This worksheet is designed to help you plan your submission for the 2006-07 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 ________________________________________________________________________________________________
E-mail address __________________________________________ Phone number ______________
Contact person (if different) __________________________________________________________________________
Title ________________________________________________________________________________________________
E-mail address __________________________________________ Phone number ______________

**PAGE ONE – VOLUMES**

1. Volumes held June 30, 2007 (1a + 1b) (1) ________________

   1a. Volumes held June 30, 2006 (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      (ii) Volumes withdrawn during year (1b.ii) ________________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) __________
       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) __________
       4b.i Electronic (4b.i) __________
       4b.ii Print (and other format) serial received but not purchased (4b.ii) __________
       (Exchanges, gifts, deposits, etc. See instructions.)

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) _______________

<table>
<thead>
<tr>
<th>Description</th>
<th>(15a)</th>
<th>(15b)</th>
<th>(15c)</th>
<th>(15d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monographs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serial titles, including periodicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Library Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. Contract binding (16) _______________

17. Total Salaries and Wages \((17a + 17b + 17c)\) (17) _______________

<table>
<thead>
<tr>
<th>Description</th>
<th>(17a)</th>
<th>(17b)</th>
<th>(17c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student assistants</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>(23a)</th>
<th>(23b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>From internal library sources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From external sources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

24. Computer hardware and software (24) _______________

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

26. Total Staff FTE \((26a + 26b + 26c)\)  
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  
28. Number of weekly public service hours

INSTRUCTION

29. Number of library presentations to groups  
29a. Is the library presentations figure based on sampling? \((29a)\)  
30. Number of total participants in group presentations reported in line 29  
30a. Is the total participants in group presentations figure based on sampling?

REFERENCE

31. Number of reference transactions  
31a. Is the reference transactions figure based on sampling?
### CIRCULATION

32. **Number of initial circulations** (excluding reserves)  
\[(32) \quad \_\_\_\_]\]

33. **Total circulations** (initial and renewals, excluding reserves)  
\[(33) \quad \_\_\_\_]\]

### INTERLIBRARY LOANS

34. **Total number of filled requests** provided to other libraries  
\[(34) \quad \_\_\_\_]\]

35. **Total number of filled requests** received from other libraries or providers  
\[(35) \quad \_\_\_\_]\]

### Ph.D. DEGREES AND FACULTY

36. **Number of Ph.D.s** awarded in FY2006-07  
\[(36) \quad \_\_\_\_]\]

37. **Number of fields in which Ph.D.s can be awarded**  
\[(37) \quad \_\_\_\_]\]

38. **Number of full-time instructional faculty in FY2006-07**  
\[(38) \quad \_\_\_\_]\]

### ENROLLMENT – FALL 2006

(Line numbers refer to IPEDS survey form.)

39. **Full-time students, undergraduate and graduate**  
\[(39) \quad \_\_\_\_]\]

(Add line 8, columns 15 & 16, and line 14, columns 15 & 16.)

40. **Part-time students, undergraduate and graduate**  
\[(40) \quad \_\_\_\_]\]

(Add line 22, columns 15 & 16, and line 28, columns 15 & 16.)

41. **Full-time graduate students** (Line 14, columns 15 & 16.)  
\[(41) \quad \_\_\_\_]\]

42. **Part-time graduate students** (Line 28, columns 15 & 16.)  
\[(42) \quad \_\_\_\_]\]

### 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 2005–2006* 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, 2008**.

For assistance, please e-mail Martha Kyrillidou ([martha@arl.org](mailto:martha@arl.org)) or Mark Young ([stats-ra@arl.org](mailto:stats-ra@arl.org)) Tel. (202) 296-2296.