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>
</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>
</tr>
<tr>
<td>Contact person (if different)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td>Phone number</td>
</tr>
</tbody>
</table>

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      (ii) Volumes withdrawn during year (1.b.ii)  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  

3. Number of monographic volumes purchased  

4. Basis of volume count is:  
   _____ 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) – 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.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Formula</th>
<th>(Round Figures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>27. Total Staff FTE ($27.a + 27.b + 27.c$)</td>
<td>(27)</td>
<td>________________</td>
</tr>
<tr>
<td>27a. Professional staff, FTE</td>
<td>(27a)</td>
<td>________________</td>
</tr>
<tr>
<td>27b. Support staff, FTE</td>
<td>(27b)</td>
<td>________________</td>
</tr>
<tr>
<td>27c. Student assistants, FTE</td>
<td>(27c)</td>
<td>________________</td>
</tr>
</tbody>
</table>

### STAFFED SERVICE POINTS AND HOURS

<table>
<thead>
<tr>
<th>Item</th>
<th>Formula</th>
<th>(Round Figures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>28. Number of staffed library service points</td>
<td>(28)</td>
<td>________________</td>
</tr>
<tr>
<td>29. Number of weekly public service hours</td>
<td>(29)</td>
<td>________________</td>
</tr>
</tbody>
</table>

### INSTRUCTION

<table>
<thead>
<tr>
<th>Item</th>
<th>Formula</th>
<th>(Round Figures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30. Number of library presentations to groups</td>
<td>(30)</td>
<td>________________</td>
</tr>
<tr>
<td>30a. Is the library presentations figure based on sampling?</td>
<td>(30a)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>31. Number of total participants in group presentations reported in line 30</td>
<td>(31)</td>
<td>________________</td>
</tr>
<tr>
<td>31a. Is the total participants in group presentations figure based on sampling?</td>
<td>(31a)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

### REFERENCE

<table>
<thead>
<tr>
<th>Item</th>
<th>Formula</th>
<th>(Round Figures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>32. Number of reference transactions</td>
<td>(32)</td>
<td>________________</td>
</tr>
<tr>
<td>32a. Is the reference transactions figure based on sampling?</td>
<td>(32a)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>
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 (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 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.