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:**

1. Do your total library expenditures exceed $10,000? Yes/No
2. 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 2012

**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.

 **FALL 2012 FY 2012**

 **Number of full-time Salaries and wages**

**Item Staff equivalents (FTEs) (whole dollars only)**

 **(1) (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 2012

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 2012

See instructions for definitions.

 **Added during the Held at end of**

**Item Collections Fiscal Year Fiscal Year**

 **(1) (2)**

400 Books, serial backfiles and other paper

materials (include government documents) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

401 E-Books \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

402Microforms **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

403 Audiovisual materials **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

404 Is the library collection entirely electronic? Yes/No \_\_\_\_\_\_\_

ACADEMIC LIBRARIES SURVEY

# LIBRARY SERVICES, FY 2012

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 \_\_\_\_\_\_\_\_\_

**Information services to groups:**

509 Number of presentations \_\_\_\_\_\_\_\_\_

510 Total attendance at all presentations \_\_\_\_\_\_\_\_\_

511 Total information services to individuals \_\_\_\_\_\_\_\_

ACADEMIC LIBRARIES SURVEY

# LIBRARY SERVICES, TYPICAL WEEK, FALL 2012

See instructions for definitions.

 **Number in a**

## Item Services typical week

600 Number of weekly public service hours \_\_\_\_\_\_\_\_\_\_

601 Gate count in a typical week \_\_\_\_\_\_\_\_\_\_

ACADEMIC LIBRARIES SURVEY

# ELECTRONIC SERVICES, FY 2012

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 \_\_\_\_

703 Electronic theses and dissertations produced by your students \_\_\_\_

#### ACADEMIC LIBRARIES SURVEY

##### INFORMATION LITERACY, FY 2012

See instructions for definition.

## Item Yes/No

800 Has your postsecondary institution articulated student learning/student success outcomes?

 If no, select “N” and skip 801 \_\_\_\_

801 Is information literacy incorporated in the institution’s student learning/student success

 outcomes? \_\_\_\_

#### ACADEMIC LIBRARIES SURVEY

##### VIRTUAL REFERENCE, FY 2012

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 \_\_\_\_

903 Chat reference, instant messaging applications \_\_\_\_

904 Short message service (SMS) or text messaging \_\_\_\_