**ARL Statistics Worksheet 2007–2008**

This worksheet is designed to help you plan your submission for the 2007–2008 *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>
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<tr>
<td>E-mail address</td>
<td>Phone number</td>
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<tr>
<td>Contact person (if different)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
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<tr>
<td>E-mail address</td>
<td>Phone number</td>
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</tbody>
</table>

**PAGE ONE – VOLUMES**

1. **Volumes held June 30, 2008** *(1a + 1b)*  
   (1) ________________  
   1a. Volumes held June 30, 2007  
   (1a) ________________  
   1b. Volumes added during the year *(1b.i – 1b.ii)*  
   (1b) ________________  
   (i) Volumes added – Gross  
   (1b.i) ________________  
   (ii) Volumes withdrawn during year  
   (1b.ii) ________________

2. **Number of monographic volumes purchased**  
   (2) ________________

3. **Basis of volume count is:**  
   (3) _____ Physical  
   _____ Bibliographic
SERIALS

4. Total number of serial titles currently received, including periodicals (4.a + 4.b) (4)__________________

   4a. Number of serial titles currently purchased (4a.i + 4a.ii) (4a) _____________

       4a.i Electronic (4a.i) _____________

       4a.ii Print (and other format) serials purchased (4a.ii) _____________

   4b. Number of serial titles currently received but not purchased

       (4b.i + 4b.ii + 4b.iii + 4b.iv) (4b) ______________

       4b.i Consortial (4b.i) _____________

       4b.ii Freely accessible (4b.ii) _____________

       4b.iii Print (and other format) – Exchanges, gifts, etc. (4b.iii) _____________

       4b.iv Government documents (4b.iv) _____________

5. Government documents are included in count of Current Serials? (5) _____ Yes _____ No

OTHER LIBRARY MATERIALS

6. Microform units (6) ___________________

7. Government documents not counted elsewhere (7) ___________________

8. Computer files (8) ___________________

9. Manuscripts and archives (linear ft.) (9) ___________________

AUDIOVISUAL MATERIALS

10. Cartographic (10) ___________________

11. Graphic (11) ___________________

12. Audio (12) ___________________

13. Film and Video (13) ___________________
**PAGE THREE – EXPENDITURES**

14. Are the below figures reported in Canadian dollars? (14) ______Yes______No

15. **Total Library Materials Expenditures** \((15a + 15b + 15c + 15d)\) \((15) \)  
   - 15a. Monographs \((15a) \)  
   - 15b. Serial titles, including periodicals \((15b) \)  
   - 15c. Other Library Materials \((15c) \)  
   - 15d. Miscellaneous \((15d) \)

16. **Contract binding** \((16) \)

17. **Total Salaries and Wages** \((17a + 17b + 17c)\) \((17) \)  
   - 17a. Professional staff \((17a) \)  
   - 17b. Support staff \((17b) \)  
   - 17c. Student assistants \((17c) \)

18. Fringe benefits are included in expenditures for salaries and wages? (18) _____ Yes_____ No

19. **Other operating expenditures** \((19) \)

20. **Total library expenditures** \((15 + 16 + 17 + 19)\) \((20) \)

**ELECTRONIC MATERIALS EXPENDITURES**

21. One-time electronic resource purchases \((21) \)

22. Ongoing electronic resource purchases (e.g., subscriptions, annual license fees) \((22) \)

23. Bibliographic Utilities, Networks, and Consortia
   - 23a. From internal library sources \((23a) \)
   - 23b. From external sources \((23b) \)

24. Computer hardware and software \((24) \)

25. Document Delivery/Interlibrary Loan \((25) \)
PERSONNEL (Round figures to nearest whole number.)

26. Total Staff FTE \((26a + 26b + 26c)\) \(26\) ___________________

26a. Professional staff, FTE \(26a\) _____________

26b. Support staff, FTE \(26b\) _____________

26c. Student assistants, FTE \(26c\) _____________

STAFFED SERVICE POINTS AND HOURS

27. Number of staffed library service points \(27\) ___________________

28. Number of weekly public service hours \(28\) ___________________

INSTRUCTION

29. Number of library presentations to groups \(29\) ___________________

29a. Is the library presentations figure based on sampling? \(29a\) ______Yes ______No

30. Number of total participants in group presentations reported in line 29 \(30\) ___________________

30a. Is the total participants in group presentations figure based on sampling? \(30a\) ______Yes ______No

REFERENCE

31. Number of reference transactions \(31\) ___________________

31a. Is the reference transactions figure based on sampling? \(31a\) ______Yes ______No
CIRCULATION

32. Number of initial circulations (excluding reserves) (32) ___________________

33. Total circulations (initial and renewals, excluding reserves) (33) ___________________

INTERLIBRARY LOANS

34. Total number of filled requests provided to other libraries (34) ___________________

35. Total number of filled requests received from other libraries or providers (35) ___________________

PhD DEGREES AND FACULTY

36. Number of PhDs awarded in FY2007–2008 (36) ___________________

37. Number of fields in which PhDs can be awarded (37) ___________________

38. Number of full-time instructional faculty in FY2007–2008 (38) ___________________

ENROLLMENT – FALL 2007
(Line numbers refer to IPEDS survey form.)

39. Full-time students, undergraduate and graduate (39) ___________________
(Add line 8, columns 15 & 16, and line 14, columns 15 & 16.)

40. Part-time students, undergraduate and graduate (40) ___________________
(Add line 22, columns 15 & 16, and line 28, columns 15 & 16.)

41. Full-time graduate students (Line 14, columns 15 & 16.) (41) ___________________

42. Part-time graduate students (Line 28, columns 15 & 16.) (42) ___________________

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 2006–2007 for comparison if necessary. Please consult the data entry Web interface (www.arlstatistics.org) for a copy of last year’s footnotes. These can be found under “Historical Data” by clicking a survey’s arrow icon under
the “View Summary” column and then selecting the “Footnotes” tab. 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.

Submit the completed questionnaire by **January 30, 2009.**

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