

Colorado Public Library Annual Report 1998

Please return by fax, postal mail or courier
by April 9, 1999 to:

Louise Conner

State Library and Adult Education Office

201 E. Colfax Avenue, Suite 309

Denver, Colorado 80203-1799

A fax cover sheet is enclosed to return
this Report by fax, and the
courier code is CC-CSL, Denver

Dear Any Director:

Thank you in advance for participating in the Colorado Public Library Annual Report. Your participation has never been more important, because this year's Report incorporates elements required to apply to the **Gates Library Foundation for up to \$4 million dollars in grants to Colorado public libraries**. Individual public libraries and branches could be eligible for free computers, laser printers, networks, software, training, and free software with purchase. By sending in your completed Report as soon as possible (and no later than April 9, 1999), you are automatically eligible to apply for a Gates Grant. I urge you not to delay filling out this report.

The Gates Library Foundation is requesting a detailed technology inventory on a building-by-building basis. We have never requested this level of detail in the Colorado Public Library Annual Report, so we are providing a detailed Glossary (see page 15) and experienced staff who will be on call to answer your questions every business day until April 9, 1999. Call the Colorado State Library at **(303) 866-6900** to reach someone who can assist you with your technology inventory.

The majority of this Report is identical to last year. As before, this has been prepared specifically for your library. Thank you for your time and effort, and let me know how I can help you.

Very truly yours,

Ann M. Seidl
Associate Director, Library Research Service
Colorado State Library

Telephone: 303-866-6927

E-mail: seidl_a@cde.state.co.us

General Information

Placeholder PL Report

1. Contact Information

Here is the contact information you have provided in the past. Please review it and make any additions or corrections in the space at the right. If there are no changes, please skip to Item 2.

Library:	Placeholder PL	
RLSS:	Central Colorado	
Address:	999 E. 9th Ave.	
Mailing Address (if any):	PO Box 99	
City:	Anytown	
State:	CO	
Zip + 4:	99999-9999	
County:	Anycounty	
Telephone:	(909) 990-9900	
Fax number:	(909) 990-9901	
World Wide Web URL:	www.placeholder.lib.co.us	
Director's Name:	Any Director	
Director's E-mail address:	ad@placeholder.lib	
Person Completing Report:	Any Respondent	
Respondent's Title:	Asst. Director	
Respondent's E-mail:	asd@placeholder.lib.co.us	

2. Legal Service Area (LSA) Boundaries

The area that is served by a library and supports it through taxes is called the Legal Service Area. LSA boundaries are defined by a town, city, county, library district, school district, or a combination of two or more of these. **The Placeholder PL is listed as having a service type of Municipal .**

If this has changed or is incorrect, please check the correct service type:

- Municipal Library (City or Town)
 County Library
 Library District
 School District
 Other (please list here:) _____

3. Registered Borrowers

How many local borrowers are registered with your library?

1998	1997
	5,999

4. Square Footage

How many total square feet, including all branch buildings, does your library have for public use and service? (Note: This information was last requested in 1993. Your library's reported square footage at that time appears at the right.)

1998	1993
	9,999

5. Service Outlets

Please review this information for your library's service outlets and make corrections where necessary.

- Number of Main Libraries: Correct. Incorrect. Should be _____
 Number of Branch Libraries: Correct. Incorrect. Should be _____
 Number of Bookmobiles: Correct. Incorrect. Should be _____

6. Staff in Full Time Equivalents

DEFINITIONS (modified from the Federal State Cooperative System for Public Library Data):

Director: The chief administrator of the library.

Librarians: 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.

With ALA/MLS: Include all persons with a master's degree from programs of library and information studies accredited by the American Library Association.

Other Professionals: Persons whose regular assignment requires either a college degree or equivalent experience, e.g. accountants, systems analysts, computer programmers.

All Other Paid Staff: This includes all other employees, e.g. plant operations, security, and clerical staff.

Note: Individual staff position salaries are requested on page 13. This section requires FTE figures only.

Please calculate your staff FTE figures as of the last day of your fiscal year 1998. Include all positions funded in your library's budget or funded by another entity on behalf of your library, whether or not they were filled. Please report these figures in terms of Full Time Equivalent (FTE).

EXAMPLE: If a library staff looks like this...

Names of library staff:	Position:	MLS?	Hours per week each works:	FTE conversion (divide by 40):
Angela Martinez	Director	Yes	40	40/40=1 FTE
Bill Campbell	Librarian	No	35	35/40=.875 FTE
Carolee Bunn	Librarian	Yes	35	35/40=.875 FTE
Lucy Schmidt	Network Spec.	Yes	36	36/40=.90 FTE
Marie D'Agostino	Lib Asst.	No	20	20/40=.50 FTE
Unfilled	Maintenance	No	40	40/40=1 FTE

...then the staff grid will be filled in like this:

POSITION	With ALA/MLS	Without ALA/MLS	TOTAL
Director	1.000		1.000
Librarians	.875	.875	1.750
Other Professionals	.900	.500	1.400
All Other Paid Staff		1.000	1.000
TOTAL	2.625	3.275	5.150

Note that the outlined box will total both across and down.

In 1997, the Placeholder PL reported the following FTE staff:

POSITION	With ALA/MLS	Without ALA/MLS	TOTAL
Director	1.000	0.000	1.000
Librarians	1.000	0.000	1.000
Other Professionals	0.000	0.000	0.000
All Other Paid Staff	0.000	0.000	0.000
TOTAL	2.000	0.000	2.000

Please provide your 1998 FTE staff figures here.

POSITION	With ALA/MLS	Without ALA/MLS	TOTAL
Director			
Librarians			
Other Professionals			
All Other Paid Staff			
TOTAL			

Colorado Public Library Technology Inventory

STOP! Please read the "Technology Inventory Glossary" on page 15 of this Report before completing this section.

7. Building Level Information

Please update in this column.

Library Institution:	PLACEHOLDER PUBLIC LIBRARY	
Branch Name:		
Street Address:		
Mailing Address (if appl.):		
City:		
State:		
Zip Code:		
County:		
Telephone:		
Fax:		
Name of Director/Manager:		
Title:		
E-mail:		

8. Computer Capacity and Resources

- a. How many computers, in total, are in use at this location?
- b. How many of these computers are connected to CD-ROM resources?
- c. How many of these computers can access commercial databases (e.g., Dialog)?
- d. How many of these computers display text only (i.e., non-graphical)?
- e. How many of these computers can display graphics?
- f. How many of these computers are PCs (not Macintoshes) that have: 1) a Pentium coprocessor or better, 2) 90 Megahertz or faster AND 3) 16 MB of RAM or more?
- g. Of the number reported in Item 8f, how many are available to the public without staff mediation? Do not include computers that are designated solely for OPAC display, or provide access to a single database or CD-ROM resource.

9. Networking

- a. Please list the vendor/manufacturer of the OPAC in use at this library location (e.g., Dynix). If this library location does not have an OPAC, please enter "N/A" and skip to Item 9d. _____
- b. What is model and release/version of this OPAC? (E.g., Unicorn version 7.0 from SIRSI) _____
- c. Of the number of computers reported in Item 8f, how many provide access ONLY to the OPAC?
- d. Is this library building wired for a Local Area Network (LAN)? If no, please skip to Item 9i. Y N
- e. How many computers of all types and configurations are on the LAN?
- f. Does this building have Category 5 internal wiring? Y N
- g. Is this library building ITSELF a central facility with a Wide Area Network (WAN)? Y N
- h. Is this library building CONNECTED to a central facility with a WAN? Y N
- i. Please report the total number of voice and data lines into this building. For example, 2 voice lines + 1 fax line + 1 T-1 line = 4 lines.

Institution: PLACEHOLDER PUBLIC LIBRARY

Branch Name:

Colorado Public Library Technology Inventory, continued

10. Internet Access and Policies

a. Does this library building have a Technology Plan as of today's date? Y N

b. Does this library building have Internet access? If no, please attach a sheet indicating how and when an Internet connection will be established, and go on the Page 6 of this Report. Y N

c. Is at least one public access computer connected to the Internet via a dial-up account to an Internet Service Provider (ISP)? If no, please skip to Item 10f. Y N

d. Please report the number of computers which can use the dial-up account.

e. Please indicate the maximum modem speed available for the dial-up connection (check one)
_____ 14.4Kb/s or less _____ 28.8Kb/s _____ 33.6Kb/s _____ 56Kb/s _____ Other _____

f. Is at least one public access computer connected to the Internet via a dedicated, leased connection (e.g., ISDN)? If no please skip to Item 10i. Y N

g. Please indicate the type of connection to the Internet (check one):
_____ ADSL _____ Cable _____ Frame Relay _____ ISDN _____ Point-to-Point
_____ Satellite _____ Wireless _____ Other _____

h. Please indicate the speed of the dedicated connection (check one):
_____ 56Kb/s _____ 128Kb/s _____ 256 Kb/s _____ 512 Kb/s _____ T-1 _____ Other

i. Regarding access policies, please check all that apply:
_____ Patrons may access the Internet on their own
_____ Patrons may access the Internet with staff mediation or on their own
_____ Patrons may access the Internet only with staff mediation
_____ Internet access is provided to staff only

j. Does your library use filtering software on public access computers to block access to certain Internet sites?
_____ No.
_____ Yes, on some computers.
_____ Yes, on all computers.

Income

Please report your library's income in the boxes on the left. Use whole dollars only, no cents. If your library did not receive income in a certain category, please enter "0." At the right are your responses from last year. If your library did not receive income in a category last year, that field will be blank or display "\$0".

11. Local Income

This year's Local Income: \$ Last year's Local Income:

Please check all types of local income your library received in 1998:

<input type="checkbox"/> City General Fund	<input type="checkbox"/> City Sales Tax	<input type="checkbox"/> City Mill Levy
<input type="checkbox"/> County General Fund	<input type="checkbox"/> County Sales Tax	<input type="checkbox"/> County Mill Levy
<input type="checkbox"/> District General Fund	<input type="checkbox"/> District Sales Tax	<input type="checkbox"/> District Mill Levy

Other Local Income
(please identify):

12. State Income

State income includes, but is not limited to, county equalization, payment for lending, and state grants.

This year's State Income: \$ Last year's State Income:

13. Federal Income

Examples of Federal income include LSTA money, National Endowment for the Humanities, and all other Federal grants.

This year's Federal Income: \$ Last year's Federal Income:

14. Other Income

Other income includes, but is not limited to, fines and fees, gifts and donations, private foundation grants, corporate giving and miscellaneous income.

This year's Other Income: \$ Last year's Other Income:

15. Total Library Income

Please add Local, State, Federal and Other Income figures and write the amount in the Total Income box below.

This year's Total Income: \$ Last year's Total Income:

Expenditures

Placeholder PL Report

Please report your library's expenditures from 1998 in the boxes on the left. Use whole dollars only, no cents. If your library did not have any expenditures in a category, please enter "0." At the right are your responses from 1997. If your library did not spend money in a category last year, that field will be blank or display "\$0".

16. Staff Expenditures

Please report your library's expenditures on all salaries and wages for all employees of the library.

a. **This year's Staff Salaries:** \$ **Last year's Staff Salaries:**

Please report all Social Security, retirement, insurance and benefits paid by your library for all staff.

b. **This year's Benefits:** \$ **Last year's Benefits:**

Sum of Staff Salaries and Benefits, above:

c. **Total Staff Expenditures:** \$ **Last year's Total Staff Exp:**

17. Materials Expenditures

a. Books and bound volumes:

Bound Materials Costs: \$ **Last year's Costs:**

b. Video materials:

Video Costs: \$ **Last year's Costs:**

c. Audio materials (books-on-tape, cassettes, music CD's):

Audio Costs: \$ **Last year's Costs:**

d. Paper subscriptions/serials:

Subscriptions Costs: \$ **Last year's Costs:**

e. Electronic materials (electronic serials, multimedia CD-ROM, software programs):

Electronic Materials Costs: \$ **Last year's Costs:**

f. Electronic access to electronic serials subscription services (full text and indexes), bibliographic utilities, consortia fees (e.g., Marmot, OCLC, etc.), Internet fees, etc.

Electronic Access Costs: \$ **Last year's Costs:**

g. All other materials expenditures not reported above (films, microforms, etc.):

Other Costs: \$ **Last year's Costs:**

h. Total materials expenditures (sum of 17a. through 17g.):

Total Materials Expenditures: \$ **Last year's Costs:**

18. Other Operating Expenditures

All other operating expenditures not applicable to staff or materials, including, but not limited to: rent, insurance, telephone, postage/courier costs, preservation and conservation, travel, computer maintenance, supplies, etc.

Other Operating Expenditures: \$ **Last year's Costs:**

19. TOTAL OPERATING EXPENDITURES (sum of shaded boxes):

TOTAL of 16c, 17h and 18: \$ **Last year's Costs:**

20. Capital Outlay

Please report funds expended on capital improvements (buildings, equipment or fixed assets):

Capital Outlay: \$ **Last year's Costs:**

21. Library Collection

This section pertains to the number of units or items in your library's collection that are circulated to or can be accessed by the public. The right column shows your reported figures from last year.

	This year:	Last year:
a. Number of books and bound serials:	<input type="text"/>	9,999
b. Number of audio materials (cassettes, CDs, books-on-tape):	<input type="text"/>	99
c. Number of video materials (video cassettes, laser disks):	<input type="text"/>	9
d. Number of computer software packages for public use:	<input type="text"/>	9
e. Current periodicals/serials in paper format:	<input type="text"/>	9
<i>Please count the titles in this category, not the individual issues, and include multiple subscriptions for all branches, if applicable.</i>		
f. Number of electronic subscription services, both full-text and indexes:	<input type="text"/>	0
<i>Examples of electronic subscription services include the Rocky Mountain News, IAC Magazine Index, Ebsco and NewsBank.</i>		

22. Circulation

This section pertains to the number of units or items your library circulated in all formats to all users, including renewals. The right column shows your reported figures from last year.

	This year:	Last year:
a. Circulation of Children's Materials:	<input type="text"/>	999
b. Circulation of Non-Children's Materials:	<input type="text"/>	999
c. Total Circulation:	<input type="text"/>	999

23. Colorado Library Card (CLC) Program Participation

	This year:	Last year:
a. How many CLC borrowers used your library in 1998?	<input type="text"/>	99
b. How many items did your library circulate JUST to CLC borrowers?	<input type="text"/>	99
c. If your library does NOT participate in the CLC Program, please check here:	<input type="checkbox"/>	

Annual Service

This year:

Last year:

24. Annual Visits

Please report the annual number of persons entering the library for any reason (for example, checking out or returning books, attending a meeting, using the photocopier or telephone, etc.). You can get this number either from your door counter, by counting people for a week and multiplying by 52, or by counting people on 7 random days and multiplying by 52.

Annual Visits:

2,999

25. Annual Reference Transactions:

Please report the annual number of reference transactions in your library. A reference transaction is an information contact with a library patron that involves professional knowledge, referral services, instruction in the collection or the library's technology. It doesn't include directional or incidental questions.

Reference Questions:

999

26. Annual Program Offerings:

Please report the number of each of the following kinds of programs and presentations your library held or sponsored during the last year. If your library did not offer any programs for young adults, for example, please enter "0."

a. **Children's:**

9

b. **Young Adults:**

9

c. **Adults:**

9

d. **Total Number:**

9

27. Annual Program Attendance:

Please report the number of people of all ages who attended each kind of program during the last year.

a. **Attendance at Children's programs:**

99

b. **Attendance at YA programs:**

99

c. **Attendance at Adult programs:**

99

d. **Total attendance:**

99

28. Interlibrary Lending:

Please report the number of items your library circulated through interlibrary loans.

a. **Loaned to other libraries:**

99

b. **Borrowed from other libraries:**

99

STOP! If your library's schedule is the **SAME AS LAST YEAR**, please write "SAME" across this worksheet, skip this section and proceed to page 12.

If there has been any change in your schedule, please calculate Annual Public Service Hours using this worksheet and the example provided on Page 10. Please enter your Annual Public Service Hours and Evening and Weekend Hours in boxes a. and b., below. Evening hours begin at 5 p.m. For libraries with more than three branches, make as many copies of this worksheet as necessary and total all pages in boxes a. and b.

Day	Typical Week or 7 Typical Days				Public Service Hours	Eve/Weekend Hours
	Main Building	Branch	Branch	Branch		
Sunday Schedule: Hours: Eve/weekend:						
Monday Schedule: Hours: Eve/weekend:						
Tuesday Schedule: Hours: Eve/weekend:						
Wednesday Schedule: Hours: Eve/weekend:						
Thursday Schedule: Hours: Eve/weekend:						
Friday Schedule: Hours: Eve/weekend:						
Saturday Schedule: Hours: Eve/weekend:						
TOTAL hours in a typical week						
multiply by 52 for yearly total					x 52	x 52
TOTAL for the year					a.	b.

1997 Report: Annual Public Service Hours: 999 Annual Evening/Weekend Hours: 99

Annual Public Service Hours Example

The annual number of hours your library is open to the public can be calculated by counting the number of hours open during a typical week or 7 typical days, and multiplying that number by 52. Below is an example of a library's worksheet.

Day	Typical Hours of Service Open			Public Service Hours	Eve/Weekend Hours
	Main Building	Branch	Branch		
Sunday Schedule: Hours: Eve/wkend:	1 pm - 4 pm 3 hrs 3 hrs	1 pm - 4 pm 3 hrs 3 hrs	1 pm - 4 pm 3 hrs 3 hrs	3 + 3 + 3 = 9	3 + 3 + 3 = 9
Monday Schedule: Hours: Eve/wkend:	9 am - 9 pm 12 hrs 4 hrs	9 am - 5 pm 8 hrs 0 hrs	9 am - 5 pm 8 hrs 0 hrs	12 + 8 + 8 = 28	4 + 0 + 0 = 4
Tuesday Schedule: Hours: Eve/wkend:	9 am - 9 pm 12 hrs 4 hrs	9 am - 9 pm 12 hrs 4 hrs	Closed	12 + 12 = 24	4 + 4 = 8
Wednesday Schedule: Hours: Eve/wkend:	9 am - 9 pm 12 hrs 4 hrs	9 am - 9 pm 12 hrs 4 hrs	9 am - 5 pm 8 hrs 0 hrs	12 + 12 + 8 = 32	4 + 4 = 8
Thursday Schedule: Hours: Eve/wkend:	9 am - 9 pm 12 hrs 4 hrs	9 am - 9 pm 12 hrs 4 hrs	9 am - 9 pm 12 hrs 4 hrs	12 + 12 + 12 = 36	4 + 4 + 4 = 16
Friday Schedule: Hours: Eve/wkend:	9 am - 5 pm 8 hrs 0 hrs	9 am - 5 pm 8 hrs 0 hrs	9 am - 5 pm 8 hrs 0 hrs	8 + 8 + 8 = 24	0
Saturday Schedule: Hours: Eve/wkend:	10 am - 2 pm 4 hrs 4 hrs	9 am - 12 pm 3 hrs 3 hrs	10 am - 1 pm 3 hrs 3 hrs	4 + 3 + 3 = 10	4 + 3 + 3 = 10
TOTAL hours in a typical week				9 + 28 + 24 + 32 + 36 + 24 + 10 = 163	9 + 4 + 8 + 8 + 16 + 0 + 10 = 55
(multiply by 52)				x 52	x 52
TOTAL for the year				163 x 52 = 8476 annual public service hours	55 x 52 = 2860 annual evening & weekend hours

30. Challenges Report

Please report any attempt by any individual or group to restrict access to any title, material, exhibit, presentation, event, or computer display during the last year. Please estimate if you don't know the exact number. Count the challenge if a public oral or written complaint is lodged to library staff, administration or governing board. If a challenge to an exhibit is made, count specific materials in the exhibit separately. If this library has not experienced any challenges during 1998, please enter "0."

- a. How many challenges did your library receive during 1998?
- b. How many separate titles, exhibits, World Wide Web sites, etc., were involved?

Please indicate the reason for and the result of each challenge using the codes below. We welcome additional pages with your comments.

Title & Author, URL, Date of Event, Content of Exhibit, or Description <i>Please attach more pages if necessary, and any newspaper clippings if possible.</i>	Date of Copyright, Issue, Event, etc.	Audience = C, YA, A <i>Children, Young Adult, Adult</i>	Reason* <i>Use all codes that apply from list below</i>	Result** <i>Use code from list below</i>

*Reason for Challenge		**Result of Challenge
1) Anti-ethnic 2) Insensitivity 3) Racism 4) Sexism 5) Homosexuality 6) Nudity 7) Sex education 8) Sexually explicit 9) Anti-family 10) Offensive language 11) Political viewpoint 12) Religious viewpoint 13) Unsuitable to age group	14) Abortion 15) Drugs 16) Occult/ Satanism 17) Suicide 18) Violence 19) Other— <i>please attach circumstances on separate sheet</i>	AD Action Dropped = Complainant dropped action part way through process Damaged = Item missing pages, picture, or otherwise damaged or altered before or after reconsideration Gone = Item removed by library staff from collection Moved = Item moved to another part of library NC No Change = Item retained in collection with no change in status Other = Please attach circumstances on separate sheet Restricted = Item on restricted access (i.e. put on reserve) Undecided = Item's status not decided yet

Were there any organizations or groups supporting particular censorship challenges against library materials, programs, or items in 1998? If so, please give their names here.

31. Director's Salary and Range of Professional Salaries

Please note that the list of professional positions is intended to be representative, not exhaustive. It is not necessary to report every position that exists in your library. If a position listed below exists in your library (i.e., is budgeted for) but is not currently filled, please report the salary as if it were filled. If a position does not exist in your library, simply leave that line blank. If you have additional library positions you would like to report, please note them on the "other" line, or feel free to attach additional sheets. Use your current salary schedule to report these figures in whole dollars, and, if necessary, convert to an annual salary. If a range does not exist, please report the actual salary in the "High" column. Please include positions that may be paid by sources other than the library's budget.

Professional Positions*	(I) Annual Salary (High)	(II) Number of Hours Paid per Week **	(III) Annual Salary (Low)	(IV) Number of Hours Paid per Week **
a. Director (actual salary, not range)	\$.00		<i>Report actual salary in (I)</i>	
b. Assistant Director	\$.00		\$.00	
c. Branch Head	\$.00		\$.00	
d. Department Head ***	\$.00		\$.00	
e. Cataloger	\$.00		\$.00	
f. Children's Librarian	\$.00		\$.00	
g. Computer / Automation Specialist	\$.00		\$.00	
h. Interlibrary Loan	\$.00		\$.00	
i. Reference / Adult Services	\$.00		\$.00	
j. Starting Librarian	\$.00		\$.00	
k. Other _____	\$.00		\$.00	
l. Other _____	\$.00		\$.00	

Notes:

* For employees covering multiple positions, please report them under position where the most time is spent.

**For full-time professionals not paid on an hourly basis and working at least 40 hours per week, enter 40.

***This category assumes supervisory responsibility.

32. Range of Paraprofessional and Clerical Salaries

Please use your current salary schedule to report these figures. Please report the actual wages in the "High" column if a range does not exist. If a position exists in your library (i.e., is budgeted for) but is not currently filled, please report the wages as if it were filled. If a position listed here does not exist in your library, simply leave that position blank. If you have other library paraprofessional staff with different job titles, please note them on the "other" line, or feel free to attach additional sheets.

Hourly Staff Wages:		(a) High Hourly Wage	(b) Low Hourly Wage
a.	Library Assistant / Technician	\$	\$
b.	Library Clerk	\$	\$
c.	Library Page or Shelver	\$	\$
d.	Other _____	\$	\$
e.	Other _____	\$	\$

33. Friends of the Library

Does your library have a Friends of the Library group? Yes No

If yes, please fill in the name of the president or chair:

Name:	Telephone:
Address:	City, State and Zip:

34. Current Trustees List

Name of Chair		Term Expires:
Mailing Address		
City	County	Zip Code
Area Code	Home Ph: ()	Bus. Ph: ()

OTHER MEMBERS (make additional pages as needed)

Name		
Mailing Address		Term Expires
City	County	Zip Code
Area Code	Home Ph: ()	Bus. Ph: ()

Name		
Mailing Address		Term Expires
City	County	Zip Code
Area Code	Home Ph: ()	Bus. Ph: ()

Name		
Mailing Address		Term Expires
City	County	Zip Code
Area Code	Home Ph: ()	Bus. Ph: ()

Name		
Mailing Address		Term Expires
City	County	Zip Code
Area Code	Home Ph: ()	Bus. Ph: ()

Name		
Mailing Address		Term Expires
City	County	Zip Code
Area Code	Home Ph: ()	Bus. Ph: ()

Technology Inventory Glossary

ADSL: Asymmetric Digital Subscriber Line. A method for moving data over regular phone lines, it is faster than a regular phone connection. Similar to a leased line, an ADSL circuit must be configured to connect two specific locations.

Cable: A constant connection to the Internet utilizing cabling equipment and services of a telecommunications provider.

Catalog software vendor: A supplier of automated catalog systems and software, e.g., TLC, Dynix, SIRSI.

Category 5 (CAT-5) Cabling: A relatively expensive cabling method, Category 5 wiring is capable of transmitting data at high speeds and conforms to IEEE standards. By contrast, most telephone lines are Category 1.

Configuration: The way a system is set up, or the assortment of components that make up the system. Configuration refers to either hardware or software, or the combination of both. (e.g., a typical configuration for a PC consists of 32MB main memory, a floppy drive, a hard disk, a modem, a CD-ROM drive, a VGA monitor, and the Windows operating system.)

Dedicated Connection: A permanent connection to the Internet, as opposed to a dial-up connection, which must be established for each session.

Frame Relay: A packet-switching protocol for connecting devices on a Wide Area Network (WAN). Frame Relay networks in the U.S. support data transfer rates at T-1 (1.544 Mbps) and T-3 (45 Mbps) speeds.

Internet Access: Having one or more of the following services available via the library: telnet, gopher, file transfer protocol (ftp), or the World Wide Web. Access to electronic mail only is not considered Internet access.

ISDN: Integrated Services Digital Network. An international communications standard for sending voice, video, and data over digital telephone lines. ISDN requires special metal wires and supports data transfer rates of 64 Kbps (64,000 bits per second).

Internet Service Provider (ISP): A company that provides access to the Internet for other companies and/or individuals. ISP's are NOT commercial services such as Prodigy, America Online, CompuServe, or Microsoft Network.

Kb/s or Kbps: Kilobits per second. A measure of data transfer speed. Modems, for example, are measured in Kbps. Note that one Kbps is 1,000 bits per second, whereas a KB (kilobyte) is 1,024 bytes.

Leased line: A phone line that is rented for exclusive 24-hour, 7-days-a-week use from your location to another location. The highest speed data connections require a leased line.

Local Area Network (LAN): Two or more computers connected with cables and network interface cards. A serial cable terminal network connecting an OPAC to dumb terminals (devices with no internal memory or processing capacity) is not a LAN.

Technology Inventory Glossary (continued)

Modem: An external or internal device attached to a computer that translates digital information into analog form and back again. This device enables computers to communicate over telephone lines.

PC: IBM-compatible personal (desktop) computer.

Pentium: A microprocessor or chip manufactured by Intel.

Point-to-Point: A dedicated circuit provided by one or more telecommunications carriers which have a permanent link from each endpoint.

Public Access Computers: Computers and workstations that are available to the public without staff mediation.

RAM: Random access memory. A type of computer memory that can be accessed randomly; that is, any byte of memory can be accessed without touching the preceding bytes. RAM is the most common type of memory found in computers and other devices, such as printers. It is measured in MBs or megabytes.

Satellite Communications: A technique that sends and receives data and voice signals via transmissions on orbiting satellites.

Telephone Line: analog, POTS. The "plain old telephone system" line that is capable of carrying voices via the telephone and data via a modem.

Wide Area Network (WAN): Two or more Local Area Networks (LANs) connected by a bridge or router spanning a telecommunications line

Wireless: Sending data without using physical wiring, i.e., satellite transmission, cellular phone communications

FAX COVER SHEET

**IMPORTANT! Public Library Annual Report follows.
Please deliver immediately to Louise Conner, LRS
Administrative Assistant, Room 307.**

TO: Library Research Service, Colorado State Library

ATTENTION: Louise Conner

DATE:

RE: Public Library Annual Report

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