This worksheet is designed to help you plan your submission for the 2014–2015 *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, 2015 (all formats)  
   (1)_____________

2. Volumes held June 30, 2015 (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)________________

**ANNUAL GATE COUNT**

23. Annual gate count (23)________________

**DOCTOR’S DEGREES AND FACULTY**

24. Number of Doctor’s Degrees awarded in FY2014–2015 (24)________________

25. Number of fields in which Doctor’s Degrees can be awarded (25)________________

26. Number of full-time instructional faculty in FY2014–2015 (26)________________

**ENROLLMENT – FALL 2014**

27. Full-time students, undergraduate and graduate (27)________________

28. Part-time students, undergraduate and graduate (28)________________

29. Full-time graduate students (29)________________

30. Part-time graduate students (30)________________

**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, 2015

For assistance, please e-mail or Google chat: stats@arl.org
Tel. (202) 296-2296; FAX (202) 872-0884