ACRL Trends and Statistics Survey
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, which IPEDS sometimes uses as test questions for future surveys.

? A section of questions about library trends; every year features a different topic. In 2019, we are asking questions about Open Educational Resources (OER).

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 2019 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 2019 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, we hope that every academic library which submits data to IPEDS as part of their federal requirement will 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) 2019. Fiscal year 2019 is defined as the most recent 12-month period that ends before October 1, 2019, that corresponds to the institution's fiscal year.

Data Collection Period
The survey will be open from September 2019 - February 28, 2020.

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 2019. 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.

Library Information

Reporting Institution	The Claremont Colleges Library
Short Name for reporting institution	Claremont Cs
Street Address	800 N. Dartmouth Avenue
City	Claremont
State/Province	California
ZIP/Postal Code	91711
Country	United States
Fiscal Year End Date	2020-06-30
Carnegie classification	Doctorate
Carnegie classification detailed OPTIONAL QUESTION	Doctoral Universities: High Research Activity
IPEDS Unit ID	112251

Primary Contact

Contact's Name	Sarah Pickle
Title	Interim Dean for Planning and Operations
Email Address	sarah.pickle@claremont.edu
Phone Number	(909) 607-7106

Report Prepared By

Your Name	Sarah Pickle
Your Title	Interim Dean for Planning and Operations
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	25.00	$2,041,787
02 Other professional staff	1.50	$125,164
03 Total professional staff	26.50	$2,166,951
04 All other paid staff (except student assistants)	31.00	$1,389,627
05 Student assistants	7.80	$119,028
06 Total, FTEs and Salary & Wages (excluding fringe)	65.30	$3,675,606

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	$1,198,169

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, 2019. 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

20 One-time purchase of books, serial backfiles, and other materials	$1,453,449
20a E-books (if available)	$516,691
21 Ongoing commitments to subscriptions	$4,346,070
21a E-books (if available)	$193,380
21b E-journals (if available)	$3,027,627
22 All other materials/service cost	$135,602
23 Total materials/services expenses	$5,935,121

Operations and maintenance expenses

24 Preservation services	$39,756
25 All other operations and maintenance expenses	$2,362,480
26 Total operations and maintenance expenses	$2,402,236
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.

30Includes salaries and wages from all identifiable sources, includes fringe	$13,211,132
31Includes salaries and wages from all identifiable sources, excludes fringe	$12,012,963

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 2019.

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]

Claremont Graduate University   2019

	Physical (A)	Digital/Electronic (B)
40 Books (title count)	1,035,858	1,595,505
40a Books (volume count)	1,069,028	
41 Databases		637
42 Media	34,555	164,573
43 Serials	25,441	96,028
44 Total	1,095,854	1,856,743
45 External Contributions from Consortia / Network(s)	-1	-1

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 held in the institutional repository(ies)	882
51 Item usage from the institutional repository	660,271

Library Services

Library Circulation Usage

	Physical (A)	Digital/Electronic (B)
60 Initial circulation	57,677	1,259,767
61 e-book usage COUNTER BR1 (if available)		67,364
62 e-book usage COUNTER BR2 (if available)		1,171,708
63 E-serials usage		1,054,146

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 [1]	17,360
65 Consultations	593
67 Virtual Reference Services [2]	3,857

Locations

68 Indicate 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 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	[3]392	0	-1	392
71 Total attendance at all presentations	5,919	0	-1	5,919

Hours

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

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.

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)	4,807
81bILL-02 Non-returnable (if available)	4,490
81cTotal if ILL-01 and ILL-02 are reported separately	9,297
82Total interlibrary loans and documents received	
82aILL-03 Returnables (if available)	10,429
82bILL-04 Non-returnables (if available)	8,260
82cILL-05 Documents received from commercial services (if available)	-1
82dTotal if ILL-03, ILL-04 and ILL-05 are reported separately	18,689

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.

90 Full-time Equivalents (FTE)	7,278
91 Headcounts (skip if breakouts available)	
91a Full time undergraduate (if available)	5,720
91b Part time undergraduate (if available)	38
91c Full time graduate (if available)	1,106
91d Part time graduate (if available)	797
91e Total Headcount	7,661

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	

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.

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 view your IPEDS Academic Libraries file? (select Yes and it will appear in the upper right-hand quadrant of the screen)	Yes

Section I: Library Collections/Circulation

Section I Digital/Electronic Group Information

Digital/Electronic

Digital/Electronic	Digital/Electronic
Digital/Electronic books	1,595,505
Digital/Electronic databases	637
Digital/Electronic media	164,573
Total electronic collection, calculated	1,760,715
Total electronic circulation	1,259,767

Section I Physical Group Information

Physical

Physical	Physical
Physical books	1,035,858
Physical media	34,555
Physical serials	25,441
Total physical collection, calculated	1,070,413
Total physical circulation	57,677
Total interlibrary loans and documents provided to other libraries	9,297
Total interlibrary loans and documents received	18,689

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	$3,675,606
Fringe benefits (if paid by the library budget)	$1,198,169
One?time purchases of books, serial back?files, and other materials	$1,453,449
Ongoing commitments to subscriptions	$4,346,070
Other materials/service cost	$135,602
Total materials/services cost, calculated	$5,935,121
Preservation services	$39,756
All other operations and maintenance expenditures	$2,362,480
Total operations and maintenance expenditures, calculated	$2,402,236
Total Expenditures	$13,211,132

Trends 2019

Open Educational Resources (OER) are teaching, learning and research materials in any medium - digital or otherwise - that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.

https://en.unesco.org/themes/building-knowledge-societies/oer

#1Does your institution have an OER initiative? An OER initiative in this case would be an organized effort to promote the use or adoption of OER in courses.	Yes
#2Is your library involved with an OER initiative?	Our institution does not have an OER initiative, but the library supports OER independently

If there is an OER initiative at your institution, it is best described as led by:

Select all that apply:

#3a.Library	Yes
#3b.Administration	No
#3c.Faculty	No
#3d.Students	No
#3e.Committee	No
#3f.Other (please specify)	No
#3g.The insitution has no OER initiative	No

Please indicate which OER-related activities the library supports.

Select all that apply:

#4a.Searching for quality OER for faculty	Yes
#4b.Creating subject guides or other educational materials on OER	Yes
#4c.Training faculty and staff on OER	Yes
#4d.Curating and sharing OER resources	No
#4e.Providing access to OER via a library-managed digital repository or a third-party platform	No
#4f.Providing financial support for faculty to develop OER	No
#4g.Checking licensing/intellectual property rights on adopted OER	No
#4h.Advocating for library inclusion in OER activities on campus	No
#4i.Other (please specify)	No

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#5Who has primary responsibility at the library for these OER-related activities?	One staff member has primary responsibility
#6Does your library fund OER initiatives (i.e., provide incentives for faculty to develop OER)?	No
#7How much money was allocated from your library budget to provide incentives for faculty in the past fiscal year?	
#8How much do you estimate that your institution's OER initiatives have saved students in the past fiscal year?	Data not available

What do you feel are the biggest challenges for your institution regarding faculty engagement for OER adoption?
Select all that apply:

#9a.Lack of awareness of OER	Yes
#9b.Lack of institutional support	No
#9c.Lack of financial incentive for adopting OER	No
#9d.Lack of quality OER for subject matter	No
#9e.Time required to locate OER	No
#9f.Technical barriers to providing OER	No
#9g.Other challenge (please specify):	No

[1], 64 Statistics gathering and collecting across the library has improved dramatically.(*0-2020-02-26*)

[2], 67 Now includes statistics for all library public services(*0-2020-02-26*)

[3], 5 vacant instruction positions this year.(*0-2020-02-26*)