ACRL Academic Library Trends and Statistics
Annual Survey
Instructions and Definitions

Revised: February 2021

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 (including their archives and special collections). It is the largest survey of academic libraries in the country and therefore provides one of the most comprehensive portraits of the impact that academic libraries have across the U.S.

The ACRL Academic Library Trends and Statistics Survey is composed of four parts, including a new academic library facilities section:

- Questions from the IPEDS Academic Libraries Component. Every institution of higher education receiving federal funding must respond to the IPEDS survey. The ACRL survey asks every library question required by IPEDS, with instructions and definitions aligned since 2015. ACRL survey results are available quickly: typically three months after the survey closes.

- Selected questions about academic libraries not included in IPEDS, which IPEDS sometimes uses as test questions for future surveys.

- A section of questions about library trends. The topic changes every year. In 2020, we are asking questions about equity, diversity, and inclusion (EDI).

- A section on academic library facilities. This new section is optional and will be sent to participants upon completion of the first three sections.

Where will the reported data appear?

Data collected through the ACRL Academic Library Trends and Statistics Survey will be available at the institution and aggregated levels. Full access to all 2020 results will be available within a few months after the survey closes through a subscription to ACRLMetrics (an online database). Results are also published in the 2020 print edition of ACRL Academic Library Trends and Statistics (available four months after the survey closes). Aggregate survey results are available to all participating libraries via ACRLMetrics within a few months of the submission deadline.

Why should my library participate in this survey?

Collecting the requested data enables academic libraries to develop a thorough and systematic overview of their investments and contributions. It also allows them to benchmark and make data-informed decisions in a timely manner. If your library completes and submits the ACRL survey first, you can receive a .txt file that can be used to submit the required IPEDS responses (excluding notes/annotations) by the authorized institutional keyholder (or a library staff member designated by the authorized institutional keyholder). This will make submitting IPEDS data faster and more straightforward.

Moreover, the ACRL survey is the largest of its kind, offering the most comprehensive picture of the impact academic libraries (including their archives and special collections) in the U.S. generate through their staffing, teaching, collections, and beyond. The data facilitates effective benchmarking, assessment of impact over time, tracking of new trends, and demonstration of academic libraries' value. We hope every academic library that submits data to IPEDS as part of their federal requirement will submit the same data to ACRL. This will make the ACRL survey results more representative of and more beneficial to the academic library community. The survey reflects the input of respondents from all types of

academic libraries and the ACRL Academic Library Trends and Statistics Survey Editorial Board will review all suggestions received in this year's survey.

General Instructions

Submission Website
http://acrl.countingopinions.com

If you have any questions regarding access to or submission of the survey, please contact the ACRL survey administrator, Counting Opinions, at 1-800-542-9847 or via email at acrlsupport@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 October 2020 through February 28, 2021.

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

Members on the ACRL Academic Library Trends and Statistics 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 notes/annotations accordingly.

New This Year
IPEDS has provided new instructions for the following questions:
- Question 43 Column B: Digital/Electronic Serials
- Question 60 Column B: Total Digital/Electronic Circulation or Usage
- Questions 61 and 62: COUNTER Release 4 Circulation or Usage
- Question 63: E-serials Usage
- Question 68: Number of Branch and Independent Libraries (note about parent/child relationships)

Additionally, these questions are new this year:
- Questions 72 and 73: Number of and Attendance at Asynchronous Presentations
- Questions 74 and 75: Number of and Attendance at All Presentations to Groups (Include Synchronous and Asynchronous)
- Question 77: Number of Weeks the Main Library Was Closed Due to COVID-19
- Question 78: Number of Weeks the Main Library Had Limited Occupancy Practices Due to COVID-19

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 (including archives and special collections) that were open all or part of the fiscal year 2020. 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.

For IPEDS institutions, data should be reported consistently with the institution's IPEDS Unit ID. Libraries on branch campuses that have separate IPEDS Unit IDs are reported as separate libraries.

Reporting of Law and Medical Libraries

Institutions with separate law library and/or medical library(ies) may want to submit a separate survey for each. This may also be helpful for libraries that support other professional schools (e.g., business, library science, social work).

Counting Opinions, which administers the survey on behalf of ACRL, will work with you to manage the data 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 the ACRL data is comparable with the IPEDS data available for needed ratios (e.g., library staff per student, library expenditures per institutional expenditures). For more information, contact Counting Opinions at 1-800-542-9847 or at acrlsupport@countingopinions.com.

IPEDS Integration

Libraries at all U.S. academic institutions receiving federal funding must submit IPEDS data. If you submit the ACRL data first, you can receive a .txt file that can be used to submit the required IPEDS responses (excluding notes/annotations). This feature makes submitting IPEDS data faster and more straightforward, whether you do it yourself or send the file to your institution's IPEDS keyholder. This year, the ACRL survey administrator, Counting Opinions, will also send a link to the download option via email to all institutional survey respondents who provide an email address.

Where to Get Help with Reporting

If you have any questions regarding the survey instrument or the instructions, please contact the ACRL survey administrator, Counting Opinions, at 1-800-542-9847 or via email at acrlsupport@countingopinions.com. ACRL has also created an online guide to provide assistance. For additional guidance about IPEDS questions, see the IPEDS survey website that includes the questions, instructions, glossary, and FAQ for the IPEDS Academic Libraries (AL) survey 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.

A library consortium can be multitype, almost any type of library can participate (e.g., public libraries). For IPEDS purposes, academic libraries that share an administrative unit are NOT considered a consortium (see definition of branch and independent libraries). There are two cases 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.

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 control as the parent, and (2) the child institution is not set up to report its own academic libraries expenses 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 titles were purchased by two institutions in a parent/child relationship to be shared, the parent institution will report 20,000 e-book titles and not 40,000 e-book titles. Institutions wishing to establish a parent/child relationship must contact the IPEDS Help Desk (1-877-225-2568 or ipedshelp@rti.org). See the resource guide for more details on parent/child reporting.

Consortium Members Sharing PARTIAL Resources

In the case where individual library members of the consortia share PARTIAL resources and/or are set up to report their own academic library expenses or collections data, they must do so for their individual institution. Please note the instructions below.

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 count the number of digital/electronic usage for your library only. For example, if your library pays a set annual fee, as part of a consortium, for access rights to 1200 e-books that are shared across all members of the consortium, then your library should count the 1200 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 consortia fees). 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.'

Detailed Instructions

Staffing Types, FTEs, and Expenses

01-06 Column A. Staffing Types and FTEs

Helpful definitions	**Librarians** "Librarians" are professional staff as defined by NISO: Staff members doing work that requires professional education in the theoretical and scientific aspects of librarianship, archives, or information studies. [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., computer sciences, business administration, education). [NISO 39.7-2013, section 3.4] **All other paid staff (except student assistants)** All other paid staff are staff members whose position descriptions do not require formal qualification (or equivalent combination of training and experience) in librarianship, archives, information studies, or other relevant specialization, and they are not included elsewhere. [modified from NISO 39.7-2013, section 3.3] **Student assistants** Student assistants (graduate and undergraduate), 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. [modified from NISO 39.7-2013, section 3.7]
Census date	Report the number of filled or temporarily vacant FTE positions assigned to the library as of November 1 of the fiscal year.
Computing FTEs for part-time staff	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 as of November 1 of the fiscal year 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.
Additional guidance	Report FTEs supported from the library budget. However, if known, if significant, and if specifically for library business, include FTEs funded from sources outside of the library 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 whether your reporting here includes or excludes them.

01-06 Column B. Staffing Salaries and Wages
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. Include salaries and wages by staffing types and exclude fringe benefit expenses.

07. Number of Hours to Work per Week to Be Considered "Full Time" at the Institution
Indicate the number of hours a person needs to work per week at the institution to be considered "full-time."

08. Are Staff Fringe Benefits Paid from the Library Budget?
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.

09 Column B. Staff Fringe Benefits (If Paid from the Library Budget)
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").

Registration and travel expenses for staff to attend conferences or professional development events should be counted as operations and maintenance expenses.

Expenses (Exclude Those Covered by Question 9)
Expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2020. 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. The exception is fringe benefits -- report fringe benefits only IF paid from the library budget. 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.

Include any library-related expenses that are covered by Coronavirus Aid, Relief, and Economic Security (CARES) Act funds in the appropriate expense sections.

Materials/Services Expenses
Please note: IPEDS views a product such as Safari Books Online as a database, and it may be reported in three places in this section of the survey:
- Expenses: A product such as Safari Books Online could be reported as part of question 20: One-time purchase of books, serial back-files, and other materials, OR, if Safari Books Online is an ongoing, annual expense at your library, its annual cost should then be reported as part of question 21: Ongoing commitments to subscriptions.
- Collection: The Safari Books Online collection titles may qualify under the definition of question 40 Column B: Digital/Electronic Books. Count each e-book title as a single title, regardless of the number of user seats.
- Database: Add Safari Books Online as a database in question 41 Column B. Databases include e-book databases.

20. One-Time Purchases of Books, Serial Back-Files, and Other Materials
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 they are not a subscription and, if received through a consortium, only if the costs for the resources can be separated from other membership costs. (This last phrase is not IPEDS language. A full

ACRL FAQ on this topic available at the end of this file.) 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.

20a. E-Books (If Available)
Report the library's one-time expenses for e-books in the e-books block only if the library can identify these expenses separately (question 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 (question 20a) will not be added into the Total materials/services expenses. One-time expenses for e-books are included as an informational data point only.

Report one-time expenses for triggered patron-driven acquisitions (PDAs) in question 20 and in question 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 an actual acquisition.

21. Ongoing Commitments to Subscriptions
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 electronic 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. Government documents received serially are included if they are accessible through the library's catalog or discovery system.

If possible, 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.

Do not include fees for subscriptions received through a consortium unless those costs can be separated out from other membership costs. (This last sentence is not IPEDS language.) A full ACRL FAQ on this topic available at the end of this document.

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

Additional guidance:
● Include annual access fees for e-book platforms if possible/practicable.

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 will not be added into question 23: Total materials/services expenses. Ongoing expense for e-books is included as an informational data point only.

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

These e-journals expenses should be included in the block labeled "Ongoing commitments to subscriptions." Any

expenses for e-journals indicated in this separate block will not be added into question 23: Total materials/services expenses. Ongoing expense for e-journals is included as an informational data point only.

22. All Other Materials/Services Costs
Report additional materials/service costs that have not already been reported in this section. Other materials/service costs may include:
- Document delivery/interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmissions, 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 demand-driven acquisition (DDA) or patron-driven acquisition (PDA) program.
- Other expenses for information resources. Include copyright fees and fees for database searches (e.g., DIALOG, Lexis-Nexis).
- If ILL is included as an expense with bibliographic utilities, but the costs cannot be separated out, include those costs only with the bibliographic utility expenses in question 25.
- Include expenditures for pay-per-view (PPV) journal article transactions in question 22. If, however, the library places the journal article in the collection (the library keeps it), then it should be reported in question 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.

23. Total Materials/Services Expenses
This line will automatically be calculated for you.

Operations and Maintenance Expenses

24. Preservation Services
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 for preservation purposes). Do not include staff salaries and wages.

25. All Other Operations and Maintenance Expenses
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, excluding any materials expenditures that can be separated out from other membership costs. (This last phrase is not IPEDS language. See FAQ for additional ACRL guidance on this topic.)
- 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. If interlibrary loan fees paid to bibliographic utilities can be separated out, include those interlibrary loan costs in question 22.
- All other operating and maintenance 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.

- Include registration and travel expenses for staff to attend conferences or professional development events. (Please note that this is not IPEDS language.)

26. Total Operations and Maintenance Expenses
These lines will automatically be calculated for you.

27. Are Expenses Reported in Canadian Dollars?
If expenses are reported in Canadian dollars, select "yes." If expenses are not reported in Canadian dollars, select "no."

30. & 31. Total Expenses with and without Fringe Benefits
These lines will automatically be calculated for you.

Library Collections

Scope	This section of the survey collects data on selected types of material. It does not cover all materials.
Reporting period	Report the total number of each category held at the END OF Fiscal Year 2020.
What to include	Count only those materials that are considered part of your collection. Include only items that are cataloged and/or searchable through the library catalog or discovery system (the cataloging level does not matter). Collections comprise documents held locally and remote resources for which permanent or temporary access rights have been acquired.
	Include any open access titles searchable through the library's catalog or discovery system, but do not count 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.
	Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems. Access rights may be acquired by the library itself, by a consortium, and/or through external funding. Include government documents that are cataloged and/or searchable through the library catalog or discovery system.
	Interlibrary lending and document delivery are excluded from the collection.
Definitions used in multiple measures	**Book**
	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]
	Cataloged
	"Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library catalog or discovery system. Cataloging level does not matter.
	Discovery System
	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/.

Government documents
Include local, state, regional, federal, and international. Include government documents that are accessible through the library's catalogs regardless of whether they are separately classified and/or shelved.

Microforms
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.

Title
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]

40 Column A. Physical Books (Include Government Documents)

Report physical book <u>titles</u> owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system. Exclude serials, microforms, 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 or discovery system. Government documents include local, state, regional, federal, and international.

Include open access titles if the individual titles are searchable through the library's catalog or discovery system.

40 Column B. Digital/Electronic Books (Include Government Documents)

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). Report the number at the administrative entity level; do not duplicate unit count for each branch.

Include:
- E-book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system.
- E-book titles in aggregated sets in which the library selected the aggregator even if not each individual e-book title.
- Government documents, locally digitized electronic books and electronic theses and dissertations.
- Digital music scores if searchable by title through the library catalog or discovery system.
- Open access titles if the individual titles are searchable through the library's catalog or discovery system.

Exclude:
- 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.
- E-book titles in demand-driven acquisition (DDA) or patron-driven acquisition (PDA) collections until they have been purchased by the library.

Additional guidance:
- Count each e-book title as a single title, regardless of its number of user seats.
- 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.

40a. Books [Volume Count]

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 issues that would be bound together if the library bound all serials."

Additional guidance:
- Include duplicate copies, bound serial volumes, and music scores.

- For the purposes of the ACRL survey, unclassified bound serials arranged in alphabetical order are considered classified.
- Include all government document volumes if individual titles are searchable through the library's catalog or discovery system regardless of whether they are shelved separately. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers.
- Exclude microfilms, maps, nonprint materials, and uncatalogued items.

The reported counts for question 40a will not be used in the sum to fill in question 44 Total Physical Collections because that sum relies on the title count.

41. Digital/Electronic Databases

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.

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

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.

Additional guidance:
- Include open access databases if they are searchable through the library's catalog or discovery system.
- 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 also report the individual e-book titles within the database separately under question 40 Column B. Digital/Electronic Books.

42 Column A. Physical Media

Report the number of titles of media materials. Include microforms, audiovisual materials, cartographic materials, graphic materials, and three-dimensional artifacts realia.

Additional 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 the physical books count in question 40.
- Count microform titles not, for example, 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.
- 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.
- Cartographic materials represent in whole or in part the earth or any celestial body at any scale (e.g., maps and charts).
- Graphic materials are defined 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." [NISO Z39.7-2013, section 4.6]

42 Column B. Digital/Electronic Media

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 Archive) in this category (these resources should be counted 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.

Additional guidance:
- Include open access titles if they are searchable through the library's catalog or discovery system.
- Exclude serials.
- E-media titles may be found through the library's link resolver knowledge base in addition to the catalog or discovery system.

43 Column A. Physical Serials

Report the number of current and ceased 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, serial titles on microform, 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.

43 Column B. Digital/Electronic Serials [** with New IPEDS Instructions **]

Report the number of current and ceased e-serial titles that are accessible through the library's catalog, discovery system or other technical means.

An e-serial is a periodical publication issued in successive parts bearing numerical or chronological designations, is intended to be continued indefinitely, and is published in digital form to be displayed on a computer screen in any medium. This definition includes digital and digitized periodicals, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.

If possible,
- report the count of only those de-duplicated or otherwise unique e-serial titles.
- include ceased electronic serial titles.
- 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.

Include open access 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.

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.

44. Total Physical Collection and Total Digital/Electronic Collection
These lines will automatically be calculated for you.

45. External Contributions from Consortia/Network(s)/Systems
If the library receives access to e-collections, catalog platforms, discovery services, or other e-resources through one or more centrally-funded system or consortia arrangements for which it does not pay fully and/or directly (for example, funding is provided by the state on behalf of all members), enter the amount paid by external bodies on its behalf. If the specific dollar amount is not known, but the total student FTE for the consortium and amount spent for the academic members are known, divide the overall amount spent by the institution's share of the total student FTE. The consortium or system office may make a value-per-FTE metric available for all members of the consortium.

See the FAQ at the end for information about where to report consortia costs paid through library budgets.

Institutional Repositories
An institutional repository is a set of services that an institution or organization (library, archive, digital collection, etc.) 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. Libraries have established, or host or administer institutional repositories (IRs) 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.

Additional 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), institutional publications such as alumni magazines, class catalogs and annual reports, datasets, software and video.
- Best practice is to provide usage statistics for the institutional repository that align as much as possible with the COUNTER Code of Practice.
- Please note that certain collections or parts of the repository may not be open access and may be restricted to only parts of the community. Usage counts should include uses of all items whether there are restrictions on access to them (e.g., on campus use only) or not (i.e., open access).

50. Items Held in Institutional Repository(ies)
Report the total number of items held in the library's hosted or administered institutional repositories. Include all items whether created by library staff, faculty, students, college staff, or other guests. If your library does not have an institutional repository, leave the field blank.

51. Item Usage from Institutional Repository(ies)
Report the number of downloads from the institutional repository(ies) during the reported fiscal year. If available, download counts are preferred. However, if downloads are not available, usage statistics may include page views, visits or other data related to the access of the items in the institutional repository; please indicate which type of count you are providing. If your library does not have an institutional repository, leave the field blank.

If possible, limit the reported usage to only human readership. Institutional repository vendors have reported that their analysis of download traffic shows that many downloads are generated by web spiders and robots, many from legitimate sources but many with an unknown purpose.

Library Services

Library Circulation/Usage

60 Column A. Total Physical Circulation
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.

Do not include in-house circulation (items that library personnel pick up from tables and carrels and then scan to track in-house use) with circulation.

60 Column B. Total Digital/Electronic Circulation or Usage [with New IPEDS Instructions **]**
Report usage of digital/electronic titles whether viewed, downloaded, or streamed.

Include usage for e-books, e-serials, and e-media titles even if they were purchased as part of a collection or database.

Exclude:
● Institutional repository documents, which are reported separately.
● Usage of titles in demand-driven acquisition (DDA) or patron-driven acquisition (PDA) collections until they have been purchased or leased by the library.
● Transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation."

Most vendors will provide usage statistics in COUNTER reports. As of January 2019, Release 5 became the current Code of Practice (see Project COUNTER Release 5 Code of Practice [https://www.projectcounter.org/wpcontent/uploads/2019/11/Release_5_for_Providers_20191030.pdf]). Relevant COUNTER Release 5 reports for e-books are: TR_B1: Book Requests (Excluding OA_Gold). As to the COUNTER 5 metric type for e-books, report "unique title requests." For e-media, use IR_M1: Multimedia Item Requests, report metric type for "total_item_requests" is the most relevant. If you have access to COUNTER Release 5 reports and can provide an answer for 60 Column B, skip questions 61 and 62 and leave them blank.

<mark>Updated in ACRL Trends & Statistics Instructions on February 26, 2021</mark>:
If COUNTER Release 5 reports are unavailable and if COUNTER Release 4 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.).

Report usage of e-serial titles whether viewed, downloaded, or streamed. Include usage for e-serial titles only, even if the title was purchased as part of a database. Viewing a document is defined as having the full text of a digital document or electronic resource downloaded. [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.

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. Most vendors will provide usage statistics in COUNTER Release 5 reports. The most relevant COUNTER Release 5 report for e-serial usage is TR_J1: Journal Requests (Excluding OA_Gold). For the metric type, report "unique item requests." If COUNTER Release 5 reports are unavailable, the most relevant COUNTER Release 4 report is JR1 (defined as the "Number of Successful Full-Text Article Requests by Month and Journal").

Applicable COUNTER Release 5 definitions:
- Article: "An item of original written work published in a journal, other serial publication, or in a book."
- Database: "A collection of electronically stored data or unit records (facts, bibliographic data, texts) with a common user interface and software for the retrieval and manipulation of data (NISO)"
- Full-Text Article: "The complete text, including all references, figures and tables, of an article, plus links to any supplementary material published with it."
- Open access: "Online research outputs that are free of all restrictions on access (e.g. access tolls) and free of many restrictions on use (e.g. certain copyright and license restrictions). Open access can be applied to all forms of published research output, including peer-reviewed and non-peer-reviewed academic journal articles, conference papers, theses, book chapters, and monographs.

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. An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-serial usage statistics. Do not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library.
End of updated instructions.

Additional guidance:
- 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.
- Viewing documents is defined as having the full text of a digital document or electronic resource downloaded. [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.
- Add notes as appropriate.

61. & 62. COUNTER Release 4 Circulation or Usage [** with New IPEDS Instructions **]

This breakdown is requested to help libraries seeking such information for benchmarking studies.

If COUNTER Release 5 reports are unavailable and if COUNTER Release 4 reports are available, IPEDS suggest that libraries report counts from BR1 and MR1 on line 61 Column B. If BR1 and MR1 statistics are not available, BR2 and MR2 statistics can be used and reported on line 62 Column B.

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.). Enter the answer on line 61 Column B and make a note. If no statistics are available, report zero for both 61 and 62.

Additional guidance:
- 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.

- The reported counts for questions 61 and 62 will not be used as a sum to fill in Total Digital/Electronic Circulation in question 60 Column B.
- An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-book usage statistics.
- Add notes as appropriate.

63. E-serials Usage [** with New IPEDS Instructions **]

Please note that the ACRL Academic Library Trend and Statistics Survey is not collecting use of print serial titles separately from other physical initial circulation.

Report usage of e-serial titles whether viewed, downloaded, or streamed. Include usage for e-serial titles only, even if the title was purchased as part of a database. Viewing a document is defined as having the full text of a digital document or electronic resource downloaded. [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.

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. Most vendors will provide usage statistics in COUNTER Release 5 reports. The most relevant COUNTER Release 5 report for e-serial usage is TR_J1: Journal Requests (Excluding OA_Gold). For the metric type, report "unique item requests." If COUNTER Release 5 reports are unavailable, the most relevant COUNTER Release 4 report is JR1 (defined as the "Number of Successful Full-Text Article Requests by Month and Journal").

Applicable COUNTER Release 5 definitions:
- Article: "An item of original written work published in a journal, other serial publication, or in a book."
- Database: "A collection of electronically stored data or unit records (facts, bibliographic data, texts) with a common user interface and software for the retrieval and manipulation of data (NISO)"
- Full-Text Article: "The complete text, including all references, figures and tables, of an article, plus links to any supplementary material published with it."
- Open access: "Online research outputs that are free of all restrictions on access (e.g. access tolls) and free of many restrictions on use (e.g. certain copyright and license restrictions). Open access can be applied to all forms of published research output, including peer-reviewed and non-peer-reviewed academic journal articles, conference papers, theses, book chapters, and monographs.

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.

An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-serial usage statistics. Do not include usage of titles in demand-driven acquisition (DDA) or patron-driven acquisition (PDA) collections until they have been purchased or leased by the library.

Additional guidelines:
- When possible record usage at the article level.
- 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.) and make a note, or report zero.
- Viewing a document is defined as having the full text of a digital document or electronic resource downloaded. [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-serial usage statistics.
- Add notes as appropriate.

Information Services to Individuals
Transactions and consultation interactions are defined as information contacts that involve the knowledge, use, recommendations, interpretation, or instruction in the use of one or more resources by a member of the library staff. The term includes information and referral service.

Resources include printed, online, and non-printed materials, e-resources and databases (including assistance with computer searching), the library's own catalogs and holdings records, equipment and software for (digital) academic projects, other libraries and institutions through communication or referral, and persons both inside and outside the library. [modified from NISO Z39.7-2013, section 7.3]

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

64. Transactions
Transactions include walk-ups in person at a service point and interactions conducted by phone, e-mail, Web interface, or other medium. Include information and referral services.

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 non-bibliographic, non-teaching/instructional nature with equipment or software.

If a contact includes both reference and directional services, it should be reported as one transaction. 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. [modified from NISO Z39.7-2013, section 7.3]

It is up to the discretion of library staff whether multiple questions from the same patron during the same session count as multiple transactions or continuations of the same.

65. Consultations
Consultations are one-on-one or small group appointments that are often scheduled in advance, occur outside of the classroom or a service point, and require staff preparation or equivalent previous relevant experience. Include interactions that took place in person or were conducted by phone, e-mail, Web interface, or other medium. Include appointments made with staff for archives and special collections. 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.

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.

67. Virtual Reference Services
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. [NISO Z39.7-2013, section 7.3.1]

Additional guidance:
- Include both transactions and consultations.

Locations

68. Number of Branch and Independent Libraries [** with New IPEDS Instructions **]
Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 2020. EXCLUDE 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. 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.

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.

See the section titled "Notes for Library Consortia" earlier in this document for more information about IPEDS parent/child relationships.

Information Services to Groups
These are 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 services to groups includes information literacy instruction as well as cultural, recreational, or other educational presentations, e.g., library tours, workshops facilitated by library staff, and presentations or lectures given by experts invited by library staff. Presentations both on and off the library premises are included if the library sponsors them. If library staff attend sessions planned for any interested members of the institution, their counts should be included.

Exclude:
- Meetings sponsored by outside groups using the library's meeting spaces. [NISO 39.7-2013, section 7.8.3, wording modified]
- Presentations planned for library staff (including those for internal and external library staff, and those for non-student and student library staff).

70. Number of Synchronous Presentations
Report the total number of synchronous presentations conducted in-person in Column A. Report the total number of synchronous presentations conducted using digital/electronic formats, including web-based presentations, in Column B. 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 C.

71. Total Attendance at All Synchronous Presentations
Report the total number of persons attending or served by those presentations. 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 C.

72. Number of Asynchronous Presentations

An asynchronous presentation can be defined as a recorded online session, tutorial, video, or other interactive educational module created in a digital/electronic format, and includes web-based presentations such as recorded webinars. Report the total number of asynchronous online presentations used by library staff in 72 Column B.

If a presentation begins in one format (such as in-person) and ends in another (such as asynchronous online), report it as the format that concludes the presentation. If multiple modules are created with the intent to be part of one presentation, please count them as one presentation.

Include:
- Asynchronous presentations created by your library staff for educational or training purposes

Exclude:
- Asynchronous presentations that your library staff used but were created by another library or organization
- Asynchronous presentations that serve informational or marketing purposes, e.g., a welcome video that plays in loops at the library entrance
- Handouts or text-based, non-interactive research guides

73. Total Attendance at All Asynchronous Presentations
Please report any statistics available regarding attendance that occurred during the fiscal year in 73 Column B. This may include expected attendance from registration or course enrollment. Please do not report downloads, views, and/or webpage hits. If attendance is not tracked separately, then simply submit the total number from line 72 Column B. For example, if an information literacy video was created for a session for a first-year seminar that had 40 students, and then was reused for a second seminar of another 40 students, the presentation counts would be 2 and the Attendance would be 80.

74. Number of All Presentations to Groups (Include Synchronous and Asynchronous)
In 74 Column B, report the combined total of 70 Column C and 72 Column B.

75. Total Attendance at All Presentations to Groups (Include Synchronous and Asynchronous)
In 75 Column B, report the combined total of 71 Column C and 73 Column B.

Hours

76. Before the Coronavirus Pandemic, Number of Hours Open during a Typical Week in an Academic Session
Report an unduplicated count of hours a library facility or facilities are open in a typical week before the coronavirus pandemic, 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. [NISO 39.7-2013, section 7.2, wording modified]

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. [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).

77. Number of Weeks the Main Library Was Closed Due to COVID-19
This is the number of weeks during the fiscal year that due to the coronavirus pandemic, the main library on campus was physically closed when it otherwise would have been open. The main library was considered physically closed when faculty, students, and campus employees could not enter the building, regardless of access by library staff. The library

could be physically closed but still offered virtual, Wi-Fi, or "curbside" services outside the building.

NOTE: Round to the nearest whole number. If the main library was not physically closed due to the pandemic, enter zero.

78. Number of Weeks the Main Library Had Limited Occupancy Due to COVID-19
This is the number of weeks during the fiscal year that the main library implemented limited public occupancy practices for in-person services in the library building in response to the coronavirus pandemic. Limited public occupancy practices can include reduced hours open, limits on the number of users inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.

NOTE: Round to the nearest whole number. If the main library did not implement a limited public occupancy or similar practice due to the pandemic, enter zero.

Gate Counts
Report the number of entries to the library facilities from September 2019 through February 2020 and/or in a typical week before the coronavirus pandemic, whichever is easier for the respondent. If the library does not count entries from September 2019 through February 2020 or for a typical week before the coronavirus pandemic, please enter N/A in the appropriate block (either lines 79a or 79b) or in both blocks.

79a. Gate Count from September 2019 through February 2020 (If Available)
Report the number of entries to the library facilities from September 2019 through February 2020 on line 79a.

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 79a 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."

79b. Before the Coronavirus Pandemic, Gate Count in a Typical Week (If Available)
Report the number of persons who physically enter library facilities in a typical week before the coronavirus pandemic. It is understood that a single person may be counted more than once. [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. [NISO 39.7-2013, section 7.1]

Interlibrary Loan Services

80. Does Your Institution Have Interlibrary Loan Services?
Respond "yes" or "no" to indicate whether your institution has interlibrary loan services. If yes, please report:

81. Total Interlibrary Loans and Documents Provided to Other Libraries
Leave this question blank if the counts for 81a. and 81b. are available. Report separately for all returnable and non-returnable interlibrary loans and documents if the count is available.

Report the number of filled requests for material provided to other libraries. Include all returnable and non-returnable interlibrary loans and documents. Include direct borrowing between consortium members. Do not include transactions between the main or central library and branches, or transactions between branches. This part of the survey is measuring transactions between and among libraries.

81a. ILL-01 Returnable (If Available)
Report materials that the library expects to have returned. Examples of returnable items include books, dissertations and

theses, microfilm reels, sound recordings, and audiovisual material.

81b. ILL-02 Non-Returnable (If Available)
Report materials that the library does not expect to have returned. Examples of non-returnable items 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.

81c. Total If ILL-01 and ILL-02 Are Reported Separately
This line will automatically be calculated for you.

82. Total Interlibrary Loans and Documents Received
Leave this question blank if the counts for 82a., 82b., and 82c. are available. Report separately for all returnable, non-returnable, and commercial service documents and loans received if the count is available.

Report the number of filled requests for material received from other libraries. Include all returnable and non-returnable interlibrary loans as well as 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. Include direct borrowing between consortium members. Exclude transactions between the main or central library and branches and transactions between branches.

Additional 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 82a. or 82b.
- Library staff may find a requested document in their own collection, and provide it 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. (Note that this is not IPEDS language.)

82a. ILL-03 Returnable (If Available)
Report materials that the lending library expected to have returned. Examples of returnable items include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

82b. ILL-04 Non-Returnable (If Available)
Report materials that the lending library did not expect to have returned. Examples of non-returnable items 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.

82c. ILL-05 Documents Received from Commercial Services (If Available)
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 pays for the transaction) is a commercial service. An example of a commercial service is Get It Now from the Copyright Clearance Center.

82d. Total If ILL-03, ILL-04 and ILL-05 Are Reported Separately
This line will automatically be calculated for you.

Student Enrollment

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, these

data are reported more than a year following their collection. ACRL is asking survey respondents to provide student enrollment data so that these ratios can be obtained in a timely manner, thereby adding value to your data.

90. Full-time Equivalents (FTE) (If Available)
Report the number of student full-time equivalents as reported by the institution on the IPEDS 12-Month Enrollment survey component, Part B. The campus Institutional Research office will be able to supply you with the FTE in the standardized format used to report to IPEDS on behalf of the campus. Canadian members: please supply a figure if available and include any general notes you have about how the figure was calculated/sourced.

91. Headcounts (If Available)
Leave question 91 blank if the counts for 91a., 91b., 91c., and 91d. are available. Report the total of student headcounts on line 91 only IF the library cannot report separately for full- and part-time undergraduate and graduate students (lines 91a - 91d). Report the number of student headcounts as of Fall 2019.

Report separately if headcounts are available for:
      Full Time Undergraduates (Line 91a)
      Part Time Undergraduates (Line 91b)
      Full Time Graduates (Line 91c)
      Part Time Graduates (Line 91d)

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

A good source for these 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.

Other

100. 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

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

ACRL FAQ/Additional Guidance

Staffing & Expenses

What guidance can you offer on reporting consortia costs?
If the library receives access to e-collections, catalog platforms, discovery services, or other e-resources through one or more centrally-funded system or consortia arrangements for which it does not pay fully and/or directly (for example funding is provided by the state on behalf of all members), enter the amount paid by external bodies on its behalf under question 45: "External contributions from consortia/networks/systems." If the specific dollar amount is not known, but the total student FTE for the consortium and amount spent for the academic members are known, divide the overall amount spent by the institution's share of the total student FTE. The consortium or system office may make a value-per-FTE metric available for all members of the consortium.

For costs paid through the library or institutional budget:
If your library pays a set annual consortium fee for memberships that do not include access to collections, report the membership fee under "All other operations and maintenance expenses." If the membership fee includes costs for access to collections, but that part of the fee cannot be broken out, include the entire fee under "All other operations and maintenance expenses." If consortia costs for access to collections can be broken out, report them under the appropriate category. Report costs under "All other materials/services costs" if the costs cannot be divided between one-time and ongoing.

Should expenditures for memberships (e.g., state and national associations) be reported?
Yes, include membership costs if they are part of the library budget. Please see the FAQ immediately above for guidance.

Where should I report registration and travel expenses for staff to attend conferences/professional development?
Please include in "All other operations and maintenance expenses."

Our institution now has a Library and Learning Center, instead of a standalone Library, which is comprised of a library, tutoring, a writing center, and computer labs. Should we answer for the entire facility or just the library component?
You should answer for the entire facility if it is under the library's administrative unit, reports to the head of libraries, and expenses are paid from the library's budget.

How does an institution report digitization expenditures?
Report expenditures for digitization for preservation purposes as preservation expenditures, regardless of whether it is an outsourced service. Other digitization-related expenses are either reported under "all other materials/service cost" OR "All other operations and maintenance expenses."

Do we report personnel by their position classification or by their educational level? For example, if we have graduate-degreed librarians working in staff positions, do we report those persons as librarians/professional staff, or as all other paid staff?
If a person holding a graduate degree in library and information studies is assigned to a position that is classified by the institution to be a staff position, report that as an "other paid staff." Similarly, for staff members who lack relevant formal training and/or education, but nonetheless occupy professional positions that require skills, knowledge, and experience in the theoretical aspects of librarianship, archives, information studies, or another professional area, report as Librarians or Other Professional Staff as appropriate.

How do we count vacant short-term or vacant temporary positions?
The reporting library should use the number of positions as of November 1 of the fiscal year. Positions that are less than full time should be lumped together to total the FTE. Do not report vacant positions that the library did not plan to fill during the fiscal year.

Expenses for Collections

How are purchased electronic journals counted?
Electronic journals are included in the Digital/Electronic Serials title count. Use of electronic journals is included in the E-serials Usage count, and the "Total Digital/Electronic Circulation or Usage" count. Expenses for electronic journal subscriptions should be reported under "Ongoing commitments to subscriptions."

Should we include annual access fees for e-book platforms in question 21a?
Yes, if possible.

Counts for Collections

Many institutions in our consortium no longer bind journal volumes (as a cost savings measure). Is there an official recommendation on how to count those unbound issues?
Do not count individual issues as if they were bound. Instead, think about a bound volume as comprising the issues that would be bound together if the library bound all serials. As an example, there are 10 bound volumes. However, over the past 10 years, the library has not bound the issues. If the serial title is an annual publication, the count would be a total of 20 (10 bound volumes plus the 10 years of annual issues that are not bound).

If we own a serial title, but will likely withdraw it because it exists in a shared storage facility, should we include it in our collection counts?
If the title remains in your catalog or discovery system, count the title.

If an institution's academic library is in a consortium with a public library, can their shared resources be included in the Academic Library survey?
A library consortium can be multitype; almost any type of library can participate (e.g., public libraries). However, for their shared items to be included on the Academic Library survey, the items must be cataloged and/or searchable through the library catalog or discovery system.

How should items missing from the library's collection be counted?
Missing items are part of the collection.

Where are print photographs reported?
Print photographs are reported as graphic materials within physical media.

How does an institution count microforms if not in the library catalog or discovery system as individual titles?
Serial microform titles are counted under serials. Other microforms are counted in physical media, and they are counted by the title; do not use item counts (such as microfiche pieces). Microform titles are counted only if the titles are searchable through the institution's catalog and discovery system. For example, if there are thousands of titles in ERIC that are not searchable through the institution's catalog or discovery system, ERIC should be counted as 1 title.

How do you report serial titles on microform?
Report non-serial microform titles in physical media, and serial titles on microform under physical serials. If the library cannot determine if a microform title is a serial or not, then report it under physical media.

If a title is not searchable through the institution's catalog or discovery system, but is searchable through their link resolver, is this counted in IPEDS?
Yes, institutions should count titles that are searchable through their link resolver even if they are not searchable through their catalog or discovery system.

When reporting the count of digital/electronic materials, do we count the total number available at the system level

or at the branch level?
Report at the system or administrative entity level. For example, if the library system has 3 branch libraries and access to 2,038 downloadable audio units at the system level, then it would report 2,038 and not 6,114 units.

How do we count electronic books available via e-book services such as the E-book Library (EBL), Freading, or Overdrive?
Report each title owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system.

When counting e-books, should we only count those e-books that have full level cataloging records?
Count all e-books cataloged in your library catalog or discovery system. The cataloging level does not matter.

How do we count media offered through online streaming services such as Films on Demand, VAST, Swank?
Report titles of the media if it is owned or leased by the library, if the titles are cataloged, and/or searchable through the library catalog or discovery system.

If a digital/electronic unit can be downloaded as many formats, is each format counted as a separate title?
Count all formats as one title. For example, count an e-book title that is available via epub, PDF, or Kindle formats as one title.

For collections, do we count downloadable items (e-books, e-serials, and e-media) that do not have records in our catalog but that we have access to?
Count only downloadable items to which you have access and that are in your library's catalog or discovery system.

How are electronic theses and dissertations counted?
Theses and dissertations in electronic format can be included under "digital/electronic books," providing they are part of the library's collection. Report the titles.

Can I report open access titles as part of my collection?
Open access titles may be included if the individual titles are searchable through the library's catalog or discovery system. However, do not count 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.

Should I report open access databases?
Yes, please include them if they are searchable through the library's catalog or discovery system.

Are proceedings included as an e-book or as an e-serial?
Count these in the appropriate category based on how they are treated in the library catalog or discovery system.

Is Artstor reported as a database or media?
Artstor is reported as a database.

There were a lot of databases offered temporarily for free last spring due to COVID-19. Some were offered freely to everyone temporarily and some were offered temporarily for free to current customers only. We aren't sure how these should be counted.
Because of the temporary nature of these databases and titles, and because they were not acquired using a selection process based upon the information resource needs of the institution, neither the databases nor the titles should be reported to IPEDS.

Usage/Circulation

Does circulation include both check-outs and check-ins?
Circulation only includes initial check-outs; it does not include renewals or check-ins.

In-house circulation may include items that library personnel pick up from tables and carrels and scanned to track their use. Do we include in-house use as circulation?
Do not include these types of in-house circulation with circulation or interlibrary lending.

Ebrary counts every page download as a chapter download. Should an institution report Ebrary counts in COUNTER data?
Include COUNTER reports with Ebrary. However, please note the inclusion of Ebrary in the comments section on the survey. Please use this rule for any similar cases.

What are some suggestions for obtaining a list of titles to get digital/electronic circulation counts?
If you have titles in your knowledge base in your link resolver integrated into your discovery tool, this can be a straightforward way to get title counts for the digital/electronic collections (e-books, e-serials, and e-media). If your link resolver is not complete for e-books or e-multimedia, it might be better to rely on getting the title counts through catalog records or other means.

What are the basic steps for obtaining COUNTER Reports for Digital/Electronic Circulation?
First, identify where you should collect your electronic and digital circulation data. Some options are:
- Publishers that host their own content (e.g., Elsevier on ScienceDirect)
- Publishers that use a third-party platform to host content (e.g., Royal Society on Highwire)
- Aggregators that license content from a wide variety of publishers and offer it through a database (e.g., Academic Search Complete on EBSCOhost)

Second, obtain a list of providers and identify how to obtain reports from each provider. An example of steps for this process are as follows:
- Compile spreadsheet of providers.
- Identify administrative URLs and login information needed to collect statistics.
- Refer to the instructions and identify formats and reports to collect under each provider.
- Identify providers where you need to contact vendor or where statistics are unavailable.
- Work your way through the list, recording the Reporting Period Total in your spreadsheet.
- Provide IPEDS with one total sum of all digital/electronic Reporting Period Totals obtained through all providers.

Note: 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.) with a note.

The ACRL Academic Library Trends and Statistics Editorial Board knows how difficult these numbers are to collect and how much time and effort library staff spend in gathering these data. We hope that, by requiring the data as part of this survey, libraries will be able to pressure vendors for better data and COUNTER compliant reports.

The instructions state to exclude DDA and PDA usage until items have been purchased or leased by the library. What if the vendor / we cannot exclude those numbers in a COUNTER report?
If DDA and PDA numbers cannot be excluded in the institution's COUNTER report, then please report the COUNTER report with DDA and PDA numbers included. However, please note this detail in the comment box available on the survey.

Should an institution include usage-based collection model items (e.g., evidence-based programs) in e-book usage?
The survey excludes DDA or PDA collections unless they have been purchased by the institution. However, if the title is purchased in an evidence-based model, and it is searchable through the catalog or discovery system, then it is counted in e-book usage.

Services

Should we include presentations to groups given outside of our information literacy program?
Yes, include all presentations to groups you provide for your users. For example, include sessions for any credit courses

your staff teach for your institution, any workshops your staff give, any presentations given by experts invited by library staff (e.g., lectures that open exhibits), etc. Do not include sessions given specifically for library staff (be it your or other libraries' staff). Do not include tabling events, as those are not presentations.

Library staff may find a document requested through ILL in their own collection and provide it directly to the patron requesting it. Where should this type of request be counted?
These requests should be reported under "Information services to individuals" since this part of the survey is measuring transactions between and among libraries.