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>
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<tr>
<td>Email address</td>
<td>Phone number</td>
</tr>
<tr>
<td>Contact person (if different)</td>
<td>Title</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      (ii) Volumes withdrawn during year (1.b.ii)  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
PAGE TWO – OTHER COLLECTIONS

SERIALS

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

\[
(5) \quad \underline{\text{_______________}}
\]

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

\[
(5a) \quad \underline{\text{_______________}}
\]

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

\[
(5a.i) \quad \underline{\text{_______________}}
\]

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

\[
(5a.ii) \quad \underline{\text{_______________}}
\]

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

\[
(5b) \quad \underline{\text{_______________}}
\]

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

\[
(5b.i) \quad \underline{\text{_______________}}
\]

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

\[
(5b.ii) \quad \underline{\text{_______________}}
\]

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

\[
(5b.iii) \quad \underline{\text{_______________}}
\]

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

\[
(5b.iv) \quad \underline{\text{_______________}}
\]

6. Government documents are included in count of Current Serials? 

\[
(6) \quad \underline{\text{_________ Yes __________ No}}
\]

OTHER LIBRARY MATERIALS

7. Microform units \(7\) 

\[
(7) \quad \underline{\text{_______________}}
\]

8. Government documents not counted elsewhere \(8\) 

\[
(8) \quad \underline{\text{_______________}}
\]

9. Computer files \(9\) 

\[
(9) \quad \underline{\text{_______________}}
\]

10. Manuscripts and archives (linear ft.) \(10\) 

\[
(10) \quad \underline{\text{_______________}}
\]

AUDIOVISUAL MATERIALS

11. Cartographic \(11\) 

\[
(11) \quad \underline{\text{_______________}}
\]

12. Graphic \(12\) 

\[
(12) \quad \underline{\text{_______________}}
\]

13. Audio \(13\) 

\[
(13) \quad \underline{\text{_______________}}
\]

14. Film and Video \(14\) 

\[
(14) \quad \underline{\text{_______________}}
\]
15. Are the below figures reported in Canadian dollars? (15) _____Yes  
            _____No

   
   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) (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 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.