

2003 INSTITUTIONAL LIBRARY and MEDIA CENTER SURVEY

Glossary and Instructions

Fiscal Year: July 1, 2002 – June 30, 2003

Part B – Library Staff

Number of FTE (Full Time Employees): Divide the number of hours worked by staff and paid offender/resident employees by the number of hours considered to equal full-time employment. Report all positions funded, whether those positions are filled or not.

Part C - Library Operating Expenditures

Salaries and Wages: Expenditures for full-time and part-time salaries and wages before deductions excluding employee fringe benefits provided by institution for all regular library staff.

Books, & Other Print Materials, Serial Backfiles, & All Microforms: Expenditures for all print materials, any purchase of print or microform serial (periodical) issues to complete a volume or previous year and expenditures for all microforms, including roll microfilm, microcard, microfiche, and ultrafiche. Included are current serials on microfilm.

Periodicals: Expenditures for current paper subscriptions to magazines.

Audiovisual Materials: Expenditures for all audiovisual library materials. This includes graphic materials, audio materials, motion pictures, video materials, and special visual materials such as three-dimensional materials. Included are current serials in AV formats.

Computer Files and Search Services: Expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks that are designed to be processed by a computer or similar machine.

Computer Hardware and Software: Expenditures for computer hardware and software, including maintenance agreements.

All Other Operating Expenditures: All other expenditures not already reported above. (This includes Document Delivery, Interlibrary Loan, and Furniture and Equipment).

Total Operating Expenditures: Total operating funds expended by the library for the report year from its regular budget and from all other sources, e.g., research grants, special projects, gifts and endowments, and fees for services. Includes all of the following that are applicable.

Part D - Library Services - Typical Week

Typical Week: A typical week is one that is neither unusually busy nor unusually slow. A week in which the library is open its regular hours is chosen and included are any seven consecutive calendar days. Include all users: staff, patients, offenders, visitors. Estimates are acceptable.

Number of hours open: The public service hours for the library during a typical week are reported.

Gate Count: The number of persons who physically enter library facilities during a typical week is reported. A single person may be counted more than once.

Reference Questions: The total number of reference transactions for a typical week is reported. A reference transaction is an information contact that involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The request may be made in-person, by telephone, fax, email, or letter. It **does not** include directional transactions, i.e., hours open, directions to another office in building or on grounds, etc.

Number of registered resident users: If you require some registration/sign up procedure in order for an offender/resident to use the collection.

Number of items checked out: Number of books, videos, etc. checked out during typical week.

Part E - Library Collections

Physical Units: An individual physical item of library material. Examples of units are: a volume (books and serials); a disk, cassette, cartridge, or reel (AV); a disk, tape, or cartridge (computer files).

Part F - Library Services, Fiscal Year

Annual Circulation Transactions: Includes the number of items lent from the general collection during the year. The transactions include initial charges or renewals.

Presentations or Programs: The total number of presentations and the total number of persons served by those presentations. Information services to groups are presentations at which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance.