



U.S. Department of Education  
Institute of Education Sciences  
NCES 2007-343

# **Documentation for the Academic Library Survey (ALS) Data File: Fiscal Year 2004 (Public Use)**





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**January 2007**

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## Contents

Acknowledgments.....	iii
List of Tables .....	vi
I. Introduction.....	1
A. History of the Academic Library Survey.....	1
B. NCES Academic Library's Universe Survey 2004.....	2
C. Data Confidentiality.....	4
D. Information Included in the Academic Library Survey Data Collection.....	5
E. Uses of the Academic Library Survey Data .....	6
II. Methodology .....	7
A. Web Data Collection.....	7
B. Coverage and Response Rate.....	7
III. User's Guide for Processing the Academic Library Universe Survey Data.....	9
A. Data Files .....	9
B. Record Identifier (UNITID).....	10
C. Imputation Status Flags.....	10
D. Parent/Child (Branch) Records.....	11
E. Changes in Survey Questions and Variables .....	11
F. Institutions Participating in the Survey.....	12
G. Data Issues .....	13

## Appendixes

Appendix A—Glossary.....	A-1
Appendix B—Record Layout .....	B-1
Appendix C—Survey Instrument .....	C-1
Appendix D—Crosswalks .....	D-1
Appendix E—Edits and Imputations .....	E-1
Appendix F—Response Rate Tables .....	F-1
Appendix G—Comparison of Reported and Imputed Values .....	G-1
Appendix H—Frequency and Continuous Variable Statistics.....	H-1
Appendix I—Survey Tutorial.....	I-1

**List of Tables**

Table 1. Number of Title IV institutions, by level and sector: 2004 .....12  
Table 2. Number of Child institutions, by level and sector: 2004 .....13  
Table 3. IPEDS Enrollment Data Usage within ALS for Years 1998-2004.....14



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**I. Introduction**

The purpose of this report is to document the procedures and methodologies employed during the Academic Library Survey of 2004. This report is designed to provide guidance and documentation for users of the public-use data file. Information about the universe of academic libraries and how to access this information is included in this report.

**A. History of the Academic Library Survey**

The Academic Library Survey (ALS) data have been collected by the National Center for Education Statistics (NCES) since 1966. Between 1966 and 1988, data on academic libraries were collected in the following years: 1968-69, 1971-72, 1973-74, 1975-76, 1977-78, 1979-80, 1982-83, 1985-86 within the framework of the Higher Education General Information System (HEGIS). Beginning in 1988, the library survey was collected biennially in even-numbered years: 1988, 1990, 1992, 1994, 1996, and 1998 as part of the Integrated Postsecondary Education Data System (IPEDS). Beginning in 2000, the ALS data collection was conducted independently of IPEDS by the NCES library program.

Through 1998, the ALS data were collected using paper survey instruments. Beginning in 2000, data were collected through a web-based system.

The ALS and IPEDS data have historically been collected and processed for NCES by the U.S. Census Bureau. Throughout these years, the National Commission on Libraries and Information Science (NCLIS), and the American Library Association's Office of Research and Statistics have provided substantial assistance and guidance for the collection of the ALS. These organizations participated in the 1990 NCES/IPEDS Academic Libraries Survey Improvement Project, which appointed a librarian in each state who would act as a data coordinator to work with IPEDS data coordinators in collecting library data.

With the advent of the web-based data collection, data are collected directly from libraries. All data checks and quality control issues are reconciled with the local library personnel who completed the web data collection.

## B. NCES Academic Library's Universe Survey 2004

This documentation describes the Academic Library Survey (ALS) data file for the 2004 fiscal year.

### Library Universe Frame

The 2004 Academic Library universe survey frame is linked to the NCES Integrated Postsecondary Education Data System (IPEDS)<sup>1</sup> universe of postsecondary education institutions that are 2-or-more-year, degree-granting, Title IV recipient institutions within the 50 States and DC for the academic year 2004-05. Also included in this universe are the four primary military academies (Army, Air Force, Navy, and Coastguard).<sup>2</sup>

Of the 4,113 postsecondary institutions within the 50 States and District of Columbia identified that were to be surveyed, 236 were identified as “child” institutions<sup>3</sup> (“child” institutions have a value of “2” for the parent/child indicator variable CYPARCH) and 224 were identified as out of scope. Data for the “child” institutions were provided by the “parent” institution. Out of scope institutions were defined based on their responses to the screening questions. Institutions were defined as out-of-scope and **excluded from the data file** if: 1) they indicated they did not participate in Title IV funding; 2) they indicated they had no library at the institution; or 3) they did not respond to the screening questions.

After removing the 236 child institutions and 224 out of scope institutions from the 4,113 institutions, the fiscal year 2004 Academic Libraries Surveys (ALS) includes data on 3,653 academic libraries that are associated with degree-granting postsecondary educational institutions throughout the 50 states and the District of Columbia. Since child institutions are left on the ALS data file for research purposes, the number of records on the ALS 2004 data file is 3,889.

The 3,653 libraries have the following basic characteristics:

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<sup>1</sup> **The Integrated Postsecondary Education Data System (IPEDS)** is the core postsecondary education data collection program for NCES. It is a system of surveys designed to collect data from all primary providers of postsecondary education. IPEDS is a single, comprehensive system designed to encompass all institutions and educational organizations, which provide postsecondary education as their primary purpose. The IPEDS system is built around a series of interrelated surveys to collect institution-level data about institution attributes, enrollment, program completions, faculty, staff, and finances throughout the United States and the outlying areas.

<sup>2</sup> There are five U.S. military academies, Army, Air Force, Navy, Coast Guard, and Merchant Marine. However, since the US Merchant Marine Academy is an institution where students pay tuition and the institution receives Title IV federal funding, unlike the other military academies, it is considered as a degree granting postsecondary Title IV institution and is included in the ALS universe independent of their military status.

<sup>3</sup> A “Child” record may be used to describe institutions that are branch institutions for which data are reported by the Central or Main institution. That is, data for the “child” institutions are aggregated with and reported by the “Parent” institution.

- Include an organized collection of printed or other materials such as books, periodicals, microforms, and audiovisual recordings, or a combination thereof;
- Have a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele;
- Maintain an established schedule in which services of the staff are available to clientele;
- Based in physical facilities that are necessary to support such a collection, staff, and schedule.

### **Types of Academic Libraries:**

- **Main or Central Libraries:** The central library is the library that houses the basic collection of printed and other materials. This library may administer branch libraries.
- **Branch and Independent Libraries:** These are auxiliary library service outlets with quarters separate from the central library of an academic institution. They have a basic collection of books and other materials, a regular staffing level, and an established schedule. Branch and independent libraries are administered either by a central library or, as, in the case of some libraries (such as law, medical, etc.), through the administrative structure of other units within the postsecondary education institution. (Departmental study/reading rooms are not included.)

Some branch institutions may be defined as “child” Institutions or as independent branches. If defined as a “child,” the library will have its data reported with and stored in the library record of the designated “parent” institution. In this case, the “parent” library is the main or central library. The ALS record for the “child” library will not contain specific information about library operations. The parent/child designation is used for the sole purpose of reporting data. The parent library reports aggregated data for all its “child” libraries.

It should be noted that “child” libraries remain on the data file even though they do not report information about their library attributes. This facilitates counts of academic institutions that have or share a library facility.

Each institution in the IPEDS data system is uniquely identified by a UNITID, which represents the academic institution. ALS uses the UNITID of the reporting academic institution to identify the institution with which the library is affiliated.<sup>4</sup>

In cases where a library is shared, the ALS data file will contain a record for each academic institution that shares the library facility. However, information regarding the

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<sup>4</sup> Researchers can, therefore, merge data from the various IPEDS components (enrollment, degrees awarded, etc.) to ALS (and vice versa) using this field.

sharing of library facilities is not available, in some cases, because institutions did not respond to the pertinent questions.

### **C. Data Confidentiality**

Separate laws (see <http://nces.ed.gov/StatProg/confproc.asp>) govern the protection of the confidentiality of individually identifiable information collected by the National Center for Education Statistics—the Privacy Act of 1974, the Education Sciences Reform Act of 2002, the USA Patriot Act of 2001, and the E-Government Act of 2002. These laws require NCES to ensure that the confidentiality of respondents is maintained.

For this reason, data for the ALS are released as public-use and restricted-use files.

#### **Public- and Restricted-Use Data Files**

NCES releases data to the public for statistical purposes only. Every effort has been made to provide the maximum research information that is consistent with reasonable confidentiality protections. Record matching to identify individual respondents or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in preparing public-use data for release.

The Academic Library Survey data file is available in two versions: public-use data and restricted-use data. Data on the public-use files have been modified so that individual respondents cannot be identified. **Restricted-use files, which include all reported data, are released only to researchers licensed by NCES.** (For information on obtaining a restricted-data user's license, see the website <http://nces.ed.gov/StatProg/confid.asp>.)

**Public-use data:** On the public-use Academic Libraries Survey data file, the data fields suppressed (values set to missing and the corresponding variable imputation flag set to "H") are the expenditures for salaries and wages reported in part B, expenditures for "Other Operating Expenditures" (part C, line 20) and "Employee Fringe Benefits Paid by Library" (part B, line 08b) of the survey when there were two (2) or fewer pertinent full-time equivalent personnel.

Data from the following specific variables are suppressed to maintain respondent confidentiality: SWLIBPRO (Salaries and wages for librarians and other) when STLIBPRO (Total Librarians and professional staff) is 2 or fewer; SWOTH (Salaries and wages for All other paid staff (except students)) when STOTH (All other paid staff (except students)) is 2 or fewer; SWASST (Salaries and wages for Student assistants) when STASST (Student assistants) is 2 or fewer; and FRINGE (Employee fringe benefits) when either STLIBPRO or STOTH or STASST or STTOT is 2 or fewer. SWTOT (Total salaries and wages) and EXOTH (All other operating expenditures) are suppressed in two cases - first, when STTOT (Total staff) is 2 or fewer, and second when only one of the detail staff expenditures is suppressed.

The library's Total Operating Expenditures, specific expenditure categories such as audio-visual, books, or computer software, etc., and other non-personal data are not affected by the suppression of these data. However, since EXTOT (Total expenditure) includes salaries and wages, EXOTH is suppressed to prevent disclosure when only one of the detail staff expenditures is suppressed.

**Restricted-use data:** No data are suppressed on the restricted-use versions of the Academic Library Survey data file. Since the inclusion of all expenditures data, regardless of the number of employees, enables the identification of individual salary data, researchers requiring access to the restricted-use data for analysis must obtain a license from NCES to use the data. To obtain a license, the following information is necessary:

1. The title of the database(s) the organization wants to access;
2. A description of the statistical research project necessitating access to the restricted-use database;
3. The name and title of the senior official having authority to bind the organization to the provisions of the license agreement;
4. The name and title of the principal project officer(s) who will oversee the daily operations;
5. The names, titles, and telephone numbers of the professional/technical and support staff who will have access to the data;
6. The estimated loan period (not to exceed 5 years) for accessing the data; and
7. The desired computer media format.

NCES will review the submitted documents for content and completeness and inform the requestor whether a license to use the restricted data is approved. See the following NCES website for more information: <http://nces.ed.gov/StatProg/confid.asp>.

#### **D. Information Included in the Academic Library Survey Data Collection**

The ALS data in this file are for the fiscal year completed in 2004. The actual fiscal year dates vary among institutions, but it usually ends before October 1. The data in this file cover academic libraries in 2-or-more-year degree-granting Title IV participating postsecondary institutions in the 50 States and the District of Columbia. The ALS data file includes information on library staffing, operating expenditures, library collections, library loan transactions, electronic services, and technology assistance services provided by each library. (See notes on Data Issues, Section III.G, pages 12-14). Information about library staff and services are collected for a single point in time during the fall of the year of data collection to reflect a typical week.

## **Cautions regarding the analysis of data by state, level, and control of institution.**

This technical documentation focuses on information from a census of academic libraries in 2004. The presentation of numbers, proportions, and percentages is descriptive only of libraries in the period referenced. While data were imputed for nonresponse, the number of unit nonresponses can vary by state and affect the reliability of the state data. See Table F-1 in Appendix F for item response rates by level and control of institution. Table F-2 in Appendix F presents the distribution of the set of unit nonrespondents by state and by level and control of institution. Table F-3 in Appendix F shows the number of academic libraries by state, level, and control of institution. The data user should be especially cautious in using data at a level of detail where the nonresponse rate was 15 percent or greater.

### **E. Uses of the Academic Library Survey Data**

In general, the library data have been used by policymakers for planning and comparative analysis, and by institutional staff for planning and for peer analysis. The Academic Library Survey data have been used by federal, state, and other policy related program personnel, the congress, federal agencies that administer library grants, state education agencies (SEAs), accreditation review programs, library administrators, academic managers, and national postsecondary education policy planners, and various library associations.

Information about libraries related to postsecondary academic institutions has been used for such practical purposes as examining factors related to the academic quality of institutions. Other uses of the ALS survey data are listed below.

- Examination of the condition of academic libraries for collections development, resource sharing, and networking activities by federal agencies that administer library grants.
- Comparisons of the libraries at the national, regional, and state levels by SEAs.
- Quality assessments of accreditation review programs for academic institutions (evaluating postsecondary education institutions, establishing standards, and modifying comparative norms).
- Assessments of the impact of rapid technological change on the collections, budgets, and staffs of academic libraries by administrators, academic managers, and national policy planners. College librarians and administrators use these data to develop plans for the most effective use of local, state, and federal funds. Staff data are input to supply/demand models for professional and paraprofessional librarians.
- Evaluations of the general status of the library profession by library associations such as the American Library Association, the Association of Research Libraries, and the Association of College and Research Libraries utilize ALS data. Other research organizations use the data for studies of libraries.

## **II. Methodology**

### **A. Web Data Collection**

Prior to 1998 the ALS data were collected through IPEDS data coordinators using paper data collection instruments. Survey forms were mailed to institutions during the summer of the data collection year, with returns requested to be made by the fall. Data could be submitted via the paper forms although the coordinators were encouraged to use the software package “Input and Data Editing for Academic Library Statistics” (IDEALS), and submit the data on diskette to the U.S. Census Bureau.

Beginning in 2000, the ALS was transformed into a web-based survey. With this methodology, data are submitted by the respondents directly to the U.S. Census Bureau through the NCES web data collection application. Registration material is sent out in August, and responses are collected from October through February. The web-based collection incorporates internal consistency edit checks, range checks, and summation checks applied to prior ALS data collections. Warnings are provided to the respondent during the course of data entry when the data checking process detects a discrepancy with previously submitted data.

Appendix E provides detailed descriptions of the editing and imputation processes.

### **B. Coverage and Response Rate**

For the Academic Library Survey of 2004, 3,653 in-scope, non-child, degree-granting Title IV receiving postsecondary institutions in the 50 states and the District of Columbia with academic libraries in 2004 were identified.

Of the 3,653 institutions, responses were received for the survey from 3,178 institutions, yielding a response rate of 87.0 percent. The 475 non-responding institutions are identified with the STATUS variable value equal to 4. Records for the nonresponding libraries (475 or 13.0 percent of 3,653 libraries on the data file) are included on the data file, with imputed data.

The response rates for each variable in the ALS 2004 survey are given in Appendix F, Table F-1. Item response rates (for all libraries) are calculated applying the total number of libraries (3,653) as the denominator for the universe of institutions (shown in column 1). The total number of libraries in other sub-categories is used as the denominator for the calculation of the item response rates in the respective sub-categories shown in the remaining columns.





### III. User's Guide for Processing the Academic Library Universe Survey Data

#### A. Data Files

Public-use data files are available in ASCII and MS Access formats. These can be downloaded from the NCES website (<http://nces.ed.gov/surveys/libraries/>).

See prior note on confidential data in Part II section C about how to obtain the restricted-use data files. See the website <http://nces.ed.gov/pubsearch/licenses.asp> for information about obtaining a license for restricted-use data files.

The ALS 2004 data files are named as follows.

1. Tab delimited ASCII (flat file) format:  
ALS\_2004\_R.2.A.TXT (Restricted Use)  
ALS\_2004\_P.2.A.TXT (Public Use)
2. MS ACCESS database:  
ALS\_2004\_R.2.A.MDB (Restricted Use)  
ALS\_2004\_P.2.A.MDB (Public Use)

The **file naming and versioning** convention applied for the ALS 2004 file is as follows:

- Position 1-3: Survey (ALS)
- Position 4: Underscore (\_)
- Position 5-8: Year (2004)
- Position 9: Underscore (\_)
- Position 10: Restricted-use or Public-use (R or P)
- Position 11: Period (.)
- Position 12: Release status (preliminary = 0, final = 1<sup>5</sup>, final = 2<sup>6</sup>)
- Position 13: Period (.)
- Position 14: subsequent versions, beginning with A (A - Z)

**SAS and SPSS program syntax files** to create SAS and SPSS data files for analysis are also available on the same web page on which the data is available.<sup>7</sup> These programs contain all the format, variable, and value label information necessary for creating a complete master file of all variables and data. The syntax files also contain code for generating the frequency and continuous variable statistics. The frequency and continuous variable statistics sections, however, are commented out in these syntax files, but can be activated at the user's discretion. **Additionally, the path name and**

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<sup>5</sup> Release status final = 1 includes data for outlying areas, 50 states, and the District of Columbia.

<sup>6</sup> Release status final = 2 includes data only on institutions within the 50 states and the District of Columbia.

<sup>7</sup> SAS and SPSS program syntax programs, rather than system files, are provided with a view to transcending problems related to changes in software versions.

**directories specified in these programs must be modified to fit the requirements of the individual computer system on which the program is to be run.**

The pertinent files are:

The SAS program to read the restricted-use file is Read\_ALS\_2004\_R.2.A.SAS.TXT

The SAS program to read the public-use file is Read\_ALS\_2004\_P.2.A.SAS.TXT

The SPSS program to read the restricted-use file is Read\_ALS\_2004\_R.2.A.SPSS.TXT

The SPSS program to read the public-use file is Read\_ALS\_2004\_P.2.A.SPSS.TXT.

Users who prefer MS ACCESS format can download the ACCESS database. The ACCESS database has a single table that contains all the data from the ALS survey.

All restricted-use files can be obtained only after an NCES data license has been approved. Data will be made available on CD-ROM, with appropriate documentation.

## **B. Record Identifier (UNITID)**

Institutions in ALS are identified by the UNITID associated with the postsecondary institution with which they are affiliated. This is the same identifier used to identify postsecondary institutions in the IPEDS data collection system. ALS data, therefore, can be linked to a broad range of IPEDS institutional data using the institution's UNITID. ALS 2004 defined UNITID in character format so that the format would be consistent with other ALS variables that contain UNITID, such as UNITIDX, LIBSHAR1, LIBSHAR2, LIBSHAR3. This is also consistent with other surveys that define IDs that are not used for mathematical qualities in character format. However, it is important to note that if the user wants to merge the ALS and IPEDS data files, that IPEDS defines UNITID as numeric. Merging the file requires that the UNITIDs be consistent.

## **C. Imputation Status Flags<sup>8</sup>**

All variables were imputed for 475 non-responding libraries of the 3,653 institutions with academic libraries. Responses on particular variables were also imputed for partial respondents. An imputation "status" flag that shows whether or not it was imputed, and

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<sup>8</sup> ALS Imputation and Suppression Codes: A = "Analyst adjusted a reported value"; C = "Analyst corrected a cell that was blank"; I = "Imputation for a cell that previously was a nonresponse, using a method other than prior year"; N = "Original data field was blank"; P = "Imputation for a cell that previously was a nonresponse, using prior year data"; R = "Original data value was reported"; S = "Not applicable, not imputed"; T = "Total replaced with sum of detail during imputation"; Z = "Implied reported zero value"; H = "the value for the variable was suppressed".

Most respondents who completed forms left an item blank when they had no data for that item. An item left blank, therefore, should often be interpreted as a reported zero. For such cases, imputation procedure changed the imputation flag from "N" to "Z". This imputation was not performed on "Child" institutions and hence those records will show the value "N" for imputation flag if the original data field was blank.

the corresponding algorithm applied is available for each imputed variable. The naming convention for these flags is an 'X' followed by the variable name. If the value of that flag is "A", "C", "R," or "Z", the value for the associated variable was either the original data value reported or a value adjusted or corrected by the analyst. If the value of the flag is "I", "P", or "T", the value for the associated variable was imputed. To remove all imputed values from the data, the values of variables that have an imputation flag "I", "P", or "T" should be removed or not included on the analysis data file. (Note: The flag variables are single character fields.) If the value of the flag is "H," the value for the associated variable has been suppressed.

#### **D. Parent/Child (Branch) Records**

Both "Parent" and "Child" institutions are included in the data file. This relationship is used to define the reporting responsibility of the library. A "Child" record may be used to describe institutions that are branch institutions for which data are reported by the Central or Main institution. That is, data for the "child" institutions are aggregated with and reported by the "Parent" institution. All library survey data fields for the child institutions are blank. But, it must also be noted that Branch institutions and their libraries may function independently of the main or central institution and, therefore, report their own data.

Although the child records do not include any library data, the records are included in the file so researchers can identify institutions that have or share a library. There are a total of 82 parent institutions that have children (i.e., 82 parent institutions have one or more child institution(s) associated with them in the ALS 2004). There are 236 child institutions associated with these parents that are retained on the data file, but, are not included in the calculations of the response rate.

The variable CYPARCH (current year parent/child indicator) indicates an institution's parent/child status. A '1' indicates a parent institution; a '2' indicates a child institution; and, an 'N' indicates no response. To remove child institutions from any analysis file, select institutions with the CYPARCH variable not equal to 2.

Child institutions are linked to their parent by the variable UNITIDX, which contains the IPEDS UNITID of the parent institution. For parent institutions, UNITIDX contains its UNITID.

#### **E. Changes in Survey Questions and Variables**

Variables and variable names have changed in the Academic Libraries Survey Form through the years to reflect changes that have occurred in the services, collections, expenditure accounting, and staffing of academic libraries. For example, in 1996 a number of questions were added on electronic services. In 1998, a substantial number of additional changes were made, especially in the collections and expenditures sections. These changes reflect the extensive changes in library services that occurred with regard to the development of electronic media. In 2000, a new set of questions on "consortial

services” was added<sup>9</sup>, and in 2004, a set of questions on “information literacy” was also added to the questionnaire.

Users of this data file should consult the relevant variable lists (Appendix B for ALS 2004) and Survey Forms (Appendix C for ALS 2004), and the Crosswalk between ALS 2004 and 2002 (Appendix D for ALS 2004) before making comparisons across years.

## F. Institutions Participating in the Survey

The institutions represented on this data file can be summarized as follows.

- 3,889 institutions in the 50 states and DC
- 236 “child” institutions (data reported by parents)
- 3,653 institutions in the 50 states and DC with academic libraries
- 3,178 Responding Institutions
- 475 non-responding institutions

The five military academies were included in the data file.<sup>10</sup>

**Table 1. Number of Title IV institutions, by level and sector: 2004**

Sector	Level of institution		
	Total	4 year and above	2 to 4 year
<b>Total</b>	<b>3,889</b>	<b>2,402</b>	<b>1,487</b>
Child Institutions	236	185	51
U.S. Service Institutions	5	5	0
Public	1,576	586	990
Private Not-for-Profit	1,476	1,379	97
Private For Profit	596	247	349

NOTE 1: Title IV participation is determined by the OPE eligibility indicator code (OPEFLAG). In this table, participants include branch campuses of a participant and new participants, as well as regular, full participants (OPEFLAG = 1, 2, or 4). Limited participants are counted with the non-participants (OPEFLAG = 3 or 5).

NOTE 2: U.S. Service Institutions are (1) Air Force Academy, Colorado Springs, Colorado; (2) Naval Academy, Annapolis, Maryland; (3) Merchant Marine Academy, Kings Point, New York; (4) Military Academy, West Point, New York, and (5) Coast Guard Academy, New London, Connecticut. Merchant Marine Academy is eligible for Title IV federal funds, while the other four service institutions are not.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

<sup>9</sup> Data for the variable on consortial services was, however, suppressed (Coded H) because the questions were confounding and yielded inappropriate responses.

<sup>10</sup> Military academies were included in the data file and treated as though they are Title IV eligible for the purpose of analysis. Military academies are identified by the variable OBEREG with a value zero (0). Non-military institutions are not included in the data file if they are not title IV eligible as indicated by a value of 1, 2, 3, or 4 for the variable OPEFLAG (Title IV eligibility indicator) or if they did not respond to the survey as indicated by a value of 1 or 4 on the variable STATUS which indicates the response status of the institution.

**Table 2. Number of Child institutions, by level and sector: 2004**

Sector	Level of institution		
	Total	4 year and above	2 to 4 year
<b>Total</b>	<b>236</b>	<b>185</b>	<b>51</b>
Public	67	37	30
Private Not-for-Profit	67	63	4
Private For Profit	102	85	17

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

### G. Data Issues

Researchers should be aware of the following issues and consider how their research may be affected.

1. There are 10 institutions, which ALS indicates have an academic library but IPEDS indicates do not (using the LIBFAC variable in IPEDS).
2. There are 379 institutions on this file with missing values of “-1,”“-2,” or “-3” for the Employer Id Number (EIN) variable. These 379 institutions do not have a valid EIN in the 2004-05 IPEDS database.
3. All of the 236 child institutions have zero values for the variables Total Staff, Total Salaries, Total Expenditure, Collection Total, Hours Open, and Gate Count. Researchers may want to exclude the child institution records from the calculation of summary statistics, to avoid the errors introduced by having zero instead of missing values. While the values will be appropriate for overall analyses, since the parent institutions are reporting aggregated data (combining parent and child facilities), values for particular parent institution characteristics will be misleading, because the parent institution may have different values and characteristics than some of the children for which they report.
4. The “shared library” variables LIBSHAR1, LIBSHAR2, LIBSHAR3, LIBNAME1, LIBNAME2, and LIBNAME3 are blank for all records. However, the IPEDS LIBFAC variable identifies 73 institutions among the 3,889 post secondary institutions in the 50 states and DC that share a facility. While shared institutions will not affect the number of reporting institutions in ALS, their presence will affect the number of ALS academic institutions shown to have their own library facilities.
5. Not all parent and child institutions are clearly matched. Parent institutions are designated by the variable value CYPARCH = “1” while child institutions are designated by the variable value CYPARCH= “2”. Of all analyzable institutions on the file (3,889), 82 identified themselves as a parent institution and 236 identified themselves as a child institution.

All institutions are also identified by a UNITID. All child institutions identify their parent institution using the UNITIDX variable by providing the parent’s UNITID for the UNITIDX variable. In the case of the ALS 2004, 318 institutions specified a UNITIDX parent identifier. Of these, 236 identified themselves as child institutions (CYPARCH=”2”) associated with a parent institution (i.e., provided a parent institution UNITID for the UNITIDX variable). Eighty Two of the 318 institutions with a UNITIDX identified themselves as a parent institution (CYPARCH=”1”).

6. All values for the consortia variables (CNSUBYN, CNPARTYN, CNFULLYN, CNPRTLYN, and CNOTHRYN) are suppressed due to the confounding response options for the corresponding survey questions. In both the public-use file and the restricted-use file, the values for these variables are “H.” However, the response rate for these variables were calculated (See table F-1 in appendix F) based on the actual response modified using the skip pattern logic of the survey.
7. Enrollment data included on the ALS data file is taken from IPEDS Enrollment data. However, the IPEDS enrollment year used was not consistently aligned with the ALS data year. The following table summarizes the Enrollment Data Included on ALS data Files, by year.

**Table 3. IPEDS Enrollment Data Usage within ALS for Years 1998 - 2004**

ALS YEAR	IPEDS ENROLLMENT YEAR	IPEDS MINORITY PERCENT YEAR
2004	FTEUSED (Year 2004)	PCTMIN1 - 4 (Year 2004)
2002	FTEUSED (Year Not Specified)	PCTMIN1 - 4 (Specified as 2001)
2000	Total Enrollment, Part-time Undergraduate, Full-time Undergraduate, Part-time Graduate, Full-time Graduate (Specified as 1998-99)	PCTMIN1 - 4 (Specified as 1998)
1998	Total Enrollment, Part-time Undergraduate, Full-time Undergraduate, Part-time Graduate, Full-time Graduate (Specified as 1997-98)	PCTMIN1 - 4 (Year Not Specified)

To undertake analyses that involve multiple years of library data, such as the relationship of enrollment to library finances or size of library, it would be appropriate to utilize related enrollment data that is consistent from year to year. Enrollment data for the appropriate years must be obtained from the IPEDS data collection at <http://nces.ed.gov/IPEDS>. The enrollment data for a list of institutions can be obtained using the “Data Cutting Tool”. Percent Minority for the pertinent years may need to be calculated.

8. There are 36 non-child institutions with PCTMIN1, PCTMIN2, PCTMIN3, and PCTMIN4 variables with missing values. These data values are missing because either the IPEDS file provided to Census has missing values for these records or they were on the 2003 IPEDS file that was used to create the universe for the 2004 ALS file, but were then not included on IPEDS in 2004.





**APPENDIX A—Glossary**  
**Academic Libraries Survey (ALS) 2004**

This glossary includes terms that have meanings for the IPEDS and ALS data collections.

## **APPENDIX A—Glossary**

### **Academic Libraries Survey (ALS) 2004**

**Academic Library:** An academic library is defined as an entity in a postsecondary education institution that provides all of the following:

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

This definition includes libraries that are part of learning resource centers.

**All other operating expenditures:** (Survey form, Part C, line 20) These include all expenditures not reported elsewhere in this part of the survey (excluding expenditures for employee fringe benefits).

**Audio-visual materials:** (Survey form, Part D, line 25) These are library materials that are displayed by visual projections or magnification or through sound reproduction.

**Bibliographic utilities, networks and consortia expenditures:** (Survey form, Part C, line 19) A category of expenditures for services by national, regional, and local bibliographic utilities networks, and consortia.

**Books, serial backfiles, and other materials (including government documents):** (Survey form, Part D, line 22)

- Paper materials defined as those materials produced by making impression on paper (for this category only information is requested on the number of volumes and titles);
- Microform units defined as units of photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification;
- Electronic titles defined as titles of materials that are not current serials and are considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks (this category does not include bibliographic records).

**Branch Library:** Auxiliary library service outlets with quarters separate from the central library of an institution. They have a basic collection of books and other materials, a regular staffing level, and an established schedule. Branch libraries are administered either by the central library, as in the case of some libraries (such as law, medical, etc.), or through the administrative structure of other units within the university. Departmental study/reading rooms are not included. Libraries on branch campuses that have separate NCEs identification numbers are reported as separate libraries.

**Carnegie Classification Code:** The Carnegie Classification of Institutions of Higher Education is the leading typology of American colleges and universities. It is the framework in which institutional diversity in U.S. higher education is commonly described. Most of the Carnegie Foundation's higher education projects rely on the Classification to ensure a representative selection of participating individuals and institutions.

## APPENDIX A—Glossary Academic Libraries Survey (ALS) 2004

The 2000 Carnegie Classification includes all colleges and universities in the United States that are degree-granting and accredited by an agency recognized by the U.S. Secretary of Education. The 2000 edition classifies institutions based on their degree-granting activities from 1995–96 through 1997–98. In addition, important limitations are documented in *The 2000 Carnegie Classification: Background and Description*. For definitions and detailed information on classification procedures, refer to the Technical Notes. After reviewing the Classification's strengths and weaknesses as well as its current uses, the Foundation is undertaking a thorough reassessment of the classification system to be concluded in 2005. Both the 2000 and the 2005 reports can be viewed/obtained at <http://www.carnegiefoundation.org/Classification/downloads.htm>.

The 2000 Carnegie Classifications follow:

**Doctoral/Research Universities—Extensive:** These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate. During the period studied, they awarded 50 or more doctoral degrees per year across at least 15 disciplines.

**Doctoral/Research Universities—Intensive:** These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate. During the period studied, they awarded at least ten doctoral degrees per year across three or more disciplines, or at least 20 doctoral degrees per year overall.

**Master's Colleges and Universities I:** These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree. During the period studied, they awarded 40 or more master's degrees per year across three or more disciplines.

**Master's Colleges and Universities II:** These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree. During the period studied, they awarded 20 or more master's degrees per year.

**Baccalaureate Colleges—Liberal Arts:** These institutions are primarily undergraduate colleges with major emphasis on baccalaureate programs. During the period studied, they awarded at least half of their baccalaureate degrees in liberal arts fields.

**Baccalaureate Colleges—General:** These institutions are primarily undergraduate colleges with major emphasis on baccalaureate programs. During the period studied, they awarded less than half of their baccalaureate degrees in liberal arts fields.

**Baccalaureate/Associate's Colleges:** These institutions are undergraduate colleges where the majority of conferrals are below the baccalaureate level (associate's degrees and certificates). During the period studied, bachelor's degrees accounted for at least ten percent of undergraduate awards.

## **APPENDIX A—Glossary**

### **Academic Libraries Survey (ALS) 2004**

**Associate’s Colleges:** These institutions offer associate’s degree and certificate programs but, with few exceptions, award no baccalaureate degrees. This group includes institutions where, during the period studied, bachelor’s degrees represented less than 10 percent of all undergraduate awards.

**Specialized Institutions:** These institutions offer degrees ranging from the bachelor’s to the doctorate, and typically award a majority of degrees in a single field. The list includes only institutions that are listed as separate campuses in the *2000 Higher Education Directory*.

**Tribal Colleges and Universities:** These colleges are, with few exceptions, operated by American Indian Tribes and are controlled and located on American Indian reservations. They are all members of the American Indian Higher Education Consortium.

**Child Institution:** A “child” institution does not respond directly to the ALS or IPEDS data collections. The data for such an institution is aggregated with and reported by its “parent” institution. This term appears to be colloquially applied (Not a term in the IPEDS Glossary—although used by IPEDS when defining a “branch” institution).

**Computer hardware and software operating expenditures:** (Survey form, Part C, line 18) These include expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Expenditures for maintenance and the expenditure to run information services when it cannot be separated from the price of the product are also included in this category.

**Control (of institution):** A specification of whether an institution (postsecondary) is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control) or public sources (public control).

**Current serial subscriptions:** (Survey form, Part D, line 26) This represents the total number of current serials received, including those that are paid and those received without payment (government documents received serially and electronic current serials are included).

**Degree-granting status:** Degree-granting institutions offer an associate’s, bachelor’s, master’s, doctor’s, or a first-professional degree. Non-degree-granting institutions offer certificates or other formal awards.

**Document delivery and interlibrary loan expenditures:** (Survey form, Part C, line 15) These include fees paid for photocopies, costs of facsimile transmission, royalties, and access fees paid to bibliographic utilities.

**FIPS Code:** Federal information processing standards codes (FIPS codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies. The FIPS variable used on this data file is the two digit FIPS state code.

## **APPENDIX A—Glossary**

### **Academic Libraries Survey (ALS) 2004**

**Full-time equivalent (FTE) employees:** FTE is a measure of the number of employees based on hours worked. The total number of hours for all part-time positions is divided by the number of hours the library uses to define a part-time position. Therefore, if a 40 hour work week is the standard full-time position, 2 part-time employees, each working 30 hours a week would be the equivalent of 1.5 full-time employees (60 / 40).

**Full-time equivalent (FTE) student:** FTE student is calculated based on the number of full-time students enrolled plus one-third of the number of part-time students.

**Gate count of visitors to library per typical week:** (Survey form, Part F, line 38) Gate count is the number of persons who physically enter library facilities over the course of a week. A single person can be counted more than once.

**General and reserve circulation:** General and reserve circulation includes initial charging out of items, either manually or electronically, by patrons. The count also includes renewals of items, each of which is a circulation transaction.

**Interlibrary loan transactions:** (Survey form, Part E, lines 27–32) Interlibrary loan transactions are the number of filled requests for materials provided to other libraries or received by the library from another library.

**IPEDS:** The **Integrated Postsecondary Education Data System** is the core postsecondary education data collection program for the National Center for Education Statistics. This data collection program is designed to collection information about all postsecondary institutions and organizations in the 50 States, District of Columbia, and the respective outlying areas.

**Level (of institution):** A specification of whether a postsecondary education institution's programs are 4-year or higher (4 year), 2-but-less-than 4-year (2 year), or less than 2-year.

**Librarians:** (Survey form, Part B, line 02) This is the FTE (Full Time Equivalent) of staff whose duties require professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship.

**Number served in information services/presentations to groups:** This is the number of individuals served in presentations that were sponsored by the library and planned in advance. The presentation may cover instruction in library use, or cultural, recreational or educational presentations. Presentations given off the library site are included, as long as the library is the sponsor.

**Other (FTE) paid staff:** Other paid staff is all other FTE (Full Time Equivalent) staff, except student assistants. This category includes clerical and technical staff but excludes maintenance and custodial staff.

**Other (FTE) professional staff:** (Survey form, Part B, line 03) This is the FTE (Full Time Equivalent) count of professional staff other than Librarians (Survey form, Part B, line 02). The

## **APPENDIX A—Glossary**

### **Academic Libraries Survey (ALS) 2004**

duties of these staff members require an education and or training in related fields (e.g., academic disciplines, archives, media, and computing).

**Parent Institution:** An institution that reports data for another institution (a “child”) aggregated with its own data. (Not a term in the IPEDS Glossary—although used by IPEDS when defining central or main institution).

**Postsecondary Institution:** Postsecondary education institution has as its sole purpose or one of its primary missions, the provision of formal instructional programs with a curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes academic, vocational, and continuing professional education programs, and excludes avocational and adult basic education programs (IPEDS Glossary).

**Preservation:** (Survey form, Part C, line 16) This is a category of expenditures associated with maintaining library and archival materials for use in their original form or some other usable way. Examples of this are rebinding, de-acidification, lamination, and materials conservation.

**Public service hours per typical week:** These are the numbers of hours the Libraries physical facility is open for service.

**Reference transactions (including computer searches):** These are information contacts that involve the knowledge, use, commendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources may include printed (e.g., book volumes) and non-printed (e.g., microforms) materials and machine-readable databases (e.g., those on CD-ROMS). The transaction may include providing direction to services outside the library.

**Salaries and wages:** (Survey form, Part B, lines 04–07) This category of expenditures includes compensation for full- and part-time employees before deductions and includes hourly pay to student assistants.

**Sector:** One of nine categories into which postsecondary institutions may be divided based on their control and level. **Control categories** are public, private not-for-profit, and private for-profit. **Level categories** are 4-year and higher (4 year), 2-but-less-than 4-year (2 year), and less than 2-year. For example: “public, 4-year institutions” is an example of a sector category.

**Student assistants (FTE):** (Survey form, Part B, line 06) This is the FTE count of students employed on an hourly basis to work on library-related tasks. This group includes both students whose wages are paid from funds under the library budget and those paid from other budgets, including the College Work-Study Program.

**Title IV institution:** An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).

**APPENDIX A—Glossary**  
**Academic Libraries Survey (ALS) 2004**

**Total expenditures:** (Survey form, Part B, line 21) This includes the sum of all expenditures listed in the expenditures section of the survey.





**APPENDIX B—Record Layout**  
**Academic Libraries Survey (ALS) 2004**

The record layout describes each variable in the data file. It includes codes used for categorical variables and their descriptions.

## APPENDIX B—Record Layout Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
UNITID	6	character	Unit identification Number: The unique unit identification number assigned to every institution in the universe.	Survey
INSTNM	50	character	Institution (entity) name	IPEDS
ADDR	60	character	Institution (entity) street address or post office box	IPEDS
CITY	20	character	City location of institution	IPEDS
STABBR	2	character	Post Office State abbreviation code. See FIPS state code.	IPEDS
ZIP	9	character	Zip + four (does not include dash). Last four positions may be blank	IPEDS
FIPS	2	character	FIPS state code	IPEDS
ACT	1	character	Status of the institution  A - Active - institution active and not an add C - Combined - merged with another institution D - Delete - institution is out of business H - Areas search on hold pending verification I - Inactive M - Death with data - closed in current year N - New - added during the current year O - Out-of-scope - not within scope of universe P - Potential add - might be added Q - Potential restore - might be restored R - Restore - restored to the current universe S - Split - split into more than one institution U - Duplicate - UNITID previously assigned W - Wipe out - out-of-scope potential add X - Potential restore not within scope of IPEDS Z - Universe III - out-of-scope	IPEDS
OBereg	2	numeric	OBE region code 0 - US Service schools 1 - New England CT ME MA NH RI VT 2 - Mid East DE DC MD NJ NY PA 3 - Great Lakes IL IN MI OH WI 4 - Plains IA KS MN MO NE ND SD 5 - Southeast AL AR FL GA KY LA MS NC SC TN VA WV 6 - Southwest AZ NM OK TX 7 - Rocky Mountains CO ID MT UT WY 8 - Far West AK CA HI NV OR WA 9 - Outlying areas AS FM GU MH MP PR PW VI -3 - Not available	IPEDS
EIN	9	character	Employer identification number - assigned by Internal Revenue Service -1 - Not reported -2 - Not applicable -3 - Not available	IPEDS
DUNS	10	character	Dunn and Bradstreet identification number -3 - Not available	IPEDS
OPEID	8	character	Office of Postsecondary Education identification number for those institutions eligible to participate in Title IV programs	IPEDS

## APPENDIX B—Record Layout Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
OPEFLAG	1	numeric	OPE eligibility indicator code 1 - Institution participates in Title IV federal financial aid programs 2 - Branch campus of a main campus that participates in Title IV 3 - Deferment only - limited participation 4 - New participants (became eligible during the Fall collection-IPEDS) 5 - Not currently participating in Title IV, has an OPE ID number 6 - Not currently participating in Title IV, does not have and OPE ID number	IPEDS
WEBADDR	50	character	Institution's internet website address	IPEDS
SECTOR	2	numeric	Sector of Institution (generated, based on response to IC survey)  0 - Administrative unit only (central, system, or corporate office) 1 - Public, 4-year or above 2 - Private nonprofit, 4-year and above 3 - Private for profit, 4-year and above 4 - Public, 2-year 5 - Private nonprofit, 2-year 6 - Private for-profit, 2-year 7 - Public, less-than-2-year 8 - Private nonprofit, less-than-2-year 9 - Private for profit, less-than-2-year -3 - Not available	IPEDS
ICLEVEL	2	numeric	Level of institution (generated, based on response to IC survey) 1 - Four or more years (Baccalaureate or higher degree) 2 - At least 2 but less than 4 years (below the Baccalaureate) 3 - Less than 2 years (below Associate's degree) -3 - Not available	IPEDS
CONTROL	2	numeric	Control of institution 1 - Public 2 - Private, non-profit 3 - Private, for profit -3 - Not available	IPEDS
HLOFFER	2	numeric	Highest level of offering (generated, based on response to IC survey) 0 - Other 1 - Postsecondary award, certificate or diploma of less than one academic year 2 - Postsecondary award, certificate or diploma of at least one but less than two academic years 3 - Associate's degree 4 - Postsecondary award, certificate or diploma of at least two but less than four academic years 5 - Bachelor's degree 6 - Postbaccalaureate certificate 7 - Master's degree 8 - Post-Master's certificate 9 - Doctor's degree -9 - none of the above or no answer -2 - Not applicable, 1st professional only -3 - Not available	IPEDS
UGOFFER	2	numeric	Undergraduate offering (generated, based on IC response) 1 - Undergraduate degree or certificate offered 2 - No undergraduate offering -3 - Not available	IPEDS

**APPENDIX B—Record Layout**  
**Academic Libraries Survey (ALS) 2004**

Variable Name	Field Width	Field Type	Data Element Description	Source
GROFFER	2	numeric	Graduate offering (generated, based on response to IC) 1 - Graduate degree or certificate offered 2 - No graduate offering -3 - Not available	IPEDS
FPOFFER	2	numeric	First-professional offering (generated, based on response to IC survey) 1 - First-professional degree or first-professional certificate (Post-degree) 2 - No first-professional offering -3 - Not available	IPEDS
HDEGOFFR	2	numeric	Highest Degree offered 0 - Non-degree granting (certificates only) 1 - First-professional degrees only 10 - Doctoral 11 - Doctoral and First-professional 20 - Master's 21 - Master's and First-professional 30 - Bachelors 31 - Bachelors and First-professional 40 - Associates 41 - Associates and First-professional -3 - Not available	IPEDS
DEGGRANT	2	numeric	Degree granting status  1 - Yes 2 - No -1 - Not reported	IPEDS
PCTMIN1	3	numeric	Percent minority, generated from 2004 Fall Enrollment survey - responding institutions only (does not include imputed data) Percent Black, non-Hispanic -1 - Not reported -3 - Not available	IPEDS
PCTMIN2	3	numeric	Percent minority, generated from 2004 Fall Enrollment survey - responding institutions only (does not include imputed data) Percent American Indian/Alaskan Native -1 - Not reported -3 - Not available	IPEDS
PCTMIN3	3	numeric	Percent minority, generated from 2004 Fall Enrollment survey - responding institutions only (does not include imputed data) Percent Asian/Pacific Islander -1 - Not reported -3 - Not available	IPEDS
PCTMIN4	3	numeric	Percent minority, generated from 2004 Fall Enrollment survey - responding institutions only (does not include imputed data) Percent Hispanic -1 - Not reported -3 - Not available	IPEDS
HBCU	2	numeric	Historically Black college or university (accredited institution of higher education established prior to 1964 with the principal mission of educating Black Americans.) 1 - Yes 2 - No -3 - Not available	IPEDS
HOSPITAL	2	numeric	Institution has hospital 1 - Yes 2 - No -3 - Not available	IPEDS

## APPENDIX B—Record Layout Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
MEDICAL	2	numeric	Institution grants a medical degree 1 - Yes 2 - No -3 - Not available	IPEDS
TRIBAL	2	numeric	Tribal college 1- Yes 2 - No -3 - Not available	IPEDS
CARNEGIE	2	numeric	<p>Carnegie Classification Code</p> <p>The 2000 Carnegie Classification includes all colleges and universities in the United States that are degree-granting and accredited by an agency recognized by the U.S. Secretary of Education. The 2000 edition classifies institutions based on their degree-granting activities from 1995-96 through 1997-98.</p> <p>15 Doctoral/Research Universities—Extensive: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate. They award 50 or more doctoral degrees per year across at least 15 disciplines</p> <p>16 Doctoral/Research Universities—Intensive: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate. They award at least ten doctoral degrees/1 per year across three or more disciplines, 2 or at least 20 doctoral degrees per year overall.</p> <p>21 - Master’s Colleges and Universities I: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master’s degree. They award 40 or more master’s degrees per year across three or more disciplines.</p> <p>22 - Master’s (Comprehensive) Colleges and Universities II: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master’s degree. They award 20 or more master’s degrees per year.</p> <p>31 - Baccalaureate Colleges—Liberal Arts: These institutions are primarily undergraduate colleges with major emphasis on baccalaureate programs. They award at least half of their baccalaureate degrees in liberal arts fields.</p> <p>32 - Baccalaureate Colleges—General: These institutions are primarily undergraduate colleges with major emphasis on baccalaureate programs. They award less than half of their baccalaureate degrees in liberal arts fields.</p> <p>33 - Baccalaureate/Associate’s Colleges: These institutions are undergraduate colleges where the majority of conferrals are at the subbaccalaureate level (associate’s degrees and certificates), but bachelor’s degrees account for at least ten percent of undergraduate awards.</p> <p>40 - Associate’s Colleges: These institutions offer associate’s degrees and certificate programs but, with few exceptions, award no baccalaureate degrees.</p> <p>Specialized Institutions - These institutions offer degrees ranging from the bachelor’s to the doctorate, and typically award a majority of degrees in a single field. The list includes only institutions that are listed as separate campuses in the Higher Education Directory.</p> <p>Specialized institutions include:</p>	IPEDS

## APPENDIX B—Record Layout

### Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
			<p>51 - Theological seminaries and other specialized faith-related institutions: These institutions primarily offer religious instruction or train members of the clergy.</p> <p>52 - Medical schools and medical centers: These institutions award most of their professional degrees in medicine. In some instances, they include other health professions programs, such as dentistry, pharmacy, or nursing.</p> <p>53 - Other separate health profession schools: These institutions award most of their degrees in such fields as chiropractic, nursing, pharmacy, or podiatry.</p> <p>54 - Schools of engineering and technology: These institutions award most of their bachelor's or graduate degrees in technical fields of study.</p> <p>55 - Schools of business and management: These institutions award most of their bachelor's or graduate degrees in business or business-related programs.</p> <p>56 - Schools of art, music, and design: These institutions award most of their bachelor's or graduate degrees in art, music, design, architecture, or some combination of such fields.</p> <p>57 - Schools of law: These institutions award most of their degrees in law.</p> <p>58 - Teachers colleges: These institutions award most of their bachelor's or graduate degrees in education or education-related fields.</p> <p>59 - Other specialized institutions: Institutions in this category include graduate centers, maritime academies, military institutes, and institutions that do not fit any other classification category.</p> <p>60 - Tribal Colleges and Universities: These colleges are, with few exceptions, tribally controlled and located on reservations. They are all members of the American Indian Higher Education Consortium.</p> <p>NOTES ON DEFINITIONS</p> <p>1. Doctoral degrees are as defined in the Integrated Postsecondary Education Data System (IPEDS) of the U.S. Department of Education's National Center for Education Statistics (NCES). This includes the Ph.D. in any field as well as other doctoral-level degrees such as the Doctor of Education, Doctor of Juridical Science, and Doctor of Public Health. It excludes doctoral-level degrees defined as first-professional degrees in IPEDS. For more information, see <a href="http://nces.ed.gov/ipeds">http://nces.ed.gov/ipeds</a>.</p> <p>2. Distinct disciplines are determined by the 4-digit series of the Classification of Instructional Programs published by NCES. For more information, see <a href="http://nces.ed.gov/pubsearch/pubsinfo.aps?pubid=91396">http://nces.ed.gov/pubsearch/pubsinfo.aps?pubid=91396</a></p> <p>3. Liberal arts fields include the following fields (as listed in the Classification of Instructional Programs): English language and literature/letters; foreign languages and literatures; biological sciences/life sciences; mathematics; philosophy and religion; physical sciences; psychology; social sciences and history; visual and performing arts; area, ethnic, and cultural studies; liberal arts and sciences, general studies, and humanities; and multi/interdisciplinary studies.</p> <p>4. This group includes community, junior, and technical colleges.</p> <p>-2 - Not applicable -3 - Not available</p>	

## APPENDIX B—Record Layout

### Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
LOCALE	2	numeric	Locale codes - Degree of Urbanization 1 - Large city - a central city of a CMSA or MSA with the city having a population greater than or equal to 250,000. 2 - Mid-size city - a central city of a CMSA or MSA, with the city having a population less than 250,000. 3 - Urban fringe of large city - any incorporated place, CDP, or non-place territory within a CMSA or MSA of a large city and defined as urban by the U.S. Census Bureau. 4 - Urban fringe of mid-size city - any incorporated place, CDP, or non-place territory within a CMSA or MSA of a large city of a mid-size city and defined as urban by the U.S. Census Bureau. 5 - Large town - an incorporated place or CDP with a population greater than or equal to 25,000 and located outside a CMSA or MSA. 6 - Small town - an incorporated place or CDP with a population less than 25,000 and greater than or equal to 2,500 and located outside a CMSA or MSA. 7 - Rural - any incorporated place, CDP, or non-place territory designated as rural by the U.S. Census Bureau. 9 - Not assigned -3 - Not available	IPEDS
OPENPUBL	2	numeric	Institution open to the general public  1 - Yes 2 - No	IPEDS
DATSR	1	character	Data source code - the media source used for returning data:  1 - Internet/Web 7 - Other, telephone N - not returned	Derived
STATUS	1	character	Response status code  A code identifying the response status of the institution  1 - Respondent 3 - Nonrespondent to data and screening questions, not imputed 4 - Nonrespondent, imputed 5 - Nonrespondent to data (screening questions reported, out-of-scope), not imputed 6 - Nonrespondent to data (screening questions reported, in-scope), not imputed	Derived
EDITST	1	character	Release status given to NCES  1 - Record edited with no edit or critical flags 2 - Record edited with critical edit flags, analyst accept 3 - Record edited with critical edit flags remaining, NCES override 4 - Record is on hold 5 - Record failed the edits 0 - not edited N - No response	Derived
EDITDATE	8	character	Most recent date edited (MMDDYYYY)	Derived
IMPUTE	1	character	Impute indicator  1 - at least one part is imputed 0 - not imputed	Derived
IMPDATE	8	character	Most recent date imputed (MMDDYYYY)	Derived

## APPENDIX B—Record Layout

### Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
PARTAF1AG1	1	character	Imputation flag for line item 1. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part <b>*partaflag1 will never be 2 because there is only one line item in this part.</b>	Derived
PARTBFLAG1	1	character	Imputation flag for line items 2-7, both columns. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTBFLAG2	1	character	Imputation flag for fringe benefits, line items 8a and 8b. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTCFLAG1	1	character	Imputation flag for the outer column of line items 10, 13, and 15-21. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part <b>Note: There is no part flag for line item 9 because this item will always be the same as line item 7, which has a part flag.</b>	Derived
PARTCFLAG2	1	character	Imputation flag for the inner column of line items 11, 12, and 14. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTDFLAG1	1	character	Imputation flag for columns 1 and 2 of line items 22 and 24-26. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived



## APPENDIX B—Record Layout

### Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
PARTDFLAG2	1	character	Imputation flag for columns 1 and 2 of line item 23. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTEFLAG1	1	character	Imputation flag for line items 27-33. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTEFLAG2	1	character	Imputation flag for line items 34a and 34b. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTEFLAG3	1	character	Imputation flag for line items 35 and 36. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
PARTFFLAG1	1	character	Imputation flag for line items 37-39. The flag indicates if imputation was done for all, some, or no variables in this part of the survey. Possible values and meanings are:  1 - Total non-respondent for this part 2 - Partial non-respondent for this part 0 - Nothing imputed for this part/total respondent to this part	Derived
NCESDATE	8	character	Date the imputations were run by ESMPD at Census. The value of this variable should not change after the imputed file leaves ESMPD. (MMDDYYYY)	Derived
FTEUSED	8	numeric	Year 2004 IPEDS Fall Collection full-time equivalent student enrollment based on Digest of Education Statistics formula.	IPEDS
FTEFLAG	1	character	Flag to indicate FTE is estimated.  0 - Not estimated 1 - Estimated	Derived
ELGCOLL	1	character	Institution has an organized collection of printed or other materials or a combination thereof  1 - Yes 2 - No N - No response	Survey

## APPENDIX B—Record Layout Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
ELGSTAFF	1	character	Institution has a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele  1 - Yes 2 - No N - No response	Survey
ELGSCHED	1	character	Institution has an established schedule in which services of the staff are available to clientele  1 - Yes 2 - No N - No response	Survey
ELGPHYS	1	character	Institution has the physical facilities necessary to support such a collection, staff, and schedule  1 - Yes 2 - No N - No response	Survey
FINSUPP	1	character	Institution provide financial support to another library  1 - Yes 2 - No N - No response	Survey
CYPARCH	1	character	Current year parent/child indicator  1 - Parent (Combined data respondent; record contains data for more than one institution) 2 - Child (Data reported on another institution's record) N - No response	Survey
UNITIDX	6	character	The UNITID of the institution where the data are recorded if the CYPARCH code is equal to 2. -2 - Not applicable	Survey
LIBSHAR1	6	character	Shared library, 1 <sup>st</sup> UNITID	Survey
LIBNAME1	50	character	Name of institution library is shared with	Survey
LIBSHAR2	6	character	Shared library, 2 <sup>nd</sup> UNITID	Survey
LIBNAME2	50	character	Name of institution library is shared with	Survey
LIBSHAR3	6	character	Shared library, 3 <sup>rd</sup> UNITID	Survey
LIBNAME3	50	character	Name of institution library is shared with	Survey
XBRANCHES	1	character	Statusflag  A - Analyst adjusted a reported value C - Analyst corrected a cell that was blank I - Imputation for a cell that previously was a nonresponse, using a method other than prior year N - Original data field was blank P - Imputation for a cell that previously was a nonreponse, using prior year data R - Original data value was reported S - Not applicable, not imputed T - Total replaced with sum of detail during imputation Z - Implied reported zero value H - Data suppressed	Survey

## APPENDIX B—Record Layout Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
BRANCHES	6	numeric	Number of branch and independent libraries (exclude main or central library)	Survey
XSTLIBS	1	character	Statusflag	Survey
STLIBS	9,2	numeric	Librarians	Survey
XSTOTHPRO	1	character	Statusflag	Survey
STOTHPRO	9,2	numeric	Other professional staff	Survey
XSTLIBPRO	1	character	Statusflag	Survey
STLIBPRO	9,2	numeric	Total librarians and other professional staff (sum lines 02 and 03, col. 1)	Survey
XSTOTH	1	character	Statusflag	Survey
STOTH	9,2	numeric	All other paid staff (except student assistants)	Survey
XSTASST	1	character	Statusflag	Survey
STASST	9,2	numeric	Student assistants from all funding sources	Survey
XSTTOT	1	character	Statusflag	Survey
STTOT	9,2	numeric	Total full-time equivalent (FTE) staff (sum lines 04 through 06, col.1)	Survey
XSWLIBPRO	1	character	Statusflag	Survey
SWLIBPRO	12	numeric	Salaries and wages—librarians and other professional staff	Survey
XSWOTH	1	character	Statusflag	Survey
SWOTH	12	numeric	Salaries and wages—all other paid staff (except student assistants)	Survey
XSWASST	1	character	Statusflag	Survey
SWASST	12	numeric	Salaries and wages—student assistants from all funding sources	Survey
XSWTOT	1	character	Statusflag	Survey
SWTOT	12	numeric	Total salaries and wages for total full-time equivalent (FTE) staff (sum lines 04 through 06, col. 2)	Survey
XFRINGEYN	1	character	Statusflag	Survey
FRINGEYN	1	character	Are employee fringe benefits paid from the library budget  1 - Yes 2 - No N - No response	Survey
XFRINGE	1	character	Statusflag	Survey
FRINGE	12	numeric	Employee fringe benefits (if paid from the library budget)	Survey
XEXBKS	1	character	Statusflag	Survey
EXBKS	12	numeric	Books, serial backfiles and other materials (one-time purchases)	Survey
XEXELBKS	1	character	Statusflag	Survey
EXELBKS	12	numeric	Electronic	Survey
XEXAUD	1	character	Statusflag	Survey
EXAUD	12	numeric	Audiovisual	Survey
XEXCUSER	1	character	Statusflag	Survey
EXCUSER	12	numeric	Current serial subscriptions (ongoing commitments)	Survey
XEXELSER	1	character	Statusflag	Survey
EXELSER	12	numeric	Electronic serials	Survey
XEXDEL	1	character	Statusflag	Survey
EXDEL	12	numeric	Document deliver/interlibrary loan	Survey

## APPENDIX B—Record Layout Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
XEXPRES	1	character	Statusflag	Survey
EXPRES	12	numeric	Preservation	Survey
XEXOTHIR	1	character	Statusflag	Survey
EXOTHIR	12	numeric	Other expenditures for information resources	Survey
XEXCOMP	1	character	Statusflag	Survey
EXCOMP	12	numeric	Computer hardware and software (include maintenance)	Survey
XEXBIB	1	character	Statusflag	Survey
EXBIB	12	numeric	Bibliographic utilities, networks and consortia	Survey
XEXOTH	1	character	Statusflag	Survey
EXOTH	12	numeric	All other operating expenditures	Survey
XEXTOT	1	character	Statusflag	Survey
EXTOT	12	numeric	Total expenditures (sum lines 09, 10, 13, 15 through 20)	Survey
XCOLELYN	1	character	Statusflag	
COLELYN	1	character	Library collection is entirely electronic  1 - Yes 2 - No N - No response	Survey
XCOLBKSA	1	character	Statusflag	Survey
COLBKSA	12	numeric	Books, serial backfiles and other paper materials (include government documents) - added	Survey
XCOLEBKSA	1	character	Statusflag	Survey
COLEBKSA	12	numeric	E-Books - added	Survey
XCOLMICRA	1	character	Statusflag	Survey
COLMICRA	12	numeric	Microforms - added	Survey
XCOLAUDA	1	character	Statusflag	Survey
COLAUDA	12	numeric	Audiovisual materials - added	Survey
XCOLSERA	1	character	Statusflag	Survey
COLSERA	12	numeric	Current serial subscriptions - added	Survey
XCOLELREFA	1	character	Statusflag	Survey
COLELREFA	12	numeric	Electronic reference sources and aggregation services; added	Survey
XCOLBKSH	1	character	Statusflag	Survey
COLBKSH	12	numeric	Books, serial backfiles and other paper materials (include government documents) - held	Survey
XCOLEBKSH	1	character	Statusflag	Survey
COLEBKSH	12	numeric	E-Books - held	Survey
XCOLMICRH	1	character	Statusflag	Survey
COLMICRH	12	numeric	Microforms - held	Survey
XCOLAUDH	1	character	Statusflag	Survey
COLAUDH	12	numeric	Audiovisual materials - held	Survey
XCOLSERH	1	character	Statusflag	Survey
COLSERH	12	numeric	Current serial subscriptions – held	Survey
XCOLELREFH	1	character	Statusflag	Survey
COLELREFH	12	numeric	Electronic reference sources and aggregation services; held	Survey
XILPRET	1	character	Statusflag	Survey
ILPRET	12	numeric	Returnable	Survey
XILPNON	1	character	Statusflag	Survey
ILPNON	12	numeric	Non-returnable	Survey

## APPENDIX B—Record Layout Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
XILPTOT	1	character	Statusflag	Survey
ILPTOT	12	numeric	Total provided (sum lines 27 and 28)	Survey
XILRRET	1	character	Statusflag	Survey
ILRRET	12	numeric	Returnable	Survey
XILRNON	1	character	Statusflag	Survey
ILRNON	12	numeric	Non-returnable	Survey
XILRTOT	1	character	Statusflag	Survey
ILRTOT	12	numeric	Total received (sum lines 30 and 31)	Survey
XDOCDEL	1	character	Statusflag	Survey
DOCDEL	12	numeric	Documents delivered from commercial services	Survey
XCRGEN	1	character	Statusflag	Survey
CRGEN	12	numeric	General circulation transactions	Survey
XCRRSV	1	character	Statusflag	Survey
CRRSV	12	numeric	Reserve circulation transactions	Survey
XPRESEN	1	character	Statusflag	Survey
PRESEN	12	numeric	Number of presentations	Survey
XATTEND	1	character	Statusflag	Survey
ATTEND	12	numeric	Total attendance at all presentations	Survey
XHOURS	1	character	Statusflag	Survey
HOURS	8	numeric	Hours open in a typical week	Survey
XGATECT	1	character	Statusflag	Survey
GATECT	12	numeric	Gate count in a typical week	Survey
XREFTRANS	1	character	Statusflag	Survey
REFTRANS	12	numeric	Reference transactions in a typical week	Survey
XDOCDIGYN	1	character	Statusflag	Survey
DOCDIGYN	1	character	Documents digitized by the library staff  1 - Yes 2 - No N - No response	Survey
XLIBREFYN	1	character	Statusflag	Survey
LIBREFYN	1	character	Library reference service by e-mail or the Web  1 - Yes 2 - No N - No response	Survey
XTECHYN	1	character	Statusflag	Survey
TECHYN	1	character	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)  1 - Yes 2 - No N - No response	Survey
XTHESYN	1	character	Statusflag	Survey

## APPENDIX B—Record Layout Academic Libraries Survey (ALS) 2004

Variable Name	Field Width	Field Type	Data Element Description	Source
THESYN	1	character	Electronic theses and dissertations produced by your students  1 - Yes 2 - No N - No response	Survey
XCNSUBYN	1	character	Statusflag	Survey
CNSUBYN	1	character	Does your state have one or more state subsidized library consortium that provides access to electronic resources?  1 - Yes 2 - No N - No response H - Data suppressed	Survey
XCNPARTYN	1	character	Statusflag	Survey
CNPARTYN	1	character	Does your library participate in the consortium?  1 - Yes 2 - No 3 - State has no subsidized consortium N - No response H - Data suppressed	Survey
XCNFULLYN	1	character	Statusflag	Survey
CNFULLYN	1	character	Is the cost of your library's participation fully funded by the state?  1 - Yes 2 - No 3 - State has no subsidized consortium N - No response S - Skip, no participation H - Data suppressed	Survey
XCNPRTLYN	1	character	Statusflag	Survey
CNPRTLYN	1	character	Is the cost of your library's participation partially funded by the state?  1 - Yes 2 - No 3 - State has no subsidized consortium F - Full participation N - No response S - Skip, no participation H - Data suppressed	Survey
XCNOTHRYN	1	character	Statusflag	Survey

**APPENDIX B—Record Layout  
Academic Libraries Survey (ALS) 2004**

Variable Name	Field Width	Field Type	Data Element Description	Source
CNOTHRYN	1	character	Does your library participate in any other consortia for access to electronic resources?  1 - Yes 2 - No N - No response H - Data suppressed	Survey
XINFLITDEFYN	1	character	Statusflag	Survey
INFLITDEFYN	1	character	Definition of information literacy or of an information literate student 1 - Yes 2 - No N - No response	Survey
XINFLITMISYN	1	character	Statusflag	Survey
INFLITMISYN	1	character	Incorporated information literacy in the institution's mission 1 - Yes 2 - No N - No response	Survey
XINFLITPLNYN	1	character	Statusflag	Survey
INFLITPLNYN	1	character	Incorporated information literacy in the institution's strategic plan  1 - Yes 2 - No N - No response	Survey
XINFLITCOMYN	1	character	Statusflag	Survey
INFLITCOMYN	1	character	Campus-wide committee to implement the strategic plan for information literacy  1 - Yes 2 - No N - No response	Survey





**Appendix C—Survey Instrument  
Academic Libraries Survey (ALS) 2004**

The survey instrument includes the questionnaire itself.

**ACADEMIC LIBRARIES SURVEY**

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**PART A – NUMBER OF PUBLIC SERVICE OUTLETS, FY 2004**

<b>Line No.</b>	<b>Item</b>	<b>Number</b>
01	Branch and independent libraries – Exclude main or central library	_____

**PART B – LIBRARY STAFF, FALL 2004 AND SALARIES/WAGES, FY 2004**

(Exclude maintenance and custodial staff, volunteers and contributed services staff)

Note: Report FTE data to two decimals.

<b>Line No.</b>	<b>Staff</b>	<b>FALL 2004 Number of full-time equivalents (FTEs) (1)</b>	<b>FY 2004 Salaries and wages (whole dollars only) (2)</b>
02	Librarians	_____	
03	Other professional staff	_____	
04	<b>Total librarians and other professional staff</b> (sum lines 02 and 03, col. 1)	_____	\$ _____
05	All other paid staff (except student assistants)	_____	\$ _____
06	Student assistants from all funding sources	_____	\$ _____
07	<b>Total full-time equivalent (FTE) staff</b> (sum lines 04 through 06, cols. 1 & 2)	_____	\$ _____
08a	Are employee fringe benefits paid from the library budget? If no, select "N" and skip to Part C, line 1 0		_____ (Yes/No)
08b	Employee fringe benefits (if paid from library budget)		\$ _____

ACADEMIC LIBRARIES SURVEY

PART C - LIBRARY EXPENDITURES, FY 2004

Note: See instructions for exclusions and definitions.

Line No.		Amount (whole dollars only)
09	<b>Total salaries and wages (same as line 07, col. 2):</b>	\$ _____
	<b>Information resources:</b>	
10	<b>Books, serial backfiles and other materials (one-time purchases)</b>	\$ _____
11	Electronic \$ _____	
12	Audiovisual \$ _____	
13	<b>Current serial subscriptions (ongoing commitments)</b>	\$ _____
14	Electronic serials \$ _____	
	<b>Other information resources:</b>	
15	Document delivery/interlibrary loan	\$ _____
16	Preservation	\$ _____
17	Other expenditures for information resources	\$ _____
	<b>Operating expenditures:</b>	
18	Computer hardware and software (include maintenance)	\$ _____
19	Bibliographic utilities, networks and consortia	\$ _____
20	All other operating expenditures	\$ _____
21	<b>TOTAL EXPENDITURES (Sum lines 09,10,13,15 through 20)</b>	\$ _____

**ACADEMIC LIBRARIES SURVEY**

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**PART D – LIBRARY COLLECTIONS, FY 2004**

Is the library collection entirely electronic?      Yes/No \_\_\_\_\_

<b>Line No.</b>	<b>Collections</b>	<b>Added during the Fiscal Year (1)</b>	<b>Held at end of Fiscal Year (2)</b>
22	Books, serial backfiles and other paper materials (include government documents)	_____	_____
23	E-Books	_____	_____
24	Microforms	_____	_____
25	Audiovisual materials	_____	_____
26	Current serial subscriptions	_____	_____
27	Electronic reference sources and aggregation services	_____	_____

ACADEMIC LIBRARIES SURVEY

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PART E – LIBRARY SERVICES, FY 2004

Note: See instructions for exclusions and definitions.

Line No.	Services	Number
<b>Interlibrary loans <u>provided</u> to other libraries:</b>		
28a	Returnable	_____
28b	Non-returnable	_____
29	<b>Total provided</b> (sum lines 28a and 28b)	_____
<b>Interlibrary loans <u>received</u> from other libraries:</b>		
30	Returnable	_____
31	Non-returnable	_____
32	<b>Total received</b> (sum lines 30 and 31)	_____
33	Documents delivered from commercial services	_____
34a	General circulation transactions	_____
34b	Reserve circulation transactions	_____
<b>Information services to groups:</b>		
35	Number of presentations	_____
36	Total attendance at all presentations	_____

## ACADEMIC LIBRARIES SURVEY

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### PART F – LIBRARY SERVICES, TYPICAL WEEK, FALL 2004

Note: See instructions for exclusions and definitions.

<b>Line No.</b>	<b>Services</b>	<b>Number in a typical week</b>
37	Number of weekly public service hours	_____
38	Gate count in a typical week	_____
39	Reference transactions in a typical week	_____

## ACADEMIC LIBRARIES SURVEY

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### PART G – ELECTRONIC SERVICES

Please respond to each item by selecting “Y” or “N”. If answering for more than one library, select “Y”, if at least one has the service. If the answer was “yes” at any time during the academic year, respond “yes”

Line No.	Services	Yes/No
	<b>Does your library provide the following?</b>	
40	Documents digitized by the library staff	_____
41	Library reference service by e-mail or the Web	_____
42	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)	_____
43	Electronic theses and dissertations produced by your students	_____
	<b>Consortial services:</b>	
44	Does your state have one or more state subsidized library consortium that provides access to electronic resources? <b>If no, select “N” and skip to line 48.</b>	_____
45	Does your library participate in the consortium? <b>If no, select “N” and skip to line 48.</b>	_____
46	Is the cost of your library’s participation fully funded by the state? <b>If yes, select “Y” and skip to line 48.</b>	_____
47	Is the cost of your library’s participation partially funded by the state?	_____
48	Does your library participate in any other consortia for access to electronic resources?	_____

ACADEMIC LIBRARIES SURVEY

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PART H – INFORMATION LITERACY

During the academic year 2003-2004, has the academic institution supported information literacy in any of the following ways? Please respond to each item by selecting “Yes” or “No”

**Line**

**No. Does your institution have the following, or has it done the following?**

**Yes/No**

- |  |       |
|--|-------|
| 49. A definition of information literacy or of an information literate student             | _____ |
| 50. Incorporated information literacy in the institution’s mission                         | _____ |
| 5 1. Incorporated information literacy in the institution’s strategic plan                 | _____ |
| 52. An institution-wide committee to implement the strategic plan for information literacy | _____ |



**Appendix D—Crosswalks**  
**Academic Libraries Survey (ALS) 2004**

This section shows the crosswalks from ALS 2004 to ALS 2002 and ALS 2002 to ALS 2004 in file order and in variable order.

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2004 to 2002, by file order

ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE LABEL
UNITID	UNITID	Unit Id Number for the Institution
INSTNM	INSTNM	Institution Name
ADDR	ADDR	Institution Address
CITY	CITY	Institution City
STABBR	STABBR	State Abbreviation Code
ZIP	ZIP	Postal Zip code PLUS 4
FIPS	FIPS	FIPS state code
ACT	ACT	Status of the Institution
OBereg	OBereg	OBE Region Code
EIN	EIN	Employer Id Number
DUNS	DUNS	Dunn and Bradstreet Id Number
OPEID	OPEID	Office of Post Sec Education Id Num for Title IV Participant
OPEFLAG	OPEFLAG	OPE Eligibility Indicator
WEBADDR	WEBADDR	Institution's Web Address
SECTOR	SECTOR	Sector of Institution
ICLEVEL	ICLEVEL	Level of Institution
CONTROL	CONTROL	Control of Institution
HLOFFER	HLOFFER	Highest Level of Education Offering
UGOFFER	UGOFFER	Undergraduate Offering
GROFFER	GROFFER	Graduate Offering
FPOFFER	FPOFFER	First Professional Offering
HDEGOFFR	HDEGOFFR	Highest Degree Offered
DEGGRANT	DEGGRANT	Degree Granting Status
PCTMIN1	PCTMIN1	Percent Black non-Hispanic 2004 Fall Enroll
PCTMIN2	PCTMIN2	Percent American Indian 2004 Fall Enroll
PCTMIN3	PCTMIN3	Percent Asian/Pacific Islander 2004 Fall Enroll
PCTMIN4	PCTMIN4	Percent Hispanic 2004 Fall Enroll
HBCU	HBCU	Historically Black College/University
HOSPITAL	HOSPITAL	Institution has Hospital
MEDICAL	MEDICAL	Institution Grants Medical Degree
TRIBAL	TRIBAL	Tribal College
CARNEGIE	CARNEGIE	Carnegie Classification Code
LOCALE	LOCALE	Locale Code - Degree of Urbanization
OPENPUBL	OPENPUBL	Institution Open to the General Public
DATSRC	DATSRC	Data Source Code - Media Source Used for Returning Data
STATUS	STATUS	Response Status Code
EDITST	EDITST	Release Status Given to NCES
EDITDATE	EDITDATE	Most Recent Edit Date
IMPUTE	IMPUTE	Impute Indicator
IMPDATE	IMPDATE	Most Recent Impute Date
PARTAF1	PARTAF1	Imp Flag for Line Item 1
PARTB1	PARTB1	Imp Flag for Line Items 2-7
PARTB2	PARTB2	Imp Flag for Line Items 8a,8b
PARTC1	PARTC1	Imp Flag for Line Items 10,13,15-21
PARTC2	PARTC2	Imp Flag for Line Items 11,12,14
PARTD1	PARTD1	Imp Flag for Line Items 22,24-26
PARTD2	PARTD2	Imp Flag for Line Item 23
PARTE1	PARTE1	Imp Flag for Line Items 27-33
PARTE2	PARTE2	Imp Flag for Line Items 34a,34b
PARTE3	PARTE3	Imp Flag for Line Items 35,36
PARTF1	PARTF1	Imp Flag for Line Items 37-39
NCESDATE	NCESDATE	Date Imputations Run by ESMPD
FTEUSED	FTEUSED	Full-time Equivalent
FTEFLAG	FTEFLAG	Full-Time Equivalent Estimated or Not
ELGCOLL	ELGCOLL	Institution has an Eligible Collection
ELGSTAFF	ELGSTAFF	Institution has Eligible Staff
ELGSCHED	ELGSCHED	Institution has an Established Schedule
ELGPHYS	ELGPHYS	Institution has physical Library Facility

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2004 to 2002, by file order

ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE LABEL
FINSUPP	FINSUPP	Provide Financial Support to Another Library
CYPARCH	CYPARCH	Current Year Parent/Child Indicator
UNITIDX	UNITIDX	If Child, Parent Institution Unit Id
LIBSHAR1	LIBSHAR1	Shared Library, 1st Unit Id
LIBNAME1	LIBNAME1	Name of 1st Institution Library is Shared With
LIBSHAR2	LIBSHAR2	Shared Library, 2nd Unit Id
LIBNAME2	LIBNAME2	Name of 2nd Institution Library is Shared With
LIBSHAR3	LIBSHAR3	Shared Library, 3rd Unit Id
LIBNAME3	LIBNAME3	Name of 3rd Institution Library is Shared With
XBRANCHES	XBRANCHES	Status Flag - Branch
BRANCHES	BRANCHES	Number of Branch and Independent Libraries
XSTLIBS	XSTLIBS	Status Flag - Librarians
STLIBS	STLIBS	Staff - Librarians
XSTOTHPRO	XSTOTHPRO	Status Flag - Other Professional Staff
STOTHPRO	STOTHPRO	Staff - Other Professional Staff
XSTLIBPRO	XSTLIBPRO	Status Flag - Librarians and Other Professional Staff
STLIBPRO	STLIBPRO	Staff - Total Librarians and Other Professional Staff
XSTOTH	XSTOTH	Status Flag - Other Paid Staff
STOTH	STOTH	All Other Paid Staff
XSTASST	XSTASST	Status Flag - Student Assistants
STASST	STASST	Student Assistants
XSTTOT	XSTTOT	Status Flag - Total Full-Time Equivalent Staff
STTOT	STTOT	Total Full Time Equivalent Staff
XSWLIBPRO	XSWLIBPRO	Status Flag - Salary Librarian and Other Professional Staff
SWLIBPRO	SWLIBPRO	Salary & Wage - Librarian and Other Professional Staff
XSWOTH	XSWOTH	Status Flag - Other Paid Staff
SWOTH	SWOTH	Salary & Wage - Other Paid Staff
XSWASST	XSWASST	Status Flag - Salary Student Assistant
SWASST	SWASST	Salary & Wage - Student Assistant
XSWTOT	XSWTOT	Status Flag - Total Salary & Wage Full-Time Equivalent
SWTOT	SWTOT	Salary & Wage - Total Full Time Equivalent
XFRINGEYN	XFRINGEYN	Status Flag - Fringe Benefit Paid from Library Budget Y/N
FRINGEYN	FRINGEYN	Are Fringe Benefit paid from Library Budget
XFRINGE	XFRINGE	Status Flag - Fringe Benefit
FRINGE	FRINGE	Fringe Benefit
XEXBKS	XEXBKS	Status Flag - Expenditure Books
EXBKS	EXBKS	Expenditure - Books
XEXELBKS	XEXELBKS	Status Flag - Expenditure Electronic Books
EXELBKS	EXELBKS	Expenditure - Electronic Books
XEXAUD	XEXAUD	Status Flag - Expenditure Audio Visual
EXAUD	EXAUD	Expenditure - Audio visual
XEXCUSER	XEXCUSER	Status Flag - Expenditure Serial Subscription
EXCUSER	EXCUSER	Expenditure - Serial Subscription
XEXELSER	XEXELSER	Status Flag - Expenditure Electronic Serials
EXELSER	EXELSER	Expenditure - Electronic serials
XEXDEL	XEXDEL	Status Flag - Expenditure Document Deliver
EXDEL	EXDEL	Expenditure - Document Deliver
XEXPRES	XEXPRES	Status Flag - Expenditure Preservation
EXPRES	EXPRES	Expenditure - Preservation
XEXOTHIR	XEXOTHIR	Status Flag - Expenditure Other Information Resources
EXOTHIR	EXOTHIR	Expenditure - Other Information Resources
XEXCOMP	XEXCOMP	Status Flag - Expenditure Computer
EXCOMP	EXCOMP	Expenditure - Computer Hardware Software
XEXBIB	XEXBIB	Status Flag - Expenditure Bibliographic
EXBIB	EXBIB	Expenditure - Bibliographic Utilities
XEXOTH	XEXOTH	Status Flag - Expenditure Other
EXOTH	EXOTH	Expenditure - All Other Operating Expenditure
XEXTOT	XEXTOT	Status Flag - Expenditure Total

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2004 to 2002, by file order

ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE LABEL
EXTOT	EXTOT	Expenditure - Total
XCOLELYN	<i>No Matching Variable</i>	Status Flag - Library Collection is Entirely Electronic
COLELYN	<i>No Matching Variable</i>	Library Collection is Entirely Electronic
XCOLBKSA	XCOLBKSA	Status Flag - Collections Books Added
COLBKSA	COLBKSA	Collections - Books - Added
XCOLEBKSA	XCOLEBKSA	Status Flag - Collections EBooks Added
COLEBKSA	COLEBKSA	Collections - E Books - Added
XCOLMICRA	XCOLMICRA	Status Flag - Collections Microforms Added
COLMICRA	COLMICRA	Collections - Microforms - Added
XCOLAUDA	XCOLAUDA	Status Flag - Collections Audiovisual Added
COLAUDA	COLAUDA	Collections - Audiovisual - Added
XCOLSERA	XCOLSERA	Status Flag - Collections Serial Added
COLSERA	COLSERA	Collections - Serial Subscription - Added
XCOLELREFA	<i>No Matching Variable</i>	Status Flag - Electronic Ref Sources Added
COLELREFA	<i>No Matching Variable</i>	Collections - Electronic Ref Sources - Added
XCOLBKSH	XCOLBKSH	Status Flag - Collections Books Held
COLBKSH	COLBKSH	Collections - Books - Held
XCOLEBKSH	XCOLEBKSH	Status Flag - Collections E Books Held
COLEBKSH	COLEBKSH	Collections - E Books - Held
XCOLMICRH	XCOLMICRH	Status Flag - Collections Microforms Held
COLMICRH	COLMICRH	Collections - Microforms - Held
XCOLAUDH	XCOLAUDH	Status Flag - Collections Audiovisual Held
COLAUDH	COLAUDH	Collections - Audiovisual - Held
XCOLSERH	XCOLSERH	Status Flag - Collections Serial Held
COLSERH	COLSERH	Collections - Serial Subscriptions Held
XCOLELREFH	<i>No Matching Variable</i>	Status Flag - Electronic Ref Sources Held
COLELREFH	<i>No Matching Variable</i>	Collections - Electronic Ref Sources - Held
XILPRET	XILPRET	Status Flag - Inter Library Loans Provided Returnable
ILPRET	ILPRET	Inter Library Loans Provided Returnable
XILPNON	XILPNON	Status Flag - Inter Library Loans Provided Non-returnable
ILPNON	ILPNON	Inter Library Loans Provided Non-returnable
XILPTOT	XILPTOT	Status Flag - Inter Library Loans Provided Total
ILPTOT	ILPTOT	Inter Library Loans Provided Total
XILRRET	XILRRET	Status Flag - Inter Library Loans Received Returnable
ILRRET	ILRRET	Inter Library Loans Received Returnable
XILRNON	XILRNON	Status Flag - Inter Library Loans Received Non-returnable
ILRNON	ILRNON	Inter Library Loans Received Non-returnable
XILRTOT	XILRTOT	Status Flag - Inter Library Loans Received Total
ILRTOT	ILRTOT	Inter Library Loans Received Total
XDOCDEL	XDOCDEL	Status Flag - Documents Delivered from Commercial Services
DOCDEL	DOCDEL	Documents Delivered from Commercial Services
XCRGEN	XCRGEN	Status Flag - General Circulation Transactions
CRGEN	CRGEN	General Circulation Transactions
XCRRSV	XCRRSV	Status Flag - Reserve Circulation Transactions
CRRSV	CRRSV	Reserve Circulation Transactions
XPRESN	XPRESN	Status Flag - Number of Presentations
PRESEN	PRESEN	Number of Presentations
XATTEND	XATTEND	Status Flag - Attendance at Presentations
ATTEND	ATTEND	Total Attendance at Presentations
XHOURS	XHOURS	Status Flag - Hours Open in a Typical Week
HOURS	HOURS	Hours Open in a Typical Week
XGATECT	XGATECT	Status Flag - Gate Count in a Typical Week
GATECT	GATECT	Gate Count in a Typical Week
XREFTRANS	XREFTRANS	Status Flag - Reference Transactions in a Typical Week
REFTRANS	REFTRANS	Reference Transactions in a Typical Week
XDOCDIGYN	XDOCDIGYN	Status Flag - Does Documents Digitized by Library Staff
DOCDIGYN	DOCDIGYN	Does Documents Digitized by Library Staff
XLIBREFYN	XLIBREFYN	Status Flag - Library Provide Reference Service by Email

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2004 to 2002, by file order

ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE LABEL
LIBREFYN	LIBREFYN	Does Library Provide Reference Service by Email or Web
XTECHYN	XTECHYN	Status Flag - Technology to Assist the Disabled
TECHYN	TECHYN	Technology to Assist the Disabled
XTHESYN	XTHESYN	Status Flag - Electronic Theses Produced by Students
THESYN	THESYN	Electronic Theses Produced by Students
XCNSUBYN	XCNSUBYN	Status Flag - State have Subsidized Library Consortium
CNSUBYN	CNSUBYN	State have Subsidized Library Consortium
XCNPARTYN	XCNPARTYN	Status Flag - Participate in Consortium
CNPARTYN	CNPARTYN	Participate in Consortium
XCNFULLYN	XCNFULLYN	Status Flag - Consortium Cost Fully Funded by State
CNFULLYN	CNFULLYN	Consortium Cost Fully Funded by State
XCNPRTLYN	XCNPRTLYN	Status Flag - Consortium Cost Partially Funded by State
CNPRTLYN	CNPRTLYN	Consortium Cost Partially Funded by State
XCNOTHRYN	XCNOTHRYN	Status Flag - Library Participate in Any Other Consortia
CNOTHRYN	CNOTHRYN	Library Participate in any Other Consortia
XINFLITDEFYN	<i>No Matching Variable</i>	Status Flag - Definition of Information Literacy
INFLITDEFYN	<i>No Matching Variable</i>	Definition of Information Literacy
XINFLITMISYN	<i>No Matching Variable</i>	Status Flag - Information Literacy in the Institution Mission
INFLITMISYN	<i>No Matching Variable</i>	Information Literacy in the Institution Mission
XINFLITPLNYN	<i>No Matching Variable</i>	Status Flag - Information Literacy in the Institution Strategic Plan
INFLITPLNYN	<i>No Matching Variable</i>	Information Literacy in the Institution Strategic Plan
XINFLITCOMYN	<i>No Matching Variable</i>	Status Flag - Committee to Implement Info Literacy Plan
INFLITCOMYN	<i>No Matching Variable</i>	Committee to Implement Info Literacy Plan

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2004 to 2002, by variable order

ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE LABEL
ACT	ACT	Status of the Institution
ADDR	ADDR	Institution Address
ATTEND	ATTEND	Total Attendance at Presentations
BRANCHES	BRANCHES	Number of Branch and Independent Libraries
CARNEGIE	CARNEGIE	Carnegie Classification Code
CITY	CITY	Institution City
CNFULLYN	CNFULLYN	Consortium Cost Fully Funded by State
CNOTHRYN	CNOTHRYN	Library Participate in any Other Consortia
CNPARTYN	CNPARTYN	Participate in Consortium
CNPRTLYN	CNPRTLYN	Consortium Cost Partially Funded by State
CNSUBYN	CNSUBYN	State have Subsidized Library Consortium
COLAUDA	COLAUDA	Collections - Audiovisual - Added
COLAUDH	COLAUDH	Collections - Audiovisual - Held
COLBKSA	COLBKSA	Collections - Books - Added
COLBKSH	COLBKSH	Collections - Books - Held
COLEBKSA	COLEBKSA	Collections - E Books - Added
COLEBKSH	COLEBKSH	Collections - E Books - Held
COLELREFA	<i>No Matching Variable</i>	Collections - Electronic Ref Sources - Added
COLELREFH	<i>No Matching Variable</i>	Collections - Electronic Ref Sources - Held
COLELYN	<i>No Matching Variable</i>	Library Collection is Entirely Electronic
COLMICRA	COLMICRA	Collections - Microforms - Added
COLMICRH	COLMICRH	Collections - Microforms - Held
COLSERA	COLSERA	Collections - Serial Subscription - Added
COLSERH	COLSERH	Collections - Serial Subscriptions Held
CONTROL	CONTROL	Control of Institution
CRGEN	CRGEN	General Circulation Transactions
CRRSV	CRRSV	Reserve Circulation Transactions
CYPARCH	CYPARCH	Current Year Parent/Child Indicator
DATSRC	DATSRC	Data Source Code - Media Source Used for Returning Data
DEGGRANT	DEGGRANT	Degree Granting Status
DOCDEL	DOCDEL	Documents Delivered from Commercial Services
DOCDIGYN	DOCDIGYN	Does Documents Digitized by Library Staff
DUNS	DUNS	Dunn and Bradstreet Id Number
EDITDATE	EDITDATE	Most Recent Edit Date
EDITST	EDITST	Release Status Given to NCES
EIN	EIN	Employer Id Number
ELGCOLL	ELGCOLL	Institution has an Eligible Collection
ELGPHYS	ELGPHYS	Institution has physical Library Facility
ELGSCHED	ELGSCHED	Institution has an Established Schedule
ELGSTAFF	ELGSTAFF	Institution has Eligible Staff
EXAUD	EXAUD	Expenditure - Audio visual
EXBIB	EXBIB	Expenditure - Bibliographic Utilities
EXBKS	EXBKS	Expenditure - Books
EXCOMP	EXCOMP	Expenditure - Computer Hardware Software
EXCUSER	EXCUSER	Expenditure - Serial Subscription
EXDEL	EXDEL	Expenditure - Document Deliver
EXELBKS	EXELBKS	Expenditure - Electronic Books
EXELSER	EXELSER	Expenditure - Electronic serials
EXOTH	EXOTH	Expenditure - All Other Operating Expenditure
EXOTHIR	EXOTHIR	Expenditure - Other Information Resources
EXPRES	EXPRES	Expenditure - Preservation
EXTOT	EXTOT	Expenditure - Total
FINSUPP	FINSUPP	Provide Financial Support to Another Library
FIPS	FIPS	FIPS state code
FPOFFER	FPOFFER	First Professional Offering
FRINGE	FRINGE	Fringe Benefit
FRINGEYN	FRINGEYN	Are Fringe Benefit paid from Library Budget
FTEFLAG	FTEFLAG	Full-Time Equivalent Estimated or Not

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2004 to 2002, by variable order

ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE LABEL
FTEUSED	FTEUSED	Full-time Equivalent
GATECT	GATECT	Gate Count in a Typical Week
GROFFER	GROFFER	Graduate Offering
HBCU	HBCU	Historically Black College/University
HDEGOFFR	HDEGOFFR	Highest Degree Offered
HLOFFER	HLOFFER	Highest Level of Education Offering
HOSPITAL	HOSPITAL	Institution has Hospital
HOURS	HOURS	Hours Open in a Typical Week
ICLEVEL	ICLEVEL	Level of Institution
ILPNON	ILPNON	Inter Library Loans Provided Non-returnable
ILPRET	ILPRET	Inter Library Loans Provided Returnable
ILPTOT	ILPTOT	Inter Library Loans Provided Total
ILRNON	ILRNON	Inter Library Loans Received Non-returnable
ILRRET	ILRRET	Inter Library Loans Received Returnable
ILRTOT	ILRTOT	Inter Library Loans Received Total
IMPDATE	IMPDATE	Most Recent Impute Date
IMPUTE	IMPUTE	Impute Indicator
INFLITCOMYN	<i>No Matching Variable</i>	Committee to Implement Info Literacy Plan
INFLITDEFYN	<i>No Matching Variable</i>	Definition of Information Literacy
INFLITMISYN	<i>No Matching Variable</i>	Information Literacy in the Institution Mission
INFLITPLNYN	<i>No Matching Variable</i>	Information Literacy in the Institution Strategic Plan
INSTNM	INSTNM	Institution Name
LIBNAME1	LIBNAME1	Name of 1st Institution Library is Shared With
LIBNAME2	LIBNAME2	Name of 2nd Institution Library is Shared With
LIBNAME3	LIBNAME3	Name of 3rd Institution Library is Shared With
LIBREFYN	LIBREFYN	Does Library Provide Reference Service by Email or Web
LIBSHAR1	LIBSHAR1	Shared Library, 1st Unit Id
LIBSHAR2	LIBSHAR2	Shared Library, 2nd Unit Id
LIBSHAR3	LIBSHAR3	Shared Library, 3rd Unit Id
LOCALE	LOCALE	Locale Code - Degree of Urbanization
MEDICAL	MEDICAL	Institution Grants Medical Degree
NCESDATE	NCESDATE	Date Imputations Run by ESMPD
OBereg	OBereg	OBE Region Code
OPEFLAG	OPEFLAG	OPE Eligibility Indicator
OPEID	OPEID	Office of Post Sec Education Id Num for Title IV Participant
OPENPUBL	OPENPUBL	Institution Open to the General Public
PARTAFLAG1	PARTAFLAG1	Imp Flag for Line Item 1
PARTBFLAG1	PARTBFLAG1	Imp Flag for Line Items 2-7
PARTBFLAG2	PARTBFLAG2	Imp Flag for Line Items 8a,8b
PARTCFLAG1	PARTCFLAG1	Imp Flag for Line Items 10,13,15-21
PARTCFLAG2	PARTCFLAG2	Imp Flag for Line Items 11,12,14
PARTDFLAG1	PARTDFLAG1	Imp Flag for Line Items 22,24-26
PARTDFLAG2	PARTDFLAG2	Imp Flag for Line Item 23
PARTEFLAG1	PARTEFLAG1	Imp Flag for Line Items 27-33
PARTEFLAG2	PARTEFLAG2	Imp Flag for Line Items 34a,34b
PARTEFLAG3	PARTEFLAG3	Imp Flag for Line Items 35,36
PARTFFLAG1	PARTFFLAG1	Imp Flag for Line Items 37-39
PCTMIN1	PCTMIN1	Percent Black non-Hispanic 2004 Fall Enroll
PCTMIN2	PCTMIN2	Percent American Indian 2004 Fall Enroll
PCTMIN3	PCTMIN3	Percent Asian/Pacific Islander 2004 Fall Enroll
PCTMIN4	PCTMIN4	Percent Hispanic 2004 Fall Enroll
PRESEN	PRESEN	Number of Presentations
REFTRANS	REFTRANS	Reference Transactions in a Typical Week
SECTOR	SECTOR	Sector of Institution
STABBR	STABBR	State Abbreviation Code
STASST	STASST	Student Assistants
STATUS	STATUS	Response Status Code
STLIBPRO	STLIBPRO	Staff - Total Librarians and Other Professional Staff

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2004 to 2002, by variable order

ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE LABEL
STLIBS	STLIBS	Staff - Librarians
STOTH	STOTH	All Other Paid Staff
STOTHPRO	STOTHPRO	Staff - Other Professional Staff
STTOT	STTOT	Total Full Time Equivalent Staff
SWASST	SWASST	Salary & Wage - Student Assistant
SWLIBPRO	SWLIBPRO	Salary & Wage - Librarian and Other Professional Staff
SWOTH	SWOTH	Salary & Wage - Other Paid Staff
SWTOT	SWTOT	Salary & Wage - Total Full Time Equivalent
TECHYN	TECHYN	Technology to Assist the Disabled
THESYN	THESYN	Electronic Theses Produced by Students
TRIBAL	TRIBAL	Tribal College
UGOFFER	UGOFFER	Undergraduate Offering
UNITID	UNITID	Unit Id Number for the Institution
UNITIDX	UNITIDX	If Child, Parent Institution Unit Id
WEBADDR	WEBADDR	Institution's Web Address
XATTEND	XATTEND	Status Flag - Attendance at Presentations
XBRANCHES	XBRANCHES	Status Flag - Branch
XCNFULLYN	XCNFULLYN	Status Flag - Consortium Cost Fully Funded by State
XCNOTHRYN	XCNOTHRYN	Status Flag - Library Participate in Any Other Consortia
XCNPARTYN	XCNPARTYN	Status Flag - Participate in Consortium
XCNPRTLYN	XCNPRTLYN	Status Flag - Consortium Cost Partially Funded by State
XCNSUBYN	XCNSUBYN	Status Flag - State have Subsidized Library Consortium
XCOLAUDA	XCOLAUDA	Status Flag - Collections Audiovisual Added
XCOLAUDH	XCOLAUDH	Status Flag - Collections Audiovisual Held
XCOLBKSA	XCOLBKSA	Status Flag - Collections Books Added
XCOLBKSH	XCOLBKSH	Status Flag - Collections Books Held
XCOLEBKSA	XCOLEBKSA	Status Flag - Collections EBooks Added
XCOLEBKSH	XCOLEBKSH	Status Flag - Collections E Books Held
XCOLELREFA	<i>No Matching Variable</i>	Status Flag - Electronic Ref Sources Added
XCOLELREFH	<i>No Matching Variable</i>	Status Flag - Electronic Ref Sources Held
XCOLELYN	<i>No Matching Variable</i>	Status Flag - Library Collection is Entirely Electronic
XCOLMICRA	XCOLMICRA	Status Flag - Collections Microforms Added
XCOLMICRH	XCOLMICRH	Status Flag - Collections Microforms Held
XCOLSERA	XCOLSERA	Status Flag - Collections Serial Added
XCOLSERH	XCOLSERH	Status Flag - Collections Serial Held
XCRGEN	XCRGEN	Status Flag - Genneral Circulation Transactions
XCRRSV	XCRRSV	Status Flag - Reserve Circulation Transactions
XDOCDEL	XDOCDEL	Status Flag - Documents Delivered from Commercial Services
XDOCDIGYN	XDOCDIGYN	Status Flag - Does Documents Digitized by Library Staff
XEXAUD	XEXAUD	Status Flag - Expenditure Audio Visual
XEXBIB	XEXBIB	Status Flag - Expenditure Bibliographic
XEXBKS	XEXBKS	Status Flag - Expenditure Books
XEXCOMP	XEXCOMP	Status Flag - Expenditure Computer
XEXCUSER	XEXCUSER	Status Flag - Expenditure Serial Subscription
XEXDEL	XEXDEL	Status Flag - Expenditure Document Deliver
XEXELBKS	XEXELBKS	Status Flag - Expenditure Electronic Books
XEXELSER	XEXELSER	Status Flag - Expenditure Electronic Serials
XEXOTH	XEXOTH	Status Flag - Expenditure Other
XEXOTHIR	XEXOTHIR	Status Flag - Expenditure Other Information Resources
XEXPRES	XEXPRES	Status Flag - Expenditure Preservation
XEXTOT	XEXTOT	Status Flag - Expenditure Total
XFRINGE	XFRINGE	Status Flag - Fringe Benefit
XFRINGEYN	XFRINGEYN	Status Flag - Fringe Benefit Paid from Library Budget Y/N
XGATECT	XGATECT	Status Flag - Gate Count in a Typical Week
XHOURS	XHOURS	Status Flag - Hours Open in a Typical Week
XILPNON	XILPNON	Status Flag - Inter Library Loans Provided Non-returnable
XILPRET	XILPRET	Status Flag - Inter Library Loans Provided Returnable
XILPTOT	XILPTOT	Status Flag - Inter Library Loans Provided Total



Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2004 to 2002, by variable order

ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE LABEL
XILRNON	XILRNON	Status Flag - Inter Library Loans Received Non-returnable
XILRRET	XILRRET	Status Flag - Inter Library Loans Received Returnable
XILRTOT	XILRTOT	Status Flag - Inter Library Loans Received Total
XINFLITCOMYN	<i>No Matching Variable</i>	Status Flag - Committee to Implement Info Literacy Plan
XINFLITDEFYN	<i>No Matching Variable</i>	Status Flag - Definition of Information Literacy
XINFLITMISYN	<i>No Matching Variable</i>	Status Flag - Information Literacy in the Institution Mission
XINFLITPLNYN	<i>No Matching Variable</i>	Status Flag - Information Literacy in the Institution Strategic Plan
XLIBREFYN	XLIBREFYN	Status Flag - Library Provide Reference Service by Email
XPRESN	XPRESN	Status Flag - Number of Presentations
XREFTRANS	XREFTRANS	Status Flag - Reference Transactions in a Typical Week
XSTASST	XSTASST	Status Flag - Student Assistants
XSTLIBPRO	XSTLIBPRO	Status Flag - Librarians and Other Professional Staff
XSTLIBS	XSTLIBS	Status Flag - Librarians
XSTOTH	XSTOTH	Status Flag - Other Paid Staff
XSTOTHPRO	XSTOTHPRO	Status Flag - Other Professional Staff
XSTTOT	XSTTOT	Status Flag - Total Full-Time Equivalent Staff
XSWASST	XSWASST	Status Flag - Salary Student Assistant
XSWLIBPRO	XSWLIBPRO	Status Flag - Salary Librarian and Other Professional Staff
XSWOTH	XSWOTH	Status Flag - Other Paid Staff
XSWTOT	XSWTOT	Status Flag - Total Salary & Wage Full-Time Equivalent
XTECHYN	XTECHYN	Status Flag - Technology to Assist the Disabled
XTHESYN	XTHESYN	Status Flag - Electronic Theses Produced by Students
ZIP	ZIP	Postal Zip code PLUS 4

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2002 to 2004, by file order

ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE LABEL
UNITID	UNITID	Unit Id Number for the Institution
INSTNM	INSTNM	Institution Name
ADDR	ADDR	Institution Address
CITY	CITY	Institution City
STABBR	STABBR	State Abbreviation Code
ZIP	ZIP	Postal Zip code PLUS 4
FIPS	FIPS	FIPS state code
ACT	ACT	Status of the Institution
OBEREG	OBEREG	OBE Region Code
EIN	EIN	Employer Id Number
DUNS	DUNS	Dunn and Bradstreet Id Number
OPEID	OPEID	Office of Post Sec Education Id Num for Title IV Participant
OPEFLAG	OPEFLAG	OPE Eligibility Indicator
WEBADDR	WEBADDR	Institution's Web Address
SECTOR	SECTOR	Sector of Institution
ICLEVEL	ICLEVEL	Level of Institution
CONTROL	CONTROL	Control of Institution
HLOFFER	HLOFFER	Highest Level of Education Offering
UGOFFER	UGOFFER	Undergraduate Offering
GROFFER	GROFFER	Graduate Offering
FPOFFER	FPOFFER	First Professional Offering
HDEGOFFR	HDEGOFFR	Highest Degree Offered
DEGRANT	DEGRANT	Degree Granting Status
PCTMIN1	PCTMIN1	Percent Black non-Hispanic 2001 Fall Enroll
PCTMIN2	PCTMIN2	Percent American Indian 2001 Fall Enroll
PCTMIN3	PCTMIN3	Percent Asian/Pacific Islander 2001 Fall Enroll
PCTMIN4	PCTMIN4	Percent Hispanic 2001 Fall Enroll
HBCU	HBCU	Historically Black College/University
HOSPITAL	HOSPITAL	Institution has Hospital
MEDICAL	MEDICAL	Institution Grants Medical Degree
TRIBAL	TRIBAL	Tribal College
CARNEGIE	CARNEGIE	Carnegie Classification Code
LOCALE	LOCALE	Locale Code - Degree of Urbanization
OPENPUBL	OPENPUBL	Institution Open to the General Public
DATSRG	DATSRG	Data Source Code - Media Source Used for Returning Data
STATUS	STATUS	Response Status Code
EDITST	EDITST	Release Status Given to NCES
EDITDATE	EDITDATE	Most Recent Edit Date
IMPUTE	IMPUTE	Impute Indicator
IMPDATE	IMPDATE	Most Recent Impute Date
PARTAF1	PARTAF1	Imp Flag for Line Item 1
PARTBF1	PARTBF1	Imp Flag for Line Items 2-7
PARTBF2	PARTBF2	Imp Flag for Line Items 8a,8b
PARTCF1	PARTCF1	Imp Flag for Line Items 10,13,15-21
PARTCF2	PARTCF2	Imp Flag for Line Items 11,12,14
PARTDF1	PARTDF1	Imp Flag for Line Items 22,24-26
PARTDF2	PARTDF2	Imp Flag for Line Item 23
PARTEF1	PARTEF1	Imp Flag for Line Items 27-33
PARTEF2	PARTEF2	Imp Flag for Line Items 34a,34b
PARTEF3	PARTEF3	Imp Flag for Line Items 35,36
PARTFF1	PARTFF1	Imp Flag for Line Items 37-39
NCESDATE	NCESDATE	Date Imputations Run by ESMPD
FTEUSED	FTEUSED	Full-time Equivalent
FTEFLAG	FTEFLAG	Full-Time Equivalent Estimated or Not
ELGCOLL	ELGCOLL	Institution has an Eligible Collection
ELGSTAFF	ELGSTAFF	Institution has Eligible Staff
ELGSCHED	ELGSCHED	Institution has an Established Schedule
ELGPHYS	ELGPHYS	Institution has physical Library Facility

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2002 to 2004, by file order

ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE LABEL
FINSUPP	FINSUPP	Provide Financial Support to Another Library
CYPARCH	CYPARCH	Current Year Parent/Child Indicator
UNITIDX	UNITIDX	If Child, Parent Institution Unit Id
LIBSHAR1	LIBSHAR1	Shared Library, 1st Unit Id
LIBNAME1	LIBNAME1	Name of 1st Institution Library is Shared With
LIBSHAR2	LIBSHAR2	Shared Library, 2nd Unit Id
LIBNAME2	LIBNAME2	Name of 2nd Institution Library is Shared With
LIBSHAR3	LIBSHAR3	Shared Library, 3rd Unit Id
LIBNAME3	LIBNAME3	Name of 3rd Institution Library is Shared With
XBRANCHES	XBRANCHES	Status Flag - Branch
BRANCHES	BRANCHES	Number of Branch and Independent Libraries
XSTLIBS	XSTLIBS	Status Flag - Librarians
STLIBS	STLIBS	Staff - Librarians
XSTOTHPRO	XSTOTHPRO	Status Flag - Other Professional Staff
STOTHPRO	STOTHPRO	Staff - Other Professional Staff
XSTLIBPRO	XSTLIBPRO	Status Flag - Librarians and Other Professional Staff
STLIBPRO	STLIBPRO	Staff - Total Librarians and Other Professional Staff
XSTOTH	XSTOTH	Status Flag - Other Paid Staff
STOTH	STOTH	All Other Paid Staff
XSTASST	XSTASST	Status Flag - Student Assistants
STASST	STASST	Student Assistants
XSTTOT	XSTTOT	Status Flag - Total Full-Time Equivalent Staff
STTOT	STTOT	Total Full Time Equivalent Staff
XSWLIBPRO	XSWLIBPRO	Status Flag - Salary Librarian and Other Professional Staff
SWLIBPRO	SWLIBPRO	Salary & Wage - Librarian and Other Professional Staff
XSWOTH	XSWOTH	Status Flag - Other Paid Staff
SWOTH	SWOTH	Salary & Wage - Other Paid Staff
XSWASST	XSWASST	Status Flag - Salary Student Assistant
SWASST	SWASST	Salary & Wage - Student Assistant
XSWTOT	XSWTOT	Status Flag - Total Salary & Wage Full-Time Equivalent
SWTOT	SWTOT	Salary & Wage - Total Full Time Equivalent
XFRINGEYN	XFRINGEYN	Status Flag - Fringe Benefit Paid from Library Budget Y/N
FRINGEYN	FRINGEYN	Are Fringe Benefit paid from Library Budget
XFRINGE	XFRINGE	Status Flag - Fringe Benefit
FRINGE	FRINGE	Fringe Benefit
XEXBKS	XEXBKS	Status Flag - Expenditure Books
EXBKS	EXBKS	Expenditure - Books
XEXELBKS	XEXELBKS	Status Flag - Expenditure Electronic Books
EXELBKS	EXELBKS	Expenditure - Electronic Books
XEXAUD	XEXAUD	Status Flag - Expenditure Audio Visual
EXAUD	EXAUD	Expenditure - Audio visual
XEXCUSER	XEXCUSER	Status Flag - Expenditure Serial Subscription
EXCUSER	EXCUSER	Expenditure - Serial Subscription
XEXELSER	XEXELSER	Status Flag - Expenditure Electronic Serials
EXELSER	EXELSER	Expenditure - Electronic serials
XEXDEL	XEXDEL	Status Flag - Expenditure Document Deliver
EXDEL	EXDEL	Expenditure - Document Deliver
XEXPRES	XEXPRES	Status Flag - Expenditure Preservation
EXPRES	EXPRES	Expenditure - Preservation
XEXOTHIR	XEXOTHIR	Status Flag - Expenditure Other Information Resources
EXOTHIR	EXOTHIR	Expenditure - Other Information Resources
XEXCOMP	XEXCOMP	Status Flag - Expenditure Computer
EXCOMP	EXCOMP	Expenditure - Computer Hardware Software
XEXBIB	XEXBIB	Status Flag - Expenditure Bibliographic
EXBIB	EXBIB	Expenditure - Bibliographic Utilities
XEXOTH	XEXOTH	Status Flag - Expenditure Other
EXOTH	EXOTH	Expenditure - All Other Operating Expenditure
XEXTOT	XEXTOT	Status Flag - Expenditure Total

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2002 to 2004, by file order

ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE LABEL
EXTOT	EXTOT	Expenditure - Total
XCOLBKSA	XCOLBKSA	Status Flag - Collections Books Added
COLBKSA	COLBKSA	Collections - Books - Added
XCOLEBKSA	XCOLEBKSA	Status Flag - Collections EBooks Added
COLEBKSA	COLEBKSA	Collections - E Books - Added
XCOLMICRA	XCOLMICRA	Status Flag - Collections Microforms Added
COLMICRA	COLMICRA	Collections - Microforms - Added
XCOLAUDA	XCOLAUDA	Status Flag - Collections Audiovisual Added
COLAUDA	COLAUDA	Collections - Audiovisual - Added
XCOLSERA	XCOLSERA	Status Flag - Collections Serial Added
COLSERA	COLSERA	Collections - Serial Subscription - Added
XCOLBKSH	XCOLBKSH	Status Flag - Collections Books Held
COLBKSH	COLBKSH	Collections - Books - Held
XCOLEBKSH	XCOLEBKSH	Status Flag - Collections E Books Held
COLEBKSH	COLEBKSH	Collections - E Books - Held
XCOLMICRH	XCOLMICRH	Status Flag - Collections Microforms Held
COLMICRH	COLMICRH	Collections - Microforms - Held
XCOLAUDH	XCOLAUDH	Status Flag - Collections Audiovisual Held
COLAUDH	COLAUDH	Collections - Audiovisual - Held
XCOLSERH	XCOLSERH	Status Flag - Collections Serial Held
COLSERH	COLSERH	Collections - Serial Subscriptions Held
XILPRET	XILPRET	Status Flag - Inter Library Loans Provided Returnable
ILPRET	ILPRET	Inter Library Loans Provided Returnable
XILPNON	XILPNON	Status Flag - Inter Library Loans Provided Non-returnable
ILPNON	ILPNON	Inter Library Loans Provided Non-returnable
XILPTOT	XILPTOT	Status Flag - Inter Library Loans Provided Total
ILPTOT	ILPTOT	Inter Library Loans Provided Total
XILRRET	XILRRET	Status Flag - Inter Library Loans Received Returnable
ILRRET	ILRRET	Inter Library Loans Received Returnable
XILRNON	XILRNON	Status Flag - Inter Library Loans Received Non-returnable
ILRNON	ILRNON	Inter Library Loans Received Non-returnable
XILRTOT	XILRTOT	Status Flag - Inter Library Loans Received Total
ILRTOT	ILRTOT	Inter Library Loans Received Total
XDOCDEL	XDOCDEL	Status Flag - Documents Delivered from Commercial Services
DOCDEL	DOCDEL	Documents Delivered from Commercial Services
XCRGEN	XCRGEN	Status Flag - General Circulation Transactions
CRGEN	CRGEN	General Circulation Transactions
XCRRSV	XCRRSV	Status Flag - Reserve Circulation Transactions
CRRSV	CRRSV	Reserve Circulation Transactions
XPRESEN	XPRESEN	Status Flag - Number of Presentations
PRESEN	PRESEN	Number of Presentations
XATTEND	XATTEND	Status Flag - Attendance at Presentations
ATTEND	ATTEND	Total Attendance at Presentations
XHOURS	XHOURS	Status Flag - Hours Open in a Typical Week
HOURS	HOURS	Hours Open in a Typical Week
XGATECT	XGATECT	Status Flag - Gate Count in a Typical Week
GATECT	GATECT	Gate Count in a Typical Week
XREFTRANS	XREFTRANS	Status Flag - Reference Transactions in a Typical Week
REFTRANS	REFTRANS	Reference Transactions in a Typical Week
XDOCDIGYN	XDOCDIGYN	Status Flag - Does Documents Digitized by Library Staff
DOCDIGYN	DOCDIGYN	Does Documents Digitized by Library Staff
XLIBREFYN	XLIBREFYN	Status Flag - Library Provide Reference Service by Email
LIBREFYN	LIBREFYN	Does Library Provide Reference Service by Email or Web
XTECHYN	XTECHYN	Status Flag - Technology to Assist the Disabled
TECHYN	TECHYN	Technology to Assist the Disabled
XTHESYN	XTHESYN	Status Flag - Electronic Theses Produced by Students
THESYN	THESYN	Electronic Theses Produced by Students
XCNSUBYN	XCNSUBYN	Status Flag - State have Subsidized Library Consortium

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2002 to 2004, by file order

ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE LABEL
CNSUBYN	CNSUBYN	State have Subsidized Library Consortium
XCNPARTYN	XCNPARTYN	Status Flag - Participate in Consortium
CNPARTYN	CNPARTYN	Participate in Consortium
XCNFULLYN	XCNFULLYN	Status Flag - Consortium Cost Fully Funded by State
CNFULLYN	CNFULLYN	Consortium Cost Fully Funded by State
XCNPRTLYN	XCNPRTLYN	Status Flag - Consortium Cost Partially Funded by State
CNPRTLYN	CNPRTLYN	Consortium Cost Partially Funded by State
XCNOTHRYN	XCNOTHRYN	Status Flag - Library Participate in Any Other Consortia
CNOTHRYN	CNOTHRYN	Library Participate in any Other Consortia

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2002 to 2004, by variable order

ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE LABEL
ACT	ACT	Status of the Institution
ADDR	ADDR	Institution Address
ATTEND	ATTEND	Total Attendance at Presentations
BRANCHES	BRANCHES	Number of Branch and Independent Libraries
CARNEGIE	CARNEGIE	Carnegie Classification Code
CITY	CITY	Institution City
CNFULLYN	CNFULLYN	Consortium Cost Fully Funded by State
CNOTHRYN	CNOTHRYN	Library Participate in any Other Consortia
CNPARTYN	CNPARTYN	Participate in Consortium
CNPRTLYN	CNPRTLYN	Consortium Cost Partially Funded by State
CNSUBYN	CNSUBYN	State have Subsidized Library Consortium
COLAUDA	COLAUDA	Collections - Audiovisual - Added
COLAUDH	COLAUDH	Collections - Audiovisual - Held
COLBKSA	COLBKSA	Collections - Books - Added
COLBKSH	COLBKSH	Collections - Books - Held
COLEBKSA	COLEBKSA	Collections - E Books - Added
COLEBKSH	COLEBKSH	Collections - E Books - Held
COLMICRA	COLMICRA	Collections - Microforms - Added
COLMICRH	COLMICRH	Collections - Microforms - Held
COLSERA	COLSERA	Collections - Serial Subscription - Added
COLSERH	COLSERH	Collections - Serial Subscriptions Held
CONTROL	CONTROL	Control of Institution
CRGEN	CRGEN	General Circulation Transactions
CRRSV	CRRSV	Reserve Circulation Transactions
CYPARCH	CYPARCH	Current Year Parent/Child Indicator
DATSRC	DATSRC	Data Source Code - Media Source Used for Returning Data
DEGGRANT	DEGGRANT	Degree Granting Status
DOCDEL	DOCDEL	Documents Delivered from Commercial Services
DOCDIGYN	DOCDIGYN	Does Documents Digitized by Library Staff
DUNS	DUNS	Dunn and Bradstreet Id Number
EDITDATE	EDITDATE	Most Recent Edit Date
EDITST	EDITST	Release Status Given to NCES
EIN	EIN	Employer Id Number
ELGCOLL	ELGCOLL	Institution has an Eligible Collection
ELGPHYS	ELGPHYS	Institution has physical Library Facility
ELGSCHED	ELGSCHED	Institution has an Established Schedule
ELGSTAFF	ELGSTAFF	Institution has Eligible Staff
EXAUD	EXAUD	Expenditure - Audio visual
EXBIB	EXBIB	Expenditure - Bibliographic Utilities
EXBKS	EXBKS	Expenditure - Books
EXCOMP	EXCOMP	Expenditure - Computer Hardware Software
EXCUSER	EXCUSER	Expenditure - Serial Subscription
EXDEL	EXDEL	Expenditure - Document Deliver
EXELBKS	EXELBKS	Expenditure - Electronic Books
EXELSER	EXELSER	Expenditure - Electronic serials
EXOTH	EXOTH	Expenditure - All Other Operating Expenditure
EXOTHIR	EXOTHIR	Expenditure - Other Information Resources
EXPRES	EXPRES	Expenditure - Preservation
EXTOT	EXTOT	Expenditure - Total
FINSUPP	FINSUPP	Provide Financial Support to Another Library
FIPS	FIPS	FIPS state code
FPOFFER	FPOFFER	First Professional Offering
FRINGE	FRINGE	Fringe Benefit
FRINGEYN	FRINGEYN	Are Fringe Benefit paid from Library Budget
FTEFLAG	FTEFLAG	Full-Time Equivalent Estimated or Not
FTEUSED	FTEUSED	Full-time Equivalent
GATECT	GATECT	Gate Count in a Typical Week
GROFFER	GROFFER	Graduate Offering

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2002 to 2004, by variable order

ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE LABEL
HBCU	HBCU	Historically Black College/University
HDEGOFFR	HDEGOFFR	Highest Degree Offered
HLOFFER	HLOFFER	Highest Level of Education Offering
HOSPITAL	HOSPITAL	Institution has Hospital
HOURS	HOURS	Hours Open in a Typical Week
ICLEVEL	ICLEVEL	Level of Institution
ILPNON	ILPNON	Inter Library Loans Provided Non-returnable
ILPRET	ILPRET	Inter Library Loans Provided Returnable
ILPTOT	ILPTOT	Inter Library Loans Provided Total
ILRNON	ILRNON	Inter Library Loans Received Non-returnable
ILRRET	ILRRET	Inter Library Loans Received Returnable
ILRTOT	ILRTOT	Inter Library Loans Received Total
IMPDATE	IMPDATE	Most Recent Impute Date
IMPUTE	IMPUTE	Impute Indicator
INSTNM	INSTNM	Institution Name
LIBNAME1	LIBNAME1	Name of 1st Institution Library is Shared With
LIBNAME2	LIBNAME2	Name of 2nd Institution Library is Shared With
LIBNAME3	LIBNAME3	Name of 3rd Institution Library is Shared With
LIBREFYN	LIBREFYN	Does Library Provide Reference Service by Email or Web
LIBSHAR1	LIBSHAR1	Shared Library, 1st Unit Id
LIBSHAR2	LIBSHAR2	Shared Library, 2nd Unit Id
LIBSHAR3	LIBSHAR3	Shared Library, 3rd Unit Id
LOCALE	LOCALE	Locale Code - Degree of Urbanization
MEDICAL	MEDICAL	Institution Grants Medical Degree
NCESDATE	NCESDATE	Date Imputations Run by ESMPD
OBereg	OBereg	OBE Region Code
OPEFLAG	OPEFLAG	OPE Eligibility Indicator
OPEID	OPEID	Office of Post Sec Education Id Num for Title IV Participant
OPENPUBL	OPENPUBL	Institution Open to the General Public
PARTAF1	PARTAF1	Imp Flag for Line Item 1
PARTB1	PARTB1	Imp Flag for Line Items 2-7
PARTB2	PARTB2	Imp Flag for Line Items 8a,8b
PARTC1	PARTC1	Imp Flag for Line Items 10,13,15-21
PARTC2	PARTC2	Imp Flag for Line Items 11,12,14
PARTD1	PARTD1	Imp Flag for Line Items 22,24-26
PARTD2	PARTD2	Imp Flag for Line Item 23
PARTE1	PARTE1	Imp Flag for Line Items 27-33
PARTE2	PARTE2	Imp Flag for Line Items 34a,34b
PARTE3	PARTE3	Imp Flag for Line Items 35,36
PARTF1	PARTF1	Imp Flag for Line Items 37-39
PCTMIN1	PCTMIN1	Percent Black non-Hispanic 2001 Fall Enroll
PCTMIN2	PCTMIN2	Percent American Indian 2001 Fall Enroll
PCTMIN3	PCTMIN3	Percent Asian/Pacific Islander 2001 Fall Enroll
PCTMIN4	PCTMIN4	Percent Hispanic 2001 Fall Enroll
PRESEN	PRESEN	Number of Presentations
REFTRANS	REFTRANS	Reference Transactions in a Typical Week
SECTOR	SECTOR	Sector of Institution
STABBR	STABBR	State Abbreviation Code
STASST	STASST	Student Assistants
STATUS	STATUS	Response Status Code
STLIBPRO	STLIBPRO	Staff - Total Librarians and Other Professional Staff
STLIBS	STLIBS	Staff - Librarians
STOTH	STOTH	All Other Paid Staff
STOTHPRO	STOTHPRO	Staff - Other Professional Staff
STTOT	STTOT	Total Full Time Equivalent Staff
SWASST	SWASST	Salary & Wage - Student Assistant
SWLIBPRO	SWLIBPRO	Salary & Wage - Librarian and Other Professional Staff
SWOTH	SWOTH	Salary & Wage - Other Paid Staff

Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2002 to 2004, by variable order

ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE LABEL
SWTOT	SWTOT	Salary & Wage - Total Full Time Equivalent
TECHYN	TECHYN	Technology to Assist the Disabled
THESYN	THESYN	Electronic Theses Produced by Students
TRIBAL	TRIBAL	Tribal College
UGOFFER	UGOFFER	Undergraduate Offering
UNITID	UNITID	Unit Id Number for the Institution
UNITIDX	UNITIDX	If Child, Parent Institution Unit Id
WEBADDR	WEBADDR	Institution's Web Address
XATTEND	XATTEND	Status Flag - Attendance at Presentations
XBRANCHES	XBRANCHES	Status Flag - Branch
XCNFULLYN	XCNFULLYN	Status Flag - Consortium Cost Fully Funded by State
XCNOTHRYN	XCNOTHRYN	Status Flag - Library Participate in Any Other Consortia
XCNPARTYN	XCNPARTYN	Status Flag - Participate in Consortium
XCNPRTLYN	XCNPRTLYN	Status Flag - Consortium Cost Partially Funded by State
XCNSUBYN	XCNSUBYN	Status Flag - State have Subsidized Library Consortium
XCOLAUDA	XCOLAUDA	Status Flag - Collections Audiovisual Added
XCOLAUDH	XCOLAUDH	Status Flag - Collections Audiovisual Held
XCOLBKSA	XCOLBKSA	Status Flag - Collections Books Added
XCOLBKSH	XCOLBKSH	Status Flag - Collections Books Held
XCOLEBKSA	XCOLEBKSA	Status Flag - Collections EBooks Added
XCOLEBKSH	XCOLEBKSH	Status Flag - Collections E Books Held
XCOLMICRA	XCOLMICRA	Status Flag - Collections Microforms Added
XCOLMICRH	XCOLMICRH	Status Flag - Collections Microforms Held
XCOLSERA	XCOLSERA	Status Flag - Collections Serial Added
XCOLSERH	XCOLSERH	Status Flag - Collections Serial Held
XCRGEN	XCRGEN	Status Flag - General Circulation Transactions
XCRRSV	XCRRSV	Status Flag - Reserve Circulation Transactions
XDOCDEL	XDOCDEL	Status Flag - Documents Delivered from Commercial Services
XDOCDIGYN	XDOCDIGYN	Status Flag - Does Documents Digitized by Library Staff
XEXAUD	XEXAUD	Status Flag - Expenditure Audio Visual
XEXBIB	XEXBIB	Status Flag - Expenditure Bibliographic
XEXBKS	XEXBKS	Status Flag - Expenditure Books
XEXCOMP	XEXCOMP	Status Flag - Expenditure Computer
XEXCUSER	XEXCUSER	Status Flag - Expenditure Serial Subscription
XEXDEL	XEXDEL	Status Flag - Expenditure Document Deliver
XEXELBKS	XEXELBKS	Status Flag - Expenditure Electronic Books
XEXELSER	XEXELSER	Status Flag - Expenditure Electronic Serials
XEXOTH	XEXOTH	Status Flag - Expenditure Other
XEXOTHIR	XEXOTHIR	Status Flag - Expenditure Other Information Resources
XEXPRES	XEXPRES	Status Flag - Expenditure Preservation
XEXTOT	XEXTOT	Status Flag - Expenditure Total
XFRINGE	XFRINGE	Status Flag - Fringe Benefit
XFRINGEYN	XFRINGEYN	Status Flag - Fringe Benefit Paid from Library Budget Y/N
XGATECT	XGATECT	Status Flag - Gate Count in a Typical Week
XHOURS	XHOURS	Status Flag - Hours Open in a Typical Week
XILPNON	XILPNON	Status Flag - Inter Library Loans Provided Non-returnable
XILPRET	XILPRET	Status Flag - Inter Library Loans Provided Returnable
XILPTOT	XILPTOT	Status Flag - Inter Library Loans Provided Total
XILRNON	XILRNON	Status Flag - Inter Library Loans Received Non-returnable
XILRRET	XILRRET	Status Flag - Inter Library Loans Received Returnable
XILRTOT	XILRTOT	Status Flag - Inter Library Loans Received Total
XLIBREFYN	XLIBREFYN	Status Flag - Library Provide Reference Service by Email
XPRESEN	XPRESEN	Status Flag - Number of Presentations
XREFTRANS	XREFTRANS	Status Flag - Reference Transactions in a Typical Week
XSTASST	XSTASST	Status Flag - Student Assistants
XSTLIBPRO	XSTLIBPRO	Status Flag - Librarians and Other Professional Staff
XSTLIBS	XSTLIBS	Status Flag - Librarians
XSTOTH	XSTOTH	Status Flag - Other Paid Staff



Appendix D - Crosswalks  
Academic Libraries Survey (ALS) 2004

ALS crosswalk from 2002 to 2004, by variable order

ALS 2002 VARIABLE NAME	ALS 2004 VARIABLE NAME	ALS 2002 VARIABLE LABEL
XSTOTHPRO	XSTOTHPRO	Status Flag - Other Professional Staff
XSTTOT	XSTTOT	Status Flag - Total Full-Time Equivalent Staff
XSWASST	XSWASST	Status Flag - Salary Student Assistant
XSWLIBPRO	XSWLIBPRO	Status Flag - Salary Librarian and Other Professional Staff
XSWOTH	XSWOTH	Status Flag - Other Paid Staff
XSWTOT	XSWTOT	Status Flag - Total Salary & Wage Full-Time Equivalent
XTECHYN	XTECHYN	Status Flag - Technology to Assist the Disabled
XTHESYN	XTHESYN	Status Flag - Electronic Theses Produced by Students
ZIP	ZIP	Postal Zip code PLUS 4



## **Appendix E—Edits and Imputations**

### **Academic Libraries Survey (ALS) 2004**

This appendix, which describes the edits and imputations for the Academic Libraries data file 2004, was developed by the U.S. Census Bureau. The first section describes the edits and the second section provides a detailed description of the imputation process, which was developed by Joanna Fane McLaughlin, U.S. Census Bureau, dated December 19, 2005. The imputation process is described in ten subsections:

- I. Survey Changes Since Fiscal Year (FY) 2002
- II. Pre-Imputation Steps
- III. ‘Z’ Corrections
- IV. Base Methodology
- V. Imputation Methodology
- VI. Post-Imputation Steps
- VII. Problems and Recommendations
- VIII. 2004 ALS Fringe Benefit Imputation Rules
- IX. Items Included in the Criteria for Exclusion from the ‘Z’ program, Base, or Imputation
- X. Imputation Groups

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

## Edits

The web based data collection application features selected internal consistency edit checks as well as selected range and summation checks. Edit checks provide warnings as the data are being entered into the web application and an edit/error report after the data have been entered. The types of edit checks are listed below:

- *Summations*—reported totals are compared with the sums of the constituent data items. If they are not equal, an error message is generated.
- *Relational edit checks*—the program compares responses entered in one section of the questionnaire with responses entered in another section of the questionnaire for consistency. For example, if a librarian reports that books and bound serials were added during the fiscal year, the program would look for some expenditure to be reported for books and bound serials. If the former is reported without the latter, an error message is generated. Another example is that the number of volumes of print materials added during the fiscal year cannot exceed the total number of volumes held at the end of the fiscal year.
- *Range check*—an error message is generated if responses are above or below expected amounts. For example, if the average salary of librarians is reported as less than \$20,000 or greater than \$100,000, an error message is generated. If the reported hours of service are greater than 168 hours per week, an error message is generated.

After the data were received by NCES from every state, the data files were merged and general edits were performed. Some examples of general edits follow:

- *Current year/prior year comparisons*—current year data must fall within the range of 50 to 150 percent of data for the prior reporting period.
- *Ratios*—the ratio of one item to another exceeds a limit, such as the ratio of salaries and wages to staff exceeds an upper limit and is not reasonable for that position.
- *Item comparison*—one item should not exceed another, such as books added during the year should not exceed books held at the end of the year.

## **Appendix E—Edits and Imputations Academic Libraries Survey (ALS) 2004**

### **Imputation Documentation**

#### **Introduction**

An academic library is defined as an entity in a post-secondary institution that provides all of the following:

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

This definition includes libraries that are part of learning resource centers.

The survey collected data on the status of branches, library staff, expenditures, collections, services, and electronic services during FY 2004. It also collected data on library services during a typical week.

This document specifies the imputation process for both total and partial survey non-respondents of the 2004 Academic Libraries Survey (ALS). It describes in detail: setting ‘Z’ status flags, and generating an imputation base. ‘Z’ status flags corrected for unreported zeros. The imputation base—used to impute for non-respondents—was generated from qualifying respondent institutions. The statistical software used throughout processing was Base SAS, Version 8.2.

#### **I. Survey Changes Since Fiscal Year (FY) 2002**

There were some changes since the ALS 2002 survey. There are seven new questions:

- Is the library collection entirely electronic?
- Electronic reference sources and aggregation services added?
- Electronic reference sources and aggregation services held?
- Does your library have a definition of information literacy or of an information literate student?
- Has your library incorporated information literacy in the institution’s mission?
- Has your library incorporated information literacy in the institution’s strategic plan?
- Does your library have an institution-wide committee to implement the strategic plan for information literacy?

No items were deleted since 2002, and all items—aside from the new items—are comparable to the same item in 2002. (*For crosswalk, see Appendix D*)

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

## II. Pre-Imputation Steps

It was important that the file the Economic Statistical Methods and Programming Division (ESMPD) received was ready for imputation. This involved making sure variables met certain criteria and that file specifications were met.

### A. Variables

The variables on the file that arrives at ESMPD for imputation should have:

- Non-zero values for **total full-time equivalent (FTE) staff, total FTE salaries and wages, total expenditures**, total collections held at the end of the fiscal year, **number of weekly public service hours, gate count in a typical week, or reference transactions in a typical week.**
- No 0[T]'s on the file (i.e. all 0[T]'s were to be changed to 0[N]'s before the file arrives at ESMPD).
- The **current year parent child indicator** (CYPARCH) set equal to the **prior year parent-child indicator** (PYPARCH) if the **check-in action** is an initialization (i.e., CKIN = '99'). It follows that if CKIN = '99' and CYPARCH = '2', then the **unit id of the institution where the data are recorded** (UNITIDX) was set equal to the **prior year unit id of the institution where the data were recorded** (PYUNITX).
- **Fringe benefits** already imputed according to the rules outlined in '2004 ALS Fringe Benefit Imputation Rules' (*See subsection VIII*).
- **Full-time enrollment**, which is pulled from Fall 2004 Integrated Postsecondary Education Data System (IPEDS) data. Enrollment is missing for children and out-of-scope institutions.

### B. Files

Four files were required for imputations:

- The FY 2004 master file
- The FY 2004 edited, unimputed file
- The FY 2002 master file
- The FY 2002 final, imputed file

An additional file was required for generating the tables:

- The FY 2002 edited, unimputed file

## **Appendix E—Edits and Imputations**

### **Academic Libraries Survey (ALS) 2004**

The files that arrived at ESMPD for imputation:

- Followed the pre-determined variable naming convention (i.e., every status flag will start with “x,” every prior year item will start with “py,” etc.)
- Arrived as an Access 2000 database

### **III. ‘Z’ Corrections**

Most respondents who completed forms left an item blank when they had no data for that item. An item left blank, therefore, should often be interpreted as a reported zero. The ‘Z’ program changes the status flag for such cases from ‘N’ to ‘Z’. Implied zeros were determined by conducting additive checks and examining ALS 2002 imputed data. Details are given below. ‘Z’ corrections were organized by survey part, except for Parts C and D. Parts C and D are run jointly, because some of the items across parts are highly comparable. (*For a list of possible status flags, see subsection IX*)

#### **A. ‘Z’ Criteria**

Some cases were excluded from the ‘Z’ corrections. Institutions that reported any of the following were not checked for implied zeros:

- Check-in action (CKIN) = ‘08’, ‘09’, ‘10’, ‘11’, ‘15’, or ‘99’
- OPE eligibility indicator code (OPEFLAG) = 3, 5, or 6
- Degree granting status (DEGGRANT) = 2 or -1
- Institution status (ACT) = ‘O’, ‘M’, ‘D’, or ‘C’
- Institution sector (SECTOR) = 0, 7, 8, or 9

[Note: The variable naming convention approved by the National Center for Education Statistics (NCES) was used. Quotation marks indicate a character variable. No quotation marks indicate a numeric variable.] (*For more on these criteria, see subsection IX*)

An entirely electronic library answered yes to the question: “Is the library collection entirely electronic?” Entirely electronic libraries were removed from ‘Z’ processing. This criterion is new in FY 2004.

#### **B. Part A—Number of Public Service Outlets, FY 2004**

If **branches** was blank – denoted 0[N] – and branches in FY 2002 was 0[I], 0[N], 0[Z], or missing, then the status flag for **branches** was changed to ‘Z’.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

#### C. Part B—Library Staff, Fall 2004 & Salaries/Wages, FY 2004

If **total FTEs** did not have a status flag of ‘T’ and **total FTEs** equaled the sum of its detail items, then the detail items were checked. If a detail item was 0[N], then its status flag was temporarily changed to ‘S’. The same procedure was followed for **total salaries and wages** and its detail items.

The next step was determining if ‘S’ status flags should be changed to ‘Z’ or changed back to ‘N’. If neither **total FTEs** nor **total salaries and wages** had status flag ‘N’ and the detail items in a given row each had status flag ‘S’, then each ‘S’ flag in the row was changed to ‘Z’. If neither total had status flag ‘T’ and one of the detail items in a given row was a reported zero and the other item was not reported (i.e., it had status flag ‘N’ or ‘S’), then the item not reported was assigned status flag ‘Z’.

When **total FTEs** did not have status flag ‘T’, **total number of full-time librarians and other professional staff** equaled the sum of its detail items and had status flag ‘Z’, ‘R’, ‘C’, or ‘A’, and **number of full-time librarians** was 0[N], then the status flag for **number of full-time librarians** was changed to ‘Z’. Likewise, if **number of other full-time professional staff** was 0[N] and the previous criteria were met, then the status flag for **number of other full-time professional staff** was changed to ‘Z’.

Finally, any remaining ‘S’ status flags were changed back to ‘N’ and the corresponding column total status flag was changed to ‘T’. If **total full-time librarians and other professional staff** was 0[Z] and **number of full-time librarians** was not zero with status flag ‘Z’, ‘R’, ‘C’, or ‘A’, then **number of full-time librarians** was changed to 0[Z]. If **total full-time librarians and other professional staff** was 0[Z] and **number of other full-time professional staff** was not zero with status flag ‘Z’, ‘R’, ‘C’, or ‘A’, then **number of other full-time professional staff** was changed to 0[Z]. Any column totals greater than zero with status flag ‘T’ were changed to 0[T]. (For 0[T] items, the total was re-summed after imputation.)

#### D. Part C—Library Expenditures, FY 2004 & Part D—Library Collections, FY 2004

If **total expenditures** was 0[N], then survey Parts C and D did not go through implied zero checks. If **total expenditures** was not 0[N], Parts C and D went through the checks detailed below.

If **total expenditures** did not have a ‘T’ status flag and equaled the sum of its detail items, then its detail items were checked. If **books, serial backfiles and other material expenditures** was 0[N], then the status flag for **books, serial**



## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

**backfiles, and other material expenditures** was changed to ‘S’. If **current serial subscription expenditures** was 0[N], then its status flag was changed to ‘S’. The other detail items—**document delivery/interlibrary loan expenditures, preservation expenditures, other expenditures for information resources, computer hardware and software expenditures, bibliographic utilities, networks and consortia expenditures, and all other operating expenditures**—were also checked, and if an item was 0[N], its status flag was changed to ‘Z’.

If **books, serial backfiles and other material expenditures** was reported and equaled the sum of its detail items, then its detail items were checked. If a detail item—**electronic expenditures** or **audiovisual expenditures**—was 0[N], then that item’s status flag was changed to ‘Z’.

If **total expenditures** did not have a ‘T’ status flag, **current serial subscription expenditures** was reported and equal to **electronic serial subscription expenditures**, and **electronic serial subscription expenditures** was 0[N], then the status flag for **electronic serial subscription expenditures** was changed to ‘Z’.

If **books, serial backfiles and other material expenditures** was 0[S] and the sum of its detail items was greater than zero, then its status flag was changed back to ‘N’, and **total expenditures** was changed to 0[T].

If **current serial subscription expenditures** was 0[S] and **electronic serial subscription expenditures** was greater than zero, then the status flag for **current serial subscription expenditures** was changed back to ‘N’, and **total expenditures** was changed to 0[T].

If **books, serial backfiles and other materials added** was 0[N] and **books, serial backfiles, and other material expenditures** was zero with status flag ‘Z’, ‘R’, ‘C’, or ‘A’, then the status flag for **books, serial backfiles and other materials added** was changed to ‘Z’. Similarly, the status flag for **audiovisual materials added** or **e-books added** was changed to ‘Z’ if it was originally 0[N] and its corresponding expenditure item in Part C was zero with status flag ‘Z’, ‘R’, ‘C’, or ‘A’. If **electronic reference sources and aggregation services added** was 0[N], **electronic expenditures** was 0 with status flag ‘Z’, ‘R’, ‘C’, or ‘A’, and **electronic serial expenditures** was 0 with status flag ‘Z’, ‘R’, ‘C’, or ‘A’, then the status flag for **electronic reference sources and aggregation services added** was changed to ‘Z’.

If **microforms added** was 0[N] and **microforms held** was a reported zero, then the status flag for **microforms added** was changed to ‘Z’. If **current serial subscriptions added** was 0[N] and **current serial subscriptions held** was a

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

reported zero, then the status flag for **current serial subscriptions added** was changed to ‘Z’.

If a materials added data item was 0[N], the corresponding materials held item was a reported zero, and the corresponding expenditure in Part C was 0[N], 0[S] or had a value greater than zero, then the materials held item’s status flag was changed to ‘N’. This logic was followed for the following three items: **books, serial backfiles and other paper materials; audiovisual materials; and e-books**. If **electronic reference sources and aggregation services added** was 0[N], **electronic reference sources and aggregations services held** was a reported zero, and **electronic expenditures** was 0[N] or **electronic serial expenditures** was 0[N] or **electronic expenditures** was greater than zero or **electronic serial expenditures** was greater than zero, then the status flag for **electronic reference sources and aggregation services held** was changed to ‘N’.

If **books, serial backfiles and other material expenditures** was 0[S], the sum of its detail items was zero, its corresponding added or held item in Part D was zero with status flag ‘Z’, ‘R’, ‘C’, or ‘A’, then the status flag for **books, serial backfiles and other material expenditures** was changed to ‘Z’. In addition, if **electronic expenditures** or **audiovisual expenditures** was 0[N], its status flag was changed to ‘Z’. If **books, serial backfiles and other material expenditures** was 0[S], the sum of its detail items was zero, and its corresponding added item was greater than zero or 0[N], then the status flag for **books, serial backfiles and other material expenditures** was changed back to ‘N’ and the **total expenditures** status flag was changed to ‘T’.

If **current serial subscription expenditures** was 0[S], **electronic serial subscription expenditures** was zero, and the corresponding added or held item in Part D was zero with status flag ‘Z’, ‘R’, ‘C’, or ‘A’, then the status flag for **current serial subscription expenditures** was changed to ‘Z’. In addition, if **electronic serial subscription expenditures** was 0[N], then its status flag was changed to ‘Z’. If **current serial subscription expenditures** was 0[S], **electronic serial subscription expenditures** was zero, and its corresponding added item in Part D was greater than zero or 0[N], then the expenditure status flag was changed back to ‘N’, and the status flag for **total expenditures** was changed to ‘T’.

If **audiovisual expenditures** was 0[N] and the corresponding added or held item in Part D was zero with status flag ‘R’, ‘C’, or ‘A’, then the status flag for **audiovisual expenditures** was changed to ‘Z’.

**Total expenditures** greater than zero with status flag ‘T’ was changed to 0[T]. (For 0[T] items, the total was re-summed after imputation.)

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

#### E. Part E—Library Services, FY 2004

If **total interlibrary loans provided to other libraries** equaled the sum of its detail and was not 0[N], and **returnable loans provided to other libraries** was 0[N], then the status flag for **returnable loans provided to other libraries** was changed to 'Z'. Likewise, if **total interlibrary loans provided to other libraries** equaled the sum of its detail and was not 0[N], and **non-returnable loans provided to other libraries** was 0[N], then the status flag for **non-returnable loans provided to other libraries** was changed to 'Z'.

If **total interlibrary loans received from other libraries** equaled the sum of its detail and was not 0[N], and **returnable loans received from other libraries** was 0[N], then the status flag for **returnable loans received from other libraries** was changed to 'Z'. Likewise, if **total interlibrary loans received from other libraries** equaled the sum of its detail and was not 0[N], and **non-returnable loans received from other libraries** was 0[N], then the status flag for **non-returnable loans received from other libraries** was changed to 'Z'.

If **number of presentations** was 0[N] and **total attendance at all presentations** was zero with status flag 'R', 'C', or 'A', then the status flag for **number of presentations** was changed to 'Z'. Likewise, if **total attendance at all presentations** was 0[N] and **number of presentations** was zero with status flag 'R', 'C', or 'A', then the status flag for **total attendance at all presentations** was changed to 'Z'.

#### F. Part F—Library Services, Typical Week, Fall 2004

No 'Z's were applied to this part.

#### G. Part G—Electronic Services

No 'Z's were applied to this part.

#### H. Part H—Information Literacy

No 'Z's were applied to this part.

### IV. Base Methodology

The imputation base is made up of units who reported data in 2004 and 2002, as well as units who met the criteria given in Section A below. Base calculations included group medians, median growth rates, and median distribution ratios, and were done for each imputation group by imputation cell. Imputation was divided into 11 groups, with comparable items grouped together. (*For more on imputation groups, see subsection X*)

## **Appendix E—Edits and Imputations**

### **Academic Libraries Survey (ALS) 2004**

#### **A. Base Criteria**

When the imputation base was generated, institutions that merged, split, submitted combined forms, changed sectors or forms since the prior year, or did not submit a full report for either the current year or prior year for a given imputation group were excluded. Specifically, schools that met any of the following criteria were **excluded** from the base:

- For a given imputation group, there was at least one value not reported (i.e., status flag ‘N’, ‘P’, ‘I’, or ‘T’) in either the current or prior year
- Check-in action (CKIN) = ‘08’, ‘09’, ‘10’, ‘11’, ‘15’, or ‘99’
- OPE eligibility indicator (OPEFLAG) = 3, 5, or 6
- Degree granting status (DEGGRANT) = 2 or –1
- Institution status (ACT) ≠ ‘A’, ‘N’, ‘P’, ‘Q’, ‘R’, or ‘S’
- Institution status (ACT) = ‘O’, ‘M’, ‘D’, or ‘C’
- FIPS state code (FIPS) > ‘56’
- Institution sector (SECTOR) = 0, 7, 8, or 9
- Institution sector (SECTOR) ≠ MAILSEC
- Current year parent-child indicator (CYPARCH) = ‘1’ or ‘2’
- Prior year parent-child indicator (PYPARCH) = ‘1’ or ‘2’
- Response status code (STATUS) ≠ ‘1’
- Response status code (STATUS) = ‘3’, ‘5’, or ‘6’
- Prior year response status code (PYSTATUS) ≠ ‘1’

[Note: The variable naming convention approved by the NCES was used. Quotation marks indicate a character variable. No quotation marks indicate a numeric variable.] (*For more on these criteria, see subsection IX*)

#### **B. Imputation Groups**

Base calculations were by imputation group. There are eleven imputation groups:

1. Part A, Line 1 [No base generated]
2. Part B, Lines 2, 3, & 4-7, Columns 1 & 2
3. Part B, Lines 8a & 8b
4. Part C, Lines 10, 13, & 15-21
5. Part C, Lines 11, 12, & 14
6. Part D, Lines 22 & 24-26, Columns 1 & 2
7. Part D, Lines 23 & 27, Columns 1 & 2
8. Part E, Lines 28a, 28b, & 29-33
9. Part E, Lines 34a & 34b
10. Part E, Lines 35 & 36
11. Part F, Lines 37-39

## Appendix E—Edits and Imputations Academic Libraries Survey (ALS) 2004

### C. Imputation Cells

Within each imputation group were imputation cells. Using facilities that met base criteria, full-time enrollment for these facilities was plotted by sector, and the distributions were examined to determine the best imputation cells. Requirements were 15 respondents per cell and at least a 75% response rate per cell. If an institution was missing enrollment data, but met imputation criteria, GOVS estimated full-time enrollment based on auxiliary data. The final cells are given in Table 1 below.

**Table 1: Imputation Cells**

Cell	Sector	Enrollment
a	1	[0, 5000)
b	1	[5000, 10000)
c	1	[10000, 15000)
d	1	[15000, 20000)
e	1	[20000, ∞)
f	2	[0, 500)
g	2	[500, 1000)
h	2	[1000, 1500)
i	2	[1500, 2000)
j	2	[2000, 2500)
k	2	[2500, 3000)
l	2	[3000, 3500)
m	2	[3500, 5000)
n	2	[5000, 10000)
o	2	[10000, ∞)
p	3	[0, 500)
q	3	[500, ∞)
r	4	[0, 1000)
s	4	[1000, 2000)
t	4	[2000, 3000)
u	4	[3000, 4000)
v	4	[4000, 5000)
w	4	[5000, 7500)
x	4	[7500, 10000)
y	4	[10000, ∞)
z	5 or 6	[0, 500)
1	5 or 6	[500, ∞)

### D. Item Medians, Median Growth Rates, and Median Distribution Ratios

After ineligible records were removed from the base and imputation groups and cells were determined, item medians, median growth rates, and median distribution ratios were calculated for each imputation group by imputation cell.

## **Appendix E—Edits and Imputations**

### **Academic Libraries Survey (ALS) 2004**

The current and prior year **medians** were calculated for predetermined data items.

**Growth rates** were calculated for current to prior year ratios. If both the prior year and current year values were zero, then the growth rate was one. If just one of the prior year or current year values was zero, then the growth rate was excluded from calculations. Otherwise, the growth rate was the current to prior year ratio. The final growth rate used for imputation was the cell median growth rate.

**Current year ratios** were examined for some of the highly correlated items. If the value in the denominator was zero, then the ratio was excluded from calculations. Otherwise, the value was the current year ratio. The final value used for imputation was the cell median of the distribution ratios.

Medians were calculated for most, but not all, data items and ratios. The specifications for each imputation group are laid out in the following sections.

#### **E. Base Calculations for Imputation Group 1**

No medians were calculated for this imputation group.

#### **F. Base Calculations for Imputation Group 2**

**Medians** were generated for:

- Current year (CY) & Prior year (PY) librarians
- CY & PY other professional staff
- CY & PY total librarians and other professional FTEs
- CY & PY total librarians and other professional staff salaries and wages
- CY & PY all other paid FTEs
- CY & PY all other paid staff salaries and wages
- CY & PY student assistant FTEs
- CY & PY student assistant salaries and wages
- CY & PY total FTEs
- CY & PY total salaries and wages

The following **median growth rates** were generated:

- CY librarians/PY librarians
- CY other professional staff/PY other professional staff
- CY all other paid FTEs/PY all other paid FTEs
- CY student assistant FTEs/PY student assistant FTEs

## **Appendix E—Edits and Imputations**

### **Academic Libraries Survey (ALS) 2004**

The following **median distribution ratios** were generated:

- Librarians/Total librarians and other professional FTEs
- Other professional staff/Total librarians and other professional FTEs
- Total librarians and other professional FTEs/Total FTEs
- All other paid FTEs/Total FTEs
- Student assistant FTEs/Total FTEs
- Total librarians and other professional staff salaries and wages/Total salaries and wages
- All other paid staff salaries and wages/Total salaries and wages
- Student assistant salaries and wages/Total salaries and wages
- Total librarians and other professional staff salaries and wages/Total librarians and other professional FTEs
- All other paid staff salaries and wages/All other paid FTEs
- Student assistants salaries and wages/Student assistant FTEs

#### **G. Base Calculations for Imputation Group 3**

**Medians** were generated for:

- Employee fringe benefits (Zero was excluded as a possible median value, because it indicates fringe benefits are not paid out of the budget.)
- Total salaries and wages

No **median growth rates** were generated for this group.

The following **median distribution ratio** was generated:

- Employee fringe benefits/Total salaries and wages

#### **H. Base Calculations for Imputation Group 4**

**Medians** were generated for:

- CY & PY books, serial backfiles and other material expenditures
- CY & PY current serial subscription expenditures
- CY & PY document delivery/interlibrary loan expenditures
- CY & PY preservation expenditures
- CY & PY other information resources expenditures
- CY & PY computer hardware and software expenditures
- CY & PY bibliographic utilities, networks, and consortia expenditures
- CY & PY all other operating expenditures
- CY & PY total expenditures

## **Appendix E—Edits and Imputations**

### **Academic Libraries Survey (ALS) 2004**

The following **median growth rates** were generated:

- CY books, serial backfiles and other material expenditures/PY books, serial backfiles and other material expenditures
- CY current serial subscription expenditures/PY current serial subscription expenditures
- CY document delivery/interlibrary loan expenditures/PY document delivery/interlibrary loan expenditures
- CY preservation expenditures/PY preservation expenditures
- CY other information resources expenditures/PY other information resources expenditures
- CY computer hardware and software expenditures/PY computer hardware and software expenditures
- CY bibliographic utilities, networks, and consortia expenditures/PY bibliographic utilities, networks, and consortia expenditures
- CY all other operating expenditures/PY all other operating expenditures
- CY total expenditures/PY total expenditures

There were no **median distribution ratios** generated for this imputation group.

#### **I. Base Calculations for Imputation Group 5**

**Medians** were generated for:

- CY books, serial backfiles and other material expenditures
- CY current serial subscription expenditures
- CY & PY electronic expenditures
- CY & PY audiovisual expenditures
- CY & PY electronic serial expenditures

The following **median growth rates** were generated:

- CY electronic expenditures/PY electronic expenditures
- CY audiovisual expenditures/PY audiovisual expenditures
- CY electronic serial expenditures/PY electronic serial expenditures

The following **median distribution ratios** were generated:

- Electronic expenditures/Books, serial backfiles and other material expenditures
- Audiovisual expenditures/Books, serial backfiles and other material expenditures
- Electronic serial expenditures/Current serial subscription expenditures



## **Appendix E—Edits and Imputations**

### **Academic Libraries Survey (ALS) 2004**

#### **J. Base Calculations for Imputation Group 6**

Medians were generated for:

- CY & PY books, serial backfiles and other paper materials added
- CY & PY books, serial backfiles and other paper materials held
- CY & PY microforms added
- CY & PY microforms held
- CY & PY audiovisual materials added
- CY & PY audiovisual materials held
- CY & PY current serial subscriptions added
- CY & PY current serial subscriptions held

The following **median growth rates** were generated:

- CY books, serial backfiles and other paper materials held/PY books, serial backfiles and other paper materials held
- CY microforms held/PY microforms held
- CY audiovisual materials held/PY audiovisual materials held
- CY current serial subscriptions held/PY current serial subscriptions held

The following **median distribution ratios** were generated:

- Books, serial backfiles, and other paper materials added/Books, serial backfiles, and other paper materials held
- Microforms added/Microforms held
- Audiovisual materials added/Audiovisual materials held
- Current serial subscriptions added/Current serial subscriptions held
- Books, serial backfiles, and other paper materials held/Books serial backfiles and other material expenditures
- Audiovisual materials held/Audiovisual expenditures
- Current serial subscriptions held/Current serial subscription expenditures

#### **K. Base Calculations for Imputation Group 7**

**Current year medians** were generated for the following items:

- CY & PY e-books added
- CY & PY e-books held
- CY electronic reference sources and aggregation services added
- CY electronic reference sources and aggregation services held

The following **median growth rates** were generated:

- CY e-books held/PY e-books held

## **Appendix E—Edits and Imputations**

### **Academic Libraries Survey (ALS) 2004**

The following **median distribution ratio** was generated:

- E-books added/E-books held
- Electronic reference sources and aggregation services added/Electronic reference sources and aggregation services held

#### **L. Base Calculations for Imputation Group 8**

**Medians** were generated for:

- CY & PY returnable interlibrary loans provided to other libraries
- CY & PY non-returnable interlibrary loans provided to other libraries
- CY & PY total interlibrary loans provided to other libraries
- CY & PY returnable interlibrary loans received from other libraries
- CY & PY non-returnable interlibrary loans received from other libraries
- CY & PY total interlibrary loans received from other libraries
- CY & PY documents delivered from commercial services

The following **median growth rates** were generated:

- CY returnable interlibrary loans provided to other libraries/PY returnable interlibrary loans provided to other libraries
- CY non-returnable interlibrary loans provided to other libraries/PY non-returnable interlibrary loans provided to other libraries
- CY total interlibrary loans provided to other libraries/PY total interlibrary loans provided to other libraries
- CY returnable interlibrary loans received from other libraries/PY returnable interlibrary loans received from other libraries
- CY non-returnable interlibrary loans received from other libraries/PY non-returnable interlibrary loans received from other libraries
- CY total interlibrary loans received from other libraries/PY total interlibrary loans received from other libraries

The following **median distribution ratios** were generated:

- Returnable interlibrary loans provided to other libraries/Total interlibrary loans provided to other libraries
- Returnable interlibrary loans received from other libraries/Total interlibrary loans received from other libraries

## **Appendix E—Edits and Imputations**

### **Academic Libraries Survey (ALS) 2004**

#### **M. Base Calculations for Imputation Group 9**

Medians were generated for:

- CY & PY general circulation transactions
- CY & PY reserve circulation transactions

The following **median growth rates** were generated:

- CY general circulation transactions/PY general circulation transactions
- CY reserve circulation transactions/PY reserve circulation transactions

There were no **median distribution ratios** generated for this group.

#### **N. Base Calculations for Imputation Group 10**

Medians were generated for:

- CY & PY number of presentations
- CY & PY total attendance at all presentations

The following **median growth rates** were generated:

- CY number of presentations/PY number of presentations
- CY total attendance at all presentations/PY total attendance at all presentations

The following **median distribution ratio** was generated:

- Number of presentations/Total attendance at all presentations

#### **O. Base Calculations for Imputation Group 11**

Medians were generated for:

- CY & PY number of weekly service hours
- CY & PY gate count in a typical week
- CY & PY reference transactions in a typical week

The following **median growth rates** were generated:

- CY number of weekly service hours/PY number of weekly service hours
- CY gate count in a typical week/PY gate count in a typical week
- CY reference transactions in a typical week/PY reference transactions in a typical week

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

The following **median distribution ratio** was generated:

- Gate count in a typical week/Number of weekly public service hours
- Reference transactions in a typical week/Number of weekly public service hours

## V. Imputation Methodology

### A. Imputation Criteria

Imputation was done for partial and total non-respondent institutions. Imputation was by group. An institution meeting any of the criteria listed below was *excluded* from a given imputation group:

- Each data item in a given imputation group was “reported” (i.e., had status flag ‘A’, ‘C’, ‘R’, or ‘Z’)
- Check-in action (CKIN) = ‘08’, ‘09’, ‘10’, or ‘11’
- OPE eligibility indicator (OPEFLAG) = 3, 5, or 6
- Degree granting status (DEGGRANT) = 2 or –1
- Institution status (ACT) = ‘O’, ‘M’, ‘D’, or ‘C’
- Institution sector (SECTOR) = 0, 7, 8, or 9
- FIPS state code (FIPS) > ‘56’
- Institution status (STATUS) = ‘3’ and prior year institution status (PYSTATUS) = ‘3’, ‘5’, or missing, and library facilities (LIBFAC) ≠ 1
- Institution status (STATUS) = ‘5’
- Current year parent-child indicator (CYPARCH) = ‘2’

[Note: The variable naming convention approved by the NCES was used. Quotation marks indicate a character variable. No quotation marks indicate a numeric variable.] (*For more on these criteria, see subsection IX*)

### B. Imputation Scenarios

If an item did not meet any of the criteria above, then it was imputed using group medians, prior year data, or prior year data with a median growth factor applied. Status flag values and responses to library facilities (LIBFAC), institution status (STATUS), and prior year institution status (PYSTATUS) were examined to determine how an item was imputed. There were four possible scenarios given in Table 2 below along with the status flag assigned to each.

**Appendix E—Edits and Imputations**  
**Academic Libraries Survey (ALS) 2004**

**Table 2: Imputation Scenarios**

	<b>Scenario</b>	<b>Criteria</b>	<b>Flag</b>
1	Total non-respondent with PY data	All item status flags 'N' and PYSTATUS = '1' or '4' <b>OR</b> STATUS = '3' or '6' and PYSTATUS = '1' or '4'	P
2	Partial non-respondent with PY data	STATUS = '1' and PYSTATUS = '1' or '4'	P
3	Total non-respondent with no PY data	All item status flags 'N' and PYSTATUS = '3', '5', or missing <b>OR</b> STATUS = '3' and PYSTATUS = '3', '5', or missing and LIBFAC = 1 <b>OR</b> STATUS = '6' and PYSTATUS = '3', '5', or missing	I
4	Partial non-respondent with no PY data	STATUS = '1' and PYSTATUS = '3', '5', or missing	I

**C. Group 1 Imputation**

There was one item in this imputation group: **branches and independent libraries**.

Group medians were not used to impute **branches and independent libraries**. Since there was only one data item in group1, the criteria for scenarios 1 and 2 were combined, and the item was imputed with prior year data. The impute flag was set as 'P'.

**D. Group 2 Imputation**

There were ten items imputed as part of this group: **librarians, other professional staff, total librarians and other professional FTEs, all other paid FTEs, student assistant FTEs, total FTEs, total librarians and other professional staff salaries and wages, all other paid staff salaries and wages, student assistant salaries and wages, and total salaries and wages**.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

#### *Imputing for Total Non-Respondents When Prior Year Data was Available*

Each item – **Librarians, other professional staff, all other paid FTEs, and student assistant FTEs** – was imputed with its prior year value multiplied by the cell median growth rate for the item. **Librarians and other professional staff** were summed to get **total librarians and other professional FTEs**. **Total librarians and other professional staff, all other paid FTEs, and student assistant FTEs** were summed to get **total FTEs**.

For **total librarians and other professional staff salaries and wages, all other paid staff salaries and wages, and student assistant salaries and wages**, each item was imputed as the corresponding FTE item multiplied by the cell median ratio of the item to the corresponding FTE item. **Total librarians and other professional staff salaries and wages, all other paid staff salaries and wages, student assistant salaries and wages** were summed to get **total salaries and wages**.

In each case above, the item status flag was set to ‘P’.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Available*

If **librarians** had status flag ‘N’, it was imputed with its prior year value multiplied by the cell median growth rate for the item. If **other professional staff** had status flag ‘N’, it was imputed with its prior year value multiplied by the cell median growth rate for the item. If **all other paid FTEs** and **all other paid staff salaries and wages** each had status flag ‘N’, then **all other paid FTEs** was imputed with its prior year value multiplied by the cell median growth rate for the item. If **student assistant FTEs** and **student assistant salaries and wages** each had status flag ‘N’, then **student assistant FTEs** was imputed with its prior year value multiplied by the cell median growth rate for the item. If **all other paid FTEs** had status flag ‘N’ and **all other paid staff salaries and wages** did not have status flag ‘N’, **all other paid FTEs** was imputed with the inverse of the cell median ratio **all other paid staff salaries and wages to all other paid FTEs** times **all other paid staff salaries and wages**. If **student assistant FTEs** had status flag ‘N’ and **student assistant salaries and wages** did not have status flag ‘N’, **student assistant FTEs** was imputed with the inverse of the cell median ratio **student assistant salaries and wages to student assistant FTEs** times **student assistant salaries and wages**. If **total librarians and other professional FTEs** had status flag ‘N’, then it was imputed with the sum of **librarians and other professional staff**. If **total FTEs** had status flag ‘N’ or ‘T’, then it was set to the sum of **total librarians and other professional FTEs, all other paid FTEs, and student assistant FTEs**.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

For **total librarians and other professional staff salaries and wages**, **all other paid staff salaries and wages**, and **student assistant salaries and wages**, if the item had status flag ‘N’, then it was imputed as the corresponding FTE item multiplied by the cell median ratio of the item to the corresponding FTE item. If **total salaries and wages** had status flag ‘N’ or ‘T’, then **total librarians and other professional staff salaries and wages**, **all other paid staff salaries and wages**, **student assistant salaries and wages** were summed to get **total salaries and wages**.

Except for **total FTEs** and **total salaries and wages**, each imputed item’s status flag was set as ‘P’. The status flag for **total FTEs** was set as ‘P’ if it was ‘N’ prior to imputation. It stayed ‘T’ if it was ‘T’ prior to imputation. The status flag for **total salaries and wages** was set as ‘P’ if it was ‘N’ prior to imputation. It stayed ‘T’ if it was ‘T’ prior to imputation.

#### *Imputing for Total Non-Respondent When Prior Year Data was Not Available*

Each item – **Librarians**, **other professional staff**, **all other paid FTEs**, and **student assistant FTEs** – was imputed with its cell median value. **Librarians** and **other professional staff** were summed to get **total librarians and other professional FTEs**. **Total librarians and other professional FTEs**, **all other paid FTEs**, and **student assistant FTEs** were summed to get **total FTEs**.

For **total librarians and other professional staff salaries and wages**, **all other paid staff salaries and wages**, and **student assistant salaries and wages**, each item was imputed as the corresponding FTE item multiplied by the cell median ratio of the item to the corresponding FTE item. **Total librarians and other professional staff salaries and wages**, **all other paid staff salaries and wages**, **student assistant salaries and wages** were summed to get **total salaries and wages**.

In each case above, the item status flag was set to ‘I’.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Not Available*

If **librarians** had status flag ‘N’, it was imputed with its cell median value. If **other professional staff** had status flag ‘N’, it was imputed with its cell median value. If **all other paid FTEs** and **all other paid staff salaries and wages** each had status flag ‘N’, then **all other paid FTEs** was imputed with its cell median value. If **student assistant FTEs** and **student assistant salaries and wages** each had status flag ‘N’, then **student assistant FTEs** was imputed with its cell median value. If **all other paid FTEs** had status flag ‘N’ and **all other paid staff salaries and wages** did not have status flag ‘N’, **all other paid FTEs** was imputed with

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

the inverse of the cell median ratio **all other paid staff salaries and wages** to **all other paid staff FTEs** times **all other paid staff salaries and wages**. If **student assistant FTEs** had status flag ‘N’ and **student assistant salaries and wages** did not have status flag ‘N’, **student assistant FTEs** was imputed with the inverse of the cell median ratio **student assistant salaries and wages** to **student assistant FTEs** times **student assistant salaries and wages**. If **total librarians and other professional staff** had status flag ‘N’, then it was imputed with the sum of **librarians** and **other professional staff**. If **total FTEs** had status flag ‘N’ or ‘T’, then it was set to the sum of **total librarians and other professional FTEs**, **all other paid FTEs**, and **student assistant FTEs**.

For **total librarians and other professional staff salaries and wages**, **all other paid staff salaries and wages**, and **student assistant salaries and wages**, if an item had status flag ‘N’, then it was imputed as the corresponding FTE item multiplied by the cell median ratio of the item to the corresponding FTE item. If **total salaries and wages** had status flag ‘N’ or ‘T’, then **total librarians and other professional staff salaries and wages**, **all other paid staff salaries and wages**, **student assistant salaries and wages** were summed to get **total salaries and wages**.

Except for **total FTEs** and **total salaries and wages**, each imputed item’s status flag was set as ‘I’. The status flag for **total FTEs** was set as ‘I’ if it was ‘N’ prior to imputation. It stayed ‘T’ if it was ‘T’ prior to imputation. The status flag for **total salaries and wages** was set as ‘I’ if it was ‘N’ prior to imputation. It stayed ‘T’ if it was ‘T’ prior to imputation.

#### *Additional Steps*

There were four possible additional steps:

1. If, after imputation, **total FTEs** was greater than the sum of its detail items, then the detail items were raked to **total FTEs**. The status flag for **total FTEs** was set as ‘T’.
2. If, after imputation, **total FTEs** was less than the sum of its detail items, then **total FTEs** became the sum of its details items. The status flag for **total FTEs** was set as ‘T’.
3. If, after imputation, **total salaries and wages** was greater than the sum of its detail items, then the detail items were raked to **total salaries and wages**. The status flag for **total salaries and wages** was set as ‘T’.
4. If, after imputation, **total salaries and wages** was less than the sum of its detail items, then **total salaries and wages** became the sum of its details items. The status flag for **total salaries and wages** was set as ‘T’.



## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

#### E. Group 3 Imputation

There were two items in this imputation group: **employee fringe benefits yes/no** and **employee fringe benefits**.

Prior year data was not used to impute **employee fringe benefits**, and the criteria for scenarios 3 and 4 were combined. **Employee fringe benefits** became the value of **total salaries and wages** (from imputation group 2) multiplied by the median ratio of **employee fringe benefits** to **total salaries and wages**. The yes/no item **Are employee fringe benefits paid from the library budget?** was imputed as '1,' or yes.

In each case above, the item status flag was set as 'I'.

#### F. Group 4 Imputation

There were nine items imputed as part of this group: **books, serial backfiles and other material expenditures; current serial subscription expenditures; document delivery/interlibrary loan expenditures, preservation expenditures; other information resource expenditures; computer hardware and software expenditures; bibliographic utilities, networks and consortia expenditures; all other operating expenditures; and total expenditures**.

##### *Imputing for Total Non-Respondents When Prior Year Data was Available*

Each item, except **total expenditures**, was imputed as the item's prior year value times the cell median growth rate for the item. After they were imputed, **books, serial backfiles and other material expenditures, current serial subscription expenditures, document delivery/interlibrary loan expenditures, preservation expenditures, other information resource expenditures, computer hardware and software expenditures, bibliographic utilities, networks and consortia expenditures, all other operating expenditures, and total salaries and wages** were summed to get **total expenditures**. (**Total salaries and wages** was imputed as part of imputation group 3.)

Each item's status flag was set as 'P'.

##### *Imputing for Partial Non-Respondents When Prior Year Data was Available*

Each item's status flag, except the status flag for **total expenditures**, was checked, and if it was 'N', then the item was imputed with its prior year value times cell median growth rate for the item. If its status flag was 'N' or 'T', then **total expenditures** became the sum of **books, serial backfiles and other material expenditures, current serial subscription expenditures, document**

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

**delivery/interlibrary loan expenditures, preservation expenditures, other information resource expenditures, computer hardware and software expenditures, bibliographic utilities, networks and consortia expenditures, all other operating expenditures, and total salaries and wages.**

If, after imputation, **total expenditures** was greater than the sum of its detail items, then the detail items were raked to **total expenditures**. If **total expenditures** was less than the sum of its detail items, then **total expenditures** became the sum of the details items.

Except for **total expenditures**, each imputed item's status flag was set as 'P'. The status flag for **total expenditures** was set as 'P' if it was 'N' prior to imputation, the detail items were not raked to the total, and the total was not re-summed. If the detail items were raked to the total or the total was re-summed, then its status flag was set as 'T'. Its status flag stayed 'T' if it was 'T' prior to imputation.

#### *Imputing for Total Non-Respondents When Prior Year Data was Not Available*

Each item, except **total expenditures**, was imputed as the item's cell median. After they were imputed, **books, serial backfiles and other material expenditures, current serial subscription expenditures, document delivery/interlibrary loan expenditures, preservation expenditures, other information resource expenditures, computer hardware and software expenditures, bibliographic utilities, networks and consortia expenditures, all other operating expenditures, and total salaries and wages** were summed to get **total expenditures**. (**Total salaries and wages** was imputed as part of imputation group 3.)

Each item's status flag was set as 'I'.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Not Available*

Each item's status flag, except the status flag for **total expenditures**, was checked, and if it was 'N', then the item was imputed with its cell median. If its status flag was 'N' or 'T', then **total expenditures** became the sum of **books, serial backfiles and other material expenditures, current serial subscription expenditures, document delivery/interlibrary loan expenditures, preservation expenditures, other information resource expenditures, computer hardware and software expenditures, bibliographic utilities, networks and consortia expenditures, all other operating expenditures, and total salaries and wages.**

If, after imputation, **total expenditures** was greater than the sum of its detail items, then the detail items were raked to **total expenditures**. If **total**

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

**expenditures** was less than the sum of its detail items, then **total expenditures** became the sum of the details items.

Except for **total expenditures**, each imputed item's status flag was set as 'I'. The status flag for **total expenditures** was set as 'I' if it was 'N' prior to imputation, the detail items were not raked to the total, and the total was not re-summed. If the detail items were raked to the total or the total was re-summed, then its status flag was set as 'T'. Its status flag stayed 'T' if it was 'T' prior to imputation.

#### G. Group 5 Imputation

There were three items imputed as part of this group: **electronic expenditures**, **audiovisual expenditures**, and **electronic serial expenditures**.

##### *Imputing for Total Non-Respondents When Prior Year Data was Available*

Each item was imputed as the item's prior year value times the cell median growth rate for the item.

The status flag for each item was set as 'P'.

If the sum of **electronic expenditures** and **audiovisual expenditures** was greater than **books, serial backfiles and other material expenditures**, then **electronic expenditures** became **books, serial backfiles and other material expenditures** times the cell median ratio **electronic expenditures** to **books, serial backfiles and other material expenditures**, and **audiovisual expenditures** became **books, serial backfiles and other material expenditures** times the cell median ratio **audiovisual expenditures** to **books, serial backfiles and other material expenditures**.

The status flags for **electronic expenditures** and **audiovisual expenditures** were changed to 'I'.

If **electronic serial subscription expenditures** was greater than **current serial subscription expenditures**, then **electronic serial subscription expenditures** became **current serial subscription expenditures** times the cell median ratio **electronic serial subscription expenditures** to **current serial subscription expenditures**.

The status flag for **electronic serial subscription expenditures** was changed to 'I'.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

#### *Imputing for Partial Non-Respondents When Prior Year Data was Available*

Each item with status flag ‘N’ was imputed with the item’s prior year value times the cell median growth rate for the item.

Each imputed items status flag was set as ‘P’.

If the sum of **electronic expenditures** and **audiovisual expenditures** was greater than **books, serial backfiles and other material expenditures**, then **electronic expenditures** became **books, serial backfiles and other material expenditures** times the cell median ratio **electronic expenditures** to **books, serial backfiles and other material expenditures**, and **audiovisual expenditures** became **books, serial backfiles and other material expenditures** times the cell median ratio **audiovisual expenditures** to **books, serial backfiles and other material expenditures**.

The status flags for **electronic expenditures** and **audiovisual expenditures** were changed to ‘I’.

If **electronic serial subscription expenditures** was greater than **current serial subscription expenditures**, then **electronic serial subscription expenditures** became **current serial subscription expenditures** times the cell median ratio **electronic serial subscription expenditures** to **current serial subscription expenditures**.

The status flag for **electronic serial subscription expenditures** was changed to ‘I’.

#### *Imputing for Total Non-Respondents When Prior Year Data was Not Available*

**Electronic expenditures** was imputed as **books, serial backfiles and other material expenditures** times the cell median ratio **electronic expenditures** to **books, serial backfiles and other material expenditures**. **Audiovisual expenditures** was imputed as **books, serial backfiles and other material expenditures** times the cell median ratio **audiovisual expenditures** to **books, serial backfiles and other material expenditures**. **Electronic serial expenditures** was imputed as **current serials subscription expenditures** times the cell median ratio **electronic serial subscription expenditures** to **current serial subscription expenditures**.

The status flag for each item was set as ‘I’.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

#### *Imputing for Partial Non-Respondents When Prior Year Data was Not Available*

If its status flag was ‘N’, then **electronic expenditures** was imputed as **books, serial backfiles and other material expenditures** times the cell median ratio **electronic expenditures to books, serial backfiles and other material expenditures**. If its status flag was ‘N’, then **audiovisual expenditures** was imputed as **books, serial backfiles and other material expenditures** times the cell median ratio **audiovisual expenditures to books, serial backfiles and other material expenditures**. If its status flag was ‘N’, then **electronic serial expenditures** was imputed as **current serials subscription expenditures** times the cell median ratio **electronic serial subscription expenditures to current serial subscription expenditures**.

Each imputed item’s status flag was set as ‘I’.

#### H. Group 6 Imputation

There were eight items imputed as part of this group: **books, serial backfiles and other paper materials added; microforms added; audiovisual materials added; current serial subscriptions added; books, serial backfiles and other paper materials held; microforms held; audiovisual materials held; current serial subscriptions held**.

#### *Imputing for Total Non-Respondents When Prior Year Data was Available*

**Microforms held** was imputed as its prior year value times the cell median growth rate. **Microforms added** was imputed as **microforms held** times the cell median ratio **microforms added to microforms held**.

**Books, serial backfiles and other paper materials held** was imputed as the prior year value times the cell median growth rate. **Books, serial backfiles and other paper materials added** was imputed as **books, serial backfiles and other paper materials held** times the cell median ratio **books, serial backfiles and other paper materials added to books, serial backfiles and other paper materials held**.

**Audiovisual materials held** was imputed as the prior year value times the cell median growth rate. **Audiovisual materials added** was imputed as **audiovisual materials held** times the cell median ratio **audiovisual materials added to audiovisual materials held**.

**Current serial subscriptions held** was imputed as the prior year value times the cell median growth rate. **Current serial subscriptions added** was imputed as

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

**current serial subscriptions held** times the cell median ratio **current serial subscriptions added** to **current serial subscriptions held**.

Each item status flags was set as 'P'.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Available*

If **microforms held** and **microforms added** each had status flag 'N', then **microforms held** was imputed with its prior year value times the cell median growth rate.

The status flag for **microforms held** was set as 'P'.

If **microforms held** had status flag 'N' and **microforms added** was greater than zero, then **microforms held** was imputed as **microforms added** times the inverse of the cell median ratio **microforms added** to **microforms held**.

The status flag for **microforms held** was set as 'I'.

If **microforms held** had status flag 'N' and **microforms added** was zero with status flag 'R', 'C', or 'A', or 'Z', then **microforms held** was imputed with its prior year value.

The status flag for **microforms held** was set as 'P'.

If **microforms added** had status flag 'N', then **microforms added** was imputed as **microforms held** times the cell median ratio **microforms added** to **microforms held**.

The status flag for **microforms added** was set as 'I'.

If its status flag was 'N', **books, serial backfiles and other paper materials held** was imputed as the prior year value times the cell median growth rate. If its status flag was 'N', **books, serial backfiles and other paper materials added** was imputed as **books, serial backfiles and other paper materials held** times the cell median ratio **books, serial backfiles and other paper materials added** to **books, serial backfiles and other paper materials held**.

If its status flag was 'N', **audiovisual materials held** was imputed as the prior year value times the cell median growth rate. If its status flag was 'N', **audiovisual materials added** was imputed as **audiovisual materials held** times the cell median ratio **audiovisual materials added** to **audiovisual materials held**.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

If its status flag was ‘N’, **current serial subscriptions held** was imputed as the prior year value times the cell median growth rate. If its status flag was ‘N’, **current serial subscriptions added** was imputed as **current serial subscriptions held** times the cell median ratio **current serial subscriptions added** to **current serial subscriptions held**.

For each of the items **books, serial backfiles and other paper materials held, audiovisual materials held, and current serial subscriptions held**, if the item was imputed, then its status flag was set as ‘P’.

For each of the items **books, serial backfiles and other paper materials added, audiovisual materials added, and current serial subscriptions added**, if the item was imputed, then its status flag was set as ‘I’.

#### *Imputing for Total Non-Respondents When Prior Year Data was Not Available*

**Microforms held** was imputed with its cell median. **Microforms added** was imputed as **microforms held** times the cell median ratio **microforms added** to **microforms held**.

If **books, serial subscriptions and other paper material expenditures** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’, then **books, serial subscriptions and other paper materials held** was imputed as its cell median. **Books, serial subscriptions and other paper materials added** was imputed as **books, serial subscriptions and other paper materials held** times the cell median ratio **books, serial subscriptions and other paper materials added** to **books, serial subscriptions and other paper materials held**.

If **books, serial subscriptions and other material expenditures** was greater than zero, then **books, serial subscriptions and other paper materials held** was imputed as **books, serial subscriptions and other paper material expenditures** times the cell median ratio **books, serial backfiles and other paper materials held** to **books, serial backfiles and other material expenditures**.

If **audiovisual expenditures** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’, then **audiovisual materials held** was imputed as its cell median. **Audiovisual materials added** was imputed as **audiovisual materials held** times the cell median ratio **audiovisual materials added** to **audiovisual materials held**.

If **audiovisual expenditures** was greater than zero, then **audiovisual materials held** was imputed as **audiovisual expenditures** times the cell median ratio **audiovisual materials held** to **audiovisual expenditures**. **Audiovisual materials added** was imputed as **audiovisual materials held** times the cell median ratio **audiovisual materials added** to **audiovisual materials held**.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

If **current serial subscription expenditures** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’, then **current serial subscriptions held** was imputed as its cell median. **Current serial subscriptions added** was imputed as **current serial subscriptions held** times the cell median ratio **current serial subscriptions added** to **current serial subscriptions held**.

If **current serial subscription expenditures** was greater than zero, then **current serial subscriptions held** was imputed as **current serial subscription expenditures** times the cell median ratio **current serial subscriptions held** to **current serial subscription expenditures**. **Current serial subscriptions added** was imputed as **current serial subscriptions held** times the cell median ratio **current serial subscriptions added** to **current serial subscriptions held**.

The status flag for each item was set as ‘I’.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Not Available*

If **microforms held** and **microforms added** each had status flag ‘N’, then **microforms held** was imputed with its cell median value.

If **microforms held** had status flag ‘N’ and **microforms added** was greater than zero, then **microforms held** was imputed as **microforms added** times the inverse of the cell median ratio **microforms added** to **microforms held**.

If **microforms held** had status flag ‘N’ and **microforms added** was zero with status flag ‘R’, ‘C’, or ‘A’, or ‘Z’, then **microforms held** was imputed with its cell median value.

If **microforms added** had status flag ‘N’, then **microforms added** was imputed as **microforms held** times the cell median ratio **microforms added** to **microforms held**.

If **books, serial subscriptions and other paper material expenditures** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’ and **books, serial subscriptions and other paper materials held** had status flag ‘N’, then **books, serial subscriptions and other paper materials held** was imputed with its cell median value.

If **books, serial subscriptions and other paper material expenditures** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’ and **books, serial subscriptions and other paper materials added** had status flag ‘N’, then **books, serial subscriptions and other paper materials added** was imputed as **books, serial subscriptions and other paper materials held** times the cell median ratio **books, serial**



## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

**subscriptions and other paper materials added to books, serial subscriptions and other paper materials held.**

If **books, serial subscriptions and other material expenditures** was greater than zero, **books, serial subscriptions and other paper materials added** was greater than zero, and **books, serial subscriptions and other paper materials held** had status flag 'N', then **books, serial subscriptions and other paper materials held** was imputed as **books, serial subscriptions and other paper materials added** times the inverse of the cell median ratio **books, serial subscriptions and other paper materials added to books, serial subscriptions and other paper materials held**.

If **books, serial subscriptions and other material expenditures** was greater than zero, **books, serial subscriptions and other paper materials added** was zero with its status flag 'R', 'C', 'A', or 'Z', and **books, serial subscriptions and other paper materials held** had status flag 'N', then **books, serial subscriptions and other paper materials held** was imputed as **books, serial subscriptions and other material expenditures** times the cell median ratio **books, serial subscriptions and other paper materials held to books, serial subscriptions and other material expenditures**.

If **books, serial subscriptions and other material expenditures** was greater than zero, **books, serial subscriptions and other paper materials added** had status flag 'N', and **books, serial subscriptions and other paper materials held** was greater than zero with its status flag 'R', 'C', 'A', or 'Z', then **books, serial subscriptions and other paper materials added** was imputed as **books, serial subscriptions and other paper materials held** times the cell median ratio **books, serial subscriptions and other paper materials added to books, serial subscriptions and other paper materials held**.

If **books, serial subscriptions and other material expenditures** was greater than zero, **books, serial subscriptions and other paper materials added** had status flag 'N', and **books, serial subscriptions and other paper materials held** was zero with status flag 'R', 'C', 'A', or 'Z', then **books, serial subscriptions and other paper materials added** was imputed as zero.

If **books, serial subscriptions and other material expenditures** was greater than zero, **books, serial subscriptions and other paper materials added** had status flag 'N', and **books, serial subscriptions and other paper materials held** had status flag 'N', then **books, serial subscriptions and other paper materials held** was imputed as **books, serial subscriptions and other material expenditures** times the cell median ratio **books, serial subscriptions and other paper materials held to books, serial subscriptions and other material expenditures**, and **books, serial subscriptions and other paper materials added** was imputed

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

as **books, serial subscriptions and other paper materials held** times the cell median ratio **books, serial subscriptions and other paper materials added** to **books, serial subscriptions and other paper materials held**.

If **audiovisual expenditures** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’ and **audiovisual materials held** had status flag ‘N’, then **audiovisual materials held** was imputed with its cell median value.

If **audiovisual expenditures** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’ and **audiovisual materials added** had status flag ‘N’, then **audiovisual materials added** was imputed as **audiovisual materials held** times the cell median ratio **audiovisual materials added** to **audiovisual materials held**.

If **audiovisual expenditures** was greater than zero, **audiovisual materials added** was greater than zero, and **audiovisual materials held** had status flag ‘N’, then **audiovisual materials held** was imputed as **audiovisual materials added** times the inverse of the cell median ratio **audiovisual materials added** to **audiovisual materials held**.

If **audiovisual expenditures** was greater than zero, **audiovisual materials added** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’, and **audiovisual materials held** had status flag ‘N’, then **audiovisual materials held** was imputed as **audiovisual expenditures** times the cell median ratio **audiovisual materials held** to **audiovisual expenditures**.

If **audiovisual expenditures** was greater than zero, **audiovisual materials added** had status flag ‘N’, and **audiovisual materials held** was greater than zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’, then **audiovisual materials added** was imputed as **audiovisual materials held** times the cell median ratio **audiovisual materials added** to **audiovisual materials held**.

If **audiovisual expenditures** was greater than zero, **audiovisual materials added** had status flag ‘N’, and **audiovisual materials held** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’, then **audiovisual materials added** was imputed as zero.

If **audiovisual expenditures** was greater than zero, **audiovisual materials added** had status flag ‘N’, and **audiovisual materials held** had status flag ‘N’, then **audiovisual materials held** was imputed as **audiovisual expenditures** times the cell median ratio **audiovisual materials held** to **audiovisual expenditures**, and **audiovisual materials added** was imputed as **audiovisual materials held** times the cell median ratio **audiovisual materials added** to **audiovisual materials held**.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

If **current serial subscription expenditures** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’ and **current serial subscriptions held** had status flag ‘N’, then **current serial subscriptions held** was imputed with its cell median value.

If **current serial subscription expenditures** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’ and **current serial subscriptions added** had status flag ‘N’, then **current serial subscriptions added** was imputed as **current serial subscriptions held** times the cell median ratio **current serial subscriptions added** to **current serial subscriptions held**.

If **current serial subscription expenditures** was greater than zero, **current serial subscriptions added** was greater than zero, and **current serial subscriptions held** had status flag ‘N’, then **current serial subscriptions held** was imputed as **current serial subscriptions added** times the inverse of the cell median ratio **current serial subscriptions added** to **current serial subscriptions held**.

If **current serial subscription expenditures** was greater than zero, **current serial subscriptions added** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’, and **current serial subscriptions held** had status flag ‘N’, then **current serial subscriptions held** was imputed as **current serial subscription expenditures** times the cell median ratio **current serial subscriptions held** to **current serial subscription expenditures**.

If **current serial subscription expenditures** was greater than zero, **current serial subscriptions added** had status flag ‘N’, and **current serial subscriptions held** was greater than zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’, then **current serial subscriptions added** was imputed as **current serial subscriptions held** times the cell median ratio **current serial subscriptions added** to **current serial subscriptions held**.

If **current serial subscription expenditures** was greater than zero, **current serial subscriptions added** had status flag ‘N’, and **current serial subscriptions held** was zero with status flag ‘R’, ‘C’, ‘A’, or ‘Z’, then **current serial subscriptions added** was imputed as zero.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

If **current serial subscription expenditures** was greater than zero, **current serial subscriptions added** had status flag ‘N’, and current serial subscriptions held had status flag ‘N’, then **current serial subscriptions held** was imputed as **current serial subscription expenditures** times the cell median ratio **current serial subscriptions held** to **current serial subscription expenditures**, and **current serial subscriptions added** was imputed as **current serial subscriptions held** times the cell median ratio **current serial subscriptions added** to **current serial subscriptions held**.

For each imputed item, the status flag was set as ‘I’.

#### I. Group 7 Imputation

There were four items imputed in this group: **e-books added**, **e-books held**, **electronic reference sources and aggregation services added**, and **electronic reference sources and aggregation services held**.

##### *Imputing for Total Non-Respondents When Prior Year Data was Available*

**E-books held** was imputed as its prior year value times the cell median growth rate. **E-books added** was imputed as **e-books held** times the cell median ratio **e-books added** to **e-books held**.

**Electronic reference sources held** was imputed as the current year cell median. **Electronic reference sources added** was imputed as **electronic reference sources held** times the cell median ratio **electronic reference sources added** to **electronic reference sources held**. (Note: **Electronic reference sources added** and **electronic reference sources held** were new in 2004, so we could not impute using prior year data.)

The item status flags for **e-books added** and **e-books held** were set as ‘P’. The status flags for **electronic reference sources added** and **electronic reference sources held** were set as ‘I’.

##### *Imputing for Partial Non-Respondents When Prior Year Data was Available*

If its status flag was ‘N’, then **e-books held** was imputed as its prior year value times the cell median growth rate. If its status flag was ‘N’, **e-books added** was imputed as **e-books held** times the cell median ratio **e-books added** to **e-books held**.

If its status flag was ‘N’, then **electronic reference sources held** was imputed as the current year cell median. If its status flag was ‘N’, **electronic reference sources added** was imputed as **electronic reference sources held** times the cell

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

median ratio **electronic reference sources added** to **electronic reference sources held**.

If they required imputation, the item status flags for **e-books added** and **e-books held** were set as ‘P’. If they required imputation, the status flags for **electronic reference sources added** and **electronic reference sources held** were set as ‘I’.

#### *Imputing for Total Non-Respondents When Prior Year Data was Not Available*

**E-books held** was imputed as the current year cell median. **E-books added** was imputed as **e-books held** times the cell median ratio **e-books added** to **e-books held**.

**Electronic reference sources held** was imputed as the current year cell median. **Electronic reference sources added** was imputed as **electronic reference sources held** times the cell median ratio **electronic reference sources added** to **electronic reference sources held**.

An imputed item’s status flag was set as ‘I’.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Not Available*

If its status flag was ‘N’, **e-books held** was imputed as the current year cell median. If its status flag was ‘N’, **e-books added** was imputed as **e-books held** times the cell median ratio **e-books added** to **e-books held**. If **e-books added** was greater than **e-books held**, then **e-books held** became **e-books added** times the inverse of the cell median ratio **e-books added** to **e-books held**.

If its status flag was ‘N’, **electronic reference sources held** was imputed as the current year cell median. If its status flag was ‘N’, **electronic reference sources added** was imputed as **electronic reference sources held** times the cell median ratio **electronic reference sources added** to **electronic reference sources held**. If **electronic reference sources added** was greater than **electronic reference sources held**, then **electronic reference sources held** became **electronic reference sources added** times the inverse of the cell median ratio **electronic reference sources added** to **electronic reference sources held**.

An imputed item’s status flag was set as ‘I’.

## J. Group 8 Imputation

There were seven items to impute: **returnable interlibrary loans provided to other libraries**, **non-returnable interlibrary loans provided to other libraries**,

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

**total interlibrary loans provided to other libraries, returnable interlibrary loans received from other libraries, non-returnable interlibrary loans received from other libraries, total interlibrary loans received from other libraries, and documents delivered from commercial services.**

#### *Imputing for Total Non-Respondents When Prior Year Data was Available*

**Returnable interlibrary loans provided to other libraries, non-returnable interlibrary loans provided to other libraries, returnable interlibrary loans received from other libraries, non-returnable interlibrary loans received from other libraries, and documents delivered from commercial services** was imputed using the item's prior year value multiplied by the cell median growth rate for the item. **Returnable interlibrary loans provided to other libraries and non-returnable interlibrary loans provided to other libraries** were summed to get **total interlibrary loans provided to other libraries**. **Returnable interlibrary loans received from other libraries and non-returnable interlibrary loans received from other libraries** were summed to get **total interlibrary loans received from other libraries**.

In each case above, the item status flag was set as 'P'.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Available*

If an item status flag was 'N', that item was imputed using the item's prior year value multiplied by the cell median growth rate for the item.

An imputed item's status flag was set as 'P'.

#### *Imputing for Total Non-Respondents When Prior Year Data was Not Available*

**Returnable interlibrary loans provided to other libraries, non-returnable interlibrary loans provided to other libraries, returnable interlibrary loans received from other libraries, non-returnable interlibrary loans received from other libraries, and documents delivered from commercial services** was set to its current year cell median value. **Returnable interlibrary loans provided to other libraries and non-returnable interlibrary loans provided to other libraries** were summed to get **total interlibrary loans provided to other libraries**. **Returnable interlibrary loans received from other libraries and non-returnable interlibrary loans received from other libraries** were summed to get **total interlibrary loans received from other libraries**.

In each case above, the item status flag was set as 'T'.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

#### *Imputing for Partial Non-Respondents When Prior Year Data was Not Available*

If an item's status flag was 'N', that item was imputed as the item's cell median value.

An imputed item's status flag was set as 'I'.

#### *Additional Steps*

After imputation, the imputed values were examined to make sure they are reasonable. If not, they may have undergone one of two possible additional steps:

1. If **total interlibrary loans provided to other libraries** did not equal the sum of **returnable interlibrary loans provided to other libraries** and **non-returnable interlibrary loans provided to other libraries**, then **returnable interlibrary loans provided to other libraries** was set to **total interlibrary loans provided to other libraries** multiplied by the cell median ratio of **returnable interlibrary loans provided to other libraries/total interlibrary loans provided to other libraries**. **Non-returnable interlibrary loans provided to other libraries** then became the difference between **total interlibrary loans provided to other libraries** and **returnable interlibrary loans provided to other libraries**.
2. If **total interlibrary loans received from other libraries** did not equal the sum of **returnable interlibrary loans received from other libraries** and **non-returnable interlibrary loans received from other libraries**, then **returnable interlibrary loans received from other libraries** was set to **total interlibrary loans received from other libraries** multiplied by the cell median ratio of **returnable interlibrary loans received from other libraries/total interlibrary loans received from other libraries**. **Non-returnable interlibrary loans received from other libraries** then became the difference in **total interlibrary loans received from other libraries** and **returnable interlibrary loans received from other libraries**.

#### **K. Group 9 Imputation**

There were two items to impute: **general circulation transactions** and **reserve circulation transactions**.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

#### *Imputing for Total Non-Respondents When Prior Year Data was Available*

Each item was imputed with its prior year value multiplied by its cell median growth rate.

Each item status flags was set as ‘P’.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Available*

If an item had a status flag of ‘N’, it was imputed with its prior year value multiplied by its cell median growth rate.

For each imputed item, its status flag was set as ‘P’.

#### *Imputing for Total Non-Respondents When Prior Year Data was Not Available*

Each item was set to its current year cell median value.

Each item status flags was set as ‘I’.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Not Available*

If its status flag was ‘N’, an item was set to its current year cell median value.

For each imputed item, its status flag was set as ‘I’.

## L. Group 10 Imputation

There were two items to impute: **number of presentations** and **total attendance at all presentations**.

#### *Imputing for Total Non-Respondents When Prior Year Data was Available*

Each item was imputed with its prior year value multiplied by its cell median growth rate.

Each item’s status flag was set as ‘P’.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Available*

If an item had a status flag of ‘N’, it was imputed with the prior year value multiplied by its cell median growth rate. If **number of presentations** was greater than **total attendance at all presentations**, then **total attendance at all presentations** was re-imputed as **number of presentations** multiplied by the cell



## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

median ratio of **total attendance at all presentations** to **number of presentations**.

Each imputed item's status flag was set as 'P'.

#### *Imputing for Total Non-Respondents When Prior Year Data was Not Available*

Each item was imputed with its current year cell median value.

Each item status flag was set to 'I'.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Not Available*

If an item had a status flag of 'N', it was imputed with its cell median value. If **number of presentations** was greater than **total attendance at all presentations**, then **total attendance at all presentations** was re-imputed as **number of presentations** multiplied by the cell median ratio of **total attendance at all presentations** to **number of presentations**.

Each item's status flag was set as 'I'.

### M. Group 11 Imputation

There were three items to impute: **number of weekly public service hours, gate count in a typical week**, and **reference transactions in a typical week**.

#### *Imputing for Total Non-Respondents When Prior Year Data was Available*

Each item was imputed using its prior year value multiplied by its cell median growth rate.

In each case, the item status flag was set as 'P'.

#### *Imputing for Partial Non-Respondents When Prior Year Data was Available*

If an item had status flag 'N', then it was imputed using its prior year value multiplied by its cell median growth rate.

For each imputed case, item the status flag was set as 'P'.

## Appendix E—Edits and Imputations Academic Libraries Survey (ALS) 2004

### *Imputing for Total Non-Respondents When Prior Year Data was Not Available*

Each item was imputed as its current year cell median value.

In each case, the item status flag was set as 'I'.

### *Imputing for Partial Non-Respondents When Prior Year Data was Not Available*

If an item had status flag of 'N', then it was imputed as the current year cell median value for that item.

For each imputed case, the item status flag was set as 'I'.

### *Additional Steps*

After imputation, the imputed values were examined to make sure they are reasonable. If not, they may have undergone one of four possible additional steps:

1. If **number of weekly public service hours** was greater than 168 with status flag 'P', then we re-imputed, carrying forward just the prior year value.
2. If **number of weekly public service hours** was zero with status flag 'P', then it was re-imputed as the cell median of **gate count in a typical week** multiplied by the inverse of the cell median ratio **gate count in a typical week to number of weekly public service hours**. The status flag for **number of weekly public service hours** was changed to 'I'.
3. If **gate count in a typical week** was zero with status flag 'P', then it was re-imputed as the cell median of **number of weekly public service hours** multiplied by the cell median ratio **gate count in a typical week to number of weekly public service hours**. The status flag for **gate count in a typical week** was changed to 'I'.
4. If **reference transactions in a typical week** was zero with status flag 'P', it was re-imputed as the cell median of **number of weekly public service hours** multiplied by the cell median ratio of **reference transactions in a typical week to number of weekly public service hours**. The status flag for **reference transactions in a typical week** was changed to 'I'.

## VI. Post-Imputation Steps

Before the final, imputed file left ESMPD, variable changes were made, file specifications were checked, and reports were generated for GOVS.

## Appendix E—Edits and Imputations

### Academic Libraries Survey (ALS) 2004

#### A. Variables

The following changes were made after imputations:

- If the institution did not respond to data and screening questions, then the institution's **response status code** (STATUS) was changed to indicate that the institution was an imputed non-respondent (i.e., **response status code** 3 was changed to 4).
- If the institution was a non-respondent to data questions (i.e., its **response status code** was 6), then its **response status code** was changed to 4.
- If the **parent-child indicator** (CYPARCH) was 2 (i.e., the institution's data was reported by another institution) and **response status code** was 3 or 6, then **response status code** was changed to that of the parent institution.
- The **imputation date** (IMPDATE) and **NCES date** (NCESDATE) were set to the most recent date and time that the imputations were run.
- We made sure there were no institutions with **response status code** 6 on the final file. Any remaining 6's were changed to 3's.

[Note: The variable naming convention approved by the NCES was used. Quotation marks indicate a character variable. No quotation marks indicate a numeric variable.] (*For definitions, see subsection IX*)

#### B. Files

The imputed files that were sent to GOVS for review:

- Followed the pre-determined variable naming convention (i.e., every status flag will start with "x," every prior year item will start with "py," etc.). For an entire list of the variable names, see GOVS document "Academic Library Survey (ALS)-2004 Data Elements."
- Were sent as Access 2000 tables

#### C. Output

During the imputation process, we generated the following output for each imputation group:

- Group medians, median distribution ratios and median growth ratios for each imputation cell
- A list of units in the base
- A list of units excluded from the base

## **Appendix E—Edits and Imputations**

### **Academic Libraries Survey (ALS) 2004**

- A list of units that required imputation (by imputation method)
- A list of units that required imputation (by imputation cell)
- A list of units excluded from imputation

After imputations, we generated the following tables to use to compare overall prior and current year ALS totals for survey Parts A-F (*See Appendix G*):

- Item Totals and Percentage Change From 2002 Reported to 2004 Reported
- Item Totals and Percentage Change From 2002 Imputed to 2004 Imputed
- Item Totals and Percentage Change From 2004 Reported to 2004 Imputed

## **VII. Problems and Recommendations**

Three entirely electronic libraries reported for FY 2004. These libraries were imputed by hand for FY 2004. We anticipate more electronic libraries to open prior to the next survey cycle. We may want to develop separate imputation programs prior to the next survey cycle.

We also anticipate an increase in on-line/virtual activities among all libraries. We will continue to recommend research that addresses the reporting and imputation on-line transactions for non-entirely electronic facilities.

Since GOVS requests files formatted as an ACCESS database, ESMPD should use SAS V9 for the next survey cycle. Straightforward ACCESS database manipulation with SAS software requires Version 9 or above.

**Appendix E—Edits and Imputations  
Academic Libraries Survey (ALS) 2004**

**VIII. 2004 ALS Fringe Benefit Imputation Rules**

<b>CY Y/N*</b>	<b>Y/N flag</b>	<b>CY data</b>	<b>Data flag</b>	<b>PY Y/N**</b>	<b>GOVS action</b>	<b>ESMPD impute</b>	<b>Comments</b>
1(Y)	R	> 0			none	no	
1(Y)	R	0	R	Y	change Data stflg = N	yes	
1(Y)	R	0	R	N	set CY Y/N = 2[A] change data to 0[S]	no	
1(Y)	R	0 or b***	N	Y	none	yes	
1(Y)	R	0 or b	N	N	set CY Y/N = 2[A] change data to 0[S]	no	3
1(Y)	R	0 or b	N	B	set data to 0 if blank	yes	
2(N)	R	> 0			set CY Y/N = 1[A]	no	2
2(N)	R	0	R		change data to 0[S]	no	1
2(N)	R	0 or b	N	Y	change data to 0[S]	no	1
2(N)	R	0 or b	N	N	change data to 0[S]	no	1
2(N)	R	0 or b	N	B	change data to 0[S]	no	1
b	N	> 0			set CY Y/N = 1[C]	no	2
b	N	0	R		set CY Y/N = 2[C] change data to 0[S]	no	3
b	N	0 or b	N	Y	set CY Y/N = 1[C]	yes	
b	N	0 or b	N	N	set CY Y/N = 2[C] change data to 0[S]	no	3
b	N	0 or b	N	b or no unitid match	set CY Y/N = 2[C] change data to 0[S]	no	3

\*Current year yes/no. 1 is yes. 2 is no. \*\*Prior year yes/no. \*\*\*An item was left blank.

**Appendix E—Edits and Imputations**  
**Academic Libraries Survey (ALS) 2004**

**IX. Items Included in the Criteria for Exclusion from the ‘Z’ program, Base, or Imputation**

<b>Item</b>	<b>Code</b>	<b>Definition</b>
ACT – Status of the institution	A	Institution active and not an add
	C	Merged with another institution
	D	Institution is out of business
	H	Areas search on hold pending verification
	I	Inactive
	M	Closed during the current year
	N	Added during the current year
	O	Not within the scope of the universe
	P	Potential add
	Q	Potential restore
	R	Restored to the current universe
	S	Split into more than one institution
	U	Duplicate; UNITID previously assigned
	W	Out-of-scope, potential add
	X	Potential restore not within scope of IPEDS
Z	Universe III, out-of-scope	
CKIN – Current check-in action on the data base	01	Data received on Internet (FTP/WWW)
	02	Data received on Internet (resubmission)
	07	Data reported (parent)
	08	Data reported by parent-child (combined)
	09	Delete (closed)
	11	Not applicable (answered “No” to at least one of the screening questions)
	15	Refusal
	99	Initialization
CYPARCH – Current year parent/child indicator	1	Parent (Contains data for more than one institution)
	2	Child (Data reported on another institution’s record)
	blank	Not applicable
DEGGRANT – Degree granting status	1	Yes
	2	No
FIPS – FIPS state code		
LIBFAC – Library facilities at institution (from the IC file)	1	Have own library
	2	Do not have own library but support a shared library with other institution(s)
	3	Neither of the above

**Appendix E—Edits and Imputations**  
**Academic Libraries Survey (ALS) 2004**

<b>Item</b>	<b>Code</b>	<b>Definition</b>
MAILSEC – Sector of institution at start of survey		
OPEFLAG – OPE eligibility indicator	1	Institution participates in Title IV federal financial aid programs
	2	Branch campus of a main campus that participates in Title IV
	3	Deferment only, limited participation
	4	New participant (became eligible during the Fall collection-IPEDS)
	5	Not currently participating in Title IV, has an OPE ID number
	6	Not participating in Title IV, does not have an OPE ID number
PYPARCH – Prior year parent/child indicator	1	Parent (Contains data for more than one institution)
	2	Child (Data reported on another institution’s record)
	blank	Not applicable
PYSTATUS – Prior year response status code of institution	1	Respondent
	3	Nonrespondent to data and screening questions, not imputed
	4	Nonrespondent, imputed
	5	Nonrespondent to data (screening questions reported, out-of-scope), not imputed
	6	Nonrespondent to data (screening questions reported, in-scope), not imputed
SECTOR – Sector of institution (based on response to IC survey)	0	0-Administrative unit only (central, system, or corporate office)
	1	Public, 4+ years
	2	Private, nonprofit, 4+ years
	3	Private, for profit, 4+ years
	4	Public, 2-year
	5	Private, nonprofit, 2-year
	6	Private, for profit, 2-year
	7	Public, less than 2-year
	8	Private, nonprofit, less than 2-year
9	Private, for profit, less than 2-year	

**Appendix E—Edits and Imputations**  
**Academic Libraries Survey (ALS) 2004**

<b>Item</b>	<b>Code</b>	<b>Definition</b>
STATUS – Response status code of institution	1	Respondent
	3	Nonrespondent to data and screening questions, not imputed
	4	Nonrespondent, imputed
	5	Nonrespondent to data (screening questions reported, out-of-scope), not imputed
	6	Nonrespondent to data (screening questions reported, in-scope), not imputed
Item status flags	A	Analyst adjusted reported value
	C	Analyst corrected a cell that was blank
	I	Imputed using a method other than prior year data
	N	Not reported
	P	Imputed using prior year data
	R	Reported
	S	Used in the “Z” program as a temporary flag, changed back to ‘N’ or changed to ‘Z’ after further examination of the data
	T	Total replaced with the sum of its detail
	Z	Implied reported zero value
	H	Data suppressed



**Appendix E—Edits and Imputations**  
**Academic Libraries Survey (ALS) 2004**

**X. Imputation Groups**

<b>Group</b>	<b>Data Items</b>
1	Branch and independent libraries
2	Librarians Other profession staff Total librarian and other professional FTEs Total librarian and other professional staff salaries & wages All other paid FTEs All other paid staff salaries & wages Student assistant FTEs Student assistant salaries & wages Total FTEs Total FTEs salaries & wages
3	Are employee fringe benefits paid from the library budget? Employee fringe benefits
4	Book, serial backfile and other material expenditures Current serial subscription expenditures Document delivery/interlibrary loans expenditures Preservation expenditures Other information resources expenditures Computer hardware and software expenditures Bibliographic utility, network and consortia expenditures All other operating expenditures Total expenditures
5	Electronic expenditures Audiovisual expenditures Electronic serial expenditures
6	Books, serial backfiles and other paper materials added Books, serial backfiles and other paper materials held Microforms added Microforms held Audiovisual materials added Audiovisual materials held Current serial subscriptions added Current serial subscriptions held
7	E-books added E-books held Electronic reference sources and aggregation services added Electronic reference sources and aggregation services held

**Appendix E—Edits and Imputations**  
**Academic Libraries Survey (ALS) 2004**

<b>Group</b>	<b>Data Items</b>
8	Returnable interlibrary loans provided to other libraries Non-returnable interlibrary loans provided to other libraries Total interlibrary loans provided to other libraries Returnable interlibrary loans received from other libraries Non-returnable interlibrary loans received from other libraries Total interlibrary loans received from other libraries Documents delivered from commercial services
9	General circulation transactions Reserve circulation transactions
10	Number of presentations Total attendance at all presentations
11	Number of weekly public service hours Gate count in a typical week Reference transactions in a typical week

**Appendix F—Response Rate Tables**  
**Academic Libraries Survey (ALS) 2004**

These tables provide detailed unit response counts.

Appendix F - Response Rate Tables  
Academic Libraries Survey (ALS) 2004

**Table F-1. Number and percentage of responding academic libraries by level and control of institution, by item: 2004**

	Total post- secondary degree granting institutions	Percent	Four-year institutions								Less than four-year		Public		Private	
			Total four-year institutions		Highest level of degree						Total res- ponding	Percent	Total res- ponding	Percent	Total res- ponding	Percent
			Total res- ponding	Percent	Doctor's		Master's		Bachelor's							
					Total res- ponding	Percent	Total res- ponding	Percent	Total res- ponding	Percent	Total res- ponding	Percent				
All institutions	3,653	100.0	2,217	100.0	597	100.0	918	100.0	668	100.0	1,436	100.0	1,581	100.0	2,072	100.0
Responding libraries	3,178	87.0	1,968	88.8	545	91.3	817	89.0	578	86.5	1,210	84.3	1,458	92.2	1,720	83.0
Part B-Library staff																
Number of FTEs																
Librarians	3,166	86.7	1,965	88.6	544	91.1	816	88.9	577	86.4	1,201	83.6	1,454	92.0	1,712	82.6
Other professional staff	3,165	86.6	1,965	88.6	544	91.1	816	88.9	577	86.4	1,200	83.6	1,453	91.9	1,712	82.6
Total librarians and other professional staff																
other professional staff	3,165	86.6	1,965	88.6	544	91.1	816	88.9	577	86.4	1,200	83.6	1,453	91.9	1,712	82.6
All other paid staff	3,163	86.6	1,962	88.5	541	90.6	816	88.9	577	86.4	1,201	83.6	1,454	92.0	1,709	82.5
Student assistants	3,162	86.6	1,961	88.5	541	90.6	816	88.9	576	86.2	1,201	83.6	1,454	92.0	1,708	82.4
Total FTE staff	3,161	86.5	1,961	88.5	541	90.6	816	88.9	576	86.2	1,200	83.6	1,453	91.9	1,708	82.4
Salaries and Wages																
Total librarians and other professional staff																
other professional staff	3,108	85.1	1,935	87.3	537	89.9	803	87.5	569	85.2	1,173	81.7	1,439	91.0	1,669	80.6
All other paid staff	3,123	85.5	1,937	87.4	535	89.6	804	87.6	572	85.6	1,186	82.6	1,444	91.3	1,679	81.0
Student assistants	3,077	84.2	1,919	86.6	532	89.1	797	86.8	564	84.4	1,158	80.6	1,419	89.8	1,658	80.0
Total salaries and wages	3,052	83.5	1,908	86.1	530	88.8	789	85.9	563	84.3	1,144	79.7	1,415	89.5	1,637	79.0
Employee fringe benefits	3,121	85.4	1,942	87.6	534	89.4	810	88.2	572	85.6	1,179	82.1	1,434	90.7	1,687	81.4
Part C-Library expenditures																
Total salaries and wages	3,052	83.5	1,908	86.1	530	88.8	789	85.9	563	84.3	1,144	79.7	1,415	89.5	1,637	79.0
Information resources:																
Books, serial backfiles and other materials																
Electronic	2,871	84.7	1,932	87.1	535	89.6	802	87.4	568	85.0	1,161	80.8	1,436	90.8	1,657	80.0
Audiovisual	2,871	78.6	1,793	80.9	494	82.7	747	81.4	526	78.7	1,078	75.1	1,340	84.8	1,531	73.9
Audiovisual	3,002	82.2	1,858	83.8	504	84.4	782	85.2	546	81.7	1,144	79.7	1,406	88.9	1,596	77.0
Current serials	3,087	84.5	1,931	87.1	535	89.6	801	87.3	568	85.0	1,156	80.5	1,434	90.7	1,653	79.8
Electronic serials	2,952	80.8	1,855	83.7	516	86.4	779	84.9	533	79.8	1,097	76.4	1,390	87.9	1,562	75.4
Other information resources:																
Document delivery/interlibrary loan	3,095	84.7	1,933	87.2	533	89.3	804	87.6	569	85.2	1,162	80.9	1,433	90.6	1,662	80.2
Preservation	3,092	84.6	1,931	87.1	532	89.1	804	87.6	568	85.0	1,161	80.8	1,432	90.6	1,660	80.1
Other expenditures for information resources																
information resources	3,089	84.6	1,929	87.0	531	88.9	804	87.6	567	84.9	1,160	80.8	1,429	90.4	1,660	80.1
Operating expenditures:																
Computer hardware and software	3,093	84.7	1,932	87.1	534	89.4	803	87.5	568	85.0	1,161	80.8	1,435	90.8	1,658	80.0
Bibliographic utilities, networks and consortia																
and consortia	3,095	84.7	1,934	87.2	534	89.4	803	87.5	570	85.3	1,161	80.8	1,434	90.7	1,661	80.2
All other operating expenditures	3,090	84.6	1,932	87.1	532	89.1	804	87.6	569	85.2	1,158	80.6	1,433	90.6	1,657	80.0
Total expenditures	3,010	82.4	1,889	85.2	524	87.8	781	85.1	558	83.5	1,121	78.1	1,405	88.9	1,605	77.5

See notes at end of table.

Appendix F - Response Rate Tables  
Academic Libraries Survey (ALS) 2004

**Table F-1. Number and percentage of responding academic libraries by level and control of institution, by item: 2004—Continued**

	Total post-secondary degree granting institutions	Percent	Four-year institutions								Less than four-year		Public		Private	
			Total four-year institutions		Highest level of degree						Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent
			Total res-ponding	Percent	Doctor's		Master's		Bachelor's							
					Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent				
Part D-Library collections																
Library collection entirely electronic	3,653	100.0	2,217	100.0	597	100.0	918	100.0	668	100.0	1,436	100.0	1,581	100.0	2,072	100.0
Books, serial backfiles and other paper materials, added	3,068	84.0	1,923	86.7	535	89.6	802	87.4	559	83.7	1,145	79.7	1,425	90.1	1,643	79.3
Books, serial backfiles and other paper materials, eofy	3,073	84.1	1,924	86.8	534	89.4	801	87.3	562	84.1	1,149	80.0	1,427	90.3	1,646	79.4
E-Books, added	2,921	80.0	1,830	82.5	497	83.2	765	83.3	541	81.0	1,091	76.0	1,367	86.5	1,554	75.0
E-Books, EOFY	2,859	78.3	1,820	82.1	509	85.3	757	82.5	531	79.5	1,039	72.4	1,341	84.8	1,518	73.3
Microforms, added	2,941	80.5	1,854	83.6	517	86.6	782	85.2	528	79.0	1,087	75.7	1,382	87.4	1,559	75.2
Microforms, eofy	2,936	80.4	1,864	84.1	525	87.9	781	85.1	532	79.6	1,072	74.7	1,385	87.6	1,551	74.9
Audiovisual materials, added	3,027	82.9	1,889	85.2	521	87.3	787	85.7	554	82.9	1,138	79.2	1,415	89.5	1,612	77.8
Audiovisual materials, EOFY	3,028	82.9	1,900	85.7	527	88.3	790	86.1	557	83.4	1,128	78.6	1,410	89.2	1,618	78.1
Current serial subscriptions, added	3,029	82.9	1,893	85.4	520	87.1	790	86.1	555	83.1	1,136	79.1	1,405	88.9	1,624	78.4
Current serial subscriptions, EOFY	3,068	84.0	1,923	86.7	533	89.3	800	87.1	562	84.1	1,145	79.7	1,424	90.1	1,644	79.3
Electronic reference sources, added	2,680	73.4	1,675	75.6	437	73.2	720	78.4	496	74.3	1,005	70.0	1,242	78.6	1,438	69.4
Electronic reference sources, EOFY	2,715	74.3	1,720	77.6	469	78.6	731	79.6	498	74.6	995	69.3	1,265	80.0	1,450	70.0
Part E-Library services																
Interlibrary loans provided																
Returnable	3,008	82.3	1,875	84.6	517	86.6	780	85.0	551	82.5	1,133	78.9	1,409	89.1	1,599	77.2
Non-returnable	3,008	82.3	1,875	84.6	517	86.6	780	85.0	551	82.5	1,133	78.9	1,409	89.1	1,599	77.2
Total provided	3,046	83.4	1,912	86.2	536	89.8	794	86.5	554	82.9	1,134	79.0	1,424	90.1	1,622	78.3
Interlibrary loans received																
Returnable	3,015	82.5	1,877	84.7	515	86.3	782	85.2	553	82.8	1,138	79.2	1,411	89.2	1,604	77.4
Non-returnable	3,015	82.5	1,877	84.7	515	86.3	782	85.2	553	82.8	1,138	79.2	1,411	89.2	1,604	77.4
Total received	3,058	83.7	1,916	86.4	535	89.6	797	86.8	556	83.2	1,142	79.5	1,429	90.4	1,629	78.6
Documents delivered from																
commercial services	2,923	80.0	1,812	81.7	488	81.7	767	83.6	531	79.5	1,111	77.4	1,371	86.7	1,552	74.9
General circulation transactions	3,019	82.6	1,899	85.7	531	88.9	792	86.3	549	82.2	1,120	78.0	1,406	88.9	1,613	77.8
Reserve circulation transactions	2,899	79.4	1,808	81.6	492	82.4	761	82.9	528	79.0	1,091	76.0	1,356	85.8	1,543	74.5
Number of presentations	3,055	83.6	1,915	86.4	532	89.1	799	87.0	556	83.2	1,140	79.4	1,419	89.8	1,636	79.0
Total attendance at all presentations	3,053	83.6	1,914	86.3	532	89.1	799	87.0	555	83.1	1,139	79.3	1,418	89.7	1,635	78.9
Part F-Library services, typical week																
Hours open, typical week	3,089	84.6	1,928	87.0	535	89.6	799	87.0	566	84.7	1,161	80.8	1,435	90.8	1,654	79.8
Gate count, typical week	3,035	83.1	1,893	85.4	522	87.4	788	85.8	557	83.4	1,142	79.5	1,413	89.4	1,622	78.3
Reference transactions, typical week	3,041	83.2	1,905	85.9	525	87.9	792	86.3	560	83.8	1,136	79.1	1,408	89.1	1,633	78.8

See notes at end of table.

Appendix F - Response Rate Tables  
Academic Libraries Survey (ALS) 2004

**Table F-1. Number and percentage of responding academic libraries by level and control of institution, by item: 2004—Continued**

	Total post- secondary degree granting institutions	Percent	Four-year institutions								Less than four-year		Public		Private	
			Total four-year institutions		Highest level of degree						Total res- ponding	Percent	Total res- ponding	Percent	Total res- ponding	Percent
			Total res- ponding	Percent	Doctor's		Master's		Bachelor's							
					Total res- ponding	Percent	Total res- ponding	Percent	Total res- ponding	Percent	Total res- ponding	Percent				
Part G-Electronic services																
Library services provided:																
Documents digitized by library staff	3,099	84.8	1,934	87.2	537	89.9	803	87.5	566	84.7	1,165	81.1	1,437	90.9	1,662	80.2
Library reference service by e-mail or Web	3,101	84.9	1,934	87.2	537	89.9	803	87.5	566	84.7	1,167	81.3	1,438	91.0	1,663	80.3
Technology to assist patrons with disabilities	3,098	84.8	1,934	87.2	537	89.9	803	87.5	566	84.7	1,164	81.1	1,436	90.8	1,662	80.2
Electronic theses and dissertations produced by students	3,099	84.8	1,934	87.2	537	89.9	803	87.5	566	84.7	1,165	81.1	1,437	90.9	1,662	80.2
Consortial services:																
State has one or more subsidized programs	3,095	84.7	1,932	87.1	537	89.9	802	87.4	565	84.6	1,163	81.0	1,436	90.8	1,659	80.1
Participates in consortia services not funded by the state	3,095	84.7	1,934	87.2	537	89.9	803	87.5	566	84.7	1,161	80.8	1,435	90.8	1,660	80.1
Participates in state subsidized consortia	3,097	84.8	1,934	87.2	537	89.9	803	87.5	566	84.7	1,163	81.0	1,436	90.8	1,661	80.2
Cost of participation fully funded by the state	3,094	84.7	1,932	87.1	537	89.9	802	87.4	565	84.6	1,162	80.9	1,435	90.8	1,659	80.1
Cost of participation partially funded by the state	3,094	84.7	1,932	87.1	537	89.9	802	87.4	565	84.6	1,162	80.9	1,435	90.8	1,659	80.1
Part H-Information Literacy																
Definition of information literacy or of an information literate student	3,085	84.5	1,931	87.1	534	89.4	803	87.5	566	84.7	1,154	80.4	1,430	90.4	1,655	79.9
Incorporated information literacy in the institution's mission	3,084	84.4	1,931	87.1	534	89.4	803	87.5	566	84.7	1,153	80.3	1,429	90.4	1,655	79.9
Incorporated information literacy in the institution's strategic plan	3,084	84.4	1,931	87.1	534	89.4	803	87.5	566	84.7	1,153	80.3	1,429	90.4	1,655	79.9
Campus-wide committee to implement the strategic plan for information literacy	3,083	84.4	1,930	87.1	534	89.4	802	87.4	566	84.7	1,153	80.3	1,428	90.3	1,655	79.9

NOTE: EOFY = Held at End Of Fiscal Year

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey, 2004.

Appendix F - Response Rate Tables  
Academic Libraries Survey (ALS) 2004

**Table F-2. Number and percentage of non-responding academic libraries, by state, level and control of institution: 2004**

	Total postsecondary degree-granting institutions		Four-year institutions									Less than four-year		Public		Private	
			Total four-year institutions		Highest level of degree						Number	Percent	Number	Percent	Number	Percent	
	Number	Percent	Doctor's		Master's		Bachelor's										
			Number	Percent	Number	Percent	Number	Percent	Number	Percent							
Libraries with all items imputed	475	13.0	249	11.2	52	8.7	101	11.0	90	13.5	226	15.7	123	7.8	352	17.0	
Alabama	2	3.1	1	2.6	1	8.3	0	0.0	0	0.0	1	4.0	0	0.0	2	8.3	
Alaska	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
Arizona	11	19.3	5	18.5	0	0.0	1	11.1	3	25.0	6	20.0	3	12.5	8	24.2	
Arkansas	4	8.7	1	4.5	0	0.0	0	0.0	1	11.1	3	12.5	1	3.0	3	23.1	
California	78	22.5	43	22.5	9	15.8	18	22.8	15	31.3	35	22.6	14	9.8	64	31.5	
Colorado	14	23.0	8	21.6	3	23.1	1	11.1	4	26.7	6	25.0	3	11.1	11	32.4	
Connecticut	2	4.5	1	3.6	1	10.0	0	0.0	0	0.0	1	6.3	1	4.5	1	4.5	
Delaware	2	22.2	1	16.7	0	0.0	1	33.3	0	0.0	1	33.3	2	40.0	0	0.0	
District of Columbia	1	6.7	1	6.7	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	
Florida	17	11.6	12	12.6	1	5.6	5	14.7	6	14.3	5	9.6	0	0.0	17	15.9	
Georgia	18	16.7	8	13.8	2	12.5	4	15.4	2	12.5	10	20.0	10	15.6	8	18.2	
Hawaii	3	16.7	1	10.0	0	0.0	1	20.0	0	0.0	2	25.0	0	0.0	3	33.3	
Idaho	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
Illinois	22	14.1	12	12.2	7	20.6	2	6.7	3	8.8	10	17.2	7	11.7	15	15.6	
Indiana	9	11.4	7	12.7	1	8.3	5	15.6	1	9.1	2	8.3	2	7.1	7	13.7	
Iowa	7	11.3	2	4.5	0	0.0	1	6.7	1	4.5	5	27.8	4	21.1	3	7.0	
Kansas	6	11.1	3	10.7	1	20.0	2	16.7	0	0.0	3	11.5	4	12.9	2	8.7	
Kentucky	6	9.7	2	5.9	1	14.3	0	0.0	1	10.0	4	14.3	2	8.3	4	10.5	
Louisiana	2	4.4	1	3.6	0	0.0	0	0.0	1	14.3	1	5.9	0	0.0	2	10.0	
Maine	2	6.7	2	10.0	1	33.3	0	0.0	1	10.0	0	0.0	0	0.0	2	13.3	
Maryland	9	17.0	7	21.2	1	9.1	6	33.3	0	0.0	2	10.0	2	6.7	7	30.4	
Massachusetts	14	11.9	12	12.9	3	10.3	8	19.0	1	5.6	2	8.0	1	3.2	13	14.9	
Michigan	7	7.0	4	6.1	1	7.1	2	6.9	1	5.0	3	8.8	3	6.8	4	7.1	
Minnesota	4	4.2	2	4.0	0	0.0	0	0.0	2	9.1	2	4.4	1	2.0	3	6.5	
Mississippi	7	18.4	5	25.0	1	16.7	1	12.5	3	50.0	2	11.1	2	8.0	5	38.5	
Missouri	26	24.8	18	24.0	3	17.6	4	14.8	11	36.7	8	26.7	3	9.1	23	31.9	
Montana	3	13.6	0	0.0	0	0.0	0	0.0	0	0.0	3	25.0	3	17.6	0	0.0	
Nebraska	5	13.5	1	4.3	0	0.0	0	0.0	1	14.3	4	28.6	2	14.3	3	13.0	
Nevada	3	21.4	0	0.0	0	0.0	0	0.0	0	0.0	3	50.0	0	0.0	3	42.9	
New Hampshire	1	4.5	0	0.0	0	0.0	0	0.0	0	0.0	1	20.0	1	14.3	0	0.0	

See notes at end of table.

Appendix F - Response Rate Tables  
Academic Libraries Survey (ALS) 2004

**Table F-2. Number and percentage of non-responding academic libraries, by state, level and control of institution: 2004—Continued**

	Total postsecondary degree-granting institutions		Four-year institutions									Less than four-year		Public		Private	
			Total four-year institutions		Highest level of degree						Number	Percent	Number	Percent	Number	Percent	
	Number	Percent	Doctor's		Master's		Bachelor's										
			Number	Percent	Number	Percent	Number	Percent	Number	Percent							
New Jersey	7	13.2	5	15.6	1	7.7	3	18.8	1	33.3	2	9.5	3	9.4	4	19.0	
New Mexico	6	16.7	3	20.0	0	0.0	2	22.2	1	33.3	3	14.3	2	7.7	4	40.0	
New York	30	11.7	16	9.4	6	12.5	6	7.3	4	10.5	14	16.3	1	1.3	29	16.3	
North Carolina	3	2.5	2	3.5	0	0.0	1	4.5	1	5.0	1	1.5	0	0.0	3	6.4	
North Dakota	2	10.0	1	10.0	0	0.0	0	0.0	1	16.7	1	10.0	1	7.1	1	16.7	
Ohio	27	17.3	8	9.1	1	4.8	4	9.3	3	13.6	19	27.9	9	17.3	18	17.3	
Oklahoma	9	18.4	5	16.1	1	12.5	1	7.7	3	30.0	4	22.2	4	13.8	5	25.0	
Oregon	1	1.9	1	3.0	0	0.0	0	0.0	1	11.1	0	0.0	0	0.0	1	3.4	
Pennsylvania	25	13.2	8	6.7	2	5.6	5	8.9	1	3.6	17	24.6	5	13.2	20	13.2	
Rhode Island	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
South Carolina	11	18.0	6	16.7	0	0.0	2	13.3	3	21.4	5	20.0	5	15.2	6	21.4	
South Dakota	1	4.5	1	5.9	0	0.0	1	9.1	0	0.0	0	0.0	1	7.7	0	0.0	
Tennessee	11	12.9	8	13.6	1	6.7	6	27.3	1	4.8	3	11.5	0	0.0	11	17.5	
Texas	19	9.5	9	9.2	0	0.0	2	6.5	6	27.3	10	9.9	3	2.8	16	17.4	
Utah	3	13.0	1	7.7	1	25.0	0	0.0	0	0.0	2	20.0	1	9.1	2	16.7	
Vermont	2	8.7	2	9.5	0	0.0	1	8.3	1	14.3	0	0.0	0	0.0	2	11.8	
Virginia	11	12.2	4	7.0	0	0.0	2	13.3	1	4.2	7	21.2	4	10.3	7	13.7	
Washington	13	18.3	6	16.7	1	14.3	1	5.6	4	36.4	7	20.0	6	14.0	7	25.0	
West Virginia	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
Wisconsin	7	11.1	3	6.8	1	12.5	2	8.0	0	0.0	4	21.1	5	16.1	2	6.3	
Wyoming	2	22.2	0	0.0	0	0.0	0	0.0	0	0.0	2	25.0	1	12.5	1	100.0	

NOTE: Percentages are derived using table C counts.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey, 2004.



Appendix F - Response Rate Tables  
Academic Libraries Survey (ALS) 2004

**Table F-3. Total number of academic libraries, by state, level, and control of institution: 2004**

	Total postsecondary degree-granting institutions	Four-year institutions				Less than four-year	Public	Private
		Total four-year institutions	Highest level of degree					
			Doctor's	Master's	Bachelor's			
Libraries	3,653	2,217	597	918	668	1,436	1,581	2,072
Alabama	64	39	12	13	14	25	40	24
Alaska	7	5	1	2	2	2	5	2
Arizona	57	27	5	9	12	30	24	33
Arkansas	46	22	5	8	9	24	33	13
California	346	191	57	79	48	155	143	203
Colorado	61	37	13	9	15	24	27	34
Connecticut	44	28	10	9	8	16	22	22
Delaware	9	6	3	3	0	3	5	4
District of Columbia	15	15	6	7	1	0	2	13
Florida	147	95	18	34	42	52	40	107
Georgia	108	58	16	26	16	50	64	44
Hawaii	18	10	2	5	3	8	9	9
Idaho	13	9	3	2	4	4	7	6
Illinois	156	98	34	30	34	58	60	96
Indiana	79	55	12	32	11	24	28	51
Iowa	62	44	7	15	22	18	19	43
Kansas	54	28	5	12	11	26	31	23
Kentucky	62	34	7	17	10	28	24	38
Louisiana	45	28	10	10	7	17	25	20
Maine	30	20	3	7	10	10	15	15
Maryland	53	33	11	18	4	20	30	23
Massachusetts	118	93	29	42	18	25	31	87
Michigan	100	66	14	29	20	34	44	56
Minnesota	95	50	10	16	22	45	49	46
Mississippi	38	20	6	8	6	18	25	13
Missouri	105	75	17	27	30	30	33	72
Montana	22	10	2	5	3	12	17	5
Nebraska	37	23	4	12	7	14	14	23
Nevada	14	8	2	1	5	6	7	7
New Hampshire	22	17	4	6	7	5	7	15

See notes at end of table.

Appendix F - Response Rate Tables  
Academic Libraries Survey (ALS) 2004

**Table F-3. Total number of academic libraries, by state, level, and control of institution: 2004—Continued**

	Total postsecondary degree-granting institutions	Four-year institutions				Less than four-year	Public	Private
		Total four-year institutions	Highest level of degree					
			Doctor's	Master's	Bachelor's			
New Jersey	53	32	13	16	3	21	32	21
New Mexico	36	15	3	9	3	21	26	10
New York	257	171	48	82	38	86	79	178
North Carolina	122	57	15	22	20	65	75	47
North Dakota	20	10	2	2	6	10	14	6
Ohio	156	88	21	43	22	68	52	104
Oklahoma	49	31	8	13	10	18	29	20
Oregon	54	33	8	16	9	21	25	29
Pennsylvania	189	120	36	56	28	69	38	151
Rhode Island	13	12	6	3	2	1	3	10
South Carolina	61	36	6	15	14	25	33	28
South Dakota	22	17	4	11	2	5	13	9
Tennessee	85	59	15	22	21	26	22	63
Texas	199	98	44	31	22	101	107	92
Utah	23	13	4	3	6	10	11	12
Vermont	23	21	2	12	7	2	6	17
Virginia	90	57	16	15	24	33	39	51
Washington	71	36	7	18	11	35	43	28
West Virginia	31	22	2	11	8	9	15	16
Wisconsin	63	44	8	25	11	19	31	32
Wyoming	9	1	1	0	0	8	8	1

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey, 2004.

## **Appendix G—Comparison of Reported and Imputed Values Academic Libraries Survey (ALS) 2004**

This appendix compares the final, imputed data with the reported data.

**Appendix G—Comparison of Reported and Imputed Values  
Academic Libraries Survey (ALS) 2004**

Table G-1. Item totals and percentage change from 2004 Reported to 2004 Imputed

Current year variable	2004 reported	2004 imputed	Percentage change
Records	3,653.00	3,653.00	0.00
BRANCHES	2,879.00	2,879.00	0.00
STLIBS	24,732.86	25,935.57	4.86
STOTHPRO	5,983.22	6,344.44	6.04
STLIBPRO	30,716.08	32,280.01	5.09
SWLIBPRO	1,543,576,617.00	1,619,276,960.00	4.90
STOTH	35,584.20	36,766.56	3.32
SWOTH	1,020,451,169.00	1,053,902,687.00	3.28
STASST	23,835.86	25,038.22	5.04
SWASST	227,034,768.00	240,041,431.00	5.73
STTOT	90,117.84	94,084.79	4.40
SWTOT	2,772,146,445.00	2,913,221,078.00	5.09
FRINGE	388,807,536.00	406,183,868.00	4.47
EXBKS	629,008,925.00	651,412,125.00	3.56
EXELBKS	60,873,401.00	65,596,654.00	7.76
EXAUD	31,848,675.00	35,216,073.00	10.57
EXCUSER	1,333,674,069.00	1,363,671,792.00	2.25
EXELSER	463,849,203.00	480,137,504.00	3.51
EXDEL	24,174,809.00	24,823,207.00	2.68
EXPRES	41,944,216.00	42,975,992.00	2.46
EXOTHIR	73,786,878.00	74,647,986.00	1.17
EXCOMP	137,865,708.00	143,042,069.00	3.75
EXBIB	97,180,309.00	101,292,892.00	4.23
EXOTH	421,407,543.00	436,160,053.00	3.50
EXTOT	5,466,647,421.00	5,751,247,194.00	5.21
COLBKSA	23,554,972.00	24,614,559.00	4.50
COLBKSH	939,871,862.00	982,589,877.00	4.55
COLEBKSA	12,108,486.00	14,240,298.00	17.61
COLEBKSH	30,117,015.00	32,775,291.00	8.83
COLMICRA	21,168,375.00	22,059,181.00	4.21
COLMICRH	1,135,285,548.00	1,173,287,295.00	3.35
COLAUDA	3,478,978.00	3,966,169.00	14.00
COLAUDH	84,472,466.00	91,894,281.00	8.79
COLSERA	1,342,990.00	1,364,366.00	1.59
COLSERH	12,427,540.00	12,763,537.00	2.70
COLELREFA	463,493.00	476,050.00	2.71
COLELREFH	1,885,589.00	1,908,555.00	1.22
ILPRET	5,026,171.00	5,519,460.00	9.81
ILPNON	4,176,692.00	4,654,615.00	11.44
ILPTOT	9,697,999.00	10,174,075.00	4.91
ILRRET	4,048,698.00	4,433,599.00	9.51

See notes at end of table.

**Appendix G—Comparison of Reported and Imputed Values  
Academic Libraries Survey (ALS) 2004**

Table G-1. Item totals and percentage change from 2004 Reported to 2004 Imputed—Continued

Current year variable	2004 reported	2004 imputed	Percentage change
ILRNON	3,718,699.00	4,111,818.00	10.57
ILRTOT	8,258,327.00	8,545,417.00	3.48
DOCDEL	1,298,057.00	1,430,184.00	10.18
CRGEN	145,906,358.00	155,077,987.00	6.29
CRRSV	41,051,561.00	45,125,956.00	9.93
PRESEN	437,784.00	484,212.00	10.61
ATTEND	7,624,524.00	8,540,859.00	12.02
HOURS	239,751.00	277,925.00	15.92
GATECT	17,898,983.00	19,368,745.00	8.21
REFTRANS	1,212,474.00	1,423,384.00	17.40

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Library Survey (ALS), 2004.

**Appendix G—Comparison of Reported and Imputed Values  
Academic Libraries Survey (ALS) 2004**

Table G-2. Record totals of Reported and Imputed Values From ALS 2002 to ALS 2004

Record totals	ALS 2002	ALS 2004
Total Reported - Total number of libraries responded to the survey.	3,160	3,178
Total Imputed - Total number of libraries not responded to the survey and hence all items imputed.	408	475
Total number of libraries in the survey universe - Number of postsecondary institutions within the 50 states and the District of Columbia with academic libraries. (Total Reported + Total Imputed).	3,568	3,653
Number of Institutions with at least one part of the data Imputed. (Based on the value of the IMPUTE variable.)	2,913	2,505

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

**Appendix H—Frequency and Continuous Variable Statistics**  
**Academic Library Survey (ALS) 2004—Public-use**

This appendix provides frequency counts for categorical variables and descriptions of continuous variables. Frequencies for values of continuous variables are represented by (a) Valid Value, (b) Missing Numeric Value, and/or (c) Blank Value.

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status of the Institution

<u>ACT</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Active - Institution active and not an add	3842	98.79	3842	98.79
N New - Added during the current year	45	1.16	3887	99.95
R Restore - restored to the current universe	2	0.05	3889	100.00

### Institution Address

<u>ADDR</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Blank value	69	1.77	69	1.77
Valid value	3820	98.23	3889	100.00

### Total Attendance at Presentations

<u>ATTEND</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Number of Branch and Independent Libraries

<u>BRANCHES</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Carnegie Classification Code

<u>CARNEGIE</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
-3 Not available	501	12.88	501	12.88
15 Doctoral/Research universities - Extensive	151	3.88	652	16.77
16 Doctoral/Research universities - Intensive	105	2.70	757	19.47
21 Master's Colleges and Universities I	482	12.39	1239	31.86
22 Master's (comprehensive) Colleges and Universities II	108	2.78	1347	34.64
31 Baccalaureate Colleges - Liberal Arts	213	5.48	1560	40.11
32 Baccalaureate Colleges - General	300	7.71	1860	47.83
33 Baccalaureate/Associate's Colleges	48	1.23	1908	49.06
40 Associate's Colleges	1385	35.61	3293	84.67
51 Theological seminaries and other specialized faith-related institutions	195	5.01	3488	89.69
52 Medical schools and medical centers	45	1.16	3533	90.85
53 Other separate health profession schools	81	2.08	3614	92.93
54 Schools of engineering and technology	53	1.36	3667	94.29
55 Schools of business and management	34	0.87	3701	95.17
56 Schools of art, music, and design	79	2.03	3780	97.20
57 Schools of law	21	0.54	3801	97.74
58 Teachers colleges	5	0.13	3806	97.87
59 Other specialized institutions	53	1.36	3859	99.23
60 Tribal Colleges and Universities	30	0.77	3889	100.00

### Institution City

<u>CITY</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Consortium Cost Fully Funded by State

<u>CNFULLYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
H Data Suppressed	3889	100.00	3889	100.00



## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Library Participate in any Other Consortia

<u>CNOTHRYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
H Data Suppressed	3889	100.00	3889	100.00

### Participate in Consortium

<u>CNPARTYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
H Data Suppressed	3889	100.00	3889	100.00

### Consortium Cost Partially Funded by State

<u>CNPRTLYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
H Data Suppressed	3889	100.00	3889	100.00

### State have Subsidized Library Consortium

<u>CNSUBYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
H Data Suppressed	3889	100.00	3889	100.00

### Collections - Audiovisual - Added

<u>COLAUDA</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Collections - Audiovisual - Held

<u>COLAUDH</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Collections - Books - Added

<u>COLBKSA</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Collections - Books - Held

<u>COLBKSH</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Collections - E Books - Added

<u>COLEBKSA</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Collections - E Books - Held

<u>COLEBKSH</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Collections - Electronic Ref Sources - Added

<u>COLELREFA</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Collections - Electronic Ref Sources - Held

<u>COLELREFH</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Library Collection is Entirely Electronic

<u>COLELYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	3	0.08	3	0.08
2 No	3666	94.27	3669	94.34
N No response	220	5.66	3889	100.00

### Collections - Microforms - Added

<u>COLMICRA</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Collections - Microforms - Held

<u>COLMICRH</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Missing numeric value	2	0.05	2	0.05
Valid value	3887	99.95	3889	100.00

### Collections - Serial Subscription - Added

<u>COLSERA</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Collections - Serial Subscriptions Held

<u>COLSERH</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Control of Institution

<u>CONTROL</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Public	1648	42.38	1648	42.38
2 Private, nonprofit	1543	39.68	3191	82.05
3 Private, for profit	698	17.95	3889	100.00

### General Circulation Transactions

<u>CRGEN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Reserve Circulation Transactions

<u>CRRSV</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Current Year Parent/Child Indicator

<u>CYPARCH</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Parent	82	2.11	82	2.11
2 Child	236	6.07	318	8.18
N No response	3571	91.82	3889	100.00

### Data Source Code - Media Source Used for Returning Data

<u>DATSRC</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Internet/Web	3889	100.00	3889	100.00

### Degree Granting Status

<u>DEGGRANT</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	3889	100.00	3889	100.00

### Documents Delivered from Commercial Services

<u>DOCDEL</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Does Documents Digitized by Library Staff

<u>DOCDIGYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	1133	29.13	1133	29.13
2 No	1966	50.55	3099	79.69
N No response	790	20.31	3889	100.00

### Dunn and Bradstreet Id Number

<u>DUNS</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Blank value	251	6.45	251	6.45
Valid value	3638	93.55	3889	100.00

### Most Recent Edit Date

<u>editdate</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Release Status Give to NCES

<u>EDITST</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Not edited	711	18.28	711	18.28
1 Record edited with no edit or critical flags	221	5.68	932	23.97
2 Record edited with critical edit flags, analyst accept	2957	76.03	3889	100.00

**Appendix H—Frequency and Continuous Variable Statistics  
Academic Library Survey (ALS) 2004—Public-use**

Employer Id Number

<u>EIN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
-1 Not reported	244	6.27	244	6.27
-2 Not applicable	5	0.13	249	6.40
-3 Not available	130	3.34	379	9.75
Valid value	3510	90.25	3889	100.00

Institution has an Eligible Collection

<u>ELGCOLL</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	3179	81.74	3179	81.74
N No response	710	18.26	3889	100.00

Institution has physical Library Facility

<u>ELGPHYS</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	3179	81.74	3179	81.74
N No response	710	18.26	3889	100.00

Institution has an Established Schedule

<u>ELGSCHED</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	3179	81.74	3179	81.74
N No response	710	18.26	3889	100.00

Institution has Eligible Staff

<u>ELGSTAFF</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	3179	81.74	3179	81.74
N No response	710	18.26	3889	100.00

Expenditure - Audio visual

<u>EXAUD</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

Expenditure - Bibliographic Utilities

<u>EXBIB</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

Expenditure - Books

<u>EXBKS</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

Expenditure - Computer Hardware Software

<u>EXCOMP</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Expenditure - Serial Subscription

<u>EXCUSER</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Expenditure - Document Deliver

<u>EXDEL</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Expenditure - Electronic Books

<u>EXELBKS</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Expenditure - Electronic serials

<u>EXELSER</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Expenditure - All Other Operating Expenditure

<u>EXOTH</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Missing numeric value	1260	32.40	1260	32.40
Valid value	2629	67.60	3889	100.00

### Expenditure - Other Information Resources

<u>EXOTHIR</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Expenditure - Preservation

<u>EXPRES</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Expenditure - Total

<u>EXTOT</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Provide Financial Support to Another Library

<u>FINSUPP</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
N No response	3889	100.00	3889	100.00

**Appendix H—Frequency and Continuous Variable Statistics  
Academic Library Survey (ALS) 2004—Public-use**

FIPS state code

FIPS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01 Alabama	69	1.77	69	1.77
02 Alaska	8	0.21	77	1.98
04 Arizona	63	1.62	140	3.60
05 Arkansas	47	1.21	187	4.81
06 California	378	9.72	565	14.53
08 Colorado	67	1.72	632	16.25
09 Connecticut	44	1.13	676	17.38
10 Delaware	9	0.23	685	17.61
11 District of Columbia	16	0.41	701	18.03
12 Florida	159	4.09	860	22.11
13 Georgia	119	3.06	979	25.17
15 Hawaii	20	0.51	999	25.69
16 Idaho	14	0.36	1013	26.05
17 Illinois	160	4.11	1173	30.16
18 Indiana	83	2.13	1256	32.30
19 Iowa	62	1.59	1318	33.89
20 Kansas	58	1.49	1376	35.38
21 Kentucky	64	1.65	1440	37.03
22 Louisiana	46	1.18	1486	38.21
23 Maine	30	0.77	1516	38.98
24 Maryland	60	1.54	1576	40.52
25 Massachusetts	121	3.11	1697	43.64
26 Michigan	106	2.73	1803	46.36
27 Minnesota	102	2.62	1905	48.98
28 Mississippi	39	1.00	1944	49.99
29 Missouri	112	2.88	2056	52.87
30 Montana	23	0.59	2079	53.46
31 Nebraska	37	0.95	2116	54.41
32 Nevada	15	0.39	2131	54.80
33 New Hampshire	24	0.62	2155	55.41
34 New Jersey	53	1.36	2208	56.78
35 New Mexico	41	1.05	2249	57.83
36 New York	262	6.74	2511	64.57
37 North Carolina	128	3.29	2639	67.86
38 North Dakota	20	0.51	2659	68.37
39 Ohio	168	4.32	2827	72.69
40 Oklahoma	51	1.31	2878	74.00
41 Oregon	58	1.49	2936	75.49
42 Pennsylvania	224	5.76	3160	81.25
44 Rhode Island	13	0.33	3173	81.59
45 South Carolina	61	1.57	3234	83.16
46 South Dakota	25	0.64	3259	83.80
47 Tennessee	89	2.29	3348	86.09
48 Texas	206	5.30	3554	91.39
49 Utah	24	0.62	3578	92.00
50 Vermont	27	0.69	3605	92.70
51 Virginia	102	2.62	3707	95.32
53 Washington	77	1.98	3784	97.30
54 West Virginia	32	0.82	3816	98.12
55 Wisconsin	64	1.65	3880	99.77
56 Wyoming	9	0.23	3889	100.00

First Professional Offering

FPOFFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 First professional degree or first professional certificate (Post-degree)	522	13.42	522	13.42
2 No first professional offering	3367	86.58	3889	100.00

Fringe Benefit

FRINGE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Missing numeric value	2264	58.22	2264	58.22
Valid value	1625	41.78	3889	100.00

**Appendix H—Frequency and Continuous Variable Statistics  
Academic Library Survey (ALS) 2004—Public-use**

Are Fringe Benefit paid from Library Budget

<u>FRINGEYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	1702	43.76	1702	43.76
2 No	1967	50.58	3669	94.34
N No response	220	5.66	3889	100.00

Year 2004 IPEDS Fall Full-time Equivalent Enrollment - Imputation Used

<u>FTEUSED</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Missing numeric value	57	1.47	57	1.47
Valid value	3832	98.53	3889	100.00

Full-Time Equivalent Estimated or Not

<u>FTEFLAG</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Not estimated	3880	99.77	3880	99.77
1 Estimated	9	0.23	3889	100.00

Gate Count in a Typical Week

<u>GATECT</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

Graduate Offering

<u>GROFFER</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Graduate degree or certificate offered	1685	43.33	1685	43.33
2 No graduate offering	2204	56.67	3889	100.00

Historically Black College/University

<u>HBCU</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
-3 Not available	54	1.39	54	1.39
1 Yes	98	2.52	152	3.91
2 No	3737	96.09	3889	100.00

Highest Degree Offered

<u>HDEGOFFR</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 First professional degrees only	36	0.93	36	0.93
10 Doctoral	278	7.15	314	8.07
11 Doctoral and First professional	348	8.95	662	17.02
20 Master's	904	23.25	1566	40.27
21 Master's and First professional	121	3.11	1687	43.38
30 Bachelors	698	17.95	2385	61.33
31 Bachelors and First professional	14	0.36	2399	61.69
40 Associates	1490	38.31	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Highest Level of Education Offering

HLOFFER	Frequency	Percent
-2 Not applicable, first professional only	33	0.85
1 Postsecondary award, certificate or diploma of less than one academic year	1	0.03
3 Associate degree	1127	28.98
4 Postsecondary award, certificate or diploma of at least two but less than four academic years	360	9.26
5 Bachelor's degree	683	17.56
6 Post baccalaureate certificate	34	0.87
7 Master's degree	808	20.78
8 Post master's certificate	217	5.58
9 Doctoral degree	626	16.10

### Highest Level of Education Offering

HLOFFER	Cumulative Frequency	Cumulative Percent
-2 Not applicable, first professional only	33	0.85
1 Postsecondary award, certificate or diploma of less than one academic year	34	0.87
3 Associate degree	1161	29.85
4 Postsecondary award, certificate or diploma of at least two but less than four academic years	1521	39.11
5 Bachelor's degree	2204	56.67
6 Post baccalaureate certificate	2238	57.55
7 Master's degree	3046	78.32
8 Post master's certificate	3263	83.90
9 Doctoral degree	3889	100.00

### Institution has Hospital

HOSPITAL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-3 Not available	54	1.39	54	1.39
1 Yes	86	2.21	140	3.60
2 No	3749	96.40	3889	100.00

### Hours Open in a Typical Week

HOURS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Valid value	3889	100.00	3889	100.00

### Level of Institution

ICLEVEL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Four or more years (Baccalaureate or higher degree)	2402	61.76	2402	61.76
2 At least 2 but less than 4 years (below the Baccalaureate)	1487	38.24	3889	100.00

### Inter Library Loans Provided Non-returnable

ILPNON	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Valid value	3889	100.00	3889	100.00

### Inter Library Loans Provided Returnable

ILPRET	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Valid value	3889	100.00	3889	100.00

### Inter Library Loans Provided Total

ILPTOT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Valid value	3889	100.00	3889	100.00



## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Inter Library Loans Received Non-returnable

<u>ILRNON</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Inter Library Loans Received Returnable

<u>ILRRET</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Inter Library Loans Received Total

<u>ILRTOT</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Most Recent Impute Date

<u>impute</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

### Impute Indicator

<u>IMPUTE</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Not imputed	1384	35.59	1384	35.59
1 At least one part is imputed	2505	64.41	3889	100.00

### Information Literacy Committee for Implementation

<u>INFLITCOMYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	781	20.08	781	20.08
2 No	2302	59.19	3083	79.27
N No response	806	20.73	3889	100.00

### Information Literacy Definition

<u>INFLITDEFYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	1541	39.62	1541	39.62
2 No	1544	39.70	3085	79.33
N No response	804	20.67	3889	100.00

### Information Literacy in Institution Mission

<u>INFLITMISYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	1137	29.24	1137	29.24
2 No	1947	50.06	3084	79.30
N No response	805	20.70	3889	100.00

### Information Literacy in Institution Plan

<u>INFLITPLNYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	1256	32.30	1256	32.30
2 No	1828	47.00	3084	79.30
N No response	805	20.70	3889	100.00

**Appendix H—Frequency and Continuous Variable Statistics  
Academic Library Survey (ALS) 2004—Public-use**

Institution Name

<u>INSTNM</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

Name of 1st Institution Library is Shared With

<u>LIBNAME1</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Blank value	3889	100.00	3889	100.00

Name of 2nd Institution Library is Shared With

<u>LIBNAME2</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Blank value	3889	100.00	3889	100.00

Name of 3rd Institution Library is Shared With

<u>LIBNAME3</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Blank value	3889	100.00	3889	100.00

Does Library Provide Reference Service by Email or Web

<u>LIBREFYN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	2522	64.85	2522	64.85
2 No	579	14.89	3101	79.74
N No response	788	20.26	3889	100.00

Shared Library, 1st Unit Id

<u>LIBSHAR1</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Blank value	3889	100.00	3889	100.00

Shared Library, 2nd Unit Id

<u>LIBSHAR2</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Blank value	3889	100.00	3889	100.00

Shared Library, 3rd Unit Id

<u>LIBSHAR3</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Blank value	3889	100.00	3889	100.00

Locale Code - Degree of Urbanization

<u>LOCALE</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
-3 Not available	208	5.35	208	5.35
1 Large city	855	21.99	1063	27.33
2 Mid-size city	974	25.04	2037	52.38
3 Urban fringe of large city	700	18.00	2737	70.38
4 Urban fringe of mid-size city	237	6.09	2974	76.47
5 Large town	125	3.21	3099	79.69
6 Small town	577	14.84	3676	94.52
7 Rural	205	5.27	3881	99.79
9 Not assigned	8	0.21	3889	100.00

**Appendix H—Frequency and Continuous Variable Statistics  
Academic Library Survey (ALS) 2004—Public-use**

Institution Grants Medical Degree

<u>MEDICAL</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
-3 Not available	102	2.62	102	2.62
1 Yes	159	4.09	261	6.71
2 No	3628	93.29	3889	100.00

Date Imputations Run by ESMPD

<u>ncesdate</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

OBE Region Code

<u>OBEREG</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 US Service Schools	5	0.13	5	0.13
1 New England - CT ME MA NH RI VT	258	6.63	263	6.76
2 Mid East - DE DC MD NJ NY PA	621	15.97	884	22.73
3 Great Lakes - IL IN MI OH WI	581	14.94	1465	37.67
4 Plains - IA KS MN MO NE ND SD	416	10.70	1881	48.37
5 Southeast - AL AR FL GA KY LA MS NC SC TN VA WV	955	24.56	2836	72.92
6 Southwest - AZ NM OK TX	361	9.28	3197	82.21
7 Rocky Mountains - CO ID MT UT WY	136	3.50	3333	85.70
8 Far West - AK CA HI NV OR WA	556	14.30	3889	100.00

OPE Eligibility Indicator

<u>OPEFLAG</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Institution participates in Title IV federal financial aid programs	3837	98.66	3837	98.66
2 Branch campus of a main campus that participates in Title IV	46	1.18	3883	99.85
3 Deferment only - limited participation	3	0.08	3886	99.92
4 New participants (became eligible during the Fall collection-IPEDS)	2	0.05	3888	99.97
5 Not currently participating in Title IV, has an OPE ID number	1	0.03	3889	100.00

Office of Post Sec Education Id Num for Title IV Participant

<u>OPEID</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

Institution Open to the General Public

<u>OPENPUBL</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	3889	100.00	3889	100.00

Imp Flag for Line Item 1

<u>PARTAFLAG1</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	3889	100.00	3889	100.00

Imp Flag for Line Items 2-7

<u>PARTBFLAG1</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	3286	84.49	3286	84.49
1 Total non-respondent for this part	475	12.21	3761	96.71
2 Partial non-respondent for this part	128	3.29	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Imp Flag for Line Items 8a,8b

<u>PARTBFLAG2</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	3711	95.42	3711	95.42
1 Total non-respondent for this part	178	4.58	3889	100.00

### Imp Flag for Line Items 10,13,15-21

<u>PARTCFLAG1</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	3272	84.13	3272	84.13
1 Total non-respondent for this part	519	13.35	3791	97.48
2 Partial non-respondent for this part	98	2.52	3889	100.00

### Imp Flag for Line Items 11,12,14

<u>PARTCFLAG2</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	3015	77.53	3015	77.53
1 Total non-respondent for this part	582	14.97	3597	92.49
2 Partial non-respondent for this part	292	7.51	3889	100.00

### Imp Flag for Line Items 22,24-26

<u>PARTDFLAG1</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	3068	78.89	3068	78.89
1 Total non-respondent for this part	560	14.40	3628	93.29
2 Partial non-respondent for this part	261	6.71	3889	100.00

### Imp Flag for Line Item 23

<u>PARTDFLAG2</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	2759	70.94	2759	70.94
1 Total non-respondent for this part	650	16.71	3409	87.66
2 Partial non-respondent for this part	480	12.34	3889	100.00

### Imp Flag for Line Items 27-33

<u>PARTEFLAG1</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	3119	80.20	3119	80.20
1 Total non-respondent for this part	587	15.09	3706	95.29
2 Partial non-respondent for this part	183	4.71	3889	100.00

### Imp Flag for Line Items 34a,34b

<u>PARTEFLAG2</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	3119	80.20	3119	80.20
1 Total non-respondent for this part	617	15.87	3736	96.07
2 Partial non-respondent for this part	153	3.93	3889	100.00

### Imp Flag for Line Items 35,36

<u>PARTEFLAG3</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	3289	84.57	3289	84.57
1 Total non-respondent for this part	598	15.38	3887	99.95
2 Partial non-respondent for this part	2	0.05	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

Imp Flag for Line Items 37-39

<u>PARTFFLAG1</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
0 Nothing imputed for this part/total respondent for this part	3242	83.36	3242	83.36
1 Total non-respondent for this part	564	14.50	3806	97.87
2 Partial non-respondent for this part	83	2.13	3889	100.00

Percent Black non-Hispanic 2004 Fall Enroll

<u>PCTMIN1</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Missing numeric value	95	2.44	95	2.44
Valid value	3794	97.56	3889	100.00

Percent American Indian 2004 Fall Enroll

<u>PCTMIN2</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Missing numeric value	95	2.44	95	2.44
Valid value	3794	97.56	3889	100.00

Percent Asian/Pacific Islander 2004 Fall Enroll

<u>PCTMIN3</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Missing numeric value	95	2.44	95	2.44
Valid value	3794	97.56	3889	100.00

Percent Hispanic 2004 Fall Enroll

<u>PCTMIN4</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Missing numeric value	95	2.44	95	2.44
Valid value	3794	97.56	3889	100.00

Number of Presentations

<u>PRESEN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

Reference Transactions in a Typical Week

<u>REFTRANS</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

Sector of Institution

<u>SECTOR</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Public, 4-year or above	628	16.15	628	16.15
2 Private nonprofit, 4-year and above	1442	37.08	2070	53.23
3 Private for profit, 4-year and above	332	8.54	2402	61.76
4 Public, 2-year	1020	26.23	3422	87.99
5 Private nonprofit, 2-year	101	2.60	3523	90.59
6 Private for profit, 2-year	366	9.41	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### State Abbreviation Code

STABBR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
AK Alaska	8	0.21	8	0.21
AL Alabama	69	1.77	77	1.98
AR Arkansas	47	1.21	124	3.19
AZ Arizona	110	2.83	234	6.02
CA California	369	9.49	603	15.51
CO Colorado	60	1.54	663	17.05
CT Connecticut	44	1.13	707	18.18
DC District of Columbia	16	0.41	723	18.59
DE Delaware	9	0.23	732	18.82
FL Florida	155	3.99	887	22.81
GA Georgia	115	2.96	1002	25.76
HI Hawaii	18	0.46	1020	26.23
IA Iowa	62	1.59	1082	27.82
ID Idaho	13	0.33	1095	28.16
IL Illinois	182	4.68	1277	32.84
IN Indiana	82	2.11	1359	34.94
KS Kansas	57	1.47	1416	36.41
KY Kentucky	63	1.62	1479	38.03
LA Louisiana	45	1.16	1524	39.19
MA Massachusetts	119	3.06	1643	42.25
MD Maryland	59	1.52	1702	43.76
ME Maine	30	0.77	1732	44.54
MI Michigan	103	2.65	1835	47.18
MN Minnesota	99	2.55	1934	49.73
MO Missouri	108	2.78	2042	52.51
MS Mississippi	39	1.00	2081	53.51
MT Montana	23	0.59	2104	54.10
NC North Carolina	127	3.27	2231	57.37
ND North Dakota	20	0.51	2251	57.88
NE Nebraska	37	0.95	2288	58.83
NH New Hampshire	24	0.62	2312	59.45
NJ New Jersey	52	1.34	2364	60.79
NM New Mexico	38	0.98	2402	61.76
NV Nevada	14	0.36	2416	62.12
NY New York	261	6.71	2677	68.84
OH Ohio	165	4.24	2842	73.08
OK Oklahoma	49	1.26	2891	74.34
OR Oregon	57	1.47	2948	75.80
PA Pennsylvania	221	5.68	3169	81.49
RI Rhode Island	13	0.33	3182	81.82
SC South Carolina	61	1.57	3243	83.39
SD South Dakota	33	0.85	3276	84.24
TN Tennessee	86	2.21	3362	86.45
TX Texas	201	5.17	3563	91.62
UT Utah	23	0.59	3586	92.21
VA Virginia	101	2.60	3687	94.81
VT Vermont	27	0.69	3714	95.50
WA Washington	73	1.88	3787	97.38
WI Wisconsin	63	1.62	3850	99.00
WV West Virginia	30	0.77	3880	99.77
WY Wyoming	9	0.23	3889	100.00

### Student Assistants

STASST	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Valid value	3889	100.00	3889	100.00

### Response Status Code

STATUS	Frequency	Percent
1 Respondent	3398	87.37
4 Nonrespondent, imputed	491	12.63

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Response Status Code

<u>STATUS</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Respondent	3398	87.37
4 Nonrespondent, imputed	3889	100.00

#### Staff - Total Librarians and Other Professional Staff

<u>STLIBPRO</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

#### Staff - Librarians

<u>STLIBS</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

#### All Other Paid Staff

<u>STOTH</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

#### Staff - Other Professional Staff

<u>STOTHPRO</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

#### Total Full Time Equivalent Staff

<u>STTOT</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

#### Salary & Wage - Student Assistant

<u>SWASST</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Missing numeric value	1753	45.08	1753	45.08
Valid value	2136	54.92	3889	100.00

#### Salary & Wage - Librarian and Other Professional Staff

<u>SWLIBPRO</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Missing numeric value	1329	34.17	1329	34.17
Valid value	2560	65.83	3889	100.00

#### Salary & Wage - Other Paid Staff

<u>SWOTH</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Missing numeric value	1627	41.84	1627	41.84
Valid value	2262	58.16	3889	100.00

**Appendix H—Frequency and Continuous Variable Statistics  
Academic Library Survey (ALS) 2004—Public-use**

Salary & Wage - Total Full Time Equivalent

SWTOT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Missing numeric value	1260	32.40	1260	32.40
Valid value	2629	67.60	3889	100.00

Technology to Assist the Disabled

TECHYN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Yes	1790	46.03	1790	46.03
2 No	1308	33.63	3098	79.66
N No response	791	20.34	3889	100.00

Electronic Theses Produced by Students

THESYN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Yes	302	7.77	302	7.77
2 No	2797	71.92	3099	79.69
N No response	790	20.31	3889	100.00

Tribal College

TRIBAL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-3 Not available	54	1.39	54	1.39
1 Yes	30	0.77	84	2.16
2 No	3805	97.84	3889	100.00

Undergraduate Offering

UGOFFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Undergraduate degree or certificate offered	3649	93.83	3649	93.83
2 No undergraduate offering	240	6.17	3889	100.00

Unit Id Number for the Institution

UNITID	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Valid value	3889	100.00	3889	100.00

If Child, Parent Institution Unit Id

UNITIDX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Blank value	3571	91.82	3571	91.82
Valid value	318	8.18	3889	100.00

Institutions Web Address

WEBADDR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Blank value	57	1.47	57	1.47
Valid value	3832	98.53	3889	100.00



## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status Flag - ATTEND

<u>XATTEND</u>	<u>Frequency</u>	<u>Percent</u>
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	20	0.51
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	105	2.70
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	495	12.73
R Original data value was reported	3025	77.78
Z Implied reported zero value	6	0.15

### Status Flag - ATTEND

<u>XATTEND</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	22	0.57
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	127	3.27
N Original data field was blank	363	9.33
P Imputation for a cell that previously was a nonresponse, using prior year data	858	22.06
R Original data value was reported	3883	99.85
Z Implied reported zero value	3889	100.00

### Status Flag - BRANCHES

<u>XBRANCHES</u>	<u>Frequency</u>	<u>Percent</u>
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	136	3.50
N Original data field was blank	219	5.63
R Original data value was reported	3155	81.13
Z Implied reported zero value	376	9.67

### Status Flag - BRANCHES

<u>XBRANCHES</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	139	3.57
N Original data field was blank	358	9.21
R Original data value was reported	3513	90.33
Z Implied reported zero value	3889	100.00

### Status Flag - CNFULLYN

<u>XCNFULLYN</u>	<u>Frequency</u>	<u>Percent</u>
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	753	19.36
N Original data field was blank	795	20.44
R Original data value was reported	2340	60.17

### Status Flag - CNFULLYN

<u>XCNFULLYN</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	754	19.39
N Original data field was blank	1549	39.83
R Original data value was reported	3889	100.00

### Status Flag - CNOTHRYN

<u>XCNOTHRYN</u>	<u>Frequency</u>	<u>Percent</u>
C Analyst corrected a cell that was blank	24	0.62
N Original data field was blank	794	20.42
R Original data value was reported	3071	78.97

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

Status Flag - CNOTHRYN

XCNOTHRYN	Cumulative Frequency	Cumulative Percent
C Analyst corrected a cell that was blank	24	0.62
N Original data field was blank	818	21.03
R Original data value was reported	3889	100.00

Status Flag - CNPARTYN

XCNPARTYN	Frequency	Percent
C Analyst corrected a cell that was blank	458	11.78
N Original data field was blank	792	20.37
R Original data value was reported	2639	67.86

Status Flag - CNPARTYN

XCNPARTYN	Cumulative Frequency	Cumulative Percent
C Analyst corrected a cell that was blank	458	11.78
N Original data field was blank	1250	32.14
R Original data value was reported	3889	100.00

Status Flag - CNPRTLYN

XCNPRTLYN	Frequency	Percent
C Analyst corrected a cell that was blank	1529	39.32
N Original data field was blank	795	20.44
R Original data value was reported	1565	40.24

Status Flag - CNPRTLYN

XCNPRTLYN	Cumulative Frequency	Cumulative Percent
C Analyst corrected a cell that was blank	1529	39.32
N Original data field was blank	2324	59.76

Status Flag - CNPRTLYN

XCNPRTLYN	Cumulative Frequency	Cumulative Percent
R Original data value was reported	3889	100.00

Status Flag - CNSUBYN

XCNSUBYN	Frequency	Percent
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	794	20.42
R Original data value was reported	3072	78.99

Status Flag - CNSUBYN

XCNSUBYN	Cumulative Frequency	Cumulative Percent
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	817	21.01
R Original data value was reported	3889	100.00

**Appendix H—Frequency and Continuous Variable Statistics  
Academic Library Survey (ALS) 2004—Public-use**

Status Flag - COLAUDA

<u>XCOLAUDA</u>	<u>Frequency</u>	<u>Percent</u>
A Analyst adjusted a reported value	8	0.21
C Analyst corrected a cell that was blank	23	0.59
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	158	4.06
N Original data field was blank	237	6.09
P Imputation for a cell that previously was a nonresponse, using prior year data	467	12.01
R Original data value was reported	2979	76.60
Z Implied reported zero value	17	0.44

Status Flag - COLAUDA

<u>XCOLAUDA</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	8	0.21
C Analyst corrected a cell that was blank	31	0.80
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	189	4.86
N Original data field was blank	426	10.95
P Imputation for a cell that previously was a nonresponse, using prior year data	893	22.96
R Original data value was reported	3872	99.56
Z Implied reported zero value	3889	100.00

Status Flag - COLAUDH

<u>XCOLAUDH</u>	<u>Frequency</u>	<u>Percent</u>
A Analyst adjusted a reported value	14	0.36
C Analyst corrected a cell that was blank	64	1.65
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	101	2.60
N Original data field was blank	237	6.09
P Imputation for a cell that previously was a nonresponse, using prior year data	523	13.45
R Original data value was reported	2950	75.85

Status Flag - COLAUDH

<u>XCOLAUDH</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	14	0.36
C Analyst corrected a cell that was blank	78	2.01
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	179	4.60
N Original data field was blank	416	10.70
P Imputation for a cell that previously was a nonresponse, using prior year data	939	24.15
R Original data value was reported	3889	100.00

Status Flag - COLBKSA

<u>XCOLBKSA</u>	<u>Frequency</u>	<u>Percent</u>
A Analyst adjusted a reported value	11	0.28
C Analyst corrected a cell that was blank	26	0.67
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	118	3.03
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	467	12.01
R Original data value was reported	3029	77.89
Z Implied reported zero value	2	0.05

Status Flag - COLBKSA

<u>XCOLBKSA</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	11	0.28
C Analyst corrected a cell that was blank	37	0.95
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	155	3.99
N Original data field was blank	391	10.05
P Imputation for a cell that previously was a nonresponse, using prior year data	858	22.06
R Original data value was reported	3887	99.95
Z Implied reported zero value	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

Status Flag - COLBKSH

XCOLBKSH	Frequency	Percent
A Analyst adjusted a reported value	10	0.26
C Analyst corrected a cell that was blank	61	1.57
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	98	2.52
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	482	12.39
R Original data value was reported	3002	77.19

Status Flag - COLBKSH

XCOLBKSH	Frequency	Cumulative Percent
A Analyst adjusted a reported value	10	0.26
C Analyst corrected a cell that was blank	71	1.83
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	169	4.35
N Original data field was blank	405	10.41
P Imputation for a cell that previously was a nonresponse, using prior year data	887	22.81
R Original data value was reported	3889	100.00

Status Flag - COLEBKSA

XCOLEBKSA	Frequency	Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	8	0.21
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	101	2.60
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	631	16.23
R Original data value was reported	2862	73.59
Z Implied reported zero value	47	1.21

Status Flag - COLEBKSA

XCOLEBKSA	Frequency	Cumulative Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	12	0.31
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	113	2.91
N Original data field was blank	349	8.97
P Imputation for a cell that previously was a nonresponse, using prior year data	980	25.20
R Original data value was reported	3842	98.79
Z Implied reported zero value	3889	100.00

Status Flag - COLEBKSH

XCOLEBKSH	Frequency	Percent
A Analyst adjusted a reported value	24	0.62
C Analyst corrected a cell that was blank	40	1.03
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	102	2.62
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	692	17.79
R Original data value was reported	2795	71.87

Status Flag - COLEBKSH

XCOLEBKSH	Frequency	Cumulative Percent
A Analyst adjusted a reported value	24	0.62
C Analyst corrected a cell that was blank	64	1.65
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	166	4.27
N Original data field was blank	402	10.34
P Imputation for a cell that previously was a nonresponse, using prior year data	1094	28.13
R Original data value was reported	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

Status Flag - XCOLELREFA

XCOLELREFA	Frequency	Percent
A Analyst adjusted a reported value	10	0.26
C Analyst corrected a cell that was blank	10	0.26
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	972	24.99
N Original data field was blank	237	6.09
R Original data value was reported	2622	67.42
Z Implied reported zero value	38	0.98

Status Flag - XCOLELREFA

XCOLELREFA	Frequency	Cumulative Percent
A Analyst adjusted a reported value	10	0.26
C Analyst corrected a cell that was blank	20	0.51
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	992	25.51
N Original data field was blank	1229	31.60
R Original data value was reported	3851	99.02
Z Implied reported zero value	3889	100.00

Status Flag - COLELREFH

XCOLELREFH	Frequency	Percent
A Analyst adjusted a reported value	22	0.57
C Analyst corrected a cell that was blank	43	1.11
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	937	24.09
N Original data field was blank	237	6.09
R Original data value was reported	2650	68.14

Status Flag - COLELREFH

XCOLELREFH	Frequency	Cumulative Percent
A Analyst adjusted a reported value	22	0.57
C Analyst corrected a cell that was blank	65	1.67
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	1002	25.76
N Original data field was blank	1239	31.86
R Original data value was reported	3889	100.00

Status Flag - XCOLELYN

XCOLELYN	Frequency	Percent
A Analyst adjusted a reported value	89	2.29
C Analyst corrected a cell that was blank	697	17.92
N Original data field was blank	220	5.66
R Original data value was reported	2883	74.13

Status Flag - XCOLELYN

XCOLELYN	Frequency	Cumulative Percent
A Analyst adjusted a reported value	89	2.29
C Analyst corrected a cell that was blank	786	20.21

Status Flag - XCOLELYN

XCOLELYN	Frequency	Cumulative Percent
N Original data field was blank	1006	25.87
R Original data value was reported	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

Status Flag - COLMICRA

XCOLMICRA	Frequency	Percent
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	10	0.26
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	244	6.27
N Original data field was blank	237	6.09
P Imputation for a cell that previously was a nonresponse, using prior year data	467	12.01
R Original data value was reported	2925	75.21
Z Implied reported zero value	3	0.08

Status Flag - COLMICRA

XCOLMICRA	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	13	0.33
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	257	6.61
N Original data field was blank	494	12.70
P Imputation for a cell that previously was a nonresponse, using prior year data	961	24.71
R Original data value was reported	3886	99.92
Z Implied reported zero value	3889	100.00

Status Flag - COLMICRH

XCOLMICRH	Frequency	Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	22	0.57
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	109	2.80
N Original data field was blank	237	6.09
P Imputation for a cell that previously was a nonresponse, using prior year data	607	15.61
R Original data value was reported	2910	74.83

Status Flag - COLMICRH

XCOLMICRH	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	26	0.67
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	135	3.47
N Original data field was blank	372	9.57
P Imputation for a cell that previously was a nonresponse, using prior year data	979	25.17
R Original data value was reported	3889	100.00

Status Flag - COLSERA

XCOLSERA	Frequency	Percent
A Analyst adjusted a reported value	22	0.57
C Analyst corrected a cell that was blank	21	0.54
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	157	4.04
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	467	12.01
R Original data value was reported	2986	76.78

Status Flag - COLSERA

XCOLSERA	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	22	0.57
C Analyst corrected a cell that was blank	43	1.11
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	200	5.14
N Original data field was blank	436	11.21
P Imputation for a cell that previously was a nonresponse, using prior year data	903	23.22
R Original data value was reported	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status Flag - COLSERH

XCOLSERH	Frequency	Percent
A Analyst adjusted a reported value	18	0.46
C Analyst corrected a cell that was blank	76	1.95
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	99	2.55
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	486	12.50
R Original data value was reported	2974	76.47

### Status Flag - COLSERH

XCOLSERH	Frequency	Cumulative Percent
A Analyst adjusted a reported value	18	0.46
C Analyst corrected a cell that was blank	94	2.42
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	193	4.96
N Original data field was blank	429	11.03
P Imputation for a cell that previously was a nonresponse, using prior year data	915	23.53
R Original data value was reported	3889	100.00

### Status Flag - CRGEN

XCRGEN	Frequency	Percent
A Analyst adjusted a reported value	20	0.51
C Analyst corrected a cell that was blank	27	0.69
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	98	2.52
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	536	13.78
R Original data value was reported	2972	76.42

### Status Flag - CRGEN

XCRGEN	Frequency	Cumulative Percent
A Analyst adjusted a reported value	20	0.51
C Analyst corrected a cell that was blank	47	1.21
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	145	3.73
N Original data field was blank	381	9.80
P Imputation for a cell that previously was a nonresponse, using prior year data	917	23.58
R Original data value was reported	3889	100.00

### Status Flag - CRRSV

XCRRSV	Frequency	Percent
A Analyst adjusted a reported value	18	0.46
C Analyst corrected a cell that was blank	24	0.62
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	103	2.65
N Original data field was blank	237	6.09
P Imputation for a cell that previously was a nonresponse, using prior year data	650	16.71
R Original data value was reported	2857	73.46

### Status Flag - CRRSV

XCRRSV	Frequency	Cumulative Percent
A Analyst adjusted a reported value	18	0.46
C Analyst corrected a cell that was blank	42	1.08
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	145	3.73
N Original data field was blank	382	9.82
P Imputation for a cell that previously was a nonresponse, using prior year data	1032	26.54
R Original data value was reported	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

Status Flag - DOCDEL

XDOCDEL	Frequency	Percent
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	1	0.03
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	104	2.67
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	626	16.10
R Original data value was reported	2921	75.11

Status Flag - DOCDEL

XDOCDEL	Frequency	Cumulative Percent
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	2	0.05
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	106	2.73
N Original data field was blank	342	8.79
P Imputation for a cell that previously was a nonresponse, using prior year data	968	24.89
R Original data value was reported	3889	100.00

Status Flag - DOCDIGYN

XDOCDIGYN	Frequency	Percent
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	790	20.31
R Original data value was reported	3076	79.09

Status Flag - DOCDIGYN

XDOCDIGYN	Frequency	Cumulative Percent
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	813	20.91
R Original data value was reported	3889	100.00

Status Flag - EXAUD

XEXAUD	Frequency	Percent
A Analyst adjusted a reported value	5	0.13
C Analyst corrected a cell that was blank	9	0.23
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	102	2.62
N Original data field was blank	237	6.09
P Imputation for a cell that previously was a nonresponse, using prior year data	548	14.09
R Original data value was reported	2966	76.27
Z Implied reported zero value	22	0.57

Status Flag - EXAUD

XEXAUD	Frequency	Cumulative Percent
A Analyst adjusted a reported value	5	0.13
C Analyst corrected a cell that was blank	14	0.36
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	116	2.98
N Original data field was blank	353	9.08
P Imputation for a cell that previously was a nonresponse, using prior year data	901	23.17
R Original data value was reported	3867	99.43
Z Implied reported zero value	3889	100.00



## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status Flag - EXBIB

XEXBIB	Frequency	Percent
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	12	0.31
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	90	2.31
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	468	12.03
R Original data value was reported	3033	77.99
Z Implied reported zero value	48	1.23

### Status Flag - EXBIB

XEXBIB	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	14	0.36
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	104	2.67
N Original data field was blank	340	8.74
P Imputation for a cell that previously was a nonresponse, using prior year data	808	20.78
R Original data value was reported	3841	98.77
Z Implied reported zero value	3889	100.00

### Status Flag - EXBKS

XEXBKS	Frequency	Percent
A Analyst adjusted a reported value	7	0.18
C Analyst corrected a cell that was blank	20	0.51
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	90	2.31
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	470	12.09
R Original data value was reported	3066	78.84

### Status Flag - EXBKS

XEXBKS	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	7	0.18
C Analyst corrected a cell that was blank	27	0.69
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	117	3.01
N Original data field was blank	353	9.08
P Imputation for a cell that previously was a nonresponse, using prior year data	823	21.16
R Original data value was reported	3889	100.00

### Status Flag - EXCOMP

XEXCOMP	Frequency	Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	15	0.39
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	90	2.31
N Original data field was blank	237	6.09
P Imputation for a cell that previously was a nonresponse, using prior year data	469	12.06
R Original data value was reported	3013	77.47
Z Implied reported zero value	61	1.57

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status Flag - EXCOMP

<u>XEXCOMP</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	19	0.49
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	109	2.80
N Original data field was blank	346	8.90
P Imputation for a cell that previously was a nonresponse, using prior year data	815	20.96
R Original data value was reported	3828	98.43
Z Implied reported zero value	3889	100.00

### Status Flag - EXCUSER

<u>XEXCUSER</u>	<u>Frequency</u>	<u>Percent</u>
A Analyst adjusted a reported value	12	0.31
C Analyst corrected a cell that was blank	23	0.59
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	90	2.31
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	476	12.24
R Original data value was reported	3051	78.45
Z Implied reported zero value	1	0.03

### Status Flag - EXCUSER

<u>XEXCUSER</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	12	0.31
C Analyst corrected a cell that was blank	35	0.90
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	125	3.21
N Original data field was blank	361	9.28
P Imputation for a cell that previously was a nonresponse, using prior year data	837	21.52
R Original data value was reported	3888	99.97
Z Implied reported zero value	3889	100.00

### Status Flag - EXDEL

<u>XEXDEL</u>	<u>Frequency</u>	<u>Percent</u>
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	11	0.28
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	90	2.31
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	468	12.03
R Original data value was reported	2995	77.01
Z Implied reported zero value	87	2.24

### Status Flag - EXDEL

<u>XEXDEL</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	13	0.33
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	103	2.65
N Original data field was blank	339	8.72
P Imputation for a cell that previously was a nonresponse, using prior year data	807	20.75
R Original data value was reported	3802	97.76
Z Implied reported zero value	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status Flag - EXELBKS

XEXELBKS	Frequency	Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	12	0.31
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	109	2.80
N Original data field was blank	237	6.09
P Imputation for a cell that previously was a nonresponse, using prior year data	672	17.28
R Original data value was reported	2853	73.36
Z Implied reported zero value	2	0.05

### Status Flag - EXELBKS

XEXELBKS	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	16	0.41
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	125	3.21
N Original data field was blank	362	9.31
P Imputation for a cell that previously was a nonresponse, using prior year data	1034	26.59
R Original data value was reported	3887	99.95
Z Implied reported zero value	3889	100.00

### Status Flag - EXELSER

XEXELSER	Frequency	Percent
A Analyst adjusted a reported value	6	0.15
C Analyst corrected a cell that was blank	9	0.23
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	122	3.14
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	579	14.89
R Original data value was reported	2930	75.34
Z Implied reported zero value	7	0.18

### Status Flag - EXELSER

XEXELSER	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	6	0.15
C Analyst corrected a cell that was blank	15	0.39
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	137	3.52
N Original data field was blank	373	9.59
P Imputation for a cell that previously was a nonresponse, using prior year data	952	24.48
R Original data value was reported	3882	99.82
Z Implied reported zero value	3889	100.00

### Status Flag - EXOTH

XEXOTH	Frequency	Percent
A Analyst adjusted a reported value	10	0.26
C Analyst corrected a cell that was blank	6	0.15
H Data Suppressed	1260	32.40
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	28	0.72
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	297	7.64
R Original data value was reported	2030	52.20
Z Implied reported zero value	22	0.57

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status Flag - EXOTH

<u>XEXOTH</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	10	0.26
C Analyst corrected a cell that was blank	16	0.41
H Data Suppressed	1276	32.81
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	1304	33.53
N Original data field was blank	1540	39.60
P Imputation for a cell that previously was a nonresponse, using prior year data	1837	47.24
R Original data value was reported	3867	99.43
Z Implied reported zero value	3889	100.00

### Status Flag - EXOTHIR

<u>XEXOTHIR</u>	<u>Frequency</u>	<u>Percent</u>
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	5	0.13
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	90	2.31
N Original data field was blank	237	6.09
P Imputation for a cell that previously was a nonresponse, using prior year data	473	12.16
R Original data value was reported	2945	75.73
Z Implied reported zero value	138	3.55

### Status Flag - EXOTHIR

<u>XEXOTHIR</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	6	0.15
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	96	2.47
N Original data field was blank	333	8.56
P Imputation for a cell that previously was a nonresponse, using prior year data	806	20.73
R Original data value was reported	3751	96.45
Z Implied reported zero value	3889	100.00

### Status Flag - EXPRES

<u>XEXPRES</u>	<u>Frequency</u>	<u>Percent</u>
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	7	0.18
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	90	2.31
N Original data field was blank	237	6.09
P Imputation for a cell that previously was a nonresponse, using prior year data	470	12.09
R Original data value was reported	2993	76.96
Z Implied reported zero value	90	2.31

### Status Flag - EXPRES

<u>XEXPRES</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	9	0.23
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	99	2.55
N Original data field was blank	336	8.64
P Imputation for a cell that previously was a nonresponse, using prior year data	806	20.73
R Original data value was reported	3799	97.69
Z Implied reported zero value	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

Status Flag - EXTOT

XEXTOT	Frequency	Percent
A Analyst adjusted a reported value	236	6.07
C Analyst corrected a cell that was blank	31	0.80
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	87	2.24
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	432	11.11
R Original data value was reported	2743	70.53
T Total replaced with sum of detail during imputation	124	3.19

Status Flag - EXTOT

XEXTOT	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	236	6.07
C Analyst corrected a cell that was blank	267	6.87
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	354	9.10
N Original data field was blank	590	15.17
P Imputation for a cell that previously was a nonresponse, using prior year data	1022	26.28
R Original data value was reported	3765	96.81
T Total replaced with sum of detail during imputation	3889	100.00

Status Flag - FRINGE

XFRINGE	Frequency	Percent
C Analyst corrected a cell that was blank	5	0.13
H Data Suppressed	2264	58.22
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	48	1.23
N Original data field was blank	220	5.66
R Original data value was reported	733	18.85
S Not applicable, not imputed	619	15.92

Status Flag - FRINGE

XFRINGE	Cumulative Frequency	Cumulative Percent
C Analyst corrected a cell that was blank	5	0.13
H Data Suppressed	2269	58.34
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	2317	59.58
N Original data field was blank	2537	65.24
R Original data value was reported	3270	84.08
S Not applicable, not imputed	3889	100.00

Status Flag - FRINGEYN

XFRINGEYN	Frequency	Percent
A Analyst adjusted a reported value	24	0.62
C Analyst corrected a cell that was blank	346	8.90
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	178	4.58
N Original data field was blank	220	5.66
R Original data value was reported	3121	80.25

Status Flag - FRINGEYN

XFRINGEYN	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	24	0.62
C Analyst corrected a cell that was blank	370	9.51
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	548	14.09
N Original data field was blank	768	19.75
R Original data value was reported	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status Flag - GATECT

XGATECT	Frequency	Percent
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	21	0.54
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	102	2.62
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	516	13.27
R Original data value was reported	3013	77.47

### Status Flag - GATECT

XGATECT	Frequency	Cumulative Percent
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	22	0.57
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	124	3.19
N Original data field was blank	360	9.26
P Imputation for a cell that previously was a nonresponse, using prior year data	876	22.53
R Original data value was reported	3889	100.00

### Status Flag - HOURS

XHOURS	Frequency	Percent
A Analyst adjusted a reported value	5	0.13
C Analyst corrected a cell that was blank	25	0.64
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	97	2.49
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	467	12.01
R Original data value was reported	3059	78.66

### Status Flag - HOURS

XHOURS	Frequency	Cumulative Percent
A Analyst adjusted a reported value	5	0.13
C Analyst corrected a cell that was blank	30	0.77
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	127	3.27
N Original data field was blank	363	9.33
P Imputation for a cell that previously was a nonresponse, using prior year data	830	21.34
R Original data value was reported	3889	100.00

### Status Flag - ILPNON

XILPNON	Frequency	Percent
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	27	0.69
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	102	2.62
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	543	13.96
R Original data value was reported	2978	76.57
Z Implied reported zero value	1	0.03

### Status Flag - ILPNON

XILPNON	Frequency	Cumulative Percent
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	29	0.75
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	131	3.37
N Original data field was blank	367	9.44
P Imputation for a cell that previously was a nonresponse, using prior year data	910	23.40
R Original data value was reported	3888	99.97
Z Implied reported zero value	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

Status Flag - ILPRET

XILPRET	Frequency	Percent
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	27	0.69
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	102	2.62
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	543	13.96
R Original data value was reported	2977	76.55
Z Implied reported zero value	1	0.03

Status Flag - ILPRET

XILPRET	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	30	0.77
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	132	3.39
N Original data field was blank	368	9.46
P Imputation for a cell that previously was a nonresponse, using prior year data	911	23.43
R Original data value was reported	3888	99.97
Z Implied reported zero value	3889	100.00

Status Flag - ILPTOT

XILPTOT	Frequency	Percent
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	15	0.39
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	103	2.65
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	504	12.96
R Original data value was reported	3029	77.89

Status Flag - ILPTOT

XILPTOT	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	17	0.44
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	120	3.09
N Original data field was blank	356	9.15
P Imputation for a cell that previously was a nonresponse, using prior year data	860	22.11
R Original data value was reported	3889	100.00

Status Flag - ILRNON

XILRNON	Frequency	Percent
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	29	0.75
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	100	2.57
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	538	13.83
R Original data value was reported	2984	76.73

Status Flag - ILRNON

XILRNON	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	31	0.80
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	131	3.37
N Original data field was blank	367	9.44
P Imputation for a cell that previously was a nonresponse, using prior year data	905	23.27
R Original data value was reported	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

Status Flag - ILRRET

XILRRET	Frequency	Percent
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	30	0.77
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	100	2.57
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	538	13.83
R Original data value was reported	2981	76.65
Z Implied reported zero value	1	0.03

Status Flag - ILRRET

XILRRET	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	33	0.85
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	133	3.42
N Original data field was blank	369	9.49
P Imputation for a cell that previously was a nonresponse, using prior year data	907	23.32
R Original data value was reported	3888	99.97
Z Implied reported zero value	3889	100.00

Status Flag - ILRTOT

XILRTOT	Frequency	Percent
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	20	0.51
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	100	2.57
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	495	12.73
R Original data value was reported	3035	78.04

Status Flag - ILRTOT

XILRTOT	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	23	0.59
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	123	3.16
N Original data field was blank	359	9.23
P Imputation for a cell that previously was a nonresponse, using prior year data	854	21.96
R Original data value was reported	3889	100.00

Status Flag - XINFLITCOMYN

XINFLITCOMYN	Frequency	Percent
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	806	20.73
R Original data value was reported	3060	78.68

Status Flag - XINFLITCOMYN

XINFLITCOMYN	Cumulative Frequency	Cumulative Percent
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	829	21.32
R Original data value was reported	3889	100.00



**Appendix H—Frequency and Continuous Variable Statistics  
Academic Library Survey (ALS) 2004—Public-use**

Status Flag - XINFLITDEFYN

XINFLITDEFYN	Frequency	Percent
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	804	20.67
R Original data value was reported	3061	78.71

Status Flag - XINFLITDEFYN

XINFLITDEFYN	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	24	0.62
N Original data field was blank	828	21.29
R Original data value was reported	3889	100.00

Status Flag - XINFLITMISYN

XINFLITMISYN	Frequency	Percent
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	805	20.70
R Original data value was reported	3061	78.71

Status Flag - XINFLITMISYN

XINFLITMISYN	Cumulative Frequency	Cumulative Percent
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	828	21.29
R Original data value was reported	3889	100.00

Status Flag - XINFLITPLNYN

XINFLITPLNYN	Frequency	Percent
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	805	20.70
R Original data value was reported	3061	78.71

Status Flag - XINFLITPLNYN

XINFLITPLNYN	Cumulative Frequency	Cumulative Percent
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	828	21.29
R Original data value was reported	3889	100.00

Status Flag - LIBREFYN

XLIBREFYN	Frequency	Percent
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	788	20.26
R Original data value was reported	3077	79.12

Status Flag - LIBREFYN

XLIBREFYN	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	24	0.62
N Original data field was blank	812	20.88
R Original data value was reported	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status Flag - PRESEN

XPRESEN	Frequency	Percent
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	20	0.51
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	103	2.65
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	495	12.73
R Original data value was reported	3034	78.01

### Status Flag - PRESEN

XPRESEN	Frequency	Cumulative Percent
A Analyst adjusted a reported value	1	0.03
C Analyst corrected a cell that was blank	21	0.54
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	124	3.19
N Original data field was blank	360	9.26
P Imputation for a cell that previously was a nonresponse, using prior year data	855	21.99
R Original data value was reported	3889	100.00

### Status Flag - REFTRANS

XREFTRANS	Frequency	Percent
A Analyst adjusted a reported value	6	0.15
C Analyst corrected a cell that was blank	26	0.67
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	98	2.52
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	514	13.22
R Original data value was reported	3009	77.37

### Status Flag - REFTRANS

XREFTRANS	Frequency	Cumulative Percent
A Analyst adjusted a reported value	6	0.15
C Analyst corrected a cell that was blank	32	0.82
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	130	3.34
N Original data field was blank	366	9.41
P Imputation for a cell that previously was a nonresponse, using prior year data	880	22.63
R Original data value was reported	3889	100.00

### Status Flag - STASST

XSTASST	Frequency	Percent
A Analyst adjusted a reported value	8	0.21
C Analyst corrected a cell that was blank	8	0.21
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	82	2.11
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	409	10.52
R Original data value was reported	3146	80.89

### Status Flag - STASST

XSTASST	Frequency	Cumulative Percent
A Analyst adjusted a reported value	8	0.21
C Analyst corrected a cell that was blank	16	0.41
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	98	2.52
N Original data field was blank	334	8.59
P Imputation for a cell that previously was a nonresponse, using prior year data	743	19.11
R Original data value was reported	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status Flag - STLIBPRO

XSTLIBPRO	Frequency	Percent
A Analyst adjusted a reported value	6	0.15
C Analyst corrected a cell that was blank	7	0.18
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	82	2.11
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	406	10.44
R Original data value was reported	3152	81.05

### Status Flag - STLIBPRO

XSTLIBPRO	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	6	0.15
C Analyst corrected a cell that was blank	13	0.33
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	95	2.44
N Original data field was blank	331	8.51
P Imputation for a cell that previously was a nonresponse, using prior year data	737	18.95
R Original data value was reported	3889	100.00

### Status Flag - STLIBS

XSTLIBS	Frequency	Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	6	0.15
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	82	2.11
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	405	10.41
R Original data value was reported	3156	81.15

### Status Flag - STLIBS

XSTLIBS	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	10	0.26
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	92	2.37
N Original data field was blank	328	8.43
P Imputation for a cell that previously was a nonresponse, using prior year data	733	18.85
R Original data value was reported	3889	100.00

### Status Flag - STOTH

XSTOTH	Frequency	Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	7	0.18
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	82	2.11
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	408	10.49
R Original data value was reported	3152	81.05

### Status Flag - STOTH

XSTOTH	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	4	0.10
C Analyst corrected a cell that was blank	11	0.28
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	93	2.39
N Original data field was blank	329	8.46
P Imputation for a cell that previously was a nonresponse, using prior year data	737	18.95
R Original data value was reported	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Status Flag - STOTHPRO

XSTOTHPRO	Frequency	Percent
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	1	0.03
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	82	2.11
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	406	10.44
R Original data value was reported	3162	81.31

### Status Flag - STOTHPRO

XSTOTHPRO	Frequency	Cumulative Percent
A Analyst adjusted a reported value	2	0.05
C Analyst corrected a cell that was blank	3	0.08
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	85	2.19
N Original data field was blank	321	8.25
P Imputation for a cell that previously was a nonresponse, using prior year data	727	18.69
R Original data value was reported	3889	100.00

### Status Flag - STTOT

XSTTOT	Frequency	Percent
A Analyst adjusted a reported value	28	0.72
C Analyst corrected a cell that was blank	13	0.33
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	78	2.01
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	397	10.21
R Original data value was reported	3120	80.23
T Total replaced with sum of detail during imputation	17	0.44

### Status Flag - STTOT

XSTTOT	Frequency	Cumulative Percent
A Analyst adjusted a reported value	28	0.72
C Analyst corrected a cell that was blank	41	1.05
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	119	3.06
N Original data field was blank	355	9.13
P Imputation for a cell that previously was a nonresponse, using prior year data	752	19.34
R Original data value was reported	3872	99.56
T Total replaced with sum of detail during imputation	3889	100.00

### Status Flag - SWASST

XSWASST	Frequency	Percent
A Analyst adjusted a reported value	6	0.15
C Analyst corrected a cell that was blank	9	0.23
H Data Suppressed	1753	45.08
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	4	0.10
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	189	4.86
R Original data value was reported	1692	43.51

### Status Flag - SWASST

XSWASST	Frequency	Cumulative Percent
A Analyst adjusted a reported value	6	0.15
C Analyst corrected a cell that was blank	15	0.39
H Data Suppressed	1768	45.46
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	1772	45.56
N Original data field was blank	2008	51.63
P Imputation for a cell that previously was a nonresponse, using prior year data	2197	56.49
R Original data value was reported	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

Status Flag - SWLIBPRO

XSWLIBPRO	Frequency	Percent
A Analyst adjusted a reported value	5	0.13
C Analyst corrected a cell that was blank	12	0.31
H Data Suppressed	1329	34.17
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	5	0.13
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	215	5.53
R Original data value was reported	2087	53.66

Status Flag - SWLIBPRO

XSWLIBPRO	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	5	0.13
C Analyst corrected a cell that was blank	17	0.44
H Data Suppressed	1346	34.61
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	1351	34.74
N Original data field was blank	1587	40.81
P Imputation for a cell that previously was a nonresponse, using prior year data	1802	46.34
R Original data value was reported	3889	100.00

Status Flag - SWOTH

XSWOTH	Frequency	Percent
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	12	0.31
H Data Suppressed	1627	41.84
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	4	0.10
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	154	3.96
R Original data value was reported	1853	47.65

Status Flag - SWOTH

XSWOTH	Cumulative Frequency	Cumulative Percent
A Analyst adjusted a reported value	3	0.08
C Analyst corrected a cell that was blank	15	0.39
H Data Suppressed	1642	42.22
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	1646	42.32
N Original data field was blank	1882	48.39

Status Flag - SWOTH

XSWOTH	Cumulative Frequency	Cumulative Percent
P Imputation for a cell that previously was a nonresponse, using prior year data	2036	52.35
R Original data value was reported	3889	100.00

Status Flag - SWTOT

XSWTOT	Frequency	Percent
A Analyst adjusted a reported value	23	0.59
C Analyst corrected a cell that was blank	8	0.21
H Data Suppressed	1260	32.40
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	24	0.62
N Original data field was blank	236	6.07
P Imputation for a cell that previously was a nonresponse, using prior year data	249	6.40
R Original data value was reported	2010	51.68
T Total replaced with sum of detail during imputation	79	2.03

**Appendix H—Frequency and Continuous Variable Statistics  
Academic Library Survey (ALS) 2004—Public-use**

Status Flag - SWTOT

<u>XSWTOT</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
A Analyst adjusted a reported value	23	0.59
C Analyst corrected a cell that was blank	31	0.80
H Data Suppressed	1291	33.20
I Imputation for a cell that previously was a nonresponse, using a method other than prior year	1315	33.81
N Original data field was blank	1551	39.88
P Imputation for a cell that previously was a nonresponse, using prior year data	1800	46.28
R Original data value was reported	3810	97.97
T Total replaced with sum of detail during imputation	3889	100.00

Status Flag - TECHYN

<u>XTECHYN</u>	<u>Frequency</u>	<u>Percent</u>
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	791	20.34
R Original data value was reported	3075	79.07

Status Flag - TECHYN

<u>XTECHYN</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	814	20.93
R Original data value was reported	3889	100.00

Status Flag - THESYN

<u>XTHESYN</u>	<u>Frequency</u>	<u>Percent</u>
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	790	20.31
R Original data value was reported	3076	79.09

Status Flag - THESYN

<u>XTHESYN</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
C Analyst corrected a cell that was blank	23	0.59
N Original data field was blank	813	20.91
R Original data value was reported	3889	100.00

Postal Zip code PLUS 4

<u>ZIP</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
Valid value	3889	100.00	3889	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### ALS 2004—Selected Variable Frequencies for Child Institutions

#### Status of the Institution

ACT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A Active - Institution active and not an add	216	91.53	216	91.53
N New - Added during the current year	20	8.47	236	100.00

#### Carnegie Classification Code

CARNEGIE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-3 Not available	168	71.19	168	71.19
16 Doctoral/Research universities - Intensive	1	0.42	169	71.61
21 Master's Colleges and Universities I	5	2.12	174	73.73
22 Master's (comprehensive) Colleges and Universities II	1	0.42	175	74.15
31 Baccalaureate Colleges - Liberal Arts	10	4.24	185	78.39
32 Baccalaureate Colleges - General	4	1.69	189	80.08
40 Associate's Colleges	26	11.02	215	91.10
51 Theological seminaries and other specialized faith-related institutions	17	7.20	232	98.31
52 Medical schools and medical centers	2	0.85	234	99.15
53 Other separate health profession schools	1	0.42	235	99.58
54 Schools of engineering and technology	1	0.42	236	100.00

#### Library Collection is Entirely Electronic

COLELYN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
2 No	16	6.78	16	6.78
N No response	220	93.22	236	100.00

#### Control of Institution

CONTROL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Public	67	28.39	67	28.39
2 Private, nonprofit	67	28.39	134	56.78
3 Private, for profit	102	43.22	236	100.00

#### Dunn and Bradstreet Id Number

DUNS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Blank value	79	33.47	79	33.47
Valid value	157	66.53	236	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Employer Id Number

<u>EIN</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
-1 Not reported	21	8.90	21	8.90
-3 Not available	30	12.71	51	21.61
Valid value	185	78.39	236	100.00

### Institution has an Eligible Collection

<u>ELGCOLL</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	1	0.42	1	0.42
N No response	235	99.58	236	100.00

### Institution has physical Library Facility

<u>ELGPHYS</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	1	0.42	1	0.42
N No response	235	99.58	236	100.00

### Institution has an Established Schedule

<u>ELGSCHED</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	1	0.42	1	0.42
N No response	235	99.58	236	100.00

### Institution has Eligible Staff

<u>ELGSTAFF</u>	<u>Frequency</u>	<u>Percent</u>	<u>Cumulative Frequency</u>	<u>Cumulative Percent</u>
1 Yes	1	0.42	1	0.42
N No response	235	99.58	236	100.00



**Appendix H—Frequency and Continuous Variable Statistics  
Academic Library Survey (ALS) 2004—Public-use**

FIPS state code

FIPS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01 Alabama	5	2.12	5	2.12
02 Alaska	1	0.42	6	2.54
04 Arizona	6	2.54	12	5.08
05 Arkansas	1	0.42	13	5.51
06 California	32	13.56	45	19.07
08 Colorado	6	2.54	51	21.61
11 District of Columbia	1	0.42	52	22.03
12 Florida	12	5.08	64	27.12
13 Georgia	11	4.66	75	31.78
15 Hawaii	2	0.85	77	32.63
16 Idaho	1	0.42	78	33.05
17 Illinois	4	1.69	82	34.75
18 Indiana	4	1.69	86	36.44
20 Kansas	4	1.69	90	38.14
21 Kentucky	2	0.85	92	38.98
22 Louisiana	1	0.42	93	39.41
24 Maryland	7	2.97	100	42.37
25 Massachusetts	3	1.27	103	43.64
26 Michigan	6	2.54	109	46.19
27 Minnesota	7	2.97	116	49.15
28 Mississippi	1	0.42	117	49.58
29 Missouri	7	2.97	124	52.54
30 Montana	1	0.42	125	52.97
32 Nevada	1	0.42	126	53.39
33 New Hampshire	2	0.85	128	54.24
35 New Mexico	5	2.12	133	56.36
36 New York	5	2.12	138	58.47
37 North Carolina	6	2.54	144	61.02
39 Ohio	12	5.08	156	66.10
40 Oklahoma	2	0.85	158	66.95
41 Oregon	4	1.69	162	68.64
42 Pennsylvania	35	14.83	197	83.47
46 South Dakota	3	1.27	200	84.75
47 Tennessee	4	1.69	204	86.44
48 Texas	7	2.97	211	89.41
49 Utah	1	0.42	212	89.83
50 Vermont	4	1.69	216	91.53
51 Virginia	12	5.08	228	96.61
53 Washington	6	2.54	234	99.15
54 West Virginia	1	0.42	235	99.58
55 Wisconsin	1	0.42	236	100.00

First Professional Offering

FPOFFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 First professional degree or first professional certificate (Post-degree)	29	12.29	29	12.29
2 No first professional offering	207	87.71	236	100.00

Year 2004 IPEDS Fall Full-time Equivalent Enrollment - Imputation Used

FTEUSED	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Missing numeric value	57	24.15	57	24.15
Valid value	179	75.85	236	100.00

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

### Graduate Offering

GROFFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Graduate degree or certificate offered	138	58.47	138	58.47
2 No graduate offering	98	41.53	236	100.00

### Historically Black College/University

HBCU	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-3 Not available	15	6.36	15	6.36
1 Yes	4	1.69	19	8.05
2 No	217	91.95	236	100.00

### Highest Degree Offered

HDEGOFFR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
10 Doctoral	10	4.24	10	4.24
11 Doctoral and First professional	19	8.05	29	12.29
20 Master's	97	41.10	126	53.39
21 Master's and First professional	10	4.24	136	57.63
30 Bachelors	49	20.76	185	78.39
40 Associates	51	21.61	236	100.00

### Highest Level of Education Offering

HLOFFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
3 Associate degree	42	17.80	42	17.80
4 Postsecondary award, certificate or diploma of at least two but less than four academic years	9	3.81	51	21.61
5 Bachelor's degree	47	19.92	98	41.53
6 Post baccalaureate certificate	2	0.85	100	42.37
7 Master's degree	95	40.25	195	82.63
8 Post master's certificate	12	5.08	207	87.71
9 Doctoral degree	29	12.29	236	100.00

### Level of Institution

ICLEVEL	Frequency	Percent
1 Four or more years (Baccalaureate or higher degree)	185	78.39
2 At least 2 but less than 4 years (below the Baccalaureate)	51	21.61

### Level of Institution

ICLEVEL	Cumulative Frequency	Cumulative Percent
1 Four or more years (Baccalaureate or higher degree)	185	78.39
2 At least 2 but less than 4 years (below the Baccalaureate)	236	100.00

### Locale Code - Degree of Urbanization

LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-3 Not available	69	29.24	69	29.24
1 Large city	42	17.80	111	47.03
2 Mid-size city	48	20.34	159	67.37
3 Urban fringe of large city	43	18.22	202	85.59
4 Urban fringe of mid-size city	14	5.93	216	91.53
5 Large town	4	1.69	220	93.22
6 Small town	11	4.66	231	97.88

## Appendix H—Frequency and Continuous Variable Statistics Academic Library Survey (ALS) 2004—Public-use

7 Rural	4	1.69	235	99.58
9 Not assigned	1	0.42	236	100.00

### Institution Grants Medical Degree

MEDICAL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-3 Not available	57	24.15	57	24.15
1 Yes	2	0.85	59	25.00
2 No	177	75.00	236	100.00

### OBE Region Code

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 New England - CT ME MA NH RI VT	9	3.81	9	3.81
2 Mid East - DE DC MD NJ NY PA	48	20.34	57	24.15
3 Great Lakes - IL IN MI OH WI	27	11.44	84	35.59
4 Plains - IA KS MN MO NE ND SD	21	8.90	105	44.49
5 Southeast - AL AR FL GA KY LA MS NC SC TN VA WV	56	23.73	161	68.22
6 Southwest - AZ NM OK TX	20	8.47	181	76.69
7 Rocky Mountains - CO ID MT UT WY	9	3.81	190	80.51
8 Far West - AK CA HI NV OR WA	46	19.49	236	100.00

### OPE Eligibility Indicator

OPEFLAG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Institution participates in Title IV federal financial aid programs	195	82.63	195	82.63
2 Branch campus of a main campus that participates in Title IV	41	17.37	236	100.00

### Percent Black non-Hispanic 2004 Fall Enroll

PCTMIN1	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Missing numeric value	59	25.00	59	25.00
Valid value	177	75.00	236	100.00

### Percent American Indian 2004 Fall Enroll

PCTMIN2	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Missing numeric value	59	25.00	59	25.00
Valid value	177	75.00	236	100.00

### Percent Asian/Pacific Islander 2004 Fall Enroll

PCTMIN3	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Missing numeric value	59	25.00	59	25.00
Valid value	177	75.00	236	100.00

### Percent Hispanic 2004 Fall Enroll

PCTMIN4	Frequency	Percent	Cumulative Frequency	Cumulative Percent
Missing numeric value	59	25.00	59	25.00
Valid value	177	75.00	236	100.00

**Appendix H—Frequency and Continuous Variable Statistics**  
**Academic Library Survey (ALS) 2004—Public-use**

Sector of Institution

SECTOR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Public, 4-year or above	37	15.68	37	15.68
2 Private nonprofit, 4-year and above	63	26.69	100	42.37
3 Private for profit, 4-year and above	85	36.02	185	78.39
4 Public, 2-year	30	12.71	215	91.10
5 Private nonprofit, 2-year	4	1.69	219	92.80
6 Private for profit, 2-year	17	7.20	236	100.00

Tribal College

TRIBAL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
-3 Not available	15	6.36	15	6.36
2 No	221	93.64	236	100.00

Undergraduate Offering

UGOFFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1 Undergraduate degree or certificate offered	211	89.41	211	89.41
2 No undergraduate offering	25	10.59	236	100.00

## Appendix H—Frequency and Continuous Variable Statistics

### Academic Library Survey (ALS) 2004—Public-use

#### ALS:2004 Public-use file continuous variable statistics

VARIABLE	VARIABLE LABEL	N	MEAN	STD DEV	MINIMUM	MAXIMUM
ATTEND	Total Attendance at Presentations	3,889	2,196.16	5,742.77	0	262,022
BRANCHES	Number of Branch and Independent Libraries	3,889	0.74	2.02	0	30
COLAUDA	Collections - Audiovisual - Added	3,889	1,019.84	10,369.20	0	367,129
COLAUDH	Collections - Audiovisual - Held	3,889	23,629.28	195,515.86	0	6,412,315
COLBKSA	Collections - Books - Added	3,889	6,329.28	23,556.13	0	742,437
COLBKSH	Collections - Books - Held	3,889	252,658.75	773,212.58	0	15,391,906
COLEBKSA	Collections - E Books - Added	3,889	3,661.69	22,889.98	0	978,000
COLEBKSH	Collections - E Books - Held	3,889	8,427.69	31,731.21	0	1,081,500
COLELREFA	Collections - Electronic Ref Sources - Added	3,889	122.41	2,243.01	0	122,603
COLELREFH	Collections - Electronic Ref Sources - Held	3,889	490.76	5,939.35	0	253,946
COLMICRA	Collections - Microforms - Added	3,889	5,672.20	41,115.48	0	1,701,221
COLMICRH	Collections - Microforms - Held	3,887	301,849.06	905,234.86	0	9,848,258
COLSERA	Collections - Serial Subscription - Added	3,889	350.83	1,802.63	0	26,330
COLSERH	Collections - Serial Subscriptions Held	3,889	3,281.96	28,157.47	0	1,660,173
CRGEN	General Circulation Transactions	3,889	39,876.06	133,451.59	0	2,695,674
CRRSV	Reserve Circulation Transactions	3,889	11,603.49	60,739.57	0	2,739,637
DOCDEL	Documents Delivered from Commercial Services	3,889	367.75	6,475.17	0	325,770
EXAUD	Expenditure - Audio visual	3,889	9,055.30	31,063.95	0	1,024,880
EXBIB	Expenditure - Bibliographic Utilities	3,889	26,046.00	74,528.57	0	1,560,503
EXBKS	Expenditure - Books	3,889	167,501.19	597,406.55	0	19,337,995
EXCOMP	Expenditure - Computer Hardware Software	3,889	36,781.20	149,765.24	0	4,752,032
EXCUSER	Expenditure - Serial Subscription	3,889	350,648.44	1,072,488.95	0	12,966,684
EXDEL	Expenditure - Document Deliver	3,889	6,382.93	27,292.93	0	717,640
EXELBKS	Expenditure - Electronic Books	3,889	16,867.23	100,322.51	0	3,227,399
EXELSER	Expenditure - Electronic serials	3,889	123,460.40	428,145.48	0	5,201,814
EXOTH	Expenditure - All Other Operating Expenditure	2,629	154,608.94	707,142.64	0	21,015,580
EXOTHIR	Expenditure - Other Information Resources	3,889	19,194.65	160,752.76	0	6,440,273
EXPRES	Expenditure - Preservation	3,889	11,050.65	52,680.58	0	1,183,469
EXTOT	Expenditure - Total	3,889	1,478,849.88	4,511,938.13	0	106,455,472
FRINGE	Fringe Benefit	1,625	216,435.31	714,037.14	0	15,217,440
FTEUSED	Year 2004 IPEDS Fall Full-time Equivalent Enrollment - Imputation Used	3,832	3,355.46	5,519.80	10	115,794
GATECT	Gate Count in a Typical Week	3,889	4,980.39	19,183.77	0	996,804
HOURS	Hours Open in a Typical Week	3,889	71.46	27.14	0	168
ILPNON	Inter Library Loans Provided Non-returnable	3,889	1,196.87	4,758.07	0	149,739
ILPRET	Inter Library Loans Provided Returnable	3,889	1,419.25	4,262.05	0	88,602
ILPTOT	Inter Library Loans Provided Total	3,889	2,616.12	8,164.75	0	200,233
ILRNON	Inter Library Loans Received Non-returnable	3,889	1,057.29	3,144.51	0	48,734
ILRRET	Inter Library Loans Received Returnable	3,889	1,140.04	3,564.42	0	63,165
ILRTOT	Inter Library Loans Received Total	3,889	2,197.33	6,120.26	0	82,458
PCTMIN1	Percent Black non-Hispanic 2004 Fall Enroll	3,794	13.83	18.82	0	100
PCTMIN2	Percent American Indian 2004 Fall Enroll	3,794	1.59	8.12	0	100
PCTMIN3	Percent Asian/Pacific Islander 2004 Fall Enroll	3,794	4.04	7.28	0	97
PCTMIN4	Percent Hispanic 2004 Fall Enroll	3,794	7.54	12.08	0	95
PRESEN	Number of Presentations	3,889	124.51	326.51	0	10,529
REFTRANS	Reference Transactions in a Typical Week	3,889	366.00	1,794.22	0	65,856
STASST	Student Assistants	3,889	6.44	14.75	0	241
STLIBPRO	Staff - Total Librarians and Other Professional Staff	3,889	8.30	20.28	0	543
STLIBS	Staff - Librarians	3,889	6.67	15.46	0	434
STOTH	All Other Paid Staff	3,889	9.45	27.01	0	594
STOTHPRO	Staff - Other Professional Staff	3,889	1.63	6.99	0	178
STTOT	Total Full Time Equivalent Staff	3,889	24.19	58.22	0	1,255
SWASST	Salary & Wage - Student Assistant	2,136	106,873.35	248,807.55	0	4,964,100
SWLIBPRO	Salary & Wage - Librarian and Other Professional Staff	2,560	607,801.46	1,426,219.57	0	34,767,752
SWOTH	Salary & Wage - Other Paid Staff	2,262	455,557.15	1,111,753.66	0	19,937,376
SWTOT	Salary & Wage - Total Full Time Equivalent	2,629	982,681.17	2,585,553.95	0	56,320,558



## **Appendix I—Academic Libraries Survey Tutorial**

### **Academic Library Survey (ALS) 2004**

This appendix provides the screenshots for the complete ALS 2004 tutorial.

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004



### Lesson 1 Section 1

#### Section 1.1: Entering, Navigating, and Exiting the System: Survey Welcome Page

The section explains the survey welcome page.

Here is what the survey welcome page looks like for the Academic Library Survey. This page provides links for logging into the survey system as well as a link to the Registration Guide and the Tutorial.



**Survey due date/close-out date: Tuesday, March 22, 2005**

#### Introduction

The National Center for Education Statistics welcomes you to its Academic Library Survey (ALS) site. The survey is conducted bi-annually, and participation is voluntary. The survey fulfills a congressional mandate "to collect, analyze, and disseminate statistics and other information related to education in the United States...", P.L. 103-382, Title IV, National Education Statistics Act of 1994, Sec 404 (a).

#### Purpose of the Survey

The National Center for Education Statistics collects these data bi-annually to obtain and report a comprehensive picture on the status of collections, transactions, staff, service per typical week, and library operating expenditures in postsecondary institutions. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other data related to education in the United States ..." (P.L., National Education Statistics Act of 1994, Sec. 404(a))

#### Uses of the Data

Collection of these data over time will enable the nation to plan effectively for the development and use of postsecondary education library resources. Congress uses the data to assess the need for revisions of existing legislation concerning libraries and the allocation of Federal funds. Federal agencies need the data to evaluate and administer library programs. State education agencies and college librarians and administrators use the data for regional and national comparisons of library resources to plan for the effective use of funds. Finally, library associations and researchers use the survey results to determine the status of library operations and the profession.

#### Institutional Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0781. The time required to complete this information collection is estimated to vary from 30 minutes to 6.0 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and



# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 1 Section 2

#### Section 1.2: Entering, Navigating, and Exiting the System: Login Screen

This section explains how to login to the ALS Web-based Survey system.

Access to the survey system is granted with a valid user ID and password. A successful login advances the user to the Survey Introduction page. Users will have a banner with five menus (Survey, Reports, Tools, Help, and Log Off) and a central section with links to the Registration site, the Academic Library Survey, and other options. Coordinators will have a banner with six menus (Institution, Survey, Reports, Tools, Help, and Log Off) and a central section with links the institutions that he/she coordinates.

A screenshot of the "User Login" form. It has a title bar that says "User Login". Below the title bar are two input fields: "User ID:" and "Password:". Below the "Password:" field is a "Login" button.

**The survey is not open for collection.**

**The survey opens on Monday, November 22, 2004 and closes on Tuesday, March 22, 2005**

#### Browsers Supported and Recommended Screen Resolution

The Academic Libraries Survey Web-based Data Collection System supports Internet Explorer 4.0 and above and Netscape Navigator 4.0 and above. For optimal viewing, screen resolution should be set to 800x600 or higher.

#### Cookies Disabled

If at any time an error message window appears listing "Cookies disabled," browser settings need to be changed. In Internet Explorer, these features are found on the Internet Options menu found on the Tools pull-down menu. The Internet Options window contains six tabs: General, Security, Content, Connections, Programs, and Advanced. The security tab offers access to four zones: Internet, local intranet, trusted sites, and restricted sites. Choices for the cookie settings are found in the Internet zone by selecting the custom button. Scroll down the list of settings until the Cookies option shows. The "allow per-session cookies (not stored)" option should be set to "enabled." In Netscape Navigator, these features are found on the Preferences window found on the Edit pull-down menu. The Preferences window opens with two frames. The left-hand frame shows the structure of the option categories. The right-hand frame lists the options for each category. Choices for the cookie settings are found in the Advanced category. The "accept only cookies that get sent back to the originating server" option should be selected if cookies are currently disabled.

#### Section 508 Compliance

The Academic Libraries Survey Web-based Data Collection System interface complies with Section 508 of the Rehabilitation Act of 1973, as amended 29 U.S.C. § 794d. The current amendment went into effect June 21, 2001 and requires that federal agencies make their electronic and information technology accessible to people with disabilities. The Academic Libraries Survey Web-based Data Collection System was designed to fully integrate with any additional adaptive equipment or software that may be required. If you need assistance, contact the help desk toll-free at 1-800-523-3205.

**Step 1:** Type in your User ID and Password.

**Step 2:** Click on Login.

**Note:** The first time you log into the system, you will be required to register. On subsequent logins, you will be directed to the ALS Survey screens.

# Appendix I—Academic Libraries Survey Tutorial

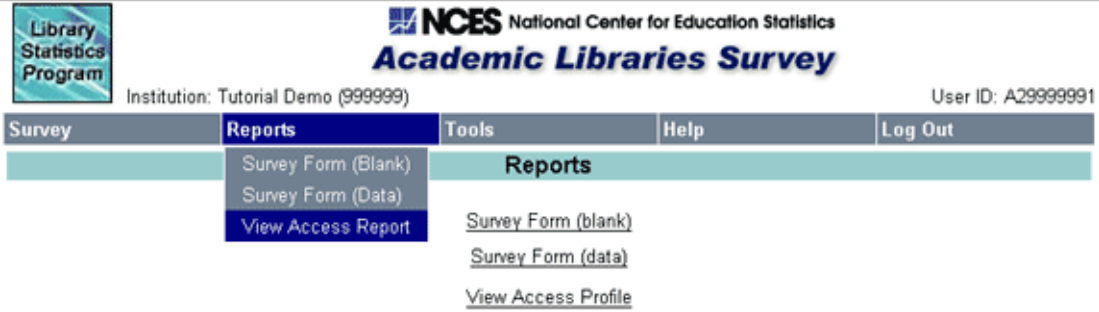
## Academic Library Survey (ALS) 2004

### Lesson 1 Section 3

#### Section 1.3: Entering, Navigating, and Exiting the System: Navigation using Menu

This is how you navigate with Internet Explorer 4.01 and greater and Netscape 6 and greater

You can position your mouse on the menu bar and other menu choices will appear. Then just click on the menu item that you desire in order to go to that Web page.



# Appendix I—Academic Libraries Survey Tutorial

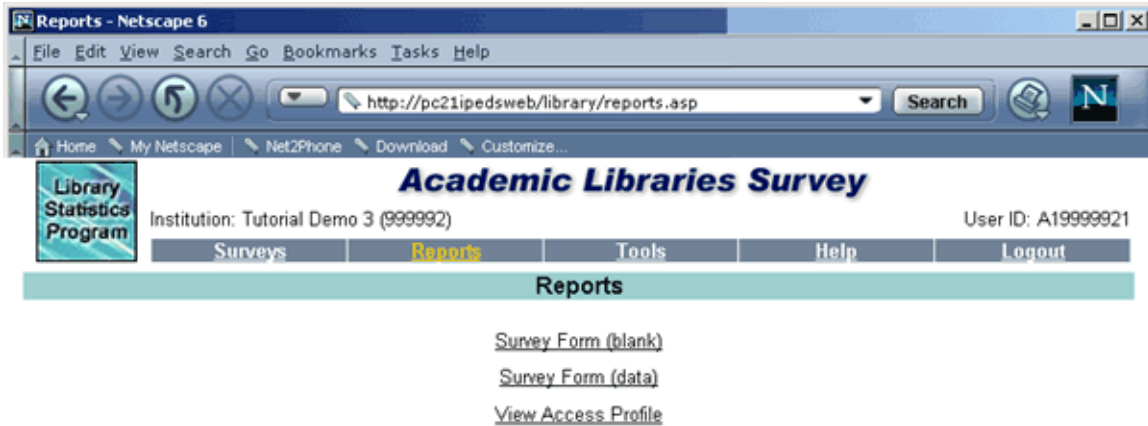
## Academic Library Survey (ALS) 2004

### Lesson 1 Section 4

#### Section 1.4: Entering, Navigating, and Exiting the System: Navigation with Older Browsers

This is how you navigate the system with older browsers such as Netscape 4.xx

Users with older browsers that do not support DHTML have a static menu bar. In order to get to the menu options, users must click the individual menu item, like Reports, which will take the user to a Web page with additional choices as shown.



# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 1 Section 5

#### Section 1.5: Entering, Navigating, and Exiting the System: Logging Off

This section explains how to log off.

Users may leave a session at any time using the **LOG OUT** option found on the banner before closing the browser. Be sure to save all data before logging out by pressing the Verify & Save button. Future logins allow users to continue where they left off.

The screenshot displays the user interface for the Academic Libraries Survey (ALS) 2004. At the top left is the "Library Statistics Program" logo. To its right is the "NCES National Center for Education Statistics" logo and the text "Academic Libraries Survey". Below this, the institution name "Institution: Tutorial Demo (999999)" and the user ID "User ID: A29999991" are visible. A navigation bar contains buttons for "Survey", "Reports", "Tools", "Help", and "Log Out". The "Reports" button is highlighted, and a sub-menu titled "Reports" is displayed below it, containing three links: "Survey Form (blank)", "Survey Form (data)", and "View Access Profile".

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 2 Section 1

#### Section 2.1: User Registration and Other Required Steps: Registering

This section describes how to register.

Registration must be completed prior to starting the survey sections. Information must be provided for all items with asterisks (\*\*). Registration information may be updated at any time prior to locking the survey. The first time you login, you will have to register with the system. Once you have registered, you only need to return to the Registration page if you need to update the information (for example, assign new users).

Library Statistics Program

NCES National Center for Education Statistics  
**Academic Libraries Survey**

Institution: Tutorial Demo (999999) User ID: A29999991

Survey Reports Tools Help Log Out

### Registration ?

- The contact information displayed below is for User: **A29999991**.
- Please enter the contact information displayed below.
- Then **click the Update button** to complete your registration.
- Once you've completed your registration, you will be able to print blank forms, download record layouts, and generate userids and passwords for additional users.
- Required fields are indicated with asterisks (\*\*).

Institution Tutorial Demo (999999)

First Name\*\* Tutorial

Last Name\*\* User

Title

Address 1\*\*

Address 2

City\*\*

State\*\*

Zip\*\*

Phone\*\*

Extension

Fax

Email Address\*\*

Update Continue

**Step 1:** You must fill in all required items which are denoted by \*\*.

**Step 2:** Then click on Update.

**Step 3:** If there is a problem with the update, messages in red will appear and explain the problem. Please fix these problems, and repeat step 2.

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 2 Section 2

#### Section 2.2: User Registration and Other Required Steps: Successful Registration

This section describes a successful registration.

This is what a successful registration looks like. A message in blue saying "Your update was successful." will be displayed near the top of the screen. Select the Continue button to go to the next step.

The screenshot shows the top of the Academic Libraries Survey interface. On the left is the 'Library Statistics Program' logo. In the center is the 'NCES National Center for Education Statistics Academic Libraries Survey' header. On the right, it says 'Institution: Tutorial Demo (999999)' and 'User ID: A29999991'. Below the header is a navigation bar with 'Survey', 'Reports', 'Tools', 'Help', and 'Log Out'. A teal banner below the navigation bar says 'Registration' with a help icon. A blue message box reads 'Your update was successful.' Below this is a list of instructions: 'The contact information displayed below is for User: A29999991.', 'Please enter the contact information displayed below.', 'Then click the Update button to complete your registration.', 'Once you've completed your registration, you will be able to print blank forms, download record layouts, and generate userids and passwords for additional users.', and 'Required fields are indicated with asterisks (\*\*).'

Institution	Tutorial Demo (999999)
First Name**	Tutorial
Last Name**	User
Title	
Address 1**	5530 Fillmore Avenue
Address 2	
City**	Arlington
State**	Virginia
Zip**	22202 -
Phone**	703 - 555 - 2323
Extension	
Fax	
Email Address**	tuser@librarysrule.com

Update Continue

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 2 Section 3

#### Section 2.3: User Registration and Other Required Steps: Institution Identification

This section gives directions for updating the Institution Identification screen.

The Institution Identification screen is view-only except for the Academic Libraries Mailing Address section. If the Academic Libraries Mailing Address is different from the institution address, complete this section.

Identification	
Institution Name	Tutorial Dema
Institution Address	Street address
City	city
State	ST
Zip Code	11111
Academic Libraries Mailing Address (if different)	
City	
State	
Zip Code	
General Information Telephone	123-456-7890
Admissions Office Telephone	123-456-7890
Financial Aid Office Telephone	123-456-7890
Fax Number	123-456-7890
Web Address http://	
Employer ID Number (EIN)	
Chief Administrator Name	President
Chief Administrator Title	CEO
<input type="button" value="Control"/> <input type="button" value="Change"/> <input type="button" value="Continue"/>	



Identification	
Institution Name	Tutorial Dema
Institution Address	Street address
City	city
State	ST
Zip Code	11111
Academic Libraries Mailing Address (if different)	
City	<input type="text"/>
State	Alaska
Zip Code	<input type="text"/>
General Information Telephone	123-456-7890
Admissions Office Telephone	123-456-7890
Financial Aid Office Telephone	123-456-7890
Fax Number	123-456-7890
Web Address http://	
Employer ID Number (EIN)	
Chief Administrator Name	President
Chief Administrator Title	CEO
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 2 Section 4

#### Section 2.4: User Registration and Other Required Steps: Library Director Information

This section explains how to enter the information for the Library Director.

After registering, you will be asked to enter the information for the Library Director. This is what the screen will look like for the Library Director Information. If there has been a change, please update the Library Director information.

The screenshot shows the top navigation bar with the 'Library Statistics Program' logo on the left, the 'NCES National Center for Education Statistics' logo in the center, and the 'Academic Libraries Survey' title. Below the logo is the text 'Institution: Tutorial Demo (999999)' and 'User ID: A29999991'. A horizontal menu contains 'Survey', 'Reports', 'Tools', 'Help', and 'Log Out'. Below this is a teal header for 'Library Director Information'. Two bullet points provide instructions: 'Please enter the library director information below.' and 'Then click the Update button to update the information.' The form fields are: 'First Name' with 'Judy', 'Last Name' with 'Smith', and 'Email Address' with 'smithj@eatonlibrary.org'. At the bottom are 'Update' and 'Continue' buttons.

Library Statistics Program	NCES National Center for Education Statistics	Academic Libraries Survey	Institution: Tutorial Demo (999999)	User ID: A29999991
Survey	Reports	Tools	Help	Log Out
Library Director Information				
<ul style="list-style-type: none"><li>• Please enter the library director information below.</li><li>• Then click the <b>Update button</b> to update the information.</li></ul>				
First Name	<input type="text" value="Judy"/>			
Last Name	<input type="text" value="Smith"/>			
Email Address	<input type="text" value="smithj@eatonlibrary.org"/>			
		<input type="button" value="Update"/>	<input type="button" value="Continue"/>	

**Step 1:** Please enter the first name, last name and email address.

**Step 2:** Click the Update button.

**Step 3:** After a successful update, please click on the Continue Button.



# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 2 Section 5

#### Section 2.5: User Registration and Other Required Steps: Survey Eligibility

This section explains the Survey Eligibility.

Please answer the questions below to determine if you are eligible to start the survey. If you answer "Yes" to all of the questions, then you are considered "In Scope" and are ready to start the survey after you click the Save Button. If you answer "No" to any of the questions, then you are considered "Out Of Scope". You do not have to fill out the survey, but will need to complete the additional Survey Question and possibly have to add institutions for which you provide Joint Library Financial Support.

Library Statistics Program

NCES National Center for Education Statistics

**Academic Libraries Survey**

Institution: Tutorial Demo (999999) User ID: A29999991

Survey Reports Tools Help Log Out

### Survey Eligibility

◆ Required fields are indicated with asterisks (\*\*).

Please answer the following questions to determine if you need to complete this survey:

a. Do you have an organized collection of printed or other materials or a combination thereof? **	<input checked="" type="radio"/> Yes <input type="radio"/> No
b. Do you have paid staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele? **	<input checked="" type="radio"/> Yes <input type="radio"/> No
c. Do you have an established schedule in which services of the staff are available to clientele? **	<input checked="" type="radio"/> Yes <input type="radio"/> No
d. Does the library have the physical facilities necessary to support such a collection, staff, and schedule? **	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save Continue

**Step 1:** Please select "Yes" or "No" for each Survey Eligibility Question.

**Step 2:** Click Save.

**Step 3:** If you answered "No" to at least one of the questions, you will be required to answer another question.

**Step 4:** If you answer "Yes" to this question, after clicking Save, you will be taken to the Joint Library Financial Support page.

# Appendix I—Academic Libraries Survey Tutorial


## Academic Library Survey (ALS) 2004


### Lesson 2 Section 6

#### Section 2.6: User Registration and Other Required Steps: Out of Scope

This section explains "Out of Scope".

If you answered no to at least one of the questions, you are "Out of Scope" for the survey. This means that you do not have to complete the ALS Survey. However, there is an additional question you will need to answer. If you answer "Yes" to that question, you will be sent to the Joint Library Financial Support page.



  
**Academic Libraries Survey**

User ID: A29999991

SurveyReportsToolsHelpLog Out

**Survey Eligibility**

- Due to answers to questions a. through d., you have an additional question to answer.
  - ◆ Required fields are indicated with asterisks (\*\*).

Please answer the following questions to determine if you need to complete this survey:

a. Do you have an organized collection of printed or other materials or a combination thereof? **	<input type="radio"/> Yes <input checked="" type="radio"/> No
b. Do you have paid staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele? **	<input checked="" type="radio"/> Yes <input type="radio"/> No
c. Do you have an established schedule in which services of the staff are available to clientele? **	<input type="radio"/> Yes <input checked="" type="radio"/> No
d. Does the library have the physical facilities necessary to support such a collection, staff, and schedule? **	<input checked="" type="radio"/> Yes <input type="radio"/> No

Additional Question:

e. Do you provide financial support to another library? **	<input type="radio"/> Yes <input type="radio"/> No
--	---

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 2 Section 7

#### Section 2.7: User Registration and Other Required Steps: Adding Joint Library Financial Support - Part 1

This section discusses how to add institutions for which you provide financial support.

Identify up to three postsecondary institutions or public libraries for which your institution contributes financial support for a joint library. Please add or delete institutions from the list, as necessary.

**Joint Library Financial Support**

Identify up to three postsecondary institutions or public libraries for which your institution contributes financial support for a joint library. Please add or delete institutions from the list, as necessary.

Thank you for answering the pre-survey questions. Your responses to questions 4-8 indicate your institution is outside the scope of the Academic Library Survey. You will not need to complete the full-survey form. Please click on the Logout at the top right to leave the survey site.

#	UnitID	Institution Name	Action
1	No Entry		Add
2	No Entry		Add
3	No Entry		Add

**Find Institution**

Due to the large number of institutions, you must enter at least one search criteria. Then click submit to find institutions.

Unit ID:

Institution Name:

State: Wyoming

**Institution Search Results**

9 matching records were found

Click on the UnitID to add the institution to your list.

UnitID	Institution
240505	CASPER COLLEGE
240514	CENTRAL WYOMING COLLEGE
240596	EASTERN WYOMING COLLEGE
240620	LARAMIE COUNTY COMMUNITY COLLEGE
240667	NORTHWEST COMMUNITY COLLEGE
240686	SHERIDAN COLLEGE
240693	WESTERN WYOMING COMMUNITY COLLEGE
240716	WYO TECH
240727	UNIVERSITY OF WYOMING

**Step 1:** Click on one of the Add links.

**Step 2:** Now you can search for the institution by entering your search criteria and clicking on the Find Button

**Step 3:** Finally, click on the Unit ID of the Institution you wish to add.

# Appendix I—Academic Libraries Survey Tutorial

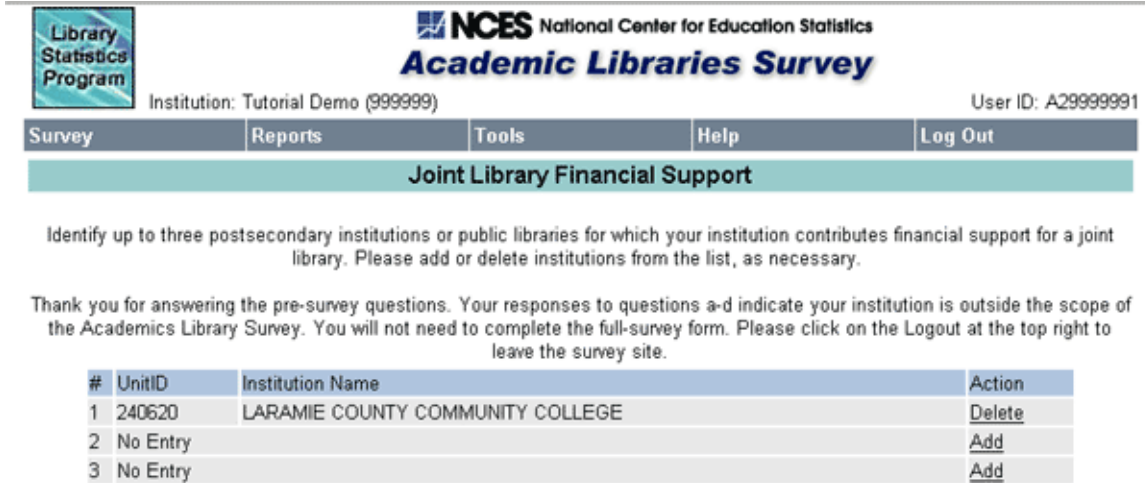
## Academic Library Survey (ALS) 2004

### Lesson 2 Section 8

#### Section 2.8: User Registration and Other Required Steps: Adding Joint Library Financial Support - Part 2

This section shows the Joint Library Financial Support after institutions have been added.

You can add additional institutions if you wish or delete ones you have already added.



The screenshot displays the 'Library Statistics Program' logo on the left and the 'NCES National Center for Education Statistics Academic Libraries Survey' header in the center. Below the header, the institution is identified as 'Tutorial Demo (999999)' and the user ID is 'A29999991'. A navigation menu includes 'Survey', 'Reports', 'Tools', 'Help', and 'Log Out'. The main content area is titled 'Joint Library Financial Support' and contains instructions: 'Identify up to three postsecondary institutions or public libraries for which your institution contributes financial support for a joint library. Please add or delete institutions from the list, as necessary.' Below this, a message states: 'Thank you for answering the pre-survey questions. Your responses to questions a-d indicate your institution is outside the scope of the Academic Library Survey. You will not need to complete the full-survey form. Please click on the Logout at the top right to leave the survey site.'

#	UnitID	Institution Name	Action
1	240620	LARAMIE COUNTY COMMUNITY COLLEGE	<a href="#">Delete</a>
2	No Entry		<a href="#">Add</a>
3	No Entry		<a href="#">Add</a>

**Note:** You are limited to three institutions.

# Appendix I—Academic Libraries Survey Tutorial


## Academic Library Survey (ALS) 2004

### Lesson 3 Section 1

#### Section 3.1: Tools: Adding Additional Users/Passwords

This section explains how to add additional users to help fill in the survey.

The Key Holder or Coordinator can grant additional users access to the survey. These users can help fill in the survey and edit the data.



The screenshot shows the top navigation bar of the Academic Libraries Survey (ALS) 2004. On the left is the 'Library Statistics Program' logo. In the center is the 'NCES National Center for Education Statistics' logo and the title 'Academic Libraries Survey'. On the right, it displays 'Institution: Tutorial Demo (999999)' and 'User ID: A29999991'. Below the navigation bar is a menu with 'Survey', 'Reports', 'Tools', 'Help', and 'Log Out'. The 'Tools' menu item is highlighted, and a sub-menu titled 'Request Additional Users' is displayed. The sub-menu contains the text 'There are currently no additional users' in red, followed by a label 'Select the number of additional users:' and a dropdown menu showing the number '6'. Below the dropdown is a 'Submit' button.

**Step 1:** Select the number of additional users you need from the drop down list.

**Step 2:** Click on Submit.

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 3 Section 2

#### Section 3.2: Tools: Successfully Added Users

This section describes the results of adding users.

After clicking submit, the user IDs and passwords are created and displayed to the Key Holder or Coordinator. The Key Holder or Coordinator can now distribute these user IDs and passwords to his/her colleagues so they can login.



The screenshot shows the top navigation bar of the Academic Libraries Survey. On the left is the 'Library Statistics Program' logo. In the center is the 'NCES National Center for Education Statistics' logo and the title 'Academic Libraries Survey'. Below the title, it says 'Institution: Tutorial Demo (999999)' and 'User ID: A29999991'. A navigation menu contains 'Survey', 'Reports', 'Tools', 'Help', and 'Log Out'. Below the menu is a teal bar with the text 'Additional Users'.

Here are your new User IDs and passwords. Please make a record of them in either hard or soft copy.

User ID	Password
A29999992	XXXXXXXX
A29999993	XXXXXXXX
A29999994	XXXXXXXX
A29999995	XXXXXXXX
A29999996	XXXXXXXX
A29999997	XXXXXXXX

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 3 Section 3

#### Section 3.3: Tools: Export File

This section explains the Export File Utility.

This utility exports the institution data to a Comma Delimited file. Coordinators will be able to search for one or multiple institutions that they wish to export.



The screenshot displays the user interface for the Academic Libraries Survey (ALS) 2004. At the top left is the "Library Statistics Program" logo. To its right is the "NCES National Center for Education Statistics" logo and the text "Academic Libraries Survey". Below the logos, the text "Institution: Tutorial Demo (999999)" and "User ID: A29999991" is visible. A navigation menu contains the following items: Survey, Reports, Tools, Help, and Log Out. The "Tools" menu item is highlighted, and a sub-menu titled "Export File" is displayed. This sub-menu contains three bullet points: "• You are about to export the Academic Library Survey for this Institution.", "• The Survey Type that this export pertains to is the Academic Library Survey.", and "• The exported file from this utility will be a fixed length format." Below the bullet points is an "Export" button.

**Step 1:** Click on the Export Button

**Step 2:** Once the export is completed, you can click on the link to download a Zip file containing the data.

**Note:** You must have WinZip installed in order to unzip the Comma delimited file. Windows XP comes with WinZip. If you need WinZip, you can download a copy from [www.winzip.com](http://www.winzip.com)

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 4 Section 1

#### Section 4.1: Survey: Survey Screen

This section explains basic principles of this survey.

The general sequence of action by the respondent is to enter data, save the data, generate the Edit Report, review the Edit Report, resolve all edit messages (by revising or confirming the data), and Submit the survey data when all data are considered edited and final. Locking the data signifies official completion of the survey by the User.

All available actions and the status of the survey is highlighted in the screenshot below.

### Academic Libraries Survey

Institution: Tutorial Demo (999999)      User ID: A29999991

Survey
Reports
Tools
Help
Log Out

Survey Status: No Data
Action(s): Verify & Save Proceed Edit Report

**PART A & B - OUTLETS and STAFF**

- Hide Menu
- User Registration
- Identification
- Library Director
- Survey Eligibility
- ▶ Outlets and Staff
- Expenditures
- Collections
- Services - FY
- Services - Typical week
- Electronic Services
- Information Literacy
- Remarks

PART A - NUMBER OF PUBLIC SERVICE OUTLETS, FY 2004					
Line No.	Item	Number	Prior Year		
01	Branch and independent libraries - <i>Exclude main or central library</i>	<input type="text"/>			

PART B - LIBRARY STAFF, FALL 2004 and SALARIES/WAGES, FY 2004					
(Exclude maintenance and custodial staff, volunteers and contributed services staff)					
Note: Report FTE data to two decimals places					
Line No.	Staff	FALL 2004 Number of full-time equivalents (FTEs) (1)	Prior Year	FY 2004 Salaries and wages (whole dollars only) (2)	Prior Year
02	Librarians	<input type="text"/>			
03	Other professional staff	<input type="text"/>			
04	<b>Total librarians and other professional staff</b> (sum lines 02 and 03, col. 1)	<input type="text"/>		<input type="text"/>	
05	All other paid staff (except student assistants)	<input type="text"/>		<input type="text"/>	
06	Students assistants from all funding sources	<input type="text"/>		<input type="text"/>	
07	<b>Total full-time equivalent (FTE) staff</b> (sum line 04 through 06, cols. 1&2)	<input type="text"/>		<input type="text"/>	
08a	Are employee fringe benefits paid from the library budget? If no, select "N" and skip to Part C, line 10	Yes <input type="radio"/>		No <input type="radio"/>	
08b	Employee fringe benefits (if paid from library budget)			<input type="text"/>	

Icon Description: ✖ Fatal error - must fix    ⚠ Enter Explanation    ↕ Edit Explanation

Verify & Save
Proceed

**Note:** There is no specific order required for completing the survey. However, we recommend moving from Part A through Part H in sequence, as edits in later sections are affected by entries in earlier sections. This will reduce unnecessary edit check messages.



# Appendix I—Academic Libraries Survey Tutorial


## Academic Library Survey (ALS) 2004


### Lesson 4 Section 2

#### Section 4.2: Survey: Survey Screen - Basic functions

This section explains the survey screen.

**Saving/viewing your data.** Data are saved on a screen-by-screen basis. Be sure to click the Verify & Save button at the top or bottom of the screen before proceeding to another screen. Verify & Save will save your data and keep you on the current screen. The Proceed button will advance you to the next screen—you will be prompted to save your data first.





### Academic Libraries Survey

User ID: A29999991

Survey
Reports
Tools
Help
Log Out

**Survey Status: No Data**      Action(s): Verify & Save Proceed Edit Report

**PART A & B - OUTLETS and STAFF**

**Hide Menu**

- [User Registration](#)
- [Identification](#)
- [Library Director](#)
- [Survey Eligibility](#)
- ▶ [Outlets and Staff](#)
- [Expenditures](#)
- [Collections](#)
- [Services - FY](#)
- [Services - Typical week](#)
- [Electronic Services](#)
- [Information Literacy](#)
- [Remarks](#)

PART A - NUMBER OF PUBLIC SERVICE OUTLETS, FALL 2004					
Line No.	Item	Number	Prior Year		
01	Branch and independent libraries - Exclude main or central library	<input type="text"/>			

PART B - LIBRARY STAFF, FALL 2004 and SALARIES/WAGES, FY 2004					
(Exclude maintenance and custodial staff, volunteers and contributed services staff)					
Note: Report FTE data to two decimal places					
Line No.	Staff	FALL 2004 Number of full-time equivalents (FTEs) (1)	Prior Year	FY 2004 Salaries and wages (whole dollars only) (2)	Prior Year
02	Librarians	<input type="text"/>			
03	Other professional staff	<input type="text"/>			
04	<b>Total librarians and other professional staff</b> (sum lines 02 and 03, col. 1)	<input type="text"/>		<input type="text"/>	
05	All other paid staff (except student assistants)	<input type="text"/>		<input type="text"/>	
06	Students assistants from all funding sources	<input type="text"/>		<input type="text"/>	
07	<b>Total full-time equivalent (FTE) staff</b> (sum line 04 through 06, cols. 1&2)	<input type="text"/>		<input type="text"/>	
08a	Are employee benefits paid from the library budget? If no, select "N" and skip to Part C.	Yes <input type="radio"/>		No <input type="radio"/>	
08b	Employee benefits (if paid from library budget)			<input type="text"/>	

Icon Description: ✖ Fatal error - must fix    ⚠ Enter Explanation    ⚙ Edit Explanation

Verify & Save    Proceed

**Note:** Using your browser Back or Forward button or the vertical menu to proceed to another screen may result in lost data unless you save it first. It is recommended that you save your data frequently. Prolonged periods of inactivity may cause the system to "time out."

# Appendix I—Academic Libraries Survey Tutorial


## Academic Library Survey (ALS) 2004

### Lesson 4 Section 3


#### Section 4.3: Survey: Survey Screen with Screen Edits

This section explains what to do with a Fatal edit (noted with a red icon) and an Explanation edit (noted with a yellow icon).

Fatal edits or Explanation edits are generated when required data are not provided or the data provided do not meet the edit condition. A helpful edit icon is displayed next to the affected data field. Fatal edits must be fixed. Explanation edits can be entered to explain the data. When the user clicks on the icon, a "pop-up" window will appear listing the edit message and the action required. (An example of a Fatal edit is shown in the screen below.) Click Close to acknowledge the message. The data can be entered now or later. Fatal edit icons disappear and Explanation edit icons change from yellow to white when the edit message is resolved.



Institution: Tutorial Demo (999999)



Academic Libraries Survey

User ID: A29999991

Survey
Reports
Tools
Help
Log Out

Survey Status: **Incomplete**
Action(s):
Verify & Save
Proceed
Edit Report

**PART A & B - OUTLETS and STAFF**

- [Hide Menu](#)
- [User Registration](#)
- [Identification](#)
- [Library Director](#)
- [Survey Eligibility](#)
- ▶ [Outlets and Staff](#)
- [Expenditures](#)
- [Collections](#)
- [Services - FY](#)
- [Services - Typical week](#)
- [Electronic Services](#)
- [Information Literacy](#)
- [Remarks](#)

Data saved, but there are error(s).

PART A - NUMBER OF PUBLIC SERVICE OUTLETS, FY 2004				
Lin No.	Description	Number	Prior Year	
01	Ratio of salaries and wages paid to LIBRARIANS AND OTHER PROFESSIONAL STAFFS (04-2) to TOTAL LIBRARIANS AND OTHER PROFESSIONAL STAFFS (04-1) NOT between \$25,000 to \$100,000. Please update or explain.			
<div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">           Edit Message            Edit: B04-7            Enter explanation below:  <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Save reason</span> <span>Confirm</span> <span>Close</span> </div> </div>				
2004 and SALARIES/WAGES, FY 2004				
staff, volunteers and contributed services staff				
Data to two decimals places				
	FALL 2004 Number of full-time equivalents (FTEs) (1)	Prior Year	FY 2004 Salaries and wages (whole dollars only) (2)	Prior Year
02	5.00			
03	2.00			
04	7.00		148,000	
05	2.00		49,000	
	assistants)			
06	5.00		20,000	
07	<b>Total full-time equivalent (FTE) staff</b> (sum line 04 through 06, cols. 1&2)		6.00	100,000
08a	Are employee fringe benefits paid from the library budget? If no, select "N" and skip to Part C, line 10		Yes <input type="radio"/>	No <input type="radio"/>
08b	Employee fringe benefits (if paid from library budget)			

Icon Description: ✖ Fatal error - must fix    ⚠ Enter Explanation    ⚙ Edit Explanation

Verify & Save
Proceed

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 4 Section 4

#### Section 4.4: Survey: Perform Edits

This section explains how to perform the edits.

Once data are entered, the Survey screen will show an Edit Report button at the top right of the screen. To run the system edits, click the Edit Report button. When the edits have been run and all edit messages are resolved, the Key Holder is ready to lock the survey.

**Academic Libraries Survey**  
 Institution: Tutorial Demo (999999) User ID: A29999991

Survey Status: **No Data** Actions: [Verify & Save](#) [Proceed](#) [Edit Report](#)

**PART A & B - OUTLETS and STAFF**

**PART A : NUMBER OF PUBLIC SERVICE OUTLETS, FY 2004**

Line No.	Item	Prior Year
01	Branch and independent libraries - Exclude main or central library	

**PART B : LIBRARY STAFF, FALL 2004 and SALARIES/WAGES, FY 2004**  
 (Exclude maintenance and custodial staff, volunteers and contributed services staff)  
 Note: Report FTE data to two decimal places

Line No.	Staff	FALL 2004 Number of full-time equivalents (FTE) (f)	Prior Year	FY 2004 Salaries and wages (whole dollars only) (g)	Prior Year
02	Librarians				
03	Other professional staff				
04	<b>Total librarians and other professional staff</b> (sum lines 02 and 03, col. f)				
05	All other paid staff (except student assistants)				
06	Students assistants from all funding sources				
07	<b>Total full-time equivalent (FTE) staff</b> (sum line 04 through 06, cols. f&g)				
08a	Are employee fringe benefits paid from the library budget? If no, select "N" and skip to Part C, line 10	Yes <input type="radio"/>	No <input type="radio"/>		
08b	Employee fringe benefits (if paid from library budget)				

Icons Description: ● Fatal error - must fix ● Enter Explanation ● Edit Explanation

[Verify & Save](#) [Proceed](#)

---

**Academic Libraries Survey**  
 Institution: Tutorial Demo (999999) User ID: A29999991

Survey Reports Tools Help Log Out

**Edit Report: Tutorial Demo(999999)**

- Click on the applicable links in the Screen Name(s) column to go directly to the screen containing any unaccepted error.
- Click on the applicable links in the Severity column to confirm or enter explanations for edit.
- If Edit 0 is displayed in the Edit Report, it will always be displayed first.
- Click [here](#) for the **Edit Reason Report**.

Edit No.	Screen Name(s)	Edit Message	Severity	Accepted
Edit A01-0	<a href="#">Outlets and Staff</a>	Enter a value for Number of BRANCH AND INDEPENDENT LIBRARIES (01). Enter zero (0) if there are none.	Explanation	No
Edit 004-7	<a href="#">Outlets and Staff</a>	Ratio of salaries and wages paid to LIBRARIANS AND OTHER PROFESSIONAL STAFFS (04-2) to TOTAL LIBRARIANS AND OTHER PROFESSIONAL STAFFS (04-1) NOT between \$25,000 to \$100,000. Please update or explain.	Explanation	No
Edit B05-7	<a href="#">Outlets and Staff</a>	Ratio of salaries and wages paid to ALL OTHER PAID STAFF (05-2) to number of ALL OTHER PAID STAFF (05-1) NOT between \$25,000 to \$100,000. Please update or explain.	Explanation	No

# Appendix I—Academic Libraries Survey Tutorial


## Academic Library Survey (ALS) 2004


### Lesson 4 Section 5

#### Section 4.5: Survey: Edit Report

This section explains the Edit Report.

When Perform Edits is run, the Edit Report displays all edit messages. The “Severity” column of the Edit Report indicates the edit message type—Fatal (must be fixed) or Explanation (needs confirmation, with a reason). The “Accepted” column indicates whether the edit message is resolved (“Yes” or “No”). The Accepted column must show "Yes" for all edit messages in order for the Key Holder to Lock the survey data. Click Screen Name(s) or Explanation to make corrections or enter explanations as needed.





**National Center for Education Statistics**

**Academic Libraries Survey**

Institution: Tutorial Demo (999999)

User ID: A29999991

Survey
Reports
Tools
Help
Log Out

**Edit Report: Tutorial Demo(999999)**

- Click on the applicable links in the Screen Name(s) column to go directly to the screen containing any unaccepted error.
- Click on the applicable links in the Severity column to confirm or enter explanations for edit.
- If Edit 0 is displayed in the Edit Report, it will always be displayed first.
- Click [here](#) for the **Edit Reason Report**.

Edit No.	Screen Name(s)	Edit Message	Severity	Accepted
Edit A01-0	<a href="#">Outlets and Staff</a>	Enter a value for Number of BRANCH AND INDEPENDENT LIBRARIES (01). Enter zero (0) if there are none.	<a href="#">Explanation</a>	No
Edit B04-7	<a href="#">Outlets and Staff</a>	Ratio of salaries and wages paid to LIBRARIANS AND OTHER PROFESSIONAL STAFFS (04-2) to TOTAL LIBRARIANS AND OTHER PROFESSIONAL STAFFS (04-1) NOT between \$25,000 to \$100,000. Please update or explain.	<a href="#">Explanation</a>	No
Edit B05-7	<a href="#">Outlets and Staff</a>	Ratio of salaries and wages paid to ALL OTHER PAID STAFF (05-2) to number of ALL OTHER PAID STAFF (05-1) NOT between \$25,000 to \$100,000. Please update or explain.	<a href="#">Explanation</a>	No
Edit B07-2-2a	<a href="#">Outlets and Staff</a>	TOTAL FULL-TIME SALARIES AND WAGES (07-2) is not equal to the sum of items (04-2, 05-2, and 06-2).	Fatal	--

**Step 1:** Click on the **Edit Report** button at the top right of the screen.

**Step 2:** Review the edit report and resolve any problems.

**Step 3:** When all edit messages are resolved, the Submit Data button will appear at the top of the screen. Click on the button to submit and lock the data.

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 4 Section 6

#### Section 4.6: Survey: Edit Reason Report

This section explains the Edit Reason Report.



Institution: Tutorial Demo (999999)

User ID: A29999991

Survey	Reports	Tools	Help	Log Out
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#### Edit Reason Report: Tutorial Demo(999999)

- ◆ This report displays a list of Edits where the user entered a reason for accepting the edit or where the user accepted the error by confirming it.
- ◆ [Click here for the Edit Report.](#)

Edit No.	Screen Name(s)	Edit Message	Severity	Accepted
Edit B05-7	<a href="#">Outlets and Staff</a>	Ratio of salaries and wages paid to ALL OTHER PAID STAFF (05-2) to number of ALL OTHER PAID STAFF (05-1) NOT between \$25,000 to \$100,000. Please update or explain.	<a href="#">Explanation</a>	Yes
Reason: This sentence explains why this salary is not between \$25,000 and \$100,000.				
Edit E34a/b-8	<a href="#">Services - FY</a>	General circulation Transactions = Reserve Circulation Transactions	<a href="#">Explanation</a>	Yes
Reason: This sentence explains why general circulation transactions are equal to reserve circulation transactions.				

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 4 Section 7

#### Section 4.7: Survey: Locking the Survey Data

This section explains how to lock the survey data.

When the survey has been completed and all edits have been resolved, the Key Holder must **lock** the survey data. Locking means the data are ready for submission to Census for review. The 'Survey Status' in the upper left part of the screen will say 'Ready to submit'. The Key Holder will click on the 'Submit Data' button on the upper right of the screen. The system will display a 'Lock Survey' message indicating that the survey is locked and is now read-only. An e-mail message will be sent to the user stating that the survey data have been locked.

The first screenshot shows the 'Academic Libraries Survey' interface. The 'Survey Status' is 'Ready to submit'. The 'Submit Data' button is highlighted with a blue arrow. The data entry screen shows 'PART A - NUMBER OF PUBLIC SERVICE OUTLETS' and 'PART B - LIBRARY STAFF, FULL TIME and SALARIES, 2003, BY 2004'. The table below shows staff data:

Line No.	Staff	FALL 2003 Number of full-time equivalents (FTE)	FY 2003 FTE	FY 2004 Salary and wages (before deducts)	FY 2004 FTE
02	Librarians	0.00			
03	Other professional staff	0.00			
04	Total librarians and other professional staff (sum lines 02 and 03, col. 1)	0.00			
05	All other paid staff (except student assistants)	0.00			
06	Student assistants from all funding sources	0.00			
07	Total full-time equivalent (FTE) staff (sum line 04 through 06, col. 1)	0.00			
08a	Are employee fringe benefits paid from the survey budget? (If no, select "N" and skip to Part C, line 10)	Yes	No		
08b	Employee fringe benefits (if paid from survey budget)				

The second screenshot shows a 'LOCK WARNING!' message: 'You are about to lock this survey. Once the survey is locked, you will not be able to make changes to your data unless you call the Help Desk.' Buttons for 'Continue with locking' and 'Return to survey page' are visible, with the latter highlighted by a blue arrow.

The third screenshot shows a 'Lock Survey' message: 'Your survey data have been successfully locked. This data is now read-only. Use the Reports menu if you wish to print out a copy of your submission.' A 'Continue' button is highlighted by a blue arrow.

**Step 1:** Survey Status in the upper left side of the screen will say 'Ready to submit'.

**Step 2:** Click the 'Submit Data' button to submit the data and lock the survey.

**Step 3:** The system will display a 'Lock Survey' screen informing the Key Holder that the data is now locked and is read-only.

**Step 4:** You will receive an e-mail confirming that your survey data have been locked.

## Appendix I—Academic Libraries Survey Tutorial

### Academic Library Survey (ALS) 2004

#### Lesson 5 Section 1

#### Section 5.1: Reports: Survey Form (Blank)

This section explains how to print a blank survey form.

A blank version of the survey form may be opened and printed using the Survey Form (Blank) option found on the Reports menu. A Print Form and Go Back button are found at the bottom of the blank survey. The Print Form button opens a standard print dialog box, while the Go Back button returns users to the previous page viewed.

PART A & B - OUTLETS and STAFF					
PART A - NUMBER OF PUBLIC SERVICE OUTLETS, FY 2004					
Line No.	Item	Number	Prior Year		
01	Branch and independent libraries - <a href="#">Exclude main or central library</a>	<input type="text"/>			
PART B - LIBRARY STAFF, FALL 2004 and SALARIES/WAGES, FY 2004					
(Exclude maintenance and custodial staff, volunteers and contributed services staff)					
Note: Report FTE data to two decimals places					
Line No.	Staff	FALL 2004 Number of full-time equivalents (FTEs)	Prior Year	FY 2004 Salaries and wages (whole dollars only)	Prior Year
		(1)		(2)	
02	Librarians	<input type="text"/>			
03	Other professional staff	<input type="text"/>			
04	<b>Total librarians and other professional staff</b> (sum lines 02 and 03, col. 1)	<input type="text"/>		<input type="text"/>	
05	All other paid staff (except student assistants)	<input type="text"/>		<input type="text"/>	
06	Students assistants from all funding sources	<input type="text"/>		<input type="text"/>	
07	<b>Total full-time equivalent (FTE) staff</b> (sum line 04 through 06, cols. 1&2)	<input type="text"/>		<input type="text"/>	
08a	Are employee fringe benefits paid from the library budget? If no, select "N" and skip to Part C, line 10	Yes <input type="radio"/>		No <input type="radio"/>	
08b	Employee fringe benefits (if paid from library budget)			<input type="text"/>	
PART C - LIBRARY EXPENDITURES, FY 2004					
Note: See instructions for exclusions and definitions. Do not report the same expenditures more than once.					
Line No.	Expenditures	Amount (whole dollars only)	Prior Year		
09	Total salaries and wages (same as line 07, col. 2)				
<b>Information resources:</b>					
10	Books, serial backfiles and other materials (one-time purchases)	<input type="text"/>			
11	Electronic	<input type="text"/>			

**Note:** If it does not fit on the width of your paper, try printing in Landscape format.

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 5 Section 2

#### Section 5.2: Reports: Survey Form (Data)

This section explains how to print a survey form with data.

The survey form with data is viewable and printable using the Survey Form (Data) option found on the Reports menu. Otherwise, the buttons and steps are the same steps as for those for blank forms. To print directly from the data entry screens, use the browser Print button or Print option found on the File menu. A print option is also found on the menu available when the right mouse button is pressed.

**Note:** If it does not fit on the width of your paper, try printing in Landscape format.



# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 5 Section 3

#### Section 5.3: Reports: View Access Report

This section describes the View Access Report.

The View Access Report lists the user's access rights for the survey. Users can have view, update, and lock access.



The screenshot shows the top navigation bar with the Library Statistics Program logo, NCES National Center for Education Statistics logo, and the title "Academic Libraries Survey". Below the logo is the text "Institution: Tutorial Demo (999999)" and "User ID: A29999991". The navigation menu includes "Survey", "Reports", "Tools", "Help", and "Log Out". The "Access Profile" section is highlighted in a light blue bar.

The table below displays the institution and surveys you are able to access. The access column indicates if you have lock, update, or view access to the data. The status column shows the current status for each survey.

Institution	Access	Status
Tutorial Demo (999999)	Lock	Incomplete

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 6 Section 1

#### Section 6.1: Coordinator - Additional Reports: Additional Reports

This section lists the additional reports available

Coordinators have access to the following additional reports:

- Registration Summary
- Unregistered Users
- Coordinator Registration
- Institution and Survey Status Summary
- Institution Reporting Status

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 6 Section 2

#### Section 6.2: Coordinator - Additional Reports: Registration Summary

The section describes the Registration Summary Report.

This report displays the number of registered keyholders and non keyholders. This is useful in determining how many users are registered.

The screenshot shows the user interface for the Academic Libraries Survey (ALS) 2004. At the top left is the 'Library Statistics Program' logo. To its right is the text 'Institution: ()'. In the center is the 'NCES National Center for Education Statistics' logo and the title 'Academic Libraries Survey'. On the top right is the 'User ID: 9999991'. Below this is a navigation menu with buttons for 'Institutions', 'Survey', 'Reports', 'Tools', 'Help', and 'Log Out'. The 'Reports' button is highlighted, and a sub-menu titled 'Registration Summary' is displayed below it. This sub-menu contains a table with the following data:

Type	Total	Registered	Unregistered
Keyholders	1	1	0
Non_Keyholder Users	0	0	0

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 6 Section 3

#### Section 6.3: Coordinator - Additional Reports: Unregistered Users

This report displays a list of unregistered users.

Enter search criteria to generate a Unregistered Users list for a subset of the institutions you coordinate. If you wish to generate this list for all institutions, simply click Generate.



Library Statistics Program

Institution: ()

NCES National Center for Education Statistics

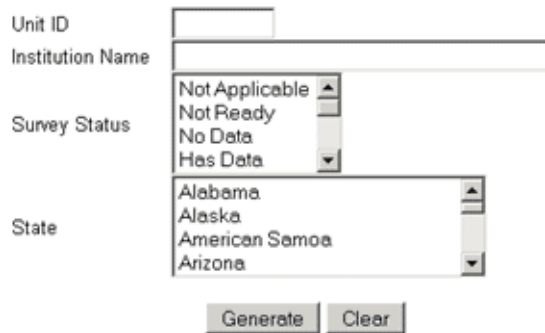
Academic Libraries Survey

User ID: 9999991

Institutions Survey Reports Tools Help Log Out

Unregistered Users

Enter search criteria to generate a Unregistered Users list for a subset of the institutions you coordinate. If you wish to generate this list for all institutions, simply click Generate



Unit ID

Institution Name

Survey Status

State

Not Applicable

Not Ready

No Data

Has Data

Alabama

Alaska

American Samoa

Arizona

Generate Clear

**Step 1:** Enter Search Criteria

**Step 2:** Click on the "Generate" Button

**Step 3:** A List of Unregistered Users is returned based on the Search Criteria.

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 6 Section 4

#### Section 6.4: Coordinator - Additional Reports: Coordinator Registration

This section explains registration for the Coordinator.

Registration must be completed prior to starting the survey sections. Information must be provided for all items with asterisks (\*\*). Registration information may be updated at any time prior to locking the survey. The first time you login, you will have to register with the system. Once you have registered, you only need to return to the Registration page if you need to update the information (for example, assign new users).



Institution: () User ID: 9999991

[Institutions](#) [Survey](#) [Reports](#) [Tools](#) [Help](#) [Log Out](#)

**Registration** [?](#)

- ◆ The contact information displayed below is for User: **9999991**.
- ◆ Please enter the contact information displayed below.
- ◆ Then **click the Update button** to complete your registration.
- ◆ Once you've completed your registration, you will be able to print blank forms, download record layouts, and generate userids and passwords for additional users.
- ◆ Required fields are indicated with asterisks (\*\*).

Agency**	<input type="text"/>
Title	<input type="text"/>
First Name**	<input type="text" value="Tutorial"/>
Last Name**	<input type="text" value="Coordinator"/>
Address 1**	<input type="text"/>
Address 2	<input type="text"/>
City**	<input type="text"/>
State**	<input type="text"/>
Zip**	<input type="text"/> - <input type="text"/>
Phone**	<input type="text"/> - <input type="text"/> - <input type="text"/>
Extension	<input type="text"/>
Fax	<input type="text"/> - <input type="text"/> - <input type="text"/>
Email Address**	<input type="text"/>

# Appendix I—Academic Libraries Survey Tutorial


## Academic Library Survey (ALS) 2004

### Lesson 6 Section 5


#### Section 6.5: Coordinator - Additional Reports: Survey Status Summary

This section explains the Institution and Survey Status Summary Report.

The Institution and Survey Status Summary gives an aggregated account of the active institutions and status of the surveys.



Institution: 0



**Academic Libraries Survey**

User ID: 9999991

Institutions	Survey	Reports	Tools	Help	Log Out						
<b>Institution and Survey Status Summary</b>											
<b>SURVEY STATUS BY SURVEY</b>											
	Child	Not Participating	Not Applicable	Not Ready	No Data	Has Data	Edited	Clean	Locked	Complete	Total
Academic Libraries Survey	0	0	0	0	0	0	1				1

# Appendix I—Academic Libraries Survey Tutorial

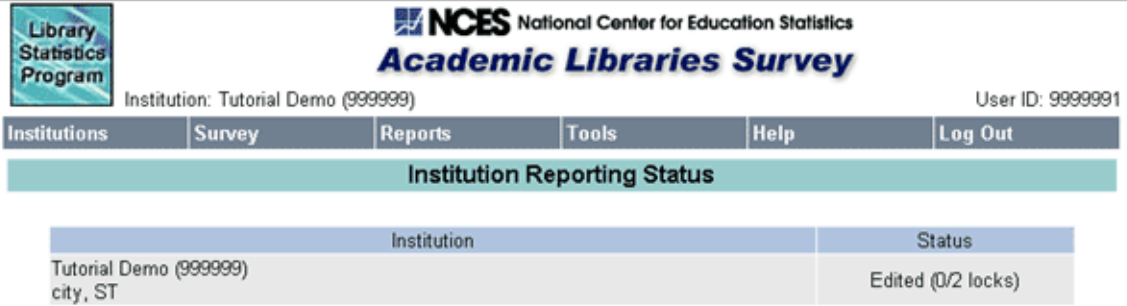
## Academic Library Survey (ALS) 2004

### Lesson 6 Section 6

#### Section 6.6: Coordinator - Additional Reports: Institution Reporting Status

This section explains the Institution Reporting Status Report.

This reports lists by institution and survey the status and number of locks for each survey.



The screenshot displays the web interface for the Academic Libraries Survey (ALS) 2004. At the top left is the "Library Statistics Program" logo. In the center is the "NCES National Center for Education Statistics" logo and the title "Academic Libraries Survey". Below the logo, the text "Institution: Tutorial Demo (999999)" and "User ID: 9999991" are visible. A navigation menu includes "Institutions", "Survey", "Reports", "Tools", "Help", and "Log Out". The main heading is "Institution Reporting Status". Below this is a table with two columns: "Institution" and "Status".

Institution	Status
Tutorial Demo (999999) city, ST	Edited (0/2 locks)

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 7 Section 1

#### Section 7.1: Coordinator - Additional Tools: Additional Tools

##### Additional Tools

Coordinators have access to the following additional tools:

- Lock Surveys
- Contact List
- File Export



# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 7 Section 2

#### Section 7.2: Coordinator - Additional Tools: Lock Surveys

This tool lists the surveys that are locked.

This tool is useful when you need to know which surveys are locked by institutions.

The screenshot shows the 'Academic Libraries Survey' interface. At the top left is the 'Library Statistics Program' logo. The title 'Academic Libraries Survey' is centered. Below the title, it says 'Institution: Tutorial Demo (999999)' and 'User ID: 9999991'. A navigation bar contains 'Institution', 'Survey', 'Reports', 'Tools', 'Help', and 'Logout'. Below this is a teal bar with the text 'Lock Surveys'. Underneath, it says 'Select institutions from below to lock.' There is a list with one item: 'Tutorial Demo 3 (999992)' which has a checked checkbox. At the bottom are three buttons: 'Lock Survey', 'Check all', and 'Uncheck all'.

**Step 1:** Check the institutions for which you want to generate a report.

**Step 2:** Click on the "Lock Survey" Button

**Step 3:** A report will be generated showing surveys that are locked for the selected institutions.

**Note:** Use the "Check all" and "Uncheck all" to check all institutions or to uncheck all institutions.

# Appendix I—Academic Libraries Survey Tutorial

## Academic Library Survey (ALS) 2004

### Lesson 7 Section 3

#### Section 7.3: Coordinator - Additional Tools: Contact List

This tool retrieves a list of institutions based on the search criteria and displays their contact information.

Enter search criteria to generate a contact list for a subset of the institutions you coordinate. If you wish to generate this list for all institutions, simply click Generate.

The screenshot shows the 'Contact List' tool interface. At the top left is the 'Library Statistics Program' logo. In the center is the 'NCES National Center for Education Statistics Academic Libraries Survey' logo. To the right of the logo, it says 'Institution: Tutorial Demo (999999)' and 'User ID: 9999991'. Below the logo is a navigation bar with buttons for 'Institutions', 'Survey', 'Reports', 'Tools', 'Help', and 'Log Out'. The 'Contact List' title is centered below the navigation bar. The main content area contains the following elements:

- Enter search criteria to generate a list of the Institutions.
- If you wish to generate this list for all Institutions, simply click Generate.
- Results Format:
  - Keyholder Information
  - Institution Mailing Address
  - Keyholder Mailing Address
- Unit ID:
- Institution:
- Survey Status:
- State:  (dropdown menu showing Alabama, Alaska, American Samoa, Arizona)
- Buttons:

**Step 1:** Enter Search Criteria

**Step 2:** Click on the "Generate" Button

**Step 3:** A list of institutions that meet your search criteria will be returned.