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     - (ii) **Volumes withdrawn during year** (1b.ii) ______________________________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) ________________
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?
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.