This worksheet is designed to help you plan your submission for the 2012–2013 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, 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.

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<th>Reporting Institution</th>
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**COLLECTIONS:**

1. Titles held June 30, 2013 (all formats) (1)

2. Volumes held June 30, 2013 (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 \((8a + 8b + 8c)\)  
   \((\text{Exclude fringe benefits; Report fringe benefits in question 10})\) \(8\) \(\ldots\)  
   8a. Professional staff (exclude fringe benefits) \(8a\) \(\ldots\)  
   8b. Support staff (exclude fringe benefits) \(8b\) \(\ldots\)  
   8c. Student assistants (exclude fringe benefits) \(8c\) \(\ldots\)  

9. Other operating expenditures \(9\) \(\ldots\)  

FRINGE BENEFITS \((\text{Provide a detailed footnote on what this includes})\)  

10. Fringe benefits \(10\) \(\ldots\)  

11. Official designated percent \(11\) \(\ldots\)  

EXPENDITURES FROM EXTERNAL SOURCES  

12. Consortia/Networks/Bibliographic Utilities Expenditures \(12\) \(\ldots\)  

PERSONNEL \((\text{Round figures to nearest whole number})\)  

13. Total Staff FTE \((13a + 13b + 13c)\) \(13\) \(\ldots\)  
   13a. Professional staff, FTE \(13a\) \(\ldots\)  
   13b. Support staff, FTE \(13b\) \(\ldots\)  
   13c. Student assistants, FTE \(13c\) \(\ldots\)  

INSTRUCTION  

14. Number of library presentations to groups \(14\) \(\ldots\)  
   14a. Is the library presentations figure based on sampling? \(14a\)  \(\ldots\)  

15. Number of total participants in group presentations reported \(15\) \(\ldots\)  
   \(15a\) Is the total participants in group presentations figure based on sampling? \(15a\)  \(\ldots\)  

REFERENCE  

16. Number of reference transactions \(16\) \(\ldots\)  
   16a. Is the reference transactions figure based on sampling? \(16a\)  \(\ldots\)  

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### CIRCULATION

17. Number of initial circulations (excluding reserves)  
   (17)

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

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

19. Number of regular searches (databases)  
   (19)

20. Number of federated searches (databases)  
   (20)

### INTERLIBRARY LOANS

21. Total number of filled requests provided to other libraries  
   (21)

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

### DOCTOR’S DEGREES AND FACULTY

23. Number of Doctor’s Degrees awarded in FY2012-2013  
   (23)

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

25. Number of full-time instructional faculty in FY2012-2013  
   (25)

### ENROLLMENT – FALL 2012

26. Full-time students, undergraduate and graduate  
   (26)

27. Part-time students, undergraduate and graduate  
   (27)

28. Full-time graduate students  
   (28)

29. Part-time graduate students  
   (29)

### 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, 2013

For assistance, please e-mail or Google chat: stats@arl.org  
Tel. (202) 296-2296; FAX (202) 872-0884