

## Appendix D: Survey Instrument and Instructions

### FY 2010 StLA 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 Email address \_\_\_\_\_

##### Survey Respondent:

017 Name \_\_\_\_\_ 018 Title \_\_\_\_\_  
019 Telephone \_\_\_\_\_ 020 Fax \_\_\_\_\_  
021 Email address \_\_\_\_\_

##### Reporting Period. Report data for State fiscal year 2009-2010 (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, 2010? 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 cooper- atives (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 book-mobiles (b)	Book-mobiles (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.**

	<b>Selected formats</b>	<b>Number</b>
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.**

	<b>Service transactions</b>	<b>Number</b>
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 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, 2010, 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		ALA-MLS Librarians (a)	Non ALA-MLS Librarians And Non MLS Librarians (b)	Other (Professional And Non-Professional) Staff (c)	Total Staff (d)	Prior Year Total
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 2008. 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 2008. 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 2010, 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				
<b>Financial assistance to libraries and library cooperatives (include all funds distributed to libraries and library cooperatives if the funds are administered by the StLA)</b>					
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				
<b>Other expenditures for StLA and allied operations only</b>					
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.**

	<b>Type of expenditure</b>	<b>Amount</b>
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.**

	<b>Use of expenditure</b>	<b>Amount</b>
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	<b>Library-owned</b> 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	<b>All other</b> 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.**

	<b>Federal (a)</b>	<b>State (b)</b>	<b>Other (c)</b>	<b>TOTAL (d)</b>
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 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Public libraries             |
| 225 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Academic libraries           |
| 226 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | School library media centers |
| 227 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Special libraries            |
| 228 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Library cooperatives         |
| 229 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other state agencies         |
| 230 | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.**

- |     |                              |                             |  |
|-----|------------------------------|-----------------------------|--|
| 234 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Web-based union catalog (international, national, statewide, multistate, regional) |
| 236 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other type of electronic access  |
| 237 | Specify _____                |                             |  |

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

- |     |                              |                             |
|-----|------------------------------|-----------------------------|
| 238 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-----|------------------------------|-----------------------------|