ARL Statistics 2018–2019
Worksheet

This worksheet is designed to help you plan your submission for the 2018–2019 ARL Statistics. Instructions are available online at http://www.arlstatistics.org/About/Mailings/stats_2018-19. 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.


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, 2019 (all formats) (1)______________

2. Volumes held June 30, 2019 (“print only” items and e-books) (2)______________

3. Basis of print volume count is
   ____ Physical
   ____ Bibliographic (3)____

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 FY2018–2019 (24)
25. Number of fields in which Doctor's Degrees can be awarded (25)

**ENROLLMENT—FALL 2018**
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.


For assistance, e-mail: stats@arl.org Tel: 202-296-2296
http://www.arlstatistics.org/About/Mailings/stats_2018-19