

**OREGON PUBLIC LIBRARY STATISTICAL REPORT  
(2014 rev.)**

**GENERAL INSTRUCTIONS**

ORS 357.520 requires all public libraries in Oregon to "make an annual report to the State Library and to the [library] governing body on a form supplied by the State Library." The Oregon Public Library Statistical Report meets this legal requirement. More importantly, it gathers information about public libraries in Oregon that can be used in advocacy and planning -- at the local, state, and national levels -- for improved public library services.

**The report is due October 1, 2013**

Please read the following instructions carefully and answer all the questions applicable to your library. Either report an actual number or give a good estimate and include a federal note stating the item is an estimate.

If a question is not applicable, indicate 0 or leave the item blank if indicated. DO NOT USE "NA" for not applicable. If a question is applicable, but your library does not currently collect the information requested, please use "n.c.", meaning "not collected". If a question is applicable, but your library had "zero" or "none" to report for the year, use "0".

Do not include extra punctuation such as commas, slashes, or hard returns (enter key)

Some items are prefilled. Please correct as needed, but if the information has not changed, you do not have to reenter the data.

Consolidated county library systems and libraries with branches or other service outlets should send in one report which combines statistics for all service outlets.

The Library Development staff at the State Library wishes to assist you by answering your questions and offering whatever help you may need in completing your report. Please call 503-378-5027 or email [ann.reed@state.or.us](mailto:ann.reed@state.or.us) to reach Ann Reed, Federal Programs Coordinator.

The Frequently Asked Questions website at (<http://libdev.plinkit.org/faqs-for-state-statistical-reports>.) can help with many common questions.

**LINE-BY-LINE INSTRUCTIONS**

**PART 1 - GENERAL INFORMATION**

Please update your listing in the online Oregon Library Directory at <http://libdir.osl.state.or.us/>. Enter phone numbers as a string of digits - the program will supply dashes, etc. If the information is correct, there is no need to type over it.

**1.1 Official name of library**

If the library has officially changed its name, please contact Library Development Services at 503-378-2525 and mail a copy of the recent ordinance or resolution of the library's governing body establishing the new name. Only the State Library can change 1.1.

**1.2 Street Address**

This is the complete street address of the administrative entity. The federal data set is very sensitive to changes such as ST to Street, or 1st to First. If the address is correct, please leave it alone.

**NOTE:** Do not report a post office box or general delivery.

**1.5 Mailing Address**

This is the mailing address of the administrative entity. It is ok to have post office boxes or general delivery here.

**1.8 County**

This is the county in which the headquarters of the library is located.

**1.11 Library email address**

This is a generic email address to contact the library.

**1.13 Cooperative system membership or affiliation**

This element helps identify libraries in Federated systems or cooperatives where funds are distributed from a central source to members. The relationship can also be contractual where libraries are paid to serve people living outside their cities. This data is requested for contact purposes only.

#### 1.14 Legal service area boundary change

Answer Yes to this question if there has been any change to the administrative entity's legal service area boundaries during the past year. Changes are likely 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).

Check the Population Research Center's Quarterly Supplement of Annexations at: <http://www.pdx.edu/prc/population-annexations>

#### 1.16 Has the library or any of its branches moved in the last fiscal year

Please indicate yes or no if the main library or any of the branches moved to a new address in the previous fiscal year. Double check that square footages are updated in the facilities section. Please update the branch entry in the online library directory at <http://libdir.osl.state.or.us/>.

#### 1.17-1.20 Number of public service outlets

A **central library** is a single-facility library, or the library which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. In a system where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

A **branch library** is an auxiliary facility with separate quarters from the central library, a permanent organized collection of books, paid staff, and a regular schedule of public service hours. Books by mail should be listed in **Other public service outlets**. Outreach services do not count as a branch.

A **bookmobile** is a traveling branch library. It consists of a truck or van that carries an organized collection of library materials, paid staff, and regularly scheduled hours for being open to the public. (**NOTE:** Count vehicles, not stops). If you have a bookmobile, it should have a branch record of its own in section 9.

**Other public service outlets** might include deposit collections in nursing homes, prisons, etc. These are to be counted only if part of the library's collection is maintained at these locations on a continuing basis.

#### 1.21 Number of registered users

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.

**IMPORTANT NOTE:** If your library has not purged its file of registered borrowers within the past three years to remove persons who, for whatever reasons, are no longer library users, report an estimate and add a state note explaining that the figure is an estimate.

#### PART 2 - LIBRARY STAFF AS OF JUNE 30, 2013

Report figures as of June 30. 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).

Examples: 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTE (60/40=1.50 FTE). If a schedule varies wildly by season, use total annual hours worked divided by 2080 to calculate FTE. Use n.c. for not collected, 0 for zero or not applicable.

**IMPORTANT NOTE:** Report only staff paid from the library budget in Part 3. Do not report volunteers, other non-paid staff, or temporary personnel. Do report plant operations, security, or maintenance staff if paid from the library budget.

**NOTE: If the only paid staff** a library has is paid by another agency and its long term and steady, you might consider listing that position, but then need to list the amount of their salary and benefits in revenue, and also in expenditure. Talk to Ann Reed at 503-378-5027.

#### 2.1 Number of librarians with ALA/MLS

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

**Note:** Report only those positions that require a master's degree from an American Library Association accredited library and information studies program. Do not include staff who have a master's degree from an American Library Association accredited library and information studies program in positions that do not require an MLS degree.

#### 2.2 Number of other persons holding the title of librarian

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.

#### 2.4 Number of all other paid staff

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

#### PART 3 - LIBRARY REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A. Report capital revenue in Section B. Call 503-378-5027 early and often for help! See the FAQ at (<http://libdev.plinkit.org/faqs-for-state-statistical-reports>)

## SECTION A. 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 library, or funds unspent in a previous fiscal year (e.g. carryover). Funds transferred from one public library to another public library should be reported by the receiving library.

This is a statistical count of revenue. This figure may not be the same as the annual budget, and does not need to balance with expenditures. If the city or county contributes sizeable expenses on behalf of the library, but does not show those in the library budget, the library may wish to enter matching revenue and expense for such items.

Please round to the nearest dollar. *The program will fill in dollar signs and commas; there is no need to type them.* Use n.c. for not collected, 0 for zero or not applicable.

### 3.1-3.4 Local government sources

This includes all local government funds designated by the community, district or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. Include amounts kept by the local government that are used to pay significant expenses on the library's behalf.

Include receipts from government sources in compensation for services to non-residents. Revenue may not be the same as the library's budget, and does not have to balance with expenditures.

### 3.5 State government sources

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. Include Ready to Read Grants here. Report the amount of Ready to Read grants received directly from the state.

### 3.6-3.9 Federal government sources

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

3.6 Report the amount of LSTA grant and other federal grant funds claimed and received by the end of the fiscal year.

3.7 Include any E-rate telecommunications discount for which a check was received by the end of the fiscal year.

### 3.10 Other operating revenue

This is all operating revenue other than that reported on the local, state, and federal lines. Include, for example, non-capital monetary gifts and donations received in the fiscal year, interest from endowment, or grants from private sources. Count fines and fees even if the revenue is passed through to a different unit of government.

**IMPORTANT NOTE:** Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. Do not include contributions to endowments or revenue earned by Friends groups or Foundations.

### 3.12-3.16 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, nonprint, and electric) 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) and 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 the receiving library. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

**NOTE:** Capital revenue does not need to balance with capital expenditures.

### 3.12 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.

### 3.13 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. Oregon Cultural Trust funds used for capital purposes are reported here.

### 3.14 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.

### **3.15 Other Capital Revenue**

Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures. For example, this would be funds from the Collins Foundation, Ford Family Foundation, Meyer Memorial Trust, and the Oregon Community Foundation.

## **PART 4 - LIBRARY EXPENDITURES**

Part 4 is divided into two sections. Report all standard operating expenses in Section A. Report capital outlay in Section B.

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 expenditures documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of donated items as expenditures. Do not report capital expenditures under this category.

### **4.1 Salaries and wages**

Include salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include the salaries and wages before deductions but exclude employee benefits.

### **4.2 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 and Medicare (FICA), retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

**NOTE:** Legally, an employer must pay FICA and workmen's compensation. FICA is calculated by multiplying the gross salary by 7.65%. Workmen's compensation is calculated at 1.6 cents per hour worked.

### **4.4-4.9 Library Collections**

This includes all operating expenditures for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. If record keeping does not separate total expenditures by type of material, it is acceptable to use some reasonable methodology to estimate the relative amounts. An estimate is preferable to n.c. (not collected). Exclude charges or fees for interlibrary loans and expenditures for document delivery.

### **4.4 Books and other print materials**

Report all operating expenditures for the following print materials: books, government documents, and any other print acquisitions (i.e. maps). Include expenditures for book leasing plans (e.g., McNaughton), and other pre-processing costs if included in the price of materials.

### **4.5 Periodicals and other serial subscriptions**

A serial is a publication issued in successive parts, usually at regular intervals (e.g., newspapers, annual reports, yearbooks, magazines, etc.) Report all operating expenditures for serial back files and current serial subscriptions here. Do not report the value of donated subscriptions.

### **4.7 Electronic format materials**

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including Gale, and locally mounted databases, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, Library2Go, and 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 licensed databases.

**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.

### **4.8 Other materials expenditures**

Report all operating expenditures for other physical materials such as DVD, CD, books on CD, microform, kits, new material formats, etc.

### **4.9 Total expenditures on collection**

If your library does not keep separate track of expenditures for different types of library materials, provide a best estimate and attach a state note indicating the amounts are estimated. This is the sum of all expenditures for print materials, electronic materials, and other materials.

### **4.10 All other operating expenditures**

This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures. 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, attorney, etc.

**NOTE:** Include significant costs that are paid by other agencies on behalf of the library if such information is available.

#### **4.12-4.15 Capital outlay**

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) 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. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditures documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

**IMPORTANT NOTE:** Your local accounting practices may determine whether a specific item is a capital expense or an operating expense. Even if books are considered capital outlay locally, please report book expense on line 4.4.

### **PART 5 - LIBRARY COLLECTIONS**

Report library holdings as of the end of the fiscal year, June 30.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e. microform, scores, pictures, etc.) for which expenditures are reported under Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

#### **SECTION A - PHYSICAL COLLECTION**

Report in Section A items that have physical form. A physical unit is usually a volume, but might also be a disc, cassette, etc. Items which are packaged together as a unit, e.g. two compact discs, and are generally checked out as a unit, should be counted as one physical unit. Do not subtract withdrawn materials from the physical units added figure. The figure reported should represent the total number of materials **on June 30**. The State Library does not ask you to report the number of materials withdrawn as a separate data element.

##### **5.1-5.2 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.

##### **5.3-5.4 Audio – physical units**

These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio books, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, 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.

##### **5.5-5.6 Video – physical units**

These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two VHS tapes for one movie) and checked out as a unit are counted as one physical unit.

##### **5.7-5.8 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. Report paid and gift subscriptions. Do not report individual issues. These are print subscriptions only; not microform, electronic, or digital subscriptions. Do not include individual issues of bar-coded magazines in the count.

##### **5.9-5.10 Other physical library materials**

Include all physical materials not reported on other lines in Part 5. Report uncataloged paperbacks that are tracked and treated as part of the permanent collection here. Do not count paperback exchanges. Other items could be puppets, kits, fishing rods, GPS units, telescopes, etc.

#### **SECTION B – DIGITAL OR DOWNLOADABLE COLLECTION**

##### **5.13-5.18 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. 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.

Report the number of units. Report only items the library has selected as part of the collection (exclude public domain / uncopyrighted e-books that have unlimited access.) If the library is loaning an e-book reader preloaded with a standard set of e-books, count only the circulation of the device as 1 item. Do not count the included e-books. Freeding is considered a database.

**NOTE:** For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

**Finite simultaneous use:** units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”.

**Unlimited simultaneous use:** units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

#### **5.19-5.24 Downloadable Audio Materials (list Library2go here)**

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of units. Report only items the library has selected as part of the collection.

**NOTE:** For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Freegal is considered a database.

**Finite simultaneous use:** units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”.

**Unlimited simultaneous use:** units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

#### **5.25-5.30 Downloadable Video Materials (list Library2go here)**

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Report the number of units. Report only items the library has selected as part of the collection.

**NOTE:** For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Freegal is considered a database.

**Finite simultaneous use:** units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”.

**Unlimited simultaneous use:** units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

#### **5.31-5.32 Licensed databases through statewide database licensing (Gale and Learning Express)**

Report the number of licensed databases, full-text or not, for which temporary or permanent access rights have been acquired through formal agreement with the State Library. The number of databases will be determined by the State Library from the vendor contract. 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. Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g. via the Gale interface, a patron can access ERIC, a business magazine database, etc.).

#### **5.33-5.34 Licensed databases through cooperatives, consortia, or local libraries within the state or region**

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 local library, cooperative or consortial agreement. An example would be a genealogy database funded by an automation cooperative for the cooperative members. 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 that tutor.com is a service, not so much a database.

**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. Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g. via the Gale interface, a patron can access ERIC, a business magazine database, etc.).

## **PART 6 - LIBRARY SERVICES**

### **6.23 Public service hours for main library for the fiscal year**

This is the number of annual public service hours for the main library. If a library is a cooperative that runs a branch, bookmobile, or books-by-mail operation and does NOT have a central library, indicate 0. The annual public service hours for branches and bookmobiles is listed in section 9. Include the **actual** hours open for public service for central or main library. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count. **EXAMPLE:** The central library for Library C was open 9 hours a day, six days a week for a total of 54 hours per week (54 x 52 weeks = 2,808), less five days of 9 hours each which were library holidays, for a total of 2,763 hours (2,808 - 45 = 2,763).

**6.24 Number of weeks main library is open**

This is the number of weeks during the year that the main library was open to the public.

**NOTE:** Include the number of weeks open for the main library. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. **Do not** calculate based on total number of service hours per year at the outlet level, for example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

**6.25 This is the sum of annual public service hours for all outlets. (sum of 6.23 and hours from section 9)**

This is the total number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only).

**NOTE:** Include the **actual** hours open for public service for main library, branches, and 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 the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

**6.26 Library visits (total annual attendance at all library facilities)**

Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, and using the library, even those persons requiring no staff service. If annual counts are available, please report them. Otherwise provide an annual estimate based on a count taken during a typical week, preferably in October. Choose a week in which the library is open its regular hours. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Include seven consecutive calendar days, from Sunday through Saturday. Multiply the count of library visits during the typical week by 52 weeks.

**6.27 Number of first-time circulation of adult materials**

Count the first circulation of materials for adults. If the library is unable to separate the initial circulation from renewals, report total circulation of adult materials here. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to other libraries.

**6.28 Number of renewals of adult materials**

Count renewals of materials for adults. If a shared automation system is unable to credit individual libraries with renewals, the system administration may contact the State Library about working out a distribution formula. If the library is unable to separate the initial circulation from renewals, report total circulation of adult materials with 6.27 Number of first-time circulation of adult materials. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to other libraries.

**6.29 Number of first-time circulation of young adult (YA) materials (enter n.c. here if using lines 6.33-6.34)**

Count the first-time circulation of materials for young adult. If the library is unable to separate the initial circulation from renewals, report total circulation of young adult materials here. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to other libraries. If the library is unable to separate the initial circulation from renewals, report total circulation of adult materials with 6.27 Number of first-time circulation of adult materials.

**NOTE:** Young Adult age is defined as 12 through 18 years and includes 18 year olds.

**6.30 Number of renewals of young adult (YA) materials**

Count renewals of materials for young adult s. If the library is unable to separate the initial circulation from renewals, report total circulation of young adult materials in 6.29. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to other libraries. If the library is unable to separate the initial circulation from renewals, report total circulation of adult materials with 6.27 Number of first-time circulation of adult materials. **NOTE:** Young Adult age is defined as 12 through 18 years and includes 18 year olds.

**NOTE:** Young Adult age is defined as 12 through 18 years and includes 18 year olds.

**6.31 Number of first-time circulation of children's materials**

Count the first-time circulation of materials for children. If the library is unable to separate the initial circulation from renewals, report total circulation of children 's materials here. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to other libraries. If the library cannot separate the circulation of children 's materials, include all circulation with 6.27 Number of first-time circulation of adult materials.

**NOTE:** The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under.

**6.32 Number of renewals of children's materials**

Count renewals of materials for children. If a shared automation system is unable to credit an individual library with renewals, the system administration may contact the state library about working out a distribution formula. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to other libraries. If the library is unable to separate the initial circulation from renewals, report total circulation of children 's materials with 6.27 Number of first-time circulation of adult materials.

**NOTE:** The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under.

**6.33 Number of circulation of electronic materials** (record Library2Go here. Includes downloadable e-book, audio and video. E-books preloaded on circulating e-book readers count as one checkout. Electronic titles with unlimited usage, such as an electronic reference book, do not count. Do not include Freegal or Freading.)

Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit, in other words, if the library circulates an e-reader preloaded with e-books, it counts as one circulation. Freegal is considered as a database, as is Freading since the library does not choose the units of purchase.

**NOTE:** Do not include databases.

#### **6.42 Total circulation for the fiscal year**

The total annual circulation of all library materials of all types, including renewals. Include interlibrary library loans received from other libraries and checked out to your users. Do not include books loaned to other libraries on interlibrary loan, or interbranch loans. Do not count in-house circulation. Report adult's and children's materials circulation separately if your local circulation procedures can differentiate the two. If your local procedures do not differentiate, mark "n.c." on the lines for adult and children's circulation, and report the total circulation on the line for "Circulation not separated into adult's or children's materials." See the FAQ at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>. Remember to include Library2Go circulation for your library.

#### **6.43 Total number of reference transactions**

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

**NOTE:** It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?" Exclude questions on library policy – e.g. "how long are renewals?"

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply 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.

Please report on the total number of questions handled by library staff, as opposed to the total number of questions answered or the number of people asking questions. Include questions on Answerland worked on by library staff. Include reference transactions that were initiated in your library but that you referred to Answerland (<http://www.oregonlibraries.net>) another library. See the Frequently Asked Questions website at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>.

#### **6.44 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.

**NOTE:** The National Center for Education Statistics (NCES): Children and Young Adults Defined (*Services and Resources for Children and Young Adults in Public Libraries* [August 1995, NCES 95357]) defines children as persons age 11 and under.

#### **6.45 Number of persons attending programs for children**

The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children.

**NOTE:** Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. The one-to-one services are counted under reference. Do not count registrations for the summer reading program for this survey.

#### **6.46 Number of young adult programs**

A young adult program is any planned event for which the primary audience is young adults and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults 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.

**NOTE:** Young Adult age is defined as 12 through 18 years and includes 18 year olds.

#### **6.47 Number of persons attending young adult programs (including adults and children)**

The count of the audience at all programs for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults\* who attend programs intended primarily for young adults.

**NOTE:** Do not count attendance at library activities for young adults 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. Do not count registrations for the summer reading program for this survey.

\* Please count all patrons that attend the young adult program regardless of age.

#### **6.48 Programs or presentations for adults sponsored by the library**

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; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs intended for adult or general audiences, 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, and mentoring activities. Activities delivered on a one-to-one basis should be counted as reference. Do not count registration for activities that have no scheduled events.

#### **6.49 Number of persons attending programs for adults**

This is a total count of the audience at all library programs during the reporting period.

**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, and mentoring activities. Activities delivered on a one-to-one basis should be counted as reference. Do not count registration for activities that have no scheduled events.

#### **6.52 Does your library have a summer reading program**

The library provides special programs and/or activities during the summer to encourage children and teens to read during their school vacation.

#### **6.53 Does your library provide outreach to children and/or families, childcare providers, and preschool teachers**

The library provides youth services away from the library to people who have a difficult time getting to the library. Just going out into the community to distribute information about programs, services, or materials people can get if they go to the library is not considered outreach.

#### **6.54 Does your library provide training in early literacy for parents, childcare providers, and preschool teachers**

The library provides direct training about early literacy to adults that care for children 5 years old and younger. (NOTE: This is beyond early literacy message directed at parents during storytime, and distributing early literacy information).

**6.55 Interlibrary loans lent using a shared catalog or automation system**

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. Report loans to libraries involved in a shared automation system, even if the loan request was initiated directly by a patron using the shared automation system. This definition does not encompass direct loans made to users of other libraries through reciprocal borrowing agreements.

**6.56 Interlibrary loans lent to all other libraries not in shared catalog or automation system**

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 and do not share an automation system. These data are reported as annual figures.

Report loans to in-state, out-of-state and special libraries that are not in a shared automated system with the reporting library.

**6.58 Interlibrary loans borrowed using a shared catalog or automation system**

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

Report loans to libraries involved in a shared automation system, even if the loan request was initiated directly by a patron using a shared automated system.

**6.59 Interlibrary loans borrowed from libraries not in shared catalog or automation system**

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

Report loans to in-state, out-of-state and special libraries that are not in a shared automated system with the reporting library.

**PART 7 - OTHER INFORMATION****7.1-7.2 Volunteer services to the library**

On line 7.1 report the total number of individuals who volunteered their services to the library during the year, even if they only worked a brief period of time. Exclude volunteers for other organizations' projects. Exclude Board members performing work for the Board. On Line 7.2 report the combined number of hours that all of the individuals worked during the year.

**7.3-7.9 Library salary schedule effective for the upcoming fiscal year****Hourly Wage**

Please report the hourly wage range or fixed amount for the positions listed. Please report up to two decimal places. For salaried employees, approximate an hourly wage using the following formula: Annual Salary ÷ Number of Weeks Paid Per Year ÷ Scheduled Hours Per Week = Hourly Equivalent.

EXAMPLE: Starting librarians are paid \$21,300 per year to work 35 hours per week with two weeks paid vacation. Their hourly equivalent pay is  $(\$21,300 \div 52) \div 35 = \$11.70$ .

Make the "best fit" of your library's position classification scheme into the positions listed. A library director is the person responsible for managing the day to day operations of the library. An assistant director is someone who, in addition to other duties, may handle some of the responsibilities of the library director. A department head is a librarian who supervises a major library department (e.g., Head of Children's Services, Head of Technical Services, Head of the Reference Department). A senior librarian is a librarian with several years experience, and possibly some supervisory responsibilities. An entry-level librarian is a librarian with little or no professional experience. A library assistant is a person assigned paraprofessional responsibilities that require some specialized training or experience. A library clerk is a person assigned responsibilities that require little or no specialized training or experience.

In order to make this data searchable, there are three input blanks. Do not use all three. If reporting a range, use blanks A, "Low" and B, "High". For organizations without salary ranges, leave the "Low" and "High" items blank and list a figure in the "Fixed Amount" blank. Do not include the \$ symbol or commas, as the program will fill these in.

**7.10-7.14 Library fees and fines in the fiscal year**

This section is not an exhaustive reporting of fee and fine structures, just a sampling of those used most often. Choose the nearest value from the pull-down menus for fee/fine amount, and time period.

**7.15 Number of circulations made without charge to non-residents**

Report the number of items circulated directly to non-residents (those persons who do not live within the boundaries of the library's governing body). These direct loans may be facilitated by means of reciprocal borrowing agreements with other libraries, by means of a cooperative library system arrangement, or a county-wide federation of libraries, or because of free access policies at the library. Do include loans made to non-residents even when a reciprocal borrowing agreement or direct loan agreement returns a payment to your library for serving non-residents. Do not include items loaned when a user fee or library card fee is paid directly to your library by a non-resident. Do not include items loaned to other libraries on interlibrary loan.

**7.16-7.22 Library Board/ District Board**

Please list the contact information for the Chair of the library board or district board for the new fiscal year. If the group does not have a business address for mail, please consider using the library address as their contact address.

**7.23-7.27 Friends of the Library**

Please list the contact information for the Friends of the Library for the new fiscal year. If the group does not have a business address for mail, please consider using the library address as their contact address.

**7.28-7.32 Library Foundation**

Please list the contact information for the library foundation for the new fiscal year. If the group does not have a business address for mail, please consider using the library address as their contact address.

**Part 8 - LIBRARY TECHNOLOGY****8.1 Total annual number of uses (sessions) of public internet computers**

Report the total number of uses (sessions) of the library's 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 uses (sessions) 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 uses (sessions).

**NOTE: This count includes only the library's Internet computers. Do not include wi-fi access using non-library computers.** The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

**8.2 Total number of Internet terminals 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.

**8.3 Number of Wireless Sessions provided by the library annually**

Report the number of wireless sessions provided by the library wireless service annually.

**8.4 Type of Internet connection of main library**

Refer to your Internet service provider for this information. Report for main library or headquarters of a cooperative. Branches and other facilities will report this information in part 9.

**8.6 Internet connection speed of main library** Refer to your Internet service provider for this information. Report for main library or headquarters of a cooperative. Branches and other facilities will report this information in part 9.

**8.7 Vendor of automated system (e.g. III, Evergreen, Polaris, Dynix, Athena, etc.)**

Please indicate the brand of the automated catalog or ILS your library uses.

**8.8 Name of automation consortia library belongs to (e.g. Sage, Coastal Resource Sharing Network, LINCC, etc.)**

If your library belongs to an automation consortium, or shares an automated system with another library, please indicate which one. Otherwise, leave this blank.

**Part 9 - LIBRARY FACILITIES / BRANCH DIRECTORY****9.1 Square footage of main library**

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

**9.3-9.8 Branch Directory**

Please correct pre-filled data as needed. NOTE: If the library does not have branches, leave the item blank. Do not relist the main library if it is listed in section 1. Please also update library information in the online directory at: <http://libdir.osl.state.or.us/>

**9.9 Square footage of branch library**

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

**9.10-9.14 Branch Manager**

These fields have been added to include Branch Managers in a searchable directory with a later release. Branch Managers do not need to be listed in Part 10.

**9.15 Public service hours per year at this location**

This is the number of annual public service hours for branches and bookmobiles

**NOTE:** Include the actual hours open for public service for this branch or bookmobile. For each bookmobile, count only the hours during which the bookmobile is open to the public. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

**9.16 Number of weeks of the year this facility was open**

This is the number of weeks during the year that this facility was open to the public.

**NOTE:** Include the number of weeks open for public service for Centrals, Branches, Bookmobiles, and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by 52 (weeks). Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

**9.17 Type of internet connection of this facility**

Refer to your Internet service provider for this information. Report for branch library or bookmobile.

**9.18 Internet connection speed**

Refer to your Internet service provider for this information. Report for branch library or bookmobile.

**Part 11 - LIBRARY PROGRESS REPORT****11.1 Progress report for FY2012-13**

Please report on significant developments in your library this past fiscal year.

Please describe any major improvements to facilities, important additions to library staff or collections, significant increases in library support, new services provided, new library technology that might have been acquired, and any new initiatives to cooperate with other libraries.

**Part 12 - STATE USE ONLY**

These are various indicators used to sort data for various purposes at the Federal level. If you have any questions, please contact the Federal Programs Coordinator at (503) 378-5027 or [ann.reed@state.or.us](mailto:ann.reed@state.or.us).

**Administrative Entity****12.3 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.

**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.**

**12.4 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.

**NP—Non-profit Association or Agency.** 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 and libraries with 501(c) designation.

**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.**

#### **12.5 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.

#### **12.6 FSCS public library definition**

Answer Yes or No to the following question: "Does this public library meet all the criteria of the FSCS public library definition?"

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

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

**Note:** If the library meets all of the requirements of this definition, respond with a Yes. If the library does not meet one or more of the requirements, respond with a No.

#### **12.7 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 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. For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits”—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

#### **Service Outlets (repeating)**

##### **12.11 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. 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.