

ARL STATISTICS 2013–2014 WORKSHEET

This worksheet is designed to help you plan your submission for the 2013–2014 *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 FY2013–2014 (23) _____

24. Number of fields in which Doctor's Degrees can be awarded (24) _____

25. Number of full-time instructional faculty in FY2013–2014 (25) _____

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

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