ACRL STATISTICS 2012-2013
WORKSHEET

This worksheet is designed to help you plan your submission for the 2012-2013 *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, use "NA/UA". If the appropriate answer is zero or none, use "0".

Reporting Institution _____ Date Submitted _____

Report Prepared by (name) _____

Title _____

Email address _____ Phone number _____

Contact person (if different) _____

Title _____

Email address _____ Phone number _____

COLLECTIONS:

1. **Titles held June 30, 2013 (all formats)** **(1)**_____

2. **Volumes held June 30, 2013 (print plus electronic)** **(2)**_____

3. **Basis of print volume count is** **(3)** _____**Physical**

   _____**Bibliographic**

4. **Electronic books (included in question 2)** **(4)**_____

5. **Are the below figures reported in Canadian dollars?** **(5)** _____Yes _____No

EXPENDITURES
6. **Total Library Expenditures (exclude fringe benefits)** *(7 + 8 + 9)* **(6)**_____

7. **Total Library Materials Expenditures** *(7a + 7b + 7c)* **(7)**_____

   7a. One-time resource purchases (7a)_____

   7b. Ongoing resource purchases
       (e.g. subscriptions, annual license fees) (7b)_____

   7c. Collection support (7c)_____

8. **Total Salaries and Wages** *(8a + 8b + 8c)*
(Exclude fringe benefits; **Report fringe benefits in question 10**)   **(8)**_____

    8a. Professional staff (exclude fringe benefits)   (8a)_____

    8b. Support staff (exclude fringe benefits)   (8b)_____

    8c. Student assistants (exclude fringe benefits)   (8c)_____

9. **Other operating expenditures**   **(9)**_____

FRINGE BENEFITS (Provide a detailed footnote on what this includes)

10. **Fringe benefits**   **(10)**_____

11. **Official designated percent**   **(11)**_____

EXPENDITURES FROM EXTERNAL SOURCES

12. **Consortia/Networks/Bibliographic Utilities Expenditures**
from External Sources   **(12)**_____

PERSONNEL (Round figures to nearest whole number)

13. **Total Staff FTE** *(13a + 13b + 13c)*   **(13)**_____

    13a. Professional staff, FTE   (13a)_____

    13b. Support staff, FTE   (13b)_____

    13c. Student assistants, FTE   (13c)_____

INSTRUCTION

14. **Number of library presentations to groups**   **(14)**_____

    14a. Is the library presentations figure based on sampling?   (14a)_____Yes _____No

15. **Number of total participants in group presentations reported**
in line 14   **(15)**_____

    15a. Is the total participants in group presentations figure based on sampling?
    (15a)_____Yes _____No

REFERENCE

16. **Number of reference transactions**   **(16)**_____

    16a. Is the reference transactions figure based on sampling?   (16a)_____Yes _____No

CIRCULATION

    17. Number of initial circulations (excluding reserves)   **(17)**_____

USE OF ELECTRONIC RESOURCES (following COUNTER definitions)

    18. Number of successful full-text article requests (journals)   **(18)**_____

    19. Number of regular searches (databases)   **(19)**_____

    20. Number of federated searches (databases)   **(20)**_____

INTERLIBRARY LOANS

    21. Total number of filled requests <u>provided</u> to other libraries   **(21)**_____

    22. Total number of filled requests <u>received</u> from other libraries or providers   **(22)**_____

DOCTOR'S DEGREES AND FACULTY

    23. Number of Doctor's Degrees awarded in FY2012-2013   **(23)**_____

    24. Number of fields in which Doctor's Degrees can be awarded   **(24)**_____

    25. Number of full-time instructional faculty in FY2012-2013   **(25)**_____

ENROLLMENT – FALL 2012

    26. Full-time students, undergraduate and graduate   **(26)**_____

    27. Part-time students, undergraduate and graduate   **(27)**_____

    28. Full-time graduate students   **(28)**_____

    29. Part-time graduate students   **(29)**_____

FOOTNOTES

NOTE: Any large shifts in reported data compared to last year should be explained with a footnote.

Submit the completed questionnaire
By April 30, 2014

For assistance, please e-mail Counting Opinions via
Lindsay Thompson (acrlsupport@countingopinions.com)
Tel. (800) 542-9847

Academic Libraries Facilities Questionnaire

1. **Is your library** (select one):

- The main library on campus
- A branch library (such as subject- or user-specific library, or auxiliary unit of main library)
- The main library and all branch(es)

Gross square footage

2. **Please select the range which best describes, in gross square feet, the size of your library. Provide an estimate if you are unsure of the exact size.**

- Less than 50,000 square feet
- 50,000 to 74,999 square feet
- 75,000 to 99,999 square feet
- 100,000 to 149,999 square feet
- 150,000 to 199,999 square feet
- 200,000 to 299,999 square feet
- 300,000+ square feet

Library usage

3. **Looking at usage statistics (gate counts or other metrics) from the past three fiscal years, how do you foresee the use of library space?**

- Significantly declining
- Somewhat declining
- Somewhat increasing
- Significantly increasing
- Remaining the same

Seating

Defintion: General use seating is seating at tables, computer modules, study carrels, or other formal learning and studying spaces.

4. **How many general use seats are available in your current space?**

- 50-100
- 101-250
- 251-500
- 501-1000
- More than 1000

5. Do you provide space for sofas, lounge chairs, or other types of soft seating in your library? (Y/N)

5a. If yes, what percentage of seating is devoted to this?
- Less than 10%
- 10-25%
- 25-50%
- More than 50%

Space repurposing

6. In the past three years, has library space been repurposed for some other use? (Y/N)

6a. If yes, what is the repurposed space used for? Check all that apply.

- Academic classrooms
- Addition of non-library classroom space
- Art gallery
- Auditorium
- Cafe or other food area
- Campus book store
- Campus copy center
- Computer labs
- Group study space
- Incorporation of galleries/museum spaces
- Incorporation of IT
- Incorporation of other academic departments
- Library instruction space
- Library staff space
- Meeting/conference rooms
- More seating (if yes, what type of seating)
  __General use seating
  __Soft seating
- Museum space
- Quiet study space
- Student success areas (writing/tutoring centers)
- Technology learning space
- Other (please describe)

6b. What was the repurposed space(s) used for originally? Check all that apply.
- Library staff space
- Print collections
- Service point
- Other (please describe)

7. **If you have reduced collection space, what factors contributed to this decision? Choose all that apply.**
- An increased percentage of electronic materials
- Decrease in the circulation and use of print materials by users
- Relocation of materials to a managed off-site storage facility
- Shift to high-density or compact shelving for print titles
- Other (Please describe)

8. **In the past three years, has your library:**
- Decreased space devoted to library staff
- Increased space devoted to library staff
- No change

Definition: Library staff space is defined as non-public-facing areas in the library related to staff functions. This includes offices, conference rooms, break areas, acquisitions, interlibrary loan, cataloging, and/or processing.

9. If a or b selected in Q8, P**lease select the factor(s) that contributed to this decision:**

Definition: Non-user space may be defined as any space within the library building not devoted to user learning or study spaces. This includes: collections, space for library staff such as conference/meeting rooms, offices, or service points, and maintenance and storage areas.

Definition: User space may be defined as space within the library building devoted to formal and informal, collaborative and non-collaborative, learning and study spaces. This includes: group and quiet study space, computer labs, technology learning labs, library instruction space, seating areas, and cafes.

- Addition(s) to library staff
- Cut(s) to library staff
- Renovations or additions to existing space
- Space repurposing for user space
- Space repurposing for non-user space
- Space repurposing for non-library use
- Other (please describe)

10. **In the past three years, has your library increased or decreased the number, square footage, or staff of service points? (Y/N)**

Definition: Service points are defined as public-facing areas in the library where users may go to request help and/or services.

10a. If yes to Q10: **Please choose all that apply.**

- Increased the number of service points

- Decreased the number of service points
- Increased the square footage of service points
- Decreased the square footage of service points
- Increased the number of staff at service points
- Decreased the number of staff at service points

Funding for space renovations, additions

11. **Did you renovate or refurbish any part of your library this past year? (Y/N)**

Definition: Renovation may be defined as major upgrades and changes to a space; refurbishment may be defined as minor or cosmetic changes to a space.

11 a. **If yes: Please indicate how the renovation or refurbishment was funded:**
- External (government funding)
- Funding drive
- Grants
- Internal budgeting
- Other

11b. **How did you determine a need for renovation or refurbishment?**
- Existing facility space plan
- Library staff assessment of space needs
- Observations of space use
- Poll/survey of users
- Other, please specify

11c. **Please estimate the amount of square footage affected by the renovation/refurbishment:**
- Less than 50,000 square feet
- 50,000 to 74,999 square feet
- 75,000 to 99,999 square feet
- 100,000 to 149,999 square feet
- 150,000 to 199,999 square feet
- 200,000 to 299,999 square feet
- 300,000+ square feet

Plans for renovation and/or refurbishment?

12. **Are you currently considering additions to or renovation and/or refurbishment of your library within the next five years?** (Y/N)

12a. **If yes, please indicate the type of project you are contemplating. Check all that apply.**
- new building
- addition to existing structure

- renovation of existing space
- refurbishment of existing space

12b.   What is the time frame for your decision?

- next twelve months
- twelve to twenty-four months from now
- more than twenty-four months from now

12c.   What sources of funding do you anticipate exploring? Check all that apply.

- external (government funding)
- funding drive
- grants
- internal budgeting
- other

12d.   What information would be most valuable to you in the decision-making process? Please rank the sources below in order of importance (1= most valuable):

- (__) the successful cases for support developed by other institutions
- (__) comparative cost data
- (__) examples/outcomes of similar projects in libraries of similar type and size
- (__) critical evaluation of architectural firms used by other libraries
- (__) photographs and/or diagrams of redesigned space

<u>Friends of the Library</u>

13. Does your library have a Friends of the Library group? (Y/N)

Definition: Friends of the Library is a body established to serve as advocates for the value of the library and provide supplemental financial support for the resources, services, and needs of the academic library through fundraising activities.

<u>Comments</u>
What questions, if any, do you think should be added to future surveys?