ALLStAR Official Survey - Instructions
Revised: 2019 January 07

Section 100   Personnel - FTE, Headcount and Hours

110 -Professional Staff

		Instructions / Guidance
111	Number (in FTEs) of full-time Librarians including the Director.	Provide the number of full-time librarians in FTEs as of November 1 of the past fiscal year. Full-time equivalency (FTE) should be computed according to whatever length of work week is in effect at the reporting institution. Show to two decimal places. - "Librarians" are professional staff as defined by NISO: Staff members doing work that requires professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship. [NISO 39.7-2013, section 3.4]
112	Number (in FTEs) of part-time librarians (ABA Q1)	ABA: Provide the number of various part-time librarians in FTEs as of November 1 of the past fiscal year. - Librarians are those individuals doing work that requires professional education (the master's degree in library science, the J.D. degree, or their equivalent) in the theoretical aspects of librarianship or law. Additional Guidance: - To compute FTEs for part-time employees, take the total number of hours worked per week by part-time employees in each category as November 1 of the fiscal year and divide it by the number of hours considered by the reporting library to be a full-time work week (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Data should be reported to two decimal places. [NISO Z39.7-2013, section 3]
113	Number (in Headcount) of full-time librarians	Report the number of persons who are considered full-time librarians as of November 1 of the past fiscal year. - "Librarians" are professional staff as defined by NISO: Staff members doing work that requires professional education (the master's degree or its

		equivalent) in the theoretical and scientific aspects of librarianship. [NISO 39.7-2013, section 3.4]
114	Number (in Headcount) of part-time librarians	Report the number of persons who are considered part-time librarians as of November 1 of the past fiscal year. - "Librarians" are professional staff as defined by NISO: Staff members doing work that requires professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship. [NISO 39.7-2013, section 3.4]
115	Subtotal (in FTEs), Librarians (ACRL Line 01, Column A)	This line will be calculated for you.
116	Subtotal (in Headcount), Librarians	This line will be calculated for you.
117	Number (in FTEs) of other full-time and part- time professional staff in the library (excluding librarians) (ACRL Line 02, Column A) (ABA Q3)	Provide the number of full-time/part-time professional staff as FTEs as of November 1 of the past fiscal year. Include professional IT specialists if considered part of the library staff and overseen by the Library Director. ABA: Other Professional Staff includes all persons, other than librarians and information technology staff, holding professional positions in the library (e.g. financial, human resources). ACRL: Other professional staff are staff performing professional level tasks who, though not librarians, have equivalent education and training in related fields (e.g., archives, preservation or conservation, computer sciences, business administration, education). [NISO 39.7-2013, section 3.4]
118	Number (in Headcount) of other full-time and part-time professional staff in the library (excluding librarians)	Report the number of persons who are considered professional staff as of November 1 of the past fiscal year. Include professional IT specialists if considered part of the library staff and overseen by the Library Director. - Other professional staff are staff performing professional level tasks who, though not librarians, have equivalent education and training in related fields (e.g., archives, preservation or conservation,

		computer sciences, business administration, education). [NISO 39.7-2013, section 3.4]
119	Subtotal (in FTEs), Professional Staff (ARL Q13a) (ACRL Line 03, Column A)	This line will be calculated for you.
120	Subtotal (in Headcount), Professional Staff (headcount)	This line will be calculated for you.

130 -Support Staff

131	Number of all other paid staff (in FTEs) (except student assistants) (ARL Q13b) (ACRL Line 04, Column A) (ABA Q2)	Provide the number of all other full-time/part-time paid staff as FTEs as of November 1 of the past fiscal year. Include IT support staff if considered part of the library staff and overseen by the Library Director. ARL: Support staff. Library staff not included as librarians or professional staff, or student assistants. ACRL: Library staff members without formal qualification in librarianship/information science or other relevant specialization, not included elsewhere. [NISO 39.7-2013, section 3.3] Exclude maintenance and custodial staff, and student assistants. ABA: includes administrative assistants, catalog assistants, acquisitions assistants, etc. Exclude student assistants.
132	Number of all other paid staff (in Headcount) (except student assistants)	Provide the number of all other full-time/part-time paid staff as of November 1 of the past fiscal year. Include IT support staff if considered part of the library staff and overseen by the Library Director. ARL: Support staff. Library staff not included as librarians or professional staff, or student assistants. ACRL: Library staff members without formal qualification in librarianship/information science or other relevant specialization, not included elsewhere. [NISO 39.7-2013, section 3.3] Exclude maintenance and custodial staff, and student assistants.

140 -Student Assistants

141	Number (in FTEs) of student assistants (ARL 13c) (ACRL Line 05, Column A)	Provide the number of student assistants in FTEs as of November 1 of the past fiscal year. To compute FTEs for student assistants, take the total number of hours worked per week by part-time employees in each category as November 1 of the fiscal year and divide it by the number of hours considered by the reporting library to be a full-time work week (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Data should be reported to two decimal places. [NISO Z39.7-2013, section 3] ARL: Report the total FTE of student assistants employed on an hourly basis whose wages are paid from funds under library control or from a budget other than the library's, including federal work-study programs. Exclude maintenance and custodial staff. ACRL: Student assistants (graduate and undergraduate), employed on an hourly basis whose wages are paid from funds from the library budget or from an account(s) within the institution, including the Federal Work-Study Program. [NISO 39.7-2013, section 3.7]

150 -Totals

151	TOTAL FTE (librarians, professional staff, other paid staff and student assistants) (ARL Q13) (ACRL Line 06, Column A)	This line will be calculated for you.
152	How many IT staff (in FTE) are included in the above TOTAL FTE count?	Provide the number of IT staff as FTEs as of November 1 of the past fiscal year reported in Lines 115, 119 and 131. Additional Guidance: - IT personnel may be full- or part-time librarians, professional or support staff whose primary responsibility is supporting the library's information technology.

153	TOTAL FTE Minus IT Staff	This line will be calculated for you.
154	TOTAL Headcount for Library staff minus student assistants	This line will be calculated for you.

160 -Hours of Staffing

161	Number of hours to work per week to be considered full time at the institution (ACRL Line 07)	Indicate the number of hours a person needs to work per week at the institution to be considered "full-time."
162	Hours per week professional staff on duty - regular schedule (ABA Q5a) (USNews Q63)	ABA and US News: Provide the total number of hours per a "regular week" that librarians and professional staff are staffing a public service desk. This cannot exceed the number of hours the library is open each week. Additional Guidance: - A "regular week" is during an academic semester.
163	Hours per week professional staff on duty- abbreviated schedule (ABA Q5a) (USNews Q63)	ABA and US News: Provide the total number of hours during an abbreviated schedule that librarians and professional staff are staffing a public service desk. Additional Guidance: - For most law libraries, the most common or typical abbreviated schedule is the summer schedule. If more than one abbreviated schedule exists, report the hours for the most common or typical abbreviated schedule. - Do not include Spring Break or holiday abbreviated schedule hour is this section.
164	Hours per week only full-time support staff on duty - regular schedule (ABA Q5b) (USNews Q63)	ABA and US News: Provide the total number of hours per a "regular week" that support staff are staffing a public service desk. This cannot exceed the number of hours the library is open each week. Additional Guidance: - A "regular week" is during an academic semester.

165	Hours per week only full-time support staff on duty - abbreviated schedule (ABA Q5b) (USNews Q63)	ABA and US News: Provide the total number of hours during an abbreviated schedule that full-time support staff are staffing a public service desk. Exclude part-time support staff. Additional Guidance: - For most law libraries, the most common or typical abbreviated schedule is the summer schedule. If more than one abbreviated schedule exists, report the hours for the most common or typical abbreviated schedule. - - Do not include Spring Break or holiday abbreviated schedule hour is this section.
166	Hours per week only students and other part-time staff on duty - regular schedule (ABA Q5c) (USNews Q63)	ABA and US News: Provide the total number of hours per a "regular week" that part-time support staff and students are staffing a public service desk. This cannot exceed the number of hours the library is open each week. Additional Guidance: - A "regular week" is during an academic semester.
167	Hours per week only students and other part-time staff on duty - abbreviated schedule (ABA Q5c) (USNews Q63)	ABA and US News: Provide the total number of hours during an abbreviated schedule that part-time support staff and students are staffing a public service desk. Additional Guidance: - For most law libraries, the most common or typical abbreviated schedule is the summer schedule. If more than one abbreviated schedule exists, report the hours for the most common or typical abbreviated schedule. - - Do not include Spring Break or holiday abbreviated schedule hour is this section.

Section 200   Expenditures, Personnel

210 -Professional Staff

211	Full-time Librarians Salaries and Wages including the	ABA and ACRL: Report salaries and wages before deductions for all full-time librarians from the library

	Director (include temporary appointments)	budget or all other institutional sources that are identifiable. Exclude fringe benefit expenses. If you cannot break out part-time librarian salaries, enter total librarian salaries here (line 211) and enter "0" in line 212.
212	Part-time Librarians Salaries and Wages (include temporary appointments)	ABA and ACRL: Report salaries and wages before deductions for all part-time librarians from the library budget or all other institutional sources that are identifiable. Exclude fringe benefit expenses. If you cannot break out part-time librarian salaries, enter "0" here (line 212) and enter total librarian salaries in line 211.
213	Subtotal, Librarians Salaries and Wages (ACRL Line 01, Column B)	This line will be calculated for you.
214	Other professional staff salaries and wages (excluding fringe) (ACRL Line 02, Column B)	ABA and ACRL: Report salaries and wages before deductions for all full-time and part-time professional staff from the library budget or all other institutional sources that are identifiable. Exclude fringe benefit expenses.
215	Subtotal, Professional Staff Salaries and Wages (ARL Q8a) (ACRL Line 03, Column B)	This line will be calculated for you.

220 -Support Staff

221	All Other Paid Staff Salaries and Wages (Except Student Assistants) (ARL Q8b) (ACRL Line 04, Column B)	ABA and ACRL: Report salaries and wages before deductions for all full-time and part-time library staff, from the library budget or all other institutional sources that are identifiable. Exclude student assistants. Exclude fringe benefit expenses.

230 -Student Assistants

231	Student Assistants Wages (ARL 8c) (ACRL Line 05, Column B)	ABA: Report 100% of student wages regardless of budgetary source of funds. Include federal and local funds for work study students.

| | | ACRL: Student assistants (graduate and undergraduate), employed on an hourly basis whose wages are paid from funds from the library budget or from an account(s) within the institution, including the Federal Work-Study Program. [NISO 39.7-2013, section 3.7] |

240 -Total Salaries and Wages (exclude fringe)

241	TOTAL SALARIES & WAGES (ARL Q8) (ACRL Line 06, Column B)	This line will be calculated for you.

250 -Fringe Benefits

251	Are staff fringe benefits paid from the library budget? (ACRL Line 08)	If benefits are paid from the library budget, select "yes" and report the amount on Line 252. If benefits are not paid from the library budget, select "no" and report "0" for the amount on Line 252.
252	Staff fringe benefits IF paid from the library budget (ACRL Line 09 Column B)	If fringe benefits are paid by the library budget ("yes"), report all cash contributions in the form of supplementary or deferred compensation other than salary. - Do not include the employee's contribution. - Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options. - Exclude employee fringe benefits if not paid from the library budget ("no" on Line 251).
253	Total fringe (ARL Q10)	Include here the dollar amount of fringe benefits. - If fringe benefits are not paid from the library budget please provide an estimate. Use the institution's official designated percent for your estimation. For example, if the library budget for salaries and wages is $2,000,000 and the official designated percent is 30%, multiply $2,000,000*.30 0 $600,000 and report the estimated amount of $600,000. As another example, if the official designated percent is 30% for professional staff and 20% for support staff, estimate the dollar amount by

		multiplying the salaries for professional staff and the salaries for support staff with the appropriate percent and sum the totals.
254	Official designated fringe rate (%) (ARL Q11)	Report here the official designated percent for fringe benefits for the institution. If the official designated percent is 30% for one type of employee and 20% for another type, report here the designated percent for professional library staff. Please provide explanatory footnotes as needed.

Section 300　　Expenditures, Non-Personnel

301	Are expenses reported in Canadian dollars? (ARL Q5) (ACRL Line 27)	ARL and ACRL: If expenses are reported in Canadian dollars, select "yes." If expenses are not reported in Canadian dollars, select "no."

310 -Materials/Services to Support Collections

311	One-time purchase of books, serial backfiles, and other materials [One-time resource purchases] (ACRL Line 20) (ARL Q7.a)	ARL: Report expenditures for all library materials that are non-subscription, one-time, or monographic in nature; 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. ACRL: 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. - 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. - Do not include 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.

312	E-books (if available) (ACRL Line 20a)	Report the library's one-time expenses for e-books in the e-books block only if the library can identify these expenses separately. - These e-book expenses should be included in the block labeled "One-time purchases of books, serial back-files, and other materials." Any expenses for e-books indicated in this separate block will not be added into the Total materials/services expenses. One-time expenses for e-books is included as an informational data point only. - Report one-time expenses for triggered patron-drive acquisitions (PDAs) in Line 311 and in Line 312 if it is an e-book. - Do not report 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.
320	Ongoing commitments to subscriptions [Ongoing resource purchases] (ACRL Line 21) (ARL Q7.b)	ARL: Report subscription expenditures (or those which are expected to be ongoing commitments) for serial and other publications. - 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. ACRL: Report expenses for ongoing commitments in all formats, including duplicates, for all outlets. This includes serials and any other items committed to annually, as well as annual electronic platform or access fees. - Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. - 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. - Do not include subscription fees if they are part of an annual consortium fee. - Government documents received serially are included if they are accessible through the library's catalog or discovery system. - If possible, 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.
322	E-books (if available) (ACRL Line 21a)	Report the library's ongoing expenses for e-books in the e-books block only if the library can identify these expenses separately. An example of an ongoing commitment to e-books would be a multi-year subscription to a publisher's e-book collection. - These e-book expenses should be included in the block labeled "Ongoing commitments to subscriptions." Any expenses for e-books indicated in this separate block will not be added into Line 340: Total materials/services expenses. - Ongoing expense for e-books is included as an informational data point only.
323	E-journals (if available) (ACRL Line 21b)	Report the library's ongoing expenses for e-journals in the e-journals block only if the library can identify these expenses separately. This would include the cost for databases that are primarily comprised of e-journals. - These e-journals expenses should be included in the block labeled "Ongoing commitments to subscriptions." Any expenses for e-journals indicated in this separate block will not be added into Line 340: Total materials/services expenses. - Ongoing expense for e-journals is included as an informational data point only.
330	All other materials/service cost [Collection support] (ACRL Line 22) (ARL Q7.c)	ARL: Include miscellaneous expenditures as well as document delivery/interlibrary loan. - Include materials funds expenditures not included in Lines 311 and 320, 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"- report zero.
		- 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;
		- Do not include personnel expenditures in this question.
		- Some computer hardware and software expenditures may be reported here if they are expended from collection funds.
		ACRL: Report additional materials/service costs that have not already been reported in this section. 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.
		- Do not count expenses related to transactions between the main or central library and branches, transactions between branches, or expenses for an on-campus delivery.
		- Include costs associated with pay-per-view journal article transactions.
		- Include 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 Line 354.
		- Include expenditures for pay-per-view (PPV) journal article transactions in Line 330. If, however, the library

		places the journal article in the collection (the library keeps it), then it should be reported in Line 311. - Include the costs for bibliographic management systems (e.g., RefWorks, EndNote) if provided through the library's budget for students and faculty. This survey views these products as information resource management tools.
340	Total materials/services expenses [Total Library Materials Expenditures] (ARL Q7) (ACRL Line 23)	This line will be calculated for you.

350 -Operations and Maintenance Expenses

351	Preservation services (ACRL Line 24)	Report expenses associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. - 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). - Do not include staff salaries and wages.
354	All other operations and maintenance expenses [Other operating expenditures) (ACRL Line 25) (ARL Q9)	ARL: Exclude expenditures for buildings, maintenance, and fringe benefits. Include computer hardware and software. ACRL: Report any other operations and maintenance expenses that have not already been reported in this section. Include: - 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 and maintenance expenses. Report all other expenses from the library budget not already reported. Exclude expenses for new buildings and building renovations. 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 Line 330. - Report consortial fees under "All other operations and maintenance expenses." 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.
360	Total operations and maintenance expenses (ACRL Line 26)	This line will be calculated for you.
365	Library collection management applications or services (e.g. OCLC, Marcive, ILSs, Serials Solutions) (ABA Q17)	This figure should be included Line 354 and will be included the above calculated sum (Line 360). We break it out here for closer examination. Include OCLC, tools and applications related to the integrated library system such as Marcive, Serials Solutions, Illiad, TDnet. - Do not include hardware.
366	Professional staff development (ABA Q21)	This figure should be included Line 354 and will be included the above calculated sum (Line 360). We break it out here for closer examination. Provide expenditures for professional staff development, including librarians and other professional staff. - Include dues and memberships. - Include registration and travel expenses (e.g., food) for professional staff to attend conferences/professional development. - 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).

370 -From Other Sources

371	External Contributions from Consortia / Networks / System Office (expenditures) Print/Physical (ACRL Line 45 Column A)	If the library receives access to print collections or other print/physical resources through one or more centrally-funded system or consortial arrangements for which it does not pay fully and/or directly (for example, funding is provided by the state on behalf of all members), enter the amount paid by external bodies on its behalf. - 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 institution's share of the total student FTE. The consortium or system office may make a value-per-FTE metric available for all members of the consortium. - Do not include expenses paid through an annual consortium fee. Report those expenses under line 354 "All other operations and maintenance expenses."
372	External Contributions from Consortia / Networks / Bibliographic utilities / System Office (expenditures) Digital/Electronic (ARL Q12) (ACRL Line 45 Column B)	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/or directly (for example, funding is provided by the state on behalf of all members), enter the amount paid by external bodies on its behalf. - 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 institution's share of the total student FTE. ACRL: If the library receives access to e-collections or other e-resources through one or more centrally-funded system or consortial arrangements for which it does not pay fully and/or directly (for example, funding is provided by the state on behalf of all members), enter the amount paid by external bodies on its behalf.

		- 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 institution's share of the total student FTE. The consortium or system office may make a value-per-FTE metric available for all members of the consortium. - Do not include expenses paid through an annual consortium fee. Report those expenses under line 354 "All other operations and maintenance expenses."

380 -TOTAL EXPENSES (Expenditures)

381	Includes total materials/services expenses, total operations and maintenance expenses, salaries and wages from all identifiable sources, and _includes_ fringe (ACRL Line 30)	This line will be calculated for you.
382	Includes total materials/services expenses, total operations and maintenance expenses, salaries and wages from all identifiable sources, salaries and wages from all identifiable sources, and _excludes_ fringe (ACRL Line 31)	This line will be calculated for you.
383	Total Library Expenditures (exclude fringe benefits) ARL 7+8+9 (ARL Q6)	This line will be calculated for you.

Section 400   Collections

401 - Definitions Applied to Collections

Audiovisual Materials

Audiovisual materials are displayed by visual projection or magnification, or through sound reproduction, or both, including sound recordings, motion pictures and video recordings, and graphic materials. Also included in this category are special visual materials such as three-dimensional artifacts and realia, and web-based audiovisual resources. This includes audio documents such as records, tapes, cassettes, audio compact discs, files of digital audio recordings; visual documents such as slides, transparencies, and combined audiovisual documents such as motion pictures, video recordings, etc. Microforms are excluded. [NISO Z39.7-2013, section 4.2]

Book
A non-serial publication of any length bound in hard or soft covers or in loose-leaf or electronic format. Also called monograph. Includes printed sheet music and Braille. [NISO Z39.7-2013 4.3]

Cataloged
"Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library catalog or discovery system.

Cartographic Material
Cartographic material are materials representing in whole or in part the earth or any celestial body at any scale (e.g., maps and charts).

Database
A database is a collection of electronically stored data or unit records (facts, bibliographic data, or texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with a particular intent and relate to a defined topic.

Discovery System
A discovery system product consists of an interface directed toward the users of a library to find materials in its collections and subsequently to gain access to items of interest through the appropriate mechanisms. Discovery systems tend to be independent from the specific applications that libraries implement to manage resources, such as integrated library systems, library services platforms, repository platforms, or electronic resource management systems. In most cases they provide access to multiple types of materials, independently of the management platform involved. Discovery systems provide an interface with search and retrieval capabilities, often with features such as relevancy-based ordering of search results, facets presented that can be selected to narrow results according to specific categories, contributors, or date ranges, and tools to identify related materials or to refine search queries. Examples of discovery systems can be found at http://librarytechnology.org/discovery/.

E-Book
E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph).

Government documents
Include local, state, regional, federal and international. Include government documents that are accessible through the library's catalogs regardless of whether they are separately classified and/or shelved. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers.

Institutional Repositories
An institutional repository is a set of services that an institution or organization (library, archive, digital collection, etc.) offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution. Libraries have established, or host or administer institutional repositories (IRs) to manage, preserve and maintain the digital assets, intellectual output, and histories of their own as well as other institutions. In addition, librarians provide expertise by describing and enabling discovery as well as access while preserving and providing stewardship for these documents and digital information resources.
- Content hosted in an institutional repository may include, for example, scholarly publications (pre-print, post-print and publisher versions), conference proceedings, white papers, technical reports, presentations (speeches, posters or PowerPoints), performances (e.g., dramatic, musical) datasets, software and video.
- Include any digitized special collections housed in the repository including rare and unique materials as well as college or institutional publications such as alumni magazines, class catalogs, and annual reports.

Media
IPEDS and ACRL view physical media as more inclusive than just audio and visual resources. For example, IPEDS identifies microforms as physical media rather than physical books. Maps in print are also counted in this section as physical media rather than physical books. Microforms and maps are specifically excluded from the physical books count on Line 411.

Print/physical graphic materials are defined as: "Opaque (e.g., two-dimensional) art originals and reproductions, charts, photographs or materials intended to be projected or viewed without sound, e.g., filmstrips, transparencies, photographs, posters, pictures, radiographs, slides, and collections of such materials." [NISO Z39.7-2013, section 4.6]

E-media materials are media materials that are in digital format and are available for download or streaming. For example, titles from Films on Demand or Alexander Street Press should be reported.

Microforms
Microforms are photographic reproduction of textual, tabular, or graphic material reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, aperture cards, microfiche, ultrafiche, and reproductions on opaque material.

<u>Serial</u>

A serial is a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This definition includes, in any physical format, periodicals, serial titles on microform, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.

An e-serial is a periodical publication that is published in digital form to be displayed on a computer screen.

<u>Title</u>

The designation of a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or other parts. Titles are defined according to the Anglo-American Cataloging Rules. A book or serial title may be distinguished from other such titles by its unique International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). This definition applies equally to print, electronic, audiovisual, and other library materials. For unpublished works, the term is used to designate a manuscript collection or an archival record series. Two subscriptions to Science magazine, for example, are counted as one title. When vertical file materials are counted, a file folder is considered a title. [NISO Z39.7-2013 4-Collections]

<u>Volume</u>

A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Either a serial volume is bound or it comprises the issues that would be bound together if the library bound all serials. [ANSI/NISO Z39.7-2013 (section 4)]

410 -Titles Held

411	Books Print / Physical (title count only) (ACRL Line 40 Column A) (US News Q57)	ACRL and US News: Report physical book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system. - Exclude serials, microforms, maps, nonprint materials, and uncataloged items. - Include music scores if searchable by title through the library catalog or discovery system. - Include government documents that are accessible through the library's catalogs regardless of whether they are separately classified and/or shelved.

		- Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system.
412	Books Digital/Electronic (title count only) (ACRL Line 40 Column B) (US News Q57)	ACRL and US News: Report e-book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system. Examples of discovery systems can be found at http://librarytechnology.org/discovery/. - Include e-book titles in aggregated sets in which the library selected the aggregator even if not each individual e-book title. - Report the number at the administrative entity level; do not duplicate unit count for each branch. - Include government documents, locally digitized electronic books and electronic theses and dissertations. - Include digital music scores if searchable by title through the library catalog or discovery system. - Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system, except do not count e-book titles from HathiTrust, Center for Research Libraries, Internet Archive, and similar collections unless the library owns the digitized item and it is accessible under current copyright law. - Do not include titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased by the library. - Include open access titles if they are searchable through the library's catalog or discovery system. - Count each e-book title as a single title, regardless of its number of user seats. - If possible, do not report duplicate titles even if the titles are in two or more databases or services. Report the titles based upon the cataloged bibliographic record rather than holdings records attached to the bibliographic record. - E-book titles may be found through the library's link resolver knowledge base in addition to the catalog or discovery system. - A dissertation database such as ProQuest Dissertation & Theses Database is reported as a database.

415 -Titles All Formats

416	Titles Held (all formats) - June 30 (ARL Q1)	Report all the instances of titles managed and maintained by the library including cataloged, locally digitized, and licensed resources. Counting the 245 field when the library provides stewardship for those resources may be sufficient.
		 - Report the total number of titles catalogued and made ready for use. Consider a title to be the title of a distinct bibliographic manifestation, usually represented by its own bibliographic description or record in the catalog.
		 - Count multiple copies of the same manifestation as one title. If the library owns or has access to identical content in different formats, count each format as a different title. For example, a serial title available in print, microform and online would be counted as three titles. Count different editions and versions of the same work as separate titles since they denote depth in the collection.
		 - Include:
		   + print/physical monographs and e-books
		   + government documents
		   + serials and e-serials
		   + microforms
		   + computer files
		   + print/physical and electronic media, including audiovisual materials (cartographic, graphic, audio, film and video, etc.).
		   + all materials where financial contribution has been made even if partial.
		   + gifts
		   + manuscripts and archives,
		   + special collections materials. Special collection materials in particular constitute resources of national/international distinction and the breadth and depth of these resources is a key indicator tied to the mission of research libraries.
		 - Do not report here titles for which your library is not providing sustained stewardship and maintenance.

		- If your library digitizes content from its own collection and the content is accessible under current copyright law you can report it. - Do not count HathiTrust, CRL, Internet Archive, etc. unless your library owns the digitized item and it is accessible under current copyright law. - For demand driven acquisition report titles only after they are purchased. If a library does not provide access to a title, do not report it.

420 -Volumes

421	Volumes held as of June 30 (print plus electronic) (ARL Q2) (US News 57)	ARL and US News: Include duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified. However, please note these exclusions: - Exclude microforms, maps, nonprint materials, and uncataloged items. - Exclude electronic serials and other virtual serial volumes. These are reported in the title count (Line 416). If any of these items cannot be excluded, please provide an explanatory footnote. Include: - Government document volumes that are accessible through the library's catalogs regardless of whether they are separately shelved. - Documents should, to the extent possible, be counted as they would if they were in bound volumes (e.g., 12 issues of an annual serial would be one or two volumes). - If a volume count has not been kept, it may be estimated through sampling a representative group of title records and determining the corresponding number of volumes, then extrapolating to the rest of the collection. As an alternative, an estimate may be made using the following formulae: + 52 documents pieces per foot

		+ 10 "traditional" volumes per foot + 5.2 documents pieces per volume - Include e-book units, as long as these e-books are owned or leased and have been cataloged by your library. Include electronic books purchased through vendors such as NetLibrary" or Books 24x7. and e-books that come as part of aggregate services. Include individual titles of e-book sets that are treated as individual reference sources. - Include locally digitized electronic books and electronic theses and dissertations. Provide a footnote reporting the products and the number of titles in a note. - Include volumes purchased collectively where the cost is shared at the time of purchase. - If either formulas or sampling are used for deriving your count, please indicate in a footnote. - Title and piece counts should not be considered the same as volume counts
filler	Volumes held as of June 30 Digital / Electronic (FILLER needed for report structure)	FILLER
422	Print books (<u>volumes count only</u>) (ACRL Line 40a, Column A)	IPEDS discontinued the reporting of physical volume counts in 2016. ACRL understands that there is trend analysis value for this long-standing measure. Therefore, <u>if available</u> report the number of print book volumes: - Include duplicate copies, bound serial and periodical volumes, and music scores. - For the purposes of the ACRL survey, unclassified bound serials arranged in alphabetical order are considered classified. - Exclude microfilms, maps, nonprint materials, and uncataloged items. - Include all government document volumes if individual titles are searchable through the library's catalog or discovery system regardless of whether they are separately shelved.
423	Basis of volume count (ARL Q3) [drop down Physical / Bibliographic]	A physical count is a piece count; a bibliographic count is a catalog record count.

filler	Print Books Digital Electronic Volume Count (FILLER needed for report structure)	FILLER
424	Volumes (excluding microforms) (USNews Q57)	Add electronic serials and other virtual serial volumes to the number reported in Line 421.

430 -E-Books Volumes

431	Electronic books (included in ARL Q2) (ARL Q4)	Report the number of electronic books held. Include electronic theses and dissertations. - This number is a subset of Volumes Held reported in ARL Q2 (line 421). - Continue to exclude electronic serials and other virtual serial volumes. These are to be reported in the title count (Line 416).

435 -Databases

436	Databases (ACRL Line 41, Column B)	Report the total number of licensed digital/electronic databases in your collection if there is bibliographic or discovery access at the database level. Each database is counted individually even if access to several databases is supported through the same vendor interface. - Do not include discovery systems in the count of databases. - Do not include "individual releases" such as annual updates of content or the migration of the user interface to the next vendor-release (i.e., interface version 3.0 replaces version 2.0) as separate databases. - Include open access databases if they are searchable through the library's catalog or discovery system. - Consider a resource a database if the user links to the content as a whole and then selects individual resources within the database that best serves their needs. - Include e-book databases but report the individual e-book titles within the database separately under Line 412.

440 -Media

441	Media Print/Physical (ACRL Line 42, Column A)	Report the number of titles of print/physical media materials. - Include microforms, audiovisual materials, cartographic, graphic materials, and three-dimensional artifacts realia. - Count microform titles not the number of boxes of microfilm rolls. - If your library has any media serials, do not include them here; include them only in the serials count. - If a media title is broken into two containers for circulation purposes, it would count as one title for physical media collection.
442	Media Digital/Electronic (ACRL Line 42, Column B)	Report titles of e-media materials owned or leased by the library if the individual titles are cataloged and/or searchable through the library catalog or discovery system. - Include digital graphic materials and cartographic materials. Include e-media titles in aggregated sets in which the library selected the aggregator even if not each individual title. - Report the number at the administrative entity level; do not duplicate unit count for each branch. - Do not count image databases (Artstor, AP Photo Archive) in this category (these resources should be counted as databases). - 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. - Include open access (OA) titles if they are searchable through the library's catalog or discovery system. - Exclude serials. - E-media titles may be found through the library's link resolver knowledge base in addition to the catalog or discovery system.

445 -Microforms

446	Microform Titles (USNews Q57)	Report the number of microform titles if the individual titles are cataloged and/or searchable through the library catalog or discovery system.
447	Equivalent volumes Microforms (USNews Q57)	Report the number of microforms as volumes. Volumes will necessarily exceed the number of titles.

450 -Other non-book titles

451	Other Non-Book Titles (USNews Q57)	Report all the instances of non-book titles managed and maintained by the library including cataloged, locally digitized, and licensed resources. Counting the 245 field when the library provides stewardship for those resources may be sufficient. - Exclude microforms; report microform titles on Line 446. - Non-book titles include: + government documents + serials and e-serials + microforms + computer files + print/physical and electronic media, including audiovisual materials (cartographic, graphic, audio, film and video, etc.) + gifts + manuscripts and archives, + special collections materials + all materials where financial contribution has been made even if partial. - Do not report here non-book titles for which your library is not providing sustained stewardship and maintenance.

455 -Serials

456	Serials Physical (ACRL Line 43, Column A)	Report the number of current and ceased physical serial titles that are accessible through the library's catalog or discovery system.

		- Report serial titles, not subscriptions. - If possible, report the count of only those de-duplicated or otherwise unique serial titles searchable through the library's catalog or discovery system. - If possible, do not include earlier title changes; however, do not worry about removing them if it is not possible/feasible.
457	Serial Digital/Electronic (ACRL 43, Column B)	Report the number of current and ceased e-serial titles that are accessible through the library's catalog or discovery system. - Report serial titles, not subscriptions. - Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system, except do not count e-serial titles from HathiTrust, Center for Research Libraries, Internet Archive, and similar collections unless the library owns the digitized item and it is accessible under current copyright law. - If possible, report the count of only those de-duplicated or otherwise unique serial titles searchable through the library's catalog or discovery system. - If possible include ceased titles. If possible, do not count earlier title changes; however, do not worry about removing them if it is not possible/feasible. A source for counting e-serials may be a library- or vendor-developed A-Z title list of e-journals. - E-serial titles may be found through the library's link resolver knowledge base in addition to the catalog or discovery system.

460 -Totals

461	Total Print/Physical (ACRL Line 44, Column A)	This line will be calculated for you.
462	Total Digital/Electronic (ACRL Line 44, Column B)	This line will be calculated for you.
463	Total Titles for USNews Q57	This line will be calculated for you.
464	Total Volumes for USNews Q57	This line will be calculated for you.

470 -Off-Site Collections

471	Does your library's online catalog or website include links to electronic resources made available by another campus library or consortia? (USNews Q58)	Yes or No
472	Number of Volumes in USNews Q57 (Total) which are stored off-site and systematically retrievable (USNews Q61)	Report the number of volumes owned by the library which are stored off-site for which the library has a formalized procedure (e.g. retrieval time for a specific format requested) of retrieving materials upon request.
473	Number of Volumes in USNews Q57 (Total) which are stored off-site and not systematically retrievable (USNews Q62)	Report the number of volumes owned by the library which are stored off-site for which the library does not have a formalized procedure (e.g. retrieval time for a specific format requested) of retrieving materials upon request.

480 -Institutional Repositories

481	Items contributed to the institutional repository via uploads (ACRL Line 50)	Report the number of items held in the library's hosted or administered institutional repositories. Include all items whether uploaded by library staff, faculty, students, college staff, or other guests. If your library does not have an institutional repository, report "0".
482	Item usage from the institutional repository (ACRL Line 51)	Report the number of downloads from the institutional repository(ies) during the reported fiscal year. If available, download counts are preferred. However, if downloads are not available, usage statistics may include page views, visits or other data related to the access of the items in the institutional repository; please indicate which type of count you are providing. If your library does not have an institutional repository, report "0." - If possible, limit the reported usage to only human readership. Institutional repository vendors have reported that their analysis of download traffic shows that a large number of downloads are generated by web spiders and robots, many from legitimate sources but many with an unknown purpose.

		- A library should be able to provide usage statistics for the institutional repository that align as much as possible with the COUNTER Code of Practice. - Please note that certain collections or parts of the repository may not be open access and may be restricted to only parts of the community. Usage counts should include uses of all items whether there are restrictions on access to them (e.g., on campus use only) or not (i.e., open access).

Section 500   Services

510 -Circulation / Usage

511	Number of initial circulations (excluding reserves) (ARL Q17)	Count the number of initial circulations during the fiscal year from the general collection for use usually (although not always) outside the library. - Do not count renewals. - Exclude reserves. - Exclude e-books. - Include circulations to and from remote storage facilities for library users (i.e., do not include transactions reflecting transfers or stages of technical processing). - Count the total number of items lent, not the number of borrowers.
512	Initial circulation Physical (ACRL Line 60 Column A)	Report the total number of times physical items are checked out from the general and reserve collections. - Include only initial checkouts (circulation). - Include transactions of books, media, and serials. - Exclude renewals. - Exclude interlibrary loan lending and borrowing. - Exclude in-house circulation (items that library personnel pick up from tables and carrels and are scanned as to being used) with circulation. - Exclude transactions of equipment or computers. - However, circulation of electronic reading devices (e.g., Kindles) can be included if the device is pre-loaded with e-books. For example, if a customer checks out a Kindle that is pre-loaded with 20 e-books, then

		that transaction counts as 1 physical circulation, not 20 electronic/digital circulations.
513	Initial circulation Digital/Electronic (ACRL Line 60 Column B)	Report usage of digital/electronic titles whether viewed, downloaded, or streamed. - Include usage for e-books and e-media titles only, even if the title was purchased as part of a database. - Exclude e-serials and institutional repository documents, which are reported separately. - Do not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library. - Exclude transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation." Additional Guidance" - Viewing documents is defined as having the full text of a digital document or electronic resource downloaded. [NISO Z39.7-2013, section 7.7] - An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-book usage statistics. - Libraries may need to ask vendors for usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.

520 -Use of Electronic Resources

521	Number of successful full-text article requests (journals) (ARL Q18)	Items reported should include only full-text articles; follow definitions as defined in the COUNTER Code of Practice (www.projectcounter.org). - In a footnote (Line 524), please include the types of resources for which you are reporting data. It is recommended that ONLY data that follow the COUNTER definitions be reported. Any exceptions should be documented in a footnote.
522	Number of regular searches (databases) (ARL Q19)	Items reported should follow definitions as defined in the COUNTER Code of Practice (www.projectcounter.org).

		- In a footnote (Line 524), please include the types of resources for which you are reporting data. It is recommended that ONLY data that follow the COUNTER definitions be reported. Any exceptions should be documented in a footnote.
523	Number of federated searches (databases) (ARL Q20)	Items reported should follow definitions as defined in the COUNTER Code of Practice (www.projectcounter.org). - In a footnote (Line 524), please include the types of resources for which you are reporting data. It is recommended that ONLY data that follow the COUNTER definitions be reported. Any exceptions should be documented in a footnote.
524	Footnote (ARL)	
Lines 525 and 526	E-Book Usage (ACRL)	Lines 525 and 526 This breakdown is requested to help libraries seeking such information for benchmarking studies. Many vendors will provide usage statistics in COUNTER reports. Project COUNTER Code of Practice is available here: https://www.projectcounter.org/code-of-practice-sections/general-information/. Relevant COUNTER reports for e-books are: BR1-Number of Successful Title Requests by Month and Title; and BR2-Number of Successful Section Requests by Month and Title. For media, the report MR1-Number of Successful Multimedia Full Content Unit Requests by Month and Collection, is most relevant. - In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.).
525	E-book usage COUNTER BR1 (if available) - digital/electronic (ACRL Line 61)	If COUNTER reports are available, IPEDS suggest that libraries report counts from BR1 and MR1. - Libraries not using COUNTER should provide the most valid and reliable response possible for e-book usage for Line 525 and make a note on Line 932, or report zero.

526	E-book usage COUNTER BR2 (if available) - digital/electronic (ACRL Line 62)	If BR1 and MR1 statistics are not available on Line 525, BR2 and MR2 statistics can be used. - Libraries not using COUNTER should provide the most valid and reliable response possible for e-book usage for Line 526, or report zero.
527	E-Serials usage - digital/electronic (ACRL Line 63)	Please note: e-serials usage is not currently reported to IPEDS as part of their Academic Libraries Survey (ALS) component. An e-serial usage measure is proposed for inclusion on the ALS in 2020. However, e-serials are an important content source for users of academic libraries. This breakdown is requested because of the importance of e-serials to academic library users, and to help libraries seeking such information for benchmarking studies. Additional Guidance: - Include usage for all e-serials, even if the title was purchased as part of a database. - When possible record usage at the article level. The most relevant COUNTER report is JR1 (which includes any use in JR1GOA and JR1a reports). - Viewing a document is defined as having the full text of a digital document or electronic resource downloaded. [NISO Z39.7-2013, section 7.7] - If available, include the count for open access e-serial usage if the title is accessible through the library's catalog or discovery system. - An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-serial usage statistics. - Libraries may need to ask vendors for e-serial usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.

530 -Reference

531	Transactions (ACRL Line 64)	Transactions are typically walk-ups in person, or by phone, by e-mail, by the Web, and may take place at the reference desk or elsewhere. Include information and referral services.

		- Do not report directional transactions here. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic, non-teaching/instructional nature with equipment or software. - If a contact includes both reference and directional services, it should be reported as one transaction. - When a staff member uses information gained from previous use of information sources to answer a question, the request is reported as an information request even if the source is not consulted again. [NISO Z39.7-2013, section 7.3] - It is up to the discretion of the library whether multiple questions from the same patron during the same session count as multiple transactions or continuations of the same.
532	Consultations (ACRL Line 65)	Consultations are one-on-one or small group appointments that occur outside of the classroom or reference desk which require staff preparation or equivalent previous relevant experience. - Include in-person consultations as well as those conducted online or remotely. - Include appointments made with special collections and/or archives staff. - This may include any walk-up transactions if the person initially asked could not answer the question and the question is referred to another person with the appropriate and aligned knowledge, no matter what the length or topic discussed. A specific example of a walk-up transaction becoming a consultation is when a question posed at the reference desk cannot be answered at the desk at that moment for whatever reason. The person at the desk may encourage the patron to schedule an appointment or contact an appropriate

		person in their office to see if they are available. If an appropriate person is available and comes out to the desk, or invites the patron back to their office, this would be a reference consultation albeit unscheduled.
533	Virtual Reference Transactions (ACRL Line 67)	A virtual reference interaction is a question that is received and responded to in electronic format and conforms to reference interactions in that it is an information contact that involves the knowledge, use, commendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Virtual reference interactions include email, webform, chat, text messaging, instant messaging, or other network-based medium designed to support virtual reference. [NISO Z39.7-2013, section 7.3.1]
534	Total Reference Transactions (ARL Q16) (if ACRL lines 64+65 are not provided)	A reference transaction is: An information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use [or creation of] one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include (a) printed and nonprinted materials; (b) machine readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. When a staff member uses information gained from previous use of information sources to answer a question, the [transaction] is reported as a [reference transaction] even if the source is not consulted again. [Note: this is a modified ANSI/NISO Z39.7-2004 definition for an information request]. - If a contact includes both reference and directional services, it should be reported as one reference transaction. - Include virtual reference transactions (e.g., e-mail, WWW form, chat). Duration should not be an element in determining whether a transaction is a reference transaction. - Sampling based on a typical week may be used to

		extrapolate TO A FULL YEAR. Please indicate if the figure is based on sampling. - EXCLUDE SIMPLE DIRECTIONAL QUESTIONS. A directional transaction is an information contact that facilitates the logistical use of the library and that does not involve the knowledge, use, recommendations, interpretation, or instruction in the use or creation of information sources other than those that describe the library, such as schedules, floor plans, and handbooks.
535	Total Reference Transactions (ARL Q16) (if ACRL lines 64+65 are provided)	This line will be calculated for you.
536	Is the reference transactions figure based on sampling? (ARL Q16a)	Yes or no
540	Number of hours of reference service provided per week - regular schedule (ABA Q6) (USNews Q63)	Number of hours per week the reference desk is staffed on a regular schedule. Additional Guidance: - A "regular week" is during an academic semester.
541	Number of hours of reference service per week - abbreviated schedule (ABA Q6) (USNews Q63)	Number of hours per week the reference desk is staffed on an abbreviated schedule. Additional Guidance: - For most law libraries, the most common or typical abbreviated schedule is the summer schedule. Do not include Spring Break or holiday abbreviated schedule hour is this section. - If more than one abbreviated schedule exists, report the hours for the most common or typical abbreviated schedule.

550 -Presentations / Instruction

Information contacts planned in advance in which a staff member, or a person invited by a staff member, provides information intended for a number of persons. Information service to groups includes information literacy instruction as well as cultural, recreational, or other educational presentations. Presentations both on and off the library premises are included as long as the library sponsors them. Meetings sponsored by other groups using library meeting rooms are not included. [NISO 39.7-2013, section 7.8.3] Self-paced tutorials should be excluded as well as meetings sponsored by outside groups using the library's meeting spaces. Presentations

planned for library staff should be excluded (including those for internal and external library staff, and those for non-student and student library staff). If library staff attend sessions planned for any interested members of the institution, their counts should be included.

551	Number of presentations - physical (ACRL Line 70, Column A)	Report the total number of presentations conducted in-person. - If a presentation begins in one format (such as in-person) and ends in another (such as online), report it as the format that concludes the presentation. - If a presentation is conducted as a simultaneous hybrid (in-person and online), report only once as either in-person or online. The number of attendees may help to decide which presentation to count. - If in-person services to groups are not tracked separately, then simply submit the total number of presentations on Line 553.
552	Number of presentations - digital/electronic (ACRL Line 70, Column B)	Report the total number of presentations conducted using digital/electronic formats, including web-based presentations. - Examples of web-based presentations include webinars and videoconferences. - If a presentation is conducted as a simultaneous hybrid (in-person and online), report only once as either in-person or online. The number of attendees may help to decide which presentation to count. - If a presentation begins in one format (such as online) and ends in another (such as in-person), report it as the format that concludes the presentation. - If online services to groups are not tracked separately, then simply submit the total number of presentations on Line 553.
553	Number of presentations - total (if breakdown not available) (ACRL Line 70, Column C) (ARL Q14)	ARL: Report the total number of sessions during the year of presentations made as part of formal bibliographic instruction programs and through other planned class presentations, orientation sessions, and tours. - If the library sponsors multi-session or credit courses that meet several times over the course of a semester, each session should be counted. - Presentations to groups may be for either

		bibliographic instruction, cultural, recreational, or educational purposes. - Presentations both on and off the premises should be included as long as they are sponsored by the library. - Do not include meetings sponsored by other groups using library meeting rooms. - Do not include training for library staff; the purpose of this question is to capture information about the services the library provides for its clientele. - Please indicate if the figure is based on sampling om Line 555. ACRL: If in-person and online services to groups are not tracked separately, then simply submit the total number of presentations here.
554	Number of presentations - total (calculated) (ACRL Line 70)	This line will be calculated for you.
555	Is library presentations figure based on sampling? (ARL Q14a)	Yes or no.
560	Total attendance at all presentations - physical (ACRL Line 71, Column A)	Report the total number of persons physically attending or served by those presentations. - For multi-session classes, count each person only once regardless of the number of sessions attended if possible/feasible. - If physical attendance is not tracked separately, then simply submit the total number of presentations on Line 562.
561	Total attendance at all presentations - digital/electronic (ACRL Line 71, Column B)	Report the total number of persons virtually attending or served by those presentations. - For multi-session classes, count each person only once regardless of the number of sessions attended if possible/feasible. - If virtual attendance is not tracked separately, then simply submit the total number of presentations on Line 562.
562	Total attendance at all presentations - total (if breakdown not available)	ARL: Report the total number of attendees in all group presentations (as defined on Line 553 above).

	(ACRL Line 71, Column C) (ARL Q15)	- For multi-session classes with a constant enrollment, count each person only once. - Personal, one-to-one instruction in the use of sources should be counted as reference transactions on Line 534. - Please indicate if the figure is based on sampling. Use a footnote to describe any special situations. ACRL: If attendance is not tracked separately (physical or digital/electronic), then simply submit the total number of presentations here.
563	Total Attendance at all Presentations (ACRL Line 71)	This line will be calculated for you.
564	Are participant figures based on sampling? (ARL Q15a)	Yes or no

570 -Annual Gate Count

571	Gate count - in a typical week (if available) (ACRL Line 74)	Report the number of entries to the library facilities in a typical week. It is understood that a single person may be counted more than once. [NISO 39.7-2013, section 7.1] - A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours. [NISO 39.7-2013, section 7.2]
572	Annual gate count (ARL Q23) (ACRL Line 73)	ARL: Annual gate count is: The number of persons who physically enter the library in a year. The total includes persons who visit in groups and persons who visit for library-sponsored programs. It is understood that a single person may be counted more than once if they enter the library multiple times. Include annexes and other such facilities if they provide public access. If the library is virtual or entirely electronic, please leave the line blank. [Note: this definition is modified from the ANSI/NISO Z39.7·2013 and Academic Library Survey 2012 definitions for gate count.]

		- If the library uses an electronic counter that captures entrances and exits, divide by two to obtain the entries only. If the library does not use an electronic counter, sampling based on a typical week may be used to extrapolate to a full year. ACRL: Report the number of entries to the library facilities in the past fiscal year. - If the library has two or more physical spaces, and one does not use gate counts but conducts an hourly head count, include the head count in the count and include a note: " _____ percent of the gate count represents head counts done hourly at (# of libraries) library-managed and library-staffed location(s) open _____ hours a week."

580 -Hours and Weeks Open

581	Number of hours per week library is open - regular schedule (ABA Q5) (USNews Q63) (ACRL Line 72)	ACRL, ABA and US News: Report an unduplicated count of hours a library facility or facilities are open in a typical week, including the library's branches (if any), using the following method: If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If its branches are also open during these hours, the figure remains 40 hours per week. Should a branch also be open one evening from 7:00 p.m. to 9:00 p.m., the total hours during which users can find service somewhere within the system becomes 42 hours per week. If another branch is open the same hours on the same evening, the count is still 42, but if the second branch is open two hours on another evening, or remains open two hours later, the total is then 44 hours per week. [NISO 39.7-2013, section 7.2] - Exclude 24-hour unstaffed reserve or similar reading rooms. The maximum total is 168 (i.e., a staffed reading room open 7 days per week, 24 hours per day). Additional Guidance: - A "regular" or "typical" week is during an academic semester.

582	Number of hours per week library is open - abbreviated schedule (ABA Q5) (USNews Q63)	ABA and US News: Report an unduplicated count of hours a library facility or facilities are open in an abbreviated schedule, including the library's branches (if any), using the following method: If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If its branches are also open during these hours, the figure remains 40 hours per week. Should a branch also be open one evening from 7:00 p.m. to 9:00 p.m., the total hours during which users can find service somewhere within the system becomes 42 hours per week. If another branch is open the same hours on the same evening, the count is still 42, but if the second branch is open two hours on another evening, or remains open two hours later, the total is then 44 hours per week. [NISO 39.7-2013, section 7.2] - Exclude 24-hour unstaffed reserve or similar reading rooms. The maximum total is 168 (i.e., a staffed reading room open 7 days per week, 24 hours per day). Additional Guidance: - For most law libraries, the most common or typical abbreviated schedule is the summer schedule. Do not include Spring Break or holiday abbreviated schedule hour is this section.
583	Number of weeks library operates on expanded schedule (USNews Q64)	Report the number of weeks for which the library is open for hours longer than its regular schedule. Additional Guidance: - Expanded schedule refers to times of longer hours, for example, during exam periods. - A "regular week" is during an academic semester.
584	Number of weeks library operates on Abbreviated Schedule (USNews Q64)	Report the number of weeks for which the library is open on an abbreviated schedule. Additional Guidance: - For most law libraries, the most common or typical abbreviated schedule is the summer schedule. Do not include Spring Break or holiday abbreviated schedule hour is this section.

Section 600   Interlibrary Loan

610	Does your institution have interlibrary loan services? (ACRL Line 80)	Respond "yes" or "no" to indicate whether your institution has interlibrary loan services.

620	ILL - Total number of filled requests provided to other libraries (loaned) (ARL Q21) (ACRL Line 81)	ARL: Report the number of requests for material (both returnables and non-returnables) provided to other libraries.
		- Include
		    + originals
		    + photocopies
		    + and materials sent by fax or other forms of electronic transmission.
		- Include patron-initiated transactions.
		- Exclude requests for materials locally owned and available on the shelves or electronically.
		- Do not include transactions between libraries covered by this questionnaire.
		
		ACRL: Leave this question blank if the counts for Line 621 and Line 622 are available.
		
		If the breakout of returnables (Line 621) and non-returnables (Line 622) are not available, please report the total number of filled requests provided to other libraries (loaned) on this line.
		- Examples of returnables include
		    + books
		    + dissertations and theses,
		    + microfilm reels
		    + sound recordings
		    + and audiovisual material.
		- Examples of non-returnables include:
		    + photocopies or facsimiles
		    + fiche-to-fiche copies
		    + print copies from microfilm
		    + electronic full-text documents
		    + and gratis print copies of unpublished reports and/or departmental working papers.

621	ILL-01 Returnable provided by other libraries (if available) (ACRL Line 81a)	Report materials that the library expects to have returned.
		- Examples of returnables include
		    + books
		    + dissertations and theses,
		    + microfilm reels
		    + sound recordings
		    + and audiovisual material.

622	ILL-02 Non-returnable provided by other libraries (if available) (ACRL Line 81b)	Report materials that the lending library did not expect to have returned.
		- Examples of non-returnables include:
		    + photocopies or facsimiles
		    + fiche-to-fiche copies
		    + print copies from microfilm
		    + electronic full-text documents
		    + and gratis print copies of unpublished reports and/or departmental working papers.

623	Total if ILL-01 and ILL-02 (provided by other libraries) are reported separately (ACRL Line 81c)	This line will be calculated for you.

630	ILL - Total number of filled requests received from other libraries (ARL Q22) (ACRL Line 82) (ABA Q7.b)	ARL and ABA: Report the number of filled requests received (both returnables and non-returnables) from other libraries or providers.
		- Include
		    + originals
		    + photocopies
		    + and materials sent by fax or other forms of electronic transmission.
		- Include patron-initiated transactions.
		- Exclude requests for materials locally owned and available on the shelves or electronically.
		- Do not include transactions between libraries covered by this questionnaire.
		
		ACRL: Leave this question blank if the counts for lines 631, 632 and 633 are available.
		
		If the breakout of returnables (Line 631), non-returnables (Line 632) and commercial documents (Line 633) are not available, please report the total number

		of filled requests provided to other libraries (loaned) on this line.
		- Examples of returnables include
		+ books
		+ dissertations and theses,
		+ microfilm reels
		+ sound recordings
		+ and audiovisual material.
		- Examples of non-returnables include:
		+ photocopies or facsimiles
		+ fiche-to-fiche copies
		+ print copies from microfilm
		+ electronic full-text documents
		+ and gratis print copies of unpublished reports and/or departmental working papers.
		- Commercial documents are fee-based and received from for-profit sources rather than another library.
631	ILL-03 Returnables received from other libraries (if available) (ACRL Line 82a)	Report materials that the lending library expected to have returned.
		- Examples of returnables include
		+ books
		+ dissertations and theses,
		+ microfilm reels
		+ sound recordings
		+ and audiovisual material.
632	ILL-04 Non-returnables received from other libraries (if available) (ACRL Line 82b)	Report materials that the lending library did not expect to have returned.
		- Examples of non-returnables include:
		+ photocopies or facsimiles
		+ fiche-to-fiche copies
		+ print copies from microfilm
		+ electronic full-text documents
		+ and gratis print copies of unpublished reports and/or departmental working papers.
633	ILL-05 Documents received from commercial services (if available) (ACRL Line 82c)	Any publisher site that sells documents directly to consumers in which the library is involved in the borrowing transactions, either directly (the library makes the decision to use the service) or indirectly (the user makes the decision but the library ends up paying for the transaction) is a commercial service.

		- An example of a commercial service is Get It Now from the Copyright Clearance Center.
634	Total if ILL-03, ILL-04 and ILL-05 (received) are reported separately (ACRL 82d)	This line will be calculated for you.

Section 700   Facilities

710	Net square footage of space assigned for library purposes (ABA Q8) (USNews Q59)	Include all space under control of the library. For example, a computer lab that is operated by the library but outside of the library's secured area should still be counted as library space. Additional Guidance: Includes space for readers and reading areas, materials shelving and storage areas, space for services to clientele, public service desks, exhibit space, equipment areas aisles, and all other space used for library resources and services. Excludes vestibules, lobbies, traffic areas, janitorial or custodial storage and service areas, rest rooms, staff recreation area, cafes, elevators, stairway space, building corridors, space occupied by heating ventilation and cooling devices. [NISO Z39.7-2013, section 5.2.]
720	Total feet of shelving capacity available for library materials (ABA Q9.a)	Report the linear feet of shelving installed and available in the library for shelving library materials.
730	Total seats available for library users (ABA Q10) (USNews Q60)	Provide the number of chairs / seats in the library available for library users, whether in a library-controlled classroom, rare book room, or open-seating. Count seats provided for users for reading or studying whether with or without equipment. Includes seats in carrels, and in seminar and study rooms. Includes seats in computer labs only if the labs are managed or operated by the library. Excludes seats in halls, and theaters intended for audiences of special events. Also excludes informal seating such as floor space on which users may sit. [based upon NISO Z39.7-2013, section 5.5.]

Section 800   Degrees, Faculty & Enrollments

810 -Doctor's Degrees

811	Number of Doctor's Degrees awarded (ARL Q24)	Report the number of law-related doctor's degrees (e.g., JDs) awarded during the past fiscal year.
812	Number of fields in which Doctor's Degrees can be awarded (ARL Q25)	Report the number of fields in which law-related doctor's degrees are awarded.

820 -Faculty

821	Number of full-time instructional faculty (ARL Q26)	Instructional faculty are defined by the U.S. Dept. of Education as: members of the instruction/research staff who are employed full-time as defined by the institution, including faculty with released time for research and faculty on sabbatical leave. Full-time counts generally exclude faculty who are employed to teach fewer than two semesters, three quarters, two trimesters, or two four-month sessions; replacements for faculty on sabbatical leave or leave without pay; faculty for preclinical and clinical medicine; faculty who are donating their services; faculty who are members of military organizations and paid on a different pay scale from civilian employees; academic officers, whose primary duties are administrative; and graduate students who assist in the instruction of courses. Please be sure the number reported, and the basis for counting, are consistent with those for the past fiscal year. Please footnote any discrepancies.

830 -Student Enrollment - Fall 201N

Both ACRL and ARL requests student enrollment information for the entire institution. For the purposes of this survey, please provide the number of graduate law students (J.D., LL.M., etc.) using the Fall enrollment figures of the fiscal year as reported to the Department of Education IPEDS survey. Each law school, or the Institutional Research office, will have this student enrollment information. ACRL and NISO suggests data be reported to two decimal places. [NISO Z39.7-2013, section 3]; ARL requests data be reported to the whole number only.

831	Full-time Equivalents (FTE) (ACRL Line 90)	Report the number of full-time equivalent graduate law students as of Fall of the fiscal year being reported.
840	Headcounts (skip if breakouts available) (ACRL Line 91)	Report the total number of graduate law students (headcount) as of Fall of the fiscal year being reported.
841	Full time undergraduate students headcount (if available) (ACRL Line 91a)	Report 0 if the law school has no full-time undergraduate students.
842	Part time undergraduate students headcount (if available) (ACRL Line 91b)	Report 0 if the law school has no part time undergraduate students.
843	Full time graduate students headcount (if available) (ACRL Line 91c) (ARL Q29)	Report the number of full-time graduate law students as headcount.
844	Part time graduate students headcount (if available) (ACRL Line 91d) (ARL Q30)	Report the number of part-time graduate law students as headcount.
845	Total Headcount if reported separately (ACRL Line 91e)	This line will be calculated for you.
850	Full-time students, undergraduate and graduate (ARL Q27)	Report the number of full-time equivalent (FTE) law students. If the law school does not have any full-time undergraduate students in the program, then the number reported here will be the same as Line 831.
851	Part-time students, undergraduate and graduate (ARL Q28)	Report the number of part-time law students as headcounts. If the law school does not have any part-time undergraduate students in the program, then the number reported here will be the same as Line 844.

Section 900   Information Technology

910	Does your school require entering students to own a computer? (Yes/No) (ABA Q25) (USNews Q67)	Respond "yes" or "no" to indicate whether your law school requires entering students to own a computer.

Section 930   Notes / Footnotes

931	Report figures for the fiscal year ending (Please use MM/DD/YYYY format) (ARL)	Please indicate your fiscal year reporting period. Example - 06/30/2019.
932	Notes / Footnotes	Enter any notes / footnotes to provide additional clarifying information.