

State Library Agency Survey

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:

012 Name _____

013 Title _____

014 Telephone _____

015 Fax _____

016 Internet _____

Survey Respondent:

017 Name _____

018 Title _____

019 Telephone _____

020 Fax _____

021 Internet _____

Reporting Period. Report data for State fiscal year 2006-2007 (except parts B&I)

022 FY starting date (mm/dd/yyyy) _____

023 FY ending date (mm/dd/yyyy) _____

Part B. Governance

1. What is the StLA's location in State government as of October 1, 2007? Specify either the legislative or executive branch. If the StLA is located in the Executive branch, specify whether the StLA is an independent agency or part of a larger agency.

Branch of government:

- 025 Legislative branch – Skip to question 2.
 Executive branch – Provide information in A or B, as appropriate:

A. Independent agency (i.e., not part of a cabinet-level agency) – Specify to whom the Agency reports:

- 026 Governor – Skip to question 2.
 Board/commission – Specify selection method:
 027 Appointed by Governor
 028 Appointed by other official

B. Part of larger agency – Specify:

- 029 Department of education
 Department of cultural resources
 Department of state
 Other agency
 Specify:
 030 _____

If you specified 029 above, does your StLA have a board or commission?

- 031 Yes – Specify the Board/commission selection method:
 032 Appointed by Governor
 033 Appointed by other official
 No

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

2. Are any of the following allied operations combined with StLA? Select applicable items. Specify Yes or No for each item. Do not report Library for the Blind and Physically Handicapped 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 Yes No State archives
 - 041 Yes No Primary State legislative research organization
 - 042 Yes No State history museum/art gallery
 - 043 Yes No State records management service
 - 044 Yes No Other allied operation.
- Specify 045 _____

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

- 046 Yes No

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

- 047 Yes No

Part D. Services to Libraries and Library Cooperatives

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

Note: A Library Cooperative may serve single-type or multi-type libraries. Services provided directly by the StLA are those provided without any intermediary by the StLA to libraries or library cooperatives. Services provided by contract by the StLA are those provided by a third party or intermediary under legal contract to the StLA.

Services to libraries and library cooperatives		Type of library				
		Public (a)	Academic (b)	School (c)	Special (d)	Library cooperatives (e)
048	Accreditation of libraries					
049	Administration of LSTA grants					
050	Administration of State aid					
051	Certification of librarians					
052	Collection of library statistics					
053	Consulting services					
054	Continuing education programs					
055	Cooperative purchasing of library materials					
056	Interlibrary loan referral services					
057	Library legislation preparation/review					
058	Library planning/evaluation/research					
059	Literacy program support					
060	OCLC Group Access Capability (GAC)					
061	Preservation/conservation services					
062	Reference referral services					
063	Retro conversion of bibliog records					
064	State standards/guidelines					
065	Statewide coordinated digital program or service					
066	Statewide public relations/library promotion campaigns					
067	Statewide virtual reference service					
068	Summer reading program support					
069	Union list development					
070	Universal Service Program (review and approval of technology plans)					

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

6. Enter the total hours open in a typical week for ALL StLA outlets, regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet. Example: If the StLA has a main outlet with no bookmobile or other outlets and is open for public service 40 hours in a typical week, report 40 hours. If the StLA has a main outlet, a bookmobile, and two other outlets open 40, 20, 35, and 35 hours, respectively, in a typical week, report 130 hours (40+20+35+35=130 hours per typical week).

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

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

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

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

082 Main or central outlet _____

083 Other outlets, excluding bookmobiles _____

084 Bookmobiles _____

085 TOTAL OUTLETS _____

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			
		Main or Central outlet (a)	Other outlets, excluding bookmobiles (b)	Bookmobiles (c)	TOTAL OUTLETS (d)
086	Blind/physically handicapped individuals				
087	Residents of state correctional institutions				
088	Residents of other state institutions				
089	State government employees (executive, legislative, or judicial)				
090	General public				

Part F. Collections

10. Enter the total number of volumes or physical units in the following selected formats in all SLA 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) (exclude collections of braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
092	Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
094	Video materials	
095	Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions)	
096	Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)	

11. Is the StLA designated as a Federal or State depository library for government documents? Specify Yes or No for each item.

- 106 Yes No State depository library
 107 Yes No Federal depository library – Specify Yes or No for each item:
 108 Yes No Regional
 109 Yes No Selective

Part G. Library Service Transactions

12. 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	

Part H. Library Development Transactions

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

Library development transactions		Number
115	LSTA and State grants: Grants awarded	
117	Continuing education programs: Number of events	
118	Total attendance at events	

Part I. Staff

14. Enter total StLA staff in FTE's (to 2 decimal places), by type of service, on the payroll as of October 1, 2007. Include unfilled but budgeted positions.

	Type of service	Number
119	Administration	
120	Library development	
121	Library services	
122	Other services	
123	TOTAL STAFF	

Part J. Revenue

15. Are all public library state funds administered by the StLA? Specify Yes or No. Note: Answer this question based on state funds distributed to individual public libraries and library cooperatives serving public libraries only in state fiscal year 2007. If no state funds are reported in Part K in items 179(b) or 180(b), the answer should be No.

152 Yes No

16. Does the StLA administer any state funds for the following types of libraries? Specify Yes or No. Note: Answer this question based on state funds distributed to libraries and library cooperatives in state fiscal year 2007. If no state funds are reported in Part K in related items 179(b) to 183(b) or 185(b), the answer should be No.

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

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

	Federal revenue	Amount
154	LSTA (Library Services and Technology Act) State Programs (Report all LSTA funds drawn down from the federal government during state fiscal year 2007, regardless of year of authorization.)	
155	Other Federal revenue:	
156	Specify program(s) and title(s): _____	
157	TOTAL FEDERAL REVENUE	

	State and other revenue	Amount
	State Revenue	
167	StLA operation	
168	State aid to libraries	
169	Other State revenue	
170	TOTAL STATE REVENUE	
171	Other revenue	
172	TOTAL REVENUE	

Part K. Expenditures

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

Operating expenditures for StLA and allied operations (Do not include funds distributed to libraries and library cooperatives in items 173 to 178)		Amount by source			
		Federal (a)	State (b)	Other (c)	TOTAL (d)
173	Salaries and wages				
174	Employee benefits				
175	TOTAL STAFF EXPENDITURES				
176	Collection expenditures				
177	Other operating expenditures				
178	TOTAL OPERATING EXPENDITURES				
Financial assistance to libraries and library cooperatives (include all funds distributed to libraries and library cooperatives if the funds are administered by the StLA)					
179	Individual public libraries				
180	Library cooperatives serving public libraries only				
181	Other individual libraries				
182	Library cooperatives serving more than one type of library				
183	Single agency or library providing statewide service				
184	Library construction				
185	Other assistance				
186	TOTAL FINANCIAL ASSISTANCE				
Other expenditures for StLA and allied operations only					
187	Capital outlay				
188	Other expenditures				
189	TOTAL EXPENDITURES				

Part L. LSTA State Program Expenditures

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

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

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

	Use of expenditure	Amount
194	Library technology, connectivity and services	
195	Services to persons having difficulty using libraries	
196	Services for lifelong learning	
197	LSTA administration (must equal amount reported in 192)	
198	TOTAL LSTA EXPENDITURES (must equal amount reported in 193)	

Part M. Electronic Services and Information (a)

21. Does the StLA fund or facilitate any of the following electronic networking functions at the state level? Specify Yes or No for each item.

- 206 Yes No Electronic network planning or monitoring
 207 Yes No Electronic network operation

Database development:

- 208 Yes No Bibliographic databases
 209 Yes No Full text or data files

22. Does the StLA fund or facilitate digitization or digital programs or services in any of the following instances? Specify Yes or No for each item.

- 210a Yes No For the StLA itself
 210b Yes No Via grants or contracts to other state agencies
 210c Yes No Via grants or contracts to other libraries or library cooperatives

23. Does the StLA fund or facilitate library access to the Internet in any of the following ways? Specify Yes or No for each item.

Training or consulting to facilitate access:

- 211a Yes No Library staff (state and local)
 211b Yes No State library end-users

 212 Yes No Providing direct funding for Internet access
 213 Yes No Providing equipment
 214 Yes No Providing access to directories, databases, or online catalogs via the Internet
 215 Yes No Managing a web site, file server, bulletin boards, or electronic mailing lists

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

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

Part M. Electronic Services and Information (b)

25. How much does the StLA expend for statewide database licensing, by source of revenue? These expenditures should also be reported in Part K.

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

26. Do your statewide database licenses, paid for by funds reported in question 25, include access by the following? Specify Yes or No for each item.

- 224 Yes No Public libraries
- 225 Yes No Academic libraries
- 226 Yes No School library media centers
- 227 Yes No Special libraries
- 228 Yes No Library cooperatives
- 229 Yes No Other state agencies
- 230 Yes No Remote users

27. Does the StLA facilitate or subsidize electronic access to the bibliographic records or holdings of other libraries in the state in any of the following ways? Specify Yes or No for each item.

- 231 Yes No CD-ROM union catalog
- 233 Yes No Telnet gateway
- 234 Yes No Web-based union catalog (international, national, statewide, multistate, regional)
- 236 Yes No Other type of electronic access
- 237 _____
Specify _____

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

- 238 Yes No

Burden Estimate and Request for Public Comments

Public reporting burden for this collection of information is estimated to average eleven (11) hours per

Response. This estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services

at the address above; and to the Office of Management and Budget, Paperwork Reduction Project (3137-XXXX), Washington, DC 20503.

FY 2007 StLA Survey 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.

Table of Contents

(Click the link to get corresponding help for the sub title)

- [General Instructions](#)
- [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 Library Cooperatives
- [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](#)—Revenue
- [Part K](#)—Expenditures
- [Part L](#)—LSTA State Program Expenditures
- [Part M](#)—Electronic Services and Information

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 2007, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 2007.
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. For data items requiring numerical answers, please respond as follows:
 - (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

- 001 StLA name. Enter the full official name of the StLA.
Physical Location Address
- 002-006 Enter the address of the physical location of the StLA. Include the street address, city, State, Zip Code, and Zip + 4.
Mailing Address
- 007-010b Enter the mailing address of the StLA. Include the street address 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
- 012-016 Enter the name, title, telephone number, fax number, and Internet address of the chief officer of the StLA.
Survey Respondent
- 017-021 Enter the name, title, telephone number, fax number, and Internet address of the respondent to this survey.
Reporting Period
- 022-023 Fiscal year starting and ending dates. Enter the starting and ending dates for State fiscal year 2007, 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, 2007 would be entered as 06/30/2007.

Part B. Governance

1. Specify the StLA's location in State government as of October 1, 2007.
- 024 (This item is reserved for future use.)
- 025 Branch of government. Specify the branch of government in which the StLA is located.
- 026-033 Type of executive branch agency. If the StLA is located in the Executive branch, specify whether the StLA is an independent agency or part of a larger agency. If the StLA is part of a larger agency that is not listed in item 029, enter the name of the agency in item 030.
- 034-039 (These items are reserved for future use.)

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

2. Enter Yes or No 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, a law library, 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.

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 Yes 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 Yes or No 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. This is an operation outside the StLA, administered by a local public library or academic library, which provides library materials and information services to libraries and individuals throughout the state. It is administratively separate from the StLA but receives grant or contract funds from the StLA for providing services.

4. Enter Yes or No 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 Library Cooperatives

5. **Indicate which of the specified services are provided directly or by contract by the StLA to different types of libraries or library cooperatives. Specify Directly, Contract, or Not Provided for each service, for each type of library and library cooperatives.**

Note: A Library Cooperative may serve single-type or multi-type libraries. Services provided directly by the StLA are those provided without any intermediary by the StLA to libraries or library cooperatives. Services provided by contract by the StLA are those provided by a third party or intermediary under legal contract to the StLA.

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.

Library Cooperative. A Library Cooperative is an organization that has its own budget and staff and provides library and information services for the mutual benefit of participating or member libraries. The organization's participants or members are primarily libraries, which are not under the organization's administrative control. The organization may also be termed a network, system, district, or consortium. A Library Cooperative may serve single-type or multi-type libraries.

Services to Libraries and Library Cooperatives

- 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 StLAs collect statistics on institutional and other special libraries. Some StLAs assist in the collection of academic library statistics. A few StLAs 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.
- 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 Public Library Association (PLA) planning for results process for public libraries and the outcome based 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 coordinated digital program or service. Activities providing for the digitization of documents, publications, or sets of records or realia to be made available for public use (for example, digitization of a series of city reports, local newspapers, or genealogical records).
- 066 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).
- 067 Statewide virtual reference service. Reference service supported by chat-based web technology that provides access for all or a significant portion of the residents of the state through libraries or remotely, typically on a 24-hours-per-day/7-days-a-week basis.
- 068 Summer reading program support. A statewide reading promotion campaign typically implemented between school years to encourage children and young adults to maintain or improve their reading skills.
- 069 Union list development. A list of titles of works, usually periodicals, and their locations in physically separate library collections.
- 070 Universal Service Program (review and approval of technology plans). The state library agency reviews and approves technology plans for libraries or library cooperatives 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.
- 071-076 (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), regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet. Example: If the StLA has a main outlet with no bookmobile or other outlets and is open for public service 40 hours in a typical week, report 40 hours. If the StLA has a main outlet, a bookmobile, and two other outlets open 40, 20, 35, and 35 hours, respectively, in a typical week, report 130 hours (40+20+35+35=130 hours per typical week).

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report total hours open in a typical week for all StLA outlets, regardless of whom they serve, and 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. 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, and 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.

- 077a Total hours/week (all StLA outlets, regardless of whom they serve). Sum of hours open during a typical week for all StLA outlets (main or central, bookmobiles, and other outlets), regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet.

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

Note: Main or central outlet is defined in the instructions to question 8. Report public service hours for the main or central StLA outlet, regardless of whether the outlet is 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 if the outlet only serves blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service hours if the outlet only serves residents of State correctional institutions or residents of other State institutions, unless the outlet is administered and staffed by the StLA. Do not report data for a non-StLA outlet, even though the StLA may provide funding or services to such an outlet.

- 077b Total hours/week (main or central outlet). Sum of hours open during a typical week for the main or central outlet.

- 078 Monday–Friday after 5:00 p.m. (main or central outlet). Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for the main or central outlet.

- 079 Saturday and Sunday (main or central outlet). Sum of hours open on Saturday and Sunday during a typical week for the main or central outlet.

- 080-081 (These items are reserved for future use.)

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

Note: An StLA outlet has regular hours of service in which StLA staff are present to serve its users. The staff and all service costs are paid by the StLA as part of its regular operation. A loan of books or total collections (whether permanent or short-term) to another agency, library, or school does not constitute an StLA outlet inasmuch as it is not administered and staffed by the StLA.

- 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. Only one outlet may be designated as the main or central outlet. When two or more outlets are considered main or central outlets, one outlet should be designated as the central outlet and the others should be designated as “other outlets (excluding bookmobiles)”.
- 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.
- 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.
- 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, unless such outlets are administered and staffed by the StLA.

- 091 Book and serial volumes (exclude microforms) (exclude collections of braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress). 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 (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress). 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 (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 Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions). These include current 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. Report print subscriptions only. Exclude microform, electronic, and digital subscriptions.
- 096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere). 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).
- 097-105 (These items are reserved for future use.)
11. Enter Yes or No 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 Yes or No 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.
- 109 Selective. Selective depositories receive only those materials they select.

Part G. Library Service Transactions

12. 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, unless such outlets are administered and staffed by the StLA.
- 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 in-house use resulting from counting items in the collection as they are reshelved after use and without any formal tracking system. 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

13. Enter in the spaces provided ANNUAL totals for the specified types of library development transactions of the StLA.
- LSTA and State Grants
- 115 Grants awarded. Report the total annual number of LSTA and State grants awarded by the StLA during state fiscal year 2007.
- 116 (Item is reserved for future use.)
- Continuing Education Programs
- 117 Number of events. Report the total number of continuing education events (workshops, training sessions, etc.) which (1) the StLA sponsored and itself presented and (2) another agency presented with the help of StLA funding and planning support. Do not count events for which the StLA is only a nominal sponsor. Do not count events for an allied operation.
- Where event is offered via video conferencing, consider presentation simulcast to multiple locations as one event. If presentation is offered multiple times, each offering should be counted as a separate event. Where delivery is via synchronous web presentation and the number of concurrent participants is limited and they must sign up to participate, count each offering of the web training as one event. Where delivery is via the web with asynchronous participation and no limitation of participants, count web event as one event.
- 118 Total attendance at events. Report the total annual attendance at continuing education events reported in item 117. Attendance should include total number of participants in events regardless of delivery method. If web event is delivered asynchronously, recommend counting only participants who complete the continuing education offering.

Part I. Staff

14. Enter in the spaces provided the total number of StLA staff in FTEs (full-time equivalents) (to two decimal places), by type of service. Report all staff on the payroll as of October 1, 2007, and

unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTEs (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 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.
- 120 Library development. 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.)
- 121 Library services. Staff responsible for providing library service from the StLA. Includes public, technical, and other library services.
- 122 Other services. Includes staff not reported in items 119-121, such as staff in allied operations.
- 123 Total staff. Sum of items 119-122.
- 124-151 (These items are reserved for future use.)

Part J. Revenue

- 15. Enter Yes or No to indicate whether all public library funds from state sources are administered by the StLA.

Note: Answer this question based on state funds distributed to individual public libraries and library cooperatives serving public libraries only in state fiscal year 2007. If no state funds are reported in Part K in items 179(b) or 180(b), the answer should be No.
- 152 StLA administration of all public library state funds
- 16. Enter Yes or No to indicate whether any funds from state sources are administered by the StLA for the following types of libraries.

Note: Answer this question based on state funds distributed to libraries and library cooperatives in state fiscal year 2007. If no state funds are reported in Part K in related items 179(b) to 183(b) or 185(b), the answer should be No.
- 153a Academic libraries (definition is provided in question 5).
- 153b School library media centers (definition is provided in question 5).
- 153c Special libraries (definition is provided in question 5).
- 153d Library cooperatives (definition is provided in question 5).

17. Enter in the spaces provided total funds received as revenue by the StLA during the reporting period specified in items 022-023. EXCLUDE carryover. Include revenue for allied operations only if the revenue is part of the StLA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the StLA.
- Note: Exclude carryover when reporting revenue. Carryover means funds carried forward from the previous year, sometimes called an “opening balance” or “fund balance”.
- Federal Revenue
- 154 LSTA (Library Services and Technology Act) State Programs
- Note: Report the funds drawn down from the federal government from the LSTA State Program during state fiscal year 2007. Do not report LSTA National Leadership Grants--report these grants in item 155 (Other Federal revenue).
- 155 Other Federal revenue. If the StLA received other federal revenue (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSCA Title II grants, LSTA National Leadership Grants, etc.), report that revenue in this item. If your state acts as the fiscal agent for a multi-state grant, report only the funds designated for your state.
- 156 Specify program(s) and title(s). If other federal revenue is reported in item 155, specify its source in this item.
- 157 Total Federal revenue. Sum of items 154 and 155.
- 158-166 (These items are reserved for future use.)
- State Revenue
- 167 StLA operation. Report revenue received from the State to support operation and services of the StLA. Do not include revenue received for major capital expenditures, contributions to endowments, or revenue passed through to another agency, or funds unspent in the previous fiscal year.
- 168 State aid to libraries. Report revenue received from the State for distribution to libraries, library cooperatives, and agencies. Include 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 is under the State education agency; and federal funds.
- 169 Other State revenue. Report revenue received from the State for any other purpose, such as interagency transfers.
- 170 Total State revenue. Sum of items 167-169.
- 171 Other revenue. Include (1) any other revenue from public sources; (2) revenue received from private sources, such as foundations, corporations, Friends groups, and individuals; and (3) StLA-generated revenue, such as fines and fees for services.
- 172 Total revenue. Sum of items 157 +170 + 171.

Part K. Expenditures

18. Enter in the spaces provided total StLA expenditures, by source of revenue and type of

expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the StLA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the StLA.

Operating Expenditures for StLA and Allied Operations (items 173-178)

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). Do not include funds distributed to libraries and library cooperatives; report them instead in items 179 to 186.

- 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.

Financial Assistance to Libraries and Library Cooperatives (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). Include all funds distributed to libraries and library cooperatives if the funds are administered by the StLA.

- 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 Library cooperatives serving public libraries only. Financial assistance to library cooperatives serving public libraries only for services to their population of legal service area. 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 Library cooperatives serving more than one type of library. Financial assistance to library cooperatives serving more than one type of library for services to their population of legal service area. Exclude construction aid.

- 183 Single agency or library providing statewide service. Financial assistance to a single entity (agency, library, library cooperative, 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 and library cooperatives not reported in items 179-184, such as financial assistance to school library media centers. Exclude construction aid.
- 186 Total financial assistance to libraries and library cooperatives. Sum of items 179-185.
Other expenditures for StLA and Allied Operations Only (items 187 and 188)
- 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 item 189. Include construction aid expended on the StLA. Exclude construction aid expended on other libraries and library cooperatives. Include expenditures for allied operations only if the expenditures are from the StLA budget.

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.
- 188 Other expenditures. These are expenditures not reported in items 173-187. Exclude construction aid. Include expenditures for allied operations only if the expenditures are from the StLA budget.
- 189 Total expenditures. Sum of items 178 and 186-188.

Part L. LSTA State Program Expenditures

19. Enter in the spaces provided total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.
- 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 library cooperatives (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 library cooperatives (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.
20. Enter in the spaces provided total LSTA state program expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.
- 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 Library technology, connectivity and services. Report LSTA expenditures (including expenditures for statewide services and grants) for digitization; database licenses/commercial databases; GIS (geographic information systems); computer equipment, software, labs; Internet and other networking capabilities; technical training for library staff; interlibrary loan systems; community information centers; retrospective conversion and automation; and videoconferencing equipment and connections.
- 195 Services to persons having difficulty using libraries. Report LSTA expenditures (including expenditures for statewide services and grants) for services to persons with physical or learning disabilities; assistive technologies and devices; prison and jail services; services to nursing homes and other institutions; talking books; outreach services; bookmobiles; computer vans; and services for migrant workers and non-English speakers.
- 196 Services for lifelong learning. Report LSTA expenditures (including expenditures for statewide services and grants) for homework center/helper; after school programs; literacy for children, adults, families; English for Speakers of Other Languages (ESOL); babies and books; summer reading clubs; information and computer literacy training; online and distance education; 24-7 online reference services; staff development and training; and library development initiatives.
- 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.
- 199-205 (These items are reserved for future use.)

Part M. Electronic Services and Information (a)

21. Enter Yes or No for each item to indicate whether the StLA funds or facilitates 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.

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.
22. Enter Yes or No to indicate whether the StLA funds or facilitates digitization or digital programs or services in any of the following instances.
- Note: Digitization or digital programs or services includes activities providing for the digitization of documents, publications or sets of records or realia to be made available for public use.
- 210a For the StLA itself
- 210b Via grants or contracts to other state agencies
- 210c Via grants or contracts to other libraries or library cooperatives
23. Enter Yes or No for each item to indicate whether the StLA funds or facilitates 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.

Training or consulting to facilitate access (items 211a and 211b):

- 211a Library staff (state and local). Includes all activities that facilitate Internet awareness and use by library staff (state and local) and "training the trainer" activities.
- 211b State library end-users. Includes all activities that facilitate Internet awareness and use by actual or potential state library end-users.
- 212 Providing direct funding for Internet access. 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.

- 213 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.
- 214 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.
- 215 Managing a web site, file server, bulletin boards, or electronic mailing lists. 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.
- 216-219 (These items are reserved for future use.)
24. Enter in the spaces provided the number of workstations that are used for Internet access by the general public in all StLA outlets that serve the public, by the specified categories. Include terminals used by both the StLA staff and the public. Exclude terminals that are for StLA staff use only.
- Note: Report data only for all StLA outlets that serve the general public. 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.
- 220a Number of library-owned public-access graphical workstations that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or multiple purposes. (For this count, the term "library-owned" includes computers leased by the state library agency.)
- 220b Number of all other public access Internet workstations in the library. (Report non-library computers placed in the library by other agencies or groups. Report non-graphical workstations.)

Part M. Electronic Services and Information (b)

- 221-222 (These items are reserved for future use.)
25. Enter in the spaces provided total StLA expenditures for statewide database licensing, by source of revenue. These expenditures should also be reported in Part K.
- 223 Statewide database licensing. Statewide contracted rights for access to and use of database(s) by libraries that are parties to a licensing agreement.
26. Enter Yes or No for each item to indicate whether statewide database licenses, paid for by the funds reported in question 25, include access by the following:
- 224 Public libraries (definition is provided in question 5).
- 225 Academic libraries (definition is provided in question 5).
- 226 School library media centers (definition is provided in question 5).

- 227 Special libraries (definition is provided in question 5).
- 228 Library cooperatives (definition is provided in question 5).
- 229 Other state agencies
- 230 Remote users. Authorized users having access to and use of licensed database(s) from sites outside of a library building.
27. Enter Yes or No to indicate whether the StLA facilitates or subsidizes electronic access to the bibliographic records or holdings of other libraries in the state, by the specified categories.
- 231 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.
- 232 (This item is reserved for future use.)
- 233 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.
- 234 Web-based union catalog (international, national, statewide, multistate, regional). A web-based union catalog makes the aggregated electronic holdings of libraries in a nation, region, a library cooperative serving more than one type of library, 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. National union catalogs include The Library of Congress and OCLC. OCLC also provides the holdings of libraries outside the United States. Note: Report access to a web-based union catalog via a Z39.50 gateway in this item, as it is a web-based protocol.
- 235 (This item is reserved for future use.)
- 236 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 231 to 234, enter Yes for this item.
- 237 Specify. If Yes was indicated for item 236, enter the type of electronic access in this item.
28. Enter Yes or No to indicate whether the StLA is an applicant for the Universal Service Program (also known as the E-rate discount program).
- 238 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.
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