

## Appendix A: Record Layout for Public Library System Data File, FY 2018 (pls\_ae\_pud18i)

Variable name	Field length	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, Fiscal Year 2018</b>				
<b>Number of records = 9,261 (one record per observation)</b>				
<b>Number of fields per record = 166</b>				
<b>IDENTIFICATION</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
FSCSKEY	06	A	150	Library identification code assigned by IMLS
LIBID	20	A	151	Library identification code assigned by the state. IMLS assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	60	A	152	Name of library (administrative entity)
<b>STREET ADDRESS</b>				
ADDRESS	35	A	153	Street address of administrative entity
CITY	20	A	154	City or town (of street address) of administrative entity
ZIP	05	A	155	Standard five-digit postal zip code (of street address) of administrative entity.
ZIP4	04	A	†	Four-digit postal zip code extension (of street address) of administrative entity. M-Missing (unknown)
<b>MAILING ADDRESS</b>				
ADDRES_M	35	A	157	Mailing address of administrative entity
CITY_M	20	A	158	City or town (of mailing address) of administrative entity
ZIP_M	05	A	159	Standard five-digit postal zip code (of mailing address) of administrative entity

Variable name	Field length	Data type	Survey item	Description
ZIP4_M	04	A	†	Four-digit postal zip code extension (of mailing address) of administrative entity M-Missing
CNTY	20	A	161	County in which the headquarters of the administrative entity is physically located
PHONE	10	A	162	Telephone number, in following format: area code/exchange/number (for example, 7037315072) -3-Closed or temporarily closed administrative entity -4-Not applicable
C_RELATN	02	A	200	Interlibrary Relationship Code HQ-Headquarters of a federation or cooperative ME-Member of a federation or cooperative NO-Not a member of a federation or cooperative
C_LEG BAS	02	A	201	Legal Basis Code CC-City/County CI-Municipal Government (city, town, or village) CO-County/Parish LD-Library District MJ-Multi-jurisdictional NL-Native American Tribal Government NP-Non-profit Association or Agency SD-School District OT-Other (Note: Prior to FY 98, this variable was called C_LEGBASE.)
C_ADMIN	02	A	202	Administrative Structure Code MA-Administrative entity with multiple direct service outlets where administrative offices are separate MO-Administrative entity with multiple direct service outlets where administrative offices are not separate SO-Single outlet administrative entity
C_FSCS	01	A	203	FSCS Public Library Definition (Public library system meets all criteria in the definition.) Y-Yes N-No

Variable name	Field length	Data type	Survey item	Description
GEOCODE	03	A	204	Geographic Code CI1–Municipal Government (city, town, or village) (exactly) CI2–Municipal Government (city, town, or village) (most nearly) CO1–County/Parish (exactly) CO2–County/Parish (most nearly) MA1–Metropolitan Area (exactly) MA2–Metropolitan Area (most nearly) MC1–Multi-County (exactly) MC2–Multi-County (most nearly) SD1–School District (exactly) SD2–School District (most nearly) OTH–Other
LSABOUND	01	A	205	Legal service area boundary change in last year Y–Yes N–No
STARTDAT	10	A	206	Reporting period starting date, in mm/dd/yyyy format (e.g., 07/01/2017) -3–Closed or temporarily closed administrative entity
ENDDATE	10	A	207	Reporting period ending date, in mm/dd/yyyy format (e.g., 06/30/2018) -3–Closed or temporarily closed administrative entity
<b>POPULATION</b>				
POPU_LSA	09	N	208	Population of the Legal Service Area -3–Closed or temporarily closed administrative entity
F_POPLSA	04	A	†	POPU_LSA imputation flag. (See Appendix G for definitions of flags.)
POPU_UND	09	N	†	Derived. Unduplicated population of the legal service area for the library. This value is calculated by prorating the library's population of legal service area (POPU_LSA) to the state's total population of legal service areas (total POPU_LSA) and applying the ratio to the state-reported total unduplicated population of legal service areas. The latter item, a single figure reported by the state data coordinator, is also named POPU_UND but is located on the State Summary/State Characteristics Data File. -3–Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
<b>SERVICE OUTLETS</b>				
CENTLIB	03	N	209	Number of central libraries -3-Closed or temporarily closed administrative entity
F_CENLIB	04	A	†	CENTLIB imputation flag. (See Appendix G for definitions of flags.)
BRANLIB	03	N	210	Number of branch libraries -3-Closed or temporarily closed administrative entity
F_BRLIB	04	A	†	BRANLIB imputation flag. (See Appendix G for definitions of flags.)
BKMOB	03	N	211	Number of bookmobiles -3-Closed or temporarily closed administrative entity
F_BKMOB	04	A	†	BKMOB imputation flag. (See Appendix G for definitions of flags.)
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>				
MASTER	09	N	250	ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of six integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity
F_MASTER	04	A	†	MASTER imputation flag. (See Appendix G for definitions of flags.)
LIBRARIA	09	N	251	Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity
F_LIBRAR	04	A	†	LIBRARIA imputation flag. (See Appendix G for definitions of flags.)
OTHPAID	09	N	252	All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity
F_OTHSTF	04	A	†	OTHPAID imputation flag. (See Appendix G for definitions of flags.)
TOTSTAFF	10	N	253	Total paid FTE employees (i.e., sum of LIBRARIA and OTHPAID). This field consists of seven integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_TOTSTF	04	A	†	TOTSTAFF imputation flag. (See Appendix G for definitions of flags.)
<b>OPERATING REVENUE</b>				
LOCGVT	09	N	300	Operating revenue from local government -3-Closed or temporarily closed administrative entity
F_LOCGVT	04	A	†	LOCGVT imputation flag. (See Appendix G for definitions of flags.)
STGVT	09	N	301	Operating revenue from state government -3-Closed or temporarily closed administrative entity
F_STGVT	04	A	†	STGVT imputation flag. (See Appendix G for definitions of flags.)
FEDGVT	09	N	302	Operating revenue from federal government -3-Closed or temporarily closed administrative entity
F_FEDGVT	04	A	†	FEDGVT imputation flag. (See Appendix G for definitions of flags.)
OTHINCM	09	N	303	Other operating revenue (i.e., operating revenue not included in LOCGVT, STGVT, and FEDGVT) -3-Closed or temporarily closed administrative entity
F_OTHINC	04	A	†	OTHINCM imputation flag. (See Appendix G for definitions of flags.)
TOTINCM	10	N	304	Total operating revenue (i.e., sum of LOCGVT, STGVT, FEDGVT, and OTHINCM) -3-Closed or temporarily closed administrative entity
F_TOTINC	04	A	†	TOTINCM imputation flag. (See Appendix G for definitions of flags.)
<b>OPERATING EXPENDITURES</b>				
<b>Staff Expenditures</b>				
SALARIES	09	N	350	Salaries and wages for all library staff -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality
F_SALX	04	A	†	SALARIES imputation flag. (See Appendix G for definitions of flags.)
BENEFIT	09	N	351	Employee benefits for all library staff -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality

Variable name	Field length	Data type	Survey item	Description
F_BENX	04	A	†	BENEFIT imputation flag. (See Appendix G for definitions of flags.)
STAFFEXP	09	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT) -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality
F_TOSTFX	04	A	†	STAFFEXP imputation flag. (See Appendix G for definitions of flags.)
PRMATEXP	09	N	353	<b>Collection expenditures</b> Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions) -3-Closed or temporarily closed administrative entity
F_PRMATX	04	A	†	PRMATEXP imputation flag. (See Appendix G for definitions of flags.)
ELMATEXP	09	N	354	Operating expenditures for electronic (digital) materials (including e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, or pictures, including materials digitized by the library) -3-Closed or temporarily closed administrative entity
F_ELMATX	04	A	†	ELMATEXP imputation flag. (See Appendix G for definitions of flags.)
OTHMATEX	09	N	355	Operating expenditures for all other library materials (microform, audio, video, DVD, and new formats) -3-Closed or temporarily closed administrative entity
F_OTMATX	04	A	†	OTHMATEX imputation flag. (See Appendix G for definitions of flags.)
TOTEXPCO	09	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX) -3-Closed or temporarily closed administrative entity
F_TOCOLX	04	A	†	TOTEXPCO imputation flag. (See Appendix G for definitions of flags.)
OTHOPEXP	09	N	357	<b>Other operating expenditures</b> Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO) -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality

Variable name	Field length	Data type	Survey item	Description
F_OTHOPX	04	A	†	OTHOPEXP imputation flag. (See Appendix G for definitions of flags.)
TOTOPEXP	10	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP) -3-Closed or temporarily closed administrative entity
F_TOTOPX	04	A	†	TOTOPEXP imputation flag. (See Appendix G for definitions of flags.)
<b>CAPITAL REVENUE</b>				
LCAP_REV	09	N	400	Local government capital revenue -3-Closed or temporarily closed administrative entity
F_LCAPRV	04	A	†	LCAP_REV imputation flag. (See Appendix G for definitions of flags.)
SCAP_REV	09	N	401	State government capital revenue -3-Closed or temporarily closed administrative entity
F_SCAPRV	04	A	†	SCAP_REV imputation flag. (See Appendix G for definitions of flags.)
FCAP_REV	09	N	402	Federal government capital revenue -3-Closed or temporarily closed administrative entity
F_FCAPRV	04	A	†	FCAP_REV imputation flag. (See Appendix G for definitions of flags.)
OCAP_REV	09	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and OCAP_REV) -3-Closed or temporarily closed administrative entity
F_OCAPRV	04	A	†	OCAP_REV imputation flag. (See Appendix G for definitions of flags.)
CAP_REV	09	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV) -3-Closed or temporarily closed administrative entity
F_TCAPRV	04	A	†	CAP_REV imputation flag. (See Appendix G for definitions of flags.)
<b>CAPITAL EXPENDITURES</b>				
CAPITAL	09	N	405	Total capital expenditures -3-Closed or temporarily closed administrative entity
F_TCAPX	04	A	†	CAPITAL imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>LIBRARY COLLECTION</b>				
BKVOL	09	N	450	Print materials (including books and government documents) -1-Missing -3-Closed or temporarily closed administrative entity
F_BKVOL	04	A	†	BKVOL imputation flag. (See Appendix G for definitions of flags.)
EBOOK	09	N	451	Electronic Books (E-books) (digital documents, including non-serial government documents in digital format) -3-Closed or temporarily closed administrative entity
F_EBOOK	04	A	†	EBOOK imputation flag. (See Appendix G for definitions of flags.)
AUDIO_PH	09	N	452	Audio - physical units (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings) -3-Closed or temporarily closed administrative entity
F_AUD_PH	04	A	†	AUDIO_PH imputation flag. (See Appendix G for definitions of flags.)
AUDIO_DL	09	N	453	Audio - downloadable units -3-Closed or temporarily closed administrative entity
F_AUD_DL	04	A	†	AUDIO_DL imputation flag. (See Appendix G for definitions of flags.)
VIDEO_PH	09	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.) -3-Closed or temporarily closed administrative entity
F_VID_PH	04	A	†	VIDEO_PH imputation flag. (See Appendix G for definitions of flags.)
VIDEO_DL	09	N	455	Video - downloadable units -3-Closed or temporarily closed administrative entity
F_VID_DL	04	A	†	VIDEO_DL imputation flag. (See Appendix G for definitions of flags.)
<b>ELECTRONIC COLLECTIONS</b>				
EC_LO_OT	09	N	456	Local/Other electronic collections -3-Closed or temporarily closed administrative entity
F_EC_L_O	04	A	†	EC_LO_OT imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
EC_ST	09	N	457	State electronic collections -3-Closed or temporarily closed administrative entity
F_EC_ST	04	A	†	EC_ST imputation flag. (See Appendix G for definitions of flags.)
ELECCOLL	09	N	458	Total electronic collections -3-Closed or temporarily closed administrative entity
F_ELECOL	04	A	†	ELECCOLL imputation flag. (See Appendix G for definitions of flags.)
SUBSCRIPT	09	N	460	Current print serial subscriptions -3-Closed or temporarily closed administrative entity
F_PRSUB	04	A	†	SUBSCRIPT imputation flag. (See Appendix G for definitions of flags.)
<b>PUBLIC SERVICE HOURS</b>				
HRS_OPEN	09	N	500	Total annual public service hours for all service outlets -3-Closed or temporarily closed administrative entity
F_HRS_OP	04	A	†	HRS_OPEN imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY SERVICES</b>				
VISITS	09	N	501	Total annual library visits -3-Closed or temporarily closed administrative entity
F_VISITS	04	A	†	VISITS imputation flag. (See Appendix G for definitions of flags.)
REFERENC	09	N	502	Total annual reference transactions -3-Closed or temporarily closed administrative entity
F_REFER	04	A	†	REFERENC imputation flag. (See Appendix G for definitions of flags.)
REGBOR	09	N	503	Registered Users -3-Closed or temporarily closed administrative entity
F_REGBOR	04	A	†	REGBOR imputation flag. (See Appendix G for definitions of flags.)
<b>CIRCULATION</b>				
TOTCIR	09	N	550	Total annual circulation transactions -1-Missing -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_TOTCIR	04	A	†	TOTCIR imputation flag. (See Appendix G for definitions of flags.)
KIDCIRCL	09	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users -3-Closed or temporarily closed administrative entity
F_KIDCIR	04	A	†	KIDCIRCL imputation flag. (See Appendix G for definitions of flags.)
ELMATCIR	09	N	552	Use of Electronic Materials – The total annual circulation of all electronic materials -1-Missing -3-Closed or temporarily closed administrative entity
F_EMTCIR	04	A	†	ELMATCIR imputation flag. (See Appendix G for definitions of flags.)
PHYSCIR	09	N	553	Physical item circulation – The total annual circulation of all physical library materials of all types, including renewals. -1-Missing -3-Closed or temporarily closed administrative entity
F_PHYSCR	04	A	†	PHYSCIR imputation flag. (See Appendix G for definitions of flags.)
ELINFO	09	N	554	Successful retrieval of electronic information – The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. -1-Missing -3-Closed or temporarily closed administrative entity
F_ELINFO	04	A	†	ELINFO imputation flag. (See Appendix G for definitions of flags.)
ELCONT	09	N	555	Electronic content use – The total annual count of the circulation of electronic materials and the successful retrieval of electronic information -1-Missing -3-Closed or temporarily closed administrative entity
F_ELCNT	04	A	†	ELCONT imputation flag. (See Appendix G for definitions of flags.)
TOTCOLL	09	N	556	Total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information -1-Missing -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_TOTCOL	04	A	†	TOTCOLL imputation flag. (See Appendix G for definitions of flags.)
<b>INTER-LIBRARY LOANS</b>				
LOANTO	09	N	575	Total annual loans provided to other libraries -3-Closed or temporarily closed administrative entity
F_LOANTO	04	A	†	LOANTO imputation flag. (See Appendix G for definitions of flags.)
LOANFM	09	N	576	Total annual loans received from other libraries -3-Closed or temporarily closed administrative entity
F_LOANFM	04	A	†	LOANFM imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY PROGRAMS</b>				
TOTPRO	895	N	600	Total library programs -3-Closed or temporarily closed administrative entity
F_TOTPRO	04	A	†	TOTPRO imputation flag. (See Appendix G for definitions of flags.)
KIDPRO	09	N	601	Total children's programs -3-Closed or temporarily closed administrative entity
F_KIDPRO	04	A	†	KIDPRO imputation flag. (See Appendix G for definitions of flags.)
YAPRO	09	N	602	Total young adult programs -3-Closed or temporarily closed administrative entity
F_YAPRO	04	A	†	YAPRO imputation flag. (See Appendix G for definitions of flags.)
TOTATTEN	09	N	603	Total audience at all library programs -3-Closed or temporarily closed administrative entity
F_TOTATT	04	A	†	TOTATTEN imputation flag. (See Appendix G for definitions of flags.)
KIDATTEN	09	N	604	Total audience at all children's programs -3-Closed or temporarily closed administrative entity
F_KIDATT	04	A	†	KIDATTEN imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
YAATTEN	09	N	605	Total audience at all young adult programs -3-Closed or temporarily closed administrative entity
F_YAATT	04	A	†	YAATTEN imputation flag. (See Appendix G for definitions of flags.)
				<b>ELECTRONIC TECHNOLOGY</b>
GPTERMS	06	N	650	Internet computers used by general public -3-Closed or temporarily closed administrative entity
F_GPTERM	04	A	†	GPTERMS imputation flag. (See Appendix G for definitions of flags.)
PITUSR	09	N	651	Uses of public Internet computers per year -3-Closed or temporarily closed administrative entity
F_PITUSR	04	A	†	PITUSR imputation flag. (See Appendix G for definitions of flags.)
WIFISESS	10	N	652	Total annual wireless sessions provided by the library wireless service -1-Missing -3-Not applicable (closed or temporarily closed administrative entity)
F_WIFISS	04	A	†	WIFISESS imputation flag. (See Appendix G for definitions of flags.)
WEBVISIT	10	N	653	Total visits (sessions) to library website -1-Missing -3-Not applicable (closed or temporarily closed administrative entity)
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBEREG	02	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01-New England (CT ME MA NH RI VT) 02-Mid East (DE DC MD NJ NY PA) 03-Great Lakes (IL IN MI OH WI) 04-Plains (IA KS MN MO NE ND SD) 05-Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06-Southwest (AZ NM OK TX) 07-Rocky Mountains (CO ID MT UT WY) 08-Far West (AK CA HI NV OR WA) 09-Outlying Areas (AS GU MP PR VI)

Variable name	Field length	Data type	Survey item	Description
RSTATUS	01	A	†	<p>Derived. Reporting status</p> <p>1–Respondent, with no imputed data</p> <p>2–Respondent, with both reported and imputed data</p> <p>3–Nonrespondent, not imputed</p> <p>4–Nonrespondent, with imputed data</p>
STATSTRU	02	A	†	<p>Structure Change Code</p> <p>00–No change from last year</p> <p>01–Existing administrative entity or outlet absorbs another administrative entity or outlet</p> <p>02–Newly created administrative entity or outlet</p> <p>03–Closed</p> <p>04–Move outlet to a newly created administrative entity</p> <p>05–Merge two or more administrative entities or outlets to form a new administrative entity or outlet</p> <p>06–(reserved)</p> <p>07–(reserved)</p> <p>08–Restored a closed administrative entity or outlet record</p> <p>09–Restored an incorrectly deleted administrative entity or outlet</p> <p>10–Delete an incorrect record</p> <p>11–Outlet moved to a different previously existing administrative entity</p> <p>12–(reserved)</p> <p>13–Add an existing administrative entity or outlet not previously reported</p> <p>22–Future administrative entity FSCS ID Request</p> <p>23–Temporary closure</p> <p>24–Restore/Undo Was a 23 (Reopen a temporary closure)</p> <p>(Note: This code records structure changes to administrative entities and outlets and is included on the Public Library System Data File and the Public Library Outlet File. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets. The full list of codes is provided; however, some codes are specific to one of the data files (e.g., code 11 would appear only on the Public Library Outlet Data File.)</p>
STATNAME	02	A	152A	<p>Name Change Code</p> <p>00–No change from last year</p> <p>06–Official name change</p> <p>14–Minor name change</p>

Variable name	Field length	Data type	Survey item	Description
STATADDR	02	A	153A	Address Change Code 00-No change from last year 07-Moved to a new location 15-Minor address change
LONGITUD	12	N	†	Longitude of the AE street address. Formatted -X00.0000000 (X is blank or 1) This field consists of a negative sign, three integers and seven decimal places, with an explicit decimal point.
LATITUDE	10	N	†	Latitude of the AE street address. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point.
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the administrative entity headquarters. See Appendix D for list of State Codes.
INCITSCO	03	A	†	Three-digit INCITS County Code (INCITS 31) assigned based on the physical location of the administrative entity headquarters.
GNISPLAC	05	A	†	Five-digit Geographic Names Information System (GNIS) Feature ID, or reference to named entities, based on physical location of the administrative entity headquarters. Place Code. Not every address will fall within a Place. M-Missing
CNTYPOP	08	N	†	County Population -1-Missing

Variable name	Field length	Data type	Survey item	Description
LOCALE_ADD	02	A	†	<p>Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on latitude and longitude of administrative entity.</p> <p>11-City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.</p> <p>12-City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000.</p> <p>13-City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000.</p> <p>21-Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.</p> <p>22-Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000.</p> <p>23-Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000.</p> <p>31-Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.</p> <p>32-Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.</p> <p>33-Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area.</p> <p>41-Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.</p> <p>42-Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.</p> <p>43-Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.</p>

Variable name	Field length	Data type	Survey item	Description
LOCALE_MOD	02	A	†	<p>Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on the modal locale code of associated stationary outlets (i.e., central and branch libraries).</p> <p>11-City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.</p> <p>12-City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000.</p> <p>13-City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000.</p> <p>21-Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.</p> <p>22-Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000.</p> <p>23-Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000.</p> <p>31-Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.</p> <p>32-Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.</p> <p>33-Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area.</p> <p>41-Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.</p> <p>42-Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.</p> <p>43-Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.</p>

Variable name	Field length	Data type	Survey item	Description
REAPLOCALE_ADD	02	A	†	<p>REAP (The Rural Education Achievement Program) Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the location of that community relative to urban and metropolitan areas. Assigned based on the latitude and longitude of the administrative entity.</p> <p>01–Large City: A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.</p> <p>02–Mid-size City: A principal city of a metropolitan area, with the city having a population less than 250,000.</p> <p>03–Urban Fringe of a Large City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.</p> <p>04–Urban Fringe of a Mid-size City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.</p> <p>05–Large Town: An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.</p> <p>06–Small Town: An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.</p> <p>07–Rural, Outside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.</p> <p>08–Rural, Inside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.</p>

Variable name	Field length	Data type	Survey item	Description
REAPLOCALE_MOD	02	A	†	<p>REAP (The Rural Education Achievement Program) Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the location of that community relative to urban and metropolitan areas. Assigned based on the modal REAP locale code of associated stationary outlets (i.e., central and branch libraries)</p> <p>01–Large City: A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.</p> <p>02–Mid-size City: A principal city of a metropolitan area, with the city having a population less than 250,000.</p> <p>03–Urban Fringe of a Large City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.</p> <p>04–Urban Fringe of a Mid-size City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.</p> <p>05–Large Town: An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.</p> <p>06–Small Town: An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.</p> <p>07–Rural, Outside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.</p> <p>08–Rural, Inside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.</p>
CENTRACT	07	N	†	Census Tract code. 7 character - Formatted 0000.YY (YY=blank or numeric) A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program. This field consists of four integers and two decimals, with an explicit decimal point.
CENBLOCK	04	N	†	Census Block code. 4 character - An area bounded on all sides by visible features, such as streets, roads, streams, and railroads tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads (designated by the Census Bureau).
CDCODE	04	A	†	Congressional District. ANSI code based on the location of the administrative entity/outlet. Legislatively defined subdivisions of the state for the purpose of electing representatives to the House of Representatives of the U.S. Congress.

Variable name	Field length	Data type	Survey item	Description
CBSA	05	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs) <sup>1</sup> -4–Not applicable
MICROF	01	A	†	Metropolitan and Micropolitan Statistical Area flag 0–Metropolitan area 1–Micropolitan area N–Not applicable
GEOMATCH	02	A	†	Geocoding accuracy and precision level A–Primary address locator match at the street address level of precision. 9–Tertiary address locator match at the ZIP4 (9) centroid level of precision. 5–Tertiary address locator match at the ZIP5 (5) centroid level of precision.

N Numeric field.

A Alpha character field.

† Not applicable.

[www.census.gov/programs-surveys/metro-micro.html](http://www.census.gov/programs-surveys/metro-micro.html)

## Appendix B: Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2018 (pls\_state\_pud18i)

Variable name	Field length	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, Fiscal Year 2018</b>				
<b>Number of records = 55 (one record per observation)</b>				
<b>Number of fields per record = 129</b>				
<b>IDENTIFICATION</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
<b>POPULATION</b>				
POPU_LSA	10	N	208	Population of the legal service area
F_POPLSA	04	A	†	POPU_LSA imputation flag. (See Appendix G for definitions of flags.)
POPU_UND	10	N	103	Total unduplicated population of legal service areas. (Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.)
POPU_ST	10	N	102	Reported state total population estimate. (Note: This item is on the State Characteristics data entry screen.)
<b>SERVICE OUTLETS</b>				
CENTLIB	05	N	209	Number of central libraries
F_CENLIB	04	A	†	CENTLIB imputation flag. (See Appendix G for definitions of flags.)
BRANLIB	05	N	210	Number of branch libraries
F_BRLIB	04	A	†	BRANLIB imputation flag. (See Appendix G for definitions of flags.)
BKMOB	05	N	211	Number of bookmobiles
F_BKMOB	04	A	†	BKMOB imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>				
MASTER	11	N	250	ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of eight integers and two decimals, with an explicit decimal point.
<b>MASTER imputation flag. (See Appendix G for definitions of flags.)</b>				
F_MASTER	04	A	†	MASTER imputation flag. (See Appendix G for definitions of flags.)
LIBRARIA	11	N	251	Total number of FTE employees holding the title of librarian. This field consists of eight integers and two decimals, with an explicit decimal point.
<b>LIBRARIA imputation flag. (See Appendix G for definitions of flags.)</b>				
OTHPAID	11	N	252	All other paid FTE employees. This field consists of eight integers and two decimals, with an explicit decimal point.
<b>OTHPAID imputation flag. (See Appendix G for definitions of flags.)</b>				
TOTSTAFF	12	N	253	Total paid FTE employees (i.e., sum of LIBRARIA and OTHPAID). This field consists of nine integers and two decimals, with an explicit decimal point.
<b>TOTSTAFF imputation flag. (See Appendix G for definitions of flags.)</b>				
<b>OPERATING REVENUE</b>				
LOCGVT	11	N	300	Operating revenue from local government
<b>LOCGVT imputation flag. (See Appendix G for definitions of flags.)</b>				
STGVT	11	N	301	Operating revenue from state government
<b>STGVT imputation flag. (See Appendix G for definitions of flags.)</b>				
FEDGVT	11	N	302	Operating revenue from federal government
<b>FEDGVT imputation flag. (See Appendix G for definitions of flags.)</b>				
OTHINCM	11	N	303	Other operating revenue (i.e., revenue not included in LOCGVT, STGVT, and FEDGVT)
<b>OTHINCM imputation flag. (See Appendix G for definitions of flags.)</b>				

Variable name	Field length	Data type	Survey item	Description
TOTINCM	12	N	304	Total operating revenue (i.e., sum of LOCGVT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	04	A	†	TOTINCM imputation flag. (See Appendix G for definitions of flags.)
				<b>OPERATING EXPENDITURES</b> <b>Staff expenditures</b>
SALARIES	11	N	350	Salaries and wages for all library staff
F_SALX	04	A	†	SALARIES imputation flag. (See Appendix G for definitions of flags.)
BENEFIT	11	N	351	Employee benefits for all library staff
F_BENX	04	A	†	BENEFIT imputation flag. (See Appendix G for definitions of flags.)
STAFFEXP	11	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT)
F_TOSTFX	04	A	†	STAFFEXP imputation flag. (See Appendix G for definitions of flags.)
				<b>Collection Expenditures</b>
PRMATEXP	09	N	353	Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions)
F_PRMATX	04	A	†	PRMATEXP imputation flag. (See Appendix G for definitions of flags.)
ELMATEXP	09	N	354	Operating expenditures for electronic (digital) materials (including e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, or pictures, including materials digitized by the library)
F_ELMATX	04	A	†	ELMATEXP imputation flag. (See Appendix G for definitions of flags.)
OTHMATEX	09	N	355	Operating expenditures for other library materials (microform, audio, video, DVD, and new formats)
F_OTMATX	04	A	†	OTHMATEX imputation flag. (See Appendix G for definitions of flags.)
TOTEXPCO	11	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	04	A	†	TOTEXPCO imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>Other operating expenditures</b>				
OTHOPEXP	11	N	357	Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO)
<b>OTHOPX imputation flag.</b> (See Appendix G for definitions of flags.)				
F_OTHOPX	04	A	†	OTHOPEXP imputation flag. (See Appendix G for definitions of flags.)
<b>Total operating expenditures</b>				
TOTOPEXP	12	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	04	A	†	TOTOPEXP imputation flag. (See Appendix G for definitions of flags.)
<b>CAPITAL REVENUE</b>				
LCAP_REV	10	N	400	Local government capital revenue
F_LCAPRV	04	A	†	LCAP_REV imputation flag. (See Appendix G for definitions of flags.)
SCAP_REV	10	N	401	State government capital revenue
F_SCAPRV	04	A	†	SCAP_REV imputation flag. (See Appendix G for definitions of flags.)
FCAP_REV	10	N	402	Federal government capital revenue
F_FCAPRV	04	A	†	FCAP_REV imputation flag. (See Appendix G for definitions of flags.)
OCAP_REV	10	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and FCAP_REV)
F_OCAPRV	04	A	†	OCAP_REV imputation flag. (See Appendix G for definitions of flags.)
CAP_REV	11	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV)
F_TCAPRV	04	A	†	CAP_REV imputation flag. (See Appendix G for imputation flags.)
<b>CAPITAL EXPENDITURES</b>				
CAPITAL	11	N	405	Total capital expenditures
F_TCAPX	04	A	†	CAPITAL imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>LIBRARY COLLECTION</b>				
BKVOL	11	N	450	Print materials (including books and government documents)
F_BKVOL	04	A	†	BKVOL imputation flag. (See Appendix G for definitions of flags.)
EBOOK	09	N	451	Electronic books (E-books) (digital documents, including non-serial government documents in digital format)
F_EBOOK	04	A	†	EBOOK imputation flag. (See Appendix G for definitions of flags.)
AUDIO_PH	11	N	452	Audio - physical units (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings)
F_AUD_PH	04	A	†	AUDIO_PH imputation flag. (See Appendix G for definitions of flags.)
AUDIO_DL	11	N	453	Audio - downloadable units
F_AUD_DL	04	A	†	AUDIO_DL imputation flag. (See Appendix G for definitions of flags.)
VIDEO_PH	11	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.)
F_VID_PH	04	A	†	VIDEO_PH imputation flag. (See Appendix G for definitions of flags.)
VIDEO_DL	11	N	455	Video - downloadable units
F_VID_DL	04	A	†	VIDEO_DL imputation flag. (See Appendix G for definitions of flags.)
<b>ELECTRONIC COLLECTIONS</b>				
EC_LO_OT	09	N	456	Local/Other electronic collections
F_EC_L_O	04	A	†	EC_LO_OT imputation flag. (See Appendix G for definitions of flags.)
EC_ST	09	N	457	State electronic collections
F_EC_ST	04	A	†	EC_ST imputation flag. (See Appendix G for definitions of flags.)
ELECCOLL	09	N	458	Total electronic collection
F_ELECOL	04	A	†	ELECCOLL imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
SUBSCRIPT	11	N	460	Current print serial subscriptions
F_PRSUB	04	A	†	SUBSCRIPT imputation flag. (See Appendix G for definitions of flags.)
<b>PUBLIC SERVICE HOURS</b>				
HRS_OPEN	11	N	500	Total annual public service hours for all service outlets
F_HRS_OP	04	A	†	HRS_OPEN imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY SERVICES</b>				
VISITS	11	N	501	Total annual library visits
F_VISITS	04	A	†	VISITS imputation flag. (See Appendix G for definitions of flags.)
REFERENC	11	N	502	Total annual reference transactions
F_REFER	04	A	†	REFERENC imputation flag. (See Appendix G for definitions of flags.)
REGBOR	11	N	503	Registered Users
F_REGBOR	04	A	†	F_REGBOR imputation flag. (See Appendix G for definitions of flags.)
<b>CIRCULATION</b>				
TOTCIR	11	N	550	Total annual circulation transactions
F_TOTCIR	04	A	†	TOTCIR imputation flag. (See Appendix G for definitions of flags.)
KIDCIRCL	09	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	04	A	†	KIDCIRCL imputation flag. (See Appendix G for definitions of flags.)
ELMATCIR	09	N	552	Total annual circulation of all electronic materials.
F_EMTCIR	04	A	†	ELMATCIR imputation flag. (See Appendix G for definitions of flags.)
PHYSCTR	09	N	553	Physical item circulation – The total annual circulation of all physical library materials of all types, including renewals. -1-Missing

<b>Variable name</b>	<b>Field length</b>	<b>Data type</b>	<b>Survey item</b>	<b>Description</b>
F_PHYSCR	04	A	†	PHYSCR imputation flag. (See Appendix G for definitions of flags.)
ELINFO	09	N	554	Successful retrieval of electronic information – The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. -1-Missing
F_ELINFO	04	A	†	ELINFO imputation flag. (See Appendix G for definitions of flags.)
ELCONT	09	N	555	Electronic content use – The total annual count of the circulation of electronic materials and the successful retrieval of electronic information -1-Missing
F_ELCNT	04	A	†	ELCONT imputation flag. (See Appendix G for definitions of flags.)
TOTCOLL	09	N	556	Total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information
F_TOTCOL	04	A	†	TOTCOLL imputation flag. (See Appendix G for definitions of flags.)
<b>INTER-LIBRARY LOANS</b>				
LOANTO	08	N	575	Total annual loans provided to other libraries
F_LOANTO	04	A	†	LOANTO imputation flag. (See Appendix G for definitions of flags.)
LOANFM	08	N	576	Total annual loans received from other libraries
F_LOANFM	04	A	†	LOANFM imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY PROGRAMS</b>				
TOTPRO	09	N	600	Total library programs
F_TOTPRO	04	A	†	TOTPRO imputation flag. (See Appendix G for definitions of flags.)
KIDPRO	09	N	601	Total children's programs
F_KIDPRO	04	A	†	KIDPRO imputation flag. (See Appendix G for definitions of flags.)
YAPRO	09	N	602	Total young adult programs

<b>Variable name</b>	<b>Field length</b>	<b>Data type</b>	<b>Survey item</b>	<b>Description</b>
F_YAPRO	04	A	†	YAPRO imputation flag. (See Appendix G for definitions of flags.)
TOTATTEN	09	N	603	Total audience at all library programs
F_TOTATT	04	A	†	TOTATTEN imputation flag. (See Appendix G for definitions of flags.)
KIDATTEN	09	N	604	Total audience at all children's programs
F_KIDATT	04	A	†	KIDATTEN imputation flag. (See Appendix G for definitions of flags.)
YAATTEN	09	N	605	Total audience at all young adult programs
F_YAATT	04	A	†	YAATTEN imputation flag. (See Appendix G for definitions of flags.)
<b>OTHER ELECTRONIC INFORMATION</b>				
GPTERMS	06	N	650	Internet computers used by general public
F_GPTERM	04	A	†	GPTERMS imputation flag. (See Appendix G for definitions of flags.)
PITUSR	09	N	651	Uses of public Internet computers per year
F_PITUSR	04	A	†	PITUSR imputation flag. (See Appendix G for definitions of flags.)
WIFISESS	10	N	652	Total annual wireless sessions provided by the library wireless service
F_WIFISS	04	A	†	WIFISESS imputation flag. (See Appendix G for definitions of flags.)
WEBVISIT	10	N	653	Total visits (sessions) to library website -1-Missing
<b>OTHER</b>				
STARTDAT	07	A	100	Reporting period starting date, in mm/yyyy format (e.g., 07/2017).
ENDDATE	07	A	101	Reporting period ending date, in mm/yyyy format (e.g., 06/2018).
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the administrative entity headquarters. (See Appendix D for list of State Codes.)
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)

Variable name	Field length	Data type	Survey item	Description
OBEREG	02	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01–New England (CT ME MA NH RI VT) 02–Mid East (DE DC MD NJ NY PA) 03–Great Lakes (IL IN MI OH WI) 04–Plains (IA KS MN MO NE ND SC) 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06–Southwest (AZ NM OK TX) 07–Rocky Mountains (CO ID MT UT WY) 08–Far West (AK CA HI NV OR WA) 09–Outlying Areas (AS GU MP PR VI)

N      Numeric field.  
 A      Alpha character field.  
 †      Not applicable.

## Appendix C: Record Layout for Public Library Outlet Data File, FY 2018 (pls\_outlet\_pud18i)

Variable name	Field length	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, Fiscal Year 2018</b> <b>Number of records = 17,452 (one record per observation)</b> <b>Number of fields per record = 37</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
FSCSKEY	06	A	700	Outlet identification code assigned by IMLS. Outlets of an administrative entity have the same FSCSKEY as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called FSCS_SEQ.
FSCS_SEQ	03	A	†	Outlet's unique three-digit suffix to FSCSKEY, assigned by IMLS.
C_FSCS	01	A	203	FSCS Public Library Definition (Public library system meets all criteria in the definition.) Y-Yes N-No
LIBID	20	A	701	Outlet identification code assigned by the state. If the state did not assign a code, IMLS assigns a combination of FSCSKEY and FSCS_SEQ, separated by a dash (e.g., AK0003-002).
LIBNAME	60	A	702	Name of outlet
ADDRESS	35	A	703	Complete street address of outlet
CITY	20	A	704	City or town of outlet
ZIP	05	A	705	Standard five-digit postal zip code for street address of outlet
ZIP4	04	A	†	Four-digit postal zip code extension for street address of outlet M-Missing
CNTY	20	A	707	County in which the outlet is physically located
PHONE	10	A	708	Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072) -3-Closed or temporarily closed outlet -4-Not applicable

Variable name	Field length	Data type	Survey item	Description
C_OUT_TY	02	A	709	Outlet type CE-Central Library BR-Branch Library BS-Bookmobile(s) MO-Books-by-Mail Only (Note: Prior to FY 2016, Books-by-Mail Only was coded as BM.)
SQ_FEET	08	N	711	Area in square feet of the public library outlet (central library or branch) -1-Missing -3-Closed or temporarily closed outlet -4-Not applicable
F_SQ_FT	04	A	†	SQ_FEET imputation flag. (See Appendix G for definitions of flags.)
L_NUM_BM	02	N	712	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS) -1-Missing -3-Closed or temporarily closed outlet
HOURS	04	N	713	Public Service Hours Per Year (actual hours) -1-Missing -3-Closed or temporarily closed outlet
WKS_OPEN	02	N	714	Number of Weeks an outlet is open to the public (actual weeks) -1-Missing -3-Closed or temporarily closed outlet
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBEREG	02	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01-New England (CT ME MA NH RI VT) 02-Mid East (DE DC MD NJ NY PA) 03-Great Lakes (IL IN MI OH WI) 04-Plains (IA KS MN MO NE ND SD) 05-Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06-Southwest (AZ NM OK TX) 07-Rocky Mountains (CO ID MT UT WY) 08-Far West (AK CA HI NV OR WA) 09-Outlying Areas (AS GU MP PR VI)

Variable name	Field length	Data type	Survey item	Description
STATSTRU	02	A	†	<p>Structure Change Code</p> <p>00-No change from last year</p> <p>01-Existing administrative entity or outlet absorbs another administrative entity or outlet</p> <p>02-Newly created administrative entity or outlet</p> <p>03-Closed</p> <p>04-Move outlet to a newly created administrative entity</p> <p>05-Merge two or more administrative entities or outlets to form a new administrative entity or outlet</p> <p>06-(reserved)</p> <p>07-(reserved)</p> <p>08-Restored a closed administrative entity or outlet record</p> <p>09-Restored an incorrectly deleted administrative entity or outlet</p> <p>10-Delete an incorrect record</p> <p>11-Outlet moved to a different previously existing administrative entity</p> <p>12-(reserved)</p> <p>13-Add an existing administrative entity or outlet not previously reported</p> <p>22-Future administrative entity FSCS ID Request</p> <p>23-Temporary closure</p> <p>24-Restore/Undo Was a 23 (Reopen a temporary closure)</p> <p>(Note: This code records structure changes to administrative entities and outlets and is included on the Public Library System Data File and the Public Library Outlet File. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets. The full list of codes is provided; however, some codes are specific to one of the data files (e.g., code 11 would appear only on the Public Library Outlet Data File).</p>
STATNAME	02	A	702A	<p>Name Change Code</p> <p>00-No change from last year</p> <p>06-Official name change</p> <p>14-Minor name change</p>
STATADDR	02	A	703A	<p>Address Change Code</p> <p>00-No change from last year</p> <p>07-Moved to a new location</p> <p>15-Minor address change</p>
LONGITUD	12	N	†	Longitude of the outlet street address. Formatted -X00.0000000 (X is blank or 1) This field consists of a negative sign, three integers and seven decimal places, with an explicit decimal point.
LATITUDE	10	N	†	Latitude of the outlet street address. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point.

<b>Variable name</b>	<b>Field length</b>	<b>Data type</b>	<b>Survey item</b>	<b>Description</b>
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the outlet. See Appendix D for list of State Codes.
INCITSCO	03	A	†	Three-digit INCITS County Code (INCITS 31) assigned based on the physical location of the outlet
GNISPLAC	05	A	†	Five-digit Geographic Names Information System (GNIS) Feature ID, or reference to named entities, based on physical location of the outlet. Not every address will fall within a Place. M-Missing
CNTYPOP	08	N	†	County Population -1-Missing

Variable name	Field length	Data type	Survey item	Description
LOCALE	02	A	†	<p>Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on the latitude and longitude of the outlet.</p> <p>11-City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.</p> <p>12-City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000.</p> <p>13-City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000.</p> <p>21-Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.</p> <p>22-Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000.</p> <p>23-Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000.</p> <p>31-Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.</p> <p>32-Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.</p> <p>33-Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area.</p> <p>41-Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.</p> <p>42-Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.</p> <p>43-Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.</p> <p>M-Missing</p>

Variable name	Field length	Data type	Survey item	Description
REAPLOCALE	02	A	†	<p>REAP (The Rural Education Achievement Program) Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the location of that community relative to urban and metropolitan areas. Assigned based on the latitude and longitude of the outlet.</p> <p>01–Large City: A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.</p> <p>02–Mid-size City: A principal city of a metropolitan area, with the city having a population less than 250,000.</p> <p>03–Urban Fringe of a Large City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.</p> <p>04–Urban Fringe of a Mid-size City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.</p> <p>05–Large Town: An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.</p> <p>06–Small Town: An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.</p> <p>07–Rural, Outside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.</p> <p>08–Rural, Inside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.</p>
CENTRACT	07	N	†	Census Tract code. 7 character - Formatted 0000.XX (XX=blank or numeric) A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program. This field consists of four integers and two decimals, with an explicit decimal point.
CENBLOCK	04	N	†	Census Block code. 4 character - An area bounded on all sides by visible features, such as streets, roads, streams, and railroads tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads (designated by the Census Bureau).
CDCODE	04	A	†	Congressional District. ANSI code based on the location of the administrative entity/outlet. Legislatively defined subdivisions of the state for the purpose of electing representatives to the House of Representatives of the U.S. Congress.

Variable name	Field length	Data type	Survey item	Description
CBSA	05	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs) <sup>1</sup> -4-Not applicable
MICROF	01	A	†	Metropolitan and Micropolitan Statistical Area flag N-Not applicable 0-Metropolitan area 1-Micropolitan area
GEOMATCH	02	A	†	Geocoding accuracy and precision level A-Primary address locator match at the street address level of precision. 9-Tertiary address locator match at the ZIP4 (9) centroid level of precision. 5-Tertiary address locator match at the ZIP5 (5) centroid level of precision.

N Numeric field.

A Alpha character field.

† Not applicable.

1 [www.census.gov/programs-surveys/metro-micro.html](http://www.census.gov/programs-surveys/metro-micro.html)