

Unique questions in ABA Annual Questionnaire - not in ARL, ACRL, USNWR		
ABA Number	Question	Notes
1	Number (in FTEs) of part-time librarians	included
2	Number (in FTEs) of full-time and part-time library support staff (excluding hourly students and other temporary support staff)	included
3	Number (in FTEs) of other full or part-time professional staff (excluding librarians) in the Library	included
4	Profile of librarians who do not teach and are not included in section on Faculty Profiles	separate data collection
7a	Number of requests for material, to all libraries, sent [loaned] by the law library, or law school faculty, students and staff last fiscal year 7b is filled	yes; ACRL L. 81
9a	Total feet of shelving capacity available for library materials	separate facilities collection
9b	Linear feet currently occupied by library materials	separate facilities collection
11 thru 22	Library Expenditures: see next tab of this spreadsheet for detailed breakdown	
11	serials Serial Subscriptions Subtotal	closest is CC (ACRL L. 21 / ABA Q.7b)
	Serial Subscriptions Print (ABA Q11a)	not fully compatible; closest is CC
	Serial Subscriptions Microforms (ABA Q11b)	not fully compatible; closest is CC
	Serial Subscriptions Non-Print (ABA Q11c)	not fully compatible; closest is CC
12	monographs Monographs Subtotal	closest is BB (ACRL L. 20 / ARL Q.7a)
	Monographs Print (ABA Q12a)	not fully compatible; closest is BB
	Monographs Microforms (ABA Q12b)	not fully compatible; closest is BB
	Monographs Non-print (ABA Q12c)	not fully compatible; closest is BB
13	electronic resources Electronic resources Subtotal	closest is sum BB(a)
	Electronic resources purchased during the fiscal year (ABA Q13a)	not fully compatible; closest is BB(a)
	Electronic resources licensed during the fiscal year (ABA Q13b)	not fully compatible; closest is sum CC(a) + CC(b)
	SUM OF LIBRARY RESOURCES (SERIALS SUBTOTAL + MONOGRAPHS SUBTOTAL + ELECTRONIC RESOURCES SUBTOTAL)	closest is DD (ACRL L. 23 / ARL Q.7)
14	ILL and DD borrowing expenses (charges paid to lending libraries) (ABA Q14)	not fully compatible; closest is DD (ARL) or FF (ACRL)
15	binding and rebinding (ABA Q15)	not fully compatible; closest is EE
16	preservation activities (including converting materials to digital formats for the purpose of preservation) (ABA Q16)	not fully compatible; closest is EE
17	collection management management applications or services (e.g. OCLC, Marcive, ILSs, Serials Solutions) (ABA Q17)	not fully compatible; closest is DD (ARL) or FF (ACRL)
18	library computing -- Amount spent from law library budget for library computing (including software, hardware, outsource contracts, consulting services) (ABA Q18)	not fully compatible; closest is FF
19	library equipment (purchase, rental, repair, maintenance; do not include amounts reported in Q.18) (ABA Q19)	not fully compatible; closest is FF
20	library supplies, etc. publications and printing costs, postage, telephone, data lines, and similar expenses (Do not include supplies and expenses reported in other lines) (ABA Q20)	not fully compatible; closest is FF
21	professional staff development (ABA Q21)	not fully compatible; closest is FF
22	other expenses (ABA Q22)	not fully compatible; closest is FF
	GRAND Total 11 - 22 -- Library Operations Expenses Total (ABA14 - ABA Q22) [expenses including collection support]	not fully compatible; closest is FF (ARL) or EE+FF (ACRL)
	Library Operations Grand Total [expenses including library resources]	sum of DD (ACRL L. 23 / ARL Q.7) + FF (ARL) or EE+FF (ACRL)
	* ABA Q,14 + 17 = ARL Q.7c / ACRL L.22	
	* ABA Q,15 + 16 = ACRL L.24	
Latest Expend	Materials/Services to Support Collections	
	BB. One-time purchase of books, serial backfiles, and other materials [One-time resource purchases] (ACRL L. 20) (ARL Q.7a)	
	BB.(a) E-books (if available) (ACRL L. 20a)	
	CC. Ongoing commitments to subscriptions [Ongoing resource purchases] (ACRL L. 21) (ARL Q.7b)	
	CC.(a) E-books (if available) (ACRL L. 21a)	
	CC.(b) E-journals (if available) (ACRL L. 21b)	
	DD. All other materials/service cost [Collection support] (ACRL L. 22) (ARL Q.7c)	

	Total materials/services expenses [Total Library Materials Expenditures] calculated sum ACRL L. 23 AND ARL Q.7	
	<i>Operations and Maintenance Expenses</i>	
	EE. Preservation services (ACRL L. 24)	
	FF. All other operations and maintenance expenses [Other operating expenditures] (ACRL L. 25) (ARL Q.9)	
	Total operations and maintenance expenses calculated sum ACRL L. 26	
	<i>From Other Sources</i>	
	GG. Consortia/Networks/Bibliographic utilities expenditures from external sources (ARL Q12)	

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3	Number (in FTEs) of other full or part-time professional staff (excluding librarians) in the Library
4	Profile of librarians who do not teach and are not included in section on Faculty Profiles
7a	Number of requests for material, to all libraries, sent by the law library, or law school faculty, students and staff last fiscal year
9a	Total feet of shelving capacity available for library materials
9b	Linear feet currently occupied by library materials
11 thru 22	Library Expenditures: see next tab of the this spreadsheet for detailed breakdown
11	serials
12	monographs
13	electronic resources
14	ILL and DD
15	binding
16	preservation
17	collection management
18	library computing
19	library equipment
20	library supplies, etc.
21	professional development
22	other
	GRAND Total 11 - 22
	* ABA Q,14 + 17 = ARL Q.7c / ACRL L.22
	* ABA Q,15 + 16 = ACRL L.24

red = line/question number needs to be aligned with the official survey line numbers for the actual instructions			
Expenditures, Materials/Services to Support Collections			
	ARL	ACRL	ABA
One-time purchase of books, serial backfiles, and other materials (ARL Q7a) (ACRL line 20) (ABA Q.12 does not fit neatly into this box because ABA instructions exclude web based resources)	<p>Report expenditures for all library materials that are non-subscription, one-time, or monographic in nature;</p> <p>Instructions: Include expenditures for software and machine-readable materials considered part of the collections. Examples include periodical backfiles, literature collections, onetime costs for JSTOR membership, etc.</p>	<p>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.</p> <p>Instructions: Include one-time acquisitions of access rights for digital/electronic materials held locally and for remote materials. Include expenses for database licenses only if they are not a subscription or part of an annual consortium fee.</p> <p>Exclude 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.</p>	<p>ABA Q.12: Monographs Subtotal -- 12a: print + 12b: microforms + 12c: non-print (does not include ebooks)</p> <p>Instructions: Monographs (excluding web-based resources but including DVDs and CD-ROMs, audio and video)</p>
E-books (if available) (ACRL line 20a)(included in, but not sole contributor to, ABA Q.13a)		<p>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). One-time expenses for e-books is included as an informational data point only.</p> <p>Instructions: Report one-time expenses for triggered patron-drive acquisitions (PDAs) in question 20 and in question 20a if it is an e-book.</p> <p>Exclude 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.</p>	<p>ABA Q.13a: Electronic Resources Purchased during the Fiscal Year</p> <p>Instructions: Electronic resources include expenditures made to vendors, consortiums or the university library for either ownership of or licensed access to web-based resources. Web-based resources include databases, aggregators, electronic books, and electronic journals, such as BNA web products, CALI, Journal of International Arbitration, LegalTrac, Lexis/Nexis, LSN, MOML, NetLibrary, and Westlaw. Do not include expenses for library collection management applications.</p> <p>IPED 2015-16 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.</p>
Ongoing commitments to subscriptions (ARL Q7b) (ACRL line 21) (ABA Q.11 does not fit neatly into this box because ABA instructions exclude web based resources)	<p>Report subscription expenditures (or those which are expected to be ongoing commitments) for serial and other publications.</p> <p>Instructions: Include online searches of remote databases such as OCLC FirstSearch, DIALOG, Lexis-Nexis, etc. Examples include paid subscriptions for print and electronic journals and indexes/abstracts available via the Internet, CD-ROM serials, and annual access fees for resources purchased on a "one-time" basis, such as literature collections, JSTOR membership, etc.</p>	<p>Report expenses for ongoing commitments in all formats, including duplicates, for all outlets. Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely.</p> <p>Instructions: Include serials and any other items committed to annually, as well as annual electronic platform or access fees. 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. Include government documents received serially if they are accessible through the library's catalog or discovery system. 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.</p> <p>Exclude subscription fees if they are part of an annual consortium fee.</p>	<p>ABA Q.11: Serial Subscriptions Subtotal -- 11a: print + 11b: microform + 11c: non-print (does not include eserials)</p> <p>Instructions: Serial Subscriptions (excluding web-based resources but including DVDs and CD-ROMs).</p>

E-books (if available) (included in, but not sole contributor to, ABA Q.13b)		<p>Report the library's ongoing expenses for e-books in the e-books block only if the library can identify these expenses separately. Ongoing expense for e-books is included as an informational data point only.</p> <p>Instruction: An example of an ongoing commitment to e-books would be a multi-year subscription to a publisher's e-book collection.</p>	<p>ABA Q.13b: Electronic Resources Licensed during the Fiscal Year</p> <p>Instructions: Electronic resources include expenditures made to vendors, consortiums or the university library for either ownership of or licensed access to web-based resources. Web-based resources include databases, aggregators, electronic books, and electronic journals, such as BNA web products, CALI, Journal of International Arbitration, LegalTrac, Lexis/Nexis, LSN, MOML, NetLibrary, and Westlaw. Do not include expenses for library collection management applications.</p> <p>IPED 2015-16</p>
E-journals (if available) (included in, but not sole contributor to, ABA Q.13b)		<p>Report the library's ongoing expenses for e-journals in the e-journals block only if the library can identify these expenses separately. Ongoing expense for e-journals is included as an informational data point only.</p> <p>Instructions: Include the costs for databases that are primarily comprised of e-journals.</p>	<p>ABA Q.13b: Electronic Resources Licensed during the Fiscal Year</p> <p>Instructions: Electronic resources include expenditures made to vendors, consortiums or the university library for either ownership of or licensed access to web-based resources. Web-based resources include databases, aggregators, electronic books, and electronic journals, such as BNA web products, CALI, Journal of International Arbitration, LegalTrac, Lexis/Nexis, LSN, MOML, NetLibrary, and Westlaw. Do not include expenses for library collection management applications.</p> <p>IPED 2015-16</p>
All other materials/service cost (ARL Q7c) (ACRL line 22) (ABA Q.14 + ABA Q.17)	<p>Collection Support</p> <p>Instructions: Include miscellaneous expenditures as well as document delivery/interlibrary loan. Include materials funds expenditures not included in questions (7a)-(7b), e.g., expenditures for bibliographic utilities, literature searching, security devices, memberships for the purposes of publications, etc. please list categories, with amounts, in a footnote. Note: If your library does not use materials funds for non-materials expenditures - i.e., if those expenditures are included in "Other Operating Expenditures" (ARL Q 9) - report O. Include all Contract Binding expenditures - that is only contract expenditures for binding done outside the library. If all binding is done in-house, state this fact and give in-house expenditures in a footnote.</p> <p>Include computer hardware and software expenditures if they are expended from collection funds.</p> <p>Exclude personnel expenditures in this question.</p>	<p>Report additional materials/service costs that have not already been reported in this section.</p> <p>Instructions: 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. - costs associated with pay-per-view journal article transactions. - fees expended for short-term loans as part of a Patron-Driven Acquisition (PDA) or Demand-Driven Acquisition (DDA) 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 utilities 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.</p>	<p>ABA Q.14: ILL and DD Borrowing Expenses (Charges paid to Lending Libraries) --</p> <p>Instructions: Interlibrary Loan & Document Delivery Expenses include payments for copyright permission.</p> <p>ABA Q.17: Library Collection Management Applications or Services (e.g. OCLC, Marcive, ILSS, Serials Solutions)</p> <p>Instructions: Library Collection Management Applications include OCLC, tools and applications related to the integrated library system such as Marcive, Serials Solutions, Illiad, TDnet. Do not include hardware.</p>
Total library materials/services expenses (ARL Q7) (ACRL line 23) (ABA Q.11-	calculated sum of 20 + 21 + 22	calculated sum of 20 + 21 + 22	sum of ABA Q.11 - 14 + 17
Expenditures, Operations and Maintenance Expenses	ARL	ACRL	

Preservation services (ACRL line 24) (ABA Q.15 + ABA Q.16)		<p>Report expenses associated with maintaining library and archival materials for use either in their original physical form or in some other usable way.</p> <p>Instructions: 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).</p> <p>Exclude staff salaries and wages.</p>	<p>ABA Q.15: Binding and rebinding (no instructions);</p> <p>ABA Q.16: Preservation Activities (including converting materials to digital formats for the purpose of preservation) (no instructions).</p>
All other operations and maintenance expenses (ARL Q9) (ACRL line 25) (ABA Q.18 - 22)	<p>Other operating expenditures.</p> <p>Instructions: Include computer hardware and software.</p> <p>Exclude expenditures for buildings, maintenance, and fringe benefits.</p>	<p>Report any other maintenance expenses that have not already been reported in this section.</p> <p>Instructions: Include</p> <ul style="list-style-type: none"> - 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. - 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. - All other operating expenses. Report all other expenses from the library budget not already reported. Include all expenses for furniture and equipment. Include any related maintenance costs. - If interlibrary loan fees paid to bibliographic utilities can be separated out, include those interlibrary loan costs in question 22. - Report consortial fees. Include expenses for database licenses, serial subscription fees, and other annual electronic platform or access fees, if they were part of an annual consortium fee. Do not report these under "Ongoing commitment to subscriptions" or "One-time purchases" expenses. • Include registration and travel expenses for staff to attend conferences/professional development. <p>Exclude expenses for new buildings and building renovations. Exclude expenses for Consortia/Networks/Bibliographic Utilities that are not paid for by the library are not collected in this survey.</p>	<p>ABA Q.18: Amount spent from law library budget for library computing (including software, hardware, outsource contracts, consulting services).</p> <p>ABA Q.19: Library Equipment includes expenditures for purchase, rental, repair, and maintenance.</p> <p>ABA Q.20: Library supplies, publications and printing costs, postage, telephone, data lines, and similar expenses (Do not include supplies and expenses reported in other lines).</p> <p>ABA Q.21: Professional staff development, including dues and memberships; registration fees and travel and food expenses for professional activities; staff development expenses. Do not include memberships maintained solely for the purpose of receiving journals or other library resources. Do not include recruitment-related expenses (expenses for advertising positions, travel, and other related expenses for candidates).</p> <p>ABA Q.22: Other Expenses.</p>
Total operations and maintenance expenses (ACRL line 26) (No ABA Equivalent)		calculated sum of 24 + 25	Calculated sum of ABA Q.15-16+18-22
Are expenses reported in Canadian dollars? (ARL Q5) (ACRL line 27)	Yes/No radio button		
Consortia/Networks/Bibliographic utilities expenditures from external sources (ARL Q12)	<p>Enter the expenditures paid by external bodies on its behalf if the library receives access to computer files, electronic serials or search services through one or more centrally-funded system or consortia arrangements for which it does not pay fully and/of directly (for example, funding is provided by the state on behalf of all members).</p> <p>Instructions: 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</p>		
ABA Q. Library Operations Grant Total = auto-sum of ABA Q.11 - 22 (materials + other)			ABA Q. Library Operations Grant Total = auto-sum of ABA Q.11 - 22 (materials + other)

