



Montana Public Libraries Survey FY 2023

Survey Instrument: Data Element Definitions

Contact Information

- 1** **FSCS ID & Extension**
Question Source: Federal data element #150
Display rules: All libraries
Type/Decimal: Pre-filled
Federal Instructions: This is the identification code assigned by PLS Web Portal to the administrative entity.
State Instructions: None
- 2** **LIB ID**
Question Source: Federal data element #151
Display rules: All libraries
Type/Decimal: Pre-filled
Federal Instructions: This is the state-assigned identification code for the administrative entity.
State Instructions: None
- 3** **Library name**
Question Source: Federal data element #152
Display rules: All libraries
Type/Decimal: Pre-filled
Federal Instructions: This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)
State Instructions: None
- 4** **Contact name and position**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Characters
Federal Instructions: None
State Instructions: Library director or designee.
- 5** **Contact email address**

Question Source: Montana
Display rules: All libraries
Type/Decimal: Characters
Federal Instructions: None
State Instructions: Email address for library director or designee.

6 **Street address**

Question Source: Federal data element #153
Display rules: All libraries
Type/Decimal: Pre-filled
Federal Instructions: This is the complete street address of the administrative entity.
Note: Do not report a post office box or general delivery.
State Instructions: None

7 **City (of street address)**

Question Source: Federal data element #154
Display rules: All libraries
Type/Decimal: Pre-filled
Federal Instructions: This is the city or town in which the administrative entity is located.
State Instructions: None

8 **ZIP Code (of street address)**

Question Source: Federal data element #155
Display rules: All libraries
Type/Decimal: Pre-filled
Federal Instructions: This is the standard five-digit postal zip code for the street address of the administrative entity.
State Instructions: None

9 **Mailing address**

Question Source: Federal data element #157
Display rules: All libraries
Type/Decimal: Characters
Federal Instructions: This is the mailing address of the administrative entity.
State Instructions: None

10 **City (of mailing address)**

Question Source: Federal data element #158
Display rules: All libraries
Type/Decimal: Characters
Federal Instructions: This is the city or town of the mailing address for the administrative entity.
State Instructions: None

11 **ZIP Code (of mailing address)**

Question Source: Federal data element #159

Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.
State Instructions: None

12 **County**

Question Source: Federal data element #161
Display rules: All libraries
Type/Decimal: Pre-filled
Federal Instructions: This is the county in which the headquarters of the administrative entity is physically located.
State Instructions: None

13 **Phone**

Question Source: Federal data element #162
Display rules: All libraries
Type/Decimal: Characters
Federal Instructions: This is the telephone number of the administrative entity, including area code. Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter -3 (for Not Applicable).
State Instructions: None

14 **Fax number**

Question Source: Montana
Display rules: All libraries
Type/Decimal: Characters
Federal Instructions: None
State Instructions: This is the fax machine number of the administrative entity, including area code. Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no fax, enter -3 (for Not Applicable).

15 **Library home page**

Question Source: Montana
Display rules: All libraries
Type/Decimal: Characters
Federal Instructions: None
State Instructions: The URL of the library website home page.

Administrative Information

16 **Interlibrary relationship code**

Question Source: Federal data element #200
Display rules: All libraries
Type/Decimal: Pre-filled
Federal Instructions: Select one of the following: HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who

manage, coordinate, or administer the programs of the federation or cooperative. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS. ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple outlet administrative entities (e.g., libraries with branches and that have the word “system” in their legal name) if the entity does not have an agreement with another autonomous library. NO—Not a Member of a Federation or Cooperative.

State Instructions: None

17 **Legal basis code**

Question Source: Federal data element #201

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library. Select one of the following: CC—City County. A multi-jurisdictional entity that is operated jointly by a county and a city. CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state’s constitution and statutes and established to provide general government for a specific concentration of population in a defined area. CO—County Parish. An organized local government authorized in a state’s constitution and statutes and established to provide general government. LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax). MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts. Note: Please put city county combinations under ‘CC’, rather than under Multi-jurisdictional. NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation. Note: Include native Alaskan villages in this category. NP—Nonprofit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with 501(c) designation. SD—School District. An organized local entity providing public elementary, secondary, and or higher education, which under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes “dependent public school systems” of county, municipal, township, or state governments. OT—Other.

State Instructions: None

18 **Administrative structure code**

Question Source: Federal data element #202

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: This code identifies an autonomous library entity (administrative entity) that has its own governance and funding. An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet. Select one of the following: MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and or books-by mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services. MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and or books-by mail only. SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

State Instructions: None

19 **FSCS public library definition**

Question Source: Federal data element #203

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: Answer Yes or No to the following question: “Does this public library meet all the criteria of the FSCS public library definition?” A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: 1. An organized collection of printed or other library materials, or a combination thereof; 2. Paid staff; 3. An established schedule in which services of the staff are available to the public; 4. The facilities necessary to support such a collection, staff, and schedule; and 5. Is supported in whole or in part with public funds. Note: If the library meets all the requirements of this definition, respond with a Yes. If the library does not meet one or more of the requirements, respond with a No

State Instructions: None

20 **Geographic code**

Question Source: Federal data element #204

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: Choose one of the following types of geography (defined by the U.S. Census Bureau) that best describes the legal service area (LSA) for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. The Geographic Code should represent the basis for the Population of Legal Service Area (data element #208), including areas served under contract, and as such should be determined by the state library agency. Each

geography type has at least two subtypes: “entirety” and “overlap.” If the LSA is not coterminous with one of the geography types, select the “overlap” option for the geography type that most overlaps the LSA. For “County or Equivalent” and “Multi-County” geographies, a third subtype, “remainder excluding AEs of contained geographies,” exists specifically for AEs that serve the areas of counties outside of municipalities with separate AEs. Note: For further clarification, see the definition of terms published by the U.S. Census Bureau: <https://www.census.gov/programs-surveys/geography/about-glossary.html> PL1—Place (e.g., incorporated city or village, census designated), entirety PL2—Place (e.g., incorporated city or village, census designated), overlap MP1—Multi-Place, entirety MP2—Multi-Place, overlap CD1—Minor Civil Division [MCD] (e.g., town, township), entirety CD2—Minor Civil Division [MCD] (e.g., town, township), overlap MD1—Multi-MCD, entirety MD2—Multi-MCD, overlap CO1—County or Equivalent, entirety CO2—County or Equivalent, overlap CO3—County or Equivalent, remainder excluding AEs of contained geographies MC1—Multi-County, entirety MC2—Multi-County, overlap MC3—Multi-County, remainder excluding AEs of contained geographies SU1—School District - Unified, entirety SU2—School District - Unified, overlap SE1—School District - Elementary, entirety SE2—School District - Elementary, overlap SS1—School District - Secondary, entirety SS2—School District - Secondary, overlap OTH—Other

State Instructions: None

21 **Legal service area boundary change**

Question Source: Federal data element #205

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: Answer Yes or No to the following question: “Did the administrative entity’s legal service area boundaries change since last year?” Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county’s geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

State Instructions: None

22 **Reporting period starting date**

Question Source: Federal data element #206

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: This is the starting date (month, day, and year) for a 12- month period that applies to the administrative entity’s data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

State Instructions: None

23 **Reporting period ending date**

Question Source: Federal data element #207

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: This is the ending date (month, day, and year) for a 12- month period that applies to the administrative entity's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

State Instructions: None

24 **Population of the legal service area**

Question Source: Federal data element #208

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources.

State Instructions: This is the number of people your library serves as determined by the Montana State Library in accord with the service population formula stated in 10.102.4003 Administrative Rules of Montana.

25 **Number of dedicated voted library mills – city**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Indicate the number of dedicated mills received during the reporting fiscal year from a city mill levy. Only include mills that are given to the library due to a vote of the population served. Do not report a dollar figure.

26 **Number of dedicated voted library mills – county**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Indicate the number of dedicated mills received during the reporting fiscal year from a county mill levy. Only include mills that are given to the library due to a vote of the population served. Do not report a dollar figure.

27 **Number of dedicated voted library mills – library district**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Indicate the number of dedicated mills received during the reporting fiscal year from a library district mill levy. Only include mills that are given to the library due to a vote of the population served. Do not report a dollar figure.

28 **Number of general mills – city**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Indicate the number of other mills received during the reporting fiscal year from a city mill levy. Significant funding provided by other city agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency. Do not report a dollar figure.

29 **Number of general mills – county**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Indicate the number of other mills received during the reporting fiscal year from a county mill levy. Significant funding provided by other county government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency. Do not report a dollar figure.

30 **Number of general mills – school district**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Indicate the number of other mills received during the reporting fiscal year from a school district levy. Significant funding provided by a school district with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency. Do not report a dollar figure.

31 **Did your library have a mill levy election on the ballot during this fiscal year?**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Yes, No

Federal Instructions: None

State Instructions: If your library had a mill levy election on the ballot during the reporting fiscal year, please select Yes. Otherwise, please select No.

32 **Was the mill levy election successful?**

Question Source: Montana

Display rules: Display if 31 is Yes

Type/Decimal: Yes, No

Federal Instructions: None

State Instructions: If your library had a mill levy election on the ballot during the reporting fiscal year and it was successful, please select Yes. If your library had a mill levy election on the ballot during the reporting fiscal year and it was not successful, please selection No.

33 **Number of central libraries**

Question Source: Federal data element #209

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

State Instructions: This number should be 1 for all Montana libraries. Central library is synonymous with main library.

34 **Number of branch libraries**

Question Source: Federal data element #210

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: A branch library is an auxiliary unit of an administrative entity which has at least all the following: Separate quarters; An organized collection of library materials; Paid staff; and Regularly scheduled hours for being open to the public.

State Instructions: None

35 **Number of bookmobiles**

Question Source: Federal data element #211

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: A bookmobile is a traveling branch library. It consists of at least all the following: A truck or van that carries an organized collection of library materials; Paid staff; and Regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

State Instructions: None

Outlets

36 **Outlet type code**

Question Source: Federal data element #709

Display rules: Repeats for each outlet

Type/Decimal: Pre-filled

Federal Instructions: An outlet is a unit of an administrative entity that provides direct public library service. Select one of the following: BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-Mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here. BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all the following: • Separate quarters; • An organized collection of library materials; • Paid staff; and • Regularly scheduled hours for being open to the public. BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all the following: • A truck or van that carries an organized collection of library materials; • A paid staff; and • Regularly scheduled hours (bookmobile stops) for being open to the public. Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if they have different addresses. Alternatively, a bookmobile outlet record may include more than one bookmobile. CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several coequal outlets and no principal collection, report all such outlets as branches, not central libraries.

State Instructions: None

37 **FSCS ID and SEQ**

Question Source: Federal data element #700

Display rules: Repeats for each outlet

Type/Decimal: Pre-filled

Federal Instructions: This is the identification code assigned by PLS Web Portal. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.

State Instructions: None

38 **LIB ID**

Question Source: Federal data element #701

Display rules: Repeats for each outlet

Type/Decimal: Pre-filled

Federal Instructions: This is the state-assigned identification code for the outlet.

State Instructions: None

- 39** **Library name**
Question Source: Federal data element #702
Display rules: Repeats for each outlet
Type/Decimal: Pre-filled
Federal Instructions: This is the legal name of the outlet. Note: Provide the legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)
State Instructions: None
- 40** **Street address**
Question Source: Federal data element #703
Display rules: Repeats for each outlet
Type/Decimal: Pre-filled
Federal Instructions: This is the complete street address of the outlet. Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
State Instructions: None
- 41** **City**
Question Source: Federal data element #704
Display rules: Repeats for each outlet
Type/Decimal: Pre-filled
Federal Instructions: This is the city or town in which the outlet is located.
State Instructions: None
- 42** **Zip code**
Question Source: Federal data element #705
Display rules: Repeats for each outlet
Type/Decimal: Pre-filled
Federal Instructions: This is the standard five-digit postal ZIP code for the street address of the outlet.
State Instructions: None
- 43** **County**
Question Source: Federal data element #707
Display rules: Repeats for each outlet
Type/Decimal: Pre-filled
Federal Instructions: This is the county in which the outlet is physically located.
State Instructions: None
- 44** **Phone**
Question Source: Federal data element #708
Display rules: Repeats for each outlet

Type/Decimal: Characters

Federal Instructions: This is the telephone number of the outlet, including area code.

Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter “-3” (for Not Applicable).

State Instructions: None

45 **Square footage**

Question Source: Federal data element #711

Display rules: Repeats for each outlet

Type/Decimal: Pre-filled

Federal Instructions: Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

State Instructions: None

46 **When was the library originally built?**

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: YYYY

Federal Instructions: None

State Instructions: The original construction year of the current library building.

47 **When was the library’s last renovation completed?**

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: YYYY

Federal Instructions: None

State Instructions: If the current building was renovated, enter the year of the most recent renovation. Otherwise, enter NA.

48 **How would you rate the physical condition of the branch library?**

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Excellent, Good, Fair, Poor

Federal Instructions: None

State Instructions: Select excellent, good , fair, or poor.

49 **How would you rate the library facility’s ability to meet your programming needs?**

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Excellent, Good, Fair, Poor

Federal Instructions: None

State Instructions: Select excellent, good , fair, or poor.

- 50** **Public service hours per week**
Question Source: Montana
Display rules: Repeats for each outlet
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: This is the number of hours open to the public each week at the library. Minor variations in public service hours need not be included. Longer closures such as those due to a natural disaster or other events should be reflected in the question about weeks open to the public.
- 51** **Number of weeks open per year**
Question Source: Federal data element #714
Display rules: Repeats for each outlet
Type/Decimal: Numeric/0
Federal Instructions: This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only) Note: Include the actual hours open for public service for centrals (data element #209), branches (data element #210), and bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.
State Instructions: None
- 52** **Library total number of hours open per year**
Question Source: Federal data element #713
Display rules: Repeats for each outlet
Type/Decimal: Automatic calculation
Federal Instructions: This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only) Note: Include the actual hours open for public service for centrals (data element #209), branches (data element #210), and bookmobiles (data element #211), and Books by-mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.
State Instructions: None
- 53** **Librarians FTE**
Question Source: Montana
Display rules: Repeats for each outlet
Type/Decimal: Numeric/2
Federal Instructions: None
State Instructions: Persons at the library with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of

library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes the director and staff with an MLS.

54 **All other FTE**

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: This includes all other library FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. Staff that provide clerical or assistant level work will also be included in this count.

55 **Staff with MLS FTE**

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Librarians at the library with master's degrees from programs of library and information studies accredited by the American Library Association.

56 **What type of Internet access does the library have?**

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: DSL, Cable, Fiber, Satellite

Federal Instructions: None

State Instructions: Select from DSL, Cable, Fiber, Satellite. If you are not sure, please contact your Internet Service Provider (ISP).

57 **Who is the library's Internet provider?**

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Characters

Federal Instructions: None

State Instructions: Internet Service Provider (ISP) name.

58 **What is the subscribed download speed for the library's Internet connection?**

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The download speed the library pays for through the Internet Service Provider (ISP). If you are not sure, please contact your Internet Service Provider (ISP). Report the speed in Megabits per second (Mbps).

59 **What is the subscribed upload speed for the library's Internet connection?**

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The upload speed the library pays for through the Internet Service Provider (ISP). If you are not sure, please contact your Internet Service Provider (ISP). Report the speed in Megabits per second (Mbps).

60 What is the download speed on the library's public wired connection in the morning?

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Run a speed test in the morning and in the afternoon on one of your public computers using <https://www.speedtest.net/> Report the results in Megabits per second (Mbps).

61 What is the upload speed on the library's public wired connection in the morning?

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Run a speed test in the morning and in the afternoon on one of your public computers using <https://www.speedtest.net/> Report the results in Megabits per second (Mbps).

62 What is the download speed on the library's public wired connection in the afternoon?

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Run a speed test in the morning and in the afternoon on one of your public computers using <https://www.speedtest.net/> Report the results in Megabits per second (Mbps).

63 What is the upload speed on the library's public wired connection in the afternoon?

Question Source: Montana

Display rules: Repeats for each outlet

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: Run a speed test in the morning and in the afternoon on one of your public computers using <https://www.speedtest.net/> Report the results in Megabits per second (Mbps).

64 Does the library provide public Wi-Fi access?

Question Source: Montana

Display rules: Repeats for each outlet
Type/Decimal: Yes, No
Federal Instructions: None
State Instructions: Answer Yes if the library provides patrons with wireless public internet access.

- 65 **How would you describe the reliability of the library's Internet connection?**
Question Source: Montana
Display rules: Repeats for each outlet
Type/Decimal: Very dependable, Dependable, Mostly reliable, Sometimes reliable, Not reliable
Federal Instructions: None
State Instructions: Very dependable: you cannot recall ever having an outage. Dependable: it would be a surprise to have an outage. Mostly reliable: outages are rare. Sometimes reliable: there are occasional outages (less than once a week). Not reliable: there are daily outages.

Staffing & Salaries

- 66 **Total library staff with MLS FTE**
Question Source: Federal data element #250
Display rules: All libraries
Type/Decimal: Automatic calculation
Federal Instructions: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
State Instructions: None
- 67 **Total librarians FTE**
Question Source: Federal data element #251
Display rules: All libraries
Type/Decimal: Automatic calculation
Federal Instructions: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #250).
State Instructions: None
- 68 **Total other staff FTE**
Question Source: Federal data element #252
Display rules: All libraries
Type/Decimal: Automatic calculation
Federal Instructions: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
State Instructions: None
- 69 **Total paid staff FTE**
Question Source: Federal data element #253

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252).

State Instructions: None

70 **Total hours worked by non-paid staff (volunteers, interns) per year**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: This should be the total hours for the entire year across all volunteers and other non-paid staff.

71 **Does the library director have an MLS?**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Yes, No

Federal Instructions: None

State Instructions: Indicate Yes if the director has a master's degree from a program of library and information studies accredited by the American Library Association. Otherwise, enter No.

72 **What is the director's current hourly wage?**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The actual hourly wage for the current library director.

73 **What is the starting hourly wage for the director position?**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The starting wage for this position. This figure might be included in the job description.

74 **How many hours does the director work a week?**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: The number of hours the director works each week on average.

75 **How many years of experience does the director have?**

Question Source: Montana

Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: The director's years of experience in the director role.

76 What education level does the director position require?

Question Source: Montana
Display rules: All libraries
Type/Decimal: MLS, Masters, Bachelors, High School Diploma, None
Federal Instructions: None
State Instructions: Select MLS, Masters, Bachelors, High School Diploma, or None.

77 Does the library employ an assistant director?

Question Source: Montana
Display rules: All libraries
Type/Decimal: Yes, No
Federal Instructions: None
State Instructions: Job titles vary between organizations. Use the following definition to determine if you employ staff in an equivalent role. Assistant Director: Performs administrative work involving organizing and coordinating the delivery of public service system wide.

78 Based on all staff currently in the position, what is the highest hourly wage received?

Question Source: Montana
Display rules: Display if 77 is Yes
Type/Decimal: Numeric/2
Federal Instructions: None
State Instructions: The library may employ multiple staff in this role. Enter the highest hourly wage received.

79 What is the starting hourly wage for the position?

Question Source: Montana
Display rules: Display if 77 is Yes
Type/Decimal: Numeric/2
Federal Instructions: None
State Instructions: The starting wage for this position. This figure might be included in the job description.

80 What education level does the position require?

Question Source: Montana
Display rules: Display if 77 is Yes
Type/Decimal: MLS, Masters, Bachelors, High School Diploma, None
Federal Instructions: None
State Instructions: Select MLS, Masters, Bachelors, High School Diploma, or None.

81 Does the library employ a branch manager?

Question Source: Montana

Display rules: All libraries

Type/Decimal: Yes, No

Federal Instructions: None

State Instructions: Job titles vary between organizations. Use the following definition to determine if you employ staff in an equivalent role. Branch Manager: Manages branch operations wherein the employee is responsible for the coordinating, planning, and delivery of public service to the branch library.

82 Based on all staff currently in the position, what is the highest hourly wage received?

Question Source: Montana

Display rules: Display if 81 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The library may employ multiple staff in this role. Enter the highest hourly wage received.

83 What is the starting hourly wage for the position?

Question Source: Montana

Display rules: Display if 81 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The starting wage for this position. This figure might be included in the job description.

84 What education level does the position require?

Question Source: Montana

Display rules: Display if 81 is Yes

Type/Decimal: MLS, Masters, Bachelors, High School Diploma, None

Federal Instructions: None

State Instructions: Select MLS, Masters, Bachelors, High School Diploma, or None.

85 Does the library employ a department manager?

Question Source: Montana

Display rules: All libraries

Type/Decimal: Yes, No

Federal Instructions: None

State Instructions: Job titles vary between organizations. Use the following definition to determine if you employ staff in an equivalent role. Department Manager: Manages the operation of a department within the library such as the children's department, circulation, or reference services. Supervises staff.

86 Based on all staff currently in the position, what is the highest hourly wage received?

Question Source: Montana

Display rules: Display if 83 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The library may employ multiple staff in this role. Enter the highest hourly wage received.

87 What is the starting hourly wage for the position?

Question Source: Montana

Display rules: Display if 83 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The starting wage for this position. This figure might be included in the job description.

88 What education level does the position require?

Question Source: Montana

Display rules: Display if 83 is Yes

Type/Decimal: MLS, Masters, Bachelors, High School Diploma, None

Federal Instructions: None

State Instructions: Select MLS, Masters, Bachelors, High School Diploma, or None.

89 Does the library employ a librarian supervisor?

Question Source: Montana

Display rules: All libraries

Type/Decimal: Yes, No

Federal Instructions: None

State Instructions: Job titles vary between organizations. Use the following definition to determine if you employ staff in an equivalent role. Librarian supervisor: Serves the public in reference, acquisitions, cataloging, collection development, programs, and or branch operations, all of which require extensive subject, technical knowledge and expertise. Supervises staff.

90 Based on all staff currently in the position, what is the highest hourly wage received?

Question Source: Montana

Display rules: Display if 89 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The library may employ multiple staff in this role. Enter the highest hourly wage received.

91 What is the starting hourly wage for the position?

Question Source: Montana

Display rules: Display if 89 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The starting wage for this position. This figure might be included in the job description.

- 92** **What education level does the position require?**
Question Source: Montana
Display rules: Display if 89 is Yes
Type/Decimal: MLS, Masters, Bachelors, High School Diploma, None
Federal Instructions: None
State Instructions: Select MLS, Masters, Bachelors, High School Diploma, or None.
- 93** **Does the library employ a librarian II?**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Yes, No
Federal Instructions: None
State Instructions: Job titles vary between organizations. Use the following definition to determine if you employ staff in an equivalent role. Librarian II: Serves the public in reference, acquisitions, cataloging, collection development, programs, and or branch operations, all of which require extensive subject, technical knowledge and expertise. Two years of experience or more.
- 94** **Based on all staff currently in the position, what is the highest hourly wage received?**
Question Source: Montana
Display rules: Display if 93 is Yes
Type/Decimal: Numeric/2
Federal Instructions: None
State Instructions: The library may employ multiple staff in this role. Enter the highest hourly wage received.
- 95** **What is the starting hourly wage for the position?**
Question Source: Montana
Display rules: Display if 93 is Yes
Type/Decimal: Numeric/2
Federal Instructions: None
State Instructions: The starting wage for this position. This figure might be included in the job description.
- 96** **What education level does the position require?**
Question Source: Montana
Display rules: Display if 93 is Yes
Type/Decimal: MLS, Masters, Bachelors, High School Diploma, None
Federal Instructions: None
State Instructions: Select MLS, Masters, Bachelors, High School Diploma, or None.
- 97** **Does the library employ a librarian I?**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Yes, No

Federal Instructions: None

State Instructions: Job titles vary between organizations. Use the following definition to determine if you employ staff in an equivalent role. Librarian I: Serves the public in reference, acquisitions, cataloging, collection development, programs, and or branch operations, all of which require extensive subject, technical knowledge and expertise. Entry level.

98 Based on all staff currently in the position, what is the highest hourly wage received?

Question Source: Montana

Display rules: Display if 97 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The library may employ multiple staff in this role. Enter the highest hourly wage received.

99 What is the starting hourly wage for the position?

Question Source: Montana

Display rules: Display if 97 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The starting wage for this position. This figure might be included in the job description.

100 What education level does the position require?

Question Source: Montana

Display rules: Display if 97 is Yes

Type/Decimal: MLS, Masters, Bachelors, High School Diploma, None

Federal Instructions: None

State Instructions: Select MLS, Masters, Bachelors, High School Diploma, or None.

101 Does the library employ IT staff?

Question Source: Montana

Display rules: All libraries

Type/Decimal: Yes, No

Federal Instructions: None

State Instructions: Job titles vary between organizations. Use the following definition to determine if you employ staff in an equivalent role. IT Staff: Performs skilled technical work involving operation of the computer network and related peripheral devices.

102 Based on all staff currently in the position, what is the highest hourly wage received?

Question Source: Montana

Display rules: Display if 101 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The library may employ multiple staff in this role. Enter the highest hourly wage received.

103 What is the starting hourly wage for the position?

Question Source: Montana

Display rules: Display if 101 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The starting wage for this position. This figure might be included in the job description.

104 What education level does the position require?

Question Source: Montana

Display rules: Display if 101 is Yes

Type/Decimal: MLS, Masters, Bachelors, High School Diploma, None

Federal Instructions: None

State Instructions: Select MLS, Masters, Bachelors, High School Diploma, or None.

105 Does the library employ a library assistant?

Question Source: Montana

Display rules: All libraries

Type/Decimal: Yes, No

Federal Instructions: None

State Instructions: Job titles vary between organizations. Use the following definition to determine if you employ staff in an equivalent role. Library Assistant: Performs moderately complex library operations in dealing with the public, assists with patron use of computer equipment, the charge and discharge of materials, the basic level of service delivery.

106 Based on all staff currently in the position, what is the highest hourly wage received?

Question Source: Montana

Display rules: Display if 105 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The library may employ multiple staff in this role. Enter the highest hourly wage received.

107 What is the starting hourly wage for the position?

Question Source: Montana

Display rules: Display if 105 is Yes

Type/Decimal: Numeric/2

Federal Instructions: None

State Instructions: The starting wage for this position. This figure might be included in the job description.

108 What education level does the position require?

Question Source: Montana
Display rules: Display if 105 is Yes
Type/Decimal: MLS, Masters, Bachelors, High School Diploma, None
Federal Instructions: None
State Instructions: Select MLS, Masters, Bachelors, High School Diploma, or None.

109 Does the library employ a library aide?

Question Source: Montana
Display rules: All libraries
Type/Decimal: Yes, No
Federal Instructions: None
State Instructions: Job titles vary between organizations. Use the following definition to determine if you employ staff in an equivalent role. Library Aide: Performs manual library and messenger work. Sorts, moves, shelves, locates and retrieves library materials.

110 Based on all staff currently in the position, what is the highest hourly wage received?

Question Source: Montana
Display rules: Display if 109 is Yes
Type/Decimal: Numeric/2
Federal Instructions: None
State Instructions: The library may employ multiple staff in this role. Enter the highest hourly wage received.

111 What is the starting hourly wage for the position?

Question Source: Montana
Display rules: Display if 109 is Yes
Type/Decimal: Numeric/2
Federal Instructions: None
State Instructions: The starting wage for this position. This figure might be included in the job description.

112 What education level does the position require?

Question Source: Montana
Display rules: Display if 109 is Yes
Type/Decimal: MLS, Masters, Bachelors, High School Diploma, None
Federal Instructions: None
State Instructions: Select MLS, Masters, Bachelors, High School Diploma, or None.

Operating Revenue

113 Local government revenue – city general fund

Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: The total operating revenue received from the city general fund.

- 114** **Local government revenue – city dedicated voted library mills**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: The total operating revenue received from city dedicated voted library mills.
- 115** **Local government revenue – county general fund**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: The total operating revenue received from the county general fund.
- 116** **Local government revenue – county dedicated voted library mills**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: The total operating revenue received from county dedicated voted library mills.
- 117** **Local government revenue – library district**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: The total operating revenue received from library district funds.
- 118** **Local government revenue – other**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: The total operating revenue received from local government fund allocations not listed in other categories e.g. local oil and gas tax proceeds.
- 119** **Total local government revenue**
Question Source: Federal data element #300
Display rules: All libraries
Type/Decimal: Automatic calculation
Federal Instructions: This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds

passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. Note: Significant funding provided by other local government agencies with the authority to levy taxes “on behalf of” the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.)

State Instructions: None

120 **State federation grant**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: None

State Instructions: The total funds received from the state based on federation grant programs.

121 **Per capita, per square mile state aid**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: None

State Instructions: The total funds received from the state through the per capita, per square mile state aid formula.

122 **State government revenue - other**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: The total operating revenue received from state government fund allocations not listed in other categories e.g. state entitlement.

123 **Total state government revenue**

Question Source: Federal data element #301

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights. Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

State Instructions: None

124 **Federal government revenue**

Question Source: Federal data element #302

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

State Instructions: Include PILT in this category.

125 Other operating revenue

Question Source: Federal data element #303

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.

State Instructions: None

126 Total operating revenue

Question Source: Federal data element #304

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).

State Instructions: None

Operating Expenditures

127 Salaries & and wages expenditures

Question Source: Federal data element #350

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

State Instructions: None

128 Employee benefits expenditures

Question Source: Federal data element #351

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

State Instructions: None

129 **Total staff expenditures**

Question Source: Federal data element #352

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

State Instructions: None

130 **Print materials expenditures**

Question Source: Federal data element #353

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.

State Instructions: None

131 **Electronic materials expenditures**

Question Source: Federal data element #354

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.] Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).

State Instructions: None

132 **Other materials expenditures**

Question Source: Federal data element #355

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.

State Instructions: None

133 **Total collection expenditures**

Question Source: Federal data element #356

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355).

State Instructions: None

134 **Continuing education expenditures**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: Operating expenditures for travel, registration, and membership costs for any continuing education earned by any library employee.

135 **Other operating expenditures**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: All other operating expenditures not included in other categories, for example, computer hardware and software, contract services for operating physical facilities, fees paid to a consultant or attorney, etc.

136 **Total other operating expenditures**

Question Source: Federal data element #357

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356). Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

State Instructions: None

137 **Total operating expenditures**

Question Source: Federal data element #358

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).

State Instructions: None

Capital Revenue

- 138** **Local government capital revenue**
Question Source: Federal data element #400
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and or federal money distributed by the local government.
State Instructions: None
- 139** **State government capital revenue**
Question Source: Federal data element #401
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
State Instructions: None
- 140** **Federal government capital revenue**
Question Source: Federal data element #402
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.
State Instructions: None
- 141** **Other capital revenue**
Question Source: Federal data element #403
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: Report private (nongovernmental funds), including grants received by the library for the purpose of major capital expenditures.
State Instructions: None
- 142** **Total capital revenue**
Question Source: Federal data element #404
Display rules: All libraries
Type/Decimal: Automatic calculation
Federal Instructions: This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403). Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.
State Instructions: None

- 143** **Capital collection expenditures**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: Capital expenditure related to the collection, e.g. an initial collection for a new building addition.

Capital Expenditures

- 144** **Capital furnishings and equipment expenditures**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: Capital expenditures for furnishings or equipment.
- 145** **Capital building expenditures**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: Capital expenditures for site acquisition, new building, additions to buildings, or renovation of buildings.
- 146** **Other capital expenditures**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: All other capital expenditures other than those reported in other categories, e.g. library automation systems, new vehicles, and other one-time major purchases.
- 147** **Total capital expenditures**
Question Source: Federal data element #405
Display rules: All libraries
Type/Decimal: Automatic calculation
Federal Instructions: Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and

equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

State Instructions: None

Library Collection

148 Print materials

Question Source: Federal data element #450

Display rules: All libraries

Type/Decimal: Pre-filled for Montana Shared Catalog members

Federal Instructions: Report a single figure that includes the following: Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit

State Instructions: None

149 Audio physical units

Question Source: Federal data element #452

Display rules: All libraries

Type/Decimal: Pre-filled for Montana Shared Catalog members

Federal Instructions: These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

State Instructions: None

150 Video physical units

Question Source: Federal data element #454

Display rules: All libraries

Type/Decimal: Pre-filled for Montana Shared Catalog members

Federal Instructions: These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit (e.g., two DVDs for one movie) and checked out as a unit are counted as one physical unit.

State Instructions: None

- 151** **Other circulating physical items**
Question Source: Federal data element #462
Display rules: All libraries
Type/Decimal: Pre-filled for Montana Shared Catalog members
Federal Instructions: Report a single figure that includes the following: all circulating physical items other than print books (data element 450), physical audio units (data element 452), physical video units (data element 454), and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, etc. Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.
State Instructions: None
- 152** **Total physical collection**
Question Source: Federal data element #461
Display rules: All libraries
Type/Decimal: Automatic calculation
Federal Instructions: All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials (data element 450), Audio – physical units (data element 452), Video – physical units (data element 454), and Other Circulating Physical Items (data element 462). Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.
State Instructions: None
- 153** **Downloadable audio provided through the Montana State Library (MTLIB2GO)**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Pre-filled
Federal Instructions: None
State Instructions: The total count of downloadable audio from MontanaLibrary2Go.
- 154** **Other downloadable audio**
Question Source: Montana
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: None
State Instructions: Downloadable audio other than MontanaLibrary2Go. These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased,

leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase.” The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units. For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”

155 **Total audio downloadable units**

Question Source: Federal data element #453

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase.” The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units. For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a

collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”

State Instructions: None

156 **E-books provided through the Montana State Library (MTLIB2GO)**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: None

State Instructions: The total count of e-books from MontanaLibrary2Go.

157 **Other e-books**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: E-books other than MontanaLibrary2Go. E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user’s personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase.” The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”

158 **Total e-books**

Question Source: Federal data element #451

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."

State Instructions: None

159 **Downloadable videos provided through the Montana State Library (MTLIB2GO)**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: None

State Instructions: The total count of downloadable videos through MontanaLibrary2Go.

160 **Other downloadable videos**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: Downloadable videos other than MontanaLibrary2Go. These are downloadable electronic files on which moving pictures are recorded, with or without

sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase.” The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”

161 **Total video downloadable units**

Question Source: Federal data element #455

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase.” The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages

acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”

State Instructions: None

162 **Licensed databases provided through the Montana State Library**

Question Source: Federal data element #457

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third-party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web. Electronic Collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library’s catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library. Note: The data or records are usually collected with a particular intent and relate to a defined topic. Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

State Instructions: The total count of licensed databases provided through the Montana State Library.

163 **Other licensed databases**

Question Source: Federal data element #456

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third-party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web. Electronic Collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library’s catalog; the library may or may not select individual titles. Include electronic collections that are

available online or are locally hosted in the library. Note: The data or records are usually collected with a particular intent and relate to a defined topic. Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

State Instructions: Database is synonymous with electronic collection.

164 **Total licensed databases**

Question Source: Federal data element #458

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: This is the sum of Local Other cooperative agreements and State electronic collections (data elements #456 and #457).

State Instructions: Database is synonymous with electronic collection.

165 **Total print serial subscriptions**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

Library Services

166 **Library visits**

Question Source: Federal data element #501

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: This is the total number of persons entering the library for whatever purpose during the year. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

State Instructions: None

167 **Library visits reporting method**

Question Source: Federal data element #501a

Display rules: All libraries

Type/Decimal: CT, ES

Federal Instructions: Regarding the number of Library Visits (data element #501) entered, is this an annual count or an annual estimate based on a typical week or

weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

State Instructions: None

168 **Reference transactions**

Question Source: Federal data element #502

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements. NOTES: (1) A reference transaction includes information and referral service, unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction). (2) Count Readers Advisory questions as reference transactions. (3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. (4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. (5) If a contact includes both reference and directional services, it should be reported as one reference transaction. (6) Duration should not be an element in determining whether a transaction is a reference transaction. (7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?" Annual Count vs. Annual Estimate If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.

State Instructions: None

169 **Reference transactions reporting method**

Question Source: Federal data element #502a

Display rules: All libraries

Type/Decimal: CT, ES

Federal Instructions: Regarding the number of Reference Transactions (data element #502) entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

State Instructions: None

170 **Number of registered users**

Question Source: Federal data element #503

Display rules: All libraries

Type/Decimal: Pre-filled for Montana Shared Catalog members

Federal Instructions: A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources. Note: Files should have been purged within the past three (3) years.

State Instructions: None

171 **Overdue fine policy**

Question Source: Federal data element #504

Display rules: All libraries

Type/Decimal: Y, N

Federal Instructions: Answer Yes or No to the following question: As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.

State Instructions: None

Circulation

172 **Circulation of children's materials - physical**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled for Montana Shared Catalog members

Federal Instructions: None

State Instructions: The total annual circulation of all physical children's materials to all users, including renewals. This count will also be included in physical circulation.

173 **Circulation of children's materials provided by Montana State Library (MTLIB2GO)**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: None

State Instructions: The total annual circulation of all electronic children's materials to all users, including renewals through MontanaLibrary2Go. This count will also be included in use of electronic materials question.

174 **Circulation of children's materials - other electronic**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: The total annual circulation of all electronic (e-books, audio, video) children's materials to all users, including renewals through other collections, e.g. Hoopla, Kanopy, etc. This count will also be included in use of electronic materials question.

175 **[Total] Circulation of children's materials**

Question Source: Federal data element #551

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: The total annual circulation of all children's materials in all formats to all users, including renewals.

State Instructions: None

176 **[Total] Physical item circulation**

Question Source: Federal data element #553

Display rules: All libraries

Type/Decimal: Pre-filled for Montana Shared Catalog members

Federal Instructions: The total annual circulation of all physical library materials of all types, including renewals. Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

State Instructions: This is a total for all physical circulation and will include items also reported elsewhere (physical children's material, other physical items, etc.).

177 **Circulation of other physical items**

Question Source: Federal data element #561

Display rules: All libraries

Type/Decimal: Pre-filled for Montana Shared Catalog members

Federal Instructions: Circulation of all physical items other than print books (data element 450), physical audio units (data element 452), physical video units (data element 454), and serials, including renewals. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

State Instructions: The count of other physical circulation is also included in the physical circulation question. These are "library of things," hot-spots, etc.

178 **Use of electronic materials provided by Montana State Library (MTLIB2GO)**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication and have a limited period of use.

State Instructions: Electronic materials (e-books, audio, video) circulated through Montana Library 2 Go.

179 **Use of other electronic materials**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication and have a limited period of use.

State Instructions: Electronic materials (e-books, audio, video) circulated through other collections, e.g. Hoopla, Kanopy, etc.

180 **Successful retrieval of electronic information**

Question Source: Federal data element #554

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: 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. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs. Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

State Instructions: This question pertains to database retrievals.

181 **[Total] Use of electronic materials**

Question Source: Federal data element #552

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication and have a limited period of use.

State Instructions: None

182 **[Total] Electronic content use**

Question Source: Federal data element #555

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: The total annual count of the circulation of electronic materials and the successful retrieval of electronic information (Data elements #552 and #554).
State Instructions: None

183 **Total circulation of materials**

Question Source: Federal data element #550

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).

State Instructions: None

184 **Total collection use**

Question Source: Federal data element #556

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: The total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information (Data elements #552, #553, and #554).

State Instructions: None

Interlibrary Loans

185 **Loans - in state**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: None

State Instructions: Library materials, or copies of the materials, provided to another Montana library on request. Do not include items loaned between outlets with the same library administrative entity. Montana Shared Catalog Sharing Group activity counts as In-State Loans.

186 **Loans - out of state**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: None

State Instructions: Library materials, or copies of the materials, provided to another non-Montana library on request.

187 **[Total] Provided to**

Question Source: Federal data element #575

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary

loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

State Instructions: None

188 **Borrows - in state**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: None

State Instructions: Library materials, or copies of the materials, provided to another non-Montana library on request. Montana Shared Catalog Sharing Group activity counts as In-State Borrows.

189 **Borrows - out of state**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Pre-filled

Federal Instructions: None

State Instructions: Library materials, or copies of the materials, received from another non-Montana library on request.

190 **[Total] Received from**

Question Source: Federal data element #576

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

State Instructions: None

Library Program Sessions

191 **[Audience] Number of synchronous program sessions targeted at children ages 0-5**

Question Source: Federal data element #601

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also

attend. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

State Instructions: This question is about the audience of the program session. "Synchronous" means live rather than pre-recorded. These programs can be delivered in person at the library, offsite at another location, or online to a live audience.

192 **[Audience] Number of synchronous program sessions targeted at children ages 6-11**

Question Source: Federal data element #602

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

State Instructions: This question is about the audience of the program session. "Synchronous" means live rather than pre-recorded. These programs can be delivered in person at the library, offsite at another location, or online to a live audience.

193 **[Audience] Number of children's programs**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: None

State Instructions: All synchronous children's programs, ages 0 - 11.

194 **[Audience] Number of synchronous program sessions targeted at young adults ages 12-18**

Question Source: Federal data element #603

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions. Note: The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

State Instructions: This question is about the audience of the program session. "Synchronous" means live rather than pre-recorded. These programs can be delivered in person at the library, offsite at another location, or online to a live audience.

195 [Audience] Number of synchronous program sessions targeted at adults ages 19 or older

Question Source: Federal data element #604

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: An adult program session is any planned event for which the primary audience is adults ages 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

State Instructions: This question is about the audience of the program session. "Synchronous" means live rather than pre-recorded. These programs can be delivered in person at the library, offsite at another location, or online to a live audience.

196 [Audience] Number of synchronous general interest program sessions

Question Source: Federal data element #605

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

State Instructions: This question is about the audience of the program session. "Synchronous" means live rather than pre-recorded. These programs can be delivered in person at the library, offsite at another location, or online to a live audience.

197 [Location] Number of synchronous in-person onsite program sessions

Question Source: Federal data element #606

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples

include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

State Instructions: This question is about the location of the program sessions. Include programs that occurred in person at the library or on library grounds.

198 **[Location] Number of synchronous in-person offsite program sessions**

Question Source: Federal data element #607

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session. This figure is a subset of the Total Number of Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

State Instructions: This question is about the location of the program sessions. Include programs that occurred in person at a location other than the library, e.g. farmer's market, elementary school, city hall, etc.

199 **[Location] Number of synchronous virtual program sessions**

Question Source: Federal data element #608

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements 606 or 607). This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

State Instructions: This question is about the location of the program sessions. Include programs that occurred at live virtual events (not pre-recorded).

200 **[Audience] Total number of synchronous program sessions**

Question Source: Federal data element #600

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: This is a total count of the number of synchronous (live) program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session. • If programs are offered as a series, count each program session in the series. For example, a film series offered once a week for eight weeks should be counted as eight program sessions. • Include in-person onsite, in-person offsite, and virtual synchronous program sessions. • Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session. This is the sum of: • Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (data element 601), • Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (data element 602), • Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (data element 603), • Number of Synchronous Program Sessions Targeted at Adults Ages 19 or Older (data element 604), and • Number of Synchronous General Interest Program Sessions (data element 605). Separately, it is also the sum of: • Number of Synchronous In-Person Onsite Program Sessions (data element 606), • Number of Synchronous In-Person Offsite Program Sessions (data element 607), and • Number of Synchronous Live-Virtual Program Sessions (data element 608).

State Instructions: Total by audience. This number must match the total by location.

201 **[Location] Total number of synchronous program sessions**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: None

State Instructions: Total by location. This number must match the total by audience.

Library Program Attendance

202 **[Audience] Attendance at synchronous programs targeted at children ages 0-5**

Question Source: Federal data element #611

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

State Instructions: This question is about attendance by audience. "Synchronous" means live rather than pre-recorded. Attendance at these programs can be in person at the library, offsite at another location, or online during a live event.

203 **[Audience] Attendance at synchronous programs targeted at children ages 0-5**

Question Source: Federal data element #612

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

State Instructions: This question is about attendance by audience. "Synchronous" means live rather than pre-recorded. Attendance at these programs can be in person at the library, offsite at another location, or online during a live event.

204 **[Audience] Children's program attendance**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: None

State Instructions: Attendance at all synchronous children's programs, ages 0-11.

205 **[Audience] Attendance at synchronous programs targeted at young adults ages 12-18**

Question Source: Federal data element #613

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

State Instructions: This question is about attendance by audience. "Synchronous" means live rather than pre-recorded. Attendance at these programs can be in person at the library, offsite at another location, or online during a live event.

206 **[Audience] Attendance at synchronous programs targeted at adults ages 19 or older**

Question Source: Federal data element #614

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: The count of the audience at all program sessions for which the primary audience is adults ages 19 or older. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

State Instructions: This question is about attendance by audience. "Synchronous" means live rather than pre-recorded. Attendance at these programs can be in person at the library, offsite at another location, or online during a live event.

207 **[Audience] Attendance at synchronous general interest programs**

Question Source: Federal data element #615

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

State Instructions: This question is about attendance by audience. "Synchronous" means live rather than pre-recorded. Attendance at these programs can be in person at the library, offsite at another location, or online during a live event.

208 **[Location] Synchronous in-person onsite program attendance**

Question Source: Federal data element #616

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element 618). This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

State Instructions: This question is about attendance by location. "Synchronous" means live rather than pre-recorded. Include attendance that occurred in person at the library or on library grounds.

209 **[Location] Synchronous in-person offsite program attendance**

Question Source: Federal data element #617

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element 618). This figure is a subset of the Total Attendance at Synchronous

Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

State Instructions: This question is about attendance by location. Include attendance that occurred in person at a location other than the library, e.g. farmer's market, elementary school, city hall, etc.

210 **[Location] Synchronous virtual program attendance**

Question Source: Federal data element #618

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session. For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Asynchronous Program Presentations (data element 630). For program sessions that also have an in-person component, exclude in-person attendance; this should be counted under Synchronous In Person Onsite Program Attendance or Synchronous In Person Offsite Program Attendance (data elements 616 or 617). This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

State Instructions: This question is about attendance by location. Include attendance that occurred at live virtual events (not pre-recorded).

211 **[Audience] Total attendance at synchronous programs**

Question Source: Federal data element #610

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: This is a total count of the audience at all program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session. • Include all attendees regardless of age (e.g., count all adult attendees of children's programs in children's program attendance). • For program sessions with both in-person and virtual attendance, combine attendee counts across formats or platforms. This is the sum of: • Attendance at Synchronous Programs Targeted at Children Ages 0-5 (data element 611), • Attendance at Synchronous Programs Targeted at Children Ages 6-11 (data element 612), • Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (data element 613), • Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (data element 614), and • Attendance at Synchronous General Interest Programs (data element 615). Separately, it is also the sum of: • Synchronous In-Person Onsite Program Attendance (data element 616), • Synchronous In-Person Offsite Program

Attendance (data element 617), and • Synchronous Virtual Program Attendance (data element 618).

State Instructions: Total by audience. This number must match the total by location.

212 **[Location] Total attendance at synchronous programs**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Automatic calculation

Federal Instructions: None

State Instructions: Total by location. This number must match the total by audience.

Pre-recorded Library Programs

213 **Total number of asynchronous program presentations**

Question Source: Federal data element #620

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.

State Instructions: These are pre-recorded virtual programs, not live events.

214 **Total views of asynchronous program presentations within 30 days**

Question Source: Federal data element #630

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: The count of views of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For program presentations that are recordings of synchronous virtual program sessions, exclude synchronous attendance; these should be counted under Synchronous In-Person Onsite Program Attendance, Synchronous In-Person Offsite Program Attendance, or Synchronous Virtual Program Attendance (data elements 616, 617, or 618).

State Instructions: This is the count of view for pre-recorded virtual programs, not live events. Only count views that occurred within the first 30 days of posting.

Library Technology

215 **Total attendance at technology classes**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: Report the total number of patrons receiving technology instruction via a class session.

216 **Total recipients of one-on-one technology assistance**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: Report the total number of patrons receiving technology instruction via a one-on-one session.

217 **Total device circulation**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: The number of technology devices such as laptops, tablets, hotspots checked out at the library. Circulation reports or checkout logs may be a reference for this information. Note: If an annual count is unavailable, determine an annual estimate by counting transactions during a typical week and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library.

218 **Number of Internet computers used by general public**

Question Source: Federal data element #650

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.

State Instructions: None

219 **Number of Internet computers used by staff**

Question Source: Montana

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: None

State Instructions: The number of Internet connected computers (devices) in total, used by staff only.

- 220** **Number of uses (sessions) of public Internet computers per year**
Question Source: Federal data element #651
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions). Note: This count includes only the library's Internet computers. Do not include Wi-Fi access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.
State Instructions: None
- 221** **Reporting method for number of uses of public Internet computers per year**
Question Source: Federal data element #651a
Display rules: All libraries
Type/Decimal: CT, ES
Federal Instructions: Regarding the Number of Uses (Sessions) of Public Internet Computers per Year (data element 651) entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)
State Instructions: None
- 222** **Wireless sessions**
Question Source: Federal data element #652
Display rules: All libraries
Type/Decimal: Numeric/0
Federal Instructions: Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices. NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.
State Instructions: None

223 **Reporting method for wireless sessions**

Question Source: Federal data element #652a

Display rules: All libraries

Type/Decimal: CT, ES

Federal Instructions: Regarding the number of Wireless Sessions (data element 652) entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

State Instructions: None

224 **Website visits**

Question Source: Federal data element #653

Display rules: All libraries

Type/Decimal: Numeric/0

Federal Instructions: Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here. Libraries unable to collect a count of their website visits should report "-1" (missing). Libraries without websites should report "-3" (not applicable). (Missing values will be imputed in the final dataset, whereas values of not applicable will not be imputed.)

State Instructions: None