

ARL SUPPLEMENTARY STATISTICS 2005-06 WORKSHEET

Reporting Institution _____ Date Returned to ARL _____

Report Prepared by (name) _____

Title _____

Email address _____ Phone number _____

Contact person (if different) _____

Title _____

Email address _____ Phone number _____

Definitions of the statistical categories used in this questionnaire can be found in the COUNTER Code of Practice, April 2005 (http://www.projectcounter.org/code_practice.html) and in *Information Services and Use: Metrics & statistics for libraries and information providers--Data Dictionary*, NISO Z39.7-2004 (<http://www.niso.org/emetrics/current/index.html>).

Please read all instructions carefully before you answer the questionnaire. Make sure your responses are as complete and accurate as possible. Give estimates when you must, but please do not make wild guesses. Use footnotes to expand upon or clarify your responses.

All questions assume a *fiscal year ending June 30, 2006*. If your library's fiscal year is different, please use footnotes to explain.

If your library does not perform a given function or had no activity for this function or if the appropriate answer is zero or none, use **0**. If an exact figure is unavailable, check NA/UA.

Please do not use decimals. All figures should be rounded to the nearest whole number.

Number of Networked Electronic Resources

1. Number of electronic journals purchased. (1) _____

Number of electronic journal subscriptions that the library provides to users and for which the library pays some fee for access either through an individual institutional licensing contract with the provider of journals or through other arrangements (e.g., library-funded consortia, centrally-funded consortia or through state or national purchasing plans).

Include electronic journals offered by established scholarly journal publishing houses (e.g., Elsevier's ScienceDirect); scholarly societies (e.g., American Chemical Society journals and American Institute of Physics Online); services that aggregate journal content (e.g., Expanded Academic ASAP or Lexis/Nexis); and, from those publishers using an external delivery platform (BioOne, EbscoOnline, Highwire, and OCLC ECO). The number of electronic journals purchased reported here could include journals for which you may have reported expenditures in the *ARL Statistics*.

2. Number of electronic “full-text” journals purchased. (2) _____

This is a subset of #1, *Number of electronic journals purchased*. “Full-text” journals, such as those from Elsevier’s Science Direct or Kluwer Online Journals, should contain the journals’ complete contents. Include electronic full-text journals from the sources described above. Exclude services that aggregate or provide only partial coverage of journal content (e.g., Expanded Academic ASAP or Lexis/Nexis).

3. Number of electronic journals not purchased. (3) _____

Number of unique electronic journals for which the library pays no fee and for which the library has taken responsibility for providing access either through cataloging in its OPAC or other forms of local organization (web site, databases, etc.). Include journals that are free through centrally-funded consortia. Include government documents.

4. Number of electronic reference sources. (4) _____

This includes licensed citation indexes and abstracts; full-text reference sources (e.g. encyclopedias, almanacs, biographical and statistical sources, and other quick fact-finding sources); full-text journal and periodical article collection services (e.g., EBSCOhost, ProQuest, Academic Universe, and INFOTRAC OneFile); dissertation and conference proceedings databases; and, those databases that institutions mount locally. Include databases that contain journals reported in #1. Please describe in the Footnotes, if e-books are included in this count.

5. Number of electronic books. (5) _____

Number of electronic full-text monographs that the library offers to its users and for which the library pays some fee for access either through an individual institutional licensing contract with the provider of journals or through other arrangements (e.g., library-funded consortia, centrally-funded consortia or through state or national purchasing plans).

This includes electronic books purchased through vendors, such as netLibrary and Books24x7, and electronic books that come as part of aggregate services. Include individual volumes of e-book sets that are counted as individual reference sources reported in #4. Exclude locally digitized electronic books, electronic theses and dissertations, locally created digital archival collections, and other special collections. Do not include machine-readable books distributed on CD-ROM, or accompanied by print books.

Expenditures for Networked Electronic Resources

6. Are the below figures reported in Canadian dollars? (6) _____ Yes _____ No

7. Expenditures for current electronic journals purchased. (7) _____

Include membership fees (such as JSTOR) as well as annual access and service fees paid directly or through consortia arrangements. Include initial purchase cost only for items purchased this fiscal year. Expenditures reported here are for journals reported in #1.

8. Expenditures for electronic “full-text” journals. (8) _____

Include membership fees (such as JSTOR) as well as annual access and service fees paid directly or through consortia arrangements. Include initial purchase cost only for items purchased this fiscal year. Expenditures here are for journals reported in #2.

9. Expenditures for electronic reference sources. (9) _____

Include annual access and service fees paid directly or through consortia arrangements. Include initial purchase cost only for items purchased this fiscal year. Expenditures here are for the reference sources reported in #4.

10. Expenditures for electronic books. (10) _____

Include annual access and service fees paid directly or through consortia arrangements. Include initial purchase cost only for items purchased this fiscal year. Expenditures here are for the electronic books report in #5.

Use of Networked Electronic Resources and Services

11. Number of virtual reference transactions. (11) _____

Virtual reference transactions are conducted via email, a library's website, or other network communications mechanisms designed to support electronic reference. A virtual reference transaction *must* include a question *either* received electronically (e.g., via e-mail, WWW form, etc.) *or* responded to electronically. A transactions that is both received and responded to electronically is counted as *one* transaction. Exclude phone and fax traffic unless either the question or answer transaction occurs via the manner described above. Include counts accrued from participation in any local and national projects, such as DigiRef and the Library of Congress's CDRS (Collaborative Digital Reference Service).

A reference transaction is an information contact, which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by any member of the library staff (e.g., circulation, technical or reference services).

12. Does your library offer federated searching across networked electronic resources? (12) _____Yes _____No

Networked electronic resources may include any information resource, such as databases, journals, e-books, reference materials, and non-textual resources that are provided to the library's users through licensing and contractual agreements. Include electronic resources that institutions mount locally.

13. Number of sessions (logins) to databases or services. (13) _____

13a. Number of resources for which you are reporting. (13.a) _____

A session or login is one cycle of user activities that typically starts when a user connects to an electronic resource and ends with explicit termination of activities (by leaving through logout or exit) or implicit

termination (time out due to user inactivity). Report here those figures that you derive from Database Report 1 and Database Report 3 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported in 13a.

14. Number of searches (queries) in databases or services. (14) _____

14a. Number of resources for which you are reporting. (14.a) _____

A search is intended to represent a unique intellectual inquiry. Typically, a search is recorded each time a search request is sent/submitted to the server. Report here those figures that you derive from Database Report 1 and Database Report 3 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported in 14a.

15. Number of successful full-text article requests. (15) _____

15a. Number of resources for which you are reporting. (15.a) _____

Items reported should include only full-text articles as defined in the COUNTER Code of Practice. Report here those figures that you derive from Journal Report 1 in the COUNTER Code of Practice. In a footnote, please include the types of resources reported in 15a.

16. Number of virtual visits.

16a. Number of virtual visits to library's website. (16.a) _____

16b. Number of virtual visits to library's catalog. (16.b) _____

16c. Excludes virtual visits from inside the library? (16.c) ___Yes ___No

Virtual visits include a user's request of the library web site or catalog from outside the library building excluding the number of pages or gratuitous elements (images, style sheets) viewed. Exclude, if possible, virtual visits from within the library, from robot or spider crawls and from page reloads.

A visit is usually determined by a user's IP address, which can be misleading due to Internet Service Providers (ISPs) and Firewalls or Proxy Servers. Thus, this measure is actually an estimate of the visits.

Library Digitization Activities

17. Number and Size of Library Digital Collections.

17a. Number of Collections. (17.a) _____

17b. Size (in megabytes). (17.b) _____

17c. Items. (17.c) _____

Library digital collections can include born digital materials or those created in or converted from different formats (e.g., paper, microfilm, tapes, etc.) by the library and made available to users electronically. This includes locally held digital materials that are not purchased or acquired through other arrangements (e.g., vendor, individual or consortia licensing agreements). Born digital collections can include materials self-archived in an institutional repository. Created or converted digital collections can include electronic theses and dissertations (ETDs); special collections materials; maps; sound recordings; and, films.

For each type of collection (e.g., text, image, multimedia), include the size (in megabytes) and, if possible, the number of items (e.g. unique files) in each collection. Exclude back up copies or mirror sites since items should be counted only once. Exclude e-reserves and ETDs provided by ProQuest or other vendors. In the footnote, provide a paragraph describing the general nature of library digital collections and, if possible, provide the URL where collections are listed.

18. Use of Library Digital Collections.

18a. Number of times items accessed. (18.a) _____

18b. Number of queries conducted. (18.b) _____

Number of times library digital collection items (unique files) were accessed and the number of searches (queries) conducted (if there is such a capability) during the reporting period. Please explain in a footnote how library digital collections are accessed, and if possible, list the URLs of those collections.

19. Direct cost of digital collections construction and management.

19a. Direct cost of personnel (19.a) _____

19b. Direct cost of equipment, software or contracted services. (19.b) _____

Annual direct costs (personnel, equipment, software, contracted services and similar items) spent to create digital materials (texts, images, and multimedia) or to convert existing materials into digital form for the purpose of making them electronically available to users. Include expenditures related to digitization, OCR, editorial, creation of markup texts, and preparation of metadata for access to digitized materials, data storage, and copyright clearance. Exclude expenditures for information resources purchased or acquired from outside the institution through individual or consortia licensing agreements. In the footnote, please describe any additional funding (university, state, private grants, etc.) provided specifically for the library's digitization activities.

20. Volumes Held Collectively (20) _____

The defining criterion is that the library has devoted financial resources for the purchase of these items and is taking responsibility for their availability through participation in a cooperative that supports shared ownership. The library demonstrates commitment to the shared storage facility by supporting the consortium financially through a legally binding arrangement. Include here volumes originally held and

now withdrawn from the local collection because they are held in a "shared" remote storage facility starting with volumes that have been transferred during fiscal year 2005-06. Exclude volumes held collectively because they are held by other organizations such as the Center of Research Libraries (CRL) that are supported by membership dues and determination on whether to maintain membership may vary from year to year.

Footnotes:

Submit the completed questionnaire by **January 30, 2006.**

For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Mark Young (stats-ra@arl.org). Tel. (202) 296-2296.