ARL SUPPLEMENTARY STATISTICS 2008-09 WORKSHEET

Reporting Institution _____ Date Returned to ARL_____

Report Prepared by (name) _____

Title_____

Email address_____ Phone number_____

Contact person (if different) _____

Title_____

Email address_____ Phone number_____

Definitions of the statistical categories used in this questionnaire can be found in the COUNTER Code of Practice (http://www.projectcounter.org/code_practice.html) and in *Information Services and Use: Metrics & statistics for libraries and information providers--Data Dictionary*, NISO Z39.7-2004 (http://www.niso.org/home).

Please read all instructions carefully before you answer the questionnaire. Make sure your responses are as complete and accurate as possible. Give estimates when you must, but please do not make wild guesses. Use footnotes to expand upon or clarify your responses.

All questions assume a ==*fiscal year ending June 30, 2009*==. If your library's fiscal year is different, please use footnotes to explain.

If your library does not perform a given function or had no activity for this function or if the appropriate answer is zero or none, use **0**. If an exact figure is unavailable, check NA/UA.

Please do not use decimals. All figures should be rounded to the nearest whole number.

Electronic Books

1.   Number of electronic books held.   (1)   _____

This number is a subset of volumes held reported in Q1, in the ARL Statistics.

2.   Expenditures for electronic books.   (2)   _____

Include annual access and service fees paid directly or through consortial arrangements. Include initial purchase cost only for items purchased this fiscal year. Expenditures here are only for the electronic books reported in (1).

3.   Are the above expenditures reported in Canadian dollars?   (3) _____Yes _____No

Use of Networked Electronic Resources and Services

4. **Number of virtual reference transactions.** (4) _____

Virtual reference transactions are conducted via email, a library's website, or other network communications mechanisms designed to support electronic reference. A virtual reference transaction *must* include a question *either* received electronically (e.g., via e-mail, WWW form, etc.) *or* responded to electronically. A transaction that is both received and responded to electronically is counted as *one* transaction. Exclude phone and fax traffic unless either the question or answer transaction occurs via the manner described above**.** Include counts accrued from participation in any local and national projects, such as DigiRef and the Library of Congress's CDRS (Collaborative Digital Reference Service).

A reference transaction is an information contact, which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by any member of the library staff (e.g., circulation, technical or reference services).

This number is a subset of reference transactions reported in Q32, in the ARL Statistics.

5. **Does your library offer federated searching across networked electronic resources?** (5) _____Yes _____No

Networked electronic resources may include any information resource, such as databases, journals, e-books, reference materials, and non-textual resources that are provided to the library's users through licensing and contractual agreements. Include electronic resources that institutions mount locally.

6. **Number of sessions (logins) to databases or services.** (6) _____

    6.a. **Number of resources for which you are reporting.** (6.a) _____

A session or login is one cycle of user activities that typically starts when a user connects to an electronic resource and ends with explicit termination of activities (by leaving through logout or exit) or implicit termination (time out due to user inactivity). Report here those figures that you derive from Database Report 1 and Database Report 3 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported in 6a.

7. **Number of searches (queries) in databases or services.** (7) _____

    7.a. **Number of resources for which you are reporting.** (7.a) _____

A search is intended to represent a unique intellectual inquiry. Typically, a search is recorded each time a search request is sent/submitted to the server. Report here those figures that you derive from Database Report 1 and Database Report 3 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported in 7a.

8. **Number of successful full-text article requests.** (8) _____

    8.a. **Number of resources for which you are reporting.** (8.a) _____

Items reported should include only full-text articles as defined in the COUNTER Code of Practice. Report here those figures that you derive from Journal Report 1 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported in 8a.

9.   Number of virtual visits.

      9.a.   Number of virtual visits to library's website.   (9.a) _____

      9.b.   Number of virtual visits to library's catalog.   (9.b) _____

      9.c.   Excludes virtual visits from inside the library?   (9.c) ____Yes ____No

Virtual visits include a user's request of the library web site or catalog from outside the library building excluding the number of pages or gratuitous elements (images, style sheets) viewed. Exclude, if possible, virtual visits from within the library, from robot or spider crawls and from page reloads.

A visit is usually determined by a user's IP address, which can be misleading due to Internet Service Providers (ISPs) and Firewalls or Proxy Servers. Thus, this measure is actually an estimate of the visits.

Library Digitization Activities

10.   Number and Size of Library Digital Collections.

      10.a.   Number of Collections.   (10.a) _____

      10.b.   Size (in gigabytes).   (10.b) _____

      10.c.   Items.   (10.c) _____

Library digital collections can include born digital materials or those created in or converted from different formats (e.g., paper, microfilm, tapes, etc.) by the library and made available to users electronically. This includes locally held digital materials that are not purchased or acquired through other arrangements (e.g., vendor, individual or consortial licensing agreements). Born digital collections can include materials self-archived in an institutional repository. Created or converted digital collections can include electronic theses and dissertations (ETDs); special collections materials; maps; sound recordings; and films.

For each type of collection (e.g., subject, theme), include the size (in gigabytes) and, if possible, the number of items (e.g. digital objects or unique files) in each collection. Exclude back up copies or mirror sites since items should be counted only once. Exclude e-reserves. In the footnote, provide a paragraph describing the general nature of library digital collections and, if possible, provide the URL where collections are listed.

11.   Use of Library Digital Collections.

      11.a.   Number of times items accessed.   (11.a) _____

      11.b.   Number of queries conducted.   (11.b) _____

Number of times library digital collection items (unique files) were accessed and the number of searches (queries) conducted (if there is such a capability) during the reporting period. Please explain in a footnote how library digital collections are accessed, and if possible, list the URLs of those collections.

12. **Direct cost of digital collections construction and management.**

    12.a. **Direct cost of personnel**   (12.a) _____

    12.b. **Direct cost of equipment, software or contracted services.**   (12.b) _____

Report annual direct costs (personnel, equipment, software, contracted services and similar items) spent to create digital materials (texts, images, and multimedia) or to convert existing materials into digital form for the purpose of making them electronically available to users. Include expenditures related to digitization, OCR, editorial, creation of markup texts, and preparation of metadata for access to digitized materials, data storage, and copyright clearance. Exclude expenditures for information resources purchased or acquired from outside the institution through individual or consortia licensing agreements.

Please describe any additional funding (university, state, private grants, etc.) provided specifically for the library's digitization activities in a footnote. Also provide a footnote for any cost-recovery operations.

13. **Volumes Held Collectively [i.e., Withdrawn]**   (13) _____

The defining criterion for this number is that the library formerly devoted financial resources for the purchase of these items and is now taking responsibility for their availability through participation in a cooperative that supports shared ownership. The library may demonstrate commitment to shared ownership through a shared storage facility, or similar collaborative arrangements, by supporting a consortium financially through a legally binding arrangement. Report here volumes originally held that were withdrawn from the local collection beginning with fiscal year 2003-04. Note that this is not the number of volumes held in a shared storage facility but literally volumes withdrawn from your collection.

This number is a subset of volumes withdrawn in Q1.b.ii reported in the ARL Statistics beginning with fiscal year 2003-04. Report here the cumulative number beginning with fiscal year 2003-04.

Exclude volumes held collectively because they are held by other organizations such as the Center of Research Libraries (CRL) that are supported by membership dues and determination on whether to maintain membership may vary from year to year.

Footnotes: Please provide footnotes as requested. Consult the data entry Web interface (www.arlstatistics.org) for a copy of last year's footnotes. These can be found under "Data Repository" after you login to www.arlstatistics.org. Please use a concise sentence/paragraph format when writing footnotes—**do not use "bullets" or make a "bullet list**."

NOTE: Any change over 10% for any response to the surveys questions over the preceding year (2007-08) should be addressed with a footnote.

Submit the completed questionnaire by **October 15, 2009.**

For assistance, please call the ARL Office at (202) 296-2296, or e-mail Martha Kyrillidou (martha@arl.org) or Les Bland (les@arl.org).