This worksheet is designed to help you plan your submission for the 2008-2009 *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, 2009 (1.a + 1.b)**  
   1a. Volumes held June 30, 2008  
   1b. Volumes added during the year (1.b.i – 1.b.ii)  
   (i) Volumes added – Gross  
   (ii) Volumes withdrawn during year  
   (1) ___________________  
   (1.a) ___________________  
   (1.b) ___________________  
   (1.b.i) ___________________  
   (1.b.ii) ___________________

2. **Titles held June 30, 2009**  
   (2) ___________________

3. **Number of monographic volumes purchased**  
   (3) ___________________

4. **Basis of volume count is:**  
   (4) ______Physical  
   ______Bibliographic
### SERIALS

5. Total number of serial titles currently received, including periodicals \((5.a + 5.b)\)

<table>
<thead>
<tr>
<th>Subcategory</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>5a. Number of serial titles currently purchased ((5a.i + 5a.ii)) ((5a))</td>
<td></td>
</tr>
<tr>
<td>5a.i Electronic</td>
<td></td>
</tr>
<tr>
<td>5a.ii Print (and other format) serials purchased</td>
<td></td>
</tr>
<tr>
<td>5b. Number of serial titles currently received but not purchased ((5b.i + 5b.ii + 5b.iii + 5b.iv)) ((5b))</td>
<td></td>
</tr>
<tr>
<td>5b.i Consortial</td>
<td></td>
</tr>
<tr>
<td>5b.ii Freely accessible</td>
<td></td>
</tr>
<tr>
<td>5b.iii Print (and other format) – Exchanges, gifts, etc.</td>
<td></td>
</tr>
<tr>
<td>5b.iv Government documents</td>
<td></td>
</tr>
</tbody>
</table>

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 \((14)\)
15. Are the below figures reported in Canadian dollars? (15) _____Yes

16. Total Library Materials Expenditures \((16a + 16b + 16c + 16d)\) (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 \((18a + 18b + 18c)\) (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
### 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  
   (Add line 8, columns 15 & 16, and line 14, columns 15 & 16.)  
   (40) ___________________

41. Part-time students, undergraduate and graduate  
   (Add line 22, columns 15 & 16, and line 28, columns 15 & 16.)  
   (41) ___________________

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 2007-2008* 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 (2007-08) should be addressed with a footnote.

Submit the completed questionnaire by  

For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Les Bland (les@arl.org)  
Tel. (202) 296-2296.