

Appendix E – Resolving the Match Report

Resolving the Match Report by Worksheet by Message

The suggestions in this section are intended as additional information if the general suggestions in Chapter 5 for resolving your Match Report are inadequate. Other than the message for an invalid status code, these instructions will assume that the status code for any action is correct for the record.

I. Admin Single

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

A. INVALID Status Code

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

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

B. This AE was not on the PY file

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

Possible solutions:

1. A record was included on the current-year file in error and should be removed.
2. The FSCSKEY or OLDID entry is incorrect.

Example:

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

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|--------|
| -3 | 03 | -3 | OK1010 |

Corrected:

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|--------|
| -3 | 03 | -3 | OK0010 |

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

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

Possible solutions:

1. The record was omitted. Add a record to the current file with an appropriate status code.
 - a) If the administrative entity is still active the status code is "00".
 - b) If it is inactive possible status codes are "01", "03", "05", or '10'.
2. The entry in either the FSCSKEY or OLDID field is incorrect. Check the prior-year file to ensure you have the same FSCS ID# information for the administrative entity name listed.

Example:

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

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|--------|
| -3 | 03 | -3 | OK1010 |

Corrected:

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|--------|
| -3 | 03 | -3 | OK0010 |

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

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

Example:

The Stillwater Public Library is being restored to the survey but the FSCSKEY information is missing.

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|--------|
| -3 | 08 | -3 | OK0089 |

Corrected:

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|-------|
| OK0089 | 08 | -3 | -3 |

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

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

Example:

The Sentinel Public Library is no longer operating under the Western Plains Library System (FSCS ID OK0024) and is forming a new administrative entity. The FSCSKEY field should not be completed as it does not yet exist for the newly formed entity.

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|-------|
| OK0024 | 04 | -3 | -3 |

Corrected:

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|-------|
| -3 | 04 | -3 | -3 |

2. Inactive records that are excluded from the current-year are "01" for an administrative entity that is being adopted by another, "03", "10", and "05" where existing administrative entities are forming a new administrative entity. All FSCS ID information is required in the OLDID field.

Example:

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

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|-------|
| OK0063 | 03 | -3 | -3 |

Corrected:

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|--------|
| -3 | 03 | -3 | OK0063 |

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

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

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

Example:

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

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

Corrected:

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

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

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

Example:

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

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|--------|
| -3 | 03 | OK0094 | OK0094 |

Corrected:

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|--------|
| -3 | 03 | -3 | OK0094 |

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

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

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

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

Example:

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

| FSCSKEY | STATSTRU | LINKID | OLDDID |
|---------|----------|--------|--------|
| -3 | 08 | -3 | OK0072 |

Corrected:

| FSCSKEY | STATSTRU | LINKID | OLDDID |
|---------|----------|--------|--------|
| OK0072 | 05 | -3 | -3 |

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

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

Example:

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

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|-------|
| OK0115 | 09 | -3 | -3 |

Corrected:

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|-------|
| OK0115 | 08 | -3 | -3 |

K. Admin record does not have any outlets

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

Possible solutions:

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

II. Admin Multi

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

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

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

Example:

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

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|--------|
| OK0003 | 00 | -3 | OK0003 |

Corrected:

| FSCSKEY | STATSTRU | LINKID | OLDID |
|---------|----------|--------|-------|
| OK0003 | 00 | -3 | -3 |

B. All LIBIDs must be UNIQUE for AE records

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

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

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

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

Possible solutions:

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

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

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

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

Possible solutions:

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

III. Outlet Single

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

A. INVALID Status Code

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

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

B. This Outlet was not on the PY file

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

Possible solutions:

1. A record was included on the current-year file in error and should be removed.
2. The FSCSKEY-FSCS_SEQ or OLDID entry is incorrect. Check the prior-year file to make corrections.

Example:

The Tulsa City-County Library System outlet was previously closed. The record is a legitimate restore candidate so if it is to remain on the file the value for STATSTRU should be '03'.

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

Corrected:

| FSCSKEY | FSCS_SEQ | STATSTRU | LINKID | PARENTID | OLDID |
|---------|----------|----------|--------|----------|-------|
| OK0093 | 022 | 03 | -3 | -3 | -3 |

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

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

Possible solutions:

1. The entry in either the FSCSKEY-FSCS_SEQ or OLDID field is incorrect. Check the prior-year file to ensure you have the same FSCS ID# information for the outlet name listed.
2. The record was omitted. Add a record to the current file with an appropriate status code.
 - a) If the outlet is still active the status code is "00".
 - b) If it is inactive possible status codes are "01", "03", "05", or '10'.

Example:

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

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

Corrected:

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

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

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

Example:

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

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

Corrected:

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

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

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

Example:

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

| FSCSKEY | FSCS_SEQ | STATSTRU | LINKID | PARENTID | OLDID |
|---------|----------|----------|--------|----------|------------|
| OK0007 | -3 | 11 | -3 | 1 | OK0006-002 |

Corrected:

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

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

Example:

The Walters Public Library central outlet (OK0096-002) is merging with the Watonga Public Library central outlet (OK0097-0002). The FSCS ID information for these records is appropriate for the OLDID field.

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

Corrected:

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

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

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

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

Example:

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

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

Corrected:

With the LINKID provide the other two records involved in the structured change can be identified.

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

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

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

Example:

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

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

Corrected:

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

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

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

Example:

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

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

Corrected:

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

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

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

Example:

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

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

Corrected:

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

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

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

Example:

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

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

Corrected:

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

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

Since the FSCS ID# information is required for these status record types. The PARENTID is not needed to identify the parent administrative entity.

Example:

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

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

Corrected:

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

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

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

Example:

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

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

Corrected:

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

M. Outlet Record is not on the AE file

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

Possible solutions:

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

N. PARENTID is not on the AE File

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

Possible solutions:

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

IV. Outlet Multi

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

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

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

Example:

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

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

Corrected:

Remove the incorrect add record.

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

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

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

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

Possible solutions:

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

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

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

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

Possible solutions:

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

V. Name Changes

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

A. STATNAME Invalid

The only valid values for STATNAME are:

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

B. STATNAME 00 and Name Change

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

C. STATNAME 06 and no name change

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

D. STATNAME 14 and no name change

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

VI. Address Changes

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

A. STATADDR Invalid

The only valid values for STATNAME are:

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

B. STATADDR 00 and Address Change

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

C. STATADDR 07 and no name change

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

D. STATADDR 15 and no name change

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

Appendix F – Edit Messages and Conditions

EDIT TYPE CODES

WebPLUS edit messages are coded with 5-digit numbers. The first three numbers are the data element number, and the last two numbers are the edit type code. As an example, in the message below, the first three numbers (351) represent the data element number for Employee Benefits Expenditures, and the last 2 numbers (23) represent the edit type code for "comparison greater than" edits. The edit type codes are listed in the following table, followed by the edit messages and conditions.

EXAMPLE: 35123 EMPLOYEE BENEFITS EXP. is reported and is greater than reported SALARIES & WAGES EXP.

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

Current-Year Edit Checks

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

| # | Edit Message | Edit Condition |
|-------|--|---|
| 10020 | CRITICAL EDIT - REPORTING PERIOD START DATE is -2 or is missing. | The REPORTING PERIOD START DATE (state characteristics data element #100) is -2 or missing. |
| 10120 | CRITICAL EDIT - REPORTING PERIOD END DATE is -2 or is missing. | The REPORTING PERIOD END DATE (state characteristics data element #101) is -2 or missing. |
| 10220 | CRITICAL EDIT - OFFICIAL STATE POPULATION ESTIMATE is less than or equal to zero. | CRITICAL EDIT - OFFICIAL STATE POPULATION ESTIMATE is less than or equal to zero. |
| 10221 | OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS. | OFFICIAL STATE TOTAL POPULATION ESTIMATE (state characteristics data element #102) is less than the TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (state characteristics data element #103). |
| 10320 | CRITICAL EDIT - TOTAL UNDUPLICATED POPULATION is not reported or is greater than the total POPULATION OF LEGAL SERVICE AREA. | The TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (state characteristics data element #103) is not reported or is greater than the sum of individual POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208). |
| 10323 | The overlap of total POPULATION OF LEGAL SERVICE AREAs to TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is questionable. | The difference between the sum of individual POPULATION OF LEGAL SERVICE AREAs (administrative entity data element #208) and TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (state characteristics data element #103) is less than 500. |
| 15020 | CRITICAL EDIT - Outlet is not connected to an administrative entity record. | An outlet record exists with no corresponding parent FSCS ID on the administrative entity file. |
| 15073 | The total number of administrative entity records has changed by more than 25%. Please check for possible errors or provide an explanation for the change. | The total number of administrative entity records has changed by more than 25%. |
| 15220 | CRITICAL EDIT - Library NAME is -2 or is missing. | The library NAME (administrative entity data element #152) is not reported. |
| 15320 | CRITICAL EDIT - STREET ADDRESS is -2 or missing. | The STREET ADDRESS (administrative entity data element #153) is not reported. |
| 15420 | CRITICAL EDIT - CITY is -2 or missing. | The CITY name (administrative entity data element #154) is not reported or is not valid. |
| 15520 | CRITICAL EDIT - ZIP CODE is -2, missing, or not valid. | The ZIP CODE (administrative entity data element #155) is not a valid 5-digit number or is not reported. |
| 15620 | CRITICAL EDIT - ZIP4 (ZIP+4) is -2 or not valid. | The ZIP+4 code (administrative entity data element #156) is -2 or is not a valid 4-digit number. |
| 15720 | CRITICAL EDIT - MAILING ADDRESS is -2 or not valid. | The MAILING ADDRESS (administrative entity data element #157) is -2 or is not valid. |
| 15820 | CRITICAL EDIT - MAILING CITY is -2 or not valid. | The MAILING CITY name (administrative entity data element #158) is -2 or contains the word 'same'. |
| 15920 | CRITICAL EDIT - MAILING ZIP CODE is -2 or not valid. | The MAILING ZIP CODE (administrative entity data element #159) is -2 or is not a valid 5-digit number. |
| 16020 | CRITICAL EDIT - MAILING ZIP+4 is -2 or not valid. | The MAILING ZIP+4 code (data element #160 on the administrative entity screen) is -2 or is not a valid 4-digit number. |
| 16120 | CRITICAL EDIT - COUNTY is -2, missing, or not valid. | The COUNTY name (administrative entity data element #161) is not reported or is not valid. |

| # | Edit Message | Edit Condition |
|-------|---|--|
| 16220 | CRITICAL EDIT - PHONE number is -2 or not valid. | The PHONE number (administrative entity data element #162) is -2 or is not a valid 10-digit number. |
| 16320 | CRITICAL EDIT - WEB ADDRESS is -2 or not valid. | The WEB ADDRESS (administrative entity data element #163) is -2 or is not valid. |
| 20020 | CRITICAL EDIT - INTERLIBRARY RELATIONSHIP CODE is -2, missing or is not a valid code. | INTERLIBRARY RELATIONSHIP CODE (administrative entity data element #200) is not reported as 'HQ', 'ME', or 'NO'. |
| 20025 | Percentage of libraries with INTERLIBRARY RELATIONSHIP 'HQ' is greater than 25%. | The ratio of administrative entity records with INTERLIBRARY RELATIONSHIP (administrative entity data element #200) 'HQ' to the total number of administrative entity records is more than 25%. |
| 20120 | CRITICAL EDIT - LEGAL BASIS CODE is -2, missing or is not a valid code. | LEGAL BASIS CODE (administrative entity data element #201) is not reported as 'CC', 'CI', 'CO', 'LD', 'MJ', 'NL', 'NP', 'SD', or 'OT'. |
| 20220 | CRITICAL EDIT - ADMINISTRATIVE STRUCTURE CODE is -2, missing or not a valid code. | ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is not reported as 'MA', 'MO', or 'SO'. |
| 20221 | ADMINISTRATIVE STRUCTURE CODE is not consistent with the total number of service outlets. | ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'SO' and total number of service outlets (administrative entity data elements #209, #210, and #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 'BM') is not equal to 1 or the ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'MA' or 'MO' and the total number of service outlets is less than 2. |
| 20221 | ADMINISTRATIVE STRUCTURE CODE is not consistent with the total number of service outlets. | ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'SO' and total number of service outlets (administrative entity data elements #209, #210, and #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 'BM') is not equal to 1 or the ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'MA' or 'MO' and the total number of service outlets is less than 2. |
| 20320 | CRITICAL EDIT - FSCS PUBLIC LIBRARY is -2, missing or is not a valid code. | FSCS PUBLIC LIBRARY (administrative entity data element #203) is not reported as 'Y' or 'N'. |
| 20321 | FSCS PUBLIC LIBRARY but TOTAL STAFF EXPENDITURES equals zero. | FSCS PUBLIC LIBRARY (administrative entity data element #203) is 'Yes' but TOTAL STAFF EXPENDITURES (administrative entity data element #352) is equal to zero. |
| 20420 | CRITICAL EDIT - GEOGRAPHIC CODE is -2, missing or is not a valid code. | GEOGRAPHIC CODE (administrative entity data element #204) is not reported as 'CI1', 'CI2', 'CO1', 'CO2', 'MA1', 'MA2', 'MC1', 'MC2', 'SD1', 'SD2', or 'OTH'. |
| 20520 | CRITICAL EDIT - LSA BOUNDARY CHANGE is -2, missing or is not a valid code. | LSA BOUNDARY CHANGE (administrative entity data element #205) is not reported or is not reported as 'Y' or 'N'. |
| 20521 | GEOGRAPHIC CODE changed from prior year and LEGAL SERVICE AREA BOUNDARY CHANGE is 'No'. | GEOGRAPHIC CODE (administrative entity data element #204) changed from PY and LEGAL SERVICE AREA BOUNDARY CHANGE (administrative entity data element #205) is 'N'. |
| 20620 | CRITICAL EDIT - Library's REPORTING PERIOD STARTING DATE is -2 or missing. | REPORTING PERIOD STARTING DATE (administrative entity data element #206) is not reported. |

FSCS

| # | Edit Message | Edit Condition |
|-------|---|---|
| 20621 | Library's REPORTING PERIOD STARTING DATE is before the state's REPORTING PERIOD STARTING DATE. | REPORTING PERIOD STARTING DATE (administrative entity data element #206) is before the state REPORTING PERIOD STARTING DATE (state characteristics data element #100). |
| 20623 | Library's REPORTING PERIOD is greater than or less than one year. | The difference between the REPORTING PERIOD STARTING DATE (administrative entity data element #206) and the REPORTING PERIOD ENDING DATE (administrative entity data element #207) is more than 12 months or less than 12 months. |
| 20720 | CRITICAL EDIT - Library's REPORTING PERIOD ENDING DATE is -2 or missing. | REPORTING PERIOD ENDING DATE (administrative entity data element #207) is not reported. |
| 20721 | Library's REPORTING PERIOD ENDING DATE is after the state's REPORTING PERIOD ENDING DATE. | REPORTING PERIOD ENDING DATE (administrative entity data element #207) is after the state's REPORTING PERIOD ENDING DATE (state characteristics data element #101). |
| 20820 | CRITICAL EDIT - POPULATION OF LEGAL SERVICE AREA is equal to zero, missing, or -2. | POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is less than or equal to zero. |
| 20920 | CRITICAL EDIT - CENTRAL service outlet is not reported. | CENTRAL service outlet (administrative entity data element #209) is not reported. |
| 20921 | CENTRAL service outlet is not equal to the number of central outlet records. | CENTRAL service outlet (administrative entity data element #209) is not equal to the number of outlet records coded 'CE' for the OUTLET TYPE CODE (outlet data element #709). |
| 20922 | CENTRAL service outlet is greater than 1. | CENTRAL service outlet (administrative entity data element #209) is greater than 1. Note: CENTRAL cannot be greater than 1. |
| 21020 | CRITICAL EDIT - The number of BRANCH service outlets is not reported. | The number of BRANCH service outlets (administrative entity data element #210) is not reported. |
| 21021 | The number of BRANCH service outlets is not equal to the number of branch outlet records. | The number of BRANCH service outlets (administrative entity data element #210) is not equal to the number of outlet records coded 'BR' for the OUTLET TYPE CODE (outlet data element #709). |
| 21120 | CRITICAL EDIT - The number of BOOKMOBILE service outlets is not reported. | The number of BOOKMOBILE service outlets (administrative entity data element #211) is not reported. |
| 21121 | The number of BOOKMOBILE service outlets is not equal to the number of bookmobiles in outlet records. | The number of BOOKMOBILE service outlets (administrative entity data element #211) is not equal to the NUMBER OF BOOKMOBILES (outlet data element #712) in outlet records coded 'BS' for the OUTLET TYPE CODE (outlet data element #709). |
| 25020 | CRITICAL EDIT - ALA-MLS is -2. | ALA-MLS librarians (administrative entity data element #250) is -2. |
| 25021 | ALA-MLS is greater than TOTAL LIBRARIANS. | The number of ALA-MLS librarians (administrative entity data element #250) is greater than TOTAL LIBRARIANS (administrative entity data element #251). |
| 25120 | CRITICAL EDIT - TOTAL LIBRARIANS is -2. | TOTAL LIBRARIANS (administrative entity data element #251) is -2. |
| 25220 | CRITICAL EDIT - OTHER PAID EMPLOYEES is -2. | OTHER PAID EMPLOYEES (administrative entity data element #252) is -2. |
| 25224 | TOTAL LIBRARIANS is greater than 10 and OTHER PAID EMPLOYEES is zero. | TOTAL LIBRARIANS (administrative entity data element #251) is greater than 10 and OTHER PAID EMPLOYEES (administrative entity data element #252) is equal to zero. |

| # | Edit Message | Edit Condition |
|-------|--|--|
| 25310 | TOTAL PAID EMPLOYEES equals reported detail but the remaining detail item is equal to -1 or TOTAL PAID EMPLOYEES equals zero and detail are all -1. Please review these items and provide corrections. | TOTAL PAID EMPLOYEES (administrative entity data element #253) equals either reported TOTAL LIBRARIANS (administrative entity data element #251) or OTHER PAID EMPLOYEES (administrative entity data element #252) and the remaining detail item is equal to -1. |
| 25311 | Reported detail is less than reported TOTAL PAID EMPLOYEES and the other detail item is -1. Either the missing value can be determined or the total is questionable. | Reported detail for TOTAL LIBRARIANS (administrative entity data element #251) or OTHER PAID EMPLOYEES (administrative entity data element #252) is less than reported TOTAL PAID EMPLOYEES (administrative entity data element #253) and the other detail item is -1. |
| 25313 | Detail items are reported but TOTAL PAID EMPLOYEES is not reported. | TOTAL LIBRARIANS (administrative entity data element #251) and OTHER PAID EMPLOYEES (administrative entity data element #252) are reported but TOTAL PAID EMPLOYEES (administrative entity data element #253) is not reported. |
| 25314 | Reported detail is greater than TOTAL PAID EMPLOYEES. Please check for possible errors or consider -1 for the total. | Reported detail for TOTAL LIBRARIANS (administrative entity data element #251) and OTHER PAID EMPLOYEES (administrative entity data element #252) is greater than reported TOTAL PAID EMPLOYEES (administrative entity data element #253). |
| 25315 | CRITICAL EDIT - TOTAL PAID EMPLOYEES is reported and does not equal the sum of the detail. | TOTAL PAID EMPLOYEES (administrative entity data element #253) is not equal to the sum of TOTAL LIBRARIANS (administrative entity data element #251) and OTHER PAID EMPLOYEES (administrative entity data element #252). |
| 25320 | CRITICAL EDIT - TOTAL PAID EMPLOYEES is -2. | TOTAL PAID EMPLOYEES (administrative entity data element #253) is -2. |
| 25321 | TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES. | TOTAL STAFF EXPENDITURES (administrative entity data element #352) is not equal to zero and TOTAL PAID EMPLOYEES (administrative entity data element #253) equals zero. |
| 25327 | TOTAL PAID EMPLOYEES is zero. | TOTAL PAID EMPLOYEES (administrative entity data element #253) is zero. |
| 30020 | CRITICAL EDIT - LOCAL GOVERNMENT REVENUE is -2. | LOCAL GOVERNMENT REVENUE (administrative entity data element #300) is -2. |
| 30025 | The ratio of LOCAL GOVERNMENT REVENUE to POPULATION OF LEGAL SERVICE AREA is outside the range of [0.34, 878.10]. Please check for possible errors or explain why the correct data are out of range. | The ratio of LOCAL GOVERNMENT REVENUE (administrative entity data element #300) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is less than 0.34 or greater than 878.10. |
| 30026 | POPULATION OF LEGAL SERVICE AREA is greater than 200,000 but LOCAL GOVERNMENT REVENUE is zero. Please check for possible errors. | POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 200,000 and LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals zero. |
| 30120 | CRITICAL EDIT - STATE GOVERNMENT REVENUE is -2. | STATE GOVERNMENT REVENUE (administrative entity data element #301) is -2. |
| 30220 | CRITICAL EDIT - FEDERAL GOVERNMENT REVENUE is -2. | FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) is -2. |
| 30320 | CRITICAL EDIT - OTHER REVENUE is -2. | OTHER REVENUE (administrative entity data element #303) is -2. |

| # | Edit Message | Edit Condition |
|-------|---|---|
| 30410 | TOTAL OPERATING REVENUE equals reported detail but one or more detail items is equal to -1 or TOTAL OPERATING REVENUE equals zero and detail are all -1. Please review these items and provide corrections. | TOTAL OPERATING REVENUE (administrative entity data element #304) equals the sum of reported detail and at least one out of LOCAL GOVERNMENT (administrative entity data element #300), STATE GOVERNMENT (administrative entity data element #301), FEDERAL GOVERNMENT (administrative entity data element #302), and OTHER REVENUE (administrative entity data element #303) is equal to -1. |
| 30411 | Reported detail is less than reported TOTAL OPERATING REVENUE and one detail item is -1. Either the missing value can be determined or the total is questionable. | Reported detail for LOCAL GOVERNMENT (administrative entity data element #300), STATE GOVERNMENT (administrative entity data element #301), FEDERAL GOVERNMENT (administrative entity data element #302), and OTHER REVENUE (administrative entity data element #303) is less than the reported TOTAL OPERATING REVENUE (administrative entity data element #304) and one detail item is -1. |
| 30413 | Detail items are reported but TOTAL OPERATING REVENUE is not reported. | LOCAL GOVERNMENT REVENUE (administrative entity data element #300), STATE GOVERNMENT REVENUE (administrative entity data element #301), FEDERAL GOVERNMENT REVENUE (administrative entity data element #302), and OTHER OPERATING REVENUE (administrative entity data element #303) are reported but TOTAL OPERATING REVENUE (administrative entity data element #304) is not reported. |
| 30414 | Reported detail is greater than reported TOTAL OPERATING REVENUE. Please check for possible errors or consider -1. for the total. | Reported detail for LOCAL GOVERNMENT REVENUE (administrative entity data element #300), STATE GOVERNMENT REVENUE (administrative entity data element #301), FEDERAL GOVERNMENT REVENUE (administrative entity data element #302), and OTHER OPERATING REVENUE (administrative entity data element #303) is greater than reported TOTAL OPERATING REVENUE (administrative entity data element #304). |
| 30415 | CRITICAL EDIT - TOTAL OPERATING REVENUE is reported and does not equal to the sum of the detail. | TOTAL OPERATING REVENUE (administrative entity data element #304) is not equal to the sum of reported LOCAL GOVERNMENT (administrative entity data element #300), STATE GOVERNMENT (administrative entity data element #301), FEDERAL GOVERNMENT (administrative entity data element #302), and OTHER OPERATING REVENUE (administrative entity data element #303). |
| 30420 | CRITICAL EDIT - TOTAL OPERATING REVENUE is -2. | TOTAL OPERATING REVENUE (administrative entity data element #304) is -2. |
| 30425 | The ratio of TOTAL OPERATING REVENUE to TOTAL OPERATING EXPENDITURES is outside the range of [0.58, 1.93]. Please check for possible errors or explain why the correct data are out of range. | The ratio of TOTAL OPERATING REVENUE (administrative entity data element #304) to TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is less than 0.58 or greater than 1.93. |
| 30427 | TOTAL OPERATING REVENUE is zero. | TOTAL OPERATING REVENUE (administrative entity data element #304) is zero. |
| 35020 | CRITICAL EDIT - SALARIES & WAGES EXPENDITURES is -2. | SALARIES & WAGES EXPENDITURES (administrative entity data element #350) is -2. |

| # | Edit Message | Edit Condition |
|-------|--|---|
| 35025 | The ratio of SALARY & WAGES EXPENDITURES to TOTAL PAID EMPLOYEES is outside the range of [5,884.14, 82,066.18]. Please check for possible errors or explain why the correct data are out of range. | The ratio of SALARY & WAGES EXPENDITURES (administrative entity data element #350) to TOTAL PAID EMPLOYEES (administrative entity data element #253) is less than 5,884.14 or greater than 82,066.18. |
| 35120 | CRITICAL EDIT - EMPLOYEE BENEFITS EXP. is -2. | EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is -2. |
| 35121 | SALARIES & WAGES EXPENDITURES are reported as other than zero and EMPLOYEE BENEFITS EXP. is zero. | SALARIES & WAGES EXPENDITURES (administrative entity and outlet data element #350) are reported greater than zero and EMPLOYEE BENEFITS EXPENDITURES (administrative entity and outlet data element #351) equals zero. |
| 35123 | EMPLOYEE BENEFITS EXP. is reported and is greater than reported SALARIES & WAGES EXP. | EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is reported and is greater than reported SALARIES & WAGES EXPENDITURES (administrative entity data element #350). |
| 35210 | TOTAL STAFF EXPENDITURES equals reported detail but the remaining detail item is equal to -1 or TOTAL STAFF EXPENDITURES equals zero and detail are all -1. Please review these items and provide corrections. | TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals either reported SALARIES & WAGES (administrative entity data element #350) or EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) and the remaining detail item is equal to -1. |
| 35211 | Reported detail is less than reported TOTAL STAFF EXPENDITURES and the remaining detail item is -1. Either the missing value can be determined or the total is questionable. | Reported detail for SALARIES & WAGES EXPENDITURES (administrative entity data element #350) or EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is less than reported TOTAL STAFF EXPENDITURES (administrative entity data element #352) and the other detail item is -1. |
| 35213 | Detail items are reported but TOTAL STAFF EXPENDITURES is not reported. | SALARIES & WAGES EXPENDITURES (administrative entity data element #350) and EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) are reported but TOTAL STAFF EXPENDITURES (administrative entity data element #352) is not reported. |
| 35214 | Reported detail is greater than TOTAL STAFF EXPENDITURES. Please check for possible errors or consider -1 for the total. | Reported detail for SALARIES & WAGES EXPENDITURES (administrative entity data element #350) and EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) is greater than reported TOTAL STAFF EXPENDITURES (administrative entity data element #352). |
| 35215 | CRITICAL EDIT - TOTAL STAFF EXPENDITURES is reported and does not equal to the sum of the detail. | TOTAL STAFF EXPENDITURES (administrative entity data element #352) is not equal to the sum of reported SALARIES & WAGES EXPENDITURES (administrative entity data element #350) and EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351). |
| 35220 | CRITICAL EDIT - TOTAL STAFF EXPENDITURES is -2. | TOTAL STAFF EXPENDITURES (administrative entity data element #352) is -2. |
| 35221 | TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES. | TOTAL PAID EMPLOYEES (administrative entity data element #253) is not equal to zero and TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals zero. |

| # | Edit Message | Edit Condition |
|-------|---|---|
| 35225 | The ratio of TOTAL STAFF EXPENDITURES to TOTAL PAID EMPLOYEES is outside the range of [5,775.43, 116,500.76]. Please check for possible errors or explain why the correct data are out of range. | The ratio of TOTAL STAFF EXPENDITURES (administrative entity data element #352) to TOTAL PAID EMPLOYEES (administrative entity data element #253) is less than 5,775.43 or greater than 116,500.76. |
| 35227 | TOTAL STAFF EXPENDITURES is zero. | TOTAL STAFF EXPENDITURES (administrative entity data element #352) is zero. |
| 35320 | CRITICAL EDIT - PRINT MATERIALS EXPENDITURES is -2. | PRINT MATERIALS EXPENDITURES (administrative entity data element #353) is -2. |
| 35420 | CRITICAL EDIT - ELECTRONIC MATERIALS EXPENDITURES is -2. | ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) is -2. |
| 35520 | CRITICAL EDIT - OTHER MATERIALS EXPENDITURES is -2. | OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is -2. |
| 35610 | TOTAL COLLECTION EXPENDITURES equals reported detail but one or more detail items is equal to -1 or TOTAL COLLECTION EXPENDITURES equals zero and detail are all -1. Please review these items and provide corrections. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals reported detail but at least one out of PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), or OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is equal to -1. |
| 35611 | Reported detail is less than reported TOTAL COLLECTION EXPENDITURES and one detail item is -1. Either the missing value can be determined or the total is questionable. | Reported detail for PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), and OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is less than TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) and one of the detail items is -1. |
| 35613 | Detail items are reported but TOTAL COLLECTION EXPENDITURES is not reported. | PRINT MATERIAL EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIAL EXPENDITURES (administrative entity data element #354), and OTHER MATERIAL EXPENDITURES (administrative entity data element #355) are reported but TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is not reported. |
| 35614 | Reported detail is greater than reported TOTAL COLLECTION EXPENDITURES. Please check for possible errors or consider -1 for the total. | Reported detail for PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), and OTHER MATERIALS EXPENDITURES (administrative entity data element #355) is greater than reported TOTAL COLLECTION EXPENDITURES (administrative entity data element #356). |
| 35615 | CRITICAL EDIT - TOTAL COLLECTION EXPENDITURES is reported and does not equal to the sum of the reported detail. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is not equal to the sum of reported PRINT MATERIALS EXPENDITURES (administrative entity data element #353), ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354), and OTHER MATERIALS EXPENDITURES (administrative entity data element #355). |
| 35620 | CRITICAL EDIT - TOTAL COLLECTION EXPENDITURES is -2. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is -2. |
| 35720 | CRITICAL EDIT - OTHER OPERATING EXPENDITURES is -2. | OTHER OPERATING EXPENDITURES (administrative entity data element #357) is -2. |

| # | Edit Message | Edit Condition |
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| 35810 | TOTAL OPERATING EXPENDITURES equals reported detail but one or more detail items is equal to -1 or TOTAL OPERATING EXPENDITURES equals zero and detail are all -1. Please review these items and provide corrections. | TOTAL OPERATING EXPENDITURES (administrative entity data element #358) equals reported detail but at least one out of TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), or OTHER OPERATING EXPENDITURES (administrative entity data element #357) is equal to -1. |
| 35811 | Reported detail is less than reported TOTAL OPERATING EXPENDITURES and one detail item is -1. Either the missing value can be determined or the total is questionable. | Reported detail for TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357) is less than TOTAL OPERATING EXPENDITURES (administrative entity data element #358) and one of the detail items is -1. |
| 35813 | Detail items are reported but TOTAL OPERATING EXPENDITURES is not reported. | TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357) are reported but TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is not reported. |
| 35814 | Reported detail is greater than reported TOTAL OPERATING EXPENDITURES. Please check for possible errors or consider -1 for the total. | Reported detail for TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357) is greater than reported TOTAL OPERATING EXPENDITURES (administrative entity data element #358). |
| 35815 | CRITICAL EDIT - TOTAL OPERATING EXPENDITURES is reported and does not equal to the sum of the reported detail. | TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is not equal to the sum of TOTAL STAFF EXPENDITURES (administrative entity data element #352), TOTAL COLLECTION EXPENDITURES (administrative entity data element #356), and OTHER OPERATING EXPENDITURES (administrative entity data element #357). |
| 35820 | CRITICAL EDIT - TOTAL OPERATING EXPENDITURES is -2. | TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is -2. |
| 35825 | The ratio of TOTAL OPERATING EXPENDITURES to TOTAL STAFF EXPENDITURES is outside the range of [1.00, 3.93]. Please check for possible errors or explain why the correct data are out of range. | The ratio of TOTAL OPERATING EXPENDITURES (administrative entity data element #358) to TOTAL STAFF EXPENDITURES (administrative entity data element #352) is less than 1.00 or greater than 3.93. |
| 35827 | TOTAL OPERATING EXPENDITURES is zero. | TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is zero. |
| 40020 | CRITICAL EDIT - LOCAL GOVERNMENT CAPITAL REVENUE is -2. | LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400) is -2. |
| 40120 | CRITICAL EDIT - STATE GOVERNMENT CAPITAL REVENUE is -2. | STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401) is -2. |
| 40220 | CRITICAL EDIT - FEDERAL GOVERNMENT CAPITAL REVENUE is -2. | FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402) is -2. |

| # | Edit Message | Edit Condition |
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| 40320 | CRITICAL EDIT - OTHER CAPITAL REVENUE is -2. | OTHER CAPITAL REVENUE (administrative entity data element #403) is -2. |
| 40410 | TOTAL CAPITAL REVENUE equals reported detail but one or more detail items is equal to -1 or TOTAL CAPITAL REVENUE equals zero and detail are all -1. Please review these items and provide corrections. | TOTAL CAPITAL REVENUE (administrative entity data element #404) equals reported detail but at least one out of LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), or OTHER CAPITAL REVENUE (administrative entity data element #403) is equal to -1. |
| 40411 | Reported detail is less than reported TOTAL CAPITAL REVENUE and one detail item is -1. Either the missing value can be determined or the total is questionable. | Reported detail for LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403) is less than TOTAL CAPITAL REVENUE (administrative entity data element #404) and one of the detail items is -1. |
| 40413 | Detail items are reported but TOTAL CAPITAL REVENUE is not reported. | LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403) are reported but TOTAL CAPITAL REVENUE (administrative entity data element #404) is not reported. |
| 40414 | Reported detail is greater than TOTAL CAPITAL REVENUE. Please check for possible errors or consider -1 for the total. | Reported detail for LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403) is greater than reported TOTAL CAPITAL REVENUE (administrative entity data element #404). |
| 40415 | CRITICAL EDIT - TOTAL CAPITAL REVENUE is not equal to the sum of the reported detail. | TOTAL CAPITAL REVENUE (administrative entity data element #404) is not equal to the sum of LOCAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #400), STATE GOVERNMENT CAPITAL REVENUE (administrative entity data element #401), FEDERAL GOVERNMENT CAPITAL REVENUE (administrative entity data element #402), and OTHER CAPITAL REVENUE (administrative entity data element #403). |
| 40420 | CRITICAL EDIT - TOTAL CAPITAL REVENUE is -2. | TOTAL CAPITAL REVENUE (administrative entity data element #404) is -2. |
| 40423 | TOTAL CAPITAL EXPENDITURES is greater than or equal to 1,000,000 and TOTAL CAPITAL REVENUE is zero. | TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) is greater than or equal to 1,000,000 and TOTAL CAPITAL REVENUE (administrative entity data element #404) is zero. |
| 40520 | CRITICAL EDIT - TOTAL CAPITAL EXPENDITURES is -2. | TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) is -2. |

| # | Edit Message | Edit Condition |
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| 40523 | TOTAL CAPITAL REVENUE is greater than or equal to 1,000,000 and TOTAL CAPITAL EXPENDITURES is zero. | TOTAL CAPITAL REVENUE (administrative entity data element #404) is greater than or equal to 1,000,000 and TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) is zero. |
| 45020 | CRITICAL EDIT - PRINT MATERIALS is -2. | PRINT MATERIALS (administrative entity data element #450) is -2. |
| 45026 | PRINT MATERIALS is greater than 10,000 but TOTAL COLLECTION EXPENDITURES is zero. Please check for possible errors. | PRINT MATERIALS (administrative entity data element #450) is greater than 10,000 and TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals zero. |
| 45027 | PRINT MATERIALS is zero. | PRINT MATERIALS (administrative entity data element #450) is zero. |
| 45120 | CRITICAL EDIT - ELECTRONIC BOOKS is -2. | ELECTRONIC BOOKS (administrative entity data element #451) is -2. |
| 45220 | CRITICAL EDIT - AUDIO materials is -2. | AUDIO materials (administrative entity data element #452) is -2. |
| 45226 | TOTAL OPERATING EXPENDITURES is greater than 200,000 but AUDIO MATERIALS is zero. Please check for possible errors. | TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is greater than 200,000 and AUDIO MATERIALS (administrative entity data element #452) equals zero. |
| 45320 | CRITICAL EDIT - VIDEO materials is -2. | VIDEO materials (administrative entity data element #453) is -2. |
| 45326 | TOTAL CIRCULATION is greater than 100,000 but VIDEO MATERIALS is zero. Please check for possible errors. | TOTAL CIRCULATION (administrative entity data element #550) is greater than 100,000 and VIDEO MATERIALS (administrative entity data element #453) equals zero. |
| 45420 | CRITICAL EDIT - DATABASES is -2. | DATABASES (administrative entity data element #454) is -2. |
| 45422 | DATABASES is greater than 1,000. | DATABASES (administrative entity data element #454) is greater than 1,000. |
| 45424 | DATABASE is > 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS. | DATABASE (administrative entity data element #454) is greater than 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #456). |
| 45520 | CRITICAL EDIT - CURRENT PRINT SERIAL SUBSCRIPTIONS is -2. | CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #455) is -2. |
| 45620 | CRITICAL EDIT - CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is -2. | CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #456) is -2. |
| 45622 | CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is greater than 5,000. | CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #456) is greater than 5,000. |
| 50020 | CRITICAL EDIT - Annual PUBLIC SERVICE HOURS PER YEAR is zero or -2. | Annual PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) is -2. |
| 50025 | The ratio of PUBLIC SERVICE HOURS per week per outlet is outside the range of [11.16, 129.67]. Please check for possible errors or explain why the correct data are out of range. | The ratio of PUBLIC SERVICE HOURS (administrative entity data element #500) per week to number of CENTRALS (administrative entity data element #209), BRANCHES (administrative entity data element #210), BOOKMOBILES (administrative entity data element #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 equal 'BM') is less than 11.16 or greater than 129.67. |
| 50027 | Annual PUBLIC SERVICE HOURS PER YEAR is zero. | Annual PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) is zero. |

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| # | Edit Message | Edit Condition |
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| 50120 | CRITICAL EDIT - Annual LIBRARY VISITS in library is zero or -2. | Annual LIBRARY VISITS in library (administrative entity data element #501) is zero or -2. |
| 50125 | The ratio of LIBRARY VISITS to TOTAL CIRCULATION is outside the range of [0.18, 11.85]. Please check for possible errors or explain why the correct data are out of range. | The ratio of LIBRARY VISITS (administrative entity data element #501) to TOTAL CIRCULATION (administrative entity data element #550) is less than 0.18 or greater than 11.85. |
| 50127 | Annual LIBRARY VISITS in library is zero. | Annual LIBRARY VISITS in library (administrative entity data element #501) is zero. |
| 50220 | CRITICAL EDIT - Annual REFERENCE TRANSACTIONS is -2. | Annual REFERENCE TRANSACTIONS (administrative entity data element #502) is -2. |
| 55020 | CRITICAL EDIT - TOTAL CIRCULATION transactions is -2. | TOTAL CIRCULATION transactions (administrative entity data element #550) is -2. |
| 55021 | TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS. | TOTAL CIRCULATION (administrative entity data element #550) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551). |
| 55025 | The ratio of TOTAL CIRCULATION to POPULATION OF LEGAL SERVICE AREA is outside the range of [0.47, 82.21]. Please check for possible errors or explain why the correct data are out of range. | The ratio of TOTAL CIRCULATION (administrative entity data element #550) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is less than 0.47 or greater than 82.21. |
| 55027 | TOTAL CIRCULATION transactions is zero. | TOTAL CIRCULATION transactions (administrative entity data element #550) is zero. |
| 55120 | CRITICAL EDIT - CIRCULATION OF CHILDREN'S MATERIALS is zero or -2. | CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551) is -2. |
| 55127 | CIRCULATION OF CHILDREN'S MATERIALS is zero. | CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551) is zero. |
| 55220 | CRITICAL EDIT - LOANS PROVIDED TO other libraries is -2. | LOANS PROVIDED TO other libraries (administrative entity data element #552) is -2. |
| 55320 | CRITICAL EDIT - Inter-library loans RECEIVED FROM other libraries is -2. | Inter-library loans RECEIVED FROM other libraries (administrative entity data element #553) is -2. |
| 60020 | TOTAL NUMBER OF LIBRARY PROGRAMS is -2. | TOTAL NUMBER OF LIBRARY PROGRAMS (administrative entity data element #600) is -2. |
| 60023 | TOTAL NUMBER OF LIBRARY PROGRAMS is less than NUMBER OF CHILDREN'S PROGRAMS. | TOTAL NUMBER OF LIBRARY PROGRAMS (administrative entity data element #600) is less than NUMBER OF CHILDREN'S PROGRAMS (administrative entity data element #601). |
| 60120 | CRITICAL EDIT - NUMBER OF CHILDREN'S PROGRAMS is -2. | NUMBER OF CHILDREN'S PROGRAMS (administrative entity data element #601) is -2. |
| 60220 | CRITICAL EDIT - TOTAL PROGRAM ATTENDANCE is -2. | TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is -2. |
| 60223 | TOTAL PROGRAM ATTENDANCE is less than CHILDREN'S PROGRAM ATTENDANCE. | TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is less than CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603). |
| 60320 | CRITICAL EDIT - CHILDREN'S PROGRAM ATTENDANCE is -2. | CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is -2. |
| 60325 | The ratio of CHILDREN'S PROGRAM ATTENDANCE to LIBRARY VISITS is outside the range of [0.00, 3.05]. Please check for possible errors or explain why the correct data are out of range. | The ratio of CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) to LIBRARY VISITS (administrative entity data element #501) is less than 0.00 or greater than 3.05. |

| # | Edit Message | Edit Condition |
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| 60326 | ANNUAL LIBRARY VISITS is greater than 20,000 but CHILDREN'S PROGRAM ATTENDANCE is zero. Please check for possible errors. | ANNUAL LIBRARY VISITS (administrative entity data element #501) is greater than 20,000 and CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals zero. |
| 65020 | CRITICAL EDIT - INTERNET TERMINALS USED BY GENERAL PUBLIC is -2. | INTERNET TERMINALS USED BY GENERAL PUBLIC (administrative entity data element #650) is -2. |
| 65120 | CRITICAL EDIT - USERS OF ELECTRONIC RESOURCES is -2. | USERS OF ELECTRONIC RESOURCES (administrative entity data element #651) is -2. |
| 65121 | ELECTRONIC BOOKS, DATABASES, CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS and GENERAL PUBLIC TERMINALS are not equal to zero and USERS OF ELEC RESOURCES is equal to zero. | ELECTRONIC BOOKS (administrative entity data element #451), DATABASES (administrative entity data element #454), CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (administrative entity data element #456), or GENERAL PUBLIC TERMINALS (administrative entity data element #650) is not equal to zero and USERS OF ELEC RESOURCES (administrative entity data element #651) is equal to zero. |
| 65123 | USERS OF ELECTRONIC RESOURCES per VISIT is greater than 3. | The number of USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) per LIBRARY VISIT (administrative entity data element #501) is greater than 3. |
| 65125 | The ratio of USERS OF ELECTRONIC RESOURCES to LIBRARY VISITS is greater than 0.90. Please check for possible errors or explain why the correct data are out of range. | The ratio of USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) to LIBRARY VISITS (administrative entity data element #501) is greater than 0.90. |
| 70120 | No LIB ID provided. WebPLUS will create one for you. | LIB ID (outlet data element #701) has been left blank. WebPLUS will automatically assign a system-generated LIB ID. |
| 70220 | CRITICAL EDIT - Library NAME is -2 or is missing. | Library NAME (outlet data element #702) is not reported. |
| 70320 | CRITICAL EDIT - STREET ADDRESS is -2 or missing. | STREET ADDRESS (outlet data element #703) is not reported. |
| 70420 | CRITICAL EDIT - CITY is -2 or missing. | CITY (outlet data element #704) is not reported or is not valid. |
| 70520 | CRITICAL EDIT - ZIP CODE is -2, missing, or is not valid. | ZIP CODE (outlet data element #705) is not a valid 5-digit number or is not reported. |
| 70620 | CRITICAL EDIT - ZIP4 (ZIP+4) is -2 or not valid. | The ZIP+4 code (outlet data element #706) is -2 or is not a valid 4-digit number. |
| 70720 | CRITICAL EDIT - COUNTY is -2, missing, or is not valid. | The COUNTY name (outlet data element #707) is not reported or is not valid. |
| 70780 | Library NAME, STREET ADDRESS, CITY, and ZIP CODE on the outlet record are the same as the administrative entity but the COUNTY name is different. | Library NAME (administrative entity data element #152 and outlet data element #702), STREET ADDRESS (administrative entity data element #153 and outlet data element #703), CITY (administrative entity data element #154 and outlet data element #704), and ZIP CODE (administrative entity data element #155 and outlet data element #705) are the same on the outlet record and the administrative entity record but the COUNTY (administrative entity data element #161 and outlet data element #707) names are different. |
| 70820 | CRITICAL EDIT - PHONE number is -2 or not valid. | The PHONE number (outlet data element #708) is -2 or is not a valid 10-digit number. |
| 70920 | CRITICAL EDIT - OUTLET TYPE CODE is -2 or not valid. | OUTLET TYPE CODE (outlet data element #709) is not reported as 'CE', 'BR', 'BS', or 'BM'. |

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| # | Edit Message | Edit Condition |
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| 70921 | No SERVICE OUTLETS are reported. | The ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is 'MA', 'MO', or 'SO' and the sum of CENTRAL (administrative entity data element #209), BRANCH (administrative entity data element #210), BOOKMOBILE (administrative entity data element #211), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 = 'BM') service outlets is zero. |
| 70927 | Outlet is a Books-by-Mail not housed separately from a direct public service outlet. | An outlet record with the same STREET ADDRESS (outlet data element #703) as the administrative entity record (administrative entity data element #153) exists with OUTLET TYPE CODE (outlet data element #709) 'BM' but another associated outlet record exists with OUTLET TYPE CODE 'CE'. |
| 70980 | Outlet is a branch only library. | A single outlet record exists with OUTLET TYPE CODE (outlet data element #709) 'BR'. |
| 71020 | CRITICAL EDIT - METROPOLITAN STATUS CODE is -2 or not valid. | METROPOLITAN STATUS CODE (outlet data element #710) is -2 or is not a valid code. |
| 71120 | CRITICAL EDIT - SQUARE FOOTAGE OF OUTLET is -2. | SQUARE FOOTAGE OF OUTLET (outlet data element #711) equals -2. |
| 71121 | SQUARE FOOTAGE OF OUTLET is not collected for this outlet type. | OUTLET TYPE CODE (outlet data element #709) is 'BM' or 'BS' and SQUARE FOOTAGE OF OUTLET (outlet data element #711) is not '-3'. |
| 71122 | OUTLET TYPE CODE is 'BR' or 'CE' and SQUARE FOOTAGE is less than 200 or greater than 300,000. | OUTLET TYPE CODE (outlet data element #709) is 'BR' or 'CE' and SQUARE FOOTAGE OF OUTLET (outlet data element #711) is less than 200 or greater than 300,000. |
| 71127 | SQUARE FOOTAGE OF OUTLET is zero. | SQUARE FOOTAGE OF OUTLET (outlet data element #711) equals zero. |
| 71220 | CRITICAL EDIT - OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to zero. | OUTLET TYPE CODE (outlet data element #709) is 'BS' but NUMBER OF BOOKMOBILES (outlet data element #712) is less than or equal to zero or OUTLET TYPE CODE is 'CE', 'BR', or 'BM' but NUMBER OF BOOKMOBILES is not equal to zero. |
| 71221 | OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is not equal to zero. | OUTLET TYPE CODE (outlet data element #709) is 'BS' but NUMBER OF BOOKMOBILES (outlet data element #712) is less than or equal to zero or OUTLET TYPE CODE is 'CE', 'BR', or 'BM' but NUMBER OF BOOKMOBILES is not equal to zero. |

Historical Edit Checks

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

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

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| # | Edit Message | Edit Condition |
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| 15567 | The STREET ADDRESS has not changed but the ZIP CODE is not the same as the prior year. | The STREET ADDRESS (administrative entity data element #153) is the same as the PY but the ZIP CODE (administrative entity data element #155) does not equal PY. |
| 16167 | The CITY name has not changed but the COUNTY is not the same as the prior year. | The CITY name (administrative entity data element #154) equals PY but COUNTY (administrative entity data element #161) is not equal to PY. |
| 20067 | Please verify the change in the INTERLIBRARY RELATIONSHIP CODE. | INTERLIBRARY RELATIONSHIP CODE (administrative entity data element #200) is not equal to PY. |
| 20167 | Please verify the change in the LEGAL BASIS CODE. | LEGAL BASIS CODE (administrative entity data element #201) is not equal to PY. |
| 20267 | Please verify the change in the ADMINISTRATIVE STRUCTURE CODE. | ADMINISTRATIVE STRUCTURE CODE (administrative entity data element #202) is not equal to PY. |
| 20367 | Please verify the change in the FSCS PUBLIC LIBRARY status. | FSCS PUBLIC LIBRARY status (administrative entity data element #203) is not equal to PY. |
| 20860 | POPULATION OF LEGAL SERVICE AREA is 1 and the prior year value was -1. Please check the current year value for possible error. | POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) equals 1 CY and PY equals -1. |
| 20865 | The current to prior year ratio for POPULATION OF LEGAL SERVICE AREA is outside the range (0.80, 1.27). Please check for possible errors or explain why the correct data are out of range. | POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) CY / PY is less than 0.80 or greater than 1.27. |
| 20969 | Please verify the year-to-year change in the NUMBER OF CENTRALS. | NUMBER OF CENTRALS (administrative entity data element #209) is not equal to PY. |
| 21069 | Please verify the year-to-year change of the NUMBER OF BRANCHES. | The difference of NUMBER OF BRANCHES (administrative entity data element #210) from PY is greater than 1. |
| 21169 | Please verify the year-to-year change of the NUMBER OF BOOKMOBILES. | The difference of NUMBER OF BOOKMOBILES (administrative entity data element #211) from PY is greater than 1. |
| 25061 | ALA-MLS is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | ALA-MLS (administrative entity data element #250) equals zero CY and PY equals -1. |
| 25062 | ALA-MLS prior year is greater than 1 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | ALA-MLS (administrative entity data element #250) PY is greater than 1 and CY equals zero. |
| 25063 | ALA-MLS current year is greater than 1 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | ALA-MLS (administrative entity data element #250) CY is greater than 1 and PY equals zero. |
| 25065 | The current to prior year ratio for ALA-MLS is outside the range [0.20, 4.91]. Please check for possible errors or explain why the correct data are out of range. | ALA-MLS (administrative entity data element #250) CY / PY is less than 0.20 or greater than 4.91. |
| 25161 | TOTAL LIBRARIANS is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | TOTAL LIBRARIANS (administrative entity data element #251) equals zero CY and PY equals -1. |

| # | Edit Message | Edit Condition |
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| 25162 | TOTAL LIBRARIANS prior year is greater than 1 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | TOTAL LIBRARIANS (administrative entity data element #251) PY is greater than 1 and CY equals zero. |
| 25163 | TOTAL LIBRARIANS current year is greater than zero and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | TOTAL LIBRARIANS (administrative entity data element #251) CY is greater than zero and PY equals zero. |
| 25165 | The current to prior year ratio for TOTAL LIBRARIANS is outside the range [0.17, 5.82]. Please check for possible errors or explain why the correct data are out of range. | TOTAL LIBRARIANS (administrative entity data element #251) CY / PY is less than 0.17 or greater than 5.82. |
| 25261 | OTHER PAID EMPLOYEES is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | OTHER PAID EMPLOYEES (administrative entity data element #252) equals zero CY and PY equals -1. |
| 25262 | OTHER PAID EMPLOYEES prior year is greater than 1.5 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | OTHER PAID EMPLOYEES (administrative entity data element #252) PY is greater than 1.5 and CY equals zero. |
| 25263 | OTHER PAID EMPLOYEES current year is greater than 1.5 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | OTHER PAID EMPLOYEES (administrative entity data element #252) CY is greater than 1.5 and PY equals zero. |
| 25265 | The current to prior year ratio for OTHER PAID EMPLOYEES is outside the range [0.16, 6.40]. Please check for possible errors or explain why the correct data are out of range. | OTHER PAID EMPLOYEES (administrative entity data element #252) CY / PY is less than 0.16 or greater than 6.40. |
| 25365 | The current to prior year ratio for TOTAL PAID EMPLOYEES is outside the range [0.36, 2.85]. Please check for possible errors or explain why the correct data are out of range. | TOTAL PAID EMPLOYEES (administrative entity data element #253) CY / PY is less than 0.36 or greater than 2.85. |
| 30060 | LOCAL GOVERNMENT REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error. | LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals 1 CY and PY equals -1. |
| 30061 | LOCAL GOVERNMENT REVENUE is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals zero CY and PY equals -1. |
| 30062 | LOCAL GOVERNMENT REVENUE prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | LOCAL GOVERNMENT REVENUE (administrative entity data element #300) PY is greater than zero and CY equals zero. |
| 30063 | LOCAL GOVERNMENT REVENUE current year is greater than zero and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | LOCAL GOVERNMENT REVENUE (administrative entity data element #300) CY is greater than zero and PY equals zero. |

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| # | Edit Message | Edit Condition |
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| 30064 | Current year LOCAL GOVERNMENT REVENUE is the same as the prior year value. Please check the current year value for possible error. | CY LOCAL GOVERNMENT REVENUE (administrative entity data element #300) equals PY. |
| 30065 | The current to prior year ratio for LOCAL GOVERNMENT REVENUE is outside the range [0.60, 1.83]. Please check for possible errors or explain why the correct data are out of range. | LOCAL GOVERNMENT REVENUE (administrative entity data element #300) CY / PY is less than 0.60 or greater than 1.83. |
| 30160 | STATE GOVERNMENT REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error. | STATE GOVERNMENT REVENUE (administrative entity data element #301) equals 1 CY and PY equals -1. |
| 30161 | STATE GOVERNMENT REVENUE is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | STATE GOVERNMENT REVENUE (administrative entity data element #301) equals zero CY and PY equals -1. |
| 30162 | STATE GOVERNMENT REVENUE prior year is greater than 8,000 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | STATE GOVERNMENT REVENUE (administrative entity data element #301) PY is greater than 8,000 and CY equals zero. |
| 30163 | STATE GOVERNMENT REVENUE current year is greater than 25,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | STATE GOVERNMENT REVENUE (administrative entity data element #301) CY is greater than 25,000 and PY equals zero. |
| 30165 | The current to prior year ratio for STATE GOVERNMENT REVENUE is outside the range [0.27, 3.17]. Please check for possible errors or explain why the correct data are out of range. | STATE GOVERNMENT REVENUE (administrative entity data element #301) CY / PY is less than 0.27 or greater than 3.17. |
| 30260 | FEDERAL GOVERNMENT REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error. | FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals 1 CY and PY equals -1. |
| 30261 | FEDERAL GOVERNMENT REVENUE is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals zero CY and PY equals -1. |
| 30264 | Current year FEDERAL GOVERNMENT REVENUE is the same as the prior year value. Please check the current year value for possible error. | CY FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals PY. |
| 30360 | OTHER OPERATING REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error. | OTHER OPERATING REVENUE (administrative entity data element #303) equals 1 CY and PY equals -1. |
| 30361 | OTHER OPERATING REVENUE is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | OTHER OPERATING REVENUE (administrative entity data element #303) equals zero CY and PY equals -1. |
| 30362 | OTHER OPERATING REVENUE prior year is greater than 5,000 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | OTHER OPERATING REVENUE (administrative entity data element #303) PY is greater than 5,000 and CY equals zero. |

| # | Edit Message | Edit Condition |
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| 30363 | OTHER OPERATING REVENUE current year is greater than 50,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | OTHER OPERATING REVENUE (administrative entity data element #303) CY is greater than 50,000 and PY equals zero. |
| 30364 | Current year OTHER OPERATING REVENUE is the same as the prior year value. Please check the current year value for possible error. | CY OTHER OPERATING REVENUE (administrative entity data element #303) equals PY. |
| 30365 | The current to prior year ratio for OTHER OPERATING REVENUE is outside the range [0.06, 15.33]. Please check for possible errors or explain why the correct data are out of range. | OTHER OPERATING REVENUE (administrative entity data element #303) CY / PY is less than 0.06 or greater than 15.33. |
| 30460 | TOTAL OPERATING REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error. | TOTAL OPERATING REVENUE (administrative entity data element #304) equals 1 CY and PY equals -1. |
| 30464 | Current year TOTAL OPERATING REVENUE is the same as the prior year value. Please check the current year value for possible error. | CY TOTAL OPERATING REVENUE (administrative entity data element #304) equals PY. |
| 30465 | The current to prior year ratio for TOTAL OPERATING REVENUE is outside the range [0.45, 2.37]. Please check for possible errors or explain why the correct data are out of range. | TOTAL OPERATING REVENUE (administrative entity data element #304) CY / PY is less than 0.45 or greater than 2.37. |
| 35060 | SALARIES & WAGES EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error. | SALARIES & WAGES EXPENDITURES (administrative entity data element #350) equals 1 CY and PY equals -1. |
| 35061 | SALARIES & WAGES EXPENDITURES is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | SALARIES & WAGES EXPENDITURES (administrative entity data element #350) equals zero CY and PY equals -1. |
| 35062 | SALARIES & WAGES EXPENDITURES prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | SALARIES & WAGES EXPENDITURES (administrative entity data element #350) PY is greater than zero and CY equals zero. |
| 35063 | SALARIES & WAGES EXPENDITURES current year is greater than zero and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | SALARIES & WAGES EXPENDITURES (administrative entity data element #350) CY is greater than zero and PY value equals zero. |
| 35064 | Current year SALARIES & WAGES EXPENDITURES is the same as the prior year value. Please check the current year value for possible error. | CY SALARIES & WAGES EXPENDITURES (administrative entity data element #350) equals PY. |
| 35065 | The current year to prior ratio for SALARIES & WAGES EXPENDITURES to TOTAL PAID EMPLOYEES is outside the range [0.49, 2.23]. Please check for possible errors or explain why the correct data are out of range. | SALARIES & WAGES EXPENDITURES (administrative entity data element #350) / TOTAL PAID EMPLOYEES (administrative entity data element #253) CY / PY is less than 0.49 or greater than 2.23. |
| 35160 | EMPLOYEE BENEFITS EXP. is 1 and the prior year value was -1. Please check the current year value for possible error. | EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) equals 1 CY and PY equals -1. |

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| # | Edit Message | Edit Condition |
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| 35161 | EMPLOYEE BENEFITS EXP. is zero in the current year and the prior year value was – 1. Please check the current year value for possible error. | EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) equals zero CY and PY equals –1. |
| 35162 | EMPLOYEE BENEFITS EXP. prior year is greater than 50 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) PY is greater than 50 and CY equals zero. |
| 35163 | EMPLOYEE BENEFITS EXP. current year is greater than 20,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) CY is greater than 20,000 and PY equals zero. |
| 35164 | Current year EMPLOYEE BENEFITS EXP. is the same as the prior year value. Please check the current year value for possible error. | CY EMPLOYEE BENEFITS EXPENDITURES (administrative entity data element #351) equals PY. |
| 35260 | TOTAL STAFF EXPENDITURES 1 and the prior year value was –1. Please check the current year value for possible error. | TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals 1 CY and PY equals –1. |
| 35264 | Current year TOTAL STAFF EXPENDITURES is the same as the prior year value. Please check the current year value for possible error. | CY TOTAL STAFF EXPENDITURES (administrative entity data element #352) equals PY. |
| 35265 | The current to prior year ratio for TOTAL STAFF EXPENDITURES is outside the range [0.47, 2.35]. Please check for possible errors or explain why the correct data are out of range. | TOTAL STAFF EXPENDITURES (administrative entity data element #352) CY / PY is less than 0.47 or greater than 2.35. |
| 35360 | PRINT MATERIALS EXPENDITURES is 1 and the prior year value was –1. Please check the current year value for possible error. | PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals 1 CY and PY equals – 1. |
| 35361 | PRINT MATERIALS EXPENDITURES is zero in the current year and the prior year value was –1. Please check the current year value for possible error. | PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals zero CY and PY equals –1. |
| 35362 | PRINT MATERIALS EXPENDITURES prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | PRINT MATERIALS EXPENDITURES (administrative entity data element #353) PY is greater than zero and CY equals zero. |
| 35364 | Current year PRINT MATERIALS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error. | CY PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals PY. |
| 35460 | ELECTRONIC MATERIALS EXPENDITURES is 1 and the prior year value was –1. Please check the current year value for possible error. | ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) equals 1 CY and PY equals –1. |
| 35461 | ELECTRONIC MATERIALS EXPENDITURES is zero in the current year and the prior year value was –1. Please check the current year value for possible error. | ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) equals zero in the current year and PY equals –1. |

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| 35462 | ELECTRONIC MATERIALS EXPENDITURES prior year is greater than 50,000 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) PY is greater than 50,000 and CY equals zero. |
| 35463 | ELECTRONIC MATERIALS EXPENDITURES current year is greater than 5,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) CY is greater than 5,000 and PY was zero. |
| 35464 | Current year ELECTRONIC MATERIALS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error. | CY ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) equals PY. |
| 35465 | The current to prior year ratio for ELECTRONIC MATERIALS EXPENDITURES is outside the range [0.00, 8.94]. Please check for possible errors or explain why the correct data are out of range. | ELECTRONIC MATERIALS EXPENDITURES (administrative entity data element #354) CY / PY is less than 0.00 or greater than 8.94. |
| 35560 | OTHER MATERIALS EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error. | OTHER MATERIALS EXPENDITURES (administrative entity data element #355) equals 1 CY and PY equals -1. |
| 35561 | OTHER MATERIALS EXPENDITURES is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | OTHER MATERIALS EXPENDITURES (administrative entity data element #355) equals zero CY and PY equals -1. |
| 35562 | OTHER MATERIALS EXPENDITURES prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | OTHER MATERIALS EXPENDITURES (administrative entity data element #355) PY is greater than zero and CY equals zero. |
| 35564 | Current year OTHER MATERIALS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error. | CY OTHER MATERIALS EXPENDITURES (administrative entity data element #355) equals PY. |
| 35660 | TOTAL COLLECTION EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals 1 CY and PY equals -1. |
| 35661 | TOTAL COLLECTION EXPENDITURES is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals zero CY and PY equals -1. |
| 35662 | TOTAL COLLECTION EXPENDITURES prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) PY is greater than zero and CY equals zero. |
| 35663 | TOTAL COLLECTION EXPENDITURES current year is greater than 7,500 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) CY is greater than 7,500 and PY was zero. |

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| 35664 | Current year TOTAL COLLECTION EXPENDITURES is the same as the prior year value. Please check the current year value for possible error. | CY TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals PY. |
| 35665 | The current to prior year ratio for TOTAL COLLECTION EXPENDITURES is outside the range [0.21, 4.91]. Please check for possible errors or explain why the correct data are out of range. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) CY / PY is less than 0.21 or greater than 4.91. |
| 35760 | OTHER OPERATING EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error. | OTHER OPERATING EXPENDITURES (administrative entity data element #357) equals 1 CY and PY equals -1. |
| 35761 | OTHER OPERATING EXPENDITURES is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | OTHER OPERATING EXPENDITURES (administrative entity data element #357) equals zero CY and PY equals -1. |
| 35762 | OTHER OPERATING EXPENDITURES prior year is greater than 5,000 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | OTHER OPERATING EXPENDITURES (administrative entity data element #357) PY is greater than 5,000 and CY equals zero. |
| 35763 | OTHER OPERATING EXPENDITURES current year is greater than 10,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | OTHER OPERATING EXPENDITURES (administrative entity data element #357) CY is greater than 10,000 and PY equals zero. |
| 35764 | Current year OTHER OPERATING EXPENDITURES is the same as the prior year value. Please check the current year value for possible error. | CY OTHER OPERATING EXPENDITURES (administrative entity data element #357) equals PY. |
| 35765 | The current to prior year ratio for OTHER OPERATING EXPENDITURES is outside the range [0.09, 11.46]. Please check for possible errors or explain why the correct data are out of range. | OTHER OPERATING EXPENDITURES (administrative entity data element #357) CY / PY is less than 0.09 or greater than 11.46. |
| 35860 | TOTAL OPERATING EXPENDITURES is 1 and the prior year value was -1. Please check the current year value for possible error. | TOTAL OPERATING EXPENDITURES (administrative entity data element #358) equals 1 CY and PY equals -1. |
| 35864 | Current year TOTAL OPERATING EXPENDITURES is the same as the prior year value. Please check the current year value for possible error. | CY TOTAL OPERATING EXPENDITURES (administrative entity data element #358) equals PY. |
| 35865 | The current to prior year ratio for TOTAL OPERATING EXPENDITURES is outside the range [0.45, 2.41]. Please check for possible errors or explain why the correct data are out of range. | TOTAL OPERATING EXPENDITURES (administrative entity data element #358) CY / PY is less than 0.45 or greater than 2.41. |
| 40464 | Current year TOTAL CAPITAL REVENUE is the same as the prior year value. Please check the current year value for possible error. | CY TOTAL CAPITAL REVENUE (administrative entity data element #404) equals PY. |

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| 40563 | TOTAL CAPITAL EXPENDITURES current year is greater than 500,000 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) CY is greater than 500,000 and PY equals zero. |
| 40564 | Current year TOTAL CAPITAL EXPENDITURES is the same as the prior year value. Please check the current year value for possible error. | CY TOTAL CAPITAL EXPENDITURES (administrative entity data element #405) equals PY. |
| 45060 | PRINT MATERIALS is 1 and the prior year value was -1. Please check the current year value for possible error. | PRINT MATERIALS (administrative entity data element #450) equals 1 CY and PY equals -1. |
| 45064 | Current year PRINT MATERIALS is the same as the prior year value. Please check the current year value for possible error. | CY PRINT MATERIALS (administrative entity data element #450) equals PY. |
| 45065 | The current to prior year ratio for PRINT MATERIALS is outside the range [0.66, 1.57]. Please check for possible errors or explain why the correct data are out of range. | PRINT MATERIALS (administrative entity data element #450) CY / PY is less than 0.66 or greater than 1.57. |
| 45164 | Current year ELECTRONIC BOOKS is the same as the prior year value. Please check the current year value for possible error. | CY ELECTRONIC BOOKS (administrative entity data element #451) equals PY. |
| 45260 | AUDIO MATERIALS is 1 and the prior year value was -1. Please check the current year value for possible error. | AUDIO MATERIALS (administrative entity data element #452) equals 1 CY and PY equals -1. |
| 45261 | AUDIO MATERIALS is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | AUDIO MATERIALS (administrative entity data element #452) equals zero CY and PY equals -1. |
| 45262 | AUDIO MATERIALS prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | AUDIO MATERIALS (administrative entity data element #452) PY is greater than zero and CY equals zero. |
| 45263 | AUDIO MATERIALS current year is greater than 150 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | AUDIO MATERIALS (administrative entity data element #452) CY is greater than 150 and PY equals zero. |
| 45264 | Current year AUDIO MATERIALS is the same as the prior year value. Please check the current year value for possible error. | CY AUDIO MATERIALS (administrative entity data element #452) equals PY. |
| 45265 | The current to prior year ratio for AUDIO MATERIALS is outside the range [0.36, 3.29]. Please check for possible errors or explain why the correct data are out of range. | AUDIO MATERIALS (administrative entity data element #452) CY / PY is less than 0.36 or greater than 3.29. |
| 45360 | VIDEO MATERIALS is 1 and the prior year value was -1. Please check the current year value for possible error. | VIDEO MATERIALS (administrative entity data element #453) equals 1 CY and PY equals -1. |
| 45361 | VIDEO MATERIALS is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | VIDEO MATERIALS (administrative entity data element #453) equals zero CY and PY equals -1. |

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| # | Edit Message | Edit Condition |
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| 45362 | VIDEO MATERIALS prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | VIDEO MATERIALS (administrative entity data element #453) PY is greater than zero and CY equals zero. |
| 45363 | VIDEO MATERIALS current year is greater than 150 and prior year value was zero. | VIDEO MATERIALS (administrative entity data element #453) CY is greater than 150 and PY equals zero. |
| 45364 | Current year VIDEO MATERIALS is the same as the prior year value. Please check the current year value for possible error. | CY VIDEO MATERIALS (administrative entity data element #453) equals PY. |
| 45365 | The current to prior year ratio for VIDEO MATERIALS is outside the range [0.47, 2.66]. Please check for possible errors or explain why the correct data are out of range. | VIDEO MATERIALS (administrative entity data element #453) CY / PY is less than 0.47 or greater than 2.66. |
| 45561 | CURRENT PRINT SERIAL SUBSCRIPTIONS is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #455) equals zero CY and PY equals -1. |
| 45562 | CURRENT PRINT SERIAL SUBSCRIPTIONS prior year is greater than 30 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #455) PY is greater than 30 and CY equals zero. |
| 45563 | CURRENT PRINT SERIAL SUBSCRIPTIONS current year is greater than 50 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #455) CY is greater than 50 and PY equals zero. |
| 45565 | The current to prior year ratio for CURRENT PRINT SERIAL SUBSCRIPTIONS is outside the range [0.36, 2.70]. Please check for possible errors or explain why the correct data are out of range. | CURRENT PRINT SERIAL SUBSCRIPTIONS (administrative entity data element #455) CY / PY is less than 0.36 or greater than 2.70. |
| 50060 | PUBLIC SERVICE HOURS PER YEAR is 1 and the prior year value was -1. Please check the current year value for possible error. | PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) equals 1 CY and PY equals -1. |
| 50064 | Current year PUBLIC SERVICE HOURS PER YEAR is the same as the prior year value but the NUMBER OF SERVICE OUTLETS is not the same. Please check the current year value for possible error. | CY PUBLIC SERVICE HOURS PER YEAR (administrative entity data element #500) equals PY and the NUMBER OF SERVICE OUTLETS (administrative entity data element #209, #210, and #211) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #709 equal to 'BM') is not equal to PY. |
| 50065 | The current to prior year ratio for PUBLIC SERVICE HOURS per week per outlet is outside the range [0.58, 1.75]. Please check for possible errors or explain why the correct data are out of range. | PUBLIC SERVICE HOURS (administrative entity data element #500) per week per outlet CY / PY is less than 0.58 or greater than 1.75. |
| 50160 | LIBRARY VISITS is 1 and the prior year value was -1. Please check the current year value for possible error. | LIBRARY VISITS (administrative entity data element #501) equals 1 CY and PY equals -1. |

| # | Edit Message | Edit Condition |
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| 50164 | Current year LIBRARY VISITS is the same as the prior year value. Please check the current year value for possible error. | CY LIBRARY VISITS (administrative entity data element #501) equals PY. |
| 50165 | The current to prior year ratio for LIBRARY VISITS is outside the range [0.44, 2.43]. Please check for possible errors or explain why the correct data are out of range. | LIBRARY VISITS (administrative entity data element #501) CY / PY is less than 0.44 or greater than 2.43. |
| 50260 | REFERENCE TRANSACTIONS is 1 and the prior year value was -1. Please check the current year value for possible error. | REFERENCE TRANSACTIONS (administrative entity data element #502) equals 1 CY and PY equals -1. |
| 50261 | REFERENCE TRANSACTIONS is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | REFERENCE TRANSACTIONS (administrative entity data element #502) equals zero CY and PY equals -1. |
| 50262 | REFERENCE TRANSACTIONS prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | REFERENCE TRANSACTION (administrative entity data element #502) PY is greater than zero and CY equals zero. |
| 50263 | REFERENCE TRANSACTIONS current year is greater than zero and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | REFERENCE TRANSACTIONS (administrative entity data element #502) CY is greater than zero and PY equals zero. |
| 50264 | Current year REFERENCE TRANSACTIONS is the same as the prior year value. Please check the current year value for possible error. | CY REFERENCE TRANSACTIONS (administrative entity data element #502) equals PY. |
| 50265 | The current to prior year ratio for REFERENCE TRANSACTIONS is outside the range [0.22, 4.70]. Please check for possible errors or explain why the correct data are out of range. | REFERENCE TRANSACTIONS (administrative entity data element #502) CY / PY is less than 0.22 or greater than 4.70. |
| 55060 | TOTAL CIRCULATION is 1 and the prior year value was -1. Please check the current year value for possible error. | TOTAL CIRCULATION (administrative entity data element #550) equals 1 CY and PY equals -1. |
| 55064 | Current year TOTAL CIRCULATION is the same as the prior year value. Please check the current year value for possible error. | CY TOTAL CIRCULATION (administrative entity data element #550) equals PY. |
| 55065 | The current to prior year ratio for TOTAL CIRCULATION is outside the range [0.43, 2.43]. Please check for possible errors or explain why the correct data are out of range. | TOTAL CIRCULATION (administrative entity data element #550) CY / PY is less than 0.43 or greater than 2.43. |
| 55160 | CIRCULATION OF CHILDREN'S MATERIALS is 1 and the prior year value was -1. Please check the current year value for possible error. | CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551) equals 1 CY and PY equals -1. |
| 55164 | Current year CHILDREN'S CIRCULATION is the same as the prior year value. Please check the current year value for possible error. | CY CHILDREN'S CIRCULATION (administrative entity data element #551) equals PY. |

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| # | Edit Message | Edit Condition |
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| 55165 | The current to prior year ratio for CIRCULATION OF CHILDREN'S MATERIALS is outside the range [0.30, 3.44]. Please check for possible errors or explain why the correct data are out of range. | CIRCULATION OF CHILDREN'S MATERIALS (administrative entity data element #551) CY / PY is less than 0.30 or greater than 3.44. |
| 55260 | LOANS PROVIDED TO is 1 and the prior year value was -1. Please check the current year value for possible error. | LOANS PROVIDED TO (administrative entity data element #552) equals 1 CY and PY equals -1. |
| 55261 | LOANS PROVIDED TO is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | LOANS PROVIDED TO (administrative entity data element #552) equals zero CY and PY equals -1. |
| 55262 | LOANS PROVIDED TO prior year is greater than 50 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | LOANS PROVIDED TO (administrative entity data element #552) PY is greater than 50 and CY equals zero. |
| 55263 | LOANS PROVIDED TO current year is greater than 700 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | LOANS PROVIDED TO (administrative entity data element #552) CY is greater than 700 and PY was zero. |
| 55264 | Current year LOANS PROVIDED TO is the same as the prior year value. Please check the current year value for possible error. | CY LOANS PROVIDED TO (administrative entity data element #552) equals PY. |
| 55265 | The current to prior year ratio for LOANS PROVIDED TO other libraries is outside the range [0.04, 30.55]. Please check for possible errors or explain why the correct data are out of range. | LOANS PROVIDED TO (administrative entity data element #552) CY / PY is less than 0.04 or greater than 30.55. |
| 55360 | LOANS RECEIVED FROM is 1 and the prior year value was -1. Please check the current year value for possible error. | LOANS RECEIVED FROM (administrative entity data element #553) equals 1 CY and PY equals -1. |
| 55361 | LOANS RECEIVED FROM is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | LOANS RECEIVED FROM (administrative entity data element #553) equals zero CY and PY equals -1. |
| 55362 | LOANS RECEIVED FROM prior year is greater than 10 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | LOANS RECEIVED FROM (administrative entity data element #553) PY is greater than 10 and CY equals zero. |
| 55363 | LOANS RECEIVED FROM current year is greater than 200 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | LOANS RECEIVED FROM (administrative entity data element #553) CY is greater than 200 and PY value equals zero. |
| 55364 | Current year LOANS RECEIVED FROM is the same as the prior year value. Please check the current year value for possible error. | CY LOANS RECEIVED FROM (administrative entity data element #553) equals PY. |
| 55365 | The current to prior year ratio for LOANS RECEIVED FROM other libraries is outside the range [0.07, 16.69]. Please check for possible errors or explain why the correct data are out of range. | LOANS RECEIVED FROM (administrative entity data element #553) CY / PY is less than 0.07 or greater than 16.69. |

| # | Edit Message | Edit Condition |
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| 60064 | Current year TOTAL LIBRARY PROGRAMS is the same as the prior year value. Please check the current year value for possible error. | CY TOTAL LIBRARY PROGRAMS (administrative entity data element #600) equals PY. |
| 60164 | Current year CHILDREN'S PROGRAMS is the same as the prior year value. Please check the current year value for possible error. | CY CHILDREN'S PROGRAMS (administrative entity data element #601) equals PY. |
| 60264 | Current year TOTAL PROGRAM ATTENDANCE is the same as the prior year value. Please check the current year value for possible error. | CY TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) equals PY. |
| 60360 | CHILDREN'S PROGRAM ATTENDANCE is 1 and the prior year value was -1. Please check the current year value for possible error. | CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals 1 CY and PY equals -1. |
| 60361 | CHILDREN'S PROGRAM ATTENDANCE is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals zero CY and PY equals -1. |
| 60362 | CHILDREN'S PROGRAM ATTENDANCE prior year is greater than 150 and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) PY is greater than 150 and CY equals zero. |
| 60363 | CHILDREN'S PROGRAM ATTENDANCE current year is greater than 325 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) CY is greater than 325 and PY equals zero. |
| 60364 | Current year CHILDREN'S PROGRAM ATTENDANCE is the same as the prior year value. Please check the current year value for possible error. | Current year CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) equals PY. |
| 60365 | The current to prior year ratio for CHILDREN'S PROGRAM ATTENDANCE is outside the range [0.09, 11.10]. Please check for possible errors or explain why the correct data are out of range. | CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) CY / PY is less than 0.09 or greater than 11.10. |
| 65060 | GENERAL PUBLIC TERMINALS is 1 and the prior year value was -1. Please check the current year value for possible error. | GENERAL PUBLIC TERMINALS (administrative entity data element #650) equals 1 CY and PY equals -1. |
| 65061 | GENERAL PUBLIC TERMINALS is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | GENERAL PUBLIC TERMINALS (administrative entity data element #650) equals zero CY and PY equals -1. |
| 65062 | GENERAL PUBLIC TERMINALS prior year is greater than zero and current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | GENERAL PUBLIC TERMINALS (administrative entity data element #650) PY is greater than zero and CY equals zero. |
| 65063 | GENERAL PUBLIC TERMINALS current year is greater than 4 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change. | GENERAL PUBLIC TERMINALS (administrative entity data element #650) CY is greater than 4 and PY equals zero. |

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| # | Edit Message | Edit Condition |
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| 65064 | Current year total of GENERAL PUBLIC TERMINALS is the same as the prior year value. Please check the current year value for possible error. | CY total of GENERAL PUBLIC TERMINALS (administrative entity data element #650) equals PY. |
| 65065 | The current to prior year ratio for GENERAL PUBLIC TERMINALS is outside the range [0.38, 4.88]. Please check for possible errors or explain why the correct data are out of range. | GENERAL PUBLIC TERMINALS (administrative entity data element #650) CY / PY is less than 0.38 or greater than 4.88. |
| 65160 | USERS OF ELECTRONIC RESOURCES PER YEAR is 1 and the prior year value was -1. Please check the current year value for possible error. | The USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) CY value equals 1 and the PY value equals -1. |
| 65161 | USERS OF ELECTRONIC RESOURCES PER YEAR is zero in the current year and the prior year value was -1. Please check the current year value for possible error. | The USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) CY value equals zero and the PY value equals -1. |
| 65162 | USERS OF ELECTRONIC RESOURCES PER YEAR current year value is zero. Please check the current year value for possible error or provide an explanation for the change. | USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) PY is greater than zero and CY equals zero. |
| 65164 | Current year USERS OF ELECTRONIC RESOURCES PER YEAR is the same as the prior year value. Please check the current year value for possible error. | CY USERS OF ELECTRONIC RESOURCES PER YEAR (administrative entity data element #651) equals PY. |
| 70567 | The STREET ADDRESS has not changed but the ZIP CODE is not the same as the prior year. | STREET ADDRESS (outlet data element #703) equals PY but ZIP CODE (outlet data element #705) does not equal PY. |
| 70767 | The CITY name has not changed but the COUNTY is not the same as the prior year. | CITY (outlet data #704) equals PY but COUNTY (outlet data element #707) is not equal to PY. |
| 71067 | Please verify the change in the METROPOLITAN STATUS CODE. | CY METROPOLITAN STATUS CODE (outlet data element #710) is not equal to PY. |
| 71160 | SQUARE FOOTAGE OF OUTLET is 1 and the prior year value was -1. Please check the current year value for possible error. | SQUARE FOOTAGE OF OUTLET (outlet data element #711) equals 1 CY and PY equals -1. |
| 71169 | The current year SQUARE FOOTAGE OF OUTLET is not the same as prior year. Please check for possible error. | SQUARE FOOTAGE OF OUTLET (outlet data element #711) is not the same as PY. |

Internal Edit Checks Performed at the Census Bureau

| # | Edit Message | Edit Condition |
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| 00122 | More than 35 data elements are unreported. | An individual library record has less than 85% response. |
| 00172 | Please verify the current year figures of zero in the current year. | PY is reported with -1 entries but CY is reported with zero for more than 65% of records. |
| 00180 | The total for this data element is zero. Please check for possible errors or provide an explanation for the correct information. | Sum of any numeric variable is equal to zero. |
| 15180 | Please correct LIBID. | The LIBID (administrative entity data element #151) is invalid. |
| 15280 | Please correct library NAME. | The library NAME (administrative entity data element #152) is not valid. |
| 15380 | Please provide a physical location if a physical STREET ADDRESS is not available. | The STREET ADDRESS (administrative entity data element #153) is invalid. |
| 15480 | CITY name contains the state abbreviation. | CITY name (administrative entity data element #154) contains the state abbreviation. |
| 15780 | Please provide specific mailing address information. | The MAILING STREET ADDRESS contains the word "SAME". |
| 15799 | MAILING STREET ADDRESS is missing. | MAILING STREET ADDRESS (administrative entity data element #157) is equal to -1. |
| 15880 | Please provide specific mailing address information. | The MAILING CITY contains the word "SAME". |
| 15899 | MAILING CITY is missing. | MAILING CITY (administrative entity data element #158) is equal to -1. |
| 15980 | Please provide specific mailing address information. | The MAILING ZIP CODE contains the word "SAME". |
| 15999 | MAILING ZIP CODE is missing. | MAILING ZIP CODE (administrative entity data element #159) is equal to -1. |
| 16080 | Please provide specific mailing address information. | The MAILING ZIP+4 CODE equals "SAME". |
| 16380 | We were unable to locate the library web page with the URLs provided. Please provide corrections if available or we can use -1. | The WEB ADDRESS (administrative data element #163) does not return an active page. |
| 20564 | The LEGAL SERVICE AREA BOUNDARY code is YES current-year and prior-year. | The LEGAL SERVICE AREA BOUNDARY code (administrative entity data element #205) is YES for both the current-year and the prior-year. |
| 20780 | Reporting Period End Date cannot be after December 31 of the current processing year. | REPORTING PERIOD END DATE (administrative entity data element #207) is after December 31 of the current processing year. |
| 25123 | TOTAL PAID EMPLOYEES is greater than 4 but TOTAL LIBRARIANS is zero. Please check for possible errors. | TOTAL PAID EMPLOYEES (administrative entity data element #253) is greater than 4 and TOTAL LIBRARIANS (administrative entity data element #251) equals zero. |
| 25125 | The ratio of TOTAL LIBRARIANS to TOTAL PAID EMPLOYEES is outside the range of [0.07, 1.00]. Please check for possible errors or explain why the correct data are out of range. | TOTAL LIBRARIANS (administrative entity data element #251) / TOTAL PAID EMPLOYEES (administrative entity data element #253) is < 0.07 or > 1.00. |

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| # | Edit Message | Edit Condition |
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| 30323 | AUDIO MATERIALS is greater than 6,000 but OTHER OPERATING REVENUE is zero. Please check for possible errors. | AUDIO MATERIALS (administrative entity data element #452) > 6,000 and OTHER OPERATING REVENUE (administrative entity data element #303) equals zero. |
| 30325 | The ratio of AUDIO materials to OTHER REVENUE is outside the range of [0.28, 1,169.76]. Please check for possible errors or explain why the correct data are out of range. | AUDIO materials (administrative entity data element #452) / OTHER REVENUE (administrative entity data element #303) is < 0.28 or > 1,169.76. |
| 35023 | TOTAL PAID EMPLOYEES is greater than zero but SALARIES & WAGES EXPENDITURES is zero. Please check for possible errors. | TOTAL PAID EMPLOYEES (administrative entity data element #253) > 0 and SALARIES & WAGES EXPENDITURES (administrative entity data element #350) equals zero. |
| 35323 | TOTAL COLLECTION EXPENDITURES is greater than zero but PRINT MATERIALS EXPENDITURES is zero. Please check for possible errors. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is greater than zero and PRINT MATERIALS EXPENDITURES (administrative entity data element #353) equals zero. |
| 35325 | The ratio of PRINT MATERIALS EXPENDITURES to TOTAL COLLECTION EXPENDITURES is outside the range of [0.38, 1.00]. Please check for possible errors or explain why the correct data are out of range. | PRINT MATERIALS EXPENDITURES (administrative entity data element #353) / TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) is < 0.38 or > 1.00. |
| 35623 | TOTAL OPERATING REVENUE is greater than 10,000 but TOTAL COLLECTION EXPENDITURES is zero. Please check for possible errors. | TOTAL OPERATING REVENUE (administrative entity data element #304) > 10,000 and TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) equals zero. |
| 35625 | The ratio of TOTAL COLLECTION EXPENDITURES to TOTAL OPERATING REVENUE is outside the range of [0.02, 1.01]. Please check for possible errors or explain why the correct data are out of range. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) / TOTAL OPERATING REVENUE (administrative entity data element #304) is < 0.02 or > 1.01. |
| 35816 | TOTAL OPERATING EXPENDITURES is less than reported detail or the difference is questionable. Please check for possible errors. | TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is not consistent with reported SALARIES & WAGES, EMPLOYEE BENEFITS, PRINT MATERIALS, ELECTRONIC MATERIALS, OTHER MATERIALS, or OTHER OPERATING EXPENDITURES (administrative entity elements #350, #351, #353, #354, #355, #357). |
| 40422 | CAPITAL REVENUE is \$10,000,000 or more than CAPITAL EXPENDITURES. | CAPITAL REVENUE (administrative entity data element #404) is \$10,000,000 or more than CAPITAL EXPENDITURES (administrative entity data element #405). |
| 40522 | CAPITAL EXPENDITURES is \$10,000,000 or more than CAPITAL REVENUE. | CAPITAL EXPENDITURES (administrative entity data element #405) is \$10,000,000 or more than CAPITAL REVENUE (administrative entity data element #404). |
| 45025 | The ratio of TOTAL COLLECTION EXPENDITURES to PRINT MATERIALS is outside the range of [0.04, 39.95]. Please check for possible errors or explain why the correct data are out of range. | TOTAL COLLECTION EXPENDITURES (administrative entity data element #356) / PRINT MATERIALS (administrative entity data element #450) is less than 0.04 or greater than 39.95. |
| 45066 | The current-year value for PRINT MATERIALS is less than 500 and prior-year was greater than 1,000. | The current-year value for PRINT MATERIALS (administrative entity data element #450) is less than 500 and prior-year was greater than 1,000. |

| # | Edit Message | Edit Condition |
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| 45223 | OTHER OPERATNG REVENUE is greater than 10,000 but AUDIO MATERIALS is zero. Please check for possible errors. | OTHER OPERATNG REVENUE (administrative entity data element #303) > 10,000 and AUDIO MATERIALS (administrative entity data element #452) equals zero. |
| 45225 | The ratio of AUDIO MATERIALS to TOTAL OPERATING EXPENDITURES is outside the range of [0.00, 0.13]. Please check for possible errors or explain why the correct data are out of range. | AUDIO MATERIALS (administrative entity data element #452) / TOTAL OPERATING EXPENDITURES (administrative entity data element #358) is less than 0.00 or greater than 0.13. |
| 45325 | The ratio of VIDEO MATERIALS to TOTAL CIRCULATION is outside the range of [0.00, 0.97]. Please check for possible errors or explain why the correct data are out of range. | VIDEO MATERIALS (administrative entity data element #453) / TOTAL CIRCULATION (administrative entity data element #550) is less than 0.00 or greater than 0.97. |
| 55225 | The ratio of LOANS PROVIDED TO other libraries to LOANS RECEIVED FROM other libraries is outside the range of [0.00, 86.66]. Please check for possible errors or explain why the correct data are out of range. | LOANS PROVIDED TO (administrative entity data element #552) / LOANS RECEIVED FROM (administrative entity data element #553) is less than 0.00 or greater than 86.66. |
| 60021 | TOTAL LIBRARY PROGRAMS is zero and TOTAL PROGRAM ATTENDANCE is not equal to zero. | TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is zero and TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is not equal to zero. |
| 60025 | The ratio of TOTAL LIBRARY PROGRAMS to POPULATION OF LEGAL SERVICE AREA is greater than 2.5. | The ratio of TOTAL LIBRARY PROGRAMS (administrative entity data element #600) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 2.5. |
| 60026 | The ratio of TOTAL PROGRAM ATTENDANCE to TOTAL LIBRARY PROGRAMS is greater than or equal to 200. | The ratio of TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) to TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is greater than or equal to 200. |
| 60121 | TOTAL CHILDREN'S PROGRAMS is zero and CHILDREN'S PROGRAM ATTENDANCE is not equal to zero. | TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is zero and CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is not equal to zero. |
| 60123 | TOTAL LIBRARY PROGRAMS is greater than 300 and TOTAL CHILDREN'S PROGRAMS is zero. | TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is greater than 300 and TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is zero. |
| 60125 | The ratio of TOTAL CHILDREN'S PROGRAMS to POPULATION OF LEGAL SERVICE AREA is greater than 2.5. | The ratio of TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 3. The ratio of TOTAL LIBRARY PROGRAMS (administrative entity data element #600) to POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is greater than 2.5. |
| 60126 | The ratio of TOTAL CHILDREN'S PROGRAM ATTENDANCE to TOTAL CHILDREN'S PROGRAMS is greater than or equal to 200. | The ratio of CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) to TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is greater than or equal to 200. |
| 60221 | TOTAL PROGRAM ATTENDANCE is equal to zero and TOTAL LIBRARY PROGRAMS is not equal to zero. | TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is equal to zero and TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is not equal to zero. |

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| # | Edit Message | Edit Condition |
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| 60223 | TOTAL LIBRARY PROGRAMS is greater than TOTAL PROGRAM ATTENDANCE. | TOTAL LIBRARY PROGRAMS (administrative entity data element #600) is greater than TOTAL PROGRAM ATTENDANCE (administrative entity data element #602). |
| 60224 | TOTAL PROGRAM ATTENDANCE is equal to TOTAL LIBRARY PROGRAMS. | TOTAL PROGRAM ATTENDANCE (administrative entity data element #602) is equal to TOTAL LIBRARY PROGRAMS (administrative entity data element #600). |
| 60321 | CHILDREN'S PROGRAM ATTENDANCE is equal to zero and TOTAL CHILDREN'S PROGRAMS is not equal to zero. | CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is equal to zero and TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is not equal to zero. |
| 60323 | TOTAL CHILDREN'S PROGRAMS is greater than CHILDREN'S PROGRAM ATTENDANCE. | TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601) is greater than CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603). |
| 60324 | CHILDREN'S PROGRAM ATTENDANCE is equal to TOTAL CHILDREN'S PROGRAMS. | CHILDREN'S PROGRAM ATTENDANCE (administrative entity data element #603) is equal to TOTAL CHILDREN'S PROGRAMS (administrative entity data element #601). |
| 70180 | Please correct LIBID. | LIBID (outlet data element #701) is invalid. |
| 70280 | Please correct library NAME. | Library NAME (outlet data element #702) is not valid. |
| 70380 | A single outlet library should have the same STREET ADDRESS on the administrative entity and outlet records. | The sum of CENTRAL, BRANCHES, and BOOKMOBILES (administrative entity data elements 209, 210, and 211) equals 1 but the outlet STREET ADDRESS (outlet data element #703) is not the same as the administrative entity STREET ADDRESS (administrative entity data element #153). |
| 70480 | CITY name contains the state abbreviation. | CITY name (outlet data element #704) contains the state abbreviation. |

Appendix G – PLS Contacts

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| Census Contacts | | |
| PLS Program Manager: | | |
| Patty O'Shea | patricia.mary.o'shea@census.gov | |
| PLS Analysts: | | |
| Laura Hardesty | laura.c.hardesty@census.gov | |
| Cynthia Ramsey | cynthia.jo.ramsey@census.gov | |
| Generic E-Mail | | |
| govs.pls@census.gov | | |
| Toll Free Numbers | | |
| Phone: (800) 451-6235 Fax: (866) 394-0138 | | |
| NCES Contacts | | |
| Program Director, Library Programs: | | |
| Jeffery Williams | (202) 502-7476 | jeffrey.williams@ed.gov |
| Public Libraries Survey Operations, Data Collection: | | |
| Elaine Kroe | (202) 502-7379 | patricia.kroe@ed.gov |

Appendix H – Francis Keppel Award Criteria

| Keppel Award Point Criteria – Group 1 | |
|---|---------------|
| (Minimum points required for award = 16 Maximum Points = 20) | |
| | Points |
| Submission Points | |
| Data Submission on or before March 22 | 10 |
| Data Submission received March 23 through March 29 | 8 |
| Data Submission received March 30 through April 5 | 6 |
| Data Submission received April 6 through April 12 | 4 |
| Data Submission received April 13 through April 19 | 2 |
| Data Submission received after April 19 | Disqualified |
| Edit Follow-up Points | |
| Responded to Edit Follow-up within two weeks | 10 |
| Responded to Edit Follow-up within three weeks | 8 |
| Did not responded to Edit Follow-up | Disqualified |
| Item Non Response | |
| A data item that has been collected over 3 years is missing for an entire state | Disqualified |

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

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

| Keppel Award Point Criteria – Group 2 | |
|---|---------------|
| (Minimum points required for award = 16 Maximum Points = 20) | |
| | Points |
| Submission Points | |
| Data Submission on or before July 6 | 10 |
| Data Submission received July 7 through July 13 | 8 |
| Data Submission received July 14 through July 20 | 6 |
| Data Submission received July 21 through July 27 | 4 |
| Data Submission received July 28 through August 3 | 2 |
| Data Submission received after August 3 | Disqualified |
| Edit Follow-up Points | |
| Responded to Edit Follow-up within two weeks | 10 |
| Responded to Edit Follow-up within three weeks | 8 |
| Did not responded to Edit Follow-up | Disqualified |
| Item Non Response | |
| A data item that has been collected over 3 years is missing for an entire state | Disqualified |

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

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

| Keppel Award Point Criteria – Group 3 | |
|---|---------------|
| (Minimum points required for award = 16 Maximum Points = 20) | |
| | Points |
| Submission Points | |
| Data Submission received on or before August 17 | 10 |
| Data Submission received August 18 through August 24 | 6 |
| Data Submission received August 25 through August 31 | 2 |
| Data Submission received after August 31 | Disqualified |
| Edit Follow-up Points | |
| Responded to Edit Follow-up within two weeks | 10 |
| Responded to Edit Follow-up within three weeks | 8 |
| Did not responded to Edit Follow-up | Disqualified |
| Item Non Response | |
| A data item that has been collected over 3 years is missing for an entire state | Disqualified |

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

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

Appendix I – Standard Abbreviations

(Use Only if Data Exceed Field Length)

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

