ARL Statistics 2012–2013 Worksheet

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)  
\(8a\) \__________  

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
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