

# Missouri Test Library 2018 Missouri Public Library Survey

## Current Administrative Information

Please provide the library's current contact information in this section. Data in gray fields must be changed by the survey administrator. Please contact Terry Blauvelt at [terry.blauvelt@sos.mo.gov](mailto:terry.blauvelt@sos.mo.gov) to make changes to these areas.

Questions reported to IMLS are in bolded blue font.

- 1.01 Legal Name of Library District \_\_\_\_\_
- 1.02 Other Name(s) \_\_\_\_\_
- 1.03 Legal Basis Code \_\_\_\_\_
- 1.04 Head of Library \_\_\_\_\_
- 1.05 Title \_\_\_\_\_
- 1.06 Head of Library's Email \_\_\_\_\_
- Physical Location of Administrative Office:
- 1.07 Street Address \_\_\_\_\_
- 1.08 City \_\_\_\_\_
- 1.09 Zip \_\_\_\_\_
- Mailing Address of Administrative Office:
- 1.10 Postal Address \_\_\_\_\_
- 1.11 City \_\_\_\_\_
- 1.12 Zip \_\_\_\_\_
- 1.13 County (of Physical Address above) \_\_\_\_\_
- 1.14 Phone of Administrative Office \_\_\_\_\_
- 1.15 Fax of Administrative Office \_\_\_\_\_
- 1.16 Library's Email \_\_\_\_\_
- 1.17 Library's Web Address \_\_\_\_\_
- 1.18 Does the library provide a mobile-device accessible version of its website? \_\_\_\_\_
- 1.19 2010 Census Population of Legal Service Area \_\_\_\_\_
- 1.20 State Legislative District(s) \_\_\_\_\_
- 1.21 State Senate District(s) \_\_\_\_\_
- 1.22 Congressional District(s) \_\_\_\_\_
- 1.23 OCLC Code \_\_\_\_\_
- 1.24 Meets FSCS Definition of a Library? \_\_\_\_\_
- 1.25 Is this library district a member of a federation or cooperative (i.e., joined by agreement with another library district to perform services cooperatively, such as resource sharing)? Do not include OCLC; do consider MoLib2Go and Missouri Evergreen. \_\_\_\_\_

## Legal Service Area

From this point forward in the survey, please report on the library as it was during the most recently completed fiscal year.

- 1.26 Reporting Period Start Date (based on library's fiscal year) (MM/DD/YYYY) \_\_\_\_\_
- 1.27 Reporting Period End Date (based on library's fiscal year) (MM/DD/YYYY) \_\_\_\_\_

- 1.28 Were there any changes to your library district's legal service area during this report period? \_\_\_\_\_
- 1.29 Counties in Library's Legal Service Area \_\_\_\_\_
- 1.30 Geographic Type \_\_\_\_\_
- 1.31 Locale \_\_\_\_\_
- 1.32 Matches \_\_\_\_\_
- Number of Public Service Outlets
- 1.33 Main (0 or 1) \_\_\_\_\_
- 1.34 Branches \_\_\_\_\_
- 1.35 Bookmobiles \_\_\_\_\_
- 1.36 Is your Administrative Office housed in a separate building from all direct service outlet(s)? \_\_\_\_\_
- Other Services:
- 1.37 Does the library have an allied Library Foundation? \_\_\_\_\_
- 1.38 Does the library have a 'Friends of the Library' group? \_\_\_\_\_
- 1.39 Does the library offer book delivery outreach services (home delivery of books by car or van)? \_\_\_\_\_
- 1.40 Does the library offer a books by mail service? \_\_\_\_\_

**Public Service Outlet(s)**

Please complete one form for each public service outlet - this includes the central or main library and all branches and bookmobiles. The information provided here should be reflective of the reporting year (i.e., number of outlets, hours open to the public, etc.). Data in gray fields must be changed by the survey administrator. Please contact Terry Blauvelt at [terry.blauvelt@sos.mo.gov](mailto:terry.blauvelt@sos.mo.gov) to make changes to these areas.

- 2.00 Library System Name \_\_\_\_\_
- 2.01a Legal Name of Outlet \_\_\_\_\_
- 2.01b FSCS \_\_\_\_\_
- 2.02 Other Name \_\_\_\_\_
- 2.03 Street Address \_\_\_\_\_
- 2.04 City \_\_\_\_\_
- 2.05 Zip Code \_\_\_\_\_
- 2.06 County of the Outlet \_\_\_\_\_
- 2.07 Phone \_\_\_\_\_
- 2.08a Metropolitan Status Code \_\_\_\_\_
- 2.08b Locale \_\_\_\_\_
- 2.09 Outlet Type \_\_\_\_\_
- 2.10 Square Footage of the Outlet \_\_\_\_\_
- 2.11 Number of Bookmobiles \_\_\_\_\_
- 2.12 Mailing Address (only if different from above) \_\_\_\_\_
- 2.13 City \_\_\_\_\_
- 2.14 Zip \_\_\_\_\_
- 2.15 Fax \_\_\_\_\_
- 2.16 Outlet Manager \_\_\_\_\_
- 2.17 Total Hours/Day - Monday \_\_\_\_\_
- 2.18 Total Hours/Day - Tuesday \_\_\_\_\_
- 2.19 Total Hours/Day - Wednesday \_\_\_\_\_
- 2.20 Total Hours/Day - Thursday \_\_\_\_\_
- 2.21 Total Hours/Day - Friday \_\_\_\_\_
- 2.22 Total Hours/Day - Saturday \_\_\_\_\_

- 2.23 Total Hours/Day - Sunday \_\_\_\_\_
- 2.24 Total Outlet Hours/Week (2.17 + 2.18 + 2.19 + 2.20 + 2.21 + 2.22 + 2.23) \_\_\_\_\_
- 2.25 Weeks Open during the year \_\_\_\_\_
- 2.26 Did this outlet have regular hours during the reporting year that were different than those provided above (e.g., summer hours)? \_\_\_\_\_
- 2.27a If yes, please list the differing day(s) and hours here (e.g., M-F 9-5; or M, W, F close at 6; closed Mondays; etc.). \_\_\_\_\_
- 2.27b For how many weeks did the outlet operate with these differing hours (e.g., summer hours June through August would be 12 weeks, etc.)? \_\_\_\_\_
- 2.28 Total Outlet Hours per Year \_\_\_\_\_
- 2.29 Does this outlet offer public meeting space? \_\_\_\_\_
- 2.29b What is the seating capacity of the largest single meeting space (if applicable)? \_\_\_\_\_

**Personnel**

Report figures for each category as of the last day of the library's reporting year. "Sum of hours worked per week by all" should indicate the sum of the number of hours that are worked in each category in a normal week when all positions are filled at the administrative office and all public service outlets.

Questions reported to IMLS are in bolded blue font.

All Librarians (those with the title or function of librarian; see definition at 3.01a)

- 3.01a Number of employees \_\_\_\_\_
- 3.01b Sum of hours worked per week by all \_\_\_\_\_
- 3.01c **FTE (3.01b/40)** \_\_\_\_\_

Of the Librarians in 3.01, number with ALA-MLS

- 3.02a Number of employees \_\_\_\_\_
- 3.02b Sum of hours worked per week by all \_\_\_\_\_
- 3.02c **FTE (3.02b/40)** \_\_\_\_\_

All other staff with ALA-MLS

- 3.03a Number of employees \_\_\_\_\_
- 3.03b Sum of hours worked per week by all \_\_\_\_\_
- 3.03c **FTE (3.03b/40)** \_\_\_\_\_
- 3.03d **FTE of Staff with ALA-MLS (3.02c + 3.03c)** \_\_\_\_\_

All other paid staff (do not include staff paid with grant funds)

- 3.04a Number of employees \_\_\_\_\_
- 3.04b Sum of hours worked per week by all \_\_\_\_\_
- 3.04c **FTE (3.04b/40)** \_\_\_\_\_

Total paid employees

- 3.05a **Number of employees (3.01a + 3.03a + 3.04a)** \_\_\_\_\_
- 3.05b **Hours worked/week by all (3.01b + 3.03b + 3.04b)** \_\_\_\_\_
- 3.05c **FTE (3.01c + 3.03c + 3.04c)** \_\_\_\_\_

Volunteers

- 3.06a Number of volunteers during the library fiscal year \_\_\_\_\_
- 3.06b Total Volunteer Hours per Year \_\_\_\_\_

Questions about Library Director or Executive Officer

- 3.07 Hours worked per week \_\_\_\_\_
- 3.08a Annual salary (in dollars) \_\_\_\_\_
- 3.08b Annual Benefits (in dollars) \_\_\_\_\_

Highest Education Level Completed

3.09 Highest Education Level Completed \_\_\_\_\_

## Operating Revenue

Please enter 0 if no income was received in a particular category - N/A should not be used in this section.

Use 4.01 through 4.18 to report income for a single district library.

Regional library districts, please use 4.01 through 4.18 for the income from the district in which the administrative office is located; then use the 'add group' feature to report income for the additional districts in questions 4.19 through 4.30.

The total operating revenues of the library service area will show in 4.31 through 4.47.

\*\* Remember, income received from bond issue/debt service, memorials, special funds, etc. specifically designated to be used for capital projects should NOT be included in this section. Those funds should be listed under Capital Revenue. \*\*

## Tax Information

Provide figures used to set the tax levy for the local revenue collected during the reporting year.

4.01 Name of Library District \_\_\_\_\_

4.02 Assessed valuation of library district (in dollars) \_\_\_\_\_

4.03 Tax rate last approved by voters (in cents) \_\_\_\_\_

4.04a Tax rate ceiling set by auditor for reporting year (in cents) \_\_\_\_\_

4.04b Tax rate set by library board for reporting year (in cents) \_\_\_\_\_

### Local Government Income

4.05 Income from the library's tax levy (in dollars) \_\_\_\_\_

4.06 Other local tax income (e.g., sales tax, intangible tax, surtax, etc.) \_\_\_\_\_

4.07 Any additional funds from the local government (i.e., other funds designated for expenditure by the public library for library services) \_\_\_\_\_

4.08 **Total Local Income** (4.05 + 4.06 + 4.07) \_\_\_\_\_

### State Government Income

4.09 Per Capita State Aid \_\_\_\_\_

4.10 Equalization Funds \_\_\_\_\_

4.11 Athlete & Entertainer Tax Funds \_\_\_\_\_

4.12 Other state funds from local or state agencies \_\_\_\_\_

4.13 **Total State Income** (4.09 + 4.10 + 4.11 + 4.12) \_\_\_\_\_

### Federal Government Income

4.14 LSTA grants \_\_\_\_\_

4.15 Other federal funds from local, state or federal agencies \_\_\_\_\_

4.16 **Total Federal Income** (4.14 + 4.15) \_\_\_\_\_

## Other Income

Other income includes all library income that was not reported as government income (Local, State, Federal). Do NOT include the value of any non-monetary gifts and donations.

4.17a Any private grant funds received \_\_\_\_\_

4.17b Recurring income (endowments, interest, trust payments, fines, and fees) \_\_\_\_\_

4.17c Miscellaneous Income and One time donations or gifts \_\_\_\_\_

- 4.17 **Total Other Income (4.17a + 4.17b + 4.17c)** \_\_\_\_\_
- 4.18 **Total Library District Operating Revenue (4.08 + 4.13 + 4.16 + 4.17)** \_\_\_\_\_
- Only use 4.19 through 4.30 for Additional Districts
- 4.19 Name of Library District \_\_\_\_\_
- 4.20 Assessed valuation of library district (in dollars) \_\_\_\_\_
- 4.21 Tax rate last approved by voters (in cents) \_\_\_\_\_
- 4.22a Tax rate ceiling set by auditor for reporting year (in cents) \_\_\_\_\_
- 4.22b Tax rate set by library board for reporting year (in cents) \_\_\_\_\_
- 4.23 Income from the library's tax levy (in dollars) \_\_\_\_\_
- 4.24 Other local tax income (e.g., sales tax, intangible tax, etc.) \_\_\_\_\_
- 4.25 Total Local Income (4.23 + 4.24) \_\_\_\_\_
- 4.26 Per Capita State Aid \_\_\_\_\_
- 4.27 Equalization Funds \_\_\_\_\_
- 4.28 Total State Income (4.26 + 4.27) \_\_\_\_\_
- 4.29 Other Income not reported above \_\_\_\_\_
- 4.30 Total Library District Operating Revenue (4.25 + 4.28 + 4.29) \_\_\_\_\_
- Total \_\_\_\_\_

Questions reported to IMLS are in bolded blue font.

- 4.31 **Assessed valuation of library district (4.02 + 4.20)** \_\_\_\_\_
- 4.32 **Tax rate last approved by voters (4.03)** \_\_\_\_\_
- 4.33a **Tax rate ceiling set by auditor for reporting year (4.04a)** \_\_\_\_\_
- 4.33b **Tax rate set by library board for reporting year (4.04b)** \_\_\_\_\_
- 4.34 **Income from the library's tax levy (4.05 + 4.23)** \_\_\_\_\_
- 4.35 **Other local tax income (4.06 + 4.24)** \_\_\_\_\_
- 4.36 **Total Local Income (4.08 + 4.25)** \_\_\_\_\_
- 4.37 **Per Capita State Aid (4.09 + 4.26)** \_\_\_\_\_
- 4.38 **Equalization Funds (4.10 + 4.27)** \_\_\_\_\_
- 4.39 **Athlete & Entertainer Tax Funds (4.11)** \_\_\_\_\_
- 4.41 **Other state funds from local or state agencies (4.12)** \_\_\_\_\_
- 4.42 **Total State Income (4.13 + 4.28)** \_\_\_\_\_
- 4.43 **LSTA grants (4.14)** \_\_\_\_\_
- 4.44 **Other federal funds from local, state or federal agencies (4.15)** \_\_\_\_\_
- 4.45 **Total Federal Income (4.16)** \_\_\_\_\_
- 4.46 **Non-Government Income (4.17 + 4.29)** \_\_\_\_\_
- 4.47 **Total Library District Operating Revenue (4.18 + 4.30)** \_\_\_\_\_

## **Operating Expenditures**

Enter 0 if there are no expenditures for a particular category - N/A should not be used in this section.

**\*\*Remember, do NOT include funds expended for capital projects in this section (expenditures for renovations, new buildings, automation systems, etc.). Those dollars should be shown under Capital Expenditures.\*\***

Questions reported to IMLS are in bolded blue font.

## **Staff Expenditures**

- 5.01 **Salaries & Wages** \_\_\_\_\_

- 5.02a Employer FICA Contributions  
(multiply figure in 5.01 by 0.0765 OR enter the amount in OASDI and HI contributions paid) \_\_\_\_\_
- 5.02b Other Staff Benefits \_\_\_\_\_
- 5.03 Total Benefits (5.02a + 5.02b) \_\_\_\_\_
- 5.04 Total Staff Expenditures (5.01 + 5.03) \_\_\_\_\_
- Collection Expenditures**
- 5.05 Print materials \_\_\_\_\_
- 5.06 Print serial subscriptions \_\_\_\_\_
- 5.07 Total print materials (5.05 + 5.06) \_\_\_\_\_
- 5.08 Electronic materials  
(e.g., eBooks, downloadable audio and video, and library purchased databases; see definition for other examples) \_\_\_\_\_
- 5.09 Audio - physical materials (i.e., CDs, cassettes, etc.) \_\_\_\_\_
- 5.10 Video - physical materials (i.e., DVDs, VHS, etc.) \_\_\_\_\_
- 5.11 All other physical materials in library collection \_\_\_\_\_
- 5.12 AV and Other Physical Materials (5.09 + 5.10 + 5.11) \_\_\_\_\_
- 5.13 Total Collection Expenditures (5.07 + 5.08 + 5.12) \_\_\_\_\_
- 5.14 Other Operating Expenditures  
(e.g., automation system subscription, MOREnet membership fees or Internet connection fees; see definition for other examples) \_\_\_\_\_
- 5.15 Total Operating Expenditures (5.04 + 5.13 + 5.14) \_\_\_\_\_
- Of the dollars listed in 5.15, how many were:
- 5.16a Athlete & Entertainer Tax Funds used during reporting year \_\_\_\_\_
- 5.16b Equalization Funds used during reporting year \_\_\_\_\_

## Capital Revenue and Expenditures

Please provide a state edit check explaining where the capital revenue came from and which capital project it was spent on for any entry in this section.

Capital Revenue must be designated as capital revenue for a specified capital project at the point it is collected. General revenue cannot be counted as capital revenue, even if it is used for a capital expenditure. Capital revenue figures should not be included in any other section in this survey.

Include all capital funds received or expended for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects.

Exclude revenue or expenditures for (1) replacement and repair of existing furnishings and equipment; (2) regular purchases of library materials; (3) investments for capital appreciation; (4) contributions to endowments; (5) revenue passed through to another agency; or (6) funds unspent in the previous fiscal year (i.e., carryover).

Questions reported to IMLS are in bolded blue font.

- 6.01 Local Government Capital Revenue \_\_\_\_\_
- 6.02 State Government Capital Revenue \_\_\_\_\_
- 6.03 Federal Government Capital Revenue \_\_\_\_\_
- 6.04 Other Capital Revenue \_\_\_\_\_
- 6.05 Total Capital Revenue (6.01 + 6.02 + 6.03 + 6.04) \_\_\_\_\_

Funding for capital expenses can come from any source. Expenditures must qualify as a capital project (listed above). Capital expenditure figures should not be included in any other section in this survey.

**Library Collection - Physical Materials**

Under this category 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.

Questions reported to IMLS are in bolded blue font.

**Print Materials**

- 7.01 Government documents 

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- 7.02 Adult nonfiction 

---
- 7.03 Young Adult nonfiction 

---
- 7.04 Children's nonfiction 

---
- 7.05 Adult fiction 

---
- 7.06 Young Adult fiction 

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- 7.07 Children's fiction 

---
- 7.08a Bound serial volumes 

---
- 7.08b **Number of Print Serial Subscriptions** 

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- 7.09 **Total Print materials (7.01 + 7.02 + 7.03 + 7.04 + 7.05 + 7.06 + 7.07 + 7.08a + 7.08b)** 

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- 7.10 If the young adult materials are not counted as an independent category, which of the above categories includes the young adult materials? 

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**Non-Print Materials:**

- 7.11 Microforms 

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- 7.12 **Audio - Physical Units** 

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- 7.13 **Video - Physical Units** 

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**Library Collection - Electronic Materials**

For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item/title is restricted to a finite number of users, or has an unlimited number of simultaneous users.

Finite Use: Count of units is based on the number of 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."

Unlimited Simultaneous Use: Count of units is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited, simultaneous users, then this would be counted as 100 "units."

Questions reported to IMLS are in bolded blue font.

- 7.14a **Library Held Electronic Books** 

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- 7.14b Consortia Held Electronic Books 

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- 7.14c Non-Library Held eBooks 

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- 7.15a **Audio - Downloadable Units** 

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- 7.15b Consortia Held Audio-Downloadable Units 

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- 7.15c Non-Library Held Audio-Downloadable Units \_\_\_\_\_
- 7.16a Video - Downloadable Units \_\_\_\_\_
- 7.16b Consortia Held Downloadable Video \_\_\_\_\_
- 7.16c Non-Library Held Video-Downloadable Units \_\_\_\_\_

**Databases:** Number for which the library had access rights during this period:

- 7.17 MOREnet member? \_\_\_\_\_
- 7.18 MOREnet members enter "12" in box at right \_\_\_\_\_
- 7.19 Number of databases purchased through joint pricing or consortia agreements \_\_\_\_\_
- 7.20 Number of databases purchased through direct order by the library \_\_\_\_\_
- 7.21 Total electronic databases (7.18 + 7.19 + 7.20) \_\_\_\_\_
- 7.22 Please list titles of databases in 7.19 and 7.20 \_\_\_\_\_
- 7.23 Does the library provide remote access to any of its databases? \_\_\_\_\_

**Electronic Serial Subscriptions:**

- 7.24 MOREnet members enter "1" in box at right \_\_\_\_\_
- 7.25 Number of Library-purchased Electronic Subscriptions \_\_\_\_\_
- 7.26 Total electronic subscriptions (7.24 + 7.25) \_\_\_\_\_
- 7.27 Please list titles of electronic subscriptions in 7.26 \_\_\_\_\_

**Services**

Use "0" if the service is not provided at your library (i.e., if your library does not provide Internet access you can enter "0" for uses of public internet computers).

Questions reported to IMLS are in bolded blue font.

- 8.01 Annual number of library visits \_\_\_\_\_
- 8.02 Annual number of uses of public Internet computers owned by the library \_\_\_\_\_
- 8.03 Annual number of Wireless Sessions \_\_\_\_\_
- 8.04 Annual number of reference transactions \_\_\_\_\_
- 8.05 Virtual Visits \_\_\_\_\_
- 8.06 Number of registered users \_\_\_\_\_

Circulation

- 8.07a Circulation of adult physical materials \_\_\_\_\_
- 8.07b Circulation of young adult physical materials \_\_\_\_\_
- 8.07c Circulation of children's physical materials \_\_\_\_\_
- 8.07d Other Physical Circulation \_\_\_\_\_
- 8.08 Physical Item Circulation (8.07a + 8.07b + 8.07c + 8.07d) \_\_\_\_\_
- 8.09a Circulation of adult electronic materials \_\_\_\_\_
- 8.09b Circulation of young adult electronic materials \_\_\_\_\_
- 8.09c Circulation of children's electronic materials \_\_\_\_\_
- 8.10 Database Usage \_\_\_\_\_
- 8.11 Use of Electronic Material (8.09a + 8.09b + 8.09c) \_\_\_\_\_
- 8.12 Electronic Content Use (8.10 + 8.11) \_\_\_\_\_
- 8.13 Total Circulation of Materials (8.08 + 8.11) \_\_\_\_\_
- 8.14 Total Collection Use (8.08 + 8.10 + 8.11) \_\_\_\_\_

**Services-Programs**

**Programs:** Remember to count each gathering of your program - not just the program as a whole.



- 8.15a Total number of adult programs (intended audience aged 19 and over) \_\_\_\_\_
  - 8.15b Annual attendance at adult programs \_\_\_\_\_
  - 8.16a Total number of early literacy programs (intended audience aged 0-5) \_\_\_\_\_
  - 8.16b Annual attendance at early literacy programs \_\_\_\_\_
  - 8.17a Total number of children's programs (intended audience aged 6 to 11) \_\_\_\_\_
  - 8.17b Annual attendance at children's programs \_\_\_\_\_
  - 8.18a Total number of Young Adult programs (intended audience aged 12-18) \_\_\_\_\_
  - 8.18b Annual attendance at young adult programs \_\_\_\_\_
  - 8.19 Total number of programs (8.15a + 8.16a + 8.17a + 8.18a) \_\_\_\_\_
  - 8.20 Total Program attendance (8.15b + 8.16b + 8.17b + 8.18b) \_\_\_\_\_
- Of the programs listed in 8.19:
- 8.21a How many were specifically for seniors? \_\_\_\_\_
  - 8.21b How many were ESOL, ESL, or ELL courses? \_\_\_\_\_
  - 8.21c How many were literacy-focused programs (e.g., story hours, summer reading programs, etc.)? \_\_\_\_\_
- Program Partners:
- 8.22a Did you partner with your local school district or other local organizations in developing or providing any literacy-focused programs or services during this reporting period? \_\_\_\_\_
  - 8.22b List literacy-focused partner organizations here: \_\_\_\_\_
  - 8.23 Did your library partner with or provide business and/or economic development programs or services during this reporting period? \_\_\_\_\_
  - 8.24 Did your library partner with or provide workforce development programs or services during this reporting period? \_\_\_\_\_
  - 8.25 List workforce/economic development partners here: \_\_\_\_\_

## Services - ILL

How many of the following do you loan to library patrons?

- 8.26a Laptops/Notebooks/Chromebooks \_\_\_\_\_
- 8.26b Tablets/eReaders \_\_\_\_\_
- 8.26c Mobile Hotspots \_\_\_\_\_

Interlibrary Loan (ILL) Services

- 8.27 **Loaned To** \_\_\_\_\_
- 8.28 **Received From** \_\_\_\_\_

What is the method for receiving interlibrary loan requests from other libraries? Check as many as apply.

- 8.29a OCLC \_\_\_\_\_
- 8.29b E-mail \_\_\_\_\_
- 8.29c Shared Catalog \_\_\_\_\_
- 8.29d Other \_\_\_\_\_

What is the method for patrons to submit requests for interlibrary loan? Check as many as apply.

- 8.30a OCLC FirstSearch / WorldCat Discovery \_\_\_\_\_
- 8.30b E-mail \_\_\_\_\_
- 8.30c Electronically through library's automation system \_\_\_\_\_
- 8.30d Paper form \_\_\_\_\_
- 8.30e Other \_\_\_\_\_

## Technology

**Automation System:**

What automation system does the library use?

- 9.01a Vendor \_\_\_\_\_
- 9.01b Software \_\_\_\_\_
- 9.02 If Other, list vendor or software name here: \_\_\_\_\_
- 9.03a Did the library change or significantly upgrade its automation system during the reporting year? \_\_\_\_\_
- 9.03b Did the library change or upgrade its technology (not including ILS) during the reporting year? \_\_\_\_\_
- 9.04 Is remote access provided to the library catalog through the library's website? \_\_\_\_\_

**Internet Access:**

- 9.05a Internet Service Provider \_\_\_\_\_
- 9.05b If other, list name of service provider \_\_\_\_\_
- 9.06a Does the library offer wireless access to the public? \_\_\_\_\_
- 9.06b If yes, is this access filtered? \_\_\_\_\_
- 9.06c Is the public library the only free access to computers/Internet in the community? \_\_\_\_\_

Internet connection speed in Main Library:

- 9.07a Bandwidth \_\_\_\_\_
- 9.07b Other (list) \_\_\_\_\_

Internet connection speed in Branch Library(ies): (check all that apply)

- 9.08a Bandwidth \_\_\_\_\_
- 9.08b Other (list) \_\_\_\_\_

Computer Equipment and Labs

- 9.11a **Number of Internet access computers available to the general public at all times** \_\_\_\_\_
- 9.11b Number of computers dedicated to Young Adult areas \_\_\_\_\_
- 9.11c Number of computers dedicated to children's areas \_\_\_\_\_
- 9.12a Does the library have a computer lab used for training the public? \_\_\_\_\_
- 9.12b Number of labs \_\_\_\_\_
- 9.12c How many computers are in labs? \_\_\_\_\_
- 9.12d List names of branches that have computer labs. \_\_\_\_\_
- 9.13a Approximately how many hours of computer training classes does your library district offer to the public each month? \_\_\_\_\_
- 9.13b Does your library also offer one-on-one computer training to the public? \_\_\_\_\_

**Certification**

Name & title of person filling out this form: \_\_\_\_\_  
Email address of person filling out this form \_\_\_\_\_  
Phone number of person filling out this form \_\_\_\_\_

The information contained within this Public Library Survey is correct and complete, to the best of my knowledge.

Signature of head of library \_\_\_\_\_  
Date \_\_\_\_\_