

ARL STATISTICS 2004-05 LAW LIBRARY WORKSHEET

This worksheet is designed to help you plan your submission for the 2004-05 *ARL Statistics*. Include here ONLY those libraries which would appear in the *ARL Academic Law Library Statistics* publication.

Please respond to all questions. If an exact figure is unavailable, use "NA/UA". If the appropriate answer is zero or none, use "0."

Reporting Institution _____ Date Returned to ARL _____

Report Prepared by (name) _____

Title _____

Email address _____ Phone number _____

Contact person (if different) _____

Title _____

Email address _____ Phone number _____

PAGE ONE – VOLUMES

1. Volumes held June 30, 2005

1a. Volumes held June 30, 2004 (1.a) _____

1b. Volumes added during the year

(i) Volumes added – Gross (1.b.i) _____

(ii) Volumes withdrawn during year (1.b.ii) _____

(Net Volumes Added: 1.b.i – 1.b.ii) (1.b) _____

(Volumes held June 30, 2005: 1.a + 1.b) (1) _____

2. Number of monographic volumes purchased (2) _____

3. Basis of volume count is: (3) _____ Physical
_____ Bibliographic

PAGE TWO – OTHER COLLECTIONS

SERIALS

4. Total number of current serials received, including periodicals

4a. Number of current serials purchased (4a) _____

4b. Number of current serials received but not purchased (4b) _____
(Exchanges, gifts, deposits, etc. See instructions.)

(Total serials received: 4.a + 4.b) (4) _____

5. Government documents are included in count of Current Serials? (5) _____ Yes _____ No

OTHER LIBRARY MATERIALS

6. Microform units (6) _____

7. Government documents not counted elsewhere (7) _____

8. Computer files (8) _____

9. Manuscripts and archives (linear ft.) (9) _____

AUDIOVISUAL MATERIALS

10. Cartographic (10) _____

11. Graphic (11) _____

12. Audio (12) _____

13. Film and Video (13) _____

PAGE THREE – EXPENDITURES

14. Are the below figures reported in Canadian dollars? (14) Yes
 No

15. Total Library Materials Expenditures

15a. Monographs (15a) _____

15b. Current serials, including periodicals (15b) _____

15c. Other Library Materials (15c) _____

15d. Miscellaneous (15d) _____

(Total library materials: 15.a + 15.b + 15.c + 15.d) (15) _____

16. Contract binding (16) _____

17. Total Salaries and Wages

17a. Professional staff (17a) _____

17b. Support staff (17b) _____

17c. Student assistants (17c) _____

(Total salaries and wages: 17.a + 17.b + 17.c) (17) _____

18. Fringe benefits are included in expenditures for salaries and wages? (18) Yes
 No

19. Other operating expenditures (19) _____

20. Total library expenditures (15 + 16 + 17 + 19) (20) _____

ELECTRONIC MATERIALS EXPENDITURES

21. Computer files (*One-time/monographic purchases.*) (21) _____

22. Electronic serials (22) _____

23. Bibliographic Utilities, Networks, and Consortia

23a. From internal library sources (23a) _____

23b. From external sources (23b) _____

24. Computer hardware and software (24) _____

25. Document Delivery/Interlibrary Loan (25) _____

PAGE FOUR – PERSONNEL AND PUBLIC SERVICES

PERSONNEL (Round figures to nearest whole number.)

26. Total Staff FTE

26a. Professional staff (26a) _____

26b. Support staff (26b) _____

26c. Student assistants (26c) _____

(Total staff FTE: 26.a + 26.b + 26.c) (26) _____

STAFFED SERVICE POINTS AND HOURS

27. Number of staffed library service points (27) _____

28. Number of weekly public service hours (28) _____

INSTRUCTION

29. Number of library presentations to groups (29) _____

29a. Figure based on sampling? (29a) _____ Yes _____ No

30. Number of total participants in group presentations reported in line 29
(30) _____

30a. Figure based on sampling? (30a) _____ Yes _____ No

REFERENCE

31. Number of reference transactions (31) _____

31a. Figure based on sampling? (31a) _____ Yes _____ No

PAGE FIVE – PUBLIC SERVICES AND LOCAL CHARACTERISTICS

CIRCULATION

32. Number of initial circulations (excluding reserves) (32) _____

33. Total circulations (initial and renewals, excluding reserves) (33) _____

INTERLIBRARY LOANS

34. Total number of filled requests provided to other libraries (34) _____

35. Total number of filled requests received from other libraries or providers (35) _____

Ph.D. DEGREES AND FACULTY

36. Number of Ph.D.s awarded in FY2004-05 (36) _____

37. Number of fields in which Ph.D.s can be awarded (37) _____

38. Number of full-time instructional faculty in FY2004-05 (38) _____

ENROLLMENT – FALL 2004

(Line numbers refer to IPEDS survey form.)

39. Full-time students, undergraduate and graduate (39) _____
(Add line 8, columns 15 & 16, and line 14, columns 15 & 16.)

40. Part-time students, undergraduate and graduate (40) _____
(Add line 22, columns 15 & 16, and line 28, columns 15 & 16.)

41. Full-time graduate students *(Line 14, columns 15 & 16.)* (41) _____

42. Part-time graduate students *(Line 28, columns 15 & 16.)* (42) _____

FOOTNOTES

On the web form, you will be able to add footnotes to individual questions, as well as footnotes that apply to your entire institution. Please provide any information which would clarify the figures submitted, e.g., the inclusion of branch campus libraries or special projects which cause radical increases or decreases from the 2003-04 data. **The form will not be able to provide your institution's 2003-04 footnotes.** Please make an effort to word your footnotes in a manner consistent with notes appearing in the published report, so that the ARL Office can interpret your footnotes correctly.

Submit the completed questionnaire by **December 20, 2005.**

For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Mark Young (stats-ra@arl.org)
Tel. (202) 296-2296.

