**ARL Statistics Worksheet 2010–2011**

This worksheet is designed to help you plan your submission for the 2010–2011 *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>
<th>Report Prepared by (name)</th>
</tr>
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<tr>
<th>Email address</th>
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<tr>
<th>Contact person (if different)</th>
<th>Title</th>
<th>Email address</th>
<th>Phone number</th>
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**PAGE ONE – VOLUMES AND TITLES:**

1. **Volumes held June 30, 2011** (1.a + 1.b)  

   1a. Volumes held June 30, 2009  
   (1.a) ____________________  

   1b. Volumes added during the year (1.b.i – 1.b.ii)  
   (i) Volumes added – Gross  
   (1.b.i) ____________________  
   (ii) Volumes withdrawn during year  
   (1.b.ii) ____________________  

2. **Titles held June 30, 2011**  
   (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) ______________
   5b.i Consortial (5b.i) ________________
   5b.ii Freely accessible (5b.ii) ________________
   5b.iii Print (and other format) – 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) ___________________
PAGE FOUR – PERSONNEL AND PUBLIC SERVICES

PERSONNEL (Round figures to nearest whole number.)

27. Total Staff FTE \((27.a + 27.b + 27.c)\)  
\(27a.\) Professional staff, FTE  
\(27b.\) Support staff, FTE  
\(27c.\) Student assistants, FTE  

STAFFED SERVICE POINTS AND HOURS

28. Number of staffed library service points  
29. Number of weekly public service hours  

INSTRUCTION

30. Number of library presentations to groups  
30a. Is the library presentations figure based on sampling?  
\(30a\) \(\) Yes \(\) No  
31. Number of total participants in group presentations reported in line 30  
31a. Is the total participants in group presentations figure based on sampling?  
\(31a\) \(\) Yes \(\) No  

REFERENCE

32. Number of reference transactions  
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 FY2010-2011  (37) ___________________

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

39. Number of full-time instructional faculty in FY2010-2011  (39) ___________________

ENROLLMENT – FALL 2010
(Line numbers refer to IPEDS survey form.)

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

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

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 2009-2010 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, 2011.

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