

Arizona State Library, Archives and Public Records
ARIZONA PUBLIC LIBRARY DATA REPORT
with Definitions and Notes
Reporting period: July 1, 2007 to June 30, 2008

Please complete one report for your library or library system. The first seven sections ask administrative entity (single-entity library or library system) questions about legal structure, staffing, revenue, expenditures, electronic measures and interlibrary loan. Then, section 8 asks for outlet (building or bookmobile) information on library materials and services. County Librarians: please complete a report for the library district office.

The Arizona State Library, Archives and Public Records participates in a national public library data collection system known as the Federal-State Cooperative System for Public Library Data, or FSCS. The purpose of this system is to ensure the collection of comparable data in all states. These data are useful in the creation of a composite report on the public libraries of the United States by the National Center for Education Statistics (NCES) of the U.S. Department of Education. They will also be useful for librarians and researchers in Arizona and elsewhere in making library-to-library or state-by-state comparisons.

Definitions are important to ensure comparability of data from different libraries and states. For the most part, these definitions were taken from those published by NCES, which, in turn, come from the standards for library statistics approved in 1983 by the National Information Standards Organization (Z39). It is critical that you read and respond according to the definitions.

Reporting libraries should not leave any items blank. You should enter "0" if the appropriate entry for an item is zero or "none." Enter zero if you do not have this item, or spend money on this budgeted item. If you do not know the answer, or do not collect this data, enter -1 (negative one). Estimates are important if exact data is not available. Indicate that your figure is an estimate by using the state note.

Items that ask for dollar amounts must be rounded to the nearest whole dollar. However, items such as FTE staff and hours of service may be reported with up to two decimal places.

Reports must be submitted via this on-line form, NO LATER THAN OCTOBER 15, 2008.

Please follow the data report instructions and definitions for completing each data item.

SECTION 1: IDENTIFICATION

Please answer this ENTIRE SURVEY only as it relates to the institution listed in question 1.1.

1.1 Name of library

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.

1.2 Street/Physical address

This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.

1.3 City

This is the city or town in which the administrative entity is located.

1.4 ZIP Code

This is the standard five-digit postal zip code for the street address of the administrative entity.

- 1.5 ZIP+4
This is the four-digit postal ZIP code extension for the street address of the administrative entity.
- 1.6 Mailing address
This is the mailing address of the administrative entity.
- 1.7 City (of mailing address)
This is the city or town of the mailing address for the administrative entity.
- 1.8 ZIP Code (of mailing address)
This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.
- 1.9 ZIP+4 (of mailing of address)
This is the four-digit postal ZIP code extension for the mailing address of the administrative entity.
- 1.10 County
This is the county in which the administrative entity is located.
- 1.11 WebSite URL
This is the Web address of the administrative entity. Note: If the Administrative Entity has no web address, enter “-3” (for Not Applicable).
- 1.12 Library Manager/ Director of the library listed in question 1.1
- 1.13 Phone # of person listed above
This is the telephone number of the administrative entity, including area code.
- 1.14 Extension:
- 1.15 Fax # of person listed above
- 1.16 Email address of person listed above
- 1.17 Person Completing This Report
- 1.18 Phone
- 1.19 Extension:
- 1.20 Fax
- 1.21 Email
- 1.22 Library's State Legislative District
- 1.23 Library's Congressional District
- 1.24 Board President
- 1.25 Friends' Chair
- 1.26 Does anyone on your library staff use the data generated by this statewide survey?

SECTION 2: GENERAL INFORMATION

Sections 2 through 7 ask administrative entity (library system, district or single-entity library) questions about legal structure, staffing, revenue, expenditures, electronic measures and interlibrary loan. Then, section 8 asks for outlet (building or bookmobile) information on library materials and services.

- If your library is a single outlet (has only one building and no bookmobile), you will complete one outlet record for the library.
- If your library has multiple facilities, complete an outlet record for each central, branch, bookmobile and direct mail service. If your library has a separate administrative office that has collections or services to the public, be sure to complete an outlet record for the administrative office. If the administrative office does not have collections or services to the public, you don't need to complete an additional outlet record.

Click on the green number to see the full definitions.

Reported figures are as of the last day of the fiscal year.

2.1 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, which establishes the conditions under which the user may borrow materials. Figures are not reported unless the library has purged its file at least once within the last three years. If the library has household registration rather than or in addition to individual registration, the library should multiply the number of households registered by the average number of persons in each household in the state, which is currently 2.7.

2.2 FSCS ID

(Automatic Display) This is the identification code assigned by NCES to the administrative entity. Libraries may not edit this number.

2.3 LIB ID

(Automatic Display) This is the state-assigned identification code for the administrative entity. Libraries may not edit this number.

2.4 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.

2.5 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.

2.6 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.

2.7 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.

2.8 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.

- 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

2.9 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).

2.10 Population of Legal Service Area

The determination of this population figure is the responsibility of the state library agency. Libraries may not edit this number.

2.11 Number of central libraries

This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

2.12 Number of branches and/or auxiliaries

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.

2.13 Number of bookmobiles

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

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

2.14 Number of book-by-mail services housed in separate facilities

A direct mail order service which provides books and other library materials. 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 included.

SECTION 3: LIBRARY STAFF (PAID)

FULL-TIME EQUIVALENT EMPLOYEES: To ensure comparable data, 40 hours per week is the measure of full-time employment. To compute full-time equivalents (FTE) for each staff category, divide the total number of hours worked by all employees in a category by 40. For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.5 FTEs.

Report figures as of the last day of the fiscal year. Include all positions in the library's budget whether these positions are filled or not.

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. Each librarian is reported in only one category.

3.1 ALA-MLS Librarians

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

3.2 Persons with the title of librarian with a master's degree, other than an ALA-MLS

3.3 Persons with the title of librarian who have not been counted above.

3.4 Total number of librarians

3.5 All Other Paid Staff

Includes all other persons paid by the library budget including clerical staff, pages, plant operations, security, and maintenance staff.

3.6 Total Paid Staff [Total of previous two figures. (Add #3.4 and #3.5)]

3.7 How many of the Total Staff (above) are designated as Plant Operations, Security, and Maintenance Staff?

3.8 Salary of the Library Director/Manager of the library listed in question 1.1.
Figure shown is annual salary (not a salary range) for the reporting fiscal year.

3.9 Entry Level Professional Salary

Figure shown is annual salary (not a salary range) for the reporting fiscal year.

SECTION 4: VOLUNTEERS (Unpaid)

Counted are unpaid persons who have given time during the year to the library, including advisory board members, storytellers, book sale personnel, and those who contribute time to operations and/or support. Individuals are counted, not full-time equivalents. Also shown is the sum of all volunteer hours worked for the fiscal year.

4.1 How many volunteers helped the library last year?

4.2 Total number of hours the volunteers worked last year?

SECTION 5: LIBRARY REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the libraries; for example, district libraries shall report state grants-in-aid funds, even if transferred to other libraries.) Figures should be "rounded off" to the nearest dollar amount. Include e-rate only if the funds are included in the library's budget.

5.1 Local Government - City / Tribal

5.2 Local Government - County / District

5.3 Total support from local government (Add #5.1 and #5.2)

All tax and non-tax receipts allocated by the community, county, district of the public library or Native American tribe and available for expenditure by the public library. NOT included is the value of any contributed or in-kind services and the value of any gifts and donations, fines, or fees.

5.4 State Government Funds including State Grants-In-Aid

All funds distributed to public libraries by state government for expenditure by the public libraries, except for federal monies distributed by the state, such as LSCA/LSTA funds. DO NOT include SGIA CONSTRUCTION GRANTS. Report that money in State Government Capital Revenue (#5.10).

5.5 LSTA Funds

All funds from LSTA distributed to public libraries for expenditure by the public libraries.

5.6a Other Federal Funds

All revenue from the federal government distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state, except LSTA funds. Include E-rate reimbursements as income only if the funds go into the library's budget.

5.6b Identify Source of Other Federal Funds:

5.7 Other income not previously reported

Reported here is all income other than that reported in previous sections. Included, for example, are gifts, donations, interest, fines, and fees. However, this figure does NOT include the value of any contributed services or the value of non-monetary gifts and donations.

5.8 TOTAL OPERATING REVENUE (Add #5.3 thru 5.7)

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 contributions to endowments, 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:

5.9 Local Government Capital Revenue

Report all governmental funds designed 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.

5.10 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.

5.11 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.

5.12 Other Capital Revenue

Report private (non-government funds), including grants received by the library for the purpose of major capital expenditures.

5.13 TOTAL CAPITAL REVENUE (add #5.9 thru #5.12)

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

SECTION 6: LIBRARY EXPENDITURES

OPERATING EXPENDITURES

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

STAFF EXPENDITURES

6.1 Salaries And Wages

This amount reflects the salaries and wages for all library staff for the fiscal year, including plant operation, security and maintenance staff, if paid from the library budget. It shows salaries and wages before deductions, but excludes "employee benefits."

6.2 Employee Benefits

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.

6.3 Total Salaries, Wages and Employee Benefits (Add #6.1 and #6.2)

COLLECTION EXPENDITURES

This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, serials, microforms, machine-readable materials, audiovisual materials, etc.

6.4 Print Materials Expenditures

Report all operating expenditures for the following print materials: books, serial backfiles, current serial subscriptions, government documents, and any other print acquisitions.

6.5 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 electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

6.6 Other Materials

Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.

6.7 TOTAL COLLECTION EXPENDITURES (Add #6.4 thru 6.6)

Total of previous three categories. If a library is not able to provide details requested in these items but can provide a total figure, it is reported.

OTHER EXPENDITURES

6.8 Operating Expenditures for Electronic Access

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

6.9 Other Operating Expenditures

Include all expenditures other than those given previously.

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.

6.10 Total Other Expenditures (Add #6.8 + 6.9)

6.11 TOTAL OPERATING EXPENDITURES (Add #6.3, #6.7, and #6.10)

CAPITAL EXPENDITURES

6.12 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.

SECTION 7: ELECTRONIC ACCESS AND INTERLIBRARY LOAN

7.1 Online Catalog Searches

Total number of searches made to the library's online catalog, either in the library or remotely.

7.2 Total User Sessions of the Library's Web Site

Count both in-library and remote user sessions. Do not count total Web hits, but the number of times an individual accesses the library's Web Site, regardless of the number of pages visited during that session. Do not include online catalog searches in this number if the patron did not visit other parts of the library's web site.

7.3 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 small 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).

7.4 Current Electronic 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. Report the number of electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), b) on CD-ROM or other portable digital carrier, c) on databases (including locally mounted databases), and d) on diskettes or magnetic tapes. Electronic serial subscriptions include 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).

7.5 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 (WebPLUS #456). Each database is counted individually even if access to several databases is supported through the same vendor interface.

Number of Licensed Databases acquired through payment or formal agreement:

- a. Local _____
- b. State (state government or State library) _____
- c. Other cooperative agreements (or consortia) within state or region

7.6 Online Database Searches

- a. Local
- b. State (State Library)
- c. Other cooperative agreements

For the year, in library and remote computer searches on one of the commercial databases. Not included are online catalog searches.

Interlibrary Loans

Items of library material, or copies of the material, which are made available by one library to another upon request. The libraries involved in interlibrary loan are NOT under the same library administration. Examples of being "under the same administration": the libraries are part of the same county library district, or they share same automation/circulation/OPAC, or they are a branch of a metro library.

7.7 Number of interlibrary loans provided by your library

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

7.8 Number of interlibrary loans received by your library

These are library materials, or copies of the materials, received by one 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.

7.9 Number of INTRA library loans provided by your library

The libraries involved in INTRA library loan are part of the same administration. For example, they may be part of a county library district, and/or share an automation/circulation system/OPAC, and/or be a branch of a metro library system.

7.10 Number of INTRA library loans received by your library

The libraries involved in INTRA library loan are part of the same administration. For example, they may be part of a county library district, and/or share an automation/circulation system/OPAC, and/or be a branch of a metro library system.

SECTION 8: OUTLET RECORDS

This section asks for outlet (building or bookmobile) information on library materials and services.

If your library is a single outlet (has only one building and no bookmobile), you will complete one outlet record for the library.

If your library has multiple facilities, complete an outlet record for each central, branch, bookmobile and direct mail service. If your library has a separate administrative office that has collections or services to the public, be sure to complete an outlet record for the administrative office. If the administrative office does not have collections or services to the public, you don't need to complete an additional outlet record.

Each outlet record has four parts:

- A. Identification
- B. Collections and Services
- C. Collections and Services Totals

Section 8A: Outlet Identification

In addition to using this information for the Public Library Statistics, the information on this page is also used to update the Arizona Library Directory, and to generate mailing lists. Please be sure to include all staff members who should receive State Library information.

8A Was this outlet open in the last fiscal year? If no, do not complete the rest of this record. If yes, complete as requested.

8A.1 FSCS ID

This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet. Libraries may not edit this.

8A.2 LIB ID

This is the state-assigned identification code for the outlet. Libraries may not edit this.

8A.3 Name

This is the name of the outlet. Note: Provide the name of the outlet. Do not use acronyms.

8A.4 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.

8A.5 City

This is the city or town in which the outlet is located.

8A.6 County of the Outlet

This is the county in which the building is physically located.

8A.7 ZIP Code

This is the standard five-digit postal ZIP code for the street address of the outlet.

8A.8 ZIP+4

This is the four-digit postal ZIP code extension for the street address of the outlet.

8A.9 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).

8A.10 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.

8A.11 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 in the title of the Metropolitan Area. 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.

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.

NO—Not in a Metropolitan Area.

8A.12 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.

8A.13 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). 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.

8A.14 Web Address

This field is pre-filled with the library system/district web address (question 1.11). If a branch/outlet has a separate web address, enter it here.

8A.15 Staff List

Enter all professional staff. The fields to be included are: Name, Position, phone number, e-mail.

8A.16 Library Hours

For each day of the week (or group of days, if the hours are the same), enter the opening time and closing time.

SECTION 8B - LIBRARY COLLECTIONS AND PROGRAMS

Note: This section of the survey collects data on selected types of materials. It does not cover all materials. Under this category report only items the library has acquired as part of the collection whether purchased, leased, licensed, or donated as gifts.

8B.1 Print Materials

Report a single figure that includes both of the following:

- 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.
- Serial backfiles in print. Serials are publications issued in successive parts, usually at regular intervals, and 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.

8B.2 Audio Materials

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

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

8B.3 Video Materials

These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc. Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

8B.4 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.

8B.5 Public Service Hours, Annual

This is the sum of annual public service hours for outlets. Note: Include the hours open for public service for central, branches, bookmobiles, 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 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.

8B.6 Total Attendance In Library Per Year

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 estimate by counting visits during a typical week (October is suggested) 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).

8B.7 Total Reference Transactions Per Annum

The total reference transactions per year, whether completed or not. Definition: A "reference transaction" is an information contact, which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child.

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

Note: If an annual count of reference transactions is unavailable, determine an estimate by counting reference transactions during a typical week and multiply the count by 52. A typical week is a week in which the library is open its regular hours, containing no holidays. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period.

8B.8 Total Circulation Transactions

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.

8B.9 Total number of library programs (include adult and children's program)

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

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 a one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

8B.10 Total attendance at library programs (include adult and children's program)

This is a total count of the audience at all library programs (including children's programs) during the reporting period.

8B.11 Number of Internet terminals used by General Public

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

8B.12 Annual Number Of Users Of Public Internet Computers.

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.

CHILDREN'S SERVICES

Children are defined as "people 14 years old and under" by Virginia A. Walter, in *Output Measures for Public Library Service*, (Chicago, ALA, 1992).

CHILDREN'S SERVICE EXPENDITURES

8B.13 Total Expenditures For Print Materials (Ages 0-14)

Expenditures for all materials for the ages 0-14, consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that did not require magnification: books, bound periodicals, government documents, Braille material, ephemeral print material, and the like. Exclude current serial subscriptions and microforms.

8B.14 Total Expenditures For All Other Formats Of Materials (Ages 0-14)

Expenditure for all materials for ages 0-14 in any other format, for example: current serial subscriptions, microforms, machine readable materials, audiovisual material and all other categories.

CHILDREN'S COLLECTION

Note: Report number of physical units held at the end of the year. Physical units are volumes, items or pieces. Libraries report the number of physical units owned, both cataloged and uncataloged.

8B.15 Print Materials

All materials for the ages 0-14, consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that did not require magnification: books, bound periodicals, government documents, Braille material, ephemeral print material, and the like. Exclude current serial subscriptions and microforms.

8B.16 Other Materials

All materials for ages 0-14 in any other format, for example: current serial subscriptions, microforms, machine readable materials, audiovisual materials and all other categories.

SERVICES TO CHILDREN

8B.17 Registered Borrowers (ages 0-14)

A registered borrower is a library user (in this case ages 0-14) who has applied for and received an identification number or card from the public library, which establishes the conditions under the user may borrow materials. Figures are not reported unless the library has purged its file at least once within the last three years.

8B.18 Total Circulation Of Children's Materials In All Formats To All Ages

The total annual circulation of all children's materials in all formats to all users. It includes renewals. "A circulation transaction is the act of lending an item from the library's collection for use generally (although not always outside the library). This activity includes charging, either manually or electronically, and also renewals each of which is reported as a circulation transaction. In house use is not reported. 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".

8B.19 Number of Children's Programs (ages 0-14)

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. (This figure is also included as part of Data Element #8C.9.)

Count all children's programs, whether 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 a group, such as a one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

8B.20 Total Children's Programs Attendance of All Ages

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. Includes offsite programs done by the library. (This figure is also included as part of Data Element #8C.10.)

Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

SECTION 8C: LIBRARY COLLECTIONS AND SERVICES TOTALS

This section allows you to check that you have entered all outlet data for collections and programs, and that it adds up to your library system total. You cannot edit these measures here; you must go back to the outlet records and correct them there. If there are edit checks, you will be prompted to respond here.