

# ACRL STATISTICS 2009-10 WORKSHEET

This worksheet is designed to help you plan your submission for the 2009-10 *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.” See instructions for more information.

## 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, 2010

1a. Volumes held June 30, 2009

(1.a.) \_\_\_\_\_

1b. Volumes added during the 2010 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(ii) Volumes withdrawn during year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, 2010

(2) \_\_\_\_\_

3. Number of monographic volumes purchased

(3) \_\_\_\_\_

4. Basis of volume count is:

\_\_\_\_\_ Physical

\_\_\_\_\_ Bibliographic

**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.)

***PART 4 – EXPENDITURES***

15. Are the below figures reported in Canadian dollars?

YesNo

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?

YesNo

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.)

**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 30.** (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

*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 FY2009-10** (37.)\_\_\_\_\_
- 38. Number of fields in which Ph.D.s can be awarded** (38.)\_\_\_\_\_
- 39. Number of full-time instructional faculty in FY2009-10** (39.)\_\_\_\_\_

*ENROLLMENT – FALL 2009*

*(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.)\_\_\_\_\_

**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.

**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.**  
53.a. Number of Collections. (53.a.) \_\_\_\_\_  
53.b. Size (in gigabytes). (53.b.) \_\_\_\_\_  
53.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.**  
54.a. Number of times items accessed. (54.a.) \_\_\_\_\_  
54.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.

**55. Direct cost of digital collections construction and management.**

- 55.a. Direct cost of personnel. (55.a.)\_\_\_\_\_
- 55.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 volumes withdrawn in Q1.b.ii is a subset of the volumes reported for Q56 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 survey staff 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, 2011.**

For assistance, please e-mail Lindsay Thompson at [acrlsupport@countingopinions.com](mailto:acrlsupport@countingopinions.com)  
Tel: 1-800- 521-4930