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; \textbf{Report fringe benefits in question 10}) \(8\)__________

8a. Professional staff (exclude fringe benefits) \(8a\)__________

8b. Support staff (exclude fringe benefits) \(8b\)__________

8c. Student assistants (exclude fringe benefits) \(8c\)__________

9. Other operating expenditures \(9\)__________

\textbf{FRINGE BENEFITS (Provide a detailed footnote on what this includes)}

10. Fringe benefits \(10\)__________

11. Official designated percent \(11\)__________

\textbf{EXPENDITURES FROM EXTERNAL SOURCES}

12. Consortia/Networks/Bibliographic Utilities Expenditures from External Sources \(12\)__________

\textbf{PERSONNEL (Round figures to nearest whole number)}

13. Total Staff FTE \((13a + 13b + 13c)\) \(13\)__________

13a. Professional staff, FTE \(13a\)__________

13b. Support staff, FTE \(13b\)__________

13c. Student assistants, FTE \(13c\)__________

\textbf{INSTRUCTION}

14. Number of library presentations to groups \(14\)__________

14a. Is the library presentations figure based on sampling? \(14a\)_____Yes _____No

15. Number of total participants in group presentations reported in line 14 \(15\)__________

15a. Is the total participants in group presentations figure based on sampling? \(15a\)_____Yes _____No

\textbf{REFERENCE}

16. Number of reference transactions \(16\)__________

16a. Is the reference transactions figure based on sampling? \(16a\)_____Yes _____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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