

Data File: State Library Agencies Survey: Fiscal Year 1998
(Revised)

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I. Introduction

This survey file contains data on state library agencies in the 50 states and the District of Columbia for fiscal year 1998. The data were collected through the State Library Agencies (STLA) Survey which is conducted annually by the National Center for Education Statistics (NCES). The STLA Survey is a cooperative effort between the Chief Officers of State Library Agencies (COSLA), the U.S. National Commission on Libraries and Information Science (NCLIS), and NCES. The FY 98 STLA Survey is the fifth in the series.

Note: The file was previously released in March 2000. This revised file is identical except for the removal of selected items to comply with federal laws (see <http://nces.ed.gov/statprog/confid3.asp>) which cover the protection of the confidentiality of individually identifiable information collected by NCES.

Background

A state library agency is the official agency of a state charged by state law with the extension and development of public library services throughout the state and which has adequate authority under state law to administer state plans in accordance with the provisions of the Library Services and Technology Act (LSTA) (P.L. 104-208). STLAs are increasingly receiving broader legislative mandates affecting libraries of all types. Their administrative and developmental responsibilities affect the operation of thousands of public, academic, school, and special libraries in the nation. STLAs provide important reference and information services to state government and administer the state library and special operations such as state archives, libraries for the blind and physically handicapped, and the State Center for the Book. The STLA may also function as the state's public library at large, providing service to the general public and state government employees.

Purpose of Survey

The purpose of the STLA Survey is to provide state and federal policymakers and other interested users with information about state library agencies. The data collected are useful to (1) Chief Officers of state library agencies, (2) policy makers in the executive and legislative branches of Federal and state governments, (3) government and library administrators at Federal, state, and local levels, (4) the American Library Association and its members or customers, and (5) library and public policy researchers. The survey asks each STLA about the kinds of services it provides, its staffing practices, its collections, income and expenditure data, and more. Decision-makers use the NCES survey to obtain information about services and fiscal practices.

The STLA Survey collects some data on state library agency services to public, academic, school, and library systems. When added to the data collected through the NCES surveys of public, academic, school, federal libraries, and library cooperatives, these data help complete the national picture of library service.

Congressional Authorization

NCES is the primary federal entity for collecting, analyzing, and reporting data related to education in the United States and other nations. It fulfills a congressional mandate to to collect, collate, analyze, and report full and complete statistics on the condition of education in the United States; conduct and publish reports and specialized analyses of the meaning and significance of such statistics; assist state and local education agencies in improving their statistical systems; and review and report on education activities in foreign countries.

II. User's Guide

II. A. Survey Methodology

This survey file contains data on state library agencies in the 50 states and the District of Columbia for fiscal year 1998. The data were collected through the State Library Agencies (STLA) Survey, an annual

survey conducted by the National Center for Education Statistics (NCES). The FY 98 STLA Survey is the fifth in the series.

Survey Software

The STLA Survey data were reported through customized survey software provided to the STLAs by NCES. The software was designed to reduce respondent burden and enable states to edit their data before submitting it to NCES. During the data entry process, on-screen edits alerted the respondent to questionable data and prompted the respondent to verify or correct such data. The software also provided reports of questionable data which could be viewed on-screen or printed. These features allowed the respondent to submit a data file that required minimal or no follow-up for data problems. A survey manual was also provided, which contained the software operating procedures, edit specifications, and a facsimile of the survey.

Mail-out and Edit Follow-up

To reduce response burden, the survey was pre-filled with prior-year data for items where the data were not expected to change annually—most of Parts A through E and some of Part N, or about 40 percent of the items. The respondent was requested to review the pre-filled data and update any information that changed. All other data cells were pre-filled with a -2 (numeric items) or left blank (alphanumeric items) for respondents to fill in, not update. The software did not permit the respondent to save a data file for submission to NCES if a -2 remained in any data cell. The respondent was instructed to enter -1 for items requiring numeric data if they did not know the answer, and to leave alphanumeric items blank if they could not provide the data. A zero (0) is a reported response and indicates the STLA had none of the item. Missing data were not imputed.

The survey was transmitted to the states over the Internet (or sent by regular mail upon request) in mid-October of 1998 and had a due date of January 15, 1999. Nonresponse follow-up was conducted shortly after the due date. The last state submission was received on September 22, 1999. The data were edited from January through September of 1999. After data were received from all 50 states and the District of Columbia, the preliminary national file was reviewed for data quality by the STLA Steering Committee, NCES, and the Bureau of the Census (the data collection and processing agent for NCES). States were contacted to request verification or correction of questionable data before the final file was produced.

The STLA Survey software performed four types of data edit checks:

1. Relational edit checks . (A data consistency check between related data elements.) For example, an error message was generated if the STLA was designated as a Federal depository library but did not indicate the type of federal depository library.
2. Out-of-range edit checks. (A comparison of data reported for an item to the "acceptable range" of values.) For example, an error message was generated if annual Circulation per annual Library Visits was less than 0.5.
3. Arithmetic edit checks. (An arithmetical accuracy check of a reported total and its parts to the generated total.) For example, an error message was generated if Total Operating Expenditures was not equal to the sum of its parts (Total Staff Expenditures, Collection Expenditures, and Other Operating Expenditures).
4. Blank/zero/invalid edit checks. (A check of reported data against acceptable values.) For example, an error message was generated if Book/Serial Volumes was 0 or blank.

Survey Data Items

The survey collected data on 519 items, including governance, public service hours, service outlets, collections, library service and development transactions, electronic services, allied operations, staff, income, and expenditures. The survey data items and definitions are provided in the survey instrument at the end of this document.

Note: The FY 98 STLA survey included these changes (see the survey instrument at the end of this document for complete information): Web address added (Part A); Universal Service Program review added (Part D); Marketing/communications added (Part I); federal income items (Part J) and federal expenditures (Part L) items were revised to collect data relevant to the Library Services and Technology Act (which replaced the Library Services and Construction Act); and several new questions on electronic services were added (Part N, questions 25 to 29).

Universe

The state library agencies in the 50 states and the District of Columbia (51 total) comprise the survey universe.

Response Rate

Unit Response. The FY 98 STLA Survey had a 100 percent response rate.

Item Response. Most items had a 100 percent response rate. The following items had responses rates below 100 percent:

98.0 percent response rate

- 006 Zip + 4 (physical location address)
- 10b Zip + 4 (mailing address)
- 095 Serial subscriptions
- 112 Interlibrary loans received from other libraries
and document delivery services
- 118 Total attendance at events (continuing education programs)

86.3 percent response rate

- 114 Library visits

Reporting Period. The FY 98 STLA Survey requested data for state fiscal year 1998, except for Part B—Governance and Part I—Staff, which requested data as of October 1, 1998. The fiscal year of most states is July 1 to June 30. Exceptions are New York (April 1 to March 31); Texas (September 1 to August 31); and Alabama, the District of Columbia, and Michigan (October 1 to September 30).

Using the Data to Make Comparisons. The STLA data are not imputed for item nonresponse, so national totals may be underestimated for some items. State comparisons should be made with caution because states may vary in their fiscal year reporting periods and adherence to survey definitions. The District of Columbia, while not a state, is included in the survey. Special care should be used in comparing District of Columbia data with state data.

II. B. Guidelines for Processing the State Library Agencies Survey Data File

The STLA Survey file is provided in two formats: MS-Access (stla98b.mdb) and ASCII (stla98b.txt). The 'b' at the end of the data file name indicates that this file is version b of a previously released file (see note in *Introduction* for nature of revision). The record layout is provided in appendix A. The ASCII file consists of one record of fixed length for each STLA. The Access file is also one record of fixed length for each STLA, but, due to the record length, the file is split into three tables, as follows:

- *stla98b_part 1* corresponds to survey Parts A to E (listed below);
- *stla98b_part 2* corresponds to survey Parts F to I (listed below); and
- *stla98b_part 3* corresponds to survey Parts J to O (listed below).

STLA Survey, by Part:

Part A State Library Agency Identification
 Part B Governance
 Part C Allied Operations, State Resource or Reference/Information Service Center,
 and State Center for the Book
 Part D Services to Libraries and Systems
 Part E Public Service Hours, Outlets, and User Groups
 Part F Collections
 Part G Library Service Transactions
 Part H Library Development Transactions
 Part I Staff
 Part J Income
 Part K Expenditures
 Part L LSTA Expenditures
 Part M Allied Operations Expenditures
 Part N Electronic Services and Information
 Part O Public Policy Issues

**Appendix A—Record Layout of State Library Agencies Data File, FY 1998
(stla98b.mdb and stla98b.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
Survey Part A - State Library Agency Identification						
STLANAME	A	001	AN	63	1	STLA Name
						Physical location address
PHYSADDR	A	002	AN	60	64	Street
PHYSCITY	A	003	AN	17	124	City
PHYS_ST	A	004	AN	02	141	State
PHYSZIP	A	005	AN	05	143	Zip
PHYSZIP4	A	006	AN	04	148	Zip + 4
						Mailing address
MAILADDR	A	007	AN	60	152	Street
MAILCITY	A	008	AN	17	212	City
MAIL_ST	A	009	AN	02	229	State
MAILZIP	A	010a	AN	05	231	Zip
MAILZIP4	A	010b	AN	04	236	Zip + 4
WEBADDR	A	011	AN	50	240	Word Wide Web address
FILL012	A	012	AN	20	290	Blank (Survey processing item-not released to public)
FILL013	A	013	AN	20	310	Blank (Survey processing item-not released to public)
FILL014	A	014	AN	10	330	Blank (Survey processing item-not released to public)
FILL015	A	015	AN	10	340	Blank (Survey processing item-not released to public)
FILL016	A	016	AN	50	350	Blank (Survey processing item-not released to public)
FILL017	A	017	AN	20	400	Blank (Survey processing item-not released to public)
FILL018	A	018	AN	20	420	Blank (Survey processing item-not released to public)
FILL019	A	019	AN	10	440	Blank (Survey processing item-not released to public)
FILL020	A	020	AN	10	450	Blank (Survey processing item-not released to public)
FILL021	A	021	AN	50	460	Blank (Survey processing item-not released to public)
						Reporting period
FYSTART	A	022	AN	10	510	Fiscal year starting date, in following format: month/day/year (e.g., 07/01/1997)
FYEND	A	023	AN	10	520	Fiscal year ending date, in following format: month/day/year (e.g., 06/30/1998)
Survey Part B - Governance						
						Location in state government as of October 1, 1998, whom the agency reports to, and selection methods (X - Yes Blank - Not applicable)
JUDBRAN	B	024	AN	01	530	Judicial branch
LEGBRAN	B	025	AN	01	531	Legislative branch
EXECBRAN	B	026	AN	01	532	Executive branch
INDEPAG	B	027	AN	01	533	Independent agency in the Executive branch reporting to:
GOVERNOR	B	028	AN	01	534	Governor
BOARDCOM	B	029	AN	01	535	Board/commission
						Board/commission selection method(s):
APPBYGOV	B	030	AN	01	536	Appointed by governor
APPBYOTH	B	031	AN	01	537	Appointed by other official
EXOFFMEM	B	032	AN	01	538	Ex-officio members
ELECTMEM	B	033	AN	01	539	Elected members
LARGERAG	B	034	AN	01	540	Part of larger agency
DEPTEDUC	B	035	AN	01	541	Department of education
DEPTCULT	B	036	AN	01	542	Department of cultural resources
DEPTSTAT	B	037	AN	01	543	Department of state

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(stla98b.mdb and stla98b.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
OTHERAG	B	038	AN	01	544	Other agency
OTHAGSP	B	039	AN	50	545	Other agency, specified
Survey Part C - Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book						
						Allied operations combined with the STLA (Y - Yes N - No)
STARCHIV	C	040	AN	01	595	State archives
STLEGREF	C	041	AN	01	596	Primary state legislative research organization
STHSTMUS	C	042	AN	01	597	State history museum/art gallery
STRECMNG	C	043	AN	01	598	State records management service
OTHALLOP	C	044	AN	01	599	Other allied operation
OTHALLSP	C	045	AN	50	600	Other allied operation, specified
STLACONT	C	046	AN	01	650	STLA contracts with local public or academic library to serve as state resource or reference/information service center Y - Yes N - No
STLAHOST	C	047	AN	01	651	STLA hosts or provides funding to State Center for the Book Y - Yes N - No
Survey Part D - Services to Libraries and Systems						
						Services provided directly or by contract by STLA to types of libraries or systems (Y - Yes N - No)
						Accreditation of libraries
ACCRLIBA	D	048a	AN	01	652	Public
ACCRLIBB	D	048b	AN	01	653	Academic
ACCRLIBC	D	048c	AN	01	654	School
ACCRLIBD	D	048d	AN	01	655	Special
ACCRLIBE	D	048e	AN	01	656	Systems
						Administration of LSTA grants
LSTASVA	D	049a	AN	01	657	Public
LSTASVB	D	049b	AN	01	658	Academic
LSTASVC	D	049c	AN	01	659	School
LSTASVD	D	049d	AN	01	660	Special
LSTASVE	D	049e	AN	01	661	Systems
						Administration of State aid
STAIDSVA	D	050a	AN	01	662	Public
STAIDSVB	D	050b	AN	01	663	Academic
STAIDSVC	D	050c	AN	01	664	School
STAIDSVD	D	050d	AN	01	665	Special
STAIDSVE	D	050e	AN	01	666	Systems
						Certification of librarians
CERTLIBA	D	051a	AN	01	667	Public
CERTLIBB	D	051b	AN	01	668	Academic
CERTLIBC	D	051c	AN	01	669	School
CERTLIBD	D	051d	AN	01	670	Special
CERTLIBE	D	051e	AN	01	671	Systems

**Appendix A—Record Layout of State Library Agencies Data File, FY 1998
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Collection of library statistics
COLLBSTA	D	052a	AN	01	672	Public
COLLBSTB	D	052b	AN	01	673	Academic
COLLBSTC	D	052c	AN	01	674	School
COLLBSTD	D	052d	AN	01	675	Special
COLLBSTE	D	052e	AN	01	676	Systems
						Consulting services
CNSLTSVA	D	053a	AN	01	677	Public
CNSLTSVB	D	053b	AN	01	678	Academic
CNSLTSVC	D	053c	AN	01	679	School
CNSLTSVD	D	053d	AN	01	680	Special
CNSLTSVE	D	053e	AN	01	681	Systems
						Continuing education programs
CNTEDPRA	D	054a	AN	01	682	Public
CNTEDPRB	D	054b	AN	01	683	Academic
CNTEDPRC	D	054c	AN	01	684	School
CNTEDPRD	D	054d	AN	01	685	Special
CNTEDPRE	D	054e	AN	01	686	Systems
						Cooperative purchasing of library materials
COOPPURA	D	055a	AN	01	687	Public
COOPPURB	D	055b	AN	01	688	Academic
COOPPURC	D	055c	AN	01	689	School
COOPPURD	D	055d	AN	01	690	Special
COOPPURE	D	055e	AN	01	691	Systems
						Interlibrary loan referral services
ILLREFA	D	056a	AN	01	692	Public
ILLREFB	D	056b	AN	01	693	Academic
ILLREFC	D	056c	AN	01	694	School
ILLREFD	D	056d	AN	01	695	Special
ILLREFE	D	056e	AN	01	696	Systems
						Library legislation preparation/review
LIBLEGA	D	057a	AN	01	697	Public
LIBLEGB	D	057b	AN	01	698	Academic
LIBLEGC	D	057c	AN	01	699	School
LIBLEGD	D	057d	AN	01	700	Special
LIBLEGE	D	057e	AN	01	701	Systems
						Library planning/evaluation/research
LIBPLANA	D	058a	AN	01	702	Public
LIBPLANB	D	058b	AN	01	703	Academic
LIBPLANC	D	058c	AN	01	704	School
LIBPLAND	D	058d	AN	01	705	Special
LIBPLANE	D	058e	AN	01	706	Systems
						Literacy program support
LITPRSPA	D	059a	AN	01	707	Public
LITPRSVB	D	059b	AN	01	708	Academic
LITPRSVC	D	059c	AN	01	709	School
LITPRSVD	D	059d	AN	01	710	Special
LITPRSVE	D	059e	AN	01	711	Systems

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
OCLCGACA	D	060a	AN	01	712	Public
OCLCGACB	D	060b	AN	01	713	Academic
OCLCGACC	D	060c	AN	01	714	School
OCLCGACD	D	060d	AN	01	715	Special
OCLCGACE	D	060e	AN	01	716	Systems
Preservation/conservation services						
PRESERVA	D	061a	AN	01	717	Public
PRESERVB	D	061b	AN	01	718	Academic
PRESERVC	D	061c	AN	01	719	School
PRESERVD	D	061d	AN	01	720	Special
PRESERVE	D	061e	AN	01	721	Systems
Reference referral services						
REFREFA	D	062a	AN	01	722	Public
REFREFB	D	062b	AN	01	723	Academic
REFREFC	D	062c	AN	01	724	School
REFREFD	D	062d	AN	01	725	Special
REFREFE	D	062e	AN	01	726	Systems
Retrospective conversion of bibliographic records						
RETROCV A	D	063a	AN	01	727	Public
RETROCV B	D	063b	AN	01	728	Academic
RETROCV C	D	063c	AN	01	729	School
RETROCV D	D	063d	AN	01	730	Special
RETROCV E	D	063e	AN	01	731	Systems
State standards/guidelines						
STSTANDA	D	064a	AN	01	732	Public
STSTANDB	D	064b	AN	01	733	Academic
STSTANDC	D	064c	AN	01	734	School
STSTANDD	D	064d	AN	01	735	Special
STSTANDE	D	064e	AN	01	736	Systems
Statewide public relations/library promotion campaigns						
STWIDPRA	D	065a	AN	01	737	Public
STWIDPRB	D	065b	AN	01	738	Academic
STWIDPRC	D	065c	AN	01	739	School
STWIDPRD	D	065d	AN	01	740	Special
STWIDPRE	D	065e	AN	01	741	Systems
Summer reading program support						
SUMREADA	D	066a	AN	01	742	Public
SUMREADB	D	066b	AN	01	743	Academic
SUMREADC	D	066c	AN	01	744	School
SUMREADD	D	066d	AN	01	745	Special
SUMREADE	D	066e	AN	01	746	Systems
Union list development						
UNIONDVA	D	067a	AN	01	747	Public
UNIONDVB	D	067b	AN	01	748	Academic
UNIONDVC	D	067c	AN	01	749	School
UNIONDVD	D	067d	AN	01	750	Special
UNIONDVE	D	067e	AN	01	751	Systems

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
UNIVSERA	D	068a	AN	01	752	Universal service program
UNIVSERB	D	068b	AN	01	753	Public
UNIVSERC	D	068c	AN	01	754	Academic
UNIVSERD	D	068d	AN	01	755	School
UNIVSERE	D	068e	AN	01	756	Special
						Systems
(Note: Items 069-076 are reserved for future use.)						
Survey Part E - Public Service Hours, Outlets, and User Groups						
						Total hours open per typical week for all STLA outlets that serve the general public and/or state government employees
TOTHRSWK	E	077	N	04	757	Total hours/week
MON2FRI	E	078	N	04	761	Monday-Friday after 5:00 p.m.
SAT2SUN	E	079	N	04	765	Saturday and Sunday
						Basis on which STLA outlets that serve general public are open (Y - Yes N - No)
WALKIN	E	080	AN	01	769	Walk-in
REFERRAL	E	081	AN	01	770	Referral
						Total number of STLA outlets, by type
MAINOUT	E	082	N	04	771	Main or central outlet
OTHEROUT	E	083	N	04	775	Other outlets, exclude bookmobiles
BKMOBILE	E	084	N	04	779	Bookmobiles
TOTALOUT	E	085	N	04	783	Total outlets
						Number of STLA outlets that serve specific user groups, in whole or in part, by type of user group and outlet:
BPHOUTA	E	086a	N	04	787	Outlets serving Blind/physically handicapped individuals
BPHOUTB	E	086b	N	04	791	Main or central outlet
BPHOUTC	E	086c	N	04	795	Other outlets (excluding bookmobiles)
BPHOUTD	E	086d	N	04	799	Bookmobiles
						Total outlets
						Outlets serving Residents of state correctional institutions
COROUTA	E	087a	N	04	803	Main or central outlet
COROUTB	E	087b	N	04	807	Other outlets (excluding bookmobiles)
COROUTC	E	087c	N	04	811	Bookmobiles
COROUTD	E	087d	N	04	815	Total outlets
						Outlets serving Residents of other state institutions
OTSTOUTA	E	088a	N	04	819	Main or central outlet
OTSTOUTB	E	088b	N	04	823	Other outlets (excluding bookmobiles)
OTSTOUTC	E	088c	N	04	827	Bookmobiles
OTSTOUTD	E	088d	N	04	831	Total outlets
						Outlets serving State government employees (executive, legislative, or judicial)
GVEMOUTA	E	089a	N	04	835	Main or central outlet
GVEMOUTB	E	089b	N	04	839	Other outlets (excluding bookmobiles)
GVEMOUTC	E	089c	N	04	843	Bookmobiles
GVEMOUTD	E	089d	N	04	847	Total outlets

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
GPOUTA	E	090a	N	04	851	Outlets serving General public
GPOUTB	E	090b	N	04	855	Main or central outlet
GPOUTC	E	090c	N	04	859	Other outlets (excluding bookmobiles)
GPOUTD	E	090d	N	04	863	Bookmobiles
						Total outlets
Survey Part F - Collections						
						Total number of volumes or physical units in all STLA outlets that serve the general public and/or state government employees, in selected formats
BKSERVOL	F	091	N	08	867	Book and serial volumes (exclude microforms)
AUDIO	F	092	N	08	875	Audio materials
						(Note: item 093 is reserved for future use.)
VIDEO	F	094	N	08	883	Video materials
SUBSCRIP	F	095	N	08	891	Serial subscriptions (titles, not individual issues) (exclude microforms)
GOVDOC	F	096	N	08	899	Government documents (include only government documents, in all formats, not accessible through the library catalog and not reported elsewhere)
GENCOL	F	097	AN	01	907	STLA maintains a general collection Y - Yes N - No (Note: items 098-105 are reserved for future use.)
						STLA depository library designation (Y - Yes N - No)
STDEPLIB	F	106	AN	01	908	State depository library
FDDEPLIB	F	107	AN	01	909	Federal depository library
REGIONAL	F	108	AN	01	910	Regional (federal depository library)
SELECTIV	F	109	AN	01	911	Selective (federal depository library)
Survey Part G - Library Service Transactions						
						Total annual service transactions in all STLA outlets that serve the general public and/or state government employees, by type of transaction
CIRC	G	110	N	07	912	Circulation
PROVTO	G	111	N	07	919	Interlibrary loan/document delivery:
RECFROM	G	112	N	07	926	Provided to other libraries
						Received from other libraries and document delivery services
REFTRANS	G	113	N	07	933	Reference transactions
LIBVISTS	G	114	N	07	940	Library visits
Survey Part H - Library Development Transactions						
						Total annual development transactions of the STLA, by type of transaction
GRANTMON	H	115	N	06	947	LSTA and State grants
ONSITMON	H	116	N	06	953	Grants monitored
						On-site monitoring visits
						Continuing education programs
EVENTS	H	117	N	06	959	Number of events
ATEVENTS	H	118	N	06	965	Total attendance

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(stla98b.mdb and stla98b.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
Survey Part I - Staff						
						Total STLA staff in FTEs (full-time equivalents) on the payroll as of October 1, 1998, by type of service and position. Includes unfilled but budgeted positions. The field length of 7 positions includes 2 decimals, with an explicit decimal point.
ADMSERVA	I	119a	N	07	971	Administration
ADMSERVB	I	119b	N	07	978	Librarians with ALA-MLS
ADMSERVC	I	119c	N	07	985	Other professionals
ADMSERVD	I	119d	N	07	992	Other paid staff
						Total staff
						Library development - Public library
LDPUBA	I	120a	N	07	999	Librarians with ALA-MLS
LDPUBB	I	120b	N	07	1006	Other professionals
LDPUBC	I	120c	N	07	1013	Other paid staff
LDPUBD	I	120d	N	07	1020	Total staff
						Library development - School library media center
LDSCHA	I	121a	N	07	1027	Librarians with ALA-MLS
LDSCHB	I	121b	N	07	1034	Other professionals
LDSCHC	I	121c	N	07	1041	Other paid staff
LDSCHD	I	121d	N	07	1048	Total staff
						Library development - Academic library
LDACADA	I	122a	N	07	1055	Librarians with ALA-MLS
LDACADB	I	122b	N	07	1062	Other professionals
LDACADC	I	122c	N	07	1069	Other paid staff
LDACADD	I	122d	N	07	1076	Total staff
						Library development - Special library
LDSECA	I	123a	N	07	1083	Librarians with ALA-MLS
LDSECB	I	123b	N	07	1090	Other professionals
LDSECC	I	123c	N	07	1097	Other paid staff
LDSECD	I	123d	N	07	1104	Total staff
						Library development - Other library development
LDOTHLBA	I	124a	N	07	1111	Librarians with ALA-MLS
LDOTHLBB	I	124b	N	07	1118	Other professionals
LDOTHLBC	I	124c	N	07	1125	Other paid staff
LDOTHLBD	I	124d	N	07	1132	Total staff
						Library development - Total library development
TOTALLDA	I	125a	N	07	1139	Librarians with ALA-MLS
TOTALLDB	I	125b	N	07	1146	Other professionals
TOTALLDC	I	125c	N	07	1153	Other paid staff
TOTALLDD	I	125d	N	07	1160	Total staff
						Library services - Public services
LSPUBSVA	I	126a	N	07	1167	Librarians with ALA-MLS
LSPUBSVB	I	126b	N	07	1174	Other professionals
LSPUBSVC	I	126c	N	07	1181	Other paid staff
LSPUBSVD	I	126d	N	07	1188	Total staff
						Library services - Technical services
LSTECSPA	I	127a	N	07	1195	Librarians with ALA-MLS
LSTECSPB	I	127b	N	07	1202	Other professionals
LSTECSPC	I	127c	N	07	1209	Other paid staff
LSTECSPD	I	127d	N	07	1216	Total staff

**Appendix A—Record Layout of State Library Agencies Data File, FY 1998
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
LSOTHLA	I	128a	N	07	1223	Library services - Other library services
LSOTHLB	I	128b	N	07	1230	Librarians with ALA-MLS
LSOTHLSC	I	128c	N	07	1237	Other professionals
LSOTHLSD	I	128d	N	07	1244	Other paid staff
						Total staff
TOTALLA	I	129a	N	07	1251	Library services - Total library services
TOTALLB	I	129b	N	07	1258	Librarians with ALA-MLS
TOTALLSC	I	129c	N	07	1265	Other professionals
TOTALLSD	I	129d	N	07	1272	Other paid staff
						Total staff
OTHERSVA	I	130a	N	07	1279	Other services
OTHERSVB	I	130b	N	07	1286	Librarians with ALA-MLS
OTHERSVC	I	130c	N	07	1293	Other professionals
OTHERSVD	I	130d	N	07	1300	Other paid staff
						Total staff
TOTSTAF	I	131a	N	07	1307	Total staff
TOTSTAFB	I	131b	N	07	1314	Librarians with ALA-MLS
TOTSTAFD	I	131c	N	07	1321	Other professionals
TOTSTAFD	I	131d	N	07	1328	Other paid staff
						Total staff
						Number of STLA staff in FTEs (full-time equivalents) on the payroll as of October 1, 1998, by selected staff specialty and type of position. Includes unfilled but budgeted positions. The field length of 7 positions includes 2 decimals, with an explicit decimal point.
LSTASEA	I	132a(a)	N	07	1335	Administration of LSTA grants
LSTASEB	I	132a(b)	N	07	1342	Librarians with ALA-MLS
LSTASEC	I	132a(c)	N	07	1349	Other professionals
LSTASED	I	132a(d)	N	07	1356	Other paid staff
						Total staff
STAIDSEA	I	132b(a)	N	07	1363	Administration of state aid
STAIDSEB	I	132b(b)	N	07	1370	Librarians with ALA-MLS
STAIDSEC	I	132b(c)	N	07	1377	Other professionals
STAIDSED	I	132b(d)	N	07	1384	Other paid staff
						Total staff
AENDSEA	I	133a	N	07	1391	Automation/electronic network development
AENDSEB	I	133b	N	07	1398	Librarians with ALA-MLS
AENDSEC	I	133c	N	07	1405	Other professionals
AENDSED	I	133d	N	07	1412	Other paid staff
						Total staff
BPHSEA	I	134a	N	07	1419	Blind and physically handicapped services
BPHSEB	I	134b	N	07	1426	Librarians with ALA-MLS
BPHSEC	I	134c	N	07	1433	Other professionals
BPHSED	I	134d	N	07	1440	Other paid staff
						Total staff
CYASEA	I	135a	N	07	1447	Children's/young adult services
CYASEB	I	135b	N	07	1454	Librarians with ALA-MLS
CYASEC	I	135c	N	07	1461	Other professionals
CYASED	I	135d	N	07	1468	Other paid staff
						Total staff

**Appendix A—Record Layout of State Library Agencies Data File, FY 1998
(stla98b.mdb and stla98b.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
ILSSEA	I	136a	N	07	1475	Institutional library services
ILSSEB	I	136b	N	07	1482	Librarians with ALA-MLS
ILSSEC	I	136c	N	07	1489	Other professionals
ILSSED	I	136d	N	07	1496	Other paid staff
						Total staff
LBSTASEA	I	137a	N	07	1503	Library statistics
LBSTASEB	I	137b	N	07	1510	Librarians with ALA-MLS
LBSTASEC	I	137c	N	07	1517	Other professionals
LBSTASED	I	137d	N	07	1524	Other paid staff
						Total staff
LITPRSEA	I	138a	N	07	1531	Literacy program support
LITPRSEB	I	138b	N	07	1538	Librarians with ALA-MLS
LITPRSEC	I	138c	N	07	1545	Other professionals
LITPRSED	I	138d	N	07	1552	Other paid staff
						Total staff
MARKCOMA	I	139a	N	07	1559	Marketing/communications
MARKCOMB	I	139b	N	07	1566	Librarians with ALA-MLS
MARKCOMC	I	139c	N	07	1573	Other professionals
MARKCOMD	I	139d	N	07	1580	Other paid staff
						Total staff
						Total STLA staff on the payroll as of October 1, 1998, by position, gender, and full-time/part-time status. Excludes unfilled but budgeted positions.
						American Indian/Alaskan Native - Men (full-time)
NATMNFTA	I	140a(a)	N	07	1587	Librarians with ALA-MLS
NATMNFTB	I	140a(b)	N	07	1594	Other professionals
NATMNFTC	I	140a(c)	N	07	1601	Other paid staff
NATMNFTD	I	140a(d)	N	07	1608	Total staff
						American Indian/Alaskan Native - Men (part-time)
NATMNPTA	I	140b(a)	N	07	1615	Librarians with ALA-MLS
NATMNPTB	I	140b(b)	N	07	1622	Other professionals
NATMNPTC	I	140b(c)	N	07	1629	Other paid staff
NATMNPTD	I	140b(d)	N	07	1636	Total staff
						American Indian/Alaskan Native - Women (full-time)
NATWMFTA	I	141a(a)	N	07	1643	Librarians with ALA-MLS
NATWMFTB	I	141a(b)	N	07	1650	Other professionals
NATWMFTC	I	141a(c)	N	07	1657	Other paid staff
NATWMFTD	I	141a(d)	N	07	1664	Total staff
						American Indian/Alaskan Native - Women (part-time)
NATWMPTA	I	141b(a)	N	07	1671	Librarians with ALA-MLS
NATWMPTB	I	141b(b)	N	07	1678	Other professionals
NATWMPTC	I	141b(c)	N	07	1685	Other paid staff
NATWMPTD	I	141b(d)	N	07	1692	Total staff
						Asian or Pacific Islander - Men (full-time)
ISLMNFTA	I	142a(a)	N	07	1699	Librarians with ALA-MLS
ISLMNFTB	I	142a(b)	N	07	1706	Other professionals
ISLMNFTC	I	142a(c)	N	07	1713	Other paid staff
ISLMNFTD	I	142a(d)	N	07	1720	Total staff

**Appendix A—Record Layout of State Library Agencies Data File, FY 1998
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
ISLMNPTA	I	142b(a)	N	07	1727	Asian or Pacific Islander - Men (part-time) Librarians with ALA-MLS
ISLMNPTB	I	142b(b)	N	07	1734	Other professionals
ISLMNPTC	I	142b(c)	N	07	1741	Other paid staff
ISLMNPTD	I	142b(d)	N	07	1748	Total staff
ISLWMFTA	I	143a(a)	N	07	1755	Asian or Pacific Islander - Women (full-time) Librarians with ALA-MLS
ISLWMFTB	I	143a(b)	N	07	1762	Other professionals
ISLWMFTC	I	143a(c)	N	07	1769	Other paid staff
ISLWMFTD	I	143a(d)	N	07	1776	Total staff
ISLWMPTA	I	143b(a)	N	07	1783	Asian or Pacific Islander - Women (part-time) Librarians with ALA-MLS
ISLWMPTB	I	143b(b)	N	07	1790	Other professionals
ISLWMPTC	I	143b(c)	N	07	1797	Other paid staff
ISLWMPTD	I	143b(d)	N	07	1804	Total staff
BLKMNFTA	I	144a(a)	N	07	1811	Black, Non-Hispanic - Men (full-time) Librarians with ALA-MLS
BLKMNFTB	I	144a(b)	N	07	1818	Other professionals
BLKMNFTC	I	144a(c)	N	07	1825	Other paid staff
BLKMNFTD	I	144a(d)	N	07	1832	Total staff
BLKMNPTA	I	144b(a)	N	07	1839	Black, Non-Hispanic - Men (part-time) Librarians with ALA-MLS
BLKMNPTB	I	144b(b)	N	07	1846	Other professionals
BLKMNPTC	I	144b(c)	N	07	1853	Other paid staff
BLKMNPTD	I	144b(d)	N	07	1860	Total staff
BLKWMFTA	I	145a(a)	N	07	1867	Black, Non-Hispanic - Women (full-time) Librarians with ALA-MLS
BLKWMFTB	I	145a(b)	N	07	1874	Other professionals
BLKWMFTC	I	145a(c)	N	07	1881	Other paid staff
BLKWMFTD	I	145a(d)	N	07	1888	Total staff
BLKWMPTA	I	145b(a)	N	07	1895	Black, Non-Hispanic - Women (part-time) Librarians with ALA-MLS
BLKWMPTB	I	145b(b)	N	07	1902	Other professionals
BLKWMPTC	I	145b(c)	N	07	1909	Other paid staff
BLKWMPTD	I	145b(d)	N	07	1916	Total staff
HISMNFTA	I	146a(a)	N	07	1923	Hispanic - Men (full-time) Librarians with ALA-MLS
HISMNFTB	I	146a(b)	N	07	1930	Other professionals
HISMNFTC	I	146a(c)	N	07	1937	Other paid staff
HISMNFTD	I	146a(d)	N	07	1944	Total staff
HISMNPTA	I	146b(a)	N	07	1951	Hispanic - Men (part-time) Librarians with ALA-MLS
HISMNPTB	I	146b(b)	N	07	1958	Other professionals
HISMNPTC	I	146b(c)	N	07	1965	Other paid staff
HISMNPTD	I	146b(d)	N	07	1972	Total staff

**Appendix A—Record Layout of State Library Agencies Data File, FY 1998
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
HISWMFTA	I	147a(a)	N	07	1979	Hispanic - Women (full-time) Librarians with ALA-MLS
HISWMFTB	I	147a(b)	N	07	1986	Other professionals
HISWMFTC	I	147a(c)	N	07	1993	Other paid staff
HISWMFTD	I	147a(d)	N	07	2000	Total staff
HISWMPTA	I	147b(a)	N	07	2007	Hispanic - Women (part-time) Librarians with ALA-MLS
HISWMPTB	I	147b(b)	N	07	2014	Other professionals
HISWMPTC	I	147b(c)	N	07	2021	Other paid staff
HISWMPTD	I	147b(d)	N	07	2028	Total staff
WHMNFTA	I	148a(a)	N	07	2035	White, Non-Hispanic - Men (full-time) Librarians with ALA-MLS
WHMNFTB	I	148a(b)	N	07	2042	Other professionals
WHMNFTC	I	148a(c)	N	07	2049	Other paid staff
WHMNFTD	I	148a(d)	N	07	2056	Total staff
WHMNPTA	I	148b(a)	N	07	2063	White, Non-Hispanic - Men (part-time) Librarians with ALA-MLS
WHMNPTB	I	148b(b)	N	07	2070	Other professionals
WHMNPTC	I	148b(c)	N	07	2077	Other paid staff
WHMNPTD	I	148b(d)	N	07	2084	Total staff
WHWMFTA	I	149a(a)	N	07	2091	White, Non-Hispanic - Women (full-time) Librarians with ALA-MLS
WHWMFTB	I	149a(b)	N	07	2098	Other professionals
WHWMFTC	I	149a(c)	N	07	2105	Other paid staff
WHWMFTD	I	149a(d)	N	07	2112	Total staff
WHWMPTA	I	149b(a)	N	07	2119	White, Non-Hispanic - Women (part-time) Librarians with ALA-MLS
WHWMPTB	I	149b(b)	N	07	2126	Other professionals
WHWMPTC	I	149b(c)	N	07	2133	Other paid staff
WHWMPTD	I	149b(d)	N	07	2140	Total staff
UNKMNFTA	I	150a(a)	N	07	2147	Race/ethnicity unknown - Men (full-time) Librarians with ALA-MLS
UNKMNFTB	I	150a(b)	N	07	2154	Other professionals
UNKMNFTC	I	150a(c)	N	07	2161	Other paid staff
UNKMNFTD	I	150a(d)	N	07	2168	Total staff
UNKMNPTA	I	150b(a)	N	07	2175	Race/ethnicity unknown - Men (part-time) Librarians with ALA-MLS
UNKMNPTB	I	150b(b)	N	07	2182	Other professionals
UNKMNPTC	I	150b(c)	N	07	2189	Other paid staff
UNKMNPTD	I	150b(d)	N	07	2196	Total staff
UNKWMFTA	I	151a(a)	N	07	2203	Race/ethnicity unknown - Women (full-time) Librarians with ALA-MLS
UNKWMFTB	I	151a(b)	N	07	2210	Other professionals
UNKWMFTC	I	151a(c)	N	07	2217	Other paid staff
UNKWMFTD	I	151a(d)	N	07	2224	Total staff
UNKWMPTA	I	151b(a)	N	07	2231	Race/ethnicity unknown - Women (part-time) Librarians with ALA-MLS
UNKWMPTB	I	151b(b)	N	07	2238	Other professionals
UNKWMPTC	I	151b(c)	N	07	2245	Other paid staff
UNKWMPTD	I	151b(d)	N	07	2252	Total staff

**Appendix A—Record Layout of State Library Agencies Data File, FY 1998
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
TOTMNFTA	I	152a(a)	N	07	2259	Total staff - Men (full-time)
TOTMNFTB	I	152a(b)	N	07	2266	Librarians with ALA-MLS
TOTMNFTC	I	152a(c)	N	07	2273	Other professionals
TOTMNFTD	I	152a(d)	N	07	2280	Other paid staff
						Total staff
TOTMNPTA	I	152b(a)	N	07	2287	Total staff - Men (part-time)
TOTMNPTB	I	152b(b)	N	07	2294	Librarians with ALA-MLS
TOTMNPTC	I	152b(c)	N	07	2301	Other professionals
TOTMNPTD	I	152b(d)	N	07	2308	Other paid staff
						Total staff
TOTWMFTA	I	153a(a)	N	07	2315	Total staff - Women (full-time)
TOTWMFTB	I	153a(b)	N	07	2322	Librarians with ALA-MLS
TOTWMFTC	I	153a(c)	N	07	2329	Other professionals
TOTWMFTD	I	153a(d)	N	07	2336	Other paid staff
						Total staff
TOTWMPTA	I	153b(a)	N	07	2343	Total staff - Women (part-time)
TOTWMPTB	I	153b(b)	N	07	2350	Librarians with ALA-MLS
TOTWMPTC	I	153b(c)	N	07	2357	Other professionals
TOTWMPTD	I	153b(d)	N	07	2364	Other paid staff
						Total staff
Survey Part J - Income						
LSTAINC	J	154	N	10	2371	Total STLA income, by source and type
FIOTH	J	155	N	10	2381	Federal income, by type:
FIOTHSP	J	156	AN	80	2391	LSTA State Program income
TOTAL_FI	J	157	N	10	2471	Other federal income
						Other federal income, specified (program and titles)
						Total federal income
						(Note: Items 158-166 are reserved for future use.)
SISTLAOP	J	167	N	10	2481	State and other income
SIAIDLIB	J	168	N	10	2491	State income, by type:
SIOther	J	169	N	10	2501	STLA operation
TOTAL_SI	J	170	N	10	2511	State aid to libraries
OTHINCM	J	171	N	10	2521	Other state income
TOTINCM	J	172	N	10	2531	Total state income
						Other income
						Total income
Survey Part K - Expenditures						
OEXPSALA	K	173a	N	09	2541	Total STLA expenditures, by type and source
OEXPSALB	K	173b	N	09	2550	Operating expenditures - Salaries and wages
OEXPSALC	K	173c	N	09	2559	Federal
OEXPSALD	K	173d	N	09	2568	State
						Other
						Total
OEXPBENA	K	174a	N	09	2577	Operating expenditures - Employee benefits
OEXPBENB	K	174b	N	09	2586	Federal
OEXPBENC	K	174c	N	09	2595	State
OEXPBEND	K	174d	N	09	2604	Other
						Total

**Appendix A—Record Layout of State Library Agencies Data File, FY 1998
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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
TOTOXSTA	K	175a	N	09	2613	Operating expenditures - Total staff expenditures Federal
TOTOXSTB	K	175b	N	09	2622	State
TOTOXSTC	K	175c	N	09	2631	Other
TOTOXSTD	K	175d	N	09	2640	Total
OEXPCOLA	K	176a	N	09	2649	Operating expenditures - Collection expenditures Federal
OEXPCOLB	K	176b	N	09	2658	State
OEXPCOLC	K	176c	N	09	2667	Other
OEXPCOLD	K	176d	N	09	2676	Total
OEXPOTHA	K	177a	N	09	2685	Operating expenditures - Other operating expenditures Federal
OEXPOTHB	K	177b	N	09	2694	State
OEXPOTHC	K	177c	N	09	2703	Other
OEXPOTHD	K	177d	N	09	2712	Total
TOTOPEXA	K	178a	N	09	2721	Operating expenditures - Total operating expenditures Federal
TOTOPEXB	K	178b	N	09	2730	State
TOTOPEXC	K	178c	N	09	2739	Other
TOTOPEXD	K	178d	N	09	2748	Total
AIDIPLA	K	179a	N	09	2757	Financial assistance to libraries expenditures - Individual public libraries Federal
AIDIPLB	K	179b	N	09	2766	State
AIDIPLC	K	179c	N	09	2775	Other
AIDIPLD	K	179d	N	09	2784	Total
AIDPLSA	K	180a	N	09	2793	Financial assistance to libraries expenditures – Public library systems Federal
AIDPLSB	K	180b	N	09	2802	State
AIDPLSC	K	180c	N	09	2811	Other
AIDPLSD	K	180d	N	09	2820	Total
AIDOILA	K	181a	N	09	2829	Financial assistance to libraries expenditures – Other individual libraries Federal
AIDOILB	K	181b	N	09	2838	State
AIDOILC	K	181c	N	09	2847	Other
AIDOILD	K	181d	N	09	2856	Total
AIDMLSA	K	182a	N	09	2865	Financial assistance to libraries expenditures – Multitype library systems Federal
AIDMLSB	K	182b	N	09	2874	State
AIDMLSC	K	182c	N	09	2883	Other
AIDMLSD	K	182d	N	09	2892	Total

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Financial assistance to libraries expenditures – Single agency or library providing statewide service
AIDSALA	K	183a	N	09	2901	Federal
AIDSALB	K	183b	N	09	2910	State
AIDSALC	K	183c	N	09	2919	Other
AIDSALD	K	183d	N	09	2928	Total
						Financial assistance to libraries expenditures – Library construction
AIDLCA	K	184a	N	09	2937	Federal
AIDLCB	K	184b	N	09	2946	State
AIDLCC	K	184c	N	09	2955	Other
AIDLCD	K	184d	N	09	2964	Total
						Financial assistance to libraries expenditures – Other assistance
AIDOTHA	K	185a	N	09	2973	Federal
AIDOTHB	K	185b	N	09	2982	State
AIDOTHC	K	185c	N	09	2991	Other
AIDOTHD	K	185d	N	09	3000	Total
						Financial assistance to libraries expenditures – Total financial assistance
TOTAIDA	K	186a	N	09	3009	Federal
TOTAIDB	K	186b	N	09	3018	State
TOTAIDC	K	186c	N	09	3027	Other
TOTAIDD	K	186d	N	09	3036	Total
						Capital outlay
CAPITALA	K	187a	N	10	3045	Federal
CAPITALB	K	187b	N	10	3055	State
CAPITALC	K	187c	N	10	3065	Other
CAPITALD	K	187d	N	10	3075	Total
						Other expenditures
OTHEXPA	K	188a	N	10	3085	Federal
OTHEXPB	K	188b	N	10	3095	State
OTHEXPC	K	188c	N	10	3105	Other
OTHEXPD	K	188d	N	10	3115	Total
						Total expenditures
TOTEXPA	K	189a	N	10	3125	Federal
TOTEXPB	K	189b	N	10	3135	State
TOTEXPC	K	189c	N	10	3145	Other
TOTEXPD	K	189d	N	10	3155	Total
Survey Part L – LSTA State Program Expenditures						
						LSTA State Program expenditures, by type
SWEXPT	L	190	N	09	3165	Statewide services
GREXPT	L	191	N	09	3174	Grants
ADMEXPT	L	192	N	09	3183	LSTA administration
TOTEXPT	L	193	N	09	3192	Total LSTA expenditures
						LSTA State Program expenditures, by use
NETACXU	L	194	N	09	3201	Electronic networking/electronic access
SERDIFXU	L	195	N	09	3210	Services to persons with difficulty using library
SERPOVXU	L	196	N	09	3219	Services to children in poverty
ADMEXPU	L	197	N	09	3228	LSTA administration
TOTEXPU	L	198	N	09	3237	Total LSTA expenditures

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
(Note: Items 199-200 reserved for future use.)						
Survey Part M - Allied Operations Expenditures						
ALLOPSTF	M	201	N	08	3246	Operating expenditures
ALLOPOTH	M	202	N	08	3254	Total staff expenditures
TOTOX_AO	M	203	N	08	3262	Other operating expenditures
ALLOPCAP	M	204	N	08	3270	Total operating expenditures
TOTEXPAO	M	205	N	08	3278	Capital outlay
						Total expenditures
Survey Part N - Electronic Services and Information						
						Electronic networking functions supported by STLA at state level (Y - Yes N - No)
ELECPLAN	N	206	AN	01	3286	Electronic network planning or monitoring
ELECOPEP	N	207	AN	01	3287	Electronic network operation
						Database development
ELECBIBL	N	208	AN	01	3288	Bibliographic databases
ELECTEXT	N	209	AN	01	3289	Full text or data files
						Library access to the Internet supported by STLA (Y - Yes N - No)
NETTRAIN	N	210	AN	01	3290	Training or consultation for participation
NETSUB	N	211	AN	01	3291	Subsidy for participation
NETEQUIP	N	212	AN	01	3292	Providing equipment
NETMOUNT	N	213	AN	01	3293	Providing access to directories, databases, or online catalogs via the Internet
NETGOPH	N	214	AN	01	3294	Managing a gopher/Web site, file servers, bulletin boards, or listservs
						Number of Internet access terminals
STFTERMS	N	215	N	04	3295	STLA staff only
PUBTERMS	N	216	N	04	3299	General public
TOTTERMS	N	217	N	04	3303	Total terminals
						Electronic services provided by STLA (Y - Yes N - No)
INREFREQ	N	218	AN	01	3307	Receives and responds to reference questions via Internet
ACCOLDB	N	219	AN	01	3308	Provides or facilitates access for other libraries to on-line data bases
						STLA facilitates or subsidizes electronic access to holdings of other libraries in the state via: (Y - Yes N - No)
ACCCDROM	N	220	AN	01	3309	CD-ROM union catalog
ACCOCLC	N	221	AN	01	3310	OCLC participation (GAC, retrospective conversion)
ACCTLNET	N	222	AN	01	3311	Telnet gateway
ACCWBCAT	N	223	AN	01	3312	Web-based union catalog (statewide, multistate, regional)
ACCZGWAY	N	224	AN	01	3313	Z39.50 gateway (regional, multitype)
ACCOTH	N	225	AN	01	3314	Other type of electronic access
OTHACCSP	N	226	AN	80	3315	Other type of electronic access, specified
						E-rate discount program (Y - Yes N - No)
ERATEAPP	N	227	AN	01	3395	STLA is applicant for e-rate discount program

**Appendix A—Record Layout of State Library Agencies Data File, FY 1998
(stla98b.mdb and stla98b.txt)**

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
Survey Part O - Public Policy Issues						
						Grants and contracts expenditures by STLA to assist public libraries in responding to state or national education goals or initiatives in these areas
READSCH	O	228	N	08	3396	Readiness for school
ADLIT	O	229	N	08	3404	Adult literacy
LLLRNG	O	230	N	08	3412	Lifelong learning
PERIOD_E	--	--	N	10	3420	Official state total population estimate (from NCES's FY 97 Public Libraries Survey). The data are the most recent estimate for the state and are obtained from the State Data Center or other official state sources.
PUB_FIPS	--	--	AN	02	3430	FIPS state code. See Appendix B—State Codes.

Appendix B—State Codes

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

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 1
PART A -- STATE LIBRARY AGENCY IDENTIFICATION

001|STLA Name _____

Physical location address:
002|Street _____
003|City _____ 004|State ____ 005|Zip _____ 006|Zip+4 ____

Mailing address:
007|Street _____
008|City _____ 009|State ____ 010a|Zip _____ 010b|Zip+4 ____

011|Web address: http://_____

Chief Officer of State Library Agency: | Survey Respondent:
012|Name _____ | 017|Name _____
013|Title _____ | 018|Title _____
014|Telephone _____ | 019|Telephone _____
015|Fax _____ | 020|Fax _____
016|Internet _____ | 021|Internet _____

REPORTING PERIOD. Report data for State fiscal year 1997-98(except Parts B & I)
022|FY starting date(mmddyyyy)_____ 023|FY ending date (mmddyyyy) _____
=====

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 2
PART B -- GOVERNANCE

1. What is the STLA's location in State government as of October 1, 1998?
Enter <X> in item 024, 025, or 026 and follow instructions on screen.

=====

024|_ Judicial branch - Skip to question 2.

025|_ Legislative branch - Skip to question 2.

026|_ Executive branch - Enter <X> for item 027 or 034 and follow instructions.
027|_ Independent agency - Specify to whom the agency reports:
028|_ Governor - Skip to question 2.
029|_ Board/commission - Specify selection method(s):
030|_ Appointed by Governor
031|_ Appointed by other official
032|_ Ex-officio members
033|_ Elected members
034|_ Part of larger agency - Specify:
035|_ Department of education
036|_ Department of cultural resources
037|_ Department of state
038|_ Other agency
039|_ Specify _____
=====

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 3
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 the STLA?
Enter <Y>es or <N>o for each item. Do not report Library for the Blind and
Physically Handicapped or State Center for the Book, or a contract with
another library or other entity to provide a service on behalf of the STLA.

040| _ State archives
041| _ Primary State legislative research organization
042| _ State history museum/art gallery
043| _ State records management service
044| _ Other allied operation
045| _ Specify _____

3. Does the STLA contract with a local public library or academic library to
serve as a state resource center or state reference/information
service center? Enter <Y>es or <N>o.

046| _

4. Does the STLA host or provide any funding to a State Center for the Book?
Enter <Y>es or <N>o.

047| _

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 4
PART D -- SERVICES TO LIBRARIES AND SYSTEMS

5. Which of the following services are provided directly or by contract by the
STLA to libraries or systems? Enter <Y>es or <N>o 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	—	—	—	—	—
Administration of:					
049 LSTA grants	—	—	—	—	—
050 State aid	—	—	—	—	—
051 Certification of librarians	—	—	—	—	—
052 Collection of library statistics	—	—	—	—	—
053 Consulting services	—	—	—	—	—

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 5
PART D -- SERVICES TO LIBRARIES AND SYSTEMS--continued

Services to libraries and systems	Type of library				
	Public	Academic	School	Special	Systems
	(a)	(b)	(c)	(d)	(e)
054 Continuing education programs	-	-	-	-	-
055 Cooperative purchasing of library materials	-	-	-	-	-
056 Interlibrary loan referral services	-	-	-	-	-
057 Library legislation prepn/review	-	-	-	-	-
058 Library planning/evaluation/research	-	-	-	-	-
059 Literacy program support	-	-	-	-	-
060 OCLC Group Access Capability (GAC)	-	-	-	-	-
061 Preservation/conservation services	-	-	-	-	-

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 6
PART D -- SERVICES TO LIBRARIES AND SYSTEMS--continued

Services to libraries and systems	Type of library				
	Public	Academic	School	Special	Systems
	(a)	(b)	(c)	(d)	(e)
062 Reference referral services	-	-	-	-	-
063 Retro conversion of bibliog 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)	-	-	-	-	-

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 7
PART E -- PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS

6. Enter the total hours open in a typical week for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees, by the following categories:

077|Total hours/week _____
078|Monday-Friday after 5:00 p.m. _____
079|Saturday and Sunday _____
=====

7. On what basis are STLA outlets that serve the general public open to them?
Enter <Y>es or <N>o for each item.

080|_ Walk-in
081|_ Referral
=====

8. Enter the total number of STLA outlets by type, regardless of whom they serve:

082|Main or central outlet _____ 084|Bookmobiles _____

083|Other outlets, excluding bookmobiles _____ 085|TOTAL OUTLETS _____
=====

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 8
PART E - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS--continued

9. 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	Book- mobiles		
	(a)	(b)	(c)		(d)
086 Blind/physically handicapped individuals	_____	_____	_____		_____
087 Residents of state correctional instits	_____	_____	_____		_____
088 Residents of other state institutions	_____	_____	_____		_____
089 State government employees (executive, legislative, or judicial)	_____	_____	_____		_____
090 General public	_____	_____	_____		_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART F - COLLECTIONS

Pg 9

10. 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
091 Book and serial volumes (exclude microforms)	_____
092 Audio materials	_____
094 Video materials	_____
095 Serial subscriptions (titles, not individual issues) (exclude microforms)	_____
096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART F - COLLECTIONS--continued

Pg 10

11. Does the STLA maintain a general collection? Enter <Y>es or <N>o.
097|_

12. Is the STLA designated as a Federal or State depository library for government documents? Enter <Y>es or <N>o for each item.

106|_ State depository library
107|_ Federal depository library -- Specify <Y>es or <N>o for each item:
108|_ Regional 109|_ Selective

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART G - LIBRARY SERVICE TRANSACTIONS

Pg 11

13. Enter ANNUAL totals for the following types of service 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
110 Circulation (Exclude items checked out to another library)	_____
111 Interlibrary loan/document delivery: Provided to other libraries	_____
112 Received from other libraries and document delivery services	_____
113 Reference transactions	_____
114 Library visits	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 12
PART H - LIBRARY DEVELOPMENT TRANSACTIONS

14. Enter ANNUAL totals for the following types of library development transactions of the STLA.

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

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 13
PART I - STAFF

15. Enter total STLA staff in FTE's (to 2 decimal places) by position and service on the payroll as of October 1, 1998. Include unfilled but budgeted positions.

Type of service	Librarians with ALA-MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
119 Administration	_____	_____	_____	_____
Library development:				
120 Public library	_____	_____	_____	_____
121 School library media center	_____	_____	_____	_____
122 Academic library	_____	_____	_____	_____
123 Special library	_____	_____	_____	_____
124 Other library development	_____	_____	_____	_____
125 TOTAL LIBRARY DEVELOPMENT	_____	_____	_____	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART I - STAFF--continued

Pg 14

Type of service	Librarians with ALA-MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
Library services				
126 Public services				
127 Technical services				
128 Other library services				
129 TOTAL LIBRARY SERVICES				
130 Other services				
131 TOTAL STAFF				

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART I - STAFF--continued

Pg 15

16. Enter the number of STLA staff in FTE'S (to 2 decimal places), by position and selected staff specialty, on the payroll as of October 1, 1998.
Include unfilled but budgeted positions.

Selected staff specialty	Librarians with ALA-MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
Administration of:				
132a LSTA grants				
132b State aid				
133 Automation/electronic network development/telecommunication				
134 Blind and physically handi- capped services				

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART I - STAFF--continued

Pg 16

Selected staff specialty	Librarians with ALA-MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
135 Children's/young adult services				
136 Institutional library services				
137 Library statistics				
138 Literacy program support				
139 Marketing/communications				

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART I - STAFF--continued

Pg 17

17. Enter total STLA staff by position, race/ethnicity, gender, and full-time/part-time status, on the payroll as of October 1, 1998. Exclude unfilled but budgeted positions.

Race/ethnicity, gender, and full-time/part-time status	Librarians with ALA-MLS (a)	Other professionals (b)	Other paid staff (c)	TOTAL STAFF (d)
American Indian/Alaskan Native:				
140a Men (full-time)				
140b Men (part-time)				
141a Women (full-time)				
141b Women (part-time)				
Asian or Pacific Islander:				
142a Men (full-time)				
142b Men (part-time)				
143a Women (full-time)				
143b Women (part-time)				

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART I - STAFF--continued

Pg 18

Race/ethnicity, gender, and full-time/part-time status	Librarians with ALA-MLS (a)	Other professionals (b)	Other paid staff (c)	TOTAL STAFF (d)
Black, Non-Hispanic:				
144a Men (full-time)				
144b Men (part-time)				
145a Women (full-time)				
145b Women (part-time)				
Hispanic:				
146a Men (full-time)				
146b Men (part-time)				
147a Women (full-time)				
147b Women (part-time)				

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART I - STAFF--continued

Pg 19

Race/ethnicity, gender, and full-time/part-time status	Librarians with ALA-MLS (a)	Other professionals (b)	Other paid staff (c)	TOTAL STAFF (d)
White, Non-Hispanic:				
148a Men (full-time)				
148b Men (part-time)				
149a Women (full-time)				
149b Women (part-time)				
Race/ethnicity unknown:				
150a Men (full-time)				
150b Men (part-time)				
151a Women (full-time)				
151b Women (part-time)				
TOTAL STAFF:				
152a Men (full-time)				
152b Men (part-time)				
153a Women (full-time)				
153b Women (part-time)				

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART J - INCOME

Pg 20

18. 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.

Federal income		Amount
154	LSTA (Library Services and Technology Act)	_____
155	Other Federal income:	_____
156	Specify program(s) and title(s):	_____
157	TOTAL FEDERAL INCOME	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART J - INCOME--continued

Pg 21

State and other income		Amount
State Income		
167	STLA operation	_____
168	State aid to libraries	_____
169	Other State income	_____
170	TOTAL STATE INCOME	_____
171	Other income	_____
172	TOTAL INCOME	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART K - EXPENDITURES

Pg 22

19. Enter total STLA expenditures, by source and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the STLA budget.

		Amount by source			
Operating expenditures		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	_____	_____	_____	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART K - EXPENDITURES--continued

Pg 23

		Amount by source			
Financial assistance to libraries and systems		Federal	State	Other	TOTAL
		(a)	(b)	(c)	(d)
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	_____	_____	_____	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART K - EXPENDITURES--continued

Pg 24

		Amount by source			
Other expenditures		Federal	State	Other	TOTAL
		(a)	(b)	(c)	(d)
187	Capital outlay	_____	_____	_____	_____
188	Other expenditures	_____	_____	_____	_____
189	TOTAL EXPENDITURES	_____	_____	_____	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 25
PART L - LSTA EXPENDITURES

20. Enter total LSTA 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
190	Statewide services (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	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 26
PART L - LSTA EXPENDITURES--continued

21. Enter total LSTA 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
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)	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 27
PART M - ALLIED OPERATIONS EXPENDITURES

22. 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
Operating expenditures	
201 Total staff expenditures	_____
202 Other operating expenditures	_____
203 TOTAL OPERATING EXPENDITURES	_____
204 Capital outlay	_____
205 TOTAL EXPENDITURES	_____

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 28
PART N - ELECTRONIC SERVICES AND INFORMATION

23. Does the STLA support any of the following electronic networking functions at the state level? Enter <Y>es or <N>o for each item.

- 206| _ Electronic network planning or monitoring
207| _ Electronic network operation

Database development --Specify:

- 208| _Bibliographic databases
209| _Full text or data files

24. Does the STLA support library access to the Internet in any of the following ways? Enter <Y>es or <N>o for each item.

- 210| _ Training or consultation for participation
211| _ Subsidy for participation
212| _ Providing equipment
213| _ Providing access to directories, databases, or online catalogs via the Internet
214| _ Managing a gopher/Web site, file servers, bulletin boards, or listservs

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 29
PART N - ELECTRONIC SERVICES AND INFORMATION--continued

25. Enter the number of Internet terminals (computers, dumb terminals, etc.) in all STLA outlets that serve the general public, by the following categories:

Type of access	Number of terminals
215 STLA staff only	_____
216 General public	_____
217 TOTAL TERMINALS	_____

26. Does the STLA receive and respond to reference questions through the Internet? Enter <Y>es or <N>o.

218| _

27. 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 on-line databases through subscription, lease, license, consortial membership, or agreement? Enter <Y>es or <N>o.

219| _

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 30
PART N - ELECTRONIC SERVICES AND INFORMATION--continued

28. Does the STLA facilitate or subsidize electronic access to the holdings of other libraries in the state in any of the following ways? Enter <Y>es or <N>o for each item.

```
=====
220| - CD-ROM union catalog
221| - OCLC participation (GAC, retrospective conversion)
222| - Telnet gateway
223| - Web-based union catalog (statewide, multistate, regional)
224| - Z39.50 gateway (regional, multitype)
225| - Other type of electronic access
226| Specify _____
=====
```

29. Is the STLA an applicant for the Universal Service (E-rate discount) Program? Enter <Y>es or <N>o.

227| _

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 31
PART O - PUBLIC POLICY ISSUES

30. Enter total grants and contracts expenditures by the STLA to assist public libraries in responding to a state education reform initiative or the National Education Goals in the following areas: Amount

```
=====
228|Readiness for school | _____
-----
229|Adult literacy | _____
-----
230|Lifelong learning | _____
=====
```

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

A State Library Agency (STLA) is the official agency of a State charged by law of that State with the extension and development of public library services throughout the State, which has adequate authority under law of the State to administer State plans in accordance with the provisions of the Library Services and Technology Act (LSTA). State Library Agency is abbreviated throughout this survey as STLA.

GENERAL INSTRUCTIONS

1. Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.
2. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.
3. All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 1998, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 1998.
4. In responding to items, include data for all outlets of the STLA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA.
5. The survey is forwarded with -2's in numeric data cells. The respondent must replace all -2's with one of the following responses before returning the survey:
 - (a) a value greater than 0 if appropriate. If exact data do not exist, and a good estimate can be given, please do so;
 - (b) 0 (zero) if the answer is zero or none; or
 - (c) -1 if your STLA has the item but does not collect data on the item, or if you don't know the answer.

SPECIFIC INSTRUCTIONS

PART A. STATE LIBRARY AGENCY IDENTIFICATION

Item

001 STLA name. Enter the full official name of the STLA.

Physical Location Address

002- Enter the address of the physical location of the STLA. Include
006 the street address, city, State, Zip Code, and Zip + 4.

Mailing Address

007- Enter the mailing address of the STLA. Include the street address
010b or post office box, city, State, Zip code, and Zip + 4.

011 Web address. Enter the Web address of the STLA. The Web address is the Uniform Resource Locator (URL) of the World Wide Web home page of the STLA.

Chief Officer of STLA

012- Enter the name, title, telephone number, fax number, and Internet
016 address of the chief officer of the STLA. Add ".bitnet" to the end of a Bitnet address to convert it into an Internet address.

Survey Respondent

017- Enter the name, title, telephone number, fax number, and Internet
021 address of the respondent to this survey. Add ".bitnet" to the end of a Bitnet address to convert it into an Internet address.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

Reporting Period

- 022- Fiscal year starting and ending dates. Enter the starting and
023 ending dates for State fiscal year 1998, which is the period for which
data in this report are requested (except Part B and Part I data).
Enter the month and day in two digits each, and the year in four
digits. For example: June 30, 1998 would be entered as 06/30/1998.

PART B. GOVERNANCE

1. Enter <X> as appropriate to specify the STLA's location in State
government as of October 1, 1998.
- 024- Branches of government. Enter <X> for item 024, 025, or 026 to
026 indicate the branch of government in which the STLA is located.
- 027- Type of agency, who the STLA reports to, and method(s) of selection
038 of State Library Agency board or commission. If the STLA is
located in the executive branch, enter <X> for item 027 or 034 to
indicate if the STLA is an independent agency or part of a larger
agency. Also enter <X> in appropriate boxes under one of these
items.
- 039 Specify. If the STLA is part of a larger agency that is not listed
in items 035-037, enter the name of the agency in this item.

PART C. ALLIED OPERATIONS, STATE RESOURCE OR REFERENCE/INFORMATION SERVICE CENTER, AND STATE CENTER FOR THE BOOK

2. Enter <Y>es or <N>o for each item to indicate whether the STLA is
combined with any of the allied operations listed below. Do not report
a Library for the Blind and Physically Handicapped, a State Center for
the Book, or a contract with another library or other entity to
provide a service on behalf of the STLA.

Note: An allied operation is an office, bureau, division, center, or
other organizational unit or service within an STLA with staff,
mission, and resources to provide service not ordinarily considered a
state library agency function. It is characterized by having:

- (a) a specific mission, which may be a part of the STLA's overall
mission statement;
- (b) staff assigned for that mission; that staff usually includes
professionals other than librarians (such as historians,
archivists, curators, etc.) appropriate to its mission;
- (c) a high-level manager or supervisor who reports to the STLA
chief officer or to a deputy designated by the chief officer;
- (d) financial resources clearly identified and managed for the
operation.

Note: Do not report the following as allied operations: a Library for
the Blind and Physically Handicapped, a State Center for the Book, or
a contract with another library or other entity to provide a service
on behalf of the STLA.

- 040 State archives. This operation is responsible for preserving and
servicing noncurrent official records of State organizations and
institutions that are of continuing value (1) to the legal and
administrative functioning of State government, (2) for the
verification and protection of the rights of individuals, and (3) for
historical and other research. It usually includes records of
antecedent colonial and territorial governments. Materials are
stored, arranged, and described so that needed records can be found
readily.
- 041 Primary State legislative research organization. This operation
conducts research and gathers, digests, and analyzes information in a
close and confidential relationship with members of the State
legislature and their staff.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

Note: As an allied service, the organization is distinguished from specialized reference service which a state library agency may provide to government and other users by responding to reference questions from legislative personnel, providing information service, furnishing bibliographic and net search results, and instructing and guiding users in conducting their research. At the federal level, the parallel might be the difference between parts of the Library of Congress: (1) the Congressional Research Service, and (2) various reference services and subject divisions of the Library.

- 042 State history museum/art gallery. This operation collects, preserves, and displays cultural artifacts and/or works of art related to the State's political, social, economic, and cultural history.
- 043 State records management service. This operation manages the life cycle of the State's own records and records of local government from creation to disposition. Disposition includes the preservation of certain records as well as the disposal of nonessential records.
- 044 Other allied operation. If any other operations are allied with the STLA, enter <Y>es for this item.
- 045 Specify. If any other operations are allied with the STLA, enter the name of the operation in this item.
3. Enter <Y>es or <N>o to indicate whether the STLA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.
- 046 State resource center or State reference/information service center.
4. Enter <Y>es or <N>o to indicate whether the STLA is the host institution for, or provides any funding to, a State Center for the Book.
- 047 State Center for the Book. The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress which promotes books, reading, and literacy, and is hosted or funded by the State.

PART D. SERVICES TO LIBRARIES AND SYSTEMS

5. Indicate which of the specified services are provided directly or by contract by the STLA to different types of libraries or systems. Enter <Y>es or <N>o for each service, for each type of library and systems.

Type of Library

Academic Library. A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.

Public Library. A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or part, from public funds.

School Library Media Center. A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators.

Special Library. A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent institution. Includes libraries in State institutions.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

System. A system is a group of autonomous libraries joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems and public library systems. Excludes multiple outlets under the same administration.

Services to Libraries and Systems

- 048 Accreditation of libraries. The STLA may endorse or approve officially libraries which meet criteria specified by the State.
- 049 Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.
- 050 Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, and other activities involved in the management of financial assistance provided by the State to libraries.
- 051 Certification of librarians. The STLA may credential library staff with the rank or title of librarian by attesting officially to their qualifications. These qualifications may include a master's degree from a graduate program accredited by the American Library Association, another level or type of educational attainment, confirmation of participation in continuing education activities, and/or residency in the State for a specified period.
- 052 Collection of library statistics. Every STLA collects statistics on public libraries and participates in the Federal-State Cooperative System (FSCS) for Public Library Data. Many STLA's collect statistics on institutional and other special libraries. Some STLA's assist in the collection of academic library statistics for the Integrated Postsecondary Education Data System (IPEDS). A few STLA's collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.
- 053 Consulting services. Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups.
- 054 Continuing education programs. Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.
- 055 Cooperative purchasing of library materials. Two or more independent libraries of any type engaging in joint activities related to purchasing materials, together with the maintenance of the necessary records of these additions. Also included are joint activities related to the identification and verification of titles, fund accounting, processing payments, and claims.
- 056 Interlibrary loan referral services. Activities involving bibliographic service centers or utilities, regional systems (federations or cooperatives), consortia, and resource centers, such as identifying libraries believed to own requested materials and/or transmitting interlibrary loan requests in accordance with established protocols or prevailing practices.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

- 057 Library legislation preparation/review. Minimally, addresses the governance and financing of the STLA, public library service, and library service to blind and physically handicapped persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for STLA functions, other types of libraries (e.g., academic, school), and multitype cooperation.
- 058 Library planning/evaluation/research. Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples: the PLA planning and role-setting process for public libraries, the TELL IT! evaluation process.
- 059 Literacy program support. Organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.
- 060 OCLC Group Access Capability (GAC). Use of the Online Computer Library Center (OCLC) system, originally the Ohio College Library Center, by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group.
- 061 Preservation/conservation services. Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion (to microform for example), deacidification, and lamination.
- 062 Reference referral services. Provision of information about or from groups or organizations. A reference referral transaction involves the provision of information about a group or organization and its activities, services or agencies, and calendar. Such a transaction typically requires the determination of the user's need and the appropriate group or organization to meet the need. Such a transaction may require directing the user to persons or organizations external to the library for an answer to a question.
- 063 Retrospective conversion of bibliographic records. Retrospective conversion involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.
- 064 State standards/guidelines. The STLA may promulgate standards or guidelines that define adequacy, equity, and/or excellence in library service. Standards or guidelines may be quantitative, qualitative, or both. Maintaining standards or following guidelines may be a requirement for receiving State aid and/or LSTA grants.
- 065 Statewide public relations/library promotion campaigns. A concerted public relations program usually organized around a particular theme or issue, with specific objectives, and using a variety of techniques in concert (e.g., press releases, events, publications, exhibits).
- 066 Summer reading program support. A particular kind of Statewide public relations and library promotion campaign designed to encourage reading by children between school years. The usual purpose of such programs is to maintain or improve the reading skills of children between school years.
- 067 Union list development. A union list is a list of titles of works, usually periodicals, in physically separate library collections. Location data indicate libraries in which a given item may be found.
- 068 Universal Service Program (review and approval of technology plans). The state library agency reviews and approves technology plans for libraries or library systems applying for universal service discounts (also known as E-rate discounts) under the Universal Service Program, established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

069-
076 (Note: These items are reserved for future use.)

PART E. PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS

6. Enter in the spaces provided the total hours open in a typical week for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees, by the specified categories.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report public service hours for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA. Exclude service hours for outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service hours for outlets that only serve residents of State correctional institutions or residents of other State institutions. Do not report data for non-STLA outlets, even though the STLA may provide funding or services to such outlets.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days from Sunday through Saturday or whenever the library is usually open.

- 077 Total hours/week. Sum of hours open during a typical week for all outlets (main or central, bookmobiles, and other outlets).
- 078 Monday-Friday after 5:00 p.m. Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for all outlets (main or central, bookmobiles, and other outlets).
- 079 Saturday and Sunday. Sum of hours open on Saturday and Sunday during a typical week for all outlets (main or central, bookmobiles, and other outlets).
7. Enter <Y>es or <N>o for each item to indicate whether STLA outlets open to the general public are open on a walk-in basis, a referral basis, or both.
- 080 Walk-in. STLA outlets that are open to the general public on a walk-in basis (i.e., without the need for referral).
- 081 Referral. STLA outlets that are open to the general public on a referral basis (i.e., not always accessible on a walk-in basis).
8. Enter in the spaces provided the total number of STLA outlets, by type of outlet. Report all STLA outlets regardless of whom they serve.
- 082 Main or central outlet. A single unit library or the unit where the principal collections are located and handled. Note: An STLA administrative center which is separate from the principal collections and is not open to users should not be included as an outlet.
- 083 Other outlets (excluding bookmobiles). Units that have all of the following: (1) separate quarters; (2) a permanent basic collection of books and/or other materials; (3) a permanent paid staff; and 4) a regular schedule of hours open to users.
- 084 Bookmobiles. Trucks or vans specially equipped to carry books and other library materials. They serve as traveling branch libraries. Count vehicles in use, rather than the number of stops each vehicle makes.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

085 Total outlets. Sum of items 082-084.

9. Enter in the spaces provided the number of STLA outlets that serve the following user groups, in whole or in part, by type of outlet and user group.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8.

086 Blind and physically handicapped individuals. Outlets serving this user group may contain talking books on discs and tapes and books in Braille made available from the National Library Service for the Blind and Physically Handicapped, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

087 Residents of State correctional institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.

088 Residents of other State institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.

089 State government employees (executive, legislative, or judicial). Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.

090 General public. Report all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a local public library, providing books, other library materials, and electronic access to locally mounted and remote information resources for all State residents.

PART F. COLLECTIONS

10. Enter in the spaces provided the total number of volumes or physical units in the specified formats in all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report collections for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA. Exclude collections of braille and talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude collections that are specifically intended to only serve residents of State correctional institutions or residents of other State institutions.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

- 091 Book and serial volumes (exclude microforms). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals(magazines), newspapers, annuals reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Except for the current volume, count unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.
- 092 Audio materials. These are materials on which sounds (only)are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
- 093 (Note: This item is reserved for future use.)
- 094 Video materials. These are materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor.
- 095 Serial subscriptions (titles, not individual issues) (exclude microforms). These include subscriptions received, both purchased and gifts. This count does not include the number of individual issues, but rather each serial title. Report the total number of titles subscribed to, including duplicates. Do not report individual issues.
- 096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere). For government documents not accessible through the library catalog and not reported on other lines, report the number of volumes or physical units of such materials in all formats. A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).
11. Enter <Y>es or <N>o for this item to indicate whether the STLA maintains a general collection (fiction and/or nonfiction).
- 097 General collection.
- 098-
105 (These items are reserved for future use.)
12. Enter <Y>es or <N>o for each item (106-109) to indicate whether the STLA is designated as a federal or State depository library for government documents, and whether it is a regional or selective federal depository.
- Note: A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).
- 106 State depository library. A library officially designated as a depository of publications bearing the imprint of the State government.
- 107 Federal depository library. A library officially designated as a depository of publications bearing the imprint of the federal government. These libraries receive publications issued by the executive, judicial, and the legislative branches at no charge in exchange for providing free public access. Enter <Y>es or <N>o to items 108 and 109 to indicate if the STLA is a regional or selective depository.
- 108 Regional. Regional depositories receive one copy of all materials distributed by the federal government.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

- 109 Selective. Selective depositories receive only those materials they select.

PART G. LIBRARY SERVICE TRANSACTIONS

13. Enter in the spaces provided ANNUAL totals for the specified types of service transactions for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report library service transactions for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA. Exclude service transactions for outlets or outlet service points that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service transactions for outlets that only serve residents of State correctional institutions or other State institutions.

- 110 Circulation (Exclude items checked out to another library). These are transactions that involve lending an item from the State Library collection or borrowed from another library for use generally, although not always, outside the library. This activity includes charging materials manually or electronically. Also report each renewal as a circulation transaction. Exclude items checked out to another library.

Interlibrary Loan/Document Delivery

- 111 Provided to other libraries. These are library materials, or copies of materials, loaned from the STLA collection to another library upon request. Do not include loans or copies of materials from one STLA outlet to another STLA outlet.
- 112 Received from other libraries and document delivery services. These are library materials, or copies of materials, borrowed by the STLA from another library or obtained by the STLA from a commercial document delivery service. Do not include loans or copies of materials from one STLA outlet to another STLA outlet.
- 113 Reference transactions. A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the STLA staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other records of holdings, and, through communication or referral, other libraries, and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 6.)
- 114 Library visits. This is the total number of persons per year entering STLA outlets, including persons attending activities, meetings, and those persons requiring no staff services. If necessary, multiply a typical week by 52. A "typical week" is defined in the instructions to question 6.

PART H. LIBRARY DEVELOPMENT TRANSACTIONS

14. Enter in the spaces provided ANNUAL totals for the specified types of library development transactions of the STLA.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

LSTA and State Grants

- 115 Grants monitored. Report the total annual number of LSTA and State grants monitored by the STLA. Count all grants monitored during the reporting period, regardless of their duration or the year in which they were awarded.
- 116 On-site monitoring visits. Report the total annual number of visits made to monitor LSTA and State grant sites. Count site visits for all grants administered during the reporting period, regardless of their duration or the year in which they were awarded.

Continuing Education Programs

- 117 Number of events. Report the total annual number of continuing education events for which the STLA either (1) provides presenters or (2) provides funding and planning input. Do not count events for which the STLA is only a nominal sponsor or for which it provides funding but no planning input.
- 118 Total attendance at events. Report the total annual attendance at continuing education events reported in item 117.

PART I. STAFF

15. Enter in the spaces provided the total number of STLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and service. Report all staff on the payroll as of October 1, 1998, and unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTE's (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40. Report staff based on the STLA organization chart. A given position (e.g., State Data Coordinator) may be part of administration in one agency, library development in another, and library services in another agency. If an employee provides more than one service, allocate the FTE among appropriate categories.

Type of Position

- (a) Librarians with ALA-MLS. Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- (b) Other professionals. These are professionals other than ALA-MLS librarians employed by the STLA, such as archivists, accountants, business managers, public relations, and human resources staff.
- (c) Other paid staff. This includes all other employees paid from the STLA budget, including plant operations, security, and maintenance staff.
- (d) Total staff. Sum of columns (a), (b), and (c) for each item.

Type of Service

- 119 Administration. Usually includes the chief officer of the STLA and his or her immediate staff. May include officers responsible for the STLA's fiscal affairs; public relations; and planning, evaluation, and research.

Library Development

Note: Usually includes staff responsible for the development of public library services. May include staff responsible for administering State and LSTA grant programs; providing consulting and continuing education services; and promoting resource sharing and other forms of interlibrary cooperation. (See instructions to question 5 for definitions of types of libraries.)

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

- 120 Public library. Staff who provide consulting, continuing education, and other services to public libraries.
- 121 School library media center. Staff who provide consulting, continuing education, and other services to school library media centers.
- 122 Academic library. Staff who provide consulting, continuing education, and other services to academic libraries.
- 123 Special library. Staff who provide consulting, continuing education, and other services to special libraries.
- 124 Other library development. Includes library development staff not reported in items 120-123.
- 125 Total library development. Sum of items 120-124.

Library Services

Note: Staff responsible for providing library service from the STLA. Includes public, technical, and other library services.

- 126 Public services. Includes circulation; reference/adult and children's/ young adult services; government publications; and interlibrary loan.

Circulation staff are those involved in lending items from the STLA collection for use generally (although not always) outside the library. Their activities include charging, renewals books-by-mail, and delivering items directly to the user.

Reference/adult and children's/young adult services staff are those who use, recommend, interpret, or instruct library users in the use of one or more information sources, or provide knowledge of such sources from a member of the STLA staff.

Government publications staff are those responsible for materials published in any format by a government agency (e.g., publications of the federal, State, local, and foreign governments and of inter-governmental organizations to which governments belong and appoint representatives, such as the United Nations and the Organization of American States).

Interlibrary loan staff are those responsible for transactions in which library material, or a copy of the material (including materials sent by telefacsimile or other form of electronic transmission) is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same administration. Interlibrary loan also includes transactions for materials obtained through the interlibrary loan process that are supplied from non-library sources, such as commercial document delivery services.

- 127 Technical services. Includes those activities related to the acquisition, organization, and preparation of materials. Included in this category are acquisition services, cataloging services, serials control, binding services, and computer services in support of these functions.
 - 128 Other library services. Includes library services staff not reported in items 126-127.
 - 129 Total library services. Sum of items 126-128.
 - 130 Other services. Includes staff not reported in items 119-129, such as staff in allied operations.
 - 131 Total staff. Sum of items 119, 125, 129, and 130.
16. Enter in the spaces provided the number of STLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and selected staff specialty. Report specified staff on the payroll as of October 1, 1998, and unfilled but budgeted positions.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

Note: See definitions of types of positions and FTE's in instructions to question 15. If an employee serves in more than one specialty, allocate the FTE among appropriate categories.

- 132a Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of LSTA funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.
- 132b Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of State funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, and other activities involved in the management of funds provided by the State to libraries.
- 133 Automation/electronic network development/telecommunications. Includes any activities described in Part N. Also includes consulting, continuing education, and other services that facilitate library automation and network participation. Includes telecommunications planning and development. Includes consulting services related to the review and approval of technology plans for the Universal Service Program (also called the E-rate discount program).
- 134 Blind and physically handicapped services. Library services to individuals who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.
- 135 Children's/young adult services. Includes consulting, continuing education, and other services to public libraries that facilitate the establishment and improvement of services to children (i.e., persons age 14 and under) and young adults (as defined by the STLA).
- 136 Institutional library services. Includes providing books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions; patients or residents of residential training schools, hospitals, nursing homes; and other general or special institutions operated or substantially supported by the State.
- 137 Library statistics. Includes the design and administration of data collection instruments as well as data entry, data processing, and publication and dissemination of library data. Include the State Data Coordinator for the Federal-State Cooperative System (FSCS) for Public Library Data, the Library Representative for the Integrated Postsecondary Education Data System (IPEDS) (if employed by the STLA), and others employed by the STLA who are involved in such efforts (e.g., public library consultant, data entry operator).
- 138 Literacy program support. Includes consulting, continuing education, and other services to organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others. Include ESL (English As a Second Language) services.
- 139 Marketing/communications. Includes activities planning and coordinating the implementation of a statewide communications program about programs and services of libraries; publications development; liaison to citizen groups and library partners in enhancing knowledge of library services and encouraging involvement of the public in determining the effectiveness of library services; and public information.

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17. Enter in the spaces provided the total number of STLA staff by position, race/ethnicity, gender, and full-time/part-time status, on the payroll as of October 1, 1998. Exclude unfilled but budgeted positions.
- Note: See definitions of types of positions in instructions to question 15. For the purpose of this survey, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The categories do not denote scientific definitions or anthropological origins. A person may be counted in only one racial/ethnic group.
- 140a- American Indian or Alaskan Native. This is a person having origins
141b in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- 142a- Asian or Pacific Islander. This is a person having origins in any
143b of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- 144a- Black Non-Hispanic. This is a person having origins in any of the
145b black racial groups of Africa (except those of Hispanic origin).
- 146a- Hispanic. This is a person of Mexican, Puerto Rican, Cuban, Central
147b or South American, or other Spanish culture or origin, regardless of race.
- 148a- White Non-Hispanic. This is a person having origins in any of the
149b original peoples of Europe, North Africa, or the Middle East except those of Hispanic origin).
- 150a- Race/ethnicity unknown. This category is used only if the racial/
151b ethnic identity of the employee cannot be determined and the STLA finds it impossible to place the employee in one of the aforementioned racial/ethnic categories.
- 152a- Total staff. Sum of staff in racial/ethnic categories, by gender
153b and full-time/part-time status.

PART J. INCOME

18. Enter in the spaces provided total funds received as income by the STLA during the reporting period specified in items 022-023. EXCLUDE carryover. Include income for allied operations only if the income is part of the STLA budget.
- Federal Income
- 154 Library Services and Technology Act (LSTA)
- Note: The LSTA federal allotment for fiscal year 1998 is the amount available to the state library agency for state program funding. The figure was provided to NCES by the Office of Library Services within the Institute of Museum and Library Services which administers the Act. The figure was pre-entered for each state and cannot be changed by the respondent.
- 155 Other Federal income. If the STLA received other federal income, report that income in this item.
- 156 Specify program(s) and title(s). If other federal income is reported in item 155, specify its source in this item.
- 157 Total Federal income. Sum of items 154 and 155.
- 158-
166 (These items are reserved for future use.)

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

State Income

- 167 STLA operation. Report income received from the State to support operation and services of the STLA. Do not include income received for major capital expenditures, contributions to endowments, or income passed through to another agency, or funds unspent in the previous fiscal year.
- 168 State aid to libraries. Report income received from the State for distribution to libraries, systems, and agencies. Includes funds derived from State sources (exclusive of Federal funds) and appropriated by a State legislature to a State Library Agency for payment or transfer to an individual library; a group of libraries; or an agency or library, other than the STLA, that provides a Statewide service to libraries or citizens. Exclude State funds used to administer the State Library Agency or to deliver Statewide services to libraries or citizens where the service is administered directly by the STLA; State funds allocated for school library operations when the State Library Agency under the State education agency; and federal funds.
- 169 Other State income. Report income received from the State for any other purpose, such as interagency transfers.
- 170 Total State income. Sum of items 167-169.
- 171 Other income. Include (1) any other income from public sources; (2) income received from private sources, such as foundations, corporations, Friends groups, and individuals; and (3) STLA-generated income, such as fines and fees for services.
- 172 Total income. Sum of items 157 +170 +171.

PART K. EXPENDITURES

19. Enter in the spaces provided 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.

Operating Expenditures (items 172-178)

Note: These are the current and recurrent costs necessary to the provision of services by the STLA. Include LSTA expenditures for statewide services (item 190) conducted directly by the STLA. Include LSTA expenditures for LSTA administration (item 192). Exclude LSTA expenditures for grants (item 191).

- 173 Salaries and wages. Salaries and wages for all STLA staff, including plant operation, security and maintenance staff for the reporting year. Include salaries and wages before deductions, but exclude employee benefits.
- 174 Employee benefits. Benefits outside of salaries and wages paid and accruing to employees, including plant operation, security and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the STLA for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the STLA budget should be reported.
- 175 Total staff expenditures. Sum of items 173-174.
- 176 Collection expenditures. Includes all expenditures for materials purchased or leased for use by STLA users, including print materials, microforms, machine-readable materials, audiovisual materials, etc.
- 177 Other operating expenditures. Includes all operating expenditures not reported in items 173-176.
- 178 Total operating expenditures. Sum of items 175-177.

Appendix C—Survey Instrument (Data Entry Screens and Instructions)

Financial Assistance to Libraries and Systems (items 179-186)

Note: Include LSTA expenditures for grants (item 191). Exclude LSTA expenditures for statewide services (190) conducted directly by the STLA and LSTA expenditures for LSTA administration (item 192).

- 179 Individual public libraries. Financial assistance to individual public libraries for services to their population of legal service area. These are libraries that are governed exclusively by a single board or political subdivision. Municipal libraries, county libraries, consolidated multi-county libraries, and library districts are considered individual libraries if there is only one administrative entity. Exclude construction aid.
- 180 Public library systems. Financial assistance to public library systems for services to their population of legal service area. These are headquarters of regional public library systems, federations, cooperatives, or public libraries serving in a regional capacity which includes grants to headquarters of regional public library systems. Exclude construction aid.
- 181 Other individual libraries. Financial assistance to other individual libraries for services to their population or constituency. These are libraries other than public libraries and school library media centers. Exclude grants to public libraries and to school library media centers. Report financial assistance to school library media centers in item 185. Exclude construction aid.
- 182 Multitype library systems. Financial assistance to multitype library systems for services to their population of legal service area. These are headquarters of regional multitype library systems, federations, and cooperatives, or libraries serving multitype libraries within a region. Multitype library systems may serve public, academic, school, and special libraries. Exclude construction aid.
- 183 Single agency or library providing statewide service. Financial assistance to a single entity (agency, library, library system, etc.) for services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents. Exclude funds administered directly by the STLA to provide such services. Exclude construction aid.
- 184 Library construction. Do not report data for this item in items 179-183, 185, or 187. Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them. Exclude construction aid expended on the STLA.
- 185 Other assistance. Expenditures for other assistance to libraries not reported in items 179-184. Exclude construction aid.
- 186 Total financial assistance to libraries and systems. Sum of items 179-185.
- 187 Capital outlay. Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except (189). Include construction aid expended on the STLA. Exclude construction aid expended on other libraries and systems.

Note: State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this definition.

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188 Other expenditures. These are expenditures not reported in items 173-187. Exclude construction aid.

189 Total expenditures. Sum of items 178 and 186-188.

PART L. LSTA EXPENDITURES

20. Enter in the spaces provided total LSTA expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

190 Statewide services (exclude sub-grants to single libraries or agencies providing statewide services). Funds expended by the STLA to provide services to libraries and individuals throughout the State. Include expenditures for statewide services conducted directly by the STLA. Exclude sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.

Note: These expenditures should also be reported in Part K, under operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188), as appropriate. DO NOT report them as financial assistance to libraries and systems (items 179-186).

191 Grants (include sub-grants to single libraries or agencies providing statewide services). Funds distributed by the STLA to recipients who meet eligibility criteria specified by LSTA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis. Include sub-grants made to single libraries or other outside agencies to provide or assist in providing statewide services.

Note: These expenditures should also be reported in Part K, under financial assistance to libraries and systems (items 179-186), as appropriate. DO NOT report them as STLA operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188).

192 LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

193 Total LSTA expenditures. Sum of items 190-192.

21. Enter in the spaces provided total LSTA expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192. And total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

194 Electronic networking/electronic access. Report LSTA expenditures (including expenditures for statewide services and grants) for establishing electronic linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; and paying costs for libraries to acquire or share computer systems and telecommunications technologies.

195 Services to persons having difficulty using a library. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to persons having difficulty using a library.

196 Services to children in poverty. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.

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- 197 LSTA administration (must equal amount reported in 192). Report expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192.

- 198 Total LSTA expenditures (must equal amount reported in 193). Sum of items 194-197.

Note: Total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

- 199-
200 (These items are reserved for future use.)

PART M. ALLIED OPERATIONS EXPENDITURES

22. Enter in the spaces provided total expenditures from the STLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.

Operating Expenditures

- 201 Total staff expenditures. Report STLA expenditures for salaries and wages and employee benefits for allied operations listed in Part C. Also see instructions for items 173-174 for guidance.
- 202 Other operating expenditures. Report all operating expenditures for allied operations, if these expenditures are from the STLA budget, that are not reported in item 201.
- 203 Total operating expenditures. Sum of items 201-202.
- 204 Capital outlay. Report STLA expenditures for this item for the allied operations listed in Part C. See the description of capital outlay in the instructions for item 187.
- 205 Total expenditures. Sum of items 203-204.

PART N. ELECTRONIC SERVICES AND INFORMATION

23. Enter <Y>es or <N>o for each item to indicate whether the STLA supports the specified electronic networking functions at the State level.

Note: A State-level electronic information network involves the wide-area use of telecommunications to link libraries via micro-computers or terminals to automated library systems. The network may include online public access catalogs and other library applications; locally mounted or online databases (bibliographic, full text, or data); bibliographic utilities; and other information resources. Access to such networks may be via modem (i.e., dial access) or dedicated lines (i.e., hard-wired). Such a network may or may not be connected to the Internet.

- 206 Electronic network planning or monitoring. Includes drafting Statewide plans, requests for proposals, and contracts and monitoring contracts for network development.
- 207 Electronic network operation. Includes acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in electronic and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server, or facilitating reciprocal borrowing agreements and document delivery systems necessary to fully exploit such a network. Such a network may or may not be connected to the Internet.

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Database Development

Note: Activities may include creation of new databases or conversion of existing databases into electronic format. Includes bibliographic databases as well as full text or data files.

- 208 Bibliographic databases. Includes machine-readable catalog records, other electronic indexes, and other databases which contain only references to or condensed surrogates for original materials.
- 209 Full text or data files. Full text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.
24. Enter <Y>es or <N>o for each item to indicate whether the STLA supports library access to the Internet in the specified ways.
- Note: The Internet is the global network of networks that, via a standardized addressing system and a common primary command structure, enables individuals and organizations to communicate via electronic mail, to access a host of online databases and other electronic information resources, and to transfer files electronically.
- 210 Training or consulting for participation. Includes all activities that facilitate Internet awareness and use by actual or potential Internet users whether formal, large group events or assistance to individuals and small groups.
- 211 Subsidy for participation. Includes any grants of State, federal, and/or other STLA funds to libraries or related organizations that facilitate (1) establishing Internet accounts for library-related individuals or organizations; (2) acquiring computer hardware, software, or peripherals necessary for Internet access; and (3) training or consulting with actual and potential Internet users.
- 212 Providing equipment. Includes computer hardware, software, and peripherals necessary for Internet access. Critical types of equipment, beyond basic hardware and operating system software, include modems and telecommunications software.
- 213 Providing access to directories, databases, or online catalogs via the Internet. Includes bibliographic files, locator files, and/or full text databases produced or licensed by the state library agency and available via the Internet. Note: This item focuses on content available via the Internet.
- 214 Managing a gopher/Web site, file servers, bulletin boards, or listservs. Includes the development and maintenance of Internet menu systems, operation of equipment that provides Internet access to multiple files, or posting of electronic messages via the Internet. Note: This item focuses on the structure through which content is available via the Internet.
25. Enter in the spaces provided the number of Internet terminals (computers, dumb terminals, etc.) in all STLA outlets that serve the general public, by the specified categories.

Note: Report data for all STLA outlets (main or central outlet, bookmobiles, and other outlets (excluding bookmobiles)) that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for: (a) a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA; (b) outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress; (c) outlets that only serve residents of State correctional institutions or residents of other State institutions; (d) outlets that only serve state government employees; and (e) non-STLA outlets, even though the STLA may provide funding or services to such outlets.

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- 215 STLA staff only. Report all electronic devices (computers, dumb terminals, etc.) that are used for Internet access by the STLA staff only, in all STLA outlets that serve the general public.
- 216 General public. Report all electronic devices (computers, dumb terminals, etc.) that are used for Internet access by the general public. Include terminals that are used by both the STLA staff and the public. Exclude terminals that are for STLA staff use only.
- 217 Total terminals. Sum of items 215 and 216.
26. Enter <Y>es or <N>o to indicate whether the STLA receives and responds to reference questions through the Internet.
- 218 Reference questions. Include reference questions received through the Internet, including e-mail and Web-based reference forms.
27. Enter <Y>es or <N>o to indicate whether the STLA, either on its own or in partnership with other agencies in the state, provides or facilitates access for other libraries in the state to on-line databases through subscription, lease, license, consortial membership, or agreement.
- 219 On-line databases. On-line databases include indexing and abstracting, encyclopedias, dictionaries, statistical compilations, etc.
28. Enter <Y>es or <N>o to indicate whether the STLA facilitates or subsidizes electronic access to the holdings of other libraries in the state, by the specified categories.
- 220 CD-ROM union catalog. A CD-ROM union catalog lists the holdings of participating libraries on one or more compact discs. The electronic indexes and bibliographic records can be accessed only by libraries with compatible hardware (computer, CD-ROM drives) and proprietary software.
- 221 OCLC participation (GAC, retrospective conversion). Use of the Online Computer Library Center (OCLC, Inc.) system by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group. Retrospective conversion of bibliographic records involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.
- 222 Telnet gateway. A Telnet gateway allows users to log onto the on-line catalogs of other libraries via the Internet. Telnet access is available in text format only.
- 223 Web-based union catalog (statewide, multistate, regional). A Web-based union catalog makes the aggregated electronic holdings of libraries in a region, a multitype system, or a state available via the World Wide Web. Holdings and indexes for a Web-based union catalog are mounted on a server that is connected to the Internet. Access to the bibliographic information in a Web-based union catalog is available to any user with an Internet connection and a standard Web browser.
- 224 Z39.50 gateway (regional, multitype). A Z39.50 gateway uses the ANSI/NISO Z39.50 information retrieval protocol to create an Internet-based library information and resource sharing network which enables libraries to make their on-line public access catalogs available and enables users to access on-line catalogs with a standard Web browser.
- 225 Other type of electronic access. If the STLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 220 to 224, enter <Y> for this item.

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- 226 Specify. If the STLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 220 to 224, enter the type of electronic access in this item.
29. Enter <Y>es or <N>o to indicate whether the STLA is an applicant for the Universal Service Program (also known as the E-rate discount program).
- 227 Applicant for Universal Service Program. The Universal Service Program was established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996. To be considered an applicant, the STLA must have an FCC Form 470 and Form 471 on file with the FCC.

PART O. PUBLIC POLICY ISSUES

30. Enter in the spaces provided the total grants and contracts expenditures by the STLA to assist public libraries in responding to a State education reform initiative or the National Education Goals in the following areas:
- 228 Readiness for school. One of the six National Education Goals is that "By the year 2000, all children in America will start school ready to learn." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal.
- 229 Adult literacy. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal in the area of adult literacy.
- 230 Lifelong learning. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal in the area of lifelong learning.