



# Montana Public Libraries Survey

FY 2024 Survey Instrument: Data Element Definitions

## Public Libraries Survey

The Montana Public Libraries Survey (PLS), also referred to as the Montana Public Library Annual Statistical Report, provides statistics on the status of public libraries in Montana. It is also required under Administrative Rule 10.102.1155 and the Public Library Standards to receive State Aid. These statistics are in turn submitted to the Institute of Museum and Library Services (IMLS), allowing peer comparisons between libraries of similar variables across the country.

## Administrative Information

This 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.

### **FSCS ID**

**Source:** Federal Data Element #150

**Short name:** FSCSKEY

**Type:** Pre-filled

**Definition:** This is the identification code assigned by PLS Web Portal to the administrative entity.

### **Structure Status**

**Source:** Federal Data Element #150a

**Short name:** STATSTRU

**Type:** Pre-filled

**Definition:** This is the Structure Change Code to record actions such as adding, deleting, or merging.

### **Name Status**

**Source:** Federal Data Element #152a

**Short name:** STATNAME

**Type:** Pre-filled

**Definition:** This is the Name Change Code to identify whether the change is an official name change.

### **Address Status**

**Source:** Federal Data Element #153a

**Short name:** STATADDR

**Type:** Pre-filled

**Definition:** This is the Address Change Code to identify whether the address change is an actual location change.

**Library ID**

**Source:** Federal Data Element #151

**Short name:** LIBID

**Type:** Pre-filled

**Definition:** This is the state-assigned identification code for the administrative entity.

**Library Name**

**Source:** Federal Data Element #152

**Short name:** LIBNAME

**Type:** Pre-filled

**Definition:** 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.

**Contact name and position**

**Source:** Montana

**Short name:** CONTACT

**Type:** Text

**Definition:** Library director or designee.

**Email address for library director or designee.**

**Source:** Montana

**Short name:** CONTACT\_EMAIL

**Type:** Text

**Definition:** Email address for library director or designee.

**Street Address**

**Source:** Federal Data Element #153

**Short name:** ADDRESS

**Type:** Pre-filled

**Definition:** This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.

**City**

**Source:** Federal Data Element #154

**Short name:** CITY

**Type:** Pre-filled

**Definition:** This is the city or town in which the administrative entity is located.

**ZIP Code**

**Source:** Federal Data Element #155

**Short name:** ZIP

**Type:** Pre-filled

**Definition:** This is the standard five-digit postal zip code for the street address of the administrative entity.

### **Mailing Address**

**Source:** Federal Data Element #157

**Short name:** ADDRES\_M

**Type:** Text

**Definition:** This is the mailing address of the administrative entity.

### **Mailing City**

**Source:** Federal Data Element #158

**Short name:** CITY\_M

**Type:** Text

**Definition:** This is the city or town of the mailing address for the administrative entity.

### **Mailing ZIP Code**

**Source:** Federal Data Element #159

**Short name:** ZIP\_M

**Type:** Text

**Definition:** This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.

### **County**

**Source:** Federal Data Element #161

**Short name:** CNTY

**Type:** Pre-filled

**Definition:** This is the county in which the headquarters of the administrative entity is physically located.

### **Federation**

**Source:** Montana

**Short name:** FEDERATION

**Type:** Pre-filled

**Definition:** Montana is divided up into six regions. Libraries within those regions have formed a federation. It's a formal and informal way to network and improve library services in Montana.

### **Phone**

**Source:** Federal Data Element #162

**Short name:** PHONE

**Type:** Pre-filled

**Definition:** 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).

### **Library website**

**Source:** Montana

**Short name:** URL

**Type:** Text

**Definition:** The URL of the library website home page.

### **Interlibrary Relationship Code**

**Source:** Federal Data Element #200

**Short name:** C\_RELATN

**Type:** Pre-filled

**Definition:** 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.

### **Legal basis code**

**Source:** Federal Data Element #201

**Short name:** C\_LEGBAS

**Type:** Pre-filled

**Definition:** 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.

### **Administrative Structure**

**Source:** Federal Data Element #202

**Short name:** C\_ADMIN

**Type:** Pre-filled

**Definition:** 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.

### **FSCS Public Library Definition**

**Source:** Federal Data Element #203

**Short name:** C\_FSCS

**Type:** Pre-filled

**Definition:** 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

### **Geographic Code**

**Source:** Federal Data Element #204

**Short name:** GEOCODE

**Type:** Pre-filled

**Definition:** 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, 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

### **Legal Service Area Boundary Change**

**Source:** Federal Data Element #205

**Short name:** LSABOUND

**Type:** Pre-filled

**Definition:** 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).

### **Reporting Period Start Date (mm/dd/yyyy)**

**Source:** Federal Data Element #206

**Short name:** STARTDAT

**Type:** Pre-filled

**Definition:** 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.

### **Reporting Period End Date (mm/dd/yyyy)**

**Source:** Federal Data Element #207

**Short name:** ENDDATE

**Type:** Pre-filled

**Definition:** 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.

### **Population of the legal service area**

**Source:** Federal Data Element #208

**Short name:** POPU\_LSA

**Type:** Pre-filled

**Definition:** 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. 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.

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

**Source:** Montana

**Short name:** MILL\_CITY

**Type:** Decimal

**Definition:** 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.

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

**Source:** Montana

**Short name:** MILL\_CNTY

**Type:** Decimal

**Definition:** 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.

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

**Source:** Montana

**Short name:** MILL\_DST

**Type:** Decimal

**Definition:** 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.

**Number of general mills – city**

**Source:** Montana

**Short name:** GEN\_MILL\_CITY

**Type:** Decimal

**Definition:** 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.

**Number of general mills – county**

**Source:** Montana

**Short name:** GEN\_MILL\_CNTY

**Type:** Decimal

**Definition:** 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.

**Number of general mills – school district**

**Source:** Montana

**Short name:** GEN\_MILL\_SCH

**Type:** Decimal

**Definition:** 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.

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

**Source:** Montana

**Short name:** BALLOT

**Type:** Pre-filled

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

**Was the mill levy election successful?**

**Source:** Montana

**Short name:** BALLOT\_SUCCESS

**Type:** Pre-filled

**Definition:** 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.

**Number of Central Libraries**

**Source:** Federal Data Element #209

**Short name:** CENTLIB

**Type:** Pre-filled

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

### **Branches**

**Source:** Federal Data Element #210

**Short name:** BRANLIB

**Type:** Pre-filled

**Definition:** 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.

### **Bookmobiles**

**Source:** Federal Data Element #211

**Short name:** BKMOB

**Type:** Pre-filled

**Definition:** 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.

## Outlet

Each library administrative entity includes one or more outlets. Outlet types include the central library, branches, and bookmobiles.

## Outlet ID

### **Outlet Type Code**

**Source:** Federal Data Element #709

**Short name:** C\_OUT\_TY

**Type:** Pre-filled

**Definition:** 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.

### **FSCS ID of the Administrative Entity**

**Source:** Federal Data Element #700

**Short name:** OUT\_FSCSKEY

**Type:** Pre-filled

**Definition:** 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.

### **FSCS Outlet Suffix**

**Source:** Federal Data Element #700

**Short name:** OUT\_FSCS\_SEQ

**Type:** Pre-filled

**Definition:** 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 assigned identification number**

**Source:** Federal Data Element #701

**Short name:** OUT\_LIBID

**Type:** Pre-filled

**Definition:** This is the state-assigned identification code for the outlet.

### **Legal Name**

**Source:** Federal Data Element #702

**Short name:** OUT\_LIBNAME

**Type:** Pre-filled

**Definition:** 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.

## **Outlet Address**

### **Street Address**

**Source:** Federal Data Element #703

**Short name:** OUT\_ADDRESS

**Type:** Pre-filled

**Definition:** 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.

### **City**

**Source:** Federal Data Element #704

**Short name:** OUT\_CITY

**Type:** Pre-filled

**Definition:** This is the city or town in which the outlet is located.

### **ZIP Code**

**Source:** Federal Data Element #705

**Short name:** OUT\_ZIP

**Type:** Pre-filled

**Definition:** This is the standard five-digit postal ZIP code for the street address of the outlet.

### **County**

**Source:** Federal Data Element #707

**Short name:** OUT\_CNTY

**Type:** Pre-filled

**Definition:** This is the county in which the outlet is physically located.

### **Phone**

**Source:** Federal Data Element #708

**Short name:** OUT\_PHONE

**Type:** Pre-filled

**Definition:** 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).

## **Outlet Condition**

### **Area in Square Feet of outlet**

**Source:** Federal Data Element #711

**Short name:** SQ\_FEET

**Type:** Pre-filled

**Definition:** 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.

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

**Source:** Montana

**Short name:** BUILT

**Type:** YYYY

**Definition:** The original construction year of the current library building.

### **When was the library's last renovation completed?**

**Source:** Montana

**Short name:** RENO

**Type:** YYYY

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

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

**Source:** Montana

**Short name:** CONDT

**Type:** Select

**Definition:** Select Excellent, Good, Fair, or Poor.

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

**Source:** Montana

**Short name:** PRG\_NEEDS

**Type:** Select

**Definition:** Select Excellent, Good, Fair, or Poor.

## Outlet Hours

**Public service hours per week**

**Source:** Montana

**Short name:** HRS\_WK

**Type:** Integer

**Definition:** This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile) Note: Include the actual hours open for public service for centrals, branches, and bookmobiles. For each bookmobile, count only the hours during which the bookmobile is open to the public. 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.

**Number of weeks open per year**

**Source:** Federal Data Element #714

**Short name:** WKS\_OPEN

**Type:** Integer

**Definition:** This is the number of weeks during the year that an outlet was open to the public. Note: Include the number of weeks open for public service for centrals, branches, and bookmobiles. For each bookmobile, count only the weeks during which the bookmobile is open to the public. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

**Library total number of hours open per year**

**Source:** Federal Data Element #713

**Short name:** HOURS

**Type:** Calculated

**Definition:** This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile) Note: Include the actual hours open for public service for centrals, branches, and bookmobiles. For each bookmobile, count only the hours during which the bookmobile is open to the public. 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.

## Outlet Staff

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, a staff person that works 20 hours a work is considered 0.5 FTE.

### **Director FTE**

**Source:** Montana

**Short name:** OUT\_LIBS\_DIR

**Type:** Decimal

**Definition:** Persons with the title of director 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.

### **Librarians FTE**

**Source:** Federal Data Element #251

**Short name:** OUT\_LIBS\_FTE

**Type:** Decimal

**Definition:** 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.

### **All other staff FTE**

**Source:** Federal Data Element #252

**Short name:** OUT\_OTH\_FTE

**Type:** Decimal

**Definition:** This includes all other 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.

### **How many FTE classified as director or as a librarian have an MLS?**

**Source:** Federal Data Element #250

**Short name:** OUT\_MLS

**Type:** Decimal

**Definition:** Director and librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

## Outlet Internet

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

**Source:** Montana

**Short name:** INT\_ACC

**Type:** Select

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

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

**Source:** Montana

**Short name:** INT\_PRV

**Type:** Text

**Definition:** Internet Service Provider (ISP) name.

## Outlet Internet Speed

Run speed tests using <https://www.speedtest.net/> Report the results in Megabits per second (Mbps).

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

**Source:** Montana

**Short name:** DWNLD\_SPD

**Type:** Decimal

**Definition:** 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).

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

**Source:** Montana

**Short name:** UPLD\_SPD

**Type:** Decimal

**Definition:** 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).

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

**Source:** Montana

**Short name:** DWNLD\_MRNG

**Type:** Decimal

**Definition:** 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).

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

**Source:** Montana

**Short name:** UPLD\_MRNG

**Type:** Decimal

**Definition:** 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).

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

**Source:** Montana

**Short name:** DWNLD\_AFT

**Type:** Decimal

**Definition:** 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).

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

**Source:** Montana

**Short name:** UPLD\_AFT

**Type:** Decimal

**Definition:** 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).

## Outlet Wi-Fi

**Does the library provide public Wi-Fi access?**

**Source:** Montana

**Short name:** WIFI

**Type:** Select

**Definition:** Answer Yes if the library provides patrons with wireless public internet access.

**How would you describe the reliability of the library's Internet connection?**

**Source:** Montana

**Short name:** RELIABLE\_ISP

**Type:** Select

**Definition:** 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

Library staff totals are calculated using data reported in the outlet section. If the totals are incorrect, they must be updated in the outlet section above. Click recalculate after updating the staff counts in the outlet section to see refreshed totals.

**Total FTE director and librarians**

**Source:** Federal Data Element #251

**Short name:** LIBRARIA

**Type:** Calculated

**Definition:** Persons with the title of librarian or director 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.

**Total all other staff FTE****Source:** Federal Data Element #252**Short name:** OTHPAID**Type:** Calculated**Definition:** This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.**Total paid employees****Source:** Federal Data Element #253**Short name:** TOTSTAFF**Type:** Calculated**Definition:** This is the sum of Total FTE director and librarians and Total all other staff FTE.**Total FTE director and librarians with MLS****Source:** Federal Data Element #250**Short name:** MASTER**Type:** Calculated**Definition:** Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.**Total hours worked by non-paid staff (volunteers, interns) per year****Source:** Montana**Short name:** VOL\_HRS**Type:** Integer**Definition:** This should be the total hours for the entire year across all volunteers and other non-paid staff.**Does the library director have an MLS?****Source:** Montana**Short name:** DIR\_MLS**Type:** Select**Definition:** 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.

## Finances

### Operating Revenue

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

**Local government revenue - city general fund****Source:** Montana**Short name:** CITY\_GEN**Type:** Integer



**Definition:** The total operating revenue received from the city general fund.

**Local government revenue - city dedicated voted library mills**

**Source:** Montana

**Short name:** CITY\_MILL

**Type:** Integer

**Definition:** The total operating revenue received from city dedicated voted library mills.

**Local government revenue - county general fund**

**Source:** Montana

**Short name:** CNTY\_INC

**Type:** Integer

**Definition:** The total operating revenue received from the county general fund.

**Local government revenue - county dedicated voted library mills**

**Source:** Montana

**Short name:** CNTY\_MILL

**Type:** Integer

**Definition:** The total operating revenue received from county dedicated voted library mills.

**Local government revenue - library district**

**Source:** Montana

**Short name:** DST\_INC

**Type:** Integer

**Definition:** The total operating revenue received from library district funds.

**Local government revenue - other**

**Source:** Montana

**Short name:** LOC\_OTH

**Type:** Integer

**Definition:** The total operating revenue received from local government fund allocations not listed in other categories e.g. local oil and gas tax proceeds.

**Total local government revenue**

**Source:** Federal Data Element #300

**Short name:** LOCGVT

**Type:** Calculated

**Definition:** 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 federation grant**

**Source:** Montana

**Short name:** ST\_GRNT

**Type:** Pre-filled

**Definition:** The total funds received from the state based on federation grant programs.

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

**Source:** Montana

**Short name:** ST\_AID

**Type:** Pre-filled

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

**State government revenue - other**

**Source:** Montana

**Short name:** ST\_OTH

**Type:** Integer

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

**Total state government revenue**

**Source:** Federal Data Element #301

**Short name:** STGVT

**Type:** Calculated

**Definition:** 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).

**Federal government revenue**

**Source:** Federal Data Element #302

**Short name:** FEDGVT

**Type:** Integer

**Definition:** This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. Include PILT in this category.

**Other operating revenue**

**Source:** Federal Data Element #303

**Short name:** OTHINCM

**Type:** Integer

**Definition:** This is all operating revenue other than that reported under local, state, and federal. 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.

**Total operating revenue****Source:** Federal Data Element #304**Short name:** TOTINCM**Type:** Calculated**Definition:** This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue.

## Operating Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) “on behalf of” the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

**Salaries and wages expenditures****Source:** Federal Data Element #350**Short name:** SALARIES**Type:** Integer**Definition:** 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.**Employee benefits expenditures****Source:** Federal Data Element #351**Short name:** BENEFIT**Type:** Integer**Definition:** 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.**Total staff expenditures****Source:** Federal Data Element #352**Short name:** STAFFEXP**Type:** Calculated**Definition:** This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures.**Print materials expenditures****Source:** Federal Data Element #353**Short name:** PRMATEXP**Type:** Integer

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

**Electronic content expenditures**

**Source:** Federal Data Element #354

**Short name:** ELMATEXP

**Type:** Integer

**Definition:** Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format. 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.

**Other physical materials expenditures**

**Source:** Federal Data Element #355

**Short name:** OTHMATEX

**Type:** Integer

**Definition:** Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, circulating portable electronic devices, and materials in new formats.

**Total collection expenditures**

**Source:** Federal Data Element #356

**Short name:** TOTEXPCO

**Type:** Calculated

**Definition:** This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures.

**Continuing education expenditures**

**Source:** Montana

**Short name:** CONT\_ED

**Type:** Integer

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

**Other operating expenditures**

**Source:** Montana

**Short name:** OTHEREXP

**Type:** Integer

**Definition:** 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.

**Total other operating expenditures**

**Source:** Federal Data Element #357

**Short name:** OTHOPEXP

**Type:** Calculated

**Definition:** This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures. 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.

### **Total operating expenditures**

**Source:** Federal Data Element #358

**Short name:** TOTOPEXP

**Type:** Calculated

**Definition:** This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures.

## Capital Revenue

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, nonprint, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

### **Local government capital revenue**

**Source:** Federal Data Element #400

**Short name:** LCAP\_REV

**Type:** Integer

**Definition:** 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 government capital revenue**

**Source:** Federal Data Element #401

**Short name:** SCAP\_REV

**Type:** Integer

**Definition:** 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.

### **Federal government capital revenue**

**Source:** Federal Data Element #402

**Short name:** FCAP\_REV

**Type:** Integer

**Definition:** 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.

#### **Other capital revenue**

**Source:** Federal Data Element #403

**Short name:** OCAP\_REV

**Type:** Integer

**Definition:** Report private (nongovernmental funds), including grants received by the library for the purpose of major capital expenditures.

#### **Total capital revenue**

**Source:** Federal Data Element #404

**Short name:** CAP\_REV

**Type:** Calculated

**Definition:** This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue. Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

## Capital Expenditures

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, nonprint, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

#### **Capital collection expenditures**

**Source:** Montana

**Short name:** CAP\_COLL

**Type:** Integer

**Definition:** Capital expenditure related to the collection, e.g. an initial collection for a new building addition.

#### **Capital furnishings and equipment expenditures**

**Source:** Montana

**Short name:** CAP\_EQP

**Type:** Integer

**Definition:** Capital expenditures for furnishings or equipment.

#### **Capital building expenditures**

**Source:** Montana

**Short name:** CAP\_BLDG

**Type:** Integer

**Definition:** Capital expenditures for site acquisition, new building, additions to buildings, or renovation of buildings.

**Other capital expenditures**

**Source:** Montana

**Short name:** CAP\_OTH

**Type:** Integer

**Definition:** All other capital expenditures other than those reported in other categories, e.g. library automation systems, new vehicles, and other one-time major purchases.

**Total capital expenditures**

**Source:** Federal Data Element #405

**Short name:** CAPITAL

**Type:** Calculated

**Definition:** 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.

## Services

The following section includes services provided by the library. If an actual count of visits or reference transactions is unavailable, you can provide an annual estimate. Determine an annual estimate by counting visits and/or reference transactions 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 in the library. Choose a week in which the library is open its regular hours.

**Library visits**

**Source:** Federal Data Element #501

**Short name:** VISITS

**Type:** Integer

**Definition:** This is the total number of persons entering the library for whatever purpose during the year.

**Library visits reporting method**

**Source:** Federal Data Element #501a

**Short name:** VISITRPT

**Type:** Select

**Definition:** Regarding the number of Library Visits 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)

### **Reference transactions**

**Source:** Federal Data Element #502

**Short name:** REFERENC

**Type:** Integer

**Definition:** 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, scheduled and 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?"

### **Reference transactions reporting method**

**Source:** Federal Data Element #502a

**Short name:** REFERRPT

**Type:** Select

**Definition:** Regarding the number of Reference Transactions 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)

### **Number of registered users**

**Source:** Federal Data Element #503

**Short name:** REGBOR

**Type:** Integer

**Definition:** 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.



**As of the end of the reporting period, does the library charge overdue fines for books?**

**Source:** Federal Data Element #504

**Short name:** ODFINE

**Type:** Select

**Definition:** 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.

**Did the library offer automatic renewal for any physical materials during the reporting period?**

**Source:** Federal Data Element #505

**Short name:** AUTORENEW

**Type:** Select

**Definition:** Answer Yes or No to the following question: "Did your library offer automatic renewal for any physical materials during the reporting period?" If unknown, report Missing. NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.

## Collections

### Physical Collection

The following section of the survey collects data on selected types of physical materials including print materials, physical audio, physical video, and library of things. Do not include serials (i.e. magazines, newspapers).

**Print materials**

**Source:** Federal Data Element #450

**Short name:** BKVOL

**Type:** Integer

**Definition:** 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.

**Audio physical units**

**Source:** Federal Data Element #452

**Short name:** AUDIO\_PH

**Type:** Integer

**Definition:** 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.

### **Video physical units**

**Source:** Federal Data Element #454

**Short name:** VIDEO\_PH

**Type:** Integer

**Definition:** 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.

### **Other circulating physical items**

**Source:** Federal Data Element #462

**Short name:** OTHPHYS

**Type:** Integer

**Definition:** Report a single figure that includes the following: all circulating physical items other than print books, physical audio units, physical video units, 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.

### **Total physical collection**

**Source:** Federal Data Element #461

**Short name:** TOTPHYS

**Type:** Calculated

**Definition:** 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, Audio – physical units, Video – physical units, and Other Circulating Physical Items. 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.

## **Electronic Collection**

The following section of the survey collects data on selected types of electronic materials. An electronic collection may be funded by the library, 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.

### **E-Books via AE**

**Source:** Federal Data Element #525

**Short name:** EBOOK\_AE

**Type:** Select

**Definition:** E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-books purchased solely by the administrative entity?” If unknown, report Missing.

### **E-Books via Collective**

**Source:** Federal Data Element #526

**Short name:** EBOOK\_CO

**Type:** Select

**Definition:** E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing.

### **E-Books via State**

**Source:** Federal Data Element #527

**Short name:** EBOOK\_SL

**Type:** Pre-filled

**Definition:** E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?” If unknown, report Missing.

### **E-Serials via AE**

**Source:** Federal Data Element #528

**Short name:** ESERIAL\_AE

**Type:** Select

**Definition:** E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-serials purchased solely by the administrative entity?” If unknown, report Missing.

### **E-Serials via Collective**

**Source:** Federal Data Element #529

**Short name:** ESERIAL\_CO

**Type:** Select

**Definition:** E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question:

“Did the administrative entity provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing.

### **E-Serials via State**

**Source:** Federal Data Element #530

**Short name:** ESERIAL\_SL

**Type:** Pre-filled

**Definition:** E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?” If unknown, report Missing.

### **E-Audio via AE**

**Source:** Federal Data Element #531

**Short name:** EAUDIO\_AE

**Type:** Select

**Definition:** E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-audio purchased solely by the administrative entity?” If unknown, report Missing.

### **E-Audio via Collective**

**Source:** Federal Data Element #532

**Short name:** EAUDIO\_CO

**Type:** Select

**Definition:** E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing.

### **E-Audio via State**

**Source:** Federal Data Element #533

**Short name:** EAUDIO\_SL

**Type:** Pre-filled

**Definition:** E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?” If unknown, report Missing.

**E-video via AE****Source:** Federal Data Element #534**Short name:** EVIDEO\_AE**Type:** Select

**Definition:** E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-videos purchased solely by the administrative entity?” If unknown, report Missing.

**E-Video via Collective****Source:** Federal Data Element #535**Short name:** EVIDEO\_CO**Type:** Select

**Definition:** E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing.

**E-Video via State****Source:** Federal Data Element #536**Short name:** EVIDEO\_SL**Type:** Pre-filled

**Definition:** E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the administrative entity?” If unknown, report Missing.

**Research Databases via AE****Source:** Federal Data Element #537**Short name:** RESDB\_AE**Type:** Select

**Definition:** Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to research databases purchased solely by the administrative entity?” If unknown, report Missing.

**Research Databases via Collective****Source:** Federal Data Element #538**Short name:** RESDB\_CO

**Type:** Select

**Definition:** Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing.

### **Research Databases via State**

**Source:** Federal Data Element #539

**Short name:** RESDB\_SL

**Type:** Pre-filled

**Definition:** Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to research databases provided by the state library or another entity at no or minimal cost to the administrative entity?” If unknown, report Missing.

### **Online Learning Platforms via AE**

**Source:** Federal Data Element #540

**Short name:** OLP\_AE

**Type:** Select

**Definition:** Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?” If unknown, report Missing.

### **Online Learning Platforms via Collective**

**Source:** Federal Data Element #541

**Short name:** OLP\_CO

**Type:** Select

**Definition:** Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing.

### **Online Learning Platforms via State**

**Source:** Federal Data Element #542

**Short name:** OLP\_SL

**Type:** Pre-filled

**Definition:** Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: “Did the administrative entity provide access to online learning platforms provided by the state library or another entity at no or minimal cost to the administrative entity?” If unknown, report Missing.

## Circulation

### Physical Circulation

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.

#### **Circulation of children's physical material**

**Source:** Federal Data Element #549

**Short name:** KIDPHYSCIR

**Type:** Integer

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

#### **Circulation of things (e.g. hot spots, telescopes, games, cake pans, etc.)**

**Source:** Federal Data Element #561

**Short name:** OTHPHCIR

**Type:** Integer

**Definition:** Circulation of all physical items other than print books, physical audio units, physical video units, 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.

#### **Total physical circulation**

**Source:** Federal Data Element #553

**Short name:** PHYSCIR

**Type:** Integer

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

### Electronic Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that

require user authentication and have a limited period of use. Count all checkouts, including renewals.

**MontanaLibrary2Go e-book circulation**

**Source:** Montana

**Short name:** EBOOK\_CIR\_ST

**Type:** Pre-filled

**Definition:** The total circulation of MontanaLibrary2Go e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. If unknown, report -1.

**Other e-book circulation**

**Source:** Montana

**Short name:** EBOOK\_CIR\_OT

**Type:** Integer

**Definition:** The total circulation of e-books from collections other than MontanaLibrary2Go during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. If unknown, report -1.

**Total ebook circulation**

**Source:** Federal Data Element #545

**Short name:** EBOOK\_CIR

**Type:** Calculated

**Definition:** The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. If unknown, report -1.

**MontanaLibrary2Go e-serial circulation**

**Source:** Montana

**Short name:** ESERIAL\_CIR\_ST

**Type:** Pre-filled

**Definition:** The total circulation of e-serials from MontanaLibrary2Go during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. If unknown, report -1.

**Other e-serial circulation**

**Source:** Montana

**Short name:** ESERIAL\_CIR\_OT

**Type:** Integer

**Definition:** The total circulation of e-serials from collections other than MontanaLibrary2Go during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. If unknown, report -1.

**Total e-serial circulation**



**Source:** Federal Data Element #546

**Short name:** ESERIAL\_CIR

**Type:** Calculated

**Definition:** The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. If unknown, report -1.

#### **MontanaLibrary2Go e-audio circulation**

**Source:** Montana

**Short name:** EAUDIO\_CIR\_ST

**Type:** Pre-filled

**Definition:** The total circulation of e-audio from MontanaLibrary2Go during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. If unknown, report -1.

#### **Other e-audio circulation**

**Source:** Montana

**Short name:** EAUDIO\_CIR\_OT

**Type:** Integer

**Definition:** The total circulation of e-audio from collections other than MontanaLibrary2Go during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. If unknown, report -1.

#### **Total e-audio circulation**

**Source:** Federal Data Element #547

**Short name:** EAUDIO\_CIR

**Type:** Calculated

**Definition:** The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. If unknown, report -1.

#### **MontanaLibrary2Go e-video circulation**

**Source:** Montana

**Short name:** EVIDEO\_CIR\_ST

**Type:** Pre-filled

**Definition:** The total circulation of e-videos from MontanaLibrary2Go during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device. If unknown, report -1.

#### **Other e-video circulation**

**Source:** Montana

**Short name:** EVIDEO\_CIR\_OT

**Type:** Integer

**Definition:** The total circulation of e-videos from collections other than MontanaLibrary2Go during the reporting period. E-videos are digital files of moving visual images (e.g., movies,

television shows) with or without sound that may be accessed online from an electronic device. If unknown, report -1.

### **Total e-video circulation**

**Source:** Federal Data Element #548

**Short name:** EVIDEO\_CIR

**Type:** Calculated

**Definition:** The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device. If unknown, report -1.

## Interlibrary Loans

These are library materials, or copies of the materials, received or loaned between autonomous libraries upon request. The libraries involved in interlibrary loans are not under the same library administration. Do not include materials loaned between branches of the same library system.

### **Loans - in state**

**Source:** Montana

**Short name:** LOANTO\_INST

**Type:** Pre-filled

**Definition:** 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.

### **Loans - out of state**

**Source:** Montana

**Short name:** LOANTO\_OUTST

**Type:** Pre-filled

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

### **Interlibrary loans provided to other libraries**

**Source:** Federal Data Element #575

**Short name:** LOANTO

**Type:** Calculated

**Definition:** 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.

### **Borrows - in state**

**Source:** Montana

**Short name:** LOANFM\_INST

**Type:** Pre-filled

**Definition:** 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.

### **Borrows - out of state**

**Source:** Montana

**Short name:** LOANFM\_OUTST

**Type:** Pre-filled

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

### **Interlibrary loans received from other libraries**

**Source:** Federal Data Element #576

**Short name:** LOANFM

**Type:** Calculated

**Definition:** 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.

## Programs

### Program Sessions

A program session is any planned, synchronous event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

### **Infant, toddler, preschool programs (ages 0-5)**

**Source:** Federal Data Element #601

**Short name:** K0\_5PRO

**Type:** Integer

**Definition:** 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.

### **School age programs (ages 6-11)**

**Source:** Federal Data Element #602

**Short name:** K6\_11PRO

**Type:** Integer

**Definition:** 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.

### **Young adult programs (ages 12-18)**

**Source:** Federal Data Element #603

**Short name:** YAPRO

**Type:** Integer

**Definition:** 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. 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.

### **Adult programs (ages 19+)**

**Source:** Federal Data Element #604

**Short name:** ADULTPRO

**Type:** Integer

**Definition:** 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.

### **General interest programs (all ages)**

**Source:** Federal Data Element #605

**Short name:** GENPRO

**Type:** Integer

**Definition:** 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.

### **Total program sessions**

**Source:** Federal Data Element #600

**Short name:** TOTPRO

**Type:** Calculated

**Definition:** This is a total count of the number of program sessions including infant, toddler, preschool programs (ages 0-5); school age programs (ages 6-11); young adult programs (ages 12-18); adult programs (ages 19+); general interest programs (all ages). This total should also match the total program sessions calculated by location (at the library, offsite, online).

**Of the above, how many sessions were presented at the library?**

**Source:** Federal Data Element #606

**Short name:** ONPRO

**Type:** Integer

**Definition:** 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.

**Of the above, how many sessions were offsite at another location?**

**Source:** Federal Data Element #607

**Short name:** OFFPRO

**Type:** Integer

**Definition:** 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.

**Of the above, how many sessions were online with a live audience?**

**Source:** Federal Data Element #608

**Short name:** VIRPRO

**Type:** Integer

**Definition:** 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; count these as either at the library or offsite at another location depending on where the in-person component took place.

**Total program sessions**

**Source:** Montana

**Short name:** TOTPRO\_TYPE

**Type:** Calculated

**Definition:** This is a total count of the number of program sessions including presented at the library; offsite at another location; and online with a live audience. This total should also match the total program sessions calculated by audience age groups.

## Program Attendance

This is a total count of the audience at all program sessions during the reporting period. Include all attendees regardless of age (e.g., count all adult attendees of school age programs in school age program attendance).

### **Infant, toddler, preschool program attendance**

**Source:** Federal Data Element #611

**Short name:** K0\_5ATTEN

**Type:** Integer

**Definition:** 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.

### **School age program attendance**

**Source:** Federal Data Element #612

**Short name:** K6\_11ATTEN

**Type:** Integer

**Definition:** 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.

### **Young adult program attendance**

**Source:** Federal Data Element #613

**Short name:** YAATTEN

**Type:** Integer

**Definition:** 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.

### **Adult program attendance**

**Source:** Federal Data Element #614

**Short name:** ADULTATTEN

**Type:** Integer

**Definition:** 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.

### **General interest program attendance**

**Source:** Federal Data Element #615

**Short name:** GENATTEN

**Type:** Integer

**Definition:** 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.

### **Total attendance**

**Source:** Federal Data Element #610

**Short name:** TOTATTEN

**Type:** Calculated

**Definition:** This is a total count of attendance including infant, toddler, preschool programs attendance; school age programs attendance; young adult programs attendance; adult programs attendance; general interest programs attendance. This total should also match the total program attendance calculated by location (at the library, offsite, online).

**Of the above, how many attended at the library?**

**Source:** Federal Data Element #616

**Short name:** ONATTEN

**Type:** Integer

**Definition:** 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 attendance online as a live participant.

**Of the above, how many attended offsite at another location?**

**Source:** Federal Data Element #617

**Short name:** OFFATTEN

**Type:** Integer

**Definition:** 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 attendance online as a live participant.

**Of the above, how many attended online as a live participant?**

**Source:** Federal Data Element #618

**Short name:** VIRATTEN

**Type:** Integer

**Definition:** 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 presentation views. For program sessions that also have an in-person component, exclude in-person attendance; count these as either at the library or offsite at another location depending on where the attendance took place.

**Total attendance**

**Source:** Montana

**Short name:** TOTATTEN\_TYPE

**Type:** Calculated

**Definition:** This is a total count of the attendance including at the library; offsite at another location; and online as a live audience. This total should also match the total program attendance calculated by target audience age groups.

## Pre-Recorded Programs

Pre-recorded (asynchronous) program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming).

### **Total program presentations recorded and posted online**

**Source:** Federal Data Element #620

**Short name:** TOTPRES

**Type:** Integer

**Definition:** Asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.

### **Total presentation views within 30 days of posting**

**Source:** Federal Data Element #630

**Short name:** TOTVIEWS

**Type:** Integer

**Definition:** Report the count of views or plays 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 other platforms, count unique views or plays of each video or audio recording.

## Self-Directed Activities

New to the survey this year, the Self-Directed Activities section is OPTIONAL. A self-directed activity is planned by library staff and designed to be completed by patrons on their own time (asynchronously) either inside or outside the library to introduce library services or cultural, recreational, or educational information. Common examples include summer reading challenges, scavenger hunts, and story walks. Do not include activities that require little or no planning on the library's part such as a coloring sheet or puzzle.

### **Describe the self-directed activities your library offered (e.g. story walk, summer reading log, take and make, program in a box, etc.).**

**Source:** Montana

**Short name:** SELFDIRECTED\_DESC

**Type:** Comment



**Definition:** A self-directed activity is planned by library staff and designed to be completed by patrons on their own time (asynchronously) either inside or outside the library to introduce library services or cultural, recreational, or educational information. Do not include activities that require little or no planning on the library's part such as a coloring sheet or puzzle.

**Did your library offer self-directed STEAM activities? (e.g. maker spaces, tinker labs, STEAM program kits)**

**Source:** Montana

**Short name:** SELFGUIDED\_STEAM

**Type:** Select

**Definition:** A self-directed STEAM activity is one that focuses on Science, Technology, Engineering, Art, or Math concepts.

**How many people participated in self-directed STEAM activities?**

**Source:** Montana

**Short name:** SELFDIRECTED\_STEAMCOUNT

**Type:** Integer

**Definition:** Count all participants. Completion or return of an activity is not required. Rather, the library should count how many participants interacted with or received materials for the activity. If you're unable to report a count of participants, select "did not capture."

**Did your library offer self-directed reading programs? (e.g. summer reading logs, winter reading book bingo)**

**Source:** Montana

**Short name:** SELFDIRECTED\_READ

**Type:** Select

**Definition:** A self-directed reading program encourages participants to log reading time, count pages or books read, or to explore new reading topics with the intent of promoting literacy skills or enthusiasm for reading.

**How many people participated in self-directed reading programs?**

**Source:** Montana

**Short name:** SELFDIRECTED\_READCOUNT

**Type:** Integer

**Definition:** Count all participants. Completion or return of an activity is not required. Rather, the library should count how many participants interacted with or received materials for the activity. If you're unable to report a count of participants, select "did not capture."

**Did your library offer other self-directed learning activities? (e.g. story walks, school readiness backpacks, scavenger hunts)**

**Source:** Montana

**Short name:** SELFDIRECTED\_OTHER

**Type:** Select

**Definition:** Self-directed activities can vary between libraries. Report all self-directed activities that do not fit in the other categories above.

**How many people participated in other self-directed learning activities?**

**Source:** Montana

**Short name:** SELFDIRECTED\_OTHERCOUNT

**Type:** Integer

**Definition:** Count all participants. Completion or return of an activity is not required. Rather, the library should count how many participants interacted with or received materials for the activity. If you're unable to report a count of participants, select "did not capture."

## Technology

The following section includes technology services provided by the library. If an actual count of uses (sessions) of public Internet computers or Wi-Fi sessions is unavailable, you can provide an annual estimate. Determine an annual estimate by counting uses/sessions 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 in the library. Choose a week in which the library is open its regular hours.

### **Total attendance at technology classes**

**Source:** Montana

**Short name:** TECH\_ATT

**Type:** Integer

**Definition:** Report the total number of patrons receiving technology instruction via a class session.

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

**Source:** Montana

**Short name:** ONE\_ATT

**Type:** Integer

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

### **Total device circulation**

**Source:** Montana

**Short name:** DVC\_CIRC

**Type:** Integer

**Definition:** 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.

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

**Source:** Federal Data Element #650

**Short name:** GPTERMS

**Type:** Integer

**Definition:** 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.

**Number of Internet computers used by staff**

**Source:** Montana

**Short name:** STFTERMS

**Type:** Integer

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

**Number of uses (sessions) of public Internet computers per year**

**Source:** Federal Data Element #651

**Short name:** PITUSR

**Type:** Integer

**Definition:** 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.

**Reporting method for number of uses of public Internet computers per year**

**Source:** Federal Data Element #651a

**Short name:** PITUSRRPT

**Type:** Select

**Definition:** Regarding the Number of uses (sessions) of public Internet computers per year, is this an annual count or an annual estimate based on a typical week? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

**Total Wi-Fi sessions**

**Source:** Federal Data Element #652

**Short name:** WIFISESS

**Type:** Integer

**Definition:** 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.

**Reporting method for wireless sessions**

**Source:** Federal Data Element #652a

**Short name:** WIFISRPT

**Type:** Select

**Definition:** Regarding Total Wi-Fi sessions, 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)

## Rotating Research

### Geographic Barriers to Access

Geographic distance is a critical barrier to library services, especially in rural areas with few public transportation options. Montana State Library is researching the ways in which libraries already address geographic divides.

**Does your library offer a bookmobile?**

**Source:** Montana

**Short name:** GEO\_BKM

**Type:** Select

**Definition:** A bookmobile is a truck or van with an organized collection of materials, paid staff, and regularly scheduled hours (bookmobile stops) for being open to the public.

**How many unique locations does the bookmobile visit each month?**

**Source:** Montana

**Short name:** GEO\_BKM\_LOC

**Type:** Integer

**Definition:** Provide a count of unique locations visited by the bookmobile.

**How many total stops does the bookmobile make each month across all locations?**

**Source:** Montana

**Short name:** GEO\_BKM\_STOP

**Type:** Integer

**Definition:** Calculate the total stops made each month across all locations.

**Please provide a list of the addresses the bookmobile regularly visits.**

**Source:** Montana

**Short name:** GEO\_BKM\_ADDR

**Type:** Comment

**Definition:** List the address for each regular stop on the bookmobile route. In cases where the bookmobile provides homebound service, indicate the qualifying service areas rather than personal addresses. For seasonal stops, please indicate the months in which service is available.

**Does your library offer an outreach vehicle other than a bookmobile? (e.g. book bike, outreach van)**

**Source:** Montana

**Short name:** GEO\_VEH

**Type:** Select

**Definition:** An outreach vehicle delivers library services and/or materials to the community but does not meet all the criteria for a bookmobile. Some examples include book bikes or vans equipped with program materials or technology labs.

**Please specify what type of outreach vehicle. If multiple, include a description for each.**

**Source:** Montana

**Short name:** GEO\_VEH\_TYPE

**Type:** Text

**Definition:** Describe the outreach vehicles used by the library. If more than one vehicle provides outreach, list descriptions for each.

**How many unique locations does the outreach vehicle visit each month?**

**Source:** Montana

**Short name:** GEO\_VEH\_LOC

**Type:** Integer

**Definition:** Provide a count of unique locations visited by the outreach vehicle(s).

**How many total stops does the outreach vehicle make each month across all locations?**

**Source:** Montana

**Short name:** GEO\_VEH\_STOP

**Type:** Integer

**Definition:** Calculate the total stops made each month across all locations.

**Please provide a list of the addresses the outreach vehicle regularly visits.**

**Source:** Montana

**Short name:** GEO\_VEN\_ADDR

**Type:** Comment

**Definition:** List the address for each regular stop on the outreach vehicle route. In cases where the outreach vehicle provides homebound service, indicate the qualifying service areas rather than personal addresses. For seasonal stops, please indicate the months in which service is available.

**Does your library offer pickup lockers, dispensers, or kiosks?**

**Source:** Montana

**Short name:** GEO\_LOCK

**Type:** Select

**Definition:** A pickup locker, dispenser, or kiosk can be either a smart device with technology-enabled user authentication or a more informal option based on honor system borrowing (e.g. a little free library or grocery store book shelf).

**How many pickup lockers, dispensers, or kiosks does the library offer?**

**Source:** Montana

**Short name:** GEO\_LOCK\_COUNT

**Type:** Integer

**Definition:** Provide a count of lockers, dispensers, and kiosks across all types.

**How many of the above are "smart devices" that require user authentication?**

**Source:** Montana

**Short name:** GEO\_LOCK\_COUNT\_SMART

**Type:** Integer

**Definition:** Smart devices require user authentication through a SIP2, API, or similar connection with the integrated library system (ILS).

**Please provide a list of addresses for the pickup lockers, dispensers, or kiosks.**

**Source:** Montana

**Short name:** GEO\_LOCK\_ADDR

**Type:** Comment

**Definition:** List the address for each pickup locker, dispenser, or kiosk.

**Does your library offer offsite book drops?**

**Source:** Montana

**Short name:** GEO\_DROP

**Type:** Select

**Definition:** A book drop is a safe or container that accepts book returns. Include only those book drops that are provided offsite in the community, beyond the library grounds.

**How many offsite book drops does the library offer?**

**Source:** Montana

**Short name:** GEO\_DROP\_COUNT

**Type:** Integer

**Definition:** Provide a count of all offsite book drops. Include only those book drops that are provided offsite in the community, beyond the library grounds.

**Please provide a list of addresses for offsite book drops.**

**Source:** Montana

**Short name:** GEO\_DROP\_ADDR

**Type:** Comment

**Definition:** List the address for each offsite book drop.

**Does your library mail books to homebound patrons?**

**Source:** Montana

**Short name:** GEO\_HOME

**Type:** Select

**Definition:** Homebound mail service is designed to deliver library materials to people who cannot come into the library on a permanent or temporary basis typically due to illness or a disability.

**Are there other ways your library addresses geographic barriers? Please describe.**

**Source:** Montana

**Short name:** GEO\_OTHER

**Type:** Comment

**Definition:** Describe any library service not addressed above that was designed to provide access to people impacted by geographic distance from the library.