# 1999 Biennial Survey Data File Information Key

This “Key” document shows the file structure and data elements used in collecting the results of the Biennial Survey. This information is necessary for the interpretation of the survey data.

The information presented here contains the text of the question followed by the field name, field type and field size. Finally the list of possible response contents is given.

Depository Library Number:

DNUMBER Character 5

Text response

1. Do you want to remain in the Federal Depository Library Program? Yes No

 ***If you answered “No,” skip the remaining questions and write a letter to the Superintendent of Documents indicating that the library wishes to relinquish its status as a depository for U.S. Government publications.***

CONTINUE Character 1

"y" = "YES"

"n" = "NO"

## COLLECTION DEVELOPMENT

1. How many cataloged and uncataloged items are in your library system? Include Federal depository and non-depository materials, all formats, and all collections and libraries under the purview of your library director.
* < 100,000
* 100,000 – 250,000
* 250,001 – 500,000
* 500,001 – 1,000,000
* 1,000,001 – 5,000,000
* 5,000,001 – 10,000,000
* > 10,000,000

QUEST2 Character 1

"a" = "< 100,000"

"b" = "100,000 - 250,000"

“c" = "250,001 - 500,000"

"d" = "500,001 - 1,000,000"

"e" = "1,000,001 - 5,000,000"

"f" = "5,000,001 - 10,000,000"

"g" = "> 10,000,000"

1. Depository’s selection rate from Item Lister: \_\_\_\_\_\_\_\_\_\_ %

QUEST3 Character 6

Text answer of numeric value.

1. Do you have a **written** collection development policy for U.S. Government depository documents? Yes No

If yes, was it revised within the last five years? Yes No

QUEST4 Character 1

"a" = "YES, revised in last 5 years"

"b" = "YES, but not revised in last 5 years"

"c" = "NO written policy"

1. Are Federal depository documents integrated into the library’s main collection?

 All Most Some None

#### QUEST5INT Character 1

"a" = "All"

 "b" = "Most"

 "c" = "Some"

 "d" = "None"

Are any Federal depository documents housed in a location separate from the majority of the depository collection (e.g., titles sent to reference, periodicals, etc.)?

 Yes No

 QUEST5SEP Character 1

 "y" = "YES"

 "n" = "NO"

1. Are you substituting any official online resources for tangible depository materials?

 Yes No

QUEST6 Character 1

"y" = "YES"

"n" = "NO"

**BIBLIOGRAPHIC CONTROL**

1. Do you provide piece-level records for **ALL** depository receipts? Yes No

QUEST7 Character 1

"y" = "YES"

"n" = "NO"

1. Is your shelflist for the depository collection: (Check all that apply.)
* Part of an integrated library system
* PC-based
* Card-based

### Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### QUEST8INT Character 1

"y" = "YES"

 " " = space, no response

### QUEST8PC Character 1

"y" = "YES"

 " " = space, no response

### QUEST8CB Character 1

"y" = "YES"

 " " = space, no response

### QUEST8OTHR Character 50

 Text response.

1. Is the processing of depository receipts integrated into the processing unit for other library materials? Yes No

QUEST9 Character 1

"y" = "YES"

"n" = "NO"

## MAINTENANCE

1. Are written binding and replacement policies in place? Yes No

QUEST10 Character 1

"y" = "YES"

"n" = "NO"

1. Does the library have a disaster plan in which the Federal depository collection is included?

 Yes No

QUEST11 Character 1

"y" = "YES"

"n" = "NO"

1. The depository collection is weeded: Regularly Irregularly Never

QUEST12 Character 1

"a" = "Regularly"

"b" = "Irregularly"

"c" = "Never"

1. Are documents included in the library’s major preservation and conservation activities (e.g., binding, encapsulating, materials moved to climate controlled areas)? Yes No

QUEST13 Character 1

"y" = "YES"

"n" = "NO"

1. Is the majority of the print depository collection arranged using the SuDocs classification?

 Yes No

QUEST14 Character 1

"y" = "YES"

"n" = "NO"

**HUMAN RESOURCES**

1. Number of FTE (full time equivalencies) staff devoted to Federal depository operations (e.g., based on a 40-hour work week, if four librarians spend 100 hours per week on depository activities, report 2.5 FTE for librarians):

 \_\_\_\_\_\_ Librarians

 \_\_\_\_\_\_ Support Staff

 \_\_\_\_\_\_ Other (students, volunteers, etc.)

QUEST15LIB Character 8

Text answer of numeric data

QUEST15SS Character 8

Text answer of numeric data

QUEST15OTH Character 8

Text answer of numeric data

1. Is the depository operation an independently administered unit (i.e., responsible for procedures and policies)? Yes No

If “No,” with which area(s) is documents most closely associated?

* Acquisitions
* Administration
* Cataloging
* Reference
* Special Collections
* Subject Collection (e.g., business, social sciences)

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUEST16 Character 1

"y" = "YES"

"n" = "NO"

QUEST16ACQ Character 1

"y" = "YES"

" " = space, no response

QUEST16ADM Character 1

"y" = "YES"

" " = space, no response

QUEST16CAT Character 1

"y" = "YES"

" " = space, no response

QUEST16REF Character 1

"y" = "YES"

" " = space, no response

QUEST16SPC Character 1

"y" = "YES"

" " = space, no response

QUEST16SUB Character 1

"y" = "YES"

" " = space, no response

QUEST16OTH Character 200

Text response

1. Does the library administration budget for attendance at meetings and continuing education activities for professional staff? (Check all that apply.)
* Local
* State
* Regional
* National
* Does not support

QUEST17LOC Character 1

"y" = "YES"

" " = space, no response

QUEST17STA Character 1

"y" = "YES"

" " = space, no response

QUEST17REG Character 1

"y" = "YES"

" " = space, no response

QUEST17NAT Character 1

"y" = "YES"

" " = space, no response

QUEST17NO Character 1

"y" = "YES"

" " = space, no response

1. Does the library administration budget for attendance at meetings and continuing education activities for support staff? (Check all that apply.)
* Local
* State
* Regional
* National
* Does not support

QUEST18LOC Character 1

"y" = "YES"

" " = space, no response

QUEST18STA Character 1

"y" = "YES"

" " = space, no response

QUEST18REG Character 1

"y" = "YES"

" " = space, no response

QUEST18NAT Character 1

"y" = "YES"

" " = space, no response

QUEST18NO Character 1

"y" = "YES"

" " = space, no response

**PHYSICAL FACILITIES**

1. Since the last on-site inspection of your library, has any construction, remodeling, or relocation affected the depository operation? Yes No

QUEST19 Character 1

"y" = "YES"

"n" = "NO"

1. Are there any barriers to depository resources (print and electronic) for persons with disabilities?

 Yes, to all resources Yes, to some resources No

QUEST20 Character 1

"a" = "YES, to all resources"

"b" = "YES, to some resources"

"c" = "NO"

1. At current selection rates and with regular collection maintenance, is there five years of growth room for all depository formats ?

Print Yes No

Microfiche Yes No

#### CD-ROMs Yes No

Maps Yes No

QUEST21PRT Character 1

"y" = "YES"

"n" = "NO"

QUEST21MF Character 1

"y" = "YES"

"n" = "NO"

QUEST21CD Character 1

"y" = "YES"

"n" = "NO"

QUEST21MAP Character 1

"y" = "YES"

"n" = "NO"

1. Does the library meet the requirements for “Public Access to Electronic Information Provided Through the Federal Depository Libraries,” Administrative Notes, v. 17 #7, May 15, 1996? Yes No

QUEST22 Character 1

"y" = "YES"

"n" = "NO"

1. Does the library have computer equipment for the physically challenged that uses assistive technologies (hardware or software) ? Yes No

QUEST23 Character 1

"y" = "YES"

"n" = "NO"

24. Depository CD-ROMs are currently accessible:

Yes, from: (Check all that apply.)

* Stand alone workstation(s)
* Library-wide LAN
* Wide Area Network (WAN), beyond the library (i.e., campus wide)
* Internet
* Circulation to patrons

No (Check one response only):

* We have CD-ROM capability, but we do not select depository CDs
* We select depository CDs, but we do not have CD-ROM capability
* We do not have CD-ROM capability nor do we select depository CDs

QUEST24SAW Character 1

"y" = "YES"

" " = space, no response

QUEST24LAN Character 1

"y" = "YES"

" " = space, no response

QUEST24WAN Character 1

"y" = "YES"

" " = space, no response

QUEST24NET Character 1

"y" = "YES"

" " = space, no response

QUEST24CIR Character 1

"y" = "YES"

" " = space, no response

QUEST24 Character 1

"a" = "We have CD-ROM capability, but we do not select depository CDs"

"b" = "We select depository CDs, but we

do not have CD-ROM capability"

"c" = "We do not have CD-ROM capability

nor do we select depository CDs"

" " = "We have CD-ROM capability and we

select depository CDs"

##### PUBLIC SERVICE

25. How many hours per week is the library open? \_\_\_\_\_\_\_\_\_\_

QUEST25 Character 3

Text answer of numeric data

1. How many hours per week is there professional level assistance (not necessarily by librarians) at the reference desk that services the depository collection? \_\_\_\_\_\_\_\_\_

QUEST26 Character 3

Text answer of numeric data

1. Is there a service desk for the depository collection that is maintained separately from the library’s main reference desk?
* Yes, and staffing (hours and level) comparable to that of the main reference desk
* Yes, **but** staffing (hours and level) **not** comparable to that of the main reference desk
* No

QUEST27 Character 1

"a" = "YES, and staffing (hours and level)

comparable to that of the main reference desk"

"b" = "YES, BUT staffing (hours and level)

NOT comparable to that of the main reference desk"

“c" = "NO"

1. Does your library have a written access policy for the depository collection? Yes No

QUEST28 Character 1

"y" = "YES"

"n" = "NO"

1. Does your library have a written policy regarding public services for Government information in electronic formats? Yes No

QUEST29 Character 1

"y" = "YES"

"n" = "NO"

1. Does your library have a written policy for FDLP Internet use? Yes No

QUEST30 Character 1

"y" = "YES"

"n" = "NO"

1. What type of catalog does your library have? (Check all that apply.)
* Card catalog
* COM catalog
* CD-ROM catalog
* Text-based online catalog
* Web-based online catalog

QUEST31CC Character 1

"y" = "YES"

" " = space, no response

QUEST31COM Character 1

"y" = "YES"

" " = space, no response

QUEST31CD Character 1

"y" = "YES"

" " = space, no response

QUEST31TXT Character 1

"y" = "YES"

" " = space, no response

QUEST31WEB Character 1

"y" = "YES"

" " = space, no response

1. Are any U.S. depository documents included in the library’s catalog? Yes No

QUEST32 Character 1

"y" = "YES"

"n" = "NO"

If “Yes,”

A. What percent of **current** depository receipts are included in the library’s catalog? \_\_\_\_\_\_\_\_ %

B. Do you use: (Check all that apply)

 Cataloging record loads

 Original/copy cataloging

QUEST32SEL Character 3

Text answer of numeric value.

QUEST32CAT Character 1

"y" = "YES"

" " = space, no response

QUEST32ORG Character 1

"y" = "YES"

" " = space, no response

1. What library system do you currently use?
* Ameritech Library Services (ALS), Dynix
* ALS, Horizon
* ALS, NOTIS
* Best-Seller, Portfolio
* CARL Corporation, IMDS
* Data Research Associates, Inc. (DRA), Classic
* DRA, TAOS
* Endeavor Information Systems Inc., Voyager
* Ex Libris (USA), Inc., ALEPH 500
* Geac, ADVANCE
* Geac, PLUS
* Innovative Interfaces, Inc., INNOPAC
* Sanderson Computers, Inc., Spydus
* Sirsi, Unicorn
* The Library Corporation, Library⚫Solution
* VTLS, Inc. (VTLS), VTLS99
* VTLS, Virtua
* None

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUEST33 Character 1

"a" = "Ameritech Library Services (ALS), Dynix"

"b" = "ALS, Horizon"

"c" = "ALS, NOTIS"

"d" = "Best-Seller, Portfolio"

"e" = "CARL Corporation, IMDS"

"f" = "Data Research Associates, Inc. (DRA),Classic"

"g" = "DRA, TAOS"

"h" = "Endeavor Information Systems Inc., Voyager"

"i" = "Ex Libris (USA), Inc., ALEPH 500"

"j" = "Geac, ADVANCE"

"k" = "Geac, PLUS"

"l" = "Innovative Interfaces, Inc., INNOPAC"

"m" = "Sanderson Computers, Inc., Spydus"

"n" = "Sirsi, Unicorn"

"o" = "The Library Corporation, Library Solution"

"p" = "VTLS, Inc. (VTLS), VTLS99"

"q" = "VTLS, Virtua"

"r" = "None"

QUEST33OTH Character 50

Text response

1. Are you planning to migrate to a new system within the next two years? Yes No

QUEST34 Character 1

"y" = "YES"

"n" = "NO"

1. Are records for Internet-accessible Federal electronic Government information products included in your library’s catalog? Yes No

If “Yes,” are there active hyperlinks? (Select ONE best answer)

* Yes, interface supports linking capability
* Yes, though multiple interfaces are offered and not all support linking capability
* No, interface does not support linking capability
* No, policy decision not to link

QUEST35 Character 1

"a" = "YES, interface supports linking capability"

"b" = "YES, though multiple interfaces areoffered and not all support linking capability"

"c" = "YES, but interface does not support linking capability"

"d" = "YES, but policy decision not to link"

"e" = "NO"

1. How are library staff regularly made aware of new Government information products, services, and resources? (Check all that apply)
* Announcements from Administrative Notes routed
* Regular staff meetings
* E-mail
* Demonstrations
* Help guides created
* Hands-on training sessions
* No regular program

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUEST36ADM Character 1

"y" = "YES"

" " = space, no response

QUEST36MT Character 1

"y" = "YES"

" " = space, no response

QUEST36MAI Character 1

"y" = "YES"

" " = space, no response

QUEST36DEM Character 1

"y" = "YES"

" " = space, no response

QUEST36GD Character 1

"y" = "YES"

" " = space, no response

QUEST36TRN Character 1

"y" = "YES"

" " = space, no response

QUEST36NOR Character 1

"y" = "YES"

" " = space, no response

QUEST36OTH Character 50

Text response

37. Is the library’s catalog available via: (Check all that apply.)

* Dial-in access
* Internet
* Network with other libraries
* Not applicable

QUEST37DIA Character 1

"y" = "YES"

" " = space, no response

QUEST37NET Character 1

"y" = "YES"

" " = space, no response

QUEST37LIB Character 1

"y" = "YES"

" " = space, no response

QUEST37NA Character 1

"y" = "YES"

" " = space, no response

1. The library’s promotion (e.g., flyers, newspaper articles, etc.) of the depository to the general public can best be described as:
* Active, on-going promotion to the general public
* Infrequent promotion to the general public
* No promotion to the general public

QUEST38 Character 1

"a" = "Active, on-going promotion to the general public"

"b" = "Infrequent promotion to the general public"

“c" = "No promotion to the general public"

1. On average, how many patrons use the depository collections or services each week (including all incidents of use, i.e., in person, phone, fax, e-mail, etc.)? You may choose a week to sample. This refers to the number of people using depository materials, not the number of people who enter the library. \_\_\_\_\_\_\_\_\_\_\_

QUEST39 Character 5

Text answer of numeric data

1. Has your library conducted user surveys or other studies to determine the quality of depository services? Yes No

QUEST40 Character 1

"y" = "YES"

"n" = "NO"

1. Does your library charge a fee for any of the following depository services? (Check all that apply.)
* Printer paper
* Formatted floppy diskettes
* Fax
* Extensive reference service
* None of the above

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUEST41PP Character 1

"y" = "YES"

" " = space, no response

QUEST41FF Character 1

"y" = "YES"

" " = space, no response

QUEST41FAX Character 1

"y" = "YES"

" " = space, no response

QUEST41ERS Character 1

"y" = "YES"

" " = space, no response

QUEST41NON Character 1

"y" = "YES"

" " = space, no response

QUEST41OTH Character 50

Text response

# COOPERATIVE EFFORTS

1. Is your Federal depository operation governed by a State Plan for providing government information services, including such elements as interlibrary cooperation, advisory group, coordination of training, etc? Yes No Don’t know

If “Yes,” has the Plan been revised within the last five years? Yes No

QUEST42 Character 1

"a" = "YES, revised within last five years"

"b" = "YES, but not revised within last five years"

"c" = "NO"

"d" = "Don't know"

1. Do you use the following? (Note: Hypertext links to the these services will be provided in the final survey insturment.)

askLPS Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43ALP Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

Documents Data Miner Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43DDM Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

Enhanced Shipping List Service Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43ESL Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

Federal Bulletin Board Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43FBB Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

FDLP Electronic Collection Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43EC Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

Government Information Locator Service (GILS) via GPO Access Yes

No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43GIL Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

GPO Access Databases Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43DB2 Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

GPO’s Online Catalog of U.S. Government Publications Yes

No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43MOC Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

Pathway Locator Services:

Browse Electronic Titles Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43BET Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

Browse Topics Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43BT Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

Federal Agency Internet Sites Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43FAI Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

Searchable Agency Databases Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43SAD Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

Search the Federal Government Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43SFG Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

Sales Product Catalog Yes No & if “No,” why not?

 Did not know about it Know about, but not how to use it Not useful

QUEST43SPC Character 1

"a" = "YES"

"b" = "Did not know about it"

"c" = "Know about, but not how to use it"

"d" = "Not useful"

**THE FOLLOWING QUESTIONS OF THE SURVEY ARE OPTIONAL**

**Cost of Operating a Depository Library**

Using your most recently completed fiscal year, please provide the following information. If it is necessary to estimate, please do so.

The following information is based on \_\_\_\_\_\_\_\_\_\_\_\_ fiscal year.

QUESTFY Character 4

Text response

O-1. **Salaries and Benefits.** Include all full and part-time staff who were identified in question 15 above. If staff only work part-time on depository activities, estimate that portion of their time that deals with Federal depository activities. Round your answer to the nearest thousand dollars.

O-1A. How much money was spent by your library on salaries for staff working with the Federal Depository Library Program? Include benefits, if possible.

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUESTO1A Character 20

Text response

O-1B. Does this figure include benefits? Yes No Don’t Know

QUESTO1B Character 1

"a" = "YES"

"b" = "NO"

"c" = "Don't know"

O-1C. Explain any unusually large expenditures (e.g., temporary employees for special projects):

QUESTO1C Character 200

Text response

O-2. **Library Materials and Services.** Include print and electronic resources, purchases from the sales program, trade publications, subscriptions, online services, site licenses, bibliographic services, preservation, binding, and any other collection resource that supports the depository operation. Round your answer to the nearest thousand dollars.

O-2A. How much money has your library spent on library materials and services that support the depository operation? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUESTO2A Character 20

Text response

O-2B. Explain any unusually large expenditures (e.g., received special allocation for one-time purchases):

QUESTO2B Character 200

Text response

O-3. **Equipment, Furniture, and Computers.** Round your answer to the nearest thousand dollars.

O-3A. How much money did your library spend on equipment, furniture, and computers in support of the depository operation? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUESTO3A Character 20

Text response

O-3B. Explain any unusually large expenditures (e.g., new building to furnish, grant money for computer upgrades):

QUESTO3B Character 200

Text response

O-4. **Training and Travel.** Include GPO or agency-sponsored events, professional library meetings, meetings in your state, and computer or other specialized training. Round your answer to the nearest thousand dollars.

O-4A. How much money did your library spend on depository staff for training and travel?

$ \_\_\_\_\_\_\_\_\_

QUESTO4A Character 20

Text response

O-4B. Explain any unusually large expenditures (e.g., training for new staff or new library system):

QUESTO4B Character 200

Text response

O-4C. How much money was spent by depository staff that was not reimbursed? $\_\_\_\_\_\_\_\_\_

QUESTO4C Character 20

Text response

\_\_\_\_\_