ARL STATISTICS 2004-05
LAW LIBRARY WORKSHEET

This worksheet is designed to help you plan your submission for the 2004-05 ARL Statistics. Include here ONLY those libraries which would appear in the ARL Academic Law Library Statistics publication.

Please respond to all questions. 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 __________________________________________________________________________________
Email address ____________________________________________________ Phone number ______________
Contact person (if different) __________________________________________
Title __________________________________________________________________________________
Email address ____________________________________________________ Phone number ______________

PAGE ONE – VOLUMES

1. Volumes held June 30, 2005

   1a. Volumes held June 30, 2004 (1.a) ________________

   1b. Volumes added during the year

      (i) Volumes added – Gross (1.b.i) ________________

      (ii) Volumes withdrawn during year (1.b.ii) ________________

      (Net Volumes Added: 1.b.i – 1.b.ii) (1.b) ________________

      (Volumes held June 30, 2005: 1.a + 1.b) (1) ________________

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 current serials received, including periodicals
   4a. Number of current serials purchased (4a) _____________
   4b. Number of current serials received but not purchased (4b) _____________
   (Exchanges, gifts, deposits, etc. See instructions.)
   (Total serials received: 4.a + 4.b) (4) _________________

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. Monographs (15a) 
15b. Current serials, including periodicals (15b) 
15c. Other Library Materials (15c) 
15d. Miscellaneous (15d) 

(Total library materials: 15.a + 15.b + 15.c + 15.d) (15) 

16. Contract binding (16) 

17. Total Salaries and Wages

17a. Professional staff (17a) 
17b. Support staff (17b) 
17c. Student assistants (17c) 

(Total salaries and wages: 17.a + 17.b + 17.c) (17) 

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. Computer files (One-time/monographic purchases.) (21) 

22. Electronic serials (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 THREE – EXPENDITURES
PERSONNEL (Round figures to nearest whole number.)

26. Total Staff FTE

   26a. Professional staff  (26a) _____________
   26b. Support staff      (26b) _____________
   26c. Student assistants (26c) _____________

   (Total staff FTE: 26.a + 26.b + 26.c) (26) ________________

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. Figure based on sampling? (29a) _____ Yes _____ No

30. Number of total participants in group presentations reported in line 29 (30) ________________

   30a. Figure based on sampling? (30a) _____ Yes _____ No

REFERENCE

31. Number of reference transactions (31) ________________

   31a. Figure based on sampling? (31a) _____ Yes _____ No
PAGE FIVE – PUBLIC SERVICES AND LOCAL CHARACTERISTICS

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) ________________

Ph.D. DEGREES AND FACULTY

36. Number of Ph.D.s awarded in FY2004-05 (36) ________________

37. Number of fields in which Ph.D.s can be awarded (37) ________________

38. Number of full-time instructional faculty in FY2004-05 (38) ________________

ENROLLMENT – FALL 2004
(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.) (39) ________________

40. Part-time students, undergraduate and graduate (Add line 22, columns 15 & 16, and line 28, columns 15 & 16.) (40) ________________

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 special projects which cause radical increases or decreases from the 2003-04 data. The form will not be able to provide your institution’s 2003-04 footnotes. 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 December 20, 2005.
For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Mark Young (stats-ra@arl.org)
Tel. (202) 296-2296.