

ALLStAR Official Survey Worksheet

Revised: 2019 January 7

Section 100 Personnel - FTE, Headcount and Hours

110 -Professional Staff

		Number of FTEs	Number of Headcounts
111 113	Number of full-time Librarians including the Director	111	113
112 114	Number of part-time librarians (ABA Q1)	112	114
115 116	Subtotal, Librarians (ACRL Line 01, Column A)	Lines 111+112 115	Lines 113+114 116
117 118	Number of other full-time and part-time professional staff in the library (excluding librarians) (ACRL Line 02, Column A) (ABA Q3)	117	118
119 120	Subtotal, Professional Staff (ARL Q13a) (ACRL Line 03, Column A)	Lines 115+117 119	Lines 116+118 120

130 -Support Staff

		Number of FTEs	Number of Headcounts
131 132	Number of all other paid staff (except student assistants) (ARL Q13b) (ACRL Line 04, Column A) (ABA Q2)	131	132

140 -Student Assistants

		Number of FTEs	Number of Headcounts
141	Number of student assistants (ARL 13c) (ACRL Line 05, Column A)		

150 -Totals

		Number of FTEs	Number of Headcounts
151	TOTAL FTE (librarians, professional staff, other paid staff and student assistants) (ARL Q13) (ACRL Line 06, Column A)	Lines 119+132+141	

152	How many IT staff are included in the above TOTAL FTE count?		
153	TOTAL FTE Minus IT Staff	Lines 151-152	
154	TOTAL Headcount for Library staff minus student assistants		Lines 120+131

160 -Hours of Staffing

		Number	
161	Number of hours to work per week to be considered full time at the institution (ACRL Line 07)		
		Regular Schedule	Abbreviated Schedule
162	Hours per week professional staff on duty (ABA Q5a) (USNews Q63)		
164	Hours per week only full-time support staff on duty (ABA Q5b) (USNews Q63)		
166	Hours per week only students and other part-time staff on duty (ABA Q5c) (USNews Q63)		

Section 200 Expenditures, Personnel

210 -Professional Staff

		Expenditures
211	Full-time Librarians Salaries and Wages including the Director (include temporary appointments)	\$
212	Part-time Librarians Salaries and Wages (include temporary appointments)	\$
213	Subtotal, Librarians Salaries and Wages (ACRL Line 01, Column B)	Lines 211+212
214	Other professional staff salaries and wages (excluding fringe) (ACRL Line 02, Column B)	\$
215	Subtotal, Professional Staff Salaries and Wages (ARL Q8a) (ACRL Line 03, Column B)	Lines 213+214

220 -Support Staff

		Expenditures
221	All Other Paid Staff Salaries and Wages (Except Student Assistants) (ARL Q8b) (ACRL Line 04, Column B)	\$

230 -Student Assistants

		Expenditures
231	Student Assistants Wages (ARL 8c) (ACRL Line 05, Column B)	\$

240 -Total Salaries and Wages (exclude fringe)

		Expenditures
241	TOTAL SALARIES & WAGES (ARL Q8) (ACRL Line 06, Column B)	Lines 215+221+231

250 -Fringe Benefits

		Expenditures
251	Are staff fringe benefits paid from the library budget? (ACRL Line 08)	Yes or No
252	Staff fringe benefits IF paid from the library budget (ACRL Line 09 Column B)	\$ if Yes on 251
253	Total fringe (ARL Q10)	\$
254	Official designated fringe rate (%) (ARL Q11)	Percentage

Section 300 Expenditures, Non-Personnel

301	Are expenses reported in Canadian dollars? (ARL Q5) (ACRL Line 27)	Yes or No
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310 -Materials/Services to Support Collections

		Expenditures
311	One-time purchase of books, serial backfiles, and other materials [One-time resource purchases] (ACRL Line 20) (ARL Q7.a)	\$
312	E-books (if available) (ACRL Line 20a)	\$
320	Ongoing commitments to subscriptions [Ongoing resource purchases] (ACRL Line 21) (ARL Q7.b)	\$
322	E-books (if available) (ACRL Line 21a)	\$
323	E-journals (if available) (ACRL Line 21b)	\$
330	All other materials/service cost [Collection support]	\$
340	Total materials/services expenses [Total Library Materials Expenditures] (ACRL Line 22) (ARL Q7.c)	Lines 311+320+330

350 -Operations and Maintenance Expenses

		Expenditures
351	Preservation services (ACRL Line 24)	\$

354	All other operations and maintenance expenses [Other operating expenditures) (ACRL Line 25) (ARL Q9)	\$
360	Total operations and maintenance expenses (ACRL Line 26)	Lines 351+354
365	Library collection management applications or services (e.g. OCLC, Marcive, ILSs, Serials Solutions) (ABA Q17)	\$
366	Professional staff development (ABA Q21)	\$

370 -From Other Sources

		Print/Physical Expenditures	Digital/Electronic Expenditures
371	External Contributions from Consortia / Networks / System Office (ARL Q12) (ACRL Line 45 Columns A and B)	\$	\$
372		371	372

380 -TOTAL EXPENSES (Expenditures)

		Expenditures
381	Includes total materials/services expenses, total operations and maintenance expenses, salaries and wages from all identifiable sources, and <u>includes</u> fringe (ACRL Line 30)	Lines 241+252+340+360
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 <u>excludes</u> fringe (ACRL Line 31)	Lines 241+340+360
383	Total Library Expenditures (exclude fringe benefits) ARL 7+8+9 (ARL Q6)	Lines 241+340+354

Section 400 Collections

410 -Titles Held

		Number Print/Physical	Number Digital/Electronic
411	Books (title count only) (ACRL Line 40 Columns A and B) (US News Q57)		
412		411	412

415 -Titles All Formats

		Number
416	Titles Held (all formats) - June 30 (ARL Q1)	

420 -Volumes

		Number
421	Volumes held as of June 30 (print plus electronic) (ARL Q2) (US News 57)	
422	Print books (<u>volumes count only</u>) (ACRL Line 40a, Column A)	
423	Basis of volume count (ARL Q3)	Drop down box
424	Volumes (excluding microforms) (USNews Q57)	

430 -E-Books Volumes

		Number
431	Electronic books (included in ARL Q2) (ARL Q4)	

435 -Databases

		Number
436	Databases (ACRL Line 41, Column B)	

440 -Media

		Number Print/Physical	Number Digital/Electronic
441	Media Print/Physical (ACRL Line 42, Columns A and B)	441	442

445 -Microforms

		Number
446	Microform Titles (USNews Q57)	
447	Equivalent volumes Microforms (USNews Q57)	

450 -Other non-book titles

		Number
451	Other Non-Book Titles (USNews Q57)	

455 -Serials

		Number Print/Physical	Number Digital/Electronic
456	Serials (ACRL Line 43, Columns A and B)	456	457

460 -Totals

		Number
461	Total Print/Physical (ACRL Line 44, Column A)	Lines 411+441+456
462	Total Digital/Electronic (ACRL Line 44, Column B)	Lines 412+436+442+457
463	Total Titles for USNews Q57	Lines 411+412+446+451
464	Total Volumes for USNews Q57	Lines 424+447

470 -Off-Site Collections

		Number
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)	
473	Number of Volumes in USNews Q57 (Total) which are stored off-site and not systematically retrievable (USNews Q62)	

480 -Institutional Repositories

		Number
481	Items contributed to the institutional repository via uploads (ACRL Line 50)	
482	Item usage from the institutional repository (ACRL Line 51)	

Section 500 Services

510 -Circulation / Usage

		Number	
511	Number of initial circulations (excluding reserves) (ARL Q17)		
		Number Print/Physical	Number Digital/Electronic
512 513	Initial circulation (ACRL Line 60, Columns A and B)	512	513

520 -Use of Electronic Resources

		Number	
521	Number of successful full-text article requests (journals) (ARL Q18)		
522	Number of regular searches (databases) (ARL Q19)		
523	Number of federated searches (databases) (ARL Q20)		
524	Footnote (ARL)	Text note	
		BR1 and MR1	BR2 and MR2
525 526	E-book usage COUNTER (ACRL Lines 61 and 62)	525	526
			Number Digital/Electronic
527	E-Serials usage - digital/electronic (ACRL Line 63)		

530 -Reference

		Number	
531	Transactions (ACRL Line 64)		
532	Consultations (ACRL Line 65)		
533	Virtual Reference Transactions (ACRL Line 67)		
534	Total Reference Transactions (ARL Q16) (if lines 531+532 are not provided)		
535	Total Reference Transactions (ARL Q16) (if lines 531+532 are provided)	Lines 531+532	
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)		
541	Number of hours of reference service per week - abbreviated schedule (ABA Q6) (USNews Q63)		

550 -Presentations / Instruction

		Number Physical	Number Digital/Electronic	Number Total
551 552 553	Number of presentations (ACRL Line 70, Columns A, B and C)	551	552	553
554	Number of presentations - total (ACRL Line 70)			Lines 551+552

555	Is library presentations figure based on sampling? (ARL Q14a)	Yes or no.		
560	Total attendance at all presentations (ACRL Line 71, Columns A, B and C) (ARL Q15)	560	561	562
563	Total Attendance at all Presentations (ACRL Line 71)			Lines 560+561
564	Are participant figures based on sampling? (ARL Q15a)	Yes or no		

570 -Annual Gate Count

		Typical Week	Annual
571	Gate count (ACRL Lines 73 and 74) (ABA Q23)		
572		571	572

580 -Hours and Weeks Open

		Regular Schedule	Abbreviated Schedule	Expanded Schedule
581	Number of hours per week library is open (ABA Q5) (USNews Q63) (ACRL Line 72)	581	582	
584	Number of weeks library operates on an (USNews Q64)		584	583

Section 600 Interlibrary Loan

610	Does your institution have interlibrary loan services? (ACRL Line 80)	Yes or No				
		Total (if breakouts are not available)	Returnables (if available)	Non-returnables (if available)	Commercial services	Calculated sum if breakouts available
620	ILL - Total number of filled requests <u>provided to other libraries</u> (loaned) (ARL Q21) (ACRL Lines 81, 81a and 81b)	620	621	622		Lines 621+622
621						
622						
623						623

630	ILL - Total number of filled requests received from other libraries (ARL Q22) (ACRL Lines 82, 82a, 82b, 82c and 82d) (ABA Q7.b)					Lines
631						631+632+633
632						
633						
634						
		630	631	632	633	634

Section 700 Facilities

		Number
710	Net square footage of space assigned for library purposes (ABA Q8) (USNews Q59)	
720	Total feet of shelving capacity available for library materials (ABA Q9.a)	
730	Total seats available for library users (ABA Q10) (USNews Q60)	

Section 800 Degrees, Faculty & Enrollments

810 -Doctor's Degrees

		Number
811	Number of Doctor's Degrees awarded (ARL Q24)	
812	Number of fields in which Doctor's Degrees can be awarded (ARL Q25)	

820 -Faculty

		Number
821	Number of full-time instructional faculty (ARL Q26)	

830 -Student Enrollment - Fall 201N

		FTEs	Headcount
831	Full-time Equivalents (FTE) (ACRL Line 90)		
840	Headcounts (skip if breakouts available) (ACRL Line 91)		
841	Full time undergraduate students headcount (if available) (ACRL Line 91a)		
842	Part time undergraduate students headcount (if available) (ACRL Line 91b)		

843	Full time graduate students headcount (if available) (ACRL Line 91c) (ARL Q29)		
844	Part time graduate students headcount (if available) (ACRL Line 91d) (ARL Q30)		
845	Total Headcount if reported separately (ACRL Line 91e)		Lines 841+842+843+844
850	Full-time students, undergraduate and graduate (ARL Q27)		
851	Part-time students, undergraduate and graduate (ARL Q28)		

Section 900 Information Technology

910	Does your school require entering students to own a computer? (ABA Q25) (USNews Q67)	Yes or No
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Section 930 Notes / Footnotes

931	Report figures for the fiscal year ending (Please use MM/DD/YYYY format) (ARL)	
932	Notes / Footnotes	Text Note