	Report a single figure that includes both of the following: <ol style="list-style-type: none">1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
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2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

451 Electronic Books (E-Books)

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

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

452 Audio*

These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings, such as web-based or downloaded audiobooks and MP3 files.

Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

453 Video*

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

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Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

Licensed Databases

Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (data element #459). Each database is counted individually even if access to several databases is supported through the same vendor interface

Report the number of licensed databases acquired through payment or formal agreement, by source of access:

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| 454 | Local | |
| 455 | State (state government or state library) | |
| 456 | Other cooperative agreements (or consortia) within state or region | |
| 457 | Total Licensed Databases | This is the sum of Local, State, and Other licensed databases (data elements #454 through #456). |

Current Serial Subscriptions

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

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| 458 | Current Print Serial Subscriptions | Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series. |
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- 459 Current Electronic Serial Subscriptions Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), news-papers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

SERVICES

- 500 Public Service Hours Per Year This is the sum of annual public service hours for outlets.
- Note: Include the hours open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.
- 501 Library Visits This is the total number of persons entering the library for whatever purpose during the year.
- Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

PLS

- 502 Reference Transactions
- A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.
- Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "*Where are the children's books?*" and "*I'm looking for a book with the call number 811.2G.*" An example of a question of rules or policies is "*Are you open until 9:00 tonight?*"
- Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).
- 503 Number of Registered Borrowers
- A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. (*Output Measures for Public Libraries, 2nd edition*).
- Note: Files should have been purged within the past three (3) years.
- 550 Total Circulation
- The total annual circulation of all library materials of all types, including renewals.
- Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
- 551 Circulation of Children's Materials
- The total annual circulation of all children's materials in all formats to all users, including renewals.

INTER-LIBRARY LOANS

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

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

LIBRARY PROGRAMS

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

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

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

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

601 Number of Children's Programs A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).

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Note: *Output Measures for Public Library Services to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.

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| 602 | Total Attendance at Library Programs | This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #600, for the definition of a library program.) |
| 603 | Children's Program Attendance | <p>The count of the audience at all programs for which the primary audience is children 14 years and under. Include adults who attend programs intended primarily for children.</p> <p>Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #601, for the definition of a children's library program.)</p> |

OTHER ELECTRONIC INFORMATION

- | | | |
|-----|---|--|
| 650 | Number of Internet Computers Used by General Public | Report the number of the library's Internet computers [personal computers (PCs) and laptops], whether purchased, leased, or donated, used by the general public in the library. |
| 651 | Number of Users of Public Internet Computers Per Year | <p>Report the total number of individuals that have used Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.</p> <p>Note: The number of users may be counted manually, using registration logs. Count each user that uses public internet computers, regardless of the amount of time spent on the computer. A user who uses the library's public internet computer(s) three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.</p> |

* Revised data element name or definition

Outlet Data Element Definitions

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

709 Outlet Type Code

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

Select one of the following:

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

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

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

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

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

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

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

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

710 Metropolitan Status Code

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

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

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

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

NO—Not in a Metropolitan Area.

711 Square Footage of Outlet

Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

712 Number of Bookmobiles in the Bookmobile Outlet Record

The number of bookmobiles in the bookmobile outlet record.

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

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

Appendix C – Import File Specifications

Administrative Entity Import File Specifications					
Variable Name	Data Element Name	Width	ASCII Position	Excel / .csv Column	Type/ Decimals
FSCSKEY	WebPLUS Identification number	6	1	A	Character
STATSTRU	Status of AE record current to prior year	2	7	B	Character
STATNAME	Status of LIBNAME current to prior year	2	9	C	Character
STATADDR	Status of ADDRESS current to prior year	2	11	D	Character
LINKID	User defined ID, used to link two or more AEs together.	20	13	E	Character
OLDID	Old FSCSKEY	6	33	F	Character
LIBID	State assigned identification number MUST BE UNIQUE	20	39	G	Character
LIBNAME	Legal Name	60	59	H	Character
ADDRESS	Physical Street Address	35	119	I	Character
CITY	City	20	154	J	Character
ZIP	ZIP Code	5	174	K	Character
ZIP4	ZIP+4 Code	4	179	L	Character
ADDRES_M	Mailing Address	35	183	M	Character
CITY_M	Mailing City	20	218	N	Character
ZIP_M	Mailing ZIP Code	5	238	O	Character
ZIP4_M	Mailing ZIP+4 Code	4	243	P	Character
CNTY	County	20	247	Q	Character
PHONE	Phone	10	267	R	Character
WEB_ADDR	Web Address	80	277	S	Character
C_RELATN	Interlibrary Relationship Code	2	357	T	Character
C_LEGBAS	Legal Basis Code	2	359	U	Character
C_ADMIN	Administrative Structure Code	2	361	V	Character
C_FSCS	FSCS Public Library Definition	1	363	W	Character
GEOCODE	Geographic Code	3	364	X	Character
LSABOUND	Legal Service Area Boundary Change	1	367	Y	Character
STARTDAT	Reporting Period Start Date (mm/dd/yyyy)	10	368	Z	Character
ENDDATE	Reporting Period End Date (mm/dd/yyyy)	10	378	AA	Character
POPU_LSA	Population of the Legal Service Area	9	388	AB	Numeric/0
CENTLIB	Number of Central Libraries	3	397	AC	Numeric/0
BRANLIB	Number of Branch Libraries	3	400	AD	Numeric/0
BKMOB	Number of Bookmobiles	3	403	AE	Numeric/0
MASTER	ALA-MLS	9	406	AF	Numeric/2
LIBRARIA	Total Librarians	9	415	AG	Numeric/2
OTHPAID	All Other Paid Employees	9	424	AH	Numeric/2
TOTSTAFF	Total Paid Employees	10	433	AI	Numeric/2
LOGVGT	Local Government Revenue	9	443	AJ	Numeric/0
STGVT	State Government Revenue	9	452	AK	Numeric/0
FEDGVT	Federal Government Revenue	9	461	AL	Numeric/0
OTHINCM	Other Revenue	9	470	AM	Numeric/0

Administrative Entity Import File Specifications					
Variable Name	Data Element Name	Width	ASCII Position	Excel / .csv Column	Type/ Decimals
TOTINCM	Total Revenue	10	479	AN	Numeric/0
SALARIES	Salaries & Wages Expenditures	9	489	AO	Numeric/0
BENEFIT	Employee Benefits Expenditures	9	498	AP	Numeric/0
STAFFEXP	Total Staff Expenditures	9	507	AQ	Numeric/0
PRMATEXP	Print Materials Expenditures	9	516	AR	Numeric/0
ELMATEXP	Electronic Materials Expenditures	9	525	AS	Numeric/0
OTHMATEXP	Other Materials Expenditures	9	534	AT	Numeric/0
TOTEXPCO	Total Collection Expenditures	9	543	AU	Numeric/0
OTHOPEXP	Other Operating Expenditures	9	552	AV	Numeric/0
TOTOPEXP	Total Operating Expenditures	10	561	AW	Numeric/0
LCAP_REV	Local Government Capital Revenue	9	571	AX	Numeric/0
SCAP_REV	State Government Capital Revenue	9	580	AY	Numeric/0
FCAP_REV	Federal Government Capital Revenue	9	589	AZ	Numeric/0
OCAP_REV	Other Capital Revenue	9	598	BA	Numeric/0
CAP_REV	Total Capital Revenue	9	607	BB	Numeric/0
CAPITAL	Total Capital Expenditures	9	616	BC	Numeric/0
BKVOL	Print Materials	9	625	BD	Numeric/0
EBOOK	Electronic Books	9	634	BE	Numeric/0
AUDIO	Audio	9	643	BF	Numeric/0
VIDEO	Video	9	652	BG	Numeric/0
DB_LOC	Local Licensed Databases	9	661	BH	Numeric/0
DB_ST	State Licensed Databases	9	670	BI	Numeric/0
DB_OTH	Other Licensed Databases	9	679	BJ	Numeric/0
DATABAS	Total Licensed Databases	9	688	BK	Numeric/0
SUBSCRIP	Current Print Serial Subscriptions	9	697	BL	Numeric/0
ESUBSCRIP	Current Electronic Serial Subscriptions	9	706	BM	Numeric/0
HRS_OPEN	Public Service Hours Per Year	9	715	BN	Numeric/0
VISITS	Library Visits	9	724	BO	Numeric/0
REFERENC	Reference Transactions	9	733	BP	Numeric/0
REGBOR	Registered Borrowers	9	742	BQ	Numeric/0
TOTCIR	Total Circulation	9	751	BR	Numeric/0
KIDCIRCL	Circulation of Children's Materials	9	760	BS	Numeric/0
LOANTO	Interlibrary Loans Provided To	6	769	BT	Numeric/0
LOANFM	Interlibrary Loans Received From	6	775	BU	Numeric/0
TOTPRO	Total Library Programs	9	781	BV	Numeric/0
KIDPRO	Children's Programs	9	790	BW	Numeric/0
TOTATTEN	Total Program Attendance	9	799	BX	Numeric/0
KIDATTEN	Children's Program Attendance	9	808	BY	Numeric/0
GPTERMS	Internet Computers Used by General Public	6	817	BZ	Numeric/0
PITUSR	Users of Public Internet Computers Per Year	9	823	CA	Numeric/0

Outlet Import File Specifications					
Variable Name	Data Element Name	Width	ASCII Position	Excel / .csv Column	Type/ Decimals
FSCSKEY	NCES assigned identification number	6	1	A	Character
FSCS_SEQ	Unique 3-digit identification number suffix assigned by WebPLUS for each outlet	3	7	B	Character
STATSTRU	Status of Outlet record current to prior year	2	10	C	Character
STATNAME	Status of LIBNAME current to prior year	2	12	D	Character
STATADDR	Status of ADDRESS current to prior year	2	14	E	Character
LINKID	User defined ID, used to link two or more outlets together.	20	16	F	Character
PARENTID	LIBID of parent AE	20	36	G	Character
OLDID	Old FSCSKEY – FSCS_SEQ	10	56	H	Character
LIBID	State assigned identification number	20	66	I	Character
LIBNAME	Legal Name	60	86	J	Character
ADDRESS	Physical Street Address	35	146	K	Character
CITY	City	20	181	L	Character
ZIP	ZIP Code	5	201	M	Character
ZIP4	ZIP+4 Code	4	206	N	Character
CNTY	County	20	210	O	Character
PHONE	Phone	10	230	P	Character
C_OUT_TY	Outlet Type Code	2	240	Q	Character
C_MSA	Metropolitan Status Code	2	242	R	Character
SQ_FEET	Area in Square Feet of outlet	8	244	S	Numeric/0
L_NUM_BM	Number of Bookmobiles	2	252	T	Numeric/0

Annotations Import File Specifications					
Column	Description	Width	ASCII Position	.csv Column	Type
RECORD TYPE	Must always be 'ANNO'	4	1	A	Text
FSCSKEY-FSCS_SEQ	WebPLUS assigned identification number with unique 3-digit suffix for outlets	10	5	B	Text
EDITID	Edit number	5	15	C	Text
COMMENT	Respondent annotation	Max	20	D	Text

Appendix D – Name, Address, and Structure Changes

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

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

Name Changes for Administrative Entities and Outlets

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

No Change from Last Year

- STATNAME is '00'

Official Name Change

- STATNAME is '06'

Preferred Spelling for Library Name

- STATNAME is '14'

Address Changes for Administrative Entities and Outlets

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

No Change from Last Year

- STATADDR is '00'

Move to New Location

- STATADDR is '07'

Preferred Street Address

- STATADDR is '15'

Administrative Entity Structure Changes

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

00 – No Change from Last Year

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

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

FSCSKEY	STATSTRU	LINKID	OLDID
X	00	-3	-3

Example:

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

The record appears as follows:

FSCSKEY	STATSTRU	LINKID	OLDID
NY0778	00	-3	-3

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

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

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

Note: All outlet records for an adopted administrative entity must be dispatched. Please see the section on preparing outlet import files for details. Options for the existing outlets are:

- **Adopted by another outlet of the adopting or a different parent administrative entity**
- **Closed**
- **Moved to another administrative entity**

For the record that is 'adopting' other administrative entities:

- FSCSKEY = the prior year FSCSKEY
- STATSTRU = 01
- LINKID is user defined but must be the same as the adopted entity
- OLDID = -3

For the record(s) being 'adopted':

- FSCSKEY = -3
- STATSTRU = 01
- LINKID is user defined but must be the same as the adopting entity
- OLDID = the prior year FSCSKEY

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

Example:

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

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

The resulting records appear as follows:

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

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

02 – Newly Created Administrative Entity (Birth)

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

We need the following information in the following fields:

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

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

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

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

03 – Closed (Death)

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

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

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

Example:

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

The record appears as follows:

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

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

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

If an outlet has broken away from a parent administrative entity to form its own independent library we must create a parent administrative entity record to establish the new FSCSKEY.

Note: Please see instructions for Outlet Structure Changes to create the outlet record.

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

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

Example:

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

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

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

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

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

Note: Outlet records for merged administrative entities must be dispatched. Please see the section on preparing outlet import files for details. Options for the existing outlets are:

- **Adopted by another outlet of a different parent administrative entity**
- **Closed**
- **Merged to another administrative entity**
- **Moved to another administrative entity**

New administrative entity (New AE):

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

Two (or more) administrative entities that are merging out of existence (Old AEs):

- FSCSKEY = -3
- STATSTRU = 05
- LINKID is the same as the LINKID of the New AE.
- OLDID = the prior year FSCSKEY

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

Example:

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

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

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

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

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

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

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

Example:

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

The record appears as follows:

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

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

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

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

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

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

Example:

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

The record appears as follows:

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

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

10 – Delete an Incorrect Record

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

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

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

Example:

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

The resulting record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Scotia	-3	10	-3	NE9038

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

13 – Add an Existing Administrative Entity Not Previously Reported

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

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

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

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

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

Outlet Structure Changes

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

00 – No Change from Last Year

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

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

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

Example:

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

The resulting record appears as follows:

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

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

01 –Existing Outlet Absorbs Another Outlet (Adoption)

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

Outlet 'adopting' one or more outlets:

- FSCSKEY = the prior year FSCSKEY
- FSCS_SEQ = the prior year FSCS_SEQ
- STATSTRU = 01
- LINKID is the same as the LINKID of the outlet that is being absorbed.
- PARENTID = the LIBID of the parent administrative entity
- OLDID = -3

Outlet(s) being 'adopted':

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 01
- LINKID is the same as the LINKID of the existing outlet
- PARENTID = -3
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002

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

Example:

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

The resulting records appear as follows:

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

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

02 – Newly Created Outlet (Birth)

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

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

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

Example:

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

The resulting record appears as follows:

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

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

03 – Closed (Death)

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

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

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

Example:

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

The record appears as follows:

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

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

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

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

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

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

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

Example:

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

The record appears as follows:

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

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

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

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

New outlet:

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

Two (or more) outlets that are merging out of existence:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 05
- LINKID = the LINKID of the new outlet
- PARENTID = -3
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002

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

Example:

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

The records appear as follows:

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

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

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

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

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

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

Example:

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

The record appears as follows:

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

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

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

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

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

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

Example:

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

The record appears as follows:

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

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

10 – Delete an Incorrect Record

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

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

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

Example:

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

The resulting record appears as follows:

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

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

11 – Outlet Moves to Different Previously Existing Administrative Entity

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

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

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

Example:

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

The records appear as follows:

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

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

13 – Add an Existing Outlet Not Previously Reported

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

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

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

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

Appendix E – Resolving the Match Report

Resolving the Match Report by Worksheet by Message

Except for invalid codes and duplicate IDs the messages on the match report are general because they refer to format problems on the record. The information on each record must be consistent with the status code in order for the match to complete properly.

The following information is organized by the worksheet in the report by edit message. Except for an outright invalid value and the restore options, the following instructions assume the status code is the intended value. If you find you need to change the status code, you should check the format to be sure it is consistent with the new code. You can refer to Appendix D for the correct formats.

Examples and diagrams are provided. Please note that the diagrams are partial representations of the import record that pertain only to the match.

Reminder: Depending on how a record is formatted, you may see more than one message that relates to a single record and possibly on different worksheets.

I. Admin Single

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

A. INVALID Status Code

You can reset the record through the Structure Change menu and use WebPLUS to make that structure change or you can correct the data file to import again. The only valid entries for the STATSTRU field on the administrative entity file are:

1. "00" – no change
2. "01" – one administrative entity or outlet absorbs one or more administrative entities or outlets (adoption)
3. "02" – new
4. "03" – closed
5. "04" – outlet forms independent administrative entity
6. "05" – two administrative entities or outlets merged into a new library (marriage)
7. "08" – previously closed administrative entity or outlet is restored
8. "09" – previously omitted administrative entity or outlet is restored
9. "10" – an administrative entity or outlet is removed from the survey
10. "13" – a previously existing library is added to the survey for the first time

B. This AE was not on the PY file

Any entry other than -3 in the FSCSKEY or OLDID fields must have a corresponding record on the prior-year public release data file. You can obtain a prior-year file from the Export Files utility under the Tools menu.

Possible solutions:

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

You can delete the record either from your import file or through the Structure Change menu option to "Delete an Incorrect Record".

- ii. The OLDID entry is incorrect. Check for a possible data entry error. If that is not the problem, check the prior-year record from the File Export to ensure you are using the correct FSCS ID information.

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

Note: This record will generate **two** error messages. In addition to the OLDID not being on the prior-year file, you will see a message that OK0010 was on the prior-year but not the current.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK1010

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0010

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

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

- i. The record is not on the import file. You can either:
 - 1. Use the “Resolve Records Listed on Prior Year Not Included on Current Year” option on the Structure Change menu.
 - 2. Add a record to the current file with an appropriate status code.
 - a. If the administrative entity is still active the status code is “00” or possibly “01” with the correct FSCS information in the FSCSKEY field.
 - b. If it is inactive possible status codes are “01”, “03”, “05”, or ‘10’ with the FSCSKEY provided in the OLDID field.
- ii. The entry in either the FSCSKEY or OLDID field is incorrect. Check the prior-year file to ensure you have the same FSCS ID# information for the administrative entity name listed.

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK1010

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0010

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

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

Example:

The Stillwater Public Library is being restored to the survey but the FSCSKEY information is in the wrong field. (You can obtain a list of restorable records from the File Export feature under Tools.)

FSCSKEY	STATSTRU	LINKID	OLDID
-3	08	-3	OK0089

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0089	08	-3	-3

Example:

The FSCSKEY for the Inola Public Library was entered in the OLDID field.

Hint: This error will produce two messages on the report. The other is “OLDID must be -3 for STATUS 00 Records.”

FSCSKEY	STATSTRU	LINKID	OLDID
-3	00	-3	OK0050

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0050	00	-3	-3

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

- i. New records are identified by status codes "02", "04", "05" for a newly created administrative entity from a merge, and "13". Because WebPLUS assigns new FSCS IDs only after a successful match, this information does not exist for records with these structure change codes. If the status code is correct on the record, the only appropriate entry is "-3" for the FSCSKEY field.
- ii. Inactive records that are excluded from the current-year are "01" for an adopted administrative entity, "03" and "10". All FSCS ID information is required in the OLDID field so the information will be recorded appropriately to the historic file and omitted from the current year table.

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
OK0063	03	-3	-3

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0063

- iii. Status code "05" signals a newly formed library as well as at least two inactive records. All three records must have -3 in FSCSKEY field.

Example:

The Sentinel Public Library and the Chickasha Public Library are forming a new library. When the record for the new Sam Houston Memorial Library was created, the Sentinel Public Library FSCS ID was left on the record.

FSCSKEY	STATSTRU	LINKID	OLDID
OK0024	05	New1	-3

FSCSKEY	STATSTRU	LINKID	OLDID
-3	05	New1	OK0024

FSCSKEY	STATSTRU	LINKID	OLDID
-3	05	New1	OK0021

Corrected: In this instance only the 'new' record needs to be changed.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	05	New1	-3

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

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

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

Adoption Example: The Cherokee City-County Library is adopting the Carmen Public Library. Unfortunately, the LINKID fields for the two records were not completed.

FSCSKEY	STATSTRU	LINKID	OLDID
OK0020	01	-3	-3
-3	01	-3	OK0016

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0020	01	OK1	-3
-3	01	OK1	OK0040

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

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

Corrected:

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

Please note: The LINKID field is the same for records in the same transaction but should be unique for each set of records.

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

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

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	OK0094	OK0094

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0094

H. OLIDID cannot be -3 for STATUS ("03" or "10") Record

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

Example:

Wynnewood Public Library was closed for the current year. The software is looking for the FSCS ID information in the OLIDID field so that the record can be successfully posted to the historic table.

FSCSKEY	STATSTRU	LINKID	OLIDID
OK0103	03	-3	-3

Corrected:

FSCSKEY	STATSTRU	LINKID	OLIDID
-3	03	-3	OK0103

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

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

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDDID
-3	08	-3	OK0072

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDDID
OK0072	05	-3	-3

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

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

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
OK0115	09	-3	-3

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0115	08	-3	-3

K. Admin record does not have any outlets

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

Possible solutions:

- i. Check the outlet file to determine if record(s) are missing from the file
 1. If the administrative record was added or restored to the current-year file but the outlets were omitted either add or restore the records as appropriate.
 2. If the records were removed from the file through a structure change, e.g. adopted by another administrative entity or merged with another outlet:
 - a. If the action is correct, remove the administrative entity record with the appropriate structure change.
 - b. If the action is not correct:
 - i. Fix the outlet record, import, and rerun the match
 - ii. Reset the outlet record through the Structure Change option from the Tools menu.
 3. If the records were omitted from the file:
 - a. Add the record to the import file, input again, and re-run the match.
 - b. Add the record to the database through the Structure Change option from the Tools menu.
- ii. If the appropriate record or records are on the outlet file:
 1. For a new outlet, check the PARENTID field to be sure it is the same as the LIBID of the parent administrative entity.
 2. For restored or prior-year outlets, check the FSCSKEY field to be sure it is correct.

II. Admin Multi

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

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

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

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
OK0003	00	-3	OK0003

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0003	00	-3	-3

Example:

The Fairview City Library closed but the OLDID information was entered incorrectly and matches another record with the same FSCSKEY value.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0073

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0037	00	-3	-3

In this case, you will also get a message on the Admin Single page because OK0037 is on the prior-year file but not on the current-year.

B. All LIBIDs must be UNIQUE for AE records

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

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

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

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

Possible solutions:

- i. If your Match Report shows only one record with status "01"
 1. If a record is missing you must include the record(s) for the other administrative entities involved.
 2. If the LINKID is missing on another record in your file you must correct it.
- ii. If two or more records have the same LINKID but the status codes are not all "01", determine if the records listed are supposed to be associated.
 1. If they are not and the status code is correct, change the value of the LINKID field to "-3".
 2. If they are, change the status code to "01"
- iii. If two or more records exist on the current file with the same LINKID and status "01" you must examine the individual records to determine the problem.
- iv. The record that will remain on the file:
 1. The FSCSKEY must exist on the prior year file.
 2. The OLDID must be "-3".
- v. The record(s) not left on the file:
 1. The FSCSKEY must be "-3".
 2. The OLDID must exist on the prior-year file.

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

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

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

Possible solutions:

- i. If your Match Report shows less than three records with status code "05"
 1. If any records are missing you must add them to the file.
 2. If the LINKID is missing on one or more records you must add it to the appropriate administrative entities.
- ii. If three or more records share the same LINKID but the status codes are not "05" for all, determine if the records listed are supposed to be associated.
 1. Change the LINKID to "-3" if they are not associated and the status codes are correct.
 2. Change the status code to "05" if the records are associated.
- iii. If three or more records exist on the current file with the same LINKID and status "05" you must examine the individual records to determine the problem.
 1. The record that will be created for the current file
 - a. The FSCSKEY must be "-3".
 - b. The OLDID must be "-3".
 2. The records not remaining on the file
 - a. The FSCSKEY must be "-3".
 - b. The OLDID must exist on the prior-year file.

III. Outlet Single

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

A. INVALID Status Code

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

1. "00" – no change
2. "01" – one administrative entity or outlet absorbs one or more administrative entities or outlets (adoption)
3. "02" – new
4. "03" – closed
5. "04" – outlet forms independent administrative entity
6. "05" – two administrative entities or outlets merged into a new library (marriage)
7. "08" – previously closed administrative entity or outlet is restored
8. "09" – previously omitted administrative entity or outlet is restored
9. "10" – an administrative entity or outlet is removed from the survey
10. "11" – an outlet moves to a different parent administrative entity
11. "13" – a previously existing library is added to the survey for the first time

B. This Outlet was not on the PY file

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

Possible solutions:

- i. A record was included on the current-year file in error and should be removed. You can use the “Delete an Incorrect Record” option on the Structure Change menu or simply delete the record from your data file and import again.
- ii. The FSCSKEY-FSCS_SEQ or OLDID entry is incorrect. Check the prior-year file to make corrections to your data file. You can only correct the import file for this problem.

Example:

The Wright Library closed but the OLDID value is entered incorrectly.

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	03	-3	-3	CR0074-222

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	03	-3	-3	CR0074-022

- iii. You intended to restore a previously closed record

Example:

The Tulsa City-County Library System outlet was previously closed. The record is a legitimate restore candidate so if it is to remain on the file the value for STATSTRU should be '08'.

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

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0093	022	08	-3	-3	-3

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

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

Possible solutions:

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

Example:

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

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

Corrected:

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

Alternatively, you can use the “Resolve Records Listed on Prior Year Not Included on Current Year” option on the Structure Change menu.

- ii. The record was omitted. Add a record to the current file with an appropriate status code.
 - 1. If the outlet is still active the status code is “00”.
 - 2. If it is inactive possible status codes are “01”, “03”, “05”, or ‘10’.

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

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

Example:

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

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

Corrected:

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

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

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

Example:

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

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

Corrected:

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

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

Example:

The Walters Public Library central outlet (OK0096-002) is merging with the Watonga Public Library central outlet (OK0097-0002). The FSCS ID information for these records should be in the OLDID field so it can be posted to the historical table.

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

Corrected:

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

F. LINKID cannot be -3 for STATUS (“01” or “05”) Record

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

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

Example:

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

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

Corrected:

With the LINKID provided WebPLUS can now identify the other two records involved in the merge.

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

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

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

Example:

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

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

Corrected:

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

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

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

Example:

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

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

Corrected:

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

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

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

Example:

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

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

Corrected:

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

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

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

Example:

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

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

Corrected:

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

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

The FSCS ID# information is required for the status codes listed above so the PARENTID is not needed to identify the parent administrative entity.

Example:

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

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

Corrected:

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

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

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

Example:

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

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

Corrected:

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

M. Outlet Record is not on the AE file

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

Possible solutions:

- i. If the outlet record is active for the current-year under the FSCS ID information provided:
 1. The parent administrative entity may require correction in order to be processed as a current-year record.
 2. If the administrative entity record is missing from the current-year file, add it ensuring that it is coded properly for current processing.
- ii. If the outlet record is NOT active for the current-year under the FSCS ID information provided:
 1. Correct the FSCS ID information if appropriate.
 2. Remove the outlet record from the file.

N. PARENTID is not on the AE File

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

Possible solutions:

- i. If the administrative entity record is missing add it to the file making sure that the LIBID entry matches the PARENTID entry on the outlet record.
- ii. If the administrative entity record is present, make sure the LIBID and PARENTID fields match.

IV. Outlet Multi

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

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

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

Example:

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

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

Corrected:

Remove the incorrect add record.

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

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

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

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

Possible solutions:

1. If your Match Report shows only one record with status "01"
 - a. If a record is missing you must include the record(s) for the other outlet involved.
 - b. If the LINKID is missing on another record in your file you must correct it.
2. If two or more records have the same LINKID but the status codes are not all "01", determine if the records listed are supposed to be associated.
 - a. If they are not and the status code is correct, change the value of the LINKID field to "-3".
 - b. If they are, change the status code to "01"
3. If two or more records exist on the current file with the same LINKID and status "01" you must examine the individual records to determine the problem.
4. The record that will remain on the file:
 - a. The FSCSKEY-FSCS_SEQ must exist on the prior year file.
 - b. The OLDID must be "-3".
5. The record(s) not left on the file:
 - a. The FSCSKEY-FSCS_SEQ must be "-3".
 - b. The OLDID must exist on the prior-year file.

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

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

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

Possible solutions:

1. If your Match Report shows less than three records with status code "05"
 - a) If any records are missing you must add them to the file.
 - b) If the LINKID is missing on one or more records you must add it to the appropriate outlets.
2. If three or more records share the same LINKID but the status codes are not "05" for all, determine if the records listed are supposed to be associated.
 - a) Change the LINKID to "-3" if they are not associated and the status codes are correct.
 - b) Change the status code to "05" if the records are associated.
3. If three or more records exist on the current file with the same LINKID and status "05" you must examine the individual records to determine the problem.
 - a) The record that will be created for the current file
 - (1) The FSCSKEY-FSCS_SEQ must be "-3"
 - (2) The OLDID must be "-3".
 - b) The records not remaining on the file
 - (1) The FSCSKEY-FSCS_SEQ must be "-3".
 - (2) The OLDID must exist on the prior-year file.

V. Name Changes

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

A. STATNAME Invalid

The only valid values for STATNAME are:

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

B. STATNAME 00 and Name Change

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

C. STATNAME 06 and no name change

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

D. STATNAME 14 and no name change

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

VI. Address Changes

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

A. STATADDR Invalid

The only valid values for STATNAME are:

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

B. STATADDR 00 and Address Change

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

C. STATADDR 07 and no name change

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

D. STATADDR 15 and no name change

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

Appendix F – Edit Messages and Conditions

EDIT TYPE CODES

WebPLUS edit messages are coded with 5-digit numbers. The first three numbers are the data element number and the last two numbers are the edit type code. In the example below, the first three numbers represent the data element number for Web Address and the last 2 numbers represent the edit type code for "Invalid" edits. The edit type codes are listed in the following table, followed by the edit messages and conditions.

EXAMPLE: 16320 - CRITICAL EDIT – WEB ADDRESS is –2.

Description	TYPE#
Global	01
Some detail are reported and equals Total but rest of detail not zero	10
One detail item is -1 but rest does not equal Total	11
Total equals zero but detail does not	12
Detail are reported but Total is not	13
Total is less than reported detail with some -1 values	14
Sum of reported detail does not equal total	15
Summation other (expenditures detail)	16
Invalid	20
Logical	21
Magnitude	22
Comparison GT	23
Comparison EQ	24
Ratio bounds	25
Ratio presence	26
Definition violation	27
Consistency	28
Subset	29
Historical edit format 1: PY = -1 CY = 1	60
Historical edit format 2: PY = -1 CY = 0	61
Historical edit format 3: PY > X CY = 0	62
Historical edit format 4: CY > X PY = 0	63
Historical edit format 5: CY = PY	64
Historical edit format 6: Resistant fences bounds	65
Historical edit format 7: Miscellaneous	66
Historical change in character variable	67
Historical percent change only	68
Historical net change only	69
Historical magnitude	70
Historical difference	71
Historical comparison	72
Historical global percent change	73
Historical net change	74
Other	80
Internal run - unclassified	99

Critical Current-Year Edit Checks

Note: The following edit conditions must be resolved before you can lock your data for submission.

New Code	Edit Message	Edit Condition
10020	CRITICAL EDIT – Reporting Period Start Date is not reported or is not valid.	The REPORTING PERIOD START DATE (state characteristics data element #100) is -2 or missing.
10120	CRITICAL EDIT – Reporting Period End Date is not reported or is not valid.	The REPORTING PERIOD END DATE (state characteristics data element #101) is -2 or missing.
10220	CRITICAL EDIT – The OFFICIAL STATE POPULATION ESTIMATE is not reported or is equal to zero.	OFFICIAL STATE POPULATION ESTIMATE (state characteristics data element #102) is less than or equal to zero.
10229	CRITICAL EDIT – The TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is greater than OFFICIAL STATE TOTAL POPULATION ESTIMATE.	OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102) is less than the TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (state characteristics data element #103).
10320	CRITICAL EDIT – The TOTAL UNDUPLICATED POPULATION is not reported or is equal to zero.	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (state characteristics data element #103) is less than or equal to zero.
10329	CRITICAL EDIT – The TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is greater than the total POPULATION OF LEGAL SERVICE AREAS.	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (state characteristics data element #103) is greater than the sum of individual POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208).
15220	CRITICAL EDIT – Library NAME is not reported.	The library NAME (administrative entity data element #152) is not reported.
15320	CRITICAL EDIT – STREET ADDRESS is not reported.	The STREET ADDRESS (administrative entity data element #153) is not reported.
15420	CRITICAL EDIT – CITY is not reported.	The CITY name (administrative entity data element #154) is not reported or is not valid.
15520	CRITICAL EDIT – ZIP CODE is not reported or is not valid.	The ZIP CODE (administrative entity data element #155) is not reported or is not a valid 5-digit number.
15620	CRITICAL EDIT – ZIP4 (ZIP+4) is -2 or is not valid.	The ZIP+4 code (administrative entity data element #156) is -2 or is not a valid 4-digit number.
15720	CRITICAL EDIT – MAILING ADDRESS is not reported.	The MAILING ADDRESS (administrative entity data element #157) is not reported or is not valid.
15820	CRITICAL EDIT – MAILING CITY is not reported.	The MAILING CITY name (administrative entity data element #158) is not reported or contains the word 'same'.
15920	CRITICAL EDIT – MAILING ZIP CODE is not reported.	The MAILING ZIP CODE (administrative entity data element #159) is not reported or is not a valid 5-digit number.

New Code	Edit Message	Edit Condition
16020	CRITICAL EDIT - MAILING ZIP+4 is not reported.	The MAILING ZIP+4 code (administrative entity data element #160) is not reported or is not a valid 4-digit number.
16120	CRITICAL EDIT – COUNTY is not reported.	The COUNTY name (administrative entity data element #161) is not reported or is not valid.
16220	CRITICAL EDIT – PHONE number is –2 or is not valid.	The PHONE number (administrative entity data element #162) is –2 or is not a valid 10-digit number.
16320	CRITICAL EDIT – WEB ADDRESS is –2.	The WEB ADDRESS (administrative entity data element #163) is –2 or is not valid.
20020	CRITICAL EDIT – INTERLIBRARY RELATIONSHIP CODE is not reported or is not a valid code.	INTERLIBRARY RELATIONSHIP CODE (administrative entity data element #200) is not reported as 'HQ', 'ME', or 'NO'.
20120	CRITICAL EDIT – LEGAL BASIS CODE is not reported or is not a valid code.	LEGAL BASIS CODE (administrative entity data element #201) is not reported as 'CC', 'CI', 'CO', 'LD', 'MJ', 'NL', 'NP', 'SD', or 'OT'.
20220	CRITICAL EDIT – The ADMINISTRATIVE STRUCTURE CODE is not reported or is not a valid code.	The ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is not reported as 'MA', 'MO', or 'SO'.
20320	CRITICAL EDIT – FSCS PUBLIC LIBRARY is not reported or is not a valid code.	FSCS PUBLIC LIBRARY (administrative entity data element #203) is not reported as 'Y' or 'N'.
20420	CRITICAL EDIT – GEOGRAPHIC CODE is not reported or is not a valid code.	GEOGRAPHIC CODE (administrative entity data element #204) is not reported as 'CI1', 'CI2', 'CO1', 'CO2', 'MA1', 'MA2', 'MC1', 'MC2', 'SD1', 'SD2', or 'OTH'.
20520	CRITICAL EDIT – LSA BOUNDARY CHANGE is not reported or is not a valid code.	LSA BOUNDARY CHANGE (administrative entity data element #205) is not reported or is not reported as 'Y' or 'N'.
20620	CRITICAL EDIT – Library's REPORTING PERIOD STARTING DATE is not reported or is not valid.	REPORTING PERIOD STARTING DATE (administrative entity data element #206) is not reported or is not formatted correctly.
20629	CRITICAL EDIT – Library's REPORTING PERIOD STARTING DATE is before the state's REPORTING PERIOD STARTING DATE.	REPORTING PERIOD STARTING DATE (administrative entity data element #206) is before the state REPORTING PERIOD STARTING DATE (state characteristics data element #100).
20720	CRITICAL EDIT – Library's REPORTING PERIOD ENDING DATE is not reported or is not valid.	REPORTING PERIOD ENDING DATE (administrative entity data element #207) is not reported or is not formatted correctly.
20729	CRITICAL EDIT – Library's REPORTING PERIOD ENDING DATE is after the state's REPORTING PERIOD ENDING DATE.	REPORTING PERIOD ENDING DATE (administrative entity data element #207) is after the state's REPORTING PERIOD ENDING DATE (state characteristics data element #101).

New Code	Edit Message	Edit Condition
20820	CRITICAL EDIT – The POPULATION OF LEGAL SERVICE AREA is not reported or is equal to zero.	POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is less than or equal to zero.
20920	CRITICAL EDIT – The number of CENTRAL service outlet is not reported.	CENTRAL service outlet (administrative entity data element #209) is less than zero.
20922	CRITICAL EDIT – CENTRAL service outlet is greater than 1.	CENTRAL service outlet (administrative entity data element #209) is greater than 1. Note: CENTRAL cannot be greater than 1.
20928	CRITICAL EDIT – CENTRAL service outlet is not equal to the number of central outlet records.	CENTRAL service outlet (administrative entity data element #209) is not equal to the number of outlet records coded 'CE' for the OUTLET TYPE CODE (outlet data element #709).
21020	CRITICAL EDIT – The number of BRANCH service outlets is not reported.	BRANCH service outlets (administrative entity data element #210) is not reported.
21028	CRITICAL EDIT – The number of BRANCH service outlets is not equal to the number of branch outlet records.	The number of BRANCH service outlets (administrative entity data element #210) is not equal to the number of outlet records coded 'BR' for the OUTLET TYPE CODE (outlet data element #709).
21120	CRITICAL EDIT – The number of BOOKMOBILE service outlets is not reported.	BOOKMOBILE service outlets (administrative entity data element #211) is not reported.
21128	CRITICAL EDIT – The number of BOOKMOBILE service outlets is not equal to the number of bookmobiles in outlet records.	The number of BOOKMOBILE service outlets (administrative entity data element #211) is not equal to the NUMBER OF BOOKMOBILES (outlet data element #712) in outlet records coded 'BS' for the OUTLET TYPE CODE (outlet data element #709).
25020	CRITICAL EDIT – ALA-MLS is –2.	ALA-MLS librarians (administrative entity data element #250) is –2.
25029	CRITICAL EDIT – ALA-MLS is greater than TOTAL LIBRARIANS.	The number of ALA-MLS librarians (administrative entity data element #250) is greater than TOTAL LIBRARIANS (administrative entity data element #251).
25120	CRITICAL EDIT – TOTAL LIBRARIANS is –2.	TOTAL LIBRARIANS (administrative entity data element #251) is –2.
25220	CRITICAL EDIT – OTHER PAID EMPLOYEES is –2.	OTHER PAID EMPLOYEES (administrative entity data element #252) is –2.
25315	CRITICAL EDIT – TOTAL PAID EMPLOYEES is reported and does not equal the sum of the detail.	TOTAL PAID EMPLOYEES (administrative entity data element #253) is not equal to the sum of TOTAL LIBRARIANS (administrative entity data element #251) and OTHER PAID EMPLOYEES (administrative entity data element #252).
25320	CRITICAL EDIT – TOTAL PAID EMPLOYEES is –2.	TOTAL PAID EMPLOYEES (administrative entity data element #253) is –2.
30020	CRITICAL EDIT – LOCAL GOVERNMENT REVENUE is –2.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) is –2.

New Code	Edit Message	Edit Condition
30120	CRITICAL EDIT – STATE GOVERNMENT REVENUE is –2.	STATE GOVERNMENT REVENUE (administrative entity data element #301) is –2.
30220	CRITICAL EDIT – FEDERAL GOVERNMENT REVENUE is –2.	FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) is –2.
30320	CRITICAL EDIT – OTHER REVENUE is –2.	OTHER REVENUE (administrative entity data element #303) is –2.
30415	CRITICAL EDIT – TOTAL OPERATING REVENUE is reported and does not equal to the sum of the detail.	TOTAL OPERATING REVENUE (administrative entity data element #304) is not equal to the sum of reported LOCAL GOVERNMENT (administrative entity data element #300), STATE GOVERNMENT (administrative entity data element #301), FEDERAL GOVERNMENT (administrative entity data element #302), and OTHER OPERATING REVENUE (administrative entity data element #303).
30420	CRITICAL EDIT – TOTAL OPERATING REVENUE is –2.	TOTAL OPERATING REVENUE (administrative entity data element #304) is –2.
35020	CRITICAL EDIT – SALARIES & WAGES EXPENDITURES is –2.	SALARIES & WAGES EXPENDITURES (administrative entity data element #350) is –2.
35120	CRITICAL EDIT – EMPLOYEE BENEFITS EXPENDITURES is –2.	EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is –2.
35215	CRITICAL EDIT – TOTAL STAFF EXPENDITURES is reported and does not equal to the sum of the detail.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) is not equal to the sum of reported SALARIES & WAGES EXPENDITURES (administrative entity data element #350) and EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351).
35220	CRITICAL EDIT – TOTAL STAFF EXPENDITURES is –2.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) is –2.
35320	CRITICAL EDIT – PRINT MATERIALS EXPENDITURES is –2.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) is –2.
35420	CRITICAL EDIT – ELECTRONIC MATERIALS EXPENDITURES is –2.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) is –2.
35520	CRITICAL EDIT – OTHER MATERIALS EXPENDITURES is –2.	OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is –2.
35615	CRITICAL EDIT – TOTAL COLLECTION EXPENDITURES is reported and does not equal to the sum of the detail.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is not equal to the sum of reported PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), and OTHER MATERIALS EXPENDITURES (administrative entity data element #355).
35620	CRITICAL EDIT – TOTAL COLLECTION EXPENDITURES is –2.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is –2.

New Code	Edit Message	Edit Condition
35720	CRITICAL EDIT – OTHER OPERATING EXPENDITURES is –2.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) is –2.
35815	CRITICAL EDIT – TOTAL OPERATING EXPENDITURES is reported and does not equal to the sum of the detail.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is not equal to the sum of TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357).
35820	CRITICAL EDIT – TOTAL OPERATING EXPENDITURES is –2.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is –2.
40020	CRITICAL EDIT – LOCAL GOVERNMENT CAPITAL REVENUE is –2.	LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400) is –2.
40120	CRITICAL EDIT – STATE GOVERNMENT CAPITAL REVENUE is –2.	STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401) is –2.
40220	CRITICAL EDIT – FEDERAL GOVERNMENT CAPITAL REVENUE is –2.	FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402) is –2.
40320	CRITICAL EDIT – OTHER CAPITAL REVENUE is –2.	OTHER CAPITAL REVENUE (administrative entity data element #403) is –2.
40415	CRITICAL EDIT – TOTAL CAPITAL REVENUE is reported and does not equal to the sum of the detail.	TOTAL CAPITAL REVENUE (administrative entity data element #404) is not equal to the sum of LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403).
40420	CRITICAL EDIT – TOTAL CAPITAL REVENUE is –2.	TOTAL CAPITAL REVENUE (administrative entity data element #404) is –2.
40520	CRITICAL EDIT – TOTAL CAPITAL EXPENDITURES is –2.	TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) is –2.
45020	CRITICAL EDIT – PRINT MATERIALS is –2.	PRINT MATERIALS (administrative entity data element #450) is –2.
45120	CRITICAL EDIT – ELECTRONIC BOOKS is –2.	ELECTRONIC BOOKS (administrative entity data element #451) is –2.
45220	CRITICAL EDIT – AUDIO materials is –2.	AUDIO materials (administrative entity data element #452) is –2.
45320	CRITICAL EDIT – VIDEO materials is –2.	VIDEO materials (administrative entity data element #453) is –2.
45420	CRITICAL EDIT – LOCAL LICENSED DATABASES is –2.	LOCAL LICENSED DATABASES (administrative entity data element #454) is –2.
45520	CRITICAL EDIT – STATE LICENSED DATABASES is –2.	STATE LICENSED DATABASES (administrative entity data element #455) is –2.

New Code	Edit Message	Edit Condition
45620	CRITICAL EDIT – OTHER LICENSED DATABASES is –2.	OTHER LICENSED DATABASES (administrative entity data element #456) is –2.
45715	CRITICAL EDIT – TOTAL LICENSED DATABASES is reported and does not equal to the sum of the detail.	TOTAL LICENSED DATABASES (administrative entity data element #457) is not equal to the sum of LOCAL LICENSED (administrative entity data element #454), STATE LICENSED (administrative entity data element #455), and OTHER LICENSED (administrative entity data element #456).
45720	CRITICAL EDIT – TOTAL LICENSED DATABASES is –2.	TOTAL LICENSED DATABASES (administrative entity data element #457) is –2.
45820	CRITICAL EDIT – CURRENT PRINT SERIAL SUBSCRIPTIONS is –2.	CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #458) is –2.
45920	CRITICAL EDIT – CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is –2.	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #459) is –2.
50020	CRITICAL EDIT – Annual PUBLIC SERVICE HOURS PER YEAR is –2.	Annual PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) is –2.
50120	CRITICAL EDIT – Annual LIBRARY VISITS in library is –2.	Annual LIBRARY VISITS in library (administrative entity data element #501) is zero or –2.
50220	CRITICAL EDIT – Annual REFERENCE TRANSACTIONS is –2.	Annual REFERENCE TRANSACTIONS (administrative entity data element #502) is –2.
50320	CRITICAL EDIT – REGISTERED BORROWERS is –2.	REGISTERED BORROWERS (administrative entity data element #503) is –2.
55020	CRITICAL EDIT – TOTAL CIRCULATION is –2.	TOTAL CIRCULATION (administrative entity data element #550) is –2.
55029	CRITICAL EDIT – CIRCULATION OF CHILDREN'S MATERIALS is greater than TOTAL CIRCULATION.	TOTAL CIRCULATION (administrative entity data element #550) is less than CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551).
55120	CRITICAL EDIT – CIRCULATION OF CHILDREN'S MATERIALS is zero or –2.	CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551) is –2.
55220	CRITICAL EDIT – LOANS PROVIDED TO other libraries is –2.	LOANS PROVIDED TO other libraries (administrative entity data element #552) is –2.
55320	CRITICAL EDIT – Inter-library loans RECEIVED FROM other libraries is –2.	Inter-library loans RECEIVED FROM other libraries (administrative entity data element #553) is –2.
60020	CRITICAL EDIT – TOTAL NUMBER OF LIBRARY PROGRAMS is –2.	TOTAL NUMBER OF LIBRARY PROGRAMS (administrative entity data element #600) is –2.

New Code	Edit Message	Edit Condition
60029	CRITICAL EDIT – CRITICAL EDIT – TOTAL NUMBER OF LIBRARY PROGRAMS is not consistent with NUMBER OF CHILDREN'S PROGRAMS.	TOTAL NUMBER OF LIBRARY PROGRAMS (administrative entity data element #600) is less than NUMBER OF CHILDREN'S PROGRAMS (administrative entity data element #601) or TOTAL LIBRARY PROGRAMS is zero and CHILDREN'S LIBRARY PROGRAMS is not zero.
60120	CRITICAL EDIT – NUMBER OF CHILDREN'S PROGRAMS is –2.	NUMBER OF CHILDREN'S PROGRAMS (administrative entity data element #601) is –2.
60220	CRITICAL EDIT – TOTAL PROGRAM ATTENDANCE is –2.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is –2.
60229	CRITICAL EDIT – TOTAL PROGRAM ATTENDANCE is not consistent with CHILDREN'S PROGRAM ATTENDANCE.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is less than CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) or TOTAL PROGRAM ATTENDANCE is zero and CHILDREN'S PROGRAM ATTENDANCE is not zero.
60320	CRITICAL EDIT – CHILDREN'S PROGRAM ATTENDANCE is –2.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is –2.
65020	CRITICAL EDIT – INTERNET COMPUTERS USED BY GENERAL PUBLIC is –2.	INTERNET COMPUTERS USED BY GENERAL PUBLIC (administrative entity data element #650) is –2.
65120	CRITICAL EDIT – USERS OF PUBLIC INTERNET COMPUTERS PER YEAR is –2.	USERS OF PUBLIC INTERNET COMPUTERS PER YEAR (administrative entity data element #651) is –2.
70220	CRITICAL EDIT – Library NAME is not reported or is not valid.	Library NAME (outlet data element #702) is not reported.
70320	CRITICAL EDIT – STREET ADDRESS is not reported.	STREET ADDRESS (outlet data element #703) is not reported.
70420	CRITICAL EDIT – CITY is not reported.	CITY (outlet data element #704) is not reported or is not valid.
70520	CRITICAL EDIT – ZIP CODE is not reported or is not valid.	ZIP CODE (outlet data element #705) is not a valid 5-digit number or is not reported.
70620	CRITICAL EDIT – ZIP4 (ZIP+4) is not reported or is not valid.	The ZIP+4 code (outlet data element #706) is –2 or is not a valid 4–digit number.
70720	CRITICAL EDIT – COUNTY is not reported or is not valid.	The COUNTY name (outlet data element #707) is not reported or is not valid.
70820	CRITICAL EDIT – PHONE number is not reported or is not valid.	The PHONE number (outlet data element #708) is –2 or is not a valid 10-digit number.
70920	CRITICAL EDIT – OUTLET TYPE CODE is not reported or is not a valid code.	OUTLET TYPE CODE (outlet data element #709) is not reported as 'CE', 'BR', 'BS', or 'BM'.
71020	CRITICAL EDIT – METROPOLITAN STATUS CODE is not reported or is not a valid code.	METROPOLITAN STATUS CODE (outlet data element #710) is –2 or is not a valid code.
71120	CRITICAL EDIT – SQUARE FOOTAGE OF OUTLET –2.	SQUARE FOOTAGE OF OUTLET (outlet data element #711) is –2.

New Code	Edit Message	Edit Condition
71220	CRITICAL EDIT – The OUTLET TYPE CODE is 'BS' but NUMBER OF BOOKMOBILES is not reported.	OUTLET TYPE CODE (outlet data element #709) is 'BS' and NUMBER OF BOOKMOBILES (outlet data element #712) is less than or equal to zero.
71228	CRITICAL EDIT – OUTLET TYPE CODE is 'BR', 'BM', or 'CE' but NUMBER OF BOOKMOBILES is not equal to zero.	OUTLET TYPE CODE (outlet data element #709) is 'BR', 'BM', or 'CE' and NUMBER OF BOOKMOBILES (outlet data element #712) is not equal to zero.

Other Current-Year Edit Checks

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

New Code	Edit Message	Edit Condition
10323	The overlap of total POPULATION OF LEGAL SERVICE AREAs to TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is questionable.	The difference between the sum of individual POPULATION OF LEGAL SERVICE AREAs (administrative entity data element #208) and TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (state characteristics data element #103) is less than 500.
20025	Percentage of libraries with INTERLIBRARY RELATIONSHIP 'HQ' is greater than 25%.	The ratio of administrative entity records with INTERLIBRARY RELATIONSHIP (administrative entity data element #200) 'HQ' to the total number of administrative entity records is more than 25%.
20228	The ADMINISTRATIVE STRUCTURE CODE is not consistent with the total number of service outlets.	The ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'SO' and total number of service outlets (administrative entity data elements #209, #210, and #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 'BM') is not equal to 1 or the ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'MA' or 'MO' and the total number of service outlets is less than 2.
20327	The library is a FSCS PUBLIC LIBRARY and TOTAL STAFF EXPENDITURES is equal to zero.	FSCS PUBLIC LIBRARY (administrative entity data element #203) is 'Yes' but TOTAL STAFF EXPENDITURES (administrative entity data element #352) is equal to zero.
20521	GEOGRAPHIC CODE changed from prior year and LEGAL SERVICE AREA BOUNDARY CHANGE is 'No'.	GEOGRAPHIC CODE (administrative entity data element #204) changed from PY and LEGAL SERVICE AREA BOUNDARY CHANGE (administrative entity data element #205) is 'N'.
20623	Library's REPORTING PERIOD is greater than or less than one year.	The difference between the REPORTING PERIOD STARTING DATE (administrative entity data element #206) and the REPORTING PERIOD ENDING DATE (administrative entity data element #207) is more than 12 months or less than 12 months.
25224	TOTAL LIBRARIANS is greater than 10 and OTHER PAID EMPLOYEES is zero.	TOTAL LIBRARIANS (administrative entity data element #251) is greater than 10 and OTHER PAID EMPLOYEES (administrative entity data element #252) is equal to zero.
25310	TOTAL PAID EMPLOYEES equals reported detail but the remaining detail item is equal to -1 or TOTAL PAID EMPLOYEES equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL PAID EMPLOYEES (administrative entity data element #253) equals either reported TOTAL LIBRARIANS (administrative entity data element #251) or OTHER PAID EMPLOYEES (administrative entity data element #252) and the remaining detail item is equal to -1 or the total is zero and detail elements are all -1.

New Code	Edit Message	Edit Condition
25311	Reported detail is less than reported TOTAL PAID EMPLOYEES and the other detail item is -1. Either the missing value can be determined or the total is questionable.	Reported detail for TOTAL LIBRARIANS (administrative entity data element #251) or OTHER PAID EMPLOYEES (administrative entity data element #252) is less than reported TOTAL PAID EMPLOYEES (administrative entity data element #253) and the other detail item is -1.
25313	Detail items are reported but TOTAL PAID EMPLOYEES is not reported.	TOTAL LIBRARIANS (administrative entity data element #251) and OTHER PAID EMPLOYEES (administrative entity data element #252) are reported but TOTAL PAID EMPLOYEES (administrative entity data element #253) is not reported.
25321	TOTAL PAID EMPLOYEES is equal to zero and TOTAL STAFF EXPENDITURES is not equal to zero.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) is not equal to zero and TOTAL PAID EMPLOYEES (administrative entity data element #253) equals zero.
25327	TOTAL PAID EMPLOYEES is zero.	TOTAL PAID EMPLOYEES (administrative entity data element #253) is zero.
30025	The ratio of LOCAL GOVERNMENT REVENUE to POPULATION OF LEGAL SERVICE AREA is outside the range of [0.34, 878.10]. Please check for possible errors or explain why the correct data are out of range.	The ratio of LOCAL GOVERNMENT REVENUE (administrative entity data element #300) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is less than 0.34 or greater than 878.10.
30026	POPULATION OF LEGAL SERVICE AREA is greater than 200,000 and LOCAL GOVERNMENT REVENUE is zero. Please check for possible errors.	POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 200,000 and LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals zero.
30410	TOTAL OPERATING REVENUE equals reported detail but one or more detail items is equal to -1 or TOTAL OPERATING REVENUE equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL OPERATING REVENUE (administrative entity data element #304) equals the sum of reported detail and at least one out of LOCAL GOVERNMENT (administrative entity data element #300), STATE GOVERNMENT (administrative entity data element #301), FEDERAL GOVERNMENT (administrative entity data element #302), and OTHER REVENUE (administrative entity data element #303) is equal to -1 or the total is zero and detail elements are all -1.
30411	Reported detail is less than reported TOTAL OPERATING REVENUE and one detail item is -1. Either the missing value can be determined or the total is questionable.	Reported detail for LOCAL GOVERNMENT (administrative entity data element #300), STATE GOVERNMENT (administrative entity data element #301), FEDERAL GOVERNMENT (administrative entity data element #302), and OTHER REVENUE (administrative entity data element #303) is less than the reported TOTAL OPERATING REVENUE (administrative entity data element #304) and one detail item is -1.

New Code	Edit Message	Edit Condition
30413	Detail items are reported but TOTAL OPERATING REVENUE is not reported.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300), STATE GOVERNMENT REVENUE (administrative entity data element #301), FEDERAL GOVERNMENT REVENUE (administrative entity data element #302), and OTHER OPERATING REVENUE (administrative entity data element #303) are reported but TOTAL OPERATING REVENUE (administrative entity data element #304) is not reported.
30425	The ratio of TOTAL OPERATING REVENUE to TOTAL OPERATING EXPENDITURES is outside the range of [0.58, 1.93]. Please check for possible errors or explain why the correct data are out of range.	The ratio of TOTAL OPERATING REVENUE (administrative entity data element #304) to TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is less than 0.58 or greater than 1.93.
30427	TOTAL OPERATING REVENUE is zero.	TOTAL OPERATING REVENUE (administrative entity data element #304) is zero.
35025	The ratio of SALARY & WAGES EXPENDITURES to TOTAL PAID EMPLOYEES is outside the range of [5,884.14, 82,066.18]. Please check for possible errors or explain why the correct data are out of range.	The ratio of SALARY & WAGES EXPENDITURES (administrative entity data element #350) to TOTAL PAID EMPLOYEES (administrative entity data element #253) is less than 5,884.14 or greater than 82,066.18.
35121	EMPLOYEE BENEFITS EXPENDITURES is equal to zero and SALARIES & WAGES EXPENDITURES is not equal to zero.	SALARIES & WAGES EXPENDITURES (administrative entity and outlet data element #350) are reported greater than zero and EMPLOYEE BENEFITS EXPENDITURES (administrative entity and outlet data element #351) equals zero.
35123	EMPLOYEE BENEFITS EXPENDITURES is reported and is greater than reported SALARIES & WAGES EXPENDITURES	EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is reported and is greater than reported SALARIES & WAGES EXPENDITURES (administrative entity data element #350).
35210	TOTAL STAFF EXPENDITURES equals reported detail but the remaining detail item is equal to -1 or TOTAL STAFF EXPENDITURES equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals either reported SALARIES & WAGES (administrative entity data element #350) or EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) and the remaining detail item is equal to -1 or the total is zero and detail elements are all -1.
35211	Reported detail is less than reported TOTAL STAFF EXPENDITURES and the remaining detail item is -1. Either the missing value can be determined or the total is questionable.	Reported detail for SALARIES & WAGES EXPENDITURES (administrative entity data element #350) or EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is less than reported TOTAL STAFF EXPENDITURES (administrative entity data element #352) and the other detail item is -1.

New Code	Edit Message	Edit Condition
35213	Detail items are reported but TOTAL STAFF EXPENDITURES is not reported.	SALARIES & WAGES EXPENDITURES (administrative entity data element #350) and EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) are reported but TOTAL STAFF EXPENDITURES (administrative entity data element #352) is not reported.
35221	TOTAL STAFF EXPENDITURES is equal to zero and TOTAL PAID EMPLOYEES is not equal to zero.	TOTAL PAID EMPLOYEES (administrative entity data element #253) is not equal to zero and TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals zero.
35225	The ratio of TOTAL STAFF EXPENDITURES to TOTAL PAID EMPLOYEES is outside the range of [5,775.43, 116,500.76]. Please check for possible errors or explain why the correct data are out of range.	The ratio of TOTAL STAFF EXPENDITURES (administrative entity data element #352) to TOTAL PAID EMPLOYEES (administrative entity data element #253) is less than 5,775.43 or greater than 116,500.76.
35227	TOTAL STAFF EXPENDITURES is zero.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) is zero.
35610	TOTAL COLLECTION EXPENDITURES equals reported detail but one or more detail items is equal to -1 or TOTAL COLLECTION EXPENDITURES equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals reported detail but at least one out of PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), or OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is equal to -1 or the total is zero and detail elements are all -1.
35611	Reported detail is less than reported TOTAL COLLECTION EXPENDITURES and one detail item is -1. Either the missing value can be determined or the total is questionable.	Reported detail for PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), and OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is less than TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) and one of the detail items is -1.
35613	Detail items are reported but TOTAL COLLECTION EXPENDITURES is not reported.	PRINT MATERIAL EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIAL EXPENDITURES (administrative entity data element #354), and OTHER MATERIAL EXPENDITURES (administrative entity data element #355) are reported but TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is not reported.

New Code	Edit Message	Edit Condition
35810	TOTAL OPERATING EXPENDITURES equals reported detail but one or more detail items is equal to -1 or TOTAL OPERATING EXPENDITURES equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) equals reported detail but at least one out of TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), or OTHER OPERATING EXPENDITURES (administrative entity data element #357) is equal to -1 or the total is zero and detail elements are all -1.
35811	Reported detail is less than reported TOTAL OPERATING EXPENDITURES and one detail item is -1. Either the missing value can be determined or the total is questionable.	Reported detail for TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357) is less than TOTAL OPERATING EXPENDITURES (administrative entity data element #358) and one of the detail items is -1.
35813	Detail items are reported but TOTAL OPERATING EXPENDITURES is not reported.	TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357) are reported but TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is not reported.
35825	The ratio of TOTAL OPERATING EXPENDITURES to TOTAL STAFF EXPENDITURES is outside the range of [1.00, 3.93]. Please check for possible errors or explain why the correct data are out of range.	The ratio of TOTAL OPERATING EXPENDITURES (administrative entity data element #358) to TOTAL STAFF EXPENDITURES (administrative entity data element #352) is less than 1.00 or greater than 3.93.
35827	TOTAL OPERATING EXPENDITURES is zero.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is zero.
40410	TOTAL CAPITAL REVENUE equals reported detail but one or more detail items is equal to -1 or TOTAL CAPITAL REVENUE equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL CAPITAL REVENUE (administrative entity data element #404) equals reported detail but at least one out of LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), or OTHER CAPITAL REVENUE (administrative entity data element #403) is equal to -1 or the total is zero and detail elements are all -1.

New Code	Edit Message	Edit Condition
40411	Reported detail is less than reported TOTAL CAPITAL REVENUE and one detail item is -1. Either the missing value can be determined or the total is questionable.	Reported detail for LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403) is less than TOTAL CAPITAL REVENUE (administrative entity data element #404) and one of the detail items is -1.
40413	Detail items are reported but TOTAL CAPITAL REVENUE is not reported.	LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403) are reported but TOTAL CAPITAL REVENUE (administrative entity data element #404) is not reported.
40423	TOTAL CAPITAL EXPENDITURES is greater than or equal to 1,000,000 and TOTAL CAPITAL REVENUE is zero.	TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) is greater than or equal to 1,000,000 and TOTAL CAPITAL REVENUE (administrative entity data element #404) is zero.
45026	PRINT MATERIALS is greater than 10,000 but TOTAL COLLECTION EXPENDITURES is zero. Please check for possible errors.	PRINT MATERIALS (administrative entity data element #450) is greater than 10,000 and TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals zero.
45027	PRINT MATERIALS is zero.	PRINT MATERIALS (administrative entity data element #450) is zero.
45226	TOTAL OPERATING EXPENDITURES is greater than 200,000 but AUDIO MATERIALS is zero. Please check for possible errors.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is greater than 200,000 and AUDIO MATERIALS (administrative entity data element #452) equals zero.
45326	TOTAL CIRCULATION is greater than 100,000 but VIDEO MATERIALS is zero. Please check for possible errors.	TOTAL CIRCULATION (administrative entity data element #550) is greater than 100,000 and VIDEO MATERIALS (administrative entity data element #453) equals zero.
45710	TOTAL LICENSED DATABASES equals reported detail but one or more detail items is equal to -1 or TOTAL LICENSED DATABASES equals zero and detail are all -1. Please review these items and provide corrections.	TOTAL LICENSED DATABASES (administrative entity data element #457) equals the sum of reported detail and at least one out of LOCAL LICENSED (administrative entity data element #454), STATE LICENSED (administrative entity data element #455), and OTHER LICENSED (administrative entity data element #456) is equal to -1 or the total is zero and detail elements are all -1.

New Code	Edit Message	Edit Condition
45711	Reported detail is less than reported TOTAL LICENSED DATABASES and one detail item is -1. Either the missing value can be determined or the total is questionable.	Reported detail for LOCAL LICENSED (administrative entity data element #454), STATE LICENSED (administrative entity data element #455), and OTHER LICENSED (administrative entity data element #456) is less than the reported TOTAL LICENSED DATABASES (administrative entity data element #457) and one detail item is -1.
45713	Detail items are reported but TOTAL LICENSED DATABASES is not reported.	LOCAL (administrative entity data element #454), STATE (administrative entity data element #455), and OTHER (administrative entity data element #456) are reported but TOTAL LICENSED DATABASES (administrative entity data element #457) is not reported.
45722	TOTAL LICENSED DATABASES is greater than 1,000.	TOTAL LICENSED DATABASES (administrative entity data element #457) is greater than 1,000.
45724	TOTAL LICENSED DATABASES is > 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS.	TOTAL LICENSED DATABASES (administrative entity data element #457) is greater than 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #459).
45922	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is greater than 5,000.	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #459) is greater than 5,000.
50025	The ratio of PUBLIC SERVICE HOURS per week per outlet is outside the range of [11.16, 129.67]. Please check for possible errors or explain why the correct data are out of range.	The ratio of PUBLIC SERVICE HOURS (administrative entity data element #500) per week to number of CENTRALS (administrative entity data element #209), BRANCHES (administrative entity data element #210), BOOKMOBILES (administrative entity data element #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 equal 'BM') is less than 11.16 or greater than 129.67.
50027	Annual PUBLIC SERVICE HOURS PER YEAR is zero.	Annual PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) is zero.
50125	The ratio of TOTAL CIRCULATION to LIBRARY VISITS is outside the range of [0.18, 11.85]. Please check for possible errors or explain why the correct data are out of range.	The ratio of TOTAL CIRCULATION (administrative entity data element #550) to LIBRARY VISITS (administrative entity data element #501) is less than 0.18 or greater than 11.85.
50127	Annual LIBRARY VISITS in library is zero.	Annual LIBRARY VISITS in library (administrative entity data element #501) is zero.
55025	The ratio of TOTAL CIRCULATION to POPULATION OF LEGAL SERVICE AREA is outside the range of [0.47, 82.21]. Please check for possible errors or explain why the correct data are out of range.	The ratio of TOTAL CIRCULATION (administrative entity data element #550) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is less than 0.47 or greater than 82.21.
55027	TOTAL CIRCULATION is zero.	TOTAL CIRCULATION (administrative entity data element #550) is zero.

New Code	Edit Message	Edit Condition
55127	CIRCULATION OF CHILDREN'S MATERIALS is zero.	CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551) is zero.
60326	ANNUAL LIBRARY VISITS is greater than 20,000 but CHILDREN'S PROGRAM ATTENDANCE is zero. Please check for possible errors.	ANNUAL LIBRARY VISITS (administrative entity data element #501) is greater than 20,000 and CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals zero.
65121	USERS OF PUBLIC INTERNET COMPUTERS PER YEAR is equal to zero and USERS OF PUBLIC INTERNET COMPUTERS PER YEAR is not equal to zero.	USERS OF PUBLIC INTERNET COMPUTERS PER YEAR (administrative entity data element #650) is not equal to zero and USERS OF PUBLIC INTERNET COMPUTERS PER YEAR (administrative entity data element #651) is equal to zero.
65123	USERS OF PUBLIC INTERNET COMPUTERS PER YEAR per VISIT is greater than 3.	The number of USERS OF PUBLIC INTERNET COMPUTERS PER YEAR (administrative entity data element #651) per LIBRARY VISIT (administrative entity data element #501) is greater than 3.
65125	The ratio of USERS OF PUBLIC INTERNET COMPUTERS PER YEAR to LIBRARY VISITS is greater than 0.90. Please check for possible errors or explain why the correct data are out of range.	The ratio of USERS OF PUBLIC INTERNET COMPUTERS PER YEAR (administrative entity data element #651) to LIBRARY VISITS (administrative entity data element #501) is greater than 0.90.
70728	Library NAME, STREET ADDRESS, CITY, and ZIP CODE on the outlet record are the same as the administrative entity but the COUNTY name is different.	Library NAME (administrative entity data element #152 and outlet data element #702), STREET ADDRESS (administrative entity data element #153 and outlet data element #703), CITY (administrative entity data element #154 and outlet data element #704), and ZIP CODE (administrative entity data element #155 and outlet data element #705) are the same on the outlet record and the administrative entity record but the COUNTY (administrative entity data element #161 and outlet data element #707) names are different.
70927	Outlet is a Books-by-Mail not housed separately from a direct public service outlet.	An outlet record with the same STREET ADDRESS (outlet data element #703) as the administrative entity record (administrative entity data element #153) exists with OUTLET TYPE CODE (outlet data element #709) 'BM' and another associated outlet record exists with OUTLET TYPE CODE 'CE'.
70980	Outlet is a branch only library.	A single outlet record exists with OUTLET TYPE CODE (outlet data element #709) 'BR'.
71122	OUTLET TYPE CODE is 'BR' or 'CE' and SQUARE FOOTAGE is less than 200 or greater than 300,000.	OUTLET TYPE CODE (outlet data element #709) is 'BR' or 'CE' and SQUARE FOOTAGE OF OUTLET (outlet data element #711) is less than 200 or greater than 300,000.
71127	SQUARE FOOTAGE OF OUTLET is zero.	SQUARE FOOTAGE OF OUTLET (outlet data element #711) equals zero.

New Code	Edit Message	Edit Condition
71128	SQUARE FOOTAGE OF OUTLET is not consistent for the OUTLET TYPE CODE.	OUTLET TYPE CODE (outlet data element #709) is 'BM' or 'BS' and SQUARE FOOTAGE OF OUTLET (outlet data element #711) does not equal -3 or OUTLET TYPE CODE is 'CE' or 'BR' and SQAURE FOOTAGE OF OUTLET is -3.

Historical Edit Checks

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

New Code	Edit Message	Edit Condition
00072	The current year response rate is less than 85%.	CY response rate is less than 85% and PY response rate is greater than or equal to 85%.
10067	Please verify the change in state REPORTING PERIOD STARTING DATE month.	The month portion of the REPORTING PERIOD STARTING DATE (state characteristics data element #100) is not equal to PY.
10167	Please verify the change in state REPORTING PERIOD ENDING DATE month.	The month portion of the REPORTING PERIOD ENDING DATE (state characteristics data element #101) is not equal to PY.
10265	The current to prior year ratio for the OFFICIAL STATE TOTAL POPULATION ESTIMATE is outside the range [0.90, 1.15]. Please check for possible errors or explain why the correct data are out of range.	OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102) CY / PY is less than 0.90 or greater than 1.15.
10271	The year-to-year change in the total POPULATION OF LEGAL SERVICE AREAS is not consistent with the year-to-year change in the OFFICIAL STATE TOTAL POPULATION ESTIMATE.	The year-to-year change in the sum of individual POPULATION OF LEGAL SERVICE AREAS (administrative entity data element #208) is not consistent with the year-to-year change in the OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102).
10365	The current to prior year ratio for the TOTAL UNDUPLICATED POPULATION OF LSA is outside the range [0.86, 1.19]. Please check for possible errors or explain why the correct data are out of range.	TOTAL UNDUPLICATED POPULATION OF LSA (state characteristics data element #103) is CY / PY is less than 0.86 or greater than 1.19.
10370	The year-to-year change in TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREA is not consistent with the year-to-year change in the OFFICIAL STATE TOTAL POPULATION ESTIMATE.	The year-to-year change in TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREA (state characteristics data element #103) is not consistent with the year-to-year change in the OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102).
10372	Please verify the change in the relationship between the OFFICIAL STATE TOTAL POPULATION ESTIMATE and the TOTAL UNDUPLICATED POP OF LEGAL SERVICE AREA from the prior year.	The relationship between OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102) and the TOTAL UNDUPLICATED POP OF LEGAL SERVICE AREA (state characteristics data element #103) is not the same as the prior year.
15073	The total number of administrative entity records has changed by more than 25%. Please check for possible errors or provide an explanation for the change.	The total number of administrative entity records has changed by more than 25%.

New Code	Edit Message	Edit Condition
15567	The STREET ADDRESS has not changed but the ZIP CODE is not the same as the prior year.	The STREET ADDRESS (administrative entity data element #153) is the same as the PY but the ZIP CODE (administrative entity data element #155) does not equal PY.
16167	The CITY name has not changed but the COUNTY is not the same as the prior year.	The CITY name (administrative entity data element #154) equals PY but COUNTY (administrative entity data element #161) is not equal to PY.
20067	Please verify the change in the INTERLIBRARY RELATIONSHIP CODE.	INTERLIBRARY RELATIONSHIP CODE (administrative entity data element #200) is not equal to PY.
20167	Please verify the change in the LEGAL BASIS CODE.	LEGAL BASIS CODE (administrative entity data element #201) is not equal to PY.
20267	Please verify the change in the ADMINISTRATIVE STRUCTURE CODE.	The ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is not equal to the prior year.
20367	Please verify the change in the FSCS PUBLIC LIBRARY status.	FSCS PUBLIC LIBRARY status (administrative entity data element #203) is not equal to PY.
20860	POPULATION OF LEGAL SERVICE AREA is 1 and the prior year value was – 1. Please check the current year value for possible error.	POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) equals 1 CY and PY equals –1.
20865	The current to prior year ratio for POPULATION OF LEGAL SERVICE AREA is outside the range (0.80, 1.27). Please check for possible errors or explain why the correct data are out of range.	POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) CY / PY is less than 0.80 or greater than 1.27.
20969	Please verify the year-to-year change in the NUMBER OF CENTRALS.	NUMBER OF CENTRALS (administrative entity data element #209) is not equal to PY.
21069	Please verify the year-to-year change of the NUMBER OF BRANCHES.	The difference of NUMBER OF BRANCHES (administrative entity data element #210) from PY is greater than 1.
21169	Please verify the year-to-year change of the NUMBER OF BOOKMOBILES.	The difference of NUMBER OF BOOKMOBILES (administrative entity data element #211) from PY is greater than 1.
25061	ALA-MLS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	ALA-MLS (administrative entity data element #250) equals zero CY and PY equals –1.
25062	ALA-MLS prior year is greater than 1 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	ALA-MLS (administrative entity data element #250) PY is greater than 1 and CY equals zero.
25063	ALA-MLS current year is greater than 1 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	ALA-MLS (administrative entity data element #250) CY is greater than 1 and PY equals zero.

New Code	Edit Message	Edit Condition
25065	The current to prior year ratio for ALA-MLS is outside the range [0.20, 4.91]. Please check for possible errors or explain why the correct data are out of range.	ALA-MLS (administrative entity data element #250) CY / PY is less than 0.20 or greater than 4.91.
25161	TOTAL LIBRARIANS is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	TOTAL LIBRARIANS (administrative entity data element #251) equals zero CY and PY equals -1.
25162	TOTAL LIBRARIANS prior year is greater than 1 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL LIBRARIANS (administrative entity data element #251) PY is greater than 1 and CY equals zero.
25163	TOTAL LIBRARIANS current year is greater than zero and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL LIBRARIANS (administrative entity data element #251) CY is greater than zero and PY equals zero.
25165	The current-year to prior-year ratio for TOTAL LIBRARIANS is outside the range [0.17, 5.82]. Please check for possible errors or explain why the correct data are out of range.	TOTAL LIBRARIANS (administrative entity data element #251) CY / PY is less than 0.17 or greater than 5.82.
25261	OTHER PAID EMPLOYEES is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	OTHER PAID EMPLOYEES (administrative entity data element #252) equals zero CY and PY equals -1.
25262	OTHER PAID EMPLOYEES prior year is greater than 1.5 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER PAID EMPLOYEES (administrative entity data element #252) PY is greater than 1.5 and CY equals zero.
25263	OTHER PAID EMPLOYEES current year is greater than 1.5 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER PAID EMPLOYEES (administrative entity data element #252) CY is greater than 1.5 and PY equals zero.
25265	The current-year to prior-year ratio for OTHER PAID EMPLOYEES is outside the range [0.16, 6.40]. Please check for possible errors or explain why the correct data are out of range.	OTHER PAID EMPLOYEES (administrative entity data element #252) CY / PY is less than 0.16 or greater than 6.40.
25365	The current-year to prior-year ratio for TOTAL PAID EMPLOYEES is outside the range [0.36, 2.85]. Please check for possible errors or explain why the correct data are out of range.	TOTAL PAID EMPLOYEES (administrative entity data element #253) CY / PY is less than 0.36 or greater than 2.85.

New Code	Edit Message	Edit Condition
30060	LOCAL GOVERNMENT REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals 1 CY and PY equals -1.
30061	LOCAL GOVERNMENT REVENUE is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals zero CY and PY equals -1.
30062	LOCAL GOVERNMENT REVENUE prior year is greater than zero and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) PY is greater than zero and CY equals zero.
30063	LOCAL GOVERNMENT REVENUE current year is greater than zero and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) CY is greater than zero and PY equals zero.
30064	Current year LOCAL GOVERNMENT REVENUE is the same as the prior year value. Please check the current year value for possible error.	CY LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals PY.
30065	The current-year to prior-year ratio for LOCAL GOVERNMENT REVENUE is outside the range [0.60, 1.83]. Please check for possible errors or explain why the correct data are out of range.	LOCAL GOVERNMENT REVENUE (administrative entity data element #300) CY / PY is less than 0.60 or greater than 1.83.
30160	STATE GOVERNMENT REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error.	STATE GOVERNMENT REVENUE (administrative entity data element #301) equals 1 CY and PY equals -1.
30161	STATE GOVERNMENT REVENUE is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	STATE GOVERNMENT REVENUE (administrative entity data element #301) equals zero CY and PY equals -1.
30162	STATE GOVERNMENT REVENUE prior year is greater than 8,000 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	STATE GOVERNMENT REVENUE (administrative entity data element #301) PY is greater than 8,000 and CY equals zero.
30163	STATE GOVERNMENT REVENUE current year is greater than 25,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	STATE GOVERNMENT REVENUE (administrative entity data element #301) CY is greater than 25,000 and PY equals zero.
30165	The current-year to prior-year ratio for STATE GOVERNMENT REVENUE is outside the range [0.27, 3.17]. Please check for possible errors or explain why the correct data are out of range.	STATE GOVERNMENT REVENUE (administrative entity data element #301) CY / PY is less than 0.27 or greater than 3.17.

New Code	Edit Message	Edit Condition
30260	FEDERAL GOVERNMENT REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error.	FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals 1 CY and PY equals -1.
30261	FEDERAL GOVERNMENT REVENUE is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals zero CY and PY equals -1.
30264	Current year FEDERAL GOVERNMENT REVENUE is the same as the prior year value. Please check the current year value for possible error.	CY FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals PY.
30360	OTHER OPERATING REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error.	OTHER OPERATING REVENUE (administrative entity data element #303) equals 1 CY and PY equals -1.
30361	OTHER OPERATING REVENUE is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	OTHER OPERATING REVENUE (administrative entity data element #303) equals zero CY and PY equals -1.
30362	OTHER OPERATING REVENUE prior year is greater than 5,000 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER OPERATING REVENUE (administrative entity data element #303) PY is greater than 5,000 and CY equals zero.
30363	OTHER OPERATING REVENUE current year is greater than 50,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER OPERATING REVENUE (administrative entity data element #303) CY is greater than 50,000 and PY equals zero.
30364	Current year OTHER OPERATING REVENUE is the same as the prior year value. Please check the current year value for possible error.	CY OTHER OPERATING REVENUE (administrative entity data element #303) equals PY.
30365	The current-year to prior-year ratio for OTHER OPERATING REVENUE is outside the range [0.06, 15.33]. Please check for possible errors or explain why the correct data are out of range.	OTHER OPERATING REVENUE (administrative entity data element #303) CY / PY is less than 0.06 or greater than 15.33.
30460	TOTAL OPERATING REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error.	TOTAL OPERATING REVENUE (administrative entity data element #304) equals 1 CY and PY equals -1.
30464	Current year TOTAL OPERATING REVENUE is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL OPERATING REVENUE (administrative entity data element #304) equals PY.

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

New Code	Edit Message	Edit Condition
35163	EMPLOYEE BENEFITS EXPENDITURES current year is greater than 20,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) CY is greater than 20,000 and PY equals zero.
35164	Current year EMPLOYEE BENEFITS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) equals PY.
35260	TOTAL STAFF EXPENDITURES 1 and the prior year value was -1. Please check the current year value for possible error.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals 1 CY and PY equals -1.
35264	Current year TOTAL STAFF EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals PY.
35265	The current-year to prior-year ratio for TOTAL STAFF EXPENDITURES to TOTAL PAID EMPLOYEES is outside the range [0.47, 2.35]. Please check for possible errors or explain why the correct data are out of range.	TOTAL STAFF EXPENDITURES (administrative entity data element #352) / TOTAL PAID EMPLOYEES (administrative entity data element #253) CY / PY is less than 0.47 or greater than 2.35.
35360	PRINT MATERIALS EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals 1 CY and PY equals -1.
35361	PRINT MATERIALS EXPENDITURES is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals zero CY and PY equals -1.
35364	Current year PRINT MATERIALS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals PY.
35460	ELECTRONIC MATERIALS EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) equals 1 CY and PY equals -1.
35461	ELECTRONIC MATERIALS EXPENDITURES is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) equals zero in the current year and PY equals -1.
35462	ELECTRONIC MATERIALS EXPENDITURES prior year is greater than 50,000 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) PY is greater than 50,000 and CY equals zero.

New Code	Edit Message	Edit Condition
35463	ELECTRONIC MATERIALS EXPENDITURES current year is greater than 5,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) CY is greater than 5,000 and PY was zero.
35464	Current year ELECTRONIC MATERIALS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) equals PY.
35465	The current-year to prior-year ratio for ELECTRONIC MATERIALS EXPENDITURES is outside the range [0.00, 8.94]. Please check for possible errors or explain why the correct data are out of range.	ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) CY / PY is less than 0.00 or greater than 8.94.
35560	OTHER MATERIALS EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error.	OTHER MATERIALS EXPENDITURES (administrative entity data element #355) equals 1 CY and PY equals -1.
35561	OTHER MATERIALS EXPENDITURES is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	OTHER MATERIALS EXPENDITURES (administrative entity data element #355) equals zero CY and PY equals -1.
35564	Current year OTHER MATERIALS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY OTHER MATERIALS EXPENDITURES (administrative entity data element #355) equals PY.
35660	TOTAL COLLECTION EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals 1 CY and PY equals -1.
35661	TOTAL COLLECTION EXPENDITURES is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals zero CY and PY equals -1.
35662	TOTAL COLLECTION EXPENDITURES prior year is greater than zero and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) PY is greater than zero and CY equals zero.
35663	TOTAL COLLECTION EXPENDITURES current year is greater than 7,500 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) CY is greater than 7,500 and PY was zero.
35664	Current year TOTAL COLLECTION EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals PY.

New Code	Edit Message	Edit Condition
35665	The current-year to prior-year ratio for TOTAL COLLECTION EXPENDITURES is outside the range [0.21, 4.91]. Please check for possible errors or explain why the correct data are out of range.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) CY / PY is less than 0.21 or greater than 4.91.
35760	OTHER OPERATING EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) equals 1 CY and PY equals -1.
35761	OTHER OPERATING EXPENDITURES is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) equals zero CY and PY equals -1.
35762	OTHER OPERATING EXPENDITURES prior year is greater than 5,000 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) PY is greater than 5,000 and CY equals zero.
35763	OTHER OPERATING EXPENDITURES current year is greater than 10,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) CY is greater than 10,000 and PY equals zero.
35764	Current year OTHER OPERATING EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY OTHER OPERATING EXPENDITURES (administrative entity data element #357) equals PY.
35765	The current-year to prior-year ratio for OTHER OPERATING EXPENDITURES is outside the range [0.09, 11.46]. Please check for possible errors or explain why the correct data are out of range.	OTHER OPERATING EXPENDITURES (administrative entity data element #357) CY / PY is less than 0.09 or greater than 11.46.
35860	TOTAL OPERATING EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) equals 1 CY and PY equals -1.
35864	Current year TOTAL OPERATING EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL OPERATING EXPENDITURES (administrative entity data element #358) equals PY.
35865	The current-year to prior-year ratio for TOTAL OPERATING EXPENDITURES is outside the range [0.45, 2.41]. Please check for possible errors or explain why the correct data are out of range.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) CY / PY is less than 0.45 or greater than 2.41.
40464	Current year TOTAL CAPITAL REVENUE is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL CAPITAL REVENUE (administrative entity data element #404) equals PY.

New Code	Edit Message	Edit Condition
40563	TOTAL CAPITAL EXPENDITURES current year is greater than 500,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) CY is greater than 500,000 and PY equals zero.
40564	Current year TOTAL CAPITAL EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	CY TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) equals PY.
45060	PRINT MATERIALS is 1 and the prior year value was -1. Please check the current year value for possible error.	PRINT MATERIALS (administrative entity data element #450) equals 1 CY and PY equals -1.
45064	Current year PRINT MATERIALS is the same as the prior year value. Please check the current year value for possible error.	CY PRINT MATERIALS (administrative entity data element #450) equals PY.
45065	The current-year to prior-year for PRINT MATERIALS is outside the range [0.66, 1.57]. Please check for possible errors or explain why the correct data are out of range.	PRINT MATERIALS (administrative entity data element #450) CY / PY is less than 0.66 or greater than 1.57.
45164	Current year ELECTRONIC BOOKS is the same as the prior year value. Please check the current year value for possible error.	CY ELECTRONIC BOOKS (administrative entity data element #451) equals PY.
45260	AUDIO MATERIALS is 1 and the prior year value was -1. Please check the current year value for possible error.	AUDIO MATERIALS (administrative entity data element #452) equals 1 CY and PY equals -1.
45261	AUDIO MATERIALS is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	AUDIO MATERIALS (administrative entity data element #452) equals zero CY and PY equals -1.
45262	AUDIO MATERIALS prior year is greater than zero and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	AUDIO MATERIALS (administrative entity data element #452) PY is greater than zero and CY equals zero.
45263	AUDIO MATERIALS current year is greater than 150 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	AUDIO MATERIALS (administrative entity data element #452) CY is greater than 150 and PY equals zero.
45264	Current year AUDIO MATERIALS is the same as the prior year value. Please check the current year value for possible error.	CY AUDIO MATERIALS (administrative entity data element #452) equals PY.

New Code	Edit Message	Edit Condition
45265	The current-year to prior-year ratio for AUDIO MATERIALS is outside the range [0.36, 3.29]. Please check for possible errors or explain why the correct data are out of range.	AUDIO MATERIALS (administrative entity data element #452) CY / PY is less than 0.36 or greater than 3.29.
45360	VIDEO MATERIALS is 1 and the prior year value was -1. Please check the current year value for possible error.	VIDEO MATERIALS (administrative entity data element #453) equals 1 CY and PY equals -1.
45361	VIDEO MATERIALS is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	VIDEO MATERIALS (administrative entity data element #453) equals zero CY and PY equals -1.
45362	VIDEO MATERIALS prior year is greater than zero and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	VIDEO MATERIALS (administrative entity data element #453) PY is greater than zero and CY equals zero.
45363	VIDEO MATERIALS current year is greater than 150 and prior year value was zero.	VIDEO MATERIALS (administrative entity data element #453) CY is greater than 150 and PY equals zero.
45364	Current year VIDEO MATERIALS is the same as the prior year value. Please check the current year value for possible error.	CY VIDEO MATERIALS (administrative entity data element #453) equals PY.
45365	The current-year to prior-year ratio for VIDEO MATERIALS is outside the range [0.47, 2.66]. Please check for possible errors or explain why the correct data are out of range.	VIDEO MATERIALS (administrative entity data element #453) CY / PY is less than 0.47 or greater than 2.66.
45861	CURRENT PRINT SERIAL SUBSCRIPTIONS is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #458) equals zero CY and PY equals -1.
45862	CURRENT PRINT SERIAL SUBSCRIPTIONS prior year is greater than 30 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #458) PY is greater than 30 and CY equals zero.
45863	CURRENT PRINT SERIAL SUBSCRIPTIONS current year is greater than 50 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #458) CY is greater than 50 and PY equals zero.

New Code	Edit Message	Edit Condition
45865	The current-year to prior-year ratio for CURRENT PRINT SERIAL SUBSCRIPTIONS is outside the range [0.36, 2.70]. Please check for possible errors or explain why the correct data are out of range.	CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #458) CY / PY is less than 0.36 or greater than 2.70.
50060	PUBLIC SERVICE HOURS PER YEAR is 1 and the prior year value was -1. Please check the current year value for possible error.	PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) equals 1 CY and PY equals -1.
50064	Current year PUBLIC SERVICE HOURS PER YEAR is the same as the prior year value but the NUMBER OF SERVICE OUTLETS is not the same. Please check the current year value for possible error.	CY PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) equals PY and the NUMBER OF SERVICE OUTLETS (administrative entity data element #209, #210, and #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 equal to 'BM') is not equal to PY.
50065	The current-year to prior-year ratio for PUBLIC SERVICE HOURS per week per outlet is outside the range [0.58, 1.75]. Please check for possible errors or explain why the correct data are out of range.	PUBLIC SERVICE HOURS (administrative entity data element #500) per week per outlet CY / PY is less than 0.58 or greater than 1.75.
50160	LIBRARY VISITS is 1 and the prior year value was -1. Please check the current year value for possible error.	LIBRARY VISITS (administrative entity data element #501) equals 1 CY and PY equals -1.
50164	Current year LIBRARY VISITS is the same as the prior year value. Please check the current year value for possible error.	CY LIBRARY VISITS (administrative entity data element #501) equals PY.
50165	The current-year to prior-year ratio for LIBRARY VISITS is outside the range [0.44, 2.43]. Please check for possible errors or explain why the correct data are out of range.	LIBRARY VISITS (administrative entity data element #501) CY / PY is less than 0.44 or greater than 2.43.
50260	REFERENCE TRANSACTIONS is 1 and the prior year value was -1. Please check the current year value for possible error.	REFERENCE TRANSACTIONS (administrative entity data element #502) equals 1 CY and PY equals -1.
50261	REFERENCE TRANSACTIONS is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	REFERENCE TRANSACTIONS (administrative entity data element #502) equals zero CY and PY equals -1.
50262	REFERENCE TRANSACTIONS prior year is greater than zero and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	REFERENCE TRANSACTION (administrative entity data element #502) PY is greater than zero and CY equals zero.

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

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

New Code	Edit Message	Edit Condition
60360	CHILDREN'S PROGRAM ATTENDANCE is 1 and the prior year value was -1. Please check the current year value for possible error.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals 1 CY and PY equals -1.
60361	CHILDREN'S PROGRAM ATTENDANCE is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals zero CY and PY equals -1.
60362	CHILDREN'S PROGRAM ATTENDANCE prior year is greater than 150 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) PY is greater than 150 and CY equals zero.
60363	CHILDREN'S PROGRAM ATTENDANCE current year is greater than 325 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) CY is greater than 325 and PY equals zero.
60364	Current year CHILDREN'S PROGRAM ATTENDANCE is the same as the prior year value. Please check the current year value for possible error.	Current year CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals PY.
60365	The current-year to prior-year ratio for CHILDREN'S PROGRAM ATTENDANCE is outside the range [0.09, 11.10]. Please check for possible errors or explain why the correct data are out of range.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) CY / PY is less than 0.09 or greater than 11.10.
65060	INTERNET COMPUTERS USED BY GENERAL PUBLIC is 1 and the prior year value was -1. Please check the current year value for possible error.	INTERNET COMPUTERS USED BY GENERAL PUBLIC (administrative entity data element #650) equals 1 CY and PY equals -1.
65061	INTERNET COMPUTERS USED BY GENERAL PUBLIC is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	INTERNET COMPUTERS USED BY GENERAL PUBLIC (administrative entity data element #650) equals zero CY and PY equals -1.
65062	INTERNET COMPUTERS USED BY GENERAL PUBLIC prior year is greater than zero and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	INTERNET COMPUTERS USED BY GENERAL PUBLIC (administrative entity data element #650) PY is greater than zero and CY equals zero.
65063	INTERNET COMPUTERS USED BY GENERAL PUBLIC current year is greater than 4 and GENERAL PUBLIC TERMINALS prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	INTERNET COMPUTERS USED BY GENERAL PUBLIC (administrative entity data element #650) CY is greater than 4 and GENERAL PUBLIC TERMINALS PY equals zero.

New Code	Edit Message	Edit Condition
65064	Current year total of GENERAL PUBLIC TERMINALS is the same as the prior year value. Please check the current year value for possible error.	CY total of INTERNET COMPUTERS USED BY GENERAL PUBLIC (administrative entity data element #650) equals PY.
65065	The current-year to prior-year ratio for INTERNET COMPUTERS USED BY GENERAL PUBLIC is outside the range [0.38, 4.88]. Please check for possible errors or explain why the correct data are out of range.	INTERNET COMPUTERS USED BY GENERAL PUBLIC (administrative entity data element #650) CY / PY is less than 0.38 or greater than 4.88.
65160	USERS OF ELECTRONIC RESOURCES PER YEAR is 1 and the prior year value was -1. Please check the current year value for possible error.	The USERS OF PUBLIC INTERNET COMPUTERS PER YEAR (administrative entity data element #651) CY value equals 1 and the PY value equals -1.
65161	USERS OF ELECTRONIC RESOURCES PER YEAR is zero in the current year and the prior year value was -1. Please check the current year value for possible error.	The USERS OF PUBLIC INTERNET COMPUTERS PER YEAR (administrative entity data element #651) CY value equals zero and the PY value equals -1.
65164	Current year USERS OF PUBLIC INTERNET COMPUTERS PER YEAR is the same as the prior year value. Please check the current year value for possible error.	CY USERS OF PUBLIC INTERNET COMPUTERS PER YEAR (administrative entity data element #651) equals PY.
70567	The STREET ADDRESS has not changed but the ZIP CODE is not the same as the prior year.	STREET ADDRESS (outlet data element #703) equals PY but ZIP CODE (outlet data element #705) does not equal PY.
70767	The CITY name has not changed but the COUNTY is not the same as the prior year.	CITY (outlet data #704) equals PY but COUNTY (outlet data element #707) is not equal to PY.
71067	Please verify the change in the METROPOLITAN STATUS CODE.	CY METROPOLITAN STATUS CODE (outlet data element #710) is not equal to PY.
71160	SQUARE FOOTAGE OF OUTLET is 1 and the prior year value was -1. Please check the current year value for possible error.	SQUARE FOOTAGE OF OUTLET (outlet data element #711) equals 1 CY and PY equals -1.
71169	The current year SQUARE FOOTAGE OF OUTLET is not the same as prior year. Please check for possible error.	SQUARE FOOTAGE OF OUTLET (outlet data element #711) is not the same as PY.

Internal Edit Checks Performed at the Census Bureau

New Code	Edit Message	Edit Condition
00122	INTERNAL – More than 35 data elements are unreported.	An individual library record has less than 85% response.
00172	INTERNAL – Please verify the zero figures in the current year where prior year was –1.	PY is reported with –1 entries but CY is reported with zero for more than 65% of records.
00180	INTERNAL – The total for this data element is zero. Please check for possible errors or provide an explanation for the correct information.	Sum of any numeric variable is equal to zero.
15120	INTERNAL – LIBID field is not valid.	The LIBID field (data element #151) in a valid entry.
15280	INTERNAL – Please provide the official library NAME.	The library NAME (administrative entity data element #152) is not valid.
15380	INTERNAL – Please provide a physical location if a physical STREET ADDRESS is not available.	The STREET ADDRESS (administrative entity data element #153) is invalid.
15480	INTERNAL – CITY name contains the state abbreviation.	CITY name (administrative entity data element #154) contains the state abbreviation.
15780	INTERNAL – Please provide specific mailing address information.	The MAILING STREET ADDRESS (administrative entity data element #157) contains the word "SAME".
15880	INTERNAL – Please provide specific mailing address information.	The MAILING CITY (administrative entity data element #158) contains the word "SAME".
16021	INTERNAL – MAILING ZIP +4 CODE is not reported.	ZIP4_M = –1 and ZIP4 <> –1
16180	INTERNAL – COUNTY name is invalid.	COUNTY name (administrative entity data element #161) contains the state abbreviation or 'County'.
16380	INTERNAL – We were unable to locate the library web page with the URLs provided. Please provide corrections if available or we can use –1.	The WEB ADDRESS (administrative data element #163) does not return an active page.
20564	INTERNAL – The LEGAL SERVICE AREA BOUNDARY code is YES current-year and prior-year.	The LEGAL SERVICE AREA BOUNDARY code (administrative entity data element #205) is YES for both the current-year and the prior-year.
20664	INTERNAL – The current year REPORTING PERIOD START DATE equals the prior year.	CY REPORTING PERIOD START DATE (administrative entity data element #206) is the same as PY.
20764	INTERNAL – The current year REPORTING PERIOD END DATE equals the prior year.	CY REPORTING PERIOD END DATE (administrative entity data element #207) is the same as PY.
25123	INTERNAL – TOTAL PAID EMPLOYEES is greater than 4 but TOTAL LIBRARIANS is zero. Please check for possible errors.	TOTAL PAID EMPLOYEES (administrative entity data element #253) is greater than 4 and TOTAL LIBRARIANS (administrative entity data element #251) equals zero.

New Code	Edit Message	Edit Condition
25125	INTERNAL – The ratio of TOTAL LIBRARIANS to TOTAL PAID EMPLOYEES is outside the range of [0.07, 1.00]. Please check for possible errors or explain why the correct data are out of range.	TOTAL LIBRARIANS (administrative entity data element #251) / TOTAL PAID EMPLOYEES (administrative entity data element #253) is < 0.07 or > 1.00.
25314	INTERNAL – Reported detail is greater than reported TOTAL PAID EMPLOYEES. Please check for possible errors or consider –1 for the total.	Reported detail for TOTAL LIBRARIANS (administrative entity data element #251) and OTHER PAID EMPLOYEES (administrative entity data element #252) is greater than reported TOTAL PAID EMPLOYEES (administrative entity data element #253).
25399	INTERNAL – Contract staffing – TOTSTAFF and detail should be zero; STAFFEXP should be 0 because should be included in OTHOPEXP	
30323	INTERNAL – AUDIO MATERIALS is greater than 6,000 and OTHER OPERATING REVENUE is zero. Please check for possible errors.	AUDIO MATERIALS (administrative entity data element #452) > 6,000 and OTHER OPERATING REVENUE (administrative entity data element #303) equals zero.
30325	INTERNAL – The ratio of AUDIO materials to OTHER REVENUE is outside the range of [0.28, 1,169.76]. Please check for possible errors or explain why the correct data are out of range.	AUDIO materials (administrative entity data element #452) / OTHER REVENUE (administrative entity data element #303) is < 0.28 or > 1,169.76.
30414	INTERNAL – Reported detail is greater than reported TOTAL OPERATING REVENUE. Please check for possible errors or consider –1 for the total.	Reported detail for LOCAL GOVERNMENT REVENUE (administrative entity data element #300), STATE GOVERNMENT REVENUE (administrative entity data element #301), FEDERAL GOVERNMENT REVENUE (administrative entity data element #302), and OTHER OPERATING REVENUE (administrative entity data element #303) is greater than reported TOTAL OPERATING REVENUE (administrative entity data element #304).
35021	INTERNAL – TOTAL PAID EMPLOYEES is greater than zero but SALARIES & WAGES EXPENDITURES is zero.	TOTAL PAID EMPLOYEES (administrative entity data element #253) > 0 and SALARIES & WAGES EXPENDITURES (administrative entity data element #350) equals zero.
35214	INTERNAL – Reported detail is greater than reported TOTAL STAFF EXPENDITURES. Please check for possible errors or consider –1 for the total.	Reported detail for SALARIES & WAGES EXPENDITURES (administrative entity data element #350) and EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is greater than reported TOTAL STAFF EXPENDITURES (administrative entity data element #352).

New Code	Edit Message	Edit Condition
35323	INTERNAL – TOTAL COLLECTION EXPENDITURES is greater than zero but PRINT MATERIALS EXPENDITURES is zero. Please check for possible errors.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is greater than zero and PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals zero.
35325	INTERNAL – The ratio of PRINT MATERIALS EXPENDITURES to TOTAL COLLECTION EXPENDITURES is outside the range of [0.38, 1.00]. Please check for possible errors or explain why the correct data are out of range.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) / TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is < 0.38 or > 1.00.
35362	INTERNAL – PRINT MATERIALS EXPENDITURES prior year is greater than 15,500 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) PY is greater than 15,500 and CY equals zero.
35363	INTERNAL – PRINT MATERIALS EXPENDITURES current year is greater than 4,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) CY is greater than 4,000 and PY equals zero.
35365	INTERNAL – The current to prior year ratio for PRINT MATERIALS EXPENDITURES is outside the range (0.58, 1.64). Please check for possible errors or explain why the correct data are out of range.	PRINT MATERIALS EXPENDITURES (administrative entity data element #353) CY / PY is less than 0.58 or greater than 1.64.
35562	INTERNAL – OTHER MATERIALS EXPENDITURES prior year is greater than 5,900 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER MATERIALS EXPENDITURES (administrative entity data element #355) PY is greater than 5,900 and CY equals zero.
35563	INTERNAL – OTHER MATERIALS EXPENDITURES current year is greater than 14,300 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER MATERIALS EXPENDITURES (administrative entity data element #355) CY is greater than 14,300 and PY equals zero.
35565	INTERNAL – The current to prior year ratio for OTHER MATERIALS EXPENDITURES is outside the range (0.35, 3.10). Please check for possible errors or explain why the correct data are out of range.	OTHER MATERIALS EXPENDITURES (administrative entity data element #355) CY / PY is less than 0.35 or greater than 3.10.

New Code	Edit Message	Edit Condition
35614	INTERNAL – Reported detail is greater than reported TOTAL COLLECTION EXPENDITURES. Please check for possible errors or consider –1 for the total.	Reported detail for PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), and OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is greater than reported TOTAL COLLECTION EXPENDITURES (administrative entity data element #356).
35623	INTERNAL – TOTAL OPERATING REVENUE is greater than 10,000 but TOTAL COLLECTION EXPENDITURES is zero. Please check for possible errors.	TOTAL OPERATING REVENUE (administrative entity data element #304) > 10,000 and TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals zero.
35625	INTERNAL – The ratio of TOTAL COLLECTION EXPENDITURES to TOTAL OPERATING REVENUE is outside the range of [0.02, 1.01]. Please check for possible errors or explain why the correct data are out of range.	TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) / TOTAL OPERATING REVENUE (administrative entity data element #304) is < 0.02 or > 1.01.
35814	INTERNAL – Reported detail is greater than reported TOTAL OPERATING EXPENDITURES. Please check for possible errors or consider –1 for the total.	Reported detail for TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357) is greater than reported TOTAL OPERATING EXPENDITURES (administrative entity data element #358).
35816	INTERNAL – TOTAL OPERATING EXPENDITURES is less than reported detail or the difference is questionable. Please check for possible errors.	TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is not consistent with reported SALARIES & WAGES, EMPLOYEE BENEFITS, PRINT MATERIALS, ELECTRONIC MATERIALS, OTHER MATERIALS, or OTHER OPERATING EXPENDITURES (administrative entity elements #350, #351, #353, #354, #355, #357).
40062	INTERNAL – LOCAL GOVERNMENT CAPITAL REVENUE prior year is greater than 590,000 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400) PY is greater than 590,000 and CY value equals zero.
40063	INTERNAL – LOCAL GOVERNMENT CAPITAL REVENUE current year is greater than 520,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400) CY is greater than 520,000 and PY value equals zero.

New Code	Edit Message	Edit Condition
40065	INTERNAL – The current-year to prior-year ratio for LOCAL GOVERNMENT CAPITAL REVENUE is outside the range [0.07, 14.85]. Please check for possible errors or explain why the correct data are out of range.	LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400) CY / PY is less than 0.07 or greater than 14.85.
40162	INTERNAL – STATE GOVERNMENT CAPITAL REVENUE prior year is greater than 260,000 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401) PY is greater than 260,000 and CY value equals zero.
40163	INTERNAL – STATE GOVERNMENT CAPITAL REVENUE current year is greater than 155,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401) CY is greater than 155,000 and PY value equals zero.
40262	INTERNAL – FEDERAL GOVERNMENT CAPITAL REVENUE prior year is greater than 250,000 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402) PY is greater than 250,000 and CY value equals zero.
40263	INTERNAL – FEDERAL GOVERNMENT CAPITAL REVENUE current year is greater than 178,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402) CY is greater than 178,000 and PY value equals zero.
40362	INTERNAL – OTHER CAPITAL REVENUE prior year is greater than 280,000 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER CAPITAL REVENUE (administrative entity data element #403) PY is greater than 280,000 and CY value equals zero.
40363	INTERNAL – OTHER CAPITAL REVENUE current year is greater than 220,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	OTHER CAPITAL REVENUE (administrative entity data element #403) CY is greater than 220,000 and PY value equals zero.

New Code	Edit Message	Edit Condition
40414	INTERNAL – Reported detail is greater than reported TOTAL CAPITAL REVENUE. Please check for possible errors or consider –1 for the total.	Reported detail for LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403) is greater than reported TOTAL CAPITAL REVENUE (administrative entity data element #404).
40422	INTERNAL – CAPITAL REVENUE is \$10,000,000 or more than CAPITAL EXPENDITURES.	CAPITAL REVENUE (administrative entity data element #404) is \$10,000,000 or more than CAPITAL EXPENDITURES (administrative entity data element #405).
40462	INTERNAL – CAPITAL REVENUE prior year is greater than 333,000 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL CAPITAL REVENUE (administrative entity data element #404) PY is greater than 333,000 and CY value equals zero.
40463	INTERNAL – TOTAL CAPITAL REVENUE current year is greater than 364,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL CAPITAL REVENUE (administrative entity data element #404) CY is greater than 364,000 and PY equals zero.
40522	INTERNAL – CAPITAL EXPENDITURES is \$10,000,000 or more than CAPITAL REVENUE.	CAPITAL EXPENDITURES (administrative entity data element #405) is \$10,000,000 or more than CAPITAL REVENUE (administrative entity data element #404).
40523	INTERNAL – TOTAL CAPITAL REVENUE is greater than or equal to 1,000,000 and TOTAL CAPITAL EXPENDITURES is zero.	TOTAL CAPITAL REVENUE (administrative entity data element #404) is greater than or equal to 1,000,000 and TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) is zero.
45025	INTERNAL – The ratio of PRINT MATERIALS to TOTAL COLLECTION EXPENDITURES is outside the range of [0.04, 39.95]. Please check for possible errors or explain why the correct data are out of range.	PRINT MATERIALS (administrative entity data element #450) / TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is less than 0.04 or greater than 39.95.
45066	INTERNAL – The current-year value for PRINT MATERIALS is less than 500 and prior-year was -1.	The current-year value for PRINT MATERIALS (administrative entity data element #450) is less than 500 and prior-year was greater than 1,000.
45161	INTERNAL – ELECTRONIC BOOKS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	ELECTRONIC BOOKS (administrative entity data element #451) equals zero CY and PY equals –1.

New Code	Edit Message	Edit Condition
45162	INTERNAL – ELECTROINC BOOKS prior year is greater than 4,000 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	ELECTRONIC BOOKS (administrative entity data element #451) PY is greater than 4,000 and CY equals zero.
45163	INTERNAL – ELECTROINC BOOKS current year is greater than 9,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	ELECTROINC BOOKS (administrative entity data element #451) CY is greater than 9,000 and PY equals zero.
45165	INTERNAL – The current to prior year ratio for ELECTRONIC BOOKS is outside the range (0.65, 1.35). Please check for possible errors or explain why the correct data are out of range.	ELECTRONIC BOOKS (administrative entity data element #451) CY / PY is less than 0.65 or greater than 1.35.
45223	INTERNAL – OTHER OPERATNG REVENUE is greater than 19,000 but AUDIO MATERIALS is zero. Please check for possible errors.	OTHER OPERATNG REVENUE (administrative entity data element #303) > 19,000 and AUDIO MATERIALS (administrative entity data element #452) equals zero.
45225	INTERNAL – The ratio of AUDIO MATERIALS to TOTAL OPERATING EXPENDITURES is outside the range of [0.00, 0.13]. Please check for possible errors or explain why the correct data are out of range.	AUDIO MATERIALS (administrative entity data element #452) / TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is less than 0.00 or greater than 0.13.
45325	INTERNAL – The ratio of VIDEO MATERIALS to TOTAL CIRCULATION is outside the range of [0.00, 0.97]. Please check for possible errors or explain why the correct data are out of range.	VIDEO MATERIALS (administrative entity data element #453) / TOTAL CIRCULATION (administrative entity data element #550) is less than 0.00 or greater than 0.97.
45714	INTERNAL – Reported detail is greater than reported TOTAL LICENSED DATABASES. Please check for possible errors or consider –1 for the total.	Reported detail for LOCAL LICENSED (administrative entity data element #454), STATE LICENSED (administrative entity data element #455), and OTHER LICENSED (administrative entity data element #456) is greater than reported TOTAL LICENSED DATABASES (administrative entity data element #457).
45761	INTERNAL – TOTAL LICENSED DATABASES is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	TOTAL LICENSED DATABASES (administrative entity data element #457) equals zero CY and DATABASES in PY equals –1.
45762	INTERNAL – DATABASES prior year is greater than zero and current year TOTAL LICENSED DATABASES is zero. Please check the current year value for possible error or provide an explanation for the change.	DATABASES prior year is greater than zero and current year TOTAL LICENSED DATABASES (administrative entity data element #457) is zero.

New Code	Edit Message	Edit Condition
45763	INTERNAL – TOTAL LICENSED DATABASES current year is greater than 500 and prior year value was zero.	TOTAL LICENSED DATABASES (administrative entity data element #457) CY is greater than 500 and PY equals zero.
45765	INTERNAL – The current to prior year ratio for TOTAL LICENSED DATABASES is outside the range (0.30, 5.0). Please check for possible errors or explain why the correct data are out of range.	TOTAL LICENSED DATABASES (administrative entity data element #457) CY / PY is less than 0.30 or greater than 5.0.
45961	INTERNAL – CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #459) equals zero CY and PY equals – 1.
45962	INTERNAL – CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS prior year is greater than zero and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #459) prior year is greater than zero and current year is zero.
45963	INTERNAL – CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS current year is greater than 50 and prior year value was zero.	CURRENT ELECTROINC SERIAL SUBSCRIPTIONS (administrative entity data element #459) CY is greater than 50 and PY equals zero.
45965	INTERNAL – The current to prior year ratio for CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is outside the range (0.50, 2.20). Please check for possible errors or explain why the correct data are out of range.	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #459) CY / PY is less than 0.50 or greater than 2.20.
50129	INTERNAL – CHILDREN'S PROGRAM ATTENDANCE is greater than the number of LIBRARY VISITS	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is greater than annual LIBRARY VISITS in library (administrative entity data element #501).
50225	INTERNAL – REFERENCE TRANSACTIONS per LIBRARY VISIT is greater than 3.00.	REFERENCE TRANSACTIONS (administrative entity data element #502) per LIBRARY VISIT (administrative entity data element #501) is greater than 3.00.
55024	INTERNAL – TOTAL CIRCULATION is equal to CIRCULATION OF CHILDREN'S MATERIALS. Please check for possible error.	TOTAL CIRCULATION (administrative entity data element #550) is equal to CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551).
55225	INTERNAL – The ratio of LOANS PROVIDED TO other libraries to LOANS RECEIVED FROM other libraries is outside the range of [0.00, 86.66]. Please check for possible errors or explain why the correct data are out of range.	LOANS PROVIDED TO (administrative entity data element #552) / LOANS RECEIVED FROM (administrative entity data element #553) is less than 0.00 or greater than 86.66.

New Code	Edit Message	Edit Condition
60021	INTERNAL – TOTAL LIBRARY PROGRAMS is equal to zero and TOTAL PROGRAM ATTENDANCE is not equal to zero.	TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is zero and TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is not equal to zero.
60025	INTERNAL – The ratio of TOTAL LIBRARY PROGRAMS to POPULATION OF LEGAL SERVICE AREA is greater than 2.5.	The ratio of TOTAL LIBRARY PROGRAMS (administrative entity data element #600) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 2.5.
60060	INTERNAL – TOTAL LIBRARY PROGRAMS is 1 and the prior year value was –1. Please check the current year value for possible error.	TOTAL LIBRARY PROGRAMS (administrative entity data element #600) equals 1 CY and PY equals –1.
60061	INTERNAL – TOTAL LIBRARY PROGRAMS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	TOTAL LIBRARY PROGRAMS (administrative entity data element #600) equals zero CY and PY equals –1.
60062	INTERNAL – TOTAL PROGRAMS prior year is greater than 50 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL PROGRAMS (administrative entity data element #600) CY is greater than 50 and PY value equals zero.
60063	INTERNAL – TOTAL PROGRAMS current year is greater than 100 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL PROGRAMS (administrative entity data element #600) CY is greater than 100 and PY value equals zero.
60065	INTERNAL – The current-year to prior-year ratio for TOTAL LIBRARY PROGRAMS is outside the range [0.44, 2.50]. Please check for possible errors or explain why the correct data are out of range.	TOTAL LIBRARY PROGRAMS (administrative entity data element #600) CY / PY is less than 0.44 or greater than 2.50.
60121	INTERNAL – TOTAL CHILDREN'S PROGRAMS is equal to zero and CHILDREN'S PROGRAM ATTENDANCE is not equal to zero.	TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is zero and CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is not equal to zero.
60125	INTERNAL – The ratio of TOTAL CHILDREN'S PROGRAMS to POPULATION OF LEGAL SERVICE AREA is greater than 2.5.	The ratio of TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 2.5.
60129	CHILDREN'S PROGRAMS is zero and TOTAL PROGRAMS is not equal to zero.	

New Code	Edit Message	Edit Condition
60160	INTERNAL – CHILDREN'S PROGRAMS is 1 and the prior year value was –1. Please check the current year value for possible error.	CHILDREN'S PROGRAMS (administrative entity data element #601) equals 1 CY and PY equals –1.
60161	INTERNAL – CHILDREN'S PROGRAMS is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	CHILDREN'S PROGRAMS (administrative entity data element #601) equals zero CY and PY equals –1.
60162	INTERNAL – CHILDREN'S PROGRAMS prior year is greater than 40 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	CHILDREN'S PROGRAMS (administrative entity data element #601) CY is greater than 40 and PY value equals zero.
60163	INTERNAL – CHILDREN'S PROGRAMS current year is greater than 56 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	CHILDREN'S PROGRAMS (administrative entity data element #601) CY is greater than 56 and PY value equals zero.
60165	INTERNAL – The current-year to prior-year ratio for CHILDREN'S PROGRAMS is outside the range [0.46, 2.28]. Please check for possible errors or explain why the correct data are out of range.	CHILDREN'S PROGRAMS (administrative entity data element #601) CY / PY is less than 0.44 or greater than 2.28.
60221	INTERNAL – TOTAL PROGRAM ATTENDANCE is equal to zero and TOTAL LIBRARY PROGRAMS is not equal to zero.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is equal to zero and TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is not equal to zero.
60223	INTERNAL – TOTAL LIBRARY PROGRAMS is greater than TOTAL PROGRAM ATTENDANCE.	TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is greater than TOTAL PROGRAM ATTENDANCE (administrative entity data element #602).
60224	INTERNAL – TOTAL PROGRAM ATTENDANCE is equal to TOTAL LIBRARY PROGRAMS.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is equal to TOTAL LIBRARY PROGRAMS (administrative entity data element #600).
60225	INTERNAL – The ratio of TOTAL PROGRAM ATTENDANCE to TOTAL LIBRARY PROGRAMS is outside the range [2.04, 215.68]. Please check for possible errors or explain why the correct data are out of range.	The ratio of TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) to TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is less than 2.04 or greater than or equal to 215.68.
60226	INTERNAL – TOTAL LIBRARY PROGRAMS is greater than 300 and TOTAL CHILDREN'S PROGRAMS is zero.	TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is greater than 300 and TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is zero.

New Code	Edit Message	Edit Condition
60260	INTERNAL – TOTAL PROGRAM ATTENDANCE is 1 and the prior year value was –1. Please check the current year value for possible error.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) equals 1 CY and PY equals –1.
60261	INTERNAL – TOTAL PROGRAM ATTENDANCE is zero in the current year and the prior year value was –1. Please check the current year value for possible error.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) equals zero CY and PY equals –1.
60262	INTERNAL – TOTAL PROGRAM ATTENDANCE prior year is greater than 900 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) CY is greater than 900 and PY value equals zero.
60263	INTERNAL – TOTAL PROGRAM ATTENDANCE current year is greater than 800 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) CY is greater than 800 and PY value equals zero.
60265	INTERNAL – The current-year to prior-year ratio for TOTAL PROGRAM ATTENDANCE is outside the range [0.45, 2.32]. Please check for possible errors or explain why the correct data are out of range.	TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) CY / PY is less than 0.45 or greater than 2.32.
60321	INTERNAL – CHILDREN'S PROGRAM ATTENDANCE is equal to zero and TOTAL CHILDREN'S PROGRAMS is not equal to zero.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is equal to zero and TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is not equal to zero.
60323	INTERNAL – TOTAL CHILDREN'S PROGRAMS is greater than CHILDREN'S PROGRAM ATTENDANCE.	TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is greater than CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603).
60324	INTERNAL – CHILDREN'S PROGRAM ATTENDANCE is equal to TOTAL CHILDREN'S PROGRAMS.	CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is equal to TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601).
60325	INTERNAL – The ratio of CHILDREN'S PROGRAM ATTENDANCE to CHILDREN'S PROGRAMS is outside the range [2.34, 202.57]. Please check for possible errors or explain why the correct data are out of range.	The ratio of CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) to TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is greater than or equal to 200.
60329	CHILDREN'S PROGRAM ATTENDANCE is zero and TOTAL PROGRAM ATTENDANCE is not equal to zero.	

New Code	Edit Message	Edit Condition
65162	INTERNAL – USERS OF ELECTRONIC RESOURCES PER YEAR prior year is greater than 155,000 and current year USERS OF PUBLIC INTERNET COMPUTERS is zero. Please check the current year value for possible error or provide an explanation for the change.	The USERS OF ELECTRONIC RESOURCES PER YEAR PY is greater than 155,000 and CY USERS OF PUBLIC INTERNET COMPUTERS (administrative entity data element #651) equals zero.
65163	INTERNAL – USERS OF PUBLIC INTERNET COMPUTERS PER YEAR current year is greater than 5,200 and USERS OF ELECTRONIC RESOURCES PER YEAR prior year value was zero. Please check the current year value for possible error.	USERS OF PUBLIC INTERNET COMPUTERS PER YEAR (administrative entity data element #651) CY is greater than 5,200 and USERS OF ELECTRONIC RESOURCES PER YEAR PY equals zero.
65165	INTERNAL – The current to prior year ratio for USERS OF PUBLIC INTERNET COMPUTERS PER YEAR is outside the range (0.34, 3.85). Please check for possible errors or explain why the correct data are out of range.	USERS OF PUBLIC INTERNET COMPUTERS PER YEAR (administrative entity data element #651) CY / PY is less than 0.34 or greater than 3.85.
70120	INTERNAL – No LIB ID provided. WebPLUS will create one for you.	LIB ID (outlet data element #701) has been left blank. WebPLUS will automatically assign a system-generated LIB ID.
70227	INTERNAL – 'ELECTRONIC' libraries are not included on FSCS survey.	
70280	INTERNAL – Please provide the official library NAME.	Library NAME (outlet data element #702) is not valid.
70299	INTERNAL – Make sure LIBNAME is HOLLEY not HOLLY	
70321	INTERNAL – A single outlet library should have the same STREET ADDRESS on the administrative entity and outlet records.	The sum of CENTRAL, BRANCHES, and BOOKMOBILES (administrative entity data elements 209, 210, and 211) equals 1 but the outlet STREET ADDRESS (outlet data element #703) is not the same as the administrative entity STREET ADDRESS (administrative entity data element #153).
70380	INTERNAL – Please provide a physical location if a physical STREET ADDRESS is not available.	The STREET ADDRESS (outlet data element #703) is invalid.
70480	INTERNAL – CITY name contains the state abbreviation.	CITY name (outlet data element #704) contains the state abbreviation.
70780	INTERNAL – COUNTY name is invalid.	COUNTY name (outlet data element #707) contains the state abbreviation or 'County'.
71125	INTERNAL – The ratio of PRINT MATERIALS to SQUARE FOOTAGE is outside the range of [1.25, 21.45]. Please check for possible errors or explain why the correct data are out of range.	The ratio of PRINT MATERIALS (administrative entity data element #450) to SQUARE FOOTAGE (outlet data element #711) is less than 1.21 or greater than 21.45.

Appendix G – PLS Contacts

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

Keppel Award Point Criteria – Group 1	
(Minimum points required for award = 16 Maximum Points = 20)	
	Points
Submission Points	
Data Submission on or before March 18	10
Data Submission received March 19 through March 25	8
Data Submission received March 26 through April 1	6
Data Submission received April 2 through April 8	4
Data Submission received April 9 through April 15	2
Data Submission received after April 15	Disqualified
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Non Response	
A data item that has been collected over 3 years is missing for an entire state	Disqualified

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

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

Keppel Award Point Criteria – Group 2	
(Minimum points required for award = 16 Maximum Points = 20)	
	Points
Submission Points	
Data Submission on or before July 1	10
Data Submission received July 2 through July 8	8
Data Submission received July 9 through July 15	6
Data Submission received July 16 through July 22	4
Data Submission received July 23 through July 29	2
Data Submission received after July 29	Disqualified
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Non Response	
A data item that has been collected over 3 years is missing for an entire state	Disqualified

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

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

Keppel Award Point Criteria – Group 3	
(Minimum points required for award = 16 Maximum Points = 20)	
	Points
Submission Points	
Data Submission received on or before August 12	10
Data Submission received August 13 through August 19	6
Data Submission received August 20 through August 26	2
Data Submission received after August 26	Disqualified
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Non Response	
A data item that has been collected over 3 years is missing for an entire state	Disqualified

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

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

Appendix I – Standard Abbreviations

(Use Only if Data Exceed Field Length)

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

