ARL Statistics 2011–2012 Worksheet

This worksheet is designed to help you plan your submission for the 2011–2012 ARL Statistics. The figures on this worksheet should be similar to those in the “Summary” page of our web form, except in cases where data are unavailable. If an exact figure is unavailable, leave it blank. The Primary Contact should carefully review the totals for each question; and if they are not representative of the overall institution, the Primary Contact can mark the question NA/UA at the publication level screen.

Reporting Institution _____________________________ Date Returned to ARL ___________

Report Prepared by (name) _____________________________

Title ________________________________________

Email address _____________________________ Phone number _____________

Contact person (if different) _____________________________

Title ________________________________________

Email address _____________________________ Phone number _____________

COLLECTIONS:

1. Titles held June 30, 2012 (all formats) (1) ____________
2. Volumes held June 30, 2012 (print plus electronic) (2) ____________
3. Basis of print volume count is (3) _____ Physical
   _____ Bibliographic
4. Electronic books (included in question 2) (4) ____________
5. Are the below figures reported in Canadian dollars? (5) _____ Yes _____ No

EXPENDITURES

6. Total Library Expenditures (exclude fringe benefits) (7 + 8 + 9) (6) ____________
7. Total Library Materials Expenditures (7a + 7b + 7c) (7) ____________
    7a. One-time resource purchases (7a) ____________
    7b. Ongoing resource purchases (e.g. subscriptions, annual license fees) (7b) ____________
    7c. Collection support (7c) ____________
8. Total Salaries and Wages \((8a + 8b + 8c)\)

(Exclude fringe benefits; **Report fringe benefits in question 10**)  
\[(8)\]  

8a. Professional staff (exclude fringe benefits)  
\[(8a)\]  

8b. Support staff (exclude fringe benefits)  
\[(8b)\]  

8c. Student assistants (exclude fringe benefits)  
\[(8c)\]  

9. Other operating expenditures  
\[(9)\]  

**FRINGE BENEFITS (Provide a detailed footnote on what this includes)**

10. Fringe benefits  
\[(10)\]  

11. Official designated percent  
\[(11)\]  

**EXPENDITURES FROM EXTERNAL SOURCES**

12. Consortia/Networks/Bibliographic Utilities Expenditures from External Sources  
\[(12)\]  

**PERSONNEL (Round figures to nearest whole number)**

13. Total Staff FTE \((13a + 13b + 13c)\)  
\[(13)\]  

13a. Professional staff, FTE  
\[(13a)\]  

13b. Support staff, FTE  
\[(13b)\]  

13c. Student assistants, FTE  
\[(13c)\]  

**INSTRUCTION**

14. Number of library presentations to groups  
\[(14)\]  

14a. Is the library presentations figure based on sampling?  
\[(14a)\] Yes  No  

15. Number of total participants in group presentations reported in line 14  
\[(15)\]  

15a. Is the total participants in group presentations figure based on sampling?  
\[(15a)\] Yes  No  

**REFERENCE**

16. Number of reference transactions  
\[(16)\]  

16a. Is the reference transactions figure based on sampling?  
\[(16a)\] Yes  No
### CIRCULATION

17. Number of initial circulations (excluding reserves)  

### USE OF ELECTRONIC RESOURCES (following COUNTER definitions)

18. Number of successful full-text article requests (journals)

19. Number of regular searches (databases)

20. Number of federated searches (databases)

### INTERLIBRARY LOANS

21. Total number of filled requests provided to other libraries

22. Total number of filled requests received from other libraries or providers

### DOCTOR’S DEGREES AND FACULTY

23. Number of Doctor’s Degrees awarded in FY2011-2012

24. Number of fields in which Doctor’s Degrees can be awarded

25. Number of full-time instructional faculty in FY2011-2012

### ENROLLMENT – FALL 2011

26. Full-time students, undergraduate and graduate

27. Part-time students, undergraduate and graduate

28. Full-time graduate students

29. Part-time graduate students

### FOOTNOTES

NOTE: Any large shifts in reported data compared to last year should be explained with a footnote.

Submit the completed questionnaire  
By October 15, 2012

For assistance, please e-mail or Google chat: stats@arl.org  
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