ARL Statistics 2017–2018
Worksheet

This worksheet is designed to help you plan your submission for the 2017–2018 ARL Statistics. Instructions are available online at http://www.arlstatistics.org/About/Mailings/stats_2017-18. 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, do not enter zero (0). Instead, 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.

**Please submit online at [http://arlstatistics.org](http://arlstatistics.org) by March 15, 2019.**

Reporting Institution_________________________ Date Returned to ARL ________________

Report Prepared by (name)________________________________________________________

Title________________________________________________________________________

Email address________________________________________ Phone number _____________

Contact person (if different)____________________________________________________________________

Title________________________________________________________________________

E-mail address________________________________________ Phone number _____________

**COLLECTIONS**

1. Titles held June 30, 2018 (all formats) (1)__________

2. Volumes held June 30, 2018 (‘print only’ items and e-books) (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: \textbf{Report fringe benefits in question 10})  
\hspace{1cm} (8)___________

8a. Professional staff (exclude fringe benefits)  
\hspace{1cm} (8a)_________

8b. Support staff (exclude fringe benefits)  
\hspace{1cm} (8b)_________

8c. Student assistants (exclude fringe benefits)  
\hspace{1cm} (8c)_________

9. Other operating expenditures  
\hspace{1cm} (9)___________

**FRINGE BENEFITS** \textit{(Provide a detailed footnote on what this includes)}

10. Fringe benefits  
\hspace{1cm} (10)__________

11. Official designated percent  
\hspace{1cm} (11)__________

**EXPENDITURES FROM EXTERNAL SOURCES**

12. Consortia/Networks/Bibliographic Utilities Expenditures from External Sources  
\hspace{1cm} (12)__________

**PERSONNEL** \textit{(Round figures to nearest whole number)}

13. Total Staff FTE \((13a + 13b + 13c)\)  
\hspace{1cm} (13)_________

\hspace{1cm} 13a. Professional staff, FTE  
\hspace{1cm} (13a)_________

\hspace{1cm} 13b. Support staff, FTE  
\hspace{1cm} (13b)_________

\hspace{1cm} 13c. Student assistants, FTE  
\hspace{1cm} (13c)_________

**INSTRUCTION**

14. Number of library presentations to groups  
\hspace{1cm} (14)_________

\hspace{1cm} 14a. Is the library presentations figure based on sampling?  
\hspace{1cm} (14a)_____Yes  _____No

15. Number of total participants in group presentations reported in line 14  
\hspace{1cm} (15)_________

\hspace{1cm} 15a. Is the total participants in group presentations figure based on sampling?  
\hspace{1cm} (15a)_____Yes  _____No

**REFERENCE**

16. Number of reference transactions  
\hspace{1cm} (16)_________

\hspace{1cm} 16a. Is the reference transactions figure based on sampling?  
\hspace{1cm} (16a)_____Yes  _____No

**CIRCULATION**

17. Number of initial circulations (excluding reserves)  
\hspace{1cm} (17)_________

**USE OF ELECTRONIC RESOURCES** \textit{(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 FY2017–2018 (24)___________
25. Number of fields in which Doctor's Degrees can be awarded (25)___________
26. Number of full-time instructional faculty in FY2017–2018 (26)___________

**ENROLLMENT—FALL 2017**

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. Use the Percentages Used to Check Data Accuracy spreadsheet to determine whether large changes are within bounds or need to be addressed in your footnotes.

Please submit online at [http://arlstatistics.org](http://arlstatistics.org) by March 15, 2019.

For assistance, e-mail: stats@arl.org Tel: 202-296-2296 [http://www.arlstatistics.org/About/Mailings/stats_2017-18](http://www.arlstatistics.org/About/Mailings/stats_2017-18)