

## State Library of North Carolina

# Public Library Statistical Report Instructions and Data Definitions July 1, 2008–June 30, 2009

The statistics collected on this form are used to compile the annual Statistics and Directory of North Carolina Public Libraries. Selected data are also reported to the Federal-State Cooperative System for Public Library Data (FSCS) to be used in the creation of a composite report on public libraries in the United States by the National Center for Education Statistics. Definitions ensure comparability of data from different libraries and different states.

Unless otherwise indicated, report data for the year beginning July 1, 2008 and ending June 30, 2009.

### Questions?

Call the State Library at (919) 807-7400 and ask to speak with:

- your library's liaison consultant, or
- Timothy Owens, State Data Coordinator
- Jennifer Pratt, Chief of Library Development

Thank you for your cooperation!

# LIBRARY PROFILE

## Service Outlets

20. Central library      A single outlet library, or the service outlet which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with the main library.
- This data element is reported to FSCS.*
- Note: Administrative centers are counted separately, i. e., offices that are separate from the direct service outlets and do not provide direct library services, but may provide staff, materials, and services to other libraries.
21. Branch libraries      An auxiliary unit which has 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. County libraries of a regional system are listed here. Report all branches including those housed in the same building as the regional library.
- This data element is reported to FSCS.*
22. Bookmobiles      A traveling branch library which has all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public. Count the number of vehicles in use, not the number of stops the vehicle makes.
- This data element is reported to FSCS.*
23. Other mobile units      Other vehicles or vans used for library programming (e. g., service to daycare centers) that do not meet the definition of "bookmobile" above.

## Service Hours

24. Total hours open to public per year (all locations)

This is the sum of annual public service hours for all outlets. Include the hours open for public service for the central library, branches, bookmobiles, and books-by-mail only. Do not include hours for deposit collections or other similar service outlets. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

*This data element is reported to FSCS.*

Example: The central library and 3 branch libraries are each open 60 hours per week:  $4 \times 60 = 240$  hours per week. Then multiply that number times the number of weeks in a year:  $240 \times 52 = 12,480$ .

## LIBRARY STAFF

Report all personnel figures in FTEs as of June 30, 2009. Include all positions funded in the library's budget whether those positions are filled or not. Include unfilled but budgeted positions. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). To compute full-time equivalents of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40.

Example: Two employees working 38 hours per week would be considered 1.9 FTE. ( $2 \times 38 / 40 = 1.9$ )

25. FTE Librarians with MLS accredited by ALA

Paid librarians with a master's degree from programs of library and information studies accredited by ALA. Graduates whose library schools received accreditation within five years after their graduation should be included in this count ("grandfathered in").

*This data element is reported to FSCS.*

26. FTE Librarians with MLS not accredited by ALA      Paid librarians with a master's degree from programs of library and information studies not accredited by ALA but having North Carolina Public Librarian Certification.

*This data element is reported to FSCS.*

28. FTE all other paid staff      Includes all other employees paid from the reporting unit budget including plant operations, security, and maintenance staff.

*This data element is reported to FSCS.*

### **Salaries**

30. Director's salary      Salary as of July 1, 2009.

31. Salary Range of Library Director Position      The minimum salary and maximum salary of this position as of July 1, 2009.

32. Year of Appointment of Library Director      Year in which the library director was employed in that position.

33. Minimum MLS librarian salary      Minimum salary paid to a beginning MLS librarian as of July 1, 2009.

34. Minimum paraprofessional hourly rate - with high school diploma      Minimum hourly rate paid to a beginning paraprofessional position requiring listed educational level.

35. Minimum paraprofessional hourly rate - with 2 years of college      Minimum hourly rate paid to a beginning paraprofessional position requiring listed educational level.

36. Minimum paraprofessional hourly rate - with 4 year degree      Minimum hourly rate paid to a beginning paraprofessional position requiring listed educational level.

# OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for capital expenditures, contributions to endowments, income passed through to another agency (e. g., fines), or funds unspent in the previous fiscal year (e.g. carryover).

## **Local Government Funds**

*The total of these data elements is reported to FSCS.*

### 37. Municipal funds

Includes all tax and non-tax receipts designated by municipalities and available for expenditure by the public library.

### 38. County funds

County funds Includes all tax and non-tax receipts designated by counties and available for expenditure by the public library.

## **State Funds**

*The total of these data elements is reported to FSCS.*

### 40. Aid to Public Libraries grant

Report total amount received in State Aid from the Aid to Public Libraries Fund.

### 41. Other state funding

Grants from the state of North Carolina other than those allocated by the formula from the Aid to Public Libraries Fund. Includes all other funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State.

## **Federal Funds**

*The total of these data elements is reported to FSCS.*

### 43. LSTA funds

Report all LSTA grants distributed by the State Library to the public library for expenditure.

### 44. Other federal funds

Enter federal grants distributed directly to the public library. Include LSCA Title VI Literacy grants, National Endowment for the Humanities (NEH) grants, Higher Education Act (HEA) grants, or other federal funds.

## Other Funds

46. All other funds All operating income other than that reported as local, state and federal funds in lines #34-42. Include only those items that were added to the library's operating budget. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

*This data element is reported to FSCS.*

## OPERATING EXPENDITURES

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

### Personnel

48. Salaries and wages The salary and wages for all library staff (including plant operations, security, and maintenance staff). Include salaries and wages before deductions but exclude employee benefits.

*This data element is reported to FSCS.*

49. Employee benefits Benefits outside of salary and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the library for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. Only that portion of any employee benefits paid out of the library's budget should be reported.

*This data element is reported to FSCS.*

## Collection

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

**51. Print Materials Expenditures** Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.

*This data element is reported to FSCS.*

**52. Electronic Materials Expenditures** Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

*This data element is reported to FSCS.*

**53. Other Materials Expenditures** Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.

*This data element is reported to FSCS.*

## Other

55. Other operating expenditures      Include all expenditures not covered in the sections for personnel and collections. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

*This data element is reported to FSCS.*

## Capital

Report all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

57. Local capital income      Report all governmental funds designated by the community, district, or region and available to the library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

*This data element is reported to FSCS.*

58. State capital income      Report all funds distributed by state government for expenditure by the library for the purpose of major capital expenditures, except for federal money distributed by the state.

*This data element is reported to FSCS.*

59. Federal capital income 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.

*This data element is reported to FSCS.*

60. Other Capital Revenue Report private (non-governmental) funds, including grants received by the library for the purpose of major capital expenditures.

*This data element is reported to FSCS.*

62. Total capital expenditures Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines) Funds transferred from one public library to another public library should be reported by only one of the public libraries.

*This data element is reported to FSCS.*

**Unencumbered  
Operational  
Balance**

63. Total unencumbered operational balance Report operational funds that are unencumbered as of June 30, 2009.

# LIBRARY COLLECTIONS

Count the total library collection, not just items added during FY 2008-2009. Report physical units for items #64-83 which are defined as volumes, items or pieces. Items that are packaged together as a unit (e. g., two compact discs, two films, or two videocassettes) and are generally checked out as a unit should be counted as one physical unit.

## Print

### 64–70. Books

Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers.

*This data element is reported to FSCS.*

### 71. Serial volumes

Serials are publications issued in successive parts, usually at regular intervals, and as a rule intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half the issues in a publisher's volume.

*This data element is reported to FSCS.*

### 74. Electronic Books (E-Books)

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

*This data element is reported to FSCS.*

Note: Under this category report only items the library has

selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC). Include electronic books available through NC LIVE only if MARC records have been added to the library's OPAC.

75. – 77. Licensed Databases

Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (Question #82). Each database is counted individually even if access to several databases is supported through the same vendor interface.

Report licensed databases by source of acquisition: under "Local" report databases acquired by the library or under "Other Cooperative" report those acquired through a cooperative agreement. The number of NC LIVE databases will be pre-filled by the State Library and should not be included elsewhere.

*These data elements are reported to FSCS.*

## Non-Print Materials

### 78. Audio

These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings, such as web-based or downloaded audiobooks and MP3 files.

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

*This data element is reported to FSCS.*

### 79. Video

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

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

*This data element is reported to FSCS.*

### 80. Other Non-Print Materials

Report the number of physical units for all other non-print materials. Include microfiche, microfilms, and other microforms.

## Current Serial Subscriptions

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

81. Current Print Serial Subscriptions 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.

*This data element is reported to FSCS.*

Note: Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets. For example, if the library has four subscriptions to Time, then count four subscriptions.

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

*This data element is reported to FSCS.*

83. Discarded Materials Number of cataloged items that the library removed from the collection during the reporting year.

# SERVICE MEASURES: CIRCULATION

84–103. Annual circulation of all library materials of all types, including renewals. Count all materials in all formats that are charged out for use outside the library. Interlibrary loans checked out to users should be counted. Do not count intra-library loans (i.e. materials borrowed between branches) or items checked out to another library.

*The total of these data elements is reported to FSCS. Total circulation of juvenile materials is also reported to FSCS.*

## OTHER SERVICE MEASURES

**Registered Borrowers** A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

*The total of these data elements is reported to FSCS.*

104. Adults Number of adults in the community served who have registered as borrowers.

105. Juveniles Number of juveniles in the community served who have registered as borrowers.

### Attendance in Library

107. Number of persons entering library during the year Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, and those persons requiring no staff services.

*This data element is reported to FSCS.*

**Programs** A program is any planned event which introduces those attending to any of the broad range of library services or activities, or which directly provides information through the presentation of talks, films, dramas, etc. Programs need not take place in the

library, but the library must be the primary contributor of time, money, or people in the planning or presentation. Book talks, library tours, and presentations to classes in the schools are all examples of library programs. However, activities such as ongoing exhibits, contests run by the library, handouts, parades, or library booths at fairs would not be considered programs.

*The total attendance at juvenile programs is reported to FSCS.*

- |   |   |
|---|---|
| 108. Adult programs - in library                | The number of programs for which the primary intended audience is persons age 15 and older AND which are held within a library building or on library grounds.  |
| 109. Adult programs - outside library           | The number of programs for which the primary intended audience is persons age 15 and older AND which are held outside a library building or grounds.  |
| 110. Juvenile programs - in library             | The number of programs for which the primary intended audience is persons age 14 and under AND which are held within a library building or on library grounds.  |
| 111. Juvenile programs - outside library        | The number of programs for which the primary intended audience is persons age 14 and older AND which are held outside a library building or grounds.  |
| 113. Adult program attendance - in library      | Attendance by ALL ages at programs for which the primary intended audience is persons age 15 and older AND which are held within a library building or on library grounds.  |
| 114. Adult program attendance - outside library | Attendance by ALL ages at programs for which the primary intended audience is persons age 15 and older AND which are held outside a library building or grounds.  |
| 115. Juvenile program attendance - in library   | Attendance by ALL ages at programs for which the primary intended audience is persons age 14 and under AND which are held within a library building or on library grounds. Includes adults who attend programs intended primarily for children. |

116. Juvenile program attendance - outside library	Attendance by ALL ages at programs for which the primary intended audience is persons age 14 and under AND which are held outside a library building or grounds. Includes adults who attend programs intended primarily for children.
119. Meeting Room Use (Non-library)	Number of events held in library meeting rooms for functions not sponsored, organized or initiated by the library.
120. Meeting Room Attendance (Non-library)	Attendance at events held in library meeting rooms for functions not sponsored, organized or initiated by the library.

**Reference Transactions**

121. Reference questions

A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

*This data element is reported to FSCS.*

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, 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. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

### **Interlibrary Loans**

Library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration; do not count "branch to branch" loans as interlibrary loans.

122. Items loaned  
(items provided to)

The annual count of library materials, or copies of materials, provided by one library to another upon request.

*This data element is reported to FSCS.*

123. Items borrowed  
(items received from)

The annual count of library materials, or copies of materials, received by one library from another upon request.

*This data element is reported to FSCS.*

## **Electronic Technology**

### **Services**

125. Internet terminals  
used by staff only

Report the number of computer terminals (PC, 'dumb terminal, ' etc.) that are used to connect to the Internet (graphical, text only, etc.) Report here terminals used by staff only. If both the public and staff use a terminal, count it as a public terminal.

126. Internet terminals  
used by general public

Report the number of computer terminals (PC, 'dumb terminal, ' etc.) that are used to connect to the Internet (graphical, text only, etc.) Report here terminals used by the general public, or by staff and public.

*This data element is reported to FSCS.*

## Users

127. Number of Users of public Internet computers **Per Year**

Report the total number of individuals that have used Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.

*This data element is reported to FSCS.*

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

128. Remote OPAC Sessions

A session is defined as a successful request of the library's online catalog from outside the library facilities (e.g., home, school, office). It is one cycle of user activities that typically starts when a user connects to the OPAC and ends by terminating activity in the OPAC that is either explicit (by leaving the database through log-out or exit) or implicit (timeout due to user inactivity).

129. Virtual Visits

A user's request of the library web site from outside the library premises regardless of the number of pages or elements viewed. Excludes web site visits from within the library.

## BRANCH INFORMATION

Several of the following items will be pre-filled in the online form, using data from last year's Directory of North Carolina Public Libraries. Answer this section for each service outlet, including central library, branches and bookmobiles.

130. Name of branch      Name of the branch library or outlet.  
*This data element is reported to FSCS.*
- 131.–134. Mailing address      The address for mail delivery via US Postal Service.
135. Street address      The complete street address of the branch or outlet.  
Note: **Do not report a post office box address.** For a bookmobile that operates from a central office or branch, report the address of the office or branch.  
*This data element is reported to FSCS.*
136. City      City or town in which the branch or outlet is located.  
*This data element is reported to FSCS.*
137. Zip code      The standard five-digit postal zip code for the street address of the branch.  
*This data element is reported to FSCS.*
138. Zip code extension      The four-digit postal zip code extension for the street address of the branch.  
*This data element is reported to FSCS.*
139. County      County in which the branch or outlet is located.  
*This data element is reported to FSCS.*
140. Phone number      The telephone number of the branch, including area code. Report telephone number without spacing or punctuation.  
*This data element is reported to FSCS.*

141. Fax number                    The fax phone number of the branch (if available), including area code. Report fax number without spacing or punctuation.
- This data element is reported to FSCS.*
142. Name of librarian or branch head                    The name of the person responsible for on-site management of the branch. The person who fills this role may not have the title "branch head" or "librarian". Report the name of the person who oversees staff and facilities at the branch, regardless of his or her job title.
143. Email address                    The complete email address of the person named above as branch head above, or the email address for the branch itself. If neither the branch nor the branch head has an email address, leave this field blank or "N/A".
144. Building square feet                    Provide the area, in square feet, of the public library outlet (main library or branch). Report the total area in square feet for each library outlet (main library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
- This data element is reported to FSCS.*
145. FTE staff                    Total full-time equivalents of staff assigned to this outlet. Include all positions assigned to the outlet, whether those positions are filled or not. To compute FTE, take the number of hours worked per week by all employees and divide it by 40. Example: four employees working 12 hours per week would be considered 1.2 FTE (4 x 12/ 40 = 1.2)
146. Hours open                    Enter the library's regular weekly schedule here. You may also include summer or other special hours. Examples: M-F: 8: 00 a. m. -5: 00 p. m. or T-Th: 2-8 pm; F: noon-5 pm; Sat: 9 am-noon; Sun: 2-5 pm (Labor Day -Memorial Day)
147. FSCS ID                    Identification code assigned by NCES to the administrative entity, with a unique suffix added to distinguish each branch. Note: LIBRARY STAFF SHOULD NOT EDIT THIS FIELD.

148. LIB ID State-assigned identification code for the branch.  
Note: LIBRARY STAFF SHOULD NOT EDIT THIS FIELD.
149. Outlet type code An outlet is a unit of an Administrative Entity that provides direct public library service. Select one of the following: CE = Central Library, BR = Branch Library, BS = Bookmobile( s).  
  
*This data element is reported to FSCS.*
150. Number of bookmobiles The number of bookmobiles in the bookmobile outlet record. Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if Outlet Type Code (# 131) is BS -Bookmobile( s). A bookmobile is defined as 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) regular scheduled hours (bookmobile stops) for being open to the public. Count the number of vehicles in use, not the number of stops the vehicle makes.  
  
*This data element is reported to FSCS.*  
  
Notes: If the library has more than one bookmobile, you may create a separate outlet record for each bookmobile or create one bookmobile outlet record and enter the total number of bookmobiles in this data element. Do not count other mobile units used for library programming that do not meet the definition of bookmobile above.
151. Metropolitan status code Select one of the following: CC = Within the city limits of the central city of a Metropolitan Area; NC = Metropolitan Area, but not within central city limits; NO = Not in a Metropolitan Area; UK = Unknown.  
  
*This data element is reported to FSCS.*  
  
Note: The State Data Center's map of NC Metropolitan Areas is available at <http://demog.state.nc.us/demog/mesaloc.html>. For bookmobiles, report the code which best describes their primary service area.

## FSCS CODES

Items #152-160 are used to identify various characteristics of the administrative entity (library system) for comparative analysis. These values will not usually change from year to year. Item #148 is supplied by the State Library and should not be changed. Note: Library staff should ignore this page of the worksheet; if changes are needed, consult the definitions on the online form and add an explanatory note using the STATE tab.