This worksheet is designed to help you plan your submission for the 2008-2009 *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.”

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 AND TITLES:**

1. **Volumes held June 30, 2009 (1.a + 1.b)**
   - 1a. Volumes held June 30, 2008 (1.a) __________________
   - 1b. Volumes added during the year (1.b.i – 1.b.ii) (1.b) __________________
     - (i) Volumes added – Gross (1.b.i) ____________
     - (ii) Volumes withdrawn during year (1.b.ii) ____________

2. **Titles held June 30, 2009**

3. **Number of monographic volumes purchased**

4. **Basis of volume count is:**
   - (4) _____Physical
     - _____Bibliographic
### PAGE TWO – OTHER COLLECTIONS

#### SERIALS

5. **Total number of serial titles currently received, including periodicals** \((5.a + 5.b)\)

\[
(5) \quad \text{__________}
\]

5a. **Number of serial titles currently purchased** \((5.a.i + 5.a.ii)\)

\[
(5a) \quad \text{__________}
\]

5a.i **Electronic**

\[
(5a.i) \quad \text{__________}
\]

5a.ii **Print (and other format) serials purchased**

\[
(5a.ii) \quad \text{__________}
\]

5b. **Number of serial titles currently received but not purchased** \((5b.i + 5b.ii + 5b.iii + 5b.iv)\)

\[
(5b) \quad \text{__________}
\]

5b.i **Consortial**

\[
(5b.i) \quad \text{__________}
\]

5b.ii **Freely accessible**

\[
(5b.ii) \quad \text{__________}
\]

5b.iii **Print (and other format) – Exchanges, gifts, etc.**

\[
(5b.iii) \quad \text{__________}
\]

5b.iv **Government documents**

\[
(5b.iv) \quad \text{__________}
\]

6. **Government documents are included in count of Current Serials?**

\[
(6) \quad \text{__________}
\]

#### OTHER LIBRARY MATERIALS

7. **Microform units**

\[
(7) \quad \text{__________}
\]

8. **Government documents not counted elsewhere**

\[
(8) \quad \text{__________}
\]

9. **Computer files**

\[
(9) \quad \text{__________}
\]

10. **Manuscripts and archives** (linear ft.)

\[
(10) \quad \text{__________}
\]

#### AUDIOVISUAL MATERIALS

11. **Cartographic**

\[
(11) \quad \text{__________}
\]

12. **Graphic**

\[
(12) \quad \text{__________}
\]

13. **Audio**

\[
(13) \quad \text{__________}
\]

14. **Film and Video**

\[
(14) \quad \text{__________}
\]
15. Are the below figures reported in Canadian dollars?  
(15) _____Yes  
_____No

(16) ___________________

<table>
<thead>
<tr>
<th>Subcategory</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16a. Monographs</td>
<td></td>
</tr>
<tr>
<td>16b. Serial titles, including periodicals</td>
<td></td>
</tr>
<tr>
<td>16c. Other Library Materials</td>
<td></td>
</tr>
<tr>
<td>16d. Miscellaneous</td>
<td></td>
</tr>
</tbody>
</table>

17. Contract binding  
(17) ___________________

18. Total Salaries and Wages \((18.a + 18.b + 18.c)\)  
(18) ___________________

<table>
<thead>
<tr>
<th>Subcategory</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>18a. Professional staff</td>
<td></td>
</tr>
<tr>
<td>18b. Support staff</td>
<td></td>
</tr>
<tr>
<td>18c. Student assistants</td>
<td></td>
</tr>
</tbody>
</table>

19. Fringe benefits are included in expenditures for salaries and wages?  
(19) _____Yes  
_____No

20. Other operating expenditures  
(20) ___________________

21. Total library expenditures \((16 + 17 + 18 + 20)\)  
(21) ___________________

22. One-time electronic resource purchases  
(22) ___________________

23. Ongoing electronic resource purchases (e.g., subscriptions, annual license fees)  
(23) ___________________

24. Bibilographic Utilities, Networks, and Consortia

<table>
<thead>
<tr>
<th>Subcategory</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>24a. From internal library sources</td>
<td></td>
</tr>
<tr>
<td>24b. From external sources</td>
<td></td>
</tr>
</tbody>
</table>

25. Computer hardware and software  
(25) ___________________

26. Document Delivery/Interlibrary Loan  
(26) ___________________
### PAGE FOUR – PERSONNEL AND PUBLIC SERVICES

#### PERSONNEL (Round figures to nearest whole number.)

**27. Total Staff FTE (27.a + 27.b + 27.c)**  
(27) ___________________

- **27a. Professional staff, FTE**  
  (27a) ___________________

- **27b. Support staff, FTE**  
  (27b) ___________________

- **27c. Student assistants, FTE**  
  (27c) ___________________

#### STAFFED SERVICE POINTS AND HOURS

**28. Number of staffed library service points**  
(28) ___________________

**29. Number of weekly public service hours**  
(29) ___________________

#### INSTRUCTION

**30. Number of library presentations to groups**  
(30) ___________________

- **30a. Is the library presentations figure based on sampling?**  
  (30a) _____Yes _____No

**31. Number of total participants in group presentations reported in line 30**  
(31) ___________________

- **31a. Is the total participants in group presentations figure based on sampling?**  
  (31a) _____Yes _____No

#### REFERENCE

**32. Number of reference transactions**  
(32) ___________________

- **32a. Is the reference transactions figure based on sampling?**  
  (32a) _____Yes _____No
**CIRCULATION**

33. Number of initial circulations (excluding reserves) (33) ___________________

34. Total circulations (initial and renewals, excluding reserves) (34) ___________________

**INTERLIBRARY LOANS**

35. Total number of filled requests provided to other libraries (35) ___________________

36. Total number of filled requests received from other libraries or providers (36) ___________________

**PhD DEGREES AND FACULTY**

37. Number of PhDs awarded in FY2008-2009 (37) ___________________

38. Number of fields in which PhDs can be awarded (38) ___________________

39. Number of full-time instructional faculty in FY2008-2009 (39) ___________________

**ENROLLMENT – FALL 2008**

(Line numbers refer to IPEDS survey form.)

40. Full-time students, undergraduate and graduate (Add line 8, columns 15 & 16, and line 14, columns 15 & 16.) (40) ___________________

41. Part-time students, undergraduate and graduate (Add line 22, columns 15 & 16, and line 28, columns 15 & 16.) (41) ___________________

42. Full-time graduate students (Line 14, columns 15 & 16.) (42) ___________________

43. Part-time graduate students (Line 28, columns 15 & 16.) (43) ___________________

**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 2007-2008 for comparison if necessary. Please consult the Data Repository under www.arlstatistics.org for a copy of last year’s footnotes. These can be found under “Data Repository” after you login to www.arlstatistics.org. 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. Please use a concise sentence/paragraph format when writing footnotes—do not use bullets or make a bullet list.

**NOTE:** Any change over 10% in any answer to any of the survey’s questions over the preceding year’s response (2007-08) should be addressed with a footnote.

Submit the completed questionnaire by October 15, 2009.

For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Les Bland (les@arl.org)
Tel. (202) 296-2296.