

**ACRL Academic Library Trends & Statistics Survey  
Frequently Asked Questions**

**General**

**Q: Should counts coincide with our Fiscal Year if it is other than July 1 – June 30?**

A: Yes, responses should be for your institution's fiscal year.

**Q: Are computer hardware and software expenses no longer reported in 2012?**

A: Computer hardware and software expenses are now reported as part of Other Operating Expenditures in Question 9.

**Questions 1, 2, 4**

**Q: If we have access to electronic books that do not have records in our catalog, do we include them?**

A: No, only include electronic books that have been cataloged by your library or whose catalog records have been loaded into your catalog.

**Q: If we subscribe to databases that include ebooks and those databases include MARC records for including in our catalog, should these ebook titles be reported in Questions 2 and 4? Even if we lose access to these titles if we cancel our subscriptions?**

A: Yes, these ebooks should be included in our counts as they are leased and cataloged by your library.

**Q: Should purchased electronic journals be included in the volume count?**

A: If electronic journals are cataloged they should be included and counted similarly to the serials count for volumes, i.e. a 12 issue serial subscription would be counted as 1 volume.

If they are not included in your library's catalog then they should not be included in Question #2.

**Q: Should loose newspapers be included in the volume count?**

A: If loose newspapers are cataloged by your library they should be included and reported as a bound volume count.

**Questions 6 & 7**

**Q: We cannot enter data for questions 6 & 7, why?**

A: Questions 6 & 7 are automatic totals based on your responses to other input fields. You cannot enter data in these fields.

**Q: Is Question 7a to include videographic monographs?**

A: Question 7a is asking for all one-time materials expenditures, including videographic monographs.

**Question 11**

**Q: Should the 'Official Designated Percent' be provided only if percentages are used in Question 10 when calculating Fringe Benefits?**

A: If you know the dollar amount paid for fringe benefits you do not need to respond to Question 11. Only answer Question 11 if you do not know the dollar amount spent but only the designated percentage.

### Question 12

**Q: Would databases purchased by our state library that are accessible to all residents count; and if so, how would we calculate our share? Or databases purchased by a consortium that we rely on?**

A: For expenditures from external sources, databases purchased by the state and consortium would be included and if the exact figure is unavailable the instructions suggest the following: "If the specific dollar amount is not known, but the total student FTE for the consortium and the amount spent for the academic members are known, divide the overall amount spent by the institution's share of the total student FTE".

### Question 15

**Q: What is being counted in 'Participants in Group Presentations'?**

A: For Question 15 you should provide the total number of students who attended the Presentations to Groups total provided in Question 14. This question is not asking for the number of librarians who gave presentations but the number of students who attended. If you are providing counts based on sampling, please estimate the total number of participants based on the number of presentations and the average number of students attending one session.

### Question 16

**Q: We are part of a state-wide consortium that collaborates to answer Virtual Reference questions. What number should be reported; the number of questions answered by our library staff - including or excluding questions answered for other libraries? Or the number of OUR students' questions answered by any member of the consortium?**

A: Report any reference questions answered by members of your library's staff, including questions answered on behalf of other libraries.

### Question 17

**Q: Should 'Number of Initial Circulations' include circulation of non-traditional items such as room keys, ethernet cords, headphones, etc?**

A: No, do not include counts for circulation of non-traditional library materials such as keys.

### Questions 18 – 20

**Q: What are the Counter statistics requested for these questions?**

A:

- Question 18 – COUNTER Journal Report 1
- Question 19 – COUNTER Database Report 1
- Question 20 - COUNTER Database Report 1

**Q: What is the difference between 'regular' searches and 'federated' searches?**

A: The meaning of "regular searches" is specific to the vendor's database, as opposed to "federated searches": "A federated search allows users to search multiple databases owned by different vendors simultaneously with a single query from a single user interface. (This definition does not apply to multiple database searching within the software of a given vendor online service provider where searching is done using the databases offered by that provider. Federated search tools will have known identifiers (e.g. IP address, UserAgent)." (See: <http://www.projectcounter.org/r4/COPR4.pdf>)

Searches in question 18 are for full-text article request (journals), as opposed to federated database searches.

**Q: For Question 18, can I use COUNTER data from our databases that offer article content (e.g., packages from EBSCO and ProQuest), or is this question meant to target just single journal subscriptions?**

A: Question 18 is asking for full-text journal article requests. Questions 19 and 20 are asking about database searches.