**ALLStAR Official Collection**

Welcome to the FY19-20 ALLStAR Official Survey. This survey collects data about your law library from the 2020 Fiscal Year. Before you begin the survey, a few important notes:

1. The AOS covers 13 topics, which are identified in the navigation menu on the left of this screen. Clicking a heading in the menu will focus your survey display to only the questions associated with that topic. When you are done with a section, click the heading of the topic on which you would like to focus next. You do not have to fill out the topics in order, but we do ask that you complete each of the topics.

2. We recognize that it is possible that the COVID-19 pandemic may have impacted your library's operations and/or staffing during FY 20. When you are responding to these questions, please:

- Answer questions regarding facilities/seating and hours as if your library was open the entire year.
- Report actual budget figures from the close of the FY, rather than what was anticipated when the FY opened in 2019.
- Use the defined dates within questions to respond to other questions, such as those pertaining to library personnel.
- Indicate when your library's response to a question was significantly impacted by the pandemic during FY20 using the public notes function for the impacted question (the notepad/pencil icon).

3. Additional information that can help answer questions, such as definitions, can be viewed by clicking the blue question number or blue question text. A pop-up box with these details will then open. You can also find detailed instructions for each question here [link to detailed instruction]. The parentheses at the end of each question indicate from which survey the AOS question originated. For example, (ARL 13c) indicates that this AOS question is also question number 13c on the Association of Research Libraries' survey.

4. For your reference, your library's answer on the last iteration of the AOS is included in bold next to the answer box.

5. Answer boxes that are greyed out/you cannot click into are automatically calculated by the survey system for you.

6. While specificity is appreciated, it is not necessary to report answers beyond the hundredths place. If your best response is achieved by rounding to the nearest whole number, that is fine also.

7. If you do not have the answer to a question, please leave it blank. If a question is not applicable to your library, please check the NA/UA box to the right of the question when it is available.

8. The ALLStAR Portal includes an internal and external notes function. You may use the internal notes function to write comments that are only visible to your library. Internal notes are retained over the years and are an excellent place to note how you reached a particular response. In contrast, external notes are visible to all ALLStAR users who are viewing the data and can be very useful to help people understand or contextualize your responses.

9. Please note that you do not need to finish the survey in one sitting. The system automatically saves your responses after you answer a question and navigate to a different question. At the bottom of the screen there is also a "Save" button that you can click to ensure responses are saved before you exit. We are asking that the AOS

be completed and submitted by January 15, 2021.

If you have any questions as you work through this survey, feel free to contact allstar@countingopinions.com. You can also access additional support about ALLStAR, including detailed instructions and videos, at https://www.nellco.org/page/ALLStARSupportHome.

**000. Contact Information**

| | |
|---|---|
| Primary Survey Contact Name | |
| Primary Survey Contact Email Address | |

**100. Personnel - FTE, Headcount and Hours**

**110. Professional Staff**
OVERALL DEFINITIONS AND GUIDANCE

- Report the number of persons in each role type (i.e., full-time librarians, part-time librarians, other full or part-time professional staff) as of November 1 of the past fiscal year
- Compute full-time equivalency (FTE) according to whatever length of work week is in effect at the reporting institution.
- Show FTE to two decimal places.

QUESTION-SPECIFIC DEFINITIONS AND GUIDANCE

Number (in FTEs) of full-time Librarians including the Director:
- "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.

Number (in Headcount) of full-time librarians including the Director:
- "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.

Number (in FTEs) of part-time 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.

Number (in Headcount) of part-time 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.

Subtotal (in FTEs), Librarians:
- This line is calculated automatically. No data input allowed.

Subtotal (in Headcount), Librarians:
- This line is calculated automatically. No data input allowed.

Number (in FTEs) of other full or part-time professional staff (excluding librarians) in the library:
- Other Professional Staff includes all persons, other than librarians, holding professional positions in the library (e.g. financial, human resources). Include professional IT specialists if considered part of the law library staff and overseen by the Library Director.

Number (in Headcount) of other full-time and part-time professional staff (excluding librarians) in the library:

- 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).

Subtotal (in FTEs), Professional Staff:

- This line is calculated automatically. No data input allowed.

Subtotal (in Headcount), Professional Staff:

- This line is calculated automatically. No data input allowed.

ARL PROFESSIONAL STAFF QUESTION (FINAL ROW OF TABLE; LINE 121)

Professional Staff Total (FTE):

- ARL Instructions: 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.

| | FTE | Head Count |
|---|---|---|
| 111 / 113 .Full-time Librarians including Director | | |
| 112 / 114. Part-time librarians | | |
| 115 / 116. Subtotal librarians | | |
| 117 / 118. Other professional staff | | |
| 119 / 120. Subtotal professional staff | | |
| 121. Professional Staff Total | | |

**130. Support Staff**
OVERALL DEFINITIONS AND GUIDANCE

- Report the number of other support staff as of November 1 of the past fiscal year
- Compute full-time equivalency (FTE) according to whatever length of work week is in effect at the reporting institution.
- Show FTE to two decimal places.

QUESTION-SPECIFIC DEFINITIONS AND GUIDANCE

Number (in FTEs) of Other Support Staff (except student assistants) (ACRL Line 04 Column A) (ABA Q2):
- "Other Support Staff" includes administrative assistants, catalog assistants, acquisitions assistants, etc. - Exclude student assistants.

Number (in Headcount) of Other Support Staff (except student assistants):
- "Other Support Staff" includes administrative assistants, catalog assistants, acquisitions assistants, etc. - Exclude student assistants.

ARL SUPPORT STAFF (FTE) QUESTION (FINAL ROW OF TABLE; LINE 133)

Support Staff (FTE) (ARL Q13b)
- ARL Instructions: Report the total FTE of staff who are not included in Professional Staff.
- 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.
- Exclude maintenance and custodial staff.
- 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.

|  | 131 # of all other paid staff (in FTEs) (except student assistants) (ACRL Line 04 Column A) (ABA Q2) | 132 # of all other paid staff (in Headcount) (except student assistants) |
|---|---|---|
| 131 / 132. Other Support Staff |  |  |
| 133. Support Staff (FTE) (ARL Q13b) |  |  |

**140. Student Assistants**

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

## 150. Totals

| | |
|---|---|
| 151Total FTE (librarians, professional staff, other paid staff and student assistants) (ARL Q13) (ACRL Line 06 Column A) | |
| 152How many IT staff (in FTE) are included in the above TOTAL FTE count? | |
| 153Total FTE Minus IT Staff | |
| 154Total Headcount for Library staff excluding student assistants | |

## 160. Hours of Staffing

| | |
|---|---|
| 161Number of hours of work per week to be considered full time at the institution (ACRL Line 07) | |

**Hours of Staffing - schedule**
OVERALL DEFINITIONS AND GUIDANCE

- Regular Week: A "regular week" is during an academic semester.
- Abbreviated Schedule: 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.
- Number of hours entered cannot exceed the number of hours the law library is open each week.

QUESTION-SPECIFIC DEFINITIONS AND GUIDANCE

Hours per week professional staff on duty - regular schedule (ABA Q5a) (USNews Q64)
- Provide the total number of hours per a "regular week" that librarians and professional staff are are present and on duty when the law library is open.

Hours per week professional staff on duty - abbreviated schedule (ABA Q5a) (USNews Q64)
- ABA Instructions: 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.

Hours per week only full-time support staff on duty - regular schedule (ABA Q5b) (USNews Q64):
- ABA Instructions: Provide the total number of hours per a "regular week" that only support staff are present and on duty (no professionals) when the law library is open.

Hours per week only full-time support staff on duty - abbreviated schedule (ABA Q5b) (USNews Q64):
- ABA Instructions: Provide the total number of hours during an "abbreviated schedule" that only full-time support staff (no professionals) are present and on duty when the law library is open.

Hours per week only students and other part-time staff on duty - regular schedule (ABA Q5c) (USNews Q64):
- ABA Instructions: Provide the total number of hours per a "regular week" that only part-time support staff and students (no professionals or full-time support staff) are present and on duty when the law library is open.

Hours per week only students and other part-time staff on duty - abbreviated schedule (ABA Q5c) (USNews Q64):
- ABA Instructions: Provide the total number of hours during an "abbreviated schedule" that only part-time support staff and students (no professionals or full-time support staff) are present and on duty when the law library is open.

| | 162 Regular schedule | 163 Abbreviated schedule |
|---|---|---|
| Professional Staff (ABA 5a) (USNews 64) | | |
| Full-time Support Staff (ABA 5b) (USNews 64) | | |
| Only students and part-time staff (ABA 5c) (USNews 6) | | |

**200. Expenditures, Personnel**

**210. Professional Staff**

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

**220. Support Staff**

| | |
|---|---|
| 221All Other Paid Staff Salaries and Wages (Except Student Assistants) (ARL Q8b) (ACRL Line 04 Column B) | |

**230. Student Assistants**

| | |
|---|---|
| 231Student Assistants Wages (ARL 8c) (ACRL Line 05 Column B) | |

**240. Total Salaries and Wages (excluding fringe)**

| | |
|---|---|
| 241Total Salaries & Wages (ACRL Line 06 Column B) (IPEDS) Calculated from AOS | |
| 242Total Salaries and Wages (ARL Q8) (From ARL Collection) | |

**250. Fringe Benefits**

| | |
|---|---|
| 251Are staff fringe benefits paid from the library budget? (ACRL Line 08) (IPEDS) | |
| 252Staff fringe benefits IF paid from the library budget (ACRL Line 09 Column B) (IPEDS) | |
| 253Total fringe (ARL Q10) | |
| 254Official designated fringe rate (%) (ARL Q11) | |

**300. Expenditures, Non-Personnel**

Section 300. Expenditures, Non-Personnel of the AOS asks for data about your law library's non-personnel expenditures, particularly for professional development and collection management. To facilitate this section's completion, we organized the questions into three subsections based on the survey from which the question originated, rather than by topic as is done elsewhere in the AOS. This was done because of the different approaches and definitions these surveys use for the same topics.

First, you are asked to complete questions from ACRL, then two questions from ARL, and then two ABA legacy questions. The ACRL section is the longest of the three sections because it includes questions that were identical across other surveys, rather than repeating questions in each section.

As you work through this section, it may be valuable to reference the detailed, question-by-question instructions and guidance provided in the ALLStAR Official Survey (AOS) FY20 Instructions [link to detailed instruction].

**ACRL**

| | |
|---|---|
| 311One-time purchase of books, serial backfiles, and other materials [One-time resource purchases] (ARL Q7a) (ACRL Line 20) (IPEDS) | |
| 312One-time E-books expenditures (if available) (ACRL Line 20a) | |
| 320Ongoing commitments (expenditures) to subscriptions [Ongoing resource purchases] (ARL Q7b) (ACRL Line 21) (IPEDS) | |
| 322Ongoing E-books expenditures (if available) (ACRL Line 21a) | |
| 323E-journals expenditures (if available) (ACRL Line 21b) | |
| 330Expenditures for all other materials/service cost (ACRL Line 22) (IPEDS) | |
| 340Total materials/services expenses (ACRL Line 23) (IPEDS) | |
| 351Preservation services (ACRL Line 24) (IPEDS) | |
| 354All other operations and maintenance expenses [Other operating expenditures] (ARL Q9) (ACRL Line 25) (IPEDS) | |
| 360Total operations and maintenance expenses (ACRL Line 26) (IPEDS) | |
| 301Are expenses reported in Canadian dollars? (ARL Q5) (ACRL Line 27) | |
| 371External Contributions from Consortia / Networks / System Office (expenditures) Print/Physical (ACRL Line 45 Column A) | |
| 372External Contributions from Consortia / Networks / Bibliographic utilities / System Office (expenditures) Digital/Electronic (ARL Q12) (ACRL Line 45 Column B) | |

**ARL**

| | |
|---|---|
| 331Collection support (ARL Q7c) | |
| 341Total Library Materials Expenditures (ARL Q7) | |

**ABA**

| | |
|---|---|
| 365Expenditures for law library collection management applications or services (e.g. OCLC, Marcive, ILSs, Serials Solutions) (ABA Q17) | |
| 366Professional staff development expenditures (ABA Q21) | |

**310. Materials/Services Expenditures to Support Collections (to be deleted)**

**350. Operations and Maintenance Expenses (to be deleted)**

**370. From Other Sources (to be deleted)**

**380. Total Expenses (Expenditures)**

This section includes two questions that automatically calculate your law library's total expenses. These responses are based on the responses you have made elsewhere in this survey. You do not need to provide responses to either of these questions.

To see which responses are included in these calculations, click the blue line number and the pop-up box will identify the questions included in calculation in the derivation box.

| | |
|---|---|
| 381Total Expenses, includes fringe (ACRL Line 30) (IPEDS) | |
| 382Total Expenses, excludes fringe (ARL Q6) (ACRL Line 31) (IPEDS) | |

## 400. Collections

This section of the AOS gathers data about your law library's collection. To facilitate completion of Section 400, questions are organized into five subsections. The first three subsections are created based on the survey from which the question originated, rather than by topic as is done elsewhere in the AOS. This organizational structure is used because of the different approaches and definitions used by each of the surveys to the same topics. First, you are asked to complete questions from ACRL, then questions from US News, and then questions from ARL.

The last two subsections are organized by topic. First is a set of questions about off-site collections questions from US News. The last subsection consists of questions about institutional repositories from ACRL.

As you work through this section, it may be valuable to reference the detailed, question-by-question instructions and guidance provided in the ALLStAR Official Survey (AOS) FY20 Instructions [link to detailed instruction].

**ACRL**
QUESTION-SPECIFIC DEFINITIONS AND GUIDANCE

Book Titles (Number of Print/Physical Books)
- Report physical book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system. Examples of discovery systems can be found at http://librarytechnology.org/discovery/.
- 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 titles if individual titles are searchable through the library's catalog or discovery system.
- Include non-serial continuations, such as annotated codes.

Book Titles (Number of Digital/Electronic Books)
- Report e-book titles owned or leased by the law library if individual titles are cataloged and/or searchable through the library catalog or discovery system.
- Include e-book titles in aggregated sets in which the library selected the aggregator even if not each individual e-book title.
- Report the number at the administrative entity level; do not duplicate unit count for each branch.
- Include government documents, locally digitized electronic books, and electronic theses and dissertations.
- Include digital music scores if searchable by title through the library catalog or discovery system.
- Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system, except do not count e-book titles from HathiTrust, Center for Research Libraries, Internet Archive, and similar collections unless the library owns the digitized item and it is accessible under current copyright law.
- Do not include titles in Demand-Driven Acquisition or Patron-Driven Acquisition collections until they have been purchased by the library.
- 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.

Books (Number of Print/Physical Volumes)
- IPEDS discontinued the reporting of physical volume counts in 2016. ACRL understands that there is trend analysis value for this long-standing measure. Therefore, if available:
- Report the number of volumes using the ANSI/NISO Z39.7-2013 (section 4) definition for 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 serial issues that would be bound together if the library bound all serials."
- Include duplicates and bound volumes of periodicals 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. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library's online catalog or discovery system.
- Include serial volumes.

Books (Number of Digital/Electronic Volumes)
- Table filler space only. This is not an actual question. Data input not allowed.

Number of Databases (Number of Physical Databases)
- Table filler space only. This is not an actual question. Data input not allowed.

Number of Databases (Number of Digital/Electronic Databases)
- Report the total number of licensed digital/electronic databases in your collection if there is bibliographic or discovery access at the database level. Each database is counted individually even if access to several databases is supported through the same vendor interface.
- A database is collection of electronically stored data or unit records (facts, bibliographic data, and 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.
- 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.
- 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 question 40 Column B. Digital/Electronic Books.

Media Titles (Number of Print/Physical Media Titles)
- Report the number of titles of media materials. Include microforms, audiovisual materials, cartographic, graphic materials, and three-dimensional artifacts realia.
- 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 in ACRL question 40.
- 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.
- Report titles cataloged and/or searchable through the library catalog or discovery system.
- 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.
- Cartographic material are materials representing in whole or in part the earth or any celestial body at any scale (e.g., maps and charts).
- 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]

Media Titles (Number of Digital/Electronic Media Titles)
- Report titles of e-media materials owned or leased by the library, if the individual titles are cataloged and/or searchable through the library catalog or discovery system.
- 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.
- 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 or Patron-Driven Acquisition collections until they have been purchased or leased by the library.
- Exclude serials.
- E-media titles may be found through the library's link resolver knowledge base in addition to the catalog or discovery system.
- Include open access titles if the individual titles are searchable through the library catalog or discovery system.

Serial Titles (Number of Print/Physical Serial Titles)
- Report the number of physical serial titles that are accessible through the library's catalog or discovery system.
- 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, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.

Serial Titles (Number of Digital/Electronic Serial Titles)
- Report the number of e-serial titles that are accessible through the library's catalog or discovery system.
- An e-serial is a periodical publication that is published in digital form to be displayed on a computer screen.
- 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 feasible.
- Report serial titles, not subscriptions.
- 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.

Total Titles (Total Number of Print/Physical Titles)
- This line is calculated automatically. No data input allowed.

Total Titles (Total Number of Digital/Electronic Titles)
- This line is calculated automatically. No data input allowed.

|  | A. Physical | B. Digital/Electronic |
|---|---|---|
| Book Titles (ACRL Line 40 Column A&B) (US News Q58) (IPEDS) | 1 | 1 |
| Books (volume count) (ACRL 40(A)) | 20 | |
| Number of Databases (ACRL Line 41 Column B) (IPEDS) | | 2 |
| Media Titles (ACRL Line 42 Column A&B) (IPEDS) | 4 | 4 |
| Serial Titles (ACRL 43(A&B)) | 5 | 5 |
| Total Titles (ACRL Line 44 Column A&B) (IPEDS) | 10 | 12 |

**420. Volumes - Filler AOS Sorted**
Total held as of June 30 (ARL Q2) (Print / Physical and Digital / Electronic) (exclude microform)

Print books (ACRL L. 40a, Column A)

Print + Electronic (US News 57)

**USNWR**

| 424Number of volumes (excluding microforms) (USNews Q58) | |
|---|---|
| 447Number of Equivalent volumes Microforms (USNews Q58) | |
| 446Number of Microform Titles (USNews Q58) | |
| 451Number of Other Non-Book Titles (USNews Q58) | |
| 463Total Titles for USNews Q58 | 2 |
| 464Total Volumes for USNews Q58 | |

**ARL**

| | |
|---|---|
| 416 Number of Titles Held (all formats) as of June 30 (ARL Q1) | |
| 421 Number of volumes held as of June 30 (print plus electronic) (ARL Q2) | |
| 423 Basis of volume count Physical / Bibliographic (ARL Q3) | |
| 431 Number of Electronic book volumes (included in ARL Q2) (ARL Q4) | |

**470. Off-Site Collections**

| | |
|---|---|
| 471 Does your library's online catalog or website include links to electronic resources made available by another campus library or consortia? (USNews Q59) | |
| 472 Number of Volumes in USNews Q58 (Total) which are stored off-site and systematically retrievable (USNews Q62) | |
| 473 Number of Volumes in USNews Q58 (Total) which are stored off-site and not systematically retrievable (USNews Q63) | |

**480. Institutional Repositories**

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

**500. Services**

**510. Circulation / Usage**

| | |
|---|---|
| 511Number of initial circulations (excluding reserves) (ARL Q17) | |
| 512Initial circulation Physical (including reserves) (ACRL Line 60 Column A) (IPEDS) | |
| 513Initial circulation Digital/Electronic (ACRL Line 60 Column B) (IPEDS) | |

**520. Use of Electronic Resources**

| | |
|---|---|
| 521Number of successful full-text article requests (journals) (ARL Q18) | |
| 522Number of regular searches (databases) (ARL Q19) | |
| 523Number of federated searches (databases) (ARL Q20) | |
| 524Footnote for Line 523 Number of federated searches (databases) (ARL Q20) | |
| 525e-book usage COUNTER (if available) - digital/electronic (ACRL Line 61 Column B) | |
| 526e-book usage COUNTER BR2 (if available) - digital/electronic (ACRL Line 62 Column B) | |
| 527E-serials usage - digital/electronic (ACRL Line 63 Column B) | |

**530. Reference**
Note: Virtual Reference Transactions & Consultations (Line 533) is a subset of Transactions (Line 531) and Consultations (Line 532)

| | |
|---|---|
| 531Transactions (ACRL Line 64) | |
| 532Consultations (ACRL Line 65) | |
| 533Virtual Reference Transactions & Consultations (ACRL Line 67) | |
| 534Total Combined Reference Transactions and Consultations (if Lines 531 and 532 are not provided) | |
| 535Total Combined Reference Transactions and Consultations (if Lines 531 and 532 are provided) | |
| 536Reference transactions (ARL Q16) | |
| 538Is the reference transactions figure based on sampling? (ARL Q16a) | |
| 540Number of hours of reference service provided per week - regular schedule (ABA Q6) (USNews Q64) | |
| 541Number of hours of reference service per week - abbreviated schedule (ABA Q6) (USNews Q64) | |

**550. Presentations / Instruction**

**Presentations / Instruction Data Source**

| | |
|---|---|
| 555Is library presentations figure based on sampling? (ARL Q14a) | |
| 564Are participant figures based on sampling? (ARL Q15a) | |

**Presentations / Instruction (if breakdown is available)**
Complete this section only if your library breaks out presentations/instruction data by modality (i.e., physical/face-to-face vs. digital/electronic presentations/instruction).
You do not need to complete the next subsection, "Presentations/Instruction (if breakdown not available)."

| | |
|---|---|
| 551Number of presentations - physical (ACRL Line 70 Column A) | |
| 552Number of presentations - digital/electronic (ACRL Line 70 Column B) | |
| 554Original Number of presentations - total (calculated if breakdown is available) (ACRL Line 70 Column C) | |
| 560Total attendance at all presentations - physical (ACRL Line 71 Column A) | |
| 561Total attendance at all presentations - digital/electronic (ACRL Line 71 Column B) | |
| 563Total Attendance at all Presentations (calculated if breakdown is available) (ACRL Line 71 Column C) | |

**Presentations / Instruction (if breakdown not available)**
Complete this section only if the breakout (physical vs digital/electronic) is not available.

| | |
|---|---|
| 553Number of presentations - total (if breakdown not available) (ARL Q14) (ACRL Line 70 Column C) | |
| 562Total attendance at all presentations - total (if breakdown not available) (ARL Q15) (ACRL Line 71 Column C) | |

**570. Annual Gate Count**

| | |
|---|---|
| 571Gate count - in a typical week (if available) (ACRL Line 74) | |
| 572Annual gate count (ARL Q23) (ACRL Line 73) | |

**580. Hours and Weeks Open**

| | |
|---|---|
| 581Number of hours per week library is open - regular schedule (ABA Q5) (ACRL Line 72) (USNews Q64) | |
| 582Number of hours per week library is open - abbreviated schedule (ABA Q5) (USNews Q64) | |
| 583Number of weeks library operates on expanded schedule (USNews Q65) | |
| 584Number of weeks library operates on abbreviated schedule (USNews Q65) | |
| 585Does your library allow 24/7 access to members of the law school community? | |

**600. Interlibrary Loan**

| | |
|---|---|
| 610 Does your institution have interlibrary loan services? (ACRL Line 80) (IPEDS) | |
| 620 Total number of filled requests provided to other libraries (loaned) (ARL Q21) (ACRL Line 81) (IPEDS) | |
| 621 Returnables provided to other libraries (if available) (ACRL Line 81a) | |
| 622 Non-returnables provided to other libraries (if available) (ACRL Line 81b) | |
| 623 Total if ILL filled requests are reported separately (ACRL Line 81c) | |
| 630 Total number of filled requests received from other libraries (ARL Q22) (ACRL Line 82) (ABA Q7b) (IPEDS) | |
| 631 Returnables received from other libraries (if available) (ACRL Line 82a) | |
| 632 Non-returnables received from other libraries (if available) (ACRL Line 82b) | |
| 633 Documents received from commercial services (if available) (ACRL Line 82c) | |
| 634 Total if ILL requests received are reported separately (ACRL Line 82d) (ABA Q7b) | |

**700. Facilities**

| | |
|---|---|
| 710Net square footage of space assigned for library purposes (ABA Q8) (USNews Q60) | |
| 720Total feet of shelving capacity available for library materials (ABA Q9a) | |
| 730Total seats available for library users (ABA Q10) (USNews Q61) | |

**800. Degrees, Faculty & Enrollments**

**810. Doctor's Degrees**

| | |
|---|---|
| 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**

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

**830. Student Enrollment - Fall 201N**

| | |
|---|---|
| 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 (ARL Q29) (ACRL Line 91c) | |
| 844 Part-time graduate students headcount (ARL Q30) (ACRL Line 91d) | |
| 845 Total Headcount (ACRL Line 91e) | |
| 850 Full-time students, undergraduate and graduate (ARL Q27) | |
| 851 Part-time students, undergraduate and graduate (ARL Q28) | |

**860 Law Student Enrollment (ABA)**
You do not need to input any responses to this set of AOS questions because this section is focused on ABA Required Disclosures data. Since this data are provided to the ABA by the law school, rather than through law libraries, ALLStAR will upload the responses to this set of questions when the data are released by the ABA.

Please note, the student enrollment data that is included in this section from the ABA is current and looks forward. It is reported for the current academic year with figures entered as of October of the reporting year. Therefore, this data is in the next FY survey in ALLStAR, (e.g., Fall 2016 enrollment figures for the 2016 ABA Survey are displayed in ALLStAR in the 2016-2017 data collection).

| | |
|---|---|
| Total Number of JD Students (FT and PT Combined) | |
| Total Number of JD Degrees Awarded in reporting year | |

**900. Information Technology**

| | |
|---|---|
| 910Does your school require entering students to own a computer? (Yes/No) (ABA Q25) (USNews Q68) | |

**930. Notes / Footnotes**

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

**2020 Trends Questions**

| | |
|---|---|
| Do your librarians teach any law school classes (e.g. legal research)? | |
| Does your law school offer a Law Practice Technology course? | |

**Law Practice Technology Course**

If you indicated that your law school offers a Law Practice Technology course in the previous subsection (2020 Trends Questions), please answer the next set of questions about these courses. If your law school does not offer a Law Practice Technology course, you do not need to complete this section of the AOS.

| | |
|---|---|
| What does the law practice technology course typically cover? (select all that apply) | |
| If you indicated "other" in the previous question, please describe the additional topics covered in the law practice technology course. | |
| What is the library's involvement in this course? | |
| How often is the course typically offered? | Other, please specify |
| If you indicated "other" in the previous question, how often is the course is typically offered? | |
| How many credits? | |
| If you indicated "other" in the previous question, how many credits may students earn for the law practice technology course? | |
| How is it graded? (select all that apply) | |
| On what sort of work is the grade based? (select all that apply) | |
| If you indicated "other" in the previous question, on what additional/other types of work are students' grades based in the law practice technology course? | |
| What kind of certification or assessment mechanism, if any, do you use? (select all that apply) | |
| If you indicated "other" in the previous question, what additional/other certifications or assessment mechanisms are used in the law practice technology course? | |
| How many students are typically enrolled per session? (numerical entry) | |

**Thank You**

Thank you for participating in the FY 19-20 ALLStAR Official Survey (AOS). We appreciate your time and thoroughness in your responses. We hope that through your contributions to ALLStAR we will gain valuable insights into national trends in law librarianship and that you will have a valuable resource for storing and analyzing your own library's data. We anticipate releasing reports based on this year's data collection in Spring 2021.

If you are not yet ready to submit your survey, please hit save at the bottom of this screen and close your browser. Your responses will be saved and you can return to work on the AOS at a later time.

If you have completed the AOS, please hit save at the bottom of this screen and then the "submit/lock button" on the top right of the screen.

If you have any questions or need to revise a response, please email allstar@countingopinions.com