American National Standard

for library and information sciences and related publishing practices - library statistics

Secretariat
Council of National Library and Information Associations

Approved May 5, 1983
American National Standards Institute, Inc

Abstract
This revised standard provides categories and definitions for national reporting on libraries and concepts and measures for state, local, and specialized use, and for library research, in order to promote the exchange of information about libraries. It provides mutually exclusive categories in most cases, so that detailed breakdowns used within individual libraries can be aggregated to provide totals and to report at state and national levels. The same categories of data are used for all types of libraries, with few exceptions. For all categories of resources (input) to be reported, appropriate measures of use (output) are described. They include reference service, database searches, bibliographic instruction, outreach services, media services, and number of hours and of users of all facilities and services. Library materials in all formats are to be reported on a basis comparable with that for reporting books, and collection size is measured in both physical and intellectual units. Comparable units are specified for comparable intellectual resources in several different formats including microform, audiovisual, and machine-readable. Means are provided to account for income and expenditures in cash and in kind, separately, and indexes of library support appropriate to each major type of library are given. Cooperative organizations and bibliographic utilities are reported as part of the library environment, and access to computer services is surveyed. Personnel resources are to be reported by function as well as category. Sampling is the regular means of gathering certain types of data, and sampling methods are described.
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Foreword
(This Foreword is not part of American National Standard 239.7-1983.)

This document has been prepared to assist librarians and researchers by indicating and defining useful quantifiable information to measure the resources and performance of libraries and to provide a body of valid and comparable data on American libraries.

This revision of the first edition of American National Standard for Library Statistics, ANSI 239.7-1968 (reaffirmed 1974), draws on the work of several projects that have been funded by the National Center for Education Statistics and the Office of Libraries and Learning Technologies of the United States Department of Education from 1974 through 1981, namely:


These projects and the revision of this standard have been developed in close communication with each other, facilitated by frequent consultation with the statistics committees of the American Library Association and other major national library associations of the United States.

The current revision differs from the previous standard in the following respects: in standardizing reporting for various types of libraries except where evidence justifies variations; by dealing with nonbook materials, including audiotrivial, microform, and machine-readable materials, on a basis comparable with that for books; by including measures of services, availability of materials, and other performance, in order to report the outputs from personnel, collection, and financial resources; by including cooperative relationships and the functions they serve for libraries; and by financial reporting that promotes accountability. Sampling is treated as the regular means of gathering certain types of data, and sampling methods are provided. The current revision goes beyond the minimum needs of national data collection and publication, and provides standardized concepts and measures of library resources and services for state and local use, and for library research, in order to promote a common vocabulary for the exchange of information about libraries.

Suggestions for improvement of this standard are welcome. They should be sent to the Council of National Library and Information Associations, 401 West Lancaster Ave, Haverford, Pa. 19044.

This standard was processed and approved for submittal to ANSI by the American National Standards Committee on Library and Information Sciences and Related Publishing Practices, Z39. Committee approval of the standard does not necessarily imply that all members voted for its approval. At the time it is approved, the Z39 Committee had the following members:

EXECUTIVE COUNCIL

Patricia W. Berger, Chair
(Chief, Library and Information Services Division, National Bureau of Standards)
Sandra K. Paul, Vice-Chair
(SKP Associates, Inc)

1. Scope

1.1 Purpose and Limitation. The purpose of this standard is to provide a pool of defined statistical data items about libraries, from which various surveys and studies may be designed by selecting the information most valuable to collect for their purposes. The standard contains more items than any single survey or study is expected to use nationally in the future. However, it constitutes a way of recording and reporting data on libraries so that sets of data collected by different agencies and individuals will be compatible with each other, can be aggregated or compared easily, or both, and will contribute to a store of compatible data on libraries. This standard has been articulated as a target for national and other data collectors to achieve. The response burden of libraries asked to provide data for different surveys and studies should be reduced by general use of the definitions and methods of measurement.

1.2 Application. The statistics referred to in this standard apply to the major types of libraries now in existence in the United States. All types and sizes of libraries are considered to have the same needs for reporting statistical information, except as specifically provided within the standard. Some types of resources and activities, however, are more important to one type of library than to another. Consequently, when tabulations and summaries of library holdings, staffing, services, and like are published nationally or otherwise used in aggregate, they should be grouped by type of library wherever possible in order to make the data and comparisons among libraries meaningful. In addition to the measures recommended for national collection, the standard provides and defines categories of statistical information to measure individual libraries and groups of libraries of a state, local, or regional area, or a particular type such as medical libraries.

1.3 General Principles. Several general principles are the basis of the standard:

(1) Integrity of Categories. Reporting shall be in mutually exclusive categories insofar as possible, so that totals of resources, expenditures, and other categories can be derived from subtotals. Where only estimates are available, see (5).

(2) Collections As Resources. Collections shall be reported both as intellectual and as physical resources. Generally, the title or bibliographic unit is the unit for intellectual resources and the volume or equivalent library materials unit is the unit for physical resources.

(3) Equipment Required for Audiovisual and Other Material. For material having content that can be received by users only when amplified, projected, magnified, printed, or otherwise processed on demand, the availability of the necessary equipment shall be reported as well as the associated library materials.

(4) Reporting of Income in All Forms. All major types of income should be accounted for and reported. In-kind receipts and contributions of service shall be reported by a known or estimated value, if important. (Five percent of a total income is one reasonable measure of importance.)

(5) Need for Estimates. If an exact figure is not available for a particular item but the amount is known to be greater than zero, the library should make the best estimate available from its records, or from the expenditures of institutions in comparable circumstances for comparable goods, services, utilities, and the like. Estimates of collection size, utilization of services, and like should be derived by sampling, proportioning, or extrapolation, as appropriate. Estimates shall be indicated as such by placing the figures in brackets.

(6) Frequency of Collection and Publication of National Library Statistics. Except when specified otherwise, the statistical data identified in this standard should be collected annually and published promptly, in no case longer than twelve months after the end of the report period.
2. Identification, Type of Library, and Environment

Each library shall be identified and described in the following respects:

2.1 Name of Library. Include the address and telephone number of headquarters.

2.2 Parent Organization of Other Controlling Body. Include the name and address.

2.3 Type of Library and Population Served. Report only one type of library, as indicated in the following paragraphs, and the population it serves—except where services of more than one type are provided by law—such as school-public or academic-public. In such cases, report all types and populations served.

2.3.1 Academic Library. Consolidated data shall be reported for all library units (including separately budgeted research centers, extension centers, law school and medical school libraries, and learning resource centers) of each institution, campus, or branch that has been certified by the Accreditation and Institutional Eligibility Unit of the U.S. Department of Education with its identification code and listed separately in the Education Directory: Colleges and Universities (U.S. Department of Education, National Center for Education Statistics). The central library facility shall report for libraries of its institution, campus, or branch. Data from separately listed libraries in universities shall be recorded in such a way that they can be published separately in addition to their publication as part of the aggregate figures for their institution. Report the opening enrollment in full-time equivalents of students enrolled (FTE).

2.3.1.1 Two-Year Colleges. Include the total number of students enrolled (FTE).

2.3.1.2 Four-Year Colleges and Universities. Include the following:

(1) Total number of students (FTE).

(2) Total number of graduate students (FTE), a subset of 2.3.1.2(1).

2.3.1.3 Omitted Libraries. Include the names and addresses of any libraries or learning resource centers of your campus or other certified unit for which this report does not include data.

2.3.2 Public Library. Include the total population of the library's legal service area, as reported in the latest federal census.

2.3.3 School Library Media Center. The report shall cover an individual school, not a school system. Report the number of pupils on the roll of the school about October 1, in the appropriate category:

2.3.3.1 Public School

2.3.3.2 Private School

2.3.4 Special Library. Include the number of individuals that the library is intended to serve as its primary population. The central library facility shall report for all library units.

2.3.5 State Library. Include the total population of the state, as reported in the latest federal census. Do not report the population if the state library does not serve individuals.

2.3.6 National Library. No population figure is requested.

2.4 Cooperative Relationships, Organizations, and Networks

2.4.1 Report the number of the following in which the library participates:

(1) Local cooperatives

(2) Intra-institutional cooperative

(3) Interstate and interlibrary cooperatives

(4) Bibliographic service centers

(5) Library utilities

(6) Centralized processing center

(7) Cooperative collection or resource facility

(8) Union catalog or union list other than a national union catalog or list, but including a regional or special catalog or list that may also be reported nationally.

2.4.2 Report the following functions and services received from cooperative relationships, organizations, and networks (checklist only; do not report quantities):

(1) Acquisitions services

(2) Cataloging and catalog maintenance and production services

(3) Processing of circulation records

(4) Processing of accounting, personnel, or other administrative data

(5) Staff development services

(6) Interlibrary loan on a different basis than that provided by the national (American Library Association) Interlibrary Loan Code

(7) Direct circulation of library materials to the reporting library's users

(8) Information services provided for the reporting library's users.

3. Personnel Resources

3.1 Positions Paid by Funds under Library Control. Report the number of positions having incumbents during the year that were paid by funds under library control, by function and category. To calculate the usual figure, add the number of such employees during each payroll period and divide by the number of payroll periods in the fiscal year. For staff members who serve more than one type of function, prorate according to the amount of time spent on each function. Proration is optional if the staff is smaller than five employees. A recommended work sheet is included as Table A.1 in Appendix A.

3.1.1 Report the following:

(1) Administrative services

(2) Collection development services

(3) Technical services

(4) User services

(5) Total FTE employees paid by funds under library control.

3.2 Employment Status of Staff. Report the number of employees (see Section 5, Definitions) paid by funds under library control, paid by another source, and unpaid, by headcount and full-time equivalents, as shown in Table 2. For positions paid partly by the library and partly by another source(s), report the total number of employees paid by funds under library control.

3.3 Hours in Work Week
3.3.2 Weeks in Work Year. There are, typically, 52 weeks for a calendar-year contract or 43 weeks for an academic-year contract. For paid leaves of absence, see A3.4 of Appendix A.

3.4 Salaries and Fringe Benefits

3.4.1 Salaries. Salary data for filled professional positions by gender and position title should be collected and published at least quadrannually. Table A2 of Appendix A is an adaptation of an instrument that has been used for academic and research libraries; comparable instruments should be developed for other types of libraries.

3.4.2 Fringe Benefits. Data on fringe benefits should also be collected and published at least quadrannually. Section A3 of Appendix A lists some of the major fringe benefits that form part of the total compensation.

4. Collection Resources

4.1 Reporting Level and Content for All Categories of Collection Resources

4.1.1 Collection resources shall be reported in both physical and intellectual units, as shown in Table 3.

4.1.2 Physical units are to be reported by type of format. Because of the variety of formats in existence, it will be necessary in many cases to aggregate several similar formats into broader categories.

4.1.3 Intellectual units shall be counted by title or other bibliographic unit, or acceptable equivalent for nonbook materials. A library that has not maintained a title count of its collections and that cannot easily count the number of separate shelflist cards should use Section B1 of Appendix B to estimate the number of titles.

4.1.4 For all categories, unless an exception is stated herein, count all materials throughout the library, including general, reference, reserve, and special collections of all types (including small collections away from the main body of such materials), branches, mobiles, and storage areas, whether on or off the site of service outlets. Where a category of material is unimportant to libraries of the type of the reporting library and its holdings of that category are considered insignificant, the data may be omitted with the designation N/R (not relevant).

4.1.5 Categories recommended for reporting at local and state levels and for specialized national reports, which can be summed to provide the data required in this standard for national reporting, are included as Appendix C.

4.2 Print Materials Legible without Magnification

4.2.1 Report the sum of volumes and the sum of titles in the following categories, which should not be reported separately: books, including large-print and braille materials; music scores, parts, etc., reports, and the like, if cataloged; periodicals, newspapers, and other serials in bound volumes; unbound serials, reported in volume equivalents; and government publications not reported above that have been cataloged, checked in, or otherwise prepared for use, whether or not they are cataloged in the same classification and manner as other print materials in the collections.

Government publications in microform shall be reported in 4.3, not here. Government-published materials in other formats (for example, maps) shall be reported similarly under the appropriate format.

4.2.2 Music includes music for solo instruments and other items that represent notation of a musical work. Report as one volume any of the following items kept together as one overall physical unit: a set of parts; score and part(s); or scores issued with any nongrill item required for performance. Report as one title any of the above that were issued together, regardless of physical preparation. Data on music scores and parts shall be recorded in such a way that they can be published separately in addition to their publication as part of the aggregate figures for their institution.

4.3 Print Materials in Microform

4.3.1 Reporting by Format. Microforms should be reported by format as recommended in Table B1 in Appendix B. The number of physical units of each microformat shall be reported and, to provide equivalency to other print resources, the numbers of volume equivalents and titles shall be reported in Table 3.

4.3.2 Reporting from Different Sources of Information. Different methods may be used to determine the numbers of microforms in various parts of the collection of each format. The data shall be supplied by direct count if collection size makes that feasible, or from cataloging records if available. See Section B2 of Appendix B for recommended methods of recording, reporting, and estimating.

4.4 Manuscripts and Archives. The number of linear feet of shelf space (measured from side to side) and file drawer space (measured from front to back) occupied by the collections shall be reported as the number of physical units. The number of manuscript groups and archival record series shall be reported as the number of titles.

4.5 Cartographic Materials. Report the sum of sheet maps, aerial photographs, models, and globes as the physical count. The title count is the sum of cataloged titles.

<table>
<thead>
<tr>
<th>Format</th>
<th>(a) Physical Units Added during Year</th>
<th>(b) Physical Units Withdrawn during Year</th>
<th>(c) Physical Units Held at End of Year</th>
<th>(d) Total Titles Held at End of Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print and Other Textual Materials</td>
<td>XXXXX</td>
<td>X</td>
<td>XXXX</td>
<td>XXXX</td>
</tr>
<tr>
<td>(1) Print materials legible without magnification</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Print materials in microform: volume equivalents and titles</td>
<td>XXXXX</td>
<td>XXXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Manuscripts and archives</td>
<td>XXXXX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audiovisual Materials</td>
<td>XXXXX</td>
<td>XXXX</td>
<td>XXXX</td>
<td>XXXX</td>
</tr>
<tr>
<td>(4) Cartographic materials</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>(5) Graphic materials</td>
<td></td>
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<tr>
<td>(6) Audio materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(7) Motion pictures and video</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8) Microforms kits</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(9) Three-dimensional materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(10) Machine-readable materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currently Renewed Resources

<table>
<thead>
<tr>
<th></th>
<th>(a) mius (b)</th>
<th>(c)</th>
<th>(d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Increase (+) or Decrease (-) during Year</td>
<td>XXXXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number received at End of Year</td>
<td>XXXXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Titles received at End of Year</td>
<td>XXXXX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Refer to Section 9, Definitions, for all terms
†These figures are identical to those in Table B1 in Appendix B, Lines 7, Column (b) and (c), respectively.
Machine-Readable Materials. For library holdings of punched cards, paper tape, magnetic tapes and disks, digital videodiscs, and other materials designed to be read or manipulated by a computer, both the physical count and the title count are the number of complete files (excluding files of the library’s own books, journals, and other internal processing). Computer output that is legible without magnification or projection shall be reported in 4.2, not here; and computer output microfilm (COM) shall be reported in 4.3, not here. Machine-readable databases that are accessed through a bibliographic utility, service center, or other organization outside of the library shall be reported in 4.12.3, not here.

4.12 Currently Renewed Resources

4.12.1 Report periodicals currently received in all formats, including government publications and including duplicate sets of the same title, if any, regardless of format.

4.12.2 Report periodicals currently received in all formats, including government publications but excluding duplicate sets of the same title, whether in the same or another format.

4.12.3 Report machine-readable databases not owned by the library, to which the library provided access for its users during the year through outside agencies. Report the number of databases, not the number of vendors or accessers.

5. Facilities and Equipment

5.1 Number and Type of Physical Facilities. Report in the following categories:

5.1.1 Stationary Service Outlets. Report the number of stationary facilities at which public service is provided. Do not include mobile units, even if they are permanently parked. Do not report separate service points within a single facility.

5.1.2 Mobile Units

5.1.2.1 Report the total number of book and media mobiles that provide public service, even if they are permanently parked.

5.1.2.2 Report the number of locations at which mobile unit stops are made.

5.2 Capacity of Physical Facilities

5.2.1 Assignable Area. Report the total square feet that are assignable for library purposes in all facilities — stationary, mobile, storage, and administrative.

5.2.2 Shelving Capacity. Report the total linear feet of shelving and available for storing collection resources in all formats in all facilities. Exclude shelving for unprocessed materials, materials in process, and transient materials.

5.3 Seating and Equipment. Report only the number of units in working condition. For utilization of seating and equipment, see Appendix D.

5.3.1 Seating Capacity. Report the total assets provided for users in all service outlets.

5.3.2 Microform Readers and Reader-Printers. Report the total for users and staff in all library facilities.

5.3.3 Equipment for Projecting or Magnifying Visual Materials. Report the total for users and staff in all library facilities.

5.3.4 Audio Equipment. Report the total for users and staff in all facilities.

5.3.5 Equipment for Projecting Films. Report the total for users and staff in all facilities.

5.3.6 Equipment for Displaying Video Materials. Report the total for users and staff in all facilities.

5.3.7 Computers and Terminals. Report the total for users and staff in all facilities.

5.3.7.1 Terminals Connected to a Mainframe Computer.

5.3.7.2 Microcomputers

5.3.8 Equipment for People with Special Needs. Such equipment includes reading machines for the visually impaired, telewriters for the deaf, and decoders. Report the total for users in all facilities.

5.3.9 Reprographic Equipment. Report the equipment, staffed and unstaffed, provided on library premises for users, whether or not it is controlled by the library.

6. Finances: Income and Expenditures

6.1 Income for Current Operations. Report the total income from the following sources.

6.1.1 Cooperative Library System. This includes a network, other library, or other public tax-supported organization.

6.1.2 Local Government. Report the income received from city, county, school district, special library district, and other local governments. Income that is received in part from another government, such as revenue sharing, shall be reported in 6.1.5, not here.

6.1.3 Library Collections. Report the income and allocations received.

6.1.4 State Government. Report the income received from city, county, school district, special library district, and other local governments. Income that is received in part from another government, such as revenue sharing, shall be reported in 6.1.5, not here.

6.2.1.1 Report payments by other agencies or sources for personal working in or for the library, including janitorial and other service paid for by other institutions.

6.2.2 Report the estimated dollar value of unpaid volunteer services.

6.2.3 Library Materials Received in Kind and Added to Library Collections.

6.2.3.1 Report gift and exchange items. (1) Report the number of gift and exchange volumes added to the collection. (2) Estimate the value, excluding depository items.

6.2.3.2 Report the publications of all levels of government received by depository library arrangements. Report the dollar value if available from the source.

1 The value of government publications received as depository items can be estimated by multiplying the number of items received during the year by the average cost per item. For U.S. government publications, the U.S. Government Printing Office (GPO) publishes, on a semi-annual basis, the Federal Depository Library System Price List. This publication lists federal publications for which libraries are required to receive paper copies, along with the average cost per item. This list is available on the GPO's website at www.gpo.gov/fdsys. The average cost per item is an estimate based on the average cost of producing each item and is not a definitive price. The cost per item may vary depending on the location of the library and the billing method used. It is important to note that the cost per item is not always representative of the actual cost of purchasing the item. The cost per item is intended to provide a rough estimate of the cost of acquiring the item. It is not intended to be a definitive price and should not be used as such.
7.2.5 Shelf Availability of Library Materials. 
Means of measuring the proportion of the collections available in response to user demand are described in Appendix F as an option for libraries that seek additional data, beyond search, reserve, and interlibrary loan requests by users, to evaluate the adequacy of the collection and the comparative adequacy of various collection segments for user demand.

7.2.6 Utilization of Seating and Equipment per Typical Week. A means of measuring the utilization of seating and equipment by sampling during a typical week is described in Appendix D as an option for libraries seeking data on the adequacy of seating and equipment for the needs of users.

7.2.7 Processing Time for Interlibrary Borrowing and Lending. Interlibrary borrowing and lending are reported on an annual basis in 7.1.6, but the time taken to process requests shall be reported for a typical week.

7.2.7.1 Borrowing from Other Libraries. For all interlibrary loan items received from other libraries during the sample week, report the average number of calendar days from receipt of the user's request in the reporting library until notice of arrival is sent to the user. If the library does not ordinarily date requests on the day of receipt from the requestor, it shall do so beginning several months before the sample week.

7.2.7.2 Lending to Other Libraries. For interlibrary loan items and negative replies sent to other libraries during the sample week, report the average number of calendar days from receipt of the request in the reporting library until:

(1) Items that can be supplied are sent. Report photocopies and originals as a single total.

(2) Negative replies are sent for those items that cannot be supplied. If the library does not ordinarily date requests on the day of receipt from other libraries, it shall do so beginning several weeks before the sample week.

8. Computer Use

Report whether or not the areas given in Table 4 are supported by computer use and, if so, the type of access the library has to computer(s).

9. Definitions

Words and phrases used in this standard with meanings that are not given in general dictionaries are defined below. The definitions have been taken from many different sources, including the four sources cited in the Foreword to this standard, which contain definitions drawn and in many cases adapted from over thirty other sources. Other important sources include the following:


ment of the whole library, such as business or personal management. Duties are the professional ones required for activities listed under administrative services. Titles of such employees include head librarian, librarian director, chief librarian, associate or assistant director, business manager, and other titles appropriate for the professional aspects of activities listed under administrative services.

administrative services. The activities related to the provision of general administrative services for the operation of the library. Specific services include: planning; program management; financial management and fiscal operations; personnel administration, coordination, and development; public relations; development; advertising; coordinative and leadership activities; health, safety, and security services including planning for emergencies and disasters; and logistical and physical plant services. Computing support for general library administrative activities and administrative functions shall be included in this category, but computer services in support of collection development, technical, or user services shall be reported under these functions.

aperture card. A card containing one or more openings in which the card is inserted as an index card.

archives. The noncurrent records of an organization or institution preserved because of their continuing value.

area (of a building). See assignable square feet.

area specialist. A professional employee doing work in collection development, or specialized reference services, or bibliographic services, or a combination thereof, dealing with a geographic area in which he/she also has specialized knowledge. Librarians who are area specialists are reported as librarians.

assignable square feet (ASF). The sum of square feet of all areas on all floors of buildings and mobile units that are assigned to or used for library functions or purposes. It includes space for readers and reading areas, bookstack and related storage areas for the collections of library materials, working spaces for staff, space for services to users (including the card catalog), public service desks, exhibits, reprographic equipment, audioset equipment, other library equipment, aisles between bookstacks and library furnishings, and similar useful space. Such space does not include vestibules, lobbies, or traffic areas, janitorial or control services areas, toilets, elevators or stairway space, building corridors, or similar space not specifically used for library functions. Areas of columns, doorways, and impaired headroom and space occupied by heating devices may be ignored unless they constitute a large loss of usable space.

attendance. See enrollment.

audio equipment. The devices used for the reception, recording, transmission, or reproduction of sound. This includes audiocassette, audiotapes, audio recorders, duplicators, and listening centers.

audio material. A generic term for material on which sounds (only) are recorded (recorded) and that can be reproduced (played back) mechanically or electronically, or both. This includes audiocassettes, audiotapes, audio recorders, audiocassettes, talking books, and other sound recordings.

daucodiracite. A permanently encased single reel of recorded audiotape that has the ends joined together to form a continuous loop that provides playback without rewinding.

daucocasette. A permanently encased audiotape that winds and rewinds from reel to reel.

audio disc. A disc, usually of vinyl on which a continuous, fine spiral groove is impressed. As the audiodisc revolves, it causes a stylus on the playback device to vibrate. The mechanical energy thus produced is transmitted to electric currents that are then converted to sound. Also called phonodisc, phonograph record, recording, and variants of these terms.

auraplayer. A generic term for any device that plays but does not record audiocassettes.

audiosignal. A generic term for any device that records sounds electronically and can also play back sounds from audiocassettes.

audiotape. An audiotape mounted on an open reel and designed to play from reel to reel.

audiotape. A strip of magnetic tape on which may be recorded electrical signals that can be converted to reproduce sound. Also called audio cassette, or audioscassette, to distinguish the container.

audiotape duplicator. A device used to transfer the audio signal from one audiotape to another.

audiotape player. See audioplayer.

audiotape recorder. See audiotape recorder.

audiocassette. A device used to transfer the audio signal from one audiotape to another.

audiosignal. A generic term for any device that plays but does not record audiocassettes.

audio equipment. The items, sometimes called hardware, that transmit messages stored on audiovisual materials. Included are audio equipment, projection or magnifying equipment for graphic materials, projection equipment for motion pictures, and video equipment.

audiovisual equipment. The items, sometimes called hardware, that transmit messages stored on audiovisual materials. Included are audio equipment, projection or magnifying equipment for graphic materials, projection equipment for motion pictures, and video equipment.

audiovisual equipment. The items, sometimes called hardware, that transmit messages stored on audiovisual materials. Included are audio equipment, projection or magnifying equipment for graphic materials, projection equipment for motion pictures, and video equipment.
different from that of the parent institution means that a branch is located beyond a reasonable commuting distance from the main campus of the parent institution. A language center is an administrative unit that may be organized independently from the main campus or may be a branch of the main campus. The center is usually located near the main campus or at a convenient location for students.

campus in a multicomputer system. An administrative

centralized processing center. See processing center, centralized.

culation services. The activities related to the lending of library materials generally for use outside the

charge. To create a record of a circulation transaction and release an item for use generally (although not al-
ways) outside the library; also, to renew such a record.

circulation transaction. The act of lending an item from the library's collection for use generally (al-
though not always) outside the library. This activity in-
cludes charging, either manually or electronically, and also renewals, each of which is reported as a circulation transaction.

collection development services. The activities related to the determination of user requirements, the formul-

ation of collection development policy, and the acquisition of materials, as well as the evaluation of the collection.

collection maintenance services. See preservation; stack

management services.

collection resources. The total accumulation of library materials provided by a library for its clients. Also

called library resources or library holdings.

COM. See computer output microform.

computer. A machine capable of processing data (in-
formation) at high speeds by performing arithmetical and logical operations upon it according to instruc-
tions (called a computer program) that can be stored and executed inside the computer. A computer system

typically consists of a central processing unit (compris-
ing an arithmetic/logical unit, a working storage unit, and a control unit) and a series of input/output de-

vices. Used alone, the term "computer" is taken to mean a general-purpose electronic digital computer.

computer output microform (COM). The data put out

from a computer onto microfilm. See also photograph.

computer program. A sequence of machine-readable

instructions by which a computer executes a desired task. It is often referred to as software.

computer software. See computer program, computer terminal. See terminal.

conservation. The specific measures, individual or col-
lective, undertaken for the repair, maintenance,

restoration, or protection of library materials, includ-
ing but not limited to binding and rehousing, materials
conversion, deacidification, lamination, and restoration.

contributed services staff. See religious; volunteer.

cooperative collection resource facility. A facility sup-
ported cooperatively by a group of libraries to ac-
quire, maintain, and provide access to collection re-

sources not generally available in any or all of the co-
operating libraries. Materials may be acquired by co-
operative purchase or through depository arrangements to maintain library materials furnished by partici-

pating libraries. Services typically include interlibrary lending, photocopying, and materials preservation. An

element in the Center for Research Libraries. It is dis-

tinguished from a storage facility in which materials

stored cooperatively remain the property of each library; rather than becoming common property of the

facility.

cooperaive library organizations and networks. A total of
two or more independent libraries of any type(s) engaging in cooperative activities to perform library

services for mutual benefit, according to some agree-

ment on common purpose while retaining individual

autonomy. The activities differ in scope beyond reciprocal

borrowing and lending; the scope of the national (American Library Association) interlibrary loan code. See also network.

coordinated and leadership activities. The activities

related to the improvement of library resources, en-

vironment, and organization of which the library is a part. Included are long-term development, contribu-
tion to the goals of the institution of which the library is a part, and participation in the development of re-

sources, and skills within the library community.

copying equipment. See reprographic equipment.

cultural, recreational, or educational presentation. An

information service to a group that enriches the intel-
llectual life of participants, provides wholesome entertain-
ment, or provides formal instruction in some sub-
ject other than the use of the library. Examples are books, reviews and discussions, media presentations, musical events, lectures, and story hours.

data file. A collection of related data records organized in

a specific manner.

database. A machine-readable collection of informa-
tion including all portions thereof, i.e., back files or

divisions necessary for convenient on-line or off-line

access. Database as defined here refers to computerized databases that are countable as library collection ma-
terials or that support a public service, such as commer-

cial databases to which the library may have access and

that are used in reference transactions or that list the

holdings of the library or of other libraries. Databases

that are intended primarily for use in a library manage-

ment information system are not included.

database access services. The organizations that offer

access to one or more databases. The services may pro-

vide direct access to databases may develop and main-
tain, or through a royalty arrangement provide access to
databases developed and maintained by others.

database reference transaction. A reference transaction

that results in a search of one or more machine-readable databases.

depository library. A library designated to receive

without charge copies of all or selected federal, state, or

local government publications, or publications of intergovernmental organizations.

digital video disk. See videodisc.

diascope. A three-dimensional representation of a

scene.

directional transaction. An information contact that

facilitates the use of the library in which the contact

occurs, or its environs, and that may involve the use of

sources describing that library, such as schedules, floor plans, handbooks, and policy statements. Ex-

amples of directional transactions include: directions for locating facilities such as special rooms, carrels, and

telephone numbers; directions for using library staff

and users; directions for locating materials for which a user has a call number or which are designated on signs or floor plans; supplying library handbooks, policy

statements, diagrammatic materials in printed form, and materials such as paper and pencils; and assisting

users with the operation of machines. Directional assistance provided as a part of a reference transaction should not be counted here. See also reference transaction.
files (machine-readable materials). Those computer programs and data files, excluding files of a library's own holdings and other internal processing.

film. A flexible translucent material, one surface of which is coated with a light-sensitive emulsion on which visual data and images can be recorded by exposure (usually using a camera) and subsequent processing. See also microfilm; motion picture.

film cartridge. A permanently encased single reel of film which has its ends joined together to form a continuous loop that provides playback without rewinding. See also motion picture; motion picture.

film cassette. A permanently encased film that winds and rewinds from reel to reel.

film loop. A motion picture spliced in a loop for continuous playing without rewinding. May be encased in a cartridge.

filmstrip. A roll of film, usually 35 millimeters wide, on which there is a succession of still pictures intended for projection one at a time.

filmstrip projector. A device designed to project filmstrips. It mechanically projects a single-frame filmstrip but may project a double-frame one.

fiscal period. A designated period at the end of which a library or library system determines its financial condition and the results of its operations and closes its accounts. The period is usually a year, though not necessarily a calendar (i.e., January through December) year.

fringe benefits. The benefits outside of salary and wages paid and accruing to an employee, regardless of whether the benefits or equivalent cash options are available to all employees. These benefits are classified into two categories:

1. Types of direct, paid fringe benefits include Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits.

2. Indirect fringe benefits include time away from work allowed usually with pay, such as vacation, sick or educational leave, and holidays, but in some instances without pay, such as maternity leave unless it is considered sick leave.

full-time employee. One who carries what is considered to be a full-time work load in a particular library. Fully employed by the U.S. Department of Labor considers 35 hours per week to be a full-time work load.

full-time equivalent (FTE) count. The sum of full-time employees plus a count of the number of persons who would be in a particular category when the time spent by part-time persons is summed and divided by the time spent by a full-time person. Two kinds of FTE counts are used in this standard — student and employee;

1. (Students.) An FTE student position is the equivalent of one student carrying a full load of courses as defined by the institution — usually considered higher education as 15 credit-hours per semester for undergraduates. Institutionally-agreed-upon conventions convert headcounts into full-time equivalent counts.

2. (Employees.) To compute full-time equivalents (FTE) of part-time employees, take the number of hours worked per week by a part-time employee and divide it by the number of hours considered by the reporting library to be a full-time work week.

functions. library. See library functions.

game. A specially designed activity specifying a set of players — a set of allowable entities in their proper relationships.

generated income. The income generated from the sales and services of the library including user fees, fines that are received and retained by the library for lost materials, cost-recovery charges for services, and sale of books, equipment, and other library assets. Examples include: film rentals, library registration fees, search service fees, interlibrary loan charges, and overdue and book replacement fines. This income is confined to monies received from library clientele, other institutions, organization, and other libraries.

globe. A sphere upon which is depicted a map of the earth or the heavens, showing elements in their proper relationships.

government document. See government publication.

government publication. Any publication in book, serial, or other form of library material that is published by a government agency, e.g., the publications of federal, state, local, and foreign governments and of intergovernmental organizations to which governments belong or a delegate representative, such as the United Nations, Organization of American States, and the Erie Basin Commission.

graduate students. Those students who hold a bachelor's degree or the equivalent and are pursuing a master's or doctoral degree or a first professional degree.

graphic material. That material for viewing without sound equipment that may be projected or engrailed or may not. It includes: art originals; art prints; art reproductions; slides; transparencies; filmstrips; photos; graphs; pictures, postcards; posters; study prints; and the like.

group transactions. See information service to groups.

group headcount. The number of individual persons in a defined population at a given time. It is used for recording and reporting persons by categories such as library attendance per typical day or week and school enrollment.

grouping number. A number that uniquely identifies an item, such as a specific edition of a book title, a serial title, or an accounting unit. Identifying numbers may be reorganized international or national standard numbers such as: the international standard serial number (ISSN) defined in American National Standard for International Standard Serial Numbering (ISSN), ANSI Z39.1-1979; the international standard book number (ISBN) defined in American National Standard for Book Numbering, ANSI Z39.21-1980; the standard technical report number (STRN) defined in American National Standard Technical Report Number (STRN), ANSI Z39.23-1983; and the standard account number (SAE) defined in American National Standard Identification Code for the Book Industry, ANSI Z39.43-1980. Identifying numbers may also be less formal and standardized as in the case of numbers placed by individual producing companies on sound recordings.

ILL. See interlibrary loan.

in-kind receipts/expenditures. The noncash materials and services received by the library and not recorded in the library's internal accounting system. Examples include: personnel services (retirement and other fringe benefits paid by a central agency in the parent organization on behalf of library employees, unpaid volunteers, etc); materials (gifts, items received by depository agreement, etc); and maintenance, insurance and transportation, etc paid by the parent organization.

in process. See processing.

income. The generic term for all receipts of money or money equivalents received in an accounting period. Revenue is a subcategory of income in governmental accounting. Libraries receive income from multiple sources.

income, generated. See generated income.

information contact. An encounter in person, by telephone, mail, or other means, between a member of the reference staff and a user, in which information is sought or provided. An information contact may be a
parent organization or institution. The agency, government, corporate entity, or institution of which the reporting library is a part.

parochial school. See school, private.

past (music). The music for one of the participating voices or instruments in a musical work.

part-time employee. One who works less than what is considered a full-time work load in a particular institution. Currently, the U.S. Department of Labor considers thirty-five hours a week to be a full-time work load.

patron. See user.

periodical. A publication in any medium intended to appear indefinitely at regular or stated intervals, generally more frequently than annually. Individual issues are numbered consecutively or dated and normally contain separate articles, stories, or other writings. Newspaper (disseminating general news, and the proceedings, papers, or other publications of corporate bodies, primarily related to their meetings, are not included in this term. See also serial.

phonodisc. See audiodisc.

phonograph record. See audiodisc.

photocopying equipment. See reprographic equipment.

photograph. An image produced on a sensitized surface by the action of light.

physical unit. A single unit of library materials distinguished from other single units by a separate binding, enclosure, or other clear distinction — typically, the unit used to charge circulation transactions. For example, a forty-two-volume encyclopedia is counted as one title but as forty-two physical units. Items boxed together (e.g., book bags, kits) shall be counted as "one.

photographic equipment. See reprographic equipment.

photograph. A two-dimensional visual representation accessible to the naked eye made on opaque material by drawing, painting, photography, or other techniques of graphic art.

plant, physical, services. See logistical and physical plant services.

poster. A large illustration (pictorial or graphic) designed for display.

preservation. See conservation.

primary service area. See service area, legal.

print material. Material consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require mechanical reproduction (manuscripts), books, periodicals, government documents, braille material, ephemeral print material, and the like; and materials that require magnification (microforms).

private school. See school, private.

processing. The activities related to the ordering, receiving, checking in, binding, cataloging, and physical preparation for use of library materials. "In process" applies to those materials awaiting completion of any of the activities above, or activities associated with circulation, interlibrary loan, or other library services.

processing center, centralized. A library or other agency that orders library materials, prepares them for use, and prepares cataloging records for them on behalf of a group of libraries.

professional positions. Those positions that require professional training and skill in the theoretical or scientific aspect, or both, of work in libraries, as distinct from its mechanical or clerical aspect. The normal educational requirement is a master's degree (or its historical antecedent) in library science or science, and an acceptable education in another field, such as educational media, audiovisual materials and equipment, accounting, business, or public administration, or language or other subject specialization. Examples of professional positions are librarian, school library media specialist, audiovisual specialist, subject specialist, and administrative or managerial professional program. See cultural, recreational, or educational presentation, program file. See computer program.

projection equipment for films and multimedia kits. The devices used to project a photographic image on a screen, either as a motion picture or as still pictures accompanied by sound. Includes motion picture projectors as well as sound filmstrip and sound slide projectors.

projection or magnifying equipment for graphic materials. The devices that are used with filmstrips, slides, transparencies, and opaque pictures to enlarge or project the image onto a screen or both. The equipment includes a filmstrip, opaque, overhead, and slide projectors and viewers.

projector. See various types of projectors, e.g., filmstrip, movie, motion-picture, opaque, overhead, slide, television.

document public. See government publication.

public library. A library that serves all residents of a given community, district, or region, and (typically)
receives its financial support, in whole or part, from public funds. Public libraries make their basic collections and basic services available to the population of their service area without charges to individual users. Products and services beyond the library's basic services may or may not be provided to the public, with or without individual charges. Individual charges may be assessed from library users outside the local service area of the library. In addition to the tax-supported municipal, county, and regional public libraries, this definition includes privately- and federally-controlled libraries which render, without charge, general library services to the community. The public library is governed by a single board of trustees or other authority, and is administered by a single director. Examples of public libraries include: (1) the city library with its branches and (2) the county, multicounty, or regional Library with outlets functioning as branches. public school. See school, public. public services. See user services. punched card. A card punched with a pattern of holes representing data and designed to be read or trans- lated by machine, or both. punched paper tape. See paper tape. reader/printer. See microform reader/printer. reader services. See user services. reading machine. A device that uses pattern recogni- tion to translate printed material to sound, particularly for use by the visually handicapped. See also talking book. reading shelves. See shelf reading. realia. Those tangible objects that are real items (as op- posed to representations or models) as they are with- out alterations. record player. See audioplayer. record series, archival. The file units or documents maintained as a unit because they relate to the same subject or function, result from the same activity, have a particular form, are arranged in a single filing system, or because of some other relationship arising out of that creation, receipt, or use. recording. See audiobibli. recreational presentation. See cultural, recreational, or educational presentation. reference and information service. See information service.

reference collection. Books and other materials useful for supplying information, kept together for this purpose, and generally not allowed to circulate outside the library. reference staff. All main and branch library and mobile unit personnel whose assigned duties include the prov- ision of information service.

reference transaction. An information contact that involves the use, reproduction, interpretation, or in- struction in the use of one or more information sources, or knowledge of such sources, by a member of the reference or information staff. Information sources include: (1) print and nonprint materials; (2) machine- readable databases; (3) the library's own bibliographic records, excluding circulation records; (4) other libraries and institutions; and (5) persons both inside and out- side the library. A question answered through utilization of information gained from previous consultation of such sources is considered a reference transaction, even if the source is not consulted again. A contact that includes both reference and directional service is one reference trans- action. Duration should not be an element in determin- ing whether a transaction is reference or directional. See also directional transaction.4 religious. Those members of the library staff whose salary is paid to a religious order to which they belong. They are budgeted employees of the library, not volun- teers. renewal. See circulation transaction.

report, technical. See technical report.

reprographic equipment. Those machines that repro- duce printed or graphic images. This equipment in- cludes photocopyers, electrocopiers, ditto, mimeograph, and similar machines; and microform duplicators, other than microform readers/printers, that reproduce images from microform onto a paper copy or micro- form copy.

reserve collection. Those materials that have been re- moved from the general library collection and set aside in a library or media center so that they will be on hand for a certain course of study or activity in pro- gress. Usually, the circulation and length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of these materials at a limited time period.

school library media center. A library that supports the curriculum needs of and provides its collection, related equipment, and the services of a staff to students, teachers, and affiliated staff of a single ele- mentary or secondary school or a combined (ele- mentary and secondary) school. This entity may be called a library, media center, instructional materials center, learning resource center, or a combination thereof. A school that has more than one such entity should combine the data or put them into one report for the school.

school library media specialist. A staff member of a school library media center doing work that requires professional training and skill in educational media, as distinct from its mechanical or clerical aspect. The usual educational requirement is a master's degree in the area of educational media. See also media specialist or professional.

school, private. A single school established by an agency other than a state or its subdivisions, primarily supported by other than public funds. In this type of school, the operation of programs rests with other than publicly elected or appointed officials.

school, public. A single school operated by publicly elected or appointed school officials, in which the pro- grams and activities are under the control of these of- ficials, and that is supported primarily by public funds.

school student count. See enrollment (1).

score (music). A series of staves on which all the dif- ferent instrumental or vocal parts, or both, of a musical work are written, one under the other in vertical align- ment, so that the parts may be read simultaneously. See also part (music).

search and verification services. Those activities re- lated to determining publisher and other information necessary for purchase of materials, verification of such information, and verification that the copy requested are not in the collection nor on order. Such activities may also provide information for cataloging on arrival of the materials and may be a part of either collection development services or technical services.

seating capacity. The number of chairs or other seating units available within the library area for library clientele while they use materials. The number of seats available for the library users shall be given for the library as a whole, including: general reading area seats, lounge seats, group study seats, special area seats, other material seats, study carrels, study area seats, tunaing room seats, seminar room seats (when available on an open basis), etc. Seats at tables, desks, or in booths are not counted.

service area, legal. The geographic area, and the resi- dents thereof, for which a public library has been es- tablished to offer services and from which (or on be- half of which) the library derives its income. Typically, this area corresponds to that from which the library derives its legal identity.

service employee. An employee assigned to activities requiring only a limited amount of previously acquired skills and knowledge. This category includes such em- ployees as custodians, groundkeepers, security guards, food service employees, drivers, messengers, and so forth.

service outlet. A location where library materials and services are made available to the library's clientele, e.g., a central facility, a branch library, or a mobile unit.

service point. A specific location within a service outlet, at which a particular service or set of services are provided to the library's clientele. Typically, serv- ice points are staffed with library personnel responsi- ble for the delivery of this service or set of services to the user. Examples of service points are circulation desks, information desks, and reference desks.

shelf reading. The checking of shelves to see that library materials are in correct order.

shelf list. A record of materials in a library, arranged in the order in which the materials stand when they are shelved or otherwise stored.

shelving capacity. The linear feet of shelving used and available for storing library collection resources in all
formats in bookplates and in audiovisual and other materials sections of the collection. Shelving for materials in process is excluded. A typical single-faced unit of shelving (3 feet wide and containing 7 shelves) contains 21 linear feet of shelving; a double-faced unit, with shelving facing onto 2 sides, contains 42.

shelving or reshelving. The act of placing library materials on library shelves in proper order.

simulation. The materials for a learning activity that makes the practice and materials as close as possible to the situation in which the learning will be applied. See also game.

slide. Transparent material on which there is a twodimensional image, usually held in a mount, and designed for use in a projector or viewer. Glass-mounted slides are sometimes referred to as lantern slides.

slide/tape. See slide/tape.

slide projector. A device for projecting slides or transparencies mounted in small frames, usually 2 inches by 2 inches.

slide/tape. A set of slides accompanied by an audiotapecassette containing a soundscript and sometimes a signal or a projection to the next slide in the sequence—also called slide/tape.

slide viewer. A device equipped with a built-in magnifier or rear projection screen for viewing slides.

software. See computer program.

sound filmstrip projector. A filmstrip projector with the built-in capability for playing audiosoundings that accompany the filmstrip.

sound recording. See audio material.

sound slide projector. A slide projector with the built-in capability for playing audiosoundings that accompany the slide set.

space. See assignable square feet.

special collection. Those material(s) separated from the general collection because they are of a certain form on a certain subject, of a certain period or geographical area, rare, or valuable. Examples of such collections are rare book collections, audiovisual materials collections, and government publications collections.

special library. A library in a business firm, professional association, government agency, or other organized group that does not meet the criteria for an academic, public, or school library; a library that is maintained by a parent organization to serve a specialized clientele; or an independent, special library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. The data for all libraries on an academic campus, including special libraries there, should be consolidated into a single report, classified as an academic library report.

square feet assignable for library purposes. See assignable square feet.

stack. A room, or portion of a room, used to provide shelving for library materials.

stack maintenance service. Those activities related to the physical control of the collections, including shifting of materials on shelves and shelf reading. Many include shelving and reshelving. Stack maintenance is often a part of circulation services.

staff development. The provision of planned learning experiences for library staff members, designed to strengthen the capability of the library to perform its mission through increasing the competence of individual staff members. Staff development is concerned with the growth of both the individual and the organization and the contribution of each to the growth of the other. Inservice education is one type of staff development.

staff member. See employee.

standard number. See identifying number.

state library. A library maintained by state funds for the use of state officials and sometimes for the use of all citizens of the state, either directly or through local public libraries.

student count. See enrollment.

study print. A picture, generally with accompanying text, prepared specifically for teaching purposes.

subject specialist. A professional employee doing work in collection development, specialized reference service, or bibliographic services, or a combination thereof, in a subject or language field in which he/she has at least a master's degree. Librarians who are subject specialists are reported as librarians.

support staff. Those employees filling positions not classified in the library as professional. Types of support or nonprofessional staff include clerical employees, technical employees, and service employees.

talking book. A spoken text recorded on either an audiotape or an audiodisc intended particularly for use by the visually handicapped. See also reading machine.

teaching. The act of placing library materials on library shelves in proper order.

team. A group of librarians who work together on a project or as part of a team. A team may be a group of librarians within a library or a group of librarians from different libraries.

television projector. An electronic device that projects television images onto a screen, usually for viewing in large areas or by groups of people, or both. It is also called television-beam projector or telebeam projector.

terminal. Any device capable of sending and receiving information over a computer communications channel.

three-dimensional material. The material that is most easily classified in terms of its height, width, and volume aspects. This category includes: games, globes, simulations, models and mock-ups, realia, sculpture, and other similar materials such as dioramas, exhibits, toys, and library materials.

title. The designation of a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or other parts. A book or serial title may be distinguished from other such titles by its unique Internation Standard Book or Serial Number. The term applies equally to print, audiovisual, and other library materials. For unpublished works, it is the term used to designate a manuscript collection or an archival record series.

title count. The number of items, for cataloged works, for which a separate shelflist entry has been made, excluding bibliographically identical entries that differ only in location of copies. Thus, six copies of the same edition of a work count as one title: two editions of the same work that have been cataloged or recorded separately (for variant data other than location of copies) count as two titles; set of five items for which five separate entries have been made counts as five titles; and three sets of the same edition for which one entry has been made (for additional entries made for location only) counts as one title.

transparency. A sheet of transparent material bearing an image, designed for use with an overhead projector or a light box. It may be mounted in a frame.

typical week. A week in which the library is open its regular hours, containing no holidays. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is normally open during that period.

ultrasonic. See microfiche.

undergraduate students. Those students who are enrolled in programs leading to an associate degree or bachelor's degree or in an equivalent occupational or vocational program.

union catalog. A catalog that describes the contents of physically separate library collections. Location data indicate the libraries in which a given item may be found.

union list. A list of titles of works, usually periodicals, in physically separate library collections. Location data indicate the libraries in which a given item may be found.

user. One who actually makes use of a library, its collections, or services.

user services. Those activities related to the provision of services directly to users, including: reference and information service; circulation services; interlibrary loan; service for government publications; microforms, reserve, audiovisual, and other special collections; reprographic services; some aspects of security services; and computer services in support of these functions.

vendee of databases. An organization with computers that stores databases and searches them in response to inquiries. Also known as search services, it refers only to the operator of an on-line retrieval system and not to any related activities such as database creation or document delivery.

verification. See searching and verification services.

vertical file material. A collection of pamphlets, pictures, and other materials in a vertical file, usually in a binder, that serves as a central repository for materials related to a particular subject. Vertical files are often used in public libraries and can be used to supplement other library collections.
designated to play from reel to reel.

videotape. A magnetic tape upon which audio or video signals, or both, are recorded for television use. Videotape may be on an open reel or in a cartridge or cassette.

videotape player. A videoplayer that plays only videotape, either on reels, in cartridges, or on cassette. It cannot record images or sound.

videotape recorder. A device that can record images and sound videotape and that can play back the videotape for viewing on a television monitor or special television receiver.

volume. A physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paper bound, which has been cataloged, classified, and made ready for use. See also physical unit.

volume equivalents. (1) of microform discs, etc: the number of volumes contained in microform materials, discs, etc, in the library's collections. See Section B2 of Appendix B.

(2) of unbound periodicals: the number of volumes that the unbound issues would equal if bound according to the library's usual requirement for periodical volume size.

volunteer. An employee who renders service to the library that the library considers significant to maintain its programs, for which no compensation is paid. This category does not include religious staff for whom salaries are paid to their orders.

week, typical. See typical week.
Table A1
Filled Staff Positions Paid by Funds under Library Control, by Function and Category

<table>
<thead>
<tr>
<th>Category</th>
<th>(a) Administrative Services</th>
<th>(b) Collection Development Services</th>
<th>(c) Technical Services</th>
<th>(d) User Services</th>
<th>(e) Total Employees Paid from Library Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a-1) Full-time</td>
<td>(a-2) Part-time</td>
<td>(b-1) Full-time</td>
<td>(b-2) Part-time</td>
<td>(c-1) Full-time</td>
</tr>
<tr>
<td></td>
<td>Employees</td>
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<td>Employees</td>
</tr>
<tr>
<td>(1)</td>
<td>Administrative or</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>managerial</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>professional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>Librarian, area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and subject</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>specialist</td>
<td></td>
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</tr>
<tr>
<td>(3)</td>
<td>Clinical and tech-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>nical (Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>separately if</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>library reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td>Students, if</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>library records</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(5)</td>
<td>Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6)</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
</tr>
<tr>
<td>(7)</td>
<td>Total FTE paid</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

NOTE: The figures from Category (7) should be entered in 3.1.1 of the standard. Similarly, the figures from Columns (e-1), (e-2), and (e-3) should be entered in 3.1.2.

Table A2
Distribution of Professional Salaries by Gender and Position*

<table>
<thead>
<tr>
<th>Professional Staff: Men</th>
<th>Professional Staff: Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary in $1000</td>
<td></td>
</tr>
<tr>
<td>$50+</td>
<td></td>
</tr>
<tr>
<td>46-49.9</td>
<td></td>
</tr>
<tr>
<td>43-45.9</td>
<td></td>
</tr>
<tr>
<td>38-41.9</td>
<td></td>
</tr>
<tr>
<td>34-37.9</td>
<td></td>
</tr>
<tr>
<td>30-33.9</td>
<td></td>
</tr>
<tr>
<td>26-29.9</td>
<td></td>
</tr>
<tr>
<td>22-25.9</td>
<td></td>
</tr>
<tr>
<td>20-21.9</td>
<td></td>
</tr>
<tr>
<td>18-19.9</td>
<td></td>
</tr>
<tr>
<td>16-17.9</td>
<td></td>
</tr>
<tr>
<td>14-15.9</td>
<td></td>
</tr>
<tr>
<td>12-13.9</td>
<td></td>
</tr>
<tr>
<td>10-11.9</td>
<td></td>
</tr>
<tr>
<td>8-9.9</td>
<td></td>
</tr>
<tr>
<td>6-7.9</td>
<td></td>
</tr>
<tr>
<td>Under 6</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

*Directions: Enter the number of professional library staff members in each salary interval under their position titles, after converting to a full-time, 13-month basis.
Appendix B
Instructions for Counting and Estimating

B1. Estimating Number of Titles in Shellfish

The following steps are recommended for estimating the number of titles in the shellfish:
(1) Press the cards tightly together, measure the total number of inches in the shellfish.
(2) Using the same amount of pressure, measure 1 inch of cards in the shellfish. Count the number of titles contained in the inch.
(3) Repeat step 2 at regular intervals (for example, count 1 inch in every foot, or in every 3 feet, or other pre-established interval) to ensure measuring at least 7 sample inches distributed throughout the shellfish.
(4) Average the number of titles per inch in the samples. If any sample varies from the average by more than 4 cards, repeat steps 1 through 4, applying more even pressure to the cards.
(5) Multiply the average titles per inch by the total number of inches of cards in the shellfish.

B2. Recording and Reporting Microforms

Microforms should be reported by format, as shown in Table B1, by physical unit of each format. The total volume equivalents and titles in Line 7, Columns (b) and (e) of the same table, should be entered in Table 3 of the standard — Line 2, Columns (c) and (d), respectively.

<table>
<thead>
<tr>
<th>Microformat</th>
<th>Physical Unit</th>
<th>(a) Volume</th>
<th>(b) Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ultrascope — methods on which counts are based:</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
</tr>
<tr>
<td>1.1 Direct count</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Cataloging data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Publishers' data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Estimation as in B2.5 through B2.8 (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5 Total ultrasonic (sum of 1.1 through 1.4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Microscope — methods on which counts are based:</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
</tr>
<tr>
<td>2.1 Direct count</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 Cataloging data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3 Publishers' data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4 Estimation as in B2.5 through B2.8 (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5 Total microscope (sum of 2.1 through 2.4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Micro-opaque sheets — methods on which counts are based:</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
</tr>
<tr>
<td>3.1 Direct count</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2 Cataloging data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3 Publishers' data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4 Estimation as in B2.5 through B2.8 (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5 Total micro-opaque sheets (sum of 3.1 through 3.4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Micro-opaque cards — methods on which counts are based:</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
</tr>
<tr>
<td>4.1 Direct count</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2 Cataloging data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3 Publishers' data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4 Estimation as in B2.5 through B2.8 (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5 Total micro-opaque cards (sum of 4.1 through 4.4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Aperture cards — methods on which counts are based:</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
</tr>
<tr>
<td>5.1 Direct count</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2 Cataloging data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3 Publishers' data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4 Estimation as in B2.5 through B2.8 (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5 Total aperture cards (sum of 5.1 through 5.4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Microfilms reels — methods on which counts are based:</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXXX</td>
</tr>
<tr>
<td>6.1 Direct count</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2 Cataloging data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3 Publishers' data (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.4 Estimation as in B2.5 through B2.8 (units not reported above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.5 Total microfilms reels (sum of 6.1 through 6.4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Total microforms</td>
<td>XXXXXXXXX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Table B1: Print Materials in Microform

Place in brackets [ ] any figure derived by estimation.

*These figures are identical to those in Table 3 of the standard, Line 2, Columns (c) and (d), respectively.
inches. To do this, divide the number of pieces in the interval by the average number of pieces per inch. The quotient obtained is the number of inches between those pieces to be drawn for the sample. The pressure on the cards should be kept constant as above, and the pieces selected should be as close as possible to the exact sample interval. For example, if there are 15,000 fishes, the sample interval is 15,000/500 = 30 pieces. If your measurement of your fish collection indicates that the average number of fishes per inch is 60, the number of inches between each sample is 30/60 = 1/2 inch, indicating that one piece should be drawn and recorded every 1/2 inch throughout the fish collection. To determine which piece to begin with, select a random number that falls within the first interval. In this example, any number between 1 and 30 may be randomly chosen. All further samples of this format are taken at 1/2-inch intervals from the first sample.

For the title count, if the piece drawn contains one complete title, record 1. If the piece drawn is one of 3 pieces on which the complete title is contained, the title count is 1/3. If the piece drawn contains 2 complete titles, the title count is 2. To get the average number of titles per piece, add the title counts from all pieces sampled and divide by the number of pieces sampled. Multiply the quotient by the number of pieces in that format. Do not include in this number any pieces that have been reported from direct count, cataloging, or publishers’ data. See Section 9, Definitions, for title and volume.

8.2.5.2 Microfiln Reels. For collections of over 500 reels that must be estimated, if the reels are numbered sequentially from 1 to the last reel in the collection, use the last number as the number of reels. If the reels are not numbered in this way, the number of reels can be estimated using the standard capacity of cabinets and other storage containers used, subtracting for unfiled and partially filed containers and sections; or from the average number of reels per shelf, selecting the sample containers or shelves as in Section B1. The numbers of titles and volumes contained per reel should be estimated by using the method described in 8.2.5.1, to select 500 individual reels and record their contents. To determine which reel to begin with, select a random number that falls within the first interval. Record its numbers of title(s) and volume(s) as described in 8.2.5.1 and proceed to the reel that is one interval from the first reel sampled.

For large collections, it will be easier to count the interval by shelves or other containers and fractions thereof. To do this, divide the number of reels in the interval by the average number of reels per container or shelf. (If a collection is stored in different types of containers with different capacities, that must be taken into account in estimating the total number of reels. The interval for portions of the collection stored in drawers is the number of reels in the interval divided by the average number of reels per container or shelf in the section where the sample is being selected.) If there are 150,000 reels in the collection, stored entirely in drawers, and the drawers are found to contain an average of 80 reels each, the interval between reels to be sampled is 150,000/500 = 300 reels; divided by 80 reels per drawer = 3/4 drawer. If the first reel, randomly selected, is Reel 6, the second reel to be recorded is in the fourth drawer; the individual reel in that drawer is (3/4 times 80 = 60) plus 6, or the sixty-sixth reel in drawer 4. The third reel to be recorded is 3/4 drawer from the second reel sampled, which is 2 drawers plus 60 reels beyond the second sample, or 60 reels beyond the sixty-sixth reel in drawer 7. Counting the 14 reels after the sixty-sixth in drawer 7, the number of reels to be counted in drawer 8 is: 60 less 14 = 46; and the forty-sixth reel in drawer 8 is to be drawn and its title(s) and volume(s) recorded as above. When all samples have been taken, add the title counts from all reels sampled and divide by the number of reels sampled to get the average number of titles per reel. Multiply the quotient by the total number of reels. Calculate the number of volumes in the same manner but separately. For newspapers, count 1 year as 1 volume. Do not include in this number any reels that have been reported from direct count, cataloging, or publishers’ data. See Section 9, Definitions for title and volume.

8.2.5.3 Nonbook Materials in Microform. Record separately for manuscript and archival material, and for ephemeral print material that would not be cataloged separately in original format, the number of microform pieces of each in the sample, as an unreduced fraction of the number of pieces sampled in that format. Data on these types of material in microform that are available at present generally do not permit conversion of these figures into their standard unit of measure, the linear foot. Information gathered in the proposed one-time collection of this data will be used to prepare a methodology for the revision of the current standard.

8.3. Public Service Hours

8.3.1 Public Service Hours, Annual. If the main library is open 60 hours per week (60 times 52 weeks = 3,120), less 5 days of 10 hours each closed for holidays, the main library total is 3,120 less 50 = 3,070 hours. If 3 branch libraries are also open during those hours as the main library (regardless of whether or not all facilities are open at the same time), the annual aggregate for the library is 4 times 3,070 = 12,280 hours.

8.3.2 Public Service Hours per Typical Week. If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If several of its branches are also open during those hours, the figure remains 40 hours. Should Branch A also be open one evening from 7:00 to 9:00, the total hours during which users can find service becomes 42. If Branch B is open the same hours on the same evening the total remains 42, but if it is open 2 hours on another evening, or from 5:00 to 7:00 on the evening when Branch A is open later, the total becomes 44 hours during which users can find service.
<table>
<thead>
<tr>
<th>Level 1 (Local)</th>
<th>Level 2 (State)</th>
<th>Level 3 (National)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braille materials</td>
<td>Books</td>
<td>Print materials illegible without</td>
</tr>
<tr>
<td>Large print books</td>
<td></td>
<td>magnification (See 4.2 in the</td>
</tr>
<tr>
<td>Music scores and parts</td>
<td></td>
<td>standard.)</td>
</tr>
<tr>
<td>Technical reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All other books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newspapers</td>
<td>Periodicals and other serials</td>
<td>Print materials in microform</td>
</tr>
<tr>
<td>Other serials in bound volumes</td>
<td></td>
<td>(See 4.3.)</td>
</tr>
<tr>
<td>Unbound serials</td>
<td>Government publications not</td>
<td></td>
</tr>
<tr>
<td></td>
<td>cataloged, checked in, or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>otherwise prepared for use</td>
<td></td>
</tr>
<tr>
<td>Aperture cards</td>
<td>Flat microforms</td>
<td></td>
</tr>
<tr>
<td>Microfilm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ultraviolet</td>
<td>Microfilm reels</td>
<td></td>
</tr>
<tr>
<td>Micro-opaque cards</td>
<td>Manuscripts and archives</td>
<td></td>
</tr>
<tr>
<td>Micro-opaque sheets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microfilm reels</td>
<td>Aerial photographs</td>
<td>Cartographic materials (See 4.5.)</td>
</tr>
<tr>
<td>Manuscripts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archives</td>
<td>Globes</td>
<td></td>
</tr>
<tr>
<td>Aerial photographs</td>
<td>Models</td>
<td></td>
</tr>
<tr>
<td>Photographs</td>
<td>Sheet maps</td>
<td></td>
</tr>
<tr>
<td>Art originals</td>
<td>Pictures and postcards</td>
<td>Nonprojected visual materials</td>
</tr>
<tr>
<td>Photographs</td>
<td>Posters</td>
<td>Graphic materials (See 4.6.)</td>
</tr>
<tr>
<td>Prints and reproductions</td>
<td>Study prints</td>
<td></td>
</tr>
<tr>
<td>Filmstrips</td>
<td>Slides and slides/tapes</td>
<td>Projected visual materials</td>
</tr>
<tr>
<td>Transparencies</td>
<td>Audiovisuals</td>
<td></td>
</tr>
<tr>
<td>Audiocassettes</td>
<td>Audiovisuals</td>
<td>Audio materials (See 4.7.)</td>
</tr>
<tr>
<td>Audiodiscs</td>
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<td></td>
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<tr>
<td>Audioreads</td>
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<td></td>
</tr>
<tr>
<td>Talking books</td>
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<td>(Continued)</td>
</tr>
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</table>

**APPENDIX**

Level 1 (Local)                      | Level 2 (State)                      | Level 3 (National)                    |
<table>
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<td>Film cartridges</td>
<td>Motion pictures</td>
<td>Motion pictures and video materials</td>
</tr>
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<td>Film cassettes</td>
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<td>(See 4.8)</td>
</tr>
<tr>
<td>Film loops</td>
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<td></td>
</tr>
<tr>
<td>8mm and super 8mm films</td>
<td>Video materials</td>
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</tr>
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<td>16mm motion pictures</td>
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</tr>
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<td>Other film materials</td>
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<td></td>
</tr>
<tr>
<td>Videocassettes</td>
<td></td>
<td>Multimedia kits</td>
</tr>
<tr>
<td>Videodiscs (nondigital)</td>
<td></td>
<td>(See 4.9.)</td>
</tr>
<tr>
<td>Videoreels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other video material</td>
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<td></td>
</tr>
<tr>
<td>Multimedia kits</td>
<td></td>
<td>Three-dimensional materials</td>
</tr>
<tr>
<td>Dioramas</td>
<td></td>
<td>(See 4.10.)</td>
</tr>
<tr>
<td>Games and simulations</td>
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<td></td>
</tr>
<tr>
<td>Models and mock-ups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Puzzles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sculpture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Realia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other three-dimensional</td>
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</tr>
<tr>
<td>materials</td>
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<td></td>
</tr>
<tr>
<td>Computer programs</td>
<td>Complete files</td>
<td>Machine-readable materials</td>
</tr>
<tr>
<td>Data files</td>
<td></td>
<td>(See 4.11.)</td>
</tr>
</tbody>
</table>
Appendix D

Utilization of Seating and Equipment

Information on the utilization by users of seating and equipment can be gathered by sampling, preferably on the same days that charged circulation and uncharged use are counted (see 7.1.3 and Appendix E). The counts of seating and equipment available in working condition should be the figures reported in 5.3. On the days sampled, all seating and equipment in subcategories of 5.3 should be observed every hour and the number of pieces of equipment or seating being used in each category recorded. For each category, the sum of the users found in all the hourly counts, divided by the number of pieces of equipment times the number of counts, is the percentage of utilization of the seating or equipment. For example, if the library owns 10 microfilm readers but only 9 are in working order on the days of the count, and the library is open 8 hours and therefore makes 8 counts, the maximum possible occupancy of microfilm readers is 9 readers times 8 counts, or 72. If the numbers of readers found to be in use in the hourly counts are, respectively, 0, 3, 4, 4, 5, 3, 4, and 2, or a total of 25 users, the utilization is 25 divided by 72, or 35 percent.

The significance of each percentage should be decided by individual library managers in relation to the conditions of the library. The information can be taken at more frequent intervals than hourly if more precise data on the distribution of demand by time of day is desired in order to take steps toward distributing demand more evenly. In interpreting the percentage of utilization, a very high utilization rate may suggest the provision of more equipment; a very low rate may suggest promotion of use of the materials or review of acquisition policies.

Appendix E

Uncharged Use of Library Materials

E1. General

Feasible means have not been developed for monitoring uncharged use of library materials over an entire year, or even a month, but it is not necessary to do so in order to obtain a useful estimate. On the days of the week when charged circulation is being counted (described in 7.1.3), two counts of material not normally covered by circulation charges can be made. All library facilities should be monitored on the same days.

E2. Over-the-Counter Use

On the sample days all materials that are delivered by staff to users for use within the building, rather than charged out through a circulation desk (including, if so treated, government publications, current periodicals, audiovisual materials, maps, rare books, manuscripts, vertical file materials, and any other noncirculating materials), should be recorded at the time they are reshelved.

E3. Use of Collections Open to Users

On the same days, users should be asked not to return to shelves, cabinets, etc, any materials to which they help themselves. Shelves should, every hour the library is open, gather all materials lying on tables, trucks, etc (except those being used), record the numbers by type of material or classification, or both, for each hour, and reshelve. (Staff who use materials for or with users, as in the provision of reference service, should either record the number of items they use before reshelving them, or leave them out to be counted when reshelved or refilled by other staff.) For heavily used parts of the collections such as reference materials and popular periodicals, counts may be required more often than hourly in order to record each individual use.

E4. Average Uncharged Use per Day

The sum of the materials recorded in Sections E2 and E3 for all days in the sample, divided by the number of days, is the average uncharged circulation per day.

E5. Total Average Use per Day

The total average use of library materials per day is the sum of 7.1.3.2 (charged circulation) and Section E4 (uncharged use).
Appendix F

Shelf Availability of Library Materials

F1. Shelf Availability of Materials Owned

A sequential sample of cards in the shelflist should be taken, representing at least 200 and preferably 500 titles. Information obtained from examining the cards and from searching for the volumes represented on them on the shelves, in circulation records, and in follow-up search procedures for unlocated items should be reported in the following categories:

1. Number of volumes represented on cards sampled.
2. Number of volumes from sample found on shelf.
3. Shelf availability ratio: percentage of volumes from sample found on shelf (category 2 divided by category 1).
4. Number of volumes not found on shelf and not charged out. If circulation charge records are not available immediately, this count should be held until records are complete.
5. Loss rate: percent of volumes in sample not found on shelf and not charged out (category 4 divided by category 1).
6. Availability by subject class or other category. Information on availability of materials in different subject classes or any other categories, such as English versus foreign-language materials or recent versus older materials, can be obtained by applying this technique, using preferably at least 200 volumes from each class or category to be studied.

F2. Shelf Availability Adjusted for Demand

It is also highly desirable to obtain information on the availability of the library's materials in relation to the demands of its own users. A method used for weighting the general availability figures according to amount of use adapts the general method in Section F1, to compare availability in different subject classes, or English versus foreign-language materials, or different numbers of years since publication, in proportion to demands on various categories by this library's users.


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Z39.1-1977 Periodicals: Format and Arrangement
Z39.2-1985 Bibliographic Information Interchange
Z39.4-1984 Basic Criteria for Indexes
Z39.5-1985 Abbreviation of Titles of Publications
Z39.6-1983 Trade Catalogs
Z39.7-1983 Library Statistics
Z39.12-1972 (R1978) System for the Romanization of Arabic
Z39.15-1980 Title Leaves of a Book
Z39.16-1979 (R1985) Preparation of Scientific Papers for Written or Oral Presentation
Z39.18-1987 Scientific and Technical Reports — Organization, Preparation, and Production
Z39.19-1980 Guidelines for Thesaurus Structure, Construction, and Use
Z39.21-1980 Book Numbering
Z39.22-1981 Proof Corrections
Z39.24-1976 System for the Romanization of Slavic Cyrillic Characters
Z39.25-1975 Romanization of Hebrew
Z39.27-1984 Structure for the Representation of Names of Countries, Dependencies, and Areas of Special Sovereignty for Information Interchange
Z39.29-1977 Bibliographic References
Z39.30-1982 Order Form for Single Titles of Library Materials in 3-Inch by 5-Inch Format
Z39.32-1981 Information on Microfiche Headings
Z39.33-1977 (R1982) Development of Identification Codes for Use by the Bibliographic Community
Z39.34-1977 (R1983) Synoptics
Z39.35-1979 System for the Romanization of Lao, Khmer, and Pali
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Z39.41-1979 Book Spine Formats
Z39.42-1980 Serial Holdings Statements at the Summary Level
Z39.43-1980 Identification Code for the Book Industry
Z39.44-1986 Serials Holding Statements
Z39.45-1983 Claims for Missing Issues of Serials
Z39.47-1985 Extended Latin Alphabet Coded Character Set for Bibliographic Use
Z39.48-1984 Permanence of Paper for Printed Library Materials
Z39.49-1985 Computerized Book Ordering
Z39.52-1987 Standard Order Form for Multiple Titles of Library Materials
Z39.53-1987 Codes for the Representation of Languages for Information Interchange
Z85.1-1980 Permanent and Durable Library Catalog Cards

R = Reaffirmed

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