ARL Statistics Worksheet 2009–2010

This worksheet is designed to help you plan your submission for the 2009–2010 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.”

<table>
<thead>
<tr>
<th>Reporting Institution</th>
<th>Date Returned to ARL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Prepared by (name)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td>Phone number</td>
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<tr>
<td>Contact person (if different)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
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<tr>
<td>Email address</td>
<td>Phone number</td>
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</tbody>
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**PAGE ONE – VOLUMES AND TITLES:**

1. **Volumes held June 30, 2010 (1.a + 1.b)**
   - 1a. Volumes held June 30, 2009 (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     - (ii) Volumes withdrawn during year (1.b.ii) ________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, 2010**
   (2) ________

3. **Number of monographic volumes purchased**
   (3) ________

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

SERIALS

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

\((5)\)_____________

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

\((5a)\)_____________

  5a.i Electronic \((5a.i)\) _______________

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

5b. Number of serial titles currently received but not purchased

\((5b.i + 5b.ii + 5b.iii + 5b.iv)\)

\((5b)\) _______________

  5b.i Consortial \((5b.i)\) _______________

  5b.ii Freely accessible \((5b.ii)\) _______________

  5b.iii Print (and other format) – \textit{Exchanges, gifts, etc.} \((5b.iii)\) _______________

  5b.iv Government documents \((5b.iv)\) _______________

6. Government documents are included in count of Current Serials? \((6)\) _____ Yes _____ No

OTHER LIBRARY MATERIALS

7. Microform units \((7)\) _______________

8. Government documents not counted elsewhere \((8)\) _______________

9. Computer files \((9)\) _______________

10. Manuscripts and archives (linear ft.) \((10)\) _______________

AUDIOVISUAL MATERIALS

11. Cartographic \((11)\) _______________

12. Graphic \((12)\) _______________

13. Audio \((13)\) _______________

14. Film and Video \((14)\) _______________
15. Are the below figures reported in Canadian dollars? (15) _____Yes
               _____No

   16a. Monographs (16a) _______________________
   16b. Serial titles, including periodicals (16b) _______________________
   16c. Other Library Materials (16c) _______________________
   16d. Miscellaneous (16d) _______________________

17. Contract binding (17) _______________________

18. Total Salaries and Wages \((18.a + 18.b + 18.c)\) (18) _______________________
   18a. Professional staff (18a) _______________________
   18b. Support staff (18b) _______________________
   18c. Student assistants (18c) _______________________

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) _______________________

**ELECTRONIC MATERIALS EXPENDITURES**

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

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

24. Bibliographic Utilities, Networks, and Consortia
   24a. From internal library sources (24a) _______________________
   24b. From external sources (24b) _______________________

25. Computer hardware and software (25) _______________________

26. Document Delivery/Interlibrary Loan (26) _______________________
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
**PAGE FIVE – PUBLIC SERVICES AND LOCAL CHARACTERISTICS**

**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 2008-2009 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 (2008–09) should be addressed with a footnote.

Submit the completed questionnaire by October 15, 2010.

For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Shaneka Morris (shaneka@arl.org)  
Tel. (202) 296-2296.