

## 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](mailto:stats@arl.org)  
Tel. (202) 296-2296; FAX (202) 872-0884

THIS PAGE INTENTIONALLY LEFT BLANK