

Appendix A—Record Layout for Public Library Data File, FY 2013 (pupld13a)

Variable name	Field length	Start position	Data type	Survey item	Description
Data Source: Public Libraries Survey, Fiscal Year 2013 Number of records = 9,309 (one record per observation) Number of fields per record = 157 ASCII file (pupld13a.txt) is fixed width (file size = 10,009 KB)					
STABR	02	1	A	†	IDENTIFICATION Two-letter Federal Information Processing Standards (FIPS) State Code. (See Appendix D for list of State Codes.)
FSCSKEY	06	3	A	150	Library identification code assigned by IMLS
LIBID	20	9	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	29	A	152	Name of library (administrative entity)
ADDRESS	35	89	A	153	STREET ADDRESS Street address of administrative entity
CITY	20	124	A	154	City or town (of street address) of administrative entity
ZIP	05	144	A	155	Standard five-digit postal zip code (of street address) of administrative entity. M = Missing (unknown, not reported)
ZIP4	04	149	A	†	Four-digit postal zip code extension (of street address) of administrative entity. M = Missing (unknown, not reported)
ADDRES_M	35	153	A	157	MAILING ADDRESS Mailing address of administrative entity
CITY_M	20	188	A	158	City or town (of mailing address) of administrative entity
ZIP_M	05	208	A	159	Standard five-digit postal zip code (of mailing address) of administrative entity M = Missing (unknown, not reported)
ZIP4_M	04	213	A	†	Four-digit postal zip code extension (of mailing address) of administrative entity M = Missing (unknown, not reported)
CNTY	20	217	A	161	County in which the headquarters of the administrative entity is physically located
PHONE	10	237	A	162	Telephone number, in following format: area code/exchange/number (for example, 7037315072) M = Missing (unknown, not reported) -3 = Not applicable
C_RELATN	02	247	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

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Variable name	Field length	Start position	Data type	Survey item	Description
C_LEG BAS	02	249	A	201	<p>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_LEG BASE.)</p>
C_ADMIN	02	251	A	202	<p>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</p>
C_FSCS	01	253	A	203	<p>FSCS Public Library Definition (Public library meets all criteria in the definition.) Y—Yes N—No</p>
GEOCODE	03	254	A	204	<p>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</p>
LSABOUND	01	257	A	205	<p>Legal service area boundary change in last year Y—Yes N—No</p>
STARTDAT	10	258	A	206	<p>Reporting period starting date, in mm/dd/yyyy format (e.g., 07/01/2012) M—Missing (unknown, not reported)</p>
F_STDDAT	04	268	A	†	<p>STARTDAT imputation flag. (See Appendix G for definition of flags.)</p>
ENDDATE	10	272	A	207	<p>Reporting period ending date, in mm/dd/yyyy format (e.g., 06/30/2013) M—Missing (unknown, not reported)</p>
F_ENDDAT	04	282	A	†	<p>ENDDATE imputation flag. (See Appendix G for definition of flags.)</p>

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Variable name	Field length	Start position	Data type	Survey item	Description
POPU_LSA	09	286	N	208	POPULATION Population of the Legal Service Area
F_POPLSA	04	295	A	†	POPU_LSA imputation flag. (See Appendix G for definition of flags.)
POPU_UND	09	299	N	209	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.
F_POPUND	04	308	A	†	POPU_UND imputation flag. (See Appendix G for definitions of flags.)
SERVICE OUTLETS					
CENTLIB	03	312	N	210	Number of central libraries
F_CENLIB	04	315	A	†	CENTLIB imputation flag. (See Appendix G for definitions of flags.)
BRANLIB	03	319	N	211	Number of branch libraries
F_BRLIB	04	322	A	†	BRANLIB imputation flag. (See Appendix G for definitions of flags.)
BKMOB	03	326	N	212	Number of bookmobiles
F_BKMOB	04	329	A	†	BKMOB imputation flag. (See Appendix G for definitions of flags.)
FULL-TIME EQUIVALENT (FTE) PAID STAFF					
MASTER	09	333	N	250	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.
F_MASTER	04	342	A	†	MASTER imputation flag. (See Appendix G for definitions of flags.)
LIBRARIA	09	346	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.
F_LIBRAR	04	355	A	†	LIBRARIA imputation flag. (See Appendix G for definitions of flags.)
OTHPAID	09	359	N	252	All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point.

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Variable name	Field length	Start position	Data type	Survey item	Description
F_OTHSTF	04	368	A	†	OTHPAID imputation flag. (See Appendix G for definitions of flags.)
TOTSTAFF	10	372	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.
F_TOTSTF	04	382	A	†	TOTSTAFF imputation flag. (See Appendix G for definitions of flags.)
OPERATING REVENUE					
LOCGVT	09	386	N	300	Operating revenue from local government
F_LOCGVT	04	395	A	†	LOCGVT imputation flag. (See Appendix G for definitions of flags.)
STGVT	09	399	N	301	Operating revenue from state government
F_STGVT	04	408	A	†	STGVT imputation flag. (See Appendix G for definitions of flags.)
FEDGVT	09	412	N	302	Operating revenue from federal government
F_FEDGVT	04	421	A	†	FEDGVT imputation flag. (See Appendix G for definitions of flags.)
OTHINCM	09	425	N	303	Other operating revenue (i.e., operating revenue not included in LOCGVT, STGVT, and FEDGVT)
F_OTHINC	04	434	A	†	OTHINCM imputation flag. (See Appendix G for definitions of flags.)
TOTINCM	10	438	N	304	Total operating revenue (i.e., sum of LOCGVT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	04	448	A	†	TOTINCM imputation flag. (See Appendix G for definitions of flags.)
OPERATING EXPENDITURES					
Staff Expenditures					
SALARIES	09	452	N	350	Salaries and wages for all library staff
F_SALX	04	461	A	†	SALARIES imputation flag. (See Appendix G for definitions of flags.)
BENEFIT	09	465	N	351	Employee benefits for all library staff
F_BENX	04	474	A	†	BENEFIT imputation flag. (See Appendix G for definitions of flags.)
STAFFEXP	09	478	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT)
F_TOSTFX	04	487	A	†	STAFFEXP imputation flag. (See Appendix G for definitions of flags.)

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Variable name	Field length	Start position	Data type	Survey item	Description
PRMATEXP	09	491	N	353	Collection expenditures Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions)
F_PRMATEXP	04	500	A	†	PRMATEXP imputation flag. (See Appendix G for definitions of flags.)
ELMATEXP	09	504	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_ELMATEXP	04	513	A	†	ELMATEXP imputation flag. (See Appendix G for definitions of flags.)
OTHMATEX	09	517	N	355	Operating expenditures for all other library materials (microform, audio, video, DVD, and new formats)
F_OTHMATEX	04	526	A	†	OTHMATEX imputation flag. (See Appendix G for definitions of flags.)
TOTEXPCO	09	530	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	04	539	A	†	TOTEXPCO imputation flag. (See Appendix G for definitions of flags.)
OTHOPEXP	09	543	N	357	Other operating expenditures Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO)
F_OTHOPEXP	04	552	A	†	OTHOPEXP imputation flag. (See Appendix G for definitions of flags.)
TOTOPEXP	10	556	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	04	566	A	†	TOTOPEXP imputation flag. (See Appendix G for definitions of flags.)
CAPITAL REVENUE					
LCAP_REV	09	570	N	400	Local government capital revenue
F_LCAPREV	04	579	A	†	LCAP_REV imputation flag. (See Appendix G for definitions of flags.)
SCAP_REV	09	583	N	401	State government capital revenue
F_SCAPREV	04	592	A	†	SCAP_REV imputation flag. (See Appendix G for definition of flags.)
FCAP_REV	09	596	N	402	Federal government capital revenue
F_FCAPREV	04	605	A	†	FCAP_REV imputation flag. (See Appendix G for definitions of flags.)

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Variable name	Field length	Start position	Data type	Survey item	Description
OCAP_REV	09	609	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and OCAP_REV)
F_OCAPRV	04	618	A	†	OCAP_REV imputation flag. (See Appendix G for definition of flags.)
CAP_REV	09	622	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV)
F_TCAPRV	04	631	A	†	CAP_REV imputation flag. (See Appendix G for definitions of flags.)
CAPITAL	09	635	N	405	CAPITAL EXPENDITURES Total capital expenditures
F_TCAPX	04	644	A	†	CAPITAL imputation flag. (See Appendix G for definitions of flags.)
BKVOL	09	648	N	450	LIBRARY COLLECTION Print materials (including books and government documents)
F_BKVOL	04	657	A	†	BKVOL imputation flag. (See Appendix G for definitions of flags.)
EBOOK	09	661	N	451	Electronic books (E-books) (digital documents, including non-serial government documents in digital format)
F_EBOOK	04	670	A	†	EBOOK imputation flag. (See Appendix G for definitions of flags.)
AUDIO_PH	09	674	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	683	A	†	AUDIO_PH imputation flag. (See Appendix G for definitions of flags.)
AUDIO_DL	09	687	N	453	Audio - downloadable titles
F_AUD_DL	04	696	A	†	AUDIO_DL imputation flag. (See Appendix G for definitions of flags.)
VIDEO_PH	09	700	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.)
F_VID_PH	04	709	A	†	VIDEO_PH imputation flag. (See Appendix G for definitions of flags.)
VIDEO_DL	09	713	N	455	Video - downloadable titles
F_VID_DL	04	722	A	†	VIDEO_DL imputation flag. (See Appendix G for definitions of flags.)
DB_LO_OT	09	726	N	456	LICENSED DATABASES Local/Other cooperative agreements

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Variable name	Field length	Start position	Data type	Survey item	Description
F_DB_L_O	04	735	A	†	DB_LO_OT imputation flag. (See Appendix G for definitions of flags.)
DB_ST	09	739	N	457	State (state government or state library) licensed databases
F_DB_ST	04	748	A	†	DB_ST imputation flag. (See Appendix G for definitions of flags.)
DATABASE	09	752	N	459	Total Licensed Databases
F_DBASE	04	761	A	†	DATABASE imputation flag. (See Appendix G for definitions of flags.)
SUBSCRIP	09	765	N	460	Current print serial subscriptions
F_PRSUB	04	774	A	†	SUBSCRIP imputation flag. (See Appendix G for definitions of flags.)
HRS_OPEN	09	778	N	500	PUBLIC SERVICE HOURS Total annual public service hours for all service outlets
F_HRS_OP	04	787	A	†	HRS_OPEN imputation flag. (See Appendix G for definitions of flags.)
VISITS	09	791	N	501	LIBRARY SERVICES Total annual library visits
F_VISITS	04	800	A	†	VISITS imputation flag. (See Appendix G for definitions of flags.)
REFERENC	09	804	N	502	Total annual reference transactions
F_REFER	04	813	A	†	REFERENC imputation flag. (See Appendix G for definitions of flags.)
REGBOR	09	817	N	503	Registered Users
F_REGBOR	04	826	A	†	REGBOR imputation flag. (See Appendix G for definitions of flags.)
TOTCIR	09	830	N	550	CIRCULATION Total annual circulation transactions
F_TOTCIR	04	839	A	†	TOTCIR imputation flag. (See Appendix G for definitions of flags.)
KIDCIRCL	09	843	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	04	852	A	†	KIDCIRCL imputation flag. (See Appendix G for definitions of flags.)
ELMATCIR	09	856	N	552	Total annual circulation of all electronic materials
F_EMTCIR	04	865	A	†	ELMATCIR imputation flag. (See Appendix G for definitions of flags.)

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Variable name	Field length	Start position	Data type	Survey item	Description
INTER-LIBRARY LOANS					
LOANTO	09	869	N	553	Total annual loans provided to other libraries
LIBRARY PROGRAMS					
F_LOANTO	04	878	A	†	LOANTO imputation flag. (See Appendix G for definitions of flags.)
LOANFM	09	882	N	554	Total annual loans received from other libraries
F_LOANFM	04	891	A	†	LOANFM imputation flag. (See Appendix G for definitions of flags.)
TOTPRO	09	895	N	600	Total library programs
F_TOTPRO	04	904	A	†	TOTPRO imputation flag. (See Appendix G for definitions of flags.)
KIDPRO	09	908	N	601	Total children's programs
F_KIDPRO	04	917	A	†	KIDPRO imputation flag. (See Appendix G for definitions of flags.)
YAPRO	09	921	N	602	Total young adult programs
F_YAPRO	04	930	A	†	YAPRO imputation flag. (See Appendix G for definitions of flags.)
TOTATTEN	09	934	N	603	Total audience at all library programs
F_TOTATT	04	943	A	†	TOTATTEN imputation flag. (See Appendix G for definitions of flags.)
KIDATTEN	09	947	N	604	Total audience at all children's programs
F_KIDATT	04	956	A	†	KIDATTEN imputation flag. (See Appendix G for definitions of flags.)
YAATTEN	09	960	N	605	Total audience at all young adult programs
F_YAATT	04	969	A	†	YAATTEN imputation flag. (See Appendix G for definitions of flags.)
ELECTRONIC TECHNOLOGY					
GPTERMS	06	973	N	650	Internet computers used by general public
F_GPTERM	04	979	A	†	GPTERMS imputation flag. (See Appendix G for definitions of flags.)
PITUSR	09	983	N	651	Uses of public internet computers per year
F_PITUSR	04	992	A	†	PITUSR imputation flag. (See Appendix G for definitions of flags.)
YR_SUB	04	996	A	†	FSCS submission year of public library data in 4-digit format (YYYY)

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Variable name	Field length	Start position	Data type	Survey item	Description
OBEREG	02	1000	A	†	<p>Bureau of Economic Analysis Region Code (formerly, Office of Business Economics)</p> <p>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)</p>
RSTATUS	01	1002	A	†	<p>Reporting status</p> <p>1—Respondent, with no imputed data 2—Respondent, with both reported and imputed data 3—Non-respondent, not imputed 4—Non-respondent with imputed data</p>
STATSTRU	02	1003	A	†	<p>Structure Change Code</p> <p>00—No change from last year 01—Existing Administrative Entity or Outlet absorbs another Administrative Entity or Outlet 02—Newly created Administrative Entity or Outlet 03—Closed 04—Move Outlet to a newly created Administrative Entity 05—Merge two or more Administrative Entities or Outlets to form a new Administrative Entity or Outlet 06—(reserved) 07—(reserved) 08—Restored a closed Administrative Entity or Outlet record 09—Restored an incorrectly deleted Administrative Entity or Outlet 10—Delete an incorrect record 11—Outlet moved to a different previously existing Administrative Entity 12—(reserved) 13—Add an existing Administrative Entity or Outlet not previously reported 22—Future Administrative Entity FSCS ID Request 23—Temporary Closure 24—Restore/Undo Was a 23 (Reopen a Temporarily Closed Administrative Entity)</p> <p>(Note: This code records structure changes to administrative entities and outlets, and is included on the Public Library 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	1005	A	152A	<p>Name Change Code</p> <p>00—No change from last year 06—Official name change 14—Minor name change</p>

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Variable name	Field length	Start position	Data type	Survey item	Description
STATADDR	02	1007	A	153A	Address Change Code 00—No change from last year 07—Moved to a new location 15—Minor address change
LONGITUD	12	1009	N	†	Longitude. 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. 0.0000000—Missing
LATITUDE	10	1021	N	†	Latitude. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point. 0.0000000—Missing
FIPSST	02	1031	A	†	Two-digit American National Standards Institute (ANSI) State Code (assigned based on the physical location of the administrative entity headquarters). See Appendix D for list of State Codes. 00—Missing
FIPSCO	03	1033	A	†	Three-digit ANSI County Code (assigned based on the physical location of the administrative entity headquarters) 000—Missing
FIPSPLAC	05	1036	A	†	Five-digit ANSI Place Code. Not every address will fall within a Place. 00000—Missing
CNTYPOP	08	1041	N	†	County Population -1—Missing
LOCALE	02	1049	A	†	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. —Missing 11—City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more. 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. 13—City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000. 21—Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more. 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. 23—Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000. 31—Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.

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Variable name	Field length	Start position	Data type	Survey item	Description
					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. 33—Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area. 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. 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. 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.
CENTRACT	07	1051	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. 0—Missing
CENBLOCK	04	1058	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). 0—Missing
CDCODE	04	1062	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. —Missing
CBSA	05	1066	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan statistical areas (MSAs) 0—Missing https://www.census.gov/population/metro/data/def.html
MICROF	01	1071	A	†	Metropolitan and micropolitan statistical area flag. —Missing 0—metropolitan area 1—micropolitan area
GAL	22	1072	A	†	Geocoding Accuracy Level addresspoint—Input address matches to an exact latitude/longitude location. poi—Input address matches to a Point of Interest (POI). house—Input address matches to a house number along an address range.

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Variable name	Field length	Start position	Data type	Survey item	Description
					intersection—Input address matches to two streets that intersect. postalcode-sub—Input address matches to an extended postcode (e.g. USA ZIP+4, UK full postcode). street—Input address matches to a street edge in the database. postalcode-partial-sub—Input address matches to an extended postcode (e.g. USA ZIP+2). postalcode-main—Input address matches to a main postal code (e.g. USA ZIP, UK main postcode). city—Input address matches to a city/locality. state—Input address matches to a state. country—Input address matches to a country.
GALMS	03	1094	A	†	GAL Match Status. Result of the attempt to match using supplied address data EXT—Exact Match. Input field content matches the output in the fields relevant to the GAL achieved. STD—Standardized Match was obtained using slight standardizations for input data. ADV—Adjunct Variation Match was achieved despite slight variations in adjunct type. SPV—Spelling Variation Match was obtained allowing for spelling variations. DGL—Different GAL. The output GAL is less granular than the one that the populated input fields might indicate. NCF—No Matching Candidates Found. ABG—Ambiguous - Request Too General. ABR—Ambiguous - More Top Results Than Requested. TMO—Timeout. PCR—Postal Match More Accurate.
POSTMS	03	1097	A	†	Postal Match Status. Result of the attempt to match using supplied postal code data (if required) POC—Successful. CLF—Could Not Determine Country. PCF—Postal Information not Found. NND—Sufficient Match Found. NPC—No Postal Code.

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey questionnaire is in Appendix F.

**Appendix B—Record Layout for Public Library State Summary/
State Characteristics Data File, FY 2013
(pusum13a)**

Variable name	Field length	Start position	Data type	Survey item	Description
Data Source: Public Libraries Survey, Fiscal Year 2013					
Number of records = 56 (one record per observation)					
Number of fields per record = 122					
ASCII file (pusum13a.txt) is fixed width (file size = 46 KB)					
IDENTIFICATION					
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. (See Appendix D for list of State Codes.)
POPULATION					
POPU_LSA	10	3	N	208	Population of the legal service area
F_POPLSA	04	13	A		POPU_LSA imputation flag. (See Appendix G for definitions of flags.)
POPU_UND	10	17	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.)
F_POPUND	04	27	A	†	POPU_UND imputation flag. (See Appendix G for definitions of flags.)
POPU_ST	10	31	N	102	Reported state total population estimate. (Note: This item is on the State Characteristics data entry screen.)
F_POPST	04	41	A	†	POPU_ST imputation flag. (See Appendix G for definitions of flags.)
SERVICE OUTLETS					
CENTLIB	05	45	N	209	Number of central libraries
F_CENLIB	04	50	A	†	CENTLIB imputation flag. (See Appendix G for definitions of flags.)
BRANLIB	05	54	N	210	Number of branch libraries
F_BRLIB	04	59	A	†	BRANLIB imputation flag. (See Appendix G for definitions of flags.)
BKMOB	05	63	N	211	Number of bookmobiles
F_BKMOB	04	68	A	†	BKMOB imputation flag. (See Appendix G for definitions of flags.)
FULL-TIME EQUIVALENT (FTE) PAID STAFF					
MASTER	11	72	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.
F_MASTER	04	83	A	†	MASTER imputation flag. (See Appendix G for definitions of flags.)

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Variable name	Field length	Start position	Data type	Survey item	Description
LIBRARIA	11	87	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.
F_LIBRAR	04	98	A	†	LIBRARIA imputation flag. (See Appendix G for definitions of flags.)
OTHPAID	11	102	N	252	All other paid FTE employees. This field consists of eight integers and two decimals, with an explicit decimal point.
F_OTHSTF	04	113	A	†	OTHPAID imputation flag. (See Appendix G for definitions of flags.)
TOTSTAFF	12	117	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.
F_TOTSTF	04	129	A	†	TOTSTAFF imputation flag. (See Appendix G for definitions of flags.)
OPERATING REVENUE					
LOCGVT	11	133	N	300	Operating revenue from local government
F_LOCGVT	04	144	A	†	LOCGVT imputation flag. (See Appendix G for definitions of flags.)
STGVT	11	148	N	301	Operating revenue from state government
F_STGVT	04	159	A	†	STGVT imputation flag. (See Appendix G for definitions of flags.)
FEDGVT	11	163	N	302	Operating revenue from federal government
F_FEDGVT	04	174	A	†	FEDGVT imputation flag. (See Appendix G for definitions of flags.)
OTHINCM	11	178	N	303	Other operating revenue (i.e., revenue not included in LOCGVT, STGVT, and FEDGVT)
F_OTHINC	04	189	A	†	OTHINCM imputation flag. (See Appendix G for definitions of flags.)
TOTINCM	12	193	N	304	Total operating revenue (i.e., sum of LOCGVT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	04	205	A	†	TOTINCM imputation flag. (See Appendix G for definitions of flags.)
OPERATING EXPENDITURES					
Staff expenditures					
SALARIES	11	209	N	350	Salaries and wages for all library staff
F_SALX	04	220	A	†	SALARIES imputation flag. (See Appendix G for definitions of flags.)
BENEFIT	11	224	N	351	Employee benefits for all library staff

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Variable name	Field length	Start position	Data type	Survey item	Description
F_BENX	04	235	A	†	BENEFIT imputation flag. (See Appendix G for definitions of flags.)
STAFFEXP	11	239	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT)
F_TOSTFX	04	250	A	†	STAFFEXP imputation flag. (See Appendix G for definitions of flags.)
PRMATEXP	09	254	N	353	Collection Expenditures Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions)
F_PRMATX	04	263	A	†	PRMATEXP imputation flag. (See Appendix G for definitions of flags.)
ELMATEXP	09	267	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	276	A	†	ELMATEXP imputation flag. (See Appendix G for definitions of flags.)
OTHMATEX	09	280	N	355	Operating expenditures for other library materials (microform, audio, video, DVD, and new formats)
F_OTMATX	04	289	A	†	OTHMATEX imputation flag. (See Appendix G for definitions of flags.)
TOTEXPCO	11	293	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	04	304	A	†	TOTEXPCO imputation flag. (See Appendix G for definitions of flags.)
OTHOPEXP	11	308	N	357	Other operating expenditures Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO)
F_OTHOPX	04	319	A	†	OTHOPEXP imputation flag. (See Appendix G for definitions of flags.)
TOTOPEXP	12	323	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	04	335	A	†	TOTOPEXP imputation flag. (See Appendix G for definitions of flags.)
LCAP_REV	10	339	N	400	CAPITAL REVENUE Local government capital revenue
F_LCAPRV	04	349	A	†	LCAP_REV imputation flag. (See Appendix G for definitions of flags.)

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Variable name	Field length	Start position	Data type	Survey item	Description
SCAP_REV	10	353	N	401	State government capital revenue
F_SCAPRV	04	363	A	†	SCAP_REV imputation flag. (See Appendix G for definitions of flags.)
FCAP_REV	10	367	N	402	Federal government capital revenue
F_FCAPRV	04	377	A	†	FCAP_REV imputation flag. (See Appendix G for definitions of flags.)
OCAP_REV	10	381	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and FCAP_REV)
F_OCAPRV	04	391	A	†	OCAP_REV imputation flag. (See Appendix G for definitions of flags.)
CAP_REV	11	395	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV)
F_TCAPRV	04	406	A	†	CAP_REV imputation flag. (See Appendix G for imputation flags.)
CAPITAL EXPENDITURES					
CAPITAL	11	410	N	405	Total capital expenditures
F_TCAPX	04	421	A	†	CAPITAL imputation flag. (See Appendix G for definitions of flags.)
LIBRARY COLLECTION					
BKVOL	11	425	N	450	Print materials (including books and government documents)
F_BKVOL	04	436	A	†	BKVOL imputation flag. (See Appendix G for definitions of flags.)
EBOOK	09	440	N	451	Electronic books (E-books) (digital documents, including non-serial government documents in digital format)
F_EBOOK	04	449	A	†	EBOOK imputation flag. (See Appendix G for definitions of flags.)
AUDIO_PH	11	453	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	464	A	†	AUDIO_PH imputation flag. (See Appendix G for definitions of flags.)
AUDIO_DL	11	468	N	453	Audio - downloadable titles
F_AUD_DL	04	479	A	†	AUDIO_DL imputation flag. (See Appendix G for definitions of flags.)
VIDEO_PH	11	483	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.)

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Variable name	Field length	Start position	Data type	Survey item	Description
F_VID_PH	04	494	A	†	VIDEO_PH imputation flag. (See Appendix G for definitions of flags.)
VIDEO_DL	11	498	N	455	Video - downloadable titles
F_VID_DL	04	509	A	†	VIDEO_DL imputation flag. (See Appendix G for definitions of flags.)
DB_LO_OT	09	513	N	456	LICENSED DATABASES Local/Other cooperative agreements
F_DB_L_O	04	522	A	†	DB_LO_OT imputation flag. (See Appendix G for definitions of flags.)
DB_ST	09	526	N	457	State (state government or state library) licensed databases
F_DB_ST	04	535	A	†	F_DB_ST imputation flag. (See Appendix G for definitions of flags.)
DATABASE	09	539	N	459	Total Licensed Databases
F_DBASE	04	548	A	†	DATABASE imputation flag. (See Appendix G for definitions of flags.)
SUBSCRIP	11	552	N	460	Current print serial subscriptions
F_PRSUB	04	563	A	†	SUBSCRIP imputation flag. (See Appendix G for definitions of flags.)
HRS_OPEN	11	567	N	500	PUBLIC SERVICE HOURS Total annual public service hours for all service outlets
F_HRS_OP	04	578	A	†	HRS_OPEN imputation flag. (See Appendix G for definitions of flags.)
VISITS	11	582	N	501	LIBRARY SERVICES Total annual library visits
F_VISITS	04	593	A	†	VISITS imputation flag. (See Appendix G for definitions of flags.)
REFERENC	11	597	N	502	Total annual reference transactions
F_REFER	04	608	A	†	REFERENC imputation flag. (See Appendix G for definitions of flags.)
REGBOR	11	612	N	503	Registered Users
F_REGBOR	04	623	A	†	F_REGBOR imputation flag. (See Appendix G for definitions of flags.)
TOTCIR	11	627	N	550	CIRCULATION Total annual circulation transactions
F_TOTCIR	04	638	A	†	TOTCIR imputation flag. (See Appendix G for definitions of flags.)

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Variable name	Field length	Start position	Data type	Survey item	Description
KIDCIRCL	09	642	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	04	651	A	†	KIDCIRCL imputation flag. (See Appendix G for definitions of flags.)
ELMATCIR	09	655	N	552	Total annual circulation of all electronic materials.
F_EMTCIR	04	664	A	†	ELMATCIR imputation flag. (See Appendix G for definitions of flags.)
					INTER-LIBRARY LOANS
LOANTO	08	668	N	553	Total annual loans provided to other libraries
F_LOANTO	04	676	A	†	LOANTO imputation flag. (See Appendix G for definitions of flags.)
LOANFM	08	680	N	554	Total annual loans received from other libraries
F_LOANFM	04	688	A	†	LOANFM imputation flag. (See Appendix G for definitions of flags.)
					LIBRARY PROGRAMS
TOTPRO	09	692	N	600	Total library programs
F_TOTPRO	04	701	A	†	TOTPRO imputation flag. (See Appendix G for definitions of flags.)
KIDPRO	09	705	N	601	Total children's programs
F_KIDPRO	04	714	A	†	KIDPRO imputation flag. (See Appendix G for definitions of flags.)
YAPRO	09	718	N	602	Total young adult programs
F_YAPRO	04	727	A	†	YAPRO imputation flag. (See Appendix G for definitions of flags.)
TOTATTEN	09	731	N	603	Total audience at all library programs
F_TOTATT	04	740	A	†	TOTATTEN imputation flag. (See Appendix G for definitions of flags.)
KIDATTEN	09	744	N	604	Total audience at all children's programs
F_KIDATT	04	753	A	†	KIDATTEN imputation flag. (See Appendix G for definitions of flags.)
YAATTEN	09	757	N	605	Total audience at all young adult programs
F_YAATT	04	766	A	†	YAATT imputation flag. (See Appendix G for definitions of flags.)
					OTHER ELECTRONIC INFORMATION
GPTERMS	06	770	N	650	Internet computers used by general public
F_GPTERM	04	776	A	†	GPTERMS imputation flag. (See Appendix G for definitions of flags.)

**Appendix B—Record Layout for Public Library State Summary/
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(pusum13a)**

Variable name	Field length	Start position	Data type	Survey item	Description
PITUSR	09	780	N	651	Uses of public Internet computers per year
F_PITUSR	04	789	A	†	PITUSR imputation flag. (See Appendix G for definitions of flags.)
STARTDAT	07	793	A	100	OTHER Reporting period starting date, in mm/yyyy format (e.g., 07/2012). (Note: This item is on the State Characteristics data entry screen.) M-Missing (unknown, not reported)
F_STDAT	04	800	A	†	STARTDAT imputation flag. (See Appendix G for definitions of flags.)
ENDDATE	07	804	A	101	Reporting period ending date, in mm/yyyy format (e.g., 06/2013). (Note: This item is on the State Characteristics data entry screen.) M-Missing (unknown, not reported)
F_ENDDAT	04	811	A	†	ENDDATE imputation flag. (See Appendix G for definitions of flags.)
FIPSST	02	815	A	†	Two-digit American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
YR_SUB	04	817	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBEREG	02	821	A	†	Bureau of Economic Analysis Region 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.

NOTE: The survey questionnaire is in Appendix F.

Appendix C—Record Layout for Public Library Outlet Data File, FY 2013 (puout13a)

Variable name	Field length	Start position	Data type	Survey item	Description
Data Source: Public Libraries Survey, Fiscal Year 2013 Number of records = 17,554 (one record per observation) Number of fields per record = 40 ASCII file (puout13a.txt) is fixed width (file size = 5,555 KB)					
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. (See Appendix D for list of State Codes.)
FSCSKEY	06	3	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	9	A	†	Outlet's unique three-digit suffix to FSCSKEY, assigned by IMLS.
LIBID	20	12	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	32	A	702	Name of outlet
ADDRESS	35	92	A	703	Complete street address of outlet
CITY	20	127	A	704	City or town of outlet
ZIP	05	147	A	705	Standard five-digit postal zip code for street address of outlet M = Missing (unknown, not reported)
ZIP4	04	152	A	†	Four-digit postal zip code extension for street address of outlet M = Missing (unknown, not reported)
CNTY	20	156	A	707	County in which the outlet is physically located
PHONE	10	176	A	708	Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072) M = missing (unknown, not reported) -3 = Not applicable
C_OUT_TY	02	186	A	709	Outlet type CE—Central Library BR—Branch Library BS—Bookmobile(s) BM—Books-by-Mail Only
C_MSA	02	188	A	710	Metropolitan Status Code CC—Central City NC—Metropolitan Area, but not within central city limits NO—Not in a Metropolitan Area M—Missing (unknown, not reported)
SQ_FEET	08	190	N	711	Area in square feet of the public library outlet -1 = Missing -3 = Not applicable

Appendix C—Record Layout for Public Library Outlet Data File, FY 2013 (puout13a)

Variable name	Field length	Start position	Data type	Survey item	Description
F_SQ_FT	04	198	A	†	SQ_FEET imputation flag. (See Appendix G for definitions of flags.)
L_NUM_BM	02	202	N	712	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS)
F_BKMOB	04	204	A	†	L_NUM_BM imputation flag. (See Appendix G for definitions of flags.)
HOURS	04	208	N	713	Public Service Hours Per Year (actual hours)
F_HOURS	04	212	A	†	HOURS imputation flag. (See Appendix G for definitions of flags.)
WKS_OPEN	02	216	N	714	Number of Weeks a Library is Open (actual weeks)
F_WKSOPN	04	218	A	†	WKS_OPEN imputation flag. (See Appendix G for definitions of flags.)
YR_SUB	04	222	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
STATSTRU	02	226	A	†	Structure Change Code 00—No change from last year 01—Existing Administrative Entity or Outlet absorbs another Administrative Entity or Outlet 02—Newly created Administrative Entity or Outlet 03—Closed 04—Move Outlet to a newly created Administrative Entity 05—Merge two or more Administrative Entities or Outlets to form a new Administrative Entity or Outlet 06—(reserved) 07—(reserved) 08—Restored a closed Administrative Entity or Outlet record 09—Restored an incorrectly deleted Administrative Entity or Outlet 10—Delete an incorrect record 11—Outlet moved to a different previously existing Administrative Entity 12—(reserved) 13—Add an existing Administrative Entity or Outlet not previously reported 22—Future Administrative Entity FSCS ID Request 23—Temporary Closure 24—Restore/Undo Was a 23 (Reopen a Temporarily Closed Administrative Entity) (Note: This code records structure changes to administrative entities and outlets, and is included on the Public Library 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).)
STATNAME	02	228	A	702A	Name Change Code

Appendix C—Record Layout for Public Library Outlet Data File, FY 2013 (puout13a)

Variable name	Field length	Start position	Data type	Survey item	Description
					00—No change from last year 06—Official name change 14—Minor name change
STATADDR	02	230	A	703A	Address Change Code 00—No change from last year 07—Moved to a new location 15—Minor address change
LONGITUD	12	232	N	†	Longitude. 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. 0.0000000 - Missing
LATITUDE	10	244	N	†	Latitude. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point. 0.0000000 - Missing
FIPSST	02	254	A	†	Two-digit American National Standards Institute (ANSI) State Code (assigned based on the physical location of the outlet). (See Appendix D for list of State Codes.) 00 - Missing
FIPSCO	03	256	A	†	Three-digit ANSI County Code (assigned based on the physical location of the outlet) 000 - Missing
FIPSPLAC	05	259	A	†	Five-digit ANSI Place Code. Not every address will fall within a Place. 00000 - Missing
CNTYPOP	08	264	N	†	County Population -1 = Missing
LOCALE	02	272	A	†	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. —Missing 11—City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more. 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. 13—City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000. 21—Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more. 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. 23—Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000.

Appendix C—Record Layout for Public Library Outlet Data File, FY 2013 (puout13a)

Variable name	Field length	Start position	Data type	Survey item	Description
					31—Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area. 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. 33—Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area. 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. 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. 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.
CENTRACT	07	274	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. 0 - Missing
CENBLOCK	04	281	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). 0 - Missing
CDCODE	04	285	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. .—Missing
CBSA	05	289	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan statistical areas (MSAs) 0—Missing https://www.census.gov/population/metro/data/def.html
MICROF	01	294	A	†	Metropolitan and micropolitan statistical area flag. .—Missing 0—metropolitan area 1—micropolitan area
GAL	22	295	A	†	Geocoding Accuracy Level addresspoint—Input address matches to an exact latitude/longitude location. poi—Input address matches to a Point of Interest (POI).

Appendix C—Record Layout for Public Library Outlet Data File, FY 2013 (puout13a)

Variable name	Field length	Start position	Data type	Survey item	Description
					house—Input address matches to a house number along an address range. intersection—Input address matches to two streets that intersect. postalcode-sub—Input address matches to an extended postcode (e.g. USA ZIP+4, UK full postcode). street—Input address matches to a street edge in the database. postalcode-partial-sub—Input address matches to an extended postcode (e.g. USA ZIP+2). postalcode-main—Input address matches to a main postal code (e.g. USA ZIP, UK main postcode). city—Input address matches to a city/locality. state—Input address matches to a state. country—Input address matches to a country.
GALMS	03	317	A	†	GAL Match Status. Result of the attempt to match using supplied address data EXT—Exact Match. Input field content matches the output in the fields relevant to the GAL achieved. STD—Standardized Match was obtained using slight standardizations for input data. ADV—Adjunct Variation Match was achieved despite slight variations in adjunct type. SPV—Spelling Variation Match was obtained allowing for spelling variations. DGL—Different GAL. The output GAL is less granular than the one that the populated input fields might indicate. NCF—No Matching Candidates Found. ABG—Ambiguous - Request Too General. ABR—Ambiguous - More Top Results Than Requested. TMO—Timeout. PCR—Postal Match More Accurate.
POSTMS	03	320	A	†	Postal Match Status. Result of the attempt to match using supplied postal code data (if required) POC—Successful. CLF—Could Not Determine Country. PCF—Postal Information not Found. NND—Sufficient Match Found. NPC—No Postal Code.

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey questionnaire is in Appendix F.