# 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     - (ii) Volumes withdrawn during year (1.b.ii) __________________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) ________________
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
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.