FY 2021 Public Libraries Survey Data Elements

Please note that all new/modified data elements appear in red text.

State Characteristics Data Element Definitions

Note: The following items are answered by the state library agency.

#	Data Element Name (Variable Name)	Data Element Definition
100	Reporting Period Starting Date (STARTDAT)	This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.
101	Reporting Period Ending Date (ENDDATE)	This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.
102	State Total Population Estimate (POPU_ST)	This is the most recent total population figure for your state that matches the local population figures that you are submitting to IMLS. The State Data Coordinator should obtain this figure annually from the State Data Center or other state sources.
103	Total Unduplicated Population of Legal Service Areas (POPU_UND)	This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure. Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by PLS Web Portal. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the PLS Web Portal calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by PLS Web Portal. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately. Use your state's most recent state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

Administrative Entity Data Element Definitions

Administrative Entity. (This is not a PLS Web Portal Data Element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

#	Data Element Name (Variable Name)	Data Element Definition
150	FSCS ID (Automatic Display) (FSCSKEY)	This is the identification code assigned by PLS Web Portal to the administrative entity.
150a	Structure Status (STATSTRU)	This is the Structure Change Code to record actions such as adding, deleting, or merging.
151	LIB ID (LIBID)	This is the state-assigned identification code for the administrative entity.
152	Name (LIBNAME)	This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)
152a	Name Status (STATNAME)	This is the Name Change Code to identify whether the change is an official name change.
Street Address		
153	Street Address (ADDRESS)	This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
153a	Address Status (STATADDR)	This is the Address Change Code to identify whether the address change is an actual location change.
154	City (of street address) (CITY)	This is the city or town in which the administrative entity is located.
155	ZIP Code (of street address) (ZIP)	This is the standard five-digit postal zip code for the street address of the administrative entity.
Mailing Address		
157	Mailing Address (ADDRES_M)	This is the mailing address of the administrative entity.
158	City (of mailing address) (CITY_M)	This is the city or town of the mailing address for the administrative entity.
159	ZIP Code (of mailing address) (ZIP_M)	This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.
161	County of the Entity (CNTY)	This is the county in which the headquarters of the administrative entity is physically located.

#	Data Element Name (Variable Name)	Data Element Definition
162	Phone (PHONE)	This is the telephone number of the administrative entity, including area code.
		Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter -3 (for Not Applicable).
200	Interlibrary Relationship Code (C_RELATN)	Select one of the following:
		HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.
		Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.
		ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.
		NO—Not a Member of a Federation or Cooperative.
201	Legal Basis Code (C_LEGBAS)	The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.
		Select one of the following:
		CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.
		CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.
		CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.
		LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).
		MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an

#	Data Element Name (Variable Name)	Data Element Definition
		intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.
		Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.
		NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.
		Note: Include native Alaskan villages in this category.
		NP—Nonprofit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with 501(c) designation.
		SD—School District. An organized local entity providing public elementary, secondary, and/or higher education, which under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.
		OT—Other.
202	Administrative Structure Code (C_ADMIN)	This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.
		An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.
		Select one of the following:
		MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.
		MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by mail only.
		SO—Administrative Entity with a Single Direct Service

#	Data Element Name (Variable Name)	Data Element Definition
		Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.
203	FSCS Public Library Definition (C_FSCS)	Answer <Y>es or <N>o to the following question: "*Does this public library meet all the criteria of the FSCS public library definition?*"
		A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
		1. An organized collection of printed or other library materials, or a combination thereof;
		2. Paid staff;
		3. An established schedule in which services of the staff are available to the public;
		4. The facilities necessary to support such a collection, staff, and schedule; and
		5. Is supported in whole or in part with public funds.
		Note: If the library meets all of the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o.
204	Geographic Code (GEOCODE)	Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.
		Note: The Population of Legal Service Area (data element #208) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #201).
		CI1—Municipal Government (city, town or village) (exactly)
		CI2—Municipal Government (city, town or village) (most nearly)
		CO1—County/Parish (exactly)
		CO2—County/Parish (most nearly)
		MA1—Metropolitan Area (exactly)
		MA2—Metropolitan Area (most nearly)
		MC1—Multi-County (exactly)
		MC2—Multi-County (most nearly)
		SD1—School District (exactly)
		SD2—School District (most nearly)
		OTH—Other

#	Data Element Name (Variable Name)	Data Element Definition
205	Legal Service Area Boundary Change (LSABOUND)	Answer <Y>es or <N>o to the following question: "*Did the administrative entity's legal service area boundaries change since last year?*" Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).
206	Reporting Period Starting Date (STARTDAT)	This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
207	Reporting Period Ending Date (ENDDATE)	This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
208	Population of the Legal Service Area (POPU_LSA)	The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources.

#	Data Element Name (Variable Name)	Data Element Definition
209	Number of Central Libraries (CENTLIB)	This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.
		Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.
210	Number of Branch Libraries (BRANLIB)	A branch library is an auxiliary unit of an administrative entity which has at least all of the following:
		Separate quarters;
		An organized collection of library materials;
		Paid staff; and
		Regularly scheduled hours for being open to the public.
211	Number of Bookmobiles (BKMOB)	A bookmobile is a traveling branch library. It consists of at least all of the following:
		A truck or van that carries an organized collection of library materials;
		Paid staff; and
		Regularly scheduled hours (bookmobile stops) for being open to the public.
		Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

#	Data Element Name (Variable Name)	Data Element Definition
250	ALA-MLS Librarians (MASTER)	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

#	Data Element Name (Variable Name)	Data Element Definition
251	Total Librarians (LIBRARIA)	Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #250).
252	All Other Paid Staff (OTHPAID)	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
253	Total Paid Employees (TOTSTAFF)	This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252).

OPERATING REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

#	Data Element Name (Variable Name)	Data Element Definition
300	Local Government Revenue (LOCGVT)	This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.
		Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.
		Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.)
301	State Government Revenue (STGVT)	These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.
		Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).
302	Federal Government Revenue	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

#	Data Element Name (Variable Name)	Data Element Definition
	(FEDGVT)	
303	Other Operating Revenue (OTHINCM)	This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.
304	Total Operating Revenue (TOTINCM)	This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).

OPERATING EXPENDITURES

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

Staff Expenditures

#	Data Element Name (Variable Name)	Data Element Definition
350	Salaries & Wages Expenditures (SALARIES)	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
351	Employee Benefits Expenditures (BENEFIT)	These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits
352	Total Staff Expenditures (STAFFEXP)	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

Collection Expenditures

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

#	Data Element Name (Variable Name)	Data Element Definition
353	Print Materials Expenditures (PRMATEXP)	Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.
354	Electronic Materials Expenditures (ELMATEXP)	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357). |
| 355 | Other Materials Expenditures (OTHMATEX) | Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats. |
| 356 | Total Collection Expenditures (TOTEXPCO) | This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355). |
| 357 | Other Operating Expenditures (OTHOPEXP) | This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356).

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. |
| 358 | Total Operating Expenditures (TOTOPEXP) | This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357). |

CAPITAL REVENUE

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, nonprint, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

#	Data Element Name (Variable Name)	Data Element Definition
400	Local Government Capital Revenue (LCAP_REV)	Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
401	State Government Capital Revenue (SCAP_REV)	Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
402	Federal Government Capital Revenue (FCAP_REV)	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.
403	Other Capital Revenue (OCAP_REV)	Report private (nongovernmental funds), including grants received by the library for the purpose of major capital expenditures.
404	Total Capital Revenue (CAP_REV)	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403). Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

CAPITAL EXPENDITURES

#	Data Element Name (Variable Name)	Data Element Definition
405	Total Capital Expenditures (CAPITAL)	Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-

#	Data Element Name (Variable Name)	Data Element Definition
		time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.
		Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

LIBRARY COLLECTION

This section of the survey (450-462) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

#	Data Element Name (Variable Name)	Data Element Definition
450	Print Materials (BKVOL)	Report a single figure that includes the following:
		Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
451	Electronic Books – EBooks (EBOOK)	E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not

#	Data Element Name (Variable Name)	Data Element Definition
		duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.
		Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.
		NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.
		Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For smaller libraries, if volume data are not available, the number of titles may be counted.
		Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."
452	Audio – physical units (AUDIO_PH)	These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.
		Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

#	Data Element Name (Variable Name)	Data Element Definition
453	Audio – downloadable units (AUDIO_DL)	These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.
		Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.
		NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.
		Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units. For smaller libraries, if volume data are not available, the number of titles may be counted.
		Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."
454	Video – physical units (VIDEO_PH)	These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound.
		Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

#	Data Element Name (Variable Name)	Data Element Definition
		Report the number of units, including duplicates. Items packaged together as a unit (e.g., two DVDs for one movie) and checked out as a unit are counted as one physical unit.
455	Video – downloadable units (VIDEO_DL)	These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."
461	Total Physical Items in Collection (TOTPHYS)	All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials (data

#	Data Element Name (Variable Name)	Data Element Definition

element 450), Audio – physical units (data element 452), Video – physical units (data element 454), and Other Circulating Physical Items (data element 462).

Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

#	Data Element Name (Variable Name)	Data Element Definition
462	Other Circulating Physical Items (OTHPHYS)	Report a single figure that includes the following: all circulating physical items other than print books (data element 450), physical audio units (data element 452), physical video units (data element 454), and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, etc. Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

Electronic Collections

Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

Electronic Collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

#	Data Element Name (Variable Name)	Data Element Definition
456	Local/Other cooperative Agreements (EC_LO_OT)	
457	State (state government	

or state library)
(EC_ST)

#	Data Element Name (Variable Name)	Data Element Definition
458	Total Electronic Collections (ELECCOLL)	This is the sum of Local/Other cooperative agreements and State electronic collections (data elements #456 and #457).

SERVICES

#	Data Element Name (Variable Name)	Data Element Definition
501	Library Visits (VISITS)	This is the total number of persons entering the library for whatever purpose during the year.
		Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).
501a	Library Visits Reporting Method (VISITRPT)	Regarding the number of Library Visits (data element #501) entered, is this an annual count or an annual estimate based on a typical week or weeks?
		Select one of the following:
		CT—Annual Count
		ES—Annual Estimate Based on Typical Week(s)
502	Reference Transactions (REFERENC)	Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.
		Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.
		NOTES:
		(1) A reference transaction includes information and referral service, unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).
		(2) Count Readers Advisory questions as reference transactions.
		(3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through

#	Data Element Name (Variable Name)	Data Element Definition
		communication or referral; and (e) persons both inside and outside the library.

(4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

(5) If a contact includes both reference and directional services, it should be reported as one reference transaction.

(6) Duration should not be an element in determining whether a transaction is a reference transaction.

(7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

Annual Count vs. Annual Estimate

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.

#	Data Element Name (Variable Name)	Data Element Definition
502a	Reference Transactions Reporting Method (REFERRPT)	Regarding the number of Reference Transactions (data element #502) entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)
503	Number of Registered Users (REGBOR)	A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources. Note: Files should have been purged within the past three (3) years.

#	Data Element Name (Variable Name)	Data Element Definition
510	Closed Outlets Due to COVID-19 (C19CLOSE)	Answer <Y>es or <N>o to the following question: "*Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?*" NOTE: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building.
511	Public Services During COVID-19 (C19PUBSV)	Answer <Y>es or <N>o to the following question: "*Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?*" NOTE: Services to the public can include activities such as • answering calls, emails, or texts with answers to information requests from the public; • hosting virtual programming or recorded content; • offering "curbside," delivery (mail or drop-off), or drive-thru circulation of physical materials; • managing IT services to ensure external Wi-Fi access; and • providing other types of online and electronic services, regardless of the location of library staff when they provided services (i.e., working from home or in the building that was closed to the public).
514	Electronic Library Cards Issued During COVID-19 (C19ECRD2)	Answer <Y>es or <N>o to the following question: "*Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?*" NOTE: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. Refer to the definition of Number of Registered Users (data element #503).
515	Reference Service During COVID-19 (C19REFER)	Answer <Y>es or <N>o to the following question: "*Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?*" NOTE: Refer to the definition of Reference Transactions (data element #502). Include references service provided via email, chat, and text.

#	Data Element Name (Variable Name)	Data Element Definition
516	Outside Service During COVID-19 (C19OUTSD)	Answer <Y>es or <N>o to the following question: "*Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?*" NOTE: Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc.
520	External WiFi Access Added During COVID-19 (C19XWIF2)	Answer <Y>es or <N>o to the following question: "*Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?*" NOTE: Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities.
521	External WiFi Access Increased During COVID-19 (C19XWIF3)	Answer <Y>es or <N>o to the following question: "*Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?*" NOTE: Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities. Increasing access could mean removing restrictions on sign-in authorizations, expanding router reach, leaving Wi-Fi service on 24 hours, installing or moving access points to promote or improve external access, etc.
522	Staff Re-Assigned During COVID-19 (C19STOTH)	Answer <Y>es or <N>o to the following question: "*Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?*" NOTE: Include reassignments to other government agencies (e.g., to process unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count but volunteering off hours would not.
550	Total Circulation of Materials[1] (TOTCIR)	This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).
551	Circulation of Children's Materials (KIDCIRCL)	The total annual circulation of all children's materials in all formats to all users, including renewals.
552	Use of Electronic Material[2]	Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the

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[1] Revised data element name
[2] Revised data element name and definition

#	Data Element Name (Variable Name)	Data Element Definition
	(ELMATCIR)	Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.
553	Physical Item Circulation[3] (PHYSCIR)	The total annual circulation of all physical library materials of all types, including renewals. Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
554	Successful Retrieval of Electronic Information[4] (ELINFO)	The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs. Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]
555	Electronic Content Use[5] (ELCONT)	The total annual count of the circulation of electronic materials and the successful retrieval of electronic information (Data elements #552 and #554).
556	Total Collection Use[6] (TOTCOLL)	The total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information (Data elements #552, #553, and #554).
561	Circulation of Other Physical Items (OTHPHCIR)	Circulation of all physical items other than print books (data element 450), physical audio units (data element 452), physical video units (data element 454), and serials, including renewals. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

[3] New data element
[4] New data element
[5] New data element
[6] New data element

INTER-LIBRARY LOANS

#	Data Element Name (Variable Name)	Data Element Definition
575	Provided To (LOANTO)[7]	These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.
576	Received From (LOANFM)[8]	These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

LIBRARY PROGRAMS

#	Data Element Name (Variable Name)	Data Element Definition
600	Total Number of Synchronous Program Sessions (TOTPRO)	This is a total count of the number of synchronous (live) program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session. • If programs are offered as a series, count each program session in the series. For example, a film series offered once a week for eight weeks should be counted as eight program sessions. • Include in-person onsite, in-person offsite, and virtual synchronous program sessions. • Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session. This is the sum of: • Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (data element 601), • Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (data element 602),

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[7] Data element number change

[8] Data element number change

#	Data Element Name (Variable Name)	Data Element Definition
		• Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (data element 603), • Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (data element 604), and • Number of Synchronous General Interest Program Sessions (data element 605). Separately, it is also the sum of: • Number of Synchronous In-Person Onsite Program Sessions (data element 606), • Number of Synchronous In-Person Offsite Program Sessions (data element 607), and • Number of Synchronous Live-Virtual Program Sessions (data element 608).
601	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (K0_5PRO)	A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.
601a (formerly 601)	Number of Children's Programs (KIDPRO)	[Retained for FY 2021; to be deleted in FY 2022. If Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (data element 601) and Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (data element 602) are reported, they must sum to Number of Children's Programs (data element 601a).] A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library.

#	Data Element Name (Variable Name)	Data Element Definition
		Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600). Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (*Services and Resources for Children and Young Adults in Public Libraries* [August 1995, NCES 95357]) defines children as persons age 11 years and under.
602	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (K6_11PRO)	A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.
603 (formerly 602)	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (YAPRO)	A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions. Note: The Young Adult Services Association (YALSA) defines young adults as age 12 through 18.
604	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (ADULTPRO)	An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

#	Data Element Name (Variable Name)	Data Element Definition
		This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.
605	Number of Synchronous General Interest Program Sessions (GENPRO)	A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.
606	Number of Synchronous In-Person Onsite Program Sessions (ONPRO)	An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.
607	Number of Synchronous In-Person Offsite Program Sessions (OFFPRO)	An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services.

#	Data Element Name (Variable Name)	Data Element Definition
		Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.
		This figure is a subset of the Total Number of Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.
608	Number of Synchronous Virtual Program Sessions (VIRPRO)	A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements 606 or 607).
		This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.
610 (formerly 603)	Total Attendance at Synchronous Programs (TOTATTEN)	This is a total count of the audience at all program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session.
		• Include all attendees regardless of age (e.g., count all adult attendees of children's programs in children's program attendance).
		• For program sessions with both in-person and virtual attendance, combine attendee counts across formats or platforms.
		This is the sum of:
		• Attendance at Synchronous Programs Targeted at Children Ages 0-5 (data element 611),
		• Attendance at Synchronous Programs Targeted at Children Ages 6-11 (data element 612),

#	Data Element Name (Variable Name)	Data Element Definition
		• Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (data element 613), • Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (data element 614), and • Attendance at Synchronous General Interest Programs (data element 615). Separately, it is also the sum of: • Synchronous In-Person Onsite Program Attendance (data element 616), • Synchronous In-Person Offsite Program Attendance (data element 617), and • Synchronous Virtual Program Attendance (data element 618).
611	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (K0_5ATTEN)	The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.
611a (formerly 604)	Children's Program Attendance (KIDATTEN)	[Retained for FY 2021; to be deleted in FY 2022. If Attendance at Synchronous Programs Targeted at Children Ages 0-5 (data element 611) and Attendance at Synchronous Programs Targeted at Children Ages 6-11 (data element 612) are reported, they must sum to Children's Program Attendance (data element 611a).] The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children. Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #601a, for the definition of a children's library program.)
612	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (K6_11ATTEN)	The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.
613 (formerly 605)	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (YAATTEN)	The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

#	Data Element Name (Variable Name)	Data Element Definition
		This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
614	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (ADULTATTEN)	The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.
		This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
615	Attendance at Synchronous General Interest Programs (GENATTEN)	The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.
		This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
616	Synchronous In-Person Onsite Program Attendance (ONATTEN)	The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.
		For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element 618).
		This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
617	Synchronous In-Person Offsite Program Attendance (OFFATTEN)	The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

#	Data Element Name (Variable Name)	Data Element Definition
		For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element 618).
		This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
618	Synchronous Virtual Program Attendance (VIRATTEN)	The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.
		For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Asynchronous Program Presentations (data element 630). For program sessions that also have an in-person component, exclude in-person attendance; this should be counted under Synchronous In-Person Onsite Program Attendance or Synchronous In-Person Offsite Program Attendance (data elements 616 or 617).
		This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
620	Total Number of Asynchronous Program Presentations (TOTPRES)	An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level;

#	Data Element Name (Variable Name)	Data Element Definition
		do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.
630	Total Views of Asynchronous Program Presentations within 7 Days (TOTVIEWS)	The count of views of asynchronous program presentations for a period of seven (7) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For program presentations that are recordings of synchronous virtual program sessions, exclude synchronous attendance; these should be counted under Synchronous In-Person Onsite Program Attendance, Synchronous In-Person Offsite Program Attendance, or Synchronous Virtual Program Attendance (data elements 616, 617, or 618).

OTHER ELECTRONIC INFORMATION

#	Data Element Name (Variable Name)	Data Element Definition
650	Number of Internet Computers Used by General Public (GPTERMS)	Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.
651	Number of Uses (Sessions) of Public Internet Computers Per Year (PITUSR)	Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions). Note: This count includes only the library's Internet computers. Do not include wifi access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year

#	Data Element Name (Variable Name)	Data Element Definition
		would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.
651a	Reporting Method for Number of Uses of Public Internet Computers Per Year (PITUSRRPT)	Regarding the Number of Uses (Sessions) of Public Internet Computers per Year (data element 651) entered, is this an annual count or an annual estimate based on a typical week or weeks?
		Select one of the following:
		CT—Annual Count
		ES—Annual Estimate Based on Typical Week(s)
652	Wireless Sessions (WIFISESS)	Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.
		Note: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.
652a	Reporting Method for Wireless Sessions (WIFISRPT)	Regarding the number of Wireless Sessions (data element 652) entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning?
		Select one of the following:
		CT—Annual Count
		ES—Annual Estimate Based on Typical Week(s)
653	Website Visits (WEBVISIT)	Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here. Libraries unable to collect a count of their

#	Data Element Name (Variable Name)	Data Element Definition
		website visits should report "-1" (missing). Libraries without websites should report "-3" (not applicable). (Missing values will be imputed in the final dataset, whereas values of not applicable will not be imputed.)

Outlet Data Element Definitions

#	Data Element Name (Variable Name)	Data Element Definition
700	FSCS ID and SEQ (Automatic Display) (FSCSKEY and FSCS_SEQ)	This is the identification code assigned by PLS Web Portal. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
700a	Structure Status (STATSTRU)	This is the Structure Change Code to record actions such as adding, deleting, or merging.
701	LIB ID (Optional) (LIBID)	This is the state-assigned identification code for the outlet.
702	Name (LIBNAME)	This is the legal name of the outlet. Note: Provide the legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)
702a	Name Status (STATNAME)	This is the Name Change Code to identify whether the change is an official name change.
703	Street Address (ADDRESS)	This is the complete street address of the outlet. Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
703a	Address Status (STATADDR)	This is the Address Change Code to identify whether the address change is an actual location change.
704	City (CITY)	This is the city or town in which the outlet is located.
705	ZIP Code (ZIP)	This is the standard five-digit postal ZIP code for the street address of the outlet.
707	County of the Outlet (CNTY)	This is the county in which the outlet is physically located.

#	Data Element Name (Variable Name)	Data Element Definition
708	Phone (PHONE)	This is the telephone number of the outlet, including area code.
		Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter "–3" (for Not Applicable).
709	Outlet Type Code (C_OUT_TY)	An outlet is a unit of an administrative entity that provides direct public library service.
		Select one of the following:
		BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.
		BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:
		Separate quarters;
		An organized collection of library materials;
		Paid staff; and
		Regularly scheduled hours for being open to the public.
		BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:
		A truck or van that carries an organized collection of library materials;
		A paid staff; and
		Regularly scheduled hours (bookmobile stops) for being open to the public.
		Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if they have different addresses. Alternatively, a bookmobile outlet record may include more than one bookmobile.
		CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.
		Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches.

#	Data Element Name (Variable Name)	Data Element Definition
		Where there are several coequal outlets and no principal collection, report all such outlets as branches, not central libraries.
711	Square Footage of Outlet (SQ_FEET)	Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
712	Number of Bookmobiles in the Bookmobile Outlet Record (L_NUM_BM)	The number of bookmobiles in the bookmobile outlet record.
		Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #709). A bookmobile is a traveling branch library. It consists of at least all of the following:
		A truck or van that carries an organized collection of library materials;
		A paid staff; and
		Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.
713	Public Service Hours Per Year (actual hours) (HOURS)	This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only)
		Note: Include the **actual** hours open for public service for centrals (data element #209), branches (data element #210), and bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

#	Data Element Name (Variable Name)	Data Element Definition
714	Number of Weeks an Outlet is Open (actual weeks) (WKS_OPEN)	This is the number of weeks during the year that an outlet was open to the public. **Note:** Include the number of weeks open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. **Do not** calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.
715	Number of Weeks an Outlet Closed Due to COVID-19 (C19WKSCL)	This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, an outlet building was physically closed and the public could not enter, when it otherwise would have been open. NOTE: Round to the nearest whole number. If building did not close to the public due to the pandemic, enter zero. The sum of data elements #714 and #715 should equal or be fewer than 52 weeks. An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building.

#	Data Element Name (Variable Name)	Data Element Definition
716	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 (C19WKSLO)	This is the number of weeks during the reporting period that an outlet implemented limited public occupancy practices for in-person services at the library building in response to the Coronavirus (COVID-19) pandemic.
		NOTE: Round to the nearest whole number. If building did not have a limited occupancy or similar practice due to the pandemic, enter zero. Weeks can be counted in both data elements 714 and 716 (that is, a library was open to the public and implementing limited occupancy practices in the same week).
		Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.