
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, 2014 (all formats) (1) _____________
2. Volumes held June 30, 2014 (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 \((8a + 8b + 8c)\)

\(\text{Exclude fringe benefits; Report fringe benefits in question 10}\) \(8\) \__________

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 \(\text{Provide a detailed footnote on what this includes}\)

10. Fringe benefits \(10\) \__________

11. Official designated percent \(11\) \__________

EXPENDITURES FROM EXTERNAL SOURCES

12. Consortia/Networks/Bibliographic Utilities Expenditures from External Sources \(12\) \__________

PERSONNEL \(\text{Round figures to nearest whole number}\)

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
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