GENERAL INSTRUCTIONS

ORS 357.520 requires all public libraries in Oregon to "make an annual report to the State Library and to the [library] governing body on a form supplied by the State Library." The Oregon Public Library Statistical Report meets this legal requirement. More importantly, it gathers information about public libraries in Oregon that can be used in advocacy and planning -- at the local, state, and national levels -- for improved public library services.

The report is due October 1, 2018

Please read the following instructions carefully and answer all the questions applicable to your library. Either report an actual number or give a good estimate and include a federal note stating the item is an estimate.

Unless otherwise indicated, please report annual numbers based on fiscal year (July 1, 2017-June 30, 2018).

If a question is not applicable to your library, use N/A for not applicable. If a question applies to your library, but you do not currently collect the information requested, please use "n.c.", meaning "not collected". If a question applies, but your library had "zero" or "none" to report for the year, use number "0".

Do not include extra punctuation such as commas, slashes, or hard returns (enter key).

Review your library's data from the previous year to help guide your answers for the current year being reported.

Some items are prefilled. Please correct as needed, but if the information has not changed, you do not have to reenter the data. Many of the prefilled fields will be locked, so if you need to make changes to this data, contact Ross Fuqua, Data & Federal Programs Consultant at ross.fuqua@state.or.us or 503-378-5027.

Libraries with multiple branches or other service outlets should send in one report which combines statistics for all service outlets. Under Part 9, branch information of square footage, public service hours, number of weeks open, type of internet connection and internet connection speed is collected for each branch.

The Library Support and Development staff at the State Library is here to help you by answering questions and offering assistance to complete this survey. Please call or email Ross Fuqua at 503-378-5027 or ross.fuqua@state.or.us.

Frequently Asked Questions are available at: http://libguides.osl.state.or.us/statsfaq
LINE-BY-LINE INSTRUCTIONS

PART 1 - GENERAL INFORMATION

Please also review your listing in the online library directory at http://libdir.osl.state.or.us/ and make any needed changes.

1.1 Official name of library
If the library has officially changed its name, please contact Library Support and Development Services staff at 503-378-2525 and mail a copy of the recent ordinance or resolution of the library’s governing body establishing the new name.

1.2 – 1.4 Street Address
Enter the complete street address of the library administrative entity or headquarters. Do not report a post office box or general delivery.

1.5 – 1.7 Mailing Address
Enter the mailing address of the administrative entity. It is okay to have post office boxes or general delivery here may be reported here.

1.8 County
The county in which the headquarters of the library is located.

1.9 Library’s main phone number
Enter numbers only, without dashes or parentheses.

1.10 Cooperative system membership or affiliation
Enter your selection from the drop down menu. If none apply, select none.

1.11 Was there a boundary change in the legal service area in the last year?
Answer Yes to this question if there has been any change to the library’s legal service area boundaries during the past year. Examples of changes include:

- 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,
- 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)

If uncertain, check the Population Research Center's Quarterly Supplement of Annexations at: http://www.pdx.edu/prc/population-annexations
1.12 Congressional District
Enter the number of the Congressional District in which the library is located. If uncertain, go to
http://www.house.gov and enter your library’s zip code.

1.13 Has the library or any of its branches moved in the last fiscal year?
Please indicate yes or no if the main library or any of the branches moved to a new address in the
previous fiscal year. If yes, verify that the square footages are updated in Section 9. Please also update
the branch entry in the online library directory at http://libdir.osl.state.or.us/.

1.14-1.16 Number of public service outlets
A central library is a single-facility library, or the library which is the operational center of a multiple-
outlet library. It is considered synonymous with the term “main library”.

A branch library is an auxiliary facility with separate quarters from the central library, a permanent
organized collection of books, paid staff, and a regular schedule of public service hours. A books-by-mail
service should be listed in Other public service outlets. Outreach services do not count as a branch.

A bookmobile is a traveling branch library. It consists of a truck or van that carries an organized
collection of library materials, paid staff, and regularly scheduled hours for being open to the public.
Provide the number of vehicles, not stops. If you have a bookmobile, it should have a branch record of
its own in Section 9.

1.18 Number of registered users
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.

PART 2 - LIBRARY STAFF AS OF JUNE 30, 2018

Report level of staffing in amount of full-time employment (FTE), based on a 40 hours work week.
Report figures as of June 30. Include all positions funded in the library’s budget whether those positions
are filled or not.

Examples: 60 hours per week of part-time work by multiple employees divided by the 40-hour measure
equals 1.50 FTE (60/40=1.50 FTE). If a schedule varies wildly by season, use total annual hours worked
divided by 2080 to calculate FTE. Use n.c. for not collected, 0 for zero, or N/A for not applicable.

IMPORTANT NOTE: Report only staff paid from the library budget in Part 2. Do not report volunteers,
other non-paid staff, or temporary personnel. Do report plant operations, security, or maintenance staff
if paid from the library budget.

NOTE: If the only paid library staff is paid by another agency and its long term and steady, you might
consider listing that position, but then need to list the amount of their salary and benefits in revenue,
and also in expenditure. Please call 503-378-5435 for assistance if you are in this situation.
2.1 Number of librarians with ALA/MLS
Librarians with master’s degrees from programs of library and information studies accredited by the American Library Association (ALA).

Report only those positions that require a master’s degree from an ALA accredited library and information studies program. Do not include staff who have an ALA-accredited master’s degree in positions where that degree is not required.

2.2 Number of other persons holding the title of librarian
Report persons (Non-MLS) 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.

2.4 Number of all other paid staff
Report all other FTE employees (includes both full and part time employees) paid from the reporting unit budget, including plant operations, security, and maintenance staff.

PART 3 - LIBRARY REVENUE
Part 3 is divided into two sections. Report all operating revenue in Section A. Report capital revenue in Section B. If you need assistance, please call 503-378-5435 for help! See the FAQ at http://libguides.osl.state.or.us/c.php?g=273450&p=1825302

SECTION A. OPERATING REVENUE
Report revenue used for operating expenditures as defined in each section below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another library, or funds unspent in a previous fiscal year (e.g. carryover). Funds transferred from one public library to another public library should be reported by the receiving library.

The numbers you report for revenue may not be the same as the annual budget, and does not need to balance with expenditures. If the city or county contributes sizeable expenses on behalf of the library, but does not show those in the library budget, the library may wish to enter matching revenue and expense for such items.

Please round to the nearest dollar. The program will fill in dollar signs and commas; there is no need to type them. Use n.c. for not collected, 0 for zero, or N/A for not applicable.

3.1-3.4 Local government sources
Report all local government funds designated by the city, county, district or region 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 those funds with state government revenue or federal government revenue, as appropriate. Include amounts kept by the local government that are used to pay significant expenses on the library's behalf.

Include receipts from government sources in compensation for services to non-residents. Revenue may not be the same as the library's budget, and does not have to balance with expenditures.
3.5 State government sources
Report all funds distributed to public libraries by state government for expenditure by your library. Include Ready to Read Grants here and report the amount of the any other grants received directly from the state. Do not include federal funds distributed by the state.

3.6-3.9 Federal government sources
Report all federal government funds distributed to public libraries for expenditure by your library including federal money distributed by the state.

3.6 LSTA grants
Report the amount of LSTA grants and claimed and received by the end of the fiscal year.

3.7 E-rate telecommunications discount
Include any E-rate telecommunications discount for which a check was received by the end of the fiscal year.

3.8 Other federal funds
Report all other federal funds, such as NEA or National Science Foundation grant funds or payments such as O&C compensation.

3.10 Other operating revenue
Report all operating revenue other than that reported on the local, state, and federal lines. Include fines and fees, non-capital monetary gifts and donations from local library foundations, businesses, corporations, or the public, interest from endowments, and grants from private sources. Count fines and fees even if the revenue is passed through to a different unit of government.

Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. Do not include contributions to endowments or revenue earned by Friends groups or Foundations.

3.12-3.16 Section B. 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, 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
g. other one-time major projects
Exclude funds received for:

- replacement and repair of existing furnishings and equipment
- regular purchase of library materials
- investments for capital appreciation.

Exclude contributions to endowments or 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 the receiving library. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

**3.12 Local Government Capital Revenue**
Report all governmental funds designated by the city, county, 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.

**3.13 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. Oregon Cultural Trust funds used for capital purposes are reported here.

**3.14 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.

**3.15 Other Capital Revenue**
Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures. For example, this would be funds from the Collins Foundation, Ford Family Foundation, Meyer Memorial Trust, and the Oregon Community Foundation.

Capital revenue does not need to balance with capital expenditures.

**PART 4 - LIBRARY EXPENDITURES**

Part 4 is divided into two sections. Report all standard operating expenses in Section A. Report capital outlay in Section B.

**SECTION A. OPERATING EXPENDITURES**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. This is a statistical count of expenditures. It may not be the same as your annual budget, and does not need balance with revenue. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes such as city, county, special, regional or school districts) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditures documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of donated items as expenditures. Do not report capital expenditures under this category.
4.1 Salaries and wages
Report salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include the salaries and wages before deductions (gross pay) but exclude employee benefits.

4.2 Employee benefits
Report the benefits outside of salaries and wages paid and accruing to all eligible library staff. Include amounts for directly-paid employee benefits including Social Security and Medicare (FICA), retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen’s compensation, tuition, and housing benefits.

NOTE: Legally, an employer must pay FICA and workmen’s compensation. FICA is calculated by multiplying the gross salary by 7.65%. Workmen’s compensation is calculated at 1.6 cents per hour worked. Benefits are never $0 because of this. Consult with your payroll staff if you have questions.

4.4-4.9 Library Collections
This includes operating expenditures for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. If record keeping does not separate total expenditures by type of material, it is acceptable to use some reasonable methodology to estimate the relative amounts. An estimate is preferable to n.c. (not collected). Exclude charges or fees for interlibrary loans and expenditures for document delivery.

4.4 Books and other print materials
Report all operating expenditures for the following print materials: books, government documents, and any other print acquisitions (i.e. maps). Include expenditures for book leasing plans (e.g., McNaughton), and other pre-processing costs if included in the price of materials.

4.5 Periodicals and other serial subscriptions
A serial is a publication issued in successive parts, usually at regular intervals (e.g., newspapers, annual reports, yearbooks, magazines, etc.) Report all operating expenditures for serial back files and current serial subscriptions here. Do not report the value of donated subscriptions.

4.7 Electronic materials expenditures
Report all operating expenditures for electronic (digital) materials. Types of electronic materials include:

- e-books
- downloadable and/or streaming audio and video titles
- e-serials (including journals and magazines such as Consumer Reports)
- government documents
- periodical or reference databases (EBSCO or Gale, full text or not),
- reference tools or services (Mango, Novelist, auto repair manuals)
- musical scores
- maps
- pictures
- materials digitized by the library
Include electronic materials that can be distributed on disks, or other portable digital carrier, and can be accessed via a computer through the Internet, or by using an electronic device. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for licensed databases.

Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (line 4.10).

4.8 Other materials expenditures
Report all operating expenditures for other physical materials such as DVD, CD, books on CD, microform, kits, toys or games, new material formats, etc.

4.9 Total expenditures on collection
This is the sum of all expenditures for print materials, electronic materials, and other materials. If your library does not keep separate track of expenditures for different types of library materials, provide a best estimate and attach a state note indicating the amounts are estimated.

4.10 All other operating expenditures
Report all expenditures other than those reported for Total Staff Expenditures and Total Expenditures on Collection (line 4.3 and 4.9). 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, attorney, etc.

Include significant costs that are paid by other agencies on behalf of the library if such information is available. Costs may include operating and maintaining physical facilities and/or fees paid to a consultant, auditor, attorney, etc.

4.12-4.15 Section B. Capital outlay
Report major capital expenditures, which are the acquisition of or additions to fixed assets. Examples include expenditures 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
g. other one-time major projects

Exclude expenditures for:

a. replacement and repair of existing furnishings and equipment
b. regular purchase of library materials c) investments for capital appreciation.
Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditures documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Your local accounting practices may determine whether a specific item is a capital expense or an operating expense. Even if books are considered capital outlay locally, please report book expense on line 4.4.

PART 5 - LIBRARY COLLECTIONS
Report library holdings as of the end of the fiscal year, June 30.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e. microform, scores, pictures, etc.) for which expenditures are reported under Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

SECTION A - PHYSICAL COLLECTION
Please report items that have physical form. A physical unit is usually a volume, but might also be a disc, cassette, etc. Items which are packaged together as a unit, e.g. two compact discs, and are generally checked out as a unit, should be counted as one physical unit. The first figure reported should represent the total number of materials on June 30. Do not subtract withdrawn materials from the total physical units figure. A report of the number of materials withdrawn is not required.

5.1-5.2 Books and other print items– physical units, units added
Books in print format. 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. Do not include downloadable e-book files.

5.3-5.4 Audio materials – physical units, units added
Audio materials circulate 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 books, audio reels cartridges, audio discs, and other sound recordings stored in a fixed, physical format. Do not include downloadable online 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.

5.5-5.6 Video materials – physical units, units added
Video materials circulate in a fixed, physical format on which moving pictures are recorded, with or without sound. Video formats may include cassette tape, DVD, Blue-Ray, or CD-ROM. Do not include downloadable online video files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. DVD discs for one movie) and checked out as a unit are counted as one physical unit.

5.7-5.8 Current print serial subscriptions, units added
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. Report paid and gift subscriptions. Do not report individual
issues. These are print subscriptions only; not microform, electronic, or digital subscriptions. Do not include individual issues of magazines in the count.

5.9-5.10 Other physical library materials, units added
Include all physical materials not reported on other lines in Part 5. Report uncatalogued paperbacks that are tracked and treated as part of the permanent collection here. Do not count paperback exchanges. Other items could be puppets, toys, kits, fishing rods, GPS units, telescopes, etc. Do not include microforms, loose sheet music, maps, and pictures.

SECTION B – DIGITAL OR DOWNLOADABLE COLLECTION

5.13-5.18 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). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user’s personal computer or device for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report only items the library has selected as part of the collection (exclude public domain / non-copyrighted e-books that have unlimited access.) Include non-serial government documents. Report the number of physical or online units, including duplicates, for all outlets. 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. If the library is loaning an e-book reader preloaded with a standard set of e-books, count only the circulation of the device as 1 item. Do not count the included e-books.

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”.

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”.

5.13-5.14 Number of (e-book) units / units added in Library2Go

List e-book units available to all member libraries in Library2Go in lines 5.13 and 5.14. These numbers will be the same for all Oregon Digital Library Consortium (ODLC) member libraries, and can be obtained from the ODLC’s OverDrive account – the State Library can help you with this.

If your library does not participate in Library2Go, enter zero in these lines. List all other e-book units in your library’s collection (purchased/licensed through an OverDrive Advantage account, another platform, or held by consortia other than ODLC) in lines 5.15-5.16.
5.19-5.24 Downloadable Audio Materials
Audio materials are downloadable online files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of units. Report only items the library has selected as part of the collection.

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”.

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”.

5.19-5.20 Number of (downloadable audiobook) units / units added in Library2Go
List downloadable audiobook units available to all member libraries in Library2Go in lines 5.19 and 5.20. These numbers will be the same for all Oregon Digital Library Consortium (ODLC) member libraries, and can be obtained from the ODLC’s OverDrive account – the State Library can help you with this.

If your library does not participate in Library2Go, enter zero in these lines. List all other downloadable audiobook units in your library’s collection (purchased/licensed through an OverDrive Advantage account, another platform, or held by consortia other than ODLC) in lines 5.27 and 5.28.

5.25-5.28 Downloadable Video Materials
Video materials are downloadable online 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. Report the number of units. Report only items the library has selected as part of the collection.

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.

The Oregon Digital Library Consortium no longer offers downloadable video materials in Library2Go, so lines 5.25 and 5.26 should be greyed out at zero. List all other units in the library’s collection in lines 5.27-5.28.

5.35 – 5.40 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.

5.35-5.36 Number of Statewide electronic collections (Gale and Learning Express)

Report the number of licensed [electronic collections [previously called databases], for which temporary
or permanent access rights have been acquired through formal agreement with the State Library. The
number of collections will be determined by the State Library from the vendor contract.

5.37-5.38 Local or Local Consortia electronic collections through local cooperatives, consortia, or
libraries within the state or region

Report the number of licensed electronic collections [previously called databases], for which temporary
or permanent access rights have been acquired through payment by the local library, cooperative or
consortium agreement. An example would be a genealogy database funded by a regional consortium or
cooperative for members. An electronic collection 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. Do not include audio and e-book collections.

5.39 Electronic Collections

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 or by source of access.

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.

PART 6 - LIBRARY SERVICES

6.1-6.5 Total open hours in a typical week

In this section, report only central or main library’s hours, not those of branches or bookmobile.

6.6 Number of weeks per year library is open

Report the number of weeks during the year that the main library was open to the public.
The count should be based on the number of weeks that a library 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. 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.

6.7 Total annual public service hours for main library

This is the number of annual public service hours for the central or main library. If the main library office only provides remote services such as the bookmobile or outreach services and does not have any walk in traffic, indicate 0. The annual public service hours for branches and bookmobiles is listed in section 9. 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. EXAMPLE: The central library for Library C was open 9 hours a day, six days a week for a total of 54 hours per week (54 x 52 weeks = 2,808), less five days of 9 hours each which were library holidays, for a total of 2,763 hours (2,808 - 45 = 2,763).

6.8 Total annual public service hours for all outlets (sum of 6.7 and hours from 9.9)

This is the total number of annual public service hours for all outlets (reported individually by central, branch, bookmobile and Books-by-Mail).

6.9 Library visits (total annual attendance at all library facilities)

Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, and using the library, even those persons requiring no staff service. If actual door counts are available, please report them. If not available, provide an annual estimate based on a count taken during a typical week, preferably in October. Choose a week in which the library is open its regular hours. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Include seven consecutive calendar days, from Sunday through Saturday. Multiply the count of library visits during the typical week by 52 weeks.

6.10 – 6.12 Successful Retrieval of Electronic Information

Report the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from the electronic collections reported in lines 5.35-5.38 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.

For 6.10, report retrievals for statewide electronic collections (Gale and LearningExpress Library), which are provided on the State Library’s website under Statistics.
For 6.11, report retrievals of all other electronic collections reported in line 5.37. Typically, this information can be obtained from the vendor. If complete data is not accessible, you can report what you can access. Include retrievals and downloads from services such as Hoopla, Freegal, and Zinio.

6.13 – 6.27 Circulation of library materials at all facilities for the fiscal year

Report adult, young adult, and children’s materials circulation separately if your local circulation system can differentiate them. If your local system does not differentiate, mark “n.c.” on the lines for adult, young adult, and children’s circulation, and report the total on lines 6.19–6.20.

If your library is unable to separate circulation of materials into young adult and children’s materials, report the total on lines 6.17–6.18.

See the FAQ at http://libguides.osl.state.or.us/c.php?g=273450&p=1825302 for further information.

Do not include books loaned to other libraries on interlibrary loan, unless there is no way to separate them from regular circulation data in your library system. Interlibrary loan items borrowed and checked out for your patrons are counted under 6.46 and 6.47.

If a shared library system is unable to credit an individual library with renewals, the system administration may contact the State Library about working out a distribution formula.

6.13 Number of first-time circulation of adult materials (enter n.c. here if using lines 6.17-6.18) Count the number of first-time circulation of adult materials. For the purposes of this survey, adult age is defined as 19 years and over.

6.14 Number of renewals of adult materials

Count the renewals of adult materials. If the library is unable to separate initial circulation from renewals, report total circulation of adult materials under 6.13 and enter n.c. on this line.

6.15 Number of first-time circulation of young adult (YA) materials

Count the first-time circulation of materials for young adult. For the purposes of this survey, young Adult age is defined as 12 through 18 years and includes 18 year olds.

6.16 Number of renewals of young adult (YA) materials

Count renewals of materials for young adults. If the library is unable to separate initial circulation from renewals, report total circulation of young adult materials in 6.15 and enter n.c. on this line.

6.17 Number of first-time circulation of children’s materials

Count the first-time circulation of materials for children. For the purposes of this survey, children’s age is defined as 11 years and under.

6.18 Number of renewals of children’s materials
Count renewals of materials for children. If the library is unable to separate initial circulation from renewals, report total circulation of children’s materials on line 6.17 and enter n.c. on this line.

6.19-6.20 First-time circulation and renewals not separated into adult, young adult, or children’s materials

Use these lines only if you do not separately count adult, young adult, or children’s materials circulation. If you have entered data on lines 6.13-6.18, then enter n.c. on these lines.

6.28 Number of circulation of Library2 Go electronic materials

Record your library’s Library2Go circulation here, if applicable. Instructions for accessing your library’s circulation report through the ODLC OverDrive account can be found here: https://libguides.osl.state.or.us/statsfaq.

6.29 Number of circulations of local electronic materials

Record any other non-Library2Go e-content circulation statistics here, if applicable. Include any circulation from additional e-content platforms purchased locally, or from additional shared consortium e-content collections other than ODLC/Library2Go here.

6.34 Total number of reference transactions

If an actual count is not available, please provide an estimate. A common method of estimation is to 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.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

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.

Information sources include (a) printed and non-printed 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.

Please report on the total number of questions handled by library staff, as opposed to the total number of questions answered or the number of people asking questions.
Please include transactions that include individualized computer instruction. Also include questions on Answerland worked on by library staff. Include reference transactions that were initiated in your library but that you referred to Answerland (http://www.oregonlibraries.net) for another library.

Please exclude directional, policy questions or circulation actions such as placing holds. 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? How long are renewals?”

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.

For further information, see the FAQ at: http://libguides.osl.state.or.us/c.php?g=273450&p=2053348

6.35 Number of children's programs
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. For the purposes of this survey, children's age is defined as persons age 11 and under.

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. The one-to-one services are counted under reference.

6.36 Number of persons attending programs for children
Provide a count of the total audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children.

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. Do not count registrations for the summer reading program for this survey.

6.37 Number of young adult programs
A young adult program is any planned event for which the primary audience is young adults 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 age is defined as 12 through 18 years and includes 18 year olds.

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.

6.38 Number of persons attending young adult programs
Provide a count of the audience at all programs for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Please count all patrons that attend the young adult program regardless of age.

6.39 Programs or presentations for adults sponsored by the library
An adult 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. For the purposes of this survey, adult age is defined as 19 years and over.

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; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs intended for adult or general audiences, 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.

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, and mentoring activities. Activities delivered on a one-to-one basis should be counted as reference. Do not count registration for activities that have no scheduled events.

6.40 Number of persons attending programs for adults
Provide a count of the audience at all adult programs. Do not count registration for activities that have no scheduled events.
6.44 Does your library provide outreach to children and/or families, childcare providers, and preschool teachers?

Outreach is engaging youth and adults who are not using the library in face-to-face literacy-based activities and other library services. The purpose is to introduce youth to the library, develop positive relationships between youth and library staff, and provide youth with library materials, services, and programs. Outreach often includes forming partnerships with schools, community colleges, and other local organizations already working with youth who, for the most part, are not using the library. For example, doing a summer reading activity at a free lunch site and busing Even Start families to the library for story time are both outreach activities. Distributing reading logs, calendars, and other material without engaging youth or adults is considered marketing, not outreach.

6.45 Does your library provide training in early literacy for parents, childcare providers, and preschool teachers?

Early literacy training is 1) modeling the five early literacy practices to adults and telling adults information about early literacy during programs for children, and 2) presenting research-based early literacy curriculum to adults during programs for adults. The purpose is to teach adults how to help young children develop the early literacy skills they need to learn how to read when they start school. The five early literacy practices are talking, singing, playing, reading and writing. Training should include modeling and learning about activities adults can do with young children to help them develop the six early literacy skills.

6.46 Interlibrary loans lent using a shared catalog or integrated library system

Provide an annual count of loans of library materials, or copies of the materials, provided by one autonomous library to another upon request. In this line, report loans to libraries that are not under the same library administration but share a catalog system. Include loan requests initiated directly by a patron using the shared catalog system. This definition does not encompass direct loans made to users of other libraries through reciprocal borrowing agreements.

6.47 Interlibrary loans lent to all other libraries not in shared catalog or integrated library system

Provide an annual count of loans of library materials, or copies of the materials, provided by one autonomous library to another upon request. In this line, report loans to libraries that are not under the same library administration and do not share a catalog system. Include loans to all libraries, regardless of location, that are not part of a shared catalog system with the reporting library. This definition does not encompass direct loans made to users of other libraries through reciprocal borrowing agreements.

6.49 Interlibrary loans borrowed using a shared catalog or integrated library system

Provide an annual count of library materials, or copies of the materials, borrowed by your library from another upon request. In this line, report borrowed materials from libraries that are not under the same library administration but do share a catalog system. Include borrowing requests initiated directly by a patron using the shared catalog system. This definition does not encompass direct loans made to users of other libraries through reciprocal borrowing agreements.

6.50 Interlibrary loans borrowed from libraries not in shared catalog or automation integrated library system

Provide an annual count of library materials, or copies of the materials, borrowed by your library from
another upon request. In this line, report borrowed materials from libraries that are not under the same library administration and do not share a catalog system.

Include borrowed materials from all libraries, regardless of location, that are not part of a shared catalog system with the reporting library.

This definition does not encompass direct loans made to users of other libraries through reciprocal borrowing agreements.

PART 7 - OTHER INFORMATION

7.1-7.2 Volunteer services to the library
On line 7.1 report the total number of individuals who volunteered their services to the library during the year, even if they only worked a brief period of time. Exclude volunteers for other organizations' projects. Exclude Board members performing work for the Board.

On Line 7.2 report the combined number of hours that all of the individuals worked during the year.

7.3-7.9 Library salary schedule effective for the upcoming fiscal year

Hourly Wage

Please report the hourly wage range or fixed amount for the positions listed. Please report up to two decimal places.

For salaried employees, approximate an hourly wage using the following formula:

Annual Salary ÷ Number of Weeks Paid Per Year ÷ Scheduled Hours Per Week = Hourly Equivalent.

EXAMPLE: Starting librarians are paid $21,300 per year to work 35 hours per week with two weeks paid vacation. Their hourly equivalent pay is ($21,300 ÷ 52) ÷ 35 = $11.70.

Make the "best fit" of your library's position classification scheme into the positions listed.

- A library director is the person responsible for managing the day to day operations of the library.
- An assistant director is someone who, in addition to other duties, may handle some of the responsibilities of the library director.
- A department head is a librarian who supervises a major library department (e.g., Head of Children's Services, Head of Technical Services, Head of the Reference Department).
- A senior librarian is a librarian with several years of experience, and possibly some supervisory responsibilities.
- An entry-level librarian is a librarian with little or no professional experience.
- A library assistant is a person assigned paraprofessional responsibilities that require some specialized training or experience.
- A library clerk is a person assigned responsibilities that require little or no specialized training or experience.
In order to make this data searchable, there are three input blanks. Do not use all three. If reporting a range, use blanks A, "Low" and B, "High". For organizations without salary ranges, leave the "Low" and "High" items blank and list a figure in the "Fixed Amount" blank. Do not include the $ symbol or commas.

7.10-7.14 Library fees and fines In this section, an exhaustive report of fee and fine structures is not expected. Report only those used most often. Choose the nearest value from the pull-down menus for fee/fine amount and time period.

7.15 Number of circulations made without charge to non-residents
Report the number of items circulated directly to non-residents. Non-resident are persons who do not live within the boundaries of the library’s governing body. These direct loans may be facilitated by means of reciprocal borrowing agreements with other libraries (such as the MIX or Passport programs), by means of a cooperative library system arrangement, or a county-wide federation of libraries, or because of free access policies at the library. Do include loans made to non-residents even when a reciprocal borrowing agreement or direct loan agreement returns a payment to your library for serving non-residents.

Do not include items loaned when a user fee or library card fee is paid directly to your library by a non-resident.

Do not include items loaned to other libraries on interlibrary loan.

7.16 Library Board/ District Board.
Please indicate if the Library has a governing board.

7.17 Friends of the Library.
Please indicate if a Friends of the Library group exists.

7.18 Library Foundation.
Please indicate if a Library Foundation exists.

7.19 Are you using the Public Library Standards published by the Oregon Library Association?
Standards are at http://www.olaweb.org/pld-standards.

Part 8 - LIBRARY TECHNOLOGY

8.1 Total annual number of uses (sessions) of public Internet computers
Report the total number of uses (sessions) of the computers in the library with public Internet access 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 scheduling software also may be used for this report.
This count includes only the library’s public Internet computers. Do not include Wi-Fi access using non-library computers. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer.

8.2 Total number of Internet terminals used by general public
Report the number of the library’s computers [personal computers (PCs) and laptops] with access to the Internet whether purchased, leased or donated, used by the general public in the library.

8.3 Number of Wireless Sessions provided by the library annually
Report the number of wireless sessions provided by the library wireless service annually. If this is not tracked locally, contact your Internet Service Provider for assistance in obtaining data.

8.4 Type of Internet connection at main (central) library
Refer to your Internet service provider for this information. In this line, report for main (central) library or headquarters of a district or cooperative system. Information for branches and bookmobiles will be reported in Part 9. Refer to the drop down menu on the survey for options.

8.5 Internet speed at main (central) library
Refer to your Internet service provider for this information. In this line, report for main (central) library or headquarters of a district or cooperative system. Information for branches and bookmobiles will be reported in Part 9. Refer to the drop down menu on the survey for options. Refer to the drop down menu on the survey for options.

8.6 Name of consortium that provides an integrated library system, if applicable. (e.g. Sage, CCRLS, Coastal Resource Sharing Network, LINCC, etc.)
If your library belongs to a consortium that provides a shared integrated library system or catalog, or shares a system with another library, please indicate the name of the consortium or library. If not applicable, leave this blank.

8.7 Vendor of integrated library system (e.g. III, Evergreen, Polaris, Dynix, Athena, etc.)
Please indicate the name of the vendor of the library’s catalog or Integrated Library System.

8.8 Number of library website visits
Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library’s domain. A website “visit” or “session” occurs when a user connects to the library’s website for any length of time or purpose, regardless of the number of pages or elements viewed. Please include visits to the library’s catalog or integrated library system here, too.

Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here.

Instructions for creating and using a Google Analytics account to get these statistics will be found on the State Library’s FAQs page.

Part 9 - LIBRARY FACILITIES / BRANCH DIRECTORY
For Part 9, please fill out a separate entry for each branch or bookmobile. Also, please review the online library directory at http://www.oregon.gov/osl/LD/Pages/directories.aspx to make sure information is accurate.

9.1 Square footage of main (central) library
Provide the area, in square feet, of the main (central) library. This is the area on all floors enclosed by the outer walls of the library facility. Include all area occupied by the library, including those staff areas off-limits to the public. Include any areas shared with another agency or agencies if the library has use of that area. Do not include parts of facility not used for library services or library staff.

Square footage of branch libraries are reported in main and branch totals in 9.2.

9.3-9.7 Branch Directory
Please correct pre-filled data as needed. If the library does not have branches, leave these lines blank. Do not relist the main library if it is listed in section 1. If you update any information, please also update online library directory at: http://libdir.osl.state.or.us/

9.8 Branch square footage
Provide the area, in square feet, of the branch library. This is the area on all floors enclosed by the outer walls of the library facility. Include all area occupied by the library, including those staff areas off-limits to the public. Include any areas shared with another agency or agencies if the library has use of that area. Do not include parts of facility not used for library services or library staff. Enter zero for bookmobiles.

9.9 Public service hours per year at this location
Report the number of annual public service hours for each branch and bookmobiles.

Include the actual hours open for public service. For each bookmobile, count only the hours during which the bookmobile is open to the public, not the travel time between stops. 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.

9.10 Number of weeks of the year this facility was open
Report the number of weeks during the year that the branch or bookmobile was open to the public. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

For branches that offer ONLY books-by-mail service, count the weeks that the branch is staffed for service. The count should be based on the number of weeks that a branch or bookmobile was open for half or more of its scheduled service hours. Do not calculate based on total number of service hours per year, but instead count the number of weeks the branch or bookmobile was open for at least half or more of its regularly-scheduled hours.

9.11 Type of internet connection of this facility
Refer to your Internet service provider for this information.
9.12 Internet connection speed
Refer to your Internet service provider for this information.

Part 11 - LIBRARY PROGRESS REPORT

11.1 Progress report for prior year
Please report on significant developments in your library this past fiscal year. This section is optional.

Please describe any major improvements to facilities, important additions to library staff or collections, significant increases in library support, new services provided, new library technology that might have been acquired, and any new initiatives to cooperate with other libraries.

11.2 How does your library use the annual report data?

Indicate the ways your library uses the annual public library data reported in this survey. Note that survey results are published on the State Library of Oregon web site: http://www.oregon.gov/osl/LD/Pages/statsploregon.aspx.

Part 12 - STATE USE ONLY

The following are various codes attached at the federal level to public library data. Note that Geographic Codes are based upon U.S. Census definitions. If you suspect a code is incorrect, please contact the State Library.

Administrative Entity

12.3 Interlibrary relationship code

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.

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.
12.4 Legal basis code
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.

**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.

City/county combinations are listed 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.

**NP—Non-profit Association or Agency.** Non-profit 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)3 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.**

12.5 Administrative structure code
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 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.

**12.6 FSCS public library definition**
Answer Yes or No 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.

If the library meets all of the requirements of this definition, the answer is Yes. If the library does not meet one or more of the requirements, the answer is No.

**12.7 Geographic code**
The following codes are based on Census geography and are chosen based on the “closest fit” to 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 (12.1) 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. For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits”—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

**Service Outlets (repeating)**

**12.11 Outlet type code**
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:
1. Separate quarters;
2. An organized collection of library materials;
3. Paid staff; and
4. 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:
1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. 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. 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 co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

12.16 – 12.18 Primary contact for the Public Library Statistical Report at your library.

Enter the name and contact information of the person at your library to contact if the State Library has questions about submitted data.