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       (ii) Volumes withdrawn during year (1.b.ii) ________________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 (Exchange, gifts, deposits, etc. See instructions.) (4b) _____________
   
   (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.