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:

1. Volumes held June 30, 2010 (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(ii) Volumes withdrawn during year (1.b.ii) _____

2. Titles held June 30, 2010 (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) _____

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 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 (2008–09) should be addressed with a footnote.

Submit the completed questionnaire by
October 15, 2010.

For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Shaneka Morris (shaneka@arl.org)
Tel. (202) 296-2296.