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 (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)  

8b. Support staff (exclude fringe benefits)  

8c. Student assistants (exclude fringe benefits)  

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  

13b. Support staff, FTE  

13c. Student assistants, FTE  

**INSTRUCTION**  

14. **Number of library presentations to groups**  

$14$  

14a. Is the library presentations figure based on sampling?  

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?  

Yes  

No  

**REFERENCE**  

16. **Number of reference transactions**  

$16$  

16a. Is the reference transactions figure based on sampling?  

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