ACRL

Library Information

Reporting Institution	Claremont University Consortium
Short Name for reporting institution	Claremont Colleges Library
Street Address	800 N. Dartmouth Avenue
City	Claremont
State/Province	California
ZIP/Postal Code	91711
Country	United States
Fiscal Year End Date	
Carnegie classification	Doctorate
Carnegie classification detailed OPTIONAL QUESTION	RU/H: Research Universities (high research activity)
IPEDS Unit ID	112251

Primary Contact

Contact's Name	Sarah Pickle
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Report Prepared By

Your Name	Barbara Barcinas
Your Title	Assistant to the Dean of the Library
Your email	barbara_barcinas@cuc.claremont.edu
Your Phone Number	(909) 621-8014

Staffing

Staffing Types, FTE's and Expenses

	Number of FTEs	Salaries and wages, exclude fringe
01 Librarians	24.00	$1,819,308
02 Other professional staff	2.00	$64,722
03 Total professional staff	26.00	$1,884,030
04 All other paid staff (except student assistants)	27.00	$1,219,063
05 Student assistants	12.80	$142,697
06 Total, FTEs and Salary & Wages (excluding fringe)	65.80	$3,245,790

Staff FTE and Fringe

07 Number of hours to work per week to be considered full time at the institution	40.00
08 Are staff fringe benefits paid from the library budget?	Yes
09 Staff fringe benefits IF paid from the library budget	$1,085,123

Expenses (exclude staff)

medical/dental plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options. If fringe benefits are not paid by the library budget ("no"), report '0' (zero) for the amount. [AL component]

Materials/services expenses

20 One-time purchase of books, serial backfiles, and other materials	$1,339,716
20a E-books (if available)	$356,508
21 Ongoing commitments to subscriptions	$3,164,962
21a E-books (if available)	$107,951
21b E-journals (if available)	$2,438,679
22 All other materials/service cost	$141,110
23 Total materials/services expenses	$4,645,788

Operations and maintenance expenses

24	Preservation services	$15,885
25	All other operations and maintenance expenses	$2,927,663
26	Total operations and maintenance expenses	$2,943,548
27	Are expenses reported in Canadian dollars?	No

Total Expenses

These amounts will be calculated for you. Both lines are used for the AL component.

30	Includes salaries and wages from all identifiable sources, includes fringe	$11,920,249
31	Includes salaries and wages from all identifiable sources, excludes fringe	$10,835,126

Library Collections

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 2016. [text from the IPEDS AL component]

Count only those materials that are considered part of your collection. Collections are comprised 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. 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. [text from the IPEDS AL component]

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 Instructions and Definitions Page 10 of 26 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/.

Additional survey guidance:
- NISO defines a book as "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]
- NISO defines a title as "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]

	Physical	Digital/Electronic
40 Books (title count)	986,527	[1]887,834
40a Books (volume count)	[2]1,315,070	
41 Databases		493
42 Media	[3]7,995	[4]93,944
43 Serials	[5]23,234	72,089
44 Total	[6]1,017,756	[7]1,054,360

Institutional Repositories

50 Items contributed to the institutional repository via uploads	771
51 Item usage from the institutional repository	730,137

Library Services

Library Circulation Usage

	Physical (1)	Digital/Electronic (2)
60 Initial circulation	157,354	[8]886,156
61 e-book usage COUNTER BR1 (if available)		[9]6,684
62 e-book usage COUNTER BR2 (if available)		[10]854,182
63 E-serials usage		[11]813,093

Information Services to Individuals

Information Services to Individuals.

Transactions and consultation interactions are 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. Information sources include printed and non-printed materials, machine-readable databases (including assistance with computer searching), the library's own catalogs and other holdings records, other libraries and institutions through communication or referral, and persons both inside and outside the library. [modified slightly from NISO Z39.7-2013, section 7.3]

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. [Academic Library Survey]

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 nonbibliographic nature with machines. [Academic Library Survey]

If a contact includes both reference and directional services, it should be reported as one transaction. [Academic Library Survey] 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]

Consultations are one-on-one or small group appointments (i.e., scheduled) with a library staff member outside of the classroom. Include consultations conducted in a physical or digital/electronic manner. Include appointments made with special collections or archives staff. This does not include any walk-up transactions, no matter what the length or topic discussed.

If separate counts are not available for transactions and consultations, report the total number of information services to individuals as transactions, and make a note at the end of the survey.

64Transactions [12]	1,167
65Consultations [13]	537
67Does your library support virtual reference services?	Yes

If yes, please report the following:

If the response is yes (you provide virtual reference), report the number for each type of interaction if collected by the library.

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] Examples of Chat reference, commercial service (V-02) are QuestionPoint and Tutor.com. Examples of Chat reference, instant messaging applications (V-04) are Meebo and Library Help. [Academic Library Survey]

67aV-01 Email reference [14]	417
67bV-02 Chat reference, commercial services	-1
67cV-03 Chat reference, instant messaging applications [15]	346
67dV-04 Short message service (SMS) or text messaging	-1
67eV-05 Online conferencing	-1

Locations

68Indicate the number of branch or independent libraries	0

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 may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or 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]

Additional survey guidance: self-paced tutorials and staff training should be excluded, as well as meetings sponsored by other groups using library meeting rooms. [Academic Library Survey]

Presentations:

- Report the total number of presentations conducted in-person on line 70, column (1).

- Report the total number of presentations conducted using digitally/electronic formats, including web-based presentations, on line 70, column (2). Additional survey guidance: examples of web-based presentations include webinars and videoconferences.

Attendance:

- Report the total number of persons attending or served by those presentations. (line 71, columns (1) and (2)). [Academic Library Survey]

- If attendance is are not tracked separately (physical or digital/electronic), then simply submit the total number of presentations on line 71, column (3)

	Physical	Digital/electronic	Total (if breakdown not available)	Total (calculated)
70 Number of presentations	[16]422	0	-1	422
71 Total attendance at all presentations	[17]5,691	0	-1	5,691

Hours

72 Number of hours open during a typical week in an academic session	111.00

Gate Counts

Report the number of persons who physically enter library facilities on an annual basis and/or in a typical week, whichever is easier for the responder.

If the library does not count entrances 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.

Report the number of persons who physically entered library facilities in the past fiscal year on line 73.
Report the number of persons who physically entered library facilities in a typical week on line 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]

73Gate count - on an annual basis (if available)	-1
74Gate count - in a typical week (if available)	-1

Interlibrary Loan Services

Please enter a total in 81 and 82 *or* the detail numbers in 81a, 81b and 82a, 82b and 82c.

80Does your institution have interlibrary loan services?	Yes
81Total interlibrary loans and documents provided to other libraries	
81aILL-01 Returnable (if available)	3,460
81bILL-02 Non-returnable (if available)	4,069
81cTotal if ILL-01 and ILL-02 are reported separately	7,529
82Total interlibrary loans and documents received	
82aILL-03 Returnables (if available)	11,867
82bILL-04 Non-returnables (if available)	11,374
82cILL-05 Documents received from commercial services (if available)	-1
82dTotal if ILL-03, ILL-04 and ILL-05 are reported separately	23,241

Student Enrollment

Please note: 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, the data is reported more than a year following its collection. ACRL is asking survey respondents to provide student enrollment data so that ACRLMetrics can provide student enrollment-based ratios sooner than IPEDS thereby adding value to your data.

90Full-time Equivalents (FTE) [18]	7,345
91Headcounts (skip if breakouts available)	
91aFull time undergraduate (if available)	
91bPart time undergraduate (if available)	
91cFull time graduate (if available)	
91dPart time graduate (if available)	
91eTotal Headcount	

Other

100What library data would you suggest ACRL collect on this annual survey?	
101Will the library submit the data file generated by the responses to this survey and aligned with the IPEDS Academic Libraries (AL) component to the institution's IPEDS keyholder?	Yes
110Notes	There are significant discrepancies in our figures for this year when compared with previous years' data. We changed our ILS in Aug 2015 and are still both migrating data to the new ILS and learning how best to extract data from it. 2015-16 was also a year of heavy recruitment in our institution, so outreach and instruction numbers are lower than usual.

Trends 2016

Staffing

Note: For the purposes of this survey, library staff are defined as professional librarians holding an advanced degree relevant to the area in which they work.

1. Do you employ library staff to consult on any of the following issues?

(check all that apply):

Copyright	Yes
Metadata	Yes
Data Management	Yes
Research Impact	Yes
Instructional Design	Yes
Data Visualization	Yes
Other trending issues you support (please list)	Yes
Other trending issues you support (please list)	Online reputation management, digital literacy, new modes of publishing
We do not employ staff members who provide consultation for any of these services	

2. Do you employ library staff to support any of the following systems or services?

(check all that apply):

Web development	Yes
MOOC development	
E-portfolio development	
Learning management system development	Yes
Maker space(s)	
Digital humanities	Yes
Digital media production	Yes
GIS	Yes
Open access/institutional repository management	Yes
Instructional design	Yes
Other trending systems/services you support (please list)	Yes
Other trending systems/services you support (please list)	Emerging technologies, new publishing platforms and systems

3. Cross-training or repurposing of staff

Has your library recently (last five fiscal years) cross-trained or repurposed staff in your library for new/different positions or departments?	Yes

3a. If yes, please select from the list below the motivating factor(s) for this change?

(check all that apply):

Budget constriction	
Retirements	
Layoffs	
Better support for new positions or departments in the library	Yes
Better support for new technologies or services in the library	Yes
Better support for new positions or departments on campus	Yes
Better support for new technologies or services on campus	Yes
Other (please list)	

4. Budgets for positions for new services/technology

In the past 5 fiscal years, has your library:	Increased its budget for funding positions supporting new services/technologies

5. In the past 5 years has your library moved to these staffing models at any or all of its reference desks?

(Check all that apply; do not check if moved to model before the past 5 fiscal years):

On-call	
Brandeis model	Yes
Roaming/Remote	
Newer/Alternative mediums of interaction such as Twitter, Skype, Google Hangouts	Yes
Other (please list and give status)	

6. Does your library staff offer any of the following types of information literacy/library instruction?

(Check all that apply):

For credit	
No-credit, required	
No-credit, not required	Yes
Single-session classes	Yes
Multiple-shot/scaffolding classes	Yes
Other types of instruction (please list)	

7. Does your library utilize staff in order to offer instructional workshops on any of the following?

(check all that apply):

Research productivity	Yes
Research publication	Yes
Grant writing	Yes
Citation management	Yes
Bibliometrics	Yes
Data management	Yes
Data mining	Yes
Data visualization	Yes
Statistics	Yes
My library does not offer instructional workshops on any of these	
Other types of workshops (please list)	Yes
Other types of workshops (please list)	Digital citizenship, scholarly identity

8. Does your library provide staff or other forms of support?

(e.g., dedicated space, technology, collaboration) to any of the following campus student services? (check all that apply)

Writing Center	
Tutoring	
Testing	Yes
Statistics	
Financial advising and/or literacy	
Counseling	
Diversity and equity	Yes
Digital scholarship labs	Yes
Other campus student services (please list)	
My library does not provide staff to support any of the above services.	

9. Other new staffing trends

9.Are there other new staffing trends in your library not addressed above you'd like to share	Yes
9a.Are there other new staffing trends in your library not addressed above you'd like to share	Our building is also the home for the Mellon-funded initiatives Center for Teaching and Learning and Digital Humanities @ the Claremont Colleges

IPEDS AL Spring Component (optional)
This section is designed to simplify the data capture process for the IPEDS AL component and enable generation of a downloadable .txt file that can be imported directly into IPEDS rather than completing their survey -- meeting ACRL's objective of "one response - two surveys."

The Import file must be provided to your institution's IPEDS keyholder for their import. The IPEDS import file type is 'Key Value Pair'.

A link for the file will appear in the upper right-hand quadrant of the screen once you've completed this survey.

Note: If your library operates on a fiscal year that ends between November and December, please contact us (acrlsupport@countingopinions.com) for more information on how to complete this section.

Section I: Library Collections/Circulation

Section I Digital/Electronic Group Information

Digital/Electronic

Digital/Electronic	Digital/Electronic
Digital/Electronic books	887,834
Digital/Electronic databases	493
Digital/Electronic media	93,944
Total electronic collection, calculated	982,271
Total electronic circulation	886,156

Section I Physical Group Information

Physical

Physical	Physical
Physical books	986,527
Physical media	7,995
Physical serials	23,234
Total physical collection, calculated	994,522
Total physical circulation	157,354
Total interlibrary loans and documents provided to other libraries	7,529
Total interlibrary loans and documents received	23,241

Section II Group Information

Section II: Expenditures and Interlibrary Services

Once you've completed the IPEDS section you will see an IPEDS link in the upper right-hand quadrant of the screen. Select this link to download your IPEDS file.

The number of branch and independent libraries (exclude the main or central library)	0
Total salaries and wages	$3,245,790
Fringe benefits (if paid by the library budget)	$1,085,123
One?time purchases of books, serial back?files, and other materials	$1,339,716
Ongoing commitments to subscriptions	$3,164,962
Other materials/service cost	$141,110
Total materials/services cost, calculated	$4,645,788
Preservation services	$15,885
All other operations and maintenance expenditures	$2,927,663
Total operations and maintenance expenditures, calculated	$2,943,548
Total Expenditures	$11,920,249

[1], New ILS, new ways of counting.(*0-2017-02-20*)

[2], New ILS, new ways of counting.(*0-2017-02-20*)

[3], New ILS, new ways of counting.(*0-2017-02-20*)

[4], New ILS, new ways of counting.(*0-2017-02-20*)

[5], New ILS, new ways of counting.(*0-2017-02-20*)

[6], New ILS, new ways of counting.(*0-2017-02-20*)

[7], New ILS, new ways of counting.(*0-2017-02-20*)

[8], New ILS, new ways of counting.(*0-2017-02-20*)

[9], New ILS, new ways of counting.(*0-2017-02-20*)

[10], New ILS, new ways of counting.(*0-2017-02-20*)

[11], New ILS, new ways of counting.(*0-2017-02-20*)

[12], 64 A year of recruitment.(*0-2017-02-20*)

[13], 65 A year of recruitment.(*0-2017-02-20*)

[14], 67a A year of recruitment.(*0-2017-02-20*)

[15], 67c A year of recruitment.(*0-2017-02-20*)

[16], A year of recruitment.(*0-2017-02-20*)

[17], A year of recruitment.(*0-2017-02-20*)

[18], 90 FY15 should have been 6,758. This discrepancy may be a result of us reporting to IPEDS under one of our 7 institutions; the FTE might only reflect the institution we report under.(*0-2017-02-28*)