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.

**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, 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 (7b) __________

      (e.g., subscriptions, annual license fees)

   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) (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