This worksheet is designed to help you plan your submission for the 2011–2012 ARL Statistics. The figures on this worksheet should be similar to those in the “Summary” page of our web form, except in cases where data are unavailable. If an exact figure is unavailable, leave it blank. The Primary Contact should carefully review the totals for each question; and if they are not representative of the overall institution, the Primary Contact can mark the question NA/UA at the publication level screen.

Reporting Institution ____________________________ Date Returned to ARL ________________

Report Prepared by (name) ____________________________

Title ______________________________________________

Email address ____________________________ Phone number ____________________________

Contact person (if different) ____________________________

Title ______________________________________________

Email address ____________________________ Phone number ____________________________

COLLECTIONS:

1. Titles held June 30, 2012 (all formats) (1) ____________

2. Volumes held June 30, 2012 (print plus electronic) (2) ____________

3. Basis of print volume count is
   (3) ______ Physical
   ______ Bibliographic

4. Electronic books (included in question 2) (4) ____________

5. Are the below figures reported in Canadian dollars? (5) ______ Yes ______ No

EXPENDITURES

6. Total Library Expenditures (exclude fringe benefits) (7 + 8 + 9) (6) ____________

7. Total Library Materials Expenditures (7a + 7b + 7c) (7) ____________

   7a. One-time resource purchases (7a) ____________

   7b. Ongoing resource purchases (e.g. subscriptions, annual license fees) (7b) ____________

   7c. Collection support (7c) ____________
8. Total Salaries and Wages \((8a + 8b + 8c)\)

(Exclude fringe benefits; **Report fringe benefits in question 10**) \(\text{ (8) }\)

8a. Professional staff (exclude fringe benefits) \(\text{ (8a) }\)

8b. Support staff (exclude fringe benefits) \(\text{ (8b) }\)

8c. Student assistants (exclude fringe benefits) \(\text{ (8c) }\)

9. Other operating expenditures \(\text{ (9) }\)

**FRINGE BENEFITS (Provide a detailed footnote on what this includes)**

10. Fringe benefits \(\text{ (10) }\)

11. Official designated percent \(\text{ (11) }\)

**EXPENDITURES FROM EXTERNAL SOURCES**

12. Consortia/Networks/Bibliographic Utilities Expenditures from External Sources \(\text{ (12) }\)

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

13. Total Staff FTE \((13a + 13b + 13c)\) \(\text{ (13) }\)

13a. Professional staff, FTE \(\text{ (13a) }\)

13b. Support staff, FTE \(\text{ (13b) }\)

13c. Student assistants, FTE \(\text{ (13c) }\)

**INSTRUCTION**

14. Number of library presentations to groups \(\text{ (14) }\)

14a. Is the library presentations figure based on sampling? \(\text{ (14a) }\) Yes \(\text{ No}\)

15. Number of total participants in group presentations reported in line 14 \(\text{ (15) }\)

15a. Is the total participants in group presentations figure based on sampling? \(\text{ (15a) }\) Yes \(\text{ No}\)

**REFERENCE**

16. Number of reference transactions \(\text{ (16) }\)

16a. Is the reference transactions figure based on sampling? \(\text{ (16a) }\) Yes \(\text{ No}\)
**CIRCULATION**

17. Number of initial circulations (excluding reserves) (17)

**USE OF ELECTRONIC RESOURCES (following COUNTER definitions)**

18. Number of successful full-text article requests (journals) (18)

19. Number of regular searches (databases) (19)

20. Number of federated searches (databases) (20)

**INTERLIBRARY LOANS**

21. Total number of filled requests provided to other libraries (21)

22. Total number of filled requests received from other libraries or providers (22)

**DOCTOR’S DEGREES AND FACULTY**

23. Number of Doctor’s Degrees awarded in FY2011-2012 (23)

24. Number of fields in which Doctor’s Degrees can be awarded (24)

25. Number of full-time instructional faculty in FY2011-2012 (25)

**ENROLLMENT – FALL 2011**

26. Full-time students, undergraduate and graduate (26)

27. Part-time students, undergraduate and graduate (27)

28. Full-time graduate students (28)

29. Part-time graduate students (29)

**FOOTNOTES**

NOTE: Any large shifts in reported data compared to last year should be explained with a footnote.

Submit the completed questionnaire
By October 15, 2012

For assistance, please e-mail or Google chat: stats@arl.org
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