ARL STATISTICS 2005-06
LAW LIBRARY WORKSHEET

This worksheet is designed to help you plan your submission for the 2005-06 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, 2006

1a. Volumes held June 30, 2005 (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   (ii) Volumes withdrawn during year 1.b.ii) ________________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, 2006: 1.a + 1.b) (1) ________________

2. Number of monographic volumes purchased (2) ________________

3. Basis of volume count is:

   (3) _____ Physical

   _____ Bibliographic
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
(Exchanges, 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)
PAGE FOUR – PERSONNEL AND PUBLIC SERVICES

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 FY2005-06  
   (36) ___________________

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

38. Number of full-time instructional faculty in FY2005-06  
   (38) ___________________

**ENROLLMENT – FALL 2005**  
(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 any special projects which might cause radical increases or decreases from the 2004-05 data. The form will not be able to provide your institution’s 2004-05 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 **January 30, 2007**

For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Mark Young (stats-ra@arl.org)  
Tel. (202) 296-2296.