

ALLSTAR OFFICIAL SURVEY (AOS) FY20 WORKSHEET

If you are reading this document on a computer, each topic listed in this table of contents is a hyperlink. Hold the control button on your keyboard and click the topic of interest to navigate directly to that section.

General Instructions for Completing the AOS	3
Reporting Time Frame	3
COVID Impact.....	3
Parentheticals in AOS Questions/Data Sources	3
Decimal Places/Response Specificity	3
Skipping Questions and Not Applicable	3
AOS Worksheet	4
Section 000. Contact Information	4
Section 100. Personnel - FTE, Headcount and Hours	4
110. Professional Staff	4
130. Support Staff	5
140. Student Assistants.....	5
150. Totals.....	6
160. Hours of Staffing	6
Section 200. Expenditures, Personnel	7
210. Professional Staff	7
220. Support Staff	7
230. Student Assistants.....	7
240. Total Salaries and Wages (excluding fringe)	8
250. Fringe Benefits	8
Section 300. Expenditures, Non-Personnel	8
ACRL Non-Personnel Expenditures Questions	8
ARL Non-Personnel Expenditures Questions	9
ABA Non-Personnel Expenditures Questions	10
Section 380. Total Expenses (Expenditures)	10
Section 400. Collections	10
ACRL Collections Subsection	10
USNWR Collections Subsection.....	11
ARL Collections Subsection	12
470. Off-Site Collections	12
480. Institutional Repositories	12
Section 500. Services	13
510. Circulation/Usage.....	13
520. Use of Electronic Resources.....	13
530. Reference	13
550. Presentations/Instruction	14
Presentations/Instruction Data Source	14
Presentations/Instruction (if breakdown is available)	14
Presentations/Instruction (if breakdown not available)	15
570. Annual Gate Count.....	15
580. Hours and Weeks Open	15
Section 600. Interlibrary Loan	16

Section 700. Facilities17

Section 800. Degrees, Faculty & Enrollments17

 810. Doctor's Degrees 17

 820. Faculty 17

 830. Student Enrollment - Fall 201N 18

 860. Law Student Enrollment (ABA) 18

Section 900. Information Technology.....18

Section 930. Notes/Footnotes19

2020 Trends Questions.....19

 Law Practice Technology Course..... 19

GENERAL INSTRUCTIONS FOR COMPLETING THE AOS

Reporting Time Frame

For the AOS, you will report data for the prior Fiscal Year. During this administration of the AOS we are collecting data for the 2019-2020 Fiscal Year. ALLSTAR does not have a specific date range for Fiscal Year, rather we ask that we use the Fiscal Year date range that is defined by your institution. Please, do not use calendar year.

COVID Impact

We recognize that the COVID-19 pandemic may have impacted your library's operations and/or staffing during FY20, which in turn, would impact your library's responses to the AOS. When you are responding to the questions in the AOS, 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 fiscal year, rather than what was anticipated when the fiscal year 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.

Parentheticals in AOS Questions/Data Sources

At the end of many of the AOS questions there are parentheticals that indicate from which survey or surveys the question originated. For example, a parenthetical that states (ARL 13c) indicates that this AOS question is also question number 13c on the Association of Research Libraries' survey. The parentheticals can be a useful tool in identifying where you may have previously reported or stored this data.

For many questions there are multiple parentheticals. This indicates that the same question was asked by multiple surveys. Since these surveys were asking for the same data (i.e., all surveys ask for the data in the same format with the same definition), you can use any of the surveys indicated to respond to the question on the AOS.

Decimal Places/Response Specificity

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

Skipping Questions and Not Applicable

If you do not have the information needed to respond to a question, please leave it blank. Leaving a question blank will exclude your library's response in any calculations that include the question (e.g., calculated totals, derived ratios).

If a question is not applicable to your library, please indicate so by checking the NA/UA box to the right of the answer box (highlighted in the red box in the image below).

631	Returnables received from other libraries (if available) (ACRL Line 82a) ✓	<input type="text"/>	<input type="checkbox"/> NA/UA
632	Non-returnables received from other libraries (if available) (ACRL Line 82b) ✓	<input type="text"/>	<input type="checkbox"/> NA/UA
633	Documents received from commercial services (if available) (ACRL Line 82c) ✓	<input type="text"/>	<input type="checkbox"/> NA/UA

If an NA/UA is not included in the survey, please leave a comment using the Public Notes Function (the notepad/pencil icon by the question highlighted in the red box in the image below).

140. Student Assistants	
141	Number (in FTEs) of student assistants (ARL 13c) (ACRL Line 05 Column A) <input type="text"/>
142	Total

AOS WORKSHEET

Section 000. Contact Information

Question	Response Option Type	Your Library's Response
Primary Survey Contact Name	Text box	
Primary Survey Contact Email Address	Text box	

Section 100. Personnel - FTE, Headcount and Hours

110. Professional Staff

Line Number	Question	Response Option Type	Your Library's Response
111	Number of full-time librarians, including director, in FTEs	Numeric response (report to two decimal places)	
113	Headcount of full-time librarians, including Director	Numeric response (whole number)	
112	Number of part-time librarians, in FTEs	Numeric response (report to two decimal places)	
114	Headcount of part-time librarians	Numeric response (whole number)	
115	Subtotal of librarians, in FTEs	This line will automatically calculate for you (Lines 111 + 112)	
116	Subtotal of librarian headcount	This line will automatically calculate for you (Lines 113 + 114)	

Line Number	Question	Response Option Type	Your Library's Response
117	Number of other professional staff, in FTEs	Numeric response (report to two decimal places)	
118	Headcount of other professional staff	Numeric response (whole number)	
119	Subtotal of professional staff, in FTEs	This line will automatically calculate for you (Lines 115 + 117)	
120	Subtotal of professional staff headcount	This line will automatically calculate for you (Lines 116 + 118)	
121	Professional Staff Total	Numeric response (whole number)	

130. Support Staff

Line Number	Question	Response Option Type	Your Library's Response
131	Number of all other paid staff (except student assistants), in FTEs	Numeric response (report to two decimal places)	
132	Headcount of all other paid staff (except student assistants)	Numeric response (whole number)	
133	Number of support staff, in FTEs	Numeric response (report to two decimal places)	

140. Student Assistants

Line Number	Question	Response Option Type	Your Library's Response
141	Number (in FTEs) of student assistants	Numeric response (report to two decimal places)	

150. Totals

Line Number	Question	Response Option Type	Your Library's Response
151	Total FTE (librarians, professional staff, other paid staff and student assistants)	This line will automatically calculate for you (Lines 119 + 132 + 141)	
152	How many IT staff (in FTE) are included in the above TOTAL FTE count?	Numeric response (report to two decimal places)	
153	Total FTE Minus IT Staff	This line will automatically calculate for you (Lines 151 – 152)	
154	Total Headcount for Library staff excluding student assistants	This line will automatically calculate for you (Lines 120 + 131)	

160. Hours of Staffing

Line Number	Question	Response Option Type	Your Library's Response
161	Number of hours to work per week to be considered fulltime at the institution	Numeric response (whole number)	
	Number of hours librarians and professional staff are available during a regular schedule	Numeric response	
	Number of hours librarians and professional staff are available during an abbreviated schedule	Numeric response	
	Number of hours only support staff are available during a regular schedule	Numeric response	
	Number of hours only support staff are available during an abbreviated schedule	Numeric response	
	Number of hours only part-time support staff and/or students are available during a regular schedule	Numeric response	
	Number of hours only part-time support staff and/or students are available during an abbreviated schedule	Numeric response	

Section 200. Expenditures, Personnel

210. Professional Staff

Line Number	Question	Response Option Type	Your Library's Response
211	Full-time Librarians Salaries and Wages including the Director (include temporary appointments)	Dollar amount	
212	Part-time Librarians Salaries and Wages (include temporary appointments)	Dollar amount	
213	Subtotal, Librarians Salaries and Wages	This line will automatically calculate for you (Lines 211 + 212)	
214	Other Professional Staff Salaries and Wages	Dollar amount	
215	Subtotal, Professional Staff Salaries and Wages	This line will automatically calculate for you (Lines 213 + 214)	
216	Total Salaries and Wages, Professional Staff	Dollar amount	

220. Support Staff

Line Number	Question	Response Option Type	Your Library's Response
221	All Other Paid Staff Salaries and Wages (Except Student Assistants)	Dollar amount	

230. Student Assistants

Line Number	Question	Response Option Type	Your Library's Response
231	Student Assistants Wages	Dollar amount	

240. Total Salaries and Wages (excluding fringe)

Line Number	Question	Response Option Type	Your Library's Response
241	Total Salaries & Wages	This line will automatically calculate for you (Lines 211 + 212 + 221 + 231)	
242	Total Salaries and Wages	This line will automatically calculate for you (Lines 216 + 221 + 231)	

250. Fringe Benefits

Line Number	Question	Response Option Type	Your Library's Response
251	Are staff fringe benefits paid from the library budget?	Drop-down menu with response options: <ul style="list-style-type: none"> • Yes • No 	
252	Staff fringe benefits IF paid from the library budget	Dollar amount	
253	Total fringe	Dollar amount	
254	Official designated fringe rate (%)	Percentage	

Section 300. Expenditures, Non-Personnel

ACRL Non-Personnel Expenditures Questions

Line Number	Question	Response Option Type	Your Library's Response
311	One-time purchase of books, serial backfiles, and other materials [One-time resource purchases]	Dollar amount	
312	One-time E-books expenditures (if available)	Dollar amount	
320	Ongoing commitments (expenditures) to subscriptions [Ongoing resource purchases]	Dollar amount	
322	Ongoing E-books expenditures (if available)	Dollar amount	
323	E-journals expenditures (if available)	Dollar amount	

Line Number	Question	Response Option Type	Your Library's Response
330	Expenditures for all other materials/ service cost	Dollar amount	
340	Total materials/ services expenses	This line will automatically calculate for you (Lines 311 + 320 + 330)	
351	Preservation services	Dollar amount	
354	All other operations and maintenance expenses [Other operating expenditures]	Dollar amount	
360	Total operations and maintenance expenses	This line will automatically calculate for you (Lines 351 + 354)	
301	Are expenses reported in Canadian dollars?	Drop-down menu with response options: <ul style="list-style-type: none"> • Yes • No 	
371	External Contributions from Consortia/Networks/ System Office (expenditures) Print/ Physical	Dollar amount	
372	External Contributions from Consortia/Networks/ Bibliographic utilities/System Office (expenditures) Digital/Electronic	Dollar amount	

ARL Non-Personnel Expenditures Questions

Line Number	Question	Response Option Type	Your Library's Response
331	Collection support	Dollar amount	
341	Total Library Materials Expenditures	This line will automatically calculate for you (Lines 311 + 320 + 331)	

ABA Non-Personnel Expenditures Questions

Line Number	Question	Response Option Type	Your Library's Response
365	Expenditures for law library collection management applications or services (e.g. OCLC, Marcive, ILSs, Serials Solutions)	Dollar amount	
366	Professional staff development expenditures	Dollar amount	

Section 380. Total Expenses (Expenditures)

Line Number	Question	Response Option Type	Your Library's Response
381	Total Expenses, includes fringe	This line will automatically calculate for you (Lines 211 + 212 + 214 + 221 + 231 + 252 + 311 + 320 + 330 + 351 + 354)	
382	Total Expenses, excludes fringe	This line will automatically calculate for you (Lines 311 + 320 + 331 + 216 + 221 + 231 + 354)	

Section 400. Collections

ACRL Collections Subsection

Line Number	Question	Response Option Type	Your Library's Response
411	Number of physical book titles	Numeric response (whole number)	
412	Number of digital/electronic book titles	Numeric response (whole number)	
422	Number of physical book volumes	Numeric response (whole number)	
423	Number of digital/ electronic book volumes	This is a filler space only. Data input is not allowed.	
437	Number of physical databases	This is a filler space only. Data input is not allowed.	
436	Number of digital/electronic databases	Numeric response (whole number)	

Line Number	Question	Response Option Type	Your Library's Response
441	Number of physical media titles	Numeric response (whole number)	
442	Number of digital/electronic media titles	Numeric response (whole number)	
456	Number of physical serial titles	Numeric response (whole number)	
457	Number of digital/electronic serial titles	Numeric response (whole number)	
461	Total number of physical titles	This line will automatically calculate for you (Lines 411 + 441 + 456)	
462	Total number of digital/ electronic titles	This line will automatically calculate for you (412 + 436 + 442 + 457)	

USNWR Collections Subsection

Line Number	Question	Response Option Type	Your Library's Response
424	Number of volumes (excluding microforms)	Numeric response (whole number)	
447	Number of equivalent volumes Microforms	Numeric response (whole number)	
446	Number of Microform Titles	Numeric response (whole number)	
451	Number of Other Non-Book Titles	Numeric response (whole number)	
463	Total Titles for US News	This line will automatically calculate for you (Lines 411 + 412 + 446 + 451)	
464	Total Volumes for US News	This line will automatically calculate for you (Lines 424 + 447)	

ARL Collections Subsection

Line Number	Question	Response Option Type	Your Library's Response
416	Number of Titles Held (all formats) as of June 30	Numeric response (whole number)	
421	Number of volumes held as of June 30 (print plus electronic)	Numeric response (whole number)	
423	Basis of volume count Physical/ Bibliographic	Drop-down menu with response options: <ul style="list-style-type: none"> • Physical • Bibliographic 	
431	Number of Electronic book volumes (included in ARL Q2)	Numeric response (whole number)	

470. Off-Site Collections

Line Number	Question	Response Option Type	Your Library's Response
471	Does your library's online catalog or website include links to electronic resources made available by another campus library or consortia?	Drop-down menu with response options: <ul style="list-style-type: none"> • Yes • No 	
472	Number of Volumes in US News Q58 (Total) which are stored off-site and systematically retrievable	Numeric response (whole number)	
473	Number of Volumes in US News Q57 (Total) which are stored off-site and not systematically retrievable	Numeric response (whole number)	

480. Institutional Repositories

Line Number	Question	Response Option Type	Your Library's Response
481	Items contributed to the institutional repository via uploads	Numeric response (whole number)	
482	Item usage from the institutional repository	Numeric response (whole number)	

Section 500. Services

510. Circulation/Usage

Line Number	Question	Response Option Type	Your Library's Response
511	Number of initial circulations (excluding reserves)	Numeric response (whole number)	
512	Initial circulation Physical (including reserves)	Numeric response (whole number)	
513	Initial circulation Digital/Electronic	Numeric response (whole number)	

520. Use of Electronic Resources

Line Number	Question	Response Option Type	Your Library's Response
521	Number of successful full- text article requests (journals)	Numeric response (whole number)	
522	Number of regular searches (databases)	Numeric response (whole number)	
523	Number of federated searches (databases)	Numeric response (whole number)	
524	Footnotes for Lines 521, 522, and 523	Text field	
525	E-book usage COUNTER (if available) - digital/ electronic	Numeric response (whole number)	
526	E-book usage COUNTER BR2 (if available) - digital/ electronic	Numeric response (whole number)	
527	E-Serials usage - digital/electronic	Numeric response (whole number)	

530. Reference

Line Number	Question	Response Option Type	Your Library's Response
531	Transactions	Numeric response (whole number)	
532	Consultations	Numeric response (whole number)	
533	Virtual Reference Transactions	Numeric response (whole number)	

Line Number	Question	Response Option Type	Your Library's Response
534	Total Combined Reference Transactions (if Lines 531 and 532 are not provided)	Numeric response (whole number)	
535	Total Combined Reference Transactions (if Lines 531 and 532 are provided)	Numeric response (whole number)	

550. Presentations/Instruction

The portions of Subsection 550. Presentations/Instruction that you need to complete is determined by the level of detail you have about presentations/instruction. All libraries are asked to complete the first sub-subsection, "Presentations/Instruction Data Source." If your library collects information about the modality of its presentations and instruction sessions – physical/face-to-face or digital/electronic – please complete the second sub-subsection, "Presentations/Instruction (if breakdown is available)." If your library does not collect data about presentation modality, please skip the second sub-subsection and proceed to the third sub-subsection, "Presentations/Instruction (if breakdown is not available)."

Presentations/Instruction Data Source

Completed by all libraries.

Line Number	Question	Response Option Type	Your Library's Response
555	Is library presentations figure based on sampling?	Drop-down menu with response options: <ul style="list-style-type: none"> • Yes • No 	
564	Are participant figures based on sampling?	Drop-down menu with response options: <ul style="list-style-type: none"> • Yes • No 	

Presentations/Instruction (if breakdown is available)

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

Line Number	Question	Response Option Type	Your Library's Response
551	Number of presentations - physical	Numeric response (whole number)	
552	Number of presentations - digital/electronic	Numeric response (whole number)	

Line Number	Question	Response Option Type	Your Library's Response
554	Original number of presentations - total (calculated if breakdown is available)	This line will automatically calculate for you (Lines 551 + 552)	
560	Total attendance at all presentations - physical	Numeric response (whole number)	
561	Total attendance at all presentations - digital/electronic	Numeric response (whole number)	
563	Total Attendance at all Presentations (calculated if breakdown is available)	This line will automatically calculate for you (Lines 560 + 561)	

Presentations/Instruction (if breakdown not available)

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

Line Number	Question	Response Option Type	Your Library's Response
553	Number of presentations - total (if breakdown not available)	Numeric response (whole number)	
562	Total attendance at all presentations - total (if breakdown not available)	Numeric response (whole number)	

570. Annual Gate Count

Line Number	Question	Response Option Type	Your Library's Response
571	Gate count - in a typical week (if available)	Numeric response (whole number)	
572	Annual gate count	Numeric response (whole number)	

580. Hours and Weeks Open

Line Number	Question	Response Option Type	Your Library's Response
581	Number of hours per week library is open - regular schedule	Numeric response	

Line Number	Question	Response Option Type	Your Library's Response
582	Number of hours per week library is open - abbreviated schedule	Numeric response	
583	Number of weeks library operates on expanded schedule	Numeric response	
584	Number of weeks library operates on abbreviated schedule	Numeric response	
585	Does your library allow 24/7 access to members of the law school community?	Drop-down menu with response options: <ul style="list-style-type: none"> • Yes • No 	

Section 600. Interlibrary Loan

Line Number	Question	Response Option Type	Your Library's Response
610	Does your institution have interlibrary loan services?	Drop-down menu with response options: <ul style="list-style-type: none"> • Yes • No 	
620	Total number of filled requests provided to other libraries (loaned)	Numeric response	
621	Returnable provided by other libraries (if available)	Numeric response	
622	Non-returnables provided to other libraries (if available)	Numeric response	
623	Total if ILL filled requests are reported separately	This line will automatically calculate for you (Lines 621 + 622)	
630	Total number of filled requests received from other libraries	Numeric response	
631	Returnables received from other libraries (if available)	Numeric response	
632	Non-returnables received from other libraries (if available)	Numeric response	

Line Number	Question	Response Option Type	Your Library's Response
633	Documents received from commercial services (if available)	Numeric response	
634	Total if ILL requests received are reported separately	This line will automatically calculate for you (Lines 631 + 632 + 633)	

Section 700. Facilities

Line Number	Question	Response Option Type	Your Library's Response
710	Net square footage of space assigned for library purposes	Numeric response	
720	Total feet of shelving capacity available for library materials	Numeric response	
730	Total seats available for library users	Numeric response	

Section 800. Degrees, Faculty & Enrollments

The questions in Section 800 are intended to gather data about the law school in which your law library is situated. While the questions and original instructions for how to complete the questions originate from surveys asking about the institution in which the library is situated as a whole (e.g., the university), *please respond to these questions focused only on your law school.*

810. Doctor's Degrees

Line Number	Question	Response Option Type	Your Library's Response
811	Number of Doctor's Degrees awarded	Numeric response (whole number)	
812	Number of fields in which Doctor's Degrees can be awarded	Numeric response (whole number)	

820. Faculty

Line Number	Question	Response Option Type	Your Library's Response
821	Number of full-time instructional faculty	Numeric response (whole number)	

830. Student Enrollment - Fall 201N

Line Number	Question	Response Option Type	Your Library's Response
831	Full-time Equivalent (FTE)	Numeric response (report to two decimal places)	
840	Headcounts (skip if breakouts available for lines 843 and 844)	Numeric response (whole number)	
841	Fulltime undergraduate student headcount (if available)	Numeric response (whole number)	
842	Part-time undergraduate student headcount (if available)	Numeric response (whole number)	
843	Fulltime graduate student headcount (if available)	Numeric response (whole number)	
844	Part-time graduate student headcount (if available)	Numeric response (whole number)	
845	Total Headcount if reported separately	This line will automatically calculate for you (Lines 841 + 842 + 843 + 844)	
850	Full-time students, undergraduate and graduate headcount	Numeric response (whole number)	
851	Part-time students, undergraduate and graduate headcount	Numeric response (whole number)	

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 the law library, ALLSTAR will upload the responses to this set of questions when the ABA releases the data.

Section 900. Information Technology

Line Number	Question	Response Option Type	Your Library's Response
910	Does your school require entering students to own a computer? (Yes/No)	Drop-down menu with response options: <ul style="list-style-type: none"> • Yes • No 	

Section 930. Notes/Footnotes

Line Number	Question	Response Option Type	Your Library's Response
931	Report figures for the fiscal year ending (Please use MM/DD/YYYY format)	Text box	
932	Notes/Footnotes	Text box	
933	Specify additional general footnotes for the ARL statistics	Text box	

2020 Trends Questions

Question	Response Option Type	Your Library's Response
Do your librarians teach any law school classes (e.g. legal research)?	Single select drop-down menu with response options: <ul style="list-style-type: none"> No Yes, not-for-credit Yes, for credit as primary instructor Yes, for credit with a non-librarian law school faculty member 	
Does your law school offer a Law Practice Technology course?	Single select drop-down menu with response options: <ul style="list-style-type: none"> Yes, for credit Yes, not-for-credit No 	

Law Practice Technology Course

If your law school offers a Law Practice Technology course, please answer this 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 subsection of the AOS.

Question	Response Option Type	Your Library's Response
Do your librarians teach any law school classes (e.g. legal research)?	Single select drop-down menu with response options: <ul style="list-style-type: none"> No Yes, not-for-credit Yes, for credit as primary instructor Yes, for credit with a non-librarian law school faculty member 	

Question	Response Option Type	Your Library's Response
<p>What does the law practice technology course typically cover? (select all that apply)</p>	<p>Multiple select check list</p> <ul style="list-style-type: none"> • Case management software • E-discovery platforms • Word processing, e.g., templates or stylesheets • Spreadsheets • Artificial intelligence • Legal analytics • Business and/or competitive intelligence • Social media usage • Blockchain • Cybersecurity • Other (please specify) 	
<p>If you indicated "other" in the previous question, please describe the additional topics covered in the law practice technology course.</p>	<p>Text box</p>	
<p>What is the library's involvement in this course?</p>	<p>Single select drop-down menu with response options:</p> <ul style="list-style-type: none"> • None. Taught by non-librarian law school faculty member • Some. Taught by a non-librarian law school faculty member with guest visits by librarian(s) • Some. Taught jointly by non-librarian law school faculty member and librarian(s) • All. Taught by librarian(s) with faculty status • All. Taught by librarian(s) without faculty status • All. Taught jointly by librarian(s) with and librarian(s) without faculty status 	

Question	Response Option Type	Your Library's Response
How often is the course typically offered?	Single select drop-down menu with response options: <ul style="list-style-type: none"> • Once a year, in fall, winter, or spring terms • Once a year, in the summer term • Once a year during intersession (i.e., between terms) • Twice a year, it varies as to when • Three times a year, it varies as to when • Approximately once every other year • Other, please specify 	
If you indicated "other" in the previous question, how often is the course is typically offered?	Text box	
How many credits?	Single select drop-down menu with response options: <ul style="list-style-type: none"> • No credits • One credit • Two credits • Three credits • Other, please specify 	
If you indicated "other" in the previous question, how many credits may students earn for the law practice technology course?	Text box	
How is it graded? (select all that apply)	Multiple select check list <ul style="list-style-type: none"> • No credit • Credit/No credit • Letter grades 	
On what sort of work is the grade based? (select all that apply)	Multiple select check list <ul style="list-style-type: none"> • Project(s) • Paper(s) • Exams • Group work • Attendance and participation • N/A non-credit bearing course • Other, please specify 	

Question	Response Option Type	Your Library's Response
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?	Text box	
What kind of certification or assessment mechanism, if any, do you use? (select all that apply)	Multiple select check list <ul style="list-style-type: none"> • Procertas • NSLT • LTC4 • Other, please specify • N/A. We don't use a certification or assessment mechanism of this type 	
If you indicated "other" in the previous question, what additional/other certifications or assessment mechanisms are used in the law practice technology course?	Text box	
How many students are typically enrolled per session? (numerical entry)	Numeric response (whole number)	