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) \( \text{(17)} \)

**USE OF ELECTRONIC RESOURCES (following COUNTER definitions)**

18. Number of successful full-text article requests (journals) \( \text{(18)} \)
19. Number of regular searches (databases) \( \text{(19)} \)
20. Number of federated searches (databases) \( \text{(20)} \)

**INTERLIBRARY LOANS**

21. Total number of filled requests **provided** to other libraries \( \text{(21)} \)
22. Total number of filled requests **received** from other libraries or providers \( \text{(22)} \)

**DOCTOR’S DEGREES AND FACULTY**

23. Number of Doctor's Degrees awarded in FY2013–2014 \( \text{(23)} \)
24. Number of fields in which Doctor’s Degrees can be awarded \( \text{(24)} \)
25. Number of full-time instructional faculty in FY2013–2014 \( \text{(25)} \)

**ENROLLMENT – FALL 2013**

26. Full-time students, undergraduate and graduate \( \text{(26)} \)
27. Part-time students, undergraduate and graduate \( \text{(27)} \)
28. Full-time graduate students \( \text{(28)} \)
29. Part-time graduate students \( \text{(29)} \)

**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