This worksheet is designed to help you plan your submission for the 2010-2011 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, 2011 (1.a + 1.b)  (1) ________________
   1a. Volumes held June 30, 2010  (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      (ii) Volumes withdrawn during year  (1.b.ii) ________________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, 2011  (2) ________________

3. Number of monographic volumes purchased  (3) ________________

4. Basis of volume count is:  (4) _____Physical
   _____Bibliographic
5. Total number of serial titles currently received, including periodicals \((5.a + 5.b)\)

\[
\begin{align*}
5a. & \text{ Number of serial titles currently purchased } (5a.i + 5a.ii) (5a) \quad \underline{\text{_______________}} \\
& \quad \text{(5a.i) Electronic} \quad (5a.i) \quad \underline{\text{_______________}} \\
& \quad \text{(5a.ii) Print (and other format) serials purchased} \quad (5a.ii) \quad \underline{\text{_______________}} \\
5b. & \text{ Number of serial titles currently received but not purchased } (5b.i + 5b.ii + 5b.iii + 5b.iv) (5b) \quad \underline{\text{_______________}} \\
& \quad \text{(5b.i) Consortial} \quad (5b.i) \quad \underline{\text{_______________}} \\
& \quad \text{(5b.ii) Freely accessible} \quad (5b.ii) \quad \underline{\text{_______________}} \\
& \quad \text{(5b.iii) Print (and other format) – Exchanges, gifts, etc.} \quad (5b.iii) \quad \underline{\text{_______________}} \\
& \quad \text{(5b.iv) Government documents} \quad (5b.iv) \quad \underline{\text{_______________}} \\
\end{align*}
\]

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

OTHER LIBRARY MATERIALS

7. Microform units (7) \underline{\text{_______________}}

8. Government documents not counted elsewhere (8) \underline{\text{_______________}}

9. Computer files (9) \underline{\text{_______________}}

10. Manuscripts and archives (linear ft.) (10) \underline{\text{_______________}}

AUDIOVISUAL MATERIALS

11. Cartographic (11) \underline{\text{_______________}}

12. Graphic (12) \underline{\text{_______________}}

13. Audio (13) \underline{\text{_______________}}

14. Film and Video (14) \underline{\text{_______________}}
### PAGE THREE – EXPENDITURES

15. Are the below figures reported in Canadian dollars?  
   (15) ____Yes   ____No

16. Total Library Materials Expenditures \((16.\text{a} + 16.\text{b} + 16.\text{c} + 16.\text{d})\)  
   \(16) \) ________________
   
   - 16a. Monographs  
     \(16\text{a}) \) ________________
   - 16b. Serial titles, including periodicals  
     \(16\text{b}) \) ________________
   - 16c. Other Library Materials  
     \(16\text{c}) \) ________________
   - 16d. Miscellaneous  
     \(16\text{d}) \) ________________

17. Contract binding  
   \(17) \) ________________

18. Total Salaries and Wages \((18.\text{a} + 18.\text{b} + 18.\text{c})\)  
   \(18) \) ________________
   
   - 18a. Professional staff  
     \(18\text{a}) \) ________________
   - 18b. Support staff  
     \(18\text{b}) \) ________________
   - 18c. Student assistants  
     \(18\text{c}) \) ________________

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  
     \(24\text{a}) \) ________________
   - 24b. From external sources  
     \(24\text{b}) \) ________________

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

26. Document Delivery/Interlibrary Loan  
   \(26) \) ________________
PERSONNEL (Round figures to nearest whole number.)

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

STAFFED SERVICE POINTS AND HOURS

28. Number of staffed library service points  
29. Number of weekly public service hours  

INSTRUCTION

30. Number of library presentations to groups  
   30a. Is the library presentations figure based on sampling?  
       (30a)  ____Yes  ____No  
31. Number of total participants in group presentations reported in line 30  
   31a. Is the total participants in group presentations figure based on sampling?  
       (31a)  ____Yes  ____No  

REFERENCE

32. Number of reference transactions  
   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 FY2010-2011  (37) ___________________

38. Number of fields in which PhDs can be awarded  (38) ___________________

39. Number of full-time instructional faculty in FY2010-2011  (39) ___________________

ENROLLMENT – FALL 2010
(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 2009-2010 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, 2011.

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