This worksheet is designed to help you plan your submission for the 2009-2010 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.”

<table>
<thead>
<tr>
<th>Reporting Institution</th>
<th>Date Returned to ARL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Prepared by (name)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td>Phone number</td>
</tr>
<tr>
<td>Contact person (if different)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td>Phone number</td>
</tr>
</tbody>
</table>

**PAGE ONE – VOLUMES AND TITLES:**

1. **Volumes held June 30, 2010** (1.a + 1.b)  
   1a. Volumes held June 30, 2009 (1.a)  
   1b. Volumes added during the year (1.b.i – 1.b.ii)  
   (i) Volumes added – Gross (1.b.i)  
   (ii) Volumes withdrawn during year (1.b.ii)  

2. **Titles held June 30, 2010**  

3. **Number of monographic volumes purchased**  

4. **Basis of volume count is:**  
   _____ Physical  
   _____ Bibliographic
**SERIALS**

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

   5a. Number of serial titles currently purchased \((5a.\,i + 5a.\,ii)\)
       \((5a)\) _____________

       5a.i Electronic
       \((5a.i)\) _____________

       5a.ii Print (and other format) serials purchased
       \((5a.\,ii)\) _____________

   5b. Number of serial titles currently received but not purchased
       \((5b.\,i + 5b.\,ii + 5b.\,iii + 5b.\,iv)\)
       \((5b)\) _____________

       5b.i Consortial
       \((5b.i)\) _____________

       5b.ii Freely accessible
       \((5b.\,ii)\) _____________

       5b.iii Print (and other format) – Exchanges, gifts, etc.
       \((5b.\,iii)\) _____________

       5b.iv Government documents
       \((5b.\,iv)\) _____________

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
    \((14)\) _________________
### PAGE THREE – EXPENDITURES

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

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) ___________________
### PERSONNEL
(Round figures to nearest whole number.)

<table>
<thead>
<tr>
<th>27. Total Staff FTE ((27.a + 27.b + 27.c))</th>
<th>(27)</th>
</tr>
</thead>
<tbody>
<tr>
<td>27a. Professional staff, FTE</td>
<td>(27a)</td>
</tr>
<tr>
<td>27b. Support staff, FTE</td>
<td>(27b)</td>
</tr>
<tr>
<td>27c. Student assistants, FTE</td>
<td>(27c)</td>
</tr>
</tbody>
</table>

### STAFFED SERVICE POINTS AND HOURS

<table>
<thead>
<tr>
<th>28. Number of staffed library service points</th>
<th>(28)</th>
</tr>
</thead>
<tbody>
<tr>
<td>29. Number of weekly public service hours</td>
<td>(29)</td>
</tr>
</tbody>
</table>

### INSTRUCTION

<table>
<thead>
<tr>
<th>30. Number of library presentations to groups</th>
<th>(30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30a. Is the library presentations figure based on sampling?</td>
<td>(30a) Yes No</td>
</tr>
<tr>
<td>31. Number of total participants in group presentations reported in line 30</td>
<td>(31)</td>
</tr>
<tr>
<td>31a. Is the total participants in group presentations figure based on sampling?</td>
<td>(31a) Yes No</td>
</tr>
</tbody>
</table>

### REFERENCE

<table>
<thead>
<tr>
<th>32. Number of reference transactions</th>
<th>(32)</th>
</tr>
</thead>
<tbody>
<tr>
<td>32a. Is the reference transactions figure based on sampling?</td>
<td>(32a) Yes No</td>
</tr>
</tbody>
</table>
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 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 2008-2009 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, 2010.

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