Florida Department of State

Division of Library and Information Services Annual Statistical Report Form for Multitype Library Cooperatives October 1, 2006 - September 30, 2007

File by December 1, 2007

Library Identification

Library Cooperative Name		
Address		
City	County	Zip + 4
World Wide Web Address (if applicable)		
Phone	Fax	
Respondent's Name/Title	Executive Director's Name	
Respondent's e-mail Address	Executive Director's e-mail Address	

Please return to the Division of Library and Information Services, Attn: Amy Johnson, 500 South Bronough Street, R.A. Gray Building, Tallahassee, FL 32399-0250

Part I - General Information

Membership and Areas Served	Item No.	Answer
Public	1	
Academic	2	
Special	3	
School	4	
Total Number Of Members (Items 1+2 + 3 + 4)	**5**	
Counties Served	6	
Service Population	7	

Part II - Financial Information

Income and Staff	Item No.	Answer
Local	**8**	
State	**9**	
Federal	**10**	
Other	**11**	
Total Income (Items 8+9+10+11)	**12**	
Number of staff (FTE)	**13**	

Part III - Resource Sharing Information

Holdings and Interlibrary Loan Activity	Item No.	Answer
Holdings in OCLC	**14**	
Serial Titles in OCLC	**15**	
OCLC Interlibrary Loans Provided	**16**	
Non-OCLC Interlibrary Loans Provided	**17**	
Total Number of Interlibrary Loans Provided (16+17)	**18**	
OCLC Interlibrary Loans Received	**19**	
Non-OCLC Interlibrary Loans Received	**20**	
Total Number of Interlibrary Loans Received (19+20)	**21**	
Interlibrary Loans Filled within Cooperative Membership	**22**	

Part IV - Continuing Education and Training

Programming	Item No.	Answer
Number of Programs	**23**	
Number of Participants	**24**	
Total Number of Contact Hours	**25**	

Thank you for your time and assistance!

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INSTRUCTIONS and DEFINITIONS

Common definitions are important to ensure comparability of data from different libraries and different states. For the most part, the definitions herein are taken from those developed for use in the Federal State Cooperative System for Public Library Data (FSCS) and the Library Cooperative Survey. FSCS and the Library Cooperative Survey are administered by the U.S. Department of Education, National Center for Education Statistics.

Part I. General Information

Membership. Report the number of administrative unit members for each type of institution listed.

Item No.	Definition/Instruction
1	**Public libraries.** A public library, state library agency, system, federation or cooperative service that is legally established under local or state law to provide public library service to a particular client group.
2	**Academic libraries.** Administrative units within a postsecondary education institution that provides all of the following: • An organized collection of printed and/or other materials. • A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or education needs of clientele. • An established schedule in which services of the staff are available to clientele. • They physical facilities necessary to support such a collection, staff, and schedule.
3	**Special libraries.** A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services or both to the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent organization.
4	**School libraries (School districts/private schools/state schools (K-12)).** Administrative units having an organized collection of printed and/or audiovisual and/or computer resources which: is administered as a unit, is located in a designated place or places, makes resources and services available to students, teachers, and administrators. It is the definition, not the name that is important: it could be called a library, media center, resource center, information center, instructional materials center, learning resource center, or some other name.
5	**Total Number of Members.** Add Items 1,2,3 and 4.
6	**Counties Served.** This is the number of counties that have cooperative members.
7	**Service Population.** This population figure should be based on the most recent official state population figures for the counties which have memberships in the cooperative. Service population is the sum of these county's populations.

Part II. Financial Information

In this section, report actual income received between October 1, and September 30, used for ongoing, day-to-day operations as defined below. Include federal, state, and other grants other than those for major capital expenditures.

Do *not* include:

- ☐ Income for major capital expenditures, including funds earmarked for both fixed and other major capital outlay
- ☐ Contributions to endowments
- ☐ Funds unspent in the previous year (i.e., carryover)

Report amounts in whole dollars, rounding up or down as necessary. As a general rule, amounts of 49¢ or less are rounded down, 50¢ or more are rounded up.

Item No.	Definition/Instructions
8	**Local.** The total funds received from local sources including membership dues.
9	**State** All funds distributed to the library cooperative by state government for expenditure by the cooperative except federal monies distributed by the state.
10	**Federal.** Report Library Services & Technology Act and other federal funds received between October 1, and September 30.
11	**Other.** Report income not included in 8,9, or 10
12	**Total Income.** Sum of items 8, 9, and 10.
13	**Number of staff (FTE).** Report item 13 in FTEs – full-time equivalents. To ensure comparable data, 40 hours per week has been set as the measure of full-time employees. To compute full-time equivalents (FTE) of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40. *For example, if you had 3 regularly scheduled part-time employees who worked a total of 60 hours a week, FTE = 60/40 = 1.5 FTE staff*

Part III. Resource Sharing Information

Item No.	Definition/instruction
14	**Holdings in OCLC.** Total number of holdings of records in the OCLC database.
15	**Serial Titles in OCLC.** Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, memoirs, proceedings, and transactions of societies
16	**OCLC Interlibrary Loans Provided**. These are library materials, or copies of the materials, provided by a cooperative library to another library upon request. These libraries involved in interlibrary loans are not under the same library administration. The requests are filled through the OCLC Interlibrary Loan Subsystem.
17	**Non-OCLC Interlibrary Loans Provided.** Total number of requests filled by cooperative members which are not handled through the OCLC ILL Subsystem. Non-OCLC requests would include but not be limited to fax, telephone, ALA form, IFLA form, or e-mail requests.

Item No.	Definition/instruction
18	**Total Number of Interlibrary Loans Provided.** Total 16 and 17.
19	**OCLC Interlibrary Loans Received.** These are library materials, or copies of the materials, received by a cooperative member library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. The requests are filled through the OCLC Interlibrary Loan Subsystem.
20	**Non-OCLC Interlibrary Loans Received.** Total number of requests received by cooperative members which are not handled through the OCLC ILL Subsystem. Non-OCLC requests would include but not be limited to fax, telephone, ALA form, IFLA form, or e-mail requests
21	**Total Number of Interlibrary Loans Received (18+19).** Total of 19 and 20.
22	**Interlibrary Loans Filled within Cooperative Membership.** Total number of requests supplied to cooperative members by other cooperative members.

Part IV. Continuing Education and Training

Item No.	Definition /Instruction
23	**Number of Programs/Presentations.** A program or presentation is an information contact in which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. Programs or presentation both on and off the cooperative office premises are included, as long as the cooperative is the primary contributor to the event, in terms of money, time, or people, in the planning or presentation. Does not include meetings sponsored by other groups using the cooperative facilities, on-going exhibits, or booths at fairs or conferences.
24	**Number of Participants.** Number of people attending programs or presentations.
25	**Total Number of Contact Hours.** Calculate number of contact hours for each program/presentation by multiplying number of participants by hours of program/presentation.