

## ACADEMIC LIBRARIES SURVEY

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### SURVEY ELIGIBILITY

**You are eligible to complete the survey if your institution has its own library, defined as an entity that provides all of the following:**

- |    |  |        |
|----|--|--------|
| a. | Do you have an organized collection of printed or other materials or a combination thereof?  | Yes/No |
| b. | Do you have paid, trained library staff to provide and interpret library materials to meet the informational, cultural, recreational, or educational needs of clientele? | Yes/No |
| c. | Do you have established hours of operation during which paid, trained staff are available to meet the informational service needs of clientele?                          | Yes/No |
| d. | Does the library have the physical facilities necessary to support such a collection, staff, and schedule?   | Yes/No |

Data collected by NCES are used for statistical and directory purposes only.

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**OUTLETS & STAFF, FY 2008**

<b>Item</b>	<b>Outlets</b>	<b>Number</b>
100	Branch and independent libraries – Exclude main or central library	_____

*(Exclude maintenance and custodial staff, volunteers and contributed services staff.)  
Report FTE data to two decimals.*

<b>Item</b>	<b>Staff</b>	<b>FALL 2008 Number of full-time equivalents (FTEs) (1)</b>	<b>FY 2008 Salaries and wages (whole dollars only) (2)</b>
200	Librarians	_____	
201	Other professional staff	_____	
202	<b>Total librarians and other professional staff</b> (sum items 200 and 201)	_____	\$ _____
203	All other paid staff (except student assistants)	_____	\$ _____
204	Student assistants from all funding sources	_____	\$ _____
205	<b>Total full-time equivalent (FTE) staff</b> (sum items 202, 203 and 204)	_____	\$ _____
206	Are employee fringe benefits paid from the library budget? If no, select "N" and skip to item 300		_____ (Yes/No)
207	Employee fringe benefits (if paid from library budget)		\$ _____

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## LIBRARY EXPENDITURES, FY 2008

See instructions for definitions.

Item	Expenditures	Amount (whole dollars only)
205	<b>Total salaries and wages (from previous page):</b>	\$ _____
	<b>Information resources:</b>	
300	<b>One-time purchases of books, serial backfiles and other materials</b>	\$ _____
301	Electronic \$ _____	
302	Audiovisual \$ _____	
303	<b>Ongoing commitments to serial subscriptions</b>	\$ _____
304	Electronic serials \$ _____	
	<b>Other information resources:</b>	
305	Document delivery/interlibrary loan	\$ _____
306	Preservation	\$ _____
307	Other expenditures for information resources	\$ _____
	<b>Operating expenditures:</b>	
308	Computer hardware and software (include maintenance)	\$ _____
309	Bibliographic utilities, networks and consortia	\$ _____
310	All other operating expenditures	\$ _____
311	<b>TOTAL EXPENDITURES (Sum 205, 300, 303 and 305 through 310)</b>	\$ _____

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LIBRARY COLLECTIONS, FY 2008

See instructions for definitions.

Item	Collections	Added during the Fiscal Year (1)	Held at end of Fiscal Year (2)
400	Books, serial backfiles and other paper materials (include government documents)	_____	_____
401	E-Books	_____	_____
402	Microforms	_____	_____
403	Audiovisual materials	_____	_____
404	Current serial titles	_____	_____
405	Electronic reference sources and aggregation services	_____	_____
406	Is the library collection entirely electronic?	Yes/No _____	

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## LIBRARY SERVICES, FY 2008

See instructions for definitions.

Item	Services	Number
<b>Interlibrary loans and documents provided to other libraries:</b>		
500	Returnable	_____
501	Non-returnable	_____
502	<b>Total provided</b> (sum of items 500 and 501)	_____
<b>Interlibrary loans and documents received:</b>		
503	Returnable	_____
504	Non-returnable	_____
505	Documents received from commercial services	_____
506	<b>Total received</b> (sum of items 503, 504 and 505)	_____
<b>Circulation:</b>		
507	General circulation transactions	_____
508	Reserve circulation transactions	_____
<b>Information services to groups:</b>		
509	Number of presentations	_____
510	Total attendance at all presentations	_____

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### LIBRARY SERVICES, TYPICAL WEEK, FALL 2008

See instructions for definitions.

<b>Item</b>	<b>Services</b>	<b>Number in a typical week</b>
600	Number of weekly public service hours	_____
601	Gate count in a typical week	_____
602	Reference transactions in a typical week	_____

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**ELECTRONIC SERVICES, FY 2008**

See instructions for definitions.

<b>Item</b>	<b>Services</b>	<b>Yes/No</b>
	<b>Does your library provide the following?</b>	
700	Documents digitized by the library staff	_____
701	Library reference service by e-mail or the Web	_____
702	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)	_____
703	Electronic theses and dissertations produced by your students	_____

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**INFORMATION LITERACY, FY 2008**

See instructions for definition.

<b>Item</b>		<b>Yes/No</b>
	<b>Does your postsecondary institution have the following, or has it done the following?</b>	
800	A definition of information literacy or of an information literate student	_____
801	Incorporated information literacy in the institution's mission	_____
802	Incorporated information literacy in the institution's strategic plan If no, select "N" and skip 803 and 804.	_____
803	An institution-wide committee to implement the strategic plans for information literacy	_____
804	The strategic plan formally recognizes the library's role in information literacy instruction?	_____