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, 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** \((8a + 8b + 8c)\)  
\((\text{Exclude fringe benefits; Report fringe benefits in question 10})\)  
\(8\) ____________

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>8a. Professional staff (exclude fringe benefits)</td>
<td></td>
</tr>
<tr>
<td>8b. Support staff (exclude fringe benefits)</td>
<td></td>
</tr>
<tr>
<td>8c. Student assistants (exclude fringe benefits)</td>
<td></td>
</tr>
</tbody>
</table>

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** \((13a + 13b + 13c)\)  
\(13\) ____________

<table>
<thead>
<tr>
<th>Subcategory</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>13a. Professional staff, FTE</td>
<td></td>
</tr>
<tr>
<td>13b. Support staff, FTE</td>
<td></td>
</tr>
<tr>
<td>13c. Student assistants, FTE</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTION**

14. **Number of library presentations to groups**  
\(14\) ____________

<table>
<thead>
<tr>
<th>Sample Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>14a. Is the library presentations figure based on sampling?</td>
<td>Yes: _______ No: _______</td>
</tr>
</tbody>
</table>

15. **Number of total participants in group presentations reported in line 14**  
\(15\) ____________

<table>
<thead>
<tr>
<th>Sample Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>15a. Is the total participants in group presentations figure based on sampling?</td>
<td>Yes: _______ No: _______</td>
</tr>
</tbody>
</table>

**REFERENCE**

16. **Number of reference transactions**  
\(16\) ____________

<table>
<thead>
<tr>
<th>Sample Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>16a. Is the reference transactions figure based on sampling?</td>
<td>Yes: _______ No: _______</td>
</tr>
</tbody>
</table>
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