

ALLStAR Official Survey (AOS) Worksheet

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

110 -Professional Staff

		Number of FTEs	Number of Headcounts
111 113	Number of full-time librarians including the Director	111	113
112 114	Number of part-time librarians (ABA Q1)	112	114
115 116	Subtotal, Librarians (ACRL Line 01 Column A)	Calculation for 115 = Lines 111 + 112	Calculation for 116 = Lines 113 + 114
117 118	Number of other full-time and part- time professional staff in the library (excluding	117	118

	librarians) (ACRL Line 02 Column A) (ABA Q3)		
119 120	Subtotal, Professional Staff (ACRL Line 03 Column A)	Calculation for 119 = Lines 115 + 117	Calculation for 120 = Lines 116 + 118
121	Professional staff (FTE) (ARL Q13a)	121	

130 -Support Staff

		Number of FTEs	Number of Headcounts
131 132	Number of all other paid staff (except student assistants) (ACRL Line 04 Column A) (ABA Q2)	131	132
133	Support staff (FTE) (ARL Q13b)	133	

140 -Student Assistants

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

150 -Totals

		Number of FTEs	Number of Headcounts
151	Total FTE (librarians, professional staff, other paid staff and student assistants) (ARL Q13) (ACRL Line 06 Column A)	Calculation for 151 = Lines 119 + 132 + 141	
152	How many IT staff (in FTE) are included in the above TOTAL FTE count?	152	
153	Total FTE Minus IT Staff	Calculation for 153 = Lines 151 - 152	
154	Total Headcount for Library staff excluding student assistants		Calculation for 154 = Lines 120 + 131

160 -Hours of Staffing

		Number	

161	Number of hours to work per week to be considered full time at the institution (ACRL Line 07)		
		Regular Schedule	Abbreviated Schedule
162	Hours per week professional staff on duty (ABA Q5a) (USNews Q63)	162	163
164	Hours per week only full-time support staff on duty (ABA Q5b) (USNews Q63)	164	165
166	Hours per week only students and other part-time staff on duty (ABA Q5c) (USNews Q63)	166	167

Section 200 Expenditures, Personnel

210 -Professional Staff

		Expenditures
211	Full-time Librarians Salaries and Wages including the Director (include temporary appointments)	\$
212	Part-time Librarians Salaries and Wages (include temporary appointments)	\$
213	Subtotal, Librarians Salaries and Wages (ACRL Line 01 Column B)	Calculation for 213 = Lines 211 + 212
214	Other Professional Staff Salaries and Wages (ACRL Line 02 Column B)	\$
215	Subtotal, Professional Staff Salaries and Wages (ACRL Line 03 Column B)	Calculation for 215 = Lines 213 + 214
216	Total Salaries and Wages, Professional Staff (ARL Q8a) (From ARL Collection)	\$

220 -Support Staff

		Expenditures
221	All Other Paid Staff Salaries and Wages (Except Student	\$

	Assistants) (ARL Q8b) (ACRL Line 04 Column B)	
--	---	--

230 -Student Assistants

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

240 -Total Salaries and Wages (excluding fringe)

		Expenditures
241	Total Salaries & Wages (ACRL Line 06 Column B) (IPEDS)	Calculation for 241 = Lines 211 + 212 + 221 + 231
242	Total Salaries and Wages (ARL Q8) (From ARL Collection)	Calculation for 242 = Lines 216 + 221 + 231

250 -Fringe Benefits

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

Section 300 Expenditures, Non-Personnel

		Yes or No
301	Are expenses reported in Canadian dollars? (ARL Q5) (ACRL Line 27)	Yes or No

310 -Materials/Services Expenditures to Support Collections

		Expenditures
311	One-time purchase of books, serial backfiles, and other materials [One-time resource	\$

	purchases] (ARL Q7a) (ACRL Line 20) (IPEDS)	
312	One-time E-books expenditures (if available) (ACRL Line 20a)	\$
320	Ongoing commitments (expenditures) to subscriptions [Ongoing resource purchases] (ARL Q7b) (ACRL Line 21) (IPEDS)	\$
322	Ongoing E-books expenditures (if available) (ACRL Line 21a)	\$
323	E-journals expenditures (if available) (ACRL Line 21b)	\$
330	Expenditures for all other materials/service cost [Collection support] (ACRL Line 22) (IPEDS)	\$
331	Collection support (ARL Q7c)	\$
340	Total materials/services expenses (ACRL Line 23) (IPEDS)	Calculation for 340 = Lines 311 + 320 + 330
341	Total library materials expenditures (ARL Q7)	Calculation for 341 = Lines 311 + 320 + 331

350 -Operations and Maintenance Expenses

		Expenditures
351	Preservation services (ACRL Line 24) (IPEDS)	\$
354	All other operations and maintenance expenses [Other operating expenditures] (ARL Q9) (ACRL Line 25) (IPEDS)	\$
360	Total operations and maintenance expenses (ACRL Line 26) (IPEDS)	Calculation for 360 = Lines 351 + 354
365	Expenditures for law library collection management applications or services (e.g. OCLC, Marcive, ILSs, Serials Solutions) (ABA Q17)	\$ And included in Line 354
366	Professional staff development expenditures (ABA Q21)	\$ And included in Line 354

370 -From Other Sources

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

380 -TOTAL EXPENSES (Expenditures)

		Expenditures
381	Total Expenses, includes fringe (ACRL Line 30) (IPEDS)	Calculation for 381 = Lines 211 + 212 + 214 + 221 + 231 + 252 + 311 + 320 + 330 + 351 + 354
382	Total Expenses, excludes fringe (ARL Q6) (ACRL Line 31) (IPEDS)	ARL Calculation for 382 = 311 + 320 + 331 + 216 + 221 + 231 + 354 ACRL Calculation for 382 = Lines 211 + 212 + 214 + 221 + 231 + 311 + 320 + 330 + 351 + 354

Section 400 Collections

410 -Titles Held

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

415 -Titles All Formats

		Number

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

420 -Volumes

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

430 -E-Books Volumes

		Number
431	Number of Electronic book volumes (included in ARL Q2) (ARL Q4)	

435 -Databases

		Number
436	Number of Databases (ACRL Line 41 Column B) (IPEDS)	

440 -Media

		Number Print/Physical	Number Digital/Electronic
441	Number of Media titles held (ACRL Line 42 Columns A and B) (IPEDS)	441	442
442			

445 -Microforms

		Number
446	Number of Microform Titles (USNews Q57)	

447	Number of Equivalent volumes Microforms (USNews Q57)	
-----	--	--

450 -Other non-book titles

		Number
451	Number of Other Non-Book Titles (USNews Q57)	

455 -Serials

		Number Print/Physical	Number Digital/Electronic
456	Number of Serials titles - (ACRL Line 43 Columns A and B) (IPEDS)	456	457
457			

460 -Totals

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

470 -Off-Site Collections

		Varies
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)	Number

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

480 -Institutional Repositories

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

Section 500 Services

510 -Circulation / Usage

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

520 -Use of Electronic Resources

		Number
521	Number of successful full-text article requests (journals) (ARL Q18)	
522	Number of regular searches (databases) (ARL Q19)	
523	Number of federated searches (databases) (ARL Q20)	
524	Footnote (ARL)	Text note
525	E-book usage COUNTER (if available) - digital/electronic (ACRL Line 61 Column B)	
526	E-book usage COUNTER BR2 (if available) - digital/electronic (ACRL Line 62 Column B)	

527	E-Serials usage - digital/electronic (ACRL Line 63 Column B)	
-----	--	--

530 -Reference

		Number
531	Transactions (ACRL Line 64)	
532	Consultations (ACRL Line 65)	
533	Virtual Reference Transactions (ACRL Line 67)	
534	Total Reference Transactions (if Lines 531+532 are not provided)	
535	Total Reference Transactions - (if Lines 531+532 are provided)	Calculation for 535 = Lines 531 + 532
536	Reference transactions (ARL 16)	
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)	
541	Number of hours of reference service per week - abbreviated schedule (ABA Q6) (USNews Q63)	

550 -Presentations / Instruction

		Number Physical	Number Digital/Electronic	Number Total
551	Number of presentations - (ACRL Line 70 Columns A and B)	551	552	
553	Number of presentations - total (if breakdown not available) (ARL Q14) (ACRL Line 70 Column C)			
554	Number of presentations - total (calculated if breakdown is available) (ACRL Line 70 Column C)			Calculation for 554 = Lines 551 + 552

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 for 556</p> <p>IF there is data inputted on Line 553, then use that number; 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 - (ACRL Line 71 Columns A and B)	560	561	
562	Total attendance at all presentations - total (if breakdown not available) (ARL Q15) (ACRL Line 71 Column C)			
563	Total Attendance at all Presentations (calculated if breakdown is available) (ACRL Line 71 Column C)			Calculation 563 = Lines 560 + 561
564	Are participant figures based on sampling? (ARL Q15a)	Yes or No		
566	Total attendance at presentations			<p>Calculation for 566</p> <p>IF there is data inputted on Line 563, then use that number; ELSE sum Lines 560 (when equal</p>

				to or greater than zero) and 561 (when equal to or greater than zero) and use that sum.
--	--	--	--	---

570 -Annual Gate Count

		Typical week	Annual
571	Gate count (if available) (ACRL	571	572
572	Lines 73 and 74) (ARL Q23)		

580 -Hours and Weeks Open

		Regular Schedule	Abbreviated Schedule	Expanded Schedule
581	Number of hours per week library is open (ABA Q5) (ACRL Line 72) (USNews Q63)	581	582	
582				
583	Number of weeks library operates ... (USNews Q64)		584	583
584				
585	Does your library allow 24/7 access to members of the law school community?	Yes or No		

Section 600 Interlibrary Loan

		Yes or No				
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.				
		Total (if breakouts are not available)	Returnables (if available)	Non-returnables (if available)	Commercial services	Totals for calculated sums
620 621 622 623	ILL - Total number of filled requests <u>provided to</u> other libraries (loaned) (ARL Q21) (ACRL Line 81, 81a and 81b) (IPEDS)	620	621	622		Calculation for 623 = Lines 621 + 622
630 631 632 633 634	ILL - Total number of filled requests <u>received from</u> other libraries (ARL Q22) (ACRL Line 82, 82a, 82b, 82c and 82d) (ABA Q7b) (IPEDS)	630	631	632	633	Calculation 634 = Lines 631+ 632 + 633

Section 700 Facilities

		Number
710	Net square footage of space assigned for library purposes (ABA Q8) (USNews Q59)	
720	Total feet of shelving capacity available for library materials (ABA Q9a)	
730	Total seats available for library users (ABA Q10) (USNews Q60)	

Section 800 Degrees, Faculty & Enrollments

810 -Doctor's Degrees

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

820 -Faculty

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

830 -Student Enrollment - Fall 201N

		FTEs	Headcount
831	Full-time Equivalents (FTE) (ACRL Line 90)		
840	Headcounts (skip if breakouts available for lines 843 and 844) (ACRL Line 91)		
841	Full time undergraduate students headcount (if available) (ACRL Line 91a)		
842	Part time undergraduate students headcount (if available) (ACRL Line 91b)		

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

Section 900 Information Technology

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

Section 930 Notes / Footnotes

		Varies
931	Report figures for the fiscal year ending (Please use MM/DD/YYYY format) (ARL)	MM/DD/YYYY
932	Notes / Footnotes	Text note
933	Specify additional general footnotes for the ARL statistics (ARL)	Text note