



Association of College and Research Libraries
Core: Leadership, Infrastructure, Futures
ACRL/Core Interdivisional Committee on Building Resources

ACRL Academic Library Facility Survey
Current Space Survey Instructions

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Introduction

The ACRL Academic Library Facility Survey is administered by the ACRL/Core Interdivisional Academic Library Facilities Survey Editorial Board and is designed to gather information at the national level from all types of academic libraries. It is the largest survey of academic library space in the country and therefore provides one of the most comprehensive portraits of academic library space, building trends, and planning efforts in the U.S.

The ACRL Academic Library Survey is currently composed of one section on current space. The ACRL/Core Interdivisional Academic Library Facilities Survey Editorial Board is working to develop additional sections on space re-purposing (new buildings and/or renovations) and plans for future or desired renovations.

Data collected through the ACRL Academic Library Facility Survey will be available at the institution and aggregated levels. Full access to all 2021 results will be available within a few months after the survey closes through an annual subscription. Online access to the aggregate survey results will be provided to all participating libraries within a few months of the submission deadline.

Current Space Survey

General instructions

Submission website: <http://acrl.countingopinions.com>

Reporting Period Covered

Report all data for fiscal year (FY) 2020. Fiscal year 2020 is defined as the most recent 12-month period that ends before October 1, 2020, that corresponds to the institution's fiscal year.

Data Collection Period

The survey will be open from January 2021 – May 31, 2021

General Instructions

This academic library facility survey comprises eight sections including square footage, seating, collections, access control, service points, as well as shared service program space, and offsite collections. Data for each individual library building/space is reported separately. For example, if the academic library includes a main library as well as a science library in another building on campus, data will be reported separately for each space.

Each section consists of questions asking for up to two levels of detail. It is hoped that all participating libraries will provide details for at least the first level and provide additional information, when the answers are readily available.



Please respond to each item in this survey. If the appropriate answer for an item is zero or none, or if a space or service is provided and counts are not measurable, use "0." If a particular space or service is not provided or not applicable, leave the item blank.

The members of the ACRL/Core Interdivisional Academic Library Facilities Survey Editorial Board recognize and acknowledge that differences in internal workflows in academic libraries result in varying data collection compilation processes and reporting. We are asking each library to respond as best as possible when completing this survey and to provide annotations (notes) accordingly.

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 (existing notes are highlighted in blue, just below the white input box). You can remove the note by clicking on the red "x" adjacent to the note. Submit any general notes in the Notes field before the Trends questionnaire section.

Reporting Units

Include data for the main or central academic library and all branch and independent libraries that were open all or part of the fiscal year 2020. For IPEDS institutions, data should be reported consistently with the institution's IPEDS Unit ID. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. **Please report data based on normal operations rather than changed circumstances due to COVID-19.**

1.0 Library locations/Branches

Total number of library locations/branches, including main library. Count each library, branch or location separately. Report the number of branch and independent libraries at your institution that would normally be open all or part of the reporting year. Include the main or central library. 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. 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. Exclude virtual/digital-based branch and independent libraries. 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.

2.0 Controlled access

Do you have a controlled access entrance into all or some library space? "Access control" refers to the practice of restricting entrance to the library building, or to a room, to authorized persons only. Physical access control can be achieved by a human (a guard, monitor or receptionist), or through technological means such as keycard access or an entrance turnstile.

2.1 Controlled access. Staffed entrance/exit in all or some libraries?

Staffed entrance/exit means there is a person at the entrance/exit whose sole responsibility is keeping an eye on the entrance/exit.

Specify library staff, campus security staff, or other staff.

2.2 Controlled access. Controlled/monitored exit in all or some libraries?

"Controlled/monitored exit" means that there is a staffed service point adjacent or nearby, typically a circulation desk, that will respond to any issues that arise at the exit (usually a materials detection system alarm going off), but that staff has other responsibilities as well. Specify library staff, campus security staff, or other staff.

2.3 Controlled access. Materials detection security system in some or all libraries?

Could be combined with controlled entrance/exit, or could be freestanding.

3.0 Hours of Access

3.01 Average weekly hours open. Before the Coronavirus Pandemic number of hours the facility is open during a typical week in an academic session.

3.02 Days per week the library is open 24/7 in a typical week

What is the number of days any particular location is open on a 24-hour basis during a typical academic session. Exclude 24-hour unstaffed reserve or similar reading rooms.

4.0 Offsite remote storage

4.1 Do you have collections offsite in remote storage? Remote storage is an offsite facility housing library materials. While the facility may not be open to the public, materials may typically be requested from there. Please indicate if the facility is shared with another institution or institutions.

4.2 Please indicate if the facility is shared with another institution(s).

5.0 Service program

Are any library service points shared with other campus partners?

5.1 Service program. If “Yes” please list each partner separately, and describe service program or contribution.

Examples of partners include, but are not limited to:

Information Technology

Tutoring Services

Writing Centers

6.0 Service points

Total number of service points in all locations. A library service point is fixed or mobile furniture or equipment through which a library provides a service to its users. Main libraries, branch libraries, mobile libraries, and external service points located in different geographical locations and managed by one administrative unit can all contain individual service points.

6.1 Total number of service points

All library locations.

6.2 Total square feet devoted to these service points

All library locations.

7.0 Seating

Total seating all locations. Seats provided for users for reading or studying whether with or without equipment. Includes seats in carrels, in seminar and study rooms and the audiovisual department of the library. Includes seats in computer labs only if the labs are managed or operated by the library. Excludes seats in halls, theaters intended for audiences of special events, and informal seating such as floor space on which users may sit but which is not specifically designed as seating.

7.01 Total seating all locations.

7.1.0 Total seating open space.

7.1.1 Seating. Open space. Single person carrels or workstations.

Designed for single occupancy typically with dividers to separate occupant from adjacent users.

7.1.2 Seating. Open space. Multi-person tables.

Count the actual number of available chairs at each table.

7.1.3 Seating. Open space. Other type of seating (casual seating, booth, bench, etc.)

7.2.0 Total seating, room or other enclosed space

7.2.1 Seating. Group study room (four walls with a closeable door); may include 'seminar' room

7.2.2 Seating. Instruction rooms dedicated to formal face-to-face 'classroom' library instruction

A separate room designed for teaching presentations.

7.2.3 Seating, room or other enclosed space. Café or coffee shop seating

Seating in space designed for the sale and consumption of food and beverage.

7.2.4 Graduate lounge or commons (any type of seating)

A separate room designed for the exclusive use of graduate students.

7.2.5 Faculty lounge or commons (any type of seating)

A separate room designed for the exclusive use of faculty.

7.3 Seating Other

7.3.1 Other seating names

7.3.2 Other seating – seat count

7.4 Seating. Type.

7.4.1 Seating. How many of these seats have a dedicated computer workstation?

7.4.2 Seating. How many of these seats are in space designated 'quiet' or 'silent'?

Quiet space means a low level of ambient noise; silent means no conversation, with perhaps even a prohibition on keyboard clatter. Either enforced by library, or self-enforced by users.

8.0 Square feet – Total Net Assignable Square Feet

Total Net Assignable Square Feet (NASF). Net Assignable Square Feet (NASF) or usable space. This is defined as the usable part of the gross floor area which serves the main purpose of the library building.

This includes space for user services (including areas for recreation and communication), materials storage, library management and technical services, events, exhibitions and meetings, equipment areas, aisles, toilets and janitorial areas, and all other space used for library resources and services.

This excludes areas designated for movement within the facility (corridors, stairway space, lift shafts and traffic area for vehicles). It also excludes the functional space that houses the central operational equipment of a building (e.g. sewage disposal, heating, conveyor technique).

NASF is often available from the campus administrative office with primary responsibility for facilities and operations management, such as the Chief Administrative Officer, Facilities Director, or Office of Planning and Construction.

8.1 Net Assignable Square feet. Public

Includes space for reading, studying, and information delivery; computer terminals and any other services delivered to users; seminar and meeting rooms, other space for meetings and presentations, and formal exhibition space.

8.2 Net Assignable Square feet. Collections

Includes all areas devoted principally to storing materials whether open access or closed.

8.3 Square feet. Staff

Includes receipt of materials, bindery, acquisitions, cataloging, computing, services, and management.

8.4 Square feet. Other

All other NASF that is not collections, public or staff space. Note that 8.1+8.2+8.3+8.4 should equal "Total NASF".

9.0 What Specific Changes/Additions Would You Suggest to This Annual Survey?

Please provide a list of changes or additions (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 for future surveys.

Notes

10.0. Notes

Please use this space to include any additional, non-measure-specific information to provide context for the data you have reported above.