

ACRL STATISTICS 2012-2013 WORKSHEET

This worksheet is designed to help you plan your submission for the 2012-2013 *ACRL Statistics*. The figures on this worksheet should be similar to those in the web form, except in cases where data are unavailable. If an exact figure is unavailable, use "NA/UA". If the appropriate answer is zero or none, use "0".

Reporting Institution _____

Report Prepared by (name) _____

Title _____

Email address _____ Phone number _____

Contact person (if different) _____

Title _____

Email address _____ Phone number _____

COLLECTIONS:

1. Titles held June 30, 2013 (all formats) (1) _____
2. Volumes held June 30, 2013 (print plus electronic) (2) _____
3. Basis of print volume count is (3) _____ Physical
_____ Bibliographic
4. Electronic books (included in question 2) (4) _____
5. Are the below figures reported in Canadian dollars? (5) _____ Yes _____ No

EXPENDITURES

6. Total Library Expenditures (exclude fringe benefits) (7 + 8 + 9) (6) _____
7. Total Library Materials Expenditures (7a + 7b + 7c) (7) _____
 - 7a. One-time resource purchases (7a) _____
 - 7b. Ongoing resource purchases (e.g. subscriptions, annual license fees) (7b) _____
 - 7c. Collection support (7c) _____

8. **Total Salaries and Wages** (*8a + 8b + 8c*) (8) _____
 (Exclude fringe benefits; **Report fringe benefits in question 10**)
- 8a. Professional staff (exclude fringe benefits) (8a) _____
- 8b. Support staff (exclude fringe benefits) (8b) _____
- 8c. Student assistants (exclude fringe benefits) (8c) _____
9. **Other operating expenditures** (9) _____

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

10. **Fringe benefits** (10) _____
11. **Official designated percent** (11) _____

EXPENDITURES FROM EXTERNAL SOURCES

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

PERSONNEL (Round figures to nearest whole number)

13. **Total Staff FTE** (*13a + 13b + 13c*) (13) _____
- 13a. Professional staff, FTE (13a) _____
- 13b. Support staff, FTE (13b) _____
- 13c. Student assistants, FTE (13c) _____

INSTRUCTION

14. **Number of library presentations to groups** (14) _____
- 14a. Is the library presentations figure based on sampling? (14a) _____ Yes _____ No
15. **Number of total participants in group presentations reported in line 14** (15) _____
- 15a. Is the total participants in group presentations figure based on sampling? (15a) _____ Yes _____ No

REFERENCE

16. **Number of reference transactions** (16) _____
- 16a. Is the reference transactions figure based on sampling? (16a) _____ Yes _____ No

CIRCULATION

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

USE OF ELECTRONIC RESOURCES (following COUNTER definitions)

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

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

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

INTERLIBRARY LOANS

21. Total number of filled requests provided to other libraries (21) _____

22. Total number of filled requests received from other libraries or providers (22) _____

DOCTOR'S DEGREES AND FACULTY

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

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

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

ENROLLMENT – FALL 2012

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

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

28. Full-time graduate students (28) _____

29. Part-time graduate students (29) _____

FOOTNOTES

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

Submit the completed questionnaire
By April 30, 2014

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

Academic Libraries Facilities Questionnaire

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

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

Gross square footage

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

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

Library usage

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

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

Seating

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

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

- 50-100
- 100-250
- 250-500
- 500-1000
- More than 1000

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

5a. If yes, what percentage of seating is devoted to this?

- Less than 10%
- 10-25%
- 25-50%
- More than 50%

Space repurposing

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

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

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

6b. What was the repurposed space(s) used for originally? Check all that apply.

- Library staff space
- Print collections
- Service point
- Other (please describe)

7. If you have reduced collection space, what factors contributed to this decision? Choose all that apply.

- An increased percentage of electronic materials
- Decrease in the circulation and use of print materials by users
- Relocation of materials to a managed off-site storage facility
- Shift to high-density or compact shelving for print titles
- Other (Please describe)

8. In the past three years, has your library:

- Decreased space devoted to library staff
- Increased space devoted to library staff
- No change

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

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

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

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

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

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

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

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

- Increased the number of service points

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

Funding for space renovations, additions

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

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

11 a. If yes: Please indicate how the renovation or refurbishment was funded:

- External (government funding)
- Funding drive
- Grants
- Internal budgeting
- Other

11b. How did you determine a need for renovation or refurbishment?

- Existing facility space plan
- Library staff assessment of space needs
- Observations of space use
- Poll/survey of users
- Other, please specify

11c. Please estimate the amount of square footage affected by the renovation/refurbishment:

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

Plans for renovation and/or refurbishment?

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

12a. If yes, please indicate the type of project you are contemplating. Check all that apply.

- new building
- addition to existing structure

- renovation of existing space
- refurbishment of existing space

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

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

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

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

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

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

Friends of the Library

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

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

Comments

What questions, if any, do you think should be added to future surveys?

Annotations