ACRL STATISTICS 2008-09

WORKSHEET

Part I Standard information can be filled out by the person who reports the statistics. The contact person is the Dean if that is not the person who fills it out. **Statistics and staff from branch Libraries, CCE and Pell, are not reported.**

Part 2 VOLUMES

l. Volumes:

1a. "Volumes held" will be on the base number that is given for the previous year's report. Acquisitions and Government Publications will provide the figures to add to the base (volumes added and volumes withdrawn). Government Documents <u>are</u> included in total, per Deborah Mongeau, 3/2010.

Include e-books in the future as they are acquired.

2. "Titles held" are generated from a list of bibliographic records with location URI. Government publications and e-resources are included in this total. Branches are included in the total also; because there is no practical way to separate them out, per Martha Sanders.

3. "Number of monographic volumes purchased" is supplied by Acquisitions

4. Basis of volume count is "physical."

Part 3 – OTHER COLLECTIONS

5. Serials—Acquisitions will provide all figures for number of serial titles currently purchased and received, in electronic and print formats, with the *exception* of a count of current Government Documents serials, which will be provided by the Government Publications Unit. [[[Note: I'm avoiding using question numbers only in this document, since these have changed from year to year in the past.]]]

6. Government documents are included in count of Current Serials: Yes

OTHER LIBRARY MATERIALS

7. Figures on net microform units added during the year are provided by Acquisitions and Govt. Pubs and are added to last year's base.

8. " Government Docs not counted elsewhere:" This refers to uncataloged Government docs reported by Government Publications.

9. Computer files: "Not available"

10. Special Collections will report linear feet of "Manuscripts and archives."

AUDIOVISUAL MATERIALS

11. Government Pubs will report number of cartographic materials.

12. "Graphic": Not applicable

13. "Audio:" Media and Special Collections will report

14. "Film and video": Media and Special Collections will report.

Part 4 - EXPENDITURES

15. Are figures in Canadian dollars: No

16. Total Library expenditures: Leave out Pell and CCE. These figures come from Acquisitions. Note: HELIN dues are no longer included here; as of 2008-09, they are reported under "Bibliographic utilities, networks, and consortia."

17. Contract binding: Reported by Acquisitions

18. Total salaries and wages: Leave out Pell and CCE. The figures come from Administration

19. Fringe Benefits included? -NO.

20 "Other operating expenditures" Kingston Library Budget Sheets "Operating" budget line figure will be used in the future. Subtract computer hardware and software from Operating Budget and report in under "Computer hardware and software" (number 25).

ELECTRONIC MATERIALS EXPENDITURES

22-23. "One-time electronic resource purchases" and "Ongoing electronic resource purchases" provided by Acquisitions.

24. 24a. HELIN fees and LYRASIS fees. These figures come from either Acquisitions or the Administration. Do not include Lyrasis ILL costs, which are reported under "Document delivery / interlibrary loan.

24b. "From external sources": Do not use budget line item 5382 (Rental/Equipment—NELINET) Not currently applicable. Would cover purchased statewide databases for which a specific amount was paid on URI's behalf.

25. "Computer hardware and software": this would come from the operating budget.

26. "Document Delivery/ Interlibrary loan": the report should come from the LYRASIS figures (Admin or Acquisitions). Fees for photocopies, fax, royalties, access fees, etc. are not included. Footnote: Bibliographic Utility Fees only.

Part 5 – PERSONNEL AND PUBLIC SERVICES

PERSONNEL

27. "Staff FTE": Do not report PELL or CCE, figures come from Administration.

STAFFED SERVICE POINTS AND HOURS

28- 29 "Number of staffed library service points" and "number of weekly public service hours": Public Services reports. Does not include branches.

INSTRUCTION

30- 31 "Number of library presentations to groups" and "Number of total participants in group presentations": Instructional Services Librarian reports. Contact should be made with other Units who may make presentations e.g., Special Collections, Curriculum Materials. Does not include branches.

REFERENCE

32. "Number of reference Transactions": Public Services and Special Collections report.

32a. "Is the reference transactions figure based on sampling?": YES

Part 6 – PUBLIC SERVICES AND LOCAL CHARACTERISTICS

CIRCULATION

33-34 “Initial circulations” and “total circulations”: Figures come from Access Services

INTERLIBRARY LOANS

35- 36 “Filled requests provided and received”: Figures come from Access Services

Ph.D. DEGREES AND FACULTY

37. “Number of Ph.D.s awarded”: Count the number of Ph.D.’s using the Commencement Bulletin, housed in Special Collections. (Institutional Research does not have final numbers for prior year at time of survey.

38. “Number of fields in which Ph.D.’s can be awarded”: Figures would come from the Senate Office. The compiler must call.

39. “Full time instructional faculty.” The University Administration would have that figure. The compiler must call. [[[Institutional Research?]]]

ENROLLMENT

40-43 “Full time and part time students”: These figures should be provided by Institutional Research . The compiler would call.

Part 7 – NETWORKED RESOURCES

Electronic Books

44-46 “Number and expenditures on Electronic books”-these figures will be provided by Acquisitions.

Use of Networked Electronic Resources and Services

47-48 “Number of virtual reference transactions” and “Federated searching”: These figures are provided by Public Services

49-50 “Database sessions and searches”: These figures are provided by Acquisitions

51 “Number of successful full-text article requestions: This figure is provided by Acquisitions, when available.

52a. “Virtual visits to library’s website”: No longer publicly available on ITS Web site as of 2010. Compiler could contact ITS.

52b. “Virtual visits to library’s catalog”: HELIN Central Office, if available.

52c. “Excludes virtual visits from inside the library?” No.

Library Digitization Activities

53 Digital Collections: Special Collections has provided those figures. They may be available.

54 Use of Digital Collections: These figures may be available from B-ePress, our digital repository. Sarina may be the one who would be able to find it out. It’s not critical right now.

55. “Direct cost of digital collections construction and management”: Not applicable at the present time.

56. “Volumes held collectively”: Not applicable at the present time.

3/19/2010 Revised