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.”

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, 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      (ii) Volumes withdrawn during year (1b.ii) ________________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
### PAGE TWO – OTHER COLLECTIONS

#### SERIALS

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

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

<table>
<thead>
<tr>
<th>4a.i Electronic</th>
<th>(4a.i) ( ) ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>4a.ii Print (and other format) serials purchased</td>
<td>(4a.ii) ( ) ________________</td>
</tr>
</tbody>
</table>

4b. Number of serial titles currently received but not purchased \( (4b.i + 4b.ii + 4b.iii + 4b.iv) \) \( (4b) \) ________________

<table>
<thead>
<tr>
<th>4b.i Consortial</th>
<th>(4b.i) ( ) ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>4b.ii Freely accessible</td>
<td>(4b.ii) ( ) ________________</td>
</tr>
<tr>
<td>4b.iii Print (and other format) – Exchanges, gifts, etc.</td>
<td>(4b.iii) ( ) ________________</td>
</tr>
<tr>
<td>4b.iv Government documents</td>
<td>(4b.iv) ( ) ________________</td>
</tr>
</tbody>
</table>

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 \( (13) \) ________________
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 \((26a + 26b + 26c)\)  

<table>
<thead>
<tr>
<th>Personnel Component</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>26a. Professional staff, FTE</td>
<td></td>
</tr>
<tr>
<td>26b. Support staff, FTE</td>
<td></td>
</tr>
<tr>
<td>26c. Student assistants, FTE</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Instruction Component</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>29a. Is the library presentations figure based on sampling?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

30. Number of total participants in group presentations reported in line 29

<table>
<thead>
<tr>
<th>Instruction Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>30a. Is the total participants in group presentations figure based on sampling?</td>
</tr>
</tbody>
</table>

**REFERENCE**

31. Number of reference transactions

<table>
<thead>
<tr>
<th>Reference Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>31a. Is the reference transactions figure based on sampling?</td>
</tr>
</tbody>
</table>
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.