FY 2016 Public Libraries Survey

PLS Web Portal User's Guide

Version X.X

Guide For Reporting Data For The Public Libraries Survey, FY 2016 Using The Web Public Library Universe System Software

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Institute of Museum and Library Services

American Institutes for Research

Contents

1 Introduction

1.1 Background of the Public Libraries Survey

The Institute of Museum and Library Services (IMLS) has administered the Public Libraries Survey (PLS) since October 1, 2007. From its inception in 1989 until 2007, this survey was administered by the National Center for Education Statistics (NCES). It is collected under the Museum and Library Services Act of 2010, as stated in 20 U.S.C sec. 9108 (analysis of impact of museum and library services, policy research, analysis, data collection and dissemination) in SEC 210. Current, accurate, and ongoing collection of library data is an essential foundation for quality library services in the United States. IMLS is committed to the continued excellence of this program.

The PLS first began to take shape in 1985, when NCES and the American Library Association (ALA) conducted a pilot project in 15 states to assess the feasibility of a federal-state cooperative program for collecting public library data. The NCES and the U.S. Department of Education's former Library Programs (LP) office jointly funded this project. In 1987, the project's final report recommended the development of a nationwide data collection system. The Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)[1] charged NCES with developing a voluntary Federal-State Cooperative System (FSCS) for the annual collection of public library data. NCES and the U.S. National Commission on Libraries and Information Science (NCLIS) formed a task force to carry out this mandate, and the FSCS was established in 1988.

The 1988 NCES-NCLIS task force evolved into the FSCS Steering Committee. This committee has been integral to the design and conduct of the survey. Its membership has included State Data Coordinators (SDCs), representatives of the Chief Officers of State Library Agencies (COSLA), the NCLIS, the ALA, the IMLS, the U.S. Census Bureau (the former data collection agent), and the NCES. With the transition of the collection from NCES to IMLS, the steering committee was renamed the Public Library Statistics Cooperative (PLSC). Effective December 2008, this committee became part of the new Library Statistics Working Group (LSWG).

SDCs are appointed by Chief Officers of state library administrative agencies (SLAAs) to submit data for the annual "Public Libraries Survey" for a universe of more than 9,200 public libraries with approximately 17,000 individual public library outlets in the 50 states, the District of Columbia, and the outlying territories. IMLS releases the collection results in an annual data file, the only national database on public libraries, as well as a report based on the survey. The data are used for planning, research, evaluation, and policymaking decisions by federal, state, and local officials, professional associations, researchers, educators, local practitioners, and other interested users.

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[1] This was superseded by the National Education Statistics Act of 1994 (P.L. 103-382) and, more recently, by the Education Sciences Reform Act of 2002.

1.2 Reporting Data: Administrative Entities and Outlets

The PLS collects data on administrative entities and outlets.

The administrative entity is the legally established agency that provides library services to the population of a local jurisdiction. An administrative entity must operate one or more direct public library service outlets. The administrative entity's offices may be located in one of the outlets (e.g., a single-outlet central library or a branch of a decentralized multioutlet operation) or in separate quarters (e.g., an office adjacent to an independent bookmobile's garage). The data reported for each administrative entity are the combined data for all of its outlets. (See Appendix A to review the administrative entity data elements included on the Public Libraries Survey.)

An outlet is a unit (i.e., central, branch, bookmobile, books-by-mail only) of an administrative entity that provides direct public library services. A single-outlet central library should not be confused with the administrative entity to which it belongs. Some data are reported for each outlet of an administrative entity, such as the outlet's name and address, telephone number, type of outlet, metropolitan status code, and square footage. (See Appendix A to review the outlet data elements included on the PLS.)

1.3 PLS Web Portal Revisions

For the FY 2016 data collection, IMLS selected American Institutes for Research (AIR) to collect the data for the PLS. The FY 2016 PLS Web Portal did not have any major structural revisions. The revisions to the portal were enhancements to the interface and functionality.

1.4 Data Element Changes

This section outlines the changes to any data definitions for FY 2016 data collection.

- There have been new data elements added the FY 2016 data collection.
- There have been changes to data elements for the FY 2016 data collection.
- There have been changes to data element numbers for the FY 2016 data collection to accommodate new data elements.

1.4.1 New Data Elements

553 Physical Item Circulation

The total annual circulation of all physical library materials of all types, including renewals.

Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

554 Successful Retrieval of Electronic Information

The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

555 Electronic Content Use (Total of 552 and 554)

The total annual count of the use of electronic materials and the successful retrieval of electronic information (Data elements #552 and #554).

556 Total Collection Use (Total of 553, 552, and 554)

The total annual count of physical item circulation, use of electronic materials, and successful retrieval of electronic information (Data elements #552, #553, and #554).

1.4.2 Changed Data Elements

LIBRARY COLLECTION

This section of the survey (450-460) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

450 Print Materials

Report a single figure that includes the following:

Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

552 Use of Electronic Material

Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.

550 Total Circulation of Materials (Total of 553 and 552)
This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).

1.4.3 Changed Data Element Numbers

575 Interlibrary Loans Provided To (formerly data element 553)

576 Interlibrary Loans Receive From (formerly data element 554)

2 Getting Started

The data collection process begins when you first receive an e-mail from AIR that includes your login credentials. Once you login to the PLS Web Portal (https://www.plswebportal.org), you must enter your state characteristics first. After you enter the state characteristics information, your FY 2015 data will prepopulate into the AE and Outlet sections. If you have minimal changes between FY 2015 and FY 2016 collections, the pre-population will help in updating your data. Please import or input your FY 2016 AE and Outlet data to continue.

Different areas of the PLS Web Portal will become available to you as you progress through the collection process. After you input all of your data, perform a successful match, and complete your edit review (i.e., no critical edits remain and you have annotated your report), you can lock your data. Your submission is complete when you lock your data. Detailed instructions on these steps are in section 2.3.

Please note: You must enter data on the state characteristics screen first before you can access the Import or Data Input features.

Exhibit 2.1 shows the process for collecting the PLS data.

Exhibit 2.1. PLS Data Collection Process

```
┌──────────┐    ┌──────────┐    ┌──────────┐    ┌──────────┐
│ Receive  │    │          │    │Enter State│    │Upload/Enter│
│Login via │ ▶  │SDC Logs In│ ▶  │Characteristics│ ▶ │AE/Outlet │
│  Email   │    │          │    │          │    │   Data   │
└──────────┘    └──────────┘    └──────────┘    └──────────┘
                                                      ▼
┌──────────┐    ┌──────────┐    ┌──────────┐    ┌──────────┐
│Edit/Modify/│  │ Run Edit │    │ Resolve  │    │Run Match │
│Annotate Data│◀ │  Report  │ ◀  │Match Report│ ◀ │  Report  │
└──────────┘    └──────────┘    └──────────┘    └──────────┘
     ▼
┌──────────┐    ┌──────────┐
│          │    │Chief Officer│
│Lock Data │ ▶  │Certifies Data│
└──────────┘    └──────────┘
```
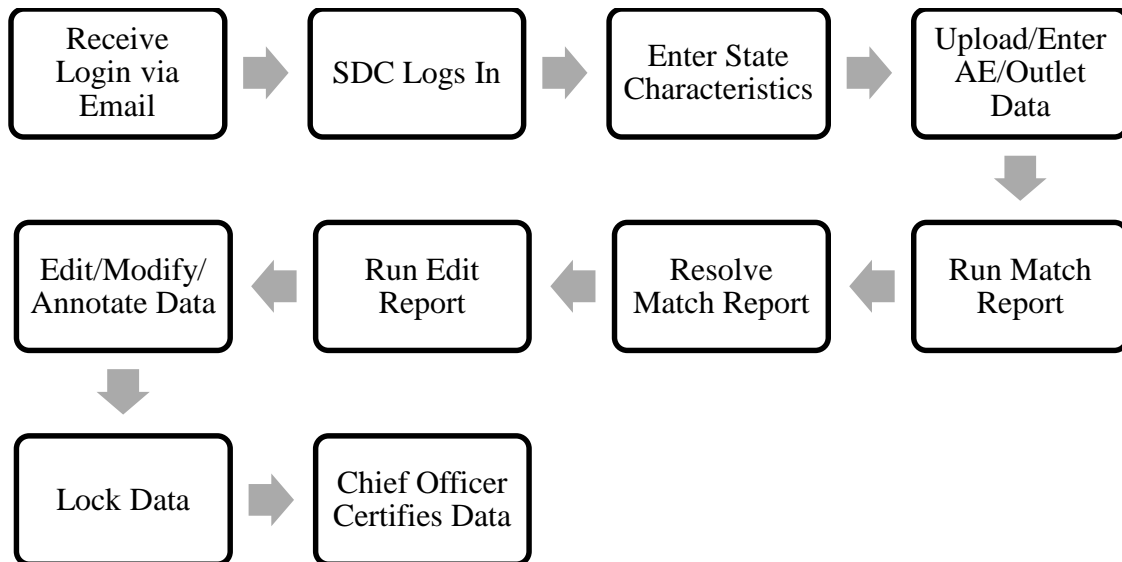
2.1 Login

To access the PLS Web Portal, a username and password are required. Your username will be your e-mail address and your password will be the same as the one you assigned for FY 2015. If you are new to the PLS, AIR will send an e-mail to you providing a temporary link that will allow you to create a password for your account. This e-mail will be sent on the day PLS Web Portal opens on December 13, 2016. If you have any trouble logging in to the PLS Web portal, please contact us at PLS@air.org or 1-866-744-5746 Monday through Friday, 9 – 5 pm Eastern Time.

The URL for logging into the PLS Web Portal is www.PLSWebPortal.org. See Exhibit 2.2 for a screenshot of the PLS Web Portal login screen.

If you forget your password, click "Forgot Password" on the login page. This will take you to a screen to type your Username (email address) then click submit. This will automatically send you an e-mail with a temporary link to reset your password. The process will be the same as when you created your initial password.

Note: Your password must contain at least eight characters, one lower case letter, one upper case letter, one digit and one special character. Valid special characters are @!#$%^&+=.

Use the following space to write your username and password:

Username (e-mail address):	
Password:	

Exhibit 2.2 PLS Web Portal Login Screen

2.2 PLS Web Portal

The first time you successfully enter PLS Web Portal (www.PLSWebPortal.org), you will see step-by-step instructions for entering your data, which are the same as the Web Instructions in section 2.3. You can access these again at any time from the Help menu at the top right of the screen.

2.2.1 Home

The Home screen (Exhibit 2.3) will be the first screen you will go to once you login and after you close out the Web instructions on your first login. The screen is a landing page where you can quickly view your survey status, access important documents, and view any important correspondence. This page includes the following tools and resources:

- Survey Information: This table provides an update of the status and next processing steps for your survey. It is an abbreviated table of the Survey Status table that you can view by clicking "Survey Status" in the dark green navigation bar at the top of the screen.

- Import A New File: This link takes you directly to the Import Data screen so that you can import additional files. You can also access Import Data from the Tools drop down menu in the dark green navigation bar.

- Helpful Documents: This section provides easy access to documents that will be useful during data collection, including this User's Guide, Web Instructions (see section 2.3), and the Match and Edit report terminology reference guide. These links will open in a separate browser window.

- Latest Correspondence: This section includes any updates we may need to convey to you during the data collection process or reminders of important deadlines.

- Navigation Bar: The dark green navigation bar at the top of the page provides links and drop down menus to different pages of the survey. This navigation bar will always be present throughout the survey. These links are explained throughout the User's Guide.

- Help Desk Information: The contact information for the Help Desk can be found on the bottom of every page.

Exhibit 2.3 PLS Web Portal Home Page

2.2.2 Survey Status

In addition to the survey status table on the Home page, you can refer to the Survey Status page (Exhibit 2.4) to see where your submission stands at any time and what your next steps are in the data submission process.

Note: Once you have saved your State Characteristics data in the system the Survey Status will update to say that you have Administrative Entity and Outlet Data before you have imported or input your data. The Current Year data is pre-populated with Prior Year data and the system is reading that data as being populated for those fields. You will still need to import or input Current Year Administrative Entity and Outlet data. The Survey Status will update to let you know when to run a Match or Edit report and if you need to make any changes to the data.

Exhibit 2.4 PLS Web Portal Survey Status Page

2.3 Web Instructions

The following instructions will pop up when you first login to the PLS Web Portal. After your initial login, these instructions are available under the **Help** menu.

1. The *State Characteristics* data must be entered before you can proceed further.

   - Select **Input Data: State Char** from the **Tools** menu to create a record for entering. Press the **Save** button to save your data. To print a copy of your state data, press the **Print** button.

2. Import *Administrative Entity (AE)* data by selecting **Import Data** from the **Tools** menu.

   - Choose the location of your AE file and import. All import errors will be displayed on your computer screen. Review and resolve all import errors, correct your data files, and reload the revised data files.

     Note: Import errors must be fixed before you can continue.

   - OR you can enter Administrative Entity data manually by selecting **Input Data: AE** from the **Tools** menu.

     o To move to other AEs use the arrows next to the AE name, to navigate to the next or previous AE. The arrows with the line navigate you to the first or last AE in the list.

     o You can also use the drop down to navigate to another AE.

     o The left-hand menu labeled Section Navigation allows you to navigate to specific sections of questions for the AE and Outlet data collection.

3. *Outlet data* are preloaded from last year's file.

   - If there are major changes to the data, a new outlet file can be imported by selecting **Import Data** from the **Tools** menu. Minor changes can be made by selecting **Associated Outlet(s)** under **Selection Navigation** in **Input Data: AE** from the **Tools** menu.

   - OR you can update outlet data manually by selecting **Input Data: Outlet** from the **Tools** menu.

4. Select **Run Match Report** from the **Reports** menu after all data have been imported or entered.

   - The Match process will run in the background. When completed, the Match Report will be available for download. AIR recommends saving the workbook to your hard drive in order to record your annotations (i.e., verification and explanation of non-critical edits) during your review of the reports.

   Note: All match errors must be resolved before you can proceed to editing the data.

- You can EITHER (1) correct your data file(s) and re-import the revised data OR (2) correct your problems directly in PLS Web Portal by using **Input Data** menus or **Structure Changes** menus (under the **Tools**). Most problems are correctable in PLS Web Portal.

- Please reference the **Restorable AE** tab and the **Restorable Outlet** tab on the Match Report. The **Restorable AE** and **Restorable Outlet** tabs provide a list of all closed, deleted, and temporary closure entities for your state. Before you open a newly created administrative entity or outlet (birth), structure code 02, AIR staff suggests that you check these tabs to make sure that the administrative entity or outlet you are trying to newly create is truly new. Meaning, to make sure the administrative entity or outlet was not previously reported and then closed, deleted, or temporarily closed.

- **You must reimport your Outlet file each time you import an AE file. If you do not reimport your Outlet file your Outlet data will revert to the prior year's data.**

5. Once your match report is resolved, select **Run Edit Report** from the **Reports** menu.

- The Edit process runs like the Match process. Review all of the Edit worksheets (in Excel format). AIR recommends saving the workbook to your hard drive in order to record your annotations during your review of the reports.

- Fix any critical edit warnings by entering corrections in PLS Web Portal and rerun the Edit Report.

- Annotate any noncritical edit warnings in the Excel worksheets or in a separate text file. Then import the annotations by selecting **Import Data** under the **Tools** menu and uploading the annotated Excel file (i.e., the workbook) or text file.

Note: Data can only be locked after all critical edits are resolved and annotations for noncritical edits are present.

6. Once you are satisfied with your data, select **Lock Data** from the **Tools** menu.

7. After you have locked your PLS survey submission, you will not be allowed to change any data.

If you need to make revisions, please contact us at **PLS@air.org** or 1-866-744-5746, and we will unlock your data submission.

8. When you lock your data, you will be asked to estimate the number of hours it took for you to complete the survey.

2.4 Other Helpful Tools

2.4.1 File Export

The Export Data feature is located under the **Tools** menu (Exhibit 2.5). Current-year and prior-year data are available for administrative entities, outlets, and state characteristics. Administrative entity and outlet records that were previously deleted on the prior year data (i.e., closed or removed as an

incorrect record) are available from the Export Data page should any of these need to be restored to the survey. Administrative entity and outlet records deleted before the prior year data are only available on the Match Report's restorable tab. To export and re-import a file, click on "Data-Ready to re-import" under Select File Format(s). This version of the export file keeps the FSCS ID assignments for re-import. This will allow you to export your file with changes you made in PLS Web Portal, make further revisions in the file, and re-import.

To obtain the files:

- Go to the **Tools** menu and click on **Export Data.**

- Select the file format you would like to download.

- Select the data set you would like to export.

  - Note: All exported data sets are downloaded one at a time.

- Click **Generate File Export**.

- The file is immediately created and downloaded to your browser to be opened.

To export all the CY and PY data into one Excel file you can click on Export All Datasets – 1 Excel File. This file will include all datasets, plus the restorable AE and Outlets.

Exhibit 2.5 PLS Web Portal Export Data Page

2.4.2 Tables

The Run Tables feature is located under the **Reports** menu and creates an Excel workbook that contains 18 tables. The user will be able to save the tables to their hard drive. There are two summary tables and 16 individual library tables. The two summary tables are a two-year comparison of the state totals for each survey item and a two-year comparison of the item response rates for the state. The individual library tables list each library in the state and some tables report the per capita and percent distributions for those individual libraries.

The two summary tables provide a macro view of their state's library data. The individual library tables provide a micro view of the individual libraries.

To run and save your tables:

- Click on **Run Tables** under the **Reports** menu.

- Click **Download Tables Report**

- The report is immediately created and downloaded to your browser to be opened.

Note: The time stamp on the Reports table is in Eastern Standard Time (EST), please use the following chart to convert the time:

Time Zone	Time difference from Eastern Time	Time in time zone (if time in Eastern Time is 12:00 pm)
Eastern	0 hour	12:00 pm
Central	1 hour	11:00 am
Mountain	2 hours	10:00 am
Pacific	3 hours	9:00 am
Alaska	4 hours	8:00 am
Hawaii-Aleutian	5 hours	7:00 am
Samoa	6 hours	6:00 am

2.4.3 Help Menu Options

The **Help** menu provides access to this user's guide and all of the appendices in the user's guide. These links will open in a separate browser window.

Web Instructions

The Web instructions (also found at the beginning of this section) is a one-page list of the necessary steps to complete the submission process for the survey. This page is also displayed the first time you log into the application.

Data Element Definitions

Data element definitions (part of Appendix A) are all the items collected on the survey with the official definitions and item numbers.

Name, Address, and Structure Changes

Name, address, and structure changes (Appendix B) provide descriptions and diagrams of the correct format of records for administrative entities and outlets.

Resolving the Match Report

Resolving the Match Report (Appendix C) is a more detailed list of suggestions than is available in Chapter 5.

Import Specifications

The import files must conform exactly to the specifications (Appendix D).

PLS Contacts

PLS Contacts (Appendix E) is a list of AIR and IMLS contact information including the Help Desk telephone numbers and e-mail addresses. The Help Desk contact information is also located on each page of the survey.

Francis Keppel Award Criteria

The Francis Keppel Award for timely and accurate submission of data is based on a point system (Appendix F) covering important aspects of the original submission and post submission processing.

Standard Abbreviations

Standard abbreviations (Appendix G) should be used in this survey when the data exceed the field length.

Edit Messages and Conditions (this will be available online but not in print)

Edit Messages and Conditions is a list of all checks performed by the Edit Report routine as well as a list of internal checks at AIR during the edit follow-up.

2.5 External Links

The user has been provided some external links that might be helpful in preparing for the FY 2016 data submission. These links will open in a separate browser window.

- IMLS Public Libraries Survey (**https://www.imls.gov/research-evaluation/data-collection/public-libraries-united-states-survey**)

This external link will take you to IMLS PLS page. Things that can be found on this page include the following:

- The public release data files and publications for the previous years of the PLS

- The Compare Public Libraries tool that will compare individual libraries to their peers

- The Search for Public Libraries tool that will search for public libraries by Library System, Central Library, Branch Library, Bookmobiles, and Books-by-Mail

- Other general information about the PLS

- Public Library Statistics Cooperative (PLSC) Wiki
(**http://plsc.pbworks.com/w/page/7422620/FrontPage**)

This is the external link to the PLSC Wiki for SDCs to find information about PLS data elements, history of the PLS, SDC conference information, PLS contact information, news and discussion, and other information.

3 Import

3.1 Overview

After entering the state characteristics data, you can import data for administrative entities, outlets, and annotation files into PLS Web Portal. The Administrative Entity Import File Specifications, Outlet Import File Specifications, and Annotation Import File Specifications are provided in Appendix D.

Please note:

- You can import Administrative Entity data, Outlet data, the Annotation file, and the Annotated Edit Report in Excel (.xls or .xlsx), comma delimited text (.csv), or fixed length text formats (.txt).

- Each import file must contain only records of the same record type. For example, the administrative entity file can contain only administrative entity records; outlet records must be removed.

- To export and re-import a file, click on **Data ready to re-import (Excel file formatted for import)** under **Export** Data. This version of the export file keeps the FSCS ID assignments for re-import. This will allow you to export your file with changes you made in PLS Web Portal, make further revisions in the file, and re-import.

3.2 Upload and Import Data Files

Once you have prepared your files (see section 3.4), you need to copy them from your local drive to import them into the PLS Web Portal database.

After you log onto the website, go to the **Tools** menu and select **Import Data.** Click on the **Browse** button to find the file you need from your computer. Click on **Upload and Import File** once you have located your file (Exhibit 3.1).

Exhibit 3.1 PLS Web Portal Import Data Page

Several checks are performed while your file is being imported. If you have any problems that prevent a successful import, a message box will prompt you with the record(s) affected. Please note, this message box will show all the errors preventing the file from importing. Once these errors are resolved, the file should import correctly.

Once you click "Upload and Import File" you will be prompted to choose what type of file you are importing (AE, Outlet, Annotation, or Edit Report). When you import a file again with the same file name as the previous file, the previous one is deleted. When you click "Delete All" all Current Year imported data will be deleted from the web portal. If you click "Delete All AE Data" all of the associated Outlet Data will be deleted.

Please note:

- The files will not import successfully if any of the fields are blank. Refer to the following sections for instructions on preparing files for import.

- Imported data must be valid (see the following table):

Numeric Data Elements:	
Any positive number for numeric data elements	Enter the appropriate numeric data.
0	Zero for numeric data means the library has none of that item (e.g., the library does not maintain a video collection). Do not use zero when the value is not known (e.g., the city pays benefits but does not provide the figure). Use -1, described next.
-1	"-1" means that the appropriate figure is unavailable. **Please note: If your state did not ask the FY 2016 data element as updated in section 1.4 Data Element Changes, you must submit all data on that element as missing ("-1").**
-3	"-3" means "Not Applicable" and is used for this item only: • Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)
Alphanumeric Data Elements:	
Alphabetic or numeric data for alphanumeric data elements	Enter the appropriate alphabetic or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See Appendix A.
-3	"-3" means "Not Applicable" and is used for <u>this item</u> only: • Phone (use only if library has no phone)
Structure, Name, and Address Changes:	
-3	"-3" means "Not Applicable" and is used for these items only: • LINKID, OLDID, and PARENTID

3.3 Uploading Annotation Files

You can import a file that contains annotations prior to running your first edit report. You must include the FSCSKEY and Edit ID# in order for the explanation to be applied to the correct edit record. After successfully importing the annotation file, you can run the edit report after you have successfully run the match report (see Appendix C: Resolving the Match Report) and reviewed the results. See Appendix D for the import file record layout.

3.4 Preparing Administrative Entity and Outlet Import Files

Each year your current records are compared to the prior-year information. Any variance in the name, address, or organizational structure from the prior year to the current year must be explained by status codes defining the change.

The FSCS ID# is the link between each year, and you must account for each record as it exists on the final FSCS prior-year data file. You can obtain the prior-year information through the **Export**

Data option on the **Tools** menu. Alternatively, you can contact AIR staff to receive a file with the FSCS identification, name, and address information to use in constructing your import files.

If you are unsure what changes may have occurred since the last submission, import your file, run the match, and use the report to see what you need to resolve. You can then decide whether to process the changes in the PLS Web Portal (please see details in Chapter 4) or you can include the information on your data files and import again.

In order to process structure, name, and location changes from your import file, the following information must be included. Please see Appendix D for technical information on formatting your import records.

- **STATSTRU:** This code indicates the structure status of the record.

00 – No Change
01 – Existing Administrative Entity/Outlet Absorbs Another (Adoption)
02 – Newly Created Administrative Entity/Outlet
03 – Closed Administrative Entity/Outlet (Death)
04 – Move Outlet to Newly Created Administrative Entity (Divorce)
05 – Merge Two or More Administrative Entities/Outlets to Form a New Administrative Entity/Outlet (Marriage)
08 – Restore (Reopen) a Previously Closed Administrative Entity/Outlet
09 – Restore (Undo) a Previously Deleted Administrative Entity/Outlet
10 – Delete an Incorrect Record (includes Out of Scope/Errors or for Planned But Never Opened (formerly 26))
11 – Outlet Moves to Different Previously Existing Administrative Entity
13 – Add an Existing Administrative Entity/Outlet Not Previously Reported
22 – Future Administrative Entity/Outlet FSCS ID Request
23 – Temporary Closure
24 – Reopen a Temporarily Closed Administrative Entity/Outlet

- **STATNAME**: This code indicates the status of the library name.

00 – No Change
06 – Official Name Change
14 – Preferred Spelling for Library Name

- **STATADDR:** This code indicates the status of the physical location.

00 – No Change
07 – Move to a New Location
15 – Preferred Street Address

- **LINKID:** This is an identifier defined by the respondent and is used to associate two or more records that are involved in an adoption or marriage structure change. The LINKID must be unique for each set of records. For example, a merge requires at least three import records with the same LINKID. [See Appendix B, structure change 05 – Merge Two or More Administrative Entities to Form a New Administrative Entity (Marriage)].

- **PARENTID:** This identifier is on the outlet import file and is used to associate the outlet to the proper parent. The value for this field should be the same as the LIBID of the parent administrative entity.

- **OLDID:** This identifier is reserved for structure changes where it is necessary to track the prior-year FSCSKEY information for records that will not be on the current-year file.

4 User Options, Input Data, and Structure Changes

The **Tools** menu contains selections that allow you to enter data directly into PLS Web Portal:

- **User Options** allows you to choose the sort order (e.g., by FSCS ID, LIBID, NAME, or CITY) you want for retrieving administrative entity and outlet records and viewing the Edit Report. You can choose to save changes automatically (default option). These options are available from every Input Data screen.

- **Input Data** is the only means of entering state characteristics data. It also provides access to current administrative entity and outlet records.

- **Structure Changes** allows you to add, delete, merge, or restore AEs or outlets. If you imported your file, you can use the structure change menu to resolve any prior-year records you may be missing from your current-year file. You can also reset a record previously coded or marked for a structure change. Choose AE or Outlet as appropriate for the change you want to make. Further details are provided in section 4.3.

4.1 User Options

The selected options selected in Exhibit 4.1 are the default settings.

Exhibit 4.1 PLS Web Portal User Option Page

4.1.1 Sort Order for Administrative Entities or Outlets in Input Data

You determine how to retrieve your administrative entity records for viewing and update as well as making structure changes. Sorting can be done by:

- FSCS ID – This is the default setting

- LIBID

- NAME

- CITY

4.1.2 Sort Order for Edit Report by Edit Number

You can sort your Edit Report by Edit Number with these options.

- Edit number by FSCS ID– This is the default setting.

- Edit number by Annotation Status by FSCS ID

4.1.3 Auto Save Data in Input Data

You can set this option to:

- Yes – This is the default setting. The system automatically saves your data.

- No

NOTE: The Auto Generate Totals option has been removed. The PLS Web Portal automatically generates totals for data that you input through the Input Data screens. It is not possible to turn off the automatic totals.

4.2 Input Data

Select **State Char**, **AE**, or **Outlet** to navigate to the screen you wish to update. Buttons that allow you to **Save** and **Print Page** appear at the bottom of every page. Use the tab key to move from field to field or use your mouse by clicking on the section you wish to go to under **Section Navigation**.

By default the user options are set to automatically save your corrections. If you choose not to save your corrections automatically, be sure to click **Save** before leaving the page. To exit any of these screens, select **Home** from the menu bar to return to the main PLS Web Portal page.

4.2.1 State Characteristics

This screen consists of four data items for you to fill out. Once you have completed your updates, you can return to the Survey Status page to check for further actions.

4.2.2 Administrative Entity

Data for administrative entity records are collected in nine sections, or screens. An additional section for the associated outlets is available to access outlet data for that administrative entity. The names of each section are provided as links on the left side of the screen. You can use your mouse to click on any of the links to go to the page you wish to correct.

You can go to another administrative entity record by selecting one from the dropdown menu at the top of the page. The records are listed by FSCS ID by default. You can choose another sort order under **User Options**. The arrow buttons are available at the top of the screen next to the AE name if you want to navigate to the next or previous AE. The arrows with the line will navigate you to the first or last AE in the list.

If you make a change to name and address information for an administrative entity, you must also select the appropriate status code (the name/address status codes and their values are included in Appendix B) to identify whether the change is an official name change or whether the address change indicates an actual location change.

NOTE: Any changes to the name or address fields will require you to run the Match Report before you can proceed with any further processing of your submission.

4.2.3 Outlets

Outlet records require only one section. You have two options to view your outlet records:

You can access an outlet record from the parent administrative entity record. Only those outlets associated with the administrative entity are available to view this way.

- You can access all outlet records from the Tools menu. You can navigate through all of the outlet records from this option by using the drop down menu or the arrow buttons if you choose to scroll.

If you make a change to name and address information for an outlet, you must also select the appropriate status code (the name/address status codes and their values are included in Appendix B) to identify whether the change is an official name change or whether the address change indicates an actual location change.

NOTE: Any changes to the name or address fields will require you to run the Match Report before you can proceed with any further processing of your submission.

4.3 Structure Changes

You can add, remove, change, or reset records through the **Structure Changes** menus. Under the **Tools** menu, select **Structure Changes** and then **AE** or **Outlet** depending on the record you need to change. Currently, you are restricted to one structure change per administrative entity or outlet record (Exhibits 4.2 and 4.3).

Please note: When you complete all of your structure changes, you must complete a successful Match Report before you can continue processing your submission

Exhibit 4.2 PLS Web Portal Structure Change: AE Page

Exhibit 4.3 PLS Web Portal Structure Change: Outlet Page

5 Match Report

After you import or enter data, you must run a successful match report. This step is necessary to record structure changes (e.g., new or closed libraries) as well as official name and location changes to ensure file integrity. The match report compares your current-year records to the prior-year records on the publicly released data file using the FSCS ID information. After a successful match is run, new IDs are assigned to new libraries.

From the **Reports** menu, select **Run Match Report** to generate an Excel workbook that will detail the results of the match. If the program does not encounter a problem, any new administrative entities and outlets will be assigned FSCS IDs and you will see a message to proceed with the edit report. If the program cannot resolve the information you provide, you will see messages in the report that identify the problem(s).

You **must** resolve all discrepancies in the match report. You can fix your original file and re-import, or you may be able to resolve problems through the Structure Change options under the Tools menu. If you need the prior-year FSCS ID information, you can use the **Export Data** function under the **Tools** menu. Appendix C provides additional guidance for understanding the match report messages.

NOTE: Any time you import a data file or make any structure, name, or address changes to either an outlet or administrative entity record from the data input screens, you must rerun the match report.

5.1 Match Report

All results of the match are displayed in an Excel workbook with multiple worksheets.

The report is not linked to the database (PLS Web Portal). You must make any corrections by either importing a new file or manually inputting data in the PLS Web Portal screens (i.e., structure change menu and the name and address status code fields).

Please note: Sometimes one type of error will produce more than one error message for the match report.

The Excel workbook has the following worksheets:

- Summary – provides an overview and count of match errors. Specific errors can be found on the subsequent worksheets.

If you do not have any match problems, you will see the message: "Match has completed successfully. Check 'New ID' Sheet." New FSCS IDs will be assigned to any new administrative entity/outlets.

Otherwise, you will see which of the following conditions that failed, with a count of match errors per AE or Outlet:

Invalid Status Code (STATSTRU)

Record found current year but not prior year
Record found prior year but not current year
All FSCSKEYs and OLDIDs must be unique (unless "-3')
All LIBIDs must be unique for AE records
FSCS ID information must equal -3
FSCS ID information cannot equal -3
LINKID must equal -3
LINKID cannot equal -3
PARENTID must equal -3
PARENTID cannot equal -3
OLDID must equal -3
OLDID cannot equal -3
These records do not comply with the rules for Adoption
These records do not comply with the rules of Marriage
Cannot restore Record, there is no old AE
Administrative entity does not have any outlets
Outlet record is not on the AE file
PARENTID is not on the AE file
STATNAME and LIBNAME are inconsistent with the PY file
STATADDR and ADDRESS are inconsistent with the PY file

- New ID – provides the list of any new FSCS ID numbers that were generated. No resolution is required for these records because the software does not assign new identification numbers until the match is successful.

- Admin Single – displays problems with structure changes involving only one administrative entity record:

INVALID Status Code
This AE was not on the PY file
This AE was reported last year, but is missing on the CY file
FSCSKEY cannot be -3 for STATUS ("00", "08", "09", or "24") Records
FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", "13", "22", or "23") Records
LINKID cannot be -3 for STATUS ("01" or "05") Records
LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", "13", "22", "23", or "24") Records
OLDID cannot be -3 for STATUS ("03", "10", or "23") Records

OLDID must be -3 for STATUS ("00", "02", "04", "08", "09", "13", "22", or "24") Records
Cannot restore AE, there is no old AE with STATUS ("03", "10", or "23")
Admin record does not have any outlets

- Admin Multi – displays problems with structure changes involving multiple administrative entity records:

All FSCSKEYs and OLDIDs must be Unique (unless -3)
All LIBIDs must be Unique for AE records
These records do not comply with the rules of Adoption
These records do not comply with the rules of Marriage

- Outlet Single – displays problems with structure changes involving only one outlet record:

INVALID Status Code
This Outlet was not on the PY file
This Outlet was reported last year, but is missing on the CY file
FSCSKEY cannot be -3 for STATUS ("00", "08", "09", or "24") Records
FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", "11", "13", "22", or "23") Records
FSCS_SEQ cannot be -3 for STATUS ("00", "08", "09", or "24") Records
FSCS_SEQ must be -3 for STATUS ("02", "03", "04", "05", "10", "11", "13", "22", or "23") Records
LINKID cannot be -3 for STATUS ("01" or "05") Records
LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", "13", "22", "23", or "24") Records
OLDID cannot be -3 for STATUS ("03", "04", "10", "11", or "23") Records
OLDID must be -3 for STATUS ("00", "02", "08", "09", "13", "22", or "24") Records
PARENTID cannot be -3 for STATUS ("02", "04", "11", "13", or "22") Records
PARENTID must be -3 for STATUS ("00", "01", "03", "08", "09","10", "23", or "24") Records
Cannot restore Outlet, there is no old AE with STATUS ("03", "10", or "23")
Outlet Record is not on the AE File
PARENTID is not on the AE File

- Outlet Multi – displays problems with structure changes involving multiple outlet records:

All FSCSKEYs and OLDIDs must be Unique (unless -3)
These records do not comply with the rules of Adoption

These records do not comply with the rules of Marriage

- Name Changes – displays records with name change problems

STATNAME Invalid
STATNAME 00 and Name Change
STATNAME 07 and no name change
STATNAME 15 and no name change

- Address Changes – displays records with address change problems

STATADDR Invalid
STATADDR 00 and Address Change
STATADDR 07 and no name change
STATADDR 15 and no name change

- Restorable AE – provides a list of all closed, deleted, and temporary closure entities for the state used as a reference

- Restorable Outlet – provides a list of all closed, deleted, and temporary closure for the state used as a reference

5.2 Resolving Unsuccessful Records

Please see Appendix C Resolving the Match Report, for specific instructions and examples for how to resolve each individual match error.

The match report runs assuming that the status structure code is the intended value and checks that the format of the record is consistent with the code. For example, if you wanted to close a library and used the correct STATSTRU = '03' but did not make the appropriate entries for the FSCSKEY and OLDID fields, the software will generate an error message.

The report displays information about the record, status code, and error messages. The error messages refer to problems with the format of a record based on the status structure change code you provide. If the status code is incorrect, you simply have to change it to the correct code. Otherwise, you must adjust the AE or Outlet information to match the status code.

You can correct information in your data file and import the revised file, or for most problems, you can use the **Structure Change** menu option under the **Tools** menu. However, you must fix problems with duplicate FSCS ID or OLDID information directly in the data file and import again.

The **Restorable AE** tab and the **Restorable Outlet** tab are provided for your reference. The **Restorable AE** tab provides a list of all closed, deleted, and temporary closure entities for your state. Before you open a newly created administrative entity (birth), structure code 02, you should check this tab to make sure that the administrative entity you are trying to newly create is truly new. Meaning, the administrative entity was not previously reported and then closed, deleted, or

temporarily closed. This preserves the historical and longitudinal record for your state. This also applies for the **Restorable Outlet** tab.

HINT: Name and address changes can generate the largest number of error messages. You can run the match report and then decide how best to make corrections. For example, if you find that you are getting messages because all of the current-year address fields are incorrect, you might want to copy the prior-year addresses to the current year and import the revised file. However, if you only need to change the status code for a few records, you can simply use the Input screens.

6 Edit Report

Once you have completed a successful match you must run the Edit Report by selecting **Run Edit Report** from the **Reports** menu.

The report is displayed in an Excel workbook with multiple worksheets and is **not** linked to the database (PLS Web Portal). You must make changes to your data through the data inputting options or through an updated import file. (Please note that if you import a corrected file you will have to run the match again.)

Please note: You cannot annotate an edit report through the browser window. You must save the edit report, record and save your annotation(s) in the workbook, and import the revised version into PLS Web Portal.

You can select one of two sort orders for the edit report from the browser window: Sort by edit number by FSCS ID or Edit Number by Annotation Status by FSCS ID from the **User Options** menu.

It is necessary to provide an explanation for non-critical errors (see FY 2016 Edit Messages and Conditions located in the PLS Web Portal Help menu for a full list of edits and conditions). The annotations that accompany your Edit Report are an essential part of your submission. The annotations provide verification and explanations for data that are flagged under a non-critical edit condition but are correct. **You must have at least one of each noncritical edit annotated before you can complete your submission.** Not all non-critical errors need to be annotated if the explanation is the same for those errors. If you make data changes or add annotations, you must rerun the edit report before you can lock your submission.

6.1 Edit Messages and Conditions

A full list of edits and conditions are included under the PLS Web Portal Help menu options and are also published online on the IMLS website (FY 2016 Edit Messages and Conditions). In addition to the current-year and historical edits, the conditions for internal checks conducted by AIR during edit follow-up are included. The types of edits follow:

6.1.1 Current-Year Edits

- Critical edits **must** be resolved before you can lock your submission.

    o Any -2 value

    o Zero or -1 in any population data element

    o The state population is less than the unduplicated population

    o Not responding to 100 percent response to all items

    o Discrepancies between the number of outlets reported on the administrative entity record and its outlet records

- o A subset item is greater than the total (e.g., "Total Circulation" is less than "Circulation of Children's Materials")

- o Any occurrence where fully reported detail data do not equal the reported total

- Other current-year edits

- o Reporting patterns for data elements with detail items where not all items are reported (e.g., "Total Librarians" and "Total Staff" are reported as equal but "Other Paid Employees" is -1)

- o Inter-item comparison ratios (e.g., "Total Circulation" to "Annual Visits")

- o Logical (e.g., an individual administrative entity's report period start date is before the state's report period start date)

- o Magnitude (e.g., "Databases" is greater than 1,000)

- o Definitional (e.g., "Print Materials" is zero)

6.1.2 Historical Edits

Historical edits compare current-year to prior-year data as follows:

- Prior year was -1, and current year is zero.

- Prior year was -1, and current year is 1.

- Prior year was greater than a calculated value, and current year is zero.

- Current year is greater than a calculated value, and prior year is zero.

- Current year and prior year have the same value.

- Current year to prior year ratio is outside a specified range.

6.1.3 Internal Edits Performed at AIR

- State level

- More than 65 percent of a data element was -1 in the prior year and is reported zero for the current year.

- Sum of any numeric variable is zero.

- Other edits

- A special summation check for operating expenditures

- More than 85 percent nonresponse for an administrative entity

- Street address checks

- Discrepancies in address information between administrative entity and outlet records

- State abbreviations in the address or city fields

- Testing inter-item ratios

6.2 Annotations

Annotations are stored in the PLS Web Portal database and are applied to the edits when you run the edit report.

You can upload your annotation file into PLS Web Portal through the **Import Data** option under the **Tools** menu in the following formats (see Annotation Import File Specifications in Appendix D):

- A comma delimited text file (.csv)

- Fixed length text file (.txt)

- Excel file (.xls and .xlsx)

If you need to make more annotations after they have been uploaded, you can upload again through the edit report. Save the Excel file generated by running the edit report, record your annotations, and re-upload the revised version.

Please note that only annotations associated with individual edits will display in the edit report. If you have a general explanation that applies to several libraries, you must copy that explanation into the annotations column for each record to which it applies.

7 Lock Data

The Lock Data screen is located under the **Tools** menu. The user must verify that they want to lock their data.

Please remember to review the Tables under the **Reports** option to check for any large statewide discrepancies before locking your data.

The following conditions must be met to lock your data:

- No critical edits are found when the edits are run. (Note: Critical edits are identified on the Edit Report in red. Also, "Critical Edit" is displayed in the edit message.)

- If there are noncritical edits flagged, then at least one annotation is present.

- The respondent can perform the following actions after locking:

  - View Survey Status

  - Export data

  - View blank survey form

  - Run tables

  - View help documents

  - Access external links

  - Logout

Once locked the application does not allow the respondent to change any data, import files, perform the match routine, or run the Edit Report. If you lock your data and need to revise the locked data, please contact AIR at **PLS@air.org** or 1-866-744-5746.

7.1 Estimate of Burden

After locking your data you will be asked to provide the estimated number of hours, it took you to complete the survey. The estimated number of hours should include the time to review instructions, search existing data resources, gather the data needed and complete and review information collected. This includes the following:

- Preparing for the data submission (revising worksheets, and, if you are a Bibliostat or Counting Opinions state, submitting to and testing the PLS Web Portal)

- Vetting data submissions of individual libraries

- Readying data for submission to AIR and contacting libraries as needed with questions

- Submit data through PLS Web Portal

- Respond to post-submittal edit questions (includes all time spent interacting with PLS Web Portal and AIR during this phase)

You may go back into the PLS Web Portal at any time to update this number.

Exhibit 7.1 PLS Web Portal Lock Data Confirmation Page

8 Chief Officer Certification

After the survey is locked, the PLS Web Portal will automatically inform your Chief Officer that the data are ready for review for the certification procedure (SDCs are copied on this e-mail). Each Chief Officer will be provided with login credentials to access the PLS Web Portal to review the data after the survey is locked and to certify the survey. The Chief Officer will receive the login credential in an e-mail shortly after the start of data collection. You will receive notification e-mails when the Chief Officer has been notified of the locked data and when the survey data has been certified. This process will eliminate the previous manual process of faxing or scanning and e-mailing the certification.

Appendix A Survey Instrument

Data Entry Screens and Data Element Definitions <mark>(will be updated with FY16 info)</mark>

State Characteristics Page

Administrative Entity —— Name/Addresses

INSTITUTE *of*
MUSEUM and Library
SERVICES

Public Libraries Survey   *OMB No. 3137-0074*
Web Portal   *Expires 12/31/2016*
Fiscal Year 2015

| Input Data: AE page | Home | Survey Status | Tools ▾ | Reports ▾ | Help ▾ | External Links ▾ |

SUB MENU | USER OPTIONS | STRUCTURE CHANGES: AE | DATA ELEMENT DEFINITIONS: AE

|◄ ◄   **Administrative Entity**   NAME   [Albany County Public Library   ▾]   ❯   ❯|

Section Navigation		Name/Address		
Name/Address	›	**ITEM #**	**ITEM**	**CURRENT YEAR**	**PRIOR YEAR**
Other Identification	›	150	FSCS ID	DY0001	DY0001
Population/Outlets/Staff	›	150a	Structure Status	00	00
Operating Revenue	›	151	LIB ID	2	2
Operating Expenditures	›	152	Name	ALBANY COUNTY PUBLIC LIBRARY	ALBANY COUNTY PUBLIC LIBRARY
Capital	›	152a	Name Status	00 (No Change) ▾	00
Library Collections	›			*Street Address*	
Service Measures	›	153	Address	23 WEST MAIN ST	23 WEST MAIN ST
Programs/Other Electronic	›	153a	Address Status	00 (No Change) ▾	00
Associated Outlet(s)	›	154	City	WORLAND	WORLAND
		155	ZIP Code	82729	82729
				Mailing Address	
		157	Address	1500 HEART MOUNTAIN STREET	1500 HEART MOUNTAIN STREET
		158	City	WORLAND	WORLAND
		159	ZIP Code	82729	82729

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Administrative Entity —— Other Identification

🔒 LOGOUT

INSTITUTE of **Museum and Library** SERVICES | Public Libraries Survey Web Portal Fiscal Year 2015 — OMB No. 3137-0074 Expires 12/31/2016

| *Input Data: AE page* | Home | Survey Status | Tools ▾ | Reports ▾ | Help ▾ | External Links ▾ |

SUB MENU | USER OPTIONS | STRUCTURE CHANGES: AE | DATA ELEMENT DEFINITIONS: AE

Administrative Entity **NAME** Albany County Public Library ⌄

Section Navigation

- Name/Address ›
- **Other Identification** ›
- Population/Outlets/Staff ›
- Operating Revenue ›
- Operating Expenditures ›
- Capital ›
- Library Collections ›
- Service Measures ›
- Programs/Other Electronic ›
- Associated Outlet(s) ›

Other Identification

ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
161	County	ALBANY	ALBANY
162	Phone	3015559781	3015559781
200	Interlibrary Relationship Code	ME ▾	ME
201	Legal Basis Code	CO ▾	CO
202	Administrative Structure Code	MO ▾	MO
203	FSCS Public Library Definition	Y ▾	Y
204	Geographic Code	CO1 ▾	CO1
205	Legal Service Area Boundary Change	N ▾	N
206	Reporting Period Start Date (MM/DD/YYYY)	07/01/2013	07/01/2012
207	Reporting Period End Date (MM/DD/YYYY)	06/30/2014	06/30/2013

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Administrative Entity —— Population/Outlets/Staff

🔒 LOGOUT

INSTITUTE of MUSEUM and Library SERVICES

Public Libraries Survey
Web Portal
Fiscal Year 2015

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Expires 12/31/2016

| Input Data: AE page | Home | Survey Status | Tools ▾ | Reports ▾ | Help ▾ | External Links ▾ |

SUB MENU | USER OPTIONS | STRUCTURE CHANGES: AE | DATA ELEMENT DEFINITIONS: AE

I◁ ◁ **Administrative Entity** NAME Albany County Public Library ⌄ ❯ ▷I

Section Navigation

- Name/Address ❯
- Other Identification ❯
- **Population/Outlets/Staff** ❯
- Operating Revenue ❯
- Operating Expenditures ❯
- Capital ❯
- Library Collections ❯
- Service Measures ❯
- Programs/Other Electronic ❯
- Associated Outlet(s) ❯

		Population / Outlets / Staff		
ITEM #	**ITEM**		**CURRENT YEAR**	**PRIOR YEAR**
208	Population of the Legal Service Area		33,979	33,979
		Service Outlets		
209	Number of Centrals		1	1
210	Number of Branches		2	2
211	Number of Bookmobiles		0	0
		Paid Staff (Full-Time Equivalent)		
250	ALA-MLS Librarians		3.00	3.00
251	Tool Librarians		3.92	3.92
252	All Other Paid Staff		13.57	13.57
253	Total Paid Employees		17.49	17.49

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Administrative Entity —— Operating Revenue

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| Public Libraries Survey   OMB No. 3137-0074
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| *Input Data: AE page* | Home | Survey Status | Tools ▾ | Reports ▾ | Help ▾ | External Links ▾ |

SUB MENU | USER OPTIONS | STRUCTURE CHANGES: AE | DATA ELEMENT DEFINITIONS: AE

|◁ ◁   *Administrative Entity*   NAME   Albany County Public Library   ⌄   ❯ ❯|

Section Navigation				*Operating Revenue*		
Name/Address	❯	**ITEM #**	**ITEM**	**CURRENT YEAR**		**PRIOR YEAR**
Other Identification	❯	300	Local Government Revenue	737,077		737,077
Population/Outlets/Staff	❯	301	State Government Revenue	0		0
Operating Revenue	❯	302	Federal Government Revenue	8,236		8,236
Operating Expenditures	❯	303	Other Revenue	4850		4850
Capital	❯	304	Total Revenue	830,163		830,163
Library Collections	❯					
Service Measures	❯					
Programs/Other Electronic	❯	🖨 PRINT PAGE		Reset	SAVE	
Associated Outlet(s)	❯					

Administrative Entity —— Operating Expenditures

🔒 LOGOUT

INSTITUTE of **Museum** and **Library** SERVICES | Public Libraries Survey OMB No. 3137-0074
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Fiscal Year 2015

| Input Data: AE page | Home | Survey Status | Tools - | Reports - | Help - | External Links - |

SUB MENU | USER OPTIONS | STRUCTURE CHANGES: AE | DATA ELEMENT DEFINITIONS: AE

|◀ ◀ *Administrative Entity* **NAME** Albany County Public Library ⌄ ❯ ❯|

Section Navigation
Name/Address >
Other Identification >
Population/Outlets/Staff >
Operating Revenue >
Operating Expenditures >
Capital >
Library Collections >
Service Measures >
Programs/Other Electronic >
Associated Outlet(s) >

		Operating Expenditures		
ITEM #	ITEM		CURRENT YEAR	PRIOR YEAR
		Staff Expenditures		
350	Salaries & Wages Expenditures		450,275	450,275
351	Employees Benefits Expenditures		112,393	112,393
352	Total Staff Expenditures		562,668	562,668
		Collection Expenditures		
353	Print Materials Expenditures		73,241	73,241
354	Electronic Materials Expenditures		500	500
355	Other Materials Expenditures		4,114	4,114
356	Total Collection Expenditures		77,855	77,855
357	Other Operating Expenditures		183,337	183,337
358	Total Operating Expenditures		823,860	823,860

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Administrative Entity —— Capital

🔒 LOGOUT

INSTITUTE of MuseumandLibrary SERVICES

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| Input Data: AE page | Home | Survey Status | Tools ▾ | Reports ▾ | Help ▾ | External Links ▾ |

SUB MENU | USER OPTIONS | STRUCTURE CHANGES: AE | DATA ELEMENT DEFINITIONS: AE

|◁   ◁

Administrative Entity   **NAME**   Albany County Public Library ▾   ❯   ❯|

Section Navigation
Name/Address   ›
Other Identification   ›
Population/Outlets/Staff   ›
Operating Revenue   ›
Operating Expenditures   ›
Capital   ›
Library Collections   ›
Service Measures   ›
Programs/Other Electronic   ›
Associated Outlet(s)   ›

		Capital	
ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
	Capital Revenue		
400	Local Government Capital Revenue	0	0
401	State Government Capital Revenue	0	0
402	Federal Government Capital Revenue	0	0
403	Other Capital Revenue	0	0
404	Total Capital Revenue	0	0
	Capital Expenditures		
405	Total Capital Expenditures	0	0

🖨 PRINT PAGE   Reset   SAVE

Administrative Entity —— Library Collections

Administrative Entity —— Service Measures

🔒 LOGOUT

INSTITUTE *of*
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Fiscal Year 2015

| Input Data: AE page | Home | Survey Status | Tools ▾ | Reports ▾ | Help ▾ | External Links ▾ |

SUB MENU | USER OPTIONS | STRUCTURE CHANGES: AE | DATA ELEMENT DEFINITIONS: AE

Administrative Entity   NAME   Albany County Public Library   ⌄

Section Navigation	
Name/Address	›
Other Identification	›
Population/Outlets/Staff	›
Operating Revenue	›
Operating Expenditures	›
Capital	›
Library Collections	›
Service Measures	›
Programs/Other Electronic	›
Associated Outlet(s)	›

Service Measures

ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
500	Public Service Hours Per Year	3,500	3,500
501	Library Visits	123,727	123,727
502	Reference Transactions	9,401	9,401
503	Registered Users	18,474	18,474
550	Total Circulation	183,638	163,638
551	Circulation of Children's Materials	67,126	67,126
552	Circulation of Electronic Materials	-3	-3
553	Interlibrary Loans Provided To	3,326	3,326
554	Interlibrary Loans Received From	5,528	5,528

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Administrative Entity —— Programs/Other Electronic

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Public Libraries Survey | OMB No. 3137-0074
Web Portal | Expires 12/31/2016
Fiscal Year 2015

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SUB MENU | USER OPTIONS | STRUCTURE CHANGES: AE | DATA ELEMENT DEFINITIONS: AE

|◁ ◁   *Administrative Entity*   NAME   GUAM PUBLIC LIBRARY SYSTEM ⌄   ▷ ▷|

Section Navigation	
Name/Address	›
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Associated Outlet(s)	›

Programs / Other Electronic

ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
	Library Programs		
600	Total Library Programs	1,700	1,634
601	Children's Programs	754	754
602	Young Adult Programs	809	809
603	Total Program Attendance	8,028	8,028
604	Children's Program Attendance	6,081	6,081
605	Young Adult Program Attendance	1,770	1,770
	Other Electronic Information		
650	Internet Computers Used by the General Public	547	547
651	Uses (Sessions) of Public Internet Computers Per Year	39,842	39,842
652	Wireless Sessions	2,369	2,369

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Administrative Entity—Associated Outlet(s) Page

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SUB MENU | USER OPTIONS | STRUCTURE CHANGE: OUTLET | DATA ELEMENT DEFINITIONS: OUTLET

|◄ ◄   **Administrative Entity**   NAME   Albany County Public Library ⌄   ❯ ❯|

Associated Outlets   NAME   Albany County Public Library (CE) ⌄

Section Navigation
Name/Address ❯
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Programs/Other Electronic ❯
Associated Outlet(s) ❯

Associated Outlet(s)

ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
700	FSCS ID	DY0001-008	DY0001-008
700a	Structure Status	00	00
701	LIB ID	A1	A1
702	Name	ALBANY COUNTY PUBLIC LIBRARY	ALBANY COUNTY PUBLIC LIBRARY
702a	Name Status	00 (No Change) ▾	00
703	Street Address	261 WASHINGTON ST	261 WASHINGTON ST
703a	Address Status	00 (No Change) ▾	00
704	City	LARAME	LARAME
705	ZIP Code	83414	83414
707	County	ALBANY	ALBANY
708	Phone	Current Year Value Here	3015559781
709	Outlet Type Code	CE Central Library ▾	CE
711	Area In Square Footage	17,824	17,824
712	Number of Bookmobiles	0	0
713	Public Service Hours Per Year	2,184	2,184
714	Number of Weeks Open	52	52

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State Characteristics Data Element Definitions

Note: The following items are answered by the state library agency.

#	Data Element Name (Variable Name)	Data Element Definition
100	Reporting Period Starting Date (STARTDAT)	This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.
101	Reporting Period Ending Date (ENDDATE)	This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.
102	State Total Population Estimate (POPU_ST)	This is the most recent total population figure for your state that matches the local population figures that you are submitting to IMLS. The State Data Coordinator should obtain this figure annually from the State Data Center or other state sources.
103	Total Unduplicated Population of Legal Service Areas (POPU_UND)	This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure. Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by PLS Web Portal. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the PLS Web Portal calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by PLS Web Portal. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately. Use your state's most recent state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

Administrative Entity Data Element Definitions

Administrative Entity. (This is not a PLS Web Portal Data Element.) This is the agency that is legally established under local or state law to provide public library service to the population of a

local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

#	Data Element Name (Variable Name)	Data Element Definition
150	FSCS ID (Automatic Display) (FSCSKEY)	This is the identification code assigned by PLS Web Portal to the administrative entity.
150a	Structure Status (STATSTRU)	This is the Structure Change Code to record actions such as adding, deleting, or merging.
151	LIB ID (LIBID)	This is the state-assigned identification code for the administrative entity.
152	Name (LIBNAME)	This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)
152a	Name Status (STATNAME)	This is the Name Change Code to identify whether the change is an official name change.
Street Address		
153	Street Address (ADDRESS)	This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
153a	Address Status (STATADDR)	This is the Address Change Code to identify whether the address change is an actual location change.
154	City (of street address) (CITY)	This is the city or town in which the administrative entity is located.
155	ZIP Code (of street address) (ZIP)	This is the standard five-digit postal zip code for the street address of the administrative entity.
Mailing Address		
157	Mailing Address (ADDRES_M)	This is the mailing address of the administrative entity.
158	City (of mailing address) (CITY_M)	This is the city or town of the mailing address for the administrative entity.
159	ZIP Code (of mailing address) (ZIP_M)	This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.

#	Data Element Name (Variable Name)	Data Element Definition
161	County of the Entity (CNTY)	This is the county in which the headquarters of the administrative entity is physically located.
162	Phone (PHONE)	This is the telephone number of the administrative entity, including area code.
		Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter "- 3" (for Not Applicable).
200	Interlibrary Relationship Code (C_RELATN)	Select one of the following:
		HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.
		Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.
		ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.
		NO—Not a Member of a Federation or Cooperative.
201	Legal Basis Code (C_LEGBAS)	The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.
		Select one of the following:
		CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.
		CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.
		CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

#	Data Element Name (Variable Name)	Data Element Definition
		LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).
		MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.
		Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.
		NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.
		Note: Include native Alaskan villages in this category.
		NP—Nonprofit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with 501(c) designation.
		SD—School District. An organized local entity providing public elementary, secondary, and/or higher education, which under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.
		OT—Other.
202	Administrative Structure Code (C_ADMIN)	This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.
		An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.
		Select one of the following:
		MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An

#	Data Element Name (Variable Name)	Data Element Definition
		administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.
		MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.
		SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.
203	FSCS Public Library Definition (C_FSCS)	Answer <Y>es or <N>o to the following question: "*Does this public library meet all the criteria of the FSCS public library definition?*"
		A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
		1. An organized collection of printed or other library materials, or a combination thereof;
		2. Paid staff;
		3. An established schedule in which services of the staff are available to the public;
		4. The facilities necessary to support such a collection, staff, and schedule; and
		5. Is supported in whole or in part with public funds.
		Note: If the library meets all of the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o.

#	Data Element Name (Variable Name)	Data Element Definition
204	Geographic Code (GEOCODE)	Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.
		Note: The Population of Legal Service Area (data element #208) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #201). For further clarification of metropolitan area, see Metropolitan Status Code "NC—Metropolitan Area, but Not Within Central City Limits" (data element #710—Outlet Data Element Definitions).
		CI1—Municipal Government (city, town or village) (exactly)
		CI2—Municipal Government (city, town or village) (most nearly)
		CO1—County/Parish (exactly)
		CO2—County/Parish (most nearly)
		MA1—Metropolitan Area (exactly)
		MA2—Metropolitan Area (most nearly)
		MC1—Multi-County (exactly)
		MC2—Multi-County (most nearly)
		SD1—School District (exactly)
		SD2—School District (most nearly)
		OTH—Other
205	Legal Service Area Boundary Change (LSABOUND)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity's legal service area boundaries change since last year?*"
		Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

#	Data Element Name (Variable Name)	Data Element Definition
206	Reporting Period Starting Date (STARTDAT)	This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
207	Reporting Period Ending Date (ENDDATE)	This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
208	Population of the Legal Service Area (POPU_LSA)	The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources.
209	Number of Central Libraries (CENTLIB)	This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

#	Data Element Name (Variable Name)	Data Element Definition
210	Number of Branch Libraries (BRANLIB)	A branch library is an auxiliary unit of an administrative entity which has at least all of the following: Separate quarters; An organized collection of library materials; Paid staff; and Regularly scheduled hours for being open to the public.
211	Number of Bookmobiles (BKMOB)	A bookmobile is a traveling branch library. It consists of at least all of the following: A truck or van that carries an organized collection of library materials; Paid staff; and Regularly scheduled hours (bookmobile stops) for being open to the public. Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

#	Data Element Name (Variable Name)	Data Element Definition
250	ALA-MLS (MASTER)	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
251	Total Librarians (LIBRARIA)	Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #250).
252	All Other Paid Staff (OTHPAID)	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
253	Total Paid Employees (TOTSTAFF)	This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252).

OPERATING REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

#	Data Element Name (Variable Name)	Data Element Definition
300	Local Government Revenue (LOCGVT)	This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.
		Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.
		Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.)
301	State Government Revenue (STGVT)	These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.
		Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).
302	Federal Government Revenue (FEDGVT)	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.
303	Other Operating Revenue (OTHINCM)	This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include

#	Data Element Name (Variable Name)	Data Element Definition
		the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.
304	Total Operating Revenue (TOTINCM)	This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

Staff Expenditures

#	Data Element Name (Variable Name)	Data Element Definition
350	Salaries & Wages Expenditures (SALARIES)	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
351	Employee Benefits Expenditures (BENEFIT)	These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits
352	Total Staff Expenditures (STAFFEXP)	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

#	Data Element Name (Variable Name)	Data Element Definition
353	Print Materials Expenditures (PRMATEXP)	Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.
354	Electronic Materials Expenditures (ELMATEXP)	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]
		Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).
355	Other Materials Expenditures (OTHMATEX)	Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.
356	Total Collection Expenditures (TOTEXPCO)	This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355).

#	Data Element Name (Variable Name)	Data Element Definition
357	Other Operating Expenditures (OTHOPEXP)	This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356).

| | | Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. |
| 358 | Total Operating Expenditures (TOTOPEXP) | This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357). |

CAPITAL REVENUE

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, nonprint, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

#	Data Element Name (Variable Name)	Data Element Definition
400	Local Government Capital Revenue (LCAP_REV)	Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
401	State Government Capital Revenue (SCAP_REV)	Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
402	Federal Government Capital Revenue (FCAP_REV)	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.

#	Data Element Name (Variable Name)	Data Element Definition
403	Other Capital Revenue (OCAP_REV)	Report private (nongovernmental funds), including grants received by the library for the purpose of major capital expenditures.
404	Total Capital Revenue (CAP_REV)	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403). Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

CAPITAL EXPENDITURES

#	Data Element Name (Variable Name)	Data Element Definition
405	Total Capital Expenditures (CAPITAL)	Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

LIBRARY COLLECTION[2]

This section of the survey (450-460) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures,

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[2] Revised data element definition.

and Other Materials Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

#	Data Element Name (Variable Name)	Data Element Definition
450	Print Materials[3] (BKVOL)	Report a single figure that includes the following: Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
451	Electronic Books – EBooks (EBOOK)	E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include

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[3] Revised data element definition.

#	Data Element Name (Variable Name)	Data Element Definition
		items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.
		NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item is restricted
		to a finite number of simultaneous users or an unlimited number of simultaneous users.
		Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For smaller libraries, if volume data are not available, the number of titles may be counted.
		Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."
452	Audio – physical units (AUDIO_PH)	These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.
		Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.
453	Audio – downloadable units (AUDIO_DL)	These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer

#	Data Element Name (Variable Name)	Data Element Definition
		for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.
		Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.
		NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.
		Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units. For smaller libraries, if volume data are not available, the number of titles may be counted.
		Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."
454	Video – physical units (VIDEO_PH)	These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound.
		Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

#	Data Element Name (Variable Name)	Data Element Definition
		Report the number of units, including duplicates. Items packaged together as a unit (e.g., two DVDs for one movie) and checked out as a unit are counted as one physical unit.
455	Video – downloadable units (VIDEO_DL)	These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.
		Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.
		NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.
		Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For smaller libraries, if volume data are not available, the number of titles may be counted.
		Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books

#	Data Element Name (Variable Name)	Data Element Definition
		with unlimited simultaneous users, then that collection would be counted as 100 "units."

Electronic Collections

Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

Electronic Collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

#	Data Element Name (Variable Name)	Data Element Definition
456	Local/Other cooperative Agreements (EC_LO_OT)	
457	State (state government or state library) (EC_ST)	
458	Total Electronic Collections (ELECCOLL)	This is the sum of Local/Other cooperative agreements and State electronic collections (data elements #456 and #457).

Current Print Serial Subscriptions

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print.

#	Data Element Name (Variable Name)	Data Element Definition
460	Current Print Serial Subscriptions (SUBSCRIP)	Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

SERVICES

#	Data Element Name (Variable Name)	Data Element Definition
500	Public Service Hours Per Year (HRS_OPEN)	This is the sum of annual public service hours for outlets. Note: Include the hours open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.
501	Library Visits (VISITS)	This is the total number of persons entering the library for whatever purpose during the year. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or 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).
502	Reference Transactions (REFERENC)	Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes

#	Data Element Name (Variable Name)	Data Element Definition
		information and referral service as well as unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction). Count Readers Advisory questions as reference transactions. Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.
		When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.
		NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"
		If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or 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.
503	Number of Registered Users (REGBOR)	A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.

#	Data Element Name (Variable Name)	Data Element Definition
		Note: Files should have been purged within the past three (3) years.
550	Total Circulation of Materials[4] (TOTCIR)	This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).
551	Circulation of Children's Materials (KIDCIRCL)	The total annual circulation of all children's materials in all formats to all users, including renewals.
552	Use of Electronic Material[5] (ELMATCIR)	Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.
553	Physical Item Circulation[6] (PHYSCIR)	The total annual circulation of all physical library materials of all types, including renewals. Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
554	Successful Retrieval of Electronic Information[7] (ELINFO)	The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs. Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

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[4] Revised data element name

[5] Revised data element name and definition

[6] New data element

[7] New data element

#	Data Element Name (Variable Name)	Data Element Definition
555	Electronic Content Use[8] (ELCONT)	The total annual count of the circulation of electronic materials and the successful retrieval of electronic information (Data elements #552 and #554).
556	Total Collection Use[9] (TOTCOLL)	The total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information (Data elements #552, #553, and #554).

INTER-LIBRARY LOANS

#	Data Element Name (Variable Name)	Data Element Definition
575	Provided To (LOANTO)[10]	These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.
576	Received From (LOANFM)[11]	These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

LIBRARY PROGRAMS

#	Data Element Name (Variable Name)	Data Element Definition
600	Total Number of Library Programs (TOTPRO)	A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs

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[8] New data element

[9] New data element

[10] Data element number change

[11] Data element number change

#	Data Element Name (Variable Name)	Data Element Definition
		may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.
		Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.
		If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.
		Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.
601	Number of Children's Programs (KIDPRO)	A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.
		Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).
		Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (*Services and Resources for Children and Young Adults in Public*

#	Data Element Name (Variable Name)	Data Element Definition
		Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under.
602	Number of Young Adult Programs (YAPRO)	A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.
		Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).
		Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds. Click on the following link to view information:
		The Young Adult Services Association (YASLA) defines young adults as age 12 through 18.
603	Total Attendance at Library Programs (TOTATTEN)	This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #600, for the definition of a library program.)

#	Data Element Name (Variable Name)	Data Element Definition
604	Children's Program Attendance (KIDATTEN)	The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children. Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #601, for the definition of a children's library program.)
605	Young Adult Program Attendance (YAATTEN)	The count of the audience at all programs for which the primary audience is young adults 12 to 18 years and includes 18 year olds. Include adults* who attend programs intended primarily for young adults. Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. *Please count all patrons that attend the young adult programs regardless of age. (See Number of Young Adult Programs, data element #602, for the definition of a young adult library program.)

OTHER ELECTRONIC INFORMATION

#	Data Element Name (Variable Name)	Data Element Definition
650	Number of Internet Computers Used by General Public (GPTERMS)	Report the number of the library's Internet computers [personal computers (PCs) and laptops], whether purchased, leased, or donated, used by the general public in the library.
651	Number of Uses (Sessions) of Public Internet Computers Per Year (PITUSR)	Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

#	Data Element Name (Variable Name)	Data Element Definition
		Note: This count includes only the library's Internet computers. Do not include wifi access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.
652	Wireless Sessions (WIFISESS)	Report the number of wireless sessions provided by the library wireless service annually.

Outlet Data Element Definitions

#	Data Element Name (Variable Name)	Data Element Definition
700	FSCS ID and SEQ (Automatic Display) (FSCSKEY and FSCS_SEQ)	This is the identification code assigned by PLS Web Portal. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
700a	Structure Status (STATSTRU)	This is the Structure Change Code to record actions such as adding, deleting, or merging.
701	LIB ID (Optional) (LIBID)	This is the state-assigned identification code for the outlet.
702	Name (LIBNAME)	This is the legal name of the outlet. Note: Provide the legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)
702a	Name Status (STATNAME)	This is the Name Change Code to identify whether the change is an official name change.
703	Street Address (ADDRESS)	This is the complete street address of the outlet. Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the

#	Data Element Name (Variable Name)	Data Element Definition
		administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
703a	Address Status (STATADDR)	This is the Address Change Code to identify whether the address change is an actual location change.
704	City (CITY)	This is the city or town in which the outlet is located.
705	ZIP Code (ZIP)	This is the standard five-digit postal ZIP code for the street address of the outlet.
707	County of the Outlet (CNTY)	This is the county in which the outlet is physically located.
708	Phone (PHONE)	This is the telephone number of the outlet, including area code. Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter "–3" (for Not Applicable).
709	Outlet Type Code (C_OUT_TY)	An outlet is a unit of an administrative entity that provides direct public library service. Select one of the following: BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here. BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following: Separate quarters; An organized collection of library materials; Paid staff; and Regularly scheduled hours for being open to the public. BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following: A truck or van that carries an organized collection of library materials;

#	Data Element Name (Variable Name)	Data Element Definition
		A paid staff; and
		Regularly scheduled hours (bookmobile stops) for being open to the public.
		Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #710). Alternatively, a bookmobile outlet record may include more than one bookmobile.
		CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.
		Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several coequal outlets and no principal collection, report all such outlets as branches, not central libraries.
711	Square Footage of Outlet (SQ_FEET)	Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
712	Number of Bookmobiles in the Bookmobile Outlet Record (L_NUM_BM)	The number of bookmobiles in the bookmobile outlet record.
		Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #709). A bookmobile is a traveling branch library. It consists of at least all of the following:
		A truck or van that carries an organized collection of library materials;
		A paid staff; and

#	Data Element Name (Variable Name)	Data Element Definition
		Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.
713	Public Service Hours Per Year (actual hours) (HOURS)	This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only)
		Note: Include the **actual** hours open for public service for centrals (data element #209), branches (data element #210), and bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.
714	Number of Weeks a Library is Open (actual weeks) (WKS_OPEN)	This is the number of weeks during the year that an outlet was open to the public.
		Note: Include the number of weeks open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only.
		For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. **Do not** calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

Appendix B Name, Address, and Structure Changes

Name and Address Changes

In direct data entry, changes to the name and address information for an administrative entity/outlet can be made through the appropriate Input Data screens. Note: If you make a change to either field you must also select the appropriate status code (the codes and their values are listed below) to identify whether the change is an official name change or whether the address change indicated an actual location change. For administrative entities, status code changes are made in survey item 152a – Name Status and item 153a – Address Status. For outlets, status code changes are entered in survey item 702a – Name Status and item 703a – Address Status.

If you are importing your data, the name and address status codes for all administrative entities and outlets should be recorded in the STATNAME and STATADDR fields on the import files.

Name Changes for Administrative Entities and Outlets

Name changes do not require any additional information other than the FSCS ID# information and the code indicating the status (STATNAME) of the field.

No Change from Last Year

- STATNAME is '00'

Official Name Change

- STATNAME is '06'

Preferred Spelling for Library Name

- STATNAME is '14'

Address Changes for Administrative Entities and Outlets

Address changes do not require any additional information other than the FSCS ID# information and the code indicating the status (STATADDR) of the field.

No Change from Last Year

- STATADDR is '00'

Move to New Location

- STATADDR is '07'

Preferred Street Address

- STATADDR is '15'

Administrative Entity Structure Changes

Diagrams are included for each type of structure change to indicate clearly what the fields on the file should contain. The diagrams are only partial representations of the file. An '*X*' is a placeholder and means that information must be supplied for that field. If the information in that column is not needed for the change, please use '-3' to indicate not applicable.

00 – No Change from Last Year

This simply means that nothing about the library's structure has changed from the previous year. The only information required is the FSCSKEY and STATSTRU.

- FSCSKEY = the prior year FSCSKEY

- STATSTRU = 00

- LINKID = -3

- OLDID = -3

FSCSKEY	STATSTRU	LINKID	OLDID
X	00	-3	-3

Example:

The New York Public Library is still the New York Public Library. The FSCSKEY is provided since the library will be included on the current-year file. No other records are involved so the LINKID is not needed. The OLDID field is not needed since no information is required for the historical tracking.

The record appears as follows:

FSCSKEY	STATSTRU	LINKID	OLDID
NY0778	00	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all non-applicable fields with -3.

01 – Existing Administrative Entity Absorbs Another Administrative Entity (Adoption)

When one or more administrative entities is no longer functioning independently and now operates as part of an existing administrative entity, the LINKID is required so that we can identify which records are involved. At least two records must exist for a valid adoption to occur.
Note: All outlet records for an adopted administrative entity must be dispatched. Please see the section on preparing outlet import files for details. Options for the existing outlets are:

- Adopted by another outlet of the adopting or a different parent administrative entity

- Closed

- Moved to another administrative entity

For the record that is 'adopting' other administrative entities:

- FSCSKEY = the prior year FSCSKEY

- STATSTRU = 01

- LINKID is user defined but must be the same as the adopted entity. If adopting AE does not have a LINKID, one must be created in order to link adopting to adopted (. e.g.,. PA1).

- OLDID = -3

For the record(s) being 'adopted':

- FSCSKEY = -3

- STATSTRU = 01

- LINKID is user defined but must be the same as the adopting entity

- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
Adopting	*X*	01	PA1	-3
Adopted	-3	01	PA1	*X*

Example:

The Hershey Public Library and the Middletown Public Library operated under the administrative entity of the Dauphin County Library System to form one county library in the current year.

Three records are required to adequately resolve the match. The record for Dauphin should contain the current year data because this is the currently active administrative entity. The other two administrative entities will not be included on the final release files but will be maintained on the PLS Web Portal file so the structure change must be properly tracked.

The resulting records appear as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Dauphin (Adopting)	PA0222	01	PA1	-3
Hershey (Adopted)	-3	01	PA1	PA0221
Middletown (Adopted)	-3	01	PA1	PA0223

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

02 – Newly Created Administrative Entity (Birth)

When a completely new library has opened in the current year, we track that as a birth. We need the following information in the following fields:

- FSCSKEY = -3

- STATSTRU = 02

- LINKID = -3

- OLDID = -3

- LIBID = State assigned (must be unique)

	FSCSKEY	STATSTRU	LINKID	OLDID	LIBID
New AE	-3	02	-3	-3	*X*

Since the FSCSKEY has not been assigned there is no information for the respondent to provide. Adding a new record for a new library does not involve another library so the LINKID is unnecessary. Since this is a new record, no OLDID exists from the previous year file.

Please reference the Restorable AE tab on the Match before you open a newly created administrative entity (birth) to make sure that the administrative entity you are trying to newly create is truly new. Meaning, the administrative entity was not previously reported and then closed, deleted, or temporarily closed.

For Future Administrative Entities that requested a FSCS ID in a previous year, the reporting year that the library does open, the STATSTRU will be a 02 and the FSCSKEY will be the previously assigned FSCS ID when the record was submitted initially as a Future ID as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID	LIBID
New AE	ID	02	-3	-3	*X*

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

03 – Closed (Death)

If an administrative entity closed in the current year we track the change simply with the STATSTRU = 03.

The record should include the following information:

- FSCSKEY = -3

- STATSTRU = 03

- LINKID = -3

- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
Closed AE	-3	03	-3	*X*

Example:

The River Bluffs Regional Library did not operate in the current year. The FSCSKEY is not included on the record because it will not be included in the current year. There is no other record involved so the LINKID is not needed. However, the historical file needs to be updated so the FSCSKEY from the prior year must be supplied in the OLDID field.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
River Bluffs	-3	03	-3	MO0148

To correct inaccurate information, which could include the deletion of a record that was created for a future AE or Outlet that never opened use STATSTRU = 10, Delete an Incorrect Record.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

04 – Move Outlet to a Newly Created Administrative Entity (Divorce)

If an outlet has broken away from a parent administrative entity to form its own independent library, we must create a parent administrative entity record to establish the new FSCSKEY.

Note: Please see instructions for Outlet Structure Changes to create the outlet record. This code is used when preparing an Import file only.

- FSCSKEY = -3
- STATSTRU = 04
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	04	-3	-3

Example:

The Chino Valley Public Library left the Yavapai County Library administration to form an autonomous entity. A record with the current-year data should be on the file for administrative entities.

The FSCSKEY is not yet assigned, there is no OLDID, and the LINKID is not relevant since no other records are involved. Therefore these fields should have nothing but '-3'.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

05 – Merge Two or More Administrative Entities to Form a New Library (Marriage)

When two or more administrative entities merge into a newly formed library at least three records should exist on the file. One includes information for the new library and current year data. Additionally, at least two records must exist for the libraries that will be forming the new library.

Note: Outlet records for merged administrative entities must be dispatched. Please see the section on preparing outlet import files for details. Options for the existing outlets are:

- Adopted by another outlet of a different parent administrative entity

- Closed

- Merged to another administrative entity

- Moved to another administrative entity

New administrative entity (New AE):

- FSCSKEY = -3

- STATSTRU = 05

- LINKID is the same as the LINKID for the records (below) that are merging. If New AE does not have a LINKID, one must be created in order to link New AE to Old AE (e.g.,. NM1).

- OLDID = -3

Two (or more) administrative entities that are merging out of existence (Old AEs):

- FSCSKEY = -3

- STATSTRU = 05

- LINKID is the same as the LINKID of the New AE.

- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	05	NM1	-3
Old AE	-3	05	NM1	*X*
Old AE	-3	05	NM1	*X*

Example:

The Bloomfield Public Library, Aztec Public Library, and Farmington Public Library dissolved as administrative entities and formed a wholly new administrative entity under the name of the San Juan Public Library in the current year. This change requires four records to process. One record will contain all the information for the new San Juan Public Library along with the current year data. Each of the administrative entities that are no longer in operation must be included with the

same LINKID as the new record. A new FSCSKEY must be assigned to the new library so that field is not applicable. The OLDID field is valid only for the previously existing records.

	FSCSKEY	STATSTRU	LINKID	OLDID
San Juan (New AE)	-3	05	NM1	-3
Bloomfield (Old AE)	-3	05	NM1	NM0074
Aztec (Old AE)	-3	05	NM1	NM0004
Farmington (Old AE)	-3	05	NM1	NM0014

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

08 – Restore/Undo Was a 03 (Reopen a Closed Administrative Entity)

If a library was closed for a time and is reopening you want to keep the previously assigned FSCSKEY identification number. You can obtain a list of administrative entities that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEYs with historical code of 03 to find the correct identification number for your record.

- FSCSKEY = FSCSKEY from the list of previously closed entities
- STATSTRU = 08
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
Restored AE	*X*	08	-3	-3

Example:

The Old Harbor Library reopened in the current year and needs to be included on the data file. Since the administrative entity existed previously we want to maintain the FSCSKEY so that needs to be entered on the record. The LINKID field is not necessary because no other records are involved. The OLDID is not needed because the record will be on the current-year file.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Old Harbor	AK0108	08	-3	-3

Please reference the Restorable AE tab on the Match to find the closed administrative entity, structure code 03, to restore the administrative entity as a restore/undo was a 03, structure code 08. This will prevent you from opening a newly created administrative entity (birth) that was previously reported and then closed.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

09– Restore/Undo Was a 10 (Undo a Deleted Administrative Entity)

Libraries removed from the survey for other reasons than a closure can also be restored. You can obtain a list of administrative entities that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEYs with historical code of 10 to find the correct identification number for your record.

- FSCSKEY = the FSCSKEY from the list of previously deleted entities
- STATSTRU = 09
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
Restored AE	X	09	-3	-3

Example:

The Winding Rivers Library System should be included in the current year submission but was deleted previously. Since the administrative entity existed at one time the FSCSKEY should be used for the current-year file. The LINKID field is not necessary because no other records are involved. The OLDID is not needed because the record will be on the current-year file.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Winding Rivers	WI9013	09	-3	-3

Please reference the Restorable AE tab on the Match to find the administrative entity with the delete an incorrect record, structure code 10, to restore the administrative entity as a restore/undo was a 10, structure code 09. This will prevent you from opening a newly created administrative entity (birth) that was previously reported and then deleted.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

10 – Delete an Incorrect Record

If a library record should not be on the survey, include a record on the file with the following information to indicate the record is no longer on the file:

- FSCSKEY = -3

- STATSTRU = 10

- LINKID = -3

- OLDID = the prior year FSCSKEY

	FSCSKEY	STATSTRU	LINKID	OLDID
Deleted AE	-3	10	-3	*X*

Example:

The Scotia Public Library was removed from the survey. The FSCSKEY field is not applicable because the record will not be on the current-year file. There is no other record involved so the LINKID is not necessary. The OLDID field must contain the FSCSKEY from the prior year file in order to update the historical file.

The resulting record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Scotia	-3	10	-3	NE9038

To correct inaccurate information, which could include the deletion of a record that was created for a future AE or Outlet that never opened use STATSTRU = 10, Delete an Incorrect Record.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

13 – Add an Existing Administrative Entity Not Previously Reported

To add a library that is not brand new but now meets the FSCS requirements for a public library we require the following information:

- FSCSKEY = -3

- STATSTRU = 13

- LINKID = -3

- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
New AE	-3	13	-3	-3

Since the FSCSKEY has not been assigned the respondent has no information to provide. Adding a new record for a library does not involve another library so the LINKID is unnecessary. And again, because it is a new record, the OLDID field is not needed.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

22 – Future Administrative Entity FSCS ID Request

(NOTE to SDC: all Future Library requests MUST be cleared by the SDC before proceeding)

If a library **has not yet opened** in the current year but requires an FSCS ID, you can request a Future ID. The library will not be carried on final files that are released to the public for the current year, but the ID will be kept on the PY file in PLS Web Portal file for the next reporting year. The record should include the following information:

- FSCSKEY = -3
- STATSTRU = 22
- LINKID = -3
- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
Future AE	-3	22	-3	-3

Example:

The River Bluffs Regional Library was built during FY09 but will not open their doors until FY 2011. The library would like to have an FSCS ID for budgetary purposes. They will first need to clear the request with their State Data Coordinator. The FSCS ID will not be carried on the final current year files that are released to the public, but the ID will be kept and the library will appear on the following year's prior year file.

Since the FSCSKEY has not been assigned, there is no information for the respondent to provide. Adding a new record for a future library does not involve another library, so the LINKID is unnecessary. Since this is a new record, no OLDID exists from the previous year.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
River Bluffs	-3	22	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

If a Future is reported for a second (or more) year, the FSCSKEY field contains the value previously assigned as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID

| Future AE | ID | 22 | -3 | -3 |

For the reporting year that the library does open, the STATSTRU will be a 02 and the FSCSKEY will be the previously assigned FSCS ID when the record was submitted initially as a Future ID.

To correct inaccurate information, which could include the deletion of a record that was created for a future AE or Outlet that never opened use STATSTRU = 10, Delete an Incorrect Record.

23 – Temporary Closure

If an administrative entity closed for PART of the current year, we track the change with the STATSTRU = 23. The record should include the following information:

- FSCSKEY = -3

- STATSTRU = 23

- LINKID = -3

- OLDID = X (the prior year FSCSKEY)

	FSCSKEY	STATSTRU	LINKID	OLDID
Closed AE	-3	23	-3	*X*

Example:

The River Bluffs Regional Library closed for part of the current year due to reconstruction. Since the Library will be inactive and not included on the current year file, the FSCSKEY field is not needed. There is no other record involved so the LINKID field is not needed. However, the FSCSKEY field from the prior year must be supplied in the OLDID field for historical tracking.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
River Bluffs	-3	23	-3	MO0148

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

24 – Restore/Undo Was a 23 (Reopen a Temporarily Closed Administrative Entity)

If a library was temporarily closed with a structure code of 23 and is now ready to reopen, you want to keep the previously assigned FSCSKEY identification number. You can obtain a list of administrative entities that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEYs with historical code of 23 to find the correct identification number for your record.

- FSCSKEY = FSCSKEY from the list of previously closed entities

- STATSTRU = 24

- LINKID = -3

- OLDID = -3

	FSCSKEY	STATSTRU	LINKID	OLDID
Restored AE	*X*	24	-3	-3

Example:

The Old Harbor Library was temporarily closed for renovations and reopened in the current year. It needs to be included on the data file. Since the administrative entity previously existed, we want to maintain the FSCSKEY so that needs to be entered on the record. The LINKID field is not necessary because no other records are involved. The OLDID is not needed because the record will be on the current-year file.

The record appears as follows:

	FSCSKEY	STATSTRU	LINKID	OLDID
Old Harbor	AK0108	24	-3	-3

Please reference the Restorable AE tab on the Match to find the temporary closure, structure code 23, to restore the administrative entity as a restore/undo was a 23, structure code 24. This will prevent you from opening a newly created administrative entity (birth) that was previously reported and then temporarily closed.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

Outlet Structure Changes

Diagrams are included for each type of structure change to clearly indicate what the fields on the file should contain. The diagrams are only partial representations of the file. An 'X' means that information must be supplied for that field. If the information in that column is not needed for the change, please use '-3' to indicate not applicable.

00– No Change from Last Year

This simply means that nothing about the outlet's structure has changed from the previous year. The only information required is the FSCSKEY, FSCS_SEQ and STATSTRU.

- FSCSKEY = the prior year FSCSKEY

- FSCS_SEQ = the prior year FSCS_SEQ

- STATSTRU = 00

- LINKID = -3

- PARENTID = -3

- OLDID is = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Outlet	*X*	*X*	00	-3	-3	-3

Example:

The Greenbrier County library operated in the current year just as it did the prior year. The FSCSKEY is provided since the outlet will be included on the current-year file. No other records are involved so the LINKID is not needed. The PARENTID is not necessary since the FSCSKEY will associate the outlet with the correct administrative entity record. The OLDID field is not needed since no information is required for the historical tracking.

The resulting record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Greenbrier	WV0082	002	00	-3	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

01 – Existing Outlet Absorbs Another Outlet (Adoption)

If one or more outlets no longer function independently and now operates as part of another existing outlet, we require the following information for the records involved, i.e., you should have at least two records.

Outlet 'adopting' one or more outlets:

- FSCSKEY = the prior year FSCSKEY

- FSCS_SEQ = the prior year FSCS_SEQ

- STATSTRU = 01

  LINKID is the same as the LINKID of the outlet that is being absorbed. If adopting Outlet does not have a LINKID, one must be created in order to link adopting to adopted (e.g., MI01)

- PARENTID = -3

- OLDID = -3

Outlet(s) being 'adopted':

- FSCSKEY = -3

- FSCS_SEQ = -3

- STATSTRU = 01

- LINKID is the same as the LINKID of the existing outlet

- PARENTID = -3

- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002*

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Adopting	*X*	*X*	01	MI01	-3	-3
Adopted	-3	-3	01	MI01	-3	*X*

Example:

The Ira Township Library moved its collection to the Yale Public Library and did not operate in the current year. Since the Yale Public Library was open a current year record should be included on the outlet file with the same FSCSKEY/FSCS_SEQ as the prior year. The LINKID is required for both outlet records to make the appropriate connection. The PARENTID is not necessary for either record. Yale has FSCSKEY value as an active outlet that associates it with the parent record and Ira Township will not be on the current-year file. The OLDID is required for Ira Township in order to make the necessary updates to the historical table.

The resulting records appear as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Yale (Adopting)	MI0321	011	01	MI01	-3	-3
Ira (Adopted)	-3	-3	01	MI01	-3	MI0321-006

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

* On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

02 – Newly Created Outlet (Birth)

When a completely new library has opened in the current year, we track that as a birth. We need the following information in the following fields:

- FSCSKEY = -3

- FSCS_SEQ = -3

- STATSTRU = 02

- LINKID = -3

- PARENTID = LIBID of the parent administrative entity

- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	-3	-3	02	-3	*X*	-3

Example:

The Oneida County District added a bookmobile. While the FSCSKEY exists for the parent administrative entity the sequence number (FSCS_SEQ) needs to be assigned. The LINKID is not necessary because no other record is involved. The PARENTID must be the LIBID of the parent administrative entity to determine the FSCSKEY and next available sequence number. An OLDID does not exist.

The resulting record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Oneida	-3	-3	02	-3	IDMA	-3

Please reference the Restorable Outlet tab on the Match before you open a newly created outlet (birth) to make sure that the outlet you are trying to newly create is truly new. Meaning, the outlet was not previously reported and then closed, deleted, or temporarily closed.

For Future Outlets that requested a FSCS ID in a previous year, the reporting year that the library does open, the STATSTRU will be a 02 and the FSCSKEY and FSCS_SEQ will be the previously assigned FSCS ID when the record was submitted initially as a Future ID and the PARENTID will be -3 as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID

New Outlet	ID	ID	02	-3	-3	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

03 – Closed (Death)

If an outlet is closed in the current year we track the change simply with the STATSTRU = 03. Include a record on the file with the following information:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 03
- LINKID = -3
- PARENTID = -3
- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002*

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Closed Outlet	-3	-3	03	-3	-3	*X*

Example:

The Kitsap Regional Library stopped its bookmobile service. Since the bookmobile outlet will not be on the current-year file the FSCSKEY and FSCS_SEQ fields are not needed. No other record is involved so the LINKID is not needed. The PARENTID field is also not needed. The OLDID is required for historical tracking.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Kitsap	-3	-3	03	-3	-3	WA0060-012

To correct inaccurate information, which could include the deletion of a record that was created for a future AE or Outlet that never opened use STATSTRU = 10, Delete an Incorrect Record.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

* On the Outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

04 – Move Outlet to Newly Created Administrative Entity (Divorce)

If an outlet has broken away from a parent administrative entity to form its own independent library we require the following information on the outlet file:

Note: Please see instructions for Administrative Entity Structure Changes for creating the record for the parent.

- FSCSKEY = -3

- FSCS_SEQ = -3

- STATSTRU = 04

- LINKID = -3

- PARENTID = the LIBID of the administrative entity above.

- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002*

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Moved Outlet	-3	-3	04	-3	*X*	*X*

Example:

The Chino Valley Public Library left the Yavapai County Library administration to form an autonomous entity. A new FSCSKEY and FSCS_SEQ must be assigned and so are not required on the record. The LINKID is not needed because there is only one record involved. The PARENTID must be the LIB ID of the parent administrative entity so that the outlet is associated with the correct parent record. The OLDID field is needed to track the historical change.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Chino Valley	-3	-3	04	-3	CHINO	AZ0146-002

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

* On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

05 – Merge Two or More Outlets to Form a New Outlet (Marriage)

When two or more outlets merge into a newly formed library you should include a record for the new library that contains the current year data as well as records for the outlets that are merging, i.e., you should have at least three records. We require the following information:

New outlet:

- FSCSKEY = -3

- FSCS_SEQ = -3

- STATSTRU = 05

- LINKID = the LINKID of the outlets that are merging. If New Outlet does not have a LINKID, one must be created in order to link New Outlet to Old Outlet (e.g., KS1).

- PARENTID = the LIBID of parent administrative entity

- OLDID = -3

Two (or more) outlets that are merging out of existence:

- FSCSKEY = -3

- FSCS_SEQ = -3

- STATSTRU = 05

- LINKID = the LINKID of the new outlet

- PARENTID = -3

- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002*

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	-3	-3	05	KS1	*X*	-3
Old Outlet	-3	-3	05	KS1	-3	*X*
Old Outlet	-3	-3	05	KS1	-3	*X*

Example:

The Cimarron City Library consolidated all of its collection into a new central facility in the county. A record for the new outlet with the current-year information must be on the file and a record for each of the outlets that will be closing as a result of the merge. The FSCSKEY and FSCS_SEQ fields will be assigned. The LINKID ensures that the correct records are included in the structure change. The PARENTID is required for the new record only. The LIB ID of the administrative entity provides the association to the correct parent record. The OLDID is required for the old outlet records for historical tracking.

The records appear as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENT ID	OLDID
Gray County (New Outlet)	-3	-3	05	KS1	KS0048	-3
Cimarron City 1 (Old Outlet)	-3	-3	05	KS1	-3	KS0299-002

Cimarron City 2 (Old Outlet)	-3	-3	05	KS1	-3	KS0299-004
Cimarron City 3 (Old Outlet)	-3	-3	05	KS1	-3	KS0299-005

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

* On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

08 – Restore/Undo Was a 03 (Reopen a Closed Outlet)

If a library was closed for a time and is reopening you want to keep the previously assigned FSCSKEY/FSCS_SEQ identification number. You can obtain a list of outlets that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEY/FSCS_SEQ with historical code of '03' to find the correct identification number for your record.

- FSCSKEY = FSCSKEY from the list of previously closed entities
- FSCS_SEQ = FSCS_SEQ from the list of previously closed entities for the FSCSKEY
- STATSTRU = 08
- LINKID = -3
- PARENTID = -3
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Restored Outlet	*X*	*X*	08	-3	-3	-3

Example:

The Old Harbor library is restored on the administrative entity file and so the outlet record is also restored. The FSCSKEY and FSCS_SEQ fields are required because the record will be on the current-year file. The LINKID is not needed because no other records are involved. The PARENTID is not needed because the outlet can be associated to the parent record from the FSCSKEY field. The OLDID is also not needed.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Old Harbor	AK0108	002	08	-3	-3	-3

Please reference the Restorable Outlet tab on the Match to find the closed outlet, structure code 03, to restore the outlet as a restore/undo was a 03, structure code 08. This will prevent you from opening a newly created outlet (birth) that was previously reported and then closed.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

09 – Restore/Undo Was a 10 (Undo a Deleted Outlet)

Libraries removed from the survey for other reasons than a closure can also be restored. You can obtain a list of outlets that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEY/FSCS_SEQ with historical code of 10 to find the correct identification number for your record.

- FSCSKEY = the FSCSKEY from the list of previously deleted outlet records
- FSCS_SEQ = the FSCS_SEQ from the list of previously deleted outlets for the FSCSKEY
- STATSTRU = 09
- LINKID = -3
- PARENTID = -3
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Restored Outlet	X	X	09	-3	-3	-3

Example:

The Winding River Library System was restored to the administrative entity file and the outlet should also be restored. The FSCSKEY and FSCS_SEQ fields are required since it will be on the current-year file. The LINKID field is not necessary because no other records are involved. The PARENTID is not necessary because the FSCSKEY provides the association to the parent record. The OLDID is also not needed.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Winding River	WI9013	003	09	-3	-3	-3

Please reference the Restorable Outlet tab on the Match to find the outlet with the delete an incorrect record, structure code 10, to restore the outlet as a restore/undo was a 10, structure code 09. This will prevent you from opening a newly created outlet (birth) previously reported and then deleted.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

10 – Delete an Incorrect Record

If a library record should not be on the survey, include a record on the file with the following information to indicate the record is no longer on the file:

- FSCSKEY = -3

- FSCS_SEQ = -3

- STATSTRU = 10

- LINKID = -3

- PARENTID = -3

- OLDID = the prior year FSCSKEY/FSCS_SEQ, e.g. AL0002-002*

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Deleted Outlet	-3	-3	10	-3	-3	*X*

Example:

The Scotia Public Library was removed from the survey. The FSCSKEY and FSCS_SEQ fields are not applicable because the record will not be on the current-year file. There is no other record involved so the LINKID is not necessary. The OLDID field must contain the FSCSKEY/FSCS_SEQ from the prior year file in order to update the historical file.

The resulting record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Scotia	-3	-3	10	-3	-3	NE9038-001

To correct inaccurate information, which could include the deletion of a record that was created for a future AE or Outlet that never opened use STATSTRU = 10, Delete an Incorrect Record.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

* On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

11– Outlet Moves to Different Previously Existing Administrative Entity

If an outlet comes under the jurisdiction of another administrative entity that currently exists we require the following information:

- FSCSKEY = -3

- FSCS_SEQ = -3

- STATSTRU = 11

- LINKID = -3

- PARENTID = the LIBID of the parent administrative entity the outlet is moving

- OLDID = the prior year FSCSKEY-FSCS_SEQ, e.g., AL0002-002*

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Moved Outlet	-3	-3	11	-3	*X*	*X*

Example:

Going back to the merge example for administrative entities where the Bloomfield, Aztec, and Farmington Public libraries merged to form a county library we need to resolve the outlets. For simplicity we'll say that all of the outlets will be operating under the newly created administrative entity called San Juan Public Library. The FSCSKEY and FSCS_SEQ fields will be assigned by the PLS Web Portal application. The LINKID is not necessary because even though there are several records they are processed independently in this structure change. The PARENTID is the LIB ID of the new San Juan Public Library so that the outlets can be associated with the correct parent record. The OLDID field is necessary for historical tracking.

The records appear as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Bloomfield	-3	-3	11	-3	SANJUAN	NM0074-002
Aztec	-3	-3	11	-3	SANJUAN	NM0004-002
Farmington	-3	-3	11	-3	SANJUAN	NM0014-002

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

* On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

13 – Add an Existing Outlet Not Previously Reported

To add an outlet that is not brand new but now meets the FSCS definition for a public library, we require the following information:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 13
- LINKID = -3
- PARENTID = the LIBID of the parent administrative entity
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	-3	-3	13	-3	103-445	-3

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

22 – Future Outlet FSCS ID Request

(NOTE to SDC: all Future Library requests MUST be cleared by the SDC before proceeding)

If a library **has not yet opened** in the current year but requires an FSCS ID, you can request a Future ID. The library will not be carried on final files that are released to the public for the current year, but the ID will be kept on the PY file in PLS Web Portal file for the next reporting year. The record should include the following information:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 22
- LINKID = -3
- PARENTID = LIBID of the parent administrative entity
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	-3	-3	22	-3	*X*	-3

Example:

The Oneida Regional Library was built during FY2009 but will not open their doors until FY 2011. The library would like to have an FSCS ID for budgetary purposes. They will first need to clear the request with their State Data Coordinator. The FSCS ID will not be carried on the final current year files that are released to the public, but the ID will be kept and the library will appear on the following year's prior year file.

Any new Administrative Entity requires an associated Outlet as well. Since the FSCSKEY has not been assigned, there is no information for the respondent to provide. Adding a new record for a future library does not involve another library, so the LINKID is unnecessary. Since this is a new record, no OLDID exists from the previous year. The resulting record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Oneida	-3	-3	22	-3	IDMA	-3

If a Future is reported for a second (or more) year, the FSCSKEY and FSCS_SEQ fields contain the values previously assigned and the PARENTID will be -3 as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
New Outlet	ID	ID	22	-3	-3	-3

For the reporting year that the library does open, the STATSTRU will be a 02 and the FSCSKEY and FSCS_SEQ will be the previously assigned FSCS ID when the record was submitted initially as a Future ID and the PARENTID will be -3.

To correct inaccurate information, which could include the deletion of a record that was created for a future AE or Outlet that never opened use STATSTRU = 10, Delete an Incorrect Record.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

23 – Temporary Closure

If an outlet closed for PART of the current year, we track the change with the STATSTRU = 23. The record should include the following information:

- FSCSKEY = -3
- FSCS_SEQ = -3
- STATSTRU = 23
- LINKID = -3
- PARENTID = -3

- OLDID = the prior year FSCSKEY and FSCS_SEQ, e.g. AL0002-002*

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Closed Outlet	-3	-3	23	-3	-3	*X*

Example:

The Scotia Public Library closed for part of the current year due to reconstruction. Since the Library will be inactive and not included on the current year file, the FSCSKEY and FSCS_SEQ fields are not needed. There is no other record involved so the LINKID field is not needed. The PARENTID field is also not needed. However, the FSCSKEY and FSCS_SEQ fields from the prior year must be supplied in the OLDID field for historical tracking. .

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Scotia Public Library	-3	-3	23	-3	-3	NE9038-001

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

* On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

24 – Restore/Undo Was a 23 (Reopen a Temporarily Closed Outlet)

If a library was temporarily closed with a structure code of 23 and is now ready to reopen, you want to keep the previously assigned FSCSKEY identification number. You can obtain a list of administrative entities that are eligible to restore by selecting File Export under the Tools menu. Check for FSCSKEYs with historical code of '23' to find the correct identification number for your record.

- FSCSKEY = FSCSKEY from the list of previously closed entities
- FSCS_SEQ = FSCS_SEQ from the list of previously closed entities for the FSCSKEY
- STATSTRU = 24
- LINKID = -3
- PARENTID = -3
- OLDID = -3

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Restored Outlet	*X*	*X*	24	-3	-3	-3

Example:

The Old Harbor Library was temporarily closed for renovations and reopened in the current year. The administrative entity and outlet files need to be included on the data file. The FSCSKEY and FSCS_SEQ fields are required because the record will be on the current-year file. The LINKID is not needed because no other records are involved. The PARENTID is not needed because the outlet can be associated to the parent record from the FSCSKEY field. The OLDID is also not needed.

The record appears as follows:

	FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
Old Harbor	AK0108	002	24	-3	-3	-3

Please reference the Restorable Outlet tab on the Match to find the temporary closure, structure code 23, to restore the outlet as a restore/undo was a 23, structure code 24. This will prevent you from opening a newly created outlet (birth) previously reported and then temporarily closed.

NOTE: If you are preparing an import file, it is important to remember that you cannot have any empty or blank fields on your file. Fill all nonapplicable fields with -3.

Appendix C Resolving the Match Report

Resolving the Match Report by Worksheet by Message

Except for invalid codes and duplicate IDs, the messages on the match report are general because they refer to format problems on the record. The information on each record must be consistent with the status code in order for the match to complete properly.

The following information is organized by worksheet in the report by edit message. Except for an outright invalid value and the restore options, the following instructions assume the status code is the intended value. If you find you need to change the status code, you should check the record's identifying information (e.g., FSCSKEY, OLDID, LINKID) to be sure it is consistent with the new code. You can refer to Appendix D for the correct structure codes and formats.

Examples and diagrams are provided. Please note that the diagrams are partial representations of the import record that pertain only to the match.

Reminder: Depending on how a record is formatted, you may see more than one error message that relates to a single record and possibly on different worksheets.

I.   Admin Single

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

A.   INVALID Status Code

You can use PLS Web Portal to reset the record to the prior year's status code through the Structure Change menu, or you can correct the data file to import again. The only valid entries for the STATSTRU field on the administrative entity file are:

"00" – no change

"01" – one administrative entity or outlet absorbs one or more administrative entities or outlets (adoption)

"02" – new

"03" – closed

"04" – outlet forms independent administrative entity

"05" – two administrative entities or outlets merged into a new library (marriage)

"08" – previously closed administrative entity or outlet is restored

"09" – previously omitted administrative entity or outlet is restored

"10" – an administrative entity or outlet is removed from the survey (includes Out of Scope/Errors or for Planned But Never Opened (formerly 26))

"13" – a previously existing library is added to the survey for the first time

"22" – future administrative entity FSCS ID request

"23" – temporary closure of an administrative entity or outlet

"24" – previously temporarily closed administrative entity or outlet is restored

B.   This AE was not on the Prior Year (PY) file

Any entry other than –3 in the FSCSKEY or OLDID fields must have a corresponding record on the prior-year public release data file. You can obtain a prior-year file from the Export Data utility under the Tools menu.

Possible solutions:

    i.   A record was included on the current-year file in error and should be removed.

You can delete the record either from your import file or through the Structure Change menu option to "Delete an Incorrect Record."

ii.   The OLDID entry is incorrect. Check for a possible data entry error. If that is not the problem, check the prior-year record from the File Export to ensure you are using the correct FSCS ID information.

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

Note: This record will generate **two** error messages. In addition to the OLDID not being on the prior-year file, you will see a message that OK0010 was on the prior-year but not the current.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK1011

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0010

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

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

i.   The record is not on the import file. You can either:

         a.   Add a record to the current file with an appropriate status code.

                 i.   If the administrative entity is still active, the status code is "00" or possibly "01" with the correct FSCS information in the FSCSKEY field.

                 ii.   If it is inactive, possible status codes are "01", "03", "05", '10', or '23' with the FSCSKEY provided in the OLDID field.

         b.   The entry in either the FSCSKEY or OLDID field is incorrect. Check the prior-year file to ensure you have the same FSCS ID# information for the administrative entity name listed.

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK1011

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0010

D.   FSCSKEY cannot be -3 for STATUS ("00", "08, "09", or "24") Records

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

Example:

The Stillwater Public Library is being restored to the survey but the FSCSKEY information is in the wrong field. (You can obtain a list of restorable records from the File Export feature under Tools.)

FSCSKEY	STATSTRU	LINKID	OLDID
-3	08	-3	OK0089

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0089	08	-3	-3

Example:

The FSCSKEY for the Inola Public Library was entered in the OLDID field.

Hint: This error will produce two messages on the report. The other is "OLDID must be -3 for STATUS ("00", "02", "04", "08", "09", "13", "22", or "24") Records."

FSCSKEY	STATSTRU	LINKID	OLDID
-3	00	-3	OK0050

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0050	00	-3	-3

E. FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", "13", "22", or "23") Records

i. New records are identified by status codes "02", "04", "05" for a newly created administrative entity from a merge, and "13", or "22". Because PLS Web Portal assigns new FSCS IDs only after a successful match, this information does not exist for records with these structure change codes. If the status code is correct on the record, the only appropriate entry is "- 3" for the FSCSKEY field.

ii. Inactive records that are excluded from the current-year are "01" for an adopted administrative entity, "03", "10", and "23." All FSCS ID information is required in the OLDID field so the information will be recorded appropriately to the historic file and omitted from the current year table.

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
OK0063	03	-3	-3

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0063

a. Status code "05" signals a newly formed library as well as at least two inactive records. All three records must have -3 in FSCSKEY field.

Example:

The Sentinel Public Library and the Chickasha Public Library are forming a new library. When the record for the new Sam Houston Memorial Library was created, the Sentinel Public Library FSCS ID was left on the record.

FSCSKEY	STATSTRU	LINKID	OLDID
OK0024	05	New1	-3

FSCSKEY	STATSTRU	LINKID	OLDID
-3	05	New1	OK0024

FSCSKEY	STATSTRU	LINKID	OLDID
-3	05	New1	OK0021

Corrected: In this instance only the 'new' record needs to be changed.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	05	New1	-3

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

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

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

Adoption Example: The Cherokee City-County Library is adopting the Carmen Public Library. Unfortunately, the LINKID fields for the two records were not completed.

FSCSKEY	STATSTRU	LINKID	OLDID
OK0020	01	-3	-3
-3	01	-3	OK0016

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0020	01	OK1	-3
-3	01	OK1	OK0040

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

FSCSKEY	STATSTRU	LINKID	OLDID
-3	05	OK4	OK0038

| -3 | 05 | OK4 | OK0040 |
| -3 | 05 | -3 | -3 |

Corrected:

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

Please note: The LINKID field is the same for records in the same transaction but should be unique for each set of records.

G.   LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", "13", "22", "23", or "24") Records

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

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	OK0094	OK0094

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0094

H.   OLDID cannot be –3 for STATUS ("03", "10" or "23") Record

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

Example:

Wynnewood Public Library was closed for the current year. The software is looking for the FSCS ID information in the OLDID field so that the record can be successfully posted to the historic table.

FSCSKEY	STATSTRU	LINKID	OLDID
OK0103	03	-3	-3

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0103

I.   OLDID must be -3 for STATUS ("00", "02", "04", "08", "09", "13", "22" or "24") Records

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

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
-3	08	-3	OK0072

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0072	05	-3	-3

J.   Cannot restore AE, there is no old AE with STATUS ("03", "10" or "23") Records

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

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
OK0115	09	-3	-3

Corrected:

FSCSKEY	STATSTRU	LINKID	OLDID
OK0115	08	-3	-3

K.   Administrative Entity does not have any Outlets

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

Possible solutions:

  i.   Check the outlet file to determine if record(s) are missing from the file

       a.   If the administrative record was added or restored to the current-year file but the outlets were omitted either add or restore the records as appropriate.

       b.   If the records were removed from the file through a structure change, e.g. adopted by another administrative entity or merged with another outlet:

            i.   If the action is correct, remove the administrative entity record with the appropriate structure change.

            ii.   If the action is not correct:

                  a)   Fix the outlet record, import, and rerun the match.

                  b)   Reset the outlet record through the Structure Change option from the Tools menu.

       c.   If the records were omitted from the file:

            i.   Add the record to the import file, input again, and re- run the match.

            ii.   Add the record to the database through the Structure Change option from the Tools menu.

  ii.   If the appropriate record or records are on the outlet file:

       a.   For a new outlet, check the PARENTID field to be sure it is the same as the LIBID of the parent administrative entity.

       b.   For restored or prior-year outlets, check the FSCSKEY field to be sure it is correct.

II.   Admin Multi

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

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

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

Example:

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

FSCSKEY	STATSTRU	LINKID	OLDID
OK0003	00	-3	OK0003

Corrected:

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

Example:

The Fairview City Library closed but the OLDID information was entered incorrectly and matches another record with the same FSCSKEY value.

FSCSKEY	STATSTRU	LINKID	OLDID
-3	03	-3	OK0073

Corrected:

FSCSKEY	STATSTRU	LINKID	**OLDID**
OK0037	00	-3	**-3**

In this case, you will also get a message on the Admin Single page because OK0037 is on the prior-year file but not on the current-year.

B.   All LIBIDs must be unique for AE records

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

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

An adoption occurs when two or more administrative entities merge but one of them remains on the current file. These records **must** share the same **LINKID** value so that

the correct ones are processed together. The information required is different for the record that will be on the current file than for the record(s) that will be excluded.

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

      i.   If your Match Report shows only one record with status "01."

                b.   If a record is missing you must include the record(s) for the other administrative entities involved.

                c.   If the LINKID is missing on another record in your file you must correct it.

      ii.   If two or more records have the same LINKID but the status codes are not all "01", determine if the records listed are supposed to be associated.

                a.   If they are not and the status code is correct, change the value of the LINKID field to "-3."

                b.   If they are, change the status code to "01."

      iii.   If two or more records exist on the current file with the same LINKID and status "01" you must examine the individual records to determine the problem.

      iv.   The record that will remain on the file:

                a.   The FSCSKEY must exist on the prior year file.

                b.   The OLDID must be "-3."

      v.   The record(s) not left on the file:

                a.   The FSCSKEY must be "-3."

                b.   The OLDID must exist on the prior-year file.

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

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

Refer to Appendix B for diagrams illustrating how the records should be constructed. Possible solutions:

      i.   If your Match Report shows less than three records with status code "05"

           a.   If any records are missing you must add them to the file.

           b.   If the LINKID is missing on one or more records you must add it to the appropriate administrative entities.

      ii.   If three or more records share the same LINKID but the status codes are not "05" for all, determine if the records listed are supposed to be associated.

           a.   Change the LINKID to "-3" if they are not associated and the status codes are correct.

           b.   Change the status code to "05" if the records are associated.

      iii.   If three or more records exist on the current file with the same LINKID and status "05" you must examine the individual records to determine the problem.

           a.   The record that will be created for the current file

                i.   The FSCSKEY must be "-3."

                ii.   The OLDID must be"-3."

           b.   The records not remaining on the file

                i.   The FSCSKEY must be "-3."

                ii.   The OLDID must exist on the prior-year file.

III.   Outlet Single

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

    A. INVALID Status Code

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

"00" – no change

"01" – one administrative entity or outlet absorbs one or more administrative entities or outlets (adoption)

"02" – new

"03" – closed

"04" – outlet forms independent administrative entity

"05" – two administrative entities or outlets merged into a new library (marriage)

"08" – previously closed administrative entity or outlet is restored

"09" – previously omitted administrative entity or outlet is restored

"10" – an administrative entity or outlet is removed from the survey (includes Out of Scope/Errors or for Planned But Never Opened (formerly 26))

"11" – an outlet moves to a different parent administrative entity

"13" – a previously existing library is added to the survey for the first time

"22" – future outlet FSCS ID request

"23" – temporarily closed outlet

"24" – previously temporarily closed outlet is restored

B.   This Outlet was not on the PY file

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

Possible solutions:

       i.   A record was included on the current-year file in error and should be removed. You can use the "Delete an Incorrect Record" option on the Structure Change menu or simply delete the record from your data file and import again.

       ii.   The FSCSKEY-FSCS_SEQ or OLDID entry is incorrect. Check the prior-year file to make corrections to your data file. You can only correct the import file for this problem.

Example:

The Wright Library closed but the OLDID value is entered incorrectly.

FSCSKEY	FSCS_SEQ	STATSTR U	LINKID	PARENTID	OLDID
-3	-3	03	-3	-3	CR0074-02X

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	03	-3	-3	CR0074-022

     iii.   You intended to restore a previously closed record.

Example:

The Tulsa City-County Library System outlet was previously closed. The record is a legitimate restore candidate so if it is to remain on the file the value for STATSTRU should be '08'.

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

Corrected:

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
OK0093	022	08	-3	-3	-3

NOTE: On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

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

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

Possible solutions:

     i.   The entry in either the FSCSKEY-FSCS_SEQ or OLDID field is incorrect. Check the prior-year file to ensure you have the same FSCS ID# information for the outlet name listed.

Example:

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

FSCSKEY	FSCS_SEQ	STATSTRU	LINKID	PARENTID	OLDID
-3	-3	01	OK1	-3	OK0003-00X

Corrected:

FSCSKEY	FSCS_SEQ	STATSTR U	LINKID	PARENTI D	OLDID
-3	-3	01	OK1	-3	OK0003-002

    ii.   The record was omitted. Add a record to the current file with an appropriate status code.

         a.   If the outlet is still active the status code is "00."

         b.   If it is inactive possible status codes are "01", "03", "05", "10", or "23."

    iii.   A record was miscoded in the current-year file in error.

Please see Appendix B Name, Address, and Structure Changes for detailed explanation of name, address, and structure codes.

NOTE: On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

D.   FSCSKEY cannot be -3 for STATUS ("00", "08", "09", or "24") Records or FSCS_SEQ cannot be -3 for STATUS ("00", "08", "09", or "24") Records

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

Example:

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

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

Corrected:

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

E.   FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", "11", "13", "22", or "23") Records or FSCS_SEQ must be -3 for STATUS ("02", "03", "04", "05", "10", "11", "13", "22", or "23") Records

i.   New records are identified by status codes "02", "04", "05" for a newly created outlet from a merge, "11", "13", and "22." Because the FSCS ID# has not been assigned, no information for that field exists. The only appropriate entry is "-3" for records with these codes.

Example:

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

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

Corrected:

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

ii.   Inactive records that are excluded from the current-year are "03", "05" where existing outlets are forming a new outlet, "10" or "23." Any FSCS ID information is required in the OLDID field.

Example:

The Walters Public Library central outlet (OK0096-002) is merging with the Watonga Public Library central outlet (OK0097-002). The FSCS ID information for these records should be in the OLDID field so it can be posted to the historical table.

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

Corrected:

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

NOTE: On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

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

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

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

Example:

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

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

Corrected:

With the LINKID provided PLS Web Portal can now identify the other two records involved in the merge.

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

NOTE: On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

G.   LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", "11","13", "22", "23" or "24") Records

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

Example:

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

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

Corrected:

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

H.   OLDID cannot be -3 for STATUS ("03", "04", "10", "11", or "23") Records

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

Example:

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

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

Corrected:

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

NOTE: On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

I.   OLDID must be -3 for STATUS ("00", "02", "08", "09", "13", "22", or "24") Records

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

Example:

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

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

Corrected:

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

J.   PARENTID cannot be -3 for STATUS ("02", "04", "11", "13", or "22") Records

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

Example:

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

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

Corrected:

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

NOTE: On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

K.   PARENTID must be -3 for STATUS ("00", "01", "03", "08", "09", "10", "23", or "24") Records

The FSCS ID# information is required for the status codes listed above so the PARENTID is not needed to identify the parent administrative entity.

Example:

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

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

Corrected:

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

L.   Cannot restore Outlet, there is no old Outlet with STATUS ("03", "10", or "23")

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

Example:

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

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

Corrected:

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

M.   Outlet Record is not on the AE file

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

Possible solutions:

    i.   If the outlet record is active for the current-year under the FSCS ID information provided:

        a.   The parent administrative entity may require correction in order to be processed as a current-year record.

        b.   If the administrative entity record is missing from the current-year file, add it ensuring that it is coded properly for current processing.

    ii.   If the outlet record is NOT active for the current-year under the FSCS ID information provided:

        a.   Correct the FSCS ID information if appropriate.

        b.   Remove the outlet record from the file.

N.   PARENTID is not on the AE File

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

Possible solutions:

        i.   If the administrative entity record is missing add it to the file making sure that the LIBID entry matches the PARENTID entry on the outlet record.

        ii.   If the administrative entity record is present, make sure the LIBID and PARENTID fields match.

IV.   Outlet Multi

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

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

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

Example:

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

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

Corrected:

Remove the incorrect add record.

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

NOTE: On the outlet file, the OLDID sequence number must be three digits. For example, the OLDID should be AL0002-002, not AL0002-2.

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

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

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

Possible solutions:

       i.   If your Match Report shows only one record with status "01."

      ii.   If a record is missing, you must include the record(s) for the other outlet involved.

     iii.   If the LINKID is missing on another record in your file, you must correct it.

     iv.   If two or more records have the same LINKID but the status codes are not all "01", determine if the records listed are supposed to be associated.

      v.   If they are not and the status code is correct, change the value of the LINKID field to "-3."

     vi.   If they are, change the status code to "01."

    vii.   If two or more records exist on the current file with the same LINKID and status "01" you must examine the individual records to determine the problem.

    viii.   The record that will remain on the file:

          a.   The FSCSKEY-FSCS_SEQ must exist on the prior year file.

          b.   The OLDID must be "-3."

          c.   The record(s) not left on the file:

          d.   The FSCSKEY-FSCS_SEQ must be "-3."

          e.   The OLDID must exist on the prior-year file.

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

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

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

Possible solutions:

    i.   If your Match Report shows less than three records with status code "05."

        a.   If any records are missing you must add them to the file.

        b.   If the LINKID is missing on one or more records you must add it to the appropriate outlets.

    ii.   If three or more records share the same LINKID but the status codes are not "05" for all, determine if the records listed are supposed to be associated.

        a.   Change the LINKID to "-3" if they are not associated and the status codes are correct.

        b.   Change the status code to "05" if the records are associated.

    iii.   If three or more records exist on the current file with the same LINKID and status "05" you must examine the individual records to determine the problem.

        a.   The record that will be created for the current file.

            i.   The FSCSKEY-FSCS_SEQ must be "-3."

            ii.   The OLDID must be"-3."

        b.   The records not remaining on the file.

            i.   The FSCSKEY-FSCS_SEQ must be "-3."

            ii.   The OLDID must exist on the prior-year file.

V.   Name Changes

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

    A.   STATNAME Invalid

The only valid values for STATNAME are:

      i.   "00" – no change from the prior year

      ii.   "06" – the administrative entity or outlet has made an official name change

     iii.   "14" – the administrative entity or outlet name has changed but it is not an official change

B.   STATNAME 00 and Name Change

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

C.   STATNAME 06 and no Name Change

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

D.   STATNAME 14 and no Name Change

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

VI.   Address Changes

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

A.   STATADDR Invalid

The only valid values for STATNAME are:

"00" – no change from the prior year

"07" – the administrative entity or outlet has changed its physical location

"15" – the address has a minor change from the prior year but is still in the same physical location

B.   STATADDR 00 and Address Change

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

C.   STATADDR 07 and no Name Change

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

D.   STATADDR 15 and no Name Change

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

Appendix D Import File Specifications

Administrative Entity Import File Specifications

Variable Name	Data Element Name	Width	ASCII Position	Excel/.csv Column	Type/ Decimals	Item Number
FSCSKEY	IMLS Identification number	6	1	A	Character	150
STATSTRU	Status of AE record current to prior year	2	7	B	Character	150a
STATNAME	Status of LIBNAME current to prior year	2	9	C	Character	152a
STATADDR	Status of ADDRESS current to prior year	2	11	D	Character	153a
LINKID	User Defined, used to link two or more AE together.	20	13	E	Character	
OLDID	Old FSCSKEY	6	33	F	Character	
LIBID	State assigned identification number MUST BE UNIQUE	20	39	G	Character	151
LIBNAME	Legal Name	60	59	H	Character	152
ADDRESS	Physical Street Address	35	119	I	Character	153
CITY	City	20	154	J	Character	154
ZIP	ZIP Code	5	174	K	Character	155
ADDRES_M	Mailing Address	35	179	L	Character	157
CITY_M	Mailing City	20	214	M	Character	158
ZIP_M	Mailing Zip Code	5	234	N	Character	159
CNTY	County	20	239	O	Character	161
PHONE	Phone	10	259	P	Character	162
C_RELATN	Interlibrary Relationship Code	2	269	Q	Character	200
C_LEGBAS	Legal Basis Code	2	271	R	Character	201
C_ADMIN	Administrative Structure Code	2	273	S	Character	202
C_FSCS	FSCS Public Library Definition	1	275	T	Character	203
GEOCODE	Geographic Code	3	276	U	Character	204
LSABOUND	Legal Service Area Boundary Change	1	279	V	Character	205

Variable Name	Data Element Name	Width	ASCII Position	Excel/.csv Column	Type/ Decimals	Item Number
STARTDAT	Reporting Period Start Date (mm/dd/yyyy)	10	280	W	Character	206
ENDDATE	Reporting Period End Date (mm/dd/yyyy	10	290	X	Character	207
POPU_LSA	Population of the Legal Service Area	9	300	Y	Numeric/0	208
CENTLIB	Number of Central Libraries	3	309	Z	Numeric/0	209
BRANLIB	Number of Branch Libraries	3	312	AA	Numeric/0	210
BKMOB	Number of Bookmobiles	3	315	AB	Numeric/0	211
MASTER	ALA-MLS	9	318	AC	Numeric/2	250
LIBRARIA	Total Librarians	9	327	AD	Numeric/2	251
OTHPAID	All Other Paid Employees	9	336	AE	Numeric/2	252
TOTSTAFF	Total Paid Employees	10	345	AF	Numeric/2	253
LOCGVT	Local Government Revenue	9	355	AG	Numeric/0	300
STGVT	State Government Revenue	9	364	AH	Numeric/0	301
FEDGVT	Federal Government Revenue	9	373	AI	Numeric/0	302
OTHINCM	Other Operating Revenue	9	382	AJ	Numeric/0	303
TOTINCM	Total Operating Revenue	10	391	AK	Numeric/0	304
SALARIES	Salaries & Wages Expenditures	9	401	AL	Numeric/0	350
BENEFIT	Employee Benefits Expenditures	9	410	AM	Numeric/0	351
STAFFEXP	Total Staff Expenditures	9	419	AN	Numeric/0	352
PRMATEXP	Print Materials Expenditures	9	428	AO	Numeric/0	353
ELMATEXP	Electronic Materials Expenditures	9	437	AP	Numeric/0	354
OTHMATEX	Other Materials Expenditures	9	446	AQ	Numeric/0	355
TOTEXPCO	Total Collection Expenditures	9	455	AR	Numeric/0	356
OTHOPEXP	Other Operating Expenditures	9	464	AS	Numeric/0	357
TOTOPEXP	Total Operating Expenditures	10	473	AT	Numeric/0	358

Variable Name	Data Element Name	Width	ASCII Position	Excel/.csv Column	Type/ Decimals	Item Number
LCAP_REV	Local Government Capital Revenue	9	483	AU	Numeric/0	400
SCAP_REV	State Government Capital Revenue	9	492	AV	Numeric/0	401
FCAP_REV	Federal Government Capital Revenue	9	501	AW	Numeric/0	402
OCAP_REV	Other Capital Revenue	9	510	AX	Numeric/0	403
CAP_REV	Total Capital Revenue	9	519	AY	Numeric/0	404
CAPITAL	Total Capital Expenditures	9	528	AZ	Numeric/0	405
BKVOL	Print Materials	9	537	BA	Numeric/0	450
EBOOK	Electronic Books	9	546	BB	Numeric/0	451
AUDIO_PH	Audio—Physical Units	9	555	BC	Numeric/0	452
AUDIO_DL	Audio—Downloadable Titles	9	564	BD	Numeric/0	453
VIDEO_PH	Video—Physical Units	9	573	BE	Numeric/0	454
VIDEO_DL	Video—Downloadable Units	9	582	BF	Numeric/0	455
EC_LO_OT	Local/Other Cooperative Agreements	9	591	BG	Numeric/0	456
EC_ST	State (state government or state library)	9	600	BH	Numeric/0	457
ELECCOLL	Total Electronic Collections	9	609	BI	Numeric/0	458
SUBSCRIP	Current Print Serial Subscriptions	9	618	BJ.	Numeric/0	460
HRS_OPEN	Public Service Hours Per Year	9	627	BK	Numeric/0	500
VISITS	Library Visits	9	636	BL	Numeric/0	501
REFERENC	Reference Transactions	9	645	BM	Numeric/0	502
REGBOR	Number of Registered Users	9	654	BN	Numeric/0	503
TOTCIR	Total Circulation of Materials	9	663	BO	Numeric/0	550
KIDCIRCL	Circulation of Children's Materials	9	672	BP	Numeric/0	551
ELMATCIR	Use of Electronic Material	9	681	BQ	Numeric/0	552
PHYSCIR	Physical Item Circulation	9	690	BR	Numeric/0	553

Variable Name	Data Element Name	Width	ASCII Position	Excel/.csv Column	Type/ Decimals	Item Number
ELINFO	Successful Retrieval of Electronic Information	9	669	BS	Numeric/0	554
ELCONT	Electronic Content Use	10	708	BT	Numeric/0	555
TOTCOLL	Total Collection Use	10	718	BU	Numeric/0	556
LOANTO	Interlibrary Loans Provided To	9	728	BV	Numeric/0	575
LOANFM	Interlibrary Loans Received From	9	737	BW	Numeric/0	576
TOTPRO	Total Number of Library Programs	9	746	BX	Numeric/0	600
KIDPRO	Number of Children's Programs	9	755	BY	Numeric/0	601
YAPRO	Number of Young Adult Programs	9	764	BZ	Numeric/0	602
TOTATTEN	Total Attendance at Library Programs	9	773	CA	Numeric/0	603
KIDATTEN	Children's Program Attendance	9	782	CB	Numeric/0	604
YAATTEN	Young Adult Program Attendance	9	791	CC	Numeric/0	605
GPTERMS	Number of Internet Computers Used by General Public	6	800	CD	Numeric/0	650
PITUSR	Number of Uses (Sessions) of Public Internet Computers Per Year	9	806	CE	Numeric/0	651
WIFISESS	Wireless Sessions	10	815	CF	Numeric/0	652

Outlet Import File Specifications

Variable Name	Data Element Name	Width	ASCII Position	Excel/.csv Column	Type/ Decimals	Item Number
FSCSKEY	IMLS assigned identification number	6	1	A	Character	700
FSCS_SEQ	IMLS assigned identification number suffix	3	7	B	Character	700

Variable Name	Data Element Name	Width	ASCII Position	Excel/.csv Column	Type/ Decimals	Item Number
STATSTRU	Status of Outlet record current to prior year	2	10	C	Character	700a
STATNAME	Status of LIBNAME current to prior year	2	12	D	Character	702a
STATADDR	Status of ADDRESS current to prior year	2	14	E	Character	703a
LINKID	User Defined, used to link two or more outlets together	20	16	F	Character	
PARENTID	LIBID of parent AE	20	36	G	Character	
OLDID	Old FSCSKEY – FSCS_SEQ	10	56	H	Character	
LIBID	State assigned identification number	20	66	I	Character	701
LIBNAME	Legal Name	60	86	J	Character	702
ADDRESS	Physical Street Address	35	146	K	Character	703
CITY	City	20	181	L	Character	704
ZIP	ZIP Code	5	201	M	Character	705
CNTY	County of the Outlet	20	206	N	Character	707
PHONE	Phone	10	226	O	Character	708
C_ OUT_TY	Outlet Type Code	2	236	P	Character	709
SQ_FEET	Square Footage of Outlet	8	238	Q	Numeric/0	711
L_NUM_BM	Number of Bookmobiles in the Bookmobile Outlet Record	2	246	R	Numeric/0	712
HOURS	Public Service Hours Per Year (actual hours)	4	248	S	Numeric/0	713
WKS_OPEN	Number of Weeks Open (actual weeks)	2	252	T	Numeric/0	714

Annotation Import File Specifications

Column	Description	Width	ASCII Position	Excel/.csv Column	Type
RECORD TYPE	Must always be 'ANNO'	4	1	A	Text

FSCSKEY - FSCS_SEQ	IMLS assigned identification number with suffix for outlets	10	5	B	Text
EDITID	Edit number	5	15	C	Text
COMMENT	Respondent annotation	Max	20	D	Text

Appendix E PLS Contacts

AIR Contacts	
PLS Help Desk:	
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Appendix F Francis Keppel Award Criteria

Keppel Award Point Criteria—Group 1 (AK, AZ, CA, CT, DE, GA, HI, IA, KY, MA, MD, MO, MT, NC, NM, NV, OK, OR, RI, SC, TN, VA, WV, WY)	
(Minimum points required for award = 16, Maximum Points = 20)	
	Points
Submission Points	
Data Submission on or before March 10	10
Data Submission received March 11 through March 17	8
Data Submission received May 18 through March 24	6
Data Submission received after March 24	Disqualified
Final Deadline is April 7	
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Nonresponse	
A data item that has been collected more than three years is missing for an entire state	Disqualified

Note: The IMLS makes the final decision on who receives the Keppel Award. A data submission includes a locked data file and an annotated Edit Report.

Keppel Award Point Criteria—Group 2 (AL, AR, CO, DC, FL, ID, IL, IN, KS, LA, ME, MI, MN, MS, ND, NE, NH, NJ, NY, OH, PA, SD, UT, VT, WA, WI, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands)	
(Minimum points required for award = 16, Maximum Points = 20)	
	Points
Submission Points	
Data Submission on or before June 30	10
Data Submission received July 1 through July 7	8
Data Submission received July 8 through July 14	6
Data Submission received after July 14	Disqualified
Final Deadline is July 28	
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Nonresponse	
A data item that has been collected more than three years is missing for an entire state	Disqualified

Note: The IMLS makes the final decision on who receives the Keppel Award. A data submission includes a locked data file and an annotated Edit Report.

Keppel Award Point Criteria—Group 3 (TX)	
(Minimum points required for award = 16, Maximum Points = 20)	
	Points
Submission Points	
Data Submission on or before August 4	10
Data Submission received August 5 through August 11	6
Data Submission received after August 11	Disqualified
Final Deadline is August 18	
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Nonresponse	
A data item that has been collected more than three years is missing for an entire state	Disqualified

Note: The IMLS makes the final decision on who receives the Keppel Award. A data submission includes a locked data file and an annotated Edit Report.

Appendix G Standard Abbreviations

(Use Only if Data Exceed Field Length)

Term	Abbreviation
Administrative/Administration	Adm
American	Amer
Association	Assn
Avenue	Ave
Board	Bd
Bookmobile	Bkmob
Branch	Br
Building	Bldg
Bureau	Bur
Center	Ctr
Central	Ctrl
Circle	Cir
Circulation, Circulating	Circ
Committee	Com
Community	Cmnty
Consolidated	Consol
Cooperative, Cooperating	Coop
County	Cnty
Court	Ct
Department, Departmental	Dept
District	Dist
Division, Divisional	Div
Extension	Ext
Federal	Fed
Fort	Ft
Foundation	Fdn

Term	Abbreviation
Free	Fr
General Delivery	Gen Del
Headquarters	Hq
Highway	Hwy
Information	Inf
Interlibrary	IL
Interlibrary Loan	ILL
Joint	Jt
Library District	LD
Library(ies)	L(s)
Memorial	Mem
Metropolitan	Metro
Mount	Mt
Mountain	Mtn
Municipal	Mun
Museum	Mus
National	Natl
Park	Pk
Parkway	Pkwy
People's	Peop
Public	P
Public Library(ies)	PL(s)
Reading	Rdng
Reference	Ref
Region	Rgn
Regional	Rgnl
Reorganized, Reorganization	Reorg
Research	Res

Term	Abbreviation
Room(s)	Rm(s)
Route	Rt
Saint, Street	St
School(s)	Sch(s)
Service(s)	Serv
Society	Soc

Term	Abbreviation
Supervisor, Supervisory	Supv
System(s)	Sys
Terrace	Terr
Township	Twp
Trail, Trustee	Tr
University	Univ