

ACRL

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 (AL) Component. Every institution of higher education receiving federal funding must respond to the IPEDS survey. The ACRL survey asks every question about academic libraries required by IPEDS, with instructions and definitions completely aligned (this alignment began in 2015). ACRL survey results are available three months after the survey closes. The purpose of the Academic Libraries Component of IPEDS is to collect information on library collections, expenses, and services for degree-granting postsecondary institutions. There are few changes to the instructions for the 2017 Academic Libraries Component from the 2016 survey, namely clarifications in the definitions for physical media, ILL, and circulation.
- Selected questions about academic libraries exclusive to this survey, several of which IPEDS is using as test questions for future surveys.
- A section of questions about library trends; every year features a different topic. This year, we are replicating a popular study from ten years ago about faculty status for librarians, based on the ACRL Standards for Faculty Status which measures the nine dimensions of faculty status.

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 2017 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 2017 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) 2017. Fiscal year 2017 is defined as the most recent 12-month period that ends before October 1, 2017, that corresponds to the institution's fiscal year.

Data Collection Period

The survey will be open from September 2017 - February 28, 2018.

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.

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 2017. 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.

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.

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 of Law and Medical Libraries

Institutions with separate law library and/or medical library(s) should consider submitting a separate survey for each. This may also be advisable for libraries that support other professional schools (e.g., business, library science, social work). Counting Opinions administers the survey on behalf of ACRL and will work with you to manage the data process to produce the correct IPEDS-aligned file(s) for submission to IPEDS, to combine results (rollup view) across reporting units (if so desired) to ensure that there is no duplication of data in the ACRL data collection and to support various key ratios combining other institutional level data (i.e., non-library specific) from IPEDS which are integrated with the ACRL results (e.g., institutional budgets, graduation rates, student populations, etc.). Contact the ACRL survey administrator, Counting Opinions, for more information at acrldata@countingopinions.com or at 1-800-542-9847.

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 acrldata@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.

Library Information

Reporting Institution	The Claremont Colleges Services
Short Name for reporting institution	The 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	RH
IPEDS Unit ID	112251

Primary Contact

Contact's Name	Sarah Pickle
Title	Director of Organizational Planning and Assessment
Email Address	sarah.pickle@claremont.edu
Phone Number	(909) 607-7106

Report Prepared By

Your Name	Sarah Pickle
Your Title	Director of Organizational Planning and Assessment
Your email	sarah.pickle@claremont.edu
Your Phone Number	(909) 607-7106

Staffing

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 survey 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 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").

	Number of FTEs (A)	Salaries and wages, exclude fringe (B)
01 Librarians	24.00	\$1,769,767
02 Other professional staff	2.50	\$162,311
03 Total professional staff	26.50	\$1,932,078
04 All other paid staff (except student assistants)	29.75	\$1,263,398
05 Student assistants	14.80	\$150,114
06 Total, FTEs and Salary & Wages (excluding fringe)	71.05	\$3,345,590

Staff FTE and Fringe

07Number of hours to work per week to be considered full time at the institution	40.00
08Are staff fringe benefits paid from the library budget?	Yes
09Staff fringe benefits IF paid from the library budget	\$1,233,885

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, 2017. 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.

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

- Expenses: A product such as ebrary could be reported as part of question 20: One-time purchase of books, serial back-files, and other materials, OR, if ebrary 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 ebrary collection titles may qualify under the definition of question 40: Column B: Digital/Electronic Books. Count the e-book titles as the equivalent of one title, regardless of the number of users.
- Database: Add ebrary as a database in question 41: Column B. Databases include e-book databases

Materials/services expenses

20One-time purchase of books, serial backfiles, and other materials	\$1,305,215
20aE-books (if available)	\$434,491
21Ongoing commitments to subscriptions	\$3,356,817
21aE-books (if available)	\$60,920
21bE-journals (if available)	\$2,696,555
22All other materials/service cost	\$551,015
23Total materials/services expenses	\$5,213,047

Operations and maintenance expenses

24 Preservation services	\$20,131
25 All other operations and maintenance expenses	\$2,585,720
26 Total operations and maintenance expenses	\$2,605,851
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	\$12,398,373
31 Includes salaries and wages from all identifiable sources, excludes fringe	\$11,164,488

Library Collections

Scope:

This section of the survey collects data on selected types of material. It does not cover all materials.

Reporting period:

Report the total number of each category held at the END OF Fiscal Year 2017.

What to include:

Count only those materials that are considered part of your collection. Collections comprise 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.

Helpful 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 relevancybased 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/>.

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 AngloAmerican 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 (A)	Digital/Electronic (B)
40 Books (title count)	995,122	881,347
40a Books (volume count)	1,023,687	
41 Databases		404
42 Media	30,423	91,223
43 Serials	22,335	133,046
44 Total	1,047,880	1,106,020

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.

Please provide information as it is available - you do not need to respond to both 50 and 51 if the data is not available to you.

Additional survey 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 aligning as much as possible with the COUNTER Code of Practice. When developing usage statistics functionality for institutional repositories, libraries should attempt to comply with COUNTER for configuring a Web analytics program to deliver as much as possible COUNTER compliant usage statistics.
- 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 to all items whether there are restrictions on access to them (e.g., on campus use only) or not (i.e., open access).

50 Items contributed to the institutional repository via uploads	3,056
51 Item usage from the institutional repository	836,756

Library Services

Library Circulation Usage

	Physical (A)	Digital/Electronic (B)
60 Initial circulation	² 57,557	1,162,330
61 e-book usage COUNTER BR1 (if available)		33,591
62 e-book usage COUNTER BR2 (if available)		1,109,573
63 E-serials usage		823,590

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. [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	2,054
65 Consultations	580
67 Virtual Reference Transactions ³	573

Locations

68 Indicate the number of branch or independent libraries	0
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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 and staff training should be excluded as well as meetings sponsored by outside groups using the library's meeting spaces.

	Physical (A)	Digital/electronic (B)	Total (if breakdown not available) (C)	Total (calculated)
70 Number of presentations	462	-1	-1	461
71 Total attendance at all presentations	8,369	-1	-1	8,368

Hours

72 Number of hours open during a typical week in an academic session	111.00
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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 (if available)	-1
74 Gate 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)	3,821
81bILL-02 Non-returnable (if available)	7,703
81cTotal if ILL-01 and ILL-02 are reported separately	11,524
82Total interlibrary loans and documents received	
82aILL-03 Returnables (if available)	12,193
82bILL-04 Non-returnables (if available)	8,866
82cILL-05 Documents received from commercial services (if available)	-1
82dTotal if ILL-03, ILL-04 and ILL-05 are reported separately	21,059

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, the data are reported more than a year following its collection. ACRL is asking survey respondents to provide student enrollment data so that ACRL can include student enrollment-based ratios in a timely manner, thereby adding value to your data.

90Full-time Equivalents (FTE)	7,574
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

We are asking for your responses to the following two questions to assist the members of the ACRL Academic Library Trends and Statistics Survey Editorial Board to improve the survey and to learn about your use of the data file generated by your responses:

100What library data would you suggest ACRL collect on this annual survey?	
110Notes	

Trends 2017

Note: Language in this survey has been taken from ACRL's Standards for Faculty Status for Academic Librarians, available at: <http://www.ala.org/acrl/standards/standardsfaculty>. This survey is fielded by ACRL every ten years and results for the 1999 and 2008 surveys are available through ACRL Metrics (www.countingopinions.com).

Optional responses: If the answer to a question is "partially," please use the comment box to elaborate if you wish.

Question 1

1. Do all FTE librarians have faculty status?	No
1b. If yes to 1a or no to Q1. Do librarians have tenure track appointments?	

Questions 2-9

2. Librarians have a governance structure similar to other faculties on campus	Not at all
3. Librarians are eligible for membership in the faculty governing body on the same basis as other faculty and have the same degree of representation as other academic units in institutional governing bodies and committees	Not at all
4. Librarians and academic faculty of equivalent rank have similar employment considerations, which may include salary scale, benefits, appointment period	Not at all
5. Librarians are covered by the same tenure policies as other faculty: i.e., during the probationary period, appointment is by annual written contract or letter of agreement	Not at all
6. Librarians are promoted through ranks on the basis of their professional proficiency and effectiveness through a peer review system with standards consistent with other faculty	Not at all
7. Librarians are eligible for leaves of absence or sabbaticals on the same basis as other faculty	Not at all
8. Librarians have access to funding on the same basis as other faculty	Not at all
9. Librarians have the same protections of academic freedom as other faculty	Not at all

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 (acrldata@countingopinions.com) for more information on how to complete this section.

Instructions from IPEDS:

These instructions assume you are at the IPEDS website.

The File Import/Upload option is found under the Tools menu.

In order to perform the upload you'll need to have a file formatted to specifications.

Upload specifications are included with the survey materials found under the Help menu.

There are two upload formats available for the survey component:

Fixed width file

Key value file (ACRL provides this file type)

For more info see: <https://surveys.nces.ed.gov/ipeds/VisImpSpecView.aspx?id=34&show=all&instid=30103>

Would you like to complete the additional IPEDS Academic Libraries survey questions and download an Import file?	Yes
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Section I: Library Collections/Circulation

Section I Digital/Electronic Group Information

Digital/Electronic

Digital/Electronic	Digital/Electronic
Digital/Electronic books	881,347
Digital/Electronic databases	404
Digital/Electronic media	91,223
Total electronic collection, calculated	972,974
Total electronic circulation	1,162,330

Section I Physical Group Information

Physical

Physical	Physical
Physical books	995,122
Physical media	30,423
Physical serials	22,335
Total physical collection, calculated	1,025,545
Total physical circulation	57,557
Total interlibrary loans and documents provided to other libraries	11,524
Total interlibrary loans and documents received	21,059

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	\$3,345,590
Fringe benefits (if paid by the library budget)	\$1,233,885
One-time purchases of books, serial backfiles, and other materials	\$1,305,215
Ongoing commitments to subscriptions	\$3,356,817
Other materials/service cost	\$551,015
Total materials/services cost, calculated	\$5,213,047
Preservation services	\$20,131
All other operations and maintenance expenditures	\$2,585,720
Total operations and maintenance expenditures, calculated	\$2,605,851
Total Expenditures	\$12,398,373

¹, Miscalculation last year of who fell into "other professional staff" bucket.(0-2018-02-14)

², Last year's value is incorrect. Should read 70,129.(0-2018-02-26)

³, 67 Lower than last year due to changing approach to stats collection.(0-2018-02-26)