ARL STATISTICS 2010-11
WORKSHEET

This worksheet is designed to help you plan your submission for the 2010-11 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, 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 AND TITLES:

1. Volumes held June 30, 2011 (1.a + 1.b) (1) ________________
   1a. Volumes held June 30, 2010 (1.a) ________________
   1b. Volumes added during the year (1.b.i – 1.b.ii) (1.b) ________________
      (i) Volumes added – Gross (1.b.i) ________________
      (ii) Volumes withdrawn during year (1.b.ii) ________________

2. Titles held June 30, 2011 (2) ________________

3. Number of monographic volumes purchased (3) ________________

4. Basis of volume count is:
   (4) _____ Physical
   _____ Bibliographic
PAGE TWO – OTHER COLLECTIONS

SERIALS

5. Total number of serial titles currently received, including periodicals \((5.a + 5.b)\)  
\((5)\)__________________

5a. Number of serial titles currently purchased \((5a.i + 5a.ii)\)  
\((5a)\) _____________

\(5a.i\) Electronic  
\((5a.i)\) _____________

\(5a.ii\) Print (and other format) serials purchased  
\((5a.ii)\) _____________

5b. Number of serial titles currently received but not purchased \((5b.i + 5b.ii + 5b.iii + 5b.iv)\)  
\((5b)\) ______________

\(5b.i\) Consortial  
\((5b.i)\) _____________

\(5b.ii\) Freely accessible  
\((5b.ii)\) _____________

\(5b.iii\) Print (and other format) – Exchanges, gifts, etc.  
\((5b.iii)\) _____________

\(5b.iv\) Government documents  
\((5b.iv)\) _____________

6. Government documents are included in count of Current Serials?  
\((6)\)   _____ Yes   _____ No

OTHER LIBRARY MATERIALS

7. Microform units  
\((7)\) ______________

8. Government documents not counted elsewhere  
\((8)\) ______________

9. Computer files  
\((9)\) ______________

10. Manuscripts and archives (linear ft.)  
\((10)\) ______________

AUDIOVISUAL MATERIALS

11. Cartographic  
\((11)\) ______________

12. Graphic  
\((12)\) ______________

13. Audio  
\((13)\) ______________

14. Film and Video  
\((14)\) ______________
PAGE THREE – EXPENDITURES

15. Are the below figures reported in Canadian dollars? (15) ______Yes
______No

   
   16a. Monographs (16a) ______________
   16b. Serial titles, including periodicals (16b) ______________
   16c. Other Library Materials (16c) ______________
   16d. Miscellaneous (16d) ______________

17. Contract binding (17) ______________

18. Total Salaries and Wages \((18.a + 18.b + 18.c)\) (18) _______________
   
   18a. Professional staff (18a) ______________
   18b. Support staff (18b) ______________
   18c. Student assistants (18c) ______________

19. Fringe benefits are included in expenditures for salaries and wages? (19) _____ Yes
______No

20. Other operating expenditures (20) ______________

21. Total library expenditures \((16 + 17 + 18 + 20)\) (21) _______________

ELECTRONIC MATERIALS EXPENDITURES

22. One-time electronic resource purchases (22) ______________

23. Ongoing electronic resource purchases (e.g., subscriptions, annual license fees) (23) ______________

24. Bibliographic Utilities, Networks, and Consortia
   
   24a. From internal library sources (24a) ______________
   24b. From external sources (24b) ______________

25. Computer hardware and software (25) ______________

26. Document Delivery/Interlibrary Loan (26) ______________
PAGE FOUR – PERSONNEL AND PUBLIC SERVICES

PERSONNEL (Round figures to nearest whole number.)

27. Total Staff FTE (27.a + 27.b + 27.c) (27) _________________
   27a. Professional staff, FTE (27a) _____________
   27b. Support staff, FTE (27b) _____________
   27c. Student assistants, FTE (27c) _____________

STAFFED SERVICE POINTS AND HOURS

28. Number of staffed library service points (28) _________________

29. Number of weekly public service hours (29) _________________

INSTRUCTION

30. Number of library presentations to groups (30) _________________
   30a. Is the library presentations figure based on sampling? (30a) _____ Yes _____ No

31. Number of total participants in group presentations reported in line 30 (31) _________________
   31a. Is the total participants in group presentations figure based on sampling? (31a) _____ Yes _____ No

REFERENCE

32. Number of reference transactions (32) _________________
   32a. Is the reference transactions figure based on sampling? (32a) _____ Yes _____ No
CIRCULATION

33. Number of initial circulations (excluding reserves)   (33) ___________________
34. Total circulations (initial and renewals, excluding reserves)   (34) ___________________

INTERLIBRARY LOANS

35. Total number of filled requests provided to other libraries    (35) ___________________
36. Total number of filled requests received from other libraries or providers    (36) ___________________

PhD DEGREES AND FACULTY

37. Number of PhDs awarded in FY2010-11   (37) ___________________
38. Number of fields in which PhDs can be awarded   (38) ___________________
39. Number of full-time instructional faculty in FY2010-11   (39) ___________________

ENROLLMENT – FALL 2010
(Line numbers refer to IPEDS survey form.)

40. Full-time students, undergraduate and graduate    (40) ___________________
(Add line 8, columns 15 & 16, and line 14, columns 15 & 16.)
41. Part-time students, undergraduate and graduate    (41) ___________________
(Add line 22, columns 15 & 16, and line 28, columns 15 & 16.)
42. Full-time graduate students (Line 14, columns 15 & 16.)    (42) ___________________
43. Part-time graduate students (Line 28, columns 15 & 16.)    (43) ___________________

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 any special projects which might cause radical increases or decreases. Please use the footnotes in the ARL Statistics 2009-10 for comparison if necessary. Please consult the Data Repository under 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 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. Please use a concise sentence/paragraph format when writing footnotes—do not use bullets or make a bullet list.

NOTE: Any change over 10% in any answer to any of the survey’s questions over the preceding year’s response (2009-2010) should be addressed with a footnote.

Submit the completed questionnaire by October 15, 2011.

For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Shaneka Morris (shaneka@arl.org)
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