

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.”

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(ii) Volumes withdrawn during year (1b.ii) _____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) _____

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) _____

PAGE FOUR – PERSONNEL AND PUBLIC SERVICES

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.

