



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

November 17, 2003

Dear State Data Coordinator:

I am writing to request your participation in the Public Libraries Survey (PLS) for **fiscal year (FY) 2003**, conducted by the National Center for Education Statistics (NCES), of the U.S. Department of Education, through the Federal-State Cooperative System (FSCS) for Public Library Data. NCES is authorized to collect these data under the Education Sciences Reform act of 2002.

Your participation in this annual census of over 9,000 public libraries in the 50 states, the District of Columbia, and the outlying areas is both important and voluntary. All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes (e.g., the calculation of state and national totals) and may not be disclosed, or used, in identifiable form for any other purposes, unless otherwise compelled by law. Your response to this survey will contribute to a national file of public library data that will be available to the library research community, state and federal policy makers, and other interested users.

States have been placed into one of three reporting groups (see table below) based on their fiscal cycles and extraordinary reporting hardship, in order to stagger data submissions and thus enable timelier processing and release of the E.D. Tabs report and data file.

Reporting group and fiscal cycle	States and U.S. territories	Keppel Award date	Survey due date
Group #1 (July–June)	AK, AZ, CA, CT, DE, GA, HI, IA, KY, MA, MD, MT, NC, NM, NV, OK, OR, RI, SC, TN, VA, WV, WY	March 18, 2004	April 15, 2004
Group #2 (October–September, January–December)	AL, AR, CO, DC, FL, ID, IL, IN, KS, LA, ME, MI, MN, MO, MS, ND, NE, NH, NY, OH, PA, SD, UT, VT, WA, WI, Guam, Northern Mariana Islands, Palau, Puerto Rico, U.S. Virgin Islands	July 2, 2004	July 30, 2004
Group #3* (January–December)	NJ, TX	August 17, 2004	August 31, 2004

*extraordinary reporting hardship

The FY 2003 PLS has a firm due date of **April 15, 2004** for group #1 states, **July 30, 2004** for group #2 states, and **August 31, 2004** for group #3 states. **No state data submission will be accepted after the due date specified for the state.** Please note: *If you cannot submit data for all of your public libraries by the due date, please submit the data you do have available, in lieu of no data submission.* The Keppel Award, presented for a prompt and complete data submission, will be given to states that meet their respective award deadlines (March 18, 2004 for group #1, July 2, 2004 for group #2, and August 17, 2004 for group #3 states).

This package contains the following materials for completion of the survey:

1. **WinPLUS User's Guide, Version 2.5.** This guide contains instructions for installing and using the software, copies of the survey data entry screens, data element definitions, edit check criteria, and other useful information.
2. **Three attachments, as follows:**
 - **Attachment A—Important Points in Reporting Your Data**
 - **Attachment B—Data Submission Requirements and Mailing Instructions**
 - **Attachment C—State Librarian Certification of Public Library Data, Fiscal Year 2003.**
A signed copy must be returned for your data submission to be complete. If your state librarian would like to review the data, you may print tables using WinPLUS Main Menu option 'Create Tables and State Summary Data'.

The WinPLUS survey software, state data files, and user's guide are available on the Internet. The software and data files are also available on CD-ROM, by request only. We encourage all states to download the software and their state data files over the Internet. See section 2.5 of the user's guide for instructions. All states are also encouraged to transmit the final data and annotated edit report over the Internet. See attachment B or section 6 of the user's guide for instructions. Please call Cynthia Ramsey or Laura Hudgins at 1-800-451-6235 if you need any assistance.

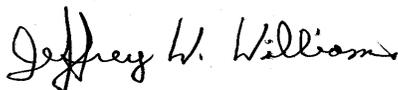
Your mentor, Census, and NCES will work cooperatively with you to review your data and resolve any problems. The data will be processed as follows:

- Upon receipt of your submission, Census will notify you of any general problems (e.g., missing or corrupt files, an unannotated edit check report, or a missing state librarian certification form).
- Census will edit your data shortly after its receipt, mail you their findings, and request that you return any corrections within **three weeks**. If you do not correct or satisfactorily justify highly questionable data identified by Census, the questionable data will be adjusted.
- When data are received from all survey participants, the preliminary national file and E.D. Tabs tables will be reviewed by the FSCS Steering Committee, NCES, and Census. Census will contact you about questionable data based on this review.
- The final file will be created, with data products forthcoming.

According to the Paperwork Reduction Act of 1995, no person should be asked to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0689. The time required to complete this information collection is estimated to average 45 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this collection of information, please write to: U.S. Department of Education, Washington, D.C. 20202-4651.

If you anticipate needing any technical assistance for your data submission, or have any other questions regarding this data collection, please contact Elaine Kroe at 202-502-7379. We look forward to receiving your FY 2003 data submission. I thank you for your cooperation in this important effort.

Sincerely,



Jeffrey W. Williams
Team Leader
Library Cooperative System and Institutional
Studies Program
Elementary/Secondary & Libraries Studies Division

Attachment A—Important Points in Reporting Your Data (page 1 of 3)

- Valid data entry.** The WinPLUS software uses a –2 to indicate a blank data field that needs your response. The user **must** replace all –2s with a valid entry (i.e., –1, –3, 0, a positive number, or alphanumeric data, as appropriate) before submitting the data. Estimates can be used if exact data are not available. The 'Quit' option on the WinPLUS Main Menu is used to produce a 'Non-response (–2) Report' of all administrative entity and outlet records that contain –2s, for your attention.

Note: Inaccurate reporting of –1 versus 0 adversely affects data quality, prevents reliable imputations, and results in inaccurate state totals/national totals/trend data. It is very important to remind local respondents of the correct reporting of –1 versus 0 (defined in table below) as part of every data collection.

The following responses are valid in WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only:</u> <ul style="list-style-type: none"> • Phone (use only if library has no phone) • Web Address (use only if library has no Web Address) • Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

- Historical Tracking.** WinPLUS tracks historical (inter-year) changes in the identity and structure of administrative entities and outlets and prompts the user for additional information, as necessary. Historical tracking is performed on (a) name and address changes and (b) structural changes (e.g., library closings, the addition of new libraries, and library mergers).
- Total Unduplicated Population of Legal Service Areas (data element 4 on the state characteristics screen) and Population of the Legal Service Area (data element 22 on the administrative entity screen).** These data are critical for the E.D. Tabs publication—for per capita calculations and for presentation of data by population ranges. Please be certain to:
 - Report Population of Legal Service Area for all administrative entities.
 - Verify that the Total Unduplicated Population of Legal Service Areas does NOT exceed the total Population of the Legal Service Area for all administrative entities. (Edit check #138 will assist you.)
- Revisions to WinPLUS 2.5 (FY 2003 data).** The revisions are summarized in the following table (the appendices cited in the table are in the user's guide):

Attachment A—Important Points in Reporting Your Data (page 2 of 3)

Import Process:

The Import Specifications were revised due to survey changes. See Appendices B and C.

Match Routine:

The check for Geographic Code changes to Administrative Entities was eliminated.

Administrative Entity Screen:

Most data elements were renumbered.

Deleted Data Elements:

1. Fax Number of the Director
2. E-Mail Address of the Director
3. Materials in Electronic Format (replaced by Electronic Books, Databases, and Current Electronic Serial Subscriptions).
4. Operating Expenditures for Electronic Access (data now reported under Other Operating Expenditures)
5. Access to Electronic Services
6. Access to Internet
7. Internet Terminals Used by Staff Only

New Data Elements:

1. Data element 19—Legal Service Area Boundary Change
2. Data element 38—Print Materials Expenditures
3. Data element 40—Other Materials Expenditures
4. Data element 44—Capital Revenue
5. Data element 47—Electronic Books
6. Data element 50—Databases
7. Data element 52—Current Electronic Serial Subscriptions

Revised Data Element Name, definition, category, note (former name shown after new name):

1. Data element 15—Legal Basis Code:
 ‘LD’ code = Library District (‘SD’ used last year)
 ‘SD’ code = School District (‘SC’ used last year)
2. Data element 30—Local Government Revenue (Local Government Income)
3. Data element 31—State Government Revenue (State Government Income)
4. Data element 32—Federal Government Revenue (Federal Government Income)
5. Data element 33—Other Operating Revenue (Other Income)
6. Data element 34—Total Operating Revenue (Total Income)
7. Data element 39—Electronic Materials Expenditures (Operating Expenditures for Library Materials in Electronic Format)
8. Data element 45—Capital Expenditures (Capital Outlay)
9. Data element 46—Print Materials (Book/Serial Volumes)
10. Data element 51—Current Print Serial Subscriptions (Subscriptions)
11. Data element 62—Users of Electronic Resources/Year (Users of Electronic Resources Per Week)

Outlet Screen:

Some data elements were renumbered.

Edit Checks:

1. New Current-Year edits were added, and the order of the edits was also modified. See Appendix G.
2. New Historical edits were added, and others were revised. See Appendix H.

Attachment A—Important Points in Reporting Your Data (page 3 of 3)

5. **‘State Summary: 2-Year Percent Change and Net Change’ table.** Please review this table, generated using WinPLUS Main Menu option ‘Create Tables and State Summary Data’, prior to submitting your data. Large 2-year changes may indicate significant errors still remaining on your file.
6. **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.
7. **The outlet records of administrative entities should be created according to the follow logic:**
 - The central library (if any) of an administrative entity **MUST** have a separate outlet record created for it. Therefore, the Number of Centrals (data element 23 on the administrative entity screen) must equal the number of outlet records with Outlet Type Code = ‘CE’ (data element 09 on the outlet screen).
 - Each branch library of an administrative entity **MUST** have a separate outlet record created for it. Therefore, the Number of Branches (data element 24 on the administrative entity screen) must equal the number of outlet records with Outlet Type Code = ‘BR’ (data element 09 on the outlet screen).
 - The bookmobiles of an administrative entity **MUST** be reported on outlet record(s) with Outlet Type Code = ‘BS’. Bookmobiles cannot be reported on a central or branch outlet record (i.e., records with Outlet Type Code = ‘CE’ or ‘BR’). Therefore, the Number of Bookmobiles (data element 25 on the administrative entity screen) must equal the total Number of Bookmobiles (data element 12 on the outlet screen) in outlet record(s) with Outlet Type Code = ‘BS’ (data element 09 on the outlet screen).

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. Alternatively, a bookmobile outlet record may include more than one bookmobile. Example: An administrative entity with four bookmobiles (reported in data element 25 on the administrative entity screen) may report these bookmobiles in three separate outlet records coded ‘BS’, with the number of bookmobiles in each outlet record equal to one, one, and two, respectively. Thus, the three outlet records report a total of four bookmobiles, which equals the 4 bookmobiles reported on the administrative entity record.

 - Outlet Type Code = ‘BM’ (Books-by-Mail 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 ‘BM’. If you have more than one Books-by-Mail Only service, you must create a separate outlet record for each service. Note: The number of Books-by-Mail Only service outlets are not reported on the administrative entity screen.
8. **Name (of Administrative Entity or Outlet). Please do not use acronyms. Do not abbreviate the name unless it exceeds the new WinPLUS field length of 60 characters (the previous field length was 45 characters). Avoid abbreviations at the beginning of the name, and do not punctuate abbreviations.** (See Appendix Q—Standard Abbreviations for WinPLUS.) This is because customers using the NCES Public Library Peer Comparison Tool and Library Locator have complained that they cannot find a library. This is because the customer searched under the full library name, but the library abbreviated its name or used an acronym. Or, the customer searched under a different abbreviation than the one the library used. For this reason, we request that abbreviations and acronyms not be used.

Attachment B—Data Submission Requirements and Mailing Instructions (page 1 of 2)

Data Submission Requirements

Your data submission **MUST** include the following items. If any of these items are missing, your submission will be considered incomplete and will require further follow-up.

1. **Your edited, final data file (fscs_XX_FYZZZZ.mdb).** Your state abbreviation will replace 'XX', and the fiscal reporting end year will replace 'ZZZZ' in the file name. Note: Your data **MUST** be edited using the WinPLUS Main Menu option 'Edit checks (Current-Year and Historical)'.
2. **A copy of your annotated, final edit report.** You may submit the electronic file (**EditsByName_XX.rpt, EditsByLibID_XX.rpt, or EditsByEditNum_XX.rpt**, as appropriate) or a printed version of the file. Annotations should be made to the final edit report regarding data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up. You may annotate the edit report in the WinPLUS software; open the edit report in Word or another word processing package for annotation; or print the edit report for annotation by hand. **Please read Section 5.9—'View/Annotate Edit Report' before annotating the final edit report using WinPLUS!** If you submit an unannotated edit report, you must include explanations about the data in a cover letter, including statements that you have reviewed the edit report and the data are final.
3. **The signed State Librarian Certification form.** When you are submitting the required materials, NCES requests that you provide the number of hours it took your state to complete the process. NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden. A space on the certification form is provided to enter this information.

Mailing Instructions

States are encouraged to submit their data over the Internet. If you have any questions about the data submission options described below, please contact Cynthia Ramsey or Laura Hudgins at 1-800-451-6235 or via e-mail at govs.pls@census.gov.

❖ **Data submission by Web browser or File Transfer Protocol (FTP)**

You may submit your data file (fscs_XX_FYZZZZ.mdb) and annotated edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate) over the Internet via a Web browser or via a File Transfer Protocol (FTP) program. If you choose one of the electronic submission methods, you can fax your State Librarian Certification form to the PLS Census Staff at 866-394-138.

If you are using a Web browser, go to 'www.census.gov/govs/www/pls.html' and select 'Submit Data via FTP'. Complete the form and then click on the 'Send File' button.

If you are using a FTP program, [ftp.census.gov](ftp://ftp.census.gov) is the Census FTP server. Log on with the user name 'anonymous' and your e-mail address for the password. Change to the 'pub/incoming/govs/pls' directory. Transfer the data file (fscs_XX_FYZZZZ.mdb) and the edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate).

If you do not use the 'Send a File Utility', please send an e-mail message to govs.pls@census.gov to let Census know that you have sent the data files.

❖ **Data submission by e-mail**

You may submit your data file (fscs_XX_FYZZZZ.mdb) and edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate) over the Internet by attaching the files to an e-mail message. You may want to use file compression software (e.g., PKZIP) to compress the files and package them all within one file. This will save space and may simplify the transfer. Attach the file(s) to an e-mail message addressed to govs.pls@census.gov. You can fax the State Librarian Certification form to the PLS Census Staff at 866-394-0138.

Attachment B—Data Submission Requirements and Mailing Instructions (page 2 of 2)

Note: The U.S. Postal Service is not recommended for submitting your files due to added security measures that often result in damaged materials and interfere with prompt delivery. However, if you choose this method, please be sure to use the mailing address for the U.S. Postal Service listed below.

❖ Data submission by mail

You may mail your complete FSCS submission to:

U.S. Postal Service (including Express Mail)

PLS Staff
U.S. Department of Commerce
U.S. Census Bureau
Washington, DC 20233-6800

Overnight Delivery - Federal Express or United Parcel Service (UPS)

PLS Staff
U.S. Department of Commerce
U.S. Census Bureau
8905 Presidential Parkway
Washington Plaza, Bldg 2, Room 508
Upper Marlboro, MD 20772
Phone: 301-763-1568

If you mail your submission, please send an e-mail message to govs.pls@census.gov and let Census know you sent the file.

Attachment C— State Librarian Certification of Public Library Data, FY 2003 (page 1 of 1)

**U.S. Department of Education
National Center for Education Statistics**

**Federal-State Cooperative System (FSCS)
for Public Library Data**

I hereby certify that, to the best of my knowledge and belief, the data submitted by the FSCS State Data Coordinator for the Public Libraries Survey, FY 2003 are accurate.

State Name

State Librarian's Name (*Please print*)

State Librarian's Signature

Date

Estimated number of hours State Data Coordinator took to complete the survey:	Hours

Please fax this form toll free to:

PLS Staff @ 866-394-0138