

**Data Elements passed  
1990-Current**

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**Year 1992 (February 16, 1990 FSCS Memo #13)**

The members of the two committees, after considerable discussion, unanimously recommended that two data elements be dropped in future reporting of public library data at the national level. The two data elements to be dropped are on pages 40 and 41 of the Action Plan:

**34. Public Service Hours per Week (unduplicated)**

(Rationale for dropping #34: Difficult to compute and not meaningful at the national level.)

**37. In-library use of materials**

(Rationale for dropping #37: Difficult to collect valid, reliable, meaningful data on a national basis.)

It should be noted that this recommendation need not in any way impact on local library reporting and local and state library agency use of these data elements.

Despite these changes, the DECTOP input format will not be changed. The DECTOP edit program will zero out these input fields.

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**Year 1992 (voted on in May)**

**New Data Elements**

**1. Circulation of children's materials**

Definition: The total circulation of all children's materials in all formats to all users. It includes renewals.

**2. Children's program attendance**

Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

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**Year 1993 (no definitions voted on)**

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**Year 1994 (voted on in fall 1994)**

**Defeated :**

**In-Library Use**

Definition: This is the use in the library of any item from the library's collection or borrowed from another library. Use is described as any item that is removed from the shelf (or from its usual location) by staff or public or any document that is printed out in the library. All formats of library materials are included. Each physical item (periodical issue or bound volume, microfilm reel, pamphlet, print-out, etc.) counts as one.

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**Year 1995 Ballot (voted on in March)**

**New Data Elements**

**1. Does this public library meet all the criteria of the FSCS public library definition?**

Definition: A public library is an entity that is:

1. established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
2. an organized collection of printed or other library materials, or a combination thereof;
3. paid staff;
4. an established schedule in which services of the staff are available to the public;
5. the facilities necessary to support such a collection, staff, and schedule; and
6. is supported in the whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meeting one of more of these requirements, respond with a no.

**2. Does the public library have access to the Internet?**

Definition: The Internet is the collection of networks that connect government, university and commercial agencies (e.g., NSFNET, NSFNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one of more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

If the public library has access to the Internet as defined in the three preceding sentences, respond yes and answer the following questions [see item #4]. If the library does not have access to the Internet, respond with a no, and leave the following questions blank.

**If the library had Internet access, is Internet access used by (select one):**

- library staff only?
- patrons through a staff intermediary only?
- Patrons either directly or through a staff intermediary

**Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?**

Definition: These are electronic services provided either in the library or by remote access to the library. Include resources owned by or leased by the library and access to remote databases and commercial services. Included are both direct patron access and staff access on behalf of patrons. Do not include Internet access.

**Number of library materials in electronic format**

(as a subset of collection)

Definition: Report the number of physical units such as CD-ROMs, magnetic tapes and magnetic disks, that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on the CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

**Operating expenditures for library materials in electronic format**

Definition: Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes and magnetic disks that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparable bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

**Operating expenditures for electronic access**

Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure cannot be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLS FirstSearch or electronic document delivery.

Note: Report only operating expenditures. Do NOT report capital expenditures for items in this category.

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**Year 1996 (no definitions voted on)**

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## Year 1997 Ballot (voted on in November)

[Italicized words are added. Words with strike-throughs are deleted.]

### Changes in Data Elements:

#### 1. Operating Expenditures (change in definition)

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. Estimated costs are not reported.*

#### Employee Benefits Expenditures (23.)

[These two items are interdependent and must be voted on as one unit.]

*Definition:* 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 ~~spent by the reporting unit~~ 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. ~~Only that part of any employee benefits paid out of the public library budget should be reported.~~

Note: This modification changes the definition of Operating Expenditures and Employee Benefits Expenditures to provide that documentable funds for any employee benefits paid “on behalf of” the public library by any taxing authority shall be included as an expenditure, if that information is available to the reporting public library agency.

#### 2. Subscriptions (33.) (Change in definition.)

*Definition:* This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. *These are print and microfilm subscriptions only; not electronic or digital subscriptions.*

Note: Count print subscriptions purchased from the library’s budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

#### 3. Access to Electronic Services (47)

*Definition:* Answer <Y>es or <N>o to the following questions: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

~~These are electronic services provided either in the library or by remote access to the library. Include resources owned or leased by the library and access to remote databases and commercial services. Included are both direct patron access and staff access on behalf of patrons. Do not include Internet access.~~

*These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.*

**4. Access to Internet (48a.)**

Answer <Y>es or <N>o to the following questions: Does the public library have access to the Internet?

*[Change Data Item 48 to 48a and program to skip 48b and other questions relating to Internet Access if the library responds NO to 48a.]*

**Addition to Outlet File:**

**1. (13.) (Outlet file) Web Address: http://\_\_\_\_\_**

Note: This data item is to be added to the outlet file.

**Defeated**

**Deletions:**

- 28. CAPITAL OUTLAY
- 13-16. PAID STAFF (FULL-TIME EQUIVALENT)

**Additions:**

- 48b. Internet connection type - Type of Internet Connection: \_\_\_\_\_
- 48c. Type(s) of Providers of Internet Access
- 50. Web Server Hits
- 51. Total Number of Terminals (by Type of Format)
- 52. Number of Public Use Terminals Available for Digital Services
- 53. Access to Digital Services from Outside the Library
- 54. Number of Databases

**Year 1998 (voted on in October)**

**New Data Elements**

**1. Geographic Code**

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 income and any areas served under contract for which the library is the primary service provider.

	<b>Exactly</b>	<b>Most Nearly</b>
CI (City)	[ ]	[ ]
CO (County)	[ ]	[ ]
MA (Metropolitan Area)	[ ]	[ ]
MC (Multi-County)	[ ]	[ ]
SD (School District)	[ ]	[ ]
OT (Other)	[ ]	[ ]

Note: The Population of the Legal Service Area (Data Element 08) should be reflected in the geographic code selected.

**2. Number of Internet Terminals**

Definition: Number of computer terminals (PC, 'dumb terminal,' etc.) in the library that are used to connect to the Internet (text only, graphical, etc.).

Number of Internet Terminals	
a) Used by staff only	
b) Used by general public	

**Revisions:**

**1. (Administrative Entity Definition)**

DEFINITION: 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.

Note: Do not report Administrative Entities Only, for purposes of this survey.

**2. (Administrative Structure Code 7C)**

DELETE: AO- Administrative Entity Only.

**3. (Interlibrary Relationship Code 7A)**

DEFINITION: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

#### 4. (Interlibrary Relationship Code 7A)

DEFINITION: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc. This does not include libraries that are part of national, multi-state or statewide library systems, federations, or cooperative services. (Do not respond 'yes' if you belong to OCLC). This does not include multiple outlet administrative entities (e.g., libraries with branches that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

#### 5. (Legal Basis Code 7B)

DEFINITION: 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.

#### 6. (Legal Basis Code 7B)

DELETE: AP (combined academic/public) code  
SP (combined school/public) code

#### 7. (Legal Basis Code 7B)

DELETE: SL (state library agency code)

#### 8. (Legal Basis Code 7B)

ADD:

**CC – City/County**

DEFINITION: A multi-jurisdictional entity that is operated jointly by a county and a city.

### Deleted Data Elements

(Outlet Data Element #11)

DELETE: 11 Population of the Legal Service Area by Type of Outlet.

### Housekeeping changes:

1. Include note under Multi-Jurisdictional in 7B Legal Basis Code:

**NOTE: Please put City/County combinations under CC, rather than under Multi-jurisdictional.**

2. Delete last sentence under Population of the Legal Service Area 08:

~~For administrative entities that do not serve the public directly and have no outlets (e.g., a system, federation, or cooperative service), the number shall be zero.~~

3. Delete last sentence under Name 02:

~~If the administrative entity is a state library agency or a system, federation, or cooperative service, provide its name.~~

4a. Change language in notes under Operating Expenditures for Library Materials in Electronic Format, #44 and Operating Expenditures for Electronic Access, #45.

**44, 45 NOTE: These expenditures should also be included in Total Operating Expenditures (Data Element #27) on the Administrative Entity screen.**

4b. Delete language under Collection Expenditures, #25, and Other Operating Expenditures, #26, that refers to Data Elements #44 and #45.

4c. Include note under Total Operating Expenditures, 27.

**NOTE: Includes Operating Expenditures for Electronic Access (Data Element #45) and Operating Expenditures for Library Materials in Electronic Format (Data Element #44).**

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### **Year 1999 (voted on in November)**

#### **1. Number of users of electronic resources in a typical week**

Definition: Count the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user, who uses the library's electronic resources three times a week, would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal.

#### **2. Administrative Entity Mailing Address**

Definition: The current data element "Street Address" is important for mapping purposes, however, the element does not necessarily give an acceptable address to contact the Administrative Entity. A number of influences may cause Street Address and Mailing Address to be different. Providing both elements will give the best description of the location and contact point of the library.

#### **3. Central Library ("0" OR "1" ONLY)**

Definition: 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.

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## Year 2000 (voted on in June)

### New Data Elements

#### 1. Square footage of public library outlets (main and branches)

Definition: Provide the area, in square feet, of the public library outlet (main library or branch). Report the total area in square feet for each library outlet (main library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area 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 us of that area.

#### 2. Email address of the Director

Definition: This element is the email address of the director of the administrative entity.

#### 3. Fax number of the Director

Definition: The fax number of the director of the administrative entity.

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## Year 2001 (no definitions voted on)

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## Year 2002 (voted on in February)

### New Data Elements

#### 1. Library Materials in Electronic Format

Definition: Report the number of physical units such as CD-ROMS, diskettes, etc., that are designed to be processed by a computer. Examples are government documents, reference tools or serials distributed on CD-ROM or other portable digital carrier, locally mounted databases, diskettes or magnetic tapes. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

#### 2. Internet access code

Data element #49 eliminated

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## Year 2003 (voted on in March)

### New Data Elements

#### 1. LEGAL SERVICE AREA BOUNDARY CHANGE

No edit checks will be associated with this new data element.

Definition: Answer Yes to this question, if there has been any change to the administrative entity's legal service area boundaries during the past year.

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).

## **2. ADD PRINT MATERIALS EXPENDITURES, ELECTRONIC MATERIALS EXPENDITURES, AND OTHER MATERIALS EXPENDITURES (REDEFINE TOTAL COLLECTION EXPENDITURES TO BE THE SUM OF THESE THREE NEW DATA ELEMENTS & DELETE EXPENDITURES FOR MATERIALS IN ELECTRONIC FORMAT & EXPENDITURES FOR ELECTRONIC ACCESS)**

### **Definitions**

#### **Print Materials Expenditures**

Report all operating expenditures for the following print materials: books, serial backfiles, current serial subscriptions, government documents, and any other print acquisitions.

#### **Electronic Materials Expenditures**

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, 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 equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [NOTE: Based on ISO 2789 definition.]

#### **Other Materials Expenditures**

Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.

#### **Total Collection Expenditures**

Report the sum of all expenditures for print materials, electronic materials, and other materials.

## **3. ADD CAPITAL REVENUE**

Definition: Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; 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) and other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. **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 contributions to endowments, 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.**

**4. ADD ELECTRONIC BOOKS, DATABASES, AND CURRENT ELECTRONIC SERIALS**  
**DELETE MATERIALS IN ELECTRONIC FORMAT (REPLACED BY 3 ABOVE)**  
**MODIFY BOOK/SERIAL VOLUMES TO PRINT MATERIALS**

**Definitions**

This section of the survey collects data on selected types of materials. It does not cover all materials. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

**Print Materials**

Report a single figure that includes both of the following:

Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. 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.

Serial backfiles in print. Serials are publications issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

**Electronic Books (E-Books)**

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). Include non-serial government documents. 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 physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. 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.

**Databases**

Report the number of databases, including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO Host and OCLC FirstSearch, but do not include other electronic serial databases (e.g., Project MUSE, OCLC ECO Project).

Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch)

### **Current Electronic 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. Report the number of electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), b) on CD-ROM or other portable digital carrier, c) on databases (including locally mounted databases), and d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

If the above definition is adopted, Current Serial Subscriptions will become Current Print Serial Subscriptions. The definition will then read:

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.

Note: In altering the existing subscriptions data element to become print subscriptions, the reference to microform was removed.

Existing items for other collection formats (i.e., audio, video) remain unchanged.

### **Changes to Existing Data Element**

#### **1. REPORT ANNUAL NUMBER OF USERS OF ELECTRONIC RESOURCES (INSTEAD OF USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK)**

Definition: Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, that figure should be multiplied by 52 to annualize it.

## Deleted Data Elements

1. ACCESS TO ELECTRONIC SERVICES (Yes-No Question)
  2. ACCESS TO INTERNET (Yes-No Question)
  3. NUMBER OF INTERNET TERMINALS USED BY STAFF ONLY
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Year 2004 (voted on in April)

## New Data Elements

### 1. TOTAL NUMBER OF LIBRARY PROGRAMS

#### Rationale

More people are using public libraries than in the past. Library visits per capita have increased from 2.6 visits in 1989 to 4.3 visits per capita in 2001. Reference and circulation have increased modestly since 1989 and may partially explain the increase in attendance at the library. Internet access is frequently cited as another factor in explaining this increase in usage.

Library programs for adults as well as children may also be attracting more people to libraries. This proposed data element will capture the total number of library programs for all age groups and will provide data supporting the idea that libraries are becoming community centers with programs designed to meet the needs of adults and children.

According to a 2003 poll of State Data Coordinators (SDCs), 29 out of 45 responding SDCs indicated that they already have this proposed new FSCS data element on their surveys, so its addition to FSCS should require little additional effort.

#### Addition

Total number of library programs

#### Definition

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 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, and 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.

## **2. TOTAL NUMER OF CHILDREN'S PROGRAMS**

### **Rationale**

FSCS has collected Attendance at Children's Programs since 1992. While this figure alone is somewhat useful, it would be more informative if the number of children's programs was also known. Given both figures, for instance, one could calculate the average attendance at children's programs. The attendance figure would be more meaningful if the number of programs involved was known. For example: If attendance at children's programs was 10,000, did 10 programs draw an average of 1,000 children each, did 100 programs draw an average of 100 children each, or did 1,000 programs draw an average of 10 children each? Because many children's programs are part of program series (e.g., story hours, summer reading programs), knowing something about the frequency of programs would make it easier to assess attendance at children's programs as an indicator of the popularity of such programs. Note that if this definition passes, then the existing Attendance at Children's Programs definition will be edited as appropriate to conform to these definitions.

### **Proposed Addition**

Total number of children's programs

### **Definition**

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.

Notes:

Output Measures for Public Library Services to Children: A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

## **3. TOTAL ATTENDANCE AT LIBRARY PROGRAMS**

### **Rationale**

FSCS has collected Attendance at Children's Programs since 1992. By collecting total program attendance at the national level, libraries will be able to show that programs for all age groups are drawing people into the library. This will partially serve to explain the increase in Library Visits to the library from 2.6 visits per capita in 1989 to 4.3 visits per capita in 2001. According to a 2003 poll of State Data Coordinators (SDCs), 35 out of 46 reporting SDCs indicated that they

already have this proposed new FSCS data element on their surveys, so its addition to FSCS should require little additional effort.

**Addition**

Total attendance at library programs

**Definition**

This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs for the definition of a library program.)

**Changes to Existing Data Elements**

**1. BREAKDOWN CAPITAL REVENUE BY SOURCE**

**Rationale**

In its last ballot on data elements, FSCS added a new data element, capital revenue, corresponding to operating revenue. To be consistent, and to make the data more informative and useful, capital revenue should be reported by source, just as operating revenue is.

**Change**

Break down capital revenue by source: local government, state government, federal government, and other. Existing Capital Revenue item becomes Total Capital Revenue.

The following proposed definitions of capital revenue sources are almost identical to their operating revenue counterparts, with the additional specification that the funds are for the purpose of major capital expenditures.

**Definition**

Report all revenue to be used for major capital expenditures. 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, non-print, 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:

1. **Local Government Capital Revenue.** 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.
2. **State Government Capital Revenue.** 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.

3. **Federal Government Capital Revenue.** 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.
4. **Other Capital Revenue.** Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
5. **Total Capital Revenue.** This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue.

Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

## **2. REDEFINE LIBRARY DISTRICT BASED ON CENSUS OF GOVERNMENTS DEFINITION**

### **Rationale**

One of the FSCS legal basis types is Library District. A comparison of 2001 FSCS counts of library districts by state identified several states whose counts were greatly at variance with those available from the 2002 Census of Governments (CoG). The reason for some states reporting no library districts when the CoG indicates they have several and the reason for some states reporting many library districts when the CoG indicates they have none appears to be the same: the FSCS definition of a library district is different from the one utilized in the CoG. The CoG definition of a library district is better than the existing FSCS definition, which seems to be creating some confusion around this issue. The most fundamental concept in the CoG definition is “administrative and fiscal autonomy” from other types of local government. The common understanding of a library district is a type of local government devoted exclusively to public library service and having its own taxing authority. The CoG’s “administrative and fiscal autonomy” language embodies these points.

### **Change**

Replace the existing FSCS definition of a library district with excerpts from the Census of Governments definition for the concepts of administrative and fiscal autonomy.

### **Definition**

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).

## **3. UPDATE ELECTRONIC MATERIALS EXPENDITURES BY DELETING HARDWARE/SOFTWARE SENTENCE**

### **Rationale**

The existing definition of Electronic Materials Expenditures reads: Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, 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 equipment expenditures bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

[Note: Based on ISO 2789 definition.]

This definition contains an unnecessary sentence: Include equipment expenditures bundled into the price of the information service product. The inclusion of this sentence has been likened to saying “Include expenditures for buggy whips when reporting transportation costs.” While once common, the assumed circumstance—that costs of equipment are bundled into a price of a database license—is rare, if not non-existent. In short, it is an issue that does not merit addressing in this definition.

### **Change**

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Delete the sentence reading: Include equipment expenditures bundled into the price of the information service product.

### **Definition**

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, 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 electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

## **4. UPDATE OTHER OPERATING EXPENDITURES TO ADDRESS CONTRACTS-FOR-SERVICES**

### **Rationale**

The current definition of Other Operating Expenditures reads as follows: This includes all expenditures other than those for staff and collection. Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

Many libraries contract for some services rather than employing the required personnel directly. For example, many libraries contract with an auditor or attorney when their services are needed rather than employing such personnel on an ongoing basis. Because of employment-related tax liabilities (i.e., FICA, Social Security, and Medicare deductions), it is important that such contractors not be confused with, or represented as, library employees. The additional statement directed at this issue is intended to remove any doubt about where expenditures on contracts-for-services should be reported.

### **Change**

Amend the definition of Other Operating Expenditures to add language addressing contracts-for-services.

**Definition**

This includes all expenditures other than those for staff and collection. 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.

**Defeated:**

**Change:**

**1. BREAKDOWN CAPITAL EXPENDITURES BY TYPE**

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**Year 2005 (no definitions were added, deleted, or changed)**

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**Year 2006 (Voted on in April)**

**1. Addition: Number of Registered Borrowers.**

**Definition**

**REGISTERED BORROWERS**

A registered borrower 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 and gain access to other library resources. (Output Measures for Public Libraries, 2<sup>nd</sup> edition). **Note: Files should have been purged within the past three (3) years.**

**2. Change: Users of Electronic Resources Per Year (WebPLUS #651) to Users of Public Internet Computers Per Year**

**Definition**

**Users of public Internet computers (per year).** Report the total number of individuals that have used 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 users 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 users.

**(Continue to next page)**

### 3. Change: Databases (WebPLUS #454)

Revise current definition as follows:

- Add licensed to the title and the definition;
- Add clarifying text regarding acquisition requirements or formal agreement; and,
- Report database counts by source of access (e.g., local; state government or state library; other cooperative agreement within state or region)

#### Definition

#### Licensed databases (WebPLUS #454)

Report the number of **licensed** databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have **been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region**. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under **Current Electronic Serial Subscriptions (WebPLUS #456)**. Each database is counted individually even if access to several databases is supported through the same vendor interface.

**Number of Licensed Databases acquired through payment or formal agreement:**

**54 a. Local** \_\_\_\_\_

**54 b. State (state government or State library)** \_\_\_\_\_

**54 c. Other cooperative agreements (or consortia) within state or region** \_\_\_\_\_

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**Year 2007 (Voted on in April)**

#### Changes to Existing Data Elements

**452 Audio** - These are materials 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, such as web-based or downloaded audiobooks and MP3 files.

Report the number of units, both physical and electronic, 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. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

**453 Video** - These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc.

Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

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### **Rationale**

Downloaded audios and videos should be counted in the totals regardless of whether or not the subtotals for this specialized delivery method are reported separately. By adding terms such as "electronic units," "downloads," and "web-based" to the definitions for both Audios (452) and Videos (453), new electronic formats can be included in the totals for these types of materials.

These changes do not require new data elements. No new elements were created for tapes, CDs, DVDs etc. in part because of a general agreement that while the delivery method may change, the essential format itself remains the same, i.e., one still listens to audio, views video, or reads text. Whether something comes on a CD or tape (physical unit) or as a web-based "electronic unit" and is downloaded to the computer is irrelevant. One still needs a device to play the tune, listen to the audiobook, see the movie, or in the case of e-books, read the text.

It has never been deemed necessary to collect circulation data by type of material at the national level. Many if not all libraries that offer access to downloadable audios and videos are including usage data in their annual circulation. While it would be nice to see the impact of new formats on usage patterns, this level of detail is really beyond the scope of FSCS.

Also, while the language is not so specific as to include the term "electronic unit" the NISO definition (see **Box 1**) would appear to already allow the inclusion of units that don't fit the "physical unit" mold.

### **Count Methodology**

Count titles (or number of copies) available to library users that are accessible through the library's online catalog (OPAC) and add to the totals for audio or video as appropriate.

### **States with Experience**

Idaho and Wisconsin added "electronic unit" term to definitions for audio and video in 2006.

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### **From Ballot document: Proposed Definition Edits**

**452 Audio** - These are materials 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, [such as web-based or downloaded audiobooks and MP3 files](#). Report the number of ~~physical~~ units, [both physical and electronic](#), including duplicates. ~~For smaller libraries, if physical unit data are not available, count the number of titles~~. 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. [For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog \(OPAC\)](#).

**453 Video** - These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, [web-based or downloaded files, etc.](#)

Report the number of ~~physical~~ units, [both physical and electronic](#), including duplicates. ~~For smaller libraries, if physical unit data are not available, count the number of titles.~~ Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. [For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog \(OPAC\).](#)

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