DATA DICTIONARY

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Purpose and Scope

At the behest of the Council of State Universities Libraries (CSUL), this data dictionary was developed to address library-centric data requirements. The dictionary reflects data elements gathered from four surveys: the Association of College and Research Libraries (ACRL), Association of Research Libraries (ARL), Association of Southeastern Research Libraries (ASERL), and Integrated Postsecondary Education Data System (IPEDS)-Academic Libraries.

The data dictionary contains information on the libraries’ collection, expenditures, services, circulation, personnel, and select institutional demographics. Institutional demographics include the number of doctoral degrees awarded, degree fields, enrollment, and instructional faculty.

The structure of the data dictionary includes data element definitions, data types, acceptable values, required data, known data issues, column-data location, data length, and explanation for entries which fall outside the expected range. Future additions to the data dictionary structure may include the data warehouse table name, data source, and date of last modification. The data dictionary provides the format for the development of a library-centric data warehouse.

The data dictionary was developed expressly for CSUL institutional members, which encompasses all libraries in the State University System (SUS), including Florida A&M University, Florida Atlantic University, Florida Gulf Coast University, Florida International University, Florida Polytechnic University, Florida State University, New College of Florida, University of Central Florida, University of Florida, University of North Florida, University of South Florida, and University of West Florida. However, the data dictionary may also be useful to other libraries to facilitate reporting to various surveys (including ACRL, ARL, ASERL, and IPEDS-AL).
Data Dictionary Sections

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# Data Dictionary

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| | ASERL |
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| | Accepts Null Value: No
| | Required: Yes
| | Known Data Issues: None |
| Valid Entries:       | Valid Institution Name |
| Explanation for Outside Expected Range: | Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking. |
| Definition:          | • Name of Reporting Institution |
| Source:              | ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
| | Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
| | http://www.libqual.org/documents/admin/18instruct.pdf |
## Data Dictionary

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ASERL
IPEDS |
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Calculated Automatically: No
Accepts Null Value: No
Required: Yes
Known Data Issues: None |
| Valid Entries:       | 999999 |
| Explanation for Outside Expected Range: | Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking. |
| Definition:          | ACRL, ARL/ASERL, and IPEDS-AL: Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS-AL). Also referred to as UNITID or IPEDS-AL ID. |

**Source:**

- ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

- Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018

- IPEDS-Academic Libraries (AL), 2018-2019
Data Dictionary

Data Element Number:
3

Data Element Name:
Screening_Expenditure_100k

Data Element Label:
Were your annual total library expenses for Fiscal Year greater than or equal to $100k or less than $100k?

Data Element Used in the Following Survey(s):
IPEDS

Characteristics:
Column: 57
Length: 1
Data Type: AlphaNumeric
Calculated Automatically: No
Accepts Null Value: No
Required: Yes
Known Data Issues: None

Valid Entries:
Radio Button Selection: Less than $100,000/Greater than or equal to $100,000

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- Note: For ACRL, question is not asked on the survey.
- Note: For ARL/ASERL, question is not asked on the survey.
- IPEDS-AL: Indicate whether the annual total library expenses in Fiscal Year 2018 were less than $100,000 or equal to or greater than $100,000. Fiscal Year 2018 is defined as the most recent 12-month period that ends before October 1, 2018, that corresponds to the institution's fiscal year. Expenses include funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. All expenses should be reported in whole dollars. Exclude expenses for new buildings and building renovation. Include fringe benefits only if paid from the library budget. Other library expenses that should be included are: (1) Salaries and wages (from the library budget and all other sources); (2) One time purchases of books, serial back-files, and other materials; (3) Ongoing commitments to subscriptions; (4) Other materials/service costs; (5) Preservation services; and (6) All other operations and maintenance expenses. If annual total library expenses are less than $100,000, the institution will submit Section I of the AL component. If annual total library expenses
are equal to or greater than $100,000, the institution will report Section I and additional expenses and interlibrary services information in Section II of the AL component.

Source:
IPEDS-Academic Libraries (AL), 2018-2019
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<td>Is the Library collection entirely electronic?</td>
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**Characteristics:**

- **Column:** 58
- **Length:** 3
- **Data Type:** Text
- **Calculated Automatically:** No
- **Accepts Null Value:** No
- **Required:** Yes
- **Known Data Issues:** None

**Valid Entries:**

Yes or No

**Explanation for Outside Expected Range:**

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**

- **Note:** For ACRL, question is not asked on the survey.
- **Note:** For ARL/ASERL, question is not asked on the survey.
- **IPEDS-AL:** Select "Yes" if your library collection is comprised entirely of digital/electronic items. Select "No" if your library collection is comprised of both physical and digital/electronic items.

**Source:**

IPEDS-Academic Libraries (AL), 2018-2019
Data Dictionary

Data Element Number: 5

Data Element Name: Lib_FTE

Data Element Label: Librarians-Number of FTEs

Data Element Used in the Following Survey(s):
ACRL

Characteristics:
Column: 61
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 1. Librarians-Number of FTEs (A). “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. [NISO 39.7-2013, section 3.4]
- Note: For ARL/ASERL, librarian FTEs are not reported separately. Librarians are part of ARL/ASERL-Question 13a. Professional Staff (FTE) captured in Data Element #7.
- Note: For IPEDS-AL, staff FTE is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

Data Element Number: 6

Data Element Name: Oth_FTE

Data Element Label: Other Professional Staff-Number of FTEs

Data Element Used in the Following Survey(s):
ACRL

Characteristics:
Column: 73
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 2. Other Professional Staff-Number of FTEs (A). 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). [NISO 39.7-2013, section 3.4]
- Note: For ARL/ASERL, Other Professional Staff and Librarians are not reported separately. Other Professional Staff is part of ARL/ASERL-Question 13a. Professional Staff and captured in Data Element #7.
- Note: For IPEDS-AL, staff FTE is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
### Data Dictionary

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<td>Data Element Used in the Following Survey(s):</td>
<td>ACRL, ARL, ASERL</td>
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#### Characteristics:
- Column: 85
- Length: 12
- Data Type: Numeric
- Calculated Automatically: Yes
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

#### Valid Entries:
- Total Generated. 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

#### Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

#### Definition:
- **ACRL**: Question 3. Total Professional Staff-Number of FTEs (A). Automatic calculation by the survey portal of Librarians-FTE + Other Professional Staff-FTE.
- **ARL/ASERL**: Questions 13-13c. Personnel. 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, but provide an explanatory footnote indicating the number of such staff. If such staff cannot be included, provide a footnote. 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. Exclude maintenance and custodial staff. **Question 13a. Professional Staff.** 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.

- **Note:** For IPEDS-AL, staff FTE is not asked on the survey.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018  

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018  
http://www.libqual.org/documents/admin/18instruct.pdf
Data Dictionary

Data Element Number:
8

Data Element Name:
All_Oth_FTE

Data Element Label:
Support Staff/All Other Paid Staff (Except Student Assistants, Professional Staff, or Librarians)-FTE

Data Element Used in the Following Survey(s):
ACRL
ARL
ASERL

Characteristics:
Column: 97
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
• ACRL: Question 4. All Other Paid Staff (except Student Assistants)-Number of FTEs (A). Library staff members without formal qualification in librarianship/information science or other relevant specialization, not included elsewhere. [NISO 39.7-2013, section 3.3]
• ARL/ASERL: Questions 13-13c. Personnel. 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, but provide an explanatory footnote indicating the number of such staff. If such staff cannot be included, provide a footnote. 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. Exclude
maintenance and custodial staff. **Question 13b. Support Staff.** Report the total FTE of staff are not included in Professional Staff.

- Note: For IPEDS-AL, staff FTE is not asked on the survey.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
Data Dictionary

Data Element Number: 9

Data Element Name: STDNT_Asst_FTE

Data Element Label: Student Assistants (FTE)

Data Element Used in the Following Survey(s):
- ACRL
- ARL
- ASERL

Characteristics:
- Column: 109
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
- 0 to 999999999999
- -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 5. Student Assistants-Number of FTEs (A). Student assistants (graduate and undergraduate), employed on an hourly basis whose wages are paid from funds from the library budget or from an account(s) within the institution, including the Federal Work-Study Program. [NISO 39.7-2013, section 3.7]
- ARL/ASERL: Questions 13-13c. Personnel. 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, but provide an explanatory footnote indicating the number of such staff. If such staff cannot be included, provide a footnote. 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. Exclude maintenance and custodial staff. Question 13c. Student Assistants. Report the total FTE (see
Personnel, above) of student assistants employed on an hourly basis whose wages are paid from funds under library control or from a budget other than the library's, including federal work-study programs.

- Note: For IPEDS-AL, staff FTE is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
### Data Dictionary

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Length: 12  
Data Type: Numeric  
Calculated Automatically: Yes  
Accepts Null Value: Yes  
Required: No  
Known Data Issues: None |
| **Valid Entries:**         | Total Generated. 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable |
| **Explanation for Outside Expected Range:** | Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking. |
| **Definition:**            | - ACRL: Question 6. Total Staff-Number of FTEs (A). Automatic calculation by the survey portal of Librarians-FTE+ Professional Staff-FTE + Other Paid Staff + Student Assistants FTE. Census date: Report the number of filled or temporarily vacant FTE positions assigned to the library as of November 1 of the fiscal year. Additional guidance: Report FTEs supported from the library budget. However, if known, if significant, and if specifically for library business, include FTEs funded by the institution’s budget. For example, for staffing counts, you may include full counts for federal work-study students working for the library, but do not include counts for maintenance and custodial staff. If there are significant counts included or excluded because of how budgeting/expenses are handled at your institution, indicate in a note whether your reporting here includes or excludes them. Computing FTEs for part-time staff: To compute FTEs for part-time employees and student assistants, take the total number of hours worked per week by part-time employees in each category as November 1 of the fiscal year and divide it by the number of hours considered by the reporting library to be a full-time work week (e.g., 60 hours per week of part-time work divided by 40 hours per full-time work equals 1.50 FTE). Data should be reported to two decimal places. [NISO Z39.7-2013, section 3] |
- ARL/ASERL: Question 13. Total Staff FTE (13a + 13b + 13c). Personnel. 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, but provide an explanatory footnote indicating the number of such staff. If such staff cannot be included, provide a footnote. 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. Exclude maintenance and custodial staff.

- Note: For IPEDS-AL, staff FTE is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
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|                      | Calculated Automatically: No  
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|                      | Required: No  
|                      | Known Data Issues: None  |
| Valid Entries:       | 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable  |
| Explanation for Outside Expected Range: | Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.  |
| Definition:          | • ACRL: Question 7. Indicate the number of hours a person needs to work per week at the institution to be considered “full-time.”  
|                      | • Note: For ARL/ASERL, this question is not asked on the survey.  
|                      | • Note: For IPEDS-AL, this question is not asked on the survey.  |
| Source:              | ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018  
Data Dictionary

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<td>Data Element Label:</td>
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**Characteristics:**
- Column: 145
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

**Valid Entries:**
- 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**
- ACRL: Question 1. Librarians - Salaries & Wages - Excluding Fringe (B). Report salaries and wages before deductions for all full-time and part-time library staff from ... the library budget or all other institutional sources that are identifiable. Include salaries and wages by staffing types and exclude fringe benefit expenses.
- Note: For ARL/ASERL, Librarians-Salaries & Wages are not reported separately. Librarians' Salaries & Wages are part of ARL/ASERL-Question 8a. Professional Staff, excluding fringe benefits, and captured in Data Element #14.
- Note: For IPEDS-AL, Librarians-Salaries & Wages are not reported separately. Salaries are included in the Total Salaries and Wages for the library staff question and captured in Data Element #17.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
### Data Dictionary

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**Characteristics:**

- Column: 157
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

**Valid Entries:**

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**

- ACRL: Question 2. Other Professional Staff - Salaries & Wages - Excluding Fringe (B). Report salaries and wages before deductions for all full-time and part-time library staff ... from the library budget or all other institutional sources that are identifiable. Include salaries and wages by staffing types and exclude fringe benefit expenses.
- Note: For ARL/ASERL, Other Professional Staff Salaries & Wages-excluding Librarians are not reported separately. Other Professional Staff Salaries & Wages-excluding Librarians is reported in ARL/ASERL-Question 8a. Professional Staff-Salaries & Wages (exclude fringe benefits) and captured in Data Element #14.
- Note: For IPEDS-AL, Other Professional Staff-Salaries & Wages are not reported separately. Other Professional Staff-Salaries & Wages are included in the Total Salaries and Wages for the library staff question and captured in Data Element #17.

**Source:** ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

Data Element Number: 14

Data Element Name: TTL_Prof_Sal_Wages

Data Element Label: Total Professional Staff-Salaries & Wages Excluding Fringe

Data Element Used in the Following Survey(s):
ACRL
ARL
ASERL

Characteristics:
Column: 169
Length: 12
Data Type: Numeric
Calculated Automatically: Yes
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
Total Generated. 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 3. Total Professional Staff - Salaries & Wages - Excluding Fringe (B). Automatic calculation of Librarians-Salaries & Wages + Other Professional Staff-Salaries & Wages. Report salaries and wages before deductions for all full-time and part-time library staff ... from the library budget or all other institutional sources that are identifiable. Include salaries and wages by staffing types and exclude fringe benefit expenses.
- ARL/ASERL: Question 8a. Salaries & Wages Professional Staff. An automatic calculation of Librarians-Salaries & Wages + Other Professional Staff-Salaries & Wages is conducted by the survey portal.
- Note: For IPEDS-AL, Professional Staff-Salaries & Wages are not reported separately. Professional Staff-Salaries & Wages are included in the Total Salaries and Wages for the library staff question.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
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<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
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</table>
| Definition:         | - ACRL: Question 4. All Other Paid Staff (Except Student Assistants - Salaries & Wages - Excluding Fringe (B). Report salaries and wages before deductions for all full-time and part-time library staff ... from the library budget or all other institutional sources that are identifiable. Include salaries and wages by staffing types and exclude fringe benefit expenses.  
- ARL/ASERL: Question 8b. Salaries & Wages-Support Staff.  
- Note: For IPEDS-AL, All Other Paid Staff (Except Student Assistants) are not reported separately. All Other Paid Staff (Except Student Assistants) are included in the Total Salaries and Wages for the library staff question. |
| Source:             | ACR L Academic Library Trends and Statistics Annual Survey, 2017-2018  
### Data Dictionary

**Data Element Number:**
16

**Data Element Name:**
STDNT_Asst_Sal_Wages

**Data Element Label:**
Student Assistants-Salaries & Wages Excluding Fringe

**Data Element Used in the Following Survey(s):**
- ACRL
- ARL
- ASERL

**Characteristics:**
- Column: 193
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

**Valid Entries:**
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**
- **ACRL:** Question 5. Student Assistants - Salaries & Wages - Excluding Fringe (B). Report salaries and wages before deductions for ... student assistant wage and Federal Work-Study students’ wage, from the library budget or all other institutional sources that are identifiable. .... Exclude fringe benefit expenses.
- **ARL/ASERL:** Question 8c. Salaries and wages: Student Assistants. Report 100% of student wages regardless of budgetary source of funds. Include federal and local funds for work-study students.
- **Note:** For IPEDS-AL, Student Assistants-Salaries & Wages-Excluding Fringe are not reported separately. Student Assistants-Salaries & Wages-Excluding Fringe are included in the Total Salaries and Wages for the library staff question.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

Data Element Number: 17

Data Element Name: TTL_Sal_Wages

Data Element Label: Total Salaries & Wages Excluding Fringe

Data Element Used in the Following Survey(s):
- ACRL
- ARL
- ASERL
- IPEDS

Characteristics:
- Column: 205
- Length: 12
- Data Type: Numeric
- Calculated Automatically: Yes
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
Total Generated. 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 6. Total Salaries & Wages - Excluding Fringe (B). Automatic calculation of Librarians-Salaries & Wages + Other Professional Staff-Salaries & Wages + Other Paid Staff-Salaries & Wages + Student Assistants-Salaries & Wages. Report salaries and wages before deductions for all full-time and part-time library staff, including student assistant wage and Federal Work-Study students' wage, from the library budget or all other institutional sources that are identifiable. Include salaries and wages by staffing types and exclude fringe benefit expenses.
- ARL/ASERL: Question 8. Total Salaries and Wages (8a + 8b + 8c). Exclude fringe benefits. If professional, support staff and student salaries cannot be separated, enter "NA/UA", in lines (8a), (8b), and (8c) and enter total staff salaries in line (8). If applicable... If professional, support staff and student salaries cannot be separated, check the Manual Override box and enter the total. (Exclude fringe benefits; Report fringe benefits in question 10).
- IPEDS-AL: Total salaries and wages from the library budget. Report salaries and wages before deductions for all full-time and part-time library staff, including student assistant wage and Federal...
Work-Study students' wage, from the library budget or all other institutional sources that are identifiable.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019
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<td>Data Element Name:</td>
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<td>Data Element Label:</td>
<td>Are staff fringe benefits paid from the library budget?</td>
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**Characteristics:**

- Column: 217
- Length: 3
- Data Type: Text
- Calculated Automatically: No
- Accepts Null Value: No
- Required: Yes
- Known Data Issues: None

**Valid Entries:**

Yes or No

**Explanation for Outside Expected Range:**

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**

- ACRL: Question 8. Are staff fringe benefits paid from the library budget? If benefits are paid from the library budget, select “yes” and report the amount. If benefits are not paid from the library budget, select “no” and report “0” for the amount.
- Note: For ARL/ASERL, this question is not asked on the survey but fringe benefits paid by the library are reported in question 10 and captured in Data Element #19.
- IPEDS-AL: Staff fringe benefits. If benefits are paid from the library budget, select ‘yes’ and report the amount. If benefits are not paid from the library budget, select ‘no’ and report ‘0’ for the amount.

**Source:**

- ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
- IPEDS-Academic Libraries (AL), 2018-2019
**Data Dictionary**

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<td><strong>Explanation for Outside Expected Range:</strong></td>
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<td><strong>Definition:</strong></td>
<td></td>
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<tr>
<td>- ACRL: Question 9-Column B. Staff Fringe Benefits. If fringe benefits are paid by the library budget (“yes”), report all cash contributions in the form of supplementary or deferred compensation other than salary. Do not include the employee’s contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, unemployment compensation plans, group life insurance plans, worker’s compensation plans, and other benefits in-kind with cash options. Exclude employee fringe benefits if not paid from the library budget (“no”).</td>
<td></td>
</tr>
</tbody>
</table>
| - ARL/ASERL: Question 10. Fringe Benefits. Include here the dollar amount of fringe benefits. If fringe benefits are not paid from the library budget please provide an estimate. Use the institution's official designated percent for your estimation. For example, if the library budget for salaries and wages is $2,000,000 and the official designated percent is 30%, multiply $2,000,000*.30 = $600,000 and report the estimated amount of $600,000. As another example, if the official designated percent is 30% for professional staff and 20% for support staff, estimate the dollar amount by
multiplying the salaries for professional staff and the salaries for support staff with the appropriate percent and sum the totals.

- IPEDS-AL: Total amount of fringe benefits (if paid by library budget). If fringe benefits are paid by the library budget, report all cash contributions in the form of supplementary or deferred compensation other than salary. Do not include the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options. Exclude employee fringe benefits if not paid from the library budget.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019
Data Dictionary

Data Element Number: 20

Data Element Name: Official_Designated_Percent

Data Element Label: Official Designated Percent

Data Element Used in the Following Survey(s):
- ARL
- ASERL

Characteristics:
- Column: 232
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- Note: For ACRL, Official Designated Percent is not asked on the survey.
- ARL/ASERL: Question 11. Official Designated Percent. Report the official designated percent for fringe benefits for the institution. If the official designated percent is 30% for one type of employee and 20% for another type, report here the designated percent for professional library staff. Please provide explanatory footnotes as needed.
- Note: For IPEDS-AL, Official Designated Percent is not asked on the survey.

Source:
Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
Data Dictionary

Data Element Number: 21

Data Element Name: Onetime_Expenditures

Data Element Label: Expenditures for one-time purchase of books, serial backfiles, and other materials

Data Element Used in the Following Survey(s):
- ACRL
- ARL
- ASERL
- IPEDS

Characteristics:
- Column: 244
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
- 0 to 999999999999
- -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- **ACRL**: Question 20. One-time purchases of books, serial back-files, and other materials. Provide the cost of one-time purchases of books, serial backfiles, and other materials. Report expenses for published materials in all formats including archives and special collections. Include one-time acquisitions of access rights for digital/electronic materials held locally and for remote materials. Include expenses for database licenses only if they are not a subscription or part of an annual consortium fee. Do not include expenses for computer software used to support library operations or to link external networks, including the Internet. This is reported under other operations and maintenance expenses. Expenses: A product such as Safari could be reported as part of question 20: One-time purchase of books, serial back-files, and other materials, or if Safari is an ongoing, annual expense at your library, its annual cost should then be reported as part of [ACRL] question 21: Ongoing commitments to subscriptions.
- **ARL/ASERL**: Question 7a. One time library materials expenditures. Report expenditures for all library materials that are non-subscription, one-time, or monographic in nature; include
expenditures for software and machine-readable materials considered part of the collections. Examples include periodical backfiles, literature collections, one-time costs for JSTOR membership, etc.

- **IPEDS-AL:** One-time purchases of books, serial back-files, and other materials. Provide the cost of one-time purchases of books, serial back-files, and other materials. Report expenses for published materials in all formats including archives and special collections. Include one-time acquisitions of access rights for digital/electronic materials held locally and for remote materials for which permanent access rights have been acquired. Include expenses for database licenses only if they are not a subscription or part of an annual consortium fee. Do not include expenses for computer software used to support library operations or to link external networks, including the Internet. This is reported under other operations and maintenance expenses.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019
Data Dictionary

Data Element Number:

22

Data Element Name:

Onetime_Ebook_Expenditures

Data Element Label:

Expenditures for one-time E-books (if available)

Data Element Used in the Following Survey(s):

ACRL

Characteristics:

Column: 256
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:

• ACRL: Question 20a. E-books (if available). Report the library’s one-time expenses for e-books in the e-books block only if the library can identify these expenses separately. These e-book expenses should be included in the block labeled “One-time purchases of books, serial back-files, and other materials.” Any expenses for e-books indicated in this separate block (question 20a) will not be added into the Total materials/services expenses. One-time expenses for e-books is included as an informational data point only. Report one-time expenses for triggered patron-drive acquisitions (PDAs) in question 20 and in question 20a if it is an e-book. Do not report funds in deposit accounts as expenditures until the library receives something from the deposit. Counting the deposit as an expenditure and then counting the actual expenditure from the deposit would inflate reported expenditures. This survey considers only expenditures that resulted in an actual acquisition.

• Note: For ARL/ASERL, e-books one-time purchases are not reported separately. One-time Ebooks purchases are reported in ARL/ASERL Question 7a. One-Time Resource Purchases and captured in Data Element #21.

• Note: For IPEDS-AL, e-books one-time purchases are not reported separately. One-time e-books purchases are reported in the One-Time purchases of books, serial back-files, and other materials question and captured in Data Element #21.
Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

Data Element Number: 23

Data Element Name: Ongoing_Expenditures

Data Element Label: Expenditures for ongoing commitments

Data Element Used in the Following Survey(s):
- ACRL
- ARL
- ASERL
- IPEDS

Characteristics:
- Column: 268
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 21. Ongoing commitments to subscriptions. Report expenses for ongoing commitments in all formats, including duplicates, for all outlets. This includes serials and any other items committed to annually, as well as annual electronic platform or access fees. Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Print-based serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include the costs of electronic serials bought in aggregations and serial packages. Include abstracting and indexing services and any database that requires an annual subscription fee. Do not include subscription fees if they are part of an annual consortium fee. Government documents received serially are included if they are accessible through the library's catalog or discovery system. If possible, include expenses concerning standing orders. A standing order is an ongoing commitment as opposed to a one-time purchase because if the library cancels the standing order it would no longer receive the content.
• ARL/ASERL: Question 7b. Ongoing library materials expenditures. Report subscription expenditures (or those which are expected to be ongoing commitments) for serial and other publications; include online searches of remote databases such as OCLC FirstSearch, DIALOG, Lexis-Nexis, etc. Examples include paid subscriptions for print and electronic journals and indexes/abstracts available via the Internet, CD-ROM serials, and annual access fees for resources purchased on a "one-time" basis, such as literature collections, JSTOR membership, etc.

• IPEDS-AL: Ongoing commitments to subscriptions. Report expenses for ongoing commitments in all formats, including duplicates, for all outlets. This includes serials and any other items committed to annually, as well as annual electronic platform or access fees. Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Print-based serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include the costs of electronic serials bought in aggregations and serial packages. Include abstracting and indexing services and any database that requires an annual subscription fee. Do not include subscription fees if they are part of an annual consortium fee. Government documents received serially are included if they are accessible through the library's catalog or discovery system.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019
**Data Dictionary**

**Data Element Number:**
24

**Data Element Name:**
Ongoing_Ebooks_Expenditures

**Data Element Label:**
Expenditures for ongoing e-books (if available)

**Data Element Used in the Following Survey(s):**
ACRL

**Characteristics:**
- Column: 280
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

**Valid Entries:**
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**
- ACRL: Question 21a. E-books (if available). Report the library’s ongoing expenses for e-books in the e-books block only if the library can identify these expenses separately. An example of an ongoing commitment to e-books would be a multi-year subscription to a publisher’s e-book collection. These e-book expenses should be included in the block labeled “Ongoing commitments to subscriptions.” Any expenses for e-books indicated in this separate block will not be added into question 23: Total materials/services expenses. Ongoing expense for e-books is included as an informational data point only.
- Note: For ARL/ASERL, e-books ongoing purchases are not reported separately. Ongoing e-books purchases are reported in ARL/ASERL - Question 7b. Ongoing Resource Purchases and captured in Data Element #23.
- Note: For IPEDS-AL, e-books ongoing purchases are not reported separately. Ongoing e-books purchases are reported in the ongoing commitments to subscriptions question and captured in Data Element #23.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

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Characteristics:

- Column: 292
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:

- ACRL: Question 21b. E-journals (if available). Report the library’s ongoing expenses for e-journals in the e-journals block only if the library can identify these expenses separately. This would include the cost for databases that are primarily comprised of e-journals. These e-journals expenses should be included in the block labeled “Ongoing commitments to subscriptions.” Any expenses for e-journals indicated in this separate block will not be added into question 23: Total materials/services expenses. Ongoing expense for e-journals is included as an informational data point only.
- Note: For ARL/ASERL, e-journals ongoing purchases are not reported separately. Ongoing e-journals purchases are reported in ARL/ASERL - Question 7b. Ongoing Resource Purchases and captured in Data Element #23.
- Note: For IPEDS-AL, expenditures for ongoing e-journals purchases are not reported separately. Ongoing expenditures for ongoing e-journals purchases are reported in the ongoing commitments to subscriptions question and captured in Data Element #23.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

Data Element Number:
26

Data Element Name:
Collection_Support_Other_Material_Service_Expenditures

Data Element Label:
Collection Support/All other materials/service cost

Data Element Used in the Following Survey(s):
ACRL
ARL
ASERL
IPEDS

Characteristics:
Column: 304
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 22. All other materials/service cost. Report additional materials/service costs that have not already been reported in this section. Other materials/service costs may include:
  1) Document delivery/interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmissions, royalties and access fees paid to provide document delivery or interlibrary loan. Include the interlibrary loan fees paid to bibliographic utilities if the interlibrary loan costs paid can be separated out from the expenses paid to the bibliographic utility.  2) Do not count expenses related to transactions between the main or central library and branches, transactions between branches, or expenses for an on-campus delivery.  3) Include costs associated with pay-per-view journal article transactions. Include fees expended for short-term loans as part of a Patron-Driven Acquisition (PDA) or Demand-Driven Acquisition (DDA) program.  4) Other expenses for information resources. Include copyright fees and fees for database searches (e.g., DIALOG, Lexis-Nexis).  5) If ILL is included as an expense with bibliographic utilities, but the costs cannot be separated out, include those costs only with the bibliographic utilities expenses in question 25.  6) Include expenditures for pay-per-view (PPV) journal article transactions in question 22. If, however, the
library places the journal article in the collection (the library keeps it), then it should be reported in question 20. (7) Include the costs for bibliographic management systems (e.g., RefWorks, EndNote) if provided through the library’s budget for students and faculty. This survey views these products as information resource management tools.

- ARL/ASERL: Question 7c. Collection support. Include miscellaneous expenditures as well as document delivery/interlibrary loan. Include materials funds expenditures not included in questions (7a)-(7b), e.g., expenditures for bibliographic utilities, literature searching, security devices, memberships for the purposes of publications, etc. Please list categories, with amounts, in a footnote. Note: If your library does not use materials funds for non-materials expenditures—i.e., if those expenditures are included in "Other Operating Expenditures"—report 0. Include all Contract Binding expenditures—that is only contract expenditures for binding done outside the library. If all binding is done in-house, state this fact and give in-house expenditures in a footnote; do not include personnel expenditures in this question. Some computer hardware and software expenditures may be reported here if they are expended from collection funds.

- IPEDS-AL: Other materials/service cost. Report additional materials/service costs that have not already been reported in this section. Other materials/service costs may include: Document delivery/interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmissions, royalties and access fees paid to provide document delivery or interlibrary loan. Include the interlibrary loan fees paid to bibliographic utilities if the interlibrary loan costs paid can be separated out from the expenses paid to the bibliographic utility. Do not count expenses related to transactions between the main or central library and branches, transactions between branches, or expenses for an on-campus delivery. Include costs associated with pay-per-view journal article transactions. Include fees expended for short-term loans as part of a Patron-Driven Acquisition (PDA) or Demand-Driven Acquisition (DDA) program. Other expenses for information resources. Include copyright fees and fees for database searches, e.g., (DIALOG, Lexis-Nexis).

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019
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<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
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<td>Definition:</td>
<td>ACRL: Question 23. Total materials/services expenses. This line will be automatically calculated. One-time + Ongoing + All other materials/service cost. Expenses (Exclude Staff): Expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2018. Report funds expended by the library (regardless of when received) from its regular budget and from all other sources (e.g., research grants, special projects, gifts and endowments, and fees for services). If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. All expenses should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenses. Exclude expenses for new buildings and building renovation. ARL/ASERL: Question 7. Total Library Materials (7a + 7b + 7c). Question 7a. One-time resource purchases + Question 7b. Ongoing resource purchases + Question 7c. Collection support. IPEDS-AL: Total materials/services cost calculated. This line will be automatically calculated by the survey portal system.</td>
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Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019
### Data Dictionary

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- Column: 328
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

#### Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

#### Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

#### Definition:
- **ACRL**: Question 24. Preservation services. Report expenses associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, de-acidification, lamination, and restoration. Also, include preservation-related contracts for services (e.g., digitization for preservation purposes). Do not include staff salaries and wages.
- **Note**: For ARL/ASERL, preservation services (e.g., Contract Binding) expenditures are not reported separately. Expenditures are part of Question 7c. Collection Support and captured in Data Element #26.
- **IPEDS-AL**: Preservation services. Report expenses associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, de-acidification, lamination, and restoration. Also, include preservation-related contracts for services (e.g., digitization). Do not include staff salaries and wages.
Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

IPEDS-Academic Libraries (AL), 2018-2019
Data Dictionary

Data Element Number:
29

Data Element Name:
Other_Operations_Maintenance_Expenditures

Data Element Label:
All other operations and maintenance expenses

Data Element Used in the Following Survey(s):
ACRL
ARL
ASERL
IPEDS

Characteristics:
Column: 340
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 25. All other operations and maintenance expenses. Report any other operations and maintenance expenses that have not already been reported in this section. Include: (1) Computer hardware and software expenses. Report expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, local or remote. Include the expenses for equipment used to run information service products when that expense can be separated from the price of the product. (2) National, regional, and local bibliographic utilities, networks and consortia. (3) If interlibrary loan fees paid to bibliographic utilities cannot be separated out, include the interlibrary loan costs here with the library’s expenses of the bibliographic utilities. (4) All other operating and maintenance expenses. Report all other expenses from the library budget not already reported. Exclude expenses for new buildings and building renovations. Include all expenses for furniture and equipment. Include any related maintenance costs. (5) If interlibrary loan fees paid to bibliographic utilities can be separated out, include those interlibrary loan costs in question 22. (6) Report consortial fees under “All other operations and maintenance expenses.” Include expenses for database licenses, serial subscription
fees, and other annual electronic platform or access fees, if they were part of an annual consortium fee. Do not report these under “Ongoing commitment to subscriptions” or “One-time purchases” expenses. (7) Include registration and travel expenses for staff to attend conferences/professional development.

- **ARL/ASERL:** Question 9. Other operating expenditures. Exclude expenditures for buildings, maintenance, and fringe benefits. Include computer hardware and software.
- **IPEDS-AL:** All other operations and maintenance expenses. Report any other maintenance expenses that have not already been reported in this section. Include: Computer hardware and software expenses. Report expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, local or remote. Include the expenses for equipment used to run information service products when that expense can be separated from the price of the product. National, regional, and local bibliographic utilities, networks and consortia. If interlibrary loan fees paid to bibliographic utilities cannot be separated out, include the interlibrary loan costs here with the library’s expenses of the bibliographic utilities. All other operating expenses. Report all other expenses from the library budget not already reported. Exclude expenses for new buildings and building renovations. Include all expenses for furniture and equipment. Include any related maintenance costs.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018  

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018  
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019  
### Data Dictionary

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<td><strong>Data Element Name:</strong></td>
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<td><strong>Data Element Label:</strong></td>
<td>Total operations and maintenance expenses</td>
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<td><strong>Data Element Used in the Following Survey(s):</strong></td>
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#### Characteristics:
- Column: 352
- Length: 12
- Data Type: Numeric
- Calculated Automatically: Yes
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

#### Valid Entries:
- Total Generated. 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

#### Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

#### Definition:
- **ACRL**: Question 26. Total Operations and Maintenance Expenses. These lines will be automatically calculated. Preservations services + All other operations and maintenance expenses.
- **Note**: For ARL/ASERL operating expenditures is reported individually in question 9 and captured in Data Element #29.
- **IPEDS-AL**: Total operations and maintenance expenses. This line will be automatically calculated by the survey portal system.

#### Source:
- ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
- IPEDS-Academic Libraries (AL), 2018-2019
Data Dictionary

Data Element Number: 31

Data Element Name: Question_Canadian Dollars

Data Element Label: Are expenses reported in Canadian dollars?

Data Element Used in the Following Survey(s):
ACRL
ARL
ASERL

Characteristics:
Column: 364
Length: 3
Data Type: Text
Calculated Automatically: No
Accepts Null Value: No
Required: Yes
Known Data Issues: None

Valid Entries:
Yes or No

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 27. Are expenses reported in Canadian dollars? If expenses are reported in Canadian dollars, select “yes.” If expenses are not reported in Canadian dollars, select “no.”
- ARL/ASERL: Question 5. Are the figures reported in Canadian dollars? Yes or No. Canadian libraries should report expenditures in Canadian dollars. Please round figures to the nearest dollar.
- Note: For IPEDS-AL, question is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
**Data Dictionary**

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<td>External Contributions from Consortia/Network(s) / Bibliographic Utilities - Expenditures from External Sources.</td>
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<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
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**Definition:**

- **ACRL:** Question 45. External Contributions from Consortia/Network(s). If the library receives access to e-collections or other e-resources through one or more centrally-funded system or consortial arrangements for which it does not pay fully and/or directly (for example, funding is provided by the state on behalf of all members), enter the amount paid by external bodies on its behalf. If the specific dollar amount is not known, but the total student FTE for the consortium and amount spent for the academic members are known, divide the overall amount spent by the institution’s share of the total student FTE. The consortium or system office may make a value-per-FTE metric available for all members of the consortium. Do not include expenses paid through an annual consortium fee. Report those expenses under line 25 “All other operations and maintenance expenses.”

- **ARL/ASERL:** Question 12. Consortia/Networks/Bibliographic Utilities Expenditures from External Sources. If the library receives access to computer files, electronic serials or search services through one or more centrally-funded system or consortia arrangements for which it does not pay fully and/or directly (for example, funding is provided by the state on behalf of all members), enter the
amount paid by external bodies on its behalf. If the specific dollar amount is not known, but the total student FTE for the consortium and amount spent for the academic members are known, divide the overall amount spent by the institution's share of the total student FTE.

- **Note:** For IPEDS-AL, national, regional, and local bibliographic utilities, networks and consortia expenditures are not reported separately. This expenditure is part of the All Other Operations and Maintenance Expenses and captured in Data Element #29 and #30.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
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<td>Explanation for Outside Expected Range:</td>
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<td>Definition:</td>
<td>• ACRL: Question 30. Total Expenses with Fringe Benefits. These lines will be automatically calculated. Staff fringe benefits if paid from the library budget + Total materials/services expenses + Total operations and maintenance expenses.</td>
</tr>
<tr>
<td></td>
<td>• Note: For ARL/ASERL, fringe expenditures are not included in the Total Library Expenditures.</td>
</tr>
<tr>
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<td>• IPEDS-AL: This amount will be calculated automatically. It is the sum of salaries and wages, fringe benefits, total materials/services, and total operations and maintenance.</td>
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**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018  

IPEDS-Academic Libraries (AL), 2018-2019  
### Data Dictionary

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<td>Data Element Label:</td>
<td>Includes salaries and wages from all identifiable sources, excludes fringe</td>
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<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
</tr>
</tbody>
</table>
| Definition:          | - ACRL: Question 31. Total Expenses without Fringe Benefits. These lines will be automatically calculated. Total materials/services expenses + Total operations and maintenance expenses.  
- ARL/ASERL: Question 6. Total Library Expenditures (7 + 8 + 9); 7 = Total Library Materials, 8 = Total Salaries & Wages, 9 = Other Operating Expenditures.  
- IPEDS-AL: This amount will be calculated automatically. It is total expenses minus fringe benefits. If fringe benefits were not paid out of the library budget, this line should be equal to Total Expenses. |
| Source:              | ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018  
Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018  
http://www.libqual.org/documents/admin/18instruct.pdf |
<table>
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<tr>
<td><strong>Definition:</strong></td>
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</table>
| | IPEDS-AL: 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. 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. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library catalog or discovery system.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

IPEDS-Academic Libraries (AL), 2018-2019
Data Dictionary

Data Element Number: 36

Data Element Name: Title_Count_Ebooks

Data Element Label: Number of digital/electronic books [Title Count]

Data Element Used in the Following Survey(s):

- ACRL
- ARL
- ASERL
- IPEDS

Characteristics:

Column: 415
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:

- ACRL: Question 40 - Books [Title Count] - Digital/Electronic (Column B). Report e-book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system e-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). 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 (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased by the library. Additional guidance: (1) Include open access titles if they are searchable through the library's
catalog or discovery system. (2) Count each e-book title as a single title, regardless of its number of user seats. (3) 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. (4) E-book titles may be found through the library’s link resolver knowledge base in addition to the catalog or discovery system. (5) A dissertation database such as ProQuest Dissertation & Theses Database is reported as a database.

- ARL/ASERL: Question 4. Electronic Books. Report the number of electronic books held. Include electronic theses and dissertations. This number is a subset of Volumes Held reported in Q2 - Volumes in Library. Exclude electronic serials and other virtual serial volumes. See the definition of Volumes Held for more guidance.

- IPEDS-AL: Digital/Electronic Books. Report e-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/. E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include e-book titles in aggregated sets in which the library selected the aggregator, even if not listed by 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. 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 (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased by the library.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019
Data Dictionary

Data Element Number: 37

Data Element Name: Titles_Held

Data Element Label: Titles Held (all formats)

Data Element Used in the Following Survey(s):
ARL
ASERL

Characteristics:
Column: 427
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- Note: For ACRL, Title Held (all formats) is not asked on the survey.
- ARL/ASERL: Question 1. Titles Held. The ANSI/NISO Z39.7-2004 definition for title is as follows: The designation of a separate bibliographic whole, whether issued in one or several volumes .... Titles are defined according to the Anglo-American Cataloging Rules. A book or serial title may be distinguished from other such titles by its unique International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). This definition applies equally to print, audiovisual, and other library materials. For unpublished works, the term is used to designate a manuscript collection or an archival record series. Two subscriptions to Science magazine, for example, are counted as one title. When vertical file materials are counted, a file folder is considered a title. Report the total number of titles managed and maintained by the library that are catalogued and made ready for use. De-duplicate titles by counting multiple copies of the same manifestation as one title. Identical content in different formats should not be de-duplicated, and each format should be counted as a different title. For example, a serial title available in print, microform and online would be counted as three titles. Count different editions and versions of the same work as separate titles since they denote depth in the collection. Counting the 245 field when the library provides stewardship for
those resources may be sufficient. Titles held includes: Print and electronic serials and monographs, Other virtual serial volumes, E-books, Print & electronic government documents (monographs and serials), Microforms, Computer files, Manuscripts and archives, Audiovisual materials, (cartographic, graphic, audio, film and video, etc.), Gifts, Electronic theses & dissertations, Special collection materials that have been cataloged and made ready for use*, Digitized content from your collection that is accessible under current copyright law. For demand driven acquisition report titles only after they are purchased. If a library does not provide access to a title, do not report it. All other cataloged, locally digitized, and licensed resources. Include all materials where financial contribution has been made even in partial. Titles held excludes: Titles for which your library is not providing sustained stewardship and maintenance; HathiTrust, CRL, Internet Archive, etc. unless your library owns the digitized item and it is accessible under current copyright law; and Uncataloged items. Note: *Special collection materials in particular constitute resources of national/international distinction and the breadth and depth of these resources is a key indicator tied to the mission of research libraries.

- Note: For IPEDS-AL, Title Held (all formats) is not asked on the survey.

**Source:**
Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
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|                     | Data Type: Numeric  
|                     | Calculated Automatically: No  
|                     | Accepts Null Value: Yes  
|                     | Required: No  
|                     | Known Data Issues: None |
| Valid Entries:      | 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable |
| Explanation for Outside Expected Range: | Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking. |
| Definition:         | ACRL: Question 40a. Books [volume count] – Physical (Column A). 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, which is as follows: “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 issues that would be bound together if the library bound all serials.” Additional guidance: Include duplicate copies, bound serial volumes, 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. The reported counts for question 40a will not be used in the sum to fill in question 44 Total Physical Collections.

- Note: ARL/ASERL Question 2 – Volumes held (print only items and ebooks) is captured in Data Element #39.
- Note: For IPEDS-AL, volume count is not asked but physical book titles is reported. Physical book titles is captured in Data Element #35.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
### Data Dictionary

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|                     | Accepts Null Value: Yes  
|                     | Required: No  
|                     | Known Data Issues: None |
| Valid Entries:      | 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable |

#### Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

#### Definition:
- **Note:** For ACRL, volume count is captured in Data Element #38 (ACRL-Question 40a.Books [volume count]) but excludes ebooks.
- **ARL/ASERL:** Question 2. Volumes in Library. Use the ANSI/NISO Z39.7-2004 definition for volume as follows: 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. Volumes held is a count of “print only” items and e-books. Report the total number of volumes managed and maintained by the library that are cataloged and made ready for use. If either formulas or sampling are used for deriving your count, indicate in a footnote. Volumes held includes: 1) Print monographic volumes, 2) Bound volumes of periodicals/serials, 3) Print-based government documents**, 4) Electronic monographic government documents (also reported in Q4), 5) E-books that are not serial publications (also reported in Q4) ***, 6) Electronic theses & dissertations (also reported in Q4), 7) Volumes purchased collectively where the cost is shared at the time of purchase.
Volumes held excludes: 1) Nonprint materials, with the exception of e-books, 2) Electronic serials and other virtual serial volumes (report in Q1), 3) Electronic serials government documents (report in Q1), 4) Microforms (report in Q1), 5) Maps (report in Q1), 6) Uncataloged items.**Include government document volumes that are accessible through the library's catalogs 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 card or online catalogs. Documents should, to the extent possible, be counted as they would if they were in bound volumes (e.g., 12 issues of an annual serial would be one or two volumes). Title and piece counts should not be considered the same as volume counts. If a volume count has not been kept, it may be estimated through sampling a representative group of title records and determining the corresponding number of volumes, then extrapolating to the rest of the collection. As an alternative, an estimate may be made using the following formulae: 52 documents pieces per foot; 10 "traditional" volumes per foot; 5.2 documents pieces per volume. Note:***Include e-book units, as long as these e-books are owned or leased and have been cataloged by your library. Include electronic books purchased through vendors such as NetLibrary or Books 24x7, and e-books that come as part of aggregate services. Include individual titles of e-book sets that are treated as individual reference sources. Include locally digitized electronic books and electronic theses and dissertations. Provide a footnote reporting the products and the number of titles in a note.

- Note: For IPEDS-AL, book volume count is not asked on the survey. IPEDS-AL discontinued the reporting of physical volume counts in 2016.

Source:
Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
Data Dictionary

Data Element Number: 40

Data Element Name: Basis_Volume_Count

Data Element Label: Basis of volume count

Data Element Used in the Following Survey(s):

- ARL
- ASERL

Characteristics:

- Column: 463
- Length: 12
- Data Type: Text
- Calculated Automatically: No
- Accepts Null Value: No
- Required: Yes
- Known Data Issues: None

Valid Entries:

- Physical or Bibliographic

Explanation for Outside Expected Range:

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:

- Note: For ACRL, basis of volume count is not asked on the survey.
- ARL/ASERL: Question 3. Basis of Volume Count. A physical count is a piece count; a bibliographic count is a catalog record count.
- Note: For IPEDS-AL, basis of volume count is not asked on the survey.

Source:
Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
<table>
<thead>
<tr>
<th>Data Element Number:</th>
<th>41</th>
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<tbody>
<tr>
<td>Data Element Name:</td>
<td>Databases_Count</td>
</tr>
<tr>
<td>Data Element Label:</td>
<td>Number of Digital/Electronic Databases</td>
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<td>Data Element Used in the Following Survey(s):</td>
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</tr>
<tr>
<td>Characteristics:</td>
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<td>Length: 12</td>
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<td>Data Type: Numeric</td>
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<td>Calculated Automatically: No</td>
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<td></td>
<td>Accepts Null Value: Yes</td>
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<td></td>
<td>Required: No</td>
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<tr>
<td></td>
<td>Known Data Issues: None</td>
</tr>
<tr>
<td>Valid Entries:</td>
<td>0 to 9999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable</td>
</tr>
<tr>
<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
</tr>
<tr>
<td>Definition:</td>
<td>- ACRL: Question 41. 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 a collection of electronically stored data or unit records (facts, bibliographic data, or 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 &quot;individual releases&quot; 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. Additional guidance: (1) Include open access databases if they are searchable through the library's catalog or discovery system; (2) 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; (3) Include e-book databases but report the individual e-book titles within the database separately under question 40 Column B. Digital/Electronic Books.</td>
</tr>
</tbody>
</table>
Note: For ARL/ASERL, databases are not reported separately. Databases are included in Titles Held.

IPEDS-AL: 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 a 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.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

IPEDS-Academic Libraries (AL), 2018-2019
https://surveys.nces.ed.gov/ipeds/VisInstructions.aspx?survey=15&Id=30103
### Data Dictionary

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<tr>
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<tbody>
<tr>
<td>Data Element Name:</td>
<td>Media_Physical_Count</td>
</tr>
<tr>
<td>Data Element Label:</td>
<td>Number of physical media [Title Count]</td>
</tr>
<tr>
<td>Data Element Used in the Following Survey(s):</td>
<td>ACRL, IPEDS</td>
</tr>
</tbody>
</table>

#### Characteristics:
- **Column:** 487
- **Length:** 12
- **Data Type:** Numeric
- **Calculated Automatically:** No
- **Accepts Null Value:** Yes
- **Required:** No
- **Known Data Issues:** None

#### Valid Entries:
- 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

#### Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

#### Definition:
- ACRL: Question 42. Media – Physical (Column A). Report the number of titles of media materials. Include microforms, audiovisual materials, cartographic, graphic materials, and three-dimensional artifacts realia. Additional guidance: (1) 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 question 40. (2) Count microform titles not the number of boxes of microfilm rolls. (3) If your library has any media serials, do not include them here; include them only in the serials count. (4) If a media title is broken into two containers for circulation purposes, it would count as one title for physical media collection. (5) 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, ultralfiche, and reproductions on opaque material. (6) Cartographic material are materials representing in whole or in part the earth or any celestial body at any scale (e.g., maps and charts). (7) NISO Z39.7-2013 defines graphic materials 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]

- Note: For ARL/ASERL, physical media is not reported separately. It is included in Titles Held.
- IPEDS-AL: Media-Physical. Report the number of titles of media materials. Include microforms, audiovisual materials, cartographic, and graphic materials and three-dimensional artifacts realia.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

IPEDS-Academic Libraries (AL), 2018-2019
<table>
<thead>
<tr>
<th>Data Element Number:</th>
<th>43</th>
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</thead>
<tbody>
<tr>
<td><strong>Data Element Name:</strong></td>
<td>Media_Digital/Electronic_Count</td>
</tr>
<tr>
<td><strong>Data Element Label:</strong></td>
<td>Number of digital/electronic media [Title Count]</td>
</tr>
</tbody>
</table>
| **Data Element Used in the Following Survey(s):** | ACRL  
| | IPEDS |
| **Characteristics:** | Column: 499  
| | Length: 12  
| | Data Type: Numeric  
| | Calculated Automatically: No  
| | Accepts Null Value: Yes  
| | Required: No  
| | Known Data Issues: None |
| **Valid Entries:** | 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable |
| **Explanation for Outside Expected Range:** | Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking. |
| **Definition:** |  
| | • ACRL: Question 42. Media - Digital/Electronic (Column B). Report the 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. 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 (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library. Additional guidance: (1) Include open access titles if they are searchable through the library's catalog or discovery system, (2) exclude serials, (3) media titles may be found through the library’s link resolver knowledge base in addition to the catalog or discovery system.  
| | • Note: For ARL/ASERL, Digital/Electronic Media is not reported separately. It is included in Titles Held.  
| | • IPEDS-AL: Digital/Electronic Media. 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 listed by 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 Archives) in this category; count as databases. Do not include titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

IPEDS-Academic Libraries (AL), 2018-2019
### Data Dictionary

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<tr>
<th>Data Element Number:</th>
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<tbody>
<tr>
<td>Data Element Name:</td>
<td>Serials_Physical_Count</td>
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<tr>
<td>Data Element Label:</td>
<td>Number of physical serials [Title Count]</td>
</tr>
</tbody>
</table>
| Data Element Used in the Following Survey(s): | ACRL
|                     | IPEDS |
| Characteristics:    | Column: 511
|                     | Length: 12
|                     | Data Type: Numeric
|                     | Calculated Automatically: No
|                     | Accepts Null Value: Yes
|                     | Required: No
|                     | Known Data Issues: None |

| Valid Entries:      | 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable |

**Explanation for Outside Expected Range:**
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**
- **ACRL**: Question 43. Serials - Physical (Column A). 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, serial titles on microform, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series. Report serial titles, not subscriptions. 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, do not include earlier title changes; however, do not worry about removing them if it is not possible/feasible.

- **Note**: For ARL/ASERL, Physical Serials is not reported separately. It is included with Titles Held.

- **IPEDS-AL**: Serials-Physical. 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, serial titles on microform, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.
societies; and numbered monographic series. Report serial titles, not subscriptions. 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, do not include earlier title changes; however, do not worry about removing them if it is not possible/feasible.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

IPEDS-Academic Libraries (AL), 2018-2019
**Data Element Number:**

45

**Data Element Name:**

Eserials_Count

**Data Element Label:**

Number of digital/electronic serials [Title Count]

**Data Element Used in the Following Survey(s):**

ACRL  
IPEDS

**Characteristics:**

- **Column:** 523  
- **Length:** 12  
- **Data Type:** Numeric  
- **Calculated Automatically:** No  
- **Accepts Null Value:** Yes  
- **Required:** No

**Known Data Issues:** None

**Valid Entries:**

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**

- **ACRL:** Question 43. Serials - Digital/Electronic (Column B). Report the number of current and ceased 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 possible/feasible. A source for counting e-serials may be a library- or vendor-developed A-Z title list of e-journals. Report serial titles, not subscriptions. E-serial titles may be found through the library’s link resolver knowledge base in addition to the catalog or discovery system.

- **Note:** For ARL/ASERL, Digital/Electronic Serials is not reported separately. It is included in Titles Held.
• IPEDS-AL: Digital/Electronic Serials. 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. 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 possible/feasible. A source for counting e-serials may be a library- or vendor-developed A-Z title list of e-journals.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

IPEDS-Academic Libraries (AL), 2018-2019
Data Element Number:
46

Data Element Name:
TTL_Library_Collections_Physical_Count

Data Element Label:
Total Library Collections - Physical

Data Element Used in the Following Survey(s):
ACRL
IPEDS

Characteristics:
Column: 535
Length: 12
Data Type: Numeric
Calculated Automatically: Yes
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
Total Generated. 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 44. Automatically calculated on survey (Column A: Sum 40 + 42 + 43).
- Note: For ARL/ASERL, Total of Physical Collections is not asked on the survey.
- IPEDS-AL: Total automatically calculated by the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

IPEDS-Academic Libraries (AL), 2018-2019
<table>
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<tr>
<th>Data Element Number:</th>
<th>47</th>
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<tbody>
<tr>
<td>Data Element Name:</td>
<td>TTL_Library_Collections_Digital_Electronic_Count</td>
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<tr>
<td>Data Element Label:</td>
<td>Total Library Collections - Digital/Electronic</td>
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</table>
| Data Element Used in the Following Survey(s): | ACRL
| | IPEDS |
| Characteristics:   | Column: 547
|                    | Length: 12
|                    | Data Type: Numeric
|                    | Calculated Automatically: Yes
|                    | Accepts Null Value: Yes
|                    | Required: No
|                    | Known Data Issues: None |
| Valid Entries:     | Total Generated. 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable |
| Explanation for Outside Expected Range: | Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking. |
| Definition:        | • ACRL: Question 44. Automatically calculated on survey (Column B: Sum 40 + 41 + 42 + 43).
|                    | • Note: For ARL/ASERL, Total of Digital/Electronic Collections is not asked on the survey.
|                    | • IPEDS-AL: Total automatically calculated by the survey. |
| Source:            | ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
|                    | IPEDS-Academic Libraries (AL), 2018-2019
<table>
<thead>
<tr>
<th>Data Element Number:</th>
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<tbody>
<tr>
<td>Data Element Name:</td>
<td>Institutional_Repository_Uploads</td>
</tr>
<tr>
<td>Data Element Label:</td>
<td>Items contributed to the institutional repository(ies) via uploads</td>
</tr>
<tr>
<td>Data Element Used in the Following Survey(s):</td>
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<tr>
<td>Characteristics:</td>
<td>Column: 559 Length: 12 Data Type: Numeric Calculated Automatically: No Accepts Null Value: Yes Required: No Known Data Issues: None</td>
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<td>Valid Entries:</td>
<td>0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable</td>
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<tr>
<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
</tr>
</tbody>
</table>
| Definition:               | • ACRL: Question 50. Items contributed to the institutional repository(ies) via uploads. Number of items held in the library's hosted or administered IR; includes all items regardless of how uploaded (library staff, faculty, etc). Include digitized special collections housed in repository. An institutional repository is a set of services that an institution or organization offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members.  
• Note: For ARL/ASERL, items for institutional repositories are not asked on the survey.  
• Note: For IPEDS-AL, items for institutional repositories are not asked on the survey. |
| Source:                   | ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018  
## Data Dictionary

<table>
<thead>
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<td>Institutional_Repository_Usage</td>
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<td><strong>Data Element Label:</strong></td>
<td>Item usage from the institutional repository(ies)</td>
</tr>
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<td><strong>Data Element Used in the Following Survey(s):</strong></td>
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| **Characteristics:** | Column: 571  
Length: 12  
Data Type: Numeric  
Calculated Automatically: No  
Accepts Null Value: Yes  
Required: No  
Known Data Issues: None |
| **Valid Entries:** | 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable |
| **Explanation for Outside Expected Range:** | Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking. |
| **Definition:** | - ACRL: Question 51. Number of downloads from IR during the reported year. Usage statistics should align as much as possible with COUNTER Code of Practice. If downloads are not available, usage statistics may include page views or other; indicate which type of count is being provided. An institutional repository is a set of services that an institution or organization offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members.  
- Note: For ARL/ASERL, items for institutional repositories are not asked on the survey.  
- Note: For IPEDS-AL, items for institutional repositories are not asked on the survey. |
| **Source:** | ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018  
Data Dictionary

Data Element Number: 50

Data Element Name: Initial_Circulation_Physical

Data Element Label: Number of physical library circulations

Data Element Used in the Following Survey(s):
- ACRL
- ARL
- ASERL
- IPEDS

Characteristics:
- Column: 583
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 60 - Initial Circulation - Physical (Column A). Report the total number of times physical items are checked out from the general and reserve collections. Include only initial checkouts (circulation), not renewals. Exclude interlibrary loan lending and borrowing. Include transactions of books, media, and serials. Do not include transactions of equipment or computers. However, circulation of electronic reading devices (e.g., Kindles) can be included if the device is pre-loaded with e-books. For example, if a customer checks out a Kindle that is pre-loaded with 20 e-books, then that transaction counts as 1 physical circulation, not 20 electronic/digital circulations. Do not include in-house circulation (items that library personnel pick up from tables and carrels and are scanned as to being used) with circulation.
- ARL/ASERL: Question 17. Initial circulations (excluding reserves). Count the number of initial circulations during the fiscal year from the general collection for use usually (although not always) outside the library. Do not count renewals. Exclude e-books. Include circulations to and from remote
storage facilities for library users (i.e., do not include transactions reflecting transfers or stages of technical processing). Count the total number of items lent, not the number of borrowers.

- IPEDS-AL: Total Physical Circulation. Report the total number of times physical items are checked out from the general and reserve collections. Include only initial checkouts (circulation), not renewals. Exclude interlibrary loan lending and borrowing. Include transactions of books, media, and serials. Do not include transactions of equipment or computers. However, circulation of electronic reading devices (e.g., Kindles) can be included if the device is pre-loaded with e-books. For example, if a customer checks out a Kindle that is pre-loaded with 20 e-books, then that transaction counts as 1 physical circulation, not 20 electronic/digital circulations.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019
**Data Dictionary**

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<tbody>
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<td>Circulation_Digital_Electronic</td>
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<tr>
<td><strong>Data Element Label:</strong></td>
<td>Number of digital/electronic circulations</td>
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<tr>
<td><strong>Data Element Used in the Following Survey(s):</strong></td>
<td>ACRL, IPEDS</td>
</tr>
<tr>
<td><strong>Characteristics:</strong></td>
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<tr>
<td>Required: No</td>
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<tr>
<td><strong>Known Data Issues:</strong> If an automatic export from ACRL to IPEDS is performed then this number gets pulled from question 60-column B in the ACRL survey, which includes usage for e-books and e-media titles only. Because ACRL reports e-serials separately, they are not included in this figure.</td>
<td></td>
</tr>
<tr>
<td><strong>Valid Entries:</strong> 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable</td>
<td></td>
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<tr>
<td><strong>Explanation for Outside Expected Range:</strong> Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
<td></td>
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<tr>
<td><strong>Definition:</strong></td>
<td></td>
</tr>
<tr>
<td>• ACRL: Question 60 - Circulation - Digital/Electronic (Column B). Report usage of digital/electronic titles whether viewed, downloaded, or streamed. Do not include e-serials and institutional repository documents, which are reported separately. Include usage for e-books and e-media titles only, even if the title was purchased as part of a database. If possible, do not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library. Do not include transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under &quot;physical circulation.&quot; Additional guidance: (1) Viewing documents is defined as having the full text of a digital document or electronic resource downloaded. [NISO Z39.7-2013, section 7.7]; (2) An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-book usage statistics. (3) Libraries may need to ask vendors for usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.</td>
<td></td>
</tr>
</tbody>
</table>
• Note: For ARL/ASERL, Initial Circulation-Digital/Electronic is not asked on the survey. Electronic usage is asked in Question 18 (journals) and Question 19 & 20 (databases).

• IPEDS-AL: Total Digital/Electronic Circulation or Usage – Report usage of digital/electronic titles whether viewed, downloaded, or streamed. Do not include e-serials and institutional repository documents. Include usage for e-books and e-media titles only, even if the title was purchased as part of a database. Do not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library. Do not include transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation". Many vendors will provide usage statistics in COUNTER reports. Project COUNTER Code of Practice is available here. Relevant COUNTER reports for e-books are: BR1- Number of Successful Title Requests by Month and Title; and BR2- Number of Successful Section Requests by Month and Title. For media, the report MR1-Number of Successful Multimedia Full Content Unit Requests by Month and Collection, is most relevant. If COUNTER reports are available, IPEDS-AL suggest that libraries report counts from BR1 and MR1. If BR1 and MR1 statistics are not available, BR2 and MR2 statistics can be used. In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.).

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

IPEDS-Academic Libraries (AL), 2018-2019
Data Dictionary

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<td>Data Element Label:</td>
<td>e-Book usage COUNTER BR1 (if available)</td>
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<td>Data Element Used in the Following Survey(s):</td>
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Characteristics:

- Column: 607
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:

- 0 to 999999999999
- -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:

- ACRL: Question 61. E-book usage COUNTER BR1 (if available). This breakdown is requested to help libraries seeking such information for benchmarking studies. Many vendors will provide usage statistics in COUNTER reports. Project COUNTER Code of Practice is available here: https://www.projectcounter.org/code-of-practice-sections/general-information/. Relevant COUNTER reports for e-books are: BR1-Number of Successful Title Requests by Month and Title; and BR2-Number of Successful Section Requests by Month and Title. For media, the report MR1-Number of Successful Multimedia Full Content Unit Requests by Month and Collection, is most relevant. If COUNTER reports are available, IPEDS suggest that libraries report counts from BR1 and MR1. If BR1 and MR1 statistics are not available, BR2 and MR2 statistics can be used. In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.). If counts are available, separately report e-book usage. If usage is available for COUNTER BR1, report on line 61 Column B. If usage is available for COUNTER BR2, report on line 62 Column B. Libraries not using COUNTER should provide the most valid and reliable response possible for e-book usage for question 61 and make a note, or report zero in both 61 and 62. Additional guidance: (1) The reported counts for questions 61 and 62 will not be used as a sum to fill in Total Digital/Electronic Circulation in question 60-Column B., (2) An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-book usage statistics, (3) Libraries may need to ask vendors for e-book usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.
- Note: For ARL/ASERL, question is not asked on the survey.
- Note: For IPEDS-AL, e-book usage is not asked separately on the survey. E-book usage is part of the Total Digital/Electronic Circulation or Usage question.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
**Data Element Number:**

53

**Data Element Name:**

Ebook_Usage_BR2

**Data Element Label:**

e-Book usage COUNTER BR2 (if available)

**Data Element Used in the Following Survey(s):**

ACRL

**Characteristics:**

- Column: 619
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

**Valid Entries:**

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**

- ACRL: Question 62. E-book usage COUNTER BR2 (if available). This breakdown is requested to help libraries seeking such information for benchmarking studies. Many vendors will provide usage statistics in COUNTER reports. Project COUNTER Code of Practice is available here: https://www.projectcounter.org/code-of-practice-sections/general-information/. Relevant COUNTER reports for e-books are: BR1-Number of Successful Title Requests by Month and Title; and BR2-Number of Successful Section Requests by Month and Title. For media, the report MR1-Number of Successful Multimedia Full Content Unit Requests by Month and Collection, is most relevant. If COUNTER reports are available, IPEDS suggest that libraries report counts from BR1 and MR1. If BR1 and MR1 statistics are not available, BR2 and MR2 statistics can be used. In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.). If counts are available, separately report e-book usage. If usage is available for COUNTER BR1, report on line 61 Column B. If usage is available for COUNTER BR2, report on line 62 Column B. Libraries not using COUNTER should provide the most valid and reliable response possible for e-book usage for question 61 and make a note, or report zero in both 61 and 62. Additional guidance: (1) The reported counts for questions 61 and 62 will not be used as a sum to fill in Total Digital/Electronic Circulation in question 60 Column B., (2) An electronic resource management
management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-book usage statistics, (3) Libraries may need to ask vendors for e-book usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.

• Note: For ARL/ASERL, question is not asked on the survey.
• Note: For IPEDS-AL, e-book usage is not asked separately on the survey. E-book usage is part of the Total Digital/Electronic Circulation or Usage question.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

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<tr>
<td>Data Element Name:</td>
<td>Eserials_Usage</td>
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<td>Data Element Label:</td>
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<td>Data Element Used in the Following Survey(s):</td>
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Characteristics:
- Column: 631
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No

Known Data Issues: If an automatic export from ACRL to IPEDS is performed, then e-serials usage is not currently reported to IPEDS as part of their Academic Libraries survey component.

Valid Entries:
- 0 to 999999999999
- -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 63. E-serials usage. Please note: e-serials usage is not currently reported to IPEDS as part of their Academic Libraries survey component. However, e-serials are an important content source for users of academic libraries. This breakdown is requested because of the importance of e-serials to academic library users, and to help libraries seeking such information for benchmarking studies. Also please note that the ACRL Academic Library Trend and Statistics Survey is not collecting use of print serial titles separately from other physical initial circulation. Guidelines for collecting e-serials usage: (1)Include usage for all e-serials, even if the title was purchased as part of a database. (2)When possible record usage at the article level. The most relevant COUNTER report is JR1 (which includes any use in JR1GOA and JR1a reports). (3)In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.) and make a note, or report zero. (4)Viewing a document is defined as having the full text of a digital document or electronic resource downloaded. [NISO Z39.7-2013, section 7.7]. (4) If available, include the count for open access e-serial usage if the title is accessible through the library’s catalog or discovery system. (5) An electronic resource management system (ERMS) and/or a usage consolidation service may be
helpful for collecting e-serial usage statistics. Libraries may need to ask vendors for e-serial usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.

- Note: See ARL/ASERL-Question 18. Number of successful full-text article requests (journals).
- Note: For IPEDS-AL, e-serials is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
**Data Dictionary**

<table>
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<td><strong>Data Element Label:</strong></td>
<td>Number of successful full-text article requests (journals)</td>
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<td><strong>Data Element Used in the Following Survey(s):</strong></td>
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<td><strong>Valid Entries:</strong></td>
<td>0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable</td>
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<td><strong>Explanation for Outside Expected Range:</strong></td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
</tr>
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<td><strong>Definition:</strong></td>
<td>- Note: For ACRL, number of successful full-text article requests is not asked on the survey.</td>
</tr>
<tr>
<td></td>
<td>- ARL/ASERL: Question 18. Number of successful full-text article requests (journals). Items reported should follow definitions as defined in the COUNTER Code of Practice (<a href="http://www.projectcounter.org">http://www.projectcounter.org</a>). In a footnote, include the types of resources for which you are reporting data. It is recommended that only data that follow the COUNTER definitions be reported. Any exceptions should be documented in a footnote.</td>
</tr>
<tr>
<td></td>
<td>- Note: For IPEDS-AL, individual questions on number of successful full-text article requests (journals) is not asked on the survey.</td>
</tr>
<tr>
<td><strong>Source:</strong></td>
<td>Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.libqual.org/documents/admin/18instruct.pdf">http://www.libqual.org/documents/admin/18instruct.pdf</a></td>
</tr>
</tbody>
</table>


Data Dictionary

Data Element Number: 56

Data Element Name: Numb_Regular Searches

Data Element Label: Number of regular searches (databases)

Data Element Used in the Following Survey(s):
- ARL
- ASERL

Characteristics:
- Column: 655
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- Note: For ACRL, number of successful full-text article requests is not asked on the survey.
- ARL/ASERL: Question 19. Number of regular searches (databases). Items reported should follow definitions as defined in the COUNTER Code of Practice (http://www.projectcounter.org). In a footnote, include the types of resources for which you are reporting data. It is recommended that ONLY data that follow the COUNTER definitions be reported. Any exceptions should be documented in a footnote.
- Note: For IPEDS-AL, individual questions on number of regular searches (databases) is not asked on the survey.

Source:
Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
**Data Dictionary**

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<th>Data Element Number:</th>
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<td>Numb_Federated_Searches</td>
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<td>Data Element Label:</td>
<td>Number of federated searches (databases)</td>
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<td>Data Element Used in the Following Survey(s):</td>
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<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
</tr>
<tr>
<td>Definition:</td>
<td>- Note: For ACRL, number of successful full-text article requests is not asked on the survey.</td>
</tr>
<tr>
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<td>- ARL/ASERL: Question 20. Number of federated searches (databases). Items reported should follow definitions as defined in the COUNTER Code of Practice (<a href="http://www.projectcounter.org">http://www.projectcounter.org</a>). In a footnote, include the types of resources for which you are reporting data. It is recommended that ONLY data that follow the COUNTER definitions be reported. Any exceptions should be documented in a footnote.</td>
</tr>
<tr>
<td></td>
<td>- Note: For IPEDS-AL, individual questions on number of federated searches (databases) is not asked on the survey.</td>
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<td>Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018</td>
</tr>
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</table>
Data Dictionary

Data Element Name: Transactions

Data Element Label: Transactions/Reference Transactions

Data Element Used in the Following Survey(s):
ACRL
ARL
ASERL

Characteristics:
Column: 679
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:

- ACRL: Information Services to Individuals. Transactions and consultation interactions are defined as information contacts that involve the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include printed, online, and non-printed materials, e-resources and databases (including assistance with computer searching), the library’s own catalogs and holdings records, other libraries and institutions through communication or referral, and persons both inside and outside the library. [NISO Z39.7-2013, section 7.3] If separate counts are not available for transactions (question 64) and consultations (question 65), report the total number of information services to individuals as transactions on line 64, and make a note. Question 64. Transactions: Transactions are typically walk-ups in person, or by phone, by e-mail, by the Web, and may take place at the reference desk or elsewhere. Include information and referral services. Do not report directional transactions here. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of
any information sources other than those which describe the library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic, non-teaching/instructional nature with equipment or software. If a contact includes both reference and directional services, it should be reported as one transaction. When a staff member uses information gained from previous use of information sources to answer a question, the request is reported as an information request even if the source is not consulted again. [NISO Z39.7-2013, section 7.3] It is up to the discretion of the library whether multiple questions from the same patron during the same session count as multiple transactions or continuations of the same.

- ARL/ASERL: Question 16. Reference Transactions. Report the total number of reference transactions. A reference transaction is: An information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use [or creation of] one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include (a) printed and nonprinted materials; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. When a staff member uses information gained from previous use of information sources to answer a question, the [transaction] is reported as a [reference transaction] even if the source is not consulted again. [Note: this is a modified ANSI/NISO Z39.7-2004 definition for an information request.] If a contact includes both reference and directional services, it should be reported as one reference transaction. Include virtual reference transactions (e.g., email, WWW form, chat). Duration should not be an element in determining whether a transaction is a reference transaction. Sampling based on a typical week may be used to extrapolate TO A FULL YEAR. Indicate if the figure is based on sampling. EXCLUDE SIMPLE DIRECTIONAL QUESTIONS. A directional transaction is an information contact that facilitates the logistical use of the library and that does not involve the knowledge, use, recommendations, interpretation, or instruction in the use or creation of information sources other than those that describe the library, such as schedules, floor plans, and handbooks.

- Note: For IPEDS-AL, question is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
**Data Dictionary**

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<td>Reference Transactions based on sampling?</td>
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**Characteristics:**
- Column: 691
- Length: 3
- Data Type: Text
- Calculated Automatically: No
- Accepts Null Value: No
- Required: Yes
- Known Data Issues: None

**Valid Entries:**
- Yes or No

**Explanation for Outside Expected Range:**
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**
- Note: For ACRL, question is not asked on the survey.
- ARL/ASERL: Question 16a. Is the reference transactions figure based on sampling? Yes or No.
- Note: For IPEDS-AL, question is not asked on the survey.

**Source:**
- ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
- Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
  http://www.libqual.org/documents/admin/18instruct.pdf
**Data Dictionary**

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**Characteristics:**

- **Column:** 694
- **Length:** 12
- **Data Type:** Numeric
- **Calculated Automatically:** No
- **Accepts Null Value:** Yes
- **Required:** No
- **Known Data Issues:** None

**Valid Entries:**

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**

- **ACRL:** Information Services to Individuals. Transactions and consultation interactions are defined as information contacts that involve the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include printed, online, and non-printed materials, e-resources and databases (including assistance with computer searching), the library’s own catalogs and holdings records, other libraries and institutions through communication or referral, and persons both inside and outside the library. [NISO Z39.7-2013, section 7.3] If separate counts are not available for transactions (question 64) and consultations (question 65), report the total number of information services to individuals as transactions on line 64, and make a note. **Question 65. Consultations** - Consultations are one-on-one or small group appointments that occur outside of the classroom or reference desk which require staff preparation or equivalent previous relevant experience. Include in-person consultations as well as those conducted online or remotely. Include appointments made with special collections and/or archives staff. This may include any walk-up transactions if the person initially asked could not answer the question and the question is referred to another person with the appropriate and aligned knowledge, no matter what the length or topic discussed. A specific example of a walk-up transaction becoming a consultation
is when a question posed at the reference desk cannot be answered at the desk at that moment for
whatever reason. The person at the desk may encourage the patron to schedule an appointment, or
contact an appropriate person in their office to see if they are available. If an appropriate person is
available and comes out to the desk, or invites the patron back to their office, this would be a
reference consultation albeit unscheduled.

- Note: For ARL/ASERL, question is not asked on the survey.
- Note: For IPEDS-AL, question is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
**Data Dictionary**

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<td>Virtual_Reference_Services</td>
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**Characteristics:**

- Column: 706
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

**Valid Entries:**

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**

- ACRL: Question 67. Virtual Reference Services. A virtual reference interaction is a question that is received and responded to in electronic format and conforms to reference interactions in that it is an information contact that involves the knowledge, use, commendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Virtual reference interactions include email, webform, chat, text messaging, instant messaging, or other network-based medium designed to support virtual reference. [NISO Z39.7-2013, section 7.3.1]
- Note: For ARL/ASERL, virtual reference transactions are included in Question 16-Reference Transactions.
- Note: For IPEDS-AL, question is not asked on the survey.

**Source:**

ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
## Data Dictionary

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<td>Data Element Label:</td>
<td>FTF Number of presentations - Face to Face</td>
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### Characteristics:
- **Column:** 718
- **Length:** 12
- **Data Type:** Numeric
- **Calculated Automatically:** No
- **Accepts Null Value:** Yes
- **Required:** No
- **Known Data Issues:** None

### Valid Entries:
- 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

### Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

### Definition:
- **ACRL:** Question 70a. Number of presentations - Physical (Column A). Report the total number of presentations conducted in-person in Column A. ... If a presentation is conducted as a simultaneous hybrid (in-person and online), report only once as either in-person or online. The number of attendees may help to decide which presentation to count.
- **Note:** For ARL/ASERL, presentation to groups is not divided between FTF and Electronic/Digital. Presentations to groups is covered in question 14.
- **Note:** For IPEDS-AL, question is not asked on the survey.

### Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

Data Element Number: 63

Data Element Name: DiEL_Number_Presentations

Data Element Label: Number of presentations - Digital/Electronic

Data Element Used in the Following Survey(s):
ACRL

Characteristics:
Column: 730
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 70b. Number of presentations - Digital/Electronic (Column B). Report the total number of presentations conducted using digital/electronic formats, including web-based presentations, in Column B. Examples of web-based presentations include webinars and videoconferences. If a presentation is conducted as a simultaneous hybrid (in-person and online), report only once as either in-person or online. The number of attendees may help to decide which presentation to count.
- Note: For ARL/ASERL, presentation to groups is not divided between FTF and Electronic/Digital. Presentations to groups is covered in question 14.
- Note: For IPEDS-AL, question is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
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<th>Explanation for Outside Expected Range:</th>
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<tr>
<td>- Note: For ACRL, question is not asked on the survey.</td>
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<td>- ARL/ASERL: Question 14a. Is the library presentations figure based on sampling? Yes or No.</td>
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<td>- Note: For IPEDS-AL, question is not asked on the survey.</td>
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<tr>
<td>Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018</td>
</tr>
<tr>
<td><a href="http://www.libqual.org/documents/admin/18instruct.pdf">http://www.libqual.org/documents/admin/18instruct.pdf</a></td>
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</table>
Data Dictionary

Data Element Number: 65

Data Element Name: TTL_Number_Presentations_All Types

Data Element Label: Total number of presentations - all types

Data Element Used in the Following Survey(s):
- ACRL
- ARL
- ASERL

Characteristics:
- Column: 745
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 70c. Number of Presentations Total- FTF and Digital/Electronic (Column C). If in-person and online services to groups are not tracked separately, then simply submit the total number of presentations on line 70 Column C.
- ARL/ASERL: Question 14. Presentations to Groups. Report the total number of sessions during the year of presentations made as part of formal bibliographic instruction programs and through other planned class presentations, orientation sessions, and tours. If the library sponsors multi-session or credit courses that meet several times over the course of a semester, each session should be counted. Presentations to groups may be for either bibliographic instruction, cultural, recreational, or educational purposes. Presentations both on and off the premises should be included as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms. Do not include training for library staff; the purpose of this question is to capture information about the services the library provides for its clientele. Indicate if the figure is based on sampling. Note: Sampling based on a typical week may be used to extrapolate TO A FULL YEAR Indicate if responses are based on sampling.
- Note: For IPEDS-AL, question is not asked on the survey.
Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
Data Dictionary

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<td>Data Element Label:</td>
<td>FTF Total attendance at all presentations-Face to Face</td>
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**Characteristics:**
- Column: 757
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

**Valid Entries:**
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**
- ACRL: Question 71a. Total attendance at all presentations - Physical (Column A). Report the total number of persons attending or served by those presentations. For multi-session classes, count each person only once regardless of the number of sessions attended if possible/feasible. If attendance is not tracked separately (physical or digital/electronic), then simply submit the total number of presentations on line 71 Column C.
- Note: For ARL/ASERL, participants in presentations is not divided between FTF and Electronic/Digital. Participants in presentations to groups are covered in question 15.
- Note: For IPEDS-AL, question is not asked on the survey.

**Source:**
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
## Data Dictionary

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<td>Data Element Label:</td>
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Length: 12  
Data Type: Numeric  
Calculated Automatically: No  
Accepts Null Value: Yes  
Required: No  
Known Data Issues: None |
| Valid Entries:       | 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable |
| Explanation for Outside Expected Range: | Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking. |
| Definition:          | • ACRL: Question 71b. Total attendance at all presentations – Digital/Electronic (Column B). Report the total number of persons attending or served by those presentations. For multi-session classes, count each person only once regardless of the number of sessions attended if possible/feasible. If attendance is not tracked separately (physical or digital/electronic), then simply submit the total number of presentations on line 71 Column C.  
• Note: For ARL/ASERL, participants in presentations is not divided between FTF and Electronic/Digital. Participants in presentations to groups are covered in question 15.  
• Note: For IPEDS-AL, question is not asked on the survey. |
| Source:              | ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018  
## Data Dictionary

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<td>Total attendance - all types</td>
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<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
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| Definition:           | - ACRL: Question 71c. Total attendance at all presentations - FTF and Digital/Electronic (Column C). Report the total number of persons attending or served by those presentations. For multi-session classes, count each person only once regardless of the number of sessions attended if possible/feasible. If attendance is not tracked separately (physical or digital/electronic), then simply submit the total number of presentations on line 71 Column C. 
- ARL/ASERL: Question 15. Participants in Group Presentations. Report the total number of attendees in all group presentations (as defined in Presentations to Groups-Question 14). For multi-session classes with a constant enrollment, count each person only once. Indicate if the figure is based on sampling. Use a footnote to describe any special situations. NOTE: Personal, one-to-one instruction in the use of sources should be counted as reference transactions as described in [Question 16].
- Note: For IPEDS-AL, question is not asked on the survey. |
Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
<table>
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<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
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</table>
| Definition:          | - Note: For ACRL, question is not asked on the survey.  
                        - ARL/ASERL: Question 15a. Is the total participants in group presentations figure based on sampling? Yes or No  
                        - Note: For IPEDS-AL, question is not asked on the survey. |
| Source:              | IPEDS-Academic Libraries (AL), 2018-2019  
Data Element Number:
70

Data Element Name:
Number_Branch_Ind_Lib

Data Element Label:
Indicate the number of branch and independent libraries

Data Element Used in the Following Survey(s):
ACRL
IPEDS

Characteristics:
Column: 796
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 68. Indicate the number of branch and independent libraries. The number of branch and independent libraries that were open all or part of the fiscal year. Exclude the main or central library. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library, which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Include virtual/digital-based libraries, but not departmental study/reading rooms. Libraries at branch campuses are included if those campuses are registered under the same NCES ID number as the main campus.
- Note: For ARL/ASERL, question is not asked on the survey.
- IPEDS-AL: Branch and Independent Libraries. Report the number of branch and independent libraries at your institution that were open all or part of the fiscal year. Exclude the main or central library. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library, which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Include virtual/digital-based libraries, but not departmental study/reading rooms. Libraries at branch campuses are included if those campuses are registered under the same NCES ID number as the main campus.
Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

IPEDS-Academic Libraries (AL), 2018-2019
Data Element Name:

Lib_Open_Hours

Data Element Label:

Number of hours open during a typical week in an academic session

Data Element Used in the Following Survey(s):

ACRL

Characteristics:

Column: 808
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:

• ACRL: Question 72. Number of hours open during a typical week in an academic session. Unduplicated count of hours that a facility or facilities are open in a typical (or normal) week, including main and branch libraries. Calculation includes total, non-duplicated operating hours of all libraries and excludes unstaffed facilities with extended access. Maximum total is 168. [NISO 39.7-2013, section 7.2]
• Note: For ARL/ASERL, operating hours are not asked on the survey.
• Note: For IPEDS-AL, operating hours are not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
## Data Dictionary

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### Characteristics:
- Column: 820
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

### Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

### Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

### Definition:
- **ACRL**: Question 73. Gate count on an annual basis. The number of entries to the library facilities in the past fiscal year. If the library has two or more physical spaces and does not use gate counts, include a head count and note, "...percent of the gate count represents head counts done hourly at (number of libraries) library-managed and library-staffed location(s) open ... hours a week."
- **ARL/ASERL**: Question 23. Report the total annual gate count. A single person may be counted more than once if they enter multiple times. Include annexes and other such facilities if they provide public access. If an electronic counter is used divide by two to capture entries only. If counter not used, extrapolate sampling based on a typical week to a full year. If the library is virtual or entirely electronic, leave the line blank. The number of persons who physically enter the library in a year.
- **Note**: For IPEDS-AL, gate counts are not asked on the survey.

### Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

Data Element Number: 73

Data Element Name: Gate_Count_Typical_Week

Data Element Label: Gate count in a typical week

Data Element Used in the Following Survey(s): ACRL

Characteristics:

Column: 832
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:

- ACRL: Question 74. Gate count in a typical week. The number of entries to the library facilities a typical week, which may include a single person being counted more than once. A typical week is neither unusually busy or slow and avoids holidays, breaks, and days where unusual events are taking place in the community or library. A typical week is open regular hours. [NISO 39.7-2013, section 7.1]
- Note: For ARL/ASERL, gate count in a typical week is not reported separately.
- Note: For IPEDS-AL, gate counts are not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
**Data Dictionary**

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<td>Does your institution have interlibrary loan services?</td>
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<tr>
<td>- ACRL: Question 80. Does your institution have Interlibrary Loan Services? Respond “yes” or “no” to indicate whether your institution has interlibrary loan services.</td>
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<tr>
<td>- Note: For ARL/ASERL, question is not asked on the survey but ILL provided and received totals are reported in question 21 and 22 and captured in Data Element #75 and #79.</td>
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<td>- IPEDS-AL: Indicate whether your institution has interlibrary loan services.</td>
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**Data Element Number:**
75

**Data Element Name:**
ILL_TTL_Provided_OTHR_INST

**Data Element Label:**
Total interlibrary loans and documents provided to other libraries (Items Loaned)

**Data Element Used in the Following Survey(s):**
ACRL
ARL
ASERL
IPEDS

**Characteristics:**

Column: 847  
Length: 12  
Data Type: Numeric  
Calculated Automatically: No  
Accepts Null Value: Yes  
Required: No  
Known Data Issues: None

**Valid Entries:**
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**

- **ACRL:** Question 81. Total interlibrary loans and documents provided to other libraries. Leave this question blank if the counts for 81a. and 81b. are available. Report separately for all returnable and non-returnable interlibrary loans and documents if the count is available. Report the number of filled requests for material provided to other libraries. Include all returnable and non-returnable interlibrary loans and documents. Include direct borrowing between consortium members. Do not include transactions between the main or central library and branches, or transactions between branches. This part of the survey is measuring transactions between and among libraries.

- **ARL/ASERL:** Question 21. Total number of filled requests provided to other libraries. For [this] figures, include originals, photocopies, and materials sent by fax or other forms of electronic transmission. Include patron- initiated transactions. Exclude requests for materials locally owned and available on the shelves or electronically. Do not include transactions between libraries covered by this questionnaire.
• IPEDS-AL: Report the number of filled requests for material provided to other libraries. Include all returnable and non-returnable interlibrary loans and documents. Include direct borrowing between consortium members. Do not include transactions between the main or central library and branches, or transactions between branches.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019
**Data Dictionary**

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<td>Data Element Label:</td>
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**Characteristics:**

- Column: 859
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

**Valid Entries:**

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**

- **ACRL:** Question 81a. Interlibrary Loan ILL-01 Returnable. Report materials that the library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.
- **Note:** For ARL/ASERL, question is not asked separately. See Question 21 and Data Element #75.
- **Note:** For IPEDS-AL, question is not asked on the survey.

**Source:**

ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
<table>
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<td>ILL-02 Non-returnable (if available)</td>
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<td><strong>Valid Entries:</strong></td>
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<td><strong>Definition:</strong></td>
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<tr>
<td>- ACRL: Question 81b. Interlibrary Loan ILL-02 Non-returnable. Report materials that the library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.</td>
</tr>
<tr>
<td>- Note: For ARL/ASERL, question is not asked separately. See Question 21 and Data Element #75.</td>
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<td><strong>Source:</strong></td>
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<td>ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018</td>
</tr>
</tbody>
</table>
Data Dictionary

Data Element Number: 78

Data Element Name: TTL_ILL_Provided_1_2

Data Element Label: Total if ILL-01 & ILL-02 are reported separately

Data Element Used in the Following Survey(s): ACRL

Characteristics:

Column: 883
Length: 12
Data Type: Numeric
Calculated Automatically: Yes
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:

Total Generated. 0 to 99999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:

- ACRL: Question 81c. Interlibrary Loan Total if ILL-01 and ILL-02 are reported separately. This total will be automatically calculated.
- Note: For ARL/ASERL, question is not asked separately. See Question 21 and Data Element #75.
- Note: For IPEDS-AL, question is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Element Number:
79

Data Element Name:
ILL_TTL_Received

Data Element Label:
Total interlibrary loans and documents received (Items Borrowed)

Data Element Used in the Following Survey(s):
- ACRL
- ARL
- ASERL
- IPEDS

Characteristics:
- Column: 895
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 82. Total interlibrary loans and documents received. Leave this question blank if the counts for 82a., 82b., and 82c. are available. Report separately for all returnable, non-returnable, and commercial service documents and loans received if the count is available. Report the number of filled requests for material received from other libraries. Include all returnable and non-returnable interlibrary loans and documents received from commercial services. Documents delivered from commercial services are all transactions for which the library pays even if library staff is not involved in the transaction. This includes documents received by regular or express mail, by fax, or in electronic form. Include direct borrowing between consortium members. Exclude transactions between the main or central library and branches and transactions between branches. Additional guidance: Transactions through OCLC’s IFM (Interlibrary Loan Fee Management) service should not be considered commercial. IFM is an ILL tool used by libraries that assess a fee to a borrowing library. Those transactions should be reported as a count in either 82a. or 82b.
• ARL/ASERL: Question 22. Total number of filled requests received from other libraries or providers. For [this] figures, include originals, photocopies, and materials sent by fax or other forms of electronic transmission. Include patron-initiated transactions. Exclude requests for materials locally owned and available on the shelves or electronically. Do not include transactions between libraries covered by this questionnaire.

• IPEDS-AL: Report the number of filled requests for material received from other libraries. Include all returnable and non-returnable interlibrary loans and documents received from commercial services.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf

IPEDS-Academic Libraries (AL), 2018-2019
<table>
<thead>
<tr>
<th>Data Element Number:</th>
<th>80</th>
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<tbody>
<tr>
<td>Data Element Name:</td>
<td>ILL_Received_Returnable_3</td>
</tr>
<tr>
<td>Data Element Label:</td>
<td>ILL-03 Returnable (if available)</td>
</tr>
<tr>
<td>Data Element Used in the Following Survey(s):</td>
<td>ACRL</td>
</tr>
<tr>
<td>Characteristics:</td>
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<td>Length: 12</td>
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<tr>
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<td>Data Type: Numeric</td>
</tr>
<tr>
<td></td>
<td>Calculated Automatically: No</td>
</tr>
<tr>
<td></td>
<td>Accepts Null Value: Yes</td>
</tr>
<tr>
<td></td>
<td>Required: No</td>
</tr>
<tr>
<td></td>
<td>Known Data Issues: None</td>
</tr>
<tr>
<td>Valid Entries:</td>
<td>0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable</td>
</tr>
<tr>
<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
</tr>
<tr>
<td>Definition:</td>
<td>• ACRL: Question 82a. Interlibrary Loan ILL-03 Returnable. Report materials that the lending library expected to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.</td>
</tr>
<tr>
<td></td>
<td>• Note: For ARL/ASERL, question is not asked separately. See Question 22 and Data Element #79.</td>
</tr>
<tr>
<td></td>
<td>• Note: For IPEDS-AL, question is not asked on the survey.</td>
</tr>
<tr>
<td>Source:</td>
<td>ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018</td>
</tr>
</tbody>
</table>
Data Dictionary

Data Element Number: 81

Data Element Name: ILL_Received_Non-Returnable_4

Data Element Label: ILL-04 Non-returnable (if available)

Data Element Used in the Following Survey(s):
ACRL

Characteristics:
Column: 919
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 82b. Interlibrary Loan ILL-04 Non-returnable. Report materials that the lending library did not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.
- Note: For ARL/ASERL, question is not asked separately. See Question 22 and Data Element #79.
- Note: For IPEDS-AL, question is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

Data Element Number:
82

Data Element Name:
TTL_ILL_Received_Commercial_Services_5

Data Element Label:
ILL-05 Documents received from commercial services (if available)

Data Element Used in the Following Survey(s):
ACRL

Characteristics:
Column: 931
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
• ACRL: Question 82c. Interlibrary Loan ILL-05 Documents received from commercial services. Any publisher site that sells documents directly to consumers in which the library is involved in the borrowing transactions, either directly (the library makes the decision to use the service) or indirectly (the user makes the decision but the library ends up paying for the transaction) is a commercial service. An example of a commercial service is Get It Now from the Copyright Clearance Center.
• Note: For ARL/ASERL, question is not asked separately. See Question 22 and Data Element #79.
• Note: For IPEDS-AL, question is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

Data Element Number: 83

Data Element Name: TTL_ILL_Received_3_4_5

Data Element Label: Interlibrary Loan Services Total if ILL-03, ILL-04 and ILL-05 are reported separately

Data Element Used in the Following Survey(s):
ACRL

Characteristics:
Column: 943
Length: 12
Data Type: Numeric
Calculated Automatically: Yes
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
Total Generated. 0 to 99999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 82d. Interlibrary Loan Services Total if ILL-03, ILL-04 and ILL-05 are reported separately. This line will be automatically calculated.
- Note: For ARL/ASERL, question not asked separately. See survey Question 22 and Data Element #79.
- Note: For IPEDS-AL, question is not asked on the survey.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Element Number:
84

Data Element Name:
FTE_Students

Data Element Label:
Full-time Equivalents (FTE) Students (if available)

Data Element Used in the Following Survey(s):
ACRL

Characteristics:
Column: 955
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 99999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 90. Full-time Equivalents (FTE) Student Enrollment (if available). Report the number of student full-time equivalents as reported by the institution on the IPEDS 12-Month Enrollment survey component, Part A. The campus Institutional Research office will be able to supply you with the FTE in the standardized format used to report to IPEDS on behalf of the campus as a whole.
- Note: For ARL/ASERL, question is not asked on the survey.
- Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Dictionary

Data Element Number: 85

Data Element Name: TTL_Headcounts

Data Element Label: Headcounts (if available)

Data Element Used in the Following Survey(s): ACRL

Characteristics:

Column: 967
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:

- ACRL: Question 91. Headcounts (if available). Leave question 91 blank if the counts for 91a., 91b., 91c., and 91d. are available. Report the total of student headcounts on line 91 only if the library cannot report separately for full- and part-time undergraduate and graduate students (lines 91a - 91d). Report the number of student headcounts as of Fall 2017. A good source for these data is the Common Data Set (CDS), Table B1, Institutional Enrollment - Men and Women. Many institutions voluntarily submit data to the CDS http://www.commondataset.org/) and then provide the data via their websites. If the Common Data Set is unavailable via the institution’s website, the Institutional Research office will likely have this student enrollment information.
- Note: For ARL/ASERL, total headcount is not asked on the survey.
- Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.
Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Element Number: 86

Data Element Name: Headcount_FT_UG

Data Element Label: Headcounts full-time undergraduates (if available)

Data Element Used in the Following Survey(s):
ACRL

Characteristics:
Column: 979
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 91a. Full-time undergraduates headcounts.
- Note: For ARL/ASERL, separate count of undergraduates is not asked. Undergraduate and graduate counts is asked in question 27 and captured in Data Element #91.
- Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
## Data Element Number:
87

## Data Element Name:
Headcount_PT_UG

## Data Element Label:
Headcounts part-time undergraduates (if available)

## Data Element Used in the Following Survey(s):
ACRL

### Characteristics:

- **Column:** 991
- **Length:** 12
- **Data Type:** Numeric
- **Calculated Automatically:** No
- **Accepts Null Value:** Yes
- **Required:** No
- **Known Data Issues:** None

### Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

### Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

### Definition:
- Note: For ARL/ASERL, separate count of undergraduate is not asked. Undergraduate and graduate count is asked in question 27 and captured in Data Element #91.
- Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.

### Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
Data Element Number: 88

Data Element Name: Headcount_FT_GR

Data Element Label: Headcounts full-time graduates (if available)

Data Element Used in the Following Survey(s):
- ACRL
- ARL
- ASERL

Characteristics:
- Column: 1003
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
- 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 91c. Full-time graduates headcounts.
- ARL/ASERL: Question 29. Full-time graduate students.
- Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
<table>
<thead>
<tr>
<th>Data Element Number:</th>
<th>89</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Element Name:</td>
<td>Headcount_PT_GR</td>
</tr>
<tr>
<td>Data Element Label:</td>
<td>Headcounts part-time graduates (if available)</td>
</tr>
<tr>
<td>Data Element Used in the Following Survey(s):</td>
<td>ACRL, ARL, ASERL</td>
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<tr>
<td>Characteristics:</td>
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<td>Data Type: Numeric</td>
</tr>
<tr>
<td></td>
<td>Calculated Automatically: No</td>
</tr>
<tr>
<td></td>
<td>Accepts Null Value: Yes</td>
</tr>
<tr>
<td></td>
<td>Required: No</td>
</tr>
<tr>
<td></td>
<td>Known Data Issues: None</td>
</tr>
<tr>
<td>Valid Entries:</td>
<td>0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable</td>
</tr>
<tr>
<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
</tr>
<tr>
<td>Definition:</td>
<td>ACRL: Question 91d. Part-time graduates headcounts.</td>
</tr>
<tr>
<td></td>
<td>ARL/ASERL: Question 30. Part-time graduate students.</td>
</tr>
<tr>
<td></td>
<td>Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.</td>
</tr>
<tr>
<td>Source:</td>
<td>ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018</td>
</tr>
<tr>
<td></td>
<td>Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.libqual.org/documents/admin/18instruct.pdf">http://www.libqual.org/documents/admin/18instruct.pdf</a></td>
</tr>
</tbody>
</table>
Data Dictionary

Data Element Number: 90

Data Element Name: TTL_Headcount_PT_FT_GR_UG

Data Element Label: Total if full-time and part-time undergraduate and graduate headcounts are reported separately

Data Element Used in the Following Survey(s):
ACRL

Characteristics:
- Column: 1027
- Length: 12
- Data Type: Numeric
- Calculated Automatically: Yes
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
Total Generated. 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- ACRL: Question 91e. The sum of headcounts in questions 91a, 91b, 91c, 91d.
- Note: For ARL/ASERL, total headcount is not asked in aggregate but reported individually in questions 27-30.
- Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.

Source:
ACRL Academic Library Trends and Statistics Annual Survey, 2017-2018
<table>
<thead>
<tr>
<th>Data Element Number:</th>
<th>91</th>
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<tbody>
<tr>
<td>Data Element Name:</td>
<td>FT_UG_GR_Students</td>
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<tr>
<td>Data Element Label:</td>
<td>Full-time students, undergraduate and graduate</td>
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<tr>
<td>Data Element Used in the Following Survey(s):</td>
<td>ARL, ASERL</td>
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</table>

**Characteristics:**

- Column: 1039
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

**Valid Entries:**

0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**

Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**

- Note: For ACRL, question is not asked on the survey.
- ARL/ASERL: Question 27. Full-time students, undergraduate and graduate (91a + 91c in ACRL survey).
- Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.

**Source:**

Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018

http://www.libqual.org/documents/admin/18instruct.pdf
Data Dictionary

Data Element Number: 92

Data Element Name: PT_UG_GR_Students

Data Element Label: Part-time students, undergraduate and graduate

Data Element Used in the Following Survey(s):
- ARL
- ASERL

Characteristics:
- Column: 1051
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

Valid Entries:
- 0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
- Note: For ACRL, question is not asked on the survey.
- ARL/ASERL: Question 28. Part-time students, undergraduate and graduate (91b + 91d in ACRL survey).
- Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.

Source:
Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
**Data Dictionary**

**Data Element Number:**
93

**Data Element Name:**
Doctor_Degrees

**Data Element Label:**
Number of Doctor's Degrees awarded in the fiscal year

**Data Element Used in the Following Survey(s):**
- ARL
- ASERL

**Characteristics:**
- Column: 1063
- Length: 12
- Data Type: Numeric
- Calculated Automatically: No
- Accepts Null Value: Yes
- Required: No
- Known Data Issues: None

**Valid Entries:**
- 0 to 999999999999
- -1, -2, NA, UA, or blank = not applicable or unavailable

**Explanation for Outside Expected Range:**
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

**Definition:**
- Note: For ACRL, question is not asked on the survey.
- ARL/ASERL: Question 24. Number of Doctor's Degrees awarded in the fiscal year. Report the number awarded during the 2016-17 fiscal year. For the purposes of this report[survey], Doctor's Degrees includes research/scholarship degrees and professional practice degrees (e.g., Ph.D, D.Ed., D.P.A., M.D., J.D., etc.) as enumerated in the U.S. Department of Education's Integrated postsecondary Education Data System (IPEDS). Any exceptions should be footnoted.
- Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.

**Source:**
Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
Data Dictionary

Data Element Number:
94

Data Element Name:
Doctor_Degrees_Fields

Data Element Label:
Number of fields in which Doctor's Degrees can be awarded

Data Element Used in the Following Survey(s):
ARL
ASERL

Characteristics:
Column: 1075
Length: 12
Data Type: Numeric
Calculated Automatically: No
Accepts Null Value: Yes
Required: No
Known Data Issues: None

Valid Entries:
0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable

Explanation for Outside Expected Range:
Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.

Definition:
• Note: For ACRL, question is not asked on the survey.
• ARL/ASERL: Question 25. Number of fields in which Doctor's Degrees can be awarded. For the purposes of this report[survey], Doctor's Degrees fields are defined as the specific discipline specialties enumerated in the U.S. Department of Education's Integrated postsecondary Education Data System (IPEDS) "Completions" Survey. Any exceptions should be footnoted.
• Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.

Source:
Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
**Data Dictionary**

<table>
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<tr>
<th>Data Element Number:</th>
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<tbody>
<tr>
<td>Data Element Name:</td>
<td>Instructional_Faculty</td>
</tr>
<tr>
<td>Data Element Label:</td>
<td>Number of full-time instructional faculty</td>
</tr>
<tr>
<td>Data Element Used in the Following Survey(s):</td>
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</tr>
<tr>
<td>Characteristics:</td>
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<td>0 to 999999999999; -1, -2, NA, UA, or blank = not applicable or unavailable</td>
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<tr>
<td>Explanation for Outside Expected Range:</td>
<td>Survey respondent text explaining why the data is outside the expected range as indicated by the survey internal data checking.</td>
</tr>
</tbody>
</table>
| Definition:          | • Note: For ACRL, question is not asked on the survey.  
• ARL/ASERL: Question 26. Number of full-time instructional faculty. Instructional faculty are defined by the U.S. Department of Education as: members of the instruction research staff who are employed full-time as defined by the institution, including faculty with released time for research and faculty on sabbatical leave. Full-time counts generally exclude faculty who are employed to teach fewer than two semesters, three quarters, two trimesters, or two four-month sessions; replacements for faculty on sabbatical leave or leave without pay; faculty for preclinical and clinical medicine; faculty who are donating their services; faculty who are members of military organizations and paid on a different pay scale from civilian employees; academic officers, whose primary duties are administrative; and graduate students who assist in the instruction of courses. Please be sure the number reported, and the basis for counting, are consistent with those for 2016-17 |
(unless in previous years faculty were counted who should have been excluded according to the above definition). Please footnote any discrepancies.

- Note: For IPEDS-AL, question is not asked on the Academic Libraries section of IPEDS.

Source:
Association of Research Libraries (ARL) Statistical Questionnaire, 2017-2018
http://www.libqual.org/documents/admin/18instruct.pdf
Appendix A:

Data Elements and Survey Checklist
<table>
<thead>
<tr>
<th>Section</th>
<th>Data Element #</th>
<th>Data Element Name</th>
<th>Data Element Label</th>
<th>ACRL</th>
<th>ARL</th>
<th>ASERL</th>
<th>IPEDS</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
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<td>Inst_Name</td>
<td>Reporting Institution Name</td>
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<td>✓</td>
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<tr>
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<td>2</td>
<td>IPEDS_ID</td>
<td>IPEDS Unit ID</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
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<td>3</td>
<td>Screening_Expenditure_100k</td>
<td>Were your annual total library expenses for Fiscal Year greater than or equal to $100k?</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>7-8</td>
</tr>
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<td>Is the Library collection entirely electronic?</td>
<td>✓</td>
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<td>9</td>
</tr>
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<td>Lib_FTE</td>
<td>Librarians-Number of FTEs</td>
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<td>Expenditures for one-time purchase of books, serial backfiles, and other materials</td>
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<td>Expenditures for one-time e-books (if available)</td>
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<td>Expenditures for ongoing commitments</td>
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<td>Collection Support/All other materials/service cost</td>
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<td>Number of hours open during a typical week in an academic session</td>
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<td>Does your institution have interlibrary loan services?</td>
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<td>Total interlibrary loans and documents received (Items Borrowed)</td>
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<td>TTL_ILL_Received_Commercial_Services_5</td>
<td>ILL-05 Documents received from commercial services (if available)</td>
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<td>Data Element Label</td>
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<td>ARL</td>
<td>ASERL</td>
<td>IPEDS</td>
<td>Page #</td>
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<td>TTL_Headcounts</td>
<td>Headcounts (if available)</td>
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<td>Headcount_FT_UG</td>
<td>Headcounts full-time undergraduates (if available)</td>
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<td>✓</td>
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<td>Headcounts full-time graduates (if available)</td>
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<td>Headcounts part-time graduates (if available)</td>
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<td>TTL_Headcount_PT_FT_GR_UG</td>
<td>Total if full-time and part-time undergraduate and graduate headcounts are reported separately</td>
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<td>91</td>
<td>FT_UG_GR_Students</td>
<td>Full-time students, undergraduate and graduate</td>
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<td>PT_UG_GR_Students</td>
<td>Part-time students, undergraduate and graduate</td>
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<td>Doctor_Degrees</td>
<td>Number of Doctor's Degrees awarded in the fiscal year</td>
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<td></td>
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<td>Doctor_Degrees_Fields</td>
<td>Number of fields in which Doctor's Degrees can be awarded</td>
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<tr>
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<td>Instructional_Faculty</td>
<td>Number of full-time instructional faculty</td>
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Appendix B:

Data Element Structure
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Acceptable Data Dictionary Entry</th>
</tr>
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<tr>
<td>Data Element Number</td>
<td>Element Number: 1 through 95</td>
</tr>
<tr>
<td>Data Element Name</td>
<td>Short name for survey question</td>
</tr>
<tr>
<td>Data Element Label</td>
<td>Survey question</td>
</tr>
<tr>
<td>Survey</td>
<td>Survey Indicator: ACRL, ARL/ASERL, IPEDS</td>
</tr>
<tr>
<td>Column</td>
<td>Beginning location of data</td>
</tr>
<tr>
<td>Length</td>
<td>Allotted number of spaces for data input</td>
</tr>
<tr>
<td>Data_Type</td>
<td>Text, Numeric, or AlphaNumeric</td>
</tr>
<tr>
<td>Calculated_Automatically</td>
<td>Indicator of automatic calculation by the survey portal</td>
</tr>
<tr>
<td>Accepts_Null_Value</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Required</td>
<td>Is the data required on the survey? Yes or No</td>
</tr>
<tr>
<td>Known_Data_Issues</td>
<td>Text entry of known data issues identified by the survey</td>
</tr>
<tr>
<td>Explanations for Survey Exceptions</td>
<td>Text entry by survey respondent</td>
</tr>
<tr>
<td>Valid_Entries</td>
<td>0 to 9999999999999; 999999; -1, -2, NA, UA, or blank = not applicable or unavailable; Bibliographic or Physical; Less than $100,000 / Greater than or equal to $100,000; Total Generated; Valid Institution Name; Yes or No</td>
</tr>
<tr>
<td>ACRL - Definition</td>
<td>Text: Definition for survey question</td>
</tr>
<tr>
<td>ARL/ASERL - Definition</td>
<td>Text: Definition for survey question</td>
</tr>
<tr>
<td>IPEDS-AL - Definition</td>
<td>Text: Definition for survey question</td>
</tr>
<tr>
<td>Source_ACRL</td>
<td>Source of survey definition</td>
</tr>
<tr>
<td>Source ASERL/ARL</td>
<td>Source of survey definition</td>
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<tr>
<td>Source_IPEDS</td>
<td>Source of survey definition</td>
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Appendix C:
Survey Instructions and Definitions - ACRL, ARL/ASERL, and IPEDS-AL
Introduction
The ACRL Academic Library Trends and Statistics Survey is administered by the ACRL Academic Library Trends and Statistics Survey Editorial Board and is designed to gather information at the national level from all types of academic libraries. It is the largest survey of academic libraries in the country and therefore provides one of the most comprehensive portraits of the impact that academic libraries have across the U.S.

The ACRL Academic Library Trends and Statistics Survey is composed of three parts:

● Questions from the IPEDS Academic Libraries Component. Every institution of higher education receiving federal funding must respond to the IPEDS survey. The ACRL survey asks every library question required by IPEDS, with instructions and definitions completely aligned since 2015. ACRL survey results are available quickly: typically three months after the survey closes.

● Selected questions about academic libraries not included in IPEDS, several of which IPEDS uses as test questions for future surveys.

● A section of questions about library trends; every year features a different topic. In 2018, we are asking questions about library contributions to student success.

Where will the reported data appear?
Data collected through the ACRL Academic Library Trends and Statistics Survey will be available at the institution and aggregated levels. Full access to all 2018 results will be available within a few months after the survey closes through a subscription to ACRL Metrics (an online database). Results are also published in the 2018 print edition of ACRL Academic Library Trends and Statistics (available four months after the survey closes). Aggregate survey results are available to all participating libraries via ACRLMetrics within a few months of the submission deadline.

Why should my library participate in this survey?
At the very least, every academic library which submits data to IPEDS as part of their federal requirement should submit the same data to ACRL. ACRL members recommend completing the ACRL survey first, because, after completion, respondents are offered a .txt file which can then be used to upload the required IPEDS responses (excluding annotations) by any authorized institutional keyholder which may include a library staff member designated by the campus keyholder. This feature makes submitting IPEDS statistics straightforward and fast.

Moreover, the ACRL survey is the largest of its kind, offering the best picture of the impact academic libraries in the U.S. have through their staffing, teaching, collections, and beyond. Collecting these data systematically and thoroughly ensures that we, as academic librarians, have a national overview of the overall resources, investments, and contributions we make and allows us to benchmark more widely, track new trends, demonstrate our value, and make data-informed decisions in a timely way. The survey questions are shaped by respondents from every type of library: ACRL needs and welcomes your suggestions.
General Instructions

Submission website
http://acrl.countingopinions.com

Reporting Period Covered
Report all data for fiscal year (FY) 2018. Fiscal year 2018 is defined as the most recent 12-month period that ends before October 1, 2018, that corresponds to the institution’s fiscal year.

Data Collection Period
The survey will be open from September 2018 – February 28, 2019.

General Instructions
Please respond to each item in this survey. If the appropriate answer for an item is zero or none, or if a material is provided and counts are not measurable, use "0." If a material is not provided or not applicable, leave the item blank.

The members of the ACRL Academic Library Trends and Statistics Survey Editorial Board recognize and acknowledge the differences in internal workflows in academic libraries resulting in varying data collection compilation processes and reporting. We are asking each library to respond as best as possible when completing this survey and to provide annotations (notes) accordingly.

Adding Notes
Add any significant, measure-specific data note by clicking on the pad and pencil symbol in, or to the left of, the relevant data input box. Once a note is added, the symbol turns yellow. Refresh the screen view and the note appears at the bottom of the input file. To update an existing note, click on the symbol and then click on the note (existing notes are highlighted in blue, just below the white input box). You can remove the note by clicking on the red “x” adjacent to the note. Submit any general notes in the Notes field before the Trends questionnaire section.

Reporting Units
Include data for the main or central academic library and all branch and independent libraries that were open all or part of the fiscal year 2018. For IPEDS institutions, data should be reported consistently with the institution’s IPEDS Unit ID. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. Libraries on branch campuses that have separate IPEDS unit identification numbers are reported as separate libraries.

Reporting of Law and Medical Libraries
Institutions with separate law library and/or medical library(ies) may want to submit a separate survey for each. This may also be helpful for libraries that support other professional schools (e.g., business, library science, social work).

Counting Opinions, which administers the survey on behalf of ACRL, will work with you to manage the data process to produce the correct IPEDS-aligned file(s) for submission to IPEDS. This will ensure there is no duplication of data in the ACRL data collection, and that the ACRL data is comparable with the IPEDS data available for needed ratios (e.g., library staff per student, library expenditures per institutional expenditures). Contact Counting Opinions for more information at acrlsupport@countingopinions.com or at 1-800-542-9847.
**IPEDS Integration**

Libraries at all U.S. academic institutions receiving federal funding must submit IPEDS data, so we hope all academic libraries will also participate in the ACRL survey. In fact, to save yourself time, please submit your ACRL data before doing the IPEDS survey. Upon completion of the ACRL survey, the site offers a downloadable file for upload to IPEDS. This feature makes submission of IPEDS data quick and easy, whether you do it yourself or send the file to your institution’s IPEDS keyholder. This year, the ACRL survey administrator, Counting Opinions, will also send a URL to the download option via email to all institutional survey respondents who provide an email address.

**Where to Get Help with Reporting**

If you have any questions regarding the survey instrument or the instructions, please contact the ACRL survey administrator, Counting Opinions, at 1-800-542-9847 or via email at acrlsupport@countingopinions.com. For additional guidance about IPEDS questions, see the IPEDS survey website for this cycle which includes the questions, instructions, and definitions for the IPEDS Academic Libraries (AL) survey component.
Notes for Library Consortia

A library consortium is any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries. (U.S. Code of Federal Regulations, Sect. 54.500)

The purpose of library consortia can include:

- Cost reduction through group purchasing
- Professional development for library staff
- Resource sharing (content, technology, expertise, and funding)
- Networking, information sharing, mass communication
- Building shared integrated library management and cataloging systems.

A library consortium can be multitype; almost any type of library can participate (e.g., public libraries). For IPEDS purposes, academic libraries that share an administrative unit are NOT considered a consortium (see definition of branch and independent libraries). There are two cases of consortium: one in which members share ALL library resources or one in which they share PARTIAL resources. Refer below for specific instructions in each case.

**Consortium Members Sharing ALL Resources**

In the case of consortia where individual library members share ALL the same library resources and library budget, a parent/child relationship for reporting Academic Libraries data may be established if certain criteria are met. Parent/child relationships can be established for institutions if (1) the child institution is in the same institutional control as the parent, and (2) the child institution is not set up to report its own academic libraries expenses or collections data.

Once a parent/child relationship has been established, the parent institution will report all data for the child institution. Shared resources are to be reported at the system level. For example, if 20,000 e-book titles were purchased by two institutions in a parent/child relationship to be shared, the parent institution will report 20,000 e-book titles and not 40,000 e-book titles. Institutions wishing to establish a parent/child relationship must contact the IPEDS Help Desk (1-877-225-2568 or ipedshelp@rti.org). See the IPEDS resource guide for more details on parent/child reporting.

**Consortium Members Sharing PARTIAL Resources**

In the case where individual library members of the consortia share PARTIAL resources and/or report their own academic library expenses or collections data, they must do so for their individual institution. Please note the instructions below.

**Reporting digital/electronic collection**

If your library is part of a consortium of libraries and shares a common e-service (e.g., Overdrive), then your library should report the number of digital/electronic titles it has access to as part of its collection. For example, if your library pays a set annual fee, as part of a consortium, for access rights to 1,200 e-books that are shared across all members of the consortium, then your library should count the 1,200 titles as part of its e-book collection.

**Reporting digital/electronic circulation or usage**

If your library is part of a consortium of libraries and shares a common e-service (e.g., Overdrive), then count the digital/electronic usage for your library’s e-books and e-media collection only. If the usage count for only your institution is not available from the e-service provider, you may allocate the total usage based on characteristics of the institutions in the consortia (e.g., based on percentage FTE students, based on percentage of consortial fees, etc.). Do not include counts from other members of the consortium.

**Reporting ongoing expenses for e-/digital materials or databases paid through a set annual consortium fee**

Report them under ‘All other operations and maintenance expenses.’ Do not include under ‘Ongoing Commitments to subscriptions.’
### Detailed Instructions

#### Staffing Types, FTEs and Expenses

**01-06 Column A. Staffing Types and FTE**

#### Helpful definitions

**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. [NISO 39.7-2013, section 3.4]

**Other professional staff**

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). [NISO 39.7-2013, section 3.4]

**All other paid staff (except student assistants)**

Library staff members without formal qualification in librarianship/information science or other relevant specialization, not included elsewhere. [NISO 39.7-2013, section 3.3]

**Student assistants**

Student assistants (graduate and undergraduate), employed on an hourly basis whose wages are paid from funds from the library budget or from an account(s) within the institution, including the Federal Work-Study Program. [NISO 39.7-2013, section 3.7]

#### Census date

Report the number of filled or temporarily vacant FTE positions assigned to the library as of November 1 of the fiscal year.

#### Additional guidance

Report FTEs supported from the library budget. However, if known, if significant, and if specifically for library business, include FTEs funded by the institution’s budget. For example, for staffing counts, you may include full counts for federal work-study students working for the library, but do not include counts for maintenance and custodial staff. If there are significant counts included or excluded because of how budgeting/expenses are handled at your institution, indicate in a note whether your reporting here includes or excludes them.

#### Computing FTEs for part-time staff

To compute FTEs for part-time employees and student assistants, take the total number of hours worked per week by part-time employees in each category as November 1 of the fiscal year and divide it by the number of hours considered by the reporting library to be a full-time work week (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Data should be reported to two decimal places. [NISO Z39.7-2013, section 3]
01-06 Column B. Staffing Salaries and Wages
Report salaries and wages before deductions for all full-time and part-time library staff, including student assistant wage and Federal Work-Study students' wage, from the library budget or all other institutional sources that are identifiable. Include salaries and wages by staffing types and exclude fringe benefit expenses.

07. Number of hours to work per week to be considered “full time” at the institution
Indicate the number of hours a person needs to work per week at the institution to be considered “full-time.”

08. Are staff fringe benefits paid from the library budget?
If benefits are paid from the library budget, select “yes” and report the amount. If benefits are not paid from the library budget, select “no” and report “0” for the amount.

09 Column B. Staff fringe benefits (IF paid by library budget)
If fringe benefits are paid by the library budget (“yes”), report all cash contributions in the form of supplementary or deferred compensation other than salary. Do not include the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options. Exclude employee fringe benefits if not paid from the library budget (“no”).

Expenses (Exclude Staff)
Expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2018. Report funds expended by the library (regardless of when received) from its regular budget and from all other sources (e.g., research grants, special projects, gifts and endowments, and fees for services). If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. All expenses should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenses. Exclude expenses for new buildings and building renovation.

Materials / Services Expenses
Please note: IPEDS views a product such as Safari as a database, and it may be reported in three places in this section of the survey:

- Expenses: A product such as Safari could be reported as part of question 20: One-time purchase of books, serial back-files, and other materials, OR, if Safari is an ongoing, annual expense at your library, its annual cost should then be reported as part of question 21: Ongoing commitments to subscriptions.
- Collection: The Safari collection titles may qualify under the definition of question 40 Column B: Digital/Electronic Books. Count each e-book title as a single title, regardless of its number of user seats.
- Database: Add Safari as a database in question 41 Column B. Databases include e-book databases.

20. One-time purchases of books, serial back-files, and other materials
Provide the cost of one-time purchases of books, serial backfiles, and other materials. Report expenses for published materials in all formats including archives and special collections. Include one-time acquisitions of access rights for digital/electronic materials held locally and for remote materials. Include expenses for database licenses only if they are not a subscription or part of an annual consortium fee. Do not include expenses for computer software used to support library operations or to link external networks, including the Internet. This is reported under other operations and maintenance expenses.

20a. E-books (if available)
Report the library’s one-time expenses for e-books in the e-books block only if the library can identify these expenses separately (question 20a).
These e-book expenses should be included in the block labeled “One-time purchases of books, serial back-files, and other materials.” Any expenses for e-books indicated in this separate block (question 20a) will not be added into the Total materials/services expenses. One-time expenses for e-books is included as an informational data point only.

Report one-time expenses for triggered patron-drive acquisitions (PDAs) in question 20 and in question 20a if it is an e-book.

Do not report funds in deposit accounts as expenditures until the library receives something from the deposit. Counting the deposit as an expenditure and then counting the actual expenditure from the deposit would inflate reported expenditures. This survey considers only expenditures that resulted in an actual acquisition.

21. Ongoing commitments to subscriptions
Report expenses for ongoing commitments in all formats, including duplicates, for all outlets. This includes serials and any other items committed to annually, as well as annual electronic platform or access fees. Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Print-based serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include the costs of electronic serials bought in aggregations and serial packages. Include abstracting and indexing services and any database that requires an annual subscription fee. Do not include subscription fees if they are part of an annual consortium fee. Government documents received serially are included if they are accessible through the library's catalog or discovery system.

If possible, include expenses concerning standing orders. A standing order is an ongoing commitment as opposed to a one-time purchase because if the library cancels the standing order it would no longer receive the content.

21a. E-books (if available)
Report the library’s ongoing expenses for e-books in the e-books block only if the library can identify these expenses separately. An example of an ongoing commitment to e-books would be a multi-year subscription to a publisher’s e-book collection.

These e-book expenses should be included in the block labeled “Ongoing commitments to subscriptions.” Any expenses for e-books indicated in this separate block will not be added into question 23: Total materials/services expenses. Ongoing expense for e-books is included as an informational data point only.

21b. E-journals (if available)
Report the library’s ongoing expenses for e-journals in the e-journals block only if the library can identify these expenses separately. This would include the cost for databases that are primarily comprised of e-journals.

These e-journals expenses should be included in the block labeled “Ongoing commitments to subscriptions.” Any expenses for e-journals indicated in this separate block will not be added into question 23: Total materials/services expenses. Ongoing expense for e-journals is included as an informational data point only.

22. All other materials/service cost
Report additional materials/service costs that have not already been reported in this section. Other materials/service costs may include:

- Document delivery/interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmissions, royalties and access fees paid to provide document delivery or interlibrary loan. Include the interlibrary loan fees paid to bibliographic utilities if the interlibrary loan costs paid can be separated out from the expenses paid to the bibliographic utility.
Do not count expenses related to transactions between the main or central library and branches, transactions between branches, or expenses for an on-campus delivery.

Include costs associated with pay-per-view journal article transactions.

Include fees expended for short-term loans as part of a Patron-Driven Acquisition (PDA) or Demand-Driven Acquisition (DDA) program.

Other expenses for information resources. Include copyright fees and fees for database searches (e.g., DIALOG, Lexis-Nexis).

If ILL is included as an expense with bibliographic utilities, but the costs cannot be separated out, include those costs only with the bibliographic utilities expenses in question 25.

Include expenditures for pay-per-view (PPV) journal article transactions in question 22. If, however, the library places the journal article in the collection (the library keeps it), then it should be reported in question 20.

Include the costs for bibliographic management systems (e.g., RefWorks, EndNote) if provided through the library’s budget for students and faculty. This survey views these products as information resource management tools.

23. Total materials/services expenses
This line will automatically be calculated for you.

Operations and Maintenance Expenses

24. Preservation services
Report expenses associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, de-acidification, lamination, and restoration. Also, include preservation-related contracts for services (e.g., digitization for preservation purposes). Do not include staff salaries and wages.

25. All other operations and maintenance expenses
Report any other operations and maintenance expenses that have not already been reported in this section.

Include:

- Computer hardware and software expenses. Report expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, local or remote. Include the expenses for equipment used to run information service products when that expense can be separated from the price of the product.
- National, regional, and local bibliographic utilities, networks and consortia.
- If interlibrary loan fees paid to bibliographic utilities cannot be separated out, include the interlibrary loan costs here with the library’s expenses of the bibliographic utilities.
- All other operating and maintenance expenses. Report all other expenses from the library budget not already reported. Exclude expenses for new buildings and building renovations. Include all expenses for furniture and equipment. Include any related maintenance costs.
- If interlibrary loan fees paid to bibliographic utilities can be separated out, include those interlibrary loan costs in question 22.
- Report consortial fees under “All other operations and maintenance expenses.” Include expenses for database licenses, serial subscription fees, and other annual electronic platform or access fees, if they were part of an annual consortium fee. Do not report these under “Ongoing commitment to subscriptions” or “One-time purchases” expenses.
- Include registration and travel expenses for staff to attend conferences/professional development.
26. **Total Operations and Maintenance Expenses**  
These lines will automatically be calculated for you.

27. **Are expenses reported in Canadian dollars?**  
If expenses are reported in Canadian dollars, select “yes.” If expenses are not reported in Canadian dollars, select “no.”

30. & 31. **Total Expenses with and without Fringe Benefits**  
These lines will automatically be calculated for you.

## Library Collections

<table>
<thead>
<tr>
<th>Scope</th>
<th>This section of the survey collects data on selected types of material. It does not cover all materials.</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Reporting period</td>
<td>Report the total number of each category held at the END OF Fiscal Year 2018.</td>
</tr>
</tbody>
</table>
| What to include | Count only those materials that are considered part of your collection. Include only items that are cataloged and/or searchable through the library catalog or discovery system. Collections comprise documents held locally and remote resources for which permanent or temporary access rights have been acquired. Include any OA titles searchable through the library’s catalog or discovery system, but do not count 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. Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems. Access rights may be acquired by the library itself, by a consortium, and/or through external funding.  
Interlibrary lending and document delivery are excluded from the collection.  
Include government documents that are cataloged and/or searchable through the library catalog or discovery system. |
| Definitions | **Book**  
A non-serial publication of any length bound in hard or soft covers or in loose-leaf or electronic format. Also called monograph. Includes printed sheet music and Braille.  
[NISO Z39.7-2013 4.3]  
**Cataloged**  
“Cataloged” includes documents for which records are provided by the library or downloaded from other sources into the library catalog or discovery system.  
**Discovery System**  
A discovery system product consists of an interface directed toward the users of a library to find materials in its collections and subsequently to gain access to items of interest through the appropriate mechanisms. Discovery systems tend to be independent from the |
specific applications that libraries implement to manage resources, such as integrated library systems, library services platforms, repository platforms, or electronic resource management systems. In most cases they provide access to multiple types of materials, independently of the management platform involved. Discovery systems provide an interface with search and retrieval capabilities, often with features such as relevancy-based ordering of search results, facets presented that can be selected to narrow results according to specific categories, contributors, or date ranges, and tools to identify related materials or to refine search queries. Examples of discovery systems can be found at http://librarytechnology.org/discovery/.

Government documents
Include local, state, regional, federal and international. Include government documents that are accessible through the library's catalogs regardless of whether they are separately classified and/or shelved.

Microforms
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, ultralfiche, and reproductions on opaque material.

Title
The designation of a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or other parts. Titles are defined according to the Anglo-American Cataloging Rules. A book or serial title may be distinguished from other such titles by its unique International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). This definition applies equally to print, electronic, audiovisual, and other library materials. For unpublished works, the term is used to designate a manuscript collection or an archival record series. Two subscriptions to Science magazine, for example, are counted as one title. When vertical file materials are counted, a file folder is considered a title. [NISO Z39.7-2013 4-Collections]

40 Column A. Physical Books (include government documents)
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. 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. “Cataloged” includes documents for which records are provided by the library or downloaded from other sources into the library’s card or online catalogs or discovery system. Government documents include local, state, regional, federal and international.

Include open access (OA) titles if the individual titles are searchable through the library’s catalog or discovery system.

40 Column B. Digital/Electronic Books (include government documents)
Report e-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/.
E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). 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 (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased by the library.

Additional guidance:
- Include open access titles if they are searchable through the library's catalog or discovery system.
- 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.

40a. Books [volume count]
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, which is as follows:

“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 issues that would be bound together if the library bound all serials.”

Additional guidance:
- Include duplicate copies, bound serial volumes, 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.

The reported counts for question 40a will not be used in the sum to fill in question 44 Total Physical Collections.
41. 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 a collection of electronically stored data or unit records (facts, bibliographic data, or 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.

Additional guidance:
- Include open access databases if they are searchable through the library's catalog or discovery system.
- 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.

42 Column A. Physical Media
Report the number of titles of media materials. Include microforms, audiovisual materials, cartographic, graphic materials, and three-dimensional artifacts realia.

Additional guidance:
- 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 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.
- 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).
- NISO Z39.7-2013 defines graphic materials 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]

42 Column B. Digital/Electronic Media
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 (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library.

Additional guidance:
- Include open access titles if they are searchable through the library's catalog or discovery system.
- Exclude serials.
- E-media titles may be found through the library’s link resolver knowledge base in addition to the catalog or discovery system.

43 Column A. Physical Serials
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, serial titles on microform, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.

Report serial titles, not subscriptions.

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, do not include earlier title changes; however, do not worry about removing them if it is not possible/feasible.

43 Column B. Digital/Electronic Serials
Report the number of current and ceased 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 possible/feasible. A source for counting e-serials may be a library- or vendor-developed A-Z title list of e-journals.

Report serial titles, not subscriptions. E-serial titles may be found through the library’s link resolver knowledge base in addition to the catalog or discovery system.

44. Total Physical Collection and Total Digital/Electronic Collection
These lines will automatically be calculated for you.
45. **External Contributions from Consortia / Network(s) / System Office**

If the library receives access to e-collections or other e-resources through one or more centrally-funded system or consortial arrangements for which it does not pay fully and/or directly (for example, funding is provided by the state on behalf of all members), enter the amount paid by external bodies on its behalf. If the specific dollar amount is not known, but the total student FTE for the consortium and amount spent for the academic members are known, divide the overall amount spent by the institution’s share of the total student FTE. The consortium or system office may make a value-per-FTE metric available for all members of the consortium.

Do not include expenses paid through an annual consortium fee. Report those expenses under line 25 “All other operations and maintenance expenses.”

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**Institutional Repositories**

An institutional repository is a set of services that an institution or organization (library, archive, digital collection, etc.) offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution. Libraries have established, or host or administer institutional repositories (IRs) to manage, preserve and maintain the digital assets, intellectual output, and histories of their own as well as other institutions. In addition, librarians provide expertise by describing and enabling discovery as well as access while preserving and providing stewardship for these documents and digital information resources.

Additional guidance:
- Content hosted in an institutional repository may include, for example, scholarly publications (pre-print, post-print and publisher versions), conference proceedings, white papers, technical reports, presentations (speeches, posters or PowerPoints), performances (e.g., dramatic, musical) datasets, software and video.
- Include any digitized special collections housed in the repository including rare and unique materials as well as college or institutional publications such as alumni magazines, class catalogs, and annual reports.
- A library should be able to provide usage statistics for the institutional repository that align as much as possible with the COUNTER Code of Practice.
- Please note that certain collections or parts of the repository may not be open access and may be restricted to only parts of the community. Usage counts should include uses of all items whether there are restrictions on access to them (e.g., on campus use only) or not (i.e., open access).

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50. **Items held in the institutional repository(ies)**

Report the number of items held in the library’s hosted or administered institutional repositories. Include all items whether uploaded by library staff, faculty, students, college staff, or other guests. If your library does not have an institutional repository, report “0”.

51. **Item usage from the institutional repository(ies)**

Report the number of downloads from the institutional repository(ies) during the reported fiscal year. If available, download counts are preferred. However, if downloads are not available, usage statistics may include page views, visits or other data related to the access of the items in the institutional repository; please indicate which type of count you are providing. If your library does not have an institutional repository, report “0.”

If possible, limit the reported usage to only human readership. Institutional repository vendors have reported that their analysis of download traffic shows that a large number of downloads are generated by web spiders and robots, many from legitimate sources but many with an unknown purpose.
Library Services

Library Circulation / Usage

60 Column A. Total Physical Circulation
Report the total number of times physical items are checked out from the general and reserve collections. Include only initial checkouts (circulation), not renewals. Exclude interlibrary loan lending and borrowing.

Include transactions of books, media, and serials. Do not include transactions of equipment or computers. However, circulation of electronic reading devices (e.g., Kindles) can be included if the device is pre-loaded with e-books. For example, if a customer checks out a Kindle that is pre-loaded with 20 e-books, then that transaction counts as 1 physical circulation, not 20 electronic/digital circulations.

Do not include in-house circulation (items that library personnel pick up from tables and carrels and are scanned as to being used) with circulation.

60 Column B. Total Digital/Electronic Circulation or Usage
Report usage of digital/electronic titles whether viewed, downloaded, or streamed. Do not include e-serials and institutional repository documents, which are reported separately.

Include usage for e-books and e-media titles only, even if the title was purchased as part of a database.

If possible, do not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library.

Do not include transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation.”

Additional guidance:

- Viewing documents is defined as having the full text of a digital document or electronic resource downloaded. [NISO Z39.7-2013, section 7.7]
- An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-book usage statistics.
- Libraries may need to ask vendors for usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.

61. & 62. E-book usage
This breakdown is requested to help libraries seeking such information for benchmarking studies.

Many vendors will provide usage statistics in COUNTER reports. Project COUNTER Code of Practice is available here: https://www.projectcounter.org/code-of-practice-sections/general-information/. Relevant COUNTER reports for e-books are: BR1-Number of Successful Title Requests by Month and Title; and BR2-Number of Successful Section Requests by Month and Title. For media, the report MR1-Number of Successful Multimedia Full Content Unit Requests by Month and Collection, is most relevant.

If COUNTER reports are available, IPEDS suggest that libraries report counts from BR1 and MR1. If BR1 and MR1 statistics are not available, BR2 and MR2 statistics can be used. In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.).
If counts are available, separately report e-book usage. If usage is available for COUNTER BR1, report on line 61 Column B. If usage is available for COUNTER BR2, report on line 62 Column B. Libraries not using COUNTER should provide the most valid and reliable response possible for e-book usage for question 61 and make a note, or report zero in both 61 and 62.

Additional guidance:
- The reported counts for questions 61 and 62 will not be used as a sum to fill in Total Digital/Electronic Circulation in question 60 Column B.
- An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-book usage statistics.
- Libraries may need to ask vendors for e-book usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.

63. E-serials usage
Please note: e-serials usage is not currently reported to IPEDS as part of their Academic Libraries survey component. However, e-serials are an important content source for users of academic libraries. This breakdown is requested because of the importance of e-serials to academic library users, and to help libraries seeking such information for benchmarking studies.

Also please note that the ACRL Academic Library Trend and Statistics Survey is not collecting use of print serial titles separately from other physical initial circulation.

Guidelines for collecting e-serials usage:
- Include usage for all e-serials, even if the title was purchased as part of a database.
- When possible record usage at the article level. The most relevant COUNTER report is JR1 (which includes any use in JR1GOA and JR1a reports).
- In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.) and make a note, or report zero.
- Viewing a document is defined as having the full text of a digital document or electronic resource downloaded. [NISO Z39.7-2013, section 7.7]
- If available, include the count for open access e-serial usage if the title is accessible through the library’s catalog or discovery system.
- An electronic resource management system (ERMS) and/or a usage consolidation service may be helpful for collecting e-serial usage statistics.
- Libraries may need to ask vendors for e-serial usage reports; reports may not be delivered automatically or in easily-understood formats by the vendor to the library.

Information Services to Individuals
Transactions and consultation interactions are defined as information contacts that involve the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service.

Information sources include printed, online, and non-printed materials, e-resources and databases (including assistance with computer searching), the library’s own catalogs and holdings records, other libraries and institutions through communication or referral, and persons both inside and outside the library. [NISO Z39.7-2013, section 7.3]
If separate counts are not available for transactions (question 64) and consultations (question 65), report the total number of information services to individuals as transactions on line 64, and make a note.

64. Transactions
Transactions are typically walk-ups in person, or by phone, by e-mail, by the Web, and may take place at the reference desk or elsewhere. Include information and referral services.

Do not report directional transactions here. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic, non-teaching/instructional nature with equipment or software.

If a contact includes both reference and directional services, it should be reported as one transaction. When a staff member uses information gained from previous use of information sources to answer a question, the request is reported as an information request even if the source is not consulted again. [NISO Z39.7-2013, section 7.3]

It is up to the discretion of the library whether multiple questions from the same patron during the same session count as multiple transactions or continuations of the same.

65. Consultations
Consultations are one-on-one or small group appointments that occur outside of the classroom or reference desk which require staff preparation or equivalent previous relevant experience. Include in-person consultations as well as those conducted online or remotely. Include appointments made with special collections and/or archives staff. This may include any walk-up transactions if the person initially asked could not answer the question and the question is referred to another person with the appropriate and aligned knowledge, no matter what the length or topic discussed.

A specific example of a walk-up transaction becoming a consultation is when a question posed at the reference desk cannot be answered at the desk at that moment for whatever reason. The person at the desk may encourage the patron to schedule an appointment, or contact an appropriate person in their office to see if they are available. If an appropriate person is available and comes out to the desk, or invites the patron back to their office, this would be a reference consultation albeit unscheduled.

67. Virtual Reference Services
A virtual reference interaction is a question that is received and responded to in electronic format and conforms to reference interactions in that it is an information contact that involves the knowledge, use, commendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Virtual reference interactions include email, webform, chat, text messaging, instant messaging, or other network-based medium designed to support virtual reference. [NISO Z39.7-2013, section 7.3.1]

Locations

68. Indicate the number of branch and independent libraries
Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 2018. EXCLUDE THE MAIN OR CENTRAL LIBRARY.
Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution, which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Include virtual/digital-based branch and independent libraries.

Branch and independent libraries are administered either by the central library, or as in the case of some libraries (such as law, medical, etc.), through the administrative structure of the other units within the university.

Departmental study/reading rooms are not included. Please note that data for libraries on branch campuses (i.e., located in another community) are included if those campuses are registered under the same NCES Unit ID number as the main campus.

See the section titled “Notes for Library Consortia” earlier in this document for more information about IPEDS parent/child relationships.

**Information Services to Groups**

Information contacts planned in advance in which a staff member, or a person invited by a staff member, provides information intended for a number of persons. Information service to groups includes information literacy instruction as well as cultural, recreational, or other educational presentations. Presentations both on and off the library premises are included as long as the library sponsors them. Meetings sponsored by other groups using library meeting rooms are not included. [NISO 39.7-2013, section 7.8.3] Self-paced tutorials should be excluded as well as meetings sponsored by outside groups using the library’s meeting spaces. Presentations planned for library staff should be excluded (including those for internal and external library staff, and those for non-student and student library staff). If library staff attend sessions planned for any interested members of the institution, their counts should be included.

**70. Number of presentations**

Report the total number of presentations conducted in-person in Column A. Report the total number of presentations conducted using digital/electronic formats, including web-based presentations, in Column B. Examples of web-based presentations include webinars and videoconferences. If a presentation is conducted as a simultaneous hybrid (in-person and online), report only once as either in-person or online. The number of attendees may help to decide which presentation to count.

If a presentation begins in one format (such as in-person) and ends in another (such as online), report it as the format that concludes the presentation.

If in-person and online services to groups are not tracked separately, then simply submit the total number of presentations on line 70 Column C.

**71. Total attendance at all presentations**

Report the total number of persons attending or served by those presentations. For multi-session classes, count each person only once regardless of the number of sessions attended if possible/feasible. If attendance is not tracked separately (physical or digital/electronic), then simply submit the total number of presentations on line 71 Column C.

**Hours**

**72. Number of hours open during a typical week in an academic session**

Report an unduplicated count of hours a library facility or facilities are open in a typical week, including the main library and branches, using the following method:
If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If several of its branches are also open during these hours, the figure remains 40 hours per week. Should Branch A also be open one evening from 7:00 p.m. to 9:00 p.m., the total hours during which users can find service somewhere within the system becomes 42 hours per week. If Branch B is open the same hours on the same evening, the count is still 42, but if Branch B is open two hours on another evening, or remains open two hours later, the total is then 44 hours per week. [NISO 39.7-2013, section 7.2]

A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours. [NISO 39.7-2013, section 7.2]

Exclude 24-hour unstaffed reserve or similar reading rooms. The maximum total is 168 (i.e., a staffed reading room open 7 days per week, 24 hours per day).

**Gate Counts**

Report the number of entries to the library facilities on an annual basis and/or in a typical week, whichever is easier for the responder. If the library does not count entries on an annual basis or for a typical week, please enter N/A in the appropriate block (either lines 73 or 74) or in both blocks.

**73. Gate Count on an annual basis**

Report the number of entries to the library facilities in the past fiscal year on line 73.

If the library has two or more physical spaces, and one does not use gate counts but conducts an hourly head count, include the head count in the count on line 73 and include a note: " ____ percent of the gate count represents head counts done hourly at (# of libraries) library-managed and library-staffed location(s) open _____ hours a week.”

**74. Gate Count in a typical week**

Report the number of entries to the library facilities in a typical week in question 74. It is understood that a single person may be counted more than once. [NISO 39.7-2013, section 7.1]

Typical Week – A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours. [NISO 39.7-2013, section 7.1]

**Interlibrary Loan Services**

**80. Does your institution have Interlibrary Loan Services?**

Respond “yes” or “no” to indicate whether your institution has interlibrary loan services. If yes, please report:

**81. Total interlibrary loans and documents provided to other libraries**

Leave this question blank if the counts for 81a. and 81b. are available. Report separately for all returnable and non-returnable interlibrary loans and documents if the count is available.

Report the number of filled requests for material provided to other libraries. Include all returnable and non-returnable interlibrary loans and documents. Include direct borrowing between consortium members. Do not include transactions
between the main or central library and branches, or transactions between branches. This part of the survey is measuring transactions between and among libraries.

81a. ILL-01 Returnable
Report materials that the library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

81b. ILL-02 Non-returnable
Report materials that the library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.

81c. Total if ILL-01 and ILL-02 are reported separately
This line will automatically be calculated for you.

82. Total interlibrary loans and documents received
Leave this question blank if the counts for 82a., 82b., and 82c. are available. Report separately for all returnable, non-returnable, and commercial service documents and loans received if the count is available.

Report the number of filled requests for material received from other libraries. Include all returnable and non-returnable interlibrary loans and documents received from commercial services. Documents delivered from commercial services are all transactions for which the library pays even if library staff is not involved in the transaction. This includes documents received by regular or express mail, by fax, or in electronic form. Include direct borrowing between consortium members. Exclude transactions between the main or central library and branches and transactions between branches.

Additional guidance:

- Transactions through OCLC’s IFM (Interlibrary Loan Fee Management) service should not be considered commercial. IFM is an ILL tool used by libraries that assess a fee to a borrowing library. Those transactions should be reported as a count in either 82a. or 82b.

82a. ILL-03 Returnable
Report materials that the lending library expected to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

82b. ILL-04 Non-returnable
Report materials that the lending library did not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.

82c. ILL-05 Documents received from commercial services
Any publisher site that sells documents directly to consumers in which the library is involved in the borrowing transactions, either directly (the library makes the decision to use the service) or indirectly (the user makes the decision but the library ends up paying for the transaction) is a commercial service. An example of a commercial service is Get It Now from the Copyright Clearance Center.

82d.
This line will automatically be calculated for you.
**Student Enrollment**

Many of the derived ratios sought by librarians involve student enrollment data, such as expenditures per student, reference transactions per student or number of staff per student. IPEDS collects student enrollment data; however, these data are reported more than a year following their collection. ACRL is asking survey respondents to provide student enrollment data so that these ratios can be obtained in a timely manner, thereby adding value to your data.

90. **Full-time Equivalents (FTE)**

Report the number of student full-time equivalents as reported by the institution on the IPEDS 12-Month Enrollment survey component, Part A. The campus Institutional Research office will be able to supply you with the FTE in the standardized format used to report to IPEDS on behalf of the campus as a whole.

91. **Headcounts**

Leave question 91 blank if the counts for 91a., 91b., 91c., and 91d. are available. Report the total of student headcounts on line 91 only IF the library cannot report separately for full- and part-time undergraduate and graduate students (lines 91a - 91d). Report the number of student headcounts as of Fall 2017.

Report separately if counts are available for:
- Full time undergraduates - headcounts (Line 91a)
- Part time undergraduates - headcounts (Line 91b)
- Full time graduates - headcounts (Line 91c)
- Part time graduates - headcounts (Line 91d)

The sum of these four lines will be calculated on line 91e.

A good source for these data is the Common Data Set (CDS), Table B1, Institutional Enrollment - Men and Women. Many institutions voluntarily submit data to the CDS (http://www.commondataset.org/) and then provide the data via their websites. If the Common Data Set is unavailable via the institution’s website, the Institutional Research office will likely have this student enrollment information.

**Other**

100. **What specific changes / additions would you suggest to this annual survey?**

Please provide a list of changes or additions (this is a multiple line text box) you would like the members of the ACRL Academic Library Trends and Statistics Survey Editorial Board to consider for future surveys.

**Notes**

110. **Notes**

Please use this space to include any additional, non-measure-specific information to provide context for the data you've reported above.
Additional Guidance

Staffing & Expenses

Our institution now has a Library and Learning Center, instead of a standalone Library, which is comprised of a
library, tutoring, a writing center, and computer labs. Should we answer for the entire facility or just the library
component?
You should answer for the entire facility if it’s under the library’s administrative unit, reports to the head of libraries, and
expenses are paid from the library’s budget.

Should expenditures for memberships (e.g., state and national associations) be reported?
Yes, include membership costs if they are part of the library budget. These types of membership costs should be included
in “all other materials/service cost.”

How does an institution report digitization expenditures?
Report expenditures for digitization for preservation purposes as preservation expenditures, regardless of whether it is an
outsourced service. Other digitization-related expenses are either reported as memberships or services and included in “all
other materials/service cost” OR reported as computer systems/other technology-related expenditures and included in “All
other operations and maintenance expenses.”

Expenses for Collections

How are purchased electronic journals counted?
Electronic journals are included in the Digital/Electronic Serials count. Use of electronic journals is included in the
E-serials Usage count, but not in the “Total Digital/Electronic Circulation or Usage” count which IPEDS defines as
e-book and e-media use only. Expenses for electronic journal subscriptions should be reported under “Ongoing
commitments to subscriptions.”

Counts for Collections

If an institution’s academic library is in a consortium with a public library, can their shared resources be included
in the Academic Library survey?
A library consortium can be multitype; almost any type of library can participate (e.g., public libraries). However, for their
shared items to be included on the Academic Library survey, the items have to be cataloged and/or searchable through the
library catalog or discovery system

How should items missing from the library’s collection be counted?
Missing items are part of the collection.

Where are print photographs reported?
Print photographs are reported as graphic materials within physical media.

How does an institution count microform if not in the library catalog or discovery system as individual titles?
Serial microform titles are counted under serials. Other microforms are counted in physical media, and they are counted
by the title; do not use item counts (such as microfiche pieces). Microform titles are counted in physical media only if the
titles are searchable through the institution’s catalog and discovery system. For example, if there are thousands of titles in
ERIC that are not searchable through the institution’s catalog or discovery system, ERIC should be counted as 1 title.
How do you report serial titles on microform?
Report non-serial microform titles in physical media, and serial titles on microform under physical serials. If the library cannot determine if a microform title is a serial or not, then report it under physical media.

If a title is not searchable through the institution’s catalog or discovery system, but is searchable through their link resolver, is this counted in IPEDS?
Yes, institutions should count titles that are searchable through their link resolver even if they are not searchable through their catalog or discovery system.

When reporting the count of digital/electronic materials, do we count the total number available at the system level or at the branch level?
Report at the system or administrative entity level. For example, if the library system has 3 branch libraries and access to 2,038 downloadable audio units at the system level, then it would report 2,038 and not 6,114 units.

How do we count electronic books available via e-book services such as the Ebook Library (EBL), Freading, or Overdrive?
Report each title owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system.

How do we count media offered through online streaming services such as Films on Demand, VAST, Swank?
Report titles of the media if it is owned or leased by the library, if the titles are cataloged, and/or searchable through the library catalog or discovery system.

If a digital/electronic unit can be downloaded as many formats, is each format counted as a separate title?
Count all formats as one title. For example, count an e-book title that is available via epub, PDF, or Kindle formats as one title.

For collections, do we count downloadable (e-books, e-serials, and e-media) that do not have records in our catalog but that we have access to?
Count only downloadable to which you have access and that are in your library’s catalog or discovery system.

How are electronic theses and dissertations counted?
Theses and dissertations in electronic format can be included under "digital/electronic books", providing they are part of the library's collection. Report the titles.

Can I report open access (OA) titles as part of my collection?
OA titles may be included if the individual titles are searchable through the library's catalog or discovery system. However, do not count 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.

Are proceedings included as an e-book or as an e-serial?
Count these in the appropriate category based on how they are treated in the library catalog or discovery system.

Is Artstor reported as a database or media?
Artstor is reported as a database.

Usage / Circulation

Does circulation include both check-outs and check-ins?
Circulation only includes initial check-outs; it does not include renewals or check-ins.
In-house circulation may include items that library personnel pick up from tables and carrels and are scanned as being used. Do we include in-house use as circulation?
Do not include these types of in-house circulation with circulation or interlibrary lending.

Why does question 60 Column B only count e-books and not e-serial or e-journal circulation/usage in databases?
IPEDS does not collect the circulation/usage of electronic serials, so we need to include a question that feeds directly into their report. However, most libraries would agree that their e-serial usage is a critical factor to assess and therefore we have added questions to gather data on this topic.

Ebrary counts every page download as a chapter download. Should an institution report Ebrary counts in COUNTER BR2 data?
Include COUNTER BR2 reports with Ebrary. However, please note the inclusion of Ebrary in the comments section on the survey. Please use this rule for any similar cases.

What are some suggestions for obtaining a list of titles to get digital/electronic circulation counts?
If you have titles in your knowledge base in your link resolver integrated into your discovery tool, this can be a straightforward way to get title counts for the digital/electronic collections (e-books, e-serials, and e-media). If your link resolver is not complete for e-books or e-multimedia, it might be better to rely on getting the title counts through catalog records or other means.

What are the basic steps for obtaining COUNTER Reports for Digital/Electronic Circulation?
First, identify where you should collect your electronic and digital circulation data. Some options are:
- Publishers that host their own content (e.g., Elsevier on ScienceDirect)
- Publishers that use a third-party platform to host content (e.g., Royal Society on Highwire)
- Aggregators that license content from a wide variety of publishers and offer it through a database (e.g., Academic Search Complete on EBSCOhost)

Second, obtain a list of providers and identify how to obtain reports from each provider. An example of steps for this process are as follows:
- Compile spreadsheet of providers.
- Identify administrative URLs and login information needed to collect statistics.
- Identify formats and reports to collect under each provider:
  - Serials - JR 1
  - Books - BR 1
  - Books - BR 2
  - Multimedia - MR 1
- Identify providers where you need to contact vendor or where statistics are unavailable.
- Work your way through the list, recording the Reporting Period Total in your spreadsheet.
- Provide IPEDS with one total sum of all digital/electronic Reporting Period Totals obtained through all providers.

Note: In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.) with a note.

The ACRL Academic Library Trends and Statistics Editorial Board knows how difficult these numbers are to collect and how much time and effort library staff spend in gathering these data. We hope that, by requiring these data as part of this survey, libraries will be able to pressure vendors for better data and COUNTER compliant reports.

The instructions state to exclude DDA and PDA usage unless/until items have been purchased or leased by the library. What if the vendor / we cannot exclude those numbers in a COUNTER report?
If DDA and PDA numbers cannot be excluded in the institution’s COUNTER report, then please report the COUNTER report with DDA and PDA numbers included. Please note this detail in the comment box available on the survey.
Should an institution include usage based collection model items (e.g., evidence-based programs) in e-book usage? The survey excludes DDA or PDA collections unless they have been purchased by the institution. However, if the title is purchased in an evidence-based model, and it is searchable through the catalog or discovery system, then it is counted in e-book usage.
ARL Statistics Questionnaire, 2017–2018
Instructions and Definitions

The ARL Statistics survey describes collections, expenditures, service activities, and staffing levels in ARL member libraries.

Log in and submit your library’s statistics online at www.arlstatistics.org by March 15, 2019.

Resources

You may wish to print out and complete the ARL Statistics 2017–2018 Worksheet to help you plan your submission.

See Instructions for Submitting ARL Statistics Data Online for detailed guidance on using the web interface.

Any large shifts in reported data from last year should be explained with footnotes. Use the Percentages Used to Check Data Accuracy spreadsheet to determine whether percentage changes are within bounds or need to be addressed in your footnotes.

Data Entry Instructions

Stage 1, Survey Set Up (ARL staff in collaboration with primary contact)

At this stage, the primary contact should review the survey configuration and work with ARL staff to make any desired changes to 1) user data entry rights, 2) available survey forms, and 3) how data on individual survey forms are aggregated for the main ARL Statistics publication. You can view your current survey configuration by clicking on the “Review survey settings” link at the bottom of the Stage 2 Monitor Data Entry screen. (See the Instructions for Submitting ARL Statistics Data Online for guidance on using the web interface.) To add a new user to the system, follow the instructions in the Data Entry Roles section below. For all other changes, email stats@arl.org.
Stage 2, Data Entry (primary contact and other users responsible for data entry)

1) Complete the survey forms for all libraries listed. Depending on your library’s configuration, there may be multiple survey forms on your data entry screen, including your main library, health sciences library, law library, special collections, and in some cases, regional branch library questionnaires. Different users at your institution may be responsible for completing each survey form.
   a) Do not use decimals. All figures should be rounded to the nearest whole number.
   b) If an exact figure cannot be provided at the data entry form level, do not enter zero. Leave the question blank, and the primary contact will mark the question as NA at the review stage.
   c) To view the definition and instructions for a particular question, click on the icon.
   d) To enter a footnote for a particular question, select the icon on the appropriate row. See the instructions below for the types of information to include in footnotes.
   e) You may save your work in progress by clicking the “Save” button at the bottom of the page.
   f) For the forced choice questions (questions 3, 5, 14a, 15a, and 16a), select the radio button of the choice you would like to display in the publication. Your selections will automatically populate the review screen in Stage 3.

2) When you have finished entering data on each survey form, click the “Data Entry Complete” button at the bottom of the page. The branch’s status will change from “Open” to “Review” on the Monitor Data Entry screen.

3) When all survey forms have been completed, the system will automatically move the survey to the review stage.

Stage 3, Review and Submit Data (primary contact)

1) On the tabs corresponding to each branch survey, review the response for each question and compare it with the previous year’s total. In cases where there has been a significant percentage change, be sure you have provided a footnote to justify the variation. Use the Percentages Used to Check Data Accuracy spreadsheet to determine whether percentage changes are within bounds or need to be addressed in your footnotes.

2) If you find data that needs adjusting, return to the appropriate individual branch survey by clicking on the branch name in the Surveys section in the left-hand navigation bar. After you have made the correction, click the “Data Entry Complete” button at the bottom of the branch survey form. To return to the Review and Submit Data screen, click the appropriate survey in the Manage Surveys section in the left-hand navigation bar.

3) At the end of each response row is a checkbox in a column marked NA/UA (“Not Applicable/Unavailable”). Check this box only if you wish for the data displayed for this question to appear as ‘NA/UA’ in the publication. Responses marked as NA/UA are not included in publication. Otherwise, leave the checkbox blank.

4) As you complete your review of each tab, click the “Save All Tabs” button at the bottom of the page.
5) When you have finalized all data for your institution, click the “Submit All Tabs to ARL” button at the bottom of the page. This step cannot be reversed.

**Data Entry Roles**

**Primary contact** — The primary contact is your institution’s point person for the ARL Statistics survey. This person is responsible for defining the system users and the library branches that will report data. The primary contact has edit rights for all survey forms and is exclusively responsible for reviewing and submitting your institution’s data in Stage 3.

**Users** — Other staff members at your institution who are involved with data submission can be added to the system as users. To add a new user with edit rights to one or more survey forms:

1) Add the user by clicking Manage Users in the left-hand navigation bar and completing the form at the bottom of the screen.
2) Email stats@arl.org to inform ARL that the new contact needs data entry/edit rights.

**Branch Libraries**

If your institution elects to report data for the ARL Health Sciences Statistics and Law Library Statistics publications, there will be separate survey forms on your data entry screen for each of these libraries. Some institutions also include the statistics for their health sciences and/or law libraries in the data reported on their main library questionnaire for the main ARL Statistics publication, but most institutions have ARL do this data aggregation for them. If you do not know your institution’s configuration, please email stats@arl.org for guidance.

Although the form allows for data to be entered from both main and branch libraries (such as art or engineering), an effort should be made to report figures for the main campus only. (The US National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) defines a branch institution (or regional campus) as “a campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses”). If figures for libraries located at regional campuses are reported, specify which branch libraries are included and which ones are excluded in the footnotes section of the main library survey form.

A branch library is defined as an auxiliary library service outlet with quarters separate from the central library of an institution, which has a basic collection of books and other materials, a regular staffing level, and an established schedule. A branch library is administered either by the central library or (as in the case of some law and medical libraries) through the administrative structure of other units within the university. Departmental study/reading rooms are not included.

**Special Instructions for the Special Collections Survey Form**

ARL continues to collect Special Collections data. Provide the following key pieces of information regarding your special collections: expenditures (questions 6 to 9), staffing (questions 13a–c), the number of library presentations to groups, and the number of participants in group presentations (questions 14–15). The Special Collections survey also requires answers to the following forced-
choice questions: Q3, 5, 14a, 15a, and 16a. We are not collecting Special Collections data for some of the items to which these questions correspond. However, the system needs responses to the forced-choice questions so that you can submit your surveys. If a forced-choice question on the Special Collections survey is inapplicable, repeat the response that you chose for the Main Library survey.

We will leave it to your discretion to fill in additional variables if you think they are useful.

Footnotes

Explanatory footnotes will be included with the published statistics. Record in the footnote section any information that would clarify the figures submitted. Record the footnotes in a manner consistent with notes appearing in the published report, so that ARL staff can interpret the footnotes correctly. Use a concise sentence/paragraph format when writing footnotes—do not use bullets or make a bulleted list.

To enter footnotes for individual questions, select the icon on the appropriate row. **Any large shifts in reported data from last year should be explained with footnotes.** Use the Percentages Used to Check Data Accuracy spreadsheet to determine whether percentage changes are within bounds or need to be addressed in your footnotes.

Provide any additional notes you may have in the footnotes area at the end of each survey form, including:

- The ending date of your fiscal year (MM/DD/YYYY)
- Branch libraries included in the ARL Statistics. Report here branch libraries included in the data reported on each survey form.
- Branch libraries **not** included in the ARL Statistics. It is not necessary to state that law and health sciences libraries are reported separately.

You can download copies of footnotes submitted by your institution in previous years in the ARL Statistics data repository.

Definitions

ARL libraries are distinguished by the breadth and quality of their collections and services. They are also recognized for their distinctive contributions to the aggregate of research resources in the US and Canada, in a variety of media. As such, research library collections are key assets for individual institutions and for the nation. Through individual and cooperative efforts, research libraries strive to preserve the record of knowledge in ARL collections into the future. Libraries are providing stewardship not only by the amount of local investments but also by the depth of their collaborations in establishing and supporting shared collections.

The ARL Statistics annual data collection provides good yet practical-to-collect indicators for the rich scholarly resources ARL member libraries make available.
Collections

Question 1. Titles Held. The ANSI/NISO Z39.7-2004 definition for title is as follows:

The designation of a separate bibliographic whole, whether issued in one or several volumes .... Titles are defined according to the Anglo-American Cataloging Rules. A book or serial title may be distinguished from other such titles by its unique International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). This definition applies equally to print, audiovisual, and other library materials. For unpublished works, the term is used to designate a manuscript collection or an archival record series. Two subscriptions to Science magazine, for example, are counted as one title. When vertical file materials are counted, a file folder is considered a title.

Report the total number of titles managed and maintained by the library that are cataloged and made ready for use. Deduplicate titles by counting multiple copies of the same manifestation as one title. Identical content in different formats should not be deduplicated, and each format should be counted as a different title. For example, a serial title available in print, microform and online would be counted as three titles. Count different editions and versions of the same work as separate titles since they denote depth in the collection. Counting the 245 field when the library provides stewardship for those resources may be sufficient.

Titles held includes:

- Print and electronic serials and monographs
- Other virtual serial volumes
- E-books
- Print & electronic government documents (monographs and serials)
- Microforms
- Computer files
- Manuscripts and archives
- Audiovisual materials (cartographic, graphic, audio, film and video, etc.).
- Gifts
- Electronic theses & dissertations
- Special collections materials that have been cataloged and made ready for use*
- Digitized content from your collection that is accessible under current copyright law
- For demand driven acquisition report titles only after they are purchased. If a library does not provide access to a title, do not report it.
- All other cataloged, locally digitized, and licensed resources
- Include all materials where financial contribution has been made even if partial.

Titles Held excludes:

- Titles for which your library is not providing sustained stewardship and maintenance
- HathiTrust, CRL, Internet Archive, etc. unless your library owns the digitized item and it is accessible under current copyright law
- Uncataloged items
*Special collection materials in particular constitute resources of national/international distinction and the breadth and depth of these resources is a key indicator tied to the mission of research libraries.

**Note:** Titles held is not related to the items reported under Volumes held defined prior to 2011–12.

**Question 2. Volumes in Library.** Use the ANSI/NISO Z39.7-2004 definition for volume as follows:

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.

Volumes held is a count of “print only” items and e-books. Report the total number of volumes managed and maintained by the library that are cataloged and made ready for use. If either formulas or sampling are used for deriving your count, indicate in a footnote.

Volumes held includes:

- Print monographic volumes
- Bound volumes of periodicals/serials
- Print-based government documents **
- Electronic monographic government documents (also reported in Q4)
- E-books that are not serial publications (also reported in Q4) ***
- Electronic theses & dissertations (also reported in Q4)
- Volumes purchased collectively where the cost is shared at the time of purchase

Volumes held excludes:

- Nonprint materials, with the exception of e-books,
- Electronic serials and other virtual serial volumes (report in Q1),
- Electronic serial government documents (report in Q1),
- Microforms (report in Q1),
- Maps (report in Q1),
- Uncataloged items

**Include government document volumes that are accessible through the library’s catalogs 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 card or online catalogs. Documents should, to the extent possible, be counted as they would if they were in bound volumes (e.g., 12 issues of an annual serial would be one or two volumes). Title and piece counts should not be considered the same as volume counts. If a volume count has not been kept, it may be estimated through sampling a representative group of title records and determining the corresponding number of volumes, then extrapolating to the rest of the collection. As an alternative, an estimate may be made using the following formulae:
52 documents pieces per foot
10 “traditional” volumes per foot
5.2 documents pieces per volume

*** Include e-book units, as long as these e-books are owned or leased and have been cataloged by your library. Include electronic books purchased through vendors such as NetLibrary® or Books 24x7, and e-books that come as part of aggregate services. Include individual titles of e-book sets that are treated as individual reference sources. Include locally digitized electronic books and electronic theses and dissertations. Provide a footnote reporting the products and the number of titles in a note.

**Question 3. Basis of Volume Count.** A physical count is a piece count; a bibliographic count is a catalog record count.

**Question 4. E-books (included in Q2, Volumes Held).** Report the number of electronic books held. Include electronic theses and dissertations. **Exclude electronic serials and other virtual serial volumes.** This number is a subset of Volumes Held reported in Q2. See the definition of Volumes Held above for more guidance.

**Expenditures**

**Questions 6–12. Expenditures.** Report all expenditures of funds that come to the library from the regular institutional budget, and from sources such as research grants, special projects, gifts and endowments, and fees for service. (For **Salaries and wages** include non-library funds; see specific instructions below). Do not report encumbrances of funds that have not yet been expended. Canadian libraries should report expenditures in Canadian dollars. (For your information, if interested in determining figures in U.S. dollars, divide Canadian dollar amounts by 1.2700, the annual exchange rate calculated from the Bank of Canada’s monthly average exchange rates for the period July 2017–June 2018.) Round figures to the nearest dollar.

Report figures for the following categories of expenditures:

**Question 7. Total Library Materials Expenditures.**

**Question 7a. One-time library materials expenditures.** Report expenditures for all library materials that are non-subscription, one-time, or monographic in nature; include expenditures for software and machine-readable materials considered part of the collections. Examples include periodical backfiles, literature collections, one-time costs for JSTOR membership, etc.

**Question 7b. Ongoing library materials expenditures.** Report subscription expenditures (or those which are expected to be ongoing commitments) for serial and other publications; include online searches of remote databases such as OCLC FirstSearch®, DIALOG®, Lexis-Nexis®, etc. Examples include paid subscriptions for print and electronic journals and indexes/abstracts available via the Internet, CD-ROM serials, and annual access fees for resources purchased on a “one-time” basis, such as literature collections, JSTOR membership, etc.
**Question 7c. Collection support.** Include miscellaneous expenditures as well as document delivery/interlibrary loan. Include materials funds expenditures not included in questions (7a)–(7b), e.g., expenditures for bibliographic utilities, literature searching, security devices, memberships for the purposes of publications, etc. List categories, with amounts, in a footnote. Note: If your library does not use materials funds for non-materials expenditures — i.e., if those expenditures are included in “Other Operating Expenditures” — report 0. Include all Contract Binding expenditures — that is only contract expenditures for binding done outside the library. If all binding is done in-house, state this fact and give in-house expenditures in a footnote; do not include personnel expenditures in this question. Some computer hardware and software expenditures may be reported here if they are expended from collection funds.

**Question 8. Salaries and wages.** Exclude fringe benefits. If professional, support staff and student salaries cannot be separated, check the Manual Override box and enter the total.

**Question 8c. Salaries and wages: Student Assistants.** Report 100% of student wages regardless of budgetary source of funds. Include federal and local funds for work-study students.

**Question 9. Other operating expenditures.** Exclude expenditures for buildings, maintenance, and fringe benefits. Include computer hardware and software.

**Question 10. Fringe Benefits.** Include here the dollar amount of fringe benefits. If fringe benefits are not paid from the library budget provide an estimate. Use the institution’s official designated percent for your estimation. For example, if the library budget for salaries and wages is $2,000,000 and the official designated percent is 30%, multiply $2,000,000 * .30 = $600,000 and report the estimated amount of $600,000. As another example, if the official designated percent is 30% for professional staff and 20% for support staff, estimate the dollar amount by multiplying the salaries for professional staff and the salaries for support staff with the appropriate percent and sum the totals.

**Question 11. Official designated percent.** Report the official designated percent for fringe benefits for the institution. If the official designated percent is 30% for one type of employee and 20% for another type, report here the designated percent for professional library staff. Provide explanatory footnotes as needed.

**Question 12. Consortia/Networks/Bibliographic Utilities Expenditures from External Sources.** If the library receives access to computer files, electronic serials or search services through one or more centrally-funded system or consortial arrangements for which it does not pay fully and/or directly (for example, funding is provided by the state on behalf of all members), enter the amount paid by external bodies on its behalf. If the specific dollar amount is not known, but the total student FTE for the consortium and amount spent for the academic members are known, divide the overall amount spent by the institution’s share of the total student FTE.

**Personnel**

**Questions 13–13c. Personnel.** 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, and provide an explanatory footnote indicating the number of such staff. If such staff cannot be included, provide a footnote. 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.

Exclude maintenance and custodial staff.

**Question 13a. Professional Staff.** 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.

**Question 13b. Support Staff.** Report the total FTE (see Personnel, above) of staff are not included in Professional Staff.

**Question 13c. Student Assistants.** Report the total FTE (see Personnel, above) of student assistants employed on an hourly basis whose wages are paid from funds under library control or from a budget other than the library’s, including federal work-study programs.

**Instruction**

**Questions 14–15. Instruction.** Sampling based on a typical week may be used to extrapolate TO A FULL YEAR. Indicate if responses are based on sampling.

**Question 14. Presentations to Groups.** Report the total number of sessions during the year of presentations made as part of formal bibliographic instruction programs and through other planned class presentations, orientation sessions, and tours. If the library sponsors multi-session or credit courses that meet several times over the course of a semester, each session should be counted. Presentations to groups may be for either bibliographic instruction, cultural, recreational, or educational purposes. Presentations both on and off the premises should be included as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms. Do not include training for library staff; the purpose of this question is to capture information about the services the library provides for its clientele. Indicate if the figure is based on sampling.

**Question 15. Participants in Group Presentations.** Report the total number of attendees in all group presentations (as defined in Presentations to Groups, above). For multi-session classes with a constant enrollment, count each person only once. Indicate if the figure is based on sampling. Use a footnote to describe any special situations.

**NOTE:** Personal, one-to-one instruction in the use of sources should be counted as reference transactions as described in the next section.

*Association of Research Libraries*
Reference


A reference transaction is:

An information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use [or creation of] one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include (a) printed and nonprinted materials; (b) machine-readable databases (including computer-assisted instruction); (c) the library’s own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. When a staff member uses information gained from previous use of information sources to answer a question, the [transaction] is reported as a [reference transaction] even if the source is not consulted again. [Note: this is a modified ANSI/NISO Z39.7-2004 definition for an information request.]

If a contact includes both reference and directional services, it should be reported as one reference transaction. Include virtual reference transactions (e.g., email, WWW form, chat). Duration should not be an element in determining whether a transaction is a reference transaction. Sampling based on a typical week may be used to extrapolate TO A FULL YEAR. Indicate if the figure is based on sampling.

EXCLUDE SIMPLE DIRECTIONAL QUESTIONS. A directional transaction is an information contact that facilitates the logistical use of the library and that does not involve the knowledge, use, recommendations, interpretation, or instruction in the use or creation of information sources other than those that describe the library, such as schedules, floor plans, and handbooks.

Circulation

Question 17. Initial circulations (excluding reserves). Count the number of initial circulations during the fiscal year from the general collection for use usually (although not always) outside the library. Do not count renewals. Exclude e-books. Include circulations to and from remote storage facilities for library users (i.e., do not include transactions reflecting transfers or stages of technical processing). Count the total number of items lent, not the number of borrowers.

Use of Electronic Resources

Questions 18–20. Use of Electronic Resources. Items reported should follow definitions as defined in the COUNTER Code of Practice (http://www.projectcounter.org). In a footnote, include the types of resources for which you are reporting data. It is recommended that ONLY data that follow the COUNTER definitions be reported. Any exceptions should be documented in a footnote.

Interlibrary Loans

Questions 21–22. Interlibrary Loans. Report the number of requests for material (both returnables and non-returnables) provided to other libraries and the number of filled requests.
received from other libraries or providers. For both of these figures, include originals, photocopies, and materials sent by fax or other forms of electronic transmission. Include patron-initiated transactions. Exclude requests for materials locally owned and available on the shelves or electronically. Do not include transactions between libraries covered by this questionnaire.

Gate Count

Question 23. Report the total annual gate count.

Annual gate count is:

The number of persons who physically enter the library in a year. The total includes persons who visit in groups and persons who visit for library-sponsored programs. It is understood that a single person may be counted more than once if they enter the library multiple times. Include annexes and other such facilities if they provide public access. If the library is virtual or entirely electronic, leave the line blank. [Note: this definition is modified from the ANSI/NISO Z39.7-2013 and Academic Library Survey 2012 definitions for gate count.]

If the library uses an electronic counter that captures entrances and exits, divide by two to obtain the entries only. If the library does not use an electronic counter, sampling based on a typical week may be used to extrapolate to a full year.

University Characteristics: Doctor’s Degrees, Faculty, and Enrollment

Question 24. Doctor’s Degrees. Report the number awarded during the 2017–18 fiscal year. For the purposes of this report, Doctor’s Degrees includes research/scholarship degrees and professional practice degrees (e.g., Ph.D., D.Ed., D.P.A., M.D., J.D., etc.) as enumerated in the U.S. Department of Education’s Integrated Postsecondary Education Data System (IPEDS). Any exceptions should be footnoted.

Question 25. Doctor’s Degrees Fields. For the purposes of this report, Doctor’s Degrees fields are defined as the specific discipline specialties enumerated in the U.S. Department of Education’s Integrated Postsecondary Education Data System (IPEDS) “Completions” Survey. Any exceptions should be footnoted.

Question 26. Instructional Faculty. Instructional faculty are defined by the U.S. Dept. of Education as:

members of the instruction/research staff who are employed full-time as defined by the institution, including faculty with released time for research and faculty on sabbatical leave.

Full-time counts generally exclude faculty who are employed to teach fewer than two semesters, three quarters, two trimesters, or two four-month sessions; replacements for faculty on sabbatical leave or leave without pay; faculty for preclinical and clinical medicine; faculty who are donating their services; faculty who are members of military organizations and paid on a different pay scale from civilian employees; academic officers, whose primary duties are administrative; and graduate
students who assist in the instruction of courses. Make sure the number reported, and the basis for counting, are consistent with those for 2016–17 (unless in previous years faculty were counted who should have been excluded according to the above definition). Footnote any discrepancies.

**Questions 27–30. Enrollment.** U.S. libraries should use the Fall 2017 enrollment figures reported to the Department of Education on the Integrated Postsecondary Education Data System survey. Check these figures against the enrollment figures reported to ARL last year to ensure consistency and accuracy. NOTE: In the past, the number of part-time students reported was FTE; the number now reported to IPEDS is a head count of part-time students. Canadian libraries should note that the category “graduate students” as reported here includes all post-baccalaureate students.

Submit the completed questionnaire  
by March 15, 2019

For assistance, please email stats@arl.org  
Tel. (202) 296-2296

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Purpose of Component
The purpose of the Academic Libraries (AL) component of IPEDS is to collect information on library collections, expenses, and services for degree-granting postsecondary institutions.

Changes In Reporting
There are no changes to the 2018-19 Academic Libraries component from the 2017-18 collection. Visit the Academic Libraries Resource page for additional reporting resources.

General Instructions
Please respond to each item in this survey. If the appropriate answer for an item is zero or none, or if a material is provided and counts are not measurable, use "0." If a material is not provided or not applicable, leave the item blank.

Reporting Period Covered
Report all data for fiscal year (FY) 2018. Fiscal year 2018 is defined as the most recent 12-month period that ends before October 1, 2018, that corresponds to the institution’s fiscal year.

Context Boxes
Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator Website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator Website; institutions should check grammar and spelling of their entries.

Coverage
Include data for the main or central academic library and all branch and independent libraries that were open all or part of the fiscal year 2018. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. Libraries on branch campuses that have separate IPEDS unit identification numbers are reported as separate libraries.
Where to Get Help with Reporting

**IPEDS Help Desk**  
Phone: (877) 225-2568  
E-mail: ipedshelp@rti.org

**Web Tutorials**  
You can consult the IPEDS Website's Trainings & Outreach page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

**IPEDS Resource Page**  
The IPEDS Website's Reporting Tools page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable information.

Where the Reported Data Will Appear
Data collected through IPEDS will be accessible at the institution and aggregate levels.  
At the institution-level, data will appear in the:

- College Navigator Website
- IPEDS Data Center
- IPEDS Data Feedback Reports
- College Affordability and Transparency Center Website

At the aggregate-level, data will appear in:

- IPEDS First Looks
- IPEDS Table Library
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

Detailed Instructions

**Screening Questions:**  
Before entering any data, a screening question will need to be answered.  

**Were your annual total library expenses for Fiscal Year 2018:**  
Indicate whether the annual total library expenses in Fiscal Year 2018 were less than $100,000 or equal to or greater than $100,000. Fiscal Year 2018 is defined as the most recent 12-month period that ends before October 1, 2018, that corresponds to the institution's fiscal year. Expenses include funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. All expenses should be reported in whole dollars. Exclude expenses for new buildings and building renovation. Include fringe benefits only IF paid from the library budget. Other library expenses that should be included are:
- Salaries and wages (from the library budget and all other sources)
- One time purchases of books, serial back-files, and other materials
- Ongoing commitments to subscriptions
- Other materials/service costs
- Preservation services
- All other operations and maintenance expenses

If annual total library expenses are less than $100,000, the institution will submit Section I of the AL component. If annual total library expenses are equal to or greater than $100,000, the institution will report Section I and additional expenses and interlibrary services information in Section II of the AL component.

**Is the library collection entirely electronic**  
Select "Yes" if your library collection is comprised entirely of digital/electronic items. Select "No" if your library collection is comprised of both physical and digital/electronic items.

**Section I: For all degree-granting institutions with library expenses > $0 and/or access to a library collection**
NOTE - This section of the survey collects data on selected types of material. It does not cover all materials. Report the total number of each category held at the END OF Fiscal Year 2018.

Count only those materials that are considered part of your collection. Collections comprise of documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access to the library catalog and other library databases or discovery systems. Interlibrary lending and document delivery are excluded from the collection. Include government documents that are cataloged and/or searchable through the library catalog or discovery system.

**Library Collections/Circulation**

**Physical Books (include government documents)** - 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. 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. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library catalog or discovery system.

**Physical Media** - Report the number of titles of media materials. Include microforms, audiovisual materials, cartographic, and graphic materials and three-dimensional artifacts realia.

**Physical Serials** - 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, serial titles on microform, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series. Report serial titles, not subscriptions. 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, do not include earlier title changes; however, do not worry about removing them if it is not possible/feasible.

**Total Physical Collection** - This line will automatically be calculated for you.

**Total Physical Circulation** - Report the total number of times physical items are checked out from the general and reserve collections. Include only initial checkouts (circulation), not renewals. Exclude interlibrary loan lending and borrowing. Include transactions of books, media, and serials. Do not include transactions of equipment or computers. However, circulation of electronic reading devices (e.g., Kindles) can be included if the device is pre-loaded with e-books. For example, if a customer checks out a Kindle that is pre-loaded with 20 e-books, then that transaction counts as 1 physical circulation, not 20 electronic/digital circulations.

**Digital/Electronic Books, (include government documents)** - Report e-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/. E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include e-book titles in aggregated sets in which the library selected the aggregator, even if not listed by 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. 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 (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased by the library.

**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 a 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.

**Digital/Electronic Media** - 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 listed by 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 Archives) in this category; count as databases. Do not include titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library.

**Digital/Electronic Serials** - 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. Do not count open 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 possible/feasible. A source for counting e-serials may be a library- or vendor-developed A-Z title list of e-journals.

**Total Digital/Electronic Collection** - This line will automatically be calculated for you.

**Total Digital/Electronic Circulation or Usage** - Report usage of digital/electronic titles whether viewed, downloaded, or streamed. Do not include e-serials and institutional repository documents.
Include usage for e-books and e-media titles only, even if the title was purchased as part of a database. Do not include usage of titles in Demand-Driven Acquisition (DDA) or Patron-Driven Acquisition (PDA) collections until they have been purchased or leased by the library. Do not include transactions of VHS, CDs, or DVDs, as the transactions of these materials are reported under "physical circulation".

Many vendors will provide usage statistics in COUNTER reports. Project COUNTER Code of Practice is available here. Relevant COUNTER reports for e-books are: BR1-Number of Successful Title Requests by Month and Title; and BR2-Number of Successful Section Requests by Month and Title. For media, the report MR1-Number of Successful Multimedia Full Content Unit Requests by Month and Collection, is most relevant. If COUNTER reports are available, IPEDS suggest that libraries report counts from BR1 and MR1. If BR1 and MR1 statistics are not available, BR2 and MR2 statistics can be used. In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.).

**Interlibrary Loan Services**

**Does your institution have Interlibrary Loan Services:** Indicate whether your institution has interlibrary loan services.

**Total interlibrary loans and documents provided to other libraries** – Report the number of filled requests for material provided to other libraries. Include all returnable and non-returnable interlibrary loans and documents. Include direct borrowing between consortium members. Do not include transactions between the main or central library and branches, or transactions between branches.

**Total interlibrary loans and documents received** – Report the number of filled requests for material received from other libraries. Include all returnable and non-returnable interlibrary loans and documents received from commercial services. Documents delivered from commercial services are all transactions for which the library pays even if library staff is not involved in the transaction. This includes documents received by regular or express mail, by fax, or in electronic form. Include direct borrowing between consortium members. Exclude transactions between the main or central library and branches and transactions between branches.

**Notes for Library Consortia**

A library consortium is any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries. (U.S. Code of Federal Regulations, Sect. 54.500)

The purpose of library consortia can include:

- Cost reduction through group purchasing
- Professional development for library staff
- Resource sharing (content, technology, expertise, and funding)
- Networking, information sharing, mass communication
- Building shared integrated library management and cataloging systems.

A library consortium can be multitype, almost any type of library can participate (e.g., public libraries). For IPEDS purposes, academic libraries that share an administrative unit are NOT considered a consortium (see definition of branch and independent libraries). There are two cases of consortium: one in which members share ALL library resources or one in which they share PARTIAL resources. Refer below for specific instructions in each case.

**Consortium Members Sharing ALL Resources**

In the case of consortia where individual library members share ALL the same library resources and library budget, a parent/child relationship for reporting Academic Libraries data may be established if certain criteria are met. Parent/child relationships can be established for institutions if: (1) the child institution is in the same institutional control as the parent, and (2) the child institution is not set up to report its own academic libraries expenses or collections data. Once a parent/child relationship has been established, the parent institution will report all data for the child institution. Shared resources are to be reported at the system level. For example, if 20,000 e-book titles were purchased by two institutions in a parent/child relationship to be shared, the parent institution will report 20,000 e-book titles and not 40,000 e-book titles. Institutions wishing to establish a parent/child relationship must contact the Help Desk. See the resource guide for more details on parent/child reporting.

**Consortium Members Sharing PARTIAL Resources**

In the case where individual library members of the consortia share PARTIAL resources and/or are set up to report their own academic library expenses or collections data, they must do so for their individual institution. Please note the instructions below.

**Reporting digital/electronic collection**

If your library is part of a consortium of independent libraries and shares a common e-service (e.g., Overdrive), then your library should report the number of digital/electronic titles it has access to as part of its collection. For example, if your library pays a set annual fee, as part of a consortium, for access rights to 1200 e-books that are shared across all members of the consortium, then your library should count the 1200 titles as part of its e-book collection.

**Reporting digital/electronic circulation or usage**

If your library is part of a consortium of independent libraries and shares a common e-service (e.g., Overdrive), then count the number of digital/electronic usage for your library's e-books and e-media collection only. If the usage count for only your institution is not available from the e-service provider, you may allocate the total usage based on characteristics of the institutions in the consortia (e.g., based on percentage Full Time Equivalent students, based on percentage of consortial fees). Do not include counts from other members of the consortium.

**Reporting ongoing expenses for electronic/digital materials or database purchased through a set annual consortium fee**

Report them under 'All other operations and maintenance expenses’. Do not include under ‘Ongoing commitments to subscriptions.'
Section II: For degree-granting institutions with library expenses >= $100,000

Level of library expenses that determines applicability of Section II is based on the institution's response to the screening question.

Branch and Independent Libraries

Branch and independent libraries - Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 2018. EXCLUDE THE MAIN OR CENTRAL LIBRARY. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution, which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Include virtual/digital-based branch and independent libraries.

Branch and independent libraries are administered either by the central library, or as in the case of some libraries (such as law, medical, etc.), through the administrative structure of the other units within the university. Departmental study/reading rooms are not included. Please note that data for libraries on branch campuses (i.e., located in another community) are included if those campuses are registered under the same NCES Unit ID number as the main campus.

NOTE- For schools in parent/child relationships, do not report the child institutions as branch libraries. However, if the child institutions have branches, the parent institution should report the combined branch libraries for itself and child institutions.

Expenses

NOTE – Expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2018. Report funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. The exception is fringe benefits -- report fringe benefits only IF paid from the library budget. All expenses should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenses. Exclude expenses for new buildings and building renovation.

Total salaries and wages from the library budget - Report salaries and wages before deductions for all full-time and part-time library staff, including student assistant wage and Federal Work-Study students' wage, from the library budget or all other institutional sources that are identifiable.

Staff fringe benefits – If benefits are paid from the library budget, select ‘yes’ and report the amount. If benefits are not paid from the library budget, select ‘no’ and report ‘0’ for the amount.

Total amount of fringe benefits (if paid by library budget) – If fringe benefits are paid by the library budget, report all cash contributions in the form of supplementary or deferred compensation other than salary. Do not include the employee’s contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options. Exclude employee fringe benefits if not paid from the library budget.

Materials/Service Cost

One-time purchases of books, serial back-files, and other materials - Provide the cost of one-time purchases of books, serial back-files, and other materials. Report expenses for published materials in all formats including archives and special collections. Include one-time acquisitions of access rights for digital/electronic materials held locally and for remote materials for which permanent access rights have been acquired. Include expenses for database licenses only if they are not a subscription or part of an annual consortium fee. Do not include expenses for computer software used to support library operations or to link external networks, including the Internet. This is reported under other operations and maintenance expenses.

Ongoing commitments to subscriptions - Report expenses for ongoing commitments in all formats, including duplicates, for all outlets. This includes serials and any other items committed to annually, as well as annual electronic platform or access fees. Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Print-based serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include the costs of electronic serials bought in aggregations and serial packages. Include abstracting and indexing services and any database that requires an annual subscription fee. Do not include subscription fees if they are part of an annual consortium fee. Government documents received serially are included if they are accessible through the library’s catalog or discovery system.

Other materials/service cost – Report additional materials/service costs that have not already been reported in this section. Other materials/service costs may include:

- Document delivery/interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmissions, royalties and access fees paid to provide document delivery or interlibrary loan. Include the interlibrary loan fees paid to bibliographic utilities if the interlibrary loan costs paid can be separated out from the expenses paid to the bibliographic utility. Do not count expenses related to transactions between the main or central library and branches, transactions between branches, or expenses for an on-campus delivery.
- Include costs associated with pay-per-view journal article transactions. Include fees expended for short-term loans as part of a Patron-Driven Acquisition (PDA) or Demand-Driven Acquisition (DDA) program.
- Other expenses for information resources. Include copyright fees and fees for database searches, e.g., (DIALOG, Lexis-Nexis).

Total materials/services cost calculated – This line will automatically be calculated for you.

Operations and Maintenance Expenses

Preservation services - Report expenses associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, de-acidification, lamination, and restoration. Also, include preservation-related contracts for services (e.g., digitization). Do not include staff salaries and wages.
All other operations and maintenance expenses - Report any other maintenance expenses that have not already been reported in this section. Include:

- Computer hardware and software expenses. Report expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, local or remote. Include the expenses for equipment used to run information service products when that expense can be separated from the price of the product.
- National, regional, and local bibliographic utilities, networks and consortia.
- If interlibrary loan fees paid to bibliographic utilities cannot be separated out, include the interlibrary loan costs here with the library’s expenses of the bibliographic utilities.
- All other operating expenses. Report all other expenses from the library budget not already reported. Exclude expenses for new buildings and building renovations. Include all expenses for furniture and equipment. Include any related maintenance costs.

Total operations and maintenance expenses - This line will automatically be calculated for you.
Total Expenses – This amount will be calculated for you. It is the sum of salaries and wages, fringe benefits, total materials/services, and total operations and maintenance.
Total Expenses (minus Fringe Benefits) – This amount will be calculated for you. It is total expenses minus fringe benefits. If fringe benefits were not paid out of the library budget, this line should be equal to Total Expenses.

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<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Library</td>
<td>An entity in a postsecondary institution that provides an organized collection of printed or other materials, or a combination thereof; a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of the clientele; an established schedule in which services of the staff are available to the clientele; an established schedule in which services of the staff are available to the clientele; and the physical facilities necessary to support such a collection, staff, and schedule. This definition includes libraries that are part of learning resource centers.</td>
</tr>
<tr>
<td>Access rights</td>
<td>Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as deliberately selecting a document, securing access rights and including it in the OPAC (online public access catalog) or other databases of the library. Interlibrary lending and document delivery are excluded.</td>
</tr>
<tr>
<td>Audiovisual Materials</td>
<td>Materials that are displayed by visual projection or magnification, or through sound reproduction, or both, including sound recordings, motion pictures and video recordings, and graphic materials. Also included in this category are special visual materials such as three-dimensional artifacts and realia, and web-based audiovisual resources. This includes audio documents such as records, tapes, cassettes, audio compact discs, files of digital audio recordings; visual documents such as slides, transparencies, and combined audiovisual documents such as motion pictures, video recordings, etc. Microforms are excluded.</td>
</tr>
<tr>
<td>Bibliographic utilities, networks and consortia</td>
<td>Services provided by national, regional, and local bibliographic utilities networks, and consortia.</td>
</tr>
<tr>
<td>Books</td>
<td>Books are non-serial printed publications, including music, that have hard or soft covers or are in loose-leaf format.</td>
</tr>
<tr>
<td>Branch and independent libraries</td>
<td>Auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. Libraries on branch campuses that have separate NCES identification numbers are reported as separate libraries.</td>
</tr>
<tr>
<td>Cartographic Material</td>
<td>Materials representing in whole or in part the earth or any celestial body at any scale (e.g., maps and charts).</td>
</tr>
<tr>
<td>Computer hardware and software operating expenses</td>
<td>These include expenses from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Expenses for maintenance and the expense to run information services when it cannot be separated from the price of the product are also included in this category.</td>
</tr>
<tr>
<td>Database</td>
<td>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 database or records are usually collected with a particular intent and relate to a defined topic. Each database is counted individually even if access to several databases is supported through the same vendor interface.</td>
</tr>
<tr>
<td>Discovery system</td>
<td>A discovery system product consists of an interface directed toward the users of a library to find materials in its collections and subsequently to gain access to items of interest through the appropriate mechanisms. Discovery systems tend to be independent from the specific applications that libraries implement to manage resources, such as integrated library systems, library services platforms, repository platforms, or electronic resource management systems. In most cases they provide access to multiple types of materials, independently of the management platform involved. Discovery systems provide an interface with search and retrieval capabilities, often with features such as relevancy-based ordering of search results, facets presented that can be selected to narrow results according to specific categories, contributors, or date ranges, and tools to identify related materials or to refine search queries. Examples of discovery systems can be found at <a href="http://librarytechnology.org/discovery/">http://librarytechnology.org/discovery/</a>.</td>
</tr>
<tr>
<td>E-books</td>
<td>E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time.</td>
</tr>
<tr>
<td>E-media</td>
<td>E-media materials are media materials that are in digital format and are available for download or streaming. Include digital graphic materials.</td>
</tr>
<tr>
<td>E-serial</td>
<td>An e-serial is a periodical publication that is published in digital form to be displayed on a computer screen.</td>
</tr>
<tr>
<td>Fringe benefits</td>
<td>Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, pension, and other benefits in-kind with cash options.</td>
</tr>
<tr>
<td>Graphic materials</td>
<td>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]</td>
</tr>
<tr>
<td>Integrated Postsecondary Education Data System (IPEDS)</td>
<td>The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as &quot;Title IV&quot;) are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12); Completions (C); Admissions (ADM); Student Financial Aid (SFA); Human Resources (HR) composed of Employees by Assigned Position, Fall Staff, and Salaries; Fall Enrollment (EF); Graduation Rates (GR); Outcome Measures (OM); Finance (F); and Academic Libraries (AL).</td>
</tr>
<tr>
<td>Interlibrary loan services</td>
<td>Interlibrary loan is the process by which a library requests material from, or supplies material to, another library&quot; where &quot;material&quot; includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.</td>
</tr>
<tr>
<td>Library collections</td>
<td>Comprise of documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems.</td>
</tr>
<tr>
<td>Library Consortia</td>
<td></td>
</tr>
</tbody>
</table>
A library consortium is any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries. (U.S. Code of Federal Regulations, Sect. 54.500)

| Library expenses | Funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. |
| Media materials | Titles of all library materials that include audio visual materials, cartographic materials, graphic materials, and three-dimensional artefacts and realia. |
| Microform | 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, ultrrafiche, and reproductions on opaque material. |
| Non-Returnables | Materials that the library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers. |
| Ongoing commitments to subscriptions | Ongoing commitments in all formats, including duplicates, for all outlets. This includes serials and any other items committed to annually, as well as annual e-platform or access fees. Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Print-based serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include the costs of electronic serials bought in aggregations and serial packages. Include abstracting and indexing services and any database that requires an annual subscription fee. Do not include subscription fees if they are part of an annual consortium fee. Government documents received serially are included if they are accessible through the library’s catalog. |
| Preservation | Activities associated with maintain library and archival materials for use in their original form or some other usable way. Examples include rebinding, de-acidification, restoration, lamination, materials conservation and digitization. |
| Returnables | Materials that the library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material. |
| Salaries and wages | Amounts paid as compensation for services to all employees - faculty, staff, part-time, full-time, regular employees, and student employees. This includes regular or periodic payment to a person for the regular or periodic performance of work or a service and payment to a person for more sporadic performance of work or a service (overtime, extra compensation, summer compensation, bonuses, sick or annual leave, etc.). |
| Serial | 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 periodicals, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series. |
| Serial back-files | Previous issues of serial titles that libraries buy back (such as back issues of magazines). |
| Serial subscriptions | Publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serial subscriptions include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. |
| Serial titles | Titles of serials collected. |
| Title | Use the ANSI/NISO Z39.7-2004 definition for title as follows: The designation of a separate bibliographic whole, whether issued in one or several parts. A book or serial title may be distinguished from other such titles by its unique International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). This definition applies equally to print, electronic, audiovisual, and other library materials. For unpublished works, the term is used to designate a manuscript collection or an archival record series. Two subscriptions to Science magazine, for example, are counted as one title. |
| Title IV institution | An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs). |
Academic Libraries

Click one of the following questions to view the answer.

General Questions
1) What is a reporting relationship and what are the different reporting relationships available for the Academic Library component?
2) How should items missing from the library’s collection be counted?
3) Why does the survey ask for title counts for reporting physical book collection(s)? Why is the survey no longer asking for volume counts?
4) What is the difference between a database and a discovery system?
5) Do we count unlicensed databases such as library-created databases?
6) What is a physical serial and how do I report physical serials in collection and circulation?
7) How do we report reserves and renewals?
8) Where are print photographs reported?
9) Are music sheets collected?
10) How are physical circulations reported?
11) Does circulation include both check-outs and check-ins?
12) In-house circulation may include items that library personnel pick up from tables and carrels and are scanned as being used. Do we include in-house use as circulation?
13) Our institution now has a Library and Learning Center, instead of a standalone Library, which is comprised of a library, tutoring, a writing center, and computer labs. Should we answer for the entire facility or just the library component?
14) Where are microfiche and microforms included? How does an institution count microfilm by titles if Government Document collections are not in the library catalog or discovery system as individual titles?
15) How do you report serial titles on microform?
16) If a title is not searchable through the institution’s catalog or discovery system, but is searchable through their link resolver, is this counted in IPEDS?
17) How should direct borrowing between consortium members be included?

Reporting Branch and Independent Libraries
1) When reporting the count of digital/electronic materials, do we count the total number available at the system level or at the branch level?

Reporting as a Consortium Member
1) How do we report digital/electronic circulation if access to the material is provided for all members as part of a consortium?
2) If we are asking libraries in consortia to report their collection, but part of that collection is shared, are we overstating the collection and double counting?
3) If an institution’s academic library is in a consortium with a public library, can their shared resources be included in the Academic Library survey?

Reporting Digital/Electronic Collections
1) Where should VHS, CDs and DVDs of digital/electronic books or media be counted, with “digital/electronic” or “physical”?
2) How are purchased electronic journals counted?
3) How do we count electronic books available via e-book services such as the Ebook Library (EBL), Freading, or Overdrive?
4) How do we count media offered through online streaming services such as Films on Demand, VAST, Swank?
5) If a digital/electronic unit can be downloaded as many formats, is each format counted as a separate title?
6) For collections, do we count downloadable (e-books, e-serials, and e-media) that do not have records in our catalog but that we have access to?
7) How are electronic theses and dissertations counted?
8) Can I report open access (OA) titles as part of my collection?
9) What is a digital/electronic serial and how do I report digital/electronic serials in collection and circulation?
10) Are proceedings included as an e-book or as an e-serial?
11) Is ArtStor reported as a database or media?

Reporting Digital/Electronic Circulation
1) How do we count serial or journal circulation/usage in databases?
2) Where are institutional repositories reported?
3) What are some suggestions for obtaining title counts for digital/electronic circulation?
4) What are the basic steps for obtaining COUNTER Reports for Digital/Electronic Circulation?
5) The instructions state to exclude DDA and PDA collection usage numbers until they have been purchased or leased by the library. How should an institution report usage if DDA and PDA numbers cannot be excluded in a COUNTER report?
6) What should an institution report if they have platforms with BR1 and MR1 data, as well as, BR2 data?
Ebrary counts every page download as a chapter download. Should an institution report Ebrary counts in COUNTER BRZ data?

8) Should an institution include usage based collection model items (e.g., evidence-based programs) in e-book usage?

Reporting Expenses
1) Where do we report expenses for electronic journals and electronic indexing/abstracting services available on the Internet?
2) Where do we report consortial fees?
3) Should expenditures for memberships (e.g., state and national associations) be reported?
4) How does an institution report digitization expenditures?
5) Where do we report annual access fees for e-journals or e-books?

Answers:

General Questions
1) What is a reporting relationship and what are the different reporting relationships available for the Academic Library component?

Reporting relationships allow one institution to report data for other institutions in IPEDS. For the Academic Libraries component, institutions can establish either a "parent & child" relationship or a "main & branch" relationship. To determine which type of reporting relationship fits with your institution, please visit the resource page http://nces.ed.gov/ipeds/resource/download/AL_Reporting_Relationships.pdf.

2) How should items missing from the library’s collection be counted?

Missing items are part of the collection.

3) Why does the survey ask for title counts for reporting physical book collection(s)? Why is the survey no longer asking for volume counts?

NCES asks that you now report physical book collections by counting titles, not volumes, to ensure that the definition for physical books aligns with the definitions of other collection counts (i.e., media, serials) collected for IPEDS.

4) What is the difference between a database and a discovery system?

A database is a 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.

A discovery system consists of an interface directed toward the users of a library to find materials in its collections and subsequently to gain access to items of interest through the appropriate mechanisms. Discovery systems tend to be independent from the specific applications that libraries implement to manage resources, such as integrated library systems, library services platforms, repository platforms, or electronic resource management systems. In most cases they provide access to multiple types of materials, independent of the management platform involved. Discovery systems provide an interface with search and retrieval capabilities, often with features such as relevancy-based ordering of search results, facets presented that can be selected to narrow results according to specific categories, contributors, or date ranges, and tools to identify related materials or to refine search queries. Examples of discovery systems can be found at http://librarytechnology.org/discovery/.

5) Do we count unlicensed databases such as library-created databases?

No, only count licensed databases.

6) What is a physical serial and how do I report physical serials in collection and circulation?

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.

In a physical serials collection, report the number of physical serial titles that are accessible through the library’s catalog or discovery system. Report serial titles, not subscriptions. 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, do not include earlier title changes; however, do not worry about removing them if it is not possible/feasible.

Also, include physical serials when reporting circulation counts.

7) How do we report reserves and renewals?
NCES asks that you report physical print reserve circulation in circulation of physical items. This way the initial circulation count will reflect all physical-print circulation of content whether it is part of the regular print collection or the reserve print collection. However, this figure will NOT include renewals or equipment circulation counts because the practice of lending equipment varies considerably from library to library in terms of what the equipment (ranging from bicycles to computer/AC cords) is, making any comparison difficult.

8) **Where are print photographs reported?**
Print photographs are reported as graphic materials within physical media.

9) **Are music sheets collected?**
Include physical and digital/electronic music scores if searchable by title through the library catalog or discovery system.

10) **How are physical circulations reported?**
Report the total number of times physical ITEMS (e.g., volumes) are checked out from the general and reserve collections. Include only initial checkouts (circulation), not renewals. Exclude interlibrary loan lending and borrowing. Include transactions of books, media, and serials. Do not include transactions of equipment or computers. However, circulation of electronic reading devices (e.g., Kindles) can be included if the device is pre-loaded with e-books. For example, if a customer checks out a Kindle that is pre-loaded with 20 e-books, then that transaction counts as 1 physical circulation, not 20 electronic/digital circulations.

11) **Does circulation include both check-outs and check-ins?**
Circulation only includes initial check-outs, but not renewals or check-ins.

12) **In-house circulation may include items that library personnel pick up from tables and carrels and are scanned as being used. Do we include in-house use as circulation?**
Do not include these types of in-house circulation with circulation or interlibrary lending.

13) **Our institution now has a Library and Learning Center, instead of a standalone Library, which is comprised of a library, tutoring, a writing center, and computer labs. Should we answer for the entire facility or just the library component?**
You should answer for the entire facility if it’s under the library’s administrative unit, reports to the head of libraries, and expenses are paid from the library’s budget.

14) **Where are microfiche and microforms included? How does an institution count microfilm by titles if Government Document collections are not in the library catalog or discovery system as individual titles?**
Microfiche TITLES ONLY, are counted in physical media; DO NOT INCLUDE microfiche pieces. Microforms titles are counted in physical media only if the titles are searchable through the institution’s catalog and discovery system. For example, while there may be thousands of titles in ERIC that may not be searchable through the institution’s catalog or discovery system, ERIC should be counted as 1 title. Another example is the Congressional Record on Microfiche which would be counted as 1 title.

15) **How do you report serial titles on microform?**
Report non-serial microform titles in physical media, and serial titles on microform under physical serials. If the library cannot determine if a microform title is a serial or not, then report it under physical media.

16) **If a title is not searchable through the institution’s catalog or discovery system, but is searchable through their link resolver, is this counted in IPEDS?**
Yes, institutions should count titles that are searchable through their link resolver even if they are not searchable through their catalog or discovery system.

17) **How should direct borrowing between consortium members be included?**
Direct borrowing transactions are included in interlibrary loan services reporting.

**Reporting Branch and Independent Libraries**
1) **When reporting the count of digital/electronic materials, do we count the total number available at the system level or at the branch level?**
Report at the system or administrative entity level. For example, if the library system has 3 branch libraries and access to 2,038 downloadable audio units at the system level, then it would report 2,038 and not 6,114 units.

**Reporting as a Consortium Member**
1) **How do we report digital/electronic circulation if access to the material is provided for all members as part of a consortium?**
If the circulation count for only your institution is not available from the e-service provider, report using whichever method you use locally to monitor circulation for your library. Do not include counts from other members of the consortium. A method for estimating usage for just your institution is to use the percentage of your institution’s contribution to the total consortial fee. Another method is to use the percentage of institution’s Full-Time Equivalent (FTE) student count to the consortium total FTE student count.

2) If we are asking libraries in consortia to report their collection, but part of that collection is shared, are we overstating the collection and double counting?

The Academic Libraries component of IPEDS was integrated from the previous Academic Libraries Survey (ALS). The ALS Advisory Committee, which was comprised of practitioners and academics, agreed with this method for reporting collections from consortia because it is more important to get accurate total access counts than total collection counts.

3) If an institution's academic library is in a consortium with a public library, can their shared resources be included in the Academic Library survey?

A library consortium can be multitype, almost any type of library can participate (e.g., public libraries). However, for their shared items to be included on the Academic Library survey, the items have to be cataloged and/or searchable through the institution's library catalog or discovery system.

**Reporting Digital/Electronic Collections**

1) Where should VHS, CDs and DVDs of digital/electronic books or media be counted, with "digital/electronic" or "physical"?

VHS, CDs and DVDs of digital/electronic books or media should be counted under "physical media".

2) How are purchased electronic journals counted?

Electronic journals are included in the collection count, but not in the circulation count. However, expenses for electronic journal subscriptions should be reported under "Ongoing commitments to subscriptions."

3) How do we count electronic books available via e-book services such as the Ebook Library (EBL), Freading, or Overdrive?

Report each title owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system.

4) How do we count media offered through online streaming services such as Films on Demand, VAST, Swank?

Report titles of the media if it is owned or leased by the library, if the titles are cataloged and/or searchable through the library catalog or discovery system.

5) If a digital/electronic unit can be downloaded as many formats, is each format counted as a separate title?

Count all formats as one title. For example, count an e-book title that is available via epub, PDF, or Kindle formats as one title.

6) For collections, do we count downloadable (e-books, e-serials, and e-media) that do not have records in our catalog but that we have access to?

Count only downloadable to which you have access and that are in your library’s catalog or discovery system.

7) How are electronic theses and dissertations counted?

Theses and dissertations in electronic format can be included under "digital/electronic books", providing they are part of the library’s collection (see definition of collection). Report the titles.

8) Can I report open access (OA) titles as part of my collection?

OA titles may be included if the individual titles are searchable through the library's catalog or discovery system. Do NOT count 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.

9) What is a digital/electronic serial and how do I report digital/electronic serials in collection and circulation?

An e-serial is a periodical publication that is published in digital form to be displayed on a computer screen Report the number of e-serial titles that are accessible through the library's catalog or discovery system. Include open access (OA) titles if the individual titles are searchable through the library's catalog or discovery system. 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 possible/feasible. A source for counting e-serials may be a library- or vendor-developed A-Z title list of e-journals.
10) Are proceedings included as an e-book or as an e-serial?
Based on the definition of serials, numbered monographic series are included in the e-serial collection count. If the proceedings are numbered, then they may be a monographic series, which should be counted in e-serials.

However, if the proceedings have an ISBN, then it is a monograph and should be counted as an e-book. If it has both an ISBN and ISSN, and if it is an individual volume within a series that can stand on its own (it is not dependent upon content before it or after it), then it would be counted as an e-book.

11) Is ArtStor reported as a database or media?
ArtStor is reported as a database.

Reporting Digital/Electronic Circulation

1) How do we count serial or journal circulation/usage in databases?
IPEDS does not collect the circulation/usage of electronic journals or serials. Please do not include.

2) Where are institutional repositories reported?
IPEDS asks that you do NOT report data on institutional repositories in the AL survey.

3) What are some suggestions for obtaining title counts for digital/electronic circulation?
If you have titles in your knowledge base in your link resolver integrated into your discovery tool, this can be an easy way to get title counts for the digital/electronic collections (e-books, e-serials, and e-media) of the AL survey. If your link resolver is not complete for e-books or e-multimedia, it might be better to rely on getting the title counts through catalog records or other means.

4) What are the basic steps for obtaining COUNTER Reports for Digital/Electronic Circulation?
First, identify where you should collect your electronic and digital circulation data. Some options are:
- Publishers that host their own content (e.g., Elsevier on ScienceDirect)
- Publishers that use a third-party platform to host content (e.g., Royal Society on Highwire)
- Aggregators that license content from a wide variety of publishers and offer it through a database (e.g., Academic Search Complete on EBSCOhost)

Second, obtain a list of providers and identify how to obtain reports from each provider. An example of basic steps for this process is as follows:
- Compile spreadsheet of providers.
- Identify administrative URLs and login information needed to collect statistics.
- Identify formats and reports to collect under each provider:
  - Serials - JR 1
  - Books - BR 1
  - Books - BR 2
  - Multimedia - MR 1
- Identify providers where you need to contact vendor or where statistics are unavailable.
- Work your way through the list, recording the Reporting Period Total in your spreadsheet.
- Provide IPEDS with one total sum of all digital/electronic Reporting Period Totals obtained through all providers.

Note: In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.).

5) The instructions state to exclude DDA and PDA collection usage numbers until they have been purchased or leased by the library. How should an institution report usage if DDA and PDA numbers cannot be excluded in a COUNTER report?
If DDA and PDA numbers cannot be excluded in the institution’s COUNTER report, then please report the COUNTER report with DDA and PDA numbers included. However, please note this detail in the comment box available on the survey.

6) What should an institution report if they have platforms with BR1 and MR1 data, as well as, BR2 data?
Please only report BR1 and MR1 data.

7) Ebrary counts every page download as a chapter download. Should an institution report Ebrary counts in COUNTER BR2 data?
Include COUNTER BR2 reports with Ebrary. However, please note the inclusion of Ebrary in the comments section on the survey.

8) Should an institution include usage based collection model items (e.g., evidence-based programs) in e-book usage?
The survey excludes DDA or PDA collections unless they have been purchased by the institution. However, if the title is purchased in an evidence-based model and it is searchable through the catalog or discovery system, then it is counted in e-book usage.
**Reporting Expenses**

1) **Where do we report expenses for electronic journals and electronic indexing/abstracting services available on the Internet?**
   Report electronic journal and indexing/abstracting service expenses with "Ongoing commitments to subscriptions" if they require an annual fee. If not, report electronic journal expenses under 'One-time purchases of books, serial back-files, and other materials' and electronic indexing/abstracting services under "Other materials/service costs".

2) **Where do we report consortial fees?**
   Report this amount under "All other operations and maintenance expenses". Include expenses for database licenses, serial subscription fees, and other annual electronic platform or access fees, if they were part of an annual consortium fee. Do not report these under "Ongoing commitment to subscriptions" or "One-time purchases" expenses.

3) **Should expenditures for memberships (e.g., state and national associations) be reported?**
   Yes, include membership costs if they are part of the library budget. These types of membership costs should be included in "all other materials/service cost."

4) **How does an institution report digitization expenditures?**
   Report digitization expenditures as preservation expenditures, if it is an outsourced service. Additional digitization-related expenses are either reported as memberships or services and included in "all other materials/service cost" OR reported as computer systems/other technology-related expenditures and included in "All other operations and maintenance expenses."

5) **Where do we report annual access fees for e-journals or e-books?**
   Report annual access fees under "Ongoing commitments to subscriptions."