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.”

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      (ii) Volumes withdrawn during year (1.b.ii) ________________

2. Titles held June 30, 2010 (2) ________________

3. Number of monographic volumes purchased (3) ________________

4. Basis of volume count is: (4) ______Physical
   ______Bibliographic
PAGE TWO – OTHER COLLECTIONS

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) – \textit{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) ___________________
   
   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 \((18.a + 18.b + 18.c)\)  
   (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.)

27. **Total Staff FTE** \((27.a + 27.b + 27.c)\)  
   - 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)  

34. Total circulations (initial and renewals, excluding reserves)  

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## Interlibrary Loans

35. Total number of filled requests provided to other libraries  

36. Total number of filled requests received from other libraries or providers  

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## PhD Degrees and Faculty

37. Number of PhDs awarded in FY2008-2009  

38. Number of fields in which PhDs can be awarded  

39. Number of full-time instructional faculty in FY2008-2009  

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## Enrollment – Fall 2008

40. Full-time students, undergraduate and graduate  

41. Part-time students, undergraduate and graduate  

42. Full-time graduate students  

43. Part-time graduate students  

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## 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.