ARL STATISTICS 2012-2013
 WORKSHEET

This worksheet is designed to help you plan your submission for the 2012-2013 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 FY2012-2013  (23)________________

24. Number of fields in which Doctor’s Degrees can be awarded  (24)________________

25. Number of full-time instructional faculty in FY2012-2013  (25)________________

ENROLLMENT – FALL 2012

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, 2013

For assistance, please e-mail or Google chat: stats@arl.org
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