

# American National Standard

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

ANSI Z39.7-1983



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# American National Standard for Library and Information Sciences and Related Publishing Practices – Library Statistics

Secretariat  
Council of National Library and Information Associations

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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 Z39.7-1983.)

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 Z39.7-1968 (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:

American Library Association, Office for Research. Library data collection handbook; a report. Chicago: American Library Association; 1981.

Frase, Robert W. Glossary of library statistics terms. 1976. Unpublished typescript submitted to National Center for Education Statistics.

National Center for Higher Education Management Systems (NCHEMS). Handbook of standard terminology for reporting and recording information about libraries. Boulder, Colo.: Western Interstate Commission for Higher Education; 1979.

National Center for Higher Education Management Systems (NCHEMS). Library statistical data base. Boulder, Colo.: Western Interstate Commission for Higher Education; 1977.

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 audiovisual, 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, 461 West Lancaster Ave, Haverford, Pa. 19014.

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 approved this standard, the Z39 Committee had the following members:

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# American National Standard for Library and Information Sciences and Related Publishing Practices – Library Statistics

## 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 the 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 contributed services 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 the like should be derived by sampling, prorating, 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 where 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 separate law and medical 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 fall enrollment in full-time equivalents of students enrolled (FTE).

**2.3.1.1 Two-Year Colleges.** Include the total number of students (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) Intrastate, metropolitan regional, and statewide cooperatives
- (3) Interstate and national cooperatives
- (4) Bibliographic service centers
- (5) Bibliographic utilities
- (6) Centralized processing center
- (7) Cooperative collection 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 service 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 annual figures, add the number of such employees during each payroll period and divide by the number of

**Table 1**  
**Employees by Category**

Category	Full-Time Employees	FTE of Part-Time Employees	Total FTE Employees
Administrative and managerial professional			
Librarian, area and subject specialist, media and school library media specialist			
Clerical and technical. Report separately if library records separately:			
(a) Clerical			
(b) Technical			
Students, if library records separately*			
Service			
Total			

\*If the library does not record student employees separately, include them in the appropriate categories.

**Table 2**  
**Employment Status of All Staff (Headcount and FTE)**

Employment Status	Number of Employees	
	Headcount	FTE
Staff paid by funds under library control		
Staff paid by any other source, including library's parent institution, outside government, grants, etc		
Unpaid volunteers considered important by the library to maintain its programs and services		
Total		

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 A1 in Appendix A.

**3.1.1** Report the number of full-time-equivalent (FTE) employees paid by funds under library control for the following functions. (Each function is defined by the activities performed, not by the name of the administrative unit; see Section 9, Definitions, for functions.)

- (1) Administrative services
- (2) Collection development services
- (3) Technical services
- (4) User services
- (5) Total FTE employees paid by funds under library control.

**3.1.2** Report full-time employees and the full-time equivalents of part-time employees paid by funds under library control, by category of staff, as shown in Table 1.

**3.2 Employment Status of Paid and Unpaid Staff.** Report the number of employees (see Section 9, 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 other source(s): for FTE, prorate the library's and other source's share; for headcount, report each employee only under the larger source of his/her salary.

**3.3 Work Schedules.** If varied by category or seniority of employees, report the following for the largest group of employees.

### 3.3.1 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 quadrennially. 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 quadrennially. 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 score issued with any nonprint 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 microform units 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 3  
Collection Resources\*

Format	(a) Physical Units Added during Year	(b) Physical Units Withdrawn during Year	(c) Physical Units Held at End of Year	(d) Total Titles Held at End of Year
Print and Other Textual Materials	X X X X X	X X X X	X X X X	X X X X
(1) Print materials legible without magnification				
(2) Print materials in microform: volume equivalents and titles†	X X X X X	X X X X	†	†
(3) Manuscripts and archives				
Audiovisual Materials	X X X X X	X X X X	X X X X	X X X X
(4) Cartographic materials				
(5) Graphic materials				
(6) Audio materials				
(7) Motion pictures and video				
(8) Multimedia kits				Same as column (c)
(9) Three-dimensional materials				Same as column (c)
(10) Machine-readable materials				Same as column (c)
Currently Renewed Resources	(a) minus (b)		(c)	(d)
	Net Increase (+) or Decrease (-) during Year		Number Received at End of Year	Titles Received at End of Year
(11) Periodicals received, including duplicates				X X X X X X
(12) Periodicals received, excluding duplicates			X X X X X X	
(13) Databases accessible			X X X X X X	

\*Refer to Section 9, Definitions, for all terms.

†These figures are identical to those in Table B1 in Appendix B, Line 7, Columns (b) and (c), respectively.

**4.6 Graphic Materials.** Report in this category the sum of items in the following categories, which shall not be reported separately: art originals, prints, and reproductions; photographs; pictures; postcards; posters; study prints; slides and slide-tapes; transparencies; and filmstrips. The title count is the sum of cataloged titles, or sets. Instructions for counting certain categories are provided in the following paragraphs.

**4.6.1 Slide-tapes** are considered slide material and shall be reported here. A single slide-tape presentation is both the physical unit and the title count. Slides as part of multimedia sets shall be reported as multimedia kits in 4.9, not here.

**4.6.2 Transparencies** shall be reported without regard for the number of overlays or accompanying print material.

**4.6.3 Filmstrips** shall be reported without regard for accompanying print material. Sound filmstrips that are not part of multimedia kits shall be reported in this category.

**4.7 Audio Materials.** For the physical count, report the sum of audio cassettes, cartridges, discs, and reels; talking books; and other sound recordings. Report the cataloged unit as the title count.

**4.7.1** Where a recording is packaged as a multidisc album or multicassette set, report each disc or cassette as a physical unit and report the album or set as a title, comparable with a single cataloged book title containing more than one volume.

**4.7.2** If audio material is included in a sound filmstrip or slide-tape, the visual material is considered to be the dominant medium and the filmstrip or slide-tape shall be reported only in 4.6, not here. Multimedia kits shall be reported only in 4.9.

**4.8 Motion Pictures and Video Materials.** Report in this category the sum of films (film cartridges, cassettes, and loops; 8mm, super 8mm, 16mm, and other film reels) and video (video cartridges, cassettes, discs [nondigital], reels, and other video). Where a film or video film unit is packaged as a number of reels or cassettes, report each reel or cassette as a physical unit and report the set as a title. Videodiscs used predominantly for digital information shall be reported in 4.11, not here.

**4.9 Multimedia Kits.** Report each kit as a physical unit and a title.

**4.10 Three-Dimensional Materials.** Report here the sum of dioramas, games and simulations, models and mock-ups, puzzles, sculpture, realia, and other three-dimensional materials except globes and cartographic models, which are reported in 4.5. Each conceptually complete unit is reported as both a physical unit and a title.

**4.11 Machine-Readable Materials.** For library holdings of punched cards, paper tape, magnetic tape and discs, 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 holdings and other internal processing). Computer output that is legible without magnification or projection shall be reported in 4.2, not here; and computer output microform (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 periodical titles 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 accesses.

### 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 used and available for storing collection resources in all formats in all facilities. Exclude shelv-

ing 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 seats 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, teletypewriters 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 totals received from the following sources. Attribute accrued interest to its type of source, insofar as possible.

**6.1.1 Parent Institution.** Report the income and allocations received.

**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 6.1.6, not here.

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

#### 6.1.4 State Government

**6.1.5 Federal Government.** This includes federal grants transmitted through a state or local government, if the amount of federal funds remains identifiable.

**6.1.6 Multilevel Government Sources.** If the

amounts received from more than one level of government cannot be identified separately, as when federal funds are mingled with state funds, that income shall be reported here rather than at any of the separate levels.

**6.1.7 Generated Income.** Report the income generated from the library's users, a subset of total in 6.1.7.

#### 6.1.8 Other Income

#### 6.1.9 Total Income for Current Operations

**6.2 In-Kind Resources.** These items represent assets to the library and serve as indicators of the library's total activity. Reporting is optional if the total in-kind receipts make up less than 5 percent of the total budget. If in-kind receipts are converted to cash by sale, rental, or other process, report in the appropriate section of 6.1 or 6.3, not here. Report estimates in brackets [ ].

**6.2.1 Personnel Services Not Paid for by the Library.** The monetary value of services provided by a parent or other organization, and volunteered, should be determined on the basis of payments to other staff having equal qualifications, training, experience, and responsibilities at this or a comparable institution. Only those services that are considered important to the library's programs should be reported.

**6.2.1.1** Report payments by other agencies or sources for personnel working in or for the library, including janitorial and other service paid for by parent institution.

**6.2.1.2** Report the estimated dollar value of unpaid volunteer services.

#### 6.2.2 Library Materials Received in Kind and Added to Library Collections

**6.2.2.1** 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

**6.2.2.2** Report the publications of all levels of government received by depository library arrangements. Report the dollar value if available from the source.<sup>1</sup>

<sup>1</sup> 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) reported in March 1979 an average cost of 85 cents per item shipped to the depository library system, excluding publications in the GPO sales program. See Faull, Sandra K. Costs and benefits of federal depository status for academic research libraries. Documents to the People. 8:33-39; 1980. For fiscal year 1982, the GPO estimated the average cost of U.S. depository items other than microforms as 75.9 cents, as reported by the GPO comptroller in July 1983.



**6.2.3 Other In-Kind Receipts.** Estimate the value of other services and facilities provided by parent or other organizations that are not included in the library's budget, including use of buildings, utilities, transportation, communication, equipment, insurance, and the like. Where a school library media center or other library occupies only part of a building and costs are not prorated by the school or other central administration, this estimate is optional.

#### 6.2.4 Total In-Kind Resources

**6.3 Income for Capital Outlay and Endowment.** Report the total received from all sources.

**6.4 Expenditures on Current Operations.** Report the total expenditures from funds under library control for each of the following categories.

##### 6.4.1 Personnel Resources

- (1) Administrative and managerial professional
- (2) Librarian, area and subject specialist, media and school library media specialist
- (3) Clerical and technical. Report separately if the library records separately:

- (a) Clerical
- (b) Technical

- (4) Students, if library records separately<sup>2</sup>
- (5) Service
- (6) Total

**6.4.2 Collection Resources.** Report expenditures for purchase, lease, rental, maintenance, and access. Report in as many of the following categories as possible. Where figures are not available for all categories, report the total and all categories for which information is available.

- (1) Print materials other than periodicals currently received.
- (2) Print materials in microform, other than periodicals currently received.
- (3) Manuscripts and archives.
- (4) Audiovisual materials.
- (5) Equipment required for magnification, projection, amplification, etc., of library materials.
- (6) Binding, rebinding, and other conservation, including materials conversion. Report only library payments to organizations outside of the library. For materials conversion, exclude expenditures for materials purchased in print or microform and include only direct costs of commercial conversion.
- (7) Machine-readable materials purchased for the collections.
- (8) Periodicals currently received, in all formats.

<sup>2</sup> If the library does not record student employees separately, include them in the appropriate categories.

(9) Database access fees, line and computer connect time charges, and interlibrary loan charges paid for users.

(10) Memberships and service fees paid to cooperative organizations and networks for making resources accessible (through loans, cataloging and other processing, etc).

(11) Total expenditures for collection resources.

**6.4.3 Capital Facilities Resources.** Report expenditures on operation of physical facilities (e.g., utilities, maintenance), excluding capital improvement.

#### 6.4.4 Other Operating Expenditures

#### 6.4.5 Total Operating Expenditures

#### 6.5 Expenditures for Capital Improvement

**6.6 Indexes of Library Support.** All types of libraries shall report total operating expenditures of the library as a percentage of the total institutional operating budget. This includes grants in both the library and the institutional expenditures.

**6.6.1** Public libraries shall also report the amount of mill levy or mill levy equivalent.

**6.6.2** Public and state libraries shall also report the expenditure per capita of the legal service area.

**6.6.3** Special libraries shall report library expenditures as a percentage of the research or support expenditures of the parent institution, as appropriate.

**6.6.4** School libraries shall also report library expenditures per pupil, for collection resources.

### 7. Services and Utilization of Resources

For services and utilization of resources, some measures can best be gathered on an annual basis. These are included in 7.1. Other measures are not feasible for many libraries to gather continuously, but useful estimation can be gained by sampling during a shorter period. These are included in 7.2.

#### 7.1 Annual Measures of Library Use

**7.1.1 Public Service Hours.** Report the aggregate number of hours of public service at all library facilities during the year. Count each service outlet as one, regardless of the number of service points it staffs or the number of staff members providing service at the same time. For examples, see B3.1 of Appendix B.

**7.1.2 Annual Charged Circulation.** Report the total charged circulation during the year. Count renewals as new circulations. Bulk loans shall be reported by the bulk-lending library as one circulation per item charged to the borrowing library or agency, but shall be reported by the borrowing library as separate circulations each time they are loaned to individuals.

Academic libraries shall, and other types of libraries may, report circulation as (1) general, including charges to study areas in the building that are assigned to individuals and groups; (2) reserve or short-term; and (3) total.

#### 7.1.3 Information Service to Groups

**7.1.3.1** Report bibliographic instruction and library-use presentations.

- (1) Number of presentations
- (2) Total attendance. If a series of such presentations is made, the attendance at each session shall be counted separately: keep and report a running total of attendance at all sessions during the year.

(3) Enrollment. When bibliographic instruction is offered on an enrollment basis, report the number of individuals enrolled.

**7.1.3.2** Report cultural, recreational, and educational presentations other than those reported in 7.1.3.1.

- (1) Number of presentations
- (2) Total attendance. If a series of such presentations is made, the attendance at each session shall be counted separately: keep and report a running total of attendance at all sessions during the year. Presentations both on and off the library premises are included, as long as they are sponsored by the library.

#### 7.1.4 Database Reference Transactions

**7.1.4.1** Report the number of reference transactions during the year that resulted in searches of machine-readable databases. Database transactions are a subset of reference transactions with individuals; see 7.2.4.1 for a typical week only.

**7.1.4.2** Report the computer connect time for database reference transactions during the year.

**7.1.5 Reference Transactions Assisted by Cooperative Service.** Report the number of reference transactions during the year that resulted in requests by the reporting library for reference or information service from a cooperative library organization or network (not another library facility under the same administration or on the same campus as the reporting library). Such transactions are a subset of reference transactions with individuals; see 7.2.4.1 for a typical week only.

#### 7.1.6 Interlibrary Loans

**7.1.6.1 Borrowing from Other Libraries.** Report the following:

- (1) Number of items requested from other libraries (not under the same administration or on the same campus) for users of the reporting library. An item requested for one user should be reported as one, regardless of the number of libraries queried for it.
- (2) Number of items received from other libraries for users of the reporting library, including both originals and copies.

(3) Proportion of users' requests satisfied (items received divided by items requested).

(4) Proportion of users' circulation requests not met by the library's own collection. Number of items requested from other libraries per 100 items of charged circulation of the library's own materials.

**7.1.6.2 Lending to Other Libraries.** Report the following:

- (1) Number of requests received from other libraries for loan of materials by the reporting library.
- (2) Number of items provided to other libraries in response to interlibrary loan requests, including both originals and copies.

**7.1.6.3 Lending: Borrowing Ratio.** Report the lending: borrowing ratio, derived from items loaned to other libraries divided by items borrowed for the reporting library's users. If the ratio exceeds 1.00, the library is a net lender; if it is 0.99 or less, the library is a net borrower.

**7.1.7 Media Items Prepared.** Report the number of audiovisual media items prepared by staff for users, including in the total: transparencies, slides, audio-tapes, videotapes, still photographs, filmstrips, and any other appropriate materials.

**7.2 Measures of Library Use during a Typical Week.** Measures of library use that would not be feasible to gather for an entire year shall be gathered during a typical week (see Section 9, Definitions). In selecting the week, periods of exceptionally high or low use shall be avoided. The accuracy of the measurement will be improved by collecting the data on a trial basis during a preliminary week to establish patterns of data collecting and consistent interpretation of definitions and procedures. The value of the report will also be increased by collecting data during several weeks, from the major periods of the library year, and reporting the average of all weeks sampled. Even when several weeks are sampled, the data shall not be extrapolated to an annual basis. As many of the recommended measures of library use as possible shall be gathered during the same week(s).

**7.2.1 Public Service Hours per Typical Week.** Report the number of hours per typical week during which service is available to the public at one or more service outlets. Do not count any hour of the week more than once, regardless of how many outlets are open during that hour. For examples, see B3.2 of Appendix B.

**7.2.2 Library Users.** Report for a typical week the single total number of users of the library, including the following types of use:

- (1) Persons visiting all stationary and mobile library facilities, as determined by door counts. Include

students who visit school or other libraries in classes.

(2) Persons attending all library-sponsored programs held outside the areas covered by library door counts.

(3) Persons, homebound or institutionalized, contacted in visits by library staff including volunteers.

(4) Requests received by mail and telephone for reference service, circulation, and other library information, including requests for books-by-mail but excluding interlibrary loans.

(5) Requests received for interlibrary loans of the library's materials to other libraries.

7.2.3 Circulation

7.2.3.1 Borrowers. On several sample days during the typical week studied, preferably all days the library is open, record the number of persons who borrow library materials. Divide by the number of days sampled, and report the average number of borrowers per day.

7.2.3.2 Charged Circulation. On the same sample days, record the total number of items charged out, divide by the number of days sampled, and report the average number of items charged out per day. Academic libraries shall, and other libraries may, report circulation as (1) general, (2) reserve or short-term, and (3) total.

7.2.3.3 Uncharged Use of Library Materials. On the same sample days it is desirable that uncharged use of library materials be monitored to present a fuller description of library use than charged circulation alone does. Means of measuring uncharged use are described in Appendix E as an option.

7.2.4 Information Service to Individuals. Report for a typical week all information contacts by mail, telephone, and in person with all main and branch library and mobile unit personnel whose assigned duties include the provision of reference or information service. Staff members should report each contact separately, whether or not the user has already consulted either that staff member or another on the same information need.

7.2.4.1 Reference Transactions. Report number during a typical week. Contacts by mail and telephone are also reported as part of the total number of users in 7.2.2. Include in the count of reference transactions the number of such transactions during the week that use cooperative service and those that result in searches of machine-readable databases. (Counts of all cooperative and database reference transactions during the year are included in the annual measures of use in 7.1.4 and 7.1.5, along with computer connect time for 7.1.4, a figure that would be difficult to obtain for one week's database transactions.)

7.2.4.2 Directional Transactions. Report the number during a typical week.

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 all 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

Table 4  
Computer Use

Application	Type of Access Library Has to Computers			
	In-Library	Institutional (City, University, etc)	Network, Cooperative, Utility	Vendor
Acquisitions				
Cataloging and catalog maintenance and production services				
On-line catalog directly accessible by users				
Circulation control				
Processing of accounting, personnel, or other administrative data, including word processing				
Interlibrary loan				
Database reference transactions				
Other, not reported in the categories above or referred to in the note below.				

NOTE: Additional data concerning the use of computers and machine-readable materials is requested in 2.4.1(4) and (5); Table 3; 4.11; 4.12.3; 5.3.7; 6.4.2.7; 6.4.2.9; and 7.1.4.

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:

American Library Association. A. L. A. glossary of library terms. Chicago: American Library Association; 1943.

American Library Association. Library statistics: a handbook of concepts, definitions, and terminology. Chicago: American Library Association; 1966.

American National Standards Committee Z39. Terms defined in Z39 published and proposed standards. Washington, DC: American National Standards Committee Z39; 1981. 2d revision.

American National Standards Institute. Definitions sections of numerous American National Standards of series other than Z39.

DataPhase Systems. Glossary of computer terms. Revised ed. Kansas City, MO: DataPhase Systems; 1981.

Gorman, Michael; Winkler, P. W. Anglo-American cataloguing rules. 2d ed. Chicago: American Library Association; 1978.

U.S. National Center for Education Statistics. Educational technology; a handbook of standard terminology and a guide for recording and reporting informa-

tion about education technology. Washington, DC: U.S. Government Printing Office; 1975.

It would be nearly impossible to provide a single citation for each definition because many of them have evolved gradually through revision in several of the sources cited and other sources (such as: American Library Association. Library education and personnel utilization. Chicago: 1976) and in accordance with current usage. Editorial and substantive changes have been made and new definitions added by Subcommittee Z39.7 of American National Standards Committee Z39 when such changes or additions were considered beneficial for this standard.

academic library. A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.

acquisition services. The activities related to obtaining library materials by purchase, exchange, or gift, including ordering services, searching and verification services, and the maintenance of the necessary records related to acquisitions.

administrative or managerial professional. An employee who exercises primary responsibility for management of the library, or of a customarily recognized subdivision, or who performs specific portions of the manage-

ment of the whole library, such as business or personnel management. Duties are the professional ones required for activities listed under *administrative services*. Titles of such employees include head librarian, library director, chief librarian, associate or assistant director, business manager, personnel 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 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 those functions.

**aperture card.** A card containing one or more openings in which microfilm is inserted.

**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 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 are 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, audiovisual equipment, other library equipment, aisles between bookstack ranges and library furnishings, and similar useful space. Such space does NOT include vestibules, lobbies, or traffic areas, janitorial or custodial storage or service areas, toilets, elevators or stairway space, building corridors, or similar space not specifically used for library functions. Areas of columns, doorswings, and impaired headroom and space occupied by heating devices may be ignored un-

less 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 audioplayers, audiorecorders, audiotape duplicators, and listening centers.

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

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

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

**audiodisc.** 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 transferred to electric currents that are then converted to sound. Also called phonodisc, phonograph record, recording, and variants of these terms.

**audioplayer.** A generic term for any device that plays but does not record audiorecordings.

**audiorecorder.** A generic term for any device that records sounds electronically and can also play back sounds from audiorecordings.

**audioreel.** 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 (or are) recorded electrical signals that can be converted to reproduce sound. Also called audiocartridge, or audiocassette, 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 *audiorecorder*.

**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 materials.** The library materials that are dis-

played by visual projection or magnification or through sound reproduction, or both, including graphic material, audio material, motion pictures, and video material; also, the special visual materials such as cartographic and three-dimensional material.

**audiovisual specialist.** See *media specialist*.

**bibliographic database.** A database in which the data (information) represent individual bibliographic attributes of an item or article, typically including descriptive and subject cataloging elements, indexing elements, authority elements, and abstracts. Bibliographic databases include those subject databases provided to support reference services and those cataloging and acquisitions databases provided to support technical services.

**bibliographic instruction.** An information service to a group, which is designed to teach library users how to locate information efficiently. The essential goals of this process are an understanding of the library's system of organization and the ability to use selected reference materials. In addition, instruction may cover the structure of the literature and the general and specific research methodology appropriate for a discipline. This is distinct from library use presentation.

**bibliographic service center.** An organization that serves a network of libraries as a distributor of computer-based bibliographic services (i.e., services that assist libraries in gaining access to bibliographic information and in establishing bibliographic control of their collections). A bibliographic service center may also provide other services such as maintenance of union catalogs and use thereof in interlibrary loan facilitation. A service center gains access to bibliographic data through a bibliographic utility.

**bibliographic utility.** An organization that maintains on-line databases provided by various individual or cooperatively through networks. The utility provides a standard interface by which bibliographic data are accessible to libraries either directly or through bibliographic service centers.

**binding and rebinding.** The process of producing a single volume from leaves, sheets, signatures, or issues of periodicals, or of covering such a volume, either initially, as in the case of binding, or on a thorough restoration of a volume involving resewing and a new cover, as in the case of rebinding.

**book.** A nonperiodical printed publication bound in hard or soft covers, or in loose-leaf format, of at least forty-nine pages, exclusive of the cover pages; or a juvenile nonperiodical publication of any length bound in hard or soft covers.

**bookmobile.** A truck or van especially equipped to carry books and other library materials and serve as a traveling branch library.

**bookmobile stop.** A unique place at which library services are rendered by bookmobile staff or from the collection of the bookmobile on a regular and prescheduled basis. Exclude stops for service to another library or service outlet.

**books-by-mail service.** A service that extends the library's collection into the community by mailing materials to library borrowers who request them either through a mail-order catalog or by phone.

**bookstack.** See *stack*.

**braille material.** The library material for the visually handicapped using a system of raised dots representing letters and numerals.

**branch campus.** See *campus*.

**branch library.** An auxiliary library service outlet with quarters separate from the central library of a system, which has a basic collection of books and other materials, a regular staffing level, and an established schedule. A branch library is administered either by the central library or by the headquarters of a system.

**bulk borrowing.** The use of a collection of library materials belonging to another library or agency. The collection remains under the administrative control of the lending library or agency, although housed in the reporting library. The loan period extended to the reporting library is generally longer than typical interlibrary loan or other circulation. Circulation of bulk-borrowed materials to the reporting library's users is reported only by the bulk-borrowing library.

**bulk lending.** The lending of collections or materials from the reporting library's collection to other libraries or agencies, usually for an extended period of time. These collections remain under the administration of the reporting library and should be reported with other collection resources of the reporting library. Bulk lending should be measured by counting the number of items loaned in bulk during the reporting period.

**campus.** The types of campuses in a multicampus institution include:

**branch campus.** A campus or division of an institution of postsecondary education that is organized on a relatively permanent basis (i.e., has a relatively permanent administration), that offers an organized program or programs of study (as opposed to courses) and that is located in a community different from that in which its parent institution is located. Being in a community



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.

**campus in a multicampus system.** An administrative-ly equal campus in a complex of two or more institutions, each separately organized or independently complete, under the control or supervision of a single administrative body.

**parent institution/main campus.** Usually, the location of the core, primary, or most comprehensive program (in institutions consisting of a main campus and one or more branch campuses). Unless the institution-wide or central administration office of such institutions is reported to be at a different location, the main campus is also the location of the central administration office.

**capital improvement.** The acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, *initial* book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment and regular purchase of library materials and investments for capital appreciation.

**capital outlay.** See *capital improvement*.

**cartographic material.** Any material representing, in whole or in part, the earth or any celestial body at any scale. This includes two- and three-dimensional maps and globes.

**cartridge film.** See *film loop*.

**catalog.** A set of bibliographic records generally created following specific and uniform principles of construction and usually under the control of an authority file, which describes the resources of a collection, library, or network. It is the instrument by which bibliographic control is maintained for a collection, library, or network, and by which the relationship between individual bibliographic records can be indicated.

**cataloging services.** The description and classification of materials and the specification of necessary entries for the catalog of a library collection.

**central library facility.** The single unit library or the administrative center of a system where the principal collections are kept and handled — also called the main library. A library system may or may not have a central library.

**central processing unit.** A unit of a computer that includes the circuits controlling the interpretation and execution of instructions. It is synonymous with mainframe. See also *computer*.

**centralized processing center.** See *processing center, centralized*.

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

**check in.** To record holdings, typically those of a serial nature, in an orderly sequence, usually by date or sequential number.

**circulation services.** The activities related to the lending of library materials, generally for use outside the library. Also included in this category are: lending library resources to direct borrowers from special or reserve collections; maintaining loan records; monitoring and collecting overdues; renewing loans; equipment rental and loan for use in reading or viewing library materials; and media distribution services. This category may include shelving, or reshelving, or other stack maintenance services, or a combination thereof.

**circulation transaction.** The act of lending an item from the library's collection for use generally (although not always) outside the library. This activity includes 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 formulation of collection development policy consonant with objectives of the library (and of the parent organization, as appropriate), the coordination of materials selection activities, and the evaluation of available materials. Included are user needs assessment, collection evaluation, use studies, preparation of want lists, and weeding. This category may include searching and verification services and applies also to cooperative activities with other libraries.

**collection maintenance services.** See *preservation; stack maintenance services*.

**collection resources.** The total accumulation of library materials provided by a library for its clientele. Also called library resources or library holdings.

**COM.** See *computer output microform*.

**computer.** A machine capable of processing data (information) at high speeds by performing arithmetic and logical operations upon it according to instructions (called a computer program) that can be stored and executed inside the computer. A computer system typically consists of a central processing unit (comprising an arithmeticological 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 microform.

**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 collective, undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion, deacidification, lamination, and restoration.

**contributed services staff.** See *religious; volunteer*.

**cooperative collection resource facility.** A facility supported cooperatively by a group of libraries to acquire, maintain, and provide access to collection resources not generally available in any or all of the cooperating libraries. Materials may be acquired by cooperative purchase or through depository arrangements to maintain little-used materials furnished by participating libraries. Services typically include interlibrary lending, photocopying, and materials preservation. An example is the Center for Research Libraries. It is distinguished from a storage facility in which materials stored cooperatively remain the property of each library rather than becoming common property of the facility.

**cooperative 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 agreement on common purpose while retaining individual autonomy. The activities extend beyond reciprocal borrowing and beyond the scope of the national (American Library Association) interlibrary loan code. See also *network*.

**coordinative and leadership activities.** The activities related to the improvement of library resources, environment, and organizations of which the library is a part. Included are long-term development, contribution to the goals of the institution of which the library is a part, and participation in the development of resources, environment, 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 intellectual life of participants, provides wholesome entertainment, or provides formal instruction in some subject other than the use of the library. Examples are book 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 information 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 materials or that support a public service, such as commercial 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 management information system are not included.

**database access services.** The organizations that offer access to one or more databases. The services may provide direct access to databases may develop and maintain, 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 videodisc.** See *videodisc*.

**diorama.** 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. Examples of directional transactions include: directions for locating facilities such as special rooms, carrels, and telephones; directions for locating 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, floor plans, 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*.



**disc, audio.** See *audiodisc*.

**disc, magnetic.** See *magnetic disc*.

**disc, video.** See *videodisc*.

**document, government.** See *government document*.

**EDP.** The acronym for electronic data processing.

**EDP personnel.** The library employees in all categories of employment, professional and nonprofessional, whose primary responsibility is to enable data to be processed by computer for the library. Typical titles include: head of computer systems, systems analyst, computer programmer, and keypunch operator.

**educational presentation.** See *cultural, recreational, or educational presentation*.

**electronic display device.** See *video equipment*.

**electronic display material.** See *video material*.

**employee.** Any individual compensated by an institution for services rendered, and individuals who donate their services in support of programs considered important by the library to maintain its programs and services. Specifically excluded are employees of firms or self-employed persons providing services to an institution on a contractual basis.

**enrollment.** A registration, classified in two categories:

(1) For schools, elementary through secondary: the number of pupils on the roll of the school about October 1, by headcount.

(2) For colleges, universities, and other academic institutions for postsecondary education: (a) the total number of students, in full-time equivalents; and (b) the number of graduate students, in full-time equivalents, enrolled during the fall term, as reported to the U.S. Department of Education.

See also *graduate students*.

**ephemeral print material.** Textual material for short-term uses. Examples are annual reports, telephone directories, pamphlets, and other vertical file material.

**exchange.** An arrangement by which a library supplies another institution with library materials, usually issued by its parent institution, in return for library materials from the other institution.

**executive, administrative, or managerial professional.** See *administrative or managerial professional*.

**facility.** A library building or mobile unit at a separate location from other library buildings or units.

**fiche.** See *microfiche*.

**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.

**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 normally 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, workmen'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. Currently, 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 elements 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, organizations, 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 and appoint representatives, 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. The material may be projected or magnified or may not. It includes: art originals; art prints, art reproductions; slides; transparencies; filmstrips; photo-

graphs; pictures, postcards; posters; study prints; and the like.

**group transactions.** See *information service to groups*.

**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.

**identifying 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 recognized 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 Z39.9-1979; 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 (SAN) 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 for by the parent organization.

**in process.** See *processing* (2).

**income.** The generic term for all receipts of money or money equivalents received in an accounting period. Revenue is a subunit 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

directional transaction or a reference transaction, a bibliographic instruction or library use presentation, or a cultural, recreational, or educational presentation.

**information service.** The personal assistance provided to users in pursuit of information. Consultation of circulation records requested by users is not included. For types of information service, see *information contact*; *information service to groups*.

**information service to groups.** An information contact in which a staff member provides information intended for a number of persons and planned in advance. Information service to groups may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational presentations. Presentations both on and off the library premises are included, as long as they are sponsored by the library.

**information staff.** See *reference staff*.

**inservice education.** The planned instruction or training programs provided by the library in relation to the work setting and designed to increase the competence of participating staff members in specific roles. Inservice education is one aspect of staff development.

**interlibrary loan (ILL).** A transaction in which library material, or a copy of the material, is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are *not* under the same administration or on the same campus. See also *intralibrary loan*.

**interlibrary loan code, national (American Library Association).** A code that prescribes policies and procedures to be used when a library requests the courtesy of interlibrary loan from a library with which it does not have a formal or informal agreement to use a special, local, or regional code.

**International Standard Number.** See *identifying number*.

**intralibrary loan.** A loan from one library (or one branch) to another within the same library system or on the same campus.

**kit.** See *multimedia kit*.

**Kurzweil reading machine.** See *reading machine*.

**learning resource center.** An institutional facility that provides teaching or instructional materials and related equipment to the user individually and in classes, including computer-assisted instruction, audiovisual teaching and training packages, and educational materials intended for self-instruction. It may or may not be a part of the library or library media center of the

same parent organization. See also *school library media center*.

**legal service area.** See *service area, legal*.

**librarian.** A staff member doing work that requires professional training and skill in the theoretical or scientific aspect of library work, or both, as distinct from its mechanical or clerical aspect. The usual educational requirement is a master's degree (or its historical antecedent) from a library education program approved by the American Library Association.

**library.** An entity that provides all of the following:

- (1) An organized collection of printed or other library materials, or a combination thereof.
- (2) A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of a clientele.
- (3) An established schedule in which services of the staff are available to clientele.
- (4) The physical facilities necessary to support such a collection, staff, and schedule.

**library assistant.** See *technical employee*.

**library functions.** The administrative services, collection development services, technical services, and user services.

**library instruction.** See *bibliographic instruction*.

**library materials.** Those print, audiovisual, graphic, cartographic, machine-readable, and manuscript materials provided by a library for its users.

**library materials unit.** See *volume equivalents*.

**library orientation.** See *library use presentation*.

**library technical assistant.** See *technical employee*.

**library use presentation.** An information service to a group designed to introduce potential library users to the facilities, organization, and services of a particular library — also called library orientation. It is distinct from bibliographic instruction.

**linear feet.** See *shelving capacity*.

**logistical and physical plant services.** The activities relating to building maintenance, custodial services, utilities, landscape and ground maintenance, major repairs and renovation, construction planning, vehicle maintenance, parking, transportation, procurement of other than library materials, mail, communication, room scheduling, space allocation, and reprographic services other than those provided for users.

**LSI.** The acronym for large scale integration: the deposi-

tion of many electronic circuits, including transistors, on a small silicon chip by a single manufacturing process.

**machine-readable materials.** The materials in a form designed to be processed by a machine, usually a computer, either as input or as output, that has data recorded on it in some form. These materials include data files and computer program files. Typically, these files are stored on such media as punched cards, paper tape, magnetic tape and discs, and digital videodiscs. This excludes computer output that is eye-legible or can be read with magnification. See also *database*.

**magnetic disc.** A circular metal or plastic plate with magnetic material on both sides, continuously rotated for reading or writing by means of one or more read/write heads mounted on movable or fixed arms.

**magnetic tape.** A tape, ribbon, or any material impregnated or coated with magnetic material on which data may be stored in the form of magnetically polarized spots.

**main campus.** See *campus*.

**main library.** See *central library facility*.

**mainframe.** See *central processing unit*.

**managerial professional.** See *administrative or managerial professional*.

**manuscript.** A handwritten or typed document, including carbon copies.

**manuscript group.** An organized body of related manuscripts or papers, including associated printed or near-print materials.

**map.** A representation, normally to scale and on a flat medium, of a selection of material or abstract features on, or in relation to, the surface of the earth or of another celestial body.

**materials conversion.** The process of converting current collection holdings of the library to microform or other format for the purpose of preservation.

**materials, library.** See *library materials*.

**media center.** See *learning resource center*; *school library media center*.

**media specialist or professional.** A staff member doing work that requires professional training and skill in audiovisual materials and equipment, as distinct from its mechanical or clerical aspect. The usual educational requirement is a master's degree in the area of audiovisual materials or equipment, or both.

**media technician.** See *technical employee*.

**mediamobile.** A truck or van especially designed and operated to distribute print and audiovisual materials.

**mediamobile stop.** A unique place at which library services are rendered by the mediamobile staff or from the collection of the mediamobile on a regular and pre-scheduled basis.

**microcard.** See *micro-opaque*.

**microcomputer.** A computer containing an LSI central processing unit on one or a few chips, often acquired for personal use.

**microfiche.** A sheet of film usually 4 in × 6 in (105 mm × 148 mm) containing multiple microimages in a grid pattern, usually with a title that can be read without magnification. Microfiche usually refers to reductions up to 90X. Ultrafiche, a form of microfiche, refers to reductions more than 90X.

**microfilm.** A length of film bearing a number of microimages in linear array.

**microform.** A photographic reproduction of textual, tabular, or graphic material reduced in size so that it can be used only with magnification. The two main types of microforms are microreproductions on transparent material, including roll microfilm, aperture cards, microfiche, and ultrafiche, and reproductions on opaque material. See also *micro-opaque*.

**microform equipment.** The devices for viewing or copying microforms.

**microform reader.** A projection device for enlarging and viewing a translucent or opaque microform with the unaided eye. It includes microfilm, readers, ultrafiche readers, micro-opaque readers, and combinations of these.

**microform reader/printer.** A microform reader with a built-in machine that projects an image from the microform and copies (it may expose, develop, and fix) the image on a suitable material.

**microformat.** The material form and layout of microimages. Examples of microformats are microfilm, microfiches, ultrafiches, aperture cards, and micro-opaques.

**microimage.** The miniature photographic reproduction of an object, typically in a frame and arranged as part of a microform.

**micro-opaque.** A sheet or card of opaque material bearing a number of microimages in a two-dimensional array. Micro-opaque requires a different reader (using reflected light) than microfilm. Microcard and microprint are trade names for micro-opaque materials.

**microprint.** See *micro-opaque*.

**microprojector.** A device designed to enlarge and project microscopic transparencies such as microscope slides for viewing by large audiences.

**mobile unit.** See *bookmobile*; *mediamobile*.

**mock-up.** A representation of a real device or process whose essential elements may be modified and emphasized for specific training and analysis.

**model.** A three-dimensional representation of a real thing, produced in the exact size of the original or on a smaller or larger scale.

**monographic series.** A number of monographs, each of which is complete by itself but related to other monographs through the addition of a collective title applying to the group as a whole.

**motion picture.** A length of film, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). The terms "motion picture" and "film" are often used interchangeably. Motion pictures are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, and reel). Common motion picture sizes in instructional use are 8mm, super 8mm, and 16mm.

**motion-picture projector.** A device designed to project motion pictures. It may be equipped to reproduce sound on either magnetic, optical, or both types of sound tracks and may have audio recording capability.

**multi-campus system.** See *campus*.

**multimedia kit.** A collection of resources including more than one type of medium, intended for use as a unit and in which no medium is clearly dominant.

**music score.** See *score (music)*.

**national interlibrary loan code (American Library Association).** See *interlibrary loan code, national*.

**network.** A cooperative library organization that usually consists of a formal arrangement whereby materials, information, and services provided by a variety of types of libraries and other organizations, or both, are made available to all members. Member libraries may be in different jurisdictions but agree to serve one another on the same basis as each serves its own constituents. Computers and telecommunications may be among the tools used for facilitating communication among them.

**newspaper.** A serial that is designed mainly to be a

primary source of written information on current events. It may also include articles as well as illustrations, advertising, legal notices, and vital statistics. Newspapers appear with a masthead and are usually printed on newsprint without a cover.

**nonprint material.** See *audiovisual material*.

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

**on-line.** A mode of access to a computer system that permits a user to interact with the system through terminals that are in direct and continuing communication with the computer for the duration of the transaction.

**on-line search.** A search of machine-readable database(s) during which the searcher is in direct and continuous communication with the computer.

**opaque projector.** A device designed to project images of opaque, flat objects, such as maps, pictures, or printed pages, onto a screen by using light reflected from the object. The maximum size of the original is usually 10 inches by 10 inches.

**operating expenditure.** The current and recurrent costs necessary to the provision of library service, such as personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and cost incurred in the operation and maintenance of the physical facility.

**ordering services.** Those activities related to the purchase or acquisition of items from the publisher or elsewhere, and the maintenance of related records. Supportive activities such as fund accounting, processing payments, and claiming may also be involved.

**orientation.** See *library use protection*.

**overhead projector.** A device designed to project images from transparent and translucent materials, usually 8 inches by 8 inches or larger. The projector is placed in front of the viewers and may be used in a semidarkened or completely lighted room.

**page.** A nonprofessional employee, often a student, who normally performs either clerical or technical tasks such as reshelving and typically receives an hourly wage.

**paper tape.** A strip of paper on which characters are represented by combinations of holes.

**paraprofessional.** See *technical employee*.

**parent organization or institution.** The agency, governmental unit, corporate body, or institution of which the reporting library is a part.

**parochial school.** See *school, private*.

**part (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 *audiorecord*.

**phonograph record.** See *audiorecord*.

**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, encasement, 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." See also *volume, volume equivalents*.

**picture.** 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 magnification (macroform): books, periodicals, government documents, braille material, ephemeral print material, and the like; and materials that require magnification (microform).

**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 equally acceptable education in another field, such as educational media, audiovisual materials and equipment, accounting, business or public administration, or language or other subject specialties. 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, micro-, motion-picture, opaque, overhead, slide, television*.

**public document.** 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 legal 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 legal 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 translated 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 recognition 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 opposed to representations or models) as they are without 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 their creation, receipt, or use.

**recording.** See *audiorecording*.

**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 convenience, 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 provision of information service.

**reference transaction.** An information contact that involves the use, recommendation, interpretation, or instruction 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 outside 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 transaction. Duration should not be an element in determining whether a transaction is reference or directional. See also *directional transaction*.<sup>3</sup>

**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 volunteers.

**renewal.** See *circulation transaction*.

**report, technical.** See *technical report*.

**reprographic equipment.** Those machines that reproduce printed or graphic images. This equipment includes photocopiers; electrostatic, ditto, mimeograph, and similar machines; and microform duplicators, other than microform reader/printers, that reproduce images from microform onto a paper copy or microform copy.

**reserve collection.** Those materials that have been removed 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 progress. Usually, the circulation and length of loan of items in a reserve collection are restricted so that these

<sup>3</sup> For further interpretation of *reference transaction*, see Emerson, Katherine. National reporting on reference transactions, 1976-78. RQ. 16:202-205; 1977. Definitions of some other terms in that article, however, are superseded by definitions in this standard.

items will be available to many users who have need of them within a limited time period.

**school library media center.** A library that supports the curricular needs of and provides its collection, related equipment, and the services of a staff to students, teachers, and affiliated staff of a single elementary or secondary school or a combined (elementary and secondary) school. This entity may be called a library, media center, instructional materials center, learning resources center, or 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 programs and activities are under the control of these officials, and that is supported primarily by public funds.

**school student count.** See *enrollment* (1).

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

**searching and verification services.** Those activities related to determining publisher and other information necessary for purchase of materials, verification of such information, and verification that the copies 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, audiovisual area seats, other material seats, study carrels, study area seats,

typing room seats, seminar room seats (when available on an open basis), etc. Seats at index tables, card catalog reference tables, and other seating provided for special use or consultation shall not be counted in the total, nor shall seats in locked rooms not normally open to library patrons, such as auditorium and general meeting room seats. Seating may be divided into carrel seating and other seating.

**serial.** A publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc), memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series.

**serials control service.** Those activities related to the processing and control of serials for the library collection. Associated activities may include the claiming of periodicals not yet received and the preparation of periodicals for binding.

**service area, legal.** The geographic area, and the residents thereof, for which a public library has been established to offer services and from which (or on behalf of which) the library derives 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 employees 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, service points are staffed with library personnel responsible 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.

**shelflist.** 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 bookstacks and in audiovisual and other materials sections of the collections.** 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 aisles, 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 two-dimensional 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/disc.** 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 audio-tape or audiodisc containing a soundtrack and sometimes a signal or projection to the next slide in the sequence — also called *slide/disc*.

**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 audiorecordings that accompany the filmstrip.

**sound recording.** See *audio material*.

**sound slide projector.** A slide projector with the built-in capacity for playing audiorecordings 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, fragile, 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 ma-

terials 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 services.** 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 services, 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 by 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*.

**technical employee.** A nonprofessional employee who exercises specialized knowledge and skills normally

acquired in postsecondary education programs that do not lead to a bachelor's degree, or through experience. Technical employees are usually one of the following:

(1) Library technician: a skilled employee who performs technical tasks such as preliminary bibliographic searching, serials processing, and limited cataloging — also called library assistant, paraprofessional, and library technical assistant.

(2) Media technician: a skilled employee who performs technical tasks associated with media, such as graphics production and display, information and materials processing, photographic production, operation and maintenance of audiovisual equipment or television equipment, and installation of systems components.

**technical report.** A report giving details and results of a specific investigation of a scientific, technical, business, or educational problem.

**technical services.** Those activities related to the acquisition, organization, and preparation of materials, including: acquisition services; serials control services; cataloging services; catalog maintenance and production services; binding, rebinding, and preparation for binding; and other conservation and computer services in support of these functions.

**technician.** See *technical employee*.

**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 the like.

**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 International 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, ex-

cepting 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; a 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 (or additional entries made for location only) count 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.

**ultrafiche.** 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 can 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.

**vendor 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, pic-

tures, newspaper clippings, or similar material that, because of their shape and often their ephemeral nature, are filed vertically in a drawer or series of drawers. This is usually part of a reference collection.

**video equipment.** The devices used in the electronic production and transmission of visual image and sound.

**video material.** A generic term for material on which both pictures and sound are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor.

**videocartidge.** A permanently encased single reel and videotape having the ends joined together to form a continuous loop that provides playback without re-winding.

**videocassette.** A permanently encased videotape that winds and rewinds from reel to reel.

**videodisc.** A disc, usually plastic, on which are recorded video or audio signals, or both. Some videodiscs are digitally recorded and used in computer recording and playback systems. Others are nondigital and are used for listening and viewing.

**videodisc player.** A videoplayer that plays only videodiscs. It cannot record images or sound.

**videoplayer.** A device that can reproduce sound and pictures from a videotape or videodisc on a television monitor or special receiver. It cannot record images or sound. The unit may use videotape on reels or in cartridges or cassettes.

**videorecording.** See *video material*.

**videoreel.** A videotape mounted on an open reel and

designed 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 in cassettes. 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 paperbound, 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 services 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 order.

**week, typical.** See *typical week*.

## Appendixes (These Appendixes are not part of American National Standard Z39.7-1983, but are included for information only.)

### Appendix A

#### Personnel Tables

##### A1. Filled Staff Positions Paid by Funds under Library Control

See Table A1.

##### A2. Distribution of Professional Salaries by Gender and Position

It is recommended that salary data for filled positions by gender and position be collected and published no less often than quadrennially. Table A2 is an adaptation of an instrument used in academic and research libraries. It is recommended that salaries be reported on a full-time, annualized basis (11 months' work and 12 months' salary). For example, salary for 9 months' salary. To convert part-time to full-time, see the definition of full-time equivalent.

##### A3. Fringe Benefits

It is recommended that the following fringe benefits be reported if provided, by the library or any other source, for employees or for the largest group of employees if benefits vary by seniority or category of employee.

- (1) Retirement. Report as percent of salary.
- (2) Insurances. Report as percent of salary.
- (3) FICA. Report whether or not provided.
- (4) Days of paid annual vacation leave, allowed *during* the number of weeks reported in 3.3.2.
- (5) Sabbatical or other leave for research, professional development, or education. Report the number of months of leave allowable and the number of years of work that constitute eligibility.

Table A1  
Filled Staff Positions Paid by Funds under Library Control,  
by Function and Category

Category	(a) Administrative Services		(b) Collection Development Services		(c) Technical Services		(d) User Services		(e) Total Employees Paid from Library Budget	
	(a-1)	(a-2)	(b-1)	(b-2)	(c-1)	(c-2)	(d-1)	(d-2)	(e-1)	(e-2)
	Full-time Employees	Part-time Employees	Full-time Employees	FTE of Part-time Employees	Full-time Employees	FTE of Part-time Employees	Full-time Employees	FTE of Part-time Employees	Full-time Employees	FTE of Part-time Employees
(1) Administrative or managerial professional										
(2) Librarian, area and subject specialist										
(3) Clerical and technical. (Report separately if library reports separately.)										
(a) Clerical										
(b) Technical										
(4) Students, if library records separately										
(5) Service										
(6) Total	(a)		(b)		(c)		(d)		(e-1)	(e-2)
(7) Total FTE paid from funds under library control									(e-1)	(e-3)

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\*

Salary in \$1000	Professional Staff: Men				Professional Staff: Women			
	Other Professional		Other Professional		Other Professional		Other Professional	
	Director	Assoc. and Asst. Director	Med. and Law	Branch and Dept. Head	Director	Assoc. and Asst. Director	Med. and Law	Branch and Dept. Head
\$50+								
46-49.9								
42-45.9								
38-41.9								
34-37.9								
30-33.9								
26-29.9								
22-25.9								
20-21.9								
18-19.9								
16-17.9								
14-15.9								
12-13.9								
10-11.9								
8-9.9								
6-7.9								
Under 6								
Total								

\*Directions: Enter the number of professional library staff members in each salary interval under their position titles, after converting to a full-time, 12-month basis.

## Appendix B

## Instructions for Counting and Estimating

## B1. Estimating Number of Titles in Shelflist

The following steps are recommended for estimating the number of titles in the shelflist:

(1) Pressing the cards tightly together, measure the total number of inches in the shelflist.

(2) Using the same amount of pressure, measure 1 inch of cards in the shelflist. 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 shelflist.

(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 shelflist.

## 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 (c) of the same table, should be entered in Table 3 of the standard — Line 2, Columns (c) and (d), respectively.

**B2.1 Direct Count.** For collections of any format smaller than 500 pieces, count all pieces and record separately the number of physical pieces, volumes, and titles contained.

**B2.2 Counting from Cataloging Data.** For all microforms that have been cataloged, counts may be obtained from the cataloging data.

**B2.3 Counts Obtained from Publishers' Data.** Information on the number of titles and, in some cases, volumes contained and the number of physical pieces of microform is available for many large sets in their publishers' catalogs, brochures, and shipping lists; this information will be available on additional sets in the future. Current and back issues of the *Guide to Microforms in Print* (Meckler Publishing, Westport, Conn.) contain similar information for its listings of microform titles.

**B2.4 Reporting from Different Sources of Information.** Table B1 provides separate data cells for identifying the information reported according to its source. Some libraries may report all microforms by a single method, but others may have information in hand that covers only part of the microforms collection. These libraries may therefore need to use other methods to report the remainder of the collection. The number of cells used will depend on how many different sources are used for gaining the information. Any portion of the collection that is reported by a direct count must be omitted in reporting counts from cataloging data. Similarly, any portion of the collection that is reported from cataloging data must be omitted in reports by other methods. If these several sources of information cover items distributed among items in the collection that will have to be estimated by the method provided below, it will be easier in many cases to make estimates of the entire collection, or of the entire collection of a given format.

**B2.5 Estimating by Format.** For microforms for which information on the numbers of physical units — and volumes and title contained — is not available by counting or from cataloging or publishers' data, the following sampling method is proposed. Since there is not now a comprehensive body of data of this type from which to derive sample size that takes account of the variability of the data, it is intended to make only one national gathering of data by this method. The results will then be reviewed, the sampling method refined, and a methodology based on the findings issued before the next revision of the standard, which is due five years after adoption of the current revision.

**B2.5.1 Flat Microforms.** For collections of over 500 pieces of a single microformat, sampling may be used rather than counting the entire population. The total number of physical pieces in each format should be estimated by the method in Section B1, substituting "microform piece" for "title." Omit the second step of B1(4). Then, a systematic sample of 500 pieces should be drawn and the volume and title contents of each piece recorded separately, as shown in the following paragraph. The interval between each piece to be sampled should be exactly the same number of pieces.

Divide the estimated total number of pieces by 500. For example, in a collection of 3000 pieces, draw every sixth piece. For collections of over 12 000 of any format, it will be easier to count the interval by

Table B1  
Print Materials in Microform

Microformat	(a) Physical Units	(b) Volumes*	(c) Titles†
1. Ultrafiche — methods on which counts are based:	XXXXXXXX	XXXXXXXX	XXXXXXXX
1.1 Direct Count			
1.2 Cataloging data (units not reported above)			
1.3 Publishers' data (units not reported above)			
1.4 Estimation as in B2.5 through B2.8 (units not reported above)	[ ]	[ ]	[ ]
1.5 Total ultrafiche (sum of 1.1 through 1.4)			
2. Microfiche — methods on which counts are based:	XXXXXXXX	XXXXXXXX	XXXXXXXX
2.1 Direct count			
2.2 Cataloging data (units not reported above)			
2.3 Publishers' data (units not reported above)			
2.4 Estimation as in B2.5 through B2.8 (units not reported above)	[ ]	[ ]	[ ]
2.5 Total microfiche (sum of 2.1 through 2.4)			
3. Micro-opaque sheets — methods on which counts are based:	XXXXXXXX	XXXXXXXX	XXXXXXXX
3.1 Direct count			
3.2 Cataloging data (units not reported above)			
3.3 Publishers' data (units not reported above)			
3.4 Estimation as in B2.5 through B2.8 (units not reported above)	[ ]	[ ]	[ ]
3.5 Total micro-opaque sheets (sum of 3.1 through 3.4)			
4. Micro-opaque cards — methods on which counts are based:	XXXXXXXX	XXXXXXXX	XXXXXXXX
4.1 Direct count			
4.2 Cataloging data (units not reported above)			
4.3 Publishers' data (units not reported above)			
4.4 Estimation as in B2.5 through B2.8 (units not reported above)	[ ]	[ ]	[ ]
4.5 Total micro-opaque cards (sum of 4.1 through 4.4)			
5. Aperture cards — methods on which counts are based:	XXXXXXXX	XXXXXXXX	XXXXXXXX
5.1 Direct count			
5.2 Cataloging data (units not reported above)			
5.3 Publishers' data (units not reported above)			
5.4 Estimation as in B2.5 through B2.8 (units not reported above)	[ ]	[ ]	[ ]
5.5 Total aperture cards (sum of 5.1 through 5.4)			
6. Microfilm reels — methods on which counts are based:	XXXXXXXX	XXXXXXXX	XXXXXXXX
6.1 Direct count			
6.2 Cataloging data (units not reported above)			
6.3 Publishers' data (units not reported above)			
6.4 Estimation as in B2.5 through B2.8 (units not reported above)	[ ]	[ ]	[ ]
6.5 Total microfilm reels (sum of 6.1 through 6.4)			
7. Total microforms	XXXXXXXX	†	†

\*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 fiches, the sample interval is  $15\,000/500 = 30$  pieces. If your measurement of your fiche collection indicates that the average number of fiches per inch is 60, the number of inches between each sample is  $30/60 = 1/2$  inch, indicating that one fiche should be drawn and recorded every  $1/2$  inch throughout the fiche 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*.

**B2.5.2 Microfilm 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 from the standard capacity of cabinets and other storage containers used, subtracting for unfilled and partially filled 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 B2.5.1, 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 B2.5.1 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  $150\,000/80 = 1\,875$  reels; divided by 80 reels per drawer =  $23\,437\frac{1}{2}$  drawers. 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  $(3/4 \text{ times } 80 = 60) \text{ plus } 6$ , or the sixty-sixth reel in drawer 4. The third reel to be recorded is  $3\frac{3}{4}$  drawers from the second reel sampled, which is 3 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:  $60 \text{ less } 14 = 46$ ; 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*.

**B2.5.3 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.

### B3. Public Service Hours

**B3.1 Public Service Hours, Annual.** If the main library is open 60 hours per week (60 times 52 weeks = 3120), less 5 days of 10 hours each closed for holidays, the main library total is 3120 less 50 = 3070 hours. If 3 branch libraries are also open the same number of

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 3070 = 12 280 hours.

**B3.2 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.

Appendix C

Collection Resources: Local, State, and National

The following listing shows collection resources at the local, state, and national levels.

Level 1 (Local)	Level 2 (State)	Level 3 (National)
Braille materials Large print books Music scores and parts Technical reports All other books	Books	Print materials legible without magnification (See 4.2 in the standard.)
Newspapers Periodicals, including government Other serials in bound volumes Unbound serials		
Government publications not cataloged, checked in, or otherwise prepared for use		
Aperture cards Microfiche Ultrafiche Micro-opaque cards Micro-opaque sheets	Flat microforms	Print materials in microform (See 4.3.)
Microfilm reels	Microfilm reels	
Manuscripts Archives	Manuscripts and archives	Manuscripts and archives (See 4.4.)
Aerial photographs Globes Models Sheet maps	Cartographic materials	Cartographic materials (See 4.5.)
Art originals Photographs Pictures and postcards Posters Prints and reproductions Study prints	Nonprojected visual materials	Graphic materials (See 4.6.)
Filmstrips Slides and slide/tapes Transparencies	Projected visual materials	
Audiocartridges Audiocassettes Audiocassettes Audioreels Talking books	Audio materials	Audio materials (See 4.7.)

(Continued)

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

## 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 uses, 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 reshelfed.

#### 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 reshelfing them, or leave them out to be counted when reshelfed 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.<sup>4</sup> 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.<sup>5</sup>

<sup>4</sup> Use instructions in Altman, Ellen [and others]. A data gathering and instructional manual for performance measures in public libraries. Chicago: Celadon Press; 1976; v. 2; pp. 12-16.

<sup>5</sup> See Kantor, Paul. Demand-adjusted shelf availability parameters. *Journal of Academic Librarianship*. 1981 May; 7:78-82.

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# American National Standards for Information Sciences

(ISSN 8756-0860)

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
Z39.8-1977 (R1982)	Compiling Book Publishing Statistics
Z39.9-1979 (R1984)	International Standard Serial Numbering
Z39.10-1971 (R1977)	Directories of Libraries and Information Centers
Z39.11-1972 (R1983)	System for the Romanization of Japanese
Z39.12-1972 (R1978)	System for the Romanization of Arabic
Z39.13-1979 (R1984)	Describing Books in Advertisements, Catalogs, Promotional Materials, and Book Jackets
Z39.14-1979 (R1987)	Writing Abstracts
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
Z39.20-1983	Criteria for Price Indexes for Library Materials
Z39.21-1980	Book Numbering
Z39.22-1981	Proof Corrections
Z39.23-1983	Standard Technical Report Number (STRN), Format and Creation
Z39.24-1976	System for the Romanization of Slavic Cyrillic Characters
Z39.25-1975	Romanization of Hebrew
Z39.26-1981	Advertising of Micropublications
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
Z39.31-1976 (R1983)	Format for Scientific and Technical Translations
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
Z39.37-1979	System for the Romanization of Armenian
Z39.39-1979	Compiling Newspaper and Periodical Publishing Statistics
Z39.40-1979	Compiling U.S. Microform Publishing Statistics
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
Z39.46-1983	Identification of Bibliographic Data on and Relating to Patent Documents
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

July 1987