This worksheet is designed to help you plan your submission for the 2008-2009 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:

1. Volumes held June 30, 2009 (1.a + 1.b) (1) ________________
   1a. Volumes held June 30, 2008 (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      (ii) Volumes withdrawn during year (1.b.ii) ________________

2. Titles held June 30, 2009 (2) ________________

3. Number of monographic volumes purchased (3) ________________

4. Basis of volume count is:
   (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 \((14)\) ______________
15. Are the below figures reported in Canadian dollars?  
(15) _____Yes  
_____No

(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) ___________________
34. Total circulations (initial and renewals, excluding reserves) ___________________

INTERLIBRARY LOANS

35. Total number of filled requests provided to other libraries ___________________
36. Total number of filled requests received from other libraries or providers ___________________

PhD DEGREES AND FACULTY

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

ENROLLMENT – FALL 2008
(Line numbers refer to IPEDS survey form.)

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

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 2007-2008 for comparison if necessary. Please consult the Data Repository under 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. 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 (2007-08) should be addressed with a footnote.

Submit the completed questionnaire by October 15, 2009.

For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Les Bland (les@arl.org)
Tel. (202) 296-2296.