

[HOME](#)[About
MBLC](#)[Grants & Related
Programs](#)[Advisory Services
For Libraries](#)[Library
Jobs](#)[Massachusetts
Libraries](#)[Find Books &
Magazines Online](#)[Trustees, Directors &
Friends](#)[Library-Based Literacy](#)[Library Statistics](#)[Public Library Data](#)[Academic Library Data](#)[Special Library Data](#)[School Library Data](#)[Public Library Facts
Newsletter](#)[Library Network Data](#)[Other Sources](#)[Planning](#)[Preservation](#)[Public Relations](#)[MBLC Professional
Library](#)[Workshops &
Continuing Education](#)[Library Associations](#)[Performers Directory](#)[Advisory Services For Libraries](#) > [Library Statistics](#) > [Special Library Data](#)

Field Descriptions for Special Statistics File 2004

Special Libraries Data collected July, 2004

Field Name	Definition
LIBKEY	Unique identifier for the library
INSTNAME	Name of the institution
LIBNAME	Name of the library (defaults to "library" when the same as the institution name.)
REGION	Library region in which library is located B=Boston C=Central M=Metrowest N=Northeast S=Southeastern W=Western
CLIBTYPE	Type of Library: F=For profit corporation G=Government Agency H=Health/Hospital I=Institutional L=Law M=Museum/Historical/Educational O=Other
NEXPLIBMAT	Operations: Expenditures for library materials
NEXPSALS	Operations: Expenditures for salaries (excludes benefits)
NEXPOTH	Operations: Other operating expenditures
NTOTEXPEND	Operations: Total expenditures for operating the library
LEXPLIBMAT	Operations: True value indicates expenditures for library materials could not be provided
LEXPSALS	Operations: True value indicates expenditures for salaries could not be provided
LEXPOTH	Operations: True value indicates other operating expenditures could not be provided
LTOTEXPEND	Operations: True value indicates total expenditures for operating the library could not be provided
NSTAFF	Staffing: Total number of paid library staff
NSTAFFMLS	Staffing: Total number of paid library staff with MLS degree
NSTAFFHRS	Staffing: Number of hours worked in a typical week by paid staff
NVOLHRS	Staffing: Number of hours worked in a typical week by volunteers
LCIRCMAT	Circulation: True value indicates library circulates its materials

NVOLBOOK	Holdings: Volumes of books
NVOLSERIAL	Holdings: Volumes of print serials
NVIDEO	Holdings: Video cassettes
NAUDIO	Holdings: Audio cassettes
NMATELECF	Holdings: Materials in electronic format
COTHERWHAT	Holdings: Description of other holdings
NOTHERWHAT	Holdings: Number of other holdings
NHOLD	Holdings: Total Holdings
NCIRC	Circulation: Total Circulation
NPRINTSUBS	Subscriptions: Print
NELECSUBS	Subscriptions: Electronic
NMICROSUBS	Subscriptions: Microform
NILLTO	Circulation: Interlibrary loans provided to other libraries
NILLFROM	Circulation: Interlibrary loans received from other libraries
NANNHRS	Services: Total annual hours the library was open
LOPENPUBLI	Services: True "T" value indicates the library was open to the public some portion of the annual hours open.
NTOTVISITS	Services: Total visits to the library.
NREFERENCE	Services: Total number of reference transactions
CRECMGMT	Services: True "T" indicates the library provides a records management/ archival function for their organization.

Dates of Data

Holdings and Staffing: as of 6/30/2004

Circulation, Services and Operations: 07/01/2003 - 06/30/2004

[^ Back to top](#)

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