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ABSTRACT

This report is based on information from the Federal Libraries and Information Centers Survey, FY 1994. Data in this report came from federal libraries and information centers that meet certain criteria, which includes having at least one paid part-time or full-time principal staff person. Nationwide, 94.1% of the libraries and information centers responded. The 34 tables in this report summarize staffing, collections, service per typical week, automation, technology, and preservation for federal libraries and information centers in the 50 states and District of Columbia, excluding elementary and secondary school libraries. The requests and searches service data are per typical week FY 1994, whereas, the remainder of the data are annual FY 1994. The survey methodology and the survey questionnaire are included at the end of the document. (AEF)

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NATIONAL CENTER FOR EDUCATION STATISTICS

E.D. TABS

July 1996

Federal Libraries and Information Centers in the United States: 1994

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NCES 96-247

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NATIONAL CENTER FOR EDUCATION STATISTICS

E.D. TABS

July 1996

**Federal Libraries and
Information Centers
in the United States: 1994**

A Report Prepared for
the National Center for Education Statistics
by the Governments Division, Bureau of the Census

**U.S. Department of Education
Office of Educational Research and Improvement**

NCES 96-247

U.S. Department of Education

Richard W. Riley
Secretary

Office of Educational Research and Improvement

Sharon P. Robinson
Assistant Secretary

National Center for Education Statistics

Pascal D. Forgione, Jr.
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U.S. Department of Education
555 New Jersey Avenue NW
Washington, DC 20208-5574

July 1996

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Highlights

- In 1994, 1,234 Federal libraries and information centers were identified in the 50 states and the District of Columbia (Table 1).
- Of the 1,234 Federal libraries and information centers identified, 1,161 were survey respondents (Table 1).
- Library/Information Center users (clientele) were most often described as agency staff (81.5 percent), other Federal staff (61.9 percent), and targeted populations (59.5 percent) (Table 5).
- Of respondents, 40.0 percent reported the general public among major clientele (Table 5), and 52.7 percent reported that services are available to the general public (Table 6).
- Of respondents, 85.0 percent reported numbers of book volumes in print, 16.3 percent reported microform book volume equivalents, and 16.4 percent reported book volume equivalents in electronic format (Table 7).
- Volumes in book print collection of less than 25,000 were reported by 68.9 percent of respondents, with 1.5 percent reporting none (derived from Table 8).
- Of the responding Federal libraries and information centers, 95.8 percent reported that reference services are provided by staff, 20.6 percent reported by parent or other government agency library, and 15.6 percent reported contracted services (Table 9).
- On-line searches per typical week were reported by 68.0 percent of respondents, CD-ROM searches by 55.4 percent, OPAC (on-line public access catalog) and other in-house database searches by 25.8 percent, and Internet searches by 24.2 percent (Table 10).
- Of respondents, 51.4 percent reported providing Selective Dissemination of Information service, 38.4 percent reported preparing published bibliographies, 34 percent reported producing other publications, and 17.4 percent reported producing on-line or CD-ROM databases (derived from Table 13).
- Of a variety of technical functions, cataloging was automated or under development in the highest percentage of respondents (70.3 percent) (Table 14).
- As to technologies available, 84 percent of respondents reported FAX , 78.6 percent reported E-mail, 76.2 percent reported CD-ROM, 61.3 percent reported Local Area Network, and 55.1 percent reported Internet available (Table 15).
- Contract staff on site was reported by 18.8 percent of respondents (Table 16).
- Of respondents, 47.3 percent reported less than three total full-time equivalent (FTE) staff including contract staff on site (derived from Table 17).
- Finally, 42.7 percent of respondents reported having undertaken or developed preservation activities (derived from Table 18).

ACKNOWLEDGMENTS

The collection and publication of a census of this magnitude has been a team effort. It would not have been accomplished without the support of the Federal information service personnel who provided data; the Executive Director and staff of the Federal Library and Information Center Committee (FLICC), Library of Congress; and the FLICC Survey Working Group and its task forces. FLICC works on behalf of Federal libraries and information centers around the world to achieve better utilization of resources and facilities through professional development, promotion of services, and resource sharing.

Thanks to the FLICC Survey Working Group (SWG) members who led the effort during the time frame these data were collected and processed. Past and present members are:

Department of Agriculture

National Agricultural Library

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Maria Pisa, 1992 - 1996

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Department of Commerce

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National Institute of Standards and Technology

Marvin Bond, Office of Information Services, 1991 - 1995; Volunteer (retired), 1995 - 1996

Department of Defense

Department of the Air Force

Frances Quinn Deel, Bolling Air Force Base Library, 1991 - 1993

Department of the Army

Kathy Earnest, Pentagon Library, 1991 - 1993

Tracy Landfried, Ordnance Center and School Library, 1993 - 1996

Lee Porter, Community and Family Support Center, 1991 - 1992

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Library Programs

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Library of Congress

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National Gallery of Art, Library: Lamia Doumato

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Finally, special recognition goes to two FLICC staff members. Anna Bohlin provided cheerful, dedicated administrative support to the SWG throughout the project; and Dee Dolan contributed creative, innovative ideas and products to the outreach effort through her work as chief editor of FLICC publications.

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Introduction

This report is based on information from the Federal Libraries and Information Centers Survey, FY 1994. This survey was conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education with additional support from the Federal Library and Information Center Committee of the Library of Congress. The Bureau of the Census acted as collecting agent for NCES. The data in this report come from the Federal libraries and information centers that meet certain criteria (see page 2 of the form), which includes having at least one paid part-time or full-time principal staff person. At the national level, 94.1 percent of the libraries and information centers responded. Data were not imputed for nonrespondents. Caution should be exercised when using estimates with lower response rates. Data were suppressed in the tables per NCES statistical standard when the total response rate was less than 70 percent. Total response equals unit response rate multiplied by item response rate. Response columns on each table represent both unit and item response. See Table 1 for the number and percent of responding Federal libraries and information centers by governmental organization.

The tables in this publication summarize staffing, collections, service per typical week automation, technology, and preservation for Federal libraries and information centers in the 50 states and District of Columbia; excluding elementary and secondary school libraries (see Methodology section for more detail). The requests and searches service data are per typical week FY 1994; whereas, the remainder of the data are annual FY 1994. FY 1994 is defined as the most recent complete fiscal year that ended prior to October 1, 1994.

The Federal Libraries and Information Centers Survey updates the Federal library statistics last collected in 1978. The survey will also help establish a current national profile of Federal libraries and information centers.

TABLES

Table 1.--Number and percent of responding libraries/
information centers by governmental organization:
Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Units responding | Unit response rate |
|--|---|------------------|--------------------|
| All Libraries/ Information Centers | 1,234 | 1,161 | 94.1 |
| Judicial Branch | 21 | 20 | 95.2 |
| Legislative Branch | 15 | 12 | 80.0 |
| Executive Branch | | | |
| Civilian Departments | | | |
| Agriculture | 27 | 26 | 96.3 |
| Commerce | 52 | 51 | 98.1 |
| Education | 5 | 5 | 100.0 |
| Energy | 37 | 36 | 97.3 |
| HHS | 50 | 45 | 90.0 |
| HUD | 4 | 4 | 100.0 |
| Interior | 93 | 86 | 92.5 |
| Justice | 26 | 23 | 88.5 |
| Labor | 9 | 8 | 88.9 |
| State | 4 | 3 | 75.0 |
| Transportation | 13 | 13 | 100.0 |
| Treasury | 10 | 10 | 100.0 |
| Veterans Affairs | 163 | 150 | 92.0 |
| Other Civilian | 1 | 1 | 100.0 |
| Military Departments | | | |
| Air Force | 138 | 132 | 95.7 |
| Army | 216 | 208 | 96.3 |
| Navy | 144 | 137 | 95.1 |
| Other Defense | 54 | 49 | 90.7 |
| Independent Agencies | | | |
| EPA | 32 | 29 | 90.6 |
| NASA | 15 | 15 | 100.0 |
| National Archives and Records Admin | 26 | 24 | 92.3 |
| Smithsonian | 7 | 7 | 100.0 |
| Other Independent | 72 | 67 | 93.1 |

Notes: 1. Unit response rate is the percentage of libraries/
information centers that provided data for any of
the data items.

2. The universe of 1,234 libraries/information centers
does not include overseas facilities or elementary
and secondary school libraries. See Methodology
Background for explanation.

Source: U.S. Department of Education, National Center for
Education Statistics, Federal Libraries and
Information Centers Survey, Fiscal Year 1994.

Table 2.--Percentage distribution of Federal libraries/information centers by type of library, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Type of library | | | | | | | | | | Response rate | | |
|-------------------------------------|---|-----------------|--------------|------------|---------|---------|-------|---------|---------|---------|-------|---------------|----------|-----------|
| | | National | Presidential | Multi-type | Science | Medical | Law | Special | General | Patient | Penal | | Academic | Technical |
| All Libraries/Information Centers | 1,234 | 1.7 | .8 | 4.6 | 19.3 | 22.0 | 7.8 | 19.2 | 15.9 | 2.1 | .2 | 3.6 | 2.8 | 94.1 |
| Judicial Branch | 21 | - | - | - | - | - | 100.0 | - | - | - | - | - | - | 95.2 |
| Legislative Branch | 15 | 8.3 | - | 16.7 | - | - | 8.3 | 66.7 | - | - | - | - | - | 80.0 |
| Executive Branch | | | | | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | | | | | |
| Agriculture | 27 | 3.8 | - | 3.8 | 46.2 | 3.8 | 3.8 | 34.6 | 3.8 | - | - | - | - | 96.3 |
| Commerce | 52 | 2.0 | - | 3.9 | 47.1 | - | 2.0 | 35.3 | 7.8 | - | - | 2.0 | - | 98.1 |
| Education | 5 | 20.0 | - | - | - | - | - | 40.0 | - | - | - | 40.0 | - | 100.0 |
| Energy | 37 | - | - | 8.3 | 61.1 | 5.6 | 8.3 | 13.9 | - | - | - | - | 2.8 | 97.3 |
| HHS | 50 | 2.2 | - | 4.4 | - | 68.9 | 2.2 | 15.6 | 2.2 | 2.2 | - | - | 2.2 | 90.0 |
| HUD | 4 | - | - | - | - | - | 25.0 | 75.0 | - | - | - | - | - | 100.0 |
| Interior | 93 | - | - | 3.5 | 30.2 | - | 1.2 | 52.3 | 9.3 | - | - | 3.5 | - | 92.5 |
| Justice | 26 | - | - | 4.3 | 4.3 | - | 82.6 | 13.0 | - | - | - | - | - | 88.5 |
| Labor | 9 | - | - | 12.5 | 25.0 | - | - | 37.5 | 12.5 | - | - | - | 12.5 | 88.9 |
| State | 4 | - | - | - | - | - | 33.3 | 33.3 | - | - | - | - | 33.3 | 75.0 |
| Transportation | 13 | - | - | - | 30.8 | 7.7 | - | 23.1 | 15.4 | - | - | 15.4 | 7.7 | 100.0 |
| Treasury | 10 | - | - | 10.0 | 10.0 | - | 10.0 | 60.0 | 10.0 | - | - | - | - | 100.0 |
| Veterans Affairs | 163 | - | - | 4.7 | - | 82.7 | .7 | 1.3 | - | 10.7 | - | - | - | 92.0 |
| Other Civilian | 1 | - | - | - | - | - | - | 100.0 | - | - | - | - | - | 100.0 |
| Military Departments | | | | | | | | | | | | | | |
| Air Force | 138 | - | - | 6.8 | 9.8 | 25.8 | - | 6.1 | 42.4 | 2.3 | - | 5.3 | 1.5 | 95.7 |
| Army | 216 | - | - | 3.8 | 24.0 | 16.3 | 5.3 | 10.6 | 26.9 | 1.4 | .5 | 7.2 | 3.8 | 96.3 |
| Navy | 144 | - | - | 3.6 | 22.6 | 16.8 | 1.5 | 13.9 | 27.0 | .7 | .7 | 3.6 | 9.5 | 95.1 |
| Other Defense | 54 | - | - | 6.1 | 6.1 | 8.2 | 4.1 | 26.5 | 34.7 | - | - | 6.1 | 8.2 | 90.7 |
| Independent Agencies | | | | | | | | | | | | | | |
| EPA | 32 | - | - | 3.4 | 51.7 | 3.4 | 3.4 | 37.9 | - | - | - | - | - | 90.6 |
| NASA | 15 | - | - | 6.7 | 80.0 | - | - | 13.3 | - | - | - | - | - | 100.0 |
| National Archives and Records Admin | 26 | 62.5 | 37.5 | - | - | - | - | - | - | - | - | - | - | 92.3 |
| Smithsonian | 7 | - | - | - | - | - | - | 71.4 | - | - | - | 28.6 | - | 100.0 |
| Other Independent | 72 | - | - | 6.0 | 11.9 | 1.5 | 34.3 | 40.3 | 1.5 | - | - | 3.0 | 1.5 | 93.1 |

Notes: 1. Percentage distribution is based on libraries/information centers that reported type of library. Percentages may not sum to 100 due to rounding.

2. Response rate is the percentage of libraries/information centers that reported type of library.

3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

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Table 3.--Percentage distribution of Federal libraries/information centers by type of reporting entity, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Type of reporting entity | | | Response rate |
|-------------------------------------|---|--------------------------|------------------------------|-------------------------|---------------|
| | | Autonomous | Headquarters or central/main | Branch or nonautonomous | |
| All Libraries/Information Centers | 1,234 | 72.3 | 15.6 | 12.1 | 93.9 |
| Judicial Branch | 21 | 50.0 | 45.0 | 5.0 | 95.2 |
| Legislative Branch | 15 | 75.0 | 8.3 | 16.7 | 80.0 |
| Executive Branch | | | | | |
| Civilian Departments | | | | | |
| Agriculture | 27 | 92.3 | 3.8 | 3.8 | 96.3 |
| Commerce | 52 | 54.9 | 3.9 | 41.2 | 98.1 |
| Education | 5 | 60.0 | 20.0 | 20.0 | 100.0 |
| Energy | 37 | 75.0 | 19.4 | 5.6 | 97.3 |
| HHS | 50 | 82.2 | 13.3 | 4.4 | 90.0 |
| HUD | 4 | 25.0 | 25.0 | 50.0 | 100.0 |
| Interior | 93 | 70.9 | 16.3 | 12.8 | 92.5 |
| Justice | 26 | 52.2 | 47.8 | - | 88.5 |
| Labor | 9 | 25.0 | 50.0 | 25.0 | 88.9 |
| State | 4 | 66.7 | 33.3 | - | 75.0 |
| Transportation | 13 | 76.9 | 15.4 | 7.7 | 100.0 |
| Treasury | 10 | 80.0 | 20.0 | - | 100.0 |
| Veterans Affairs | 163 | 84.7 | 9.3 | 6.0 | 92.0 |
| Other Civilian | 1 | 100.0 | - | - | 100.0 |
| Military Departments | | | | | |
| Air Force | 138 | 79.5 | 11.4 | 9.1 | 95.7 |
| Army | 216 | 74.9 | 14.0 | 11.1 | 95.8 |
| Navy | 144 | 78.8 | 12.4 | 8.8 | 95.1 |
| Other Defense | 54 | 63.3 | 28.6 | 8.2 | 90.7 |
| Independent Agencies | | | | | |
| EPA | 32 | 55.2 | 20.7 | 24.1 | 90.6 |
| NASA | 15 | 60.0 | 20.0 | 20.0 | 100.0 |
| National Archives and Records Admin | 26 | 4.2 | 8.3 | 87.5 | 92.3 |
| Smithsonian | 7 | 57.1 | 28.6 | 14.3 | 100.0 |
| Other Independent | 72 | 71.2 | 25.8 | 3.0 | 91.7 |

Notes: 1. Percentage distribution is based on libraries/information centers that reported type of reporting entity. Percentages may not sum to 100 due to rounding.
 2. Response rate is the percentage of libraries/information centers that reported type of reporting entity.
 3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.



Table 3A. ---Percentage distribution of Federal libraries/information centers by type of reporting entity, and by type of library/information center: Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Type of reporting entity | | | Response rate |
|--|--|--------------------------|------------------------------------|----------------------------|------------------|
| | | Autonomous | Headquarters or central/main | Branch or nonautonomous | |
| All Libraries/ Information Centers | 1,234 | 72.3 | 15.6 | 12.1 | 93.9 |
| National | 20 | 25.0 | 15.0 | 60.0 | 100.0 |
| Presidential | 9 | - | - | 100.0 | 100.0 |
| Multi-type | 53 | 67.3 | 19.2 | 13.5 | 98.1 |
| Special or Technical | | | | | |
| Science | 224 | 69.2 | 14.7 | 16.1 | 100.0 |
| Medical | 256 | 83.6 | 10.2 | 6.3 | 100.0 |
| Law | 90 | 57.8 | 32.2 | 10.0 | 100.0 |
| Special | 223 | 72.6 | 15.2 | 12.1 | 100.0 |
| General | 185 | 71.7 | 17.9 | 10.3 | 99.5 |
| General | 24 | 83.3 | 8.3 | 8.3 | 100.0 |
| Patient | | | | | |
| Penal | 2 | - | 50.0 | 50.0 | 100.0 |
| Educational | 42 | 76.2 | 19.0 | 4.8 | 100.0 |
| Academic | 33 | 93.9 | 6.1 | - | 100.0 |
| Technical School | | | | | |
| Type not reported | 73 | - | - | - | - |

Notes: 1. Percentage distribution is based on libraries/information centers that reported type of reporting entity. Percentages may not sum to 100 due to rounding.
 2. Response rate is the percentage of libraries/information centers that reported type of reporting entity.
 3. "-" represents zero.
 4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 4.--Percentage distribution of Federal libraries/information centers by type of organizational component to which entity reports, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Type of organizational component to which entity reports | | | | | | | Response rate |
|-------------------------------------|---|--|----------------|--|-----------|-------|--------------------|-------|---------------|
| | | Library/information center | Administrative | Computer technology/information resources management | Education | Legal | Research/technical | Other | |
| All Libraries/Information Centers | 1,234 | 31.2 | 32.1 | 7.0 | 8.5 | 5.8 | 14.7 | .8 | 93.8 |
| Judicial Branch | 21 | 5.0 | 10.0 | - | - | 80.0 | - | 5.0 | 95.2 |
| Legislative Branch | 15 | 16.7 | 33.3 | 33.3 | - | - | 8.3 | 8.3 | 80.0 |
| Executive Branch | | | | | | | | | |
| Civilian Departments | | | | | | | | | |
| Agriculture | 27 | 23.1 | 30.8 | 3.8 | - | 3.8 | 38.5 | - | 96.3 |
| Commerce | 52 | 45.1 | 23.5 | 2.0 | - | 2.0 | 25.5 | 2.0 | 98.1 |
| Education | 5 | 40.0 | 20.0 | - | 20.0 | - | 20.0 | - | 100.0 |
| Energy | 37 | 19.4 | 36.1 | 22.2 | - | 5.6 | 13.9 | 2.8 | 97.3 |
| HHS | 50 | 26.7 | 31.1 | 6.7 | 6.7 | 2.2 | 20.0 | 6.7 | 90.0 |
| HUD | 4 | 25.0 | 50.0 | - | - | 25.0 | - | - | 100.0 |
| Interior | 93 | 27.9 | 25.6 | 2.3 | 9.3 | 1.2 | 33.7 | - | 92.5 |
| Justice | 26 | 8.7 | 30.4 | 4.3 | - | 56.5 | - | - | 88.5 |
| Labor | 9 | 12.5 | 37.5 | - | - | - | 37.5 | - | 88.9 |
| State | 4 | 56.7 | - | 33.3 | 12.5 | - | - | - | 75.0 |
| Transportation | 13 | 23.1 | 30.8 | 15.4 | 7.7 | - | 23.1 | - | 100.0 |
| Treasury | 10 | 22.2 | 44.4 | 11.1 | - | 11.1 | - | - | 90.0 |
| Veterans Affairs | 163 | 38.0 | 34.7 | 11.1 | 21.3 | - | 5.3 | - | 92.0 |
| Other Civilian | 1 | - | 100.0 | - | - | - | - | - | 100.0 |
| Military Departments | | | | | | | | | |
| Air Force | 138 | 46.2 | 35.6 | .8 | 9.1 | - | 8.3 | - | 95.7 |
| Army | 216 | 29.5 | 31.4 | 14.0 | 5.8 | 6.3 | 12.6 | .5 | 95.8 |
| Navy | 144 | 30.9 | 30.1 | 4.4 | 14.0 | .7 | 19.1 | .7 | 94.4 |
| Other Defense | 54 | 38.8 | 30.6 | 2.0 | 12.2 | 4.1 | 12.2 | - | 90.7 |
| Independent Agencies | | | | | | | | | |
| EPA | 32 | 17.2 | 24.1 | 34.5 | - | 3.4 | 20.7 | - | 90.6 |
| NASA | 15 | 33.3 | 33.3 | 13.3 | - | - | 20.0 | - | 100.0 |
| National Archives and Records Admin | 26 | 1.2 | 95.8 | - | - | - | - | - | 92.3 |
| Smithsonian | 7 | 14.3 | 28.6 | - | - | - | 57.1 | - | 100.0 |
| Other Independent | 72 | 31.3 | 26.9 | 10.4 | 4.5 | 19.4 | 7.5 | - | 93.1 |

Notes: 1. Percentage distribution is based on libraries/information centers that reported type of organizational component. Percentages may not sum to 100 due to rounding.
 2. Response rate is the percentage of libraries/information centers that reported type of organizational component.
 3. "-" represents zero.
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 4A.--Percentage distribution of Federal libraries/information centers by type of organizational component to which entity reports, and by type of library/information center: Fiscal year 199

| Type of library/ information center | Number of Federal libraries/ information centers | Type of organizational component to which entity reports | | | | | | | Response rate | |
|--|--|--|------------------------------|--|------------------------|----------------------|-----------------------------|-------------|-----------------------|--------------------------------|
| | | Library/ information center | Administrative | Computer/ technology/ information resources management | Education | Legal | Research/ technical | Other | | |
| All Libraries/ Information Centers | 1,234 | 31.2 | 3.1 | 7.0 | 8.5 | 5.8 | 14.7 | .8 | 93.8 | |
| ----- Percentage distribution ----- | | | | | | | | | | |
| National Presidential Multi-type | 20 9 53 | 10.0 - 50.9 | 80.0 100.0 17.0 | - - 15.1 | - - 5.7 | - - 1.9 | - - 9.4 | - - - | 10.0 - - | 100.0 100.0 100.0 |
| Special or Technical Science Medical Law Special | 224 256 90 223 | 24.7 33.6 5.6 32.1 | 24.2 30.9 20.0 32.6 | 16.6 2.0 2.2 10.9 | .4 19.1 - 3.6 | - - 70.0 .9 | 33.2 13.3 1.1 19.9 | - - - | .9 1.2 1.1 - | 99.6 100.0 100.0 99.1 |
| General General Patient Penal | 185 24 2 | 44.9 37.5 100.0 | 45.9 41.7 - | 2.2 - - | 2.7 16.7 - | - - - | 3.8 4.2 - | .5 - | - - | 100.0 100.0 100.0 |
| Educational Academic Technical School | 42 33 | 23.8 33.3 | 23.8 30.3 | 3.0 | 42.9 30.3 | 2.4 - | 7.1 3.0 | - - | - - | 100.0 100.0 |
| Type not reported | 73 | - | - | - | - | - | - | - | - | - |

Notes: 1. Percentage distribution is based on libraries/information centers that reported type of organizational component.

Percentages may not sum to 100 due to rounding.

2. Response rate is the percentage of libraries/information centers that reported type of organizational component.

3. "-" represents zero.

4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 5.--Percentage of Federal libraries/information centers by type of users (clientele), and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Type of users (clientele) | | | | | | | | Response rate |
|-------------------------------------|---|---------------------------|---------------------|------------------|----------------------|----------------|---------------------|-------|-------|---------------|
| | | Agency staff | Other Federal staff | Other government | Targeted populations | General public | Commercial entities | Other | | |
| All Libraries/Information Centers | 1,234 | 81.5 | 61.9 | 38.4 | 59.5 | 40.0 | 24.7 | .3 | 93.9 | |
| Judicial Branch | 21 | 90.0 | 85.0 | 50.0 | 60.0 | 60.0 | 10.0 | - | 95.2 | |
| Legislative Branch | 15 | 100.0 | 41.7 | 25.0 | 16.7 | 50.0 | 33.3 | - | 80.0 | |
| Executive Branch | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | |
| Agriculture | 27 | 84.6 | 88.5 | 69.2 | 53.8 | 57.7 | 53.8 | - | 96.3 | |
| Commerce | 52 | 90.2 | 82.4 | 78.4 | 49.0 | 78.4 | 74.5 | - | 98.1 | |
| Education | 5 | 40.0 | 40.0 | 40.0 | 80.0 | 80.0 | 40.0 | - | 100.0 | |
| Energy | 37 | 77.8 | 47.2 | 38.9 | 38.9 | 30.6 | 41.7 | - | 97.3 | |
| HHS | 50 | 86.7 | 68.9 | 53.3 | 68.9 | 57.8 | 33.3 | - | 90.0 | |
| HUD | 4 | 100.0 | 75.0 | 75.0 | 25.0 | 100.0 | 25.0 | - | 100.0 | |
| Interior | 93 | 97.7 | 73.3 | 62.8 | 43.0 | 81.4 | 39.5 | - | 92.5 | |
| Justice | 26 | 87.0 | 87.0 | 39.1 | 13.0 | 17.4 | 4.3 | - | 88.5 | |
| Labor | 9 | 100.0 | 75.0 | 62.5 | 25.0 | 75.0 | 62.5 | - | 88.9 | |
| State | 4 | 66.7 | 66.7 | - | 33.3 | 33.3 | - | - | 75.0 | |
| Transportation | 13 | 61.5 | 53.8 | 46.2 | 61.5 | 69.2 | 30.8 | - | 100.0 | |
| Treasury | 10 | 100.0 | 100.0 | 40.0 | 50.0 | 70.0 | 50.0 | - | 100.0 | |
| Veterans Affairs | 163 | 88.7 | 46.7 | 31.3 | 86.7 | 36.0 | 6.7 | - | 92.0 | |
| Other Civilian | 1 | 100.0 | 100.0 | - | 100.0 | - | - | - | 100.0 | |
| Military Departments | | | | | | | | | | |
| Air Force | 138 | 62.9 | 53.0 | 22.0 | 78.0 | 18.2 | 9.1 | .8 | 95.7 | |
| Army | 216 | 75.7 | 54.9 | 26.2 | 56.8 | 21.8 | 15.5 | - | 95.4 | |
| Navy | 144 | 73.0 | 54.0 | 22.6 | 56.2 | 18.2 | 12.4 | - | 95.1 | |
| Other Defense | 54 | 81.6 | 63.3 | 16.3 | 65.3 | 6.1 | 10.2 | - | 90.7 | |
| Independent Agencies | | | | | | | | | | |
| EPA | 32 | 96.6 | 79.3 | 82.8 | 37.9 | 82.8 | 72.4 | 3.4 | 90.6 | |
| NASA | 15 | 86.7 | 46.7 | 26.7 | 20.0 | 20.0 | 40.0 | - | 100.0 | |
| National Archives and Records Admin | 26 | 75.0 | 91.7 | 79.2 | 91.7 | 100.0 | 70.8 | 4.2 | 92.3 | |
| Smithsonian | 7 | 100.0 | 85.7 | 42.9 | 42.9 | 85.7 | 57.1 | - | 100.0 | |
| Other Independent | 72 | 94.0 | 79.1 | 50.7 | 47.8 | 61.2 | 32.8 | - | 93.1 | |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of users.
 2. Response rate is the percentage of libraries/information centers that reported type of users.
 3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 5A.--Percentage of Federal libraries/information centers by type of users (clienteles), and by type of library/information center: Fiscal year 1994

| Type of library/information center | Number of Federal libraries/information centers | Type of users (clienteles) | | | | | | | Response rate |
|------------------------------------|---|----------------------------|--------------------------------|------------------|----------------------|----------------|---------------------|-------|---------------|
| | | Agency staff | Other Federal staff government | Other government | Targeted populations | General public | Commercial entities | Other | |
| All Libraries/Information Centers | 1,234 | 81.5 | 61.9 | 38.4 | 59.5 | 40.0 | 24.7 | .3 | 93.9 |
| National | 20 | 90.0 | 100.0 | 100.0 | 85.0 | 100.0 | 90.0 | 5.0 | 100.0 |
| Presidential | 9 | 55.6 | 77.8 | 44.4 | 100.0 | 100.0 | 44.4 | - | 100.0 |
| Multi-type | 53 | 77.4 | 71.7 | 37.7 | 69.8 | 50.9 | 34.0 | - | 100.0 |
| Special or Technical | | | | | | | | | |
| Science | 224 | 93.3 | 65.9 | 48.4 | 33.2 | 42.2 | 43.5 | - | 99.6 |
| Medical | 256 | 82.0 | 46.9 | 32.0 | 77.3 | 28.5 | 9.8 | - | 100.0 |
| Law | 90 | 93.3 | 81.1 | 32.2 | 31.1 | 37.8 | 10.0 | - | 100.0 |
| Special | 223 | 91.9 | 72.5 | 55.4 | 42.3 | 58.1 | 40.5 | .5 | 99.6 |
| General | | | | | | | | | |
| General | 185 | 56.8 | 53.5 | 16.2 | 85.4 | 25.9 | 7.6 | .5 | 100.0 |
| Patient | 24 | 75.0 | 33.3 | 20.8 | 83.3 | 25.0 | - | - | 100.0 |
| Penal | 2 | - | - | - | 100.0 | - | - | - | 100.0 |
| Educational | | | | | | | | | |
| Academic | 42 | 64.3 | 61.9 | 42.9 | 71.4 | 47.6 | 16.7 | - | 100.0 |
| Technical School | 33 | 75.8 | 57.6 | 18.2 | 69.7 | 12.1 | 12.1 | - | 100.0 |
| Type not reported | 73 | - | - | - | - | - | - | - | - |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of users.
 2. Response rate is the percentage of libraries/information centers that reported type of users.
 3. "-" represents zero.
 4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 6.---Percentage of Federal libraries/information centers that serve as a government depository and the percentage with services available to the general public by governmental organization: fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Government depository service | | | | | | Services to the general public | | |
|-------------------------------------|---|-------------------------------|--------------|-----------------|--------------|---------------|---------------|--------------------------------|---------------|---------------|
| | | Available | | Type of service | | Not available | Response rate | Available | Not available | Response rate |
| | | Total | Full service | Selective | Full service | | | | | |
| | | | | | | | | | | |
| All Libraries/Information Centers | 1,234 | 11.8 | .9 | 10.8 | 88.2 | 93.3 | 52.7 | 47.3 | 93.7 | |
| Judicial Branch | 21 | 65.0 | - | 60.0 | 35.0 | 95.2 | 60.0 | 40.0 | 95.2 | |
| Legislative Branch | 15 | 33.3 | 8.3 | 25.0 | 66.7 | 80.0 | 50.0 | 50.0 | 80.0 | |
| Executive Branch | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | |
| Agriculture | 27 | 19.2 | - | 19.2 | 80.8 | 96.3 | 76.0 | 24.0 | 92.6 | |
| Commerce | 52 | 9.8 | - | 9.8 | 90.2 | 98.1 | 90.2 | 9.8 | 98.1 | |
| Education | 5 | 20.0 | - | 20.0 | 80.0 | 100.0 | 100.0 | - | 100.0 | |
| Energy | 37 | 8.6 | - | 8.6 | 91.4 | 94.6 | 44.4 | 55.6 | 97.3 | |
| HHS | 50 | 4.5 | - | 4.5 | 95.5 | 88.0 | 75.6 | 24.4 | 90.0 | |
| HUD | 4 | 50.0 | - | 50.0 | 100.0 | 100.0 | 100.0 | - | 100.0 | |
| Interior | 93 | 22.6 | - | 21.4 | 77.4 | 90.3 | 95.3 | 4.7 | 92.5 | |
| Justice | 26 | 9.1 | - | 9.1 | 90.9 | 84.6 | 26.1 | 73.9 | 88.5 | |
| Labor | 9 | 12.5 | - | 12.5 | 87.5 | 88.9 | 100.0 | - | 88.9 | |
| State | 4 | 66.7 | - | 66.7 | 33.3 | 75.0 | 66.7 | 33.3 | 75.0 | |
| Transportation | 13 | 23.1 | 7.7 | 15.4 | 76.9 | 100.0 | 69.2 | 30.8 | 100.0 | |
| Treasury | 10 | 20.0 | - | 20.0 | 80.0 | 100.0 | 40.0 | 60.0 | 100.0 | |
| Veterans Affairs | 163 | 2.7 | - | 2.7 | 97.3 | 92.0 | 61.2 | 38.8 | 90.2 | |
| Other Civilian | 1 | 100.0 | - | 100.0 | - | 100.0 | - | 100.0 | 100.0 | |
| Military Departments | | | | | | | | | | |
| Air Force | 138 | 3.1 | - | 3.1 | 96.9 | 94.9 | 25.8 | 74.2 | 95.7 | |
| Army | 216 | 4.4 | - | 4.4 | 95.6 | 95.4 | 39.4 | 60.6 | 96.3 | |
| Navy | 144 | 13.3 | 1.5 | 11.9 | 86.7 | 93.8 | 15.3 | 84.7 | 95.1 | |
| Other Defense | 54 | 12.2 | 2.0 | 10.2 | 87.8 | 90.7 | 18.8 | 81.3 | 88.9 | |
| Independent Agencies | | | | | | | | | | |
| EPA | 32 | 10.3 | - | 10.3 | 89.7 | 90.6 | 93.1 | 6.9 | 90.6 | |
| NASA | 15 | 20.0 | - | 20.0 | 80.0 | 100.0 | 73.3 | 26.7 | 100.0 | |
| National Archives and Records Admin | 26 | 29.2 | 8.3 | 20.8 | 70.8 | 92.3 | 100.0 | - | 92.3 | |
| Smithsonian | 7 | - | - | - | 100.0 | 100.0 | 85.7 | 14.3 | 100.0 | |
| Other Independent | 72 | 25.4 | 4.5 | 20.9 | 74.6 | 93.1 | 77.6 | 22.4 | 93.1 | |

Notes: 1. Response rate is the percentage of libraries/information centers for which the specific item was reported.

2. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 6A.--Percentage of Federal libraries/information centers that serve as a government depository and the percentage with services available to the general public by type of library/information center: Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Government depository service | | | | | | Services to the general public | | |
|--|--|-------------------------------|-----------------|-----------|------------------|------------------|-----------|--------------------------------|------------------|------------------|
| | | Available | | | Not available | Response rate | Available | Response rate | Not available | Response rate |
| | | Total | Type of service | | | | | | | |
| | | | Full service | Selective | | | | | | |
| All Libraries/ Information Centers | 1,234 | 11.8 | .9 | 10.8 | 88.2 | 93.3 | 52.7 | 47.3 | 93.7 | |
| National | 20 | 40.0 | 10.0 | 30.0 | 60.0 | 100.0 | 100.0 | - | 100.0 | |
| Presidential | 9 | 33.3 | 11.1 | 22.2 | 66.7 | 100.0 | 100.0 | - | 100.0 | |
| Multi-type | 53 | 15.4 | 1.9 | 13.5 | 84.6 | 98.1 | 50.9 | 49.1 | 100.0 | |
| Special or Technical | | | | | | | | | | |
| Science | 224 | 8.6 | - | 8.6 | 91.4 | 99.1 | 56.5 | 43.5 | 99.6 | |
| Medical | 256 | 2.0 | - | 2.0 | 98.0 | 99.6 | 50.2 | 49.8 | 99.6 | |
| Law | 90 | 30.3 | - | 29.2 | 69.7 | 98.9 | 46.7 | 53.3 | 100.0 | |
| Special | 223 | 18.9 | 2.7 | 16.2 | 81.1 | 99.6 | 65.8 | 34.2 | 99.6 | |
| General | | | | | | | | | | |
| General | 185 | 2.8 | - | 2.8 | 97.2 | 97.8 | 35.9 | 64.1 | 99.5 | |
| Patient | 24 | - | - | - | 100.0 | 100.0 | 34.8 | 65.2 | 95.8 | |
| Penal | 2 | - | - | - | 100.0 | 100.0 | - | 100.0 | 100.0 | |
| Educational | | | | | | | | | | |
| Academic | 42 | 38.1 | - | 35.7 | 61.9 | 100.0 | 61.9 | 38.1 | 100.0 | |
| Technical School | 33 | 9.1 | - | 9.1 | 90.9 | 100.0 | 33.3 | 66.7 | 100.0 | |
| Type not reported | 73 | - | - | - | - | - | - | - | - | |

Notes: 1. Response rate is the percentage of libraries/information centers for which the specific item was reported.

2. "-" represents zero.

3. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 7.--Percentage of Federal libraries/information centers by collection formats, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Book volumes | | | Periodical Volumes | | | Current subscriptions | | |
|-------------------------------------|---|--------------|------------|-------------|--------------------|------------|-------------|-----------------------|------------|-------------|
| | | Print | Micro-form | Elec-tronic | Print | Micro-form | Elec-tronic | Print | Micro-form | Elec-tronic |
| All Libraries/Information Centers | 1,234 | 85.0 | 16.3 | 16.4 | 63.3 | 25.8 | 9.6 | 88.4 | 18.5 | 20.5 |
| Judicial Branch | 21 | 100.0 | 42.1 | 31.6 | 63.2 | 31.6 | 10.5 | 94.7 | 21.1 | 10.5 |
| Legislative Branch | 15 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| Executive Branch | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | |
| Agriculture | 27 | 69.6 | 30.4 | 13.0 | 39.1 | 13.0 | 21.7 | 82.6 | 8.7 | 30.4 |
| Commerce | 52 | 78.3 | 15.2 | 17.4 | 58.7 | 15.2 | 8.7 | 78.3 | 10.9 | 15.2 |
| Education | 5 | 100.0 | 60.0 | 40.0 | 80.0 | 40.0 | 40.0 | 100.0 | 40.0 | 20.0 |
| Energy | 37 | 82.4 | 8.8 | 14.7 | 55.9 | 14.7 | 8.8 | 79.4 | 14.7 | 29.4 |
| HHS | 50 | 75.6 | 14.6 | 19.5 | 63.4 | 24.4 | 7.3 | 90.2 | 22.0 | 24.4 |
| HUD | 4 | 100.0 | 25.0 | -- | 25.0 | 25.0 | 25.0 | 75.0 | 25.0 | 25.0 |
| Interior | 93 | 91.5 | 32.9 | 13.4 | 70.7 | 15.9 | 3.7 | 89.0 | 8.5 | 14.6 |
| Justice | 26 | 90.5 | 19.0 | 19.0 | 71.4 | 9.5 | 4.8 | 85.7 | 4.8 | -- |
| Labor | 9 | 75.0 | 25.0 | 12.5 | 75.0 | -- | -- | 62.5 | 25.0 | 37.5 |
| State | 4 | 100.0 | 33.3 | 33.3 | 100.0 | 66.7 | 66.7 | 100.0 | 33.3 | 66.7 |
| Transportation | 13 | 100.0 | 33.3 | 8.3 | 75.0 | 8.3 | 8.3 | 91.7 | 16.7 | 25.0 |
| Treasury | 10 | 77.8 | 11.1 | -- | 77.8 | 55.6 | 22.2 | 77.8 | 11.1 | 11.1 |
| Veterans Affairs | 163 | 72.6 | 4.1 | 14.4 | 58.9 | 41.8 | 6.2 | 95.2 | 26.0 | 24.0 |
| Other Civilian | 1 | 100.0 | -- | -- | 100.0 | -- | -- | 100.0 | 100.0 | 100.0 |
| Military Departments | | | | | | | | | | |
| Air Force | 138 | 86.8 | 13.2 | 17.1 | 53.5 | 25.6 | 10.1 | 93.0 | 19.4 | 25.6 |
| Army | 216 | 94.1 | 17.3 | 15.3 | 74.3 | 35.1 | 12.9 | 94.6 | 21.8 | 20.3 |
| Navy | 144 | 87.6 | 14.7 | 16.3 | 69.0 | 16.3 | 7.8 | 89.1 | 13.2 | 11.6 |
| Other Defense | 54 | 87.2 | 19.1 | 23.4 | 59.6 | 31.9 | 17.0 | 87.2 | 19.1 | 27.7 |
| Independent Agencies | | | | | | | | | | |
| EPA | 32 | 79.3 | 10.3 | 10.3 | 58.6 | 10.3 | 10.3 | 82.8 | 17.2 | 31.0 |
| NASA | 15 | 93.3 | 6.7 | 13.3 | 86.7 | 40.0 | 13.3 | 93.3 | 40.0 | 33.3 |
| National Archives and Records Admin | 26 | 59.1 | 13.6 | 4.5 | 36.4 | 9.1 | -- | 45.5 | -- | 4.5 |
| Smithsonian | 7 | 83.3 | 16.7 | 16.7 | 33.3 | 33.3 | -- | 83.3 | 16.7 | -- |
| Other Independent | 72 | 81.5 | 16.9 | 26.2 | 56.9 | 21.5 | 6.2 | 76.9 | 21.5 | 16.9 |

See footnotes at end of table.

Table 7.--Percentage of Federal libraries/information centers by collection formats, and by governmental organization: Fiscal year 1994--Continued

| Governmental organization | Number of Federal libraries/information centers | | | | Government documents | | | | Other Materials | | | Audio-visual materials | | Special format | | Response rate |
|-------------------------------------|---|------|------|------|----------------------|------|------|------|-----------------|------|-------|------------------------|-------------|----------------|-------------|---------------|
| | 1,234 | 39.3 | 15.5 | 5.7 | 27.9 | 5.9 | 3.5 | 64.7 | 14.3 | 1.7 | 89.8 | Print | | Electronic | | |
| | | | | | | | | | | | | Micro-form | Elec-tronic | Print | Elec-tronic | |
| All Libraries/Information Centers | 1,234 | 39.3 | 15.5 | 5.7 | 27.9 | 5.9 | 3.5 | 64.7 | 14.3 | 1.7 | 89.8 | | | | | |
| Judicial Branch | 21 | 57.9 | 15.8 | 15.8 | 10.5 | 5.3 | -- | 36.8 | -- | -- | 90.5 | | | | | |
| Legislative Branch | 15 | -- | -- | -- | -- | -- | -- | -- | -- | -- | 66.7 | | | | | |
| Executive Branch | | | | | | | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | | | | | | | |
| Agriculture | 27 | 17.4 | -- | 8.7 | 17.4 | -- | -- | 47.8 | 4.3 | -- | 85.2 | | | | | |
| Commerce | 52 | 41.3 | 13.0 | 13.0 | 43.5 | 10.9 | 13.0 | 43.5 | 2.2 | 2.2 | 88.5 | | | | | |
| Education | 5 | 60.0 | 20.0 | -- | 40.0 | -- | 20.0 | 80.0 | 40.0 | -- | 100.0 | | | | | |
| Energy | 37 | 76.5 | 52.9 | 5.9 | 44.1 | 5.9 | 2.9 | 50.0 | -- | -- | 91.9 | | | | | |
| HHS | 50 | 43.9 | 9.8 | 2.4 | 29.3 | 4.9 | -- | 51.2 | 9.8 | -- | 82.0 | | | | | |
| HUD | 4 | 50.0 | -- | -- | 25.0 | -- | -- | 50.0 | 25.0 | -- | 100.0 | | | | | |
| Interior | 93 | 43.9 | 13.4 | 3.7 | 61.0 | 14.6 | 6.1 | 76.8 | 8.5 | -- | 88.2 | | | | | |
| Justice | 26 | 52.4 | -- | -- | 28.6 | 9.5 | 4.8 | 38.1 | -- | 4.8 | 80.8 | | | | | |
| Labor | 9 | 50.0 | 12.5 | 12.5 | 12.5 | 12.5 | 12.5 | 12.5 | -- | -- | 88.9 | | | | | |
| State | 4 | 33.3 | -- | 33.3 | 66.7 | -- | -- | 66.7 | -- | -- | 75.0 | | | | | |
| Transportation | 13 | 75.0 | 16.7 | -- | 25.0 | 16.7 | 8.3 | 41.7 | -- | -- | 92.3 | | | | | |
| Treasury | 10 | 11.1 | 11.1 | -- | 33.3 | -- | -- | 77.8 | 11.1 | -- | 90.0 | | | | | |
| Veterans Affairs | 163 | 21.9 | 4.8 | 2.1 | 9.6 | -- | .7 | 94.5 | 48.6 | 4.1 | 89.6 | | | | | |
| Other Civilian | i | -- | -- | -- | -- | -- | -- | -- | -- | -- | 100.0 | | | | | |
| Military Departments | | | | | | | | | | | | | | | | |
| Air Force | 138 | 24.8 | 10.1 | 2.3 | 18.6 | 3.1 | 3.1 | 82.9 | 14.0 | .8 | 93.5 | | | | | |
| Army | 216 | 42.6 | 18.8 | 3.5 | 27.2 | 5.4 | 2.0 | 68.3 | 11.4 | 1.5 | 93.5 | | | | | |
| Navy | 144 | 39.5 | 18.6 | 8.5 | 23.3 | 1.6 | 5.4 | 54.3 | 12.4 | 1.6 | 89.6 | | | | | |
| Other Defense | 54 | 40.4 | 14.9 | 10.6 | 34.0 | 4.3 | 4.3 | 61.7 | 14.9 | 6.4 | 87.0 | | | | | |
| Independent Agencies | | | | | | | | | | | | | | | | |
| EPA | 32 | 79.3 | 41.4 | 17.2 | 51.7 | 13.8 | 3.4 | 55.2 | 6.9 | -- | 90.6 | | | | | |
| NASA | 15 | 66.7 | 46.7 | 6.7 | 13.3 | -- | -- | 73.3 | -- | -- | 100.0 | | | | | |
| National Archives and Records Admin | 26 | 27.3 | 13.6 | 4.5 | 54.5 | 50.0 | 4.5 | 36.4 | -- | -- | 84.6 | | | | | |
| Smithsonian | 7 | -- | -- | -- | 50.0 | 33.3 | -- | 66.7 | -- | 16.7 | 85.7 | | | | | |
| Other Independent | 72 | 40.0 | 18.5 | 7.7 | 21.5 | 3.1 | 3.1 | 35.4 | 3.1 | -- | 90.3 | | | | | |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of collections.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the collections item.
 3. "--" represents zero.
 4. "--" Data are suppressed per NCEES statistical standard (item response rate less than 70 percent).
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.



Table 7A.--Percentage of Federal libraries/information centers by collection formats, and by type of library/information center: Fiscal year 1994

| Type of library/information center | Number of Federal libraries/information centers | | Book volumes | | | Periodical volumes | | | Current subscriptions | | |
|------------------------------------|---|-------|--------------|-----------|------------|--------------------|-----------|------------|-----------------------|-----------|------------|
| | | | Print | Microform | Electronic | Print | Microform | Electronic | Print | Microform | Electronic |
| All Libraries/Information Centers | 1,234 | 85.0 | 16.3 | 16.4 | 16.4 | 63.3 | 25.8 | 9.6 | 88.4 | 18.5 | 20.5 |
| National | 20 | 55.6 | 27.8 | 16.7 | 16.7 | 16.7 | 11.1 | - | 38.9 | 16.7 | 16.7 |
| Presidential | 9 | 77.8 | 22.2 | - | 77.8 | 11.1 | - | - | 77.8 | - | 11.1 |
| Multi-type | 53 | 78.7 | 19.1 | 23.4 | 59.6 | 27.7 | 10.6 | 10.6 | 83.0 | 27.7 | 21.3 |
| Special or Technical | 224 | 84.5 | 16.9 | 16.0 | 62.9 | 23.5 | 9.4 | 9.4 | 93.9 | 17.8 | 23.9 |
| Science | 256 | 79.9 | 4.8 | 11.2 | 67.9 | 33.7 | 7.2 | 7.2 | 94.8 | 17.3 | 19.3 |
| Medical | 90 | 92.9 | 26.2 | 20.2 | 65.5 | 22.6 | 7.1 | 7.1 | 81.0 | 16.7 | 6.0 |
| Law | 223 | 84.4 | 19.0 | 18.5 | 59.2 | 16.6 | 11.8 | 11.8 | 80.6 | 15.6 | 23.2 |
| General | 185 | 92.3 | 18.2 | 11.6 | 61.9 | 28.7 | 10.5 | 10.5 | 90.6 | 21.5 | 20.4 |
| Patient | 24 | 72.7 | 4.5 | 22.7 | 63.6 | 36.4 | 9.1 | 9.1 | 90.9 | 13.6 | 18.2 |
| Penal | 2 | 100.0 | - | - | 100.0 | - | - | - | 50.0 | - | - |
| Educational | 42 | 95.1 | 36.6 | 34.1 | 70.7 | 39.0 | 9.8 | 9.8 | 97.6 | 39.0 | 26.8 |
| Academic | 33 | 93.5 | 19.4 | 32.3 | 74.2 | 19.4 | 22.6 | 22.6 | 90.3 | 9.7 | 25.8 |
| Technical School | 73 | - | - | - | - | - | - | - | - | - | - |
| Type not reported | | | | | | | | | | | |

See footnotes at end of table.

Table 7A.--Percentage of Federal libraries/information centers by collection formats, and by type of library/
information center: Fiscal Year 1994--Continued

| Type of library/ information center | Number of Federal libraries/ information centers | Government documents | | | Other Materials | | | Special format | | Response rate | |
|--|--|----------------------|----------------|-----------------|-----------------|----------------|-----------------|-------------------------------|-------|------------------|-----------------|
| | | Print | Micro- form | Elec- tronic | Print | Micro- form | Elec- tronic | Audio- visual materials | Print | | Elec- tronic |
| All Libraries/ Information Center | 1,234 | 39.3 | 15.5 | 5.7 | 27.9 | 5.9 | 3.5 | 64.7 | 14.3 | 1.7 | 89.8 |
| National | 20 | 22.2 | 16.7 | 11.1 | 38.9 | 44.4 | - | 33.3 | 16.7 | - | 90.0 |
| Presidential | 9 | 44.4 | 11.1 | - | 100.0 | 33.3 | 11.1 | 66.7 | - | - | 100.0 |
| Multi-type | 53 | 29.8 | 17.0 | - | 21.3 | 4.3 | 2.1 | 66.0 | 21.3 | - | 88.7 |
| Special or Technical | | | | | | | | | | | |
| Science | 224 | 61.5 | 31.9 | 9.4 | 38.5 | 8.9 | 6.6 | 60.6 | 1.9 | 1.4 | 95.1 |
| Medical | 256 | 26.9 | 4.8 | 1.2 | 10.4 | 1.2 | .8 | 76.3 | 25.7 | 3.2 | 97.3 |
| Law | 90 | 48.8 | 11.9 | 7.1 | 16.7 | 3.6 | 2.4 | 31.0 | - | 2.4 | 93.3 |
| Special | 223 | 48.3 | 20.9 | 9.0 | 37.0 | 7.1 | 5.2 | 52.1 | 5.7 | .5 | 94.6 |
| General | | | | | | | | | | | |
| General | 185 | 15.5 | 5.5 | 2.2 | 24.9 | 4.4 | 2.8 | 84.0 | 29.8 | 1.7 | 97.8 |
| Patient | 24 | 13.6 | - | 4.5 | 9.1 | - | - | 86.4 | 36.4 | - | 91.7 |
| Penal | 2 | - | - | - | - | - | - | - | - | - | 100.0 |
| Educational | | | | | | | | | | | |
| Academic | 42 | 58.5 | 22.0 | 12.2 | 56.1 | 7.3 | 4.9 | 58.5 | 7.3 | 4.9 | 97.6 |
| Technical School | 33 | 54.8 | 22.6 | 9.7 | 41.9 | 3.2 | 3.2 | 77.4 | - | - | 93.9 |
| Type not reported | 73 | - | - | - | - | - | - | - | - | - | - |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of collections.
2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the collections item.
3. "-" represents zero.
4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 8.---Percentage distribution of Federal libraries/information centers by size of book print collection (volumes), and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Size of book print collection (volumes) | | | | | Response rate | |
|-------------------------------------|---|---|------------|-----------------|------------------|---------------------------|---------------|-------|
| | | 0 | 1 to 4,999 | 5,000 to 24,999 | 25,000 to 49,999 | 50,000 to 999,999 or more | | |
| All Libraries/Information Centers | 1,234 | 1.5 | 31.0 | 36.4 | 17.1 | 13.6 | .5 | 77.5 |
| Judicial Branch | 21 | -- | -- | 31.6 | 15.8 | 52.6 | -- | 90.5 |
| Legislative Branch | 15 | -- | -- | -- | -- | -- | -- | 66.7 |
| Executive Branch | | | | | | | | |
| Civilian Departments | | | | | | | | |
| Agriculture | 27 | -- | -- | -- | -- | -- | -- | 59.3 |
| Commerce | 52 | -- | 60.0 | -- | -- | 40.0 | -- | 69.2 |
| Education | 5 | -- | 28.6 | 32.1 | 14.3 | 25.0 | -- | 100.0 |
| Energy | 37 | -- | -- | -- | -- | -- | -- | 75.7 |
| HHS | 50 | -- | -- | -- | -- | -- | -- | 68.0 |
| HUD | 4 | -- | 75.0 | -- | -- | 25.0 | -- | 100.0 |
| Interior | 93 | 1.3 | 46.1 | 36.8 | 10.5 | 5.3 | -- | 81.7 |
| Justice | 26 | -- | 5.3 | 57.9 | 26.3 | 10.5 | -- | 73.1 |
| Labor | 9 | -- | -- | -- | -- | -- | -- | 66.7 |
| State | 4 | -- | -- | 33.3 | 33.3 | 33.3 | -- | 75.0 |
| Transportation | 13 | -- | 16.7 | 33.3 | 16.7 | 33.3 | -- | 92.3 |
| Treasury | 10 | 12.5 | 25.0 | -- | 37.5 | 25.0 | -- | 80.0 |
| Veterans Affairs | 163 | -- | -- | -- | -- | -- | -- | 66.3 |
| Other Civilian | 1 | -- | -- | -- | -- | 100.0 | -- | 100.0 |
| Military Departments | | | | | | | | |
| Air Force | 138 | 4.3 | 23.9 | 20.5 | 39.3 | 12.0 | -- | 84.8 |
| Army | 216 | -- | 20.0 | 42.6 | 20.0 | 17.4 | -- | 88.0 |
| Navy | 144 | .9 | 30.7 | 43.0 | 18.4 | 7.0 | -- | 79.2 |
| Other Defense | 54 | -- | 19.5 | 43.9 | 17.1 | 19.5 | -- | 75.9 |
| Independent Agencies | | | | | | | | |
| EPA | 32 | -- | 60.9 | 30.4 | 8.7 | -- | -- | 71.9 |
| NASA | 15 | -- | 14.3 | 28.6 | 28.6 | 28.6 | -- | 93.3 |
| National Archives and Records Admin | 26 | -- | -- | -- | -- | -- | -- | 50.0 |
| Smithsonian | 7 | -- | -- | -- | 20.0 | 60.0 | 20.0 | 71.4 |
| Other Independent | 72 | 1.9 | 16.7 | 46.3 | 13.0 | 22.2 | -- | 75.0 |

Notes: 1. Percentage distribution is based on the libraries/information centers that reported values of zero or greater for the book volume print category of the collections item.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the collections item.
 3. "--" represents zero.
 4. "..." Data are suppressed per NCES' statistical standard (item response rate less than 70 percent).
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 8A. ---Percentage distribution of Federal libraries/information centers by size of book print collection (volumes), and by type of library/information center: Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Size of book print collection (volumes) | | | | | | Response rate |
|--|--|---|------------------|-----------------------|------------------------|-------------------------|-------------------------|----------------------|
| | | 0 | 1 to 4,999 | 5,000 to 24,999 | 25,000 to 49,999 | 50,000 to 999,999 | 1,000,000 or more | |
| All Libraries/ Information Centers | 1,234 | 1.5 | 31.0 | 36.4 | 17.1 | 13.6 | .5 | 77.5 |
| National Presidential Multi-type | 20 9 53 | -- -- 2.6 | -- -- 18.4 | -- 57.1 39.5 | 42.9 26.3 | -- -- 13.2 | -- -- -- | 50.0 77.8 71.7 |
| Special or Technical | | | | | | | | |
| Science | 224 | 1.1 | 27.5 | 41.8 | 16.5 | 12.6 | .5 | 81.3 |
| Medical | 256 | 2.0 | 60.1 | 33.0 | 3.4 | 1.5 | -- | 79.3 |
| Law | 90 | -- | 14.1 | 46.2 | 15.4 | 24.4 | -- | 86.7 |
| Special | 223 | 1.7 | 36.5 | 35.4 | 12.2 | 14.4 | -- | 81.2 |
| General | | | | | | | | |
| General | 185 | 1.2 | 8.9 | 29.0 | 41.4 | 19.5 | -- | 91.4 |
| Patient | 24 | 11.1 | 50.0 | 38.9 | -- | -- | -- | 75.0 |
| Penal | 2 | -- | 50.0 | 50.0 | -- | -- | -- | 100.0 |
| Educational | | | | | | | | |
| Academic | 42 | -- | 12.8 | 35.9 | 5.1 | 43.6 | 2.6 | 92.9 |
| Technical School | 33 | -- | 24.1 | 44.8 | 24.1 | 6.9 | -- | 87.9 |
| Type not reported | 73 | -- | -- | -- | -- | -- | -- | -- |

Notes: 1. Percentage distribution is based on the libraries/information centers that reported values of zero or greater for the book volume print category of the collections item.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the collections item.
 3. "--" represents zero.
 4. "--" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
 5. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.



Table 9.--Percentage of federal libraries/information centers by ways reference services are provided, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of federal libraries/information centers | Ways reference services are provided | | | | | Response rate |
|-------------------------------------|---|--------------------------------------|---------------------|--|-------|------|---------------|
| | | By staff | Contracted Services | By parent or other government agency library | Other | None | |
| All Libraries/Information Centers | 1,234 | 95.8 | 15.6 | 20.6 | 4.0 | .3 | 93.6 |
| Judicial Branch | 21 | 100.0 | 5.3 | 21.1 | 5.3 | - | 90.5 |
| Legislative Branch | 15 | 100.0 | - | 25.0 | 8.3 | - | 80.0 |
| Executive Branch | | | | | | | |
| Civilian Departments | | | | | | | |
| Agriculture | 27 | 96.2 | 7.7 | 42.3 | 3.8 | 3.8 | 96.3 |
| Commerce | 52 | 98.0 | 19.6 | 27.5 | 3.9 | - | 98.1 |
| Education | 5 | 100.0 | 20.0 | 20.0 | - | - | 100.0 |
| Energy | 37 | 91.7 | 27.8 | 11.1 | 5.6 | - | 97.3 |
| HHS | 50 | 86.7 | 26.7 | 13.3 | - | 2.2 | 90.0 |
| HUD | 4 | 75.0 | 50.0 | 25.0 | - | - | 100.0 |
| Interior | 93 | 96.5 | 9.3 | 24.4 | 2.3 | 1.2 | 92.5 |
| Justice | 26 | 100.0 | - | 13.0 | 8.7 | - | 88.5 |
| Labor | 9 | 87.5 | 12.5 | 25.0 | - | - | 88.9 |
| State | 4 | 100.0 | 33.3 | - | - | - | 75.0 |
| Transportation | 13 | 92.3 | 38.5 | - | - | - | 100.0 |
| Treasury | 10 | 100.0 | 20.0 | 30.0 | - | - | 100.0 |
| Veterans Affairs | 163 | 100.0 | 10.8 | 27.7 | 4.1 | - | 90.8 |
| Other Civilian | 1 | 100.0 | - | - | - | - | 100.0 |
| Military Departments | | | | | | | |
| Air Force | 138 | 98.5 | 15.4 | 22.3 | 3.8 | - | 94.2 |
| Army | 216 | 99.0 | 9.6 | 21.6 | 6.3 | - | 96.3 |
| Navy | 144 | 94.9 | 16.1 | 20.4 | 2.9 | .7 | 95.1 |
| Other Defense | 54 | 98.0 | 14.3 | 18.4 | 4.1 | - | 90.7 |
| Independent Agencies | | | | | | | |
| EPA | 32 | 55.2 | 65.5 | 10.3 | 3.4 | - | 90.6 |
| NASA | 15 | 80.0 | 53.3 | 13.3 | - | - | 100.0 |
| National Archives and Records Admin | 26 | 100.0 | 4.2 | 12.5 | 8.3 | - | 92.3 |
| Smithsonian | 7 | 100.0 | 14.3 | - | - | - | 100.0 |
| Other Independent | 72 | 95.5 | 16.7 | 7.6 | 3.0 | - | 91.7 |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item.

The percentages represent the number of libraries/information centers that reported the item, ways reference services are provided.

2. Response rate is the percentage of libraries/information centers that reported ways reference services are provided.

3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 9A.--Percentage of Federal libraries/information centers by ways reference services are provided, and by type of library/information center: Fiscal year 1994

| Type of library/information center | Number of Federal libraries/information centers | Ways reference services are provided | | | | | Response rate |
|------------------------------------|---|--------------------------------------|---------------------|--|------------------|---------------|-------------------------|
| | | By staff | Contracted Services | By parent or other government agency library | Other | None | |
| All Libraries/Information Centers | 1,234 | 95.8 | 15.6 | 20.6 | 4.0 | .3 | 93.6 |
| National Presidential Multi-type | 20 9 53 | 100.0 100.0 90.6 | 10.0 - 26.4 | 10.0 22.2 24.5 | 10.0 - 5.7 | - - 1.9 | 100.0 100.0 100.0 |
| Special or Technical | 224 | 94.6 | 25.0 | 21.4 | 3.6 | - | 100.0 |
| Science | 256 | 97.6 | 13.4 | 25.2 | 3.5 | - | 99.2 |
| Medical | 90 | 95.5 | 4.5 | 20.5 | 6.8 | - | 97.8 |
| Law | 223 | 93.7 | 18.5 | 19.8 | 2.3 | - | 99.6 |
| General | 185 | 97.8 | 8.6 | 17.3 | 4.9 | .5 | 100.0 |
| General | 24 | 100.0 | 13.0 | 34.8 | 8.7 | - | 95.8 |
| Patient | 2 | 100.0 | - | - | - | - | 100.0 |
| Educational | 42 | 100.0 | 9.5 | 9.5 | - | - | 100.0 |
| Academic | 33 | 90.9 | 18.2 | 9.1 | 6.1 | 6.1 | 100.0 |
| Technical School | 73 | - | - | - | - | - | - |
| Type not reported | | | | | | | |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item.

The percentages represent the number of libraries/information centers that reported the item, ways reference services are provided.

2. Response rate is the percentage of libraries/information centers that reported ways reference services are provided.

3. "-" represents zero.

4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 10. ---Percentage of Federal libraries/information centers by type of requests or searches, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Type of request | | Type of search | | | | Response rate |
|-----------------------------------|---|--------------------------------|--------------------------|--------------------------------|------------------|-----------------|-------------------|---------------|
| | | Directional/reference requests | ready reference requests | Substantive reference requests | On-line searches | CD-ROM searches | Internet searches | |
| All Libraries/Information Centers | 1,234 | 86.5 | 86.4 | 68.0 | 55.4 | 24.2 | 25.8 | 86.0 |
| Judicial Branch | 21 | 100.0 | 100.0 | 76.5 | 47.1 | 23.5 | 35.3 | 81.0 |
| Legislative Branch | 15 | -- | -- | -- | -- | -- | -- | 60.0 |
| Executive Branch | | | | | | | | |
| Civilian Departments | | | | | | | | |
| Agriculture | 27 | 71.4 | 76.2 | 85.7 | 81.0 | 28.6 | 33.3 | 77.8 |
| Commerce | 52 | 84.8 | 82.6 | 60.9 | 76.1 | 26.1 | 28.3 | 88.5 |
| Education | 5 | 100.0 | 80.0 | 60.0 | 80.0 | 80.0 | 40.0 | 100.0 |
| Energy | 37 | 93.5 | 83.9 | 48.4 | 54.8 | 41.9 | 41.9 | 83.8 |
| HHS | 50 | 88.1 | 85.7 | 76.2 | 45.2 | 28.6 | 28.6 | 84.0 |
| HUD | 4 | 75.0 | 100.0 | 100.0 | -- | -- | -- | 100.0 |
| Interior | 93 | 89.3 | 88.0 | 52.0 | 33.3 | 22.7 | 36.0 | 80.6 |
| Justice | 26 | 100.0 | 100.0 | 100.0 | 22.7 | 18.2 | 36.4 | 84.6 |
| Labor | 9 | 100.0 | 100.0 | 100.0 | 62.5 | 12.5 | 25.0 | 88.9 |
| State | 4 | -- | -- | -- | -- | -- | -- | 50.0 |
| Transportation | 13 | 91.7 | 100.0 | 66.7 | 33.3 | 16.7 | 33.3 | 92.3 |
| Treasury | 10 | 85.7 | 100.0 | 100.0 | 71.4 | 28.6 | 14.3 | 70.0 |
| Veterans Affairs | 163 | 71.8 | 71.1 | 85.9 | 80.3 | 22.5 | 11.3 | 87.1 |
| Other Civilian | 1 | 100.0 | 100.0 | 100.0 | -- | -- | -- | 100.0 |
| Military Departments | | | | | | | | |
| Air Force | 138 | 78.5 | 78.5 | 66.1 | 58.7 | 12.4 | 17.4 | 87.7 |
| Army | 216 | 94.1 | 95.6 | 63.7 | 55.9 | 21.1 | 25.0 | 94.4 |
| Navy | 144 | 86.8 | 82.6 | 53.7 | 47.1 | 20.7 | 20.7 | 84.0 |
| Other Defense | 54 | 90.2 | 85.4 | 51.2 | 61.0 | 14.6 | 26.8 | 75.9 |
| Independent Agencies | | | | | | | | |
| EPA | 32 | 96.2 | 92.3 | 84.6 | 80.8 | 61.5 | 73.1 | 81.3 |
| NASA | 15 | 93.3 | 100.0 | 86.7 | 53.3 | 60.0 | 53.3 | 100.0 |
| National Archives and | | | | | | | | |
| Records Admin | 26 | 95.8 | 100.0 | 8.3 | 4.2 | 8.3 | 12.5 | 92.3 |
| Smithsonian | 7 | 85.7 | 85.7 | 57.1 | 28.6 | 28.6 | 42.9 | 100.0 |
| Other Independent | 72 | 86.2 | 89.7 | 77.6 | 48.3 | 36.2 | 34.5 | 80.6 |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of requests or searches.

2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests or searches item.

3. "--" represents zero.

4. "--" Data are suppressed per NCEs statistical standard (item response rate less than 70 percent.)

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 10A.---Percentage of Federal libraries/information centers by type of requests or searches, and by type of library/information center: Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Type of request | | Type of Search | | | | | Response rate |
|--|--|--|--------------------------------------|----------------------|--------------------|----------------------|---|------------------------|------------------|
| | | Directional/ ready reference requests | Substantive reference requests | On-line searches | CD-ROM searches | Internet searches | OPAC and other in-house data- base searches | | |
| | | | | | | | | | |
| All Libraries/ Information Centers | 1,234 | 86.5 | 86.4 | 68.0 | 55.4 | 24.2 | 25.8 | 86.0 | |
| National Presidential Multi-type | 20 9 53 | 95.0 88.9 76.0 | 95.0 100.0 74.0 | 25.0 11.1 56.0 | 20.0 - 56.0 | 20.0 11.1 12.0 | 10.0 22.2 26.0 | 100.0 100.0 94.3 | |
| Special or Technical | 224 | 88.9 | 92.0 | 85.9 | 65.8 | 39.2 | 41.7 | 88.8 | |
| Science | 256 | 79.9 | 79.1 | 85.8 | 64.4 | 25.9 | 14.2 | 93.4 | |
| Medical | 90 | 93.5 | 96.1 | 81.8 | 41.6 | 20.8 | 24.7 | 85.6 | |
| Law | 223 | 89.3 | 90.4 | 62.9 | 52.8 | 27.4 | 40.1 | 88.3 | |
| General | 185 | 87.4 | 82.9 | 34.9 | 46.9 | 10.3 | 12.6 | 94.6 | |
| General | 24 | 81.0 | 71.4 | 71.4 | 57.1 | 9.5 | 14.3 | 87.5 | |
| Patient | 2 | 100.0 | 50.0 | - | - | - | - | 100.0 | |
| Educational | 42 | 90.2 | 95.1 | 73.2 | 53.7 | 19.5 | 22.0 | 97.6 | |
| Academic | 33 | 90.3 | 90.3 | 58.1 | 61.3 | 25.8 | 25.8 | 93.9 | |
| Technical School | 73 | - | - | - | - | - | - | - | |
| Type not reported | | | | | | | | | |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item.
 The percentages represent the number of libraries/information centers that reported values greater than zero for type of requests or searches.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests or searches item.
 3. "-" represents zero.
 4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.



Table 11.--Percentage distribution of Federal libraries/information centers by number of directional/ready reference requests per typical week, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Directional/ready reference requests per typical week | | | | | | | Response rate |
|-------------------------------------|---|---|---------|----------|----------|-----------|-------------|-------|---------------|
| | | 0 | 1 to 19 | 20 to 39 | 40 to 79 | 80 to 199 | 200 or more | | |
| All Libraries/Information Centers | 1,234 | 2.1 | 18.4 | 17.8 | 22.4 | 20.4 | 18.9 | 76.0 | |
| Judicial Branch | 21 | -- | -- | 23.5 | 5.9 | 41.2 | 29.4 | 81.0 | |
| Legislative Branch | 15 | -- | -- | -- | -- | -- | -- | 46.7 | |
| Executive Branch | | | | | | | | | |
| Civilian Departments | | | | | | | | | |
| Agriculture | 27 | -- | -- | -- | -- | -- | -- | 63.0 | |
| Commerce | 52 | 2.5 | 20.0 | 15.0 | 12.5 | 35.0 | 15.0 | 76.9 | |
| Education | 5 | -- | -- | 20.0 | 20.0 | 20.0 | 40.0 | 100.0 | |
| Energy | 37 | -- | 37.9 | 10.3 | 13.8 | 17.2 | 20.7 | 78.4 | |
| HHS | 50 | 2.6 | 13.2 | 13.2 | 28.9 | 21.1 | 21.1 | 76.0 | |
| HUD | 4 | 25.0 | 25.0 | -- | -- | 25.0 | 25.0 | 100.0 | |
| Interior | 93 | 2.9 | 53.6 | 18.8 | 15.9 | 5.8 | 2.9 | 74.2 | |
| Justice | 26 | -- | 13.6 | 27.3 | 27.3 | 9.1 | 22.7 | 84.6 | |
| Labor | 9 | -- | 25.0 | 37.5 | -- | -- | 37.5 | 88.9 | |
| State | 4 | -- | -- | -- | -- | -- | -- | 50.0 | |
| Transportation | 13 | -- | 27.3 | 36.4 | 9.1 | 9.1 | 18.2 | 84.6 | |
| Treasury | 10 | -- | -- | -- | -- | -- | -- | 60.0 | |
| Veterans Affairs | 163 | -- | -- | -- | -- | -- | -- | 63.2 | |
| Other Civilian | 1 | -- | -- | -- | -- | -- | 100.0 | 100.0 | |
| Military Departments | | | | | | | | | |
| Air Force | 138 | 3.1 | 12.2 | 12.2 | 22.4 | 27.6 | 22.4 | 71.0 | |
| Army | 216 | 1.5 | 11.8 | 18.5 | 25.1 | 20.0 | 23.1 | 90.3 | |
| Navy | 144 | 3.7 | 21.1 | 14.7 | 24.8 | 22.0 | 13.8 | 75.7 | |
| Other Defense | 54 | -- | -- | -- | -- | -- | -- | 68.5 | |
| Independent Agencies | | | | | | | | | |
| EPA | 32 | -- | 12.0 | 32.0 | 20.0 | 20.0 | 16.0 | 78.1 | |
| NASA | 15 | -- | 28.6 | 7.1 | 7.1 | 14.3 | 42.9 | 93.3 | |
| National Archives and Records Admin | 26 | -- | 4.3 | 17.4 | 26.1 | 17.4 | 34.8 | 88.5 | |
| Smithsonian | 7 | -- | 50.0 | 16.7 | 16.7 | -- | 16.7 | 85.7 | |
| Other Independent | 72 | 3.8 | 11.5 | 23.1 | 25.0 | 23.1 | 13.5 | 72.2 | |

Notes: 1. Percentage distribution is based on libraries/information centers that reported values of zero or greater for this specific category of the requests/searches item. Percentages may not sum to 100 due to nonresponse to this specific category of the requests/searches item.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests/searches item.
 3. "--" represents zero.
 4. "..." Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 11A.--Percentage distribution of Federal libraries/information centers by number of directional/ready reference requests per typical week, and by type of library/information center: Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Directional/ready reference requests per typical week | | | | | | | Response rate |
|---|--|---|-------------------|---------------------|----------------------|----------------------|---------------------|----------------------|------------------|
| | | 0 | 1 to 19 | 20 to 39 | 40 to 79 | 80 to 199 | 200 or more | | |
| All Libraries/ Information Centers | 1,234 | 2.1 | 18.4 | 17.8 | 22.4 | 20.4 | 18.9 | 76.0 | |
| National Presidential Multi-type | 20 9 53 | - - 2.6 | - 12.5 20.5 | 5.3 37.5 10.3 | 21.1 25.0 15.4 | 21.1 12.5 23.1 | 52.6 1.5 28.2 | 95.0 88.9 73.6 | |
| Special or Technical | 224 | 1.1 | 19.0 | 21.8 | 25.1 | 17.3 | 15.6 | 79.9 | |
| Science | 256 | 2.6 | 19.4 | 18.4 | 28.6 | 19.4 | 11.7 | 76.6 | |
| Medical | 90 | 1.4 | 16.4 | 24.7 | 21.9 | 17.8 | 17.8 | 81.1 | |
| Law | 223 | 3.3 | 26.4 | 17.6 | 18.1 | 22.0 | 12.6 | 81.6 | |
| General | 185 | 3.2 | 10.1 | 12.0 | 19.6 | 25.9 | 29.1 | 85.4 | |
| General | 24 | - | 23.5 | 23.5 | 29.4 | 17.6 | 5.9 | 70.8 | |
| Patient | 2 | - | - | 100.0 | - | - | - | 100.0 | |
| Educational Academic Technical School | 42 33 | - - | 16.2 21.4 | 16.2 10.7 | 16.2 21.4 | 16.2 17.9 | 35.1 28.6 | 88.1 84.8 | |
| Type not reported | 73 | - | - | - | - | - | - | - | |

Notes: 1. Percentage distribution is based on libraries/information centers that reported values of zero or greater for this specific category of the requests/searches item. Percentages may not sum to 100 due to nonresponse to this specific category of the requests/searches item.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests/searches item.
 3. "-" represents zero.
 4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 12. ---Percentage distribution of Federal libraries/information centers by number of substantive reference requests per typical week, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Substantive reference requests per typical week | | | | | | | | | | Response rate | |
|-------------------------------------|---|---|--------|----------|----------|----------|----------|----------|----------|----------|------------|---------------|--|
| | | 0 | 1 to 9 | 10 to 19 | 20 to 29 | 30 to 39 | 40 to 49 | 50 to 59 | 60 to 69 | 70 to 79 | 80 or more | | |
| All Libraries/Information Centers | 1,234 | 2.6 | 23.7 | 22.4 | 13.8 | 22.8 | 14.7 | 76.3 | | | | | |
| Judicial Branch | 21 | -- | 17.6 | 11.8 | 11.8 | 41.2 | 17.6 | 81.0 | | | | | |
| Legislative Branch | 15 | -- | -- | -- | -- | -- | -- | 53.3 | | | | | |
| Executive Branch | | | | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | | | | |
| Agriculture | 27 | -- | -- | -- | -- | -- | -- | 63.0 | | | | | |
| Commerce | 52 | -- | 18.4 | 28.9 | 18.4 | 18.4 | 15.8 | 73.1 | | | | | |
| Education | 5 | -- | -- | 25.0 | 50.0 | 25.0 | -- | 80.0 | | | | | |
| Energy | 37 | 3.3 | 13.3 | 33.3 | 3.3 | 33.3 | 13.3 | 81.1 | | | | | |
| HHS | 50 | 2.7 | 16.2 | 27.0 | 24.3 | 16.2 | 13.5 | 74.0 | | | | | |
| HUD | 4 | -- | 25.0 | 25.0 | -- | -- | 50.0 | 100.0 | | | | | |
| Interior | 93 | 4.3 | 59.4 | 14.5 | 7.2 | 10.1 | 4.3 | 74.2 | | | | | |
| Justice | 26 | -- | 36.4 | 9.1 | 22.7 | 22.7 | 9.1 | 84.6 | | | | | |
| Labor | 9 | -- | 12.5 | 25.0 | -- | -- | 37.5 | 88.9 | | | | | |
| State | 4 | -- | -- | -- | -- | -- | -- | 50.0 | | | | | |
| Transportation | 13 | -- | 25.0 | 16.7 | 16.7 | 16.7 | 25.0 | 92.3 | | | | | |
| Treasury | 10 | -- | 28.6 | 14.3 | 14.3 | 14.3 | 28.6 | 70.0 | | | | | |
| Veterans Affairs | 163 | -- | -- | -- | -- | -- | -- | 62.6 | | | | | |
| Other Civilian | 1 | -- | -- | -- | -- | -- | 100.0 | 100.0 | | | | | |
| Military Departments | | | | | | | | | | | | | |
| Air Force | 138 | 3.1 | 15.3 | 16.3 | 14.3 | 29.6 | 21.4 | 71.0 | | | | | |
| Army | 216 | 1.5 | 24.7 | 24.7 | 10.6 | 23.7 | 14.6 | 91.7 | | | | | |
| Navy | 144 | 8.3 | 26.6 | 18.3 | 20.2 | 14.7 | 11.9 | 75.7 | | | | | |
| Other Defense | 54 | -- | -- | -- | -- | -- | -- | 68.5 | | | | | |
| Independent Agencies | | | | | | | | | | | | | |
| EPA | 32 | -- | 16.7 | 20.8 | 12.5 | 37.5 | 12.5 | 75.0 | | | | | |
| NASA | 15 | -- | 26.7 | 6.7 | 26.7 | 33.3 | 6.7 | 100.0 | | | | | |
| National Archives and Records Admin | 26 | -- | 16.7 | 16.7 | 16.7 | 33.3 | 16.7 | 92.3 | | | | | |
| Smithsonian | 7 | -- | -- | 16.7 | 66.7 | -- | 16.7 | 85.7 | | | | | |
| Other Independent | 72 | -- | 9.6 | 26.9 | 9.6 | 25.0 | 28.8 | 72.2 | | | | | |

Notes: 1. Percentage distribution is based on libraries/information centers that reported values of zero or greater for this specific category of the requests/searches item. Percentages may not sum to 100 due to nonresponse to this specific category of the requests/searches item.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests/searches item.
 3. "--" represents zero.
 4. "---" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.



Table 12A.--Percentage distribution of Federal libraries/information centers by number of substantive reference requests per typical week, and by type of library/information center: Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Substantive reference requests per typical week | | | | | | | Response rate |
|--|--|---|----------------------|-------------------|----------------------|----------------------|-------------------|-----------------------|------------------|
| | | 0 | 1 to 9 | 10 to 19 | 20 to 29 | 30 to 39 | 40 to 99 | 100 or more | |
| All Libraries/ Information Centers | 1,234 | 2.6 | 23.7 | 22.4 | 13.8 | 22.8 | 14.7 | 76.3 | |
| National Presidential Multi-type | 20 9 53 | - - 5.1 | 15.8 11.1 15.4 | 21.1 - 15.4 | 15.8 22.2 10.3 | 10.5 66.7 30.8 | 36.8 - 23.1 | 95.0 100.0 73.6 | |
| Special and Technical | 224 | 2.1 | 21.9 | 24.6 | 16.0 | 24.1 | 11.2 | 83.5 | |
| Science | 256 | 3.6 | 26.0 | 26.0 | 17.9 | 19.9 | 6.6 | 76.6 | |
| Medical | 90 | - | 27.0 | 20.3 | 17.6 | 23.0 | 12.2 | 82.2 | |
| Law | 223 | 1.7 | 28.2 | 25.4 | 11.6 | 14.4 | 18.8 | 81.2 | |
| General | 185 | 4.0 | 19.9 | 20.5 | 7.9 | 28.5 | 19.2 | 81.6 | |
| General Patient | 24 | -- | -- | -- | -- | -- | -- | 62.5 | |
| Penal | 2 | 50.0 | - | 50.0 | - | - | - | 100.0 | |
| Educational | 42 | - | 20.5 | 12.8 | 10.3 | 28.2 | 28.2 | 92.9 | |
| Academic Technical School | 33 | 3.4 | 17.2 | 10.3 | 17.2 | 34.5 | 17.2 | 87.9 | |
| Type not reported | 73 | - | - | - | - | - | - | - | |

- Notes: 1. Percentage distribution is based on libraries/information centers that reported values of zero or greater for this specific category of the requests/searches item. Percentages may not sum to 100 due to nonresponse to this specific category of the requests/searches item.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the requests/searches item.
 3. "-" represents zero.
 4. "---" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
 5. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 13. ---Percentage of Federal libraries/information centers by type of service performed, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Type of Service | | | | | | | | | | |
|-------------------------------------|---|-----------------------------------|---------------|---------------|-----------------------------|---------------|---------------|--------------------------------------|---------------|---------------|-------------------|---------------|
| | | Prepares published bibliographies | | | Produces other publications | | | Produces on-line or CD-ROM databases | | | | |
| | | Performed | | Not performed | Performed | | Not performed | Performed | | Not performed | Performed | |
| | | Users not charged | Users charged | | Users not charged | Users charged | | Users not charged | Users charged | | Users not charged | Users charged |
| All Libraries/Information Centers | 1,234 | 37.2 | 1.2 | 57.6 | 32.2 | 1.8 | 61.2 | 15.9 | 1.5 | 76.7 | | |
| Judicial Branch | 21 | 36.8 | - | 52.6 | 47.4 | 5.3 | 36.8 | 21.1 | - | 68.4 | | |
| Legislative Branch | 15 | 33.3 | - | 66.7 | 50.0 | - | 50.0 | - | 8.3 | 91.7 | | |
| Executive Branch | | | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | | | |
| Agriculture | 27 | 23.1 | 3.8 | 69.2 | 26.9 | - | 69.2 | 26.9 | 7.7 | 61.5 | | |
| Commerce | 52 | 33.3 | 2.0 | 62.7 | 37.3 | 3.9 | 56.9 | 21.6 | 2.0 | 72.5 | | |
| Education | 5 | 40.0 | 40.0 | 20.0 | 80.0 | 20.0 | - | 40.0 | - | 60.0 | | |
| Energy | 37 | 19.4 | - | 75.0 | 22.2 | 2.8 | 66.7 | 2.8 | 2.8 | 66.7 | | |
| HHS | 50 | 46.7 | 4.4 | 46.7 | 48.9 | 8.9 | 40.0 | 31.1 | 2.2 | 60.0 | | |
| HUD | 4 | 50.0 | - | 50.0 | 75.0 | - | 25.0 | 25.0 | - | 75.0 | | |
| Interior | 93 | 19.3 | - | 78.3 | 16.9 | 1.2 | 78.3 | 15.7 | 1.2 | 79.5 | | |
| Justice | 26 | 40.9 | - | 59.1 | 36.4 | - | 63.6 | 40.9 | 4.5 | 54.5 | | |
| Labor | 9 | 50.0 | - | 50.0 | 62.5 | - | 37.5 | 37.5 | - | 62.5 | | |
| State | 4 | 33.3 | - | 66.7 | 66.7 | - | 33.3 | - | - | 100.0 | | |
| Transportation | 13 | 25.0 | 16.7 | 58.3 | 33.3 | 8.3 | 58.3 | 25.0 | - | 75.0 | | |
| Treasury | 10 | 12.5 | - | 87.5 | 37.5 | 12.5 | 50.0 | 25.0 | 12.5 | 50.0 | | |
| Veterans Affairs | 163 | 51.0 | - | 47.6 | 35.4 | - | 59.9 | 8.8 | - | 85.0 | | |
| Other Civilian | 1 | - | - | - | 100.0 | - | - | - | - | - | | |
| Military Departments | | | | | | | | | | | | |
| Air Force | 138 | 45.7 | - | 51.2 | 24.0 | .8 | 69.8 | 13.2 | .8 | 82.2 | | |
| Army | 216 | 37.6 | 1.0 | 58.0 | 22.4 | - | 73.2 | 12.7 | 1.5 | 82.4 | | |
| Navy | 144 | 29.6 | - | 67.4 | 24.4 | .7 | 71.1 | 8.1 | - | 86.7 | | |
| Other Defense | 54 | 28.3 | 2.2 | 58.7 | 26.1 | 2.2 | 65.2 | 19.6 | 4.3 | 63.0 | | |
| Independent Agencies | | | | | | | | | | | | |
| EPA | 32 | 51.7 | - | 41.4 | 65.5 | - | 24.1 | 20.7 | - | 65.5 | | |
| NASA | 15 | 40.0 | 13.3 | 40.0 | 20.0 | 6.7 | 66.7 | 13.3 | 13.5 | 66.7 | | |
| National Archives and Records Admin | 26 | 20.8 | - | 62.5 | 45.8 | 12.5 | 29.2 | - | - | 83.3 | | |
| Smithsonian | 7 | 14.3 | - | 71.4 | 57.1 | 14.3 | 28.6 | 28.6 | - | 71.4 | | |
| Other Independent | 72 | 48.5 | 1.5 | 42.4 | 62.1 | 1.5 | 30.3 | 27.3 | - | 60.6 | | |

See footnotes at end of table.

Table 13.--Percentage of Federal libraries/information centers by type of service performed, and by governmental organization: Fiscal year 1994--Continued

| Governmental organization | Number of Federal libraries/information centers | Type of Service | | | | | | | | Response Rate |
|-------------------------------------|---|-------------------|---------------|-------------------|---------------|--|---------------|-------------------|---------------|---------------|
| | | Translations | | | | Selective dissemination of information (SDI) | | | | |
| | | Performed | | Users charged | | Performed | | Users charged | | |
| | | Users not charged | Users charged | Users not charged | Users charged | Users not charged | Users charged | Users not charged | Users charged | |
| All Libraries/Information Centers | 1,234 | 4.7 | 1.4 | 86.5 | 49.1 | 2.3 | 45.0 | 92.2 | | |
| Judicial Branch | 21 | 10.5 | - | 60.4 | 78.9 | - | 21.1 | 90.5 | | |
| Legislative Branch | 15 | 8.3 | - | 91.7 | 50.0 | - | 50.0 | 80.0 | | |
| Executive Branch | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | |
| Agriculture | 27 | 3.8 | - | 92.3 | 57.7 | 7.7 | 34.6 | 96.3 | | |
| Commerce | 52 | 9.8 | 3.9 | 82.4 | 52.9 | 2.0 | 43.1 | 98.1 | | |
| Education | 5 | 40.0 | - | 60.0 | 40.0 | - | 60.0 | 100.0 | | |
| Energy | 37 | 11.1 | 16.7 | 61.1 | 52.8 | 16.7 | 27.8 | 97.3 | | |
| HHS | 50 | 6.7 | - | 86.7 | 68.9 | 2.2 | 24.4 | 90.0 | | |
| HUD | 4 | - | - | 100.0 | 100.0 | - | - | 100.0 | | |
| Interior | 93 | 6.0 | 1.2 | 89.2 | 45.8 | 3.6 | 49.4 | 89.2 | | |
| Justice | 26 | - | - | 100.0 | 59.1 | 4.5 | 36.4 | 84.6 | | |
| Labor | 9 | - | - | 100.0 | 62.5 | - | 37.5 | 88.9 | | |
| State | 4 | - | - | 100.0 | 33.3 | - | 66.7 | 75.0 | | |
| Transportation | 13 | - | - | 100.0 | 41.7 | 16.7 | 41.7 | 92.3 | | |
| Treasury | 10 | - | - | 100.0 | 62.5 | 12.5 | 25.0 | 80.0 | | |
| Veterans Affairs | 163 | 3.4 | - | 87.8 | 77.6 | - | 19.0 | 90.2 | | |
| Other Civilian | 1 | - | - | - | 100.0 | - | - | 100.0 | | |
| Military Departments | | | | | | | | | | |
| Air Force | 138 | 4.7 | - | 89.9 | 24.8 | 1.6 | 69.8 | 93.5 | | |
| Army | 216 | 2.9 | 1.0 | 91.2 | 44.4 | 1.5 | 51.2 | 94.9 | | |
| Navy | 144 | 3.0 | 1.5 | 89.6 | 35.6 | - | 59.3 | 93.8 | | |
| Other Defense | 54 | 4.3 | - | 80.4 | 39.1 | 2.2 | 52.2 | 85.2 | | |
| Independent Agencies | | | | | | | | | | |
| EPA | 32 | 3.4 | - | 79.3 | 58.6 | - | 37.9 | 90.6 | | |
| NASA | 15 | 6.7 | 20.0 | 73.3 | 53.3 | 13.3 | 33.3 | 100.0 | | |
| National Archives and Records Admin | 26 | - | - | 83.3 | 8.3 | - | 75.0 | 92.3 | | |
| Smithsonian | 7 | 28.6 | - | 57.1 | 14.3 | - | 71.4 | 100.0 | | |
| Other Independent | 72 | 6.1 | - | 77.3 | 62.1 | 1.5 | 30.3 | 91.7 | | |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of service performed.
 2. Response rate is the percentage of libraries/information centers that reported any of the categories in the type of service performed item.
 3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 13A.--Percentage of Federal libraries/information centers by type of service performed, and by type of library/
 Information Center: Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Type of Service | | | | | | | | | | | |
|--|--|--------------------------------------|---------------|---------------|---------------|--------------------------------|---------------|---------------|---------------|---|---------------|---------------|---------------|
| | | Prepares published bibliographies | | | | Produces other publications | | | | Produces on-line or CD-ROM databases | | | |
| | | Performed | | Not performed | | Performed | | Not performed | | Performed | | Not performed | |
| | | Users charged | Users charged | Users charged | Users charged | Users charged | Users charged | Users charged | Users charged | Users charged | Users charged | Users charged | Users charged |
| All libraries/ Information Centers | 1,234 | 37.2 | 1.2 | 57.6 | 32.2 | 1.8 | 61.2 | 15.9 | 1.5 | 76.7 | | | |
| National | 20 | 25.0 | 10.0 | 45.0 | 50.0 | 20.0 | 15.0 | 5.0 | 20.0 | 55.0 | | | |
| Presidential | 9 | 33.3 | - | 66.7 | 44.4 | 11.1 | 44.4 | - | - | 100.0 | | | |
| Multi-type | 53 | 23.1 | - | 73.1 | 26.9 | 5.8 | 63.5 | 15.4 | 9.6 | 73.1 | | | |
| Special or Technical | | | | | | | | | | | | | |
| Science | 224 | 34.7 | 1.8 | 58.1 | 32.0 | 1.4 | 59.5 | 21.2 | .9 | 70.7 | | | |
| Medical | 256 | 45.5 | .4 | 51.0 | 34.8 | 1.6 | 58.1 | 15.4 | .4 | 77.5 | | | |
| Law | 90 | 30.2 | - | 64.0 | 38.4 | 1.2 | 58.1 | 23.3 | 1.2 | 68.6 | | | |
| Special | 223 | 31.3 | 1.4 | 65.0 | 35.5 | 1.8 | 59.9 | 19.4 | .9 | 75.6 | | | |
| General | | | | | | | | | | | | | |
| General | 185 | 39.1 | .6 | 57.5 | 16.8 | - | 79.3 | 3.9 | 1.1 | 89.9 | | | |
| Patient | 24 | 39.1 | - | 52.2 | 21.7 | - | 73.9 | 4.3 | - | 87.0 | | | |
| Penal | 2 | - | - | 100.0 | - | - | 100.0 | - | - | 100.0 | | | |
| Educational | | | | | | | | | | | | | |
| Academic | 42 | 59.5 | 2.4 | 33.3 | 54.8 | - | 42.9 | 31.0 | - | 64.3 | | | |
| Technical School | 33 | 39.4 | 6.1 | 54.5 | 36.4 | 3.0 | 57.6 | 9.1 | - | 87.9 | | | |
| Type not reported | 73 | - | - | - | - | - | - | - | - | - | | | |

See footnotes at the end of the table.

Table 13A.--Percentage of Federal libraries/information centers by type of service performed, and by type of library/information center: Fiscal year 1994--Continued

| Type of library/ information center | Number of Federal libraries/ information centers | Type of Service | | | | | | | | Response Rate |
|--|--|-----------------|-------------------------|------------------|------------------|---|-------------------------|------------------|------------------|------------------|
| | | Translations | | | | Selective dissemination of information (SDI) | | | | |
| | | Performed | Users not charged | Users charged | Not performed | Performed | Users not charged | Users charged | Not performed | |
| All Libraries/ Information Centers | 1,234 | 4.7 | 1.4 | 1.4 | 86.5 | 49.1 | 2.3 | 45.0 | 92.2 | |
| National | 20 | 10.0 | - | - | 70.0 | 20.0 | 15.0 | 45.0 | 100.0 | |
| Presidential | 9 | - | - | - | 100.0 | - | - | 100.0 | 100.0 | |
| Multi-type | 53 | - | 1.9 | 92.3 | 32.7 | 5.8 | 57.7 | 98.1 | | |
| Special or Technical | | | | | | | | | | |
| Science | 224 | 7.7 | 5.0 | 79.7 | 55.0 | 6.3 | 36.5 | 99.1 | | |
| Medical | 256 | 5.1 | .4 | 85.4 | 68.0 | .8 | 27.7 | 98.8 | | |
| Law | 90 | 3.5 | - | 87.2 | 53.5 | 1.2 | 43.0 | 95.6 | | |
| Special | 223 | 6.0 | 1.4 | 88.0 | 53.5 | .9 | 43.3 | 97.3 | | |
| General | | | | | | | | | | |
| General | 185 | 1.1 | - | 92.7 | 19.0 | - | 77.1 | 96.8 | | |
| Patient | 24 | 8.7 | - | 82.6 | 56.5 | - | 30.4 | 95.8 | | |
| Penal | 2 | - | - | 100.0 | - | - | 100.0 | 100.0 | | |
| Educational | | | | | | | | | | |
| Academic | 42 | 2.4 | - | 85.7 | 42.9 | - | 47.6 | 100.0 | | |
| Technical School | 33 | 3.0 | - | 93.9 | 51.5 | 3.0 | 45.5 | 100.0 | | |
| Type not reported | 73 | - | - | - | - | - | - | - | | |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of service performed.
 2. Response rate is the percentage of libraries/information centers that reported any of the categories in the type of service performed item.
 3. "-" represents zero.
 4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 14.--Percentage of Federal libraries/information centers by automation of functions, and by governmental organization:
Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Function | | | | | | | | | |
|-------------------------------------|---|--------------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--|--|
| | | On-line Public Access Catalog (OPAC) | | Acquisitions | | Cataloging | | Authority file control | | | |
| | | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | | |
| All Libraries/Information Centers | 1,234 | 50.7 | 47.8 | 42.1 | 55.8 | 70.3 | 28.5 | 38.1 | 56.4 | | |
| Judicial Branch | 21 | 20.0 | 80.0 | 70.0 | 30.0 | 80.0 | 20.0 | 30.0 | 70.0 | | |
| Legislative Branch | 15 | 41.7 | 58.3 | 41.7 | 58.3 | 50.0 | 50.0 | 25.0 | 58.3 | | |
| Executive Branch | | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | | |
| Agriculture | 27 | 38.5 | 53.8 | 26.9 | 73.1 | 69.2 | 30.8 | 38.5 | 53.8 | | |
| Commerce | 52 | 53.2 | 46.8 | 29.8 | 68.1 | 63.8 | 36.2 | 23.4 | 70.2 | | |
| Education | 5 | 80.0 | 20.0 | 60.0 | 40.0 | 100.0 | - | 80.0 | 20.0 | | |
| Energy | 37 | 80.6 | 19.4 | 66.7 | 33.3 | 63.3 | 16.7 | 50.0 | 47.2 | | |
| HHS | 50 | 53.3 | 46.7 | 44.4 | 55.6 | 66.7 | 33.3 | 37.8 | 55.6 | | |
| HUD | 4 | 50.0 | 50.0 | 50.0 | 50.0 | 75.0 | 25.0 | 25.0 | 75.0 | | |
| Interior | 93 | 52.9 | 47.1 | 27.1 | 71.8 | 77.6 | 22.4 | 38.8 | 58.8 | | |
| Justice | 26 | 47.8 | 52.2 | 30.4 | 69.6 | 60.9 | 39.1 | 34.8 | 65.2 | | |
| Labor | 9 | 75.0 | 25.0 | 12.5 | 87.5 | 75.0 | 25.0 | 37.5 | 62.5 | | |
| State | 4 | 66.7 | 33.3 | 33.3 | 66.7 | 100.0 | - | 33.3 | 66.7 | | |
| Transportation | 4 | 61.5 | 38.5 | 46.2 | 53.8 | 53.8 | 46.2 | 46.2 | 53.8 | | |
| Treasury | 13 | 66.7 | 33.3 | 44.4 | 44.4 | 77.8 | 22.2 | 77.8 | 22.2 | | |
| Veterans Affairs | 163 | 32.4 | 62.8 | 43.4 | 53.8 | 57.9 | 40.0 | 24.1 | 69.0 | | |
| Other Civilian | 1 | 100.0 | - | 100.0 | - | 100.0 | - | 100.0 | - | | |
| Military Departments | | | | | | | | | | | |
| Air Force | 138 | 58.8 | 40.5 | 48.1 | 16.6 | 67.2 | 31.3 | 45.8 | 48.1 | | |
| Army | 216 | 50.7 | 48.3 | 41.1 | 57.5 | 77.3 | 22.7 | 45.9 | 49.8 | | |
| Navy | 144 | 35.6 | 63.0 | 36.3 | 60.7 | 59.3 | 37.8 | 29.6 | 64.4 | | |
| Other Defense | 54 | 56.3 | 43.8 | 45.8 | 54.2 | 81.3 | 18.8 | 47.9 | 45.8 | | |
| Independent Agencies | | | | | | | | | | | |
| EPA | 32 | 86.2 | 6.9 | 31.0 | 69.0 | 86.2 | 13.8 | 20.7 | 75.9 | | |
| NASA | 15 | 100.0 | - | 80.0 | 20.0 | 100.0 | - | 66.7 | 33.3 | | |
| National Archives and Records Admin | 26 | 42.9 | 52.4 | 38.1 | 61.9 | 52.4 | 42.9 | 19.0 | 71.4 | | |
| Smithsonian | 7 | 85.7 | 14.3 | 85.7 | 14.3 | 71.4 | 14.3 | 42.9 | 57.1 | | |
| Other Independent | 72 | 56.3 | 43.8 | 48.4 | 48.4 | 81.3 | 17.2 | 45.3 | 42.2 | | |

See footnotes at end of table.

Table 14. ---Percentage of Federal libraries/information centers by automation of functions, and by governmental organization: Fiscal year 1994--Continued

| Governmental organization | Number of Federal libraries/information centers | Function | | | | | | | | | | Response rate |
|-------------------------------------|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------|
| | | Interlibrary loan | | Circulation | | Serials control | | Other | | Automated or under development | Not automated or not performed | |
| | | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | | | |
| All Libraries/Information Centers | 1,234 | 58.5 | 39.4 | 46.1 | 52.2 | 45.4 | 52.5 | 3.8 | .7 | 92.3 | | |
| Judicial Branch | 21 | 55.0 | 45.0 | 20.0 | 80.0 | 40.0 | 60.0 | 15.0 | - | 95.2 | | |
| Legislative Branch | 15 | 50.0 | 50.0 | 50.0 | 50.0 | 41.7 | 58.3 | - | - | 80.0 | | |
| Executive Branch | | | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | | | |
| Agriculture | 27 | 50.0 | 50.0 | 23.1 | 76.9 | 42.3 | 57.7 | 3.8 | - | 96.3 | | |
| Commerce | 52 | 48.9 | 51.1 | 34.0 | 66.0 | 34.0 | 66.0 | - | 2.1 | 90.4 | | |
| Education | 5 | 60.0 | 40.0 | 60.0 | 40.0 | 60.0 | 40.0 | - | - | 100.0 | | |
| Energy | 37 | 52.8 | 47.2 | 72.2 | 27.8 | 63.9 | 36.1 | 11.1 | - | 97.3 | | |
| HHS | 50 | 44.4 | 55.6 | 31.1 | 66.7 | 40.0 | 60.0 | 6.7 | 2.2 | 90.0 | | |
| HUD | 4 | 25.0 | 50.0 | 25.0 | 50.0 | 25.0 | 50.0 | - | - | 100.0 | | |
| Interior | 93 | 41.2 | 57.6 | 32.9 | 65.9 | 37.6 | 61.2 | 3.5 | 1.2 | 91.4 | | |
| Justice | 26 | 17.4 | 82.6 | 8.7 | 91.3 | 39.1 | 60.9 | 4.3 | - | 88.5 | | |
| Labor | 9 | 37.5 | 37.5 | 37.5 | 62.5 | 12.5 | 87.5 | - | - | 88.9 | | |
| State | 4 | 33.3 | 66.7 | 66.7 | 33.3 | 100.0 | - | - | - | 75.0 | | |
| Transportation | 13 | 46.2 | 53.8 | 38.5 | 61.5 | 46.2 | 53.8 | - | - | 100.0 | | |
| Treasury | 10 | 33.3 | 66.7 | 44.4 | 55.6 | 66.7 | 33.3 | 22.2 | - | 90.0 | | |
| Veterans Affairs | 163 | 86.9 | 10.3 | 35.2 | 62.1 | 58.6 | 41.4 | 1.4 | - | 89.0 | | |
| Other Civilian | 1 | 100.0 | - | 100.0 | - | 100.0 | - | - | - | 100.0 | | |
| Military Departments | | | | | | | | | | | | |
| Air Force | 138 | 62.6 | 35.1 | 60.3 | 38.2 | 55.0 | 41.2 | 2.3 | .8 | 94.9 | | |
| Army | 216 | 76.3 | 21.3 | 54.1 | 44.4 | 41.5 | 53.6 | 3.4 | - | 95.8 | | |
| Navy | 144 | 37.8 | 59.3 | 46.7 | 49.6 | 34.1 | 61.5 | 2.2 | - | 93.8 | | |
| Other Defense | 54 | 52.1 | 45.8 | 62.5 | 37.5 | 43.8 | 54.2 | 2.1 | 4.2 | 88.9 | | |
| Independent Agencies | | | | | | | | | | | | |
| EPA | 32 | 75.9 | 24.1 | 69.0 | 31.0 | 48.3 | 51.7 | 3.4 | 3.4 | 90.6 | | |
| NASA | 15 | 86.7 | 13.3 | 100.0 | - | 86.7 | 13.3 | 13.3 | - | 100.0 | | |
| National Archives and Records Admin | 26 | 14.3 | 81.0 | 19.0 | 76.2 | 14.3 | 81.0 | 19.0 | 4.8 | 80.8 | | |
| Smithsonian | 7 | 71.4 | 28.6 | 57.1 | 42.9 | 28.6 | 71.4 | - | - | 100.0 | | |
| Other Independent | 72 | 46.9 | 46.9 | 40.6 | 57.8 | 43.8 | 51.6 | 4.7 | - | 88.9 | | |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported automation of functions.
 2. Response rate is the percentage of libraries/information centers that reported any of the categories in the automation of functions item.
 3. "-" represents zero.
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 14A.--Percentage of Federal libraries/information centers by automation of functions, and by type of library/information center:
Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Function | | | | | | | |
|--|--|---|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| | | On-line Public Access Catalog (OPAC) | | Acquisitions | | Cataloging | | Authority file control | |
| | | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed |
| All Libraries/ Information Centers | 1,234 | 50.7 | 47.8 | 42.1 | 55.8 | 70.3 | 28.5 | 38.1 | 56.4 |
| National Presidential Multi-type | 20 9 53 | 52.9 50.0 43.4 | 41.2 50.0 54.7 | 47.1 50.0 43.4 | 52.9 50.0 54.7 | 52.9 75.0 64.2 | 41.2 25.0 35.8 | 35.3 25.0 37.7 | 52.9 75.0 54.7 |
| Special or Technical | 224 | 70.1 | 27.7 | 45.1 | 52.7 | 89.3 | 10.3 | 48.7 | 46.4 |
| Science | 256 | 40.1 | 57.5 | 41.7 | 56.0 | 59.9 | 38.1 | 29.0 | 65.1 |
| Medical | 90 | 31.8 | 68.2 | 43.2 | 56.8 | 56.8 | 43.2 | 28.4 | 69.3 |
| Law | 223 | 54.6 | 44.9 | 43.1 | 56.5 | 73.6 | 25.0 | 36.6 | 57.4 |
| General | 185 | 50.0 | 48.9 | 34.1 | 62.6 | 69.8 | 29.1 | 43.4 | 51.1 |
| Patient | 24 | 17.4 | 78.3 | 30.4 | 65.2 | 30.4 | 65.2 | 21.7 | 69.6 |
| Penal | 2 | - | 100.0 | - | 100.0 | - | 100.0 | - | 100.0 |
| Educational | 42 | 65.9 | 34.1 | 61.0 | 31.7 | 85.4 | 14.6 | 61.7 | 31.7 |
| Academic | 33 | 45.5 | 54.5 | 42.4 | 57.6 | 69.7 | 30.3 | 33.3 | 63.6 |
| Technical School | | | | | | | | | |
| Type not reported | 73 | - | - | - | - | - | - | - | - |

See footnotes at end of table.

Table 14A.--Percentage of Federal libraries/information centers by automation of functions, and by type of library/information center:
Fiscal year 1994--Continued

| Type of library/ information center | Number of Federal libraries/ information centers | Function | | | | | | | | | | response rate |
|--|--|--------------------------------------|---|--------------------------------------|---|--------------------------------------|---|--------------------------------------|---|--------------------------------------|---|-----------------------|
| | | Interlibrary loan | | Circulation | | Serials control | | Other | | Automated or under development | Not automated or not performed | |
| | | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | Automated or under development | Not automated or not performed | | | |
| All Libraries/ Information Centers | 1,234 | 58.5 | 39.4 | 46.1 | 52.2 | 45.4 | 52.5 | 3.8 | 3.8 | 52.5 | 3.8 | 92.3 |
| National Presidential Multi-type | 20 9 53 | 23.5 25.0 54.7 | 70.6 75.0 43.4 | 29.4 37.5 49.1 | 64.7 62.5 49.1 | 29.4 25.0 37.7 | 64.7 75.0 60.4 | 11.8 37.5 5.7 | 11.8 37.5 5.7 | 64.7 75.0 60.4 | 11.8 37.5 5.7 | 85.0 88.9 100.0 |
| Special or Technical | 224 | 71.9 | 26.3 | 59.4 | 38.4 | 54.9 | 41.5 | 4.9 | 4.9 | 41.5 | 4.9 | 100.0 |
| Science | 256 | 75.4 | 22.6 | 37.7 | 59.5 | 52.0 | 46.8 | 2.4 | 2.4 | 46.8 | 2.4 | 98.4 |
| Medical | 90 | 23.9 | 75.0 | 17.0 | 83.0 | 35.2 | 64.8 | 8.0 | 8.0 | 64.8 | 8.0 | 97.8 |
| Law | 223 | 48.1 | 50.5 | 43.1 | 56.0 | 41.7 | 57.4 | 3.2 | 3.2 | 57.4 | 3.2 | 96.9 |
| General | 185 | 53.3 | 43.4 | 58.2 | 40.7 | 36.5 | 57.7 | 5.5 | 5.5 | 57.7 | 5.5 | 98.4 |
| Patient | 24 | 60.9 | 30.4 | 26.1 | 69.6 | 39.1 | 56.5 | - | - | 56.5 | - | 95.8 |
| Penal | ? | - | 100.0 | - | 100.0 | - | 100.0 | - | - | 100.0 | - | 100.0 |
| Educational | 42 | 75.6 | 22.0 | 65.9 | 34.1 | 58.5 | 39.0 | 2.4 | 2.4 | 39.0 | 2.4 | 97.9 |
| Academic | 33 | 39.4 | 60.6 | 48.5 | 51.5 | 36.4 | 63.6 | 6.1 | 6.1 | 63.6 | 6.1 | 100.0 |
| Technical School | 73 | - | - | - | - | - | - | - | - | - | - | - |
| Type not reported | 73 | - | - | - | - | - | - | - | - | - | - | - |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported automation of functions.

2. Response rate is the percentage of libraries/information centers that reported any of the categories in the automation of functions item. "n" represents zero.

3. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

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Table 15.--Percentage of Federal libraries/information centers by type of technology available, and by governmental organization:
Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Type of technology available | | | | | | | | | | Response rate | |
|-------------------------------------|---|------------------------------|-------|--------------------|-------------------|----------|--------------------------|---------------|--------|------|-------|---------------|-------|
| | | Email | FAX | Local Area Network | Wide Area Network | INTERNET | Client/Server Interfaces | Magnetic tape | CD-ROM | WORM | Other | | None |
| All Libraries/Information Centers | 1,234 | 78.6 | 84.0 | 61.3 | 23.1 | 55.1 | 32.1 | 8.3 | 76.2 | 1.9 | 1.1 | 4.0 | 93.3 |
| Judicial Branch | 21 | 100.0 | 100.0 | 84.2 | 47.4 | 63.2 | 21.1 | 5.3 | 84.2 | 5.3 | - | - | 90.5 |
| Legislative Branch | 15 | 41.7 | 66.7 | 66.7 | 16.7 | 58.3 | 33.3 | 8.3 | 75.0 | - | - | - | 80.0 |
| Executive Branch | | | | | | | | | | | | | |
| Civilian Departments | | | | | | | | | | | | | |
| Agriculture | 27 | 80.8 | 96.2 | 65.4 | 19.2 | 65.4 | 42.3 | 11.5 | 22.3 | 3.8 | - | 3.8 | 96.3 |
| Commerce | 52 | 74.5 | 84.3 | 70.6 | 35.3 | 66.7 | 43.1 | 7.8 | 88.2 | - | - | 2.0 | 98.1 |
| Education | 5 | 100.0 | 100.0 | 80.0 | - | 100.0 | 100.0 | 20.0 | 80.0 | - | - | - | 100.0 |
| Energy | 37 | 88.9 | 91.7 | 83.3 | 36.1 | 80.6 | 55.6 | 33.3 | 77.8 | 2.8 | - | - | 97.3 |
| HHS | 50 | 84.4 | 91.1 | 75.6 | 31.1 | 71.1 | 48.9 | 6.7 | 66.7 | - | - | 4.4 | 90.0 |
| HUD | 4 | 100.0 | 100.0 | 100.0 | 25.0 | 50.0 | 50.0 | - | 50.0 | - | - | - | 100.0 |
| Interior | 93 | 74.1 | 80.0 | 51.8 | 21.2 | 47.1 | 28.2 | 7.1 | 52.9 | 1.2 | 1.2 | 10.6 | 91.4 |
| Justice | 26 | 81.8 | 68.2 | 50.0 | 59.1 | 54.5 | 27.3 | - | 50.0 | - | - | - | 84.6 |
| Labor | 9 | 100.0 | 87.5 | 75.0 | 25.0 | 50.0 | 50.0 | - | 87.5 | - | - | - | 88.9 |
| State | 4 | 66.7 | 100.0 | 66.7 | 33.3 | 100.0 | 66.7 | - | 100.0 | - | - | - | 75.0 |
| Transportation | 13 | 76.9 | 84.6 | 61.5 | 23.1 | 69.2 | 53.8 | 15.4 | 53.8 | - | 7.7 | 15.4 | 100.0 |
| Treasury | 10 | 88.9 | 88.9 | 88.9 | 11.1 | 44.4 | 22.2 | - | 100.0 | 22.2 | - | - | 90.0 |
| Veterans Affairs | 163 | 97.3 | 97.3 | 45.3 | 17.6 | 48.6 | 18.9 | 6.1 | 93.2 | - | - | - | 90.8 |
| Other Civilian | 1 | 100.0 | 100.0 | 100.0 | - | - | - | - | 100.0 | - | - | - | 100.0 |
| Military Departments | | | | | | | | | | | | | |
| Air Force | 138 | 53.4 | 84.0 | 53.4 | 20.6 | 36.6 | 19.1 | 6.9 | 81.7 | 1.5 | - | 3.8 | 94.9 |
| Army | 216 | 86.1 | 79.3 | 62.5 | 17.3 | 58.2 | 30.8 | 6.3 | 80.3 | 1.9 | 1.0 | 3.8 | 96.3 |
| Navy | 144 | 60.0 | 66.7 | 53.3 | 16.3 | 38.5 | 21.5 | 6.7 | 61.5 | 2.2 | 2.2 | 12.6 | 93.8 |
| Other Defense | 54 | 67.3 | 77.6 | 71.4 | 22.4 | 36.7 | 20.4 | 16.3 | 85.7 | 6.1 | 2.0 | - | 90.7 |
| Independent Agencies | | | | | | | | | | | | | |
| EPA | 32 | 93.1 | 93.1 | 82.8 | 27.6 | 86.2 | 62.1 | 3.4 | 89.7 | - | - | - | 90.6 |
| NASA | 15 | 86.7 | 100.0 | 86.7 | 46.7 | 93.3 | 80.0 | 26.7 | 86.7 | 6.7 | 6.7 | - | 100.0 |
| National Archives and Records Admin | 26 | 95.8 | 95.8 | 75.0 | 54.2 | 95.8 | 75.0 | 8.3 | 29.2 | - | 4.2 | 4.2 | 92.3 |
| Smithsonian | 7 | 85.7 | 85.7 | 42.9 | 14.3 | 85.7 | 28.6 | - | 57.1 | - | - | - | 100.0 |
| Other Independent | 72 | 86.4 | 87.9 | 66.7 | 22.7 | 65.2 | 43.9 | 12.1 | 74.2 | 4.5 | 4.5 | - | 91.7 |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of technology available.
 2. Response rate is the percentage of libraries/information centers that reported type of technology available.
 3. "-" represents zero.
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 15A--Percentage of Federal libraries/information centers by type of technology available, and by type of library/information center:
Fiscal year 1994

| Type of library/ Information center | Number of Federal libraries/ Information centers | Type of technology available | | | | | | | | | | | Response rate |
|--|--|------------------------------|-----------------------|--------------------------|-------------------------|-----------------------|-----------------------|------------------|----------------------|-----------------|------------------|---------------|-------------------------|
| | | Email | FAX | Local Area Network | Wide Area Network | INTERNET | Magnetic tape | CD-ROM | WORM | Other | None | | |
| All Libraries/ Information Centers | 1,234 | 78.6 | 84.0 | 61.3 | 23.1 | 55.1 | 32.1 | 8.3 | 76.2 | 1.9 | 1.1 | 4.0 | 93.3 |
| National Presidential Multi-type | 20 9 53 | 95.0 100.0 67.9 | 95.0 100.0 79.2 | 70.0 100.0 64.2 | 25.0 100.0 18.9 | 95.0 100.0 41.5 | 65.0 100.0 30.2 | 30.0 - 5.7 | 50.0 22.2 79.2 | 5.0 - 1.9 | - 11.1 3.8 | - - 1.9 | 100.0 100.0 100.0 |
| Special or Technical | 224 | 89.3 | 88.8 | 83.9 | 36.6 | 78.1 | 54.5 | 14.7 | 85.7 | 3.6 | 1.3 | 1.8 | 100.0 |
| Science | 256 | 86.7 | 87.8 | 52.5 | 18.0 | 52.2 | 27.1 | 5.1 | 78.4 | 1.2 | .8 | 3.5 | 99.6 |
| Medical | 90 | 89.7 | 83.9 | 69.0 | 35.6 | 47.1 | 18.4 | 1.1 | 75.9 | 2.3 | - | 1.1 | 96.7 |
| Law | 223 | 79.1 | 85.9 | 65.0 | 21.4 | 58.2 | 33.2 | 8.6 | 74.1 | 2.3 | 1.8 | 3.6 | 98.7 |
| General | 185 | 49.2 | 73.2 | 39.3 | 9.3 | 30.1 | 12.6 | 3.3 | 69.4 | .5 | .5 | 9.3 | 98.9 |
| General Patient | 24 | 78.3 | 78.3 | 26.1 | 17.4 | 26.1 | 8.7 | - | 73.9 | - | - | 4.3 | 95.8 |
| Penal | 2 | - | - | - | - | - | - | - | - | - | - | 100.0 | 100.0 |
| Educational | 42 | 83.3 | 85.7 | 61.9 | 31.0 | 66.7 | 47.6 | 14.3 | 78.6 | - | - | - | 100.0 |
| Academic | 33 | 75.8 | 72.7 | 57.6 | 6.1 | 54.5 | 21.2 | 27.3 | 75.8 | 3.0 | - | 6.1 | 100.0 |
| Technical School | 73 | - | - | - | - | - | - | - | - | - | - | - | - |
| Type not reported | - | - | - | - | - | - | - | - | - | - | - | - | - |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of technology available.

2. Response rate is the percentage of libraries/information centers that reported type of technology available.

3. "-" represents zero.

4. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 16. ---Percentage of Federal libraries/information centers by type of FTE staff, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Paid FTE staff | | | | Response rate | |
|-------------------------------------|---|----------------|---------|----------|-------------|---------------|-------|
| | | GS 1-8 | GS 9-12 | GS 13-15 | Above GS 15 | | |
| All Libraries/Information Centers | 1,234 | 77.8 | 74.1 | 20.9 | 3.2 | 18.8 | 89.4 |
| Judicial Branch | 21 | 85.0 | 95.0 | 75.0 | 65.0 | 15.0 | 95.2 |
| Legislative Branch | 15 | 54.5 | 90.9 | 45.5 | 9.1 | 9.1 | 73.3 |
| Executive Branch | | | | | | | |
| Civilian Departments | | | | | | | |
| Agriculture | 27 | 73.1 | 69.2 | 23.1 | 3.8 | 26.9 | 96.3 |
| Commerce | 52 | 72.3 | 72.3 | 19.1 | 2.1 | 21.3 | 90.4 |
| Education | 5 | -- | -- | -- | -- | -- | 60.0 |
| Energy | 37 | 71.0 | 58.1 | 38.7 | 12.9 | 45.2 | 83.8 |
| HHS | 50 | 57.9 | 65.8 | 50.0 | 2.6 | 47.4 | 76.0 |
| HUD | 4 | -- | -- | -- | -- | -- | 50.0 |
| Interior | 93 | 83.8 | 60.0 | 15.0 | -- | 11.3 | 86.0 |
| Justice | 26 | 65.2 | 91.3 | 17.4 | 4.3 | 21.7 | 88.5 |
| Labor | 9 | 50.0 | 75.0 | 25.0 | -- | 12.5 | 88.9 |
| State | 4 | 33.3 | 66.7 | 100.0 | -- | 66.7 | 75.0 |
| Transportation | 13 | 50.0 | 66.7 | 33.3 | -- | 33.3 | 92.3 |
| Treasury | 10 | 66.7 | 77.8 | 55.6 | -- | 44.4 | 90.0 |
| Veterans Affairs | 163 | 89.9 | 95.3 | 8.1 | -- | 7.4 | 90.8 |
| Other Civilian | 1 | -- | -- | -- | -- | -- | -- |
| Military Departments | | | | | | | |
| Air Force | 138 | 90.1 | 70.2 | 8.4 | -- | 8.4 | 94.9 |
| Army | 216 | 84.0 | 78.0 | 10.0 | 1.5 | 11.0 | 92.6 |
| Navy | 144 | 80.9 | 59.5 | 12.2 | 1.5 | 18.3 | 91.0 |
| Other Defense | 54 | 77.1 | 70.8 | 12.5 | -- | 8.3 | 88.9 |
| Independent Agencies | | | | | | | |
| EPA | 32 | 20.8 | 25.0 | 12.5 | -- | 91.7 | 75.0 |
| NASA | 15 | 21.4 | 42.9 | 35.7 | -- | 92.9 | 93.3 |
| National Archives and Records Admin | 26 | 100.0 | 100.0 | 95.8 | 16.7 | 16.7 | 92.3 |
| Smithsonian | 7 | 100.0 | 100.0 | 85.7 | 42.9 | -- | 100.0 |
| Other Independent | 72 | 57.1 | 85.7 | 49.2 | 3.2 | 25.4 | 87.5 |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of FTE staff.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the staff item.
 3. GS (General Schedule) levels or ratings are the employment classification system for the Federal pay scale.
 4. "--" represents zero.
 5. "..." Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 16A.--Percentage of Federal libraries/information centers by type of FTE staff, and by type of library/information center: Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Paid FTE staff | | | | | Response rate |
|--|--|----------------|---------|----------|-------------|------------------------------|------------------|
| | | GS 1-8 | GS 9-12 | GS 13-15 | Above GS 15 | Contract staff on-site | |
| All Libraries/ Information Centers | 1,234 | 77.8 | 74.1 | 20.9 | 3.2 | 18.8 | 89.4 |
| National | 20 | 100.0 | 100.0 | 94.7 | 26.3 | 15.8 | 95.0 |
| Presidential | 9 | 100.0 | 100.0 | 100.0 | 33.3 | 44.4 | 100.0 |
| Multi-type | 53 | 84.6 | 75.0 | 17.3 | 1.9 | 25.0 | 98.1 |
| Special or Technical | | | | | | | |
| Science | 224 | 64.0 | 70.6 | 21.0 | 2.3 | 35.5 | 95.5 |
| Medical | 256 | 83.7 | 78.0 | 11.8 | - | 10.6 | 96.1 |
| Law | 90 | 62.9 | 84.3 | 42.7 | 15.7 | 18.0 | 98.9 |
| Special | 223 | 74.3 | 66.8 | 26.7 | 2.0 | 20.8 | 90.6 |
| General | | | | | | | |
| General | 185 | 89.3 | 73.0 | 5.1 | - | 8.4 | 96.2 |
| Patient | 24 | 87.0 | 69.6 | - | - | 8.7 | 95.8 |
| Penal | 2 | -- | -- | -- | -- | -- | 50.0 |
| Educational | | | | | | | |
| Academic | 42 | 89.7 | 84.6 | 46.2 | 7.7 | 10.3 | 92.9 |
| Technical School | 33 | 71.0 | 58.1 | 6.5 | - | 19.4 | 93.9 |
| Type not reported | 73 | - | - | - | - | - | - |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported values greater than zero for type of FTE staff.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the staff item.
 3. GS (General Schedule) levels or ratings are the employment classification system for the Federal pay scale.
 4. "--" represents zero.
 5. "--" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
 6. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 17.---Percentage distribution of federal libraries/information centers by number of paid full-time equivalent (FTE) staff (including contract staff on site), and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Number of paid FTE staff (including contract staff on site) | | | | | Response rate |
|-------------------------------------|---|---|------------|------------|------------|-------------|---------------|
| | | .1 to .9 | 1.0 to 1.9 | 2.0 to 2.9 | 3.0 to 4.9 | 5.0 to 10.9 | |
| | | Percentage distribution | | | | | |
| | | 2.3 | 25.5 | 19.5 | 18.7 | 21.8 | 12.1 |
| All Libraries/Information Centers | 1,234 | | | | | | 89.4 |
| Judicial Branch | 21 | | 10.0 | 10.0 | | 20.0 | 95.2 |
| Legislative Branch | 15 | 9.1 | 45.5 | | | 18.2 | 73.3 |
| Executive Branch | | | | | | | |
| Civilian Departments | | | | | | | |
| Agriculture | 27 | | 30.8 | 19.2 | 15.4 | 23.1 | 96.3 |
| Commerce | 52 | 10.6 | 29.8 | 36.2 | 8.5 | 6.4 | 90.4 |
| Education | 5 | | | | | | 60.0 |
| Energy | 37 | | 22.6 | 12.9 | 22.6 | 16.1 | 83.8 |
| HHS | 50 | 2.6 | 15.8 | 26.3 | 7.9 | 26.3 | 76.0 |
| HUD | 4 | | | | | | 50.0 |
| Interior | 93 | 12.5 | 41.3 | 18.8 | 8.8 | 11.3 | 86.0 |
| Justice | 26 | | 30.4 | 43.5 | 13.0 | 8.7 | 88.5 |
| Labor | 9 | | 37.5 | 25.0 | 12.5 | 12.5 | 88.9 |
| State | 4 | | | 33.3 | 33.3 | | 75.0 |
| Transportation | 13 | | 41.7 | 8.3 | 8.3 | 25.0 | 92.3 |
| Treasury | 16 | | 11.1 | 33.3 | 11.1 | 11.1 | 90.0 |
| Veterans Affairs | 163 | | 14.2 | 25.7 | 31.1 | 21.7 | 90.8 |
| Other Civilian | 1 | | | | | | |
| Military Departments | | | | | | | |
| Air Force | 138 | .8 | 26.0 | 7.6 | 13.7 | 43.5 | 94.9 |
| Army | 216 | .5 | 26.5 | 21.5 | 23.5 | 18.0 | 92.6 |
| Navy | 144 | 1.5 | 29.0 | 25.2 | 23.7 | 12.2 | 91.0 |
| Other Defense | 54 | | 37.5 | 12.5 | 22.9 | 18.8 | 88.9 |
| Independent Agencies | | | | | | | |
| EPA | 32 | 4.2 | 25.0 | 12.5 | 20.8 | 29.2 | 75.0 |
| NASA | 15 | | 21.4 | 14.3 | 7.1 | | 93.3 |
| National Archives and Records Admin | 26 | | | 4.2 | | 54.2 | 92.3 |
| Smithsonian | 7 | | | 14.3 | | 28.6 | 100.0 |
| Other Independent | 72 | 4.8 | 25.4 | 12.7 | 23.8 | 19.0 | 37.5 |

1. Percentage distribution is based on libraries/information centers that reported values greater than zero for staff. Percentages may not sum to 100 due to rounding.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the staff item.
 3. "--" represents zero.
 4. "--" Data are suppressed per NCEES statistical standard (item response rate less than 70 percent).
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 17A. ---Percentage distribution of Federal libraries/information centers by number of paid full-time equivalent (FTE) staff (including contract staff on site), and by type of library/information center: Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Number of paid FTE staff (including contract staff on site) | | | | | | Response rate |
|---|--|---|------------------|------------------|------------------|----------------------|----------------------|-----------------------|
| | | .1 to .9 | 1.0 to 1.9 | 2.0 to 2.9 | 3.0 to 4.9 | 5.0 to 10.9 | 11.0 or more | |
| All Libraries/ Information Centers | 1,234 | 2.3 | 25.5 | 19.5 | 18.7 | 21.8 | 12.1 | 89.4 |
| National Presidential Multi-type | 20 9 53 | - - - | - - 21.2 | 5.3 - 21.2 | - - 21.2 | 63.2 11.1 25.0 | 31.6 88.9 11.5 | 95.0 100.0 98.1 |
| Special or Technical | 224 | 3.3 | 29.4 | 19.7 | 17.3 | 16.4 | 15.0 | 95.5 |
| Science | 256 | 1.2 | 30.1 | 22.0 | 22.0 | 22.0 | 2.8 | 96.1 |
| Medical | 90 | 2.2 | 30.3 | 21.3 | 16.9 | 12.4 | 15.7 | 98.9 |
| Law | 223 | 4.5 | 26.7 | 20.8 | 15.3 | 19.3 | 12.9 | 90.6 |
| General | 185 | 1.7 | 16.9 | 17.4 | 20.2 | 34.8 | 9.0 | 96.2 |
| General Patient Penal | 2 2 2 | 4.3 - - | 26.1 - - | 26.1 - - | 26.1 - - | 13.0 - - | 4.3 - - | 95.8 - 50.0 |
| Educational Academic Technical School | 42 33 | - - | 17.9 25.8 | 12.8 19.4 | 17.9 29.0 | 12.8 16.1 | 38.5 9.7 | 92.9 93.9 |
| Type not reported | 73 | - | - | - | - | - | - | - |
| | | ----- Percentage distribution ----- | | | | | | |

Notes: 1. Percentage distribution is based on libraries/information centers that reported values greater than zero for staff. Percentages may not sum to 100 due to rounding.
 2. Response rate is the percentage of libraries/information centers for which values of zero or greater were reported in any categories of the staff item.
 3. "-" represents zero.
 4. "----" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
 5. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.



Table 18.--Percentage of Federal libraries/information centers by type of preservation activity, and by governmental organization: Fiscal year 1994

| Governmental organization | Number of Federal libraries/information centers | Type of preservation activity | | | | | | Response rate |
|-------------------------------------|---|-------------------------------|-------------------|-------------------------------------|---------------|------------------------|------|---------------|
| | | Preservation survey | Preservation plan | Cooperative preservation activities | Disaster plan | Physical security plan | None | |
| All Libraries/Information Centers | 1,234 | 9.0 | 10.9 | 5.9 | 24.7 | 28.3 | 57.3 | 88.8 |
| Judicial Branch | 21 | - | 5.6 | - | - | - | - | - |
| Legislative Branch | 15 | 16.7 | 8.3 | 16.7 | 38.9 | 27.8 | 55.6 | 85.7 |
| Executive Branch | | | | | | | | |
| Civilian Departments | | | | | | | | |
| Agriculture | 27 | 16.7 | 12.5 | 4.2 | 12.5 | 16.7 | 75.0 | 88.9 |
| Commerce | 52 | 14.0 | 12.0 | 8.0 | 30.0 | 22.0 | 56.0 | 96.2 |
| Education | 5 | 20.0 | 20.0 | 20.0 | 20.0 | - | 60.0 | 100.0 |
| Energy | 37 | 6.1 | 6.1 | - | 15.2 | 33.3 | 51.5 | 84.2 |
| HHS | 50 | 6.8 | 9.1 | 6.8 | 6.8 | 13.5 | 77.3 | 88.0 |
| HUD | 4 | - | - | - | 33.3 | 66.7 | 33.3 | 75.0 |
| Interior | 93 | 21.7 | 45.7 | 15.7 | 27.7 | 37.3 | 49.4 | 89.2 |
| Justice | 26 | - | 13.0 | - | 8.7 | 8.7 | 82.6 | 88.5 |
| Labor | 9 | - | - | - | - | 14.3 | 85.7 | 77.8 |
| State | 4 | 33.3 | - | 33.3 | - | - | 66.7 | 75.0 |
| Transportation | 13 | - | - | - | 20.0 | 10.0 | 80.0 | 76.9 |
| Treasury | 10 | 22.2 | 33.3 | 11.1 | 22.2 | 22.2 | 44.4 | 90.0 |
| Veterans Affairs | 163 | 2.9 | 4.3 | 2.9 | 55.4 | 30.2 | 37.4 | 85.3 |
| Other Civilian | 1 | - | - | - | - | - | - | - |
| Military Departments | | | | | | | | |
| Air Force | 138 | 4.0 | 6.4 | 3.2 | 13.6 | 23.2 | 70.4 | 90.6 |
| Army | 216 | 5.5 | 8.0 | 5.0 | 14.9 | 35.3 | 58.2 | 93.1 |
| Navy | 144 | 8.5 | 16.9 | 6.9 | 21.5 | 30.0 | 57.7 | 90.3 |
| Other Defense | 54 | 4.4 | 6.7 | 4.4 | 22.2 | 33.3 | 57.8 | 83.3 |
| Independent Agencies | | | | | | | | |
| EPA | 32 | - | - | - | 24.0 | 20.0 | 72.0 | 78.1 |
| NASA | 15 | - | 13.3 | - | 20.0 | 13.3 | 60.0 | 100.0 |
| National Archives and Records Admin | 26 | 58.3 | 54.2 | 29.2 | 87.5 | 70.8 | 4.2 | 92.3 |
| Smithsonian | 7 | 57.1 | 71.4 | 42.9 | 71.4 | 28.6 | 14.3 | 100.0 |
| Other Independent | 72 | 13.1 | 11.5 | - | 13.1 | 16.4 | 67.2 | 84.7 |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of preservation activity.
 2. Response rate is the percentage of libraries/information centers that reported type of preservation activity.
 3. "-" represents zero.

Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Table 18A.--Percentage of Federal libraries/information centers by type of preservation activity, and by type of library/information center: Fiscal year 1994

| Type of library/ information center | Number of Federal libraries/ information centers | Type of preservation activity | | | | | | Response rate |
|--|--|-------------------------------|----------------------|---|----------------------|------------------------------|-------------------|------------------------|
| | | Preservation survey | Preservation plan | Cooperative preservation activities | Disaster plan | Physical security plan | None | |
| All Libraries/ Information Centers | 1,234 | 9.0 | 10.9 | 5.9 | 24.7 | 28.3 | 57.3 | 88.8 |
| National Presidential Multi-type | 20 9 53 | 65.0 55.6 10.0 | 65.0 55.6 8.0 | 35.0 33.3 6.0 | 80.0 88.9 26.0 | 55.0 88.9 30.0 | 5.0 -- 64.0 | 100.0 100.0 94.3 |
| Special or Technical | 224 | 8.0 | 9.9 | 7.5 | 18.9 | 27.4 | 60.4 | 94.6 |
| Science | 256 | 2.5 | 7.1 | 2.9 | 35.7 | 27.0 | 50.6 | 94.1 |
| Medical | 90 | 4.7 | 11.6 | 1.2 | 17.4 | 19.8 | 66.3 | 95.6 |
| Law | 223 | 11.8 | 10.0 | 8.1 | 20.4 | 28.4 | 58.8 | 94.6 |
| General | 185 | 6.3 | 9.2 | 1.7 | 9.8 | 21.3 | 70.1 | 94.1 |
| Patient | 24 | 13.6 | -- | 13.6 | 31.8 | 36.4 | 50.0 | 91.7 |
| Penal | 2 | -- | -- | -- | -- | -- | -- | 50.0 |
| Educational | 42 | 20.0 | 25.0 | 10.0 | 42.5 | 32.5 | 45.0 | 95.2 |
| Academic | 33 | 3.3 | 3.3 | 3.3 | 30.0 | 56.7 | 43.3 | 90.9 |
| Technical School | 73 | -- | -- | -- | -- | -- | -- | -- |

Notes: 1. Percentages do not sum to 100 since multiple entries are possible for the item. The percentages represent the number of libraries/information centers that reported type of preservation activity.
 2. Response rate is the percentage of libraries/information centers that reported type of preservation activity.
 3. "--" represents zero.
 4. "--" Data are suppressed per NCES statistical standard (item response rate less than 70 percent).
 5. The nonresponding libraries/information centers cannot be distributed by type since there was no response to that data item.
 Source: U.S. Department of Education, National Center for Education Statistics, Federal Libraries and Information Centers Survey, Fiscal Year 1994.

Methodology

Background. The Federal Libraries and Information Centers Survey is the sixth Federal library survey, the first since 1978, and the first to include information centers. Since 1991, the Federal Library and Information Center Committee (FLICC) and its Survey Working Group worked to develop the survey in cooperation with the National Center for Education Statistics (NCES) and the Bureau of the Census, the survey collection agent. Major projects involved in developing the survey instrument and defining the universe included dissemination of a survey pretest to a sample of 200 facilities in the fall of 1993, the mailing of a locator questionnaire to 3,000 facilities in the spring of 1994 to determine universe eligibility, revision of the survey instrument based on the pretest, and dissemination of a second pretest to a sample of 50 facilities in the fall of 1994.

A variety of sources were searched to develop the initial universe list of approximately 3,200 facilities used as the basis for the locator questionnaire mailing. The primary source lists are the Oryx Directory of Federal Libraries and the Federal Library and Information Network (FEDLINK) mailing list. Additional source lists include the Federal Health Care Libraries Directory, the U.S. Department of Navy Libraries list, a list of Government Agencies with Public Document Rooms, the Department of Defense (DOD) schools list, the Air Force Library and Information System Address list, and the U.S. Government Manual.

The final universe excludes approximately 800 facilities that are overseas (United States Information Service (USIS) and DOD) and/or elementary and secondary school libraries (DOD and Bureau of Indian Affairs). The overseas facilities were removed because of logistical problems in data collection. The elementary and secondary school libraries were excluded, since they have a different mission and function than most Federal libraries and to reduce reporting burden. NCES conducts a separate survey of School Library Media Centers and

Library Media Center Specialists which includes these schools.

In addition, approximately another 800 facilities were eliminated from the initial universe for any of the following reasons: out-of-scope of the survey definitions, combined with another facility, duplicated other facilities in the universe, or facility closed.

Scope. The Federal Libraries and Information Centers survey was mailed to 1,571 facilities in the United States in January 1995.

Of the 1,571 facilities, 337 facilities were excluded from the survey because they were not Federal libraries or information centers as defined by the survey. For the purposes of this survey, a library is defined as an organization that includes among its functions the following: selection, acquisition, organization, preservation, retrieval, and provision of access to information resources. An information center is defined as an organization that performs the function of linking requestors with appropriate information resources through established mechanisms, such as database searching, providing referrals, answering specific questions, or by other means. Facilities were included in the survey which (a) are either a library or an information center as defined above (not a public affairs office, an agency locator service, a records management facility, a publications distribution facility, or a computer center), (b) are staffed with at least one paid part-time or full-time librarian, technical information specialist, library technician, archivist, or other trained person whose principal function is to assist others in meeting their information needs, (c) are considered to be a Federal Government operation or receiving a majority (at least half) of its funding from Federal appropriations, and (d) support the information needs of a Federal agency or supply information as part of the agency's mission. Thus there were 1,234 Federal libraries and information centers in the 50 states and District of Columbia.

Note in Table 2 and in the 'A' tables (by type of library/information center) that the National libraries includes National Archives and Records Administration branch libraries/information centers.

Data Collection. Due date for return of questionnaires was March 3, 1995, but response was slow, with only 35 percent response by the due date. Repeated telephone reminders, additional mailings, and special appeals by the FLICC members had increased response to 73 percent by June 16. Because of the need to raise survey response to an acceptable level, an additional letter mailing with questionnaires was followed by an intensive telephone follow-up operation. Additional questionnaires were sent by fax and returns were encouraged by fax instead of mail. Follow-up efforts were close out the end of August and brought final response by September 1 to 94 percent. Table 1 provides more information on unit response rate.

Editing. The data were manually edited before keying for reporting errors, such as more than one box marked for items allowing only one answer. dBASE computer programs included many edit checks and provided edit warning/error reports after the data were keyed. Examples of these edit checks are listed below:

1. Relational edit checks--The program compares data entries from one section of the questionnaire with data entries from another section of the questionnaire for consistency. For example, if CD-ROM searches were reported, the program would expect CD-ROM technology available to be reported. If CD-ROM technology available is blank, the record is listed on the edit report as a possible error. Another example is if the number of contract staff is equal to the sum of other employees, the record is listed as a possible error.
2. Numeric checks--Numeric data were listed by size and data checks were established based on pretest data to verify the largest data values. For example, if total staff equals zero or is greater than 99, the record is listed as a possible error. One problem requiring special

follow-up by Census Bureau staff involved libraries/information centers reporting reference requests and searches on an annual or other basis instead of weekly. A sample of all cases was called to evaluate the extent of the problem. Based on the sample findings, all of the largest values were verified since they were most often incorrect. *(NOTE: Approximately 10 percent of the requests and searches data required corrections. Caution should be exercised in using these data since only a sample of the lower values were verified.)*

When possible errors were identified by the edit checks, Bureau of the Census personnel contacted the facility to resolve the problem.

Abbreviations. The following abbreviations for governmental organizations are used throughout the tables:

HHS - Department of Health and Human Services
HUD - Department of Housing and Urban Development
EPA - Environmental Protection Agency
NASA - National Aeronautics and Space Administration

FORM FLIC
(12-05-94)

NOTE - This form is authorized by law (20 U.S.C. 1221e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

**FEDERAL LIBRARIES AND
INFORMATION CENTERS SURVEY**
Fiscal Year ending September 30, 1994

Please read the accompanying instructions before completing this survey form. Report exact data or estimates for the library or information center listed in the address label and for any other domestic libraries, information centers, or branch locations that it operates. Please provide a list of these locations in Part A, Item 2 on page 2. Exclude foreign branch operations and all other entities located outside the United States.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact Carrol Kindel, NCES, at (202) 219-1371
or
Bureau of the Census representative at
(301) 457-1566 or (800) 451-6236
or
Jeffersonville, Indiana representative at
(800) 972-5650 FAX (812) 288-3494

RETURN TO: U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Governments Division
ATTN: Patricia Garner
Washington Plaza II, Room 508
Washington, DC 20233-6800

Date due: March 3, 1995

1. Name of respondent

2. Title of respondent

3. Telephone (Area code, number, ext.)

4. U.S. Federal Government Department

5. U.S. Federal Government Agency

6. Fax Telephone (Area code, number, ext.)

PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES) is collecting these data to update Federal library and information center statistics, last collected in 1978, by getting current, up-to-date detailed data on library and information services in the Federal Government during 1994. This is to be a comprehensive survey dealing with the full range of functions, sources, services, staff, and expenditures of Federal libraries and information centers that serve their Federal agencies by providing library-type services. Need for current data is critical at this time because of the changing character of libraries and information services under the impetus of technological innovation with resulting changes in responsibilities of information professionals and support staff.

USES OF DATA

Collection of these data over time will enable effective planning for the development and use of Federal library and information center resources. The data will be used to support assessment of Federal libraries and information centers by providing descriptive information and by obtaining information on identified policy issues. The data are also needed to provide a basis for comparisons and for trend analysis. Finally, the survey results will help determine the status of Federal library and information center operations and of the professions represented in them.

WHO SHOULD RESPOND

- | | | |
|---|----------------------------|----------------------------|
| 1. Is your facility thought of as either a library ¹ or an information center ² ? (Do not answer 'Yes' if you are a public affairs office, an agency locator service, a records management facility, a publications distribution facility, or a computer center.) | Yes | No |
| 1 <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| 2. Is your facility staffed with at least one paid part-time or full-time librarian, technical information specialist, library technician, archivist, or other trained person whose <u>principal function</u> is to assist others in meeting their information needs? | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| 3. Is your facility <u>either</u> : a) considered to be a Federal Government operation <u>or</u> b) receiving a majority (at least half) of its funding from Federal appropriations? (Check 'yes' if either a or b is true.) | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| 4. Does your facility <u>either</u> support the information needs of a Federal agency <u>or</u> supply information as part of the agency's mission? | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

NOTE: For the purposes of this survey, a facility is included whether it is open to the public or not.

¹For the purposes of this survey, a library is an organization that includes among its functions the following: selection, acquisition, organization, preservation, retrieval, and provision of access to information resources.

²For the purposes of this survey, an information center is an organization that performs the function of linking requestors with appropriate information resources through established mechanisms, such as database searching, providing referrals, answering specific questions, or by other means.

Complete this survey and continue below if you answered 'Yes' to ALL the above questions.

If you answered 'No' to ANY of the above questions, STOP HERE and return this form to the address shown on page 1.

Part A - ORGANIZATION AND STRUCTURE

- | | |
|--|--|
| 1. Check the box which best describes your library/information center. <i>(See Instructions.)</i> MARK (X) ONLY ONE BOX. | 1 <input type="checkbox"/> Autonomous library/information center 2 <input type="checkbox"/> Headquarters or central/main library/information center <i>(List other locations included in this report below.)</i> 3 <input type="checkbox"/> Branch or nonautonomous library/information center <i>(Reporting independently.)</i> |
|--|--|

2. If your unit is a headquarters or central/main library information center, identify the subordinate entities or branches included in this report. *(Attach additional pages if necessary.)*

| Line No. | Name (1) | Address (2) | City (3) | State (4) | ZIP Code (5) |
|----------|-------------|----------------|-------------|--------------|-----------------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |
| 06 | | | | | |

Part A - ORGANIZATION AND STRUCTURE - *Continued*

3. Specify the primary nature of the organizational component to which your unit reports.

MARK (X) ONLY ONE BOX.

- 1 Library/information center
 - 2 Administrative
 - 3 Computer technology/Information Resources Management
 - 4 Education
 - 5 Legal
 - 6 Research/technical
 - 7 Other -- Specify -- /
-

Part B - MISSION AND CLIENTELE, FISCAL YEAR 1994

1. Check the box which most closely resembles your mission and subject area. (See Instructions.)

MARK (X) ONLY ONE BOX.

- 1 Presidential
- 2 National
- 3 Academic
- 4 Engineering and science
- 5 General (exclude hospital and penal)
- 6 Health and medicine
- 7 Hospital (patient's)
- 8 Law
- 9 Multi-type
- 10 Penal
- 11 Special (excluding engineering and science, health and medicine, and law)
- 12 Training center and/or instructional (technical) school

2. Check all boxes which best describe your users (clientele).

MARK (X) ALL THAT APPLY.

- 1 Agency staff
 - 2 Other Federal staff
 - 3 Other government (state, local, international)
 - 4 Targeted populations (e.g., specialized professionals, military dependents, hospital patients)
 - 5 General public
 - 6 Commercial entities (e.g., business, industry)
 - 7 Other -- Specify -- /
-

Part C - FACILITIES, FISCAL YEAR 1994

1. Show in square feet the net area assigned to library/information center purposes in all facilities.

Square Feet

Part D - COLLECTIONS, FISCAL YEAR 1994

1. Check the classification system used for classifying all or most of new acquisitions in the fiscal year 1994.

MARK (X) ONLY ONE BOX.

- 1 Library of Congress
- 2 Dewey Decimal Classification
- 3 National Library of Medicine
- 4 Superintendent of Documents Classification
- 5 Materials not classified
- 6 Other -- Specify -- /

2. Does your library/information center serve as a Government depository? If yes, also indicate whether the service is full or selective.

- 1 Yes -----
 - a Full
 - b Selective
- 2 No

3. Show the total numbers held in collections at the end of the fiscal year. Do not leave blank--enter 0, NA (not applicable), or U/A (unavailable).

| Line No. | Category | Total Number Held at End of Fiscal Year | | |
|----------|---|---|---------------|----------------|
| | | Print (1) | Microform (2) | Electronic (3) |
| 01 | Books VOLUMES OR VOLUME EQUIVALENT | | | |
| 02 | TITLES | | | |
| 03 | Periodicals VOLUMES OR VOLUME EQUIVALENT | | | |
| 04 | NONCURRENT TITLES | | | |
| 05 | CURRENT SUBSCRIPTIONS (Purchased and nonpurchased--exclude loose leaf) | | | |
| 06 | CURRENT LOOSE-LEAF SUBSCRIPTIONS | | | |
| 07 | Government documents or non-Government reports (Not reported elsewhere) NUMBER | | | |
| 08 | Other materials (Include manuscripts, cartographic materials, and others) UNITS | | | |
| 09 | Audiovisual materials (Include graphic materials, sound recordings, motion pictures, and video recordings) (Exclude computer/electronic media files or printed material photographically reduced in microfilm and special format materials) UNITS | | | |
| 10 | Special format materials (For individuals unable to read standard print; e.g., braille, recordings, large print, electronic) (Exclude from line 09) UNITS | | | |

Part E - SERVICE ACTIVITIES, FISCAL YEAR 1994

Section 1 - HOURS OF SERVICE AND GATE COUNT

| | |
|---|---|
| 1. Are services available to the general public? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. How many total hours is your library or information center open <i>per typical week</i> (use whole hours) under staff supervision? | Hours |
| 3. What is your gate count <i>per typical week</i> within fiscal year 1994? | Gate count |

Section 2 - REFERENCE AND OTHER SERVICES

| | |
|---|---|
| 1. Check all appropriate ways reference services are provided. MARK (X) ALL THAT APPLY. | <input type="checkbox"/> By staff <input type="checkbox"/> Contracted services <input type="checkbox"/> Services provided by parent or other Government agency library <input type="checkbox"/> Other -- Specify -- _____ <input type="checkbox"/> None |
| 2. Show the number of requests or searches <i>per typical week</i> : Note: Exclude OPAC from lines 01 through 05. Do not leave blank--enter 0, NA (not applicable), or U/A (unavailable). | |

| Line No. | For | Total Number Requests or Searches |
|----------|---|-----------------------------------|
| 01 | Directional/ready reference requests | |
| 02 | Substantive reference requests | |
| 03 | On-line searches | |
| 04 | CD-ROM searches | |
| 05 | Internet searches | |
| 06 | OPAC and other in-house database searches | |

Section 3 - PHOTOCOPYING TRANSACTIONS

| | | | |
|--|------------|-----------|-----------|
| 1. Check whether or not on-site photocopy machines are available to the following users. If 'yes', check the '\$' box if charges are applied. | YES (1) | NO (2) | \$ (3) |
| a. Primary clientele | | | |
| b. Other users | | | |
| 2. Show the number of photocopy exposures made for users by staff or contractors (include routing tables of contents and overnight services) <i>per typical week</i> . | Number | | |

Part E - SERVICE ACTIVITIES, FISCAL YEAR 1994 - Continued

Section 4 - LOAN TRANSACTIONS, FISCAL YEAR 1994

| | | | | | | | | | | |
|--|--|-------------------------------|--------------------------------|-------------------------------|---------------------------|--------------------------------|-------------------------------|--|--------------------------------|-------------------------------|
| 1. Show the number of transactions made in direct circulation of materials to users (include routing of periodicals to users outside library/information center; i.e., number of people on routing list). | Number | | | | | | | | | |
| 2. Show the total number of interlibrary loan requests received (borrowed) from other libraries. | Number | | | | | | | | | |
| 3. Check all ways interlibrary loan requests are received (borrowed) from other libraries. MARK (X) ALL THAT APPLY. | <input type="checkbox"/> 1 Phone <input type="checkbox"/> 2 Mail <input type="checkbox"/> 3 Fax <input type="checkbox"/> 4 Electronic networks <input type="checkbox"/> 5 OCLC <input type="checkbox"/> 6 Special database (i.e., DOCLINE or VALNET) <input type="checkbox"/> 7 In Person <input type="checkbox"/> 8 Other -- Specify -- / <input type="checkbox"/> 9 None | | | | | | | | | |
| 4. Show the total number of interlibrary loan requests filled (sent out). | Number | | | | | | | | | |
| 5. Check all ways interlibrary loan requests are filled (sent out). MARK (X) ALL THAT APPLY. | <input type="checkbox"/> 1 Phone <input type="checkbox"/> 2 Mail <input type="checkbox"/> 3 Fax <input type="checkbox"/> 4 Electronic networks <input type="checkbox"/> 5 Special database (i.e., DOCLINE or VALNET) <input type="checkbox"/> 6 In Person <input type="checkbox"/> 7 Other -- Specify -- / <input type="checkbox"/> 8 None | | | | | | | | | |
| 6. Does your library/information center charge for providing interlibrary loan materials to: Mark 'yes' if you ever charge; mark 'no' if you never charge. | <table style="width:100%; border: none;"> <tr> <td style="padding: 5px;">a. Primary clientele</td> <td style="padding: 5px;"><input type="checkbox"/> 1 Yes</td> <td style="padding: 5px;"><input type="checkbox"/> 2 No</td> </tr> <tr> <td style="padding: 5px;">b. Other libraries</td> <td style="padding: 5px;"><input type="checkbox"/> 1 Yes</td> <td style="padding: 5px;"><input type="checkbox"/> 2 No</td> </tr> <tr> <td style="padding: 5px;">c. Other individuals or organizations</td> <td style="padding: 5px;"><input type="checkbox"/> 1 Yes</td> <td style="padding: 5px;"><input type="checkbox"/> 2 No</td> </tr> </table> | a. Primary clientele | <input type="checkbox"/> 1 Yes | <input type="checkbox"/> 2 No | b. Other libraries | <input type="checkbox"/> 1 Yes | <input type="checkbox"/> 2 No | c. Other individuals or organizations | <input type="checkbox"/> 1 Yes | <input type="checkbox"/> 2 No |
| a. Primary clientele | <input type="checkbox"/> 1 Yes | <input type="checkbox"/> 2 No | | | | | | | | |
| b. Other libraries | <input type="checkbox"/> 1 Yes | <input type="checkbox"/> 2 No | | | | | | | | |
| c. Other individuals or organizations | <input type="checkbox"/> 1 Yes | <input type="checkbox"/> 2 No | | | | | | | | |

Section 5 - OTHER SERVICES, FISCAL YEAR 1994

1. Check whether or not you perform each of the following services. If 'yes', check the '\$' box if you charge to any user groups.

| Line No. | Services | YES (1) | NO (2) | \$ (3) |
|----------|--|---------|--------|--------|
| 01 | Centralized technical services | | | |
| 02 | Prepares published bibliographies | | | |
| 03 | Produces other publications | | | |
| 04 | Produces on-line or CD-ROM databases | | | |
| 05 | Translations | | | |
| 06 | Selective Dissemination of Information (SDI) | | | |
| 07 | Outreach services | | | |
| 08 | Professional consultation | | | |

Part F - AUTOMATION AND TELECOMMUNICATIONS, FISCAL YEAR 1994

1. Check when the following functions were automated in your library/information center either through in-house development, a bibliographic utility (e.g., OCLC and RLIN), or a vendor system.

| Line No. | Function | Automated before 1991 (1) | Automated since 1991 (2) | Automation Under Development (3) | Not Automated (4) | Not Performed (5) |
|----------|--------------------------------------|---------------------------|--------------------------|----------------------------------|-------------------|-------------------|
| 01 | On-line Public Access Catalog (OPAC) | | | | | |
| 02 | Acquisitions | | | | | |
| 03 | Cataloging | | | | | |
| 04 | Authority file control | | | | | |
| 05 | Interlibrary loan | | | | | |
| 06 | Circulation | | | | | |
| 07 | Serials control | | | | | |
| 08 | Other -- Specify -- / | | | | | |

2. Check all of the technology available to any staff and/or users in your library/information center.

MARK (X) ALL THAT APPLY.

- 1 Electronic mail (Email)
 - 2 FAX
 - 3 Local Area Network (LAN)
 - 4 Wide Area Network (WAN)
 - 5 INTERNET
 - 6 Client/Server Interfaces (e.g., Gopher, WAIS)
 - 7 Magnetic tape
 - 8 CD-ROM
 - 9 WORM
 - 10 Other -- Specify -- /
-
- 11 None

Part G - COOPERATIVE ARRANGEMENTS, FISCAL YEAR 1994

1. Check all of the groups in which your library/information center participates.

MARK (X) ALL THAT APPLY.

- 1 FEDLINK (Federal Library and Information Network)
 - 2 Agency administrative networks
 - 3 Local and regional cooperatives (include metropolitan, intrastate, and statewide cooperatives)
 - 4 Interstate and national cooperatives
 - 5 Bibliographic service centers
 - 6 Bibliographic utilities
 - 7 Centralized processing centers
 - 8 Cooperative collection resource facilities
 - 9 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 report nationally
 - 10 Other -- Specify -- /
-
- 11 None

Part H - EXPENDITURES, FISCAL YEAR 1994

1. Report your OPERATING EXPENDITURES from all sources. Note: Do not report the same expenditures more than once.

| Line No. | Purpose | Amount (Whole dollars) |
|----------|---------------------------------------|------------------------|
| 01 | Salaries and Wages (include benefits) | \$ |
| 02 | Collection Resources | \$ |
| 03 | All Other Operating Expenditures | \$ |

2. Report your CAPITAL EXPENDITURES.

| Line No. | Purpose | Amount (Whole dollars) |
|----------|---|------------------------|
| 01 | Capital expenditures (include nonrecurring expenditures for the acquisition of or additions to fixed assets exclusive of above) | \$ |

Part I - BUDGETED STAFF, FISCAL YEAR 1994

1. Show the number of paid full-time equivalent (FTE) employees in filled positions (excluding building maintenance, volunteers, and contract staff), including Federal and non-Federal staff, assigned military personnel, and trust fund employees as of the end of fiscal year 1994.

| Line No. | GS Rating (or equivalent) | Number of FTE Employees |
|----------|---------------------------|-------------------------|
| 01 | GS 1-8 | |
| 02 | GS 9-12 | |
| 03 | GS 13-15 | |
| 04 | Above GS 15 | |

2. Show the number of on-site contract staff in full-time equivalents (FTE) positions as of the end of fiscal year 1994.

| Line No. | GS Rating (or equivalent) | Number of FTE Employees |
|----------|---|-------------------------|
| 01 | Contract staff on site (include cooperative and interagency agreements) | |

Part J - TRENDS

1. Identify the level of significance each issue is anticipated to have in the next 5 years.

| Line No. | Issue | Level of Significance | | |
|----------|---|-----------------------|------------|-----------------|
| | | High (1) | Medium (2) | Low or None (3) |
| 01 | Quality of space | | | |
| 02 | Quantity of space | | | |
| 03 | Reductions in staff size | | | |
| 04 | Increased demand for services | | | |
| 05 | Funding available for acquisition of materials | | | |
| 06 | Cost of interlibrary loan/document delivery service | | | |
| 07 | Ability to provide the level of service expected by clients | | | |
| 08 | Ability to provide clients access to electronic resources | | | |
| 09 | Ability to fund continued automation activities | | | |
| 10 | Ability to fund staff development activities | | | |
| 11 | Continued existence of the library/information center | | | |
| 12 | Contracting of more services | | | |
| 13 | Implementation of technological advances | | | |
| 14 | Charging for services to the public | | | |

Part J - TRENDS -- Continued

2. Indicate whether each item below has significantly changed over the *last 3 years*. Check "significant increase" or "significant decrease" if the change has been greater than 10 percent over the last 3 years. Check "same" if the change has been less than 10 percent over the last 3 years. If the element does not apply to your situation, select "not applicable."

| Line No. | Element | Significant Increase (1) | Same (2) | Significant Decrease (3) | Not Applicable (4) |
|----------|--|--------------------------|----------|--------------------------|--------------------|
| | Funding | | | | |
| 01 | Federally appropriated funds | | | | |
| 02 | Federal, nonappropriated | | | | |
| 03 | Other funds | | | | |
| | Allocated Federal Positions (FTE'S) | | | | |
| 04 | Management/supervisory positions (FTE's) | | | | |
| 05 | Professional positions (FTE's) | | | | |
| 06 | Technicians and support staff positions (FTE's) | | | | |
| 07 | Library hours | | | | |
| | Level of Service Offered | | | | |
| 08 | Primary clientele | | | | |
| 09 | Others | | | | |
| | Acquisitions | | | | |
| 10 | Number of serial subscriptions | | | | |
| 11 | Dollars expended for serials | | | | |
| 12 | Volumes of monographs purchased | | | | |
| 13 | Dollars expended for monographs | | | | |
| 14 | Dollars expended for other collections | | | | |
| 15 | Contracting out for projects or functions | | | | |
| 16 | Charging other libraries for interlibrary loans | | | | |
| 17 | Charging user fees for other functions or services | | | | |
| 18 | Staff training/retraining | | | | |

Part K - PRESERVATION

Preservation is defined as the provision of adequate facilities to protect, care for, or maintain collections; it includes specific measures, undertaken individually or collectively to maintain, repair, restore, or protect all materials in whatever form (books, periodicals, manuscripts, artworks, graphics, motion pictures, sound recordings, still photographs, video records, computer tapes and disks, and optical storage media). Maintenance includes binding.

1. How many full-time equivalent employees (professional and nonprofessional) are engaged in preservation activities?

Number

2. Which of the following have you undertaken or developed?

MARK (X) ALL THAT APPLY.

- 1 Preservation survey
- 2 Preservation plan
- 3 Cooperative preservation activities
- 4 Disaster plan
- 5 Physical security plan
- 6 None

Part K - PRESERVATION -- Continued

3. What are your *FOUR* major preservation problem areas?

MARK (X) ONLY FOUR BOXES.

- 1 Wear and tear to paper materials
- 2 Wear and tear to bindings
- 3 Brittle paper
- 4 Electronic storage
- 5 Housing
- 6 Disaster preparedness
- 7 Environmental conditions
- 8 Contracting for preservation services
- 9 Minor in-house repairs
- 10 Preservation of microforms
- 11 Collection maintenance
- 12 Staff and patron education
- 13 Care/maintenance of nonprint materials
- 14 Preservation funding
- 15 None

4. What are your *THREE* major preservation training needs?

MARK (X) ONLY THREE BOXES.

- 1 Collection maintenance
- 2 Disaster planning and recovery
- 3 Contracting for preservation services
- 4 Commercial binding
- 5 Preservation planning
- 6 Environmental monitoring
- 7 Microfilming
- 8 Care of nonprint materials
- 9 Staff/patron education in care and handling of library materials
- 10 None

5. Will you support or not support the inclusion of a specific Federal preservation policy in the development of a national preservation policy?

MARK (X) ONLY ONE BOX.

- 1 Yes
- 2 No

Provide remarks concerning the questionnaire and instructions (reference Part and Item number--attach additional pages if necessary):

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|--|----------------|
| How many minutes did it take to complete the questionnaire? | Minutes |
|--|----------------|

GENERAL INSTRUCTIONS
FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY
Fiscal Year ending September 30, 1994

Please respond to each item on this report in the space provided. Please do not leave any lines blank. If the appropriate answer is zero or none, use 0. If a figure is unavailable, use U/A. If not applicable, use NA. Please provide an estimate if exact data are not available. Include data for the main or central library and all branch and independent libraries that were open all or part of fiscal year 1994.

INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code, telephone number of the person responsible for completing the report, the Federal Government department and agency, and the fax area code and telephone number.

SURVEY SCOPE

Include data for domestic locations only (within the United States). Exclude foreign branch operations and all other entities located outside the United States. Report for all parts of the library/information center that are located in the 50 states and the District of Columbia. For purposes of this survey, data for Puerto Rico, the Virgin Islands, and U.S. territories should be excluded.

WHO SHOULD RESPOND

This report is not applicable to your institution if the answer is 'No' to ANY of the four 'Who Should Respond' questions listed on page 2 of the survey form. If this is the case, return the form to the address shown on page 1.

PRINCIPLES TO FOLLOW IN PREPARING YOUR REPORT

- Moneys should be reported as operating expenditures at the level at which they are spent for library services, materials, or equipment.
- Shared personnel should be reported as staff by the receiving library.
- Materials given to or placed on permanent deposit in a library should be reported as holdings by the paying library.

PERIOD OF REPORT

Report information for the following time periods as specified in each section:

- **Fiscal year 1994** - The most recent complete fiscal year that ended prior to October 1, 1994.
- **Typical week in fiscal year 1994** - Choose a typical week in the past year, which is one in which the Federal library or information center is open its regular hours and which contains no holidays, and which reflects the regular activities of the library/information center.
- **Next 5 years** - The next 5 fiscal years from 1995 (ended prior to October 1, 1995) through 1999 (ending prior to October 1, 1999).
- **Last 3 years** - The last 3 fiscal years from 1992 (ended prior to October 1, 1992) through 1994 (ended prior to October 1, 1994).

Part A - ORGANIZATION AND STRUCTURE

Item 1 - Reporting Entity

Report whether the entity completing this report is an autonomous library/information center, or a headquarters or central/main library/information center reporting data for itself and/or other branches, or a branch or nonautonomous library/information center reporting data independently. Complete Item 2.

Autonomous library/information center--One which has a separate facility, collection, staff, a defined clientele, and full operational control. The principal operating budget would, in general, derive from the institution served.

Headquarters library/information center--Either a single-unit library serving administrative headquarters, or the central user unit, with administrative and directional control of other libraries.

Central/main library/information center--The single-unit library or the administrative center of a multiunit library where the principal collections are kept and handled.

GENERAL INSTRUCTIONS
FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued

Branch or nonautonomous library/information center-
-This is a user-service unit which has all of the following:

- Quarters that are separate from the central library.
- A permanent basic collection of materials.
- A permanent staff provided by the central library or the institution or organization of which the library is a part.
- A regular schedule for opening.

They are administered from the central library and are not autonomous. However, some units may report independently for the purpose of this survey.

Item 2 - Subordinate Entities

Identify the subordinate entities or branches included in this report.

Item 3 - Controlling Entity

Mark one category that best describes the department, office, area, etc., that your library/information center directly reports.

Box 1 - Library/information center - A library is an organization that includes among its functions the following: selection, acquisition, organization, preservation, retrieval, and provision of access to information resources. An **information center** is an organization that performs the function of linking requestors with appropriate information resources through established mechanisms, such as database searching, providing referrals, answering specific questions, or by other means.

Box 2 - Administrative - An office in your agency clearly administrative in nature (e.g., planning, finance, facilities).

Box 3 - Computer technology/Information Resources Management - The agency's Office of Information Resource Management or similar management office for information systems.

Box 4 - Education - An office in your agency clearly educational in nature (e.g., outreach, public programs, training).

Box 5 - Legal - An office in your agency clearly legal in nature (e.g., legal counsel).

Box 6 - Research/technical - An office in your agency which oversees research (other than legal) and

technical (other than computer) operations (e.g., sciences, mechanics, industrial arts, historical, cultural).

**Part B - MISSION AND CLIENTELE,
FISCAL YEAR 1994**

Item 1 - Mission

Check only ONE type to describe your library's or information center's mission and subject area.

Box 1 - Presidential - Specializes in the official records, memorabilia, literature, and other materials concerning the affairs of Presidents of the United States.

Box 2 - National - (Library of Congress, National Library of Medicine, National Agricultural Library, National Technical Information Service) Have Government-wide responsibilities and missions which include concern for both National and international matters.

Box 3 - Academic - Serve the faculty and students in colleges, universities, graduate, and postgraduate schools (e.g., U.S. Military Academy, U.S. Naval Academy).

Box 4 - Engineering and science - Collections are devoted predominantly to engineering and the sciences.

Box 5 - General - Provide service to meet cultural, informational, educational, and recreational needs of a defined clientele (e.g., libraries on military bases). Report libraries serving patients in hospitals, and penal libraries under those classifications.

Box 6 - Health and medicine - Libraries or information centers whose collections are predominantly devoted to medicine and the health sciences.

Box 7 - Hospital (patient's) - Autonomous service units which are located in hospital facilities and are operated primarily to serve library needs of patients in the facility, but which are NOT part of post or base library systems.

Box 8 - Law - House collections which are predominantly devoted to legal materials.

Box 9 - Multi-type (systems) - Nonautonomous or semi-autonomous collections, branches, or facilities of more than one type as defined in this section, under a single administration (e.g., libraries which include patients' and

GENERAL INSTRUCTIONS
FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued

medical libraries in a single facility and under a single administration, combined general and educational libraries, a science library with a medical branch, etc.) These libraries are usually the result of combining several libraries under one administration and direction, and fulfill dual missions, with each component serving separately defined user groups which may or may not overlap.

Box 10 - Penal - Libraries or information centers which serve penal institutions (e.g., Federal Youth Centers, Federal Reformatories, U.S. Penitentiaries, Federal Correctional Institutions). Military libraries which provide service to military penal facilities will not be included in this category UNLESS they are operated separately from a base or post library system.

Box 11 - Special - Technical or research libraries or information centers which serve a specialized clientele and whose mission plan and scope of collections and services are limited to the subject interests of the host or parent organization or agency, but are not predominantly devoted to Engineering and Science, Health and Medicine, or Law, and do not fall within any of the other definitions in this section.

Box 12 - Training center and/or instructional (technical) school - Support nondegree-granting educational (vocational) centers. Included in this group are military libraries or information centers which support an instructional mission (e.g., U.S. Army Language Training Facility, Amphibious Warfare Library).

Item 2 - Clientele

Check ALL that apply to identify your library's or information center's clientele.

Part C - FACILITIES, FISCAL YEAR 1994

Item 1 - Net area

Net area, in square feet, of space assigned for library purposes is the total space which can be put to use in furtherance of the library's mission. It consists of the sum of all areas on all floors of the buildings that have been 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 book collections, audiovisual materials, and other materials, working spaces for staff, space for services to users (include the card catalog and computer terminals), public-service desks, copying 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, elevator or stairway space, building corridors, or similar space not specifically used for library functions.

The number of square feet in the net assignable area is determined by measuring the space between the permanent interior walls. Floor areas occupied by built-in furnishings, such as service counters, closets, and shelving, are included in the wall-to-wall net square feet. No deductions are made for columns or for projections necessary to the building structure.

**Part D - COLLECTIONS, FISCAL
YEAR 1994**

Item 1 - Classification System

Show the ONE classification system which was used for classifying all or most of your library materials in fiscal year 1994. If materials in your library are not classified, check box 5.

Item 2 - Government Depository

Check whether or not your library/information center serves as a Government depository. If yes, check either full or selective service.

Item 3 - Numbers Held in Collections

Show the total number in the collection on September 30, 1994 for each type of material listed. Where no materials of this type are held in the library, enter NA. If specific data requested are unavailable, be sure to provide estimates. Suggestions for determining estimated numbers are shown under the definitions of types of materials.

General Definitions:

VOLUMES - A physical unit of any printed, handwritten, typewritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, that has been catalogued, classified, and made ready for use.

VOLUME EQUIVALENT - The paper equivalent in another medium such as microform or compact disk.

TITLES - As generally accepted a title is the distinguishing name of a work whether it be printed on microfilm, or in electronic form and whether issued in one or several

GENERAL INSTRUCTIONS
FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued

volumes, reels, slides, disks, or parts. In the case of reporting numbers of titles, multiple copies of the same edition of a title in the same format are reported as one title. If the title is duplicated in a different medium such as in compact disk as well as paper, it is counted under each medium.

UNITS - An individual physical item of library material. Examples include a reel, card, slide, disk, sheet, volume, cartridge, etc.

Column (2) - Microform - Materials that have been photographically reduced in size for storage and protection purposes, and which must be read with the help of enlarging equipment (readers). Examples of microforms are: microfilm, microcard, and microfiche. These forms are also referred to as microcopy and microtext.

Column (3) - Electronic - Electronic media are machine readable serials, monographs, or databases in electronic form, such as compact disk, magnetic disk, or magnetic tape, which are designed to be processed by a local computer. Examples include U.S. Census Bureau data tapes, CD-ROM products, or subscriptions to individual electronic journals or books. Do not include titles in which a floppy disk is included as part of a book or journal. Do not include on-line products provided by large database utilities such as Mead Data Central, OCLC, or Dialog Information Services.

Lines 01 and 02 - Books - Exclude bound periodicals, microforms, documents, and technical reports. A library's organized (cataloged or recorded) collection(s) of books, monographs, paper-bound books, pamphlets, and such other items as classified and cataloged documents, manuscripts, memoirs, proceedings, transactions of societies, monographic and publishers series, and serials (with the exception of bound periodicals and microforms) prepared, organized into the general collections, and recorded in the same way as books, and which may be shelved with books. Items that are not prepared or organized in the same manner as books such as unbound magazines, journals, and newspapers, should not be reported as part of the book collection.

Line 01 - Book Volumes - A volume for this purpose is any number of printed or written sheets, sections, pamphlets, manuscripts, maps, or sheets of music that are bound together. In other words, report in this category the number of physical units of the book collection contained in one binding or portfolio. Do not report here photographically reduced volumes.

Line 02 - Book Titles - The title is the distinguishing name of any written or printed work as shown on the title page of a volume (as described above). Report in this category the number of items for which a separate shelflist* card has been made. However, observe the following guidelines:

Six copies of the same edition of an item should be counted as one title; two editions of the same title which have been cataloged or recorded separately are to be counted as two titles; a set of six items for which six shelflist cards have been made should be counted as six titles; and two sets of the same edition for which one shelflist card has been made will be counted as one title.

*Note: A record of the books in a library arranged in the order in which they stand on the shelves, and where the various copies may be located in the library. It also serves as an inventory of the collection.

Method for Estimating the Number of Titles in the Collections - A library which does not keep a title count for its various collections or that finds it difficult to count the number of separate shelflist cards may use the following acceptable method for estimating this count:

- Count the number of titles in 1 inch of shelflist cards in the shelflist;
- Repeat step one at random intervals (e.g., count 1 inch in every foot) through the shelflist;
- Average the number of titles per inch;
- Multiply the average titles per inch by the number of inches of cards in the shelflist.

Lines 03-06 - Periodicals - A periodical collection comprises magazines, newspapers, and other serial publications that are processed as magazines and newspapers, and located in a newspaper and periodicals reading room or section of the library. Serial publications that have been cataloged, recorded, or classified into collections in such a manner that they cannot readily be identified as serial publications should not be reported as part of the periodical collection; e.g., a newspaper or a yearbook that has been cataloged as a volume of the book collection is to be recorded in the book collection category. Do not report a magazine or annual report produced by an agency and classified with general documents in the documents section of the library.

Line 03 - Periodical volumes - A periodical volume is the publisher's volume (i.e., the unit established by the publisher as a volume). A periodical volume may or may not correspond to 1 year's issue of a title; i.e., Time magazine, v. 95 and 96, 1990, are two periodical volumes.

GENERAL INSTRUCTIONS
FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued

How to estimate periodical volumes - In general, a periodical volume corresponds to 1 year's issue of a title. If it is difficult to count the number of periodical volumes, report the number of whole years for which the library or information center has holdings. Do not report fractions of a year.

Line 04 - Periodical noncurrent titles - The number of titles held in the periodical collection for which new issues are no longer being received.

Line 05 - Periodical current subscriptions (exclude looseleaf) - List the number of titles, exclusive of duplicates, for which current subscriptions are held.

Line 06 - Periodical current looseleaf subscriptions - Information, especially current data, in easy-to-use form, not readily available otherwise, issued by various types of agencies and organizations. This type of data and information may be issued in printed multigraphed, looseleaf, or other form, and made available to libraries regularly on a subscription basis.

Line 07 - Government documents or non-Government reports - Include here the number of publications bearing a Government imprint, technical reports, and classified (security controlled) materials that have not been reported under the book or periodical categories.

Line 08 - Other materials (i.e., manuscripts, cartographic materials, flat pictures, study printsets, games, etc.) - Include in this category all other types of materials not included in any of the other previously described categories, such as manuscripts, maps/charts (number of sheets), flat pictures, study printsets, all kinds of prints, photographs, plates, etchings, posters, cartoons, games, etc. Maps may be of cities, villages, or smaller areas; a map may be pictorial, or it may be used as background for exhibiting various facts. Maps/charts may also be meteorological (star maps), hydrographic maps, and those for navigators. Record here the number of items of such material held during the reporting period in each form in the appropriate columns.

Line 09 - Audiovisual materials - Include all materials which are produced to be viewed or heard through the use of special equipment. This does not include computer/electronic media files or printed material photographically reduced in microfilm. Do not include special format audiovisual materials reported on line 10.

Line 10 - Special format materials - Report the number of print units and electronic units of special format materials for individuals unable to read standard print;

e.g., braille, recordings, large print, electronic. Include special format audiovisual materials here; not on line 09.

**Part E - SERVICE ACTIVITIES, FISCAL
YEAR 1994**

Section 1 - HOURS OF SERVICE AND GATE COUNT

Item 1 - Services

Indicate whether or not services are available to the general public (not primary clientele).

Item 2 - Hours of service

Show the number of hours the library or information center is open to general users in a typical week in the past year. Show only hours open under staff supervision. Use the nearest whole hour; omit fractions.

Item 3 - Gate count

The number of persons counted either entering or leaving the library/information center in a typical week in the past year. If not regularly counted, results of samplings may be entered.

Section 2 - REFERENCE AND OTHER SERVICES

Item 1 - Ways reference services are provided

Check all that apply.

Item 2 - Number of requests or searches per typical week

Report the number of reference, directional, and on-line transactions made in person, by telephone, electronically, and through correspondence regardless of whether the information was supplied from materials in your library or another source.

Lines 01 and 02 - Reference transactions - These are transactions which call for professional library staff skill in (a) locating and supplying information from own or outside sources, (b) analysis or interpretation of literature, (c) selection and assemblage of library material to answer inquiry, (d) acting as a clearinghouse; referring to another expert source.

These transactions may involve, but are not limited to, extensive research. Do NOT include reference transactions involving only on-line database searches or OPAC.

GENERAL INSTRUCTIONS
FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued

Line 01 - Directional/ready reference requests - Reference time spent on each query is usually 10 minutes or less. Simple on-line searching may be necessary for verifications or holdings. Count each query as a separate intellectual unit.

Line 02 - Substantive reference requests - Reference requiring more time and work than ready reference, such as substantive subject searches, research, and the use of more than basic reference tools. Usually more than 10 minutes time may be needed. Not mutually exclusive from the on-line search counts. Count each query as a separate intellectual unit.

Line 03 - On-line searches - Staff mediated on-line searching for substantive searches requiring more than a simple verification or collection holding for which users are not charged fees. Not mutually exclusive from substantive reference requests. Count includes all on-line access points (i.e., each database searched).

Line 04 - CD-ROM searches - Transactions that provide information via CD-ROM. Exclude OPAC.

CD-ROM - Compact disc-read only memory. An optical storage technology on which data, audio or video, can be stored.

Line 05 - Internet Searches - Transactions that provide information via Internet. Exclude OPAC.

Line 06 - OPAC and other in-house database searches - Transactions that provide information via OPAC (on-line public access catalog of library holdings).

Section 3 - PHOTOCOPYING TRANSACTIONS

Self-explanatory.

Section 4 - LOAN TRANSACTIONS, FISCAL YEAR 1994

Item 1 - Number of transactions made in direct circulation of materials to users (includes routing of periodicals to users outside library/ information center)

Only loan transactions of items charged directly to library users for use outside the library should be reported here. Do not include a count of the call slips used to obtain materials from closed stacks or other counts of use within the library. Do not count in this category materials lent in bulk loans or lent to other libraries on interlibrary loan.

Number of transactions - Report each book charged as a single transaction. In the case of sound recordings, five discs contained in one sound recording album and charged out as an album count as one transaction. A box of slides charged as a box counts as one transaction. Several pages of photocopy lent in reply to one request should also be counted as one transaction. Count routing of periodicals as the number of people on routing list.

Items 2-6 - Interlibrary loans

These are items (library materials of various kinds) received by your library in answer to specific title, author, or subject requests, or materials lent to other libraries not under your library's administration in response to specific title, author, or subject requests. Bulk loan or rental collection transactions are not included.

Note: In counting the number of transactions for materials provided to other libraries or received from other libraries, be sure to count several items received or lent as a single unit, as one transaction. As indicated above, a box of slides received or lent as a single unit, counts as one transaction, etc.

Section 5 - OTHER SERVICES, FISCAL YEAR 1994

Item 1 - Definitions of services listed below:

Line 06 - Selective Dissemination of Information (SDI) - Performance of ongoing research for patrons on areas of interest, which may include scanning and routing of new materials, tables of contents, periodic database searching, and other means to update patrons to current awareness in areas of broad and specific interest.

Line 07 - Outreach services - Library services provided to patrons within and outside the primary facilities served. They may include services charges outside affiliated and unaffiliated institutions and clientele. Examples are bookmobiles, clinical and circuit librarians, and regional services.

Part F - AUTOMATION AND TELECOMMUNICATIONS, FISCAL YEAR 1994

Item 1 - Automation of functions

Check only one category for each function.

GENERAL INSTRUCTIONS
FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued

Item 2 - Definitions of technologies listed below:

Box 1 - Electronic mail (Email) - The electronic transmission of messages or documents in a computer system or between computers.

Box 2 - FAX - An abbreviation commonly used for facsimile transmission (telefacsimile). It represents the technology used to digitally transmit graphic material over the public telephone network.

Box 3 - Local Area Network (LAN) - A cluster of PCs and other computer peripherals in a relatively small area interconnected for the purpose of communications, file transfer, and sharing of peripheral hardware.

Box 4 - Wide Area Network (WAN) - A communications network that spans large areas (hundreds or thousands of miles) by using telecommunications lines provided by a common carrier (e.g., the phone company).

Box 5 - INTERNET - The collection of networks that connect Government, university, and commercial agencies (e.g., NSFNET, WestNet, BITNET, etc.). The term is also more broadly used to designate any set of interconnected, logically independent networks.

Box 6 - Client/Server Interfaces (e.g., Gopher, WAIS) - A program operating on a microcomputer, workstation, or timesharing computer system that is accessed by a person and which provides an interface to remote information systems (e.g., databases). The end-user is insulated from the remote system database access protocols so that a common-user interface is supplied to the person.

Box 7 - Magnetic tape - A tape of any material coated with magnetic particles on which audio, video, and digital data can be recorded as magnetic variations and used with a computer for input and output of data stored on the tape.

Box 8 - CD-ROM - Compact disc-read only memory. An optical storage technology on which data, audio or video, can be stored.

Box 9 - WORM (WRITE ONCE-READ MANY) - An acronym for optical disc technology in which data can be written once but the data cannot be erased.

**Part G - COOPERATIVE ARRANGEMENTS,
FISCAL YEAR 1994**

Item 1 - Definitions of groups listed below:

Box 1 - FEDLINK - (Federal Library and Information Network) A cooperative network program established by the Federal Library and Information Center Committee (FLICC) of the Library of Congress. Through FEDLINK, FLICC offers all Federal agencies cost-effective access to information and library operations support services from commercial sources.

Boxes 2-4 - Networks and cooperatives - 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 purposes while retaining individual autonomy. The activities extend beyond reciprocal borrowing and beyond the scope of the national (American Library Association) interlibrary loan code.

Box 5 - Bibliographic service centers - Organizations that serve a network of libraries as a distributor of computer based bibliographic services. A service center gains access to bibliographic data through a bibliographic utility.

Box 6 - Bibliographic utilities - Organizations that maintain on-line databases provided by various libraries individually 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.

Box 7 - Centralized processing centers - A library or other agency that orders library materials, prepares them for use, and prepares cataloguing records for them on behalf of a group of libraries.

Box 8 - Cooperative collection resource facilities - Facilities 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 through 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.

GENERAL INSTRUCTIONS
FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued

Box 9 - Union catalog or union list - A catalog or list of titles that describes the contents of physically separate library collections. Location data indicate the libraries in which a given item can be found.

**Part H - EXPENDITURES, FISCAL
YEAR 1994**

Item 1 - OPERATING EXPENDITURES

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.

Line 01 - Salaries and Wages - Report the salaries and wages paid to all except maintenance employees, including full- and part-time employees assigned to work ON A REGULAR SCHEDULE in another library or agency. If salaries and wages are paid by the library (i.e., from the library budget) with some additional expenditures from an outside component, enter the total amount expended. Do NOT include fees paid to outside consultants hired in connection with the library program or special projects. Maintenance staff salaries and wages are to be reported with "All Other Operating Expenditures" on line 03. Fringe benefits for wages and salaries reported on line 01 will also be included on line 03.

Line 02 - Collection Resources - Report expenditures for the purchase or rental of all library materials. Include expenditures for library materials that were purchased for the library's permanent collections and for gifts. The cost of materials provided from centrally-held funds (e.g., book kits purchased by a system headquarters) will not be included. General definitions of what to include are as follows:

Books and periodical back files - Report expenditures for all published and photocopies of written works that are not reduced in microform, and for all other graphic works that are produced by printing processes. These include books, pamphlets, reports, documents, sheet music, and unframed art prints.

Periodicals - Report expenditures for current subscriptions (fiscal year 1994).

Microform materials - Report expenditures for materials that have been photographically reduced in size for storage and protection purposes.

Audiovisual materials - These are materials, such as graphic materials, sound recordings, motion picture films, video recordings, filmstrips, and slides, that are produced to be viewed or heard and that require special equipment in order to be utilized. DO NOT REPORT EXPENDITURES FOR PRINTED MATERIALS THAT HAVE BEEN PHOTOGRAPHICALLY REDUCED IN MICROFORM.

Commercial electronic media - Report 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. Examples are U.S. Census Bureau data tapes, locally-mounted databases, and reference tools on CD-ROM, tape, or disk. Include current serials. Include expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude expenses for library system software and microcomputer software used only by the library staff.

Other materials - Report expenditures for those materials that do NOT belong in the categories of materials cited above. These include manuscripts, cartographic materials, mixed media (such as kits containing both printed and audiovisual materials), games, globes, framed art prints, photographs, and original art works, art objects, realia, etc.

Line 03 - Other operating expenditures - Report all expenditures for the operation of the library other than those already specified. These include expenditures for maintenance of the plant including salaries and wages for maintenance staff; personnel insurance and fringe benefits (e.g., social security, retirement, pensions, life insurance, health insurance, etc.); utilities, rent, interest on loans; recruiting expenses, in-service training; travel, dues; property insurance; and supplies. DO NOT REPORT MONEYS SPENT FOR INVESTMENTS, THE REPAYMENT OF THE PRINCIPAL ON LOANS, MONEYS TRANSFERRED AS GRANTS TO OTHER LIBRARIES AND LIBRARY AGENCIES, OR MONEYS TRANSFERRED TO OTHER FUNDS OR RETURNED TO GOVERNMENT SOURCES OR TO THE PARENT INSTITUTION. General definitions of what to include are as follows:

Preservation - Report total expenditures during the fiscal year for the binding and rebinding of any library materials. The specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion, boxing, deacidification, and

GENERAL INSTRUCTIONS
FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY-Fiscal Year 1994--Continued

lamination. Include expenditures for supplies such as boxes and acid free materials. Include equipment costs directly related to preservation, such as ultraviolet light filters, humidifiers, dehumidifiers, hygrothermographs, and nonwater fire suppression systems. Exclude equipment such as sprinkler systems and smoke and water detectors.

Furnishings, equipment - Report costs for purchase, rentals, and maintenance of all other furnishings and equipment, except computer and preservation equipment. Includes audiovisual equipment and equipment used with microforms.

Computer hardware, software, and supplies - Report expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Include expenditures for maintenance. Include the expenditure for equipment used to run information service products when that expenditure can be separated from the price of the product.

Hardware - Mechanical, electrical, or electronic equipment required in a computer system.

Software - Programs and instructions required for directing the operation of a computer system.

Bibliographic utilities, networks, and consortia - Include dues, fees, and operating expenses (not reference related expenses).

Contract costs - Fees paid to outside consultants hired in connection with the library program and/or special projects, and moneys expended for contracts with nonlibrary and library agencies. Include interagency and cooperative costs.

Item 2 - CAPITAL EXPENDITURES

Expenditures for 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. Excludes replacement and repair of existing furnishings and equipment, regular purchase of library material, and investments for capital appreciation.

Part I - BUDGETED STAFF, FISCAL YEAR 1994

Item 1 - Number of Employees

Report the number of full-time equivalent employees in filled positions (excluding building maintenance, volunteers, and contract staff), including Federal and non-Federal staff, assigned military personnel, and trust fund employees as of September 30, 1994. INCLUDE full- and part-time employees permanently assigned to work in your library but paid by another library or agency.

For example, the "full-time equivalent" (FTE) for a part-time employee who works 25 hours per week in a 40-hour week is computed as follows:

$25 \div 40 = .625$. Add the total of all FTE for each category of employee and round the sum to one decimal point. Report this amount in the appropriate spaces. For example, the above employee working 25 hours per week and one other part-time employee in the same category working 20 hours per week are computed as follows:
 $.625 + .500 = 1.1$.

Part J - TRENDS

Self-explanatory.

Part K - PRESERVATION

Self-explanatory.

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