ACRL STATISTICS 2008-09
WORKSHEET

This worksheet is designed to help you plan your submission for the 2008-09 *ACRL Statistics*. The figures on this worksheet should be similar to those in the web form, except in cases where data are unavailable. If an exact figure is unavailable or not appropriate for your library, use "-1" (negative one). If the appropriate answer is zero or none, use "0." See instructions for more information. Yellow indicates a major change or addition from last year.

PART 1 – LIBRARY INFORMATION

Reporting Institution _____

Report Prepared by (name) _____

Title _____

Email address_____

Phone number _____

Contact person (if different) _____

Title _____

Email address_____

Phone number _____

PART 2 – VOLUMES

1. Volumes held June 30, 2009

1a. Volumes held June 30, 2008 (1.a.)_____

1b. Volumes added during the 2009 fiscal year

(i) Volumes added – Gross (1.b.i.)_____

(ii) Volumes withdrawn during year (1.b.ii.)_____

1.b. = 1.b.i. – 1.b.ii. (1.b.)_____

1 = 1.a + 1.b. (1.)_____

2. Titles held June 30, 2009 (2)_____

3. Number of monographic volumes purchased (3)_____

4. Basis of volume count is: _____ Physical _____ Bibliographic

Copyright 2008 Association of Research Libraries, Washington, DC

PART 3 – OTHER COLLECTIONS

SERIALS

5. Total number of serial titles currently received, including periodicals (5a + 5b)

5.a. Number of serial titles currently purchased

5.a.i. Electronic (deduplicated) (5.a.i.)_____

5.a.ii. Print (& other format) serials purchased (5.a.ii.)_____

(5.a.ii. excludes duplicates under 5.a.i.)

5.a. = 5.a.i. + 5.a.ii. (5.a.)_____

5.b. Number of serial titles currently received but not purchased

5.b.i. Consortial (5.b.i.)_____

5.b.ii. Freely accessible (5.b.ii.)_____

5.b.iii. Print (and other format) – *Exchanges, gifts, etc.* (5.b.iii.)_____

5.b.iv Government documents (5.b.iv.)_____

5.b. = 5.b.i. + 5.b.ii. + 5.b.iii. + 5.b.iv. (5.b.)_____

5. = 5.a. + 5.b. (5.)_____

6. Government documents are included in count of Current Serials? _____ Yes _____ No

OTHER LIBRARY MATERIALS

7. Microform units (7.)_____

8. Government documents not counted elsewhere (8.)_____

9. Computer files (9.)_____

10. Manuscripts and archives (linear ft.) (10.)_____

AUDIOVISUAL MATERIALS

11. Cartographic (11.)_____

12. Graphic (12.)_____

13. Audio (13.)_____

14. Film and video (14.)_____

Copyright 2008 Association of Research Libraries, Washington, DC

PART 4 – EXPENDITURES

15. Are the below figures reported in Canadian dollars? _____Yes _____No

16. Total library materials expenditures

16.a. Monographs (16.a.)_____

16.b. Serial titles, including periodicals (16.b.)_____

16.c. Other Library Materials (16.c.)_____

16.d. Miscellaneous (16.d.)_____

16. = 16.a. + 16.b. + 16.c. + 16.d. (16.)_____

17. Contract binding (17.)_____

18. Total salaries and wages

18.a. Professional staff (18.a.)_____

18.b. Support staff (18.b.)_____

18.c. Student assistants (18.c.)_____

18. = 18.a. + 18.b. + 18.c. (18.)_____

19. Fringe benefits are included in expenditures for salaries and wages? _____ Yes _____ No

20. Other operating expenditures (20.)_____

21. Total library expenditures *(16 + 17 + 18 + 20)* (21.)_____

ELECTRONIC MATERIALS EXPENDITURES

22. One-time electronic resource purchases (22.)_____

23. Ongoing electronic resource purchases (e.g., subscriptions, annual license fees)

(23.)_____

24. Bibliographic utilities, networks, and consortia

24.a. From internal library sources (24.a.)_____

24.b. From external sources (24.b.)_____

25. Computer hardware and software (25.)_____

26. Document delivery / Interlibrary loan (26.)_____

Copyright 2008 Association of Research Libraries, Washington, DC

Part 5 – PERSONNEL AND PUBLIC SERVICES

PERSONNEL *(Round figures to nearest whole number.)*

27. Total Staff FTE

27.a. Professional staff, FTE (27.a.)_____

27.b. Support staff, FTE (27.b.)_____

27.c. Student assistants, FTE (27.c.)_____

27. = 27.a. + 27.b. + 27.c. (27.)_____

STAFFED SERVICE POINTS AND HOURS

28. Number of staffed library service points (28.)_____

29. Number of weekly public service hours (max. total is 168) (29.)_____

INSTRUCTION

30. Number of library presentations to groups (30.)_____

30.a. Is the library presentations figure based on sampling? _____Yes _____No

31. Number of total participants in group presentations reported in line 29. (31.)_____

31.a. Is the total participants in group presentations figure based on sampling?

_____Yes _____No

REFERENCE

32. Number of reference transactions (32.)_____

32.a. Is the reference transactions figure based on sampling? _____Yes _____No

Copyright 2008 Association of Research Libraries, Washington, DC

Part 6 – PUBLIC SERVICES AND LOCAL CHARACTERISTICS

CIRCULATION

33. Number of initial circulations (excluding reserves) (33.)_____

34. Total circulations (initial and renewals, excluding reserves) (34.)_____

INTERLIBRARY LOANS

35. Total number of filled requests provided to other libraries (35.)_____

36. Total number of filled requests received from other libraries or providers (36.)_____

Ph.D. DEGREES AND FACULTY

37. Number of Ph.D.s awarded in FY2008-09 (37.)_____

38. Number of fields in which Ph.D.s can be awarded (38.)_____

39. Number of full-time instructional faculty in FY2008-09 (39.)_____

ENROLLMENT – FALL 2008
(Line numbers refer to IPEDS survey form.)

40. Full-time students, undergraduate and graduate (40.)_____
(Add line 8, columns 15 & 16, and line 14, columns 15 & 16.)

41. Part-time students, undergraduate and graduate (41.)_____
(Add line 22, columns 15 & 16, and line 28, columns 15 & 16.)

42. Full-time graduate students *(Line 14, columns 15 & 16.)* (42.)_____

43. Part-time graduate students *(Line 28, columns 15 & 16.)* (43.)_____

Copyright 2008 Association of Research Libraries, Washington, DC

PART 7 – NETWORKED RESOURCES

Electronic Books

44. Number of electronic books held. *This is a subset of volumes reported in Q.1.* (44.)_____

45. Expenditures for electronic books. (45.)_____
Include annual access and service fees paid directly or through consortial arrangements. Include initial purchase cost only for items purchased this fiscal year. Expenditures are only for the electronic books reported in 44.

46. Are the above expenditures reported in Canadian dollars? _____Yes _____No

Use of Networked Electronic Resources and Services

47. Number of virtual reference transactions. (47.)_____
Virtual reference transactions are conducted via email, a library's website, or other network communications mechanisms designed to support electronic reference. A virtual reference transaction *must* include a question *either* received electronically (e.g., via e-mail, WWW form, etc.) *or* responded to electronically. A transaction that is both received and responded to electronically is counted as *one* transaction. Exclude phone and fax traffic unless either the question or answer transaction occurs via the manner described above**.** Include counts accrued from participation in any local and national projects, such as DigiRef and the Library of Congress's CDRS (Collaborative Digital Reference Service). A reference transaction is an information contact, which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by any member of the library staff (e.g., circulation, technical or reference services). This number is a subset of reference transactions reported in Q32, in the ACRL Statistics.

48. Does your library offer federated searching across networked electronic resources?

_____Yes _____No

Networked electronic resources may include any information resource, such as databases, journals, e-books, reference materials, and non-textual resources that are provided to the library's users through licensing and contractual agreements. Include electronic resources that institutions mount locally.

49. Number of sessions (logins) to databases or services. (49.)_____

49.a. Number of resources for which you are reporting. (49.a.)_____

A session or login is one cycle of user activities that typically starts when a user connects to an electronic resource and ends with explicit termination of activities (by leaving through logout or exit) or implicit termination (time out due to user inactivity). Report here those figures that you derive from Database Report 1 and Database Report 3 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported.

50. Number of searches (queries) in databases or services. (50.)_____

50.a. Number of resources for which you are reporting. (50.a.)_____

A search is intended to represent a unique intellectual inquiry. Typically, a search is recorded each time a search request is sent/submitted to the server. Report here those figures that you derive from Database Report 1 and Database Report 3 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported.

Copyright 2008 Association of Research Libraries, Washington, DC

51. Number of successful full-text article requests. (51.)_____

51.a. Number of resources for which you are reporting. (51.a.)_____

Items reported should include only full-text articles as defined in the COUNTER Code of Practice. Report here those figures that you derive from Journal Report 1 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported.

52. Number of virtual visits

52.a. Number of virtual visits to library's website. (52.a.)_____

52.b.Number of virtual visits to library's catalog. (52.b.)_____

52.c. Excludes virtual visits from inside the library? (52.c.)_____

Virtual visits include a user's request of the library web site or catalog from outside the library building excluding the number of pages or gratuitous elements (images, style sheets) viewed. Exclude, if possible, virtual visits from within the library, from robot or spider crawls and from page reloads.

A visit is usually determined by a user's IP address, which can be misleading due to Internet Service Providers (ISPs) and Firewalls or Proxy Servers. Thus, this measure is actually an estimate of the visits.

Library Digitization Activities

53. Number and Size of Library Digital Collections.

52.a. Number of Collections. (53.a.)_____

52.b. Size (in gigabytes). (53.b.)_____

52.c. Items. (53.c.)_____

Library digital collections can include born digital materials or those created in or converted from different formats (e.g., paper, microfilm, tapes, etc.) by the library and made available to users electronically. This includes locally held digital materials that are not purchased or acquired through other arrangements (e.g., vendor, individual or consortial licensing agreements). Born digital collections can include materials self-archived in an institutional repository. Created or converted digital collections can include electronic theses and dissertations (ETDs); special collections materials; maps; sound recordings; and films.

For each type of collection (e.g., subject, theme), include the size (in gigabytes) and, if possible, the number of items (e.g. digital objects or unique files) in each collection. Exclude back up copies or mirror sites since items should be counted only once. Exclude e-reserves. In the footnote, provide a paragraph describing the general nature of library digital collections and, if possible, provide the URL where collections are listed.

54. Use of Library Digital Collections.

53.a. Number of times items accessed. (54.a.)_____

53.b. Number of queries conducted. (54.b.)_____

Number of times library digital collection items (unique files) were accessed and the number of searches (queries) conducted (if there is such a capability) during the reporting period. Please explain in a footnote how library digital collections are accessed, and if possible, list the URLs of those collections.

Copyright 2008 Association of Research Libraries, Washington, DC

55. Direct cost of digital collections construction and management.

54.a. Direct cost of personnel. (55.a.)_____

54.b. Direct cost of equipment, software, or contracted services. (55.b.)_____

Report annual direct costs (personnel, equipment, software, contracted services and similar items) spent to create digital materials (texts, images, and multimedia) or to convert existing materials into digital form for the purpose of making them electronically available to users. Include expenditures related to digitization, OCR, editorial, creation of markup texts, and preparation of metadata for access to digitized materials, data storage, and copyright clearance. Exclude expenditures for information resources purchased or acquired from outside the institution through individual or consortia licensing agreements.

Please describe any additional funding (university, state, private grants, etc.) provided specifically for the library's digitization activities in a footnote. Also provide a footnote for any cost-recovery operations.

56. Volumes Held Collectively [i.e., Withdrawn] (56.)_____

The defining criterion for this number is that the library formerly devoted financial resources for the purchase of these items and is now taking responsibility for their availability through participation in a cooperative that supports shared ownership. The library may demonstrate commitment to shared ownership through a shared storage facility, or similar collaborative arrangements, by supporting a consortium financially through a legally binding arrangement. Report here volumes originally held that were withdrawn from the local collection beginning with fiscal year 2003-04. Note that this is not the number of volumes held in a shared storage facility but literally volumes withdrawn from your collection.

This number is a subset of volumes withdrawn in Q1.b.ii reported in the ACRL Statistics beginning with fiscal year 2003-04. Report here the cumulative number beginning with fiscal year 2003-04.

Exclude volumes held collectively because they are held by other organizations such as the Center of Research Libraries (CRL) that are supported by membership dues and determination on whether to maintain membership may vary from year to year.

FOOTNOTES On the web form, you will be able to add footnotes to individual questions, as well as footnotes that apply to your entire institution. Please provide any information which would clarify the figures submitted, e.g., the inclusion of branch campus libraries or any special projects which might cause radical increases or decreases. Please make an effort to word your footnotes in a manner consistent with notes appearing in the published report, so that the ACRL Office can interpret your footnotes correctly. Please also use a concise sentence when writing footnotes and do not use bullets or bulleted lists.

Submit the completed questionnaire by **April 30, 2010.**

For assistance, please e-mail the Center for Informatics Research in Science and Scholarship via Virgil Varvel (Vvarvel@illinois.edu) or Tel. (217) 333-1980.

Copyright 2008 Association of Research Libraries, Washington, DC