

# ARL STATISTICS WORKSHEET 2009–2010

This worksheet is designed to help you plan your submission for the 2009–2010 *ARL Statistics*. The figures on this worksheet should be similar to those in the “Summary” page of your web form, except in cases where data are unavailable. If an exact figure is unavailable, use “NA/UA”. If the appropriate answer is zero or none, use “0.”

Reporting Institution \_\_\_\_\_ Date Returned to ARL \_\_\_\_\_  
Report Prepared by (name) \_\_\_\_\_  
Title \_\_\_\_\_  
Email address \_\_\_\_\_ Phone number \_\_\_\_\_  
Contact person (if different) \_\_\_\_\_  
Title \_\_\_\_\_  
Email address \_\_\_\_\_ Phone number \_\_\_\_\_

## PAGE ONE – VOLUMES AND TITLES:

<b>1. Volumes held June 30, 2010</b> (1.a + 1.b)	(1)	_____
1a. Volumes held June 30, 2009	(1.a)	_____
1b. Volumes added during the year (1.b.i – 1.b.ii)	(1.b)	_____
(i) Volumes added – Gross	(1.b.i)	_____
(ii) Volumes withdrawn during year	(1.b.ii)	_____
<b>2. Titles held June 30, 2010</b>	(2)	_____
<b>3. Number of monographic volumes purchased</b>	(3)	_____
<b>4. Basis of volume count is:</b>	(4)	_____ Physical
		_____ Bibliographic

PAGE TWO – OTHER COLLECTIONS

SERIALS

5. Total number of serial titles currently received, including periodicals (5.a + 5.b)  
(5) \_\_\_\_\_

5a. Number of serial titles currently purchased (5a.i + 5a.ii) (5a) \_\_\_\_\_

5a.i Electronic (5a.i) \_\_\_\_\_

5a.ii Print (and other format) serials purchased (5a.ii) \_\_\_\_\_

5b. Number of serial titles currently received but not purchased  
(5b.i + 5b.ii + 5b.iii + 5b.iv) (5b) \_\_\_\_\_

5b.i Consortial (5b.i) \_\_\_\_\_

5b.ii Freely accessible (5b.ii) \_\_\_\_\_

5b.iii Print (and other format) – *Exchanges, gifts, etc.* (5b.iii) \_\_\_\_\_

5b.iv Government documents (5b.iv) \_\_\_\_\_

6. Government documents are included in count of Current Serials? (6) \_\_\_\_\_ Yes \_\_\_\_\_ No

OTHER LIBRARY MATERIALS

7. Microform units (7) \_\_\_\_\_

8. Government documents not counted elsewhere (8) \_\_\_\_\_

9. Computer files (9) \_\_\_\_\_

10. Manuscripts and archives (linear ft.) (10) \_\_\_\_\_

AUDIOVISUAL MATERIALS

11. Cartographic (11) \_\_\_\_\_

12. Graphic (12) \_\_\_\_\_

13. Audio (13) \_\_\_\_\_

14. Film and Video (14) \_\_\_\_\_

PAGE THREE – EXPENDITURES

15. Are the below figures reported in Canadian dollars? (15) \_\_\_\_\_ Yes  
\_\_\_\_\_ No

16. Total Library Materials Expenditures (16.a + 16.b + 16.c + 16.d) (16) \_\_\_\_\_

16a. Monographs (16a) \_\_\_\_\_

16b. Serial titles, including periodicals (16b) \_\_\_\_\_

16c. Other Library Materials (16c) \_\_\_\_\_

16d. Miscellaneous (16d) \_\_\_\_\_

17. Contract binding (17) \_\_\_\_\_

18. Total Salaries and Wages (18.a + 18.b + 18.c) (18) \_\_\_\_\_

18a. Professional staff (18a) \_\_\_\_\_

18b. Support staff (18b) \_\_\_\_\_

18c. Student assistants (18c) \_\_\_\_\_

19. Fringe benefits are included in expenditures for salaries and wages? (19) \_\_\_\_\_ Yes  
\_\_\_\_\_ No

20. Other operating expenditures (20) \_\_\_\_\_

21. Total library expenditures (16 + 17 + 18 + 20) (21) \_\_\_\_\_

ELECTRONIC MATERIALS EXPENDITURES

22. One-time electronic resource purchases (22) \_\_\_\_\_

23. Ongoing electronic resource purchases (e.g., subscriptions, annual license fees) (23) \_\_\_\_\_

24. Bibliographic Utilities, Networks, and Consortia

24a. From internal library sources (24a) \_\_\_\_\_

24b. From external sources (24b) \_\_\_\_\_

25. Computer hardware and software (25) \_\_\_\_\_

26. Document Delivery/Interlibrary Loan (26) \_\_\_\_\_

**PAGE FOUR – PERSONNEL AND PUBLIC SERVICES**

**PERSONNEL** (Round figures to nearest whole number.)

- 27. Total Staff FTE (27.a + 27.b + 27.c)** (27) \_\_\_\_\_
- 27a. Professional staff, FTE (27a) \_\_\_\_\_
- 27b. Support staff, FTE (27b) \_\_\_\_\_
- 27c. Student assistants, FTE (27c) \_\_\_\_\_

**STAFFED SERVICE POINTS AND HOURS**

- 28. Number of staffed library service points** (28) \_\_\_\_\_
- 29. Number of weekly public service hours** (29) \_\_\_\_\_

**INSTRUCTION**

- 30. Number of library presentations to groups** (30) \_\_\_\_\_

30a. Is the library presentations figure based on sampling?  
(30a) \_\_\_\_\_ Yes \_\_\_\_\_ No

- 31. Number of total participants in group presentations reported in line 30** (31) \_\_\_\_\_

31a. Is the total participants in group presentations figure based on sampling?  
(31a) \_\_\_\_\_ Yes \_\_\_\_\_ No

**REFERENCE**

- 32. Number of reference transactions** (32) \_\_\_\_\_

32a. Is the reference transactions figure based on sampling?  
(32a) \_\_\_\_\_ Yes \_\_\_\_\_ No

PAGE FIVE – PUBLIC SERVICES AND LOCAL CHARACTERISTICS

CIRCULATION

33. Number of initial circulations (excluding reserves) (33) \_\_\_\_\_
34. Total circulations (initial and renewals, excluding reserves) (34) \_\_\_\_\_

INTERLIBRARY LOANS

35. Total number of filled requests provided to other libraries (35) \_\_\_\_\_
36. Total number of filled requests received from other libraries or providers (36) \_\_\_\_\_

PhD DEGREES AND FACULTY

37. Number of PhDs awarded in FY2008-2009 (37) \_\_\_\_\_
38. Number of fields in which PhDs can be awarded (38) \_\_\_\_\_
39. Number of full-time instructional faculty in FY2008-2009 (39) \_\_\_\_\_

ENROLLMENT – FALL 2008

(Line numbers refer to IPEDS survey form.)

40. Full-time students, undergraduate and graduate (40) \_\_\_\_\_  
(Add line 8, columns 15 & 16, and line 14, columns 15 & 16.)
41. Part-time students, undergraduate and graduate (41) \_\_\_\_\_  
(Add line 22, columns 15 & 16, and line 28, columns 15 & 16.)
42. Full-time graduate students (Line 14, columns 15 & 16.) (42) \_\_\_\_\_
43. Part-time graduate students (Line 28, columns 15 & 16.) (43) \_\_\_\_\_

FOOTNOTES

On the web form, you will be able to add footnotes to individual questions, as well as footnotes that apply to your entire institution. Please provide any information which would clarify the figures submitted, e.g., the inclusion of branch campus libraries or any special projects which might cause radical increases or decreases. Please use the footnotes in the *ARL Statistics 2008-2009* for comparison if necessary. Please consult the Data Repository under [www.arlstatistics.org](http://www.arlstatistics.org) for a copy of last year’s footnotes. These can be found under “Data Repository” after you login to [www.arlstatistics.org](http://www.arlstatistics.org). Please make an effort to word your footnotes in a manner consistent with notes appearing in the published report, so that the ARL Office can interpret your footnotes correctly. Please use a concise sentence/paragraph format when writing footnotes—do not use bullets or make a bullet list.

**NOTE:** Any change over 10% in any answer to any of the survey’s questions over the preceding year’s response (2008–09) should be addressed with a footnote.

Submit the completed questionnaire by  
October 15, 2010.

For assistance, please e-mail Martha Kyrrillidou ([martha@arl.org](mailto:martha@arl.org)) or Shaneka Morris ([shaneka@arl.org](mailto:shaneka@arl.org))  
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