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
   _____ 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 FY2013-2014 (23)
24. Number of fields in which Doctor’s Degrees can be awarded (24)

ENROLLMENT – FALL 2013

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, 2014

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