
This worksheet is designed to help you plan your submission for the 2013–2014b 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
   (3) ____ 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 FY2013-2014 ________________________

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

25. Number of full-time instructional faculty in FY2013–2014 ________________________

ENROLLMENT – FALL 2013

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, 2014

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