# 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, 2014 (all formats)   (1)________________

2. Volumes held June 30, 2014 (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
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