

INTRODUCTION
2005 PUBLIC LIBRARY GENERAL INFORMATION SURVEY
(July 1, 2004 - June 30, 2005)

PURPOSE OF THE SURVEY. This survey will provide current information about public service outlets, holdings, staffing, income, expenditures, circulation, services, and hours open of public libraries. Furthermore, it will help provide a total picture of libraries on a state and nationwide basis. This report is authorized by law (Iowa Code 256.51 (H)). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely. Any library that receives Direct State Aid is required to file an Annual Survey. Thank you for your cooperation in this effort to gather and disseminate current information about Iowa's public libraries.

Each library should include in its report data for all branches and other outlets that it operates, as well as data for the services and materials that it provides to other libraries, institutions, and organizations, and to all areas by contract or formal arrangement.

Please complete the survey online. Any library that has Internet should use Web Collect to submit their annual survey data. Libraries that have difficulty accessing the survey may submit a paper copy. Make a copy for your records.

The Library Service Areas and the State Library will use the surveys to prepare regional and statewide statistical and directory publications. The survey is due October 30, 2005.

PLEASE READ THIS INTRODUCTION BEFORE COMPLETING THE SURVEY.

If you have any questions, please call Gerry Rowland, State Library, at 800-248-4483 or 515-281-7573/Fax: 515-281-6191/ E-mail: gerry.rowland@lib.state.ia.us. For the most part, definitions in the annual survey were taken from the standards for library statistics approved by the Federal State Cooperative System (FSCS) for public library statistics, the national public library statistics project.

Enter "0" only if the appropriate entry for an item is zero. If an item does not apply to your library or is not available, enter NA. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, ENTER AN ESTIMATE OF THE AMOUNT. Estimates are important if exact data are not available, because a value of NA authorizes FSCS to provide an estimate. Do not write out numbers; use digits/figures. For example, use 23 not twenty-three.

The survey form and instructions are available online at www.silo.lib.ia.us/for-ia-libraries/statistics/annual-survey1.html. The live survey form will be available July 15. Do not enter data in the online form until July 15, 2005.

Highlights/Changes to the Survey

1. The Output Measures section has been deleted.
2. The survey has been renumbered to put like questions in the same category.
3. Changes to the survey are printed in *italics*.