

2010 File Export Format

Master or CY form	Mnemonic	Start Position	Field Width	Data Element Description
Form	UNITID	1	6	Unit identification number The unique unit identification number assigned to every institution in the universe.
Form	RSPNM	7	30	Respondent name (for RSPNM, RSPTITLE, RSTELE, RSTELEX RSEMAIL, and RSFAX provide information for the record with the 'lowest' Lock_Sequence number. This is the initial respondent.)
Form	RSPTITLE	37	20	Respondent's title
Form	RSTELE	57	10	Respondent telephone number
Form	RSTELEX	67	4	Respondent telephone number extension
Form	RSEMAIL	71	50	Respondent email address
Form	RSFAX	121	10	Respondent fax number
Form	LDNAME	131	30	Library Director's name
Form	LDEMAIL	161	50	Library Director's email address
Form	ADDR_M	211	100	Institution (entity) mailing address or post office box
Form	CITY_M	311	30	City location of institution's mailing address
Form	STABBR_M	341	2	Post Office State abbreviation code. See FIPS state code.
Form	ZIP_M	343	9	Zip + four (does not include dash) of mailing address. Last four positions may be blank
Form	ELGEXP	352	1	Total library expenditures exceeds \$10,000

Form	ELGCOLL	353	1	Institution has an organized collection of printed or other materials or a combination thereof: 1 - Yes 2 - No blank - nonresponse
Form	ELGSTAFF	354	1	Institution has a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele 1 - Yes 2 - No blank - nonresponse
Form	ELGSCHED	355	1	Institution has an established schedule in which services of the staff are available to clientele: 1 - Yes 2 - No blank - nonresponse
Form	ELGPHYS	356	1	Institution has the physical facilities necessary to support such a collection, staff, and schedule: 1 - Yes 2 - No blank - nonresponse
Form	CYPARCH	357	1	Census output only. Set to spaces on respondent file. Current year parent/child indicator 1 - Parent (Combined data respondent; record contains data for more than one institution) 2 - Child (Data reported on another institution's record) blank – nonresponse
Form	UNITIDX	358	6	Census output only. Set to spaces on respondent file. The UNITID of the institution where the data are recorded if the CY PARCH code is equal to 1 or 2.

Form	BRANCHES	364	6	Number of branch and independent libraries (exclude main or central library)
Form	STLIBS	370	9	Librarians
Form	STOTHPRO	379	9	Other professional staff
Form	STLIBPRO	388	9	Total librarians and other professional staff
Form	STOTH	397	9	All other paid staff (except student assistants)
Form	STASST	406	9	Student assistants from all funding sources
Form	STTOT	415	9	Total full-time equivalent (FTE) staff
Form	SWLIBPRO	424	12	Salaries and wages—librarians and other professional staff
Form	SWOTH	436	12	Salaries and wages—all other paid staff (except student assistants)
Form	SWASST	448	12	Salaries and wages—student assistants from all funding sources
Form	SWTOT	460	12	Total salaries and wages for total full-time equivalent (FTE) staff
Form	FRINGEYN	472	1	Are employee fringe benefits paid from the library budget 1 - Yes 2 - No blank - nonresponse
Form	FRINGE	473	12	Employee fringe benefits (if paid from the library budget)
Form	EXBKS	485	12	Books, serial backfiles and other materials (one-time purchases)
Form	EXELBKS	497	12	Electronic
Form	EXAUD	509	12	Audiovisual

Form	EXCUSER	521	12	Current serial subscriptions (ongoing commitments)
Form	EXELSER	533	12	Electronic serials
Form	EXDEL	545	12	Document deliver/interlibrary loan
Form	EXPRES	557	12	Preservation
Form	EXOTHIR	569	12	Other expenditures for information resources
Form	EXCOMP	581	12	Computer hardware and software (include maintenance)
Form	EXBIB	593	12	Bibliographic utilities, networks and consortia
Form	EXOTH	605	12	All other operating expenditures
Form	EXTOT	617	12	Total expenditures
Form	COLELYN	629	1	Library collection is entirely electronic 1 - Yes 2 - No blank - nonresponse
Form	COLBKSA	630	12	Books, serial backfiles and other paper materials (include government documents) – added
Form	COLEBKSA	642	12	E-Books – added
Form	COLMICRA	654	12	Microforms – added
Form	COLAUDA	666	12	Audiovisual materials – added
Form	COLSERA	678	12	Current serial subscriptions – added
Form	COLELREFA	690	12	Electronic reference sources and aggregation services; added
Form	COLBKSH	702	12	Books, serial backfiles and other paper materials (include government documents) – held

Form	COLEBKSH	714	12	E-Books – held
Form	COLMICRH	726	12	Microforms – held
Form	COLAUDH	738	12	Audiovisual materials – held
Form	COLSERH	750	12	Current serial subscriptions – held
Form	COLELREFH	762	12	Electronic reference sources and aggregation services; held
Form	ILPRET	774	12	Returnable
Form	ILPNON	786	12	Non-returnable
Form	ILPTOT	798	12	Total provided
Form	ILRRET	810	12	Returnable
Form	ILRNON	822	12	Non-returnable
Form	DOCDEL	834	12	Documents delivered from commercial services
Form	ILRTOT	846	12	Total received
Form	CRGEN	858	12	General circulation transactions
Form	CRRSV	870	12	Reserve circulation transactions
Form	PRESEN	882	12	Number of presentations
Form	ATTEND	894	12	Total attendance at all presentations
Form	REFPERS	906	12	In-person reference transactions
Form	REFVIRT	918	12	Virtual reference transactions
Form	TOTREF	930	12	Total reference transactions
Form	CONPERS	942	12	In-person consultations
Form	CONVIRT	954	12	Virtual consultations
Form	TOTCON	966	12	Total consultations

Form	TOTSERIN	978	12	Total services to individuals
Form	HOURS	990	8	Hours open in a typical week
Form	GATECT	998	12	Gate count in a typical week
Form	DOCDIGYN	1010	1	Documents digitized by the library staff 1 - Yes 2 - No blank - nonresponse
Form	LIBREFYN	1011	1	Library reference service by e-mail or the Web 1 - Yes 2 - No blank - nonresponse
Form	TECHYN	1012	1	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations) 1 - Yes 2 - No blank - nonresponse
Form	THESYN	1013	1	Electronic theses and dissertations produced by your students 1 - Yes 2 - No blank - nonresponse
Form	INFLITDEFYN	1014	1	Definition of information literacy or of an information literate student 1 - Yes 2 - No blank - nonresponse
Form	INFLITMISYN	1015	1	Incorporated information literacy in the institution's mission 1 - Yes 2 - No blank - nonresponse
Form	INFLITPLNYN	1016	1	Incorporated information literacy in the institution's strategic plan 1 - Yes 2 - No blank - nonresponse

Form	INFLITCOMYN	1017	1	Campus-wide committee to implement the strategic plan for information literacy 1 - Yes 2 - No blank - nonresponse
Form	INFLITLIBYN	1018	1	The strategic plan formally recognizes the library's role in information literacy instruction 1 - Yes 2 - No blank - nonresponse
Form	SUPPVIRTYN	1019	1	Library supports virtual reference services 1 - Yes 2 - No blank - nonresponse
Form	EMAILREFYN	1020	1	Library utilizes e-mail reference 1 - Yes 2 - No blank - nonresponse
Form	COMSERYN	1021	1	Library utilizes chat reference, commercial service (e.g. QuestionPoint, Tutor.com) 1 - Yes 2 - No blank - nonresponse
Form	INSTMESYN	1022	1	Library utilizes chat reference, instant messaging applications (e.g. Meebo) 1 - Yes 2 - No blank - nonresponse
Form	SORTMESYN	1023	1	Library utilizes sort message service (SMS) or text messaging 1 - Yes 2 - No blank - nonresponse

Master	LOCKSTATUS	1024	2	<i>Census output only. Set to spaces on respondent file.</i> Locked status -4 Closed -3 Refusal -2 Not applicable -1 Not ready 0 No data 1 Has data 3 Edited 5 Clean 7 Locked 8 Complete 9 Migrated
Form	REMARKS	1026	1000	Respondent general remarks