

ALLStAR Official Survey (AOS) 2018-2019 Instructions 2019 September 11

Please note: leaving a question blank will exclude your response in any calculations related to that question such as calculated sums and derived ratios. Please consider submitting a 0 (zero) rather than leaving a response blank.

000 -Data Reported / Contact Information

		Instructions / Guidance
	ABA ARL ACRL US News	The AOS combines the questions of all national surveys. On this year's AOS, my law library will answer questions from these surveys. Select Yes or No from the drop down arrow.
	Primary Survey Contact Name	Please type in the name of the law library's primary contact person for this survey.
	Primary Survey Contact Email Address	Please type in the email address for the law library's primary contact person for this survey.

Section 100 Personnel - FTE, Headcount and Hours

101 - Definitions Applied to Staff

Applies to All Personnel

Report FTEs by position/personnel classifications supported from the library budget.

Librarians

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]

For this survey: Librarians are professional staff 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. [adapted from NISO 39.7-2013, section 3.4]

Please note that if a person with a master's degree or its equivalent in the theoretical and scientific aspects of librarianship occupies a position in the library that the institution does not

require to possess this professional education, then the position should be reported as other paid staff.

ARL: considers librarian to be professional staff.

FTEs, Calculating

To compute FTEs for part-time employees, take the total number of hours worked per week by part-time employees in each category as of November 1 of the past 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 number of FTE (full-time equivalent) staff in filled positions, or positions that are only temporarily vacant. ARL defines temporarily vacant positions as positions that were vacated during the fiscal year for which ARL data were submitted, for which there is a firm intent to refill, and for which there are expenditures for salaries reported in the Expenditures section.

Include cost recovery positions and staff hired for special projects and grants, and provide an explanatory footnote indicating the number of such staff. If such staff cannot be included, provide a footnote. To compute full-time equivalents of part-time employees and student assistants, take the total number of hours per week (or year) worked by part-time employees in each category and divide it by the number of hours considered by the reporting library to be a full-time work week (or year). Round figures to the nearest whole numbers.

Exclude maintenance and custodial staff.

Professional Staff

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]

ARL: Since the criteria for determining professional status vary among libraries, there is no attempt to define the term "professional." Each library should report those staff members it considers professional, including, when appropriate, staff who are not librarians in the strict sense of the term, for example computer experts, systems analysts, or budget officers.

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]

ABA: Other Professional Staff includes all persons, other than librarians, holding professional positions in the law library (e.g. financial, human resources).

All Other Paid Staff (Support Staff) (except Student Assistants)

Library staff members without formal qualification in librarianship/information science or other relevant specialization, not included elsewhere. [NISO 39.7-2013, section 3.3]

ARL: Support staff. Library staff not included as librarians or professional staff, or student assistants.

ABA: includes administrative assistants, catalog assistants, acquisitions assistants, etc. Exclude student assistants.

Student Assistants

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]

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 the work week is in effect at the reporting institution. Show to two decimal places.
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.
113	Number (in Headcount) of full-time librarians including the Director	Report the number of persons who are considered full-time librarians as of November 1 of the past fiscal year.
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.
115	Subtotal (in FTEs), Librarians (ACRL Line 01 Column A)	This line will be calculated for you. Calculation = Lines 111 + 112

116	Subtotal (in Headcount), Librarians	This line will be calculated for you. Calculation = Lines 113 + 114
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 law library staff and overseen by the Library Director.
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 IT specialists if considered part of the law library staff and overseen by the Library Director.
119	Subtotal (in FTEs), Professional Staff (ACRL Line 03 Column A)	This line will be calculated for you. Calculation = Lines 115 + 117
120	Subtotal (in Headcount), Professional Staff (headcount)	This line will be calculated for you. Calculation = Lines 116 + 118
121	Professional staff (FTE) (ARL Q13a)	ARL: Since the criteria for determining professional status vary among libraries, there is no attempt to define the term "professional." Each library should report those staff members it considers professional, including, when appropriate, staff who are not librarians in the strict sense of the term, for example computer experts, systems analysts, or budget officers.

130 -Support Staff

		Instructions / Guidance
131	Number of all other paid staff (in FTEs) (except student assistants) (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 law library staff and overseen by the Library Director.

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 law library staff and overseen by the Library Director. Exclude maintenance and custodial staff, and student assistants.
133	Support staff (FTE) (ARL Q13b)	ARL: Report the total FTE of staff are not included in Professional Staff. Exclude maintenance and custodial staff, and student assistants.

140 -Student Assistants

		Instructions / Guidance
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. 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.

150 -Totals

		Instructions / Guidance
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. Calculation = Lines 119 + 132 + 141
152	How many IT staff (in FTE) are included in the above TOTAL FTE count? (ABA 23) (USNews Q65)	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 law library's information technology.

153	Total FTE Minus IT Staff	This line will be calculated for you. Calculation = Lines 151 - 152
154	Total Headcount for Library staff excluding student assistants	This line will be calculated for you. Calculation = Lines 120 + 131

160 -Hours of Staffing

		Instructions / Guidance
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.” Additional Guidance: - This will generally be between 35 and 40 hours.
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 present and on duty when the law library is open. This cannot exceed the number of hours the law 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 present and on duty when the law library is open. This cannot exceed the number of hours the law library is open each week. 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 hours in this section.

164	Hours per week only full-time support staff on duty - regular schedule (ABA Q5b) (USNews Q63)	<p>ABA and US News: Provide the total number of hours per a “regular week” that support staff are present and on duty when the law library is open. This cannot exceed the number of hours the law library is open each week.</p> <p>Additional Guidance: - A “regular week” is during an academic semester.</p>
165	Hours per week only full-time support staff on duty - abbreviated schedule (ABA Q5b) (USNews Q63)	<p>ABA and US News: Provide the total number of hours during an abbreviated schedule that full-time support staff are present and on duty when the law library is open. Exclude part-time support staff. This cannot exceed the number of hours the law library is open each week.</p> <p>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.</p>
166	Hours per week only students and other part-time staff on duty - regular schedule (ABA Q5c) (USNews Q63)	<p>ABA and US News: Provide the total number of hours per a “regular week” that part-time support staff and students are present and on duty when the law library is open. This cannot exceed the number of hours the law library is open each week.</p> <p>Additional Guidance: - A “regular week” is during an academic semester.</p>
167	Hours per week only students and other part-time staff on duty - abbreviated schedule (ABA Q5c) (USNews Q63)	<p>ABA and US News: Provide the total number of hours during an abbreviated schedule that part-time support staff and students are present and on duty when the law library is open. This cannot exceed the number of hours the law library is open each week.</p> <p>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</p>

		abbreviated schedule. - - Do not include Spring Break or holiday abbreviated schedule hour is this section.
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Section 200 Expenditures, Personnel

210 -Professional Staff

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

216	Total Salaries and Wages, Professional Staff (ARL Q8a) (From ARL Collection)	ARL: Professional staff include librarians. Exclude fringe benefit expenses.
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220 -Support Staff

		Instructions / Guidance
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 law library budget or all other institutional sources that are identifiable. Exclude student assistants. Exclude fringe benefit expenses.

230 -Student Assistants

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

240 -Total Salaries and Wages (excluding fringe)

		Instructions / Guidance
241	Total Salaries & Wages (ACRL Line 06 Column B) (IPEDS)	<p>This line will be calculated for you.</p> <p>Calculation = Lines 211 + 212 + 221 + 231</p>
242	Total Salaries and Wages (ARL Q8) (From ARL Collection)	<p>This line will be calculated for you.</p> <p>Calculation = Lines 216 + 221 + 231</p>

250 -Fringe Benefits

		Instructions / Guidance
251	Are staff fringe benefits paid from the library	Yes or No

	budget? (ACRL Line 08) IPEDS)	<ul style="list-style-type: none"> - If benefits are paid from the law library budget, select “yes” and report the amount on Line 252. - If benefits are not paid from the law library budget, select “no” and report “0” for the amount on Line 252. - If fringe benefits are not paid from the law library budget, please provide an estimate for fringe benefits on Line 253.
252	Staff fringe benefits IF paid from the library budget (ACRL Line 09 Column B) (IPEDS)	<p>If fringe benefits are paid by the law library budget (“yes” on Line 251), report all cash contributions in the form of supplementary or deferred compensation other than salary.</p> <ul style="list-style-type: none"> - 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 law library budget (“no” on Line 251).
253	Total fringe (ARL Q10)	<p>Include here the dollar amount of fringe benefits.</p> <ul style="list-style-type: none"> - If fringe benefits are not paid from the law 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 \times .30 = \\$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)	<p>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 law library staff. Please provide explanatory footnotes as needed.</p>

Section 300 Expenditures, Non-Personnel

		Instructions / Guidance
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 Expenditures to Support Collections

		Instructions / Guidance
311	One-time purchase of books, serial backfiles, and other materials [One-time resource purchases] (ARL Q7a) (ACRL Line 20) (IPEDS)	<p>ARL: Report expenditures for all law 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.</p> <ul style="list-style-type: none"> - Examples include periodical backfiles, literature collections, onetime costs for JSTOR membership, etc. <p>ACRL: Provide the cost of one-time purchases of books, serial backfiles, and other materials.</p> <ul style="list-style-type: none"> - 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	One-time E-books expenditures (if available) (ACRL Line 20a)	<p>Report the law library's one-time expenses for e-books in the e-books block <u>only if the library can identify these expenses separately</u>.</p> <ul style="list-style-type: none"> - 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.

		<ul style="list-style-type: none"> - Report one-time expenses for triggered patron-driven 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	<p>Ongoing commitments (expenditures) to subscriptions [Ongoing resource purchases] (ARL Q7b) (ACRL Line 21) (IPEDS)</p>	<p>ARL: Report the law library's subscription expenditures (or those which are expected to be ongoing commitments) for serial and other publications.</p> <ul style="list-style-type: none"> - Include online searches of remote databases such as OCLC FirstSearch, DIALOG, Lexis-Nexis, etc. - Examples include paid subscriptions for print and electronic journals and indexes/abstracts available via the Internet, CD-ROM serials, and annual access fees for resources purchased on a "one-time" basis, such as literature collections, JSTOR membership, etc. <p>ACRL: Report expenses for the law library's 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.</p> <ul style="list-style-type: none"> - 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	Ongoing E-books expenditures (if available) (ACRL Line 21a)	<p>Report the law library's ongoing expenses for e-books in the e-books block <u>only if the library can identify these expenses separately</u>. An example of an ongoing commitment to e-books would be a multi-year subscription to a publisher's e-book collection.</p> <ul style="list-style-type: none"> - 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 expenditures (if available) (ACRL Line 21b)	<p>Report the law library's ongoing expenses for e-journals in the e-journals block <u>only if the library can identify these expenses separately</u>. This would include the cost for databases that are primarily comprised of e-journals.</p> <ul style="list-style-type: none"> - 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	Expenditures for all other materials/service cost [Collection support] (ACRL Line 22) (IPEDS)	<p>ACRL: Report additional materials/service costs that have not already been reported in this section. Other materials/service costs may include:</p> <ul style="list-style-type: none"> - 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.

		<ul style="list-style-type: none"> - 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.
331	Collection support (ARL Q7c)	<p>ARL: Include the law library's miscellaneous expenditures as well as document delivery/interlibrary loan.</p> <ul style="list-style-type: none"> - Include materials funds expenditures not included in ARL Q7a (Lines 311) and ARL Q7b (Line 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.

340	Total materials/services expenses (ACRL Line 23) (IPEDS)	This line will be calculated for you. Calculation = Lines 311 + 320 + 330
341	Total library materials expenditures (ARL Q7)	This line will be calculated for you. Calculation = Lines 311 + 320 + 331

350 -Operations and Maintenance Expenses

		Instructions / Guidance
351	Preservation services (ACRL Line 24) (IPEDS)	Report expenses associated with maintaining law 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] (ARL Q9) (ACRL Line 25) (IPEDS)	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 law library budget for computer hardware and software used to support law 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 law library's expenses of the bibliographic utilities.

		<ul style="list-style-type: none"> - All other operating and maintenance expenses. Report all other expenses from the law 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) (IPEDS)	<p>This line will be calculated for you.</p> <p>Calculation = Lines 351 + 354</p>
365	Expenditures for law library collection management applications or services (e.g. OCLC, Marcive, ILSs, Serials Solutions) (ABA Q17)	<p>This figure should be included Line 354 and will be included in 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.</p> <ul style="list-style-type: none"> - Do not include hardware.
366	Professional staff development expenditures (ABA Q21)	<p>This figure should be included Line 354 and will be included in 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.</p> <ul style="list-style-type: none"> - 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).

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370 -From Other Sources

		Instructions / Guidance
371	External Contributions from Consortia / Networks / System Office (expenditures) Print/Physical (ACRL Line 45 Column A)	<p>ACRL: If the law 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.</p> <ul style="list-style-type: none"> - 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)	<p>ARL: If the law 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.</p> <ul style="list-style-type: none"> - 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. <p>ACRL: If the law 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.</p> <ul style="list-style-type: none"> - If the specific dollar amount is not known, but the total student FTE for the consortium and amount spent

		<p>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.</p> <p>- Do not include expenses paid through an annual consortium fee. Report those expenses under line 354 "All other operations and maintenance expenses."</p>
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380 -TOTAL EXPENSES (Expenditures)

		Instructions / Guidance
381	Total Expenses, includes fringe (ACRL Line 30) (IPEDS)	<p>This line will be calculated for you.</p> <p>Calculation = Lines 211 + 212 + 214 + 221 + 231 + 252 + 311 + 320 + 330 + 351 + 354</p>
382	Total Expenses, excludes fringe (ARL Q6) (ACRL Line 31) (IPEDS)	<p>This line will be calculated for you.</p> <p>ARL Calculation = 311 + 320 + 331 + 216 + 221 + 231 + 354</p> <p>ACRL calculation = Lines 211 + 212 + 214 + 221 + 231 + 311 + 320 + 330 + 351 + 354</p>

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] Include non-serial continuations, such as annotated codes.

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.

Serial

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.

Title

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]

Volume

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

		Instructions / Guidance
411	Number of Books Print / Physical (title count only) (ACRL Line 40 Column A) (USNews Q57) (IPEDS)	<p>ACRL and US News: Report physical book titles owned or leased by the law library if individual titles are cataloged and/or searchable through the library catalog or discovery system.</p> <ul style="list-style-type: none"> - 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. - Include non-serial continuations, such as annotated codes.
412	Number of Books Digital/Electronic (title count)	ACRL and US News: Report e-book titles owned or leased by the law library if individual titles are

	<p>only) (ACRL Line 40 Column B) (USNews Q57) (IPEDS)</p>	<p>cataloged and/or searchable through the library catalog or discovery system. Examples of discovery systems can be found at http://librarytechnology.org/discovery/.</p> <ul style="list-style-type: none"> - 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. - Do not include e-book titles purchased and held by the other libraries on campus even if the law community has access to them. - 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.
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415 -Titles All Formats

416	Number of Titles Held (all formats) as of June 30 (ARL Q1)	<p>Report the total number of titles managed and maintained by the law library that are cataloged and made ready for use.</p> <ul style="list-style-type: none"> - Deduplicate titles by counting multiple copies of the same manifestation as one title. Identical content in different formats should not be deduplicated, and each format should be counted 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. Counting the 245 field when the library provides stewardship for those resources may be sufficient. - Include: <ul style="list-style-type: none"> + print and electronic serials and monographs + other virtual serial volumes + E-books + print & electronic government documents (monographs and serials) + microforms + computer files + audiovisual materials (cartographic, graphic, audio, film and video, etc.). + all materials where financial contribution has been made even if partial. + gifts + electronic theses & dissertations + manuscripts and archives, + special collections materials that have been cataloged and made ready for use. + digitized content from your collection that is accessible under current copyright law + demand driven acquisition report titles only after they are purchased. If a library does not provide access to a title, do not report it. + all other cataloged, locally digitized, and licensed resources. - Exclude: <ul style="list-style-type: none"> + titles for which your library is not providing sustained stewardship and maintenance.
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		<p>+ HathiTrust, CRL, Internet Archive, etc. unless your library owns the digitized item and it is accessible under current copyright law.</p> <p>+ uncataloged items.</p>
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420 -Volumes

		Instructions / Guidance
421	Number of volumes held as of June 30 (print plus electronic) (ARL Q2) (US News 57)	<p>ARL and US News: Volumes held is a count of "print only" items and e-books. Report the total number of volumes managed and maintained by the library that are cataloged and made ready for use. If either formulas or sampling are used for deriving your count, indicate in a footnote.</p> <p>Include:</p> <ul style="list-style-type: none"> - Print monographic volumes - Bound volumes of periodicals/serials - Print-based government documents - Electronic monographic government documents (also reported in ARL Q4 (Line 431) - E-books that are not serial publications (also reported in ARL Q4) (Line 431). 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. - Electronic theses & dissertations (also reported in ARL Q4) (Line 431) - Volumes purchased collectively where the cost is shared at the time of purchase <p>Exclude:</p> <ul style="list-style-type: none"> - Nonprint materials, with the exception of e-books - Electronic serials and other virtual serial volumes (report in ARL Q1) (Line 416) - Electronic serial government documents (report in Q1) (Line 416) - Microforms (report in Q1) (Line 416) - Maps (report in Q1) (Line 416)

		<ul style="list-style-type: none"> - Uncataloged items (report in Q1) (Line 416). - 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: <ul style="list-style-type: none"> + 52 documents pieces per foot + 10 "traditional" volumes per foot + 5.2 documents pieces per volume
filler	Volumes held as of June 30 Digital / Electronic (FILLER needed for report structure)	FILLER
422	Number of print books (<u>volumes count only</u>) (ACRL Line 40a Column A)	<p>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 the law library's print book volumes:</p> <ul style="list-style-type: none"> - 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 Physical / Bibliographic (ARL Q3)	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	Number of volumes (excluding microforms) (USNews Q57)	Add electronic serials and other virtual serial volumes to the number reported in Line 421.

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430 -E-Books Volumes

		Instructions / Guidance
431	Number of Electronic book volumes (included in ARL Q2) (ARL Q4)	<p>Report the number of electronic books held by the law library. Include electronic theses and dissertations.</p> <ul style="list-style-type: none"> - 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). - Do not include e-books purchased and held by the other libraries on campus even if the law community has access to them.

435 -Databases

		Instructions / Guidance
436	Number of Databases (ACRL Line 41 Column B) (IPEDS)	<p>Report the total number of licensed digital/electronic databases in your law library 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.</p> <ul style="list-style-type: none"> - 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

		Instructions / Guidance

441	<p>Number of Media Print/Physical titles held (ACRL Line 42 Column A) (IPEDS)</p>	<p>Report the number of titles of print/physical media materials held by the law library.</p> <ul style="list-style-type: none"> - 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	<p>Number of Media Digital/Electronic titles held (ACRL Line 42 Column B) (IPEDS)</p>	<p>Report titles of e-media materials owned or leased by the law library if the individual titles are cataloged and/or searchable through the library catalog or discovery system.</p> <ul style="list-style-type: none"> - 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

		Instructions / Guidance
446	<p>Number of Microform Titles (USNews Q57)</p>	<p>Report the number of microform titles held by the law library if the individual titles are cataloged and/or searchable through the library catalog or discovery system.</p>

447	Number of Equivalent volumes Microforms (USNews Q57)	<p>Report the number of microforms as volumes held by the law library. Volumes will necessarily exceed the number of titles.</p> <p>The AALL and the ABA adopted this formula for the conversion in 1988: six fiche = one volume one reel = five volumes (Source: "Highlights of This Issue." <i>Technical Services Law Librarian</i> 14, no. 1 (August 1988): 32. https://www.aallnet.org/tssis/wp-content/uploads/sites/17/2018/01/Technical-Services-Law-Librarian-14-1-August-1988.pdf)</p>
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450 -Other non-book titles

		Instructions / Guidance
451	Number of Other Non-Book Titles (USNews Q57)	<p>Report all the instances of non-book titles managed and maintained by the law library including cataloged, locally digitized, and licensed resources. Counting the 245 field when the library provides stewardship for those resources may be sufficient.</p> <ul style="list-style-type: none"> - Exclude microforms; report microform titles on Line 446. - Non-book titles include: <ul style="list-style-type: none"> + 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

		Instructions / Guidance
456	Number of Serials titles - Physical (ACRL Line 43 Column A) (IPEDS)	<p>Report the number of current and ceased physical serial titles held by the law library that are accessible through the library's catalog or discovery system.</p> <ul style="list-style-type: none"> - 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	Number of Serial titles - Digital/Electronic (ACRL 43 Column B) (IPEDS)	<p>Report the number of current and ceased e-serial titles held by the law library that are accessible through the library's catalog or discovery system.</p> <ul style="list-style-type: none"> - 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

		Instructions / Guidance
461	Total Print/Physical titles (ACRL Line 44 Column A) (IPEDS)	<p>This line will be calculated for you.</p> <p>Calculation = Lines 411 + 441 + 456</p>

462	Total Digital/Electronic titles (ACRL Line 44 Column B) (IPEDS)	This line will be calculated for you. Calculation = Lines 412 + 436 + 442 + 457
463	Total Titles for USNews Q57	This line will be calculated for you. Calculation = Lines 411 + 412 + 446 + 451
464	Total Volumes for USNews Q57	This line will be calculated for you. Calculation = Lines 424 + 447

470 -Off-Site Collections

		Instructions / Guidance
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 (from the total reported on Line 464) owned by the law 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 (from the total reported on Line 464) owned by the law 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

		Instructions / Guidance
481	Items contributed to the institutional repository via uploads (ACRL Line 50)	Report the number of items held in the law 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)	<p>Report the number of downloads from the law library's 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."</p> <ul style="list-style-type: none"> - 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 current COUNTER Code of Practice (https://www.projectcounter.org/code-of-practice-five-sections/foreword/). - 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).
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Section 500 Services

510 -Circulation / Usage

		Instructions / Guidance
511	Number of initial circulations (excluding reserves) (ARL Q17)	<p>Count the number of the law library's initial circulations during the fiscal year from the general collection for use usually (although not always) outside the library.</p> <ul style="list-style-type: none"> - 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

		<p>transactions reflecting transfers or stages of technical processing).</p> <ul style="list-style-type: none"> - Count the total number of items lent, not the number of borrowers.
512	Initial circulation Physical (including reserves) (ACRL Line 60 Column A) (IPEDS)	<p>Report the total number of times physical items are checked out from the law library's general and reserve collections.</p> <ul style="list-style-type: none"> - 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) (IPEDS)	<p>Report usage of the law library's digital/electronic titles whether viewed, downloaded, or streamed.</p> <ul style="list-style-type: none"> - 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." <p>Additional Guidance:</p> <ul style="list-style-type: none"> - 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.
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520 -Use of Electronic Resources

		Instructions / Guidance
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 current COUNTER Code of Practice (https://www.projectcounter.org/code-of-practice-five-sections/foreword/). - 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 current 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 current COUNTER Code of Practice (https://www.projectcounter.org/code-of-practice-five-sections/foreword/). - 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 current 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 current COUNTER Code of Practice (https://www.projectcounter.org/code-of-practice-five-sections/foreword/). - 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 current 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.

		<p>Many vendors will provide usage statistics in COUNTER reports. Project COUNTER Code of Practice is available here: https://www.projectcounter.org/code-of-practice-five-sections/foreword/</p> <p>The relevant COUNTER 5 report for e-books is: TR_B1: Book Requests (replaces COUNTER 4's BR1 and BR2). For media, the DR_D1: Database Search and Item Usage report is most relevant (replaces COUNTER 4's MR1-Number of Successful Multimedia Full Content Unit Requests by Month and Collection). - 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.).</p>
525	E-book usage COUNTER (if available) - digital/electronic (ACRL Line 61 Column B)	<p>If COUNTER 5 reports are available, use TR_B1 and DR_D1. If only COUNTER 4 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.</p>
526	E-book usage COUNTER BR2 (if available) - digital/electronic (ACRL Line 62 Column B)	<p>If COUNTER 5 reports are reported on Line 525, then report zero in this line.</p> <p>If COUNTER 5 reports are not available, and COUNTER 4's BR1 and MR1 statistics are not available on Line 525, then COUNTER 4's 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 525, or report zero.</p>
527	E-Serials usage - digital/electronic (ACRL Line 63 Column B)	<p>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 law libraries. This breakdown is requested</p>

		<p>because of the importance of e-serials to academic library users, and to help libraries seeking such information for benchmarking studies.</p> <p>Additional Guidance:</p> <ul style="list-style-type: none"> - 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. - If COUNTER 5 reports are available, use TR_J1. The most relevant COUNTER 4 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.
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530 -Reference

		Instructions / Guidance
531	Transactions (ACRL Line 64)	<p>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.</p> <ul style="list-style-type: none"> - Do not report directional transactions here. A directional transaction is an information contact which facilitates the use of the law 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

		<p>assistance of a non-bibliographic, non-teaching/instructional nature with equipment or software.</p> <ul style="list-style-type: none"> - 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. <p>Additional Guidance:</p> <ul style="list-style-type: none"> - Include virtual transactions.
532	Consultations (ACRL Line 65)	<p>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.</p> <ul style="list-style-type: none"> - 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. <p>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.</p>

533	Virtual Reference Transactions (ACRL Line 67)	<p>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 law 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]</p> <p>Additional Guidance: - This is a subset of Line 531.</p>
534	Total Reference Transactions (if Lines 531+532 are not provided)	ACRL: Refer to the instructions for Line 531 (Transactions) and 532 (Consultations) above.
535	Total Reference Transactions - (if Lines 531+532 are provided)	<p>This line will be calculated for you.</p> <p>Calculation = Lines 531 + 532</p>
536	Reference transactions (ARL 16)	<p>Report the total number of reference transactions.</p> <p>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].</p>

		<p>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, web form, chat). Duration should not be an element in determining whether a transaction is a reference transaction.</p> <p>Sampling based on a typical week may be used to extrapolate TO A FULL YEAR. Please indicate if the figure is based on sampling.</p> <p>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 of any information sources other than those that describe the library, such as schedules, floor plans, and handbooks.</p>
538	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)	<p>Number of hours per week the reference desk is staffed on a regular schedule. Does not exclusively mean hours when a professional librarian is staffing a physical reference desk. May include official hours of reference service provided from librarian offices or when monitoring email or chat.</p> <p>Additional Guidance: - A “regular week” is during an academic semester.</p>
541	Number of hours of reference service per week - abbreviated schedule (ABA Q6) (USNews Q63)	<p>Number of hours per week the reference desk is staffed on an abbreviated schedule. Does not exclusively mean hours when a professional librarian is staffing a physical reference desk. May include official hours of reference service provided from librarian offices or when monitoring email or chat.</p> <p>Additional Guidance: - For most law libraries, the most common or typical abbreviated schedule is the summer schedule. Do not</p>

		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.
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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.

		Instructions / Guidance
551	Number of presentations - physical (ACRL Line 70 Column A)	Report the total number of presentations conducted in-person by law library personnel. - If in-person services to groups are not tracked separately, then simply submit the total number of presentations on Line 553. - 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.
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 by law library personnel. - If online services to groups are not tracked separately, then simply submit the total number of presentations on Line 553. - Examples of web-based presentations include webinars and videoconferences.

		<ul style="list-style-type: none"> - 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.
553	Number of presentations - total (if breakdown not available) (ARL Q14) (ACRL Line 70 Column C)	<p>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 by law library personnel.</p> <ul style="list-style-type: none"> - 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 on Line 555. <p>ACRL: If in-person and online services to groups are not tracked separately, then simply submit the total number of presentations here.</p>
554	Number of presentations - total (calculated if breakdown is available) (ACRL Line 70 Column C)	<p>This line will be calculated for you.</p> <p>Calculation = Lines 551 + 552</p>
555	Is library presentations figure based on sampling? (ARL Q14a)	Yes or No
556	Total number of presentations	This line will be calculated for you.

		<p>Calculation =</p> <p>IF there is data inputted on Line 553, then use that number;</p> <p>ELSE sum Lines 551 (when equal to or greater than zero) and 552 (when equal to or greater than zero) and use that sum.</p>
560	Total attendance at all presentations - physical (ACRL Line 71 Column A)	<p>Report the total number of persons physically attending or served by those presentations by law library personnel.</p> <ul style="list-style-type: none"> - If physical attendance is not tracked separately, then simply submit the total number of presentations on Line 562. - For multi-session classes, count each person only once regardless of the number of sessions attended if possible/feasible.
561	Total attendance at all presentations - digital/electronic (ACRL Line 71 Column B)	<p>Report the total number of persons virtually attending or served by those presentations by law library personnel.</p> <ul style="list-style-type: none"> - If virtual attendance is not tracked separately, then simply submit the total number of presentations on Line 562. - For multi-session classes, count each person only once regardless of the number of sessions attended if possible/feasible.
562	Total attendance at all presentations - total (if breakdown not available) (ARL Q15) (ACRL Line 71 Column C)	<p>ARL: Report the total number of attendees in all group presentations (as defined on Line 553 above).</p> <ul style="list-style-type: none"> - 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 536. - Please indicate if the figure is based on sampling. Use a footnote to describe any special situations. <p>ACRL: If attendance is not tracked separately (physical or digital/electronic), then simply submit the total number of presentations here.</p>
563	Total Attendance at all Presentations (calculated if	<p>This line will be calculated for you.</p> <p>Calculation = Lines 560 + 561</p>

	breakdown is available) (ACRL Line 71 Column C)	
564	Are participant figures based on sampling? (ARL Q15a)	Yes or No
566	Total attendance at presentations	This line will be calculated for you. Calculation = IF there is data inputted on Line 563, then use that number; ELSE sum Lines 560 (when equal to or greater than zero) and 561 (when equal to or greater than zero) and use that sum.

570 -Annual Gate Count

		Instructions / Guidance
571	Gate count - in a typical week (if available) (ACRL Line 74)	Report the number of entries to the law 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 law 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.]

		<p>- 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.</p> <p>ACRL: Report the number of entries to the law library facilities in the past fiscal year.</p> <p>- 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."</p>
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580 -Hours and Weeks Open

		Instructions / Guidance
581	Number of hours per week library is open - regular schedule (ABA Q5) (ACRL Line 72) (USNews Q63)	<p>ACRL, ABA and US News: Report an unduplicated count of hours a law library facility or facilities are open in a typical week, including the library’s branches (if any), using the following method:</p> <p style="padding-left: 40px;">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]</p> <p>- Exclude 24-hour unstaffed reserve or similar reading rooms even if open only to the law school community during some hours. The maximum total is 168 hours (i.e., a staffed reading room open 7 days per week, 24 hours per day).</p> <p>Additional Guidance:</p>

		- 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)	<p>ABA and US News: Report an unduplicated count of hours a law library facility or facilities are open in an abbreviated schedule, including the library’s branches (if any), using the following method:</p> <p>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.</p> <p>[NISO 39.7-2013, section 7.2]</p> <p>- 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).</p> <p>Additional Guidance:</p> <p>- 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.</p>
583	Number of weeks library operates on expanded schedule (USNews Q64)	<p>Report the number of weeks for which the law library is open for hours longer than its regular schedule.</p> <p>Additional Guidance:</p> <p>- An expanded schedule refers to times of longer hours, for example, during reading week and examinations period (as opposed to normal schedule during the school year and the abbreviated schedule during the summer).</p>
584	Number of weeks library operates on abbreviated schedule (USNews Q64)	<p>Report the number of weeks for which the law library is open on an abbreviated schedule.</p> <p>Additional Guidance:</p>

		- 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.
585	Does your library allow 24/7 access to members of the law school community?	Yes or No Additional Guidance: - This would include times in which the law library may be unstaffed, but the law library's space is available for use during regular, abbreviated or expanded schedules.

Section 600 Interlibrary Loan

		Instructions / Guidance
610	Does your institution have interlibrary loan services? (ACRL Line 80) (IPEDS)	Yes or No - Respond "yes" or "no" to indicate whether your law library provides interlibrary loan services from the law library.
620	ILL - Total number of filled requests provided to other libraries (loaned) (ARL Q21) (ACRL Line 81) (IPEDS)	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 at your institution. 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.

		<ul style="list-style-type: none"> - Examples of returnables include <ul style="list-style-type: none"> + books + dissertations and theses, + microfilm reels + sound recordings + and audiovisual material. - Examples of non-returnables include: <ul style="list-style-type: none"> + 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)	<p>Report materials that the library expects to have returned.</p> <ul style="list-style-type: none"> - Examples of returnables include <ul style="list-style-type: none"> + 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)	<p>Report materials that the lending library did not expect to have returned.</p> <ul style="list-style-type: none"> - Examples of non-returnables include: <ul style="list-style-type: none"> + 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)	<p>This line will be calculated for you.</p> <p>Calculation = Lines 621 + 622</p>
630	ILL - Total number of filled requests received from other libraries (ARL Q22) (ACRL Line 82) (ABA Q7b) (IPEDS)	<p>ARL and ABA: Report the number of filled requests received (both returnables and non-returnables) from other libraries or providers.</p> <ul style="list-style-type: none"> - Include <ul style="list-style-type: none"> + originals + photocopies + and materials sent by fax or other forms of

		<p>electronic transmission.</p> <ul style="list-style-type: none"> - Include patron-initiated transactions. - Exclude requests for materials locally owned and available on the shelves or electronically. - Do not include transactions between libraries at your institution. <p>ACRL: Leave this question blank if the counts for lines 631, 632 and 633 are available.</p> <p>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.</p> <ul style="list-style-type: none"> - Examples of returnables include <ul style="list-style-type: none"> + books + dissertations and theses, + microfilm reels + sound recordings + and audiovisual material. - Examples of non-returnables include: <ul style="list-style-type: none"> + 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)	<p>Report materials that the lending library expected to have returned.</p> <ul style="list-style-type: none"> - Examples of returnables include <ul style="list-style-type: none"> + 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)	<p>Report materials that the lending library did not expect to have returned.</p> <ul style="list-style-type: none"> - Examples of non-returnables include: <ul style="list-style-type: none"> + photocopies or facsimiles

		<ul style="list-style-type: none"> + 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)	<p>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.</p> <p>- An example of a commercial service is Get It Now from the Copyright Clearance Center.</p>
634	Total if ILL-03, ILL-04 and ILL-05 (received) are reported separately (ACRL 82d)	<p>This line will be calculated for you.</p> <p>Calculation = Lines 631 + 632 + 633</p>

Section 700 Facilities

		Instructions / Guidance
710	Net square footage of space assigned for library purposes (ABA Q8) (USNews Q59)	<p>Include all space under control of the law 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.</p> <p>Additional Guidance:</p> <ul style="list-style-type: none"> - 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 Q9a)	Report the linear feet of shelving installed and available in the law library for shelving library materials.
730	Total seats available for library users (ABA Q10) (USNews Q60)	<p>Provide the number of chairs / seats in the law library available for library users, whether in a library-controlled classroom, rare book room, or open-seating.</p> <p>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.]</p>

Section 800 Degrees, Faculty & Enrollments

810 -Doctor's Degrees

		Instructions / Guidance
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

		Instructions / Guidance
821	Number of full-time instructional faculty (ARL Q26)	<p>Report the number of full-time instructional faculty for the law school.</p> <p>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.</p>

		<p>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.</p> <p>Additional Guidance:</p> <ul style="list-style-type: none"> - Do not report the number of law library faculty; that number is reported in Lines 111 and 112. - This information is reported in the law school's ABA "Standard 509 Information Report", also known as the "509 Required Disclosures"
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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.

		Instructions / Guidance
831	Full-time Equivalents (FTE) (ACRL Line 90)	<p>Report the number of full-time equivalent graduate law students as of Fall of the fiscal year being reported.</p> <p>Additional Guidance:</p> <ul style="list-style-type: none"> - This information is reported in the law school's ABA "Standard 509 Information Report", also known as the "509 Required Disclosures"

840	Headcounts (skip if breakouts available for lines 843 and 844) (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) (ARL Q29) (ACRL Line 91c)	Report the number of full-time graduate law students as headcount.
844	Part time graduate students headcount (if available) (ARL Q30) (ACRL Line 91d)	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. Calculation = Lines 841 + 843 + 844
850	Full-time students, undergraduate and graduate (ARL Q27)	Report the number of full-time equivalent (FTE) law students. Please note: ARL requests full-time students to be reported as FTEs while they request part-time students to be reported as headcount (Line 851). 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. Please note: ARL requests request part-time students to be reported as headcount and full-time students to be reported as FTEs (Line 850).

		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.
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Section 900 Information Technology

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

Section 930 Notes / Footnotes

		Instructions / Guidance
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.
933	Specify additional general footnotes for the ARL statistics (ARL)	Enter any notes / footnotes to provide additional clarifying information for the ARL data submitted.