This worksheet is designed to help you plan your submission for the 2012–2013 *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, 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, 2013 (all formats)**

2. **Volumes held June 30, 2013 (print plus electronic)**

3. **Basis of print volume count is**
   - [ ] Physical
   - [ ] Bibliographic

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

5. **Are the below figures reported in Canadian dollars?**
   - [ ] Yes
   - [ ] No

**EXPENDITURES**

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

7. **Total Library Materials Expenditures \((7a + 7b + 7c)\)**
   - **7a. One-time resource purchases**
   - **7b. Ongoing resource purchases**
     - (e.g., subscriptions, annual license fees)
   - **7c. Collection support**
8. Total Salaries and Wages \((8a + 8b + 8c)\)

(Exclude fringe benefits; **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  

\(9\) ____________

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

10. Fringe benefits  

\(10\) ____________

11. Official designated percent  

\(11\) ____________

**EXPENDITURES FROM EXTERNAL SOURCES**

12. Consortia/Networks/Bibliographic Utilities Expenditures from External Sources  

\(12\) ____________

**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  

\(13c\) ____________

**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

**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 FY2012-2013 (23)____________
24. Number of fields in which Doctor’s Degrees can be awarded (24)____________
25. Number of full-time instructional faculty in FY2012-2013 (25)____________

ENROLLMENT – FALL 2012

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, 2013

For assistance, please e-mail or Google chat: stats@arl.org
Tel. (202) 296-2296; FAX (202) 872-0884