Instructions and Definitions for 2016 ACRL Academic Library Trends and Statistics Survey
Revised: 2016 July 28

Introduction

The ACRL Academic Library Trends and Statistics Survey is administered by the ACRL Academic Library Trends and Statistics Survey Editorial Board and is designed to gather information at the national level from all types of academic libraries.

The ACRL Academic Library Trends and Statistics Survey has three objectives. The first is to offer participants the opportunity to complete two surveys in one, including the IPEDS Academic Libraries (AL) Component. Survey participants may download a .txt file which can then be used to upload the required IPEDS responses (excluding data notes) by the institutional keyholder or the library if designated by the institutional keyholder as an IPEDS user. A second objective is timeliness: the responses to this survey will be available for use within months of the closing date. A third objective is to collect measures that have proved over the years to facilitate benchmarking and best practices studies.

The members of the ACRL Academic Library Trends and Statistics Survey Editorial Board recognize and acknowledge the differences in internal workflows in academic libraries resulting in varying data collection compilation processes and reporting. We are asking for each library to respond as best as possible when completing this survey, and to make notes accordingly.

IPEDS Academic Library (AL) Component

IPEDS divides the AL Component into two sections (I and II). Section I is for all degree-granting institutions with library expenses greater than $0. Section II is for degree-granting institutions with library expenses is greater than or equal to $100,000. Please note that all libraries reporting in Section II also complete Section I.

The ACRL survey questions aligned with the 2016-2017 IPEDS AL component for reporting are:

    Library Collections / Circulation
- Physical Books (title count; include government documents) [ACRL survey line 40, column (1)]
- Physical Media [ACRL survey line 42, column (1)]
- Physical Serials [ACRL survey line 43, column (1)]
- Total Physical Circulation [ACRL survey line 60, column (1)]
- Digital/Electronic Books, (include government documents) [ACRL survey line 40, column (2)]
- Digital/Electronic Databases [ACRL survey line 41, column (2)]
- Digital/Electronic Media [ACRL survey line 42, column (2)]
- Digital/Electronic Serials [ACRL survey line 43, column (2)]

- Total Digital/Electronic Circulation or Usage [ACRL survey line 60, column (2)]

Interlibrary Loan Services
- Does your institution have interlibrary loan services? [ACRL survey line 80]
- Total interlibrary loans and documents provided to other libraries [ACRL survey line 81]
- Total interlibrary loans and documents received [ACRL survey line 82]

Branch and Independent Libraries
- Branch and independent libraries [ACRL survey line 68]

Expenses
- Total salaries and wages from the library budget [ACRL survey line 01, column (2) plus line 02, column (2) plus line 04, column (2) plus 05, column (2)]
- Are staff fringe benefits paid from the library budget? [ACRL survey line 08]
- Total amount of fringe benefits IF paid by library budget [ACRL survey line 09, column (2)]

Materials/Service Costs
- One-time purchases of books, serial back-files, and other materials [ACRL survey line 20]
- Ongoing commitments to subscriptions [ACRL survey line 21]
- Other materials/service cost [ACRL survey line 22]

Operations and Maintenance Expenses
- Preservation services [ACRL survey line 24]
- All other operations and maintenance expenses [ACRL survey line 25]

Total expenses as the sum of salaries and wages, fringe benefits, total materials/services, and total operations and maintenance [ACRL survey line 30]

Total Expenses (minus Fringe Benefits) (If fringe benefits were not paid out of the library budget, this line should be equal to Total Expenses) [ACRL survey line 31]

Please note the following information concerning academic libraries reporting relationships from IPEDS:

There are two different types of reporting relationships that can be established for the Academic Libraries (AL) component of IPEDS: a parent/child relationship or a main/branch library relationship. In both types of reporting relationships, the main or central library will report collections and expenditures information for itself and the branch libraries. However, parent/child relationships can only be established for main and branch libraries located at different institutions (with different IPEDS Unit IDs).

Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution, which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Include virtual/digital-based branch and independent libraries.

Branch and independent libraries are administered either by the central library, or as in the case of some libraries (such as law, medical, etc.), through the administrative structure of the other units within the university.

Departmental study/reading rooms are not included. Please note that data for libraries on branch campuses (i.e., located in another community) are included if those campuses are registered under the same NCES Unit ID number as the main campus.

Parent/Child Relationship
This type of relationship can be established for branch libraries that are located at a different institution (meaning it has a different IPEDS Unit ID) from the institution of the main or central library. *Libraries in consortia that share ALL their resources typically fall into this category.* The following criteria must also be met: (1) the child institution (the institution of the branch library) is in the same institutional sector as the parent (the institution of the main library), and (2) the child institution is not set up to report its own academic libraries expenditures or collections data.

For schools in parent/child relationships, do not report the child institutions as branch libraries. However, if the child institutions have branches, the parent institution should report the combined branch libraries for itself and child institutions.

Reporting Period Covered

Report all data for fiscal year (FY) 2016. Fiscal year 2016 is defined as the most recent 12-month period that ends before October 1, 2016, that corresponds to the institution's fiscal year. [text from the IPEDS AL component]

Reporting of Law and Medical Libraries

If the institution has a law or medical library (or both), please consider submitting a survey for each library. Counting Opinions administers the survey on behalf of ACRL and will work with you to manage the data combination process to produce the correct IPEDS-aligned file(s) for submission to IPEDS. This will ensure there is no duplication of data in the ACRL data collection, and allow for correct ratios with other non-library IPEDS data. Contact Counting Opinions for more information.

Include libraries supporting other professional schools (e.g., business, library science, social work) with the appropriate IPEDS Unit ID.

Adding Notes

Add any significant, measure-specific data note by clicking on the pad and pencil symbol in, or to the left of, the relevant data input box. Once a note is added, the symbol turns yellow.

Refresh the screen view and the note appears at the bottom of the input file. To update an existing note, click on the symbol and then click on the note (which is in blue, just below the white box). You can remove the note by clicking on the red "x" just after the note. Submit any general notes in the Notes field before the Trends questionnaire section.

Staffing Types, FTEs and Expenses

Definitions of Staffing Types
> *Librarians*
> "Librarians" are professional staff as defined by NISO: Staff members doing work that requires professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship. [text from NISO 39.7-2013, section 3.4]

> *Other professional staff*
> Other professional staff are staff performing professional level tasks who, though not librarians, have equivalent education and training in related fields (e.g., archives, preservation or conservation, computer sciences, business administration, education). [text from NISO 39.7-2013, section 3.4]

> *All other paid staff (except student assistants)*
> Library staff members without formal qualification in librarianship/information science or other relevant specialization, not included elsewhere. [text from NISO 39.7-2013, section 3.3]

> *Student assistants*
> Student assistants, employed on an hourly basis whose wages are paid from funds from the library budget or from an account(s) within the institution, including the Federal Work-Study Program. [based on text from the NCES Academic Library Survey 2012]

Column (1), Number of full-time equivalent (FTE) employees (lines 01, 02, 04, and 05)
Report the number of filled or temporarily vacant FTE positions assigned to the library as of November 1, 2015.

> Additional survey guidance:
> - Report FTEs supported from the library budget. However, if known, if significant, and if specifically for library business, include FTEs funded by the institution's budget. For example, for staffing counts, you may include full counts for federal work-study students working for the library, but do not include counts for maintenance and custodial staff. If there are significant counts included or excluded because of how budgeting/expenses are handled at your institution, indicate in a note at the end of the survey whether your reporting here includes or excludes them.

To compute FTEs for part-time employees and student assistants, take the TOTAL number of hours worked per week by part-time employees in each category and divide it by the number of

hours considered by the reporting library to be a full-time work week (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Data should be reported to two decimal places. [text from NISO Z39.7-2013, section 3]

Column (2) Salaries and Wages from all identifiable sources including the library, exclude fringe (lines 01, 02, 04, and 05)

Report salaries and wages before deductions for all full-time and part-time library staff, including student assistant wage and Federal Work-Study students' wage, from the library budget or all other institutional sources that are identifiable. [text from the IPEDS AL component]

> Additional survey guidance:
> - Include salaries and wages by staffing types and exclude fringe benefit expenses. (lines 01, 02, 04 and 05, column (2).

The total calculated in Column (2), line 06 is used for the AL component.

Number of hours to work per week to be considered "full time" at the institution (line 07)
Indicate the number of hours a person needs to work per week at the institution to be considered "full-time."

Are staff fringe benefits paid from the library budget? (line 08)
If benefits are paid from the library budget, select "yes" and report the amount. If benefits are not paid from the library budget, select "no" and report "0" for the amount. [text from the IPEDS AL component]

Staff fringe benefits (IF paid by library budget) (line 09, column (2))
If fringe benefits are paid by the library budget ("yes"), report all cash contributions in the form of supplementary or deferred compensation other than salary. Do not include the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options. Exclude employee fringe benefits if not paid from the library budget ("no"). [text from the IPEDS AL component]

Expenses (exclude staff)

Expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2016. Report funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. All expenses should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenses. Exclude expenses for new buildings and building renovation. [text from the IPEDS AL component]

Materials/Service Cost
One-time purchases of books, serial back-files, and other materials (line 20)
Provide the cost of one-time purchases of books, serial backfiles, and other materials. Report expenses for published materials in all formats including archives and special collections. Include one-time acquisitions of access rights for digital/electronic materials held locally and for remote materials for which permanent access rights have been acquired. Include expenses for database licenses only if it's not a subscription or part of an annual consortium fee. Do not include expenses for computer software used to support library operations or to link external networks, including the Internet. This is reported under other operations and maintenance expenses. [text from the IPEDS AL component]

Report the library's one-time expenses for e-books in the e-books block only if the library can identify these expenses separately (line 20a).

> These e-book expenses should be included in the block labeled "One-time purchases of books, serial back-files, and other materials." Any expenses for e-books indicated in this separate block (line 20a) will not be added into the Total materials/services expenses. *One-time expenses for e-books is included as an informational data point only.*

> Additional survey guidance:
> - Report one-time expenses for triggered patron-drive acquisitions (PDAs) in line 20 and in line 20a if it is an e-book.
> - Do not report funds in deposit accounts as expenditures until the library receives something from the deposit. Counting the deposit as an expenditure and then counting the actual expenditure from the deposit would inflate reported expenditures. This survey considers only expenditures that resulted in a tangible acquisition.

Ongoing commitments to subscriptions (line 21)
Report expenses for ongoing commitments in all formats, including duplicates, for all outlets. This includes serials and any other items committed to annually, as well as annual e-platform or access fees. Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Print-based Serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include the costs of electronic serials bought in aggregations and serial packages. Include abstracting and indexing services and any database that requires an annual subscription fee. Do not include subscription fees if they are part of an annual consortium fee. Government documents received serially are included if they are accessible through the library's catalog. [text from the IPEDS AL component]

> Additional survey guidance:
> - Include expenses concerning standing orders. A standing order is an ongoing commitment as opposed to a one-time purchase because if the library cancels the standing order it would no longer receive the content.

Report the library's ongoing expenses for e-books in the e-books block only if the library can identify these expenses separately (line 21a). An example of an ongoing commitment to e-books would be a multi-year subscription to a publisher's e-book collection.

These e-book expenses should be included in the block labeled "Ongoing commitments to subscriptions." Any expenses for e-books indicated in this separate block (line 21a) will not be added into the Total materials/services expenses. *Ongoing expenses for e-books is included as an informational data point only.*

Report the library's ongoing expenses for e-journals in the e-journals block only if the library can identify these expenses separately (line 21b). This would include the costs for databases that are primarily comprised of e-journals.

These e-journal expenses should be included in the block labeled "Ongoing commitments to subscriptions." Any expenses for e-journals indicated in this separate block (line 21b) will not be added into the Total materials/services expenses. *Ongoing expenses for e-journals is included as an informational data point only.*

Please note:
- IPEDS views ebrary, for example, as a database and it <u>may</u> be reported in three places:
    + as **Expenses**, it could be a *One-time purchase of books, serial back-files, and other materials* (line 20) OR, if ebrary is an ongoing (annual expense) at your library, its annual cost should then be reported as an *Ongoing commitments to subscriptions* (line 21).
    + as a **Collection**, you may be able to report the ebrary collection titles under <u>Digital/Electronic Books (include government documents) (line 40, column (2)</u>. "Report the number of e-book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library's catalog or discovery system. Count e-book titles as the equivalent of one title, regardless of the number of users."
    + as a **Database** under <u>Databases (line 41, column (2)</u>. "Report the total number of licensed digital/electronic databases in your collection if the library provides bibliographic or discovery access at the database level. Each database is counted individually even if access to several databases is supported through the same vendor interface. [text from the IPEDS AL component]. Include e-book databases but report the individual e-book titles within the database separately under Digital/Electronic Books (line 40, column (2).

All other materials/service cost (line 22)
Report additional materials/service costs that have not already been reported in this section. Other materials may include:
- Document delivery/interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmission, royalties and access fees paid to provide document delivery or interlibrary loan. Include the interlibrary loan fees paid to bibliographic utilities if the interlibrary loan costs paid can be separated out from the expenses paid to the bibliographic utility. Do not count expenses related to transactions between the main or central library and branches, transactions between branches, or expenses for an on campus delivery. Include

costs associated with pay-per-view journal article transactions. Include fees expended for short-term loans as part of a patron-driven acquisition or demand-driven acquisition program.
- Other expenses for information resources. Include copyright fees and fees for database searches, e.g. (DIALOG, Lexis-Nexis).
[text from the IPEDS AL component]

Additional survey guidance:
- If ILL is included as an expense with bibliographic utilities but the costs can be separated out, include the ILL costs here, and the bibliographic utilities expenses in line 25.
- Include expenditures for pay-per-view (PPV) journal article transactions in line 22. If, however, the library places the journal article in the collection (the library keeps it), then it should be reported in line 20.
- Include the costs for bibliographic management systems (e.g., RefWorks, EndNote) if provided through the library's budget for students and faculty. This survey views these products as information resource management tools.

Total materials/services cost calculated (line 23)
This line will automatically be calculated for you. (sum of lines 20, 21 and 22; lines 20a and 21a will be excluded). [text from the IPEDS AL component]

Operations and Maintenance Expenses
Preservation services (line 24)
Report expenses associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, de-acidification, lamination, and restoration. Also, include preservation-related contracts for services (e.g. digitization). Do not include staff salaries and wages. [text from the IPEDS AL component]

All other operations and maintenance expenses (line 25)
Report any other operations and maintenance expenses that have not already been reported in this section. Include:
- Computer hardware and software expenses. Report expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, local or remote. Include the expenses for equipment used to run information service products when that expense can be separated from the price of the product.
- National, regional, and local bibliographic utilities, networks and consortia.
- If interlibrary loan fees paid to bibliographic utilities cannot be separated out, include the interlibrary loan costs here with the library's expenses of the bibliographic utilities.
- All other operating expenses. Report all other expenses from the library budget not already reported. Exclude expenses for new buildings and building renovations. Include all expenses for furniture and equipment. Include any related maintenance costs.
[text from the IPEDS AL component]

Additional survey guidance:

- If interlibrary loan fees paid to bibliographic utilities can be separated out, include those interlibrary loan costs in line 22.
- Expenses for Consortia/Networks/Bibliographic Utilities that are not paid for by the library are not collected in this survey. IPEDS and ACRL are seeking expenditure information from the institution, not expenditure information from consortia.
- Report consortial fees under "All other operations and maintenance expenses." Include expenses for database licenses, serial subscription fees, and other annual electronic platform or access fees, if they were part of an annual consortium fee. Do not report these under "Ongoing commitment to subscriptions" or "One-time purchases" expenses.
- Include registration and travel expenses for staff to attend conferences/professional development.

Total operations and maintenance expenses (line 26)
This line will automatically be calculated for you. (sum of lines 24 and 25) [text from the IPEDS AL component]

Are expenses reported in Canadian dollars? (line 27)
If expenses are reported in Canadian dollars, select "yes." If expenses are not reported in Canadian dollars, select "no."

Total Expenses (lines 30 and 31)

These amounts will be calculated for you. Both lines are used for the AL component.

Library Collections

This section of the survey collects data on selected types of material. It does not cover all materials. Report the total number of each category held at the END OF Fiscal Year 2016. [text from the IPEDS AL component]

Count only those materials that are considered part of your collection. Collections are comprised of documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems. Interlibrary lending and document delivery are excluded from the collection. Include government documents that are cataloged and/or searchable through the library catalog or discovery system. [text from the IPEDS AL component]

A discovery system product consists of an interface directed toward the users of a library to find materials in its collections and subsequently to gain access to items of interest through the appropriate mechanisms. Discovery systems tend to be independent from the specific applications that libraries implement to manage resources, such as integrated library systems, library services platforms, repository platforms, or electronic resource management systems. In most cases they provide access to multiple types of materials, independently of the

management platform involved. Discovery systems provide an interface with search and retrieval capabilities, often with features such as relevancy-based ordering of search results, facets presented that can be selected to narrow results according to specific categories, contributors, or date ranges, and tools to identify related materials or to refine search queries. Examples of discovery systems can be found at http://librarytechnology.org/discovery/.

Additional survey guidance:

- NISO defines a book as "A non-serial publication of any length bound in hard or soft covers or in loose-leaf or electronic format. Also called monograph. Includes printed sheet music and Braille." [NISO Z39.7-2013 4.3]
- NISO defines a title as "The designation of a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or other parts. Titles are defined according to the Anglo-American Cataloging Rules. A book or serial title may be distinguished from other such titles by its unique International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). This definition applies equally to print, electronic, audiovisual, and other library materials. For unpublished works, the term is used to designate a manuscript collection or an archival record series. Two subscriptions to Science magazine, for example, are counted as one title. When vertical file materials are counted, a file folder is considered a title." [NISO Z39.7-2013 4-Collections]

Physical Books [title counts] (include government documents) (line 40, column (1))
Report physical book titles owned or leased by the library if individual titles are catalogued and/or searchable through the library catalog or discovery system. Exclude serials, microfilms, maps, nonprint materials, and uncatalogued items. Include music scores if searchable by title through the library catalog or discovery system. Include government documents that are accessible through the library's catalogs regardless of whether they are separately classified and/or shelved. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library's card or online catalogs. [text from the IPEDS AL component]

Additional survey guidance:
- Government documents include local, state, regional, federal and international.
- Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system.

Physical Books, volume counts (line 40a, column (1))
IPEDS discontinued the reporting of physical volume counts in 2016. ACRL understands that there is trend analysis value for this long-standing measure. Therefore, if available:
Report the number of volumes using the ANSI/NISO Z39.7-2013 (section 4) definition for volume, which is as follows: "a single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Either a

serial volume is bound or it comprises the serial issues that would be bound together if the library bound all serials." Include duplicates and bound volumes of periodicals and music scores. For the purposes of the ACRL survey, unclassified bound serials arranged in alphabetical order are considered classified. Exclude microfilms, maps, nonprint materials, and uncataloged items. Include all government document volumes if individual titles are searchable through the library's catalog or discovery system regardless of whether they are separately shelved. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library's online catalog or discovery system.

Additional survey guidance:
- Include serial volumes.
- The reported counts for line 40a will not be used in the sum to fill in Total Physical Collections line 44, column (1).

Digital/Electronic Books (include government documents) (line 40, column (2))
Report e-book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system. Examples of discovery systems can be found at http://librarytechnology.org/discovery/. E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include e-book titles in aggregated sets in which the library selected the aggregator even if not each individual e-book title. Report the number at the administrative entity level; do not duplicate unit count for each branch. Include government documents, locally digitized electronic books and electronic theses and dissertations. Include digital music scores if searchable by title through the library catalog or discovery system. Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system, except do not count e-book titles from HathiTrust, Center for Research Libraries, Internet Archive, and similar collections unless the library owns the digitized item and it is accessible under current copyright law. Do not include titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased by the library. [text from the IPEDS AL component]

Additional survey guidance:
- Count e-book titles regardless of the number of users.
- If possible, do not report duplicate titles even if the titles are in two or more databases or services. Report the titles based upon the cataloged bibliographic record rather than holdings records attached to the bibliographic record.
- E-book titles may be found through the library's link resolver knowledge base in addition to the catalog or discovery system.
- A dissertation database such as ProQuest Dissertation & Theses Database is reported as a database.

Databases (line 41, column (2))
Report the total number of licensed digital/electronic databases in your collection if there is bibliographic or discovery access at the database level. Each database is counted individually

even if access to several databases is supported through the same vendor interface. [text from the IPEDS AL component]

A database is a collection of electronically stored data or unit records (facts, bibliographic data, and texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with a particular intent and relate to a defined topic. [text from the IPEDS AL component]

Do not include discovery systems in the count of databases. Do not include "individual releases" such as annual updates of content or the migration of the user interface to the next vendor-release (i.e., interface version 3.0 replaces version 2.0) as separate databases. [text from the IPEDS AL component]

Additional survey guidance:
- Consider a resource a database if the user links to the content as a whole and then selects individual resources within the database that best serves their needs.
- Include e-book databases but report the individual e-book titles within the database separately under Digital/Electronic Books (line 40, column (2)).

Physical Media (line 42, column (1))
Report the number of titles of media materials. Include audiovisual materials, cartographic materials, graphic materials, and three-dimensional artefacts and realia. [text from the IPEDS AL component]

Additional survey guidance:
- IPEDS and ACRL view physical media as more inclusive than just audio and visual resources. For example, IPEDS identifies microforms as physical media rather than physical books. Maps in print are also counted in this section as physical media rather than physical books. Microforms and maps are specifically excluded from Physical Books (line 40, column 1).
- Count microform titles not the number of boxes of microfilm rolls.
- If your library has any media serials, do not include them here; include them only in the serials count.
- If a media title is broken into two containers for circulation purposes, it would count as one title for physical media collection.
- Report titles cataloged and/or searchable through the library catalog or discovery system.
- Microforms are photographic reproduction of textual, tabular, or graphic material reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, aperture cards, microfiche, ultrafiche, and reproductions on opaque material. [text from the IPEDS AL component]
- Cartographic material are materials representing in whole or in part the earth or any celestial body at any scale (e.g., maps and charts). [text from the IPEDS AL component]
- NISO Z39.7-2013 defines graphic materials as: "Opaque (e.g., two-dimensional) art originals and reproductions, charts, photographs or materials intended to be projected or viewed without sound, e.g., filmstrips, transparencies, photographs, posters, pictures,

radiographs, slides, and collections of such materials." [text from NISO Z39.7-2013, section 4.6]

Digital/Electronic Media (line 42, column (2))
Report titles of e-media materials owned or leased by the library if the individual titles are cataloged and/or searchable through the library catalog or discovery system. E-media materials are media materials that are in digital format and are available for download or streaming. For example, titles from Films on Demand or Alexander Street Press should be reported. Include digital graphic materials and cartographic materials. Include e-media titles in aggregated sets in which the library selected the aggregator even if not each individual title. Report the number at the administrative entity level; do not duplicate unit count for each branch. Do not count image databases (ARTStor, AP Photo Archives) in this category--count as databases. Do not include titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library. [text from the IPEDS AL component]

    Additional survey guidance:
    -   Exclude serials.
    -   E-media titles may be found through the library's link resolver knowledge base in
        addition to the catalog or discovery system.
    -   Include open access (OA) titles if the individual titles are searchable through the library
        catalog or discovery system. [text from the IPEDS AL component]

Physical Serials (line 43, column (1))
Report the number of physical serial titles that are accessible through the library's catalog or discovery system. A serial is a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This definition includes, in any physical format, periodicals, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series. Report serial titles, not subscriptions. If possible, report the count of only those de-duplicated or otherwise unique serial titles searchable through the library's catalog or discovery system. If possible, do not include earlier title changes; however, do not worry about removing them if it is not possible/feasible. [text from the IPEDS AL component]

    Additional survey guidance:
    -   Report the number of current and ceased serial titles that are accessible through the
        library's catalog or discovery system.

Digital/Electronic Serials (line 43, column (2))
Report the number of e-serial titles that are accessible through the library's catalog or discovery system. An e-serial is a periodical publication that is published in digital form to be displayed on a computer screen. Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system, except do not count e-serial titles from HathiTrust, Center for Research Libraries, Internet Archive, and similar collections unless the library owns the digitized item and it is accessible under current copyright law. If possible, report the count of only those de-duplicated or otherwise unique serial titles searchable through the library's catalog

or discovery system. If possible include ceased titles. If possible, do not count earlier title changes; however, do not worry about removing them if it is not possible/feasible. A source for counting e-serials may be a library- or vendor-developed A-Z title list of e-journals. [text from the IPEDS AL component]

Additional survey guidance for all serials:
- Report serial titles, not subscriptions.
- E-serial titles may be found through the library's link resolver knowledge base in addition to the catalog or discovery system.

Total Physical Collection – This line will automatically be calculated for you. (line 44, column (1)) [text from the IPEDS AL component]

Total Digital/Electronic Collection - This line will automatically be calculated for you. (line 44, column (2)) [text from the IPEDS AL component]

Notes for Library Consortia
A library consortium is any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries. (U.S. Code of Federal Regulations, Sect. 54.500)

The purpose of library consortia can include:
- Cost reduction through group purchasing
- Professional development for library staff
- Resource sharing (content, technology, expertise, and funding)
- Networking, information sharing, mass communication
- Building shared integrated library management and cataloging systems.

For IPEDS's purposes, academic libraries that share an administrative unit are NOT considered a consortium (see definition of branch and independent libraries). There are two types of consortium: one in which members share ALL library resources or one in which they share PARTIAL resources. Refer below for specific instructions in each case. [text from the IPEDS AL component]

A branch library is an auxiliary unit of an administrative entity that has at least all of the following:
1. Separate quarters
2. An organized collection of library materials
3. Paid staff
4. Regularly scheduled hours for being open to the public
[text from NISO 39.7-2013, section 2.1.4]

Consortium Members Sharing ALL Resources

In the case of consortia where individual library members share ALL the same library resources and library budget, a parent/child relationship for reporting Academic Libraries data may be established if certain criteria are met. Parent/child relationships can be established for institutions if: (1) the child institution is in the same institutional sector as the parent, and (2) the child institution is not set up to report its own academic libraries expenditures or collections data. Once a parent/child relationship has been established, the parent institution will report all data for the child institution. Shared resources are to be reported at the system level. For example, if 20,000 e-book units were purchased by two institutions in a parent/child relationship to be shared, the parent institution will report 20,000 e-book units and not 40,000 e-book units. Institutions wishing to establish a parent/child relationship must contact the IPEDS Help Desk. [text from the IPEDS AL component]

Consortium Members Sharing PARTIAL Resources
In the case where individual library members of the consortia share PARTIAL resources and/or set up to report their own academic libraries expenditures or collections data, they must do so for their individual institution. Please note the instructions below. [text from the IPEDS AL component]

- Reporting digital/electronic collection
  If your library is part of a consortium of independent libraries and shares a common e-service (e.g., Overdrive), then your library should report the number of digital/electronic titles it has access to as part of its collection. For example, if your library pays a set annual fee, as part of a consortium, for access rights to 1,200 e-books that are shared across all members of the consortium, then your library should count the 1,200 titles as part of its e-book collection.

- Reporting digital/electronic circulation or usage
  If your library is part of a consortium of independent libraries and shares a common e-service (e.g., Overdrive), then count the number of digital/electronic usage for your library's e-books and e-media collection only. If the usage count for only your institution is not available from the e-service provider, you may allocate the total usage based on characteristics of the institutions in the consortia (e.g, based on percentage Full Time Equivalent students, based on percentage of consortial fees, etc.). Do not include counts from other members of the consortium.

- Reporting ongoing expenses for electronic/digital materials or database purchased through a set annual consortium fee
  Report them under "All other operations and maintenance expenses". Do not include under "Ongoing commitments to subscriptions."
[text from the IPEDS AL component]

Institutional Repositories

Institutional Repositories (lines 50 and 51)
Please note: libraries have established, or host or administer institutional repositories (IR) to manage, preserve, and maintain the digital assets, intellectual output, and histories of their own

as well as other institutions. In addition, librarians provide expertise by describing and enabling discovery as well as access while preserving and providing stewardship for these documents and digital information resources.

Until NISO provides a definition for an institutional repository, this survey will use Clifford Lynch's definition:

> "a university-based institutional repository is a set of services that a university [or college] offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution." [https://blogs.libraries.indiana.edu/scholcomm/2011/08/23/2-what-is-an-institutional-repository/]

Items contributed to the Institutional Repositories via uploads (line 50)
Report the number of items uploaded to (i.e., number of all items available in) the library's hosted or administered institutional repositories. Include all uploads whether by library staff, faculty, students, college staff, or other guests. If your library does not have an institutional repository, report "0".

Additional survey guidance:
- Content hosted in an institutional repository may include, for example, scholarly publications (pre-print, post-print and publisher versions), conference proceedings, white papers, technical reports, presentations (speeches, posters or PowerPoints), performances (e.g., dramatic, musical) datasets, software and video.
- Include digitized special collections including rare and unique materials as well as college publications that may include, for example, alumni magazines, class catalogs, and annual reports.
- If a library can provide usage statistics for the IR in line 51, then count it in line 50. If a library cannot provide usage statistics in line 51, then do not count it.

Item usage from the institutional repository (line 51)
Report the number of items used from the institutional repository during the reported fiscal year. Usage statistics may include page views, downloads, visits or other data related to the access of the items in the institutional repository. If your library does not have an institutional repository, report "0".

Additional survey guidance:
- If available, download counts are preferred.
- If possible, limit the reported usage to only human readership. Institutional repository vendors have reported that their analysis of download traffic shows that a large number of downloads are generated by web spiders and robots, many from legitimate sources but many with an unknown purpose.

Library Services

Physical Library Circulation / Usage (line 60, column (1))

Report the total number of times physical items are checked out from the general and reserve collections. Include only initial checkouts (circulation), not renewals. Exclude interlibrary loan lending and borrowing. Include transactions of books, media and serials. Do not include transactions of equipment or computers. However, circulation of electronic reading devices (e.g., Kindles) can be included if the device is pre-loaded with e-books. For example, if a customer checks out a Kindle that is pre-loaded with 20 e-books, then that transaction counts as 1 physical circulation, not 20 electronic/digital circulations. [text from the IPEDS AL component]

Additional survey guidance:
- Do not include in-house circulation (items that library personnel pick up from tables and carrels and are scanned as to being used) with circulation.

Digital/Electronic Library Circulation / Usage (Line 60, column (2))

Report usage of digital/electronic titles whether viewed, downloaded, or streamed. Do not include e-serials and institutional repository documents. [text from the IPEDS AL component]

Include usage for e-books and e-media titles only. Include use even if title purchased is part of a database. Do not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased by the library. Do not include transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation." [text from the IPEDS AL component]

Many vendors will provide usage statistics in COUNTER reports. Project COUNTER Code of Practice is available at http://www.projectcounter.org/code_practice.html. Relevant COUNTER reports for e-books are: BR1-Number of Successful Title Requests by Month and Title; and BR2-Number of Successful Section Requests by Month and Title. For media, the report MR1-Number of Successful Multimedia Full Content Unit Requests by Month and Collection, is most relevant. If COUNTER reports are available, IPEDS suggest that libraries report counts from BR1 and MR1. If BR1 and MR1 statistics are not available, BR2 and MR2 statistics can be used. In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.). [text from the IPEDS AL component]

Additional survey guidance:
- Exclude renewals.
- Do not include serials use.
- Viewing documents is defined as having the full text of a digital document or electronic resource downloaded. [based upon NISO Z39.7-2013, section 7.7]
- An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-book usage statistics.
- Libraries may need to ask vendors for usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.

E-book Usage (line 61, column (2) and line 62, column (2))
Please note: This breakdown is requested to help libraries seeking such information for benchmarking studies.

If counts are available, separately report e-book usage. If usage is available for COUNTER BR1, report on line 61 column (2). If usage is available for COUNTER BR2, report on line 62, column (2). Libraries not using COUNTER should provide the most valid and reliable response possible for e-book usage on line 61, column (2) and make a note, or report zero in column (2) on line 61 and in column (2) on line 62.

> Additional survey guidance:
> - The reported counts for lines 61 and 62 will not be used as a sum to fill in Total Digital/Electronic Circulation on line 60, column (2).
> - An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-book usage statistics.
> - Libraries may need to ask vendors for e-book usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.

E-serials Usage (line 63, column (2))
Please note: e-serials usage is not reported in the AL component. However, e-serials are an important content source for users of academic libraries. This breakdown is requested because of the importance of e-serials to academic library users, and to help libraries seeking such information for benchmarking studies.

> *Also please note* that the ACRL Academic Library Trend and Statistics Survey is not collecting use of print journal titles separately from other physical initial circulation (line 60, column (1)).

Include usage for all e-serials, even if the title was purchased as part of a database.   When possible record usage at the article level. The most relevant COUNTER report is JR1 (which include any use in JR1GOA and JR1a reports) (line 63, column (2)). In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.), or report zero.

> Additional survey guidance:
> - Viewing a document is defined as having the full text of a digital document or electronic resource downloaded. [based upon text from NISO Z39.7-2013, section 7.7]
> - If available, include the count for open access e-journal usage if the title is accessible through the library's catalog or discovery system.
> - An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-serial usage statistics.
> - Libraries may need to ask vendors for e-serial usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.

Information Services to Individuals (lines 64 and 65)
Transactions and consultation interactions are information contacts that involve the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including assistance with computer searching), the library's own catalogs and other holdings records, other libraries and institutions through communication or referral, and persons both inside and outside the library. [modified slightly from text from NISO Z39.7-2013, section 7.3]

Transactions are typically walk-ups in person, or by phone, by e-mail, by the Web, and may take place at the reference desk or elsewhere. Include information and referral services. (line 64) [based on text from the NCES Academic Library Survey 2012]

> Do not report directional transactions here. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library; such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a nonbibliographic nature with machines. [based on text from the NCES Academic Library Survey 2012]

> If a contact includes both reference and directional services, it should be reported as one transaction. [based on text from the NCES Academic Library Survey 2012] When a staff member uses information gained from previous use of information sources to answer a question, the request is reported as an information request even if the source is not consulted again. [text from NISO Z39.7-2013, section 7.3]

Consultations are one-on-one or small group appointments (i.e., scheduled) with a library staff member outside of the classroom. Include in-person consultations as well as those conducted online or remotely. Include appointments made with special collections and/or archives staff. This may include any walk-up transactions if the person initially asked could not answer the question and the question is referred to another person with the appropriate and aligned knowledge, no matter what the length or topic discussed. (line 65)

> Additional survey guidance:
> - A specific example of a walk-up transaction becoming a consultation is when a question posed at the reference desk cannot be answered at the desk at that moment for whatever reason. The person at the desk may encourage the patron to schedule an appointment, or contact an appropriate person in their office to see if they are available. If an appropriate person is available and comes out to the desk, or invites the patron back to their office, this would be a reference consultation albeit unscheduled.

If separate counts are not available for transactions (line 64) and consultations (line 65), report the total number of information services to individuals as transactions on line 64, and make a note.

Virtual Reference Services (line 67)
Please note: The IPEDS AL component dropped the survey question about whether or not your library supports virtual reference services in 2016. This breakdown is requested because of the importance of virtual reference services to academic library users, and to help libraries seeking such information for benchmarking studies.

A virtual reference interaction is a question that is received and responded to in electronic format and conforms to reference interactions in that it is an information contact that involves the knowledge, use, commendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Virtual reference interactions include email, webform, chat, text messaging, instant messaging, or other network-based medium designed to support virtual reference. [text from NISO Z39.7-2013, section 7.3.1]

Additional survey guidance:
- Examples of Chat reference, commercial service (line 67b:V-02) are QuestionPoint and Tutor.com.
- Examples of Chat reference, instant messaging applications (line 67c: V-04) are Meebo and Library Help.
- Examples of Online conferencing (line 67e: V-05) include Skype and VoIP.

Indicate the number of branch and independent libraries (line 68)
Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 2016. EXCLUDE THE MAIN OR CENTRAL LIBRARY. [text from the IPEDS AL component]

Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution, which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Include virtual/digital-based branch and independent libraries.

Branch and independent libraries are administered either by the central library, or as in the case of some libraries (such as law, medical, etc.), through the administrative structure of the other units within the university.

Departmental study/reading rooms are not included. Please note that data for libraries on branch campuses (i.e., located in another community) are included if those campuses are registered under the same NCES Unit ID number as the main campus. [text from the IPEDS AL component]

NOTE: For schools in parent/child relationships, do not report the child institutions as branch libraries. However, if the child institutions have branches, the parent institution should report the combined branch libraries for itself and child institutions.
[text from the IPEDS AL component]

Information services to groups
Information contacts planned in advance in which a staff member, or a person invited by a staff member, provides information intended for a number of persons. Information service to groups includes information literacy instruction as well as cultural, recreational, or other educational presentations. Presentations both on and off the library premises are included as long as the library sponsors them. Meetings sponsored by other groups using library meeting rooms are not included. [based upon text from NISO 39.7-2013, section 7.8.3]

Additional survey guidance:
- Self-paced tutorials and staff training should be excluded, as well as meetings sponsored by other groups using library meeting rooms. [based on text from the NCES Academic Library Survey 2012]

Presentations
- Report the total number of presentations conducted in-person on line 70, column (1).
- Report the total number of presentations conducted using digital/electronic formats, including web-based presentations, on line 70, column (2).
   Additional survey guidance:
   - Examples of web-based presentations include webinars and videoconferences.
   - If a presentation is conducted as a simultaneous hybrid (in-person and online), report only once as either in-person or online. The number of attendees may help to decide which presentation to count.
   - If a presentation begins in one format (such as in-person) and ends in another (such as online), report it as the format that concludes the presentation.
- If in-person and online services to groups are not tracked separately, then simply submit the total number of presentations on line 70, column (3).

Attendance
- Report the total number of persons attending or served by those presentations. (line 71, columns (1) and (2)). [based on text from the NCES Academic Library Survey 2012]
- For multi-session classes, count each person only once regardless of the number of sessions attended if possible/feasible.
- If attendance is not tracked separately (physical or digital/electronic), then simply submit the total number of presentations on line 71, column (3)

Number of hours open during a typical week in an academic session (line 72)
Report an unduplicated count of hours a library facility or facilities are open in a typical week, including the main library and branches, using the following method.

If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If several of its branches are also open during these hours, the figure remains 40 hours per week. Should Branch A also be open one evening from 7:00 p.m. to 9:00 p.m., the total hours during which users can find service somewhere within the system becomes 42 hours per week. If Branch B is open the same hours on the same evening, the count is still 42, but if Branch B is open two hours on another evening, or remains open two hours later, the total is then 44 hours per week. [text from NISO 39.7-2013, section 7.2]

Typical Week: A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours. [text from NISO 39.7-2013, section 7.2]

Exclude 24-hour unstaffed reserve or similar reading rooms. The maximum total is 168 (i.e., a staffed reading room open 7 days per week, 24 hours per day). [based on text from the NCES Academic Library Survey 2012]

Gate counts
Report the number of entries to the library facilities on an annual basis and/or in a typical week, whichever is easier for the responder.

If the library does not count entries on an annual basis or for a typical week, please enter N/A in the appropriate block (either lines 73 or 74) or in both blocks.

Report the number of entries to the library facilities in the past fiscal year on line 73.

Additional survey guidance:
- If the library has two or more physical spaces, and one does not use gate counts but conducts an hourly head count, include the head count in the count on line 73 and include a note: " _____ percent of the gate count represents head counts done hourly at (# of libraries) library-managed and library-staffed location(s) open _____ hours a week."

Report the number of entries to the library facilities in a typical week on line 74. It is understood that a single person may be counted more than once. [text based upon from NISO 39.7-2013, section 7.1]

Typical Week – A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours. [text from NISO 39.7-2013, section 7.1]

Interlibrary Loan Services

Does your institution have interlibrary loan services? (line 80)

Respond "yes" or "no" to indicate whether your institution has interlibrary loan services. [text from the IPEDS AL component]

If yes, please report:

Total interlibrary loans and documents provided to other libraries (line 81 or lines 81a-b)
Report the number of filled requests for material provided to other libraries. Include all returnable and non-returnable interlibrary loans and documents. Do not include transactions between the main or central library and branches, or transactions between branches. [text from the IPEDS AL component]

Additional survey guidance:
- Report borrowing between members of a library consortium as interlibrary loan rather than circulation.
- The library staff may find a document in the collection which is transmitted directly to the patron requesting it. This should be reported under Information Services to Individuals. This part of the survey is measuring transactions between and among libraries.

Report the total number of interlibrary loans and documents provided to other libraries on line 81 **IF** the library cannot report separately for all returnable and non-returnable interlibrary loans and documents.

Report separately for all returnable and non-returnable interlibrary loans and documents if the count is available.

Returnables: Report materials that the library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material on line 81a. [based on text from the NCES Academic Library Survey 2012]

Non-returnables. Report materials that the library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers on line 81b. [based on text from the NCES Academic Library Survey 2012]

The sum of these two lines will be calculated on line 81c.

Total interlibrary loans and documents received (line 82 or lines 82a-b)
Report the number of filled requests for material received from other libraries. Include all returnable and non-returnable interlibrary loans and documents received from commercial services. Documents delivered from commercial services are all transactions for which the library pays even if library staff is not involved in the transaction. This includes documents received by regular or express mail, by fax, or in electronic form. Exclude transactions between

the main or central library and branches and transactions between branches. [text from the IPEDS AL component]

Report the total of interlibrary loans and documents received from other libraries on line 82 **IF** the library cannot report separately for all returnable and non-returnable interlibrary loans and documents.

Report separately for all returnable (line 82a) and non-returnable interlibrary loans (line 82b) and documents received from commercial services (line 82c) if count is available.

 The sum of these three lines will be calculated on line 82d.

 Additional survey guidance:
 - Transactions through OCLC's IFM (Interlibrary Loan Fee Management) service should not be considered commercial. IFM is an ILL tool used by libraries that assess a fee to a borrowing library. Those transactions should be reported as a count in either line 82a or line 82b.
 - Any publisher site that sells documents directly to consumers in which the library is involved in the borrowing transactions, either directly (the library makes the decision to use the service) or indirectly (the user makes the decision but the library ends up paying for the transaction) is a commercial service. An example of a commercial service is Get It Now from the Copyright Clearance Center. Commercial transactions should be included in line 82c.

<mark>Student Enrollment</mark>

Please note: many of the derived ratios sought by librarians involve student enrollment data, such as expenditures per student, reference transactions per student or number of staff per student. IPEDS collects student enrollment data; however, the data is reported more than a year following its collection. ACRL is asking survey respondents to provide student enrollment data so that ACRL*Metrics* can provide student enrollment-based ratios sooner than IPEDS thereby adding value to your data.

Full-time Equivalents (FTE) (line 90)
Report the number of student full-time equivalents as of Fall 2015.

 Additional survey guidance:
 - The number of FTE students is calculated based on the credit hours reported by the institution on the IPEDS 12-month enrollment survey component and the institution's calendar system. For schools on a semester system, 30 undergraduate credit hours represents one 12-month FTE for an undergraduate student while 24 graduate credit hours represents one 12-month FTE for a graduate student. Includes both degree-seeking and non-degree-seeking.
 - The Institutional Research office will likely have this student enrollment information.

Headcounts (line 91)

Report the number of student headcounts as of Fall 2015. Report the total of student headcounts on line 91 **IF** the library cannot report separately for full- and part-time undergraduate and graduate students (lines 91a - 91d).

Report separately if counts are available for:
Full time undergraduates - headcounts (Line 91a)
Part time undergraduates - headcounts (Line 91b)
Full time graduates - headcounts (Line 91c)
Part time graduates - headcounts (Line 91d)

The sum of these four lines will be calculated on line 91e.

Additional survey guidance:
- A good source for this data is the Common Data Set (CDS), Table B1, Institutional Enrollment - Men and Women. Many institutions voluntarily submit data to the CDS (http://www.commondataset.org/) and then provide the data via their websites.
- If the Common Data Set is unavailable via the institution's website, the Institutional Research office will likely have this student enrollment information.

<mark>Other</mark>

We are asking for your responses to the following two questions to assist the members of the ACRL Academic Library Trends and Statistics Survey Editorial Board to improve the survey and to learn about your use of the data file generated by your responses:

What library data would you suggest ACRL collect on this annual survey? (line 100)
Please provide a list of data (this is a multiple line text box) you would like the members of the ACRL Academic Library Trends and Statistics Survey Editorial Board to consider including in future surveys.

Will the library or institution use the data file you can generate through Counting Opinions to upload data to the IPEDS Academic Libraries (AL) component? (line 101)
Please answer "Yes" if you plan to provide the data file generated by your responses to this survey and aligned with the AL component to your institutional IPEDS keyholder. Otherwise, please click on "No."

This option is designed to simplify the data capture process for the AL component by generating a downloadable .txt key-value pair file that can be imported directly into IPEDS. This file must be given to an institutional IPEDS keyholder for import. A link for the file will appear in the upper right-hand quadrant of the screen once you've completed this survey.

<mark>Notes</mark>

Please use this space to include any additional, non-measure-specific information to provide context for the data you've reported above. (line 110)