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      (ii) Volumes withdrawn during year (1b.ii) _________________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
SERIALS

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

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 \((13)\) _______________
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 \((26a + 26b + 26c)\)  
   
   26a. Professional staff, FTE  
   
   26b. Support staff, FTE  
   
   26c. Student assistants, FTE

**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?  
   
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) ________________

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.