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      (ii) Volumes withdrawn during year (1b.ii) _______________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
PAGE TWO – OTHER COLLECTIONS

SERIALS

4. Total number of serial titles currently received, including periodicals (4a + 4b) (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) ___________________
   
   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)  
33. Total circulations (initial and renewals, excluding reserves)

INTERLIBRARY LOANS

34. Total number of filled requests provided to other libraries  
35. Total number of filled requests received from other libraries or providers

Ph.D. DEGREES AND FACULTY

36. Number of Ph.D.s awarded in FY2006-07  
37. Number of fields in which Ph.D.s can be awarded  
38. Number of full-time instructional faculty in FY2006-07

ENROLLMENT – FALL 2006
(Line numbers refer to IPEDS survey form.)

39. Full-time students, undergraduate and graduate  
    (Add line 8, columns 15 & 16, and line 14, columns 15 & 16.)
40. Part-time students, undergraduate and graduate  
    (Add line 22, columns 15 & 16, and line 28, columns 15 & 16.)
41. Full-time graduate students (Line 14, columns 15 & 16.)
42. Part-time graduate students (Line 28, columns 15 & 16.)

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) or Mark Young (stats-ra@arl.org)
Tel. (202) 296-2296.