

ACRL STATISTICS 2011 WORKSHEET

This worksheet is designed to help you plan your submission for the 2011 *ACRL Statistics*. The figures on this worksheet should be the same as those used in the web form, except in cases where data are unavailable. If an exact figure is unavailable, use "NA/UA". If the appropriate answer is zero or none, use "0." See instructions for more information.

Part 1 – Library Information

Reporting Institution	Lebanese American University Libraries
Report Prepared by (name)	Cendrella Habre
Title	Director, Riyad Nassar Library
Email address	chabre@lau.edu.lb
Phone number	(961) 178-6456 x1385
Contact person (if different)	Cendrella Habre
Title	Director, Riyad Nassar Library
Email address	chabre@lau.edu.lb
Phone number	(961) 178-6456 x1385

Part 2 - Volumes

1. Volumes held on June 30, 2011	529,302
1.a. Volumes held June 30, 2010	496,909
1.b. Volumes added during the fiscal year	32,393
(i) Volumes added – Gross	37,466
(ii) Volumes withdrawn during the year	5,033
2. Titles held June 30, 2011	292,600
3. Number of monographic volumes purchased	
4. Basis of volume count is:	Physical <input checked="" type="checkbox"/>
	Bibliographic <input type="checkbox"/>

Part 3 – Other Collections

Serials

5. Total number of serial titles currently received, including periodical (5a + 5b)	
5.a. Number of serial titles currently purchased	
5.a.i. Electronic (deduplicated)	53,678
5.a.ii. Print (& other format) serials purchased (excludes duplicates under 5.a.i.)	733
5.a. = 5.a.i. + 5.a.ii.	54,411
5.b. Number of serial titles currently received but not purchased	
5.b.i. Consortial	0
5.b.ii. Freely accessible	3,801
5.b.iii. Print (and other format) – <i>Exchanges, gifts, etc.</i>	18
5.b.iv. Government documents	1
5.b. = 5.b.i + 5.b.ii. + 5.b.iii. + 5.b.iv.	3,819
5. = 5.a. + 5.b.	58,230

6. Government documents are included in count of Current Serials? (Y/N)	Yes
<i>Other Library Materials</i>	
7. Microform units	150
8. Government documents not counted elsewhere	1
9. Computer files	1,010
10. Manuscripts and archives (linear ft.)	
<i>Audiovisual Materials</i>	
11. Cartographic	694
12. Graphic	101
13. Audio	1,344
14. Film and video	6,944
<i>Part 4 – Expenditures</i>	
15. Are the below figures reported in Canadian dollars? (Y/N)	No
16. Total library materials expenditures	
16.a. Monographs	\$698,177
16.b. Serial titles, including periodicals	\$597,348
16.c. Other Library Materials	
16.d. Miscellaneous	
16. = 16.a. + 16.b. + 16.c. + 16.d.	
17. Contract binding	\$19,656
18. Total salaries and wages	
18.a. Professional staff	\$517,588
18.b. Support staff	\$399,504
18.c. Student assistants	\$436,456
18. = 18.a. + 18.b. + 18.c.	\$1,479,416
19. Are fringe benefits are included in expenditures for salaries and wages? (Y/N)	No
20. Other operating expenditures	\$648,724
21. Total library expenditures	\$3,443,321
<i>Electronic Materials Expenditures</i>	
22. One-time electronic resource purchases	\$147,000
23. Ongoing electronic resource purchase (e.g., subscriptions, annual license fees)	\$1,169,882
24. Bibliographic utilities, networks, and consortia	
24.a. From internal library sources	
24.b. From external sources	
25. Computer hardware and software	\$40,131
26. Document delivery / Interlibrary loan	\$7,146

Submit the completed questionnaire by **April 30, 2012.**

Part 5 – Personnel and Public Services	
Personnel (Round figures to nearest whole number.)	
27. Total Staff FTE	
27.a. Professional staff, FTE	15.00
27.b. Support staff, FTE	19.00
27.c. Student assistants, FTE	46.30
27. = 27.a. + 27.b. + 27.c.	80.30
Staffed Service Points and Hours	
28. Number of staffed library service points	19
29. Number of weekly public service hours (max. total is 168)	81
Instruction	
30. Number of library presentations to groups	46
30.a. Is the library presentations figure based on sampling? (Y/N)	No
31. Number of total participants in group presentations reported in line 30.	642
31.a. Is the total participants in group presentations figure based on sampling? (Y/N)	No
Reference	
32. Number of reference transactions	11,835
32.a. Is the reference transactions figure based on sampling? (Y/N)	No
Part 6 – Public Services and Local Characteristics	
Circulation	
33. Number of initial circulations (excluding reserves)	57,187
34. Total circulations (initial and renewals, excluding reserves)	116,869
Interlibrary Loans	
35. Total number of filled requests <u>provided</u> to other libraries	355
36. Total number of filled requests <u>received</u> from other libraries or providers	1,043
Ph.D. Degrees and Faculty	
37. Number of Ph.Ds. awarded in FY 2010-11	
38. Number of fields in which Ph.Ds. can be awarded	
39. Number of full-time instructional faculty in FY 2010-11	
Enrollment – Fall 2010 (Line numbers refer to IPEDS survey form.)	
40. Full-time students, undergraduate and graduate	6,889

<i>(Add line 8, columns 15, & 16, and line 14, columns 15 & 16)</i>	
41. Part-time students, undergraduate and graduate	1,178
<i>(Add line 22, columns 15 & 16, and line 28, columns 15 & 16)</i>	
42. Full-time graduate students <i>(Line 14, columns 15 & 16)</i>	338
43. Part-time graduate students <i>(Line 28, columns 15 & 16)</i>	546
Part 7 – Networked Resources	
Electronic Books	
44. Number of electronic books held. This is a subset of volumes reported in Q.1.	121,553
45. Expenditures for electronic books.	\$69,820
Include annual access and service fees paid directly or through consortial arrangements. Include initial purchase cost only for items purchased this fiscal year. Expenditures are only for the electronic books reported in 44.	
46. Are the above expenditures reported in Canadian dollars? (Y/N)	
	No
Use of Networked Electronic Resources and Services	
47. Number of virtual reference transactions.	197
Virtual reference transactions are conducted via email, a library’s website, or other network communications mechanisms designed to support electronic reference. A virtual reference transaction <i>must</i> include a question either received electronically (e.g., via e-mail, WWW form, etc.) <i>or</i> responded to electronically. A transaction that is both received and responded to electronically is counted as <i>one</i> transaction. Exclude phone and fax traffic unless either the question or answer transaction occurs via the manner described above. Include counts accrued from participation in any local and national projects, such as DigiRef and the Library of Congress’s CDRS (Collaborative Digital Reference Service). A reference transaction is an information contact, which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by any member of the library staff (e.g., circulation, technical or reference services). This number is a subset of reference transactions reported in Q32, in the ACRL Statistics	
48. Does your library offer federated searching across networked electronic resources? (Y/N)	Yes
Networked electronic resources may include any information resource, such as databases, journals, e-books, reference materials, and non-textual resources that are provided to the library’s users through licensing and contractual agreements. Include electronic resources that institutions mount locally.	
49. Number of sessions (logins) to databases or services.	
49.a. Number of resources for which you are reporting.	146
A session or login is one cycle of user activities that typically starts when a user connects to an electronic resource and ends with explicit termination of activities (by leaving through logout or exit) or implicit termination (time out due to user inactivity). Report here those figures that you derive from Database Report 1 and Database Report 3 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported.	

50. Number of searches (queries) in databases or services.	354,325
50.a. Number of resources for which you are reporting.	146
<p>A search is intended to represent a unique intellectual inquiry. Typically, a search is recorded each time a search request is sent/submitted to the server. Report here those figures that you derive from Database Report 1 and Database Report 3 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported.</p>	
51. Number of successful full-text article requests.	
51.a. Number of resources for which you are reporting.	
<p>Items reported should include only full-text articles as defined in the COUNTER Code of Practice. Report here those figures that you derive from Journal Report 1 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported.</p>	
52. Number of virtual visits	
52.a. Number of virtual visits to library's website.	311,253
52.b. Number of virtual visits to library's catalog.	59,835
52.c. Excludes virtual visits from inside the library?	No
<p>Virtual visits include a user's request of the library web site or catalog from outside the library building excluding the number of pages or gratuitous elements (images, style sheets) viewed. Exclude, if possible, virtual visits from within the library, from robot or spider crawls and from page reloads.</p> <p>A visit is usually determined by a user's IP address, which can be misleading due to Internet Service Providers (ISPs) and Firewalls or Proxy Servers. Thus, this measure is actually an estimate of the visits.</p>	
<i>Library Digitization Activities</i>	
53. Number and Size of Library Digital Collections.	
53.a. Number of Collections.	5
53.b. Size (in gigabytes).	4.20
53.c. Items.	1,148
<p>Library digital collections can include born digital materials or those created in or converted from different formats (e.g., paper, microfilm, tapes, etc.) by the library and made available to users electronically. This includes locally held digital materials that are not purchased or acquired through other arrangements (e.g., vendor, individual or consortial licensing agreements). Born digital collections can include materials self-archived in an institutional repository. Created or converted digital collections can include electronic theses and dissertations (ETDs); special collections materials; maps; sound recordings; and films.</p> <p>For each type of collection (e.g., subject, theme), include the size (in gigabytes) and, if possible, the number of items (e.g. digital objects or unique files) in each collection. Exclude back-up copies or mirror sites since items should be counted only once. Exclude e-reserves. In the footnote, provide a paragraph describing the general nature of library digital collections and, if possible, provide the URL where collections are listed.</p>	
54. Use of Library Digital Collections.	
54.a. Number of times items accessed.	138,650

Submit the completed questionnaire by **April 30, 2012.**



54.b. Number of queries conducted.	2,100
Number of times library digital collection items (unique files) were accessed and the number of searches (queries) conducted (if there is such a capability) during the reporting period. Please explain in a footnote how library digital collections are accessed, and if possible, list the URLs of those collections.	
55. Direct cost of digital collections construction and management.	
55.a. Direct cost of personnel.	\$23,733
55.b. Direct cost of equipment, software, or contracted services.	\$19,500
Report annual direct costs (personnel, equipment, software, contracted services and similar items) spent to create digital materials (texts, images, and multimedia) or to convert existing materials into digital form for the purpose of making them electronically available to users. Include expenditures related to digitization, OCR, editorial, creation of markup texts, and preparation of metadata for access to digitized materials, data storage, and copyright clearance. Exclude expenditures for information resources purchased or acquired from outside the institution through individual or consortia licensing agreements.	
Please describe any additional funding (university, state, private grants, etc.) provided specifically for the library's digitization activities in a footnote. Also provide a footnote for any cost-recovery operations.	
56. Volumes Held Collectively [i.e., Withdrawn]	
The defining criterion for this number is that the library formerly devoted financial resources for the purchase of these items and is now taking responsibility for their availability through participation in a cooperative that supports shared ownership. The library may demonstrate commitment to shared ownership through a shared storage facility, or similar collaborative arrangements, by supporting a consortium financially through a legally binding arrangement. Report here volumes originally held that were withdrawn from the local collection beginning with fiscal year 2003-04. Note that this is not the number of volumes held in a shared storage facility but literally volumes withdrawn from your collection.	
This number is a subset of volumes withdrawn in Q1.b.ii reported in the ACRL Statistics beginning with fiscal year 2003-04. Report here the cumulative number beginning with fiscal year 2003-04.	
Exclude volumes held collectively because they are held by other organizations such as the Center of Research Libraries (CRL) that are supported by membership dues and determination on whether to maintain membership may vary from year to year.	
FOOTNOTES On the web form, you will be able to add footnotes to individual questions, as well as footnotes that apply to your entire institution. Please provide any information which would clarify the figures submitted, e.g., the inclusion of branch campus libraries or any special projects which might cause radical increases or decreases. Please make an effort to word your footnotes in a manner consistent with notes appearing in the published report, so that the survey staff can interpret your footnotes correctly. Please also use a concise sentence when writing footnotes and do not use bullets or bulleted lists.	

Submit the completed questionnaire by **April 30, 2012**

FOOTNOTES

Country

Lebanon--2012-01-23

Number of library locations reported

LAU Libraries consist of 2 main libraries: one located in Beirut and one in Byblos.

The address for the Byblos Library is:

P.O.Box 36

Byblos -- Lebanon--2012-04-18

Contact's Name

Additional Contact name: Mr. Joseph Hage, Library Director, Byblos Campus.

jhage@lau.edu.lb

961 9 547262 ext. 2270--2012-04-18

Your Name

Also prepared by Mr. Joseph Hage, Library Director, Byblos Campus.

jhage@lau.edu.lb

961 9 547262 ext. 2270--2012-04-18

1. Volumes held (as of June 30 reporting year)

As of September 30 previous year--2012-04-18

1a. Volumes held (on June 30 previous year)

As of September 30 reporting year--2012-04-18

1b.ii Volumes withdrawn (since June 30 previous year)

Discarded, damaged, and missing materials--2012-04-18

Since September 30 previous year--2012-04-18

5b.ii Freely accessible

Adding more free electronic serials to cover newly introduced subjects.--2012-04-18

5b. Serials Not Purchased

Refer to 5b.ii--2012-04-18

11. Cartographic Materials

Added map collection--2012-03-09

12. Graphic Materials

Collection was updated--2012-03-09

16c. Other Library Materials

Expenditures for theses materials are included in lines 16a and 16b--2012-04-23

16d. Miscellaneous Expenditures

Included in other operating expenditures--2012-04-23

18a. Salaries & Wages Professional Staff

Professional staff received decent salary adjustments--2012-03-07

All staff received decent adjustments--2012-03-02

20. Other Operating Expenditures

Additional operating expenses were allocated--2012-03-07

22. One-time electronic resource purchases

We purchased less one-time electronic resources--2012-04-19

28. Staffed Service Points

More service points have been added--2012-02-08

29. Weekly Public Service Hours

Removed duplicated service hours between both library campuses--2012-03-07

31. Participants in Group Presentations

Counting was inaccurate--2012-04-18

33. Initial Circulation Transactions

Initial Circulation Transactions exclude number of returned and non-loan items as well as renewals which was not the case last year.--2012-02-08

34. Total Circulation Transactions

The total number of Circulation Transactions includes borrowed and returned items only which was not the case last year.--2012-02-08

35. Total Items Loaned (ILL)

No specific reason.--2012-03-26

40. Total Full-time Students (Graduate and Undergraduate)

This number also includes the doctoral-professional practice fulltime students (i.e., 81)--2012-02-07

41. Total Part-time Students (Graduate and Undergraduate)

The number of part-time students (graduate and undergraduate) has increased almost 50%--2012-02-07

43. Graduate Part-time Students

The number of part-time students (graduate) has increased almost 50%--2012-02-07

44. Number of electronic books held

Ebrary increased its collection--2012-04-18

47. Number of virtual reference transactions

Another staff member joined the service--2012-04-18

53.a. Number of Collections

This number also includes the theses collection--2012-02-08

53.c. Items

Thesis collection added--2012-03-09

54.b. Number of queries conducted

The numbers covers the period from January 1, 2011 - Sept. 30, 2011. We are missing Oct. 2010 - December 31, 2010.--2012-04-20

Submit the completed questionnaire by **April 30, 2012.**