

# FY 2002 State Library Agencies Questionnaire

## Part A. State Library Agency Identification

001	StLA Name														
<b>Physical location address:</b>															
002	Street														
003	City														
004	State	005	Zip		006	Zip+4									
<b>Mailing Address:</b>															
007	Street														
008	City														
009	State	010a	Zip		010b	Zip+4									
011	Web address: http://														
<b>Chief Officer of State Library Agency:</b>															
012	Name					013	Title								
014	Telephone	(		)		-		015	Fax	(		)		-	
016	Internet														
<b>Survey Respondent:</b>															
017	Name					018	Title								
019	Telephone	(		)		-		020	Fax	(		)		-	
021	Internet														
<b>Reporting Period. Report data for State fiscal year 2001-2002 (except parts B &amp; I)</b>															
022	FY starting date (mm/dd/yy)														
023	FY ending date (mm/dd/yy)														

## Part B. Governance

**1. What is the StLA's location in State government as of October 1, 2002? Specify either the Legislative or Executive branch and the appropriate location within the Executive Branch. If the StLA is located in the Executive branch, specify the appropriate information for your agency under independent agency or part of larger agency.**

**Branch of government:**

025		Legislative branch - Skip to question 2.
		Executive branch - Skip information for your StLA, as appropriate:
		<b>Independent agency</b> - Specify to whom the agency reports:
026		Governor - Skip to question 2.
		Board/commission - Specify selection method:
	027	Appointed by Governor
	028	Appointed by other official
		<b>Part of larger agency</b> - Specify:
029		Department of education
		Department of cultural resources
		Department of state
		Other agency - Specify:
	030	

Part C. Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book

**2. Are any of the following allied operations combined with StLA? Select applicable items. Specify Yes or No for each item. Do not report Library for the Blind and Physically Handicapped, State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the StLA.**

040		Yes		No	State archives
041		Yes		No	Primary State legislative research organization
042		Yes		No	State history museum/art gallery
043		Yes		No	State records management service
044		Yes		No	Other allied operation
		Specify 045			

**3. Does the StLA contract with a local public library or academic library to serve as a state resource center or reference/information service center? Specify Yes or No.**

046		Yes		No	
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**4. Does the StLA host or provide any funding to a State Center for the Book? Specify Yes or No.**

047		Yes		No	
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**5. Which of the following services are provided directly or by contract by the StLA to libraries or systems? Specify Directly, Contract, or Not Provided for each service, for each type of library and systems.**

Services to libraries and systems		Type of library				
		Public	Academic	School	Special	Systems
		(a)	(b)	(c)	(d)	(e)
048	Accreditation of libraries					
049	Administration of LSTA grants					
050	Administration of State aid					
051	Certification of librarians					
052	Collection of library statistics					
053	Consulting services					
054	Continuing education programs					
055	Cooperative purchasing of library materials					
056	Interlibrary loan referral services					
057	Library legislation preparation/review					
058	Library planning/evaluation/research					

Part D. Services to Libraries and Systems (b)

**5. Which of the following services are provided directly or by contract by the StLA to libraries or systems? Specify Directly, Contract, or Not Provided for each service, for each type of library and systems.**

Services to libraries and systems		Type of library				
		Public	Academic	School	Special	Systems
		(a)	(b)	(c)	(d)	(e)
059	Literacy program support					
060	OCLC Group Access Capability (GAC)					
061	Preservation/conservation services					
062	Reference referral services					
063	Retro conversion of bibliographic records					

064	State standards/ guidelines					
065	Statewide public relations/library promotion campaigns					
066	Summer reading program support					
067	Union list development					
068	Universal Service Program (review and approval of technology plans)					

**Part E. Public Service Hours, Outlets, and User Groups**

**6a. Enter the total hours open in a typical week for ALL StLA outlets, regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet.**

		Number	
077a	Total hours/week (all StLA outlets, regardless of whom they serve)		

**6b. Enter the total hours that the main or central StLA outlet is open in a typical week to serve the general public or state government employees, by the following categories. Only one outlet may be designated as the main or central outlet.**

		Number	
077b	Total hours/week (main or central outlet)		
078	Monday-Friday after 5:00 p.m. (main or central outlet)		
079	Saturday and Sunday (main or central outlet)		

**7. Enter the total number of StLA outlets by type, regardless of whom they serve. Only one outlet may be designated as the main or central outlet. Do not report an allied operations outlet as an StLA outlet.**

		Number	Prior Year
082	Main or central outlet		
083	Other outlets, excluding bookmobiles		
084	Bookmobiles		
085	<b>TOTAL OUTLETS</b>		

**8. Enter the number of StLA outlets that serve the following user groups, in whole or in part, by type of outlet.**

User Groups	Type of outlet			TOTAL OUTLETS
	Main or Central outlet	Other outlets, excluding bookmobiles	Bookmobiles	
	(a)	(b)	(c)	(d)
086	Blind/physically handicapped individuals			

087	Residents of state correctional institutions				
088	Residents of other state institutions				
089	State government employees (executive, legislative, or judicial)				
090	General public				

Part F. Collections

**9. Enter the total number of volumes or physical units in the following selected formats in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.**

	Selected formats	Number	Prior Year
091	Book and serial volumes (exclude microforms) (exclude collections of braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)		
092	Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)		
094	Video materials		
095	Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions)		
096	Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)		

**10. Does the StLA maintain a general collection? Specify Yes or No.**

097	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**11. Is the StLA designated as a Federal or State depository library for government documents? Specify Yes or No for each item.**

106	<input type="checkbox"/> Yes	<input type="checkbox"/> No	State depository library
107	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Federal depository library - Specify Yes or No for each item:
	<input type="checkbox"/>	<input type="checkbox"/>	108 <input type="checkbox"/> Yes <input type="checkbox"/> No Regional
	<input type="checkbox"/>	<input type="checkbox"/>	109 <input type="checkbox"/> Yes <input type="checkbox"/> No Selective

Part G. Library Service Transactions

**12. Enter ANNUAL totals for the following types of services transactions in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.**

Service transactions		Number	Prior Year
110	Circulation (exclude items checked out to another library)		
Interlibrary loan/document delivery:			
111	Provided to other libraries		
112	Received from other libraries and document delivery services		
113	Reference transactions		
114	Library visits		

**Part H. Library Development Transactions**

**13. Enter ANNUAL totals for the following types of library development transactions of the StLA.**

Library development transactions		Number	Prior Year
LSTA and State grants:			
115	Grants monitored		
116	On-site monitoring visits		
Continuing education programs:			
117	Number of events		
118	Total attendance at events		

**Part I. Staff (a)**

**14. Enter total StLA staff in FTEs (to 2 decimal places), by position and service, on the payroll as of October 1, 2002. Include unfilled but budgeted positions.**

Type of service	Librarians with ALA-MLS	Other professionals	Other paid staff	TOTAL STAFF
	(a)	(b)	(c)	(d)
119 Administration				
<b>Library development:</b>				
120 Public library				
121 School library media center				
122 Academic library				

123	Special library				
124	Other library development				
125	TOTAL LIBRARY DEVELOPMENT				
<b>Library services:</b>					
126	Public services				
127	Technical services				
128	Other library services				
129	TOTAL LIBRARY SERVICES				
130	Other services				
131	TOTAL STAFF				

Part I. Staff (b)

**15. Enter the number of StLA staff in FTEs (to 2 decimal places), by position and selected staff specialty, on the payroll as of October 1, 2002. Include unfilled but budgeted positions. These staff should also be reported in question 14.**

	Selected staff specialty	Librarians with ALA-MLS	Other professionals	Other paid staff	TOTAL STAFF
		(a)	(b)	(c)	(d)
132a	Administration of LSTA grants				
132b	Administration of State aid				
133	Automation/electronic network development/telecommunications				
134	Blind and physically handicapped services				
135	Children's/young adult services				
136	Institutional library services				
137	Library statistics				
138	Literacy program support				
139	Marketing/communications				

**16. Enter total StLA staff, by position, gender, and full-time status, on the payroll as of October 1, 2002. Exclude unfilled but budgeted positions.**

	Position, gender, and full- time/ part-time status	Librarians with ALA-MLS	Other professionals	Other paid staff	TOTAL STAFF
		(a)	(b)	(c)	(d)
150a	Men (full-time)				
150b	Men (part-time)				
151a	Women (full-time)				
151b	Women (part-time)				

Part J. Income

**17. Are all public library state funds administered by the StLA? Specify Yes or No.**

152	Yes	No
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**18. Does the StLA administer any state funds for the following types of libraries? Specify Yes or No.**

153a	Yes	No	Academic libraries
153b	Yes	No	School library media centers
153c	Yes	No	Special libraries
153d	Yes	No	Library cooperatives

**19. Enter total StLA income, by source and type of income. Exclude carryover funds. Include income for allied operations only if it is part of StLA budget. Include all funds distributed to libraries if the funds are administered by the StLA.**

		Federal income	Amount	Prior Year
154	LSTA (Library Services and Technology Act) State Programs (Report all LSTA funds drawn down from the federal government during state fiscal year 2002, regardless of year of authorization.)			
155	Other federal income:			
156	Specify program(s) and title(s):			
157	TOTAL FEDERAL INCOME			
		State and other income	Amount	Prior Year
	State income			
167	StLA operation			
168	State aid to libraries			
169	Other State income			
170	TOTAL STATE INCOME			

	171	Other income		
	172	TOTAL INCOME		

Part K. Expenditures

**20. Enter total StLA expenditures, by source of funds and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the StLA budget. Include all funds distributed to libraries if the funds are administered by the StLA.**

Operating expenditures for StLA and allied operations (Do not include funds distributed to libraries in items 173 to 178)		Amount by source			
		Federal	State	Other	TOTAL
		(a)	(b)	(c)	(d)
173	Salaries and wages				
174	Employee benefits				
175	TOTAL STAFF EXPENDITURES				
176	Collection expenditures				
177	Other operating expenditures				
178	TOTAL OPERATING EXPENDITURES				

**Financial assistance to libraries and systems  
(include all funds distributed to libraries if the funds are administered by the StLA)**

179	Individual public libraries				
180	Public library systems				
181	Other individual libraries				
182	Multitype library systems				
183	Single agency or library providing statewide service				
184	Library construction				
185	Other assistance				
186	TOTAL FINANCIAL ASSISTANCE				

**Other expenditures for StLA and allied operations only**

187	Capital outlay				
188	Other expenditures				
189	TOTAL EXPENDITURES				

Part L. LSTA State Program Expenditures

**21. Enter total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.**

	Type of expenditure	Amount	Prior Year
190	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)		
191	Grants (include sub-grants to single libraries or agencies providing statewide services)		
192	LSTA administration		
193	TOTAL LSTA EXPENDITURES		

**22. Enter total LSTA state program expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.**

	Use of expenditure	Amount	Prior Year
194	Electronic networking/electronic access		
195	Services to persons having difficulty using a library		
196	Services to children in poverty		
197	LSTA administration (must equal amount reported in 192)		
198	TOTAL LSTA EXPENDITURES (must equal amount reported in 193)		

Part M. Allied Operations Expenditures

**23. Enter total expenditures from the StLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.**

		Amount	Prior Year
	Operating expenditures:		
199	Total staff expenditures		
200	Other operating expenditures		
201	TOTAL OPERATING EXPENDITURES		
202	Capital outlay		
203	Other expenditures		
204	TOTAL EXPENDITURES		

Part N. Electronic Services and Information (a)

**24. Does the StLA support any of the following electronic networking functions at the state level? Specify Yes or No for each item.**

206	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Electronic network planning or monitoring
207	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Electronic network operation
Database development :					
208	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Bibliographic databases
209	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Full text or data files

**25. Does the StLA support library access to the Internet in any of the following ways? Specify Yes or No for each item.**

Training or consultation for participation:					
210a	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Library staff (state and local)
210b	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	State library customers or end-users
211	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Subsidy for participation
212	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Providing equipment
213	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Providing access to directories, databases, or online catalogs via the Internet
214	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Managing a gopher/Website, file servers, bulletin boards, or listservs

**26. What is your StLA's fastest Internet speed of connection? Select one. Specify speed if 'Other speed' is selected.**

<input type="checkbox"/>	215	<input type="checkbox"/>	56K (bits per second)
<input type="checkbox"/>		<input type="checkbox"/>	T1 (1.5 million bits per second)
<input type="checkbox"/>		<input type="checkbox"/>	T3 (45 million bits per second)
<input type="checkbox"/>		<input type="checkbox"/>	Other speed
<input type="checkbox"/>	216	<input type="checkbox"/>	Specify:

**27. Enter the number of workstations that are used for Internet access by the general public in all StLA outlets that serve the public, by the following categories. Include terminals used by both the StLA staff and the public. Exclude terminals that are for StLA staff use only.**

	Internet workstations available to the general public	Number
220a	Library-owned public-access graphical workstations that connect to the Internet for a dedicated purpose (to access an OPAC or specific database) or multiple purposes. (For this count the term "library-owned" includes computers leased by the state library agency.)	
220b	All other public access Internet workstations in the library. (Report non-library computers placed in the library by other agencies or groups. Report non-graphical workstations.)	

**28. Does the StLA receive and respond to reference questions through the Internet? Specify Yes or No.**

221	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Part N. Electronic Services and Information (b)

**29. Does the StLA, either on its own or in partnership with other agencies in the state, provide or facilitate access for other libraries in the state to online databases through subscription, lease, license, consortial membership, or agreement? Specify Yes or No.**

222	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**30. How much does the StLA expend for statewide database licensing, by source of funds? These expenditures should also be reported in Part K.**

		Federal	State	Other	TOTAL
		(a)	(b)	(c)	(d)
223	Statewide database licensing				

**31. Which user groups are covered by the statewide database licenses paid for by the funds reported in question 30? Specify Yes or No for each item.**

224	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Public libraries
225	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Academic libraries
226	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	School library media centers
227	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Special libraries
228	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Library cooperatives
229	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other state agencies

**32. Do your statewide database licenses paid for by the funds reported in question 30 cover access for remote users? Specify Yes or No.**

230	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**33. Does the StLA facilitate or subsidize electronic access to the bibliographic records or holdings of other libraries in the state in any of the following ways? Specify Yes or No for each item.**

231	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	CD-ROM union catalog
233	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Telnet gateway
234	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Web-based union catalog (international, national, statewide, multistate, regional)
236	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other type of electronic access
237	Specify				

**34. Is the StLA an applicant for the Universal Service (E-rate discount) program? Specify Yes or No.**

238	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Part N. Electronic Services and Information (c)

**35. Enter the number of visits to the state library agency via the Internet. A visit occurs when an external user connects to a networked state library agency resource for any length of time or any purpose (regardless of the number of pages or elements viewed). Examples of a networked library resource include a state library agency OPAC, leased online database, or a state library agency Web page. In the case of a user visit to a state library agency Web site, a user who looks at 16 pages and 54 graphic images registers one visit on the Web server.**

		Number
239	Virtual visits to networked state library agency resources	

**36. Enter the total count of the number of sessions (logins) initiated to all state library agency online databases. These figures may be available from the database company (EBSCO, Gale, etc.), and may also be available from the library network manager.**

		Number
240	Database sessions	

**37. Enter the total count of the number of searches conducted in the state library agency's online databases. Subsequent activities by the users (e.g. browsing, printing) are not considered part of the search process. These figures may be available from the database company (EBSCO, Gale, etc.).**

		Number
241	Database queries/searches	

**38. Enter the number of views to each entire host to which the state library agency subscribes. A view is defined as the number of full-text articles/pages, abstracts, citations, and text only, text/graphics viewed. These figures may be available from the database company (EBSCO, Gale, etc.).**

		Number
242	Items examined using electronic subscription services	

Part N. Electronic Services and Information (d)

**39. Enter the number of electronic full-text titles that the state library agency subscribes to and offers to the public, computed one time annually. Include in this count full-text titles available through database subscription service (e.g., EBSCO, Gale, Wilson, etc.).**

		Number
243	Electronic full-text serial titles available by subscription	
244	Electronic full-text other titles available by subscription (including book titles)	

**40. Enter the number of electronic full-text titles that the state library agency owns and offers to the public, computed one time annually. Report the total number of electronic serial and other titles owned by the state library agency. Include in this count the number of electronic books purchased from vendors such as Ingram, EBSCO, and Net Library. Titles available through subscription should be counted in item 243 or 244. Include digitized files or titles (such as historical documents preserved by the StLA or the state, or runs of digitized state documents) that the StLA digitized or has acquired.**

		Number
245	Electronic full-text titles owned (include serial and other titles)	

Part O. Public Policy Issues

**41. Enter total grants and contracts expenditures (from all sources) by the StLA to assist public libraries in responding to goals in a state or federal education reform initiative in the following areas. These expenditures should also be reported in Part K.**

		Amount	Prior Year
246	Readiness for school (Include expenditures for pre-Kindergarten learning only)		
247	Adult literacy and family literacy (Do not include expenditures for "Readiness for School" reported in item 246)		

**42. Does your StLA monitor or track the following? Specify Yes or No for each item.**

	248	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Developments in interagency cooperation between libraries and other educational and cultural institutions
	249	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Progress in library partnerships with business/community organizations or other entities