ACRL STATISTICS 2013-2014
WORKSHEET

This worksheet is designed to help you plan your submission for the 2013-2014 *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 _____ Date Submitted _____

Report Prepared by (name) _____

Title _____

Email address _____ Phone number _____

Contact person (if different) _____

Title _____

Email address _____ Phone number _____

COLLECTIONS:

1. **Titles held June 30, 2014 (all formats)** **(1)**_____

2. **Volumes held June 30, 2014 (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)*
    (Exclude fringe benefits; **Report fringe benefits in question 10**)   **(8)**_____

    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 <u>provided</u> to other libraries**   **(21)**_____

    22. **Total number of filled requests <u>received</u> from other libraries or providers**   **(22)**_____

DOCTOR'S DEGREES AND FACULTY

    23. **Number of Doctor's Degrees awarded in FY2013-2014**   **(23)**_____

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

    25. **Number of full-time instructional faculty in FY2013-2014**   **(25)**_____

ENROLLMENT – FALL 2013

    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

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

Submit the completed questionnaire
By April 30, 2015

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

Professional Development Trends Questionnaire

Professional development may be defined as activities which help employees improve or increase their ability to better perform their job. These activities often include, but are not limited to:

- Travel to professional conferences
- Professional association activities (serving on committees, roundtables, etc.)
- Online or face-to-face educational courses
- Online webinars
- Publication
- Public presentations (at conferences or other professional events)
- Mentorship or professional coaching

Professional Development Policies

Does your library have a formal professional development policy?

☐ Yes

☐ No

Professional Development Funding

1) What percent of your budget is allotted to professional development funding?
- We have no funds allotted for professional development.
- Funding varies year to year at my library.
- Funding is provided by another unit on campus.
- .01-1.99%
- 2.0-5.99%
- 6.0-10%
- More than 10%

   Choose one statement that best describes how your funding for professional development has changed over the past 3 years:
- Funding for professional development is no longer available.
- Funding varies year to year.
- Decreased significantly
- Somewhat decreased
- Somewhat increased
- Increased significantly
- No change

2) If funding for professional development has decreased or ended in the last three fiscal years, please indicate how the library is supporting professional development. (Choose all statements that apply.)
   - My library no longer supports professional development in any way
   - Library personnel are encouraged to attend free webinars and other free or low-cost online opportunities
   - The library brings in faculty, institutional administration, or other members of the campus community for low-cost or free workshops
   - The library hosts specific professional development days available to all staff
   - Other

3) If funding for professional development has increased or remained constant, what areas have been cut in order to support professional development? (Select all that apply.)
   - No areas have been cut (i.e, the budget has increased enough so that funding was not reduced in any area of library operations.)
   - Staffing
   - Print acquisitions (books, standing orders, etc.)
   - Electronic acquisitions (databases, eBooks, etc.)
   - Facilities (library hours, space improvements, etc.)
   - Technology (computer replacements, software upgrades, etc.)
   - Supplies and operations
   - Discretionary funds

4) Is professional development required for library personnel? For the purposes of this survey only, library personnel are defined as professional employees whose duties support library services and resources. This may include librarians in addition to support and administrative staff.
   - No, professional development is not a requirement.
   - No, professional development is not a requirement, but it is strongly encouraged.
   - Yes, professional development is required as a percentage within personnel position descriptions. (i.e. 10% of the position is devoted to professional development activities)
   - Yes, professional development is required in order to be considered for tenure track or other title or rank advancement.

5) If professional development is a requirement, how is it funded?
   - The library fully funds professional development
   - The parent institution fully funds professional development
   - Funding is accomplished through a combination of funds between the library and other campus units
   - Funding is accomplished through a split formula (i.e., library pays 60%; library personnel pays 40%)
   - Funding is mandated through collective bargaining as a percentage of the budget

- Funding is mandated through collective bargaining as a set or variable amount per individual
- Funding is mandated through collective bargaining as release time (specific amount of hours or days per fiscal year)
- Funding is accomplished through grants and other external sources
- Library personnel are expected to fully pay for professional development
- Other

6) What is the approval process for professional development requests at your library?
- Professional development requests are considered by a committee.
- Professional development requests are considered by the immediate supervisor of the requester.
- Professional development requests are considered by the director of the library only.
- Professional development requests are considered by the parent institution only.
- Other

7) Do you strategically link professional development activities to student learning or research outcomes within your library and/or institution?
- No, professional development activities are no longer supported at my institution
- No, professional development activities remain separate from student learning or research outcomes at my institution.
- Yes, professional development activities are tied to student learning outcomes or research outcomes and reported to my parent institution.
- Yes, library personnel are required to report how their professional development activities support student learning or research outcomes at my institution.
- Other

8) How is the impact of professional development measured at your library?
- There are currently no methods in place to measure the impact of professional development.
- Library personnel are required to implement something tangible from their professional development opportunity (i.e., new technique, product, service, publication, etc.)
- Personnel are required to submit a report on (or otherwise share) what they learned from their professional development opportunity.
- Personnel are required to report on (or otherwise share) their professional development activities, and how they support the student learning or research outcomes at my library and/or institution.
- Other

Annotations