

ACADEMIC LIBRARIES SURVEY

SURVEY ELIGIBILITY

You are eligible to complete the survey if your institution has its own library, defined as an entity that provides all of the following:

- | | | |
|----|--|--------|
| a. | Do your total library expenditures exceed \$10,000? | Yes/No |
| b. | Do you have an organized collection of printed or other materials or a combination thereof? | Yes/No |
| c. | Do you have paid, trained library staff to provide and interpret library materials to meet the informational, cultural, recreational, or educational needs of clientele? | Yes/No |
| d. | Do you have established hours of operation during which paid, trained staff are available to meet the informational service needs of clientele? | Yes/No |
| e. | Does the library have the physical facilities necessary to support such a collection, staff, and schedule? | Yes/No |

Data collected by NCES are used for statistical and directory purposes only.

ACADEMIC LIBRARIES SURVEY

OUTLETS & STAFF, FY 2010

Item	Outlets	Number
100	Branch and independent libraries – Exclude main or central library	_____

(Exclude maintenance and custodial staff, volunteers, and contributed services staff.)
Report FTE data to two decimals.

Item	Staff	FALL 2010 Number of full-time equivalents (FTEs) (1)	FY 2010 Salaries and wages (whole dollars only) (2)
200	Librarians	_____	
201	Other professional staff	_____	
202	Total librarians and other professional staff (sum items 200 and 201)	_____	\$ _____
203	All other paid staff (except student assistants)	_____	\$ _____
204	Student assistants from all funding sources	_____	\$ _____
205	Total full-time equivalent (FTE) staff (sum items 202, 203 and 204)	_____	\$ _____

206 Are employee fringe benefits paid from the library budget?
If no, select “N” and skip to item 300 _____ (Yes/No)

207 Employee fringe benefits (if paid from library budget) \$ _____

ACADEMIC LIBRARIES SURVEY

LIBRARY EXPENDITURES, FY 2010

See instructions for definitions.

Item	Expenditures	Amount (whole dollars only)
205	Total salaries and wages (from previous page):	\$ _____
	Information resources:	
300	One-time purchases of books, serial backfiles and other materials	\$ _____
301	Electronic \$ _____	
302	Audiovisual \$ _____	
303	Ongoing commitments to serial subscriptions	\$ _____
304	Electronic serials \$ _____	
	Other information resources:	
305	Document delivery/interlibrary loan	\$ _____
306	Preservation	\$ _____
307	Other expenditures for information resources	\$ _____
	Operating expenditures:	
308	Computer hardware and software (include maintenance)	\$ _____
309	Bibliographic utilities, networks and consortia	\$ _____
310	All other operating expenditures	\$ _____
311	TOTAL EXPENDITURES (Sum 205, 300, 303 and 305 through 310)	\$ _____

ACADEMIC LIBRARIES SURVEY

LIBRARY COLLECTIONS, FY 2010

See instructions for definitions.

Item	Collections	Added during the Fiscal Year (1)	Held at end of Fiscal Year (2)
400	Books, serial backfiles and other paper materials (include government documents)	_____	_____
401	E-Books	_____	_____
402	Microforms	_____	_____
403	Audiovisual materials	_____	_____
404	Current serial titles	_____	_____
405	Electronic reference sources and aggregation services	_____	_____
406	Is the library collection entirely electronic?	Yes/No _____	

ACADEMIC LIBRARIES SURVEY

LIBRARY SERVICES, FY 2010

See instructions for definitions.

Item	Services	Number
Interlibrary loans and documents provided to other libraries:		
500	Returnable	_____
501	Non-returnable	_____
502	Total provided (sum of items 500 and 501)	_____
Interlibrary loans and documents received:		
503	Returnable	_____
504	Non-returnable	_____
505	Documents received from commercial services	_____
506	Total received (sum of items 503, 504 and 505)	_____
Circulation:		
507	General circulation transactions	_____
508	Reserve circulation transactions	_____

ACADEMIC LIBRARIES SURVEY

LIBRARY SERVICES CONT., FY 2010

See instructions for definitions.

Item	Services	Number
Information services to groups:		
509	Number of presentations	_____
510	Total attendance at all presentations	_____
Information services to individuals:		
Reference (under 20 minutes):		
511	In-person	_____
512	Virtual	_____
513	Total Reference (sum of items 511 and 512)	_____
Consultations (20 minutes or more):		
514	In-person	_____
515	Virtual	_____
516	Total Consultations (sum of items 514 and 515)	_____
517	Total information services to individuals (sum of items 513 and 516)	_____

ACADEMIC LIBRARIES SURVEY

LIBRARY SERVICES, TYPICAL WEEK, FALL 2010

See instructions for definitions.

Item	Services	Number in a typical week
600	Number of weekly public service hours	_____
601	Gate count in a typical week	_____
602	Reference Transactions - Now reported as an annual figure in item 517	

ACADEMIC LIBRARIES SURVEY

ELECTRONIC SERVICES, FY 2010

See instructions for definitions.

Item	Services	Yes/No
	Does your library provide the following?	
700	Documents digitized by the library staff	_____
701	Library reference service by e-mail or the Web	_____
702	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)	_____
703	Electronic theses and dissertations produced by your students	_____

ACADEMIC LIBRARIES SURVEY

INFORMATION LITERACY, FY 2010

See instructions for definition.

Item	Yes/No
Does your postsecondary institution have the following, or has it done the following?	
800 A definition of information literacy or of an information literate student	_____
801 Incorporated information literacy in the institution's mission	_____
802 Incorporated information literacy in the institution's strategic plan If no, select "N" and skip 803 and 804.	_____
803 An institution-wide committee to implement the strategic plans for information literacy	_____
804 The strategic plan formally recognizes the library's role in information literacy instruction?	_____

ACADEMIC LIBRARIES SURVEY

VIRTUAL REFERENCE, FY 2010

See instructions for definition.

Item		Yes/No
900	Does your library support virtual reference services? If no, select "N" and skip 901 thru 904.	_____
	If yes, does your library utilize any of the following and does it collect usage statistics form any of the virtual reference utilities?	
901	E-mail reference	_____
902	Chat reference, commercial service (e.g. QuestionPoint, Tutor.com)	_____
903	Chat reference, instant messaging applications (e.g. Meebo)	_____
904	Sort message service (SMS) or text messaging	_____