

FSCS Data Files Overview

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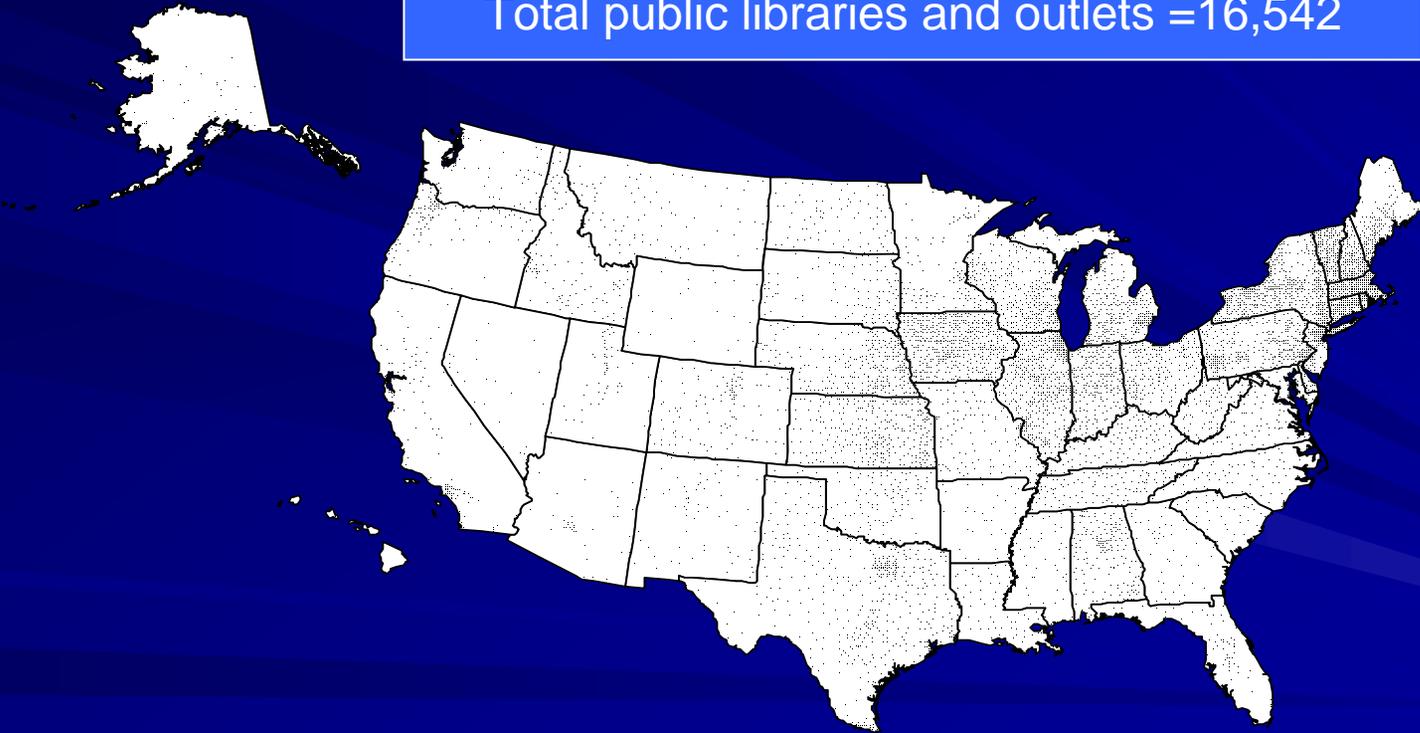
What We'll Talk About

■ FSCS Data

- Federal-State Cooperative System for public library data collection
- Data collection and checking
 - Public library data (Administrative Entity files)
 - Outlet data (central libraries, branches and bookmobiles)
- What happens after submission by states
- Final Products

9,212 US Public Libraries

Total public libraries and outlets = 16,542



FSCS is the Public Library National Data Collection Instrument

- FSCS is based on standard definitions.
- FSCS assures data is submitted in a standard format.
- FSCS was built through the joint efforts of NCES, NCLIS, and the states, to seek agreement on which national public library data should be reported and how it should be collected.
- The FSCS User's Guide is the record of agreed rules of collection and submission.

FSCS Data Files

■ Administrative Entity (public library) File

- Essentially annual report records for each US public library
- Records contain library address, general information, and annual data on library activities
- Library records combine data for all library outlets (all branches and bookmobiles)

■ Outlet (central, branch and bookmobile) File

- Essentially an address file for each main public library and each branch and bookmobile
- Contains some other information (e.g., square footage)
- Only needs to be updated for changes from previous year

■ State Characteristics File



Appendix B – Survey Instrument (Data Entry Screens and Data Element Definitions)

State Characteristics Page

| Item No. | Item | Current Year | Prior Year |
|----------|--|--------------|------------|
| 100 | Reporting Period Start Date (MM/YYYY) | | |
| 101 | Reporting Period End Date (MM/YYYY) | | |
| | | | |
| 102 | Official State Total Population Estimate | | |
| 103 | Total Unduplicated Population of Legal Service Areas | | |

Administrative Entity (Library) Records

■ ***Identifying & General information***

- library name and address
- Web address
- population of legal service area
- number of central libraries, branches, bookmobiles, and books-by-mail only outlets
- type of interlibrary relationship, geographic boundary, and type of administrative structure
- state and federal IDs

■ ***Operating Information:***

- staffing
- size of parts of the collection and electronic resources
- operating revenue and expenditures
- capital revenue and expenditures

■ ***Service Measures***

- reference transactions
- public service hours per year
- interlibrary loans
- total circulation
- circulation of children's materials
- library visits
- children's program attendance
- number of children's programs
- total number of library programs
- total attendance at library programs
- number of users of electronic resources per year

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Administrative Entity – Name/Addresses

| Item No. | Item | Current Year | Prior Year |
|----------|-----------------|--------------|------------|
| 150 | FSCS ID | | |
| 151 | LIB ID | | |
| 152 | Library Name | | |
| 152a | Name Status | | |
| | | | |
| | Street Address | | |
| 153 | Address | | |
| 153a | Address status | | |
| 154 | City | | |
| 155 | ZIP Code | | |
| | | | |
| | Mailing Address | | |
| 157 | Address | | |
| 158 | City | | |
| 159 | ZIP Code | | |
| 160 | ZIP+4 | | |

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Administrative Entity – Pop/Outlets/Staff

| Item No. | Item | Current Year | Prior Year |
|----------|--|--------------|------------|
| 208 | Population of the Legal Service Area | | |
| | | | |
| | Service Outlets | | |
| 209 | Number of Centrals | | |
| 210 | Number of Branches | | |
| 211 | Number of Bookmobiles | | |
| | | | |
| | Paid Staff (Full-Time Equivalent) | | |
| 250 | ALA-MLS Librarians | | |
| 251 | Total Librarians | | |
| 252 | All Other Paid Staff | | |
| 253 | Total Paid Employees | | |

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Administrative Entity – Operating Expenditures

| Item No. | Item | Current Year | Prior Year |
|----------|-----------------------------------|--------------|------------|
| | Staff Expenditures | | |
| 350 | Salaries and Wages Expenditures | | |
| 351 | Employee Benefits | | |
| 352 | Total Staff Expenditures | | |
| | | | |
| | Collection Expenditures | | |
| 353 | Print Materials Expenditures | | |
| 354 | Electronic Materials Expenditures | | |
| 355 | Other Materials Expenditures | | |
| 356 | Total Collection Expenditures | | |
| | | | |
| 357 | Other Operating Expenditures | | |
| | | | |
| 358 | Total Operating Expenditures | | |

Outlet Record

- Parent public library
- Outlet name, street address, county, and telephone number
- Federal and state identifying codes
- Type of outlet (central or main, bookmobile, branch, B-B-M only)
- Location relative to a metropolitan area
- Square footage (branch and main libraries only)
- Number of bookmobiles

Outlets Page

| Outlet | | | |
|---------------|--------------------------|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| 700 | FSCS ID and SEQ | | |
| 701 | LIB ID | | |
| 702 | Name | | |
| 702a | Name Status | | |
| | | | |
| | Street Address | | |
| 703 | Address | | |
| 703a | Address Status | | |
| 704 | City | | |
| 705 | ZIP Code | | |
| 706 | ZIP+4 | | |
| | | | |
| 707 | County | | |
| 708 | Phone | | |
| 709 | Outlet Type Code | | ▼ |
| 710 | Metropolitan Status Code | | ▼ |
| 711 | Square Footage of Outlet | | |
| 712 | Number of Bookmobiles | | |

Getting Data Into the FSCS System

- Data can be entered directly into the software viewing screens.
 - This is done most often to correct or edit data.
- Data can be imported.
 - This method lessens re-keying errors.
 - All data is imported at the same time.
 - There are no empty data fields.
- Must follow exact instructions for importing.
 - Can import Administrative Entities and Outlets data, but you must do so separately.



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | |
|----|-------|----------|------------|----------|-------|------|-----------|----------|-------|--------|-----------|------------|--------------|----------|---------|----|---|
| | LIBID | LIBNAME | ADDRESS | CITY | ZIP | ZIP4 | ADDRESS | CITY_M | ZIP_M | ZIP4_M | CNTY | PHONE | WEB_ADD | C_RELATI | C_LEGBA | C | |
| 2 | WI1 | ABBOTSF | 203 BIRCH | ABBOTSF | 54405 | 506 | PO BOX 5 | ABBOTSF | 54405 | 506 | CLARK | 7152233920 | wwls.lib.wi. | ME | CI | S | |
| 3 | WI2 | ADAMS C | 101 S. MA | ADAMS | 53910 | 850 | PO BOX 8 | ADAMS | 53910 | 850 | ADAMS | 6083394250 | www.scls.l | ME | CO | S | |
| 4 | WI3 | ALBANY F | 203 OAK S | ALBANY | 53502 | 329 | PO BOX 3 | ALBANY | 53502 | 329 | GREEN | 6088623491 | www.alban | ME | MJ | S | |
| 5 | WI4 | ALGOMA | 406 FREM | ALGOMA | 54201 | 1399 | 406 FREM | ALGOMA | 54201 | 1399 | KEWAUNE | 9204872295 | www.nfls.li | ME | CI | S | |
| 6 | WI5 | ALMA PUE | 312 N. MA | ALMA | 54610 | 277 | PO BOX 2 | ALMA | 54610 | 277 | BUFFALO | 6086853823 | | -3 | ME | CI | S |
| 7 | WI6 | ALTOONA | 1303 LYN | ALTOONA | 54720 | 1942 | 1303 LYN | ALTOONA | 54720 | 1942 | EAU CLAI | 7158395029 | www.altoo | ME | CI | S | |
| 8 | WI7 | AMERY P | 801 KELLE | AMERY | 54001 | 1421 | 801 KELLE | AMERY | 54001 | 1421 | POLK | 7152689340 | | -3 | ME | CI | S |
| 9 | WI8 | LETTIE W | 278 N. MA | AMHERST | 54406 | 9101 | 278 N. MA | AMHERST | 54406 | 9101 | PORTAGE | 7158245510 | | -3 | ME | CI | S |
| 10 | WI9 | ANTIGO P | 617 CLER | ANTIGO | 54409 | 1943 | 617 CLER | ANTIGO | 54409 | 1943 | LANGLAD | 7156233724 | wwls.lib.wi. | ME | CI | M | |
| 11 | WI10 | APPLETO | 225 N. ON | APPLETO | 54911 | 4780 | 225 N. ON | APPLETO | 54911 | 4780 | OUTAGAM | 9208326170 | www.apl.or | ME | CI | S | |
| 12 | WI11 | ARCADIA | 406 E. MA | ARCADIA | 54612 | 1322 | 406 E. MA | ARCADIA | 54612 | 1322 | TREMPEA | 6083237505 | | -3 | ME | CI | S |
| 13 | WI12 | ARGYLE F | 401 E. MIL | ARGYLE | 53504 | 250 | PO BOX 2 | ARGYLE | 53504 | 250 | LAFAYET | 6085433113 | www.swls. | ME | CI | S | |
| 14 | WI13 | ARPIN PU | 6316 MAIN | ARPIN | 54410 | 36 | PO BOX 3 | ARPIN | 54410 | 36 | WOOD | 7156522273 | | -3 | ME | CI | S |
| 15 | WI14 | VAUGHN | 1502 W. MA | ASHLAND | 54806 | 1584 | 502 W. MA | ASHLAND | 54806 | 1584 | ASHLAND | 7156827060 | www.ci.as | ME | CI | S | |
| 16 | WI15 | AUGUSTA | 113 N. ST | AUGUSTA | 54722 | 474 | PO BOX 4 | AUGUSTA | 54722 | 474 | EAU CLAI | 7152862070 | | -3 | ME | CI | S |
| 17 | WI16 | BALDWIN | 400 CEDA | BALDWIN | 54002 | 475 | PO BOX 4 | BALDWIN | 54002 | 475 | ST. CROIX | 7156843813 | www.baldw | ME | CI | S | |
| 18 | WI17 | BALSAM L | 404 MAIN | BALSAM L | 54810 | 340 | PO BOX 3 | BALSAM L | 54810 | 340 | POLK | 7154853215 | www.balsa | ME | CI | S | |
| 19 | WI19 | BARABOC | 230 FOUR | BARABOC | 53913 | 2118 | 230 FOUR | BARABOC | 53913 | 2118 | SAUK | 6083566166 | www.scls.l | ME | CI | S | |
| 20 | WI20 | BARNEVE | 107 W. OF | BARNEVE | 53507 | 92 | PO BOX 9 | BARNEVE | 53507 | 92 | IOWA | 6089243711 | www.swls. | ME | CI | S | |
| 21 | WI21 | BARRON | 110 N. 3RD | BARRON | 54812 | 1119 | 10 N. 3RD | BARRON | 54812 | 1119 | BARRON | 7155373881 | | -3 | ME | CI | S |
| 22 | WI22 | BAYFIELD | 37 N. BRC | BAYFIELD | 54814 | 727 | PO BOX 7 | BAYFIELD | 54814 | 727 | BAYFIELD | 7157793953 | library.fel | ME | CI | S | |
| 23 | WI23 | BEAVER | 311 N. SP | BEAVER | 53916 | 2043 | 311 N. SP | BEAVER | 53916 | 2043 | DODGE | 9208874631 | www.beave | ME | CI | S | |
| 24 | WI25 | BELLEVIL | 130 S. VIN | BELLEVIL | 53508 | 140 | PO BOX 1 | BELLEVIL | 53508 | 140 | DANE | 6084241812 | www.scls.l | ME | CI | S | |
| 25 | WI26 | JOHN TUR | 220 S. MC | BELMONT | 53510 | 9622 | 220 S. MC | BELMONT | 53510 | 9622 | LAFAYET | 6087625137 | www.swls. | ME | CI | S | |
| 26 | WI27 | BELOIT P | 409 PLEA | BELOIT | 53511 | 6272 | 409 PLEA | BELOIT | 53511 | 6272 | ROCK | 6083642908 | als.lib.wi.u | ME | CI | S | |
| 27 | WI28 | BENTON F | 48 W. MA | BENTON | 53803 | 26 | PO BOX 2 | BENTON | 53803 | 26 | LAFAYET | 6087592665 | www.swls. | ME | CI | S | |
| 28 | WI29 | BERLIN P | 121 W. PA | BERLIN | 54923 | 1526 | 121 W. PA | BERLIN | 54923 | 1526 | GREEN LA | 9203615420 | www.berlin | ME | CI | S | |
| 29 | WI30 | BIG BEND | W230 S91 | BIG BEND | 53103 | 40 | PO BOX 4 | BIG BEND | 53103 | 40 | WAUKESH | 2626623571 | www.wcfls | ME | CI | S | |
| 30 | WI32 | BLACK EA | 1210 MILL | BLACK EA | 53515 | 347 | PO BOX 3 | BLACK EA | 53515 | 347 | DANE | 6087672400 | www.scls.l | ME | CI | S | |
| 31 | WI33 | BLACK RI | 222 FILLM | BLACK RI | 54615 | 1788 | 222 FILLM | BLACK RI | 54615 | 1788 | JACKSON | 7152844112 | | -3 | ME | CI | S |
| 32 | WI35 | BLANCHA | 208 MASC | BLANCHA | 53516 | 104 | PO BOX 1 | BLANCHA | 53516 | 104 | LAFAYET | 6085232055 | www.swls. | ME | CI | S | |

Data Edit Checks

- Edit checking occurs after data entry and record matching routine.
- There are two types of data edit checks.
 - Current-year checks.
 - Historical checks (based on comparisons of current-year with prior-year data).
- State data coordinators must respond to any exceptions to the edit rules and file an edit report with the data submission.

After Submission of Data

- State submission and NCES file acceptance is final.
 - Changes can be made a short time after submission, but when file is closed no changes are possible.
- Public library information from all the states is merged for that year's data file.
- For some purposes, missing data is imputed.

Imputed Data

- Missing data (-1) is imputed for state total and state rankings purposes.
- Imputed data is included in the national database.
 - Imputed data is noted on the library's FSCS record.
 - Imputed data is not displayed on the public library peer comparison tool.
- Rules for imputation differ according to the data. (See Public Library E.D. TABS, technical notes.)

Final Products

- Public Libraries in the United States: Fiscal Year 200X E.D. TABS (NCES Publication)
 - Includes tables for each data element collected.
 - Includes state per capita rankings for selected data elements. (See Appendix A.)
- “Compare Public Libraries” Web site.
- “Search for Public Libraries” Web site.
- The Public Library Data file is posted to the Web.
 - Both public-use and restricted-use files are posted.
- <http://www.nclis.gov/statsurv/NCES/index.html>

Some Cautions

- FSCS data is not as current as state data
- FSCS data definitions
 - “MLS Librarian” is defined, but “Librarian” defined by states individually.
 - Operating Revenue and Expenditures do not include Capital Revenue and Expenditures.
 - “Number of Users of Electronic Resources Per Year” definition is being revised.
- FSCS data does not include regional cooperative activities.

Why FSCS?

- To collect accurate US library data, we need data that is
 - Valid
 - Reliable
 - Timely
- “Valid” means we’re measuring what we all agree to measure (FSCS definitions).
- “Reliable” means measurement methods are consistent. (Edit checks confirm consistency.)
- “Timely” means within timelines and by due date.
- FSCS data collection is built on these principles
- FSCS is the only source of comprehensive national public library data.