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.”

<table>
<thead>
<tr>
<th>Reporting Institution</th>
<th>Date Returned to ARL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Prepared by (name)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
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<tr>
<td>E-mail address</td>
<td>Phone number</td>
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<tr>
<td>Contact person (if different)</td>
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<tr>
<td>Title</td>
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<tr>
<td>E-mail address</td>
<td>Phone number</td>
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</tbody>
</table>

**PAGE ONE – VOLUMES**

1. **Volumes held June 30, 2008** (1a + 1b)  

   - 1a. Volumes held June 30, 2007  
   - 1b. Volumes added during the year (lb.i – lb.ii)  

   (i) Volumes added – Gross  
   (ii) Volumes withdrawn during year

2. **Number of monographic volumes purchased**

3. **Basis of volume count is:**  

   - 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, \(4b.iii\) ______________

\(gifts, etc.\)

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) ___________________
PAGE FOUR – PERSONNEL AND PUBLIC SERVICES

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.