Worksheet

This worksheet is designed to help you plan your submission for the 2015–2016 ARL Statistics. Instructions are available online at http://www.arlstatistics.org/About/Mullings/stats_2015-16. 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 ____________________________________________________________

E-mail address______________________________ Phone number__________

**COLLECTIONS**

1. Titles held June 30, 2016 (all formats) (1)

2. Volumes held June 30, 2016 (print plus electronic) (2)

3. Basis of print volume count is
   ____ 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)

   a. One-time resource purchases (7a)

   b. Ongoing resource purchases
      (e.g. subscriptions, annual license fees) (7b)

   c. Collection support (7c)

8. Total Salaries and Wages \((8a + 8b + 8c)\)
   (Exclude fringe benefits; **Report fringe benefits in question 10**) (8)

   a. 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

ANNUAL GATE COUNT
23. Annual gate count

DOCTOR’S DEGREES AND FACULTY
25. Number of fields in which Doctor’s Degrees can be awarded

ENROLLMENT—FALL 2015
27. Full-time students, undergraduate and graduate
28. Part-time students, undergraduate and graduate
29. Full-time graduate students
30. Part-time graduate students

FOOTNOTES
NOTE: Any large shifts in reported data compared to last year should be explained with a footnote.

Please submit online at http://arlstatistics.org by October 15, 2016.
For assistance, e-mail: stats@arl.org Tel: 202-296-2296 Fax: 202-872-0884

http://www.arlstatistics.org/About/Mailings/stats_2015-16