

## Appendix A—Troubleshooting

See the Trouble Shooting Guide on the Census PLS Web site at:  
<http://www.census.gov/govs/www/pls.html>

PROBLEM: My problem was not addressed on the Census PLS Web site.

SOLUTION: For additional assistance, contact Cynthia Ramsey or Laura Hudgins at the U.S. Census Bureau:

Phone: 1-800-451-6235

Fax: (866) 394-0138

Email: [govs.pls@census.gov](mailto:govs.pls@census.gov)



## Appendix B—Administrative Entity Import File Specifications

<b>Data Element Name</b> <b>(may be abbreviated on screen)</b>	<b>Width</b>	<b>Type/Decimals</b>	<b>ASCII</b> <b>Position</b>	<b>Excel</b> <b>Column</b>
LIB ID	20	Character	1	A
NAME	60	Character	21	B
STREET ADDRESS	35	Character	81	C
CITY	20	Character	116	D
ZIP	5	Character	136	E
ZIP4	4	Character	141	F
Mailing Address	35	Character	145	G
Mailing City	20	Character	180	H
Mailing Zip Code	5	Character	200	I
Mailing Zip+4 Code	4	Character	205	J
COUNTY	20	Character	209	K
PHONE	10	Character	229	L
Web Address	80	Character	239	M
Interlibrary Relationship Code	2	Character	319	N
Legal Basis Code	2	Character	321	O
Administrative Structure Code	2	Character	323	P
FSCS Public Library Definition	1	Character	325	Q
Geographic Code	3	Character	326	R
Legal Service Area Boundary Change	1	Character	329	S
Population of the Legal Service Area	9	Numeric/0	330	T
Number of Central Libraries	3	Numeric/0	339	U
Number of Branch Libraries	3	Numeric/0	342	V
Number of Bookmobiles	3	Numeric/0	345	W
ALA-MLS	9	Numeric/2	348	X
Total Librarians	9	Numeric/2	357	Y
All Other Paid Staff	9	Numeric/2	366	Z
Total Paid Employees	10	Numeric/2	375	AA
Local Government Revenue	9	Numeric/0	385	AB
State Government Revenue	9	Numeric/0	394	AC
Federal Government Revenue	9	Numeric/0	403	AD
Other Revenue	9	Numeric/0	412	AE
Total Revenue	10	Numeric/0	421	AF
Salaries & Wages Expenditures	9	Numeric/0	431	AG
Employee Benefits Expenditures	9	Numeric/0	440	AH
Total Staff Expenditures	9	Numeric/0	449	AI
Print Materials Expenditures	9	Numeric/0	458	AJ
Electronic Materials Expenditures	9	Numeric/0	467	AK
Other Materials Expenditures	9	Numeric/0	476	AL
Total Collection Expenditures	9	Numeric/0	485	AM
Other Operating Expenditures	9	Numeric/0	494	AN
Total Operating Expenditures	10	Numeric/0	503	AO
Capital Revenue	9	Numeric/0	513	AP
Capital Expenditures	9	Numeric/0	522	AQ
Print Materials	9	Numeric/0	531	AR
Electronic Books	9	Numeric/0	540	AS

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<b>Data Element Name (may be abbreviated on screen)</b>	<b>Width</b>	<b>Type/Decimals</b>	<b>ASCII Position</b>	<b>Excel Column</b>
Audio	9	Numeric/0	549	AT
Video	9	Numeric/0	558	AU
Databases	9	Numeric/0	567	AV
Current Print Serial Subscriptions	9	Numeric/0	576	AW
Current Electronic Serial Subscriptions	9	Numeric/0	585	AX
Public Service Hours Per Year	9	Numeric/0	594	AY
Library Visits	9	Numeric/0	603	AZ
Reference Transactions	9	Numeric/0	612	BA
Total Circulation	9	Numeric/0	621	BB
Provided To	6	Numeric/0	630	BC
Received From	6	Numeric/0	636	BD
Circulation of Children's Materials	9	Numeric/0	642	BE
Children's Program Attendance	9	Numeric/0	651	BF
Internet Terminals Used by General Public	6	Numeric/0	660	BG
Users of Electronic Resources Per Year	9	Numeric/0	666	BH

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**Appendix C—Outlet Import File Specifications**

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<b>Data Element Name</b>	<b>Width</b>	<b>Type/Decimals</b>	<b>ASCII Position</b>
LIB ID	20	Character	1
NAME	60	Character	21
Street Address	35	Character	81
City	20	Character	116
Zip	5	Character	136
Zip4	4	Character	141
County	20	Character	145
Phone	10	Character	165
Outlet Type Code	2	Character	175
Metropolitan Status Code	2	Character	177
Square Footage	8	Numeric/0	179
Number of Bookmobiles	2	Numeric/0	187

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## Appendix D—State Characteristics Data Element Definitions

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

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



## Appendix E—Administrative Entity Data Element Definitions

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

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
01	LIB ID (Optional)	This is the state-assigned identification code for the administrative entity.
02	Name**	This is the legal name of the administrative entity.  Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Appendix Q—Standard Abbreviations for WinPLUS.)
<b>Street Address</b>		
03	Street Address	This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
04	City (of street address)	This is the city or town in which the administrative entity is located.
05	Zip (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip4 (of street address)	This is the four-digit postal zip code extension for the street address of the administrative entity.
<b>Mailing Address</b>		
07	Mailing Address	This is the mailing address of the administrative entity.
08	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
09	Zip (of mailing address)	This is the standard five-digit postal zip code for the mailing address of the administrative entity.
10	Zip4 (of mailing address)	This is the four-digit postal zip code extension for the mailing address of the administrative entity.
11	County of the Entity	This is the county in which the administrative entity is located.

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- 12 Phone\*\* This is the telephone number of the administrative entity, including area code.
- Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter “-3” (for Not Applicable).
- 13 Web Address\*\* This is the Web address of the administrative entity.  
http://\_\_\_\_\_
- Note: If the Administrative Entity has no web address, enter “-3” (for Not Applicable).
- 14 Interlibrary Relationship Code\*\* Select one of the following:
- HQ—Headquarters of a Federation or Cooperative  
ME—Member of a Federation or Cooperative  
NO—Not a Member of a Federation or Cooperative
- 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.
- 15 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  
CI—Municipal Government (city, town or village)  
CO—County/Parish  
LD—Library District (authority, board, commission)  
MJ—Multi-jurisdictional  
NL—Native American Tribal Government  
NP—Non-profit Association or Agency  
SD—School District  
OT—Other

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 (authority, board, commission). This is a district, authority, board or commission authorized by state law to provide library services.

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.

16 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

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

SO—Administrative Entity with a Single Direct Service Outlet

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

17 FSCS Public Library Definition

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

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

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

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

- 18 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 the Legal Service Area (data element #22) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #15). For further clarification of metropolitan area, see Metropolitan Status Code "NC—Metropolitan Area, but Not Within Central City Limits," (data element #10 in Appendix F—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
- 19 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).
- 20 (Reserved for future use.)
- 21 (Reserved for future use.)
- 22 Population of the Legal Service Area
- The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.
- Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from

the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.

23 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.

24 Number of Branch Libraries

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

25 Number of Bookmobiles

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

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

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

**PAID STAFF (FULL-TIME EQUIVALENT)**

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

26 ALA-MLS

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

- 27 Total Librarians Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #26).
- 28 All Other Paid Staff This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
- 29 Total Paid Employees This is the sum of total librarians (data element #27) and all other paid staff (data element #28).

**OPERATING REVENUE\*\***

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

- 30 Local Government Revenue\*\* This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.
- Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.
- 31 State Government Revenue\*\* These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.
- Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).
- 32 Federal Government Revenue\*\* This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.
- 33 Other Operating Revenue\*\* This is all operating revenue other than that reported under local, state, and federal (data elements #30, #31, and #32). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

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- 34 Total Operating Revenue\*\* This is the sum of local government revenue, state government revenue, federal government revenue, and other operating revenue (data elements #30 through #33).

### OPERATING EXPENDITURES\*\*

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

#### Staff Expenditures

- 35 Salaries & Wages Expenditures This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
- 36 Employee Benefits Expenditures These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
- 37 Total Staff Expenditures This is the sum of salaries and wages (data element #35) and employee benefits (data element #36).

#### Collection Expenditures\*\*

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

- 38 Print Materials Expenditures\* Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.
- 39 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 equipment expenditures that are inseparably

bundled into the price of the information service product. 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. [Note: Based on ISO 2789 definition.]

- 40 Other Materials Expenditures\* Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.
- 41 Total Collection Expenditures\*\* This is the sum of all expenditures for print materials, electronic materials, and other materials (data elements #38, #39, and #40).
- 42 Other Operating Expenditures This includes all expenditures other than those for staff (data element #37) and collection (data element #41).
- Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.
- 43 Total Operating Expenditures This is the sum of total staff expenditures, total collection expenditures, and other operating expenditures (data elements #37, #41, and #42).

## CAPITAL

- 44 Capital Revenue\* Report all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (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, and other revenue to be used for major capital expenditures. 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, or revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.
- 45 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 replace-

ment and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

**LIBRARY COLLECTION\*\***

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

**46 Print Materials\*\***

Report a single figure that includes both of the following:

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

**47 Electronic Books (E-Books)\***

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

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

## 48 Audio\*\*

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

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

## 49 Video\*\*

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

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

## 50 Databases\*

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

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO Host and OCLC FirstSearch, but do not include other electronic serial databases (e.g., Project MUSE, OCLC ECO Project).

Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch).

### Current Serial Subscriptions\*\*

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

- 51 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.
- 52 Current Electronic Serial Subscriptions\* Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), 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).

### SERVICES

- 53 Public Service Hours Per Year This is the sum of annual public service hours for outlets.
- Note: Include the hours open for public service for centrals (data element #23), branches (data element #24), bookmobiles (data element #25), and books-by-mail only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.
- 54 Library Visits This is the total number of persons entering the library for whatever purpose during the year.
- Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days,

from Sunday through Saturday (or whenever the library is usually open).

55 Reference Transactions\*\*

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

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

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

56 Total Circulation

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

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

### INTER-LIBRARY LOANS

57 Provided To\*\*

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

58 Received From\*\*

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

### CHILDREN'S SERVICES

- 59 Circulation of Children's Materials The total annual circulation of all children's materials in all formats to all users. It includes renewals.
- 60 Children's Program Attendance The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

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

### OTHER ELECTRONIC INFORMATION

- 61 Number of Internet Terminals Used by General Public\*\* Report the number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.
- 62 Number of Users of Electronic Resources Per Year\*\* Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

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

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\* New data element.

\*\* Data element name, category, definition, or note was revised.

Note: See section 1.3 for a complete list of the survey revisions. Some of the data element names that appear on the WinPLUS data entry screens are abbreviated.

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## Appendix F—Outlet Data Element Definitions

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#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
01	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
02	Name**	This is the name of the outlet.  Note: Provide the name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Appendix Q—Standard Abbreviations for WinPLUS.)
03	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.
04	City	This is the city or town in which the outlet is located.
05	Zip	This is the standard five-digit postal zip code for the street address of the outlet.
06	Zip4	This is the four-digit postal zip code extension for the street address of the outlet.
07	County of the Outlet	This is the county in which the outlet is located.
08	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).
09	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 BR—Branch Library BS—Bookmobile(s) CE—Central Library

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.

- 10 Metropolitan Status Code
- Select one of the following. Bookmobiles should report the code which best describes their primary service area.
- CC—Within the City Limits of the Central City of a Metropolitan Area.  
NC—Metropolitan Area, but Not Within Central City Limits.  
NO—Not in a Metropolitan Area.  
M—Missing (Unknown, Not Reported)
- Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.
- CC—Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.
- NC—Metropolitan Area, but not within central city limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.
- 11 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.
- 12 Number of Bookmobiles in the Bookmobile Outlet Record
- The number of bookmobiles in the bookmobile outlet record.
- Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

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

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\*\* Note revised.

### Appendix G—Current-Year Edit Checks

No.	EDIT MESSAGE	EDIT CONDITION
01	Most data fields contain –2 or equivalent. No other edits performed.	A numeric entry of –2 is not valid. Please use ‘–1’ to denote not collected, not available or not reported.
02	An invalid number or character was used, so the record was not imported.	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
03	No LIB ID provided. WinPLUS will create one for you.	This item has been left blank. WinPLUS will automatically assign a system-generated LIB ID.
04	Library NAME is –2	NAME (data element #02 on the administrative entity screen or outlet screen) is –2.
05	ADDRESS is –2	ADDRESS (data element #03 on the administrative entity screen or outlet screen) is –2.
06	CITY is –2	CITY (data element #04 on the administrative entity screen or outlet screen) is –2.
07	ZIP is –2 or is not valid	ZIP (data element #05 on the administrative entity screen or outlet screen) is –2 or is not a valid 5-digit number.
08	ZIP4 (ZIP+4) is –2 or is not valid	ZIP4 (data element #06 on the administrative entity screen or outlet screen) is –2 or is not a valid 4-digit number.
09	Mailing ADDRESS is –2	The mailing ADDRESS (data element #07 on the administrative entity screen) is –2.
10	Mailing CITY is –2	The mailing CITY (data element #08 on the administrative entity screen) is –2.
11	Mailing ZIP is –2 or is not valid	The ZIP code of the mailing address (data element #09 on the administrative entity screen) is –2 or is not a valid 5-digit number.
12	Mailing ZIP4 (ZIP+4) is –2 or is not valid	The ZIP4 code of the mailing address (data element #10 on the administrative entity screen) is –2 or is not a valid 4-digit number.
13	COUNTY is –2	COUNTY (data element #11 on the administrative entity screen or data element #07 on the outlet screen) is –2.
14	PHONE number is –2 or is not valid	PHONE (data element #12 on the administrative entity screen or data element #08 on the outlet screen) is –2 or is not a valid 10-digit number.
15	WEB ADDRESS is –2 or is not valid	WEB ADDRESS (data element #13 on the administrative entity screen) is –2 or is not valid.
16	INTERLIBRARY RELATIONSHIP CODE is –2 or is not a valid code	INTERLIBRARY RELATIONSHIP CODE (data element #14 on the administrative entity screen) is –2 or is not a valid code.
17	LEGAL BASIS CODE is –2 or is not a valid code	LEGAL BASIS CODE (data element #15 on the administrative entity screen) is –2 or is not a valid code.

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No.	EDIT MESSAGE	EDIT CONDITION
18	ADMINISTRATIVE STRUCTURE CODE is -2 or is not a valid code	ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is -2 or not a valid code.
19	FSCS PUBLIC LIBRARY is -2 or is not a valid code	FSCS PUBLIC LIBRARY (data element #17 on the administrative entity screen) is not a valid code.
20	GEOCODE is -2 or is not a valid code	GEOGRAPHIC CODE (data element #18 on the administrative entity screen) is -2 or is not a valid code.
21	LSA BOUNDARY CHANGE IS -2 or is not a valid code.	LSA BOUNDARY CHANGE (data element #19 on the administrative entity screen) is -2 or is not a valid code.
22	GEOGRAPHIC CODE changed from prior year and LEGAL SERVICE AREA BOUNDARY CHANGE is "NO"	GEOGRAPHIC CODE (data element #18 on the administrative entity screen) changed from prior year and LEGAL SERVICE AREA BOUNDARY CHANGE (data element #19 on the administrative entity screen) is "NO".
23	POPULATION OF LEGAL SERVICE AREA is less than or equal to 0	POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen) is -2, -1, or 0.
24	NUMBER OF CENTRALS is not equal to the number of central outlet records	NUMBER OF CENTRALS (data element #23 on the administrative entity screen) is not equal to the number of outlets coded as 'CE' OUTLET TYPE CODE (data element #09 on the outlet screen).
25	CENTRALS is greater than 1	CENTRALS (data element #23 on the administrative entity screen) is greater than 1. Note: CENTRALS cannot be greater than 1.
26	NUMBER OF BRANCHES is not equal to the number of branch outlet records	NUMBER OF BRANCHES (data element #24 on the administrative entity screen) is not equal to the number of outlets coded as 'BR' OUTLET TYPE CODE (data element #09 on the outlet screen).
27	NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded 'BS'	NUMBER OF BOOKMOBILES (data element #25 on the administrative entity screen) is not equal to the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) in outlet records coded as 'BS' OUTLET TYPE CODE (data element #09 on the outlet screen).
28	No SERVICE OUTLETS are shown	The ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is 'MA', 'MO', or 'SO' and the sum of CENTRALS (data element #23 on the administrative entity screen), BRANCHES (data element #24 on the administrative entity screen), BOOKMOBILES (data element #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM) is 0.
29	ADMINISTRATIVE STRUCTURE CODE is 'SO' and total number of service outlets is not equal to 1	ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is 'SO' and total number of service outlets (data elements #23, #24, and #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM) is not equal to 1.
30	ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1	The ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is 'MA' or 'MO' and the total number of service outlets (data elements #23, #24, and #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM) is less than 2.

No.	EDIT MESSAGE	EDIT CONDITION
31	ALA-MLS is -2	ALA-MLS librarians (data element #26 on the administrative entity screen) is -2.
32	ALA-MLS is greater than TOTAL LIBRARIANS	The number of ALA-MLS librarians (data element #26 on the administrative entity screen) is greater than TOTAL LIBRARIANS (data element #27 on the administrative entity screen).
33	TOTAL LIBRARIANS is -2	TOTAL LIBRARIANS (data element #27 on the administrative entity screen) is -2.
34	OTHER PAID EMPLOYEES is -2	OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) is -2.
35	TOTAL PAID EMPLOYEES is 0 or -2	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is 0 or -2.
36	TOTAL PAID EMPLOYEES is not equal to the sum of its parts	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is not equal to the sum of TOTAL LIBRARIANS (data element #27 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen).
37	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) equals 0.
38	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) equals 0.
39	TOTAL LIBRARIANS is reported and equals TOTAL PAID EMPLOYEES and OTHER PAID EMPLOYEES is not equal to zero	If TOTAL LIBRARIANS (data element #27 on the administrative entity screen) is equal to TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen), OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) should equal zero.
40	OTHER PAID EMPLOYEES is reported and equals TOTAL PAID EMPLOYEES and TOTAL LIBRARIANS is not equal to zero	If OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) is equal to TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen), TOTAL LIBRARIANS (data element #27 on the administrative entity screen) should equal zero.
41	TOTAL LIBRARIANS and OTHER PAID EMPLOYEES are reported and TOTAL PAID EMPLOYEES is less than zero	TOTAL LIBRARIANS (data element #27 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) are reported but TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is unknown.
42	TOTAL PAID EMPLOYEES is equal to zero and TOTAL LIBRARIANS or OTHER PAID EMPLOYEES are not equal to zero	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is equal to zero but TOTAL LIBRARIANS (data element #27 on the administrative entity screen) or OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) are reported as other than zero.
43	LOCAL GOVERNMENT REVENUE is -2	LOCAL GOVERNMENT REVENUE (data element #30 on the administrative entity screen) is -2.

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No.	EDIT MESSAGE	EDIT CONDITION
44	STATE GOVERNMENT REVENUE is -2	STATE GOVERNMENT REVENUE (data element #31 on the administrative entity screen) is -2.
45	FEDERAL GOVERNMENT REVENUE is -2	FEDERAL GOVERNMENT REVENUE (data element #32 on the administrative entity screen) is -2.
46	OTHER REVENUE is -2	OTHER REVENUE (data element #33 on the administrative entity screen) is -2.
47	TOTAL OPERATING REVENUE is 0 or -2	TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) is 0 or -2. If all of the four parts were entered, a total would have been automatically calculated.
48	TOTAL OPERATING REVENUE is not equal to the sum of the parts	TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) is not equal to the sum of LOCAL GOVERNMENT (data element #30 on the administrative entity screen), STATE GOVERNMENT (data element #31 on the administrative entity screen), FEDERAL GOVERNMENT (data element #32 on the administrative entity screen) and OTHER REVENUE (data element #33 on the administrative entity screen).
49	LOCAL, STATE, and FEDERAL GOVERNMENT REVENUE are reported and equal TOTAL OPERATING REVENUE and OTHER OPERATING REVENUE is not equal to zero	The sum of LOCAL, STATE, and FEDERAL GOVERNMENT REVENUE (data elements #30, #31 and #32 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but OTHER OPERATING REVENUE (data element #33 on the administrative entity screen) is not zero.
50	LOCAL GOV, FEDERAL GOV, and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and STATE GOVERNMENT REVENUE is not equal to zero	The sum of LOCAL GOVERNMENT, FEDERAL GOVERNMENT and OTHER OPERATING REVENUE (data elements #30, #32 and #33 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but STATE GOVERNMENT REVENUE (data element #31 on the administrative entity screen) is not zero.
51	LOCAL GOV, STATE GOV, and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and FEDERAL GOVERNMENT REVENUE is not equal to zero	The sum of LOCAL GOVERNMENT, STATE GOVERNMENT and OTHER OPERATING REVENUE (data elements #30, #31 and #33 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but FEDERAL GOVERNMENT REVENUE (data element #32 on the administrative entity screen) is not zero.
52	STATE GOV, FEDERAL GOV, and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and LOCAL GOVERNMENT REVENUE is not equal to zero	The sum of STATE GOVERNMENT, FEDERAL GOVERNMENT and OTHER OPERATING REVENUE (data elements #31, #32 and #33 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but LOCAL GOVERNMENT REVENUE (data element #30 on the administrative entity screen) is not zero.
53	OTHER OPERATING REVENUE is reported and equals TOTAL OPERATING REVENUE and LOCAL, STATE, or FEDERAL GOVERNMENT REVENUE are not equal to zero	OTHER OPERATING REVENUE (data element #33 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.

No.	EDIT MESSAGE	EDIT CONDITION
54	FEDERAL GOVERNMENT REVENUE is reported and equals TOTAL OPERATING REVENUE and LOCAL GOVERNMENT, STATE GOVERNMENT, or OTHER OPERATING REVENUE are not equal to zero	FEDERAL GOVERNMENT REVENUE (data element #32 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
55	LOCAL GOVERNMENT REVENUE is reported and equals TOTAL OPERATING REVENUE and STATE GOVERNMENT, FEDERAL GOVERNMENT, or OTHER OPERATING REVENUE are not equal to zero	LOCAL GOVERNMENT REVENUE (data element #30 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
56	STATE GOVERNMENT REVENUE is reported and equals TOTAL OPERATING REVENUE and LOCAL GOVERNMENT, FEDERAL GOVERNMENT, or OTHER OPERATING REVENUE are not equal to zero	STATE GOVERNMENT REVENUE (data element #31 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
57	LOCAL GOVERNMENT and STATE GOVERNMENT REVENUE are reported and equal TOTAL OPERATING REVENUE and FEDERAL GOVERNMENT or OTHER OPERATING REVENUE are not equal to zero	The sum of LOCAL and STATE GOVERNMENT REVENUE (data elements #30 and #31 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
58	STATE GOVERNMENT and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and LOCAL GOVERNMENT or FEDERAL GOVERNMENT REVENUE are not equal to zero	The sum of STATE GOVERNMENT and OTHER OPERATING REVENUE (data elements #31 and #33 on the administrative entity screen) is equal to the TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
59	LOCAL GOVERNMENT and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and STATE GOVERNMENT or FEDERAL GOVERNMENT REVENUE are not equal to zero	The sum of LOCAL GOVERNMENT REVENUE and OTHER OPERATING REVENUE (data elements #30 and #33 on the administrative entity screen) is equal TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
60	FEDERAL GOVERNMENT and OTHER OPERATING REVENUE are reported and equal TOTAL OPERATING REVENUE and LOCAL GOVERNMENT or STATE GOVERNMENT REVENUE are not equal to zero	The sum of FEDERAL GOVERNMENT REVENUE and OTHER OPERATING REVENUE (data elements #32 and #33 on the administrative entity screen) is equal to the TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
61	STATE GOVERNMENT and FEDERAL GOVERNMENT REVENUE are reported and equal TOTAL OPERATING REVENUE and LOCAL GOVERNMENT or OTHER OPERATING REVENUE are not equal to zero	The sum of STATE and FEDERAL GOVERNMENT REVENUE (data elements #31 and #32 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.
62	LOCAL GOVERNMENT and FEDERAL GOVERNMENT REVENUE are reported and equal TOTAL OPERATING REVENUE and STATE GOVERNMENT or OTHER OPERATING REVENUE are not equal to zero	The sum of LOCAL and FEDERAL GOVERNMENT REVENUE (data elements #30 and #32 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of revenue is reported as other than zero.

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No.	EDIT MESSAGE	EDIT CONDITION
63	TOTAL OPERATING REVENUE is less than 75% of TOTAL OPERATING EXP	TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) is less than 75% of TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen).
64	SALARIES & WAGES EXPENDITURES is -2	SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) is -2.
65	EMPLOYEE BENEFITS is -2	EMPLOYEE BENEFITS (data element #36 on the administrative entity screen) is -2.
66	TOTAL STAFF EXPENDITURES is 0 or -2	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is 0 or -2. If both of the parts were entered, a total would have been automatically calculated.
67	TOTAL STAFF EXPENDITURES is not equal to the sum of the parts	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is not equal to the sum of SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) and EMPLOYEE BENEFITS (data element #36 on the administrative entity screen).
68	FSCS PUBLIC LIBRARY but TOTAL STAFF EXPENDITURES equals 0	FSCS PUBLIC LIBRARY (data element #17 on the administrative entity screen) is 'Yes' but TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is equal to 0.
69	SALARIES & WAGES EXP is reported and is equal to TOTAL STAFF EXPENDITURES and EMPLOYEE BENEFITS is not equal to zero	SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) equals TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) but EMPLOYEE BENEFITS (data element #36 on the administrative entity screen) is not zero.
70	EMPLOYEE BENEFITS is reported and is equal to TOTAL STAFF EXPENDITURES and SALARIES & WAGES EXP is not equal to zero	EMPLOYEE BENEFITS (data element #36 on the administrative entity screen) equals TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) but SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) is not zero.
71	SALARIES & WAGES EXP and EMPLOYEE BENEFITS are greater than -1 and TOTAL STAFF EXPENDITURES is less than zero	SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) and EMPLOYEE BENEFITS (data element #36 on the administrative entity screen) are reported but TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is unknown.
72	TOTAL STAFF EXPENDITURES equals zero and SALARIES & WAGES EXP or EMPLOYEE BENEFITS are not equal to zero	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) are reported as zero but SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) or EMPLOYEE BENEFITS (data element #36 on the administrative entity screen) are not equal to zero.
73	PRINT MATERIALS EXP is -2	PRINT MATERIALS EXP (data element #38 on the administrative entity screen) is -2.
74	ELECTRONIC MATERIALS EXPENDITURES is -2	ELECTRONIC MATERIALS EXP (data element #39 on the administrative entity screen) is -2.
75	OTHER MATERIALS EXPENDITURES is -2	OTHER MATERIALS EXP (data element #40 on the administrative entity screen) is -2.

No.	EDIT MESSAGE	EDIT CONDITION
76	TOTAL COLLECTION EXPENDITURES is -2	TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) is -2.
77	PRINT MATERIAL EXP is reported and is equal to TOTAL COLLECTION EXP and ELECTRONIC MATERIAL EXP or OTHER MATERIAL EXP is not equal to zero.	PRINT MATERIALS EXP (data element #38 on the administrative entity screen) is reported as equal to TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
78	ELECTRONIC MATERIAL EXP is reported and is equal to TOTAL COLLECTION EXP and PRINT MATERIAL EXP or OTHER MATERIAL EXP is not equal to zero	ELECTRONIC MATERIALS EXPENDITURES (data element #39 on the administrative entity screen) is reported as equal to TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
79	OTHER MATERIAL EXP is reported and is equal to TOTAL COLLECTION EXP and ELECTRONIC MATERIAL EXP or PRINT MATERIAL EXP is not equal to zero	OTHER MATERIALS EXP (data element #40 on the administrative entity screen) is reported as equal to TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
80	OTHER MATERIAL EXP and PRINT MATERIAL EXP are reported and equal to TOTAL COLLECTION EXP and ELECTRONIC MATERIAL EXP is not equal to zero	The sum of OTHER MATERIAL EXP and PRINT MATERIAL EXP (data elements #40 and #38 on the administrative entity screen) is equal to TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
81	OTHER MATERIAL EXP and ELECTRONIC MATERIAL EXP are reported and equal to TOTAL COLLECTION EXP and PRINT MATERIAL EXP is not equal to zero	The sum of OTHER MATERIAL EXP and ELECTRONIC MATERIAL EXP (data elements #40 and #39 on the administrative entity screen) is equal to TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
82	PRINT MATERIAL EXP and ELECTRONIC MATERIAL EXP are reported and equal to TOTAL COLLECTION EXP and OTHER MATERIAL EXP is not equal to zero	The sum of PRINT MATERIAL EXP and ELECTRONIC MATERIAL EXP (data elements #38 and #39 on the administrative entity screen) is equal to TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) but at least one other part of collection expenditures is reported as other than zero.
83	TOTAL COLLECTION EXP is not equal to the sum of its parts	TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) is not equal to the sum of PRINT MATERIALS EXP (data element #38 on the administrative entity screen), ELECTRONIC MATERIALS EXP (data element #39 on the administrative entity screen) and OTHER MATERIALS EXP (data element #40 on the administrative entity screen).
84	OTHER OPERATING EXPENDITURES is -2	OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) is -2.
85	TOTAL OPERATING EXPENDITURES is 0 or -2	TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) is 0 or -2. If all of the parts were entered, a total would have been automatically calculated.

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No.	EDIT MESSAGE	EDIT CONDITION
86	TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts	TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen), TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen).
87	TOTAL COLLECTION EXP is reported and is equal to TOTAL OPERATING EXP and TOTAL STAFF EXP or OTHER OPERATING EXP are not equal to zero	TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) but at least one other expenditure item is reported as other than zero.
88	TOTAL STAFF EXP is reported and is equal to TOTAL OPERATING EXP and TOTAL COLLECTION EXP or OTHER OPERATING EXP are not equal to zero	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) but at least one other expenditure item is reported as other than zero.
89	OTHER OPERATING EXP is reported and is equal to TOTAL OPERATING EXP and TOTAL STAFF EXP or TOTAL COLLECTION EXP are not equal to zero	OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) but at least one other expenditure item is reported as other than zero.
90	TOTAL STAFF EXP and OTHER OPERATING EXP are reported and equal TOTAL OPERATING EXP and TOTAL COLLECTION EXP is not equal to zero	The sum of TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) is not equal to zero.
91	TOTAL COLLECTION EXP and OTHER OPERATING EXP are reported and equal TOTAL OPERATING EXP and TOTAL STAFF EXP is not equal to zero	The sum of TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is not equal to zero.
92	TOTAL STAFF EXP and TOTAL COLLECTION EXP are reported and equal TOTAL OPERATING EXP and OTHER OPERATING EXP is not equal to zero	The sum of TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) and TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) is not equal to zero.
93	TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING REVENUE	TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) is less than 75% of TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen).
94	CAPITAL REVENUE is -2	CAPITAL REVENUE (data element #44 on the administrative entity screen) is -2.

No.	EDIT MESSAGE	EDIT CONDITION
95	CAPITAL EXPENDITURES is -2	CAPITAL EXPENDITURES (data element #45 on the administrative entity screen) is -2.
96	PRINT MATERIALS is 0 or -2	PRINT MATERIALS (data element #46 on the administrative entity screen) is 0 or -2.
97	ELECTRONIC BOOKS is -2	ELECTRONIC BOOKS (data element #47 on the administrative entity screen) is -2.
98	AUDIO materials is -2	AUDIO (data element #48 on the administrative entity screen) is -2.
99	VIDEO materials is -2	VIDEO (data element #49 on the administrative entity screen) is -2.
100	DATABASES is -2	DATABASES (data element #50 on the administrative entity screen) is -2.
101	CURRENT PRINT SERIAL SUBSCRIPTIONS is -2	CURRENT PRINT SERIAL SUBSCRIPTIONS (data element #51 on the administrative entity screen) is -2.
102	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is -2	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #52 on the administrative entity screen) is -2.
103	DATABASE is greater than 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	DATABASES (data element #50 on the administrative entity screen) is greater than 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #52 on the administrative entity screen).
104	ELECTRONIC MATERIALS EXPENDITURES is not equal to 0 and ELECTRONIC BOOKS, DATABASES, and CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS are 0	ELECTRONIC MATERIALS EXPENDITURES (data element #39 on the administrative entity screen) is greater than 0 and ELECTRONIC BOOKS (data element #47 on the administrative entity screen), DATABASES (data element #50 on the administrative entity screen), and CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #52 on the administrative entity screen) are 0.
105	OTHER MATERIALS EXPENDITURES is not equal to 0 and AUDIO and VIDEO materials are 0	OTHER MATERIALS EXPENDITURES (data element #40 on the administrative entity screen) is greater than 0 and AUDIO (data element #48 on the administrative entity screen) and VIDEO (data element #49 on the administrative entity screen) materials are 0.
106	Annual PUBLIC SERVICE HOURS is 0 or -2	PUBLIC SERVICE HOURS/YR (data element #53 on the administrative entity screen) is 0 or -2.
107	Average PUBLIC SERVICE HRS per outlet per week less than 10 and the prior year ratio was greater than 10	Average PUBLIC SERVICE HOURS per outlet per week is less than 10. PUBLIC SERVICE HOURS/YR (data element #53 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #23 on the administrative entity screen), BRANCHES (data element #24 on the administrative entity screen), BOOKMOBILES (data element #25 on the administrative entity screen) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM).

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No.	EDIT MESSAGE	EDIT CONDITION
108	Average PUBLIC SERVICE HRS per outlet per week greater than 75	Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #23 on the administrative entity screen), BRANCHES (data element #24 on the administrative entity screen), BOOKMOBILES (data element #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM).
109	Annual LIBRARY VISITS in library is 0 or -2	LIBRARY VISITS (data element #54 on the administrative entity screen) is 0 or -2.
110	Annual LIBRARY VISITS is less than or equal to CHILDREN'S PROGRAM ATTENDANCE and the prior year visits greater than CHILDREN'S PROGRAM ATTENDANCE	LIBRARY VISITS (data element #54 on the administrative entity screen) is less than or equal to CHILDREN'S PROGRAM ATTENDANCE (data element #60 on the administrative entity screen) and the prior year LIBRARY VISITS was greater than CHILDREN'S PROGRAM ATTENDANCE.
111	Annual REFERENCE TRANSACTIONS is -2	REFERENCE TRANSACTIONS (data element #55 on the administrative entity screen) is -2.
112	Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 3.00 or less than 0.005 and the prior year ratio was greater than 0.005	Annual REFERENCE TRANSACTIONS (data element #55 on the administrative entity screen) per annual LIBRARY VISITS (data element #54 on the administrative entity screen) is greater than 3.00, or less than 0.005 and the prior year ratio was greater than 0.005.
113	TOTAL CIRCULATION transactions is 0 or -2	TOTAL CIRCULATION transactions (data element #56 on the administrative entity screen) is 0 or -2.
114	TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0 and the prior year ratio was greater than 1.0	TOTAL CIRCULATION transactions (data element #56 on the administrative entity screen) per POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen) is less than 1.0 and the prior year ratio was greater than 1.0.
115	TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0 and the prior year ratio was less than 20.0	TOTAL CIRCULATION transactions (data element #56 on the administrative entity screen) per POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen) is greater than 20.0 and the prior year ratio was less than 20.0.
116	TOTAL CIRCULATION trans per annual LIBRARY VISITS is less than 0.5 and the prior year ratio was greater than 0.5	TOTAL CIRCULATION transactions (data element #56 on the administrative entity screen) per annual LIBRARY VISITS (data element #54 on the administrative entity screen) is less than 0.5 and the prior year ratio was greater than 0.5.
117	TOTAL CIRCULATION trans per annual LIBRARY VISITS is greater than 6.0 and the prior year ratio was less than 6.0	TOTAL CIRCULATION transactions (data element #56 on the administrative entity screen) per annual LIBRARY VISITS (data element #54 on the administrative entity screen) is greater than 6.0 and the prior year ratio was less than 6.0.
118	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS	TOTAL CIRCULATION (data element #56 on the administrative entity screen) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS (data element #59 on the administrative entity screen).
119	Inter-library loans PROVIDED TO other libraries is -2	Inter-library loans PROVIDED TO (data element #57 on the administrative entity screen) is -2.

No.	EDIT MESSAGE	EDIT CONDITION
120	Inter-library loans RECEIVED FROM other libraries is -2	Inter-library loans RECEIVED FROM (data element #58 on the administrative entity screen) is -2.
121	CIRCULATION OF CHILDREN'S MATERIALS is -2	CIRCULATION OF CHILDREN'S MATERIALS (data element #59 on the administrative entity screen) is -2.
122	CHILDREN'S PROGRAM ATTENDANCE is -2	CHILDREN'S PROGRAM ATTENDANCE (data element #60 on the administrative entity screen) is -2.
123	INTERNET TERMINALS USED BY GENERAL PUBLIC is -2	INTERNET TERMINALS USED BY GENERAL PUBLIC (data element #61 on the administrative entity screen) is -2.
124	Library is a bookmobile only but INTERNET TERMINALS USED BY GENERAL PUBLIC is not equal to 0	CENTLIB and BRANLIB (data elements #23 and #24 on the administrative entity screen) are equal to zero and BKMOB (data element #25 on the administrative entity screen) is greater than 0 but INTERNET TERMINALS USED BY GENERAL PUBLIC (data element #61 on the administrative entity screen) is not equal to 0.
125	USERS OF ELECTRONIC RESOURCES PER YEAR is -2	USERS OF ELECTRONIC RESOURCES PER YEAR (data element #62 on the administrative entity screen) is -2.
126	ELECTRONIC BOOKS, DATABASES, CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS and GENERAL PUBLIC TERMINALS are 0 and USERS OF ELECTRONIC RESOURCES PER YEAR is not equal to 0	ELECTRONIC BOOKS (data element #47 on the administrative entity screen), DATABASES (data element #50 on the administrative entity screen), CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #52 on the administrative entity screen) and Internet Terminals USED BY GENERAL PUBLIC (data element #61 on the administrative entity screen) are equal to 0 but USERS OF ELECTRONIC RESOURCES PER YEAR (data element #62 on the administrative entity screen) is not equal to 0.
127	ELECTRONIC BOOKS, DATABASES, CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS or GENERAL PUBLIC TERMINALS are not equal to 0 and USERS OF ELECTRONIC RESOURCES PER YEAR is equal to 0	ELECTRONIC BOOKS (data element #47 on the administrative entity screen), DATABASES (data element #50 on the administrative entity screen), CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #52 on the administrative entity screen) or INTERNET TERMINALS USED BY GENERAL PUBLIC (data element #61 on the administrative entity screen) are not equal to zero but USERS OF ELECTRONIC RESOURCES PER YEAR (data element #62 on the administrative entity screen) is equal to zero.
128	USERS OF ELECTRONIC RESOURCES PER YEAR greater than 90% of LIBRARY VISITS per typical year	USERS OF ELECTRONIC RESOURCES PER YEAR (data element #62 on the administrative entity screen) is greater than 90% of LIBRARY VISITS per typical year (data element #54 on the administrative entity screen).
129	USERS OF ELECTRONIC RESOURCES per LIBRARY VISIT is greater than 3	The number of USERS OF ELECTRONIC RESOURCES (data element #62 on the administrative entity screen) per LIBRARY VISIT (data element #54 on the administrative entity screen) is greater than 3.
130	OUTLET TYPE CODE is -2 or is not valid	OUTLET TYPE CODE (data element #09 on the outlet screen) is not a valid code.
131	OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0	The outlet record has 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) is 0 or is not reported.

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No.	EDIT MESSAGE	EDIT CONDITION
132	METROPOLITAN STATUS CODE is -2 or not valid	METROPOLITAN STATUS CODE (data element #10 on the outlet screen) is not a valid code.
133	Outlet is not connected to an administrative entity	No administrative entity record with this outlet's FSCS ID can be found.
134	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is not equal to 0	Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER of BOOKMOBILES (data element #12 on the outlet screen) is not equal to zero. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, an outlet record coded 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) must be created and the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) must be reported with this outlet.
135	SQUARE FOOTAGE OF OUTLET is -2	SQUARE FOOTAGE OF OUTLET (data element #11 on the outlet screen) is -2.
136	SQUARE FOOTAGE OF OUTLET is less than 200 or greater than 300,000 and prior year value is not equal to current year value	OUTLET TYPE CODE is 'BR' or 'CE' and SQUARE FOOTAGE OF OUTLET (data element #11 on the outlet screen) is less than 200 or greater than 300,000 and the current year value has changed from the prior year.
137	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS	OFFICIAL STATE TOTAL POPULATION ESTIMATE (data element #03 on the state characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #04 on the state characteristics screen).
138	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #04 on the state characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen) for all administrative entities.
139	Percentage of libraries of INTERLIBRARY RELATIONSHIP 'HQ' is greater than 25%	More than 25% of all libraries report 'HQ' (Headquarters of a federation or cooperative) for INTERLIBRARY RELATIONSHIP CODE (data element #14 on the administrative entity screen).
200	Historical Edit Check	The 2-year change in your data for a particular data element falls outside an acceptable range. See Appendix H—Historical Edit Checks for more information.

## Appendix H—Historical Edit Checks

**Edit 200:** All historical edits are listed in the Edit Report as Edit 200, followed by the specific data element that is triggering the edit. (Example: Edit 200: Data Element #30. Local Government).

**Note:** “PY” refers to the prior-year value. “CY” refers to the current-year value. If either value is unknown, the edit is not performed. Multiple conditions connected by an “and” must both be true for the data element to fail the edit. When multiple sentences are used, each is a separate test, and only one needs to be true for the data element to fail the edit.

NO.	DATA ELEMENT	EDIT CONDITION
03	Official State Total Population	PY to CY change is greater than $\pm 5\%$ .
04	Total Unduplicated Population of Legal Service Areas.	PY to CY change is greater than $\pm 4\%$ .
14	Interlibrary Relationship Code	PY to CY change requires verification.
15	Legal Basis Code	PY to CY change requires verification.
16	Administrative Structure Code	PY to CY change requires verification.
17	FSCS Public Library	PY to CY change requires verification.
22	Population of Legal Service Area	PY to CY change $> -10\%$ to $+25\%$ .
23	Number of Centrals	PY to CY change $> \pm 1$ .
24	Number of Branches	PY to CY change $> \pm 2$ .
25	Number of Bookmobiles	PY to CY change $> \pm 2$ .
26	ALA-MLS	<ul style="list-style-type: none"> <li>• PY = <math>-1</math> or <math>&gt; 0</math> and CY = 0.</li> <li>• PY = <math>-1</math> and CY = 1.</li> <li>• PY to CY change <math>&gt; \pm 2</math> and <math>&gt; \pm 30\%</math>.</li> </ul>
27	Total Librarians	<ul style="list-style-type: none"> <li>• PY = <math>-1</math> or <math>&gt; 0</math> and CY = 0.</li> <li>• PY = <math>-1</math> and CY = 1.</li> <li>• PY to CY change <math>&gt; \pm 2</math> and <math>&gt; \pm 30\%</math>.</li> </ul>
28	All Other Paid Staff	<ul style="list-style-type: none"> <li>• PY = <math>-1</math> or <math>&gt; 0</math> and CY = 0.</li> <li>• PY = <math>-1</math> and CY = 1.</li> <li>• PY to CY change <math>&gt; \pm 2</math> and <math>&gt; \pm 30\%</math>.</li> </ul>
29	Total Paid Employees	<ul style="list-style-type: none"> <li>• PY = <math>-1</math> or <math>&gt; 0</math> and CY = 0.</li> <li>• PY = <math>-1</math> and CY = 1.</li> <li>• PY to CY change <math>&gt; \pm 2</math> and <math>&gt; \pm 30\%</math>.</li> </ul>

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NO.	DATA ELEMENT	EDIT CONDITION
30	Local Government	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY to CY change &gt; ±\$5,000 and &gt; -10% to +25%.</li> </ul>
31	State Government	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY to CY change is &gt; ±\$5000 and &gt; ±40%.</li> </ul>
32	Federal Government	<ul style="list-style-type: none"> <li>• PY = -1 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> </ul>
33	Other Revenue	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> </ul>
34	Total Operating Revenue	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY to CY change &gt; ±\$5,000 and &gt; -10% to +25%.</li> </ul>
35	Salary & Wages Expenditures	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> </ul> <p>If Data Element #29 has changed by no more than ±0.5 FTE:</p> <ul style="list-style-type: none"> <li>• CY/PY &gt; 0 and ≤ 0.75 or ≥ 1.75 and at least one of the values is ≥ 361,000.</li> <li>• CY/PY &gt; 0.75 and &lt; 1.75 and <math> CY-PY /(CY+PY) \geq 0.2</math>.</li> </ul>
36	Employee Benefits	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> </ul> <p>If Data Element #29 has changed by no more than ±0.5 FTE:</p> <ul style="list-style-type: none"> <li>• PY = 0 and CY ≥ 60,000.</li> <li>• CY/PY is ≥ 3.0.</li> </ul>
37	Total Staff Expenditures	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> </ul> <p>If Data Element #29 has changed by no more than ±0.5 FTE:</p> <ul style="list-style-type: none"> <li>• CY/PY &gt; 0 and ≤ 0.75 or ≥ 1.75 and PY or CY ≥ 443,000.</li> <li>• The CY/PY &gt; 0.75 and &lt; 1.75 and <math> CY-PY /(CY+PY) \geq 0.2</math>.</li> </ul>
39	Electronic Materials Expenditures	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY = 0 and CY ≥ 50,000.</li> <li>• CY/PY ≥ 13.40 and PY or CY ≥ 1,000.</li> <li>• CY/PY &lt; 13.40, and <math> CY-PY /(CY+PY) \geq 0.94</math>.</li> </ul>

NO.	DATA ELEMENT	EDIT CONDITION
41	Total Collection Expenditures	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY = 0 and CY &gt;= 34,000.</li> <li>• CY/PY &gt; 0 and &lt;= 0.35 or &gt;= 3.15 and PY or CY &gt;= 106,000.</li> <li>• CY/PY &gt; 0.35 and &lt; 3.15 and  CY-PY  / (CY+PY) &gt; 0.45.</li> </ul>
42	Other Operating Expenditures	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY = 0 and CY &gt;= 45,000.</li> <li>• CY/PY &gt;= 6.0.</li> </ul>
43	Total Operating Expenditures	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY = 0 and CY &gt;= 1,200.</li> <li>• CY/PY &gt; 0 and &lt;= 0.65 or &gt;= 2.0 and PY or CY &gt;= 700,000.</li> <li>• CY/PY ratio &lt; 0.65 and &gt; 2.0 and  CY-PY  / (CY+PY) &gt; 0.25.</li> </ul>
45	Capital Expenditures	No criterion.
46	Print Materials	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY = 0 and CY &gt;= 12,000.</li> <li>• CY/PY &gt; 0 and &lt;= 0.7 or &gt;= 1.5 and PY or CY &gt;= 82,000.</li> <li>• CY/PY &gt; 0.7 and &lt; 1.5 and  CY-PY  / (CY+PY) &gt;= 0.15.</li> </ul>
48	Audio	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY = 0 and CY &gt;= 3,000.</li> <li>• CY/PY &gt; 0.0 and &lt;= 0.3 or &gt;= 6.0 and PY or CY &gt;= 3,500.</li> <li>• CY/PY &gt; 0.25 and &lt; 6.0 and  CY-PY  / (CY+PY) &gt;= 0.6.</li> </ul>
49	Video	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY to CY change &gt; ±100 and &gt; -10% to +50%.</li> </ul>
51	Current Print Serial Subscriptions	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = 0 and CY &gt;= 150.</li> <li>• CY/PY &gt; 0 and &lt;= 0.4 or &gt;= 2.5 and PY or CY &gt;= 300.</li> <li>• CY/PY &gt; 0.4 and &lt; 2.5 and  CY-PY  / (CY+PY) &gt;= 0.35.</li> </ul>

**FSCS**

NO.	DATA ELEMENT	EDIT CONDITION
53	Public Service Hours/Year	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> </ul>
54	Library Visits	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> </ul>
55	Reference Transactions	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY = 0 and CY &gt; 0.</li> <li>• CY/PY &lt; 0.2 and &gt; 5.99.</li> </ul>
56	Total Circulation	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• CY/PY &lt; 0.5 and &gt; 2.</li> </ul>
57	Loans Provided To	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY = 0 and CY &gt;= 750.</li> <li>• CY/PY &lt; 0.10 and &gt; 19.00, and PY or CY &gt;= 1,200.</li> <li>• CY/PY ratio &gt; 0.10 and &lt; 19.00, and  CY-PY  / (CY+PY) &gt;= 0.76.</li> </ul>
58	Loans Received From	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY = 0 and CY &gt;= 1,300.</li> <li>• CY/PY &lt; 0.14 and &gt; 9.30 and PY and CY &gt;= 1,400.</li> <li>• CY/PY &gt; 0.14 and &lt;= 9.30, and  CY-PY  / (CY+PY) &gt;= 0.60.</li> </ul>
59	Children's Circulation	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY to CY change &gt; ±5,000 and &gt; -30% to +50%.</li> </ul>
60	Children's Program Attendance	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> </ul>
61	General Public Internet Terminals	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> </ul>
62	Users of Electronic Resources Per Typical Year	<ul style="list-style-type: none"> <li>• PY = -1 or &gt; 0 and CY = 0.</li> <li>• PY = -1 and CY = 1.</li> <li>• PY (per week) &gt; CY (per year)</li> </ul>

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**Appendix I—State Codes**

<b>Post Office State Code</b>	<b>State Name</b>	<b>FIPS Code</b>
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56
<b>Outlying Areas:</b>		
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78



## Appendix J—History of WinPLUS

### Development of Survey Software

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

- FY 1988—DECTOP (Data Entry Conversion Table Output Program), a personal computer (PC) software package for States to use in collecting individual public library data and generating statistical tables, was developed. DECTOP collected information about public library staffing, service outlets, operating income and expenditures, size of collection, and service measures such as reference transactions, interlibrary loans, circulation, and public service hours. DECTOP utilized Borland/Ashton-Tate's dBASE IV and Nantucket's Clipper database applications.
- FY 1989—PLUS (Public Library Universe System), another PC software package to collect data for the public library universe, including identifying information for individual public libraries and their outlets, was developed.
- FY 1992—DECPLUS, a merger of DECTOP and PLUS, was introduced to reduce respondent burden and improve the edit check process.
- FY 1997—WinPLUS, a windows-based version of DECPLUS, was introduced in partially functional form. A fully operational DECPLUS was also provided.
- FY 1998—WinPLUS was fully operational and replaced DECPLUS.
- FY 1999—WinPLUS 2.1 was revised to allow the user to perform the matching routine separately from the import operation. A file export option was also added in response to user request.
- FY 2000—There were no revisions to the WinPLUS software.
- FY 2001—There were no revisions to the WinPLUS software.
- FY 2003—The revisions to WinPLUS 2.5 are summarized in section 1.3.



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

**FSCS**

**FEDERAL-STATE COOPERATIVE SYSTEM**

**FOR PUBLIC LIBRARY DATA**

**November 2003**

**For changes regarding information in this directory, please contact  
Kim Miller at: Telephone: 202-606-9200, Fax: 202-606-9203  
E-mail: [kmiller@nclis.gov](mailto:kmiller@nclis.gov)**

**State Data Coordinators**

<b><u>STATE</u></b>	<b><u>COORDINATOR</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
ALABAMA	Fred Neighbors	334-213-3916	334-213-3993
ALASKA	Patience Frederiksen	800-776-6566	907-269-6580
ARIZONA	Jan Elliott	602-542-5841	602-364-2257
ARKANSAS	Carolyn Ashcraft	501-682-2862	501-682-1693
CALIFORNIA	Ira Bray	916-653-0171	916-653-8443
COLORADO	Keith Curry Lance	303-866-6737	303-866-6940
CONNECTICUT	Joanne Turschman	860-566-2713	860-525-7645
DELAWARE	Despina (Debbie) Wilson	302-739-4748 x128	302-739-6787
DIST. OF COLUMBIA	Roxanna Deane	202-727-2936	202-727-1129
FLORIDA	Sondra Taylor-Furbee, acting	850-245-6631	850-488-2746
GEORGIA	Susan Roberts	404-982-3566	404-982-3563
HAWAII	Betty Kingery	808-587-7444	808-586-3699
IDAHO	Frank Nelson	208-525-7211	208-525-7255
ILLINOIS	Patricia Norris	217-524-5867	217-782-1877
INDIANA	Edythe Huffman	317-232-3681	317-232-0002
IOWA	Gerry Rowland	515-281-7573	515-281-6191
KANSAS	Roy Bird	785-296-4105	785-368-7291
KENTUCKY	Jay Bank	502-564-8300 x263	502-564-5773
LOUISIANA	Gretchen Fairbanks	225-342-4931	225-342-3547
MAINE	Felicia Kennedy	207-287-5620	207-287-5624
MARYLAND	Michael Osborne	410-767-0437	410-333-2507
MASSACHUSETTS	Dianne Carty	617-267-9400	617-421-9833
MICHIGAN	Terri Assaf	517-373-3828	517-373-5700
MINNESOTA	Bruce Pomerantz	651-582-8890	651-582-8731
MISSISSIPPI	Lynn Shurden	601-961-4068	601-354-4181

**State Data Coordinators—Continued**

<b><u>STATE</u></b>	<b><u>COORDINATOR</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
MISSOURI	Carolyn Baker	573-522-9564	573-751-3612
MONTANA	Suzanne Reymer	406-255-0729	406-255-0732
NEBRASKA	Kit Keller	402-471-3216	402-471-2083
NEVADA	Holly Van Valkenburgh	775-684-3322	775-684-8311
NEW HAMPSHIRE	Sue Palmatier	603-788-0914	603-788-5125
NEW JERSEY	Victoria Rosch	609-292-4161	609-633-3963
NEW MEXICO	Scott Sheldon	505-476-9765	505-476-9761
NEW YORK	Maria Hazapis	518-486-1330	518-486-5254
NORTH CAROLINA	Timothy Owens	919-733-2570	919-733-8748
NORTH DAKOTA	Sheryl Haldorson	701-328-3499	701-328-2040
OHIO	Darla Cottrill	614-466-1089	614-466-3584
OKLAHOMA	Jan Blakely	405-521-2502	405-525-7804
OREGON	Ann Reed	503-378-2112 x254	503-378-6439
PENNSYLVANIA	Matthew Kane	717-783-5743	717-787-2117
RHODE ISLAND	Ann Piascik	401-222-5776	401-222-4195
SOUTH CAROLINA	Libby Law	803-734-8666	803-734-8676
SOUTH DAKOTA	Dorothy Liegl	605-773-3131	605-773-6962
TENNESSEE	Shelley Fugitt	615-532-4601	615-532-9904
TEXAS	Margaret Whitehead	512-936-2236	512-463-8800
UTAH	Sandi Long	801-715-6741	801-715-6767
VERMONT	Marianne Kotch	802-828-2320	802-828-2199
VIRGINIA	Carol Adams	804-692-3774	804-692-3771
WASHINGTON	Karen Goettling	360-704-5205	360-586-7575
WEST VIRGINIA	Steve Fesenmaier	304 558-3978 x2015	304-558-2044
WISCONSIN	Alan Zimmerman	608-266-3939	608-267-1052
WYOMING	Jill Rourk	307-777-5914	307-777-6289

**State Data Coordinators—Continued**

<b><u>U.S. TERRITORIES</u></b>	<b><u>COORDINATOR</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
CNMI		670-235-7322	670-235-7550
GUAM	Melissa Tajeron	671-475-4753	671-477-9777
PUERTO RICO	Olga Alvarez	787-754-1120	787-753-6945
REPUBLIC OF PALAU	Fermina Salvador U.S. Office	011-680-488-2973 202-452-6814	680-488-2830 202-452-6281
U.S. VIRGIN ISLANDS	Sharlene Harris	340-774-3407	340-775-1887

**FSCS DIRECTORY  
STATE DATA COORDINATORS****ALABAMA**

ALABAMA PUBLIC LIBRARY SERVICE  
6030 Monticello Drive  
Montgomery, AL 36130  
COORDINATOR: Fred Neighbors  
TELEPHONE: 334-213-3916  
FAX: 334-213-3993  
E-mail: [fneighbors@apls.state.al.us](mailto:fneighbors@apls.state.al.us)

**ALASKA**

ALASKA STATE LIBRARY,  
ARCHIVES & MUSEUMS  
344 W. 3rd St., Suite 125  
Anchorage, AK 99501  
COORDINATOR: Patience Frederiksen  
TELEPHONE: 800-776-6566  
FAX: 907-269-6580  
E-mail: [Patience\\_Frederiksen@eed.state.ak.us](mailto:Patience_Frederiksen@eed.state.ak.us)

**ARIZONA**

DEPT. OF LIBRARY, ARCHIVES  
AND PUBLIC RECORDS  
1100 West Washington; Suite 200  
Phoenix, AZ 85007-2935  
COORDINATOR: Jan Elliott  
TELEPHONE: 602-542-5841  
FAX: 602-364-2257  
E-mail: [jaellio@lib.az.us](mailto:jaellio@lib.az.us)

**ARKANSAS**

ARKANSAS STATE LIBRARY  
One Capitol Mall, 5<sup>th</sup> Floor  
Little Rock, AR 72201  
COORDINATOR: Carolyn Ashcraft  
TELEPHONE: 501-682-2862  
FAX: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)

**CALIFORNIA**

CALIFORNIA STATE LIBRARY  
Library Development Services  
900 N St STE 500  
Sacramento CA 95814-4800  
COORDINATOR: Ira Bray  
TELEPHONE: 916-653-0171  
FAX: 916-653-8443  
E-mail: [ibray@library.ca.gov](mailto:ibray@library.ca.gov)

**COLORADO**

COLORADO STATE LIBRARY  
Library Research Service  
201 E. Colfax Avenue, Room 309  
Denver, CO 80203-1799  
COORDINATOR: Keith Curry Lance  
TELEPHONE: 303-866-6737  
FAX: 303-866-6940  
E-mail: [lance\\_k@cde.state.co.us](mailto:lance_k@cde.state.co.us)

**CONNECTICUT**

CONNECTICUT STATE LIBRARY  
231 Capitol Avenue  
Hartford, CT 06106  
COORDINATOR: Joanne Turschman  
TELEPHONE: 860-566-2713  
FAX: 860-525-7645  
E-mail: [jturschman@cslib.org](mailto:jturschman@cslib.org)

**DELAWARE**

DELAWARE DIV. OF LIBRARIES  
43 S. DuPont Highway  
Dover, DE 19950  
COORDINATOR: Despina (Debbie) Wilson  
TELEPHONE: 302-739-4748 x128  
FAX: 302-739-6787  
E-mail: [dwilson@lib.de.us](mailto:dwilson@lib.de.us)

**DISTRICT OF COLUMBIA**

DISTRICT OF COLUMBIA PUBLIC LIBRARY  
901 G St., NW; Suite 400  
Washington, DC 20001  
COORDINATOR: Roxanna Deane  
TELEPHONE: 202- 727-2936  
FAX: 202-727-1129  
E-mail: [roxanna.deane@dc.gov](mailto:roxanna.deane@dc.gov)

**FLORIDA**

STATE LIBRARY OF FLORIDA  
R.A. Gray Building  
500 S. Bronough Street  
Tallahassee, FL 32399-0250  
COORDINATOR: Sondra Taylor Furbee, acting  
TELEPHONE: 850-245-6631  
FAX: 850-488-2746  
E-mail: [STaylor-Furbee@mail.dos.state.fl.us](mailto:STaylor-Furbee@mail.dos.state.fl.us)

**GEORGIA**

GEORGIA DEPT OF TECH & ADULT EDUC  
Office of Public Library Services  
1800 Century Place, Suite 150  
Atlanta, GA 30345-4304  
COORDINATOR: Susan Roberts  
TELEPHONE: 404-982-3566  
FAX: 404-982-3563  
E-mail: [sroberts@state.lib.ga.us](mailto:sroberts@state.lib.ga.us)

**HAWAII**

HAWAII STATE LIBRARY SYSTEM  
State Librarian's Office  
465 South King Street, Room B-1  
Honolulu, HI 96813  
COORDINATOR: Betty Kingery  
TELEPHONE: 808-587-7444  
FAX: 808-586-3699  
E-mail: [betty@lib.state.hi.us](mailto:betty@lib.state.hi.us)

**IDAHO**

IDAHO STATE LIBRARY  
Eastern Field Office  
P.O. Box 50919  
Idaho Falls, ID 83405-0919  
COORDINATOR: Frank Nelson  
TELEPHONE: 208-525-7211  
FAX: 208-525-7255  
E-mail: [fnelson@isl.state.id.us](mailto:fnelson@isl.state.id.us)

**ILLINOIS**

ILLINOIS STATE LIBRARY  
300 S. Second St.  
Springfield, IL 62701-1796  
COORDINATOR: Pat Norris  
TELEPHONE: 217-524-5867  
FAX: 217-782-1877  
E-mail: [pnorris@ilsos.net](mailto:pnorris@ilsos.net)

**INDIANA**

INDIANA STATE LIBRARY  
140 N. Senate Ave.  
Indianapolis, IN 46204-2296  
COORDINATOR: Edythe Huffman  
TELEPHONE: 317-232-3681  
FAX: 317-232-0002  
E-mail: [ehuffman@statelib.lib.in.us](mailto:ehuffman@statelib.lib.in.us)

**IOWA**

STATE LIBRARY OF IOWA  
East 12th and Grand  
Des Moines, IA 50319  
COORDINATOR: Gerry Rowland  
TELEPHONE: 515-281-7573  
FAX: 515-281-6191  
E-mail: [gerryr@netins.net](mailto:gerryr@netins.net)

**KANSAS**

KANSAS STATE LIBRARY  
300 SW 10<sup>th</sup> Avenue  
Room 343-N  
Topeka, KS 66612-1593  
COORDINATOR: Roy Bird  
TELEPHONE: 785-296-4105  
FAX: 785-368-7291  
E-mail: [royb@kslib.info](mailto:royb@kslib.info)

**KENTUCKY**

KENTUCKY DEPT FOR LIBR. & ARCHIVES  
P.O. Box 537  
300 Coffee Tree Rd.  
Frankfort, KY 40602-0537  
COORDINATOR: Jay Bank  
TELEPHONE: 502-564-8300 x263  
FAX: 502-564-5773  
E-mail: [jay.bank@kdla.net](mailto:jay.bank@kdla.net)

**LOUISIANA**

STATE LIBRARY OF LOUISIANA  
701 North 4<sup>th</sup> Street  
P.O. Box 131  
Baton Rouge, LA 70802-5232  
COORDINATOR: Gretchen Fairbanks  
TELEPHONE: 225-342-4931  
FAX: 225-342-3547  
E-mail: [gfairban@pelican.state.lib.la.us](mailto:gfairban@pelican.state.lib.la.us)

**MAINE**

MAINE STATE LIBRARY  
State House Station 64  
Augusta, ME 04333  
COORDINATOR: Felicia Kennedy  
TELEPHONE: 207-287-5620  
FAX: 207-287-5624  
E-mail: [felicia.kennedy@state.me.us](mailto:felicia.kennedy@state.me.us)

**MARYLAND**

MARYLAND STATE DEPT. OF ED.  
Div. of Library Dev. & Services  
200 W. Baltimore St.  
Baltimore, MD 21201-2595  
COORDINATOR: Michael Osborne  
TELEPHONE: 410-767-0437  
FAX: 410-333-2507  
E-mail: [mosborne@msde.state.md.us](mailto:mosborne@msde.state.md.us)

**MASSACHUSETTS**

MASSACHUSETTS BD. OF LIBR. COMM.  
648 Beacon St.  
Boston, MA 02215  
COORDINATOR: Dianne Carty  
TELEPHONE: 617-267-9400  
FAX: 617-421-9833  
E-mail: [dianne.carty@state.ma.us](mailto:dianne.carty@state.ma.us)

**MICHIGAN**

LIBRARY OF MICHIGAN  
702 West Kalamazoo Street  
P.O. Box 30007  
Lansing, MI 48909-7507  
COORDINATOR: Terri Assaf  
TELEPHONE: 517-373-3828  
FAX: 517-373-5700  
E-mail: [assaft@michigan.gov](mailto:assaft@michigan.gov)

**MINNESOTA**

OFFICE OF LIBRARY DEVELOPMENT &  
SERVICES  
1500 Highway 36 West  
Roseville, MN 55113-4266  
COORDINATOR: Bruce Pomerantz  
TELEPHONE: 651-582-8890  
FAX: 651-582-8731  
E-mail: [bruce.pomerantz@state.mn.us](mailto:bruce.pomerantz@state.mn.us)

**MISSISSIPPI**

MISSISSIPPI LIBRARY COMMISSION  
1221 Ellis Ave.  
Jackson, MS 39209  
COORDINATOR: Lynn Shurden  
TELEPHONE: 601-961-4068  
FAX: 601-354-4181  
E-mail: [lynnsh@mlc.lib.ms.us](mailto:lynnsh@mlc.lib.ms.us)

**MISSOURI**

MISSOURI STATE LIBRARY  
State Information Center  
600 West Main, P.O. Box 387  
Jefferson City, MO 65102-0387  
COORDINATOR: Carolyn Baker  
TELEPHONE: 573-522-9564  
FAX: 573-751-3612  
E-mail: [bakerc@sosmail.state.mo.us](mailto:bakerc@sosmail.state.mo.us)

**MONTANA**

MONTANA STATE LIBRARY (remote office)  
510 North Broadway  
Helena, MT 59620-1800  
COORDINATOR: Suzanne Reymer  
TELEPHONE: 406-255-0729  
FAX: 406-255-0732  
E-mail: [sreymer@uswest.net](mailto:sreymer@uswest.net)

**NEBRASKA**

NEBRASKA LIBRARY COMMISSION  
The Atrium; 1200 N Street; Suite 120  
Lincoln, NE 68508-2023  
COORDINATOR: Kathleen Keller  
TELEPHONE: 402-471-3216  
FAX: 402-471-2083  
E-mail: [kkeller@nlc.state.ne.us](mailto:kkeller@nlc.state.ne.us)

**NEVADA**

NEVADA DEPT. OF MUSEUMS, LIBRARY,  
& ARTS  
100 N Stewart St.  
Carson City, NV 89701-4285  
COORDINATOR: Holly Van Valkenburgh  
TELEPHONE: 775-684-3407  
FAX: 775-684-8311  
E-mail: [hvanvalk@clan.lib.nv.us](mailto:hvanvalk@clan.lib.nv.us)

**NEW HAMPSHIRE**

NEW HAMPSHIRE STATE LIBRARY  
North County Office  
244 Main Street  
Lancaster, NH 03584  
COORDINATOR: Sue Palmatier  
TELEPHONE: 603-788-0914  
FAX: 603-788-5125  
E-mail: [spalmatier@finch.nhsl.lib.nh.us](mailto:spalmatier@finch.nhsl.lib.nh.us)

**NEW JERSEY**

NEW JERSEY STATE LIBRARY  
185 W. State Street; P.O. Box 520  
Trenton, NJ 08625-0520  
COORDINATOR: Victoria Rosch  
TELEPHONE: 609-292-7854  
FAX: 609-633-3963  
E-mail: [vrosch@njstatelib.org](mailto:vrosch@njstatelib.org)

**NEW MEXICO**

NEW MEXICO STATE LIBRARY  
1209 Camino Carlos Rey  
Sante Fe, NM 87505-9860  
COORDINATOR: Scott Sheldon  
TELEPHONE: 505-476-9765  
FAX: 505-476-9761  
E-mail: [lsheldon@stlib.state.nm.us](mailto:lsheldon@stlib.state.nm.us)

**NEW YORK**

NEW YORK STATE LIBRARY  
Div. of Library Development  
Cultural Education Center; Room 10B41  
Albany, NY 12230  
COORDINATOR: Maria Hazapis  
TELEPHONE: 518-486-1330  
FAX: 518-486-5254  
E-mail: [mhazapis@mail.nysed.gov](mailto:mhazapis@mail.nysed.gov)

**NORTH CAROLINA**

STATE LIBRARY OF NORTH CAROLINA  
4640 Mail Service Center  
Raleigh, NC 27699-4640  
COORDINATOR: Timothy Owens  
TELEPHONE: 919-733-2570  
FAX: 919-733-8748  
E-mail: [mtowens@library.dcr.state.nc.us](mailto:mtowens@library.dcr.state.nc.us)

**NORTH DAKOTA**

NORTH DAKOTA STATE LIBRARY  
604 E. Boulevard Ave.  
Dept. 250  
Bismarck, ND 58505-0800  
COORDINATOR: Sheryl Haldorson  
TELEPHONE: 701-328-3499  
FAX: 701-328-2040  
E-mail: [shaldors@state.nd.us](mailto:shaldors@state.nd.us)

**OHIO**

STATE LIBRARY OF OHIO  
274 E. First Street  
Columbus, OH 43201  
COORDINATOR: Darla Cottrill  
TELEPHONE: 614-466-1089  
FAX: 614-466-3584  
E-mail: [dcottril@sloma.state.oh.us](mailto:dcottril@sloma.state.oh.us)

**OKLAHOMA**

OKLAHOMA DEPARTMENT OF LIBRARIES  
200 NE 18th St.  
Oklahoma City, OK 73105  
COORDINATOR: Jan Blakely  
TELEPHONE: 405-521-2502  
FAX: 405-525-7804  
E-mail: [jblakely@oltn.odl.state.ok.us](mailto:jblakely@oltn.odl.state.ok.us)

**OREGON**

OREGON STATE LIBRARY  
Library Dev. Servs Div.; State Library Building  
250 Winter Street, NE  
Salem, OR 97310-0640  
COORDINATOR: Ann Reed  
TELEPHONE: 503-378-2112 x 254  
FAX: 503-378-6439  
E-mail: [ann.reed@state.or.us](mailto:ann.reed@state.or.us)

**PENNSYLVANIA**

PENNSYLVANIA DEPT OF EDUCATION  
Office of Commonwealth Libraries  
333 Market Street  
Harrisburg, PA 17126-1745  
COORDINATOR: Matthew Kane  
TELEPHONE: 717-783-5743  
FAX: 717-787-2117  
E-mail: [mkane@state.pa.us](mailto:mkane@state.pa.us)

**RHODE ISLAND**

RHODE ISLAND DEPT OF ADMIN.  
Office of Library & Info. Services  
One Capitol Hill  
Providence, RI 02908  
COORDINATOR: Ann Piascik  
TELEPHONE: 401-222-5776  
FAX: 401-222-4195  
E-mail: [annpk@gw.doa.state.ri.us](mailto:annpk@gw.doa.state.ri.us)

**SOUTH CAROLINA**

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

**SOUTH DAKOTA**

SOUTH DAKOTA STATE LIBRARY  
800 Governor's Dr.  
Pierre, SD 57501-2294  
COORDINATOR: Dorothy Liegl  
TELEPHONE: 605-773-3131  
FAX: 605-773-6962  
E-mail: [dorothy.liegl@state.sd.us](mailto:dorothy.liegl@state.sd.us)

**TENNESSEE**

TENNESSEE STATE LIBRARY & ARCHIVES  
403 Seventh Ave. N  
North Nashville, TN 37243-0312  
COORDINATOR: Shelley Fugitt  
TELEPHONE: 615-532-4601  
FAX: 615-532-9904  
E-mail: [Shelley.Fugitt@state.tn.us](mailto:Shelley.Fugitt@state.tn.us)

**TEXAS**

TEXAS STATE LIBRARY & ARCHIVES  
COMM.  
1201 Brazos Street, Box 12927  
Austin, TX 78711-2927  
COORDINATOR: Margaret Whitehead  
TELEPHONE: 512-936-2236  
FAX: 512-463-8800  
E-mail: [margaret.whitehead@tsl.state.tx.us](mailto:margaret.whitehead@tsl.state.tx.us)

**UTAH**

UTAH STATE LIBRARY DIVISION  
250 N 1950 W; Suite A  
Salt Lake City, UT 84116-7901  
COORDINATOR: Sandi Long  
TELEPHONE: 801-715-6741  
FAX: 801-715-6767  
E-mail: [sklong@utah.gov](mailto:sklong@utah.gov)

**VERMONT**

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

**VIRGINIA**

THE LIBRARY OF VIRGINIA  
800 East Broad Street  
Richmond, VA 23219-8000  
COORDINATOR: Carol Adams  
TELEPHONE: 804-692-3774  
FAX: 804-692-3771  
E-mail: [cadams@lva.lib.va.us](mailto:cadams@lva.lib.va.us)

**WASHINGTON**

WASHINGTON STATE LIBRARY  
415 15<sup>th</sup> Avenue, SW; P.O. Box 42460  
Olympia, WA 98504-2460  
COORDINATOR: Karen Goettling  
TELEPHONE: 360-704-5205  
FAX: 360-586-7575  
E-mail: [kgoettling@secstate.wa.gov](mailto:kgoettling@secstate.wa.gov)

**WEST VIRGINIA**

WEST VIRGINIA LIBRARY COMMISSION  
1900 Kanawha Blvd. East  
Charleston, WV 25305-0620  
COORDINATOR: Steve Fesenmaier  
TELEPHONE: 304 558-3978, ext. 2015  
FAX: 304-558-2044  
E-mail: [fesenms@wvlc.lib.wv.us](mailto:fesenms@wvlc.lib.wv.us)

**WISCONSIN**

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

**WYOMING**

WYOMING STATE LIBRARY  
Supreme Court & State Library Building  
2301 Capitol Avenue.  
Cheyenne, WY 82002-0650  
COORDINATOR: Jill Rourk  
TELEPHONE: 307-777-5914  
FAX: 307-777-6289  
E-mail: [jrourk@state.wy.us](mailto:jrourk@state.wy.us)

**OUTLYING AREAS:****COMMONWEALTH OF THE NORTHERN  
MARIANA ISLANDS (CNMI)**

Joeten-Kiyu Public Library  
P.O. Box 1092  
Saipan, MP 96950  
COORDINATOR: Susan Becton  
TELEPHONE: 670-235-7322  
FAX: 670-235-7550  
E-mail: [kclatham@usa.com](mailto:kclatham@usa.com)  
c/o Kevin Latham (director)

**GUAM**

NIEVES M. FLORES MEMORIAL LIBR.  
254 Martyr Street  
Agana, Guam 96910  
COORDINATOR: Melissa Tajjeron  
TELEPHONE: 671-475-4753  
FAX: 671-477-9777  
E-mail: [gpls.stats@mail.gov.gu](mailto:gpls.stats@mail.gov.gu)

**PUERTO RICO**

PUERTO RICO DEPARTMENT OF  
EDUCATION  
Library and Information Services Program  
P.O. Box 190759  
San Juan, PR 00919-0759  
COORDINATOR: Olga Alvarez  
TELEPHONE: 787-754-1120  
FAX: 787-753-6945  
E-mail: [alvarez\\_o@de.gobierno.pr](mailto:alvarez_o@de.gobierno.pr)

**REPUBLIC OF PALAU**

PALAU PUBLIC LIBRARY  
Ministry of Education  
P.O. Box 189  
Koror, Palau 96940  
COORDINATOR: Fermina Salvador  
TELEPHONE: 011-680-488-2973  
FAX: 011-680-488-2830  
**U.S. TELEPHONE:** 202-452-6814  
**U.S. FAX:** 202-452-6281  
E-mail: [moe@palaumoe.net](mailto:moe@palaumoe.net)

**U.S. VIRGIN ISLANDS**

DIV. OF LIBRARIES, ARCHIVES & MUSEUMS  
#23 Dronningens Gade  
St. Thomas, VI 00802  
COORDINATOR: Sharlene Harris  
TELEPHONE: 340-774-3407  
FAX: 340-775-1887  
E-mail: [sharlenejh@earthlink.net](mailto:sharlenejh@earthlink.net)

**FSCS DIRECTORY  
STATE LIBRARY AGENCY WEB SITES**

Alabama	<a href="http://www.avl.lib.al.us/">http://www.avl.lib.al.us/</a>
Alaska	<a href="http://www.library.state.ak.us/">http://www.library.state.ak.us/</a>
Arizona	<a href="http://dlapr.lib.az.us/">http://dlapr.lib.az.us/</a>
Arkansas	<a href="http://www.asl.lib.ar.us/">http://www.asl.lib.ar.us/</a>
California	<a href="http://www.library.ca.gov/">http://www.library.ca.gov/</a>
Colorado	<a href="http://www.cde.state.co.us/#libraries">http://www.cde.state.co.us/#libraries</a>
Connecticut	<a href="http://www.cslib.org">http://www.cslib.org</a>
Delaware	<a href="http://www.lib.de.us">http://www.lib.de.us</a>
Dist. of Columbia	<a href="http://www.dclibrary.org">http://www.dclibrary.org</a>
Florida	<a href="http://dlis.dos.state.fl.us/fgils">http://dlis.dos.state.fl.us/fgils</a>
Georgia	<a href="http://www.gpls.public.lib.ga.us/pls">http://www.gpls.public.lib.ga.us/pls</a>
Hawaii	<a href="http://www.hcc.hawaii.edu/hsplshp.html">http://www.hcc.hawaii.edu/hsplshp.html</a>
Idaho	<a href="http://www.lili.org/isl/">http://www.lili.org/isl/</a>
Illinois	<a href="http://www.cyberdriveillinois.com/library/isl/isl.html">http://www.cyberdriveillinois.com/library/isl/isl.html</a>
Indiana	<a href="http://www.statelib.lib.in.us/">http://www.statelib.lib.in.us/</a>
Iowa	<a href="http://www.silo.lib.ia.us/">http://www.silo.lib.ia.us/</a>
Kansas	<a href="http://skyways.lib.ks.us/kansas/">http://skyways.lib.ks.us/kansas/</a>
Kentucky	<a href="http://www.kdla.state.ky.us/">http://www.kdla.state.ky.us/</a>
Louisiana	<a href="http://www.state.lib.la.us/statelib.htm">http://www.state.lib.la.us/statelib.htm</a>
Maine	<a href="http://www.state.me.us/msl/mslhome.htm">http://www.state.me.us/msl/mslhome.htm</a>
Maryland	<a href="http://www.sailor.lib.md.us/">http://www.sailor.lib.md.us/</a>
Massachusetts	<a href="http://www.state.ma.us/">http://www.state.ma.us/</a>
Michigan	<a href="http://www.libofmich.lib.mi.us">http://www.libofmich.lib.mi.us</a>
Minnesota	<a href="http://cfl.state.mn.us/library/">http://cfl.state.mn.us/library/</a>
Mississippi	<a href="http://www.mlc.lib.ms.us/">http://www.mlc.lib.ms.us/</a>
Missouri	<a href="http://mosl.sos.state.mo.us/lib-ser/libser.html">http://mosl.sos.state.mo.us/lib-ser/libser.html</a>
Montana	<a href="http://msl.state.mt.us/">http://msl.state.mt.us/</a>
Nebraska	<a href="http://www.nlc.state.ne.us/">http://www.nlc.state.ne.us/</a>
Nevada	<a href="http://www.clan.lib.nv.us/">http://www.clan.lib.nv.us/</a>
New Hampshire	<a href="http://www.state.nh.us/nhsl/index.html">http://www.state.nh.us/nhsl/index.html</a>
New Jersey	<a href="http://www.njstatelib.org/">http://www.njstatelib.org/</a>
New Mexico	<a href="http://www.stlib.state.nm.us/">http://www.stlib.state.nm.us/</a>
New York	<a href="http://www.nysl.nysed.gov/">http://www.nysl.nysed.gov/</a>
North Carolina	<a href="http://statelibrary.dcr.state.nc.us/ncslhome.htm">http://statelibrary.dcr.state.nc.us/ncslhome.htm</a>
North Dakota	<a href="http://ndsl.lib.state.nd.us/">http://ndsl.lib.state.nd.us/</a>
Ohio	<a href="http://winslo.state.oh.us/">http://winslo.state.oh.us/</a>
Oklahoma	<a href="http://www.odl.state.ok.us/">http://www.odl.state.ok.us/</a>
Oregon	<a href="http://www.osl.state.or.us/home/">http://www.osl.state.or.us/home/</a>
Pennsylvania	<a href="http://www.statelibrary.state.pa.us/">http://www.statelibrary.state.pa.us/</a>
Rhode Island	<a href="http://www.olis.state.ri.us/">http://www.olis.state.ri.us/</a>

STATE LIBRARY AGENCY WEB SITES—Continued

Vermont	<a href="http://dol.state.vt.us">http://dol.state.vt.us</a>
Virginia	<a href="http://www.lva.lib.va.us">http://www.lva.lib.va.us</a>
Washington	<a href="http://www.statelib.wa.gov/">http://www.statelib.wa.gov/</a>
West Virginia	<a href="http://129.71.160.4/">http://129.71.160.4/</a>
Wisconsin	<a href="http://www.dpi.state.wi.us/dlcl/">http://www.dpi.state.wi.us/dlcl/</a>
Wyoming	<a href="http://www-wsl.state.wy.us">http://www-wsl.state.wy.us</a>

**Outlying areas:**

CNMI	<a href="http://www.saipan.com/gov/library">http://www.saipan.com/gov/library</a>
Virgin Islands	<a href="http://www.library.gov.vi/">http://www.library.gov.vi/</a>

A listing of these web sites can be accessed from the Wisconsin State Library web site address, the Delaware State Library web site address, COSLA web site at <http://www.cosla.org/>, or the NCLIS web site at <http://www.nclis.gov/statsurv/surveys/stla/linksStLA/stliblst.html>.

**FSCS DIRECTORY  
STEERING COMMITTEE**

Carolyn Ashcraft, **Chair\***  
ARKANSAS STATE LIBRARY  
One Capitol Mall, 5<sup>th</sup> Floor  
Little Rock, AR 72201  
Telephone: 501-682-5288  
Fax: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)  
Term Expires: **December 2003**

Adrienne Chute\*  
Elementary/Secondary & Library Studies Division  
NCES  
1900 K Street, NW; # 9091  
Washington, DC 20006  
Telephone: 202-502-7328  
Fax: 202-502-7475  
E-mail: [adrienne.chute@ed.gov](mailto:adrienne.chute@ed.gov)

Mary Chute  
Deputy Director, Office of Library Services  
IMLS  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
Telephone: 202-606-8536  
Fax: 202-606-8591  
E-mail: [mchute@imls.gov](mailto:mchute@imls.gov)

Darla Cottrill, **Chair, Data Collection  
Subcommittee**  
STATE LIBRARY OF OHIO  
274 E. First Avenue  
Columbus, OH 43201  
Telephone: 614-466-1089  
Fax: 614-466-3584  
E-Mail: [dcottril@sloma.state.oh.us](mailto:dcottril@sloma.state.oh.us)

Patience Frederiksen\*  
ALASKA STATE LIBRARY, ARCHIVES &  
MUSEUMS  
344 W. 3rd St., Suite 125  
Anchorage, AK 99501  
Telephone: 800-776-6566  
Fax: 907-269-6580  
E-mail: [Patience.Frederiksen@eed.state.ak.us](mailto:Patience.Frederiksen@eed.state.ak.us)  
Term Expires: **December 2005**

Jane Carol-Heiser  
Administrative Librarian  
Office of Library Services  
IMLS  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
Telephone: 202-606-5226  
Fax: 202-606-8591  
E-mail: [jheiser@imls.gov](mailto:jheiser@imls.gov)

Marianne Kotch, **Vice Chair & Chair,  
Data Conference Subcommittee\***  
Vermont Department of Libraries  
Midstate Regional Library (use this address)  
578 Paine Turnpike N.  
Berlin, VT 05602  
Telephone: 802-828-2320  
Fax: 802-828-2199  
E-mail: [marianne.kotch@dol.state.vt.us](mailto:marianne.kotch@dol.state.vt.us)  
Term Expires: **December 2004**

Elaine Kroe  
Elementary/Secondary & Library Studies Division  
NCES  
1900 K Street, NW; # 9027  
Washington, DC 20208-5652  
Telephone: 202-502-7379  
Fax: 202-502-7490  
E-mail: [patricia.kroe@ed.gov](mailto:patricia.kroe@ed.gov)

Keith Lance, **Chair, Data Elements  
Subcommittee**  
COLORADO DEPT. OF EDUCATION  
Director, Library Research Service  
201 E. Colfax Avenue, Room 309  
Denver, CO 80203-1799  
Telephone: 303-866-6737  
Fax: 303-866-6940  
E-mail: [lance\\_k@cde.state.co.us](mailto:lance_k@cde.state.co.us)

Libby Law, **Steering Committee Secretary**  
SOUTH CAROLINA STATE LIBRARY  
1500 Senate St.  
P.O. Box 11469  
Columbia, SC 21211  
Telephone: 803-734-8666  
Fax: 803-734-8676  
E-mail: [libby@leo.scslib.state.sc.us](mailto:libby@leo.scslib.state.sc.us)

Mary Jo Lynch\*  
Director  
ALA OFFICE FOR RESEARCH & STATISTICS  
50 E. Huron St.  
Chicago, IL 60611-2795  
Telephone: 1-800-545-2433 ext. 4273  
or 312-280-4273  
Fax: 312-280-3255  
E-mail: [mlynch@ala.org](mailto:mlynch@ala.org)

Bob Molyneux\*  
Director, Statistics and Surveys  
NCLIS/LSP  
1110 Vermont Avenue, NW; Suite 820  
Washington, DC 20005-3552  
Telephone: 202-606-9200  
Fax: 202-606-9203  
E-mail: [bmolyneux@nclis.gov](mailto:bmolyneux@nclis.gov)

Fred Neighbors\*  
ALABAMA PUBLIC LIBRARY SERVICE  
6030 Monticello Drive  
Montgomery, AL 36130  
Telephone: 334-213-3916  
Fax: 334-213-3993  
E-mail: [fneighbors@apls.state.al.us](mailto:fneighbors@apls.state.al.us)  
Term Expires: **December 2005**

Jeffrey Owings  
Associate Commissioner  
Institute of Education Sciences  
NCES  
1900 K Street, NW; # 9105  
Washington, DC 20006  
Telephone: 202-502-7423  
Fax: 202-502-7466  
E-mail: [jeffrey.owings@ed.gov](mailto:jeffrey.owings@ed.gov)

J.D. Waggoner **representing COSLA\***  
State Librarian  
West Virginia Library Commission  
1900 Kanawha Blvd. East  
Charleston, WV 25305-0620  
Telephone: 304-558-2041  
Fax: 304-558-2044  
E-mail: [waggoner@wvlib.wv.us](mailto:waggoner@wvlib.wv.us)

Robert S. Willard\*  
Executive Director  
NCLIS  
1110 Vermont Avenue, N.W., Suite 820  
Washington, DC 20005-3552  
Telephone: 202-606-9200  
Fax: 202-606-9203  
E-mail: [rwillard@nclis.gov](mailto:rwillard@nclis.gov)

Jeffrey Williams\*  
Team Leader, Library Cooperative System  
and Institutional Studies Program  
Elementary/Secondary & Library Studies Division  
NCES  
1900 K Street, NW; # 9105  
Washington, DC 20006  
Telephone: 202-502-7476  
Fax: 202-502-7466  
E-mail: [jeffrey.williams@ed.gov](mailto:jeffrey.williams@ed.gov)

Alan Zimmerman, **Chair, Data Use  
Subcommittee\***  
WISCONSIN DEPARTMENT OF PUBLIC INST.  
125 S. Webster St., P.O. Box 7841  
Madison, WI 53707-7841  
Telephone: 608-266-3939  
Fax: 608-267-1052  
E-mail: [alan.zimmerman@dpi.state.wi.us](mailto:alan.zimmerman@dpi.state.wi.us)  
Term Expires: **December 2004**

### \*Voting Members

**FSCS DIRECTORY  
DATA COLLECTION SUBCOMMITTEE**

Darla Cottrill, **Chair**  
STATE LIBRARY OF OHIO  
Telephone: 614-466-1089  
Fax: 614-466-3584  
E-mail: [dcottril@sloma.state.oh.us](mailto:dcottril@sloma.state.oh.us)

Carolyn Ashcraft \*  
ARKANSAS STATE LIBRARY  
Telephone: 501-682-5288  
Fax: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)

Marianne Kotch  
VERMONT DEPARTMENT OF LIBRARIES  
Telephone: 802-828-2320  
Fax: 802-828-2199  
E-mail: [marianne.kotch@dol.state.vt.us](mailto:marianne.kotch@dol.state.vt.us)

Fred Neighbors  
ALABAMA PUBLIC LIBRARY SERVICE  
Telephone: 334-213-3916  
Fax: 334-213-3993  
E-mail: [fneighbors@apls.state.al.us](mailto:fneighbors@apls.state.al.us)

Elaine Kroe  
NCES  
Telephone: 202-502-7379  
FAX: 202-502-7490  
E-mail: [patricia.kroe@ed.gov](mailto:patricia.kroe@ed.gov)

Patty O'Shea  
U.S. CENSUS BUREAU  
Telephone: 800-451-6235  
FAX: 301-457-1540  
E-mail: [patricia.mary.o'shea@census.gov](mailto:patricia.mary.o'shea@census.gov)

Mike Freeman  
U.S. CENSUS BUREAU  
Telephone: 301-763-7396  
Fax: 301-457-1540  
E-mail: [Michael.C.Freeman@census.gov](mailto:Michael.C.Freeman@census.gov)

\* Steering Committee Chair will participate in each Subcommittee as needed.

FSCS DIRECTORY  
DATA ELEMENTS SUBCOMMITTEE

Keith Curry Lance, **Chair**  
COLORADO STATE LIBRARY  
Telephone: 303-866-6737  
Fax: 303-866-6940  
E-mail: [lance\\_k@cde.state.co.us](mailto:lance_k@cde.state.co.us)

Carolyn Ashcraft  
ARKANSAS STATE LIBRARY  
Telephone: 501-682-5288  
Fax: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)

Mary Jo Lynch, Director  
ALA OFFICE FOR RESEARCH & STATISTICS  
Telephone: 800-545-2433 ext. 4273 or  
312-280-4273  
Fax: 312-280-3255  
E-mail: [mlynch@ala.org](mailto:mlynch@ala.org)

Patience Frederiksen  
ALASKA STATE LIBRARY,  
ARCHIVES & MUSEUMS  
Telephone: 800-776-6566  
Fax: 907-269-6580  
E-mail: [Patience.Frederiksen@eed.state.ak.us](mailto:Patience.Frederiksen@eed.state.ak.us)

J.D. Waggoner  
WEST VIRGINIA LIBRARY COMMISSION  
Telephone: 304-558-2041  
Fax: 304-558-2044  
E-mail: [waggoner@wvlc.lib.wv.us](mailto:waggoner@wvlc.lib.wv.us)

Alan Zimmerman  
WISCONSIN DEPARTMENT OF PUBLIC INST.  
Telephone: 608-266-3939  
Fax: 608-267-1052  
E-mail: [alan.zimmerman@dpi.state.wi.us](mailto:alan.zimmerman@dpi.state.wi.us)

Adrienne Chute  
NCES  
Telephone: 202-502-7328  
Fax: 202-502-7475  
E-mail: [adrienne.chut@ed.gov](mailto:adrienne.chut@ed.gov)

Libby Law  
SOUTH CAROLINA STATE LIBRARY  
Telephone: 803-734-8666  
Fax: 803-734-8676  
E-mail: [libby@leo.scsl.state.sc.us](mailto:libby@leo.scsl.state.sc.us)

Cynthia Jo Ramsey  
U.S. CENSUS BUREAU  
Telephone: 301-763-1568  
Fax: 301-457-1424  
E-mail: [Cynthia.Jo.Ramsey@census.gov](mailto:Cynthia.Jo.Ramsey@census.gov)

**FSCS DIRECTORY  
DATA USE SUBCOMMITTEE**

Alan Zimmerman, **Chair**  
WISCONSIN DEPARTMENT OF PUBLIC INST.  
Telephone: 608-266-3939  
Fax: 608-267-1052  
E-mail: [alan.zimmerman@dpi.state.wi.us](mailto:alan.zimmerman@dpi.state.wi.us)

Carolyn Ashcraft  
ARKANSAS STATE LIBRARY  
Telephone: 501-682-5288  
Fax: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)

Adrienne Chute  
NCES  
Telephone: 202-502-7328  
Fax: 202-502-7475  
E-mail: [adrienne.chute@ed.gov](mailto:adrienne.chute@ed.gov)

Fred Neighbors  
ALABAMA PUBLIC LIBRARY SERVICE  
Telephone: 334-213-3916  
Fax: 334-213-3993  
E-mail: [fneighbors@apls.state.al.us](mailto:fneighbors@apls.state.al.us)

Bob Molyneux  
NCLIS/LSP  
Telephone: 202-606-9200  
Fax: 202-606-9203  
E-mail: [bmolyneux@nclis.gov](mailto:bmolyneux@nclis.gov)

Libby Law  
SOUTH CAROLINA STATE LIBRARY  
Telephone: 803-734-8666  
Fax: 803-734-8676  
E-mail: [libby@leo.scsl.state.sc.us](mailto:libby@leo.scsl.state.sc.us)

Michael Freeman  
U.S. CENSUS BUREAU  
Telephone: 301-763-7396  
Fax: 301-457-1540  
E-mail: [Michael.C.Freeman@census.gov](mailto:Michael.C.Freeman@census.gov)

Mary Jo Lynch  
ALA OFFICE FOR RESEARCH & STATISTICS  
Telephone: 800-545-2433 ext. 4273  
**or** 312-280-4273  
Fax: 312-280-3255  
E-mail: [mlynch@ala.org](mailto:mlynch@ala.org)

Cynthia Jo Ramsey  
U.S. CENSUS BUREAU  
Telephone: 301-763-1568  
Fax: 301-457-1540  
E-mail: [Cynthia.Jo.Ramsey@census.gov](mailto:Cynthia.Jo.Ramsey@census.gov)

**FSCS DIRECTORY  
DATA CONFERENCE SUBCOMMITTEE**

Marianne Kotch, **Chair**  
VERMONT DEPARTMENT OF LIBRARIES  
Telephone: 802-828-2320  
Fax: 802-828-2199  
E-mail: [marianne.kotch@dol.state.vt.us](mailto:marianne.kotch@dol.state.vt.us)

Carolyn Ashcraft  
ARKANSAS STATE LIBRARY  
Telephone: 501-682-5288  
Fax: 501-682-1693  
E-mail: [cashcraft@asl.lib.ar.us](mailto:cashcraft@asl.lib.ar.us)

Patience Frederiksen  
ALASKA STATE LIBRARY, ARCHIVES & MUSEUMS  
Telephone: 800-776-6566  
Fax: 907-269-6580  
E-mail: [Patience\\_Frederiksen@eed.state.ak.us](mailto:Patience_Frederiksen@eed.state.ak.us)

Keith Curry Lance  
COLORADO STATE LIBRARY  
Telephone: 303-866-6737  
Fax: 303-866-6940  
E-mail: [lance\\_k@cde.state.co.us](mailto:lance_k@cde.state.co.us)

Darla Cottrill  
STATE LIBRARY OF OHIO  
Telephone: 614-466-1089  
Fax: 614-466-3584  
E-mail: [dcotril@sloma.state.oh.us](mailto:dcotril@sloma.state.oh.us)

Jeffrey Williams  
NCES  
Telephone: 202-502-7476  
Fax: 202-502-7466  
E-mail: [jeffrey.williams@ed.gov](mailto:jeffrey.williams@ed.gov)

Patricia O'Shea  
U.S. CENSUS BUREAU  
Telephone: 301-763-7356  
Fax: 301-457-1540  
E-mail: [patricia.mary.o'shea@census.gov](mailto:patricia.mary.o'shea@census.gov)

**FSCS DIRECTORY 2003  
RESOURCE CONTACTS****NCES****Public Libraries Survey Operations:  
Data Collection:**

Elaine Kroe  
Elementary/Secondary & Library Studies Division  
Telephone: 202-502-7379  
FAX: 202-502-7490  
E-mail: [patricia.kroe@ed.gov](mailto:patricia.kroe@ed.gov)

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

Adrienne Chute  
Elementary/Secondary & Library Studies Division  
Telephone: 202-502-7328  
FAX: 202-502-7475  
E-mail: [adrienne.chute@ed.gov](mailto:adrienne.chute@ed.gov)

**Program Meeting Support:**

Peggy Quinn  
Elementary/Secondary & Library Studies Division  
Telephone: 202-502-7368  
FAX: 202-502-74566  
E-mail: [peggy.quinn@ed.gov](mailto:peggy.quinn@ed.gov)

**Contractors to NCES**

Patricia M. O'Shea  
U.S. CENSUS BUREAU  
Telephone: 301-763-7356  
Fax: 301-457-1540  
E-mail: [patricia.mary.o'shea@census.gov](mailto:patricia.mary.o'shea@census.gov)

Cynthia Jo Ramsey  
U.S. CENSUS BUREAU  
Telephone: 301-763-1568  
Fax: 301-457-1424  
E-mail: [Cynthia.Jo.Ramsey@census.gov](mailto:Cynthia.Jo.Ramsey@census.gov)

Laura C. Hudgins  
U.S. CENSUS BUREAU  
Telephone: 301-763-7326  
FAX: 301-457-1542  
E-mail: [laura.c.hudgins@census.gov](mailto:laura.c.hudgins@census.gov)

**NCLIS (Administrative Matters):**

Bob Molyneux  
Director, Statistics and Surveys  
Telephone: 202-606-9200  
Fax: 202-606-9203  
E-mail: [bmolyneux@nclis.gov](mailto:bmolyneux@nclis.gov)

Kim Miller  
Special Assistant - Technical  
Telephone: 202-606-9200  
Fax: 202-606-9203  
E-mail: [kmiller@nclis.gov](mailto:kmiller@nclis.gov)

**Elaine Kroe** is responsible for the survey operations focusing on data collection for the Public Libraries Survey and the State Library Agencies Survey.

**Adrienne Chute** is involved in cooperative activities pertaining to development of the Library Statistics Cooperative Program and is involved with analytical projects under the Public Libraries Survey. She also works on Web site development for the NCES library surveys.

**Jeffrey Williams** is Team Leader, Library Cooperative System and Institutional Studies Program, Elementary/Secondary & Library Studies Division, NCES.

**FSCS DIRECTORY 2003  
RESOURCE CONTACTS**

**FSCS Steering Committee - Subcommittee Chairs**

**DATA COLLECTION:**

Darla Cottrill  
STATE LIBRARY OF OHIO  
Telephone: 614-466-1089  
Fax: 614-728-2788  
E-mail: [dcottril@sloma.state.oh.us](mailto:dcottril@sloma.state.oh.us)

**DATA ELEMENTS:**

Keith C. Lance  
COLORADO STATE LIBRARY  
Telephone: 303-866-6737  
Fax: 303-866-6940  
E-mail: [lance\\_k@cde.state.co.us](mailto:lance_k@cde.state.co.us)

**DATA CONFERENCE:**

Marianne Kotch  
VERMONT DEPARTMENT OF LIBRARIES  
Telephone: 802-828-2320  
Fax: 802-828-2199  
E-mail: [marianne.kotch@dol.state.vt.us](mailto:marianne.kotch@dol.state.vt.us)

**DATA USE:**

Alan Zimmerman  
WISCONSIN DEPARTMENT OF PUBLIC INST.  
Telephone: 608-266-3939  
Fax: 608-267-1052  
E-mail: [alan.zimmerman@dpi.state.wi.us](mailto:alan.zimmerman@dpi.state.wi.us)

**National Education Data Resource Center (NEDRC)**

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

**Mentor State and Territory Assignment List**

<b>Mentors</b>	<b>States &amp; Territories Assigned</b>
Keith Lance (CO)	AZ, MT, NE, NM, NV, WY
Patience Fredericksen (AK)	CA, HI, ID, OR, UT, WA
Darla Cottrill (OH)	D.C., Guam, CNMI (Northern Marianas), Virgin Islands, Palau, Puerto Rico
Fred Neighbors (AL)	FL, GA, IN, KY, TN, WV
Marianne Kotch (VT)	CT, MA, ME, NH, NY, RI
Al Zimmerman (WI)	IA, IL, MI, MN, ND, SD
Libby Law (SC)	DE, MD, NC, NJ, PA, VA
Carolyn Ashcraft (AR)	KS, LA, MO, MS, OK, TX

**COSLA REPRESENTATIVES  
FSCS Directory  
Chief Officers of State Library Agencies**

<b><u>STATE</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
ALABAMA	Rebecca Mitchell	334-213-3902	334-213-3993
ALASKA	George Smith, acting	907-465-2911	907-465-2151
ARIZONA	GladysAnn Wells	602-542-4035	602-542-4972
ARKANSAS	Jack Mulkey	501-682-1526	501-682-1899
CALIFORNIA	Kevin Starr	916-654-0174	916-654-0064
COLORADO	Nancy Bolt	303-866-6733	303-866-6940
CONNECTICUT	Kendall Wiggin	860-757-6510	860-757-6503
DELAWARE	Annie Norman	302-739-4748 x 111	302-739-6787
DIST. OF COLUMBIA	Molly Raphael	202-727-1101	202-727-1129
FLORIDA	Judith Ring	850-245-6600	850-488-2746
GEORGIA	Lamar Veatch	404-982-3569	404-982-3563
HAWAII	Jo Ann Schindler	808-586-3704	808-586-3715
IDAHO	Charles A. Bolles	208-334-2150	208-334-4016
ILLINOIS	Jean Wilkins	217-782-2994	217-785-4326
INDIANA	Barbara Maxwell	317-232-3692	317-232-0002
IOWA	Mary Wegner	515-281-4105	515-281-6191
KANSAS	Duane F. Johnson	913-296-3296	913-296-6650
KENTUCKY	James A. Nelson	502-564-8300 x 312	502-564-5773
LOUISIANA	Thomas F. Jaques	225-342-4923	225-219-4804
MAINE	J. Gary Nichols	207-287-5600	207-287-5615
MARYLAND	Irene Padilla	410-767-0435	410-333-2507
MASSACHUSETTS	Robert C. Maier	617-267-9400	617-421-9833
MICHIGAN	Christie P. Brandau	517-373-7513	517-373-5815
MINNESOTA	Vacant	<a href="tel:651-582-8808">651-582-8808</a>	651-582-8725
MISSISSIPPI	Sharman Smith	601-961-4039	601-354-6713

## Chief Officers of State Library Agencies—Continued

<u>STATE</u>	<u>NAME</u>	<u>TELEPHONE</u>	<u>TELEFAX</u>
MISSOURI	Sara Parker	573-751-2751	573-751-3612
MONTANA	Karen Strege	406-444-3115	406-444-5612
NEBRASKA	Rod Wagner	402-471-4001	402-471-2083
NEVADA	Sara Jones	702-684-3315	702-684-3311
NEW HAMPSHIRE	Michael York	603-271-2397	603-271-6826
NEW JERSEY	Norma E. Blake	609-292-6201	609-292-2746
NEW MEXICO	Richard Akeroyd	505-476-9762	505-476-9761
NEW YORK	Janet Welch	518-474-5930	518-486-6880
NORTH CAROLINA	Sandra Cooper	919-733-2570	919-733-8748
NORTH DAKOTA	Doris Ott	701-328-2492	701-328-2040
OHIO	Michael Lucas	614-644-7041	614-466-3584
OKLAHOMA	Susan McVey	405-521-3173	405-525-7804
OREGON	James Schepcke	503-378-4367	503-585-8059
PENNSYLVANIA	Gary D. Wolfe	717-787-2646	717-772-3265
RHODE ISLAND	Ann Parent	401-222-5763	401-222-2083
SOUTH CAROLINA	James B. Johnson, Jr.	803-734-8656	803-734-8676
SOUTH DAKOTA	Suzanne Miller	605-773-3131	605-773-6962
TENNESSEE	Edwin Gleaves	615-741-7996	615-532-9293
TEXAS	Peggy Rudd	512-463-5460	512-463-5436
UTAH	Gerald Buttars, Interim	801-715-6777	801-715-6767
VERMONT	Sybil Brigham McShane	802-828-3265	802-828-2199
VIRGINIA	Nolan T. Yelich	804-692-3535	804-692-3594
WASHINGTON	Jan Walsh	360-704-5253	360-586-7575
WEST VIRGINIA	J.D. Waggoner	304-558-2041	304-558-2044
WISCONSIN	Richard Grobschmidt	608-266-2205	608-267-1052
WYOMING	Lesley Boughton	307-777-7283	307-777-6289

**Chief Officers of State Library Agencies—Continued**

<b><u>OUTLYING AREAS</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
AMERICAN SAMOA	Emma C. Penn	011-684-633-1181/2	
CNMI	Kevin Latham	011-670-235-7322	011-670-235-7550
GUAM	Christine K. Scott-Smith	011-671-475-4753	011-671-477-9777
PUERTO RICO	Sandra Castro	809-759-2000 x3552	809-754-0843
REPUBLIC OF PALAU	Steve N. Umetaro Hersey Kyota (U.S. Office)	011-680-488-2952 202-624-7793	011-680-488-1465 202-624-7795
U.S. VIRGIN ISLANDS	Sharlene Harris	340-774-3407	340-775-1887

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## Appendix L—FSCS Steering Committee By-Laws

### By-Laws, FSCS Steering Committee

December 1999

#### Purpose

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

#### Membership

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

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

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

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

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

### **Officers**

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

### **Meetings**

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

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

### **Sub-committees**

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

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

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

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

### **Committee Reports and Work Plan**

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

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

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

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

### **Amendment**

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

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

**FEDERAL-STATE COOPERATIVE SYSTEM FOR PUBLIC LIBRARY DATA**

**POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS**

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

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

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

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

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

**THREE YEAR CYCLE**

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

This cycle is based on a “program year.” The term “program year” refers to the year beginning with the Annual Meeting and concluding the month prior to the next Annual Meeting. The Annual Meeting is held in December. There are at least three FSCS Steering Committee meetings per year (March, June and September). The first meeting of the Steering Committee is held at the conclusion of the Annual Meeting.

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

### YEAR ONE

1. At the annual meeting of Data Coordinators, the proposed addition, change, or deletion should be identified.
2. The person(s) making the proposal shall submit it in writing to the Chair of the FSCS Steering Committee. The proposal should:
  - identify the proposed addition, change, or deletion;
  - identify unfamiliar methodologies for local libraries and also Data Coordinators;
  - provide a clear rationale for the proposed action; and
  - provide new or revised definitions, or a proposal to delete all or part of an existing definition.
3. Time will be allowed during the annual meeting of Data Coordinators to present proposals to the group for discussion.
4. The proposal must be endorsed by at least ten (10) Data Coordinators and forwarded to the FSCS Steering Committee before its first meeting of the following program year (held at the conclusion of the annual meeting). The Chair of the Data Elements Subcommittee will solicit issue papers in support of and in opposition to any proposed changes, additions, deletions from State Data Coordinators and Chair of the COSLA Research and Statistics Committee.
5. The Chair of the Data Elements Subcommittee will solicit comments in support of and in opposition to any proposed change, addition, or deletion from Data Coordinators and the Chair of the COSLA Research and Statistics Committee.
6. Between the Steering Committee's first and second meetings (December, March), NCES and Census staff will review the proposal and raise any issues that must be addressed at the second Steering Committee meeting.
7. The Steering Committee will fully discuss the proposal and the issues related to methodology, training, and impact on FSCS at its second meeting of the following program year. These issues include any raised by NCES and Census staff.
8. After the second Steering Committee meeting, NCLIS staff will send out a ballot on behalf of the Steering Committee to all State Data Coordinators. Included with the ballot will be any issue papers that have been submitted to the Steering Committee. Signatures on the ballot will be required from both the Data Coordinator and Chief Officer. Adoption of a proposal will be determined by the majority of the ballots cast by the Data Coordinators submitting data that is accepted and published. Robert's Rules of Order will be used by the FSCS Data Elements Subcommittee.
9. By April 15, a record of the ballot results will be sent to all Data Coordinators and Chief Officers and posted on the NCLIS website. Census will revise data collection software to reflect new/revised/omitted data elements and definitions.
10. By May 1, the OMB approval package will be submitted by NCES staff.
11. At the third Steering Committee meeting, new and revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators. State Data Coordinators will alert local public libraries to the change so that the local data collection and reporting effort can reflect the change. Questions about definitions and issues of interpretation will be referred to the Data Elements Subcommittee usually via the PLRSNet and COSLA listserv. Use of the COSLA listserv is at the discretion of Chair of the COSLA Research and Statistics Committee.
12. By September 1, NCES will have obtained OMB clearance.

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## **FSCS POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS**

13. At its fourth Steering Committee meeting, the committee will address new and revised elements in planning for the next annual conference.
14. By November 15, the WinPLUS software will be released via the Web and Data Coordinators will be notified of its availability.
15. At the annual conference (December), training on new and revised data elements will be provided.

### **YEAR TWO**

1. State Data Coordinators will receive training related to any new or revised data elements at the annual meeting.
2. A new or revised data element will be reported on a trial basis by any State Data Coordinator able to do so. Trial data will be electronically released but not published.
3. The Steering Committee will review trial data at its third and fourth meetings (September, December). Any issues identified in this review related to new or revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators.

### **YEAR THREE**

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

**Revised 9/25/01**



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## Appendix N—Job Description of State Data Coordinator

### JOB DESCRIPTION OF STATE DATA COORDINATOR<sup>3</sup>

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

#### DUTIES AND RESPONSIBILITIES:

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

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

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

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

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

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

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

Answers questions about the form from local libraries;

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

Collects data from all public libraries in state;

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

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

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

Supervises the data entry and/or performs data entry;

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

Edits the data;

Supervises downloading of data into FSCS software;

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

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

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

Participates in Annual FSCS Training Workshop;

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

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

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

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

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

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

Responds to and interprets the national library data.

**Revised 12/8/99 by the FSCS Steering Committee**

## Appendix O—FSCS Steering Committee Objectives

### FSCS STEERING COMMITTEE OBJECTIVES

- Support the Objectives of the Subcommittees.
- Evaluate the Annual Professional Development Conference.
- Encourage web-based data use projects in individual states.
- Provide assistance for timely submission of FSCS data.
- Ongoing review of By-Laws, Policies and Procedures, and Definitions.
- Help maintain open communication and encourage coordination between/among NCES, NCLIS, IMLS, Census, COSLA, ALA and State Data Coordinators.
- Address comments and suggestions made at the annual Professional Development Conference.
- Encourage the timely release of Data.



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## Appendix P—FSCS Subcommittee Objectives

### FSCS SUBCOMMITTEE OBJECTIVES

#### Data Collection Subcommittee:

- Sustain, support and improve function of WinPLUS.
- Continue to facilitate electronic transmission (uploading and downloading) of software and data between the State and Federal level.
- Facilitate timely release of public library data.
- Update and set parameters for edit checks

#### Data Conference Subcommittee:

- Identify State Data Coordinator training needs.
- Review need for specialized training for interested SDC's and others.
- Plan the annual FSCS Professional Development Conference (December 2003).
- The dates for the Professional Development Conference are December 7-10, 2003.
- Recommend time and place for the FSCS Professional Development Conference (December 2004).
- Establish a data collection via Web taskforce.

#### Data Elements Subcommittee:

- Begin systematic review of all data definitions.
- Follow-up on the data elements which received 10 endorsements at the Conference.
- Plan/Provide training on new data elements for the conference.
- Solicit new data elements.

#### Data Use Subcommittee:

- Advise on projects involving use of FSCS data.
- Promote awareness and use of NCES WEB Based Tools.
- Monitor use of FSCS data, identify exemplary uses, and select Eckard award winners.
- Plan and organize data use sessions for the Annual FSCS Professional Development Conference.
- Monitor web usage data on the web site.
- Encourage the development of historical tracking (vital statistics – birth, deaths, marriages, divorces).

**Revised June 2003**



## Appendix Q—Standard Abbreviations for WinPLUS

(Use Only if Data Exceed Field Length)

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

